



Agenda

Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency



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

August 19, 2025
Regular Meeting

Remote Participation and Public Comment Teleconference:

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 881 0741 2401

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) 10:30 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 June 19, 2025, to July 31, 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 June 24, 2025.
- D. Adopt resolution approving the State of Good Repair FY 2025-2026 project list and authorizing the Executive Director to sign required forms on behalf of the Commission.
- E. Authorize the purchase of one deluxe 3-Day / 72 Hour Emergency Preparedness Kit as an incentive for public participation in the upcoming Evacuation and Preparedness Plan workshops and community survey for an amount not to exceed \$ 250.



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Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency



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- 5) Presentation/Discussion/Action – Request for One Support Position for SCLTC
Presentation, discussion, and possible action regarding request to add one support position to the Transportation Commission's staffing.
- 6) Other Business Items for SCLTC
 - A. Executive Director – Other Updates
 - B. Other Business – Items from Commission that do not require an agenda item or requests for future agenda items.

7) Adjourn as Commission

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

Siskiyou Transportation Agency

- 8) Public Comment
- 9) 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 June 24, 2025.
- D. Resolution approving the State of Good Repair FY 2025-2026 project list.

- 10) Discussion/Action – Purchase of One (1) Service Truck
Discussion and direction regarding the purchase of a Service Truck for STAGE.
- 11) Discussion/Action – Contract with Planeteria Media LLC – STAGE Website



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Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency



Conference Room at the Siskiyou County Transit Center
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Discussion and direction regarding a contract with Planeteria Media LLC for the design, build, and ongoing maintenance of a new website for STAGE for the term of August 19, 2025, to June 30, 2030, for a total not to exceed of \$ 155,700.

- 12) Presentation/Discussion/Direction – Discussion regarding future of SCLTC and STA
Presentation and discussion regarding the roles and responsibilities of the regional transportation planning agency (SCLTC) versus the transit operator (STA) and possible direction regarding the recently formed Siskiyou Transportation Agency.

13) 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, October 14, 2025, at 10:30 a.m.

14) Adjourn Meeting



Agenda

Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency



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190 Greenhorn Road
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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, August 19, 2025 – 10:30 a.m. Pacific Time (US and Canada)

Zoom Attendees:

Conference Call In Number: +1.669.444.9171 US
Meeting ID: 881 0741 2401

I declare a copy of this agenda was posted at the Siskiyou County Transit Center at 190 Greenhorn Road, Yreka, CA 96097, on August 15, 2025, by 5:00 p.m.

A printed agenda packet will be available for public review by 5:00 p.m. on August 15, 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: June 19, 2025 through July 31, 2025

'Fiscal ' Fund:	Description	Revenues	Expenses
2024/2025		\$ 234,656.79	\$ 279,715.76
Fund: 2505 - Local Transportation Admin (Item 4A(1))			
	AT&T/MCI	\$ -	\$ 20.18
	PACIFIC POWER	\$ -	\$ 265.65
	VERIZON WIRELESS	\$ -	\$ 104.94
	HAROLD'S CLEANING COMPANY	\$ -	\$ 74.31
	YREKA TRANSFER LLC	\$ -	\$ 7.65
	CITY OF YREKA	\$ -	\$ 41.72
	HUE & CRY SECURITY SYSTEMS INC	\$ 12.01	\$ 30.58
	WORK PERF'D - MAY 2025 (EXDIR)	\$ 13,829.33	\$ -
	CALCARD MASTER 0989 4/2025	\$ -	\$ 694.22
	J2511955 REV CALCARD MASTER 4/2025	\$ 694.22	\$ -
	HR Payroll 2025 BW 14 0	\$ -	\$ 4,995.58
	4TH QTR ADMIN TRANS 2536>2505	\$ 22,500.00	\$ -
	HR Payroll 2025 BW 13 0	\$ -	\$ 8,566.24
	GSLTC2STGCAMS2425	\$ -	\$ 592.60
	3QVAR2STGDH	\$ -	\$ 5.14
	GS/STA>STAGE CANON LEASE FEB 2025	\$ -	\$ 0.04
	GS/STA>STAGE CANON LEASE JAN 2025	\$ -	\$ 0.65
	GS/STA>STAGE CANON LEASE DEC 2024	\$ -	\$ 2.75
	GS/STA>STAGE CANON LEASE NOV 2024	\$ -	\$ 2.24
	GS/STA>STAGE CANON LEASE OCT 2024	\$ -	\$ 8.41
	GS/STA>STAGE CANON LEASE SEPT 2024	\$ -	\$ 4.99
	GS/STA>STAGE CANON LEASE AUG 2024	\$ -	\$ 9.28
	GS/STA>STAGE CANON LEASE JUL 2024	\$ -	\$ 2.14
	GS/STA>STAGE CANON CHARGES DEC 2024	\$ -	\$ 1.26
	GS/STA>STAGE CANON CHARGES JAN 2025	\$ -	\$ 0.28
	GS/STA>STAGE CANON CHARGES OCT 2024	\$ -	\$ 5.46
	COMMUNICATIONS MARCH 24/25	\$ -	\$ 36.25
	COMMUNICATIONS MAY 24/25	\$ -	\$ 36.25
	COMMUNICATIONS APRIL 24/25	\$ -	\$ 36.25
	GS/STA>STAGE CANON CHARGES APR 2025	\$ -	\$ 1.52
	GS/STA>STAGE CANON CHARGES MAR 2025	\$ -	\$ 0.22
	4TH QTR 24/25 INTEREST ALLOCATION	\$ 2,636.16	\$ -
	WORK PERFORMED-JUNE 2025 M CUMMINS	\$ 7,448.57	\$ -
	THE RESILIENCY INITIATIVE	\$ -	\$ 3,847.04
	J2600074 REV WRONG AMOUNT	\$ -	\$ 7,448.57
	J2600074COR WRK PRFMD MCUMMINS 6/25	\$ 7,438.80	\$ -
	WALTER E NELSON CO OF SOUTHERN OREG	\$ -	\$ 71.43
Fund: 2505 - Local Transportation Admin (Item 4A(1)) Total		\$ 54,559.09	\$ 26,913.84

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: June 19, 2025 through July 31, 2025

'Fiscal ' Fund:	Description	Revenues	Expenses
2024/	Fund: 2506 - Overall Work Program (Item 4A(2))		
	KENNY & NORINE, A LAW CORPORATION	\$ -	\$ 849.56
	OPTIMIZE WORLDWIDE, INC	\$ -	\$ 275.00
	VELA, PATRICK	\$ -	\$ 11.90
	LSC TRANSPORTATION CONSULTANTS, INC	\$ -	\$ 31,784.81
	BRYAN, MATTHEW J.	\$ -	\$ 60.76
	WORK PERF'D - MAY 2025 (EXDIR)	\$ -	\$ 8,705.32
	3QVAR2STGDH	\$ -	\$ 5.14
	GS/STA>STAGE CANON LEASE FEB 2025	\$ -	\$ 31.40
	GS/STA>STAGE CANON LEASE JAN 2025	\$ -	\$ 29.53
	GS/STA>STAGE CANON LEASE DEC 2024	\$ -	\$ 31.34
	GS/STA>STAGE CANON LEASE NOV 2024	\$ -	\$ 11.39
	GS/STA>STAGE CANON LEASE OCT 2024	\$ -	\$ 26.57
	GS/STA>STAGE CANON LEASE SEPT 2024	\$ -	\$ 34.71
	GS/STA>STAGE CANON LEASE AUG 2024	\$ -	\$ 30.35
	GS/STA>STAGE CANON LEASE JUL 2024	\$ -	\$ 6.76
	GS/STA>STAGE CANON CHARGES DEC 2024	\$ -	\$ 14.71
	GS/STA>STAGE CANON CHARGES JAN 2025	\$ -	\$ 19.53
	GS/STA>STAGE CANON CHARGES OCT 2024	\$ -	\$ 21.37
	GS/STA>STAGE CANON CHARGES APR 2025	\$ -	\$ 23.53
	GS/STA>STAGE CANON CHARGES MAR 2025	\$ -	\$ 3.98
	4TH QTR 24/25 INTEREST ALLOCATION	\$ 2,402.02	\$ -
	WORK PERFORMED-JUNE 2025 M CUMMINS	\$ -	\$ 4,179.88
	THE RESILIENCY INITIATIVE	\$ -	\$ 29,692.96
	J2600074 REV WRONG AMOUNT	\$ 4,179.88	\$ -
	J2600074COR WRK PRFMD MCUMMINS 6/25	\$ -	\$ 4,170.11
	Fund: 2506 - Overall Work Program (Item 4A(2)) Total	\$ 6,581.90	\$ 80,020.61
	Fund: 2536 - Local Transportation Funds (Item 4A(3))		
	4TH QTR ADMIN TRANS 2536>2505	\$ -	\$ 22,500.00
	STATE APR 2025 QTR ALLOC 1/4% LTF	\$ 166,455.04	\$ -
	24/25 2ND LTC ALLOC TO CITIES	\$ -	\$ 10,452.82
	J2514769 CORR 24/25 2ND LTC ALLOC	\$ -	\$ 3,976.18
	24/25 2ND LTC ALLOC TO ROAD	\$ -	\$ 78,913.45
	24/25 2ND LTC ALLOC TO CITY	\$ -	\$ 48,377.43
	J2514771CORR 24/25 2ND ALLOC > CITY	\$ -	\$ 2,235.15
	Fund: 2536 - Local Transportation Funds (Item 4A(3)) Total	\$ 166,455.04	\$ 166,455.03
	Fund: 2537 - Regional Surface Transportation Block Grant (Item 4A(4))		
	4TH QTR 24/25 INTEREST ALLOCATION	\$ 1,667.11	\$ 1,667.11
	CITY OF ETNA	\$ -	\$ 1,083.72

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: June 19, 2025 through July 31, 2025

'Fiscal ' Fund:	Description	Revenues	Expenses
2024/2025	Fund: 2537 - Regional Surface Transportation Block Grant (Item 4A(1))	\$ 1,667.11	\$ 2,750.83
	Fund: 2538 - State Transit Assistance (Item 4A(5))		
	4TH QTR 24/25 INTEREST ALLOCATION	\$ 355.04	\$ -
	Fund: 2538 - State Transit Assistance (Item 4A(5)) Total	\$ 355.04	\$ -
	Fund: 2546 - SB 125 TIRCP/General Fund (Item 4A(6))		
	WORK PERF'D - MAY 2025 (EXDIR)	\$ -	\$ 2,053.01
	4TH QTR 24/25 INTEREST ALLOCATION	\$ 3,931.37	\$ -
	WORK PERFORMED-JUNE 2025 M CUMMINS	\$ -	\$ 1,465.63
	Fund: 2546 - SB 125 TIRCP/General Fund (Item 4A(6)) Total	\$ 3,931.37	\$ 3,518.64
	Fund: 2547 - SB 125 Greenhouse Gas Reduction Fund (Item 4A(7))		
	4TH QTR 24/25 INTEREST ALLOCATION	\$ 1,107.24	\$ -
	Fund: 2547 - SB 125 Greenhouse Gas Reduction Fund (Item 4A(7)) Total	\$ 1,107.24	\$ -
	Fund: 2548 - Public Transit Account (Item 4A(8))		
	WORK PERF'D - MAY 2025 (EXDIR)	\$ -	\$ 56.81
	Fund: 2548 - Public Transit Account (Item 4A(8)) Total	\$ -	\$ 56.81
2025/2026		\$ -	\$ 18,018.21
	Fund: 2505 - Local Transportation Admin (Item 4A(1))		
	CAL ORE COMMUNICATIONS	\$ -	\$ 75.20
	WCP SOLUTIONS	\$ -	\$ 23.15
	HUE & CRY SECURITY SYSTEMS INC	\$ -	\$ 17.58
	HR Payroll 2025 BW 14 0	\$ -	\$ 4,162.98
	WALTER E NELSON CO OF SOUTHERN OREG	\$ -	\$ 21.40
	GOLDEN STATE RISK MANAGEMENT AUTHOR	\$ -	\$ 5,227.95
	HR Payroll 2025 BW 15 0	\$ -	\$ 8,489.95
	Fund: 2505 - Local Transportation Admin (Item 4A(1)) Total	\$ -	\$ 18,018.21
	(blank)		
	Grand Total	\$ 234,656.79	\$ 297,733.97

Date: August 19, 2025

Agenda Item: 4B

Subject: Report on Activities by Commission Staff through July 31, 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 25th.
- 5) Prepare and submit the Final Report of Expenditures for the Active Transportation Program grant.
- 6) Assist with public workshops for Evacuation and Preparedness Plan week of September 3rd through 10th.

Financial Impact:

None.

Recommended Action:

None. This is an information item.

Attachments (1)

- Detailed summary of activities for the period of June 19, 2025, to July 31, 2025.

**Executive Director Staff Report
Siskiyou County Local Transportation Commission
Summary of Activities for Period
06/19/2025~07/31/2025**

Non-Billable LTC Work

Attend CIIC ribbon cutting ceremony for riverwalk project.
Update LTF tracking log w/June Receipts
Review and process GSRMA invoice.
Received additional LTF claims from local agencies.
Processed LTF claims from local agencies.
Balance fiscal records back to Banner.

WE 601 - Administration

LTC Agenda - 06/24/2025
Review final draft of LTC agenda for accuracy.
Compress agenda packet, print, and post.
Prep Commissioner tablets for meeting.
Commission fiscal work.
Prep staff notes for June LTC/STA Meeting
Review fiscal items and process transfers.
Prepare room and Commissioner tablets for June LTC meeting.
Attend June 24, 2025 LTC/STA Meeting.
Post LTC April minutes to website, LTC resolutions to Chair
Process various resolutions from 6/24/25 LTC meeting.
Balancing of expenses for May 2025
Review contracts and submit request for new encumbrances for various contracts FY 2025/2026.
Fiscal work related to Commission program.
Review pending claims and other fiscal work.
Executed LTC Resolutions
Draft minutes of the 06/24/2025 meeting.
NCE Invoice Issue/Encumbrance Issue (Work w/Auditor's Office to resolve).
Process Commissioner travel claims.

WE 602 - OWP Development/Monitoring

Prepare OWP agenda item (FY 25/26 Documents) and calculate estimated carryover.
Finalize FY 2025/2026 OWP Packet
Upload FY 25/26 OWP to website and update page to reflect new FY program.
OWP Amendment #6 - Draft Invoice for Q4 (FY 24/25)
Amendment #6 FY 2024/2025

WE 603 - Coordination & Public Engagement

Review RTPA group emails
Prepare various agenda items.

**Executive Director Staff Report
Siskiyou County Local Transportation Commission
Summary of Activities for Period
06/19/2025~07/31/2025**

Regional Transportation Planning Agency Group Meeting
Process RSTP invoice for Etna.
TCR SR 3/Natalie, Email Mt Shasta RE: STIP Project
Review and process OWW invoice for website updates.
Review and process City of Etna's RSTP invoice.
Complete CALTAP survey on local agency needs.
Follow up with local agencies on outstanding LTF claims.
Draft and finalize support letter for the Pit River Bridge project.

WE 604.1 - Regional Transportation Systems Planning

Attend CTC meeting (06/26/2025)

WE 604.2 - Pavement Management System

Email from NCE RE: 25/26 Kickoff & Scheduling

WE 605.1 - Multimodal & Public Transit Planning

Review and process LSC invoice.
Final FY 2025/2026 Unmet Transit Needs packet submitted to State.
Finalize and submit Unmet Transit Needs Packet to State
ODOT Intercity Bus Plan
Processed invoice for Coordinated Plan Update.
Coordinated Plan Focus Group
Process LSC Invoice (Coordinated Plan)

WE 605.2 - ATP

Submit ATP progress report.
Draft final invoice and final report of expenditures for the Active Transportation Plan Grant.
Revise FROE & Invoice #6 for submission to Caltrans.

WE 604.3 - RTIP

Review CTC June agenda for various items related to local projects.
2026 RTIP Agenda Item
RTPA Group Meeting - 2026 STIP FE and Update from Caltrans
Follow-up information distributed to Commissioners after June LTC meeting.
Attend CTC meeting (06/26/2025)
Listen to CTC meeting re: Mt Shasta Extension & PPM
Consultation with local agency on 2026 RTIP.
Coordination w/Caltrans on State Highway Needs Meetings.

**Executive Director Staff Report
Siskiyou County Local Transportation Commission
Summary of Activities for Period
06/19/2025~07/31/2025**

WE 606 - SC Evacuation & Preparedness Plan

Review correspondence regarding Evacuation Plan project
Review email from TRI, Provide Direction on Items
Establish budget and new encumbrance for The Resiliency Initiative (Evac Plan)
Review and process TRI invoice.
Project meeting with TRI (Evac Plan).
OES/Preparedness Packet/Email to Owen
Processed invoice for TRI (Evac Plan).
TCR for SR 89 submitted to TRI.

PPM Funding (STIP)_2425

Correct project costs for FY 24/25 and verify spending under PPM Project for FY 24/25.
Correspondence with NCE regarding 25/26 kickoff.
Coordination of PMS FY 25/26 Kickoff Meeting
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.
Process NCE Invoice
Advance request for PPM allocation for FY 2025/26.
Contact City of Dunsmuir re:data request for pavement management system.

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.
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

Date: August 19, 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:

- June 24, 2025

Financial Impact: Yes ☐ No ☒

Recommended Action:

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

Attachments (1)

- Draft minutes of the June 24, 2025 meeting.



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

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

Minutes of the Siskiyou County Local Transportation Commission

Date: June 24, 2025

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

Commissioners in attendance included:

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

Commissioners absent from the meeting:

Mercedes Garcia

Other Staff Present In-Person:

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

The agenda items included:

- 1) Roll Call – Chair Kobseff called the meeting to order at 9:00 AM.
Commissioners present in-person included Bryan, Harris, Kobseff, Munson, Ogren, Valenzuela and Vela.
- 2) Pledge of Allegiance
- 3) Presentation from the Public

None
- 4) Consent Agenda Items

Regular Informational Items

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



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

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

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

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

Consent Agenda Action Items

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

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

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

Motion passed unanimously.

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

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



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoulc.org

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

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

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

Motion passed unanimously.

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

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

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

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

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

Motion passed unanimously.

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

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

A. Local Transportation Administration (Fund: 2505)



Siskiyou County Local Transportation Commission

REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoulc.org

190 Fairlane Road
Yreka, California 96097
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The Executive Director provided an overview of the Recommended Budget for the Local Transportation Administration. Ms. Cummins addressed the request for a support position, which was being brought back after direction from the Commission at the April 8th meeting. She met with the County Administrator to discuss the funding and the proposed level of the position. She also addressed the Board of Supervisors' recent meeting and the serious financial challenges the County is facing.

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

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

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

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

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

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



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

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

Motion passed unanimously.

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

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

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

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

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

Motion passed unanimously.

C. Local Transportation Fund (Fund: 2536)

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



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

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

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

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

Motion passed unanimously.

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

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

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

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

Motion passed unanimously.

E. State Transit Assistance budget (Fund: 2538)



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

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

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

Motion passed unanimously.

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

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

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

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

Motion passed unanimously.

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



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

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

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

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

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

Motion passed unanimously.

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

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

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

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

Motion passed unanimously.



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8. Discussion/Direction 2026 Regional Transportation Improvement Program

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

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

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

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

9. Discussion/Direction/Action - Technical Advisory Committee (TAC)

Discussion, direction, and possible action regarding the formation of the SCLTC's Technical Advisory Committee, appointments, and bylaws.

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

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

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

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

This was a direction only item.

10. Discussion/Action Regarding December 2025 Meeting Date



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

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

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

11. Other Business Items

A. Executive Director – Other Updates

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

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

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

B. Other Business Items from Commissioners

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

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

Date: August 19, 2025

Agenda Item: 4D

Subject: State of Good Repair FY 2025/2026 Project List

Past Action:

On August 20, 2024, the Commission adopted Resolution No. 24-17 approving the project list for the FY 2024/2025 cycle of the State of Good Repair funding for Siskiyou Transit and General Express. These funds were used to replace aging radio equipment in their fleet.

Summary of Item:

On April 28, 2017, Governor Brown signed Senate Bill (SB) 1 known as the Road Repair and Accountability Act of 2017. Senate Bill 1 will provide over \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation, and capital projects. This program is referred to as the State of Good Repair Program (SGR).

The State Controller's Office (SCO) annually estimates SGR funding levels according to population and farebox revenues. Per PUC Section 99312.2 (c), only Regional Transportation Planning Agencies are eligible to receive direct allocations from the SCO. Funds allocated per PUC Sections 99313 and 99314 shall then be sub-allocated by the RTPA to public transit operators in their purview which have submitted the required project information to their respective RTPA for review and have been evaluated to be eligible to receive SGR funding and determined to best meet local transportation needs.

The estimates issued for FY 2025/2026 are as follows:

PUC 99313 - \$ 75,652.00
PUC 99314 - \$ 3,285.00
Total: \$ 78,937.00

Eligible uses as defined in PUC Section 99212.1(c) includes:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities.
- The design, acquisition, and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Transit operations, transit agency administration, and program management are not eligible expenses under this program.

Pursuant to the State of Good Repair program guidelines, the Commission (RTPA) is required to evaluate the requested project to ensure the proposed project meets the SGR eligibility requirements, is appropriate for the overall transit plan designed for the region, verify estimated amount of SGR funds to be made available to the project/operator, include any requirements the regional entity determines best to suit their respective regions and transit/transportation needs, and obtain a resolution from the region's governing entity indicating approval of the proposed project list.

Siskiyou Transit and General Express (STAGE) is the only eligible transit operator in Siskiyou County. They are requesting the full allocation of \$ 78,937.00 to put towards replacement buses.

Staff recommends approval of the request.

Financial Impact: **Yes** ☒ **No** ☐

2505-303020-540800 – State Revenue \$ 78,937.00

2505-303020-752500 – Contributions to Others \$ 78,937.00

Recommended Action:

- Adopt Resolution approving the State of Good Repair Program FY 2025/2026 project list for STAGE.
- Authorize the Chair to execute the Authorized Agent Form.
- Authorize the Executive Director to execute the State Transit Assistance State of Good Repair Program Recipient Certifications and Assurances for FY 2025/2026.
- Authorize the Auditor's Office to establish budget as necessary for this project.

Attachments (2)

- Resolution approving the State of Good Repair Program FY 2025/2026 project list.
- Submittal Report, Authorized Agent Form, and State Transit Assistance State of Good Repair Program Certification & Assurances

Siskiyou County Local Transportation Commission

Resolution Approving the Project List for FY 2025/2026 for State of Good Repair Program

Resolution No. _____

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, the Siskiyou County Local Transportation Commission, as the designated regional transportation planning agency, is the eligible project sponsor and may receive and distribute State Transit Assistance – State of Good Repair funds for eligible transit capital projects;

WHEREAS, the Siskiyou County Local Transportation Commission is responsible for distributing State of Good Repair funds to eligible transit operators under its regional jurisdiction; and

WHEREAS, the Siskiyou Transit and General Express's (STAGE) share of SGR funds for FY 2025/2026 are estimated to be \$ 78,937.00;

WHEREAS, these funds will be used for the following list project; and

Project Title	Project Description	Total SGR Costs PUC 99313	Total SGR Costs PUC 99314	Total All Other Funds	Total Project Costs
Rolling Stock Replacement	Replacement of Rolling Stock	\$ 75,652	\$ 3,285	\$ -	\$ 78,937

WHEREAS, the Siskiyou County Local Transportation Commission concurs with the project list submitted for the State of Good Repair Program funds;

NOW, THEREFORE, BE IT RESOLVED, that the Siskiyou County Local Transportation Commission hereby approves the SB1 State of Good Repair Project List for FY 2025/2026; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Siskiyou County Local Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair funds and to execute the related grant applications, forms and agreements as required to secure the funds.

SIGNATURES FOLLOW ON NEXT PAGE

PASSED AND ADOPTED at a regular meeting of the Siskiyou County Local Transportation Commission on the 19th day of August 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 _____

Submittal Report

SGR-C20-FY25/26-5902-001

FY 25/26

Submittal Details

Program		Agency		Date Created	Date	Date
State of Good Repair Program		Siskiyou County		08/06/2025		
Address			City	State	Zip Code	
190 Greenhorn Road			Yreka	CA	96097	
Contact				Contact Title		
Angie Stumbaugh				Transportation Services Manager		
Contact Phone				Contact Email		
(530) 842-8297				astumbaugh@co.siskiyou.ca.us		
Support Documentation				Additional Information		
All funds will be used to replace aging transit vehicles.						

Division of Rail and Mass Transportation**State Transit Assistance State of Good Repair Program****Authorized Agent Form**

Authorized Agent

The following individual(s) are hereby authorized to execute for and on behalf of the named Regional Entity/Transit Operator, and to take any actions necessary for the purpose of obtaining State Transit Assistance State of Good Repair funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid at the beginning of Fiscal Year 2025-2026 until the end of the State of Good Repair Program. 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.

Melissa Cummins, Executive Director *OR*
(Name and Title of Authorized Agent)

_____*OR*
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

AS THE Chair
(Chief Executive Officer / Director / President / Secretary)

OF THE Siskiyou County Local Transportation Commission
(Name of County/City Organization)

Michael N. Kobseff Chair
(Print Name) (Title)

(Signature)

Approved this 19th *day of* August , 2025

State Transit Assistance State of Good Repair Program

Recipient Certifications and Assurances

Recipient: Siskiyou County Local Transportation Commission

Effective Date: August 19, 2025

In order to receive State of Good Repair Program (SGR) funds from the California Department of Transportation (Department), recipients must agree to following terms and conditions:

A. General

- (1) The recipient agrees to abide by the State of Good Repair Guidelines as may be updated from time to time.
- (2) The potential recipient must submit to the Department a State of Good Repair Program Project List annually, listing all projects proposed to be funded by the SGR program. The project list should include the estimated SGR share assigned to each project along with the total estimated cost of each project.
- (3) The recipient must submit a signed Authorized Agent form designating the representative who can submit documents on behalf of the recipient and a copy of the board resolution authorizing the agent.

B. Project Administration

- (1) The recipient certifies that required environmental documentation will be completed prior to expending SGR funds. The recipient assures that each project approved for SGR funding comply with Public Resources Code § 21100 and § 21150.
- (2) The recipient certifies that SGR funds will be used for transit purposes and SGR funded projects will be completed and remain in operation for the estimated useful lives of the assets or improvements.
- (3) The recipient certifies that it has the legal, financial, and technical capacity to deliver the projects, including the safety and security aspects of each project.

- (4) The recipient certifies that there is no pending litigation, dispute, or negative audit findings related to any SGR project at the time an SGR project is submitted in the annual list.
- (5) Recipient agrees to notify the Department immediately if litigation is filed or disputes arise after submission of the annual project list and to notify the Department of any negative audit findings related to any project using SGR funds.
- (6) The recipient must maintain satisfactory continuing control over the use of project equipment and/or facilities and will adequately maintain project equipment and/or facilities for the estimated useful life of each project.
- (7) Any and all interest the recipient earns on SGR funds must be reported to the Department and may only be used on approved SGR projects or returned to the Department.
- (8) The recipient must notify the Department of any proposed changes to an approved project list by submitting an amended project list.
- (9) Funds will be expended in a timely manner.

C. Reporting

- (1) Per Public Utilities Code § 99312.1 (e) and (f), the recipient must submit the following SGR reports:
 - a. Annual Expenditure Reports within six months of the close of the fiscal year (by December 31st) of each year.
 - b. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of SGR funds. A copy of the audit report must be submitted to the Department within six months of the close of each fiscal year in which SGR funds have been received or expended.

D. Cost Principles

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient 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 allowability of individual project cost items and (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.

- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, are subject to repayment by the recipient to the State of California (State). Should the recipient 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 recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The recipient 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 recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the recipient, its contractors and subcontractors connected with SGR funding shall be maintained for a minimum of three (3) years from the date of final payment 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 recipient, 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 recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the recipient'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 the performance of the recipient's contracts with third parties pursuant to Government Code § 8546.7, the recipient, its contractors and subcontractors and the Department 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 recipient shall furnish copies thereof if requested.

- (3) The recipient, 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 State Fair Employment Practices and Housing Commission, 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

- (1) Recipient acknowledges that if a project list is not submitted timely, the recipient forfeits its apportionment for that fiscal year.
- (2) Recipients with delinquent expenditure reports may risk future eligibility for future SGR funding.
- (3) Recipient acknowledges that the Department shall have the right to perform an audit and/or request detailed project information of the recipient's SGR funded projects at the Department's discretion from SGR award through 3 years after the completion and final billing of any SGR funded project. Recipient agrees to provide any requested project information.

I certify all of these conditions will be met.

Siskiyou County Local Transportation Commission

BY:

Melissa Cummins, Executive Director
Siskiyou County Local Transportation Commission

Date: August 19, 2025

Agenda Item: 4E

Subject: Authorize the purchase of one deluxe 3-Day / 72 Hour Emergency Preparedness Kit as an incentive for public participation in the upcoming Evacuation and Preparedness Plan workshops and community survey for an amount not to exceed \$ 250.

Past Action:

None.

Summary of Item:

The Resiliency Initiative will be hosting community workshops throughout the region beginning September 3rd and continuing until September 10th. To encourage public participation in these events and encourage residents to take the online survey they would like to offer an incentive.

The proposed incentive is a 3-Day / 72 Hour Emergency Preparedness Kit that contains emergency supplies for one person for 3 days. Supplies include a hand crank emergency radio, water container, and a personal hygiene kit and first aid kit, all contained in a durable backpack with multiple pouches and removable organizer, with room to add your own personal survival gear and apparel. Useful for natural disasters such as Hurricanes, Tornadoes, and Earthquakes.

Financial Impact: Yes ☒ No ☐

2505-303020-728000 – Special Departmental Expense \$ 250.00

Recommended Action:

Authorize staff to purchase one 3-Day / 72 Hour Emergency Preparedness Kit from Commission funds for use as a public outreach incentive on the Evacuation and Emergency Preparedness Plan.

Attachments (1)

- Detailed description of kit contents



Deluxe 3-Day / 72 Hour Emergency Preparedness Kit

Item ID 91052 ★★★★★ 4.4 (43) [Write a review](#)

When an emergency strikes, be prepared at work or home with the Deluxe 3-Day / 72 Hour Emergency Preparedness Kit from the American Red Cross.

[More Details](#)

\$184.00

QTY

1

ADD TO CART

IN STOCK

PLEASE ALLOW 2 DAYS PREP TIME IN ADDITION TO SHIPPING METHOD SELECTED AT CHECKOUT

10% OFF on ALL Books and DVDs! Use Coupon Code BOOKS4SAFETY at checkout! [Shop Now >](#)



The Deluxe 3-Day / 72 Hour Emergency Preparedness Kit is approved by the American Red Cross Scientific Advisory Council. The American Red Cross Scientific Advisory Council, a volunteer committee of nationally recognized health care, aquatics, preparedness and educational professionals, helps establish and assure the scientific basis for Red Cross programs, products and public guidance. Council members' contributions help ensure that the Red Cross is using the latest science, addressing current needs and is preparing for future changes.

Contents Include:

- 1 - Heavy-Duty Durable Backpack
- 1 - Flashlight and Batteries
- 1 - Crank-powered Flashlight/Radio/Cell Phone charger with Weatherband and lithium-ion battery
- 1 - Multi-Tool
- 1 - Emergency Food bars (6 pack)
- 4 - Emergency Water pouches 4 oz.
- 1 - 3.5gal Portable Water Container
- 1 - Emergency Rain Poncho
- 1 - Emergency Whistle
- 1 - Aluminized Rescue Blanket 52" x 84"
- 1 - Dust-Protection Face Mask
- 1 - Duct Tape
- 2 - Hand Sanitizer Packets
- 6 - Moist Towelette
- 1 - Mesh Bag for Comfort Supplies
- 1 - 4" Ivory Toothbrush 30 Tuft
- 1 - Fluoride Toothpaste .6oz Tube
- 1 - Travel Tissues (15 Pack)
- 1 - Wash Cloth
- 1 - Hair Comb
- 1 - Travel Bar Soap
- 1 - Travel Shampoo/Body Wash
- 1 - Travel Roll-on Deodorant
- 1 - Hand and Body Lotion
- 1 - Pen Light w/ batteries
- 1 - Ballpoint Pen
- 1 - First Aid Supplies Zip Pouch
- 1 - Zip-Lock Bag for Medical Supplies
- 1 - First Aid Guide Book
- 1 - Nitrile Exam Gloves (2 per Bag)
- 1 - CPR Mask with One Way Valve
- 1 - Plastic Tweezers
- 1 - 1/2"x5yd Adhesive Tape
- 10 - BZK Antiseptic Wipes
- 1 - 3"x3" Sterile Gauze Pads (2 pack)
- 1 - 2"x5 yard Conforming Gauze
- 1 - 2" x 4.5" XL Fabric Bandage
- 2 - 2" x 3" Non-Adherent Pads
- 1 - 1.5" x 3" Knuckle Fabric Bandages
- 1 - 1.75" x 2" Fingertip Fab Bandages
- 2 - 0.75" x 3" Plastic Bandages (5 Pack)

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: August 19, 2025

Agenda Item: 5

Subject: Discussion and possible action regarding request to add a support position to Commission.

Past Action:

At the June 24th meeting staff was asked to bring additional information back to the Commission for further discussion on this item.

Summary of Item:

The Siskiyou County Local Transportation Commission (LTC) is responsible for overseeing regional transportation planning, programming, and coordination of funding in accordance with state and federal regulations. The LTC also serves as the designated Regional Transportation Planning Agency (RTPA) for the county, a role that continues to evolve and increase.

To continue meeting its obligations and to sustain successful transportation planning and coordination efforts, the LTC must ensure it has sufficient internal capacity to manage the programs. A dedicated support position would:

- **Stabilize Operations:** Provide consistent assistance with time-sensitive reporting, data management, public engagement coordination, and interagency communication, all of which are critical to program delivery.
- **Continue Compliance:** Ensure timely and accurate submittal of various reports, invoices, and audits to state and federal agencies.
- **Enhance Planning Functions:** Free up management staff to focus on technical analysis and long-range planning by absorbing administrative and logistical tasks.
- **Build Organizational Resilience:** Reduce risk associated with single-person dependency in key operational functions and support succession planning by building internal knowledge and capacity.
- **Increase Grant-Seeking Capacity:** Allow staff to proactively pursue additional transportation funding opportunities at both the state and federal levels by increasing the capacity to research, develop, and submit competitive grant applications that might benefit multiple agencies within the region.

The addition of a full-time support position is a critical step in reinforcing the Commission's ability to fulfill its mission, ensure stability in program delivery, and continue supporting successful regional transportation planning and public transit services.

Financial Impact: Yes ☒ No ☐

Estimated Annual Costs of Staff Services Analyst I:

Full Time – Step 4	\$ 113,760
Part Time (0.50 FTE) - Step 4	\$ 71,332
Part Time (0.75 FTE) – Step 4	\$ 92,537

Total OWP SCLTC Allocation (Current FY)	\$ 207,250.00	
Less 75% for Executive Director	\$ 155,437.50	
Balance of Current FY Allocation:	\$ 51,812.50	
Estimated Carryover from Prior FY	\$ 40,000.00	
Total Cost Per Year/New Position:	\$ 113,760.00	
Less Available Staff Funds (Current FY):	\$ 51,812.50	Year 1
Less Estimated Carryover from Prior FY	\$ 40,000.00	Year 1
Balance of Costs (Year 1)	\$ 21,947.50	
Future Year Funding Options:		
Portion from LTF		
Portion from SB 125 Projects		
Apply for Additional Grants (Admin)		

Recommended Action:

Direction regarding the addition of a position to the Commission's program.

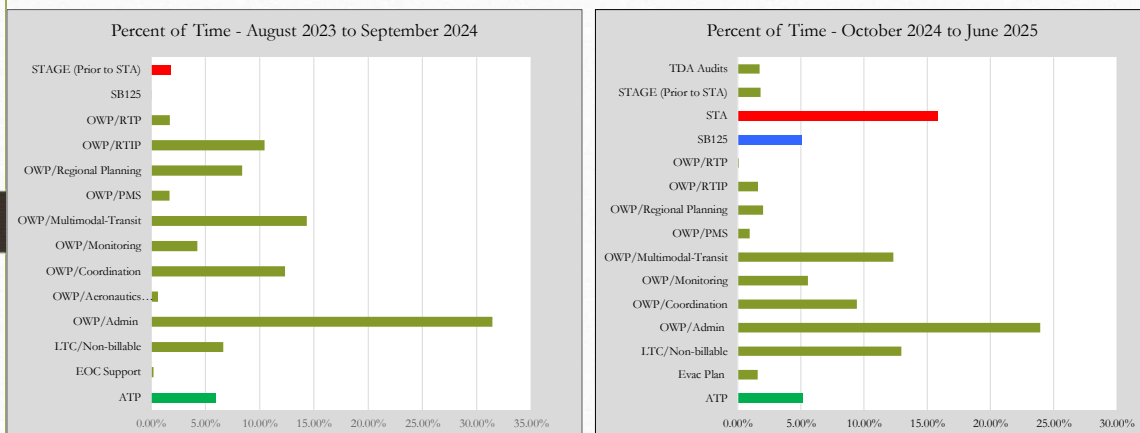
Attachments (3)

- Presentation - Summary of Hours, Funding Sources, Other RTPA Staffing
- Executive Director Duties
- Job description with identified changes as a result of the addition of Siskiyou Transportation Agency in December 2024.

Siskiyou County Local Transportation Commission

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Comparison of Hours Worked Prior to STA Formation ~ After STA Formation



2

Additional Responsibilities:

- STA Personnel matters.
- Oversight of all STAGE budgets.
- Handle complaints (in absence of other supervisors)
- Manage RFPs for various SB 125 projects.
- Coordination of SB 125 projects (contract award, project team meetings, etc.)
- Review audits and performance reviews (separate from LTC).
- Planning for future projects.
- Oversight of department with 14 positions.
- Review and approve payroll (biweekly).

Additional Items Still Pending

- Drafting agency specific policies for approval by Board.

Prior to STA agenda items were submitted through County's agenda process. Post STA formation:

- TSM prepares agenda materials.
- Executive Director is responsible for reviewing, organizing, and finalizing all agenda items for STA.
- After STA meetings Executive Director:
 - Obtains Chair signatures on all documents.
 - Maintains records of meetings including executed resolutions, contracts, drafting and posting minutes to website.

* Time spent is dependent on number of items, etc.

3

Examples of Other RTPA Staffing Levels

Agency	Position Title	FTE
Mendocino Council of Governments	Planners	2.5
* Transit operations are under separate entity.	Total FTEs:	2.5
Modoc County Transportation Commission (MCTC)	Executive Director	1.0
Modoc Transportation Agency (MTA)	Accounting Position	1.0
* Transit operations are contracted out.	Executive Secretary	1.0
	Total FTEs:	3.0
Lassen Transportation Commission	Planning Staff	2.0
* Four employees - 2 spend half of their time and 2 spend 1/3 of their time on LTC business.	Total FTEs:	2.0
Lake Area Planning Council (LAPC)		
Lake Transit Authority (LTA)	Planning Staff	3.00
* Staff administer the Lake APC and Lake Transit Authority.		
* Lake Transit Authority is a separate JPA with the same Board composition.		
* LTA contracts out transit operations and maintenance.		
* Lake APC Executive Director provides administration and oversight over transit operations contract.		
	Total FTEs:	3.0

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Other RTPA Staffing

Agency	Position Title	FTE
Nevada County Transportation Commission * Transit operations are managed and operated by County.	Executive Director	1.0
	Deputy Executive Director	1.0
	Transportation Planner	1.0
	Administrative Services Officer	1.0
	Administrative Assistant	1.0
	Total FTEs:	5.0
Glenn County Transportation Commission * County provides staffing to both the LTC and the Transit JPA.	Executive Director	1.0
	*Serves LTC & Transit JPA bodies	
	Transportation Planner	1.0
	Administrative Assistant	0.5
	Total FTEs:	8.5

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LTC Funding

6

Funding Source	Frequency
Local Transportation Funds	Annually

The Local Transportation Fund Allocations

PRIORITY	PURPOSE	PUC SECTION	Eligible Claimants	Amount Available
1	TDA administration	99233.1	County Auditor & the TPA	As necessary

PRIORITY	PURPOSE	PUC SECTION	Eligible Claimants	Amount Available
7	Article 4-Public Transportation,	99233.8	Operators	≤ Area Apportionment
	Support of public transportation systems	99260(a) 99262	Operators	≤ Area Apportionment
	Aid to research & development projects	99260(b)	Operators	≤ Area Apportionment
	Grade separation projects	99260(c)	Operators	≤ Area Apportionment
	Peak hour service contract	99260.2(a)	Operators	≤ Area Apportionment
8	Article 8-Other Allocation	99233.9	Cities & Counties where not restricted	≤ Area Apportionment
	Local streets & roads; pedestrian & bicycle projects	99400(a), 99402, 99407	Cities & Counties where not restricted	≤ Area Apportionment
	Commuter ferry services		Cities within the County of San Diego	≤ Area Apportionment
	Rail Passenger service operations & capital	99400(b)	Cities & Counties	≤ Area Apportionment

PUC § 99233 – Priorities in Allocating Funds

(Amended by Stats. 1997, Ch. 45, Sec. 1, Effective January 1, 1998.)

Except as provided in Section 99233.11, the fund shall be allocated by the designated transportation planning agency for the purposes specified in Sections 99233.1 to 99233.9, inclusive, in the sequence provided in those sections.

PUC § 99233.1 – Administration Allocations

(Added by Stats. 1976, Ch. 1348.)

There shall be allocated to the county and the transportation-planning agency such sums as are necessary to administer this chapter.

	FY 2023/24	FY 2024/25
LTF Receipts	\$ 2,099,010.03	\$ 1,641,655.80
		*2 Additional Payments Pending

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Funding Source	Frequency
Regional Planning Assistance	Annually

Overall Work Program Historical Allocations, Total Spent, and Carryovers

Fiscal Year	FY Allocation	Carryover Funds from Prior FY	Total Available Funding	Total Spent	Remaining Balance	Amount That Can Be Carried to Next FY	Amount Not Claimed from State
2017/2018	\$ 230,000.00	\$ -	\$ 230,000.00	\$ 97,387.43	\$ 132,612.57	\$ 57,500.00	\$ 75,112.57
2018/2019	\$ 230,000.00	\$ 57,500.00	\$ 287,500.00	\$ 154,429.22	\$ 133,070.78	\$ 57,500.00	\$ 75,570.78
2019/2020	\$ 230,000.00	\$ 57,500.00	\$ 287,500.00	\$ 287,500.00	\$ -	\$ 57,500.00	\$ -
2020/2021	\$ 230,000.00	\$ -	\$ 230,000.00	\$ 210,730.57	\$ 19,269.43	\$ 57,500.00	\$ -
2021/2022	\$ 230,000.00	\$ -	\$ 230,000.00	\$ 159,054.87	\$ 70,945.13	\$ 57,500.00	\$ 13,445.13
2022/2023	\$ 230,000.00	\$ 57,500.00	\$ 287,500.00	\$ 102,925.46	\$ 184,574.54	\$ 57,500.00	\$ 127,074.54
2023/2024	\$ 230,000.00	\$ 57,500.00	\$ 287,500.00	\$ 232,115.49	\$ 55,384.51	\$ 55,384.51	\$ -
2024/2025*	\$ 230,000.00	\$ 55,384.51	\$ 285,384.51	\$ 233,024.19	\$ 52,360.32	\$ 52,360.32	\$ -
2025/2026	\$ 315,500.00	\$ 52,360.32	\$ 367,860.32	\$ 230,000.00	\$ 137,860.32	\$ 78,875.00	\$ 58,985.32

*Estimates based on final expenses for FY 24/25.

Assumes we utilize \$ 230,000 of annual allocation.

\$ 350,188.34

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Funding Source	Frequency
Carbon Reduction Program	Annual Allocation Through 2026

Non-MPO RTPA	FFY 2022	FFY 2023	FFY 2024	FFY 2025	FFY 2026*
Siskiyou	\$ 82,403.00	\$ 84,051.00	\$ 78,989.00	\$ 80,569.00	\$ 80,569.00
Deadline to Spend	9/30/2025	9/30/2026	9/30/2027	9/30/2028	9/30/2029

Eligible Projects Include:

- ✓ Micro-mobility
- ✓ Biking facilities
- ✓ On- and off-road trail facilities for pedestrians and bicyclists
- ✓ EV Infrastructure support for freight and cars
- ✓ Alternative fuel vehicle deployment

➤ Funds must be programmed by the RTPA using a competitive and performance-driven process.

➤ RTPAs cannot suballocate the funds within their boundary.

➤ Local CRP funds cannot be swapped and must be spent within the RTPA boundary in which it was apportioned.

➤ Because these are federal funds the project match is typically 11.47%.

➤ Projects must align with the FHWA's eligibility list and the state's Carbon Reduction Strategy. California's CRP focuses on the three pillars (reference photo to the right).

These funds have not been accessed to date. Staff time can be billed as long as it is related to approved project.

Carbon Relief Program

OVERVIEW

Purpose


- Reduce transportation-related carbon dioxide (CO₂) emissions from on-road highway sources

Funding


- Established by the Infrastructure Investment and Jobs Act (IIJA)
- \$6.4 billion over five years (2022-2026)

Allocation


- 65% of State apportionment must be obligated in areas proportional to the population
- MPOs and Rural RTPAs apportioned funds based on population



Zero-Emission Vehicles & Infrastructure



Active Transportation & Micromobility



Rail & Transit

Three Pillars

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Funding Source	Frequency
SB 125 Program	One Time Allocation

Program Year/Source	Funding Remaining
Year 1/TIRCP	\$ 2,058,009
Year 2 & Beyond/TIRCP	\$ 2,520,601
ZETCP (All Years)	\$ 402,324
Total Available Funding:	\$ 4,980,934

Project Title	Project Budget	Available Balance
SB 125/TIRCP - STAGE Website	\$ 137,000.00	\$ 130,781.90
SB 125/TIRCP - STAGE / Operational Improvements	\$ 160,000.00	\$ 160,000.00
SB 125/TIRCP - STAGE / Fare Collection System	\$ 160,000.00	\$ 159,857.98
SB 125/GGRF - ZEV Strategy Plan	\$ 128,280.13	\$ 128,280.13
SB 125/ZETCP - Zero Emissions Strategy (PTA)	\$ 34,949.87	\$ 34,949.87
SB 125/ZETCP - Free or Reduced Fare Days	\$ 19,061.00	\$ 19,023.51
SB 125/PTA - SB 125 Administration	\$ 56,770.00	\$ 55,105.87

• Many of these projects will require hiring of a consultant.

• These figures do not include nearly \$ 17,000 of interest earned in FY 24/25.

Eligible Projects:

TIRCP:

- Projects that reduce GHG and increase ridership.

ZETCP:

- Ridership increasing projects
- Zero emission transition related projects
- Zero emission vehicle purchases

Program Requirements:

- RTPA is responsible for preparing and implementing an initial short-term financial plan, updates to the short-term financial plan, and the long-term financial plan.
- RTPAs can procure professional services or use their own staff to gather the reports, data and relevant information needed to develop the regional long-term financial plan required by SB 125.

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Funding Source	Frequency
PPM (STIP)	Annual through FY 26/27

Siskiyou												
Agency	Rte	PPNO	Project	Ext	Del.	Voted	Total	Project Totals by Fiscal Year				
								Prior	24-25	25-26	26-27	27-28
Highway & Local Road Improvement Projects:												
Siskiyou Co LTC		2440	Planning, programming, and monitoring			Oct-24	225	0	225	0	0	0
Siskiyou Co LTC		2440	Planning, programming, and monitoring				150	0	0	0	75	75

Funds are designated for two projects:

- Pavement Management System
- Regional Transportation Plan Update

Most of this funding was budgeted for consultants but staff costs can be charged to these funds/projects.
Funds allocated in the identified fiscal year, but LTC has three years to expend funds.

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Questions ?

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Executive Director Duties

This is a comprehensive list of all duties currently covered by the Commission's Executive Director.

This document shows how the duties of the Commission would be adjusted if a support staff position were to be approved.

Website and Social Media Management

Executive Director manages the Commission's website and social media including:

Task	Primary	Backup
Upload and update documents as necessary	SSA	ED
Create events (meetings, public workshops)	SSA	ED
Create announcement posts for projects	SSA	ED
Blog posts about various Commission activities to encourage public participation.	ED	SSA
Upload all agendas and minutes	SSA	ED
Update Commissioner Data (when necessary)	SSA	ED
Upload RFP/RFB opportunities to website	SSA	ED
Upload Q&A responses during Q&A period on each RFP/RFB.	SSA	ED
Develop and schedule all social media posts for upcoming meetings or other events.	SSA	ED

Governance Duties

Task	Primary	Backup
Prepare all agenda worksheets for SSTAC, SCLTC, and some STA		
Writing agenda summaries	ED	
Draft resolutions	ED	
Organize agenda	ED	
Post agenda	SSA	ED
After meetings assign resolution number, update voting information in resolutions, send documents to Chair for signature.	SSA	ED
Distribute executed documents to appropriate recipients. (i.e., contracts, resolutions)	SSA	ED
Draft minutes for each meeting (LTC and STA)	SSA	ED
Maintain all governance documents including bylaws and policies or procedures.	SSA	ED
Draft Title VI Program updates, obtain Commission approval, submit to State, and post to website. (Updates as needed or every three years.)	SSA/ED	

Executive Director Duties

Master Fund Transfer Agreement (Every 20 years) • Review proposed changes and seek Commission approval.	ED	
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Financial Duties

The Executive Director handles all financial duties of the Commission. The only support received from STA staff is to enter LTC invoices into the financial system for the Executive Director to approve.

Task	Primary	Backup
Negotiation of all contracts for Commission projects.	ED	
Draft all contracts for review by legal and contractor.		SSA
Process and approve all LTC invoices.		SSA
Annual budget development and monthly monitoring.	ED	
Prepare or process all budget appropriations or transfers as needed.		SSA
Grant monitoring, tracking, and invoicing.		
Track each expense to maintain accurate balances for grant.	SSA	ED for All
Track each expense to maintain accurate balances for grant.	SSA	
Reconcile LTC expense tracking to Banner.	SSA	
Draft invoices with appropriate documentation for submission to state.	SSA	
Draft reports as required by grant program and submit them to State.	SSA	
Write grant applications to secure additional funding for regional projects.	SSA	ED
Monthly reconciliation between Banner and Commission's financial records.	SSA	ED
Tracking State revenues (pursuant to TDA) and allocation to approved claimants including State of Good Repair, Local Transportation Funds, and State Transit Assistance.	ED	SSA
Review and monitor encumbrances throughout the year.	SSA	ED
Submit request to close report at end of fiscal year.	SSA	ED
Submit request for new encumbrances for each contract at beginning of each fiscal year.	SSA	ED
Prepare and submit contract accounting changes when necessary.	SSA	ED
Prepare all claims for Commission work.		
RSTP reimbursement requests	ED – Approve 1 st SSA – Process Items	
Mileage Claims for Commissioners		
Annual Audits (LTC) (TDA Requirement)		
Coordinate year-end adjustments with Auditor's office prior to the auditor beginning work on the annual audit.	ED	SSA

Executive Director Duties

Run reports for outside auditors for preparation of required TDA audits each fiscal year.	SSA	ED
Review draft and final audit reports.	ED	
File with State and Caltrans.	SSA	ED
Manage Commission's various insurance policies.		
Review and approve all invoices.	SSA – Process Invoices	
Update application documents when necessary.	ED – Manage policies	

Funding Program Specific Duties:

Task	Primary	Backup
Regional Surface Transportation Program		
Obtain approval of annual agreement by Commission.	ED	
Submit agreement and annual report to State.	ED	SSA
Submit invoices to State to obtain funding.	SSA	ED
Conduct call for projects.	ED	
Compile project submissions for inclusion in Commission's agenda.	ED	
Once funding has been awarded, prepare exchange agreements and distribute to local agencies for approval by their governing body.	SSA	ED
Process invoices from local agencies to reimburse for approved projects.	SSA	ED
Follow up with agencies on progress of projects.	ED	
Track all receipts and allocations.	SSA	ED
Overall Work Program		
Annual development of new program of projects	ED	
Quarterly Invoicing to State	SSA	ED
Prepare final year end invoice and close out report.	SSA	ED
Draft any administrative amendments throughout the year for approval by Caltrans.	ED	SSA
If carryover funds remain then prepare amendment to incorporate those into following year's program.	ED	
SB 125 Administration (New Program Added in 2024)		
Develop and issue RFP's, respond to questions, review proposals, and negotiate contracts.	ED	SSA
Upon award of contract attend project meetings (every two weeks or monthly).	ED	

Executive Director Duties

Track all expenditures	SSA	ED
Draft and submit required reporting to State.	SSA	ED
Development of long-term financial plan (due 2026)	ED	
Develop subsequent funding project packages for submission to CalSTA.	ED	
Local Transportation Funds (TDA Requirement):	Primary	Backup
Coordinate with the Auditor-Controller's office for annual estimate and account balances.	ED	
Prepare the LTF allocation plan for approval by Commission.	ED	
Prepare claims and distribute them to all local agencies for approval.	SSA	ED
Follow-up with agencies as necessary on approval of claims.	ED	SSA
After return of approved claims by local agencies update tracking file.	SSA	ED
Prepare allocation instructions and submit package to the Auditor-Controller's office.	ED	
Track allocations to claimants and determine if amended claims are necessary.	ED	SSA
Planning, Programming, and Monitoring (PPM) Funding: (New funding that began in FY 2024/2025)		
Prepare allocation requests to CTC (annually).	ED	
Process agreement for funding.	ED	
Track expenses on each cycle of funding (24/25 Allocation, 25/26 Allocation).	SSA	ED
RFP Process (If contract is not already in place).	ED	
Implement proposed project under funding program.	ED	
Coordinate annual kickoff meeting w/consultant and included agencies.	ED	
Review draft reports for each agency (each year).	ED	

Regional Transportation Improvement Program:

This program of projects is developed every two years. Ongoing monitoring occurs throughout each year of the program.

Task	Primary	Backup
Develop the proposed program of projects.	ED	
Evaluate available funding for future programming.	ED	
Coordinate with local agencies on extension requests (time extensions or allocation extensions) throughout the year.	ED	SSA
Review requests from local agencies for RTPA concurrence (requires approval and signature from the Commission).	ED	
Update project submission forms each cycle.	SSA	ED

Executive Director Duties

Draft final RTIP for consideration and approval by Commission.	ED	
Submit final RTIP packet and required documents to Caltrans/CTC every other year.	ED	
Respond to any inquiries from CT/CTC staff on proposed programming.	ED	
Attend various stakeholder meetings/workshops related to program.	ED	
Coordinate quarterly project reviews with local agencies.	ED	
Coordinate and attend meeting of Technical Advisory Committee to review proposed program of projects.	ED	

Regional Coordination

The Executive Director is the primary point of contact for any State agency or program as it relates to transportation within our region. The Executive Director frequently receives inquiries from various state contacts requesting assistance with obtaining information or confirming local contacts.

Task	Primary	Backup
Attend Rural Counties Task Force Meetings held six times each year.	ED	
Attend North State Super Region Meetings (two or three times each year).	ED	
Attend Regional Transportation Planning Agency meetings (held the day before each CTC regular meeting).	ED	
Virtually attend California Transportation Commission meetings to hear updates on various policies and funding programs.	ED	SSA
Coordinate with local agency if attendees are needed to appear at CTC meetings when requested by Caltrans HQ.	ED	
Assist local agencies with coordination between Caltrans D2, Caltrans HQ, and CTC staff on projects.	ED	
Attend Caltrans Project Development Team meetings.	ED	
Attend meetings with local agencies and state representatives to assist with coordination on projects or programs.	ED	
Attend League of Local Agencies meetings to provide updates to elected officials on programs and projects.	ED	
Attend City Council meetings to provide updates on programs and/or projects.	ED	
Attend Caltrans project open house events.	ED	SSA
Coordinate with local agencies to avoid the loss of funds from various programs.	ED	

Executive Director Duties

Review draft Transportation Concept Reports from Caltrans.	ED	
Review proposed local projects (Local Development Reviews) from Caltrans.	ED	
Siskiyou County General Plan Technical Advisory Committee Stakeholder - Review various elements related to transportation infrastructure.	ED	
Participate in other transportation related coordination efforts such as the South Siskiyou Sustainable Recreation Plan.	ED	
Attend Caltrans' Local Public Agency Forum (twice per year).	ED	
Attend Local Assistance Day Webinars to get updates on various programs from federal and state agencies.	ED	
Coordinate program training by Caltrans for local agency staff.	ED	

Unmet Transit Needs (TDA Requirement):

Task	Primary	Backup
Schedule Annual Public Hearing	ED	
Draft annual public hearing notices (display ads and legal notices) and distribute them to newspapers or other media outlets.	SSA	
Draft social media notices regarding public hearing.	SSA	
Research feasibility of each request in consultation with STAGE.	ED	
Attend SSTAC meeting and present findings to Council.	ED	
Draft resolution with findings for Commission approval.	ED	
Process advertising invoices.	SSA	
Prepare annual unmet transit needs finding packet for State.	SSA	

Transit Planning:

Task	Primary	Backup
Attend various events (i.e., California Transit Association conference) to learn about new trends, challenges, and innovative solutions.	ED	
Coordination efforts on North State Express effort.	ED	
Coordination with Oregon Department of Transportation on intercity bus service across state lines.	ED	

Project Specific Tasks:

Executive Director Duties

Task	Primary	Backup
Draft Request for Proposals for specific project.	SSA	ED
Prepare responses to questions on RFP including tracking questions received.	ED	SSA
Review each proposal received, coordinate and conduct interviews if necessary.	ED	
Distribute notices to firms after selection process is complete.	SSA	
Negotiate contract with selected firm.	ED	
Project management through contract.	ED	
Process contractor invoices for projects.	SSA	ED
Review draft and final plans related to project (when applicable).	ED	
Prepare CEQA filings including submitting to Clerk and State Clearinghouse.	ED	SSA

Current Projects In Process:

- Coordinated Plan Update
- Evacuation and Preparedness Plan Development
- STAGE Website Design (Contract Award at August 2025 meeting)
- Free Fare Days

Projects Not Started Yet:

- RTP Update
- Operational Improvements Model Review – STAGE
- Zero Emissions Strategy Plan - STAGE

Required Plans:

Task	Primary	Backup
Regional Transportation Plan <ul style="list-style-type: none"> • Must be updated every four years. • Federal and State laws require the RTPA to prepare RTP. 	ED	
Coordinated Transportation Plan – Must be updated every four to five years. <ul style="list-style-type: none"> • Regions must have an adopted CHSTP to be eligible to receive certain Federal Transit Administration (FTA) funds, including Section 5310. 	ED	
Title VI Non-Discrimination Program & Public Participation Plan <ul style="list-style-type: none"> • Per FTA Circular 4702.1B, recipients of FTA funds must have an up-to-date Title VI Program on file with FTA every 3 years (or as requested). 	SSA – Prepare draft updates for ED review.	

Transportation Commission Executive Director

*The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.*

For exact salary information please refer to the current salary schedule ~~on~~ [County website](#).

General Statement of Duties Definition:

~~The Transportation Commission Executive Director reports directly to the Siskiyou County Local Transportation Commission (SCLTC), the Siskiyou Transportation Agency (STA), and the County Administrator. The County Administrator is responsible for providing administrative oversight. This position shall be the Executive Director of STA. This position provides executive oversight for planning and transportation functions for the SCLTC and manages public transit operations for the STA, ensuring compliance with the Transportation Development Act and relevant state and federal regulations. The Transportation Commission Executive Director reports directly to the Siskiyou County Local Transportation Commission ("SCLTC") and the Siskiyou Transportation Agency ("STA") with administrative oversight by the County Administrator. The position provides executive oversight for various planning and transportation related functions and activities for SCLTC and public transit operations oversight for STA in accordance with the Transportation Development Act and various state and federal regulations. The position provides executive oversight for planning and transportation functions for SCLTC and overseeing public transit operations for STA, ensuring compliance with the Transportation Development Act and relevant state and federal regulations.~~

This is an ~~a~~At-Will, exempt appointed classification and will serve at the pleasure of the Commission and [Board of Directors](#), with administrative oversight by County Administrator.

Reports to:

~~Siskiyou County Local Transportation Commission, Siskiyou Transportation Agency, and County Administrator.~~

Classifications Supervised:

~~Transportation Services Manager and Transportation Services Coordinator~~

Distinguishing Characteristics:

This position is responsible for executive oversight, policy development, program planning, fiscal management, administration, and operation of all ~~Commission~~ [the SCLTC and STA](#) functions.

Reports to:

Siskiyou County Local Transportation Commission, Siskiyou Transportation Agency, and County Administrator.

Classifications Supervised:

~~May provide lead direction to assigned staff as needed. Transportation Services Manager and Transportation Services Coordinator~~

Essential Job Functions:

- Plans, organizes, coordinates, and completes the work of the ~~Commission~~SCLTC.
- Supervises, trains, and evaluates the work of assigned staff.
- Develops and directs the implementation of ~~Commission~~the SCLTC goals, objectives, policies, procedures, and work standards.
- ~~Works closely with the various governing bodies, boards, and commissions, as well as a variety of public and private organizations, and citizen groups, to implement programs and projects address identified problems; advises the SCLTC on issues and programs a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems; advises the Commission~~SCLTC on issues and programs.
- Prepares and recommends long range plans for ~~Commission~~the SCLTC services and programs; develops specific proposals for action on current and future ~~Commission~~the SCLTC needs.
- ~~Makes final interpretations and recommendations of Commission~~SCLTC regulations and ~~and applicable laws to ensure compliance various codes and applicable laws to ensure compliance.~~
- Directs the preparation and administration of the various agency budgets.
- ~~Directs the preparation and administration of the Commission's annual budget.~~
- Directs the preparation of the Siskiyou Transportation Agency's annual budget.
- Represents the ~~Commission~~SCLTC and STA in contacts with governmental agencies, community groups, and various business, professional, and other organizations, either various governmental agencies, community groups, and various business, professional, and other organizations directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations to the ~~Commission~~SCLTC, STA, and/ or other governing bodies.
- Directs the development and implementation of management systems, procedures, and standards for program evaluation.
- ~~the application of standards for program evaluation.~~
- Oversees~~the~~ the daily functions, operations, and activities of transit operations.
- Performs other related duties and responsibilities as directed by the SCLTC, STA and/or County Administrator.
- Coordinates the planning, development and implementation of strategies and initiatives to improve transportation services and operations.
- Ensures the organization's at transportation services meet customer requirements, are cost-effective, and are in compliance~~comply~~ with all applicable regulations.
- Coordinate and integrate activities between the Siskiyou County Department of Transportation and the SCLTC as appropriate and necessary.
- ~~Directs the development and implementation of management systems, procedures, and the application of standards for program evaluation.~~
- ~~Oversight of the daily functions, operations, and activities of transit operations.~~

- ~~— Performs other related duties and responsibilities as directed by the Commission and/or County Administrator.~~
- ~~— Coordinates the planning, development, and implementation of strategies and initiatives to improve transportation services and operations.~~
- Ensures that the organization's transportation services meet customer requirements, are cost-effective, and are following all applicable regulations.
- ~~Coordinate and integrate activities between the Siskiyou County Department of Transportation and the Commission as appropriate and necessary.~~

Knowledge of:

- Various transportation programs including, but not limited to, the Active Transportation Program, Highway Infrastructure Program, State Transportation Improvement Program, Overall Work Program, and State Transit Assistance.
- The Transportation Development Act and its various requirements.
- Administrative principles and methods, including goal setting, program and budget development, and implementation.
- Principles, practices, and program areas related to the management of a public agency.
- Applicable legal guidelines and standards affecting public agency administration.
- Principles and practices of budget development and administration.
- Funding sources impacting transportation-related program and service development.
- Social, political, and environmental issues influencing program administration.
- Principles and practices of contract administration and evaluation.
- Local, regional, state, and federal laws, ordinances, and policies governing transportation issues.
- Local and regional bodies that implement laws, ordinances, and policies governing transportation issues.
- The organization and function of local, state, and federal public agencies as they relate to transportation.
- Preparation of agendas for the Siskiyou County Local Transportation Commission and the Siskiyou Transportation Agency.
- Meet noticing and agenda-setting requirements for public meetings.
- Various federal and state regulations governing public transit operators.

Desired Skills:

- Plan, organize, administer, and coordinate a variety of large and complex transportation-related services, projects, and programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Analyze complex technical and administrative transportation-related services problems, evaluate alternative solutions, and implement effective courses of action.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain cooperative working relationships with the SCLTC and STA, and a variety of citizens, public and private organizations, boards and commissions.
- ~~Establish and maintain cooperative working relationships with the Commission, and a variety of citizens, public and private organizations, boards, and commissions.~~
- Exercise sound, independent judgment within general policy guidelines.
- Understand and integrate a variety of transportation-related programs.

- Analyze difficult problems, develop ~~a~~ positive courses of action, and follow through on ~~its~~ implementation.
- Communicate effectively in writing ~~and~~, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Make effective public presentations.
- Represent the SCLTC and STA effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained even in difficult or strained situations.
- ~~Represent the Commission effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.~~
- Organize ~~own~~ work, set priorities, meet critical deadlines, and follow-up on assignments with minimal direction.
- Work in a safely manner ~~and~~ modeling correct safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Knowledge of:

- ~~Various transportation programs including, but not limited to, the Active Transportation Program, Highway Infrastructure Program, State Transportation Improvement Program, Overall Work Program, and State Transit Assistance.~~
- ~~Transportation Development Act and the various requirements contained within.~~
- ~~Administrative principles and methods, including goal setting, program and budget development, and implementation.~~
- ~~Principles, practices, and program areas related to the management of a public agency.~~
- ~~Applicable legal guidelines and standards affecting public agency administration.~~
- ~~Principles and practices of budget development and administration.~~
- ~~Funding sources impacting transportation-related program and service development.~~
- ~~Social, political, and environmental issues influencing program administration.~~
- ~~Principles and practices of contract administration and evaluation.~~
- ~~Local, regional, state, and federal laws, ordinances, and policies governing transportation issues.~~
- ~~Local and regional bodies that implement laws, ordinances, and policies governing transportation issues.~~
- ~~Organization and function of local, state, and federal public agencies as they relate to transportation issues.~~
- ~~Preparation of agendas for the Siskiyou County Local Transportation Commission and the Siskiyou Transportation Agency.~~
- ~~Meet noticing and agenda setting requirements for public meetings.~~
- ~~Various federal and state regulations governing public transit operators.~~

Experience and Training Typical Qualifications:

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

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

- Two (2) or more years of increasingly responsible professional-level transportation planning experience.
- ~~A b~~Bachelor's or master's degree from an accredited college with major coursework in transportation planning, public administration, or a related field is highly desirable.

Special Requirements:

- Possession of, and ability to maintain, a valid appropriate driver's license may be required.
- Maintain a satisfactory driving record.

Typical Physical Requirements:

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

Typical Working Conditions:

Travel to various sites; drive safely to different locations; work irregular hours including evenings for meetings or participation in specific projects or programs.

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

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: August 19, 2025

Agenda Item: 6

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:

None

Attachments (0)

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: August 19, 2025

Agenda Item: 9A

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
06/19/2025~07/31/2025**

Siskiyou Transportation Agency/STAGE

Review and sign various STA contracts.
Consult with County Counsel on STA shared costs contracts.
STA Agenda Items - June 24, 2025
Finalize RFB for STA Utility Truck
STA contracts & meeting follow items (send docs to Chair for signature)
Finalize June resolutions and distribute to Chair for signature.
Review and execute 5311 documents for STA.
Post RFB for utility truck and schedule post to website.
Meet w/Pure Siskiyou on various STA projects.
Personnel Issue
Executed STA Resolutions
Correspondence with Personnel re:post accident drug testing.
Social media scheduling to STAGE Facebook.
Passenger coordination due to PCT closure.
Conduct background checks on STAGE new hire.
Submit requisition for new fiscal position (STA) and submit inquiry to Personnel regarding testing requirements.
Contact LTC Legal Counsel regarding request for agenda item for LTC vs. STA.
Consult with STA legal counsel on agenda item for August meeting.

SB125 - Website

Schedule interviews with website consultants (STAGE project).
Coordinate and second interviews with firms.
Schedule final interview with website consultants and update Zoom invites for 6/30.
Prep for website consultant interviews.
Draft final website consultant interview schedule and questions.
Conduct interviews with website consultants.
Website consultant finalist decision.
Second interview with Planeteria Media (STAGE Website).
Completed reference checks for Planeteria Media.
Conduct reference checks on website consultants.

SB125 - Admin

SB 125 - Update Ridership Data on Website

Date: August 19, 2025

Agenda Item: 9B

Subject: STAGE Staff Report for August 19, 2025

Past Action:

This is a monthly report from STAGE staff on transit operations.

Summary of Item:

Report for July

- STAGE installed three Simme seats in Mt Shasta and one in Grenada.
- In July, the Happy Camp route used Gillig buses a few times to transport PCT hikers from Yreka to Happy Camp because of the wildfires.
- From March to July 2025, the Happy Camp route recorded a total ridership of 351 passengers.
- During May, June, and July, STAGE served 735 PCT hikers. As in previous years, we will extend service beyond Labor Day through the end of September.
- The YMCA Pool route had a total of 220 riders for round – trip service.
- STAGE once again participated in the Siskiyou County Fair. Friday was designated as a free fare day for all riders, with a shuttle running continuously between Raley's and the Fairgrounds throughout the day. STAGE also hosted an outreach table at the entrance of the fairgrounds, offering giveaways and collecting rider surveys. The event was a great success!

Financial Impact: Yes ☐ No ☒

Recommended Action:

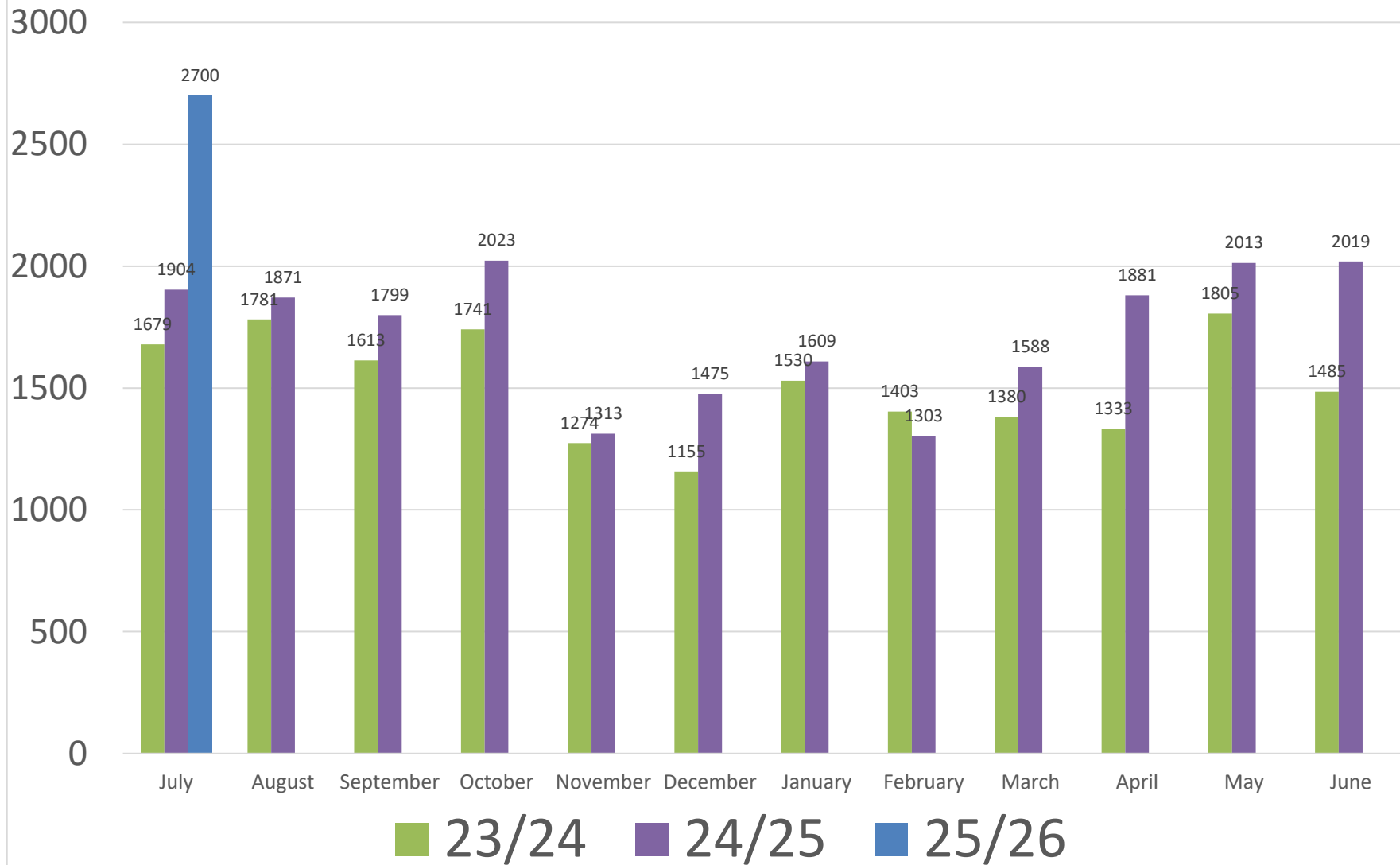
Informational item.

Attachments (1)

- Ridership report through July 2025

Historical Ridership Comparison

23/24, 24/25, 25/26



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

April 2, 2024
new schedule
to meet rider
needs, 5
routes, Full
Fares

March 10, 2025
Happy Camp
starts route 6

June 1, 2025
From full fares
to \$1 fares

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: August 19, 2025

Agenda Item: 9C

Subject: Minute Approval

Past Action:

Not Applicable.

Summary of Item:

Approval of the minutes of the Siskiyou Transportation Agency meeting on:

- June 24, 2025

Financial Impact: Yes ☐ No ☒

Recommended Action:

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

Attachments (1)

- Draft minutes of the June 24, 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: June 24, 2025

The Siskiyou County Local Transportation Commission meeting of June 24, 2025, was called to order by Chair Kobseff at 10:10 a.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

Directors in attendance included:

Michael N Kobseff
Cliff Munson
Matthew Bryan
Jess Harris (Alternate)

Nancy Ogren
Ed Valenzuela
Pat Vela

Directors absent from the meeting:

Mercedes Garcia

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 10:10 p.m.

Directors present in-person included Bryan, Harris, Kobseff, Munson, Ogren, Vela, and Valenzuela.

13) Presentation from the Public - None

14) Consent Agenda Action Items

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, 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.

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

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

Motion passed unanimously.

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)

The Executive Director provided a summary of the budget including expenses and revenues.

A motion was made by Director Valenzuela and seconded by Director Vela to adopt the resolution approving the budget for FY 2025/2026 for STAGE – Local Carbon Transit Operations Program 21/22 (Fund: 2533) and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

Ayes: Bryan, Kobseff, Munson, Ogren, Vela, Valenzuela

Noes: None
Absent: None
Abstain: None

Motion passed unanimously.

B. Siskiyou Transit and General Express (Fund: 5660)

The Executive Director provided a summary of the budget including expenses and revenues.

A motion was made by Director Vela and seconded by Director Valenzuela to adopt the resolution approving the budget for FY 2025/2026 for STAGE (Fund: 5660) including four personnel changes and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

C. Low Carbon Transit Operations Program 19/20 (Fund: 5678)

The Executive Director provided a summary of the budget including expenses and revenues.

A motion was made by Director Valenzuela and seconded by Director Bryan to adopt the resolution approving the budget for FY 2025/2026 for STAGE – Local Carbon Transit Operations Program 19/20 (Fund: 5678) and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

D. Low Carbon Transit Operations Program 22/23 (Fund: 5680)

The Executive Director provided a summary of the budget including expenses and revenues.

A motion was made by Director Ogren and seconded by Director Munson to adopt the resolution approving the budget for FY 2025/2026 for STAGE – Local Carbon Transit

Operations Program 22/23 (Fund: 5680) and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

E. State of Good Repair/Rolling Stock 23/24 (Fund: 5681)

The Executive Director provided a summary of the budget including expenses and revenues.

A motion was made by Director Valenzuela and seconded by Director Vela to adopt the resolution approving the budget for FY 2025/2026 for STAGE – Local Carbon Transit Operations Program 23/24 (Fund: 5681) and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

F. Low Carbon Transit Operations Program 23/24 (Fund: 5682)

The Executive Director provided a summary of the budget including expenses and revenues.

A motion was made by Director Munson and seconded by Director Vela to adopt the resolution approving the budget for FY 2025/2026 for STAGE – Local Carbon Transit Operations Program 23/24 (Fund: 5682) and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

G. State of Good Repair/Radio Project 24/25 (Fund: 5683)

The Executive Director provided a summary of the budget including expenses and revenues.

A motion was made by Director Vela and seconded by Director Bryan to adopt the resolution approving the budget for FY 2025/2026 for the STAGE – State of Good Repair 24/25 (Fund: 5683) and authorize the Auditor-Controller to establish the budget as outlined in the attached document.

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

Motion passed unanimously.

16) Other Business Items

A. Executive Director – Other Updates

STAGE started the \$ 1.00 per ride program on June 2, 2025. They also contracted with Pure Siskiyou to develop some promotional materials to help promote various programs for STAGE. Commissioners suggested staff contact the County's PIO and have her do an article and post something on the front page of the County's website.

Interviews are being scheduled within the next week for website consultants. The County's Director of IT and GIS Coordinator are assisting the Executive Director with the selection process.

We are also working on the free fare days (funded through SB 125) for upcoming months.

Staff are working with Cal-ITP on the contactless fare payment systems.

Director Kobseff would like an agenda item regarding the dual agencies on the next agenda and have the ability to make a decision at that meeting.

B. Other Business –

Ms. Stumbaugh highlighted the fare recovery ratio that was reported at 11%.

Mr. Gilman provided information on PCT hiker counts to date.

C. Next Regular Meeting – Tuesday, August 19, 2025, at 10:30 a.m.

17) Adjourn Meeting

Chair Kobseff adjourned the meeting at 10:23 a.m.

Date: August 19, 2025

Agenda Item: 9D

Subject: State of Good Repair FY 2025/2026 Project List

Past Action:

None by the STA Board of Directors.

Summary of Item:

On April 28, 2017, Governor Brown signed Senate Bill (SB) 1 known as the Road Repair and Accountability Act of 2017. Senate Bill 1 will provide over \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation, and capital projects. This program is referred to as the State of Good Repair Program (SGR).

Siskiyou Transportation Agency (STA) is the only eligible transit operator in Siskiyou County. They are requesting the full allocation of \$ 78,937.00 to put towards replacement buses.

The estimates issued for FY 2025/2026 are as follows:

PUC 99313 - \$ 75,652.00

PUC 99314 - \$ 3,285.00

Total: \$ 78,937.00

Eligible uses as defined in PUC Section 99212.1(c) includes:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities.
- The design, acquisition, and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Transit operations, transit agency administration, and program management are not eligible expenses under this program.

Financial Impact: Yes ☒ No ☐

Fund TBD – 303010 - 560300 – Contributions from Others \$ 78,937.00

Fund TBD - 303010 - 762000 Actv: 183 – Equipment \$ 78,937.00

Recommended Action:

- Authorize acceptance of the funds from the Siskiyou County Local Transportation Commission.
- Authorize the Auditor's Office to establish budget as necessary for this project.

Attachments (2)

- Resolution approving the State of Good Repair Program FY 2025/2026 project list.
- Submittal Report and State Transit Assistance State of Good Repair Program Certification & Assurances

Siskiyou Transportation Agency

Resolution Approving the FY 2025/2026 State of Good Repair Project List

Resolution No. _____

WHEREAS, the Siskiyou Transportation Agency is an eligible subrecipient of the State of Good Repair Program (SGR) 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 SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (Siskiyou Transportation Agency); and

WHEREAS, the Siskiyou Transportation Agency wishes to delegate authorization to execute all documents necessary to secure funding and any amendments thereto to Melissa Cummins, Executive Director.

WHEREAS, the Siskiyou Transportation Agency wishes to implement the following SGR funded projects:

Project Title	Project Description	Total Project Costs
Rolling Stock Replacement	Replacement of Rolling Stock	\$ 78,937

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Siskiyou Transportation Agency that the Agency 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 SGR.

NOW THEREFORE, BE IT FURTHER RESOLVED that Melissa Cummins, Executive Director, is authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Siskiyou Transportation Agency that it hereby authorizes the submittal of the request for funds for the above-listed project.

SIGNATURES FOLLOW ON NEXT PAGE

PASSED AND ADOPTED at a regular meeting of the Siskiyou Transportation Agency on the 19th day of August 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 _____

Submittal Report

SGR-C20-FY25/26-5902-001

FY 25/26

Submittal Details

Program		Agency		Date Created	Date	Date
State of Good Repair Program		Siskiyou County		08/06/2025		
Address			City	State	Zip Code	
190 Greenhorn Road			Yreka	CA	96097	
Contact				Contact Title		
Angie Stumbaugh				Transportation Services Manager		
Contact Phone				Contact Email		
(530) 842-8297				astumbaugh@co.siskiyou.ca.us		
Support Documentation				Additional Information		
All funds will be used to replace aging transit vehicles.						

State Transit Assistance State of Good Repair Program

Recipient Certifications and Assurances

Recipient: Siskiyou County Local Transportation Commission

Effective Date: August 19, 2025

In order to receive State of Good Repair Program (SGR) funds from the California Department of Transportation (Department), recipients must agree to following terms and conditions:

A. General

- (1) The recipient agrees to abide by the State of Good Repair Guidelines as may be updated from time to time.
- (2) The potential recipient must submit to the Department a State of Good Repair Program Project List annually, listing all projects proposed to be funded by the SGR program. The project list should include the estimated SGR share assigned to each project along with the total estimated cost of each project.
- (3) The recipient must submit a signed Authorized Agent form designating the representative who can submit documents on behalf of the recipient and a copy of the board resolution authorizing the agent.

B. Project Administration

- (1) The recipient certifies that required environmental documentation will be completed prior to expending SGR funds. The recipient assures that each project approved for SGR funding comply with Public Resources Code § 21100 and § 21150.
- (2) The recipient certifies that SGR funds will be used for transit purposes and SGR funded projects will be completed and remain in operation for the estimated useful lives of the assets or improvements.
- (3) The recipient certifies that it has the legal, financial, and technical capacity to deliver the projects, including the safety and security aspects of each project.

- (4) The recipient certifies that there is no pending litigation, dispute, or negative audit findings related to any SGR project at the time an SGR project is submitted in the annual list.
- (5) Recipient agrees to notify the Department immediately if litigation is filed or disputes arise after submission of the annual project list and to notify the Department of any negative audit findings related to any project using SGR funds.
- (6) The recipient must maintain satisfactory continuing control over the use of project equipment and/or facilities and will adequately maintain project equipment and/or facilities for the estimated useful life of each project.
- (7) Any and all interest the recipient earns on SGR funds must be reported to the Department and may only be used on approved SGR projects or returned to the Department.
- (8) The recipient must notify the Department of any proposed changes to an approved project list by submitting an amended project list.
- (9) Funds will be expended in a timely manner.

C. Reporting

- (1) Per Public Utilities Code § 99312.1 (e) and (f), the recipient must submit the following SGR reports:
 - a. Annual Expenditure Reports within six months of the close of the fiscal year (by December 31st) of each year.
 - b. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of SGR funds. A copy of the audit report must be submitted to the Department within six months of the close of each fiscal year in which SGR funds have been received or expended.

D. Cost Principles

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient 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 allowability of individual project cost items and (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.

- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, are subject to repayment by the recipient to the State of California (State). Should the recipient 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 recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The recipient 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 recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the recipient, its contractors and subcontractors connected with SGR funding shall be maintained for a minimum of three (3) years from the date of final payment 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 recipient, 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 recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the recipient'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 the performance of the recipient's contracts with third parties pursuant to Government Code § 8546.7, the recipient, its contractors and subcontractors and the Department 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 recipient shall furnish copies thereof if requested.

- (3) The recipient, 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 State Fair Employment Practices and Housing Commission, 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

- (1) Recipient acknowledges that if a project list is not submitted timely, the recipient forfeits its apportionment for that fiscal year.
- (2) Recipients with delinquent expenditure reports may risk future eligibility for future SGR funding.
- (3) Recipient acknowledges that the Department shall have the right to perform an audit and/or request detailed project information of the recipient's SGR funded projects at the Department's discretion from SGR award through 3 years after the completion and final billing of any SGR funded project. Recipient agrees to provide any requested project information.

I certify all of these conditions will be met.

Siskiyou County Local Transportation Commission

BY:

Melissa Cummins, Executive Director
Siskiyou County Local Transportation Commission

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: August 19, 2025

Agenda Item: 10

Subject: Discussion and action regarding request to purchase service truck for STAGE.

Past Action:

At the January 14, 2025 meeting the Board authorized staff to purchase one used service truck for a not-to-exceed of \$ 80,000.

Summary of Item:

After obtaining approval to purchase a service truck staff prepared and distributed a Request for Bids (RFB) which was released on June 30, 2025, and closed on July 21, 2025. Andy Gilman, Transportation Services Coordinator, contacted five dealerships from Medford, Oregon to Corning, California to advise them of the RFB.

STA received no responses to the RFB.

Staff is seeking approval to modify the purchase from a used service truck to a new service truck with the not-to-exceed to remain the same.

Financial Impact: Yes ☐ No ☒

No additional financial impact other than what was previously approved by the Board.

Recommended Action:

Authorize staff to proceed with the purchase of a new service truck instead of a used service truck.

Attachments (0)

- None

Date: August 19, 2025

Agenda Item: 11

Subject: Contract between Siskiyou Transportation Agency and Planeteria Media LLC for design, building and ongoing maintenance of a website for Siskiyou Transit and General Express (STAGE).

Past Action:

Staff conducted a consultant selection process, including distribution of a Request for Proposals, review of proposals by an evaluation committee, and interviews with the evaluation committee. Following this competitive procurement process, Planeteria Media LLC was ranked at the top of all proposers by the selection committee.

Summary of Item:

STA seeks to enhance its online presence and improve customer access to transit information and services through the development of a modern, user-friendly website. Under the proposed contract, Planeteria Media LLC will design, construct, and maintain the STA website, which will include features such as:

- An integrated trip planner
- Online ticket purchasing capabilities
- E-alert sign-up for service updates
- Online submission of reduced fare applications

The project will provide STAGE passengers with convenient, 24/7 access to essential transit tools, improve operational efficiency, and support the agency's outreach and customer service goals.

Financial Impact: Yes ☒ No ☐

Fund	Organization	Account	FY	Amount
2546	303024	723000	2025/2026	\$ 112,900
2546	303024	723000	2026/2027	\$ 10,700
2546	303024	723000	2027/2028	\$ 10,700
2546	303024	723000	2028/2029	\$ 10,700
2546	303024	723000	2029/2030	\$ 10,700

This project is being funded through Senate Bill 125 funds.

Recommended Action:

Approve the contract between the Siskiyou Transportation Agency (STA) and Planeteria Media LLC for the design, build, and ongoing maintenance of the STA website for the period of August 19, 2025, through June 30, 2030, in an amount not to exceed \$155,700.

Attachments (1)

- Contract between the Siskiyou Transportation Agency (STA) and Planeteria Media 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.

COUNTY: Siskiyou Transportation Agency (STA)
190 Greenhorn Road
Yreka, California 96097
(530) 842-8220

And

CONTRACTOR: Planeteria Media, LLC
100 Stony Point Road, Ste 240
Santa Rosa, California 95401
(707) 843-3773

ARTICLE 1. TERM OF CONTRACT

- 1.01** Contract Term: This Contract shall become effective on August 19, 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 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 "B" 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 Executive Director or his or her designee.

To the extent that Exhibit B 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 One Hundred Fifty Five Thousand Seven Hundred Dollars and no/100 cents (\$ 155,700.00) 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 (Department Head) 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 (\$2,000,000) Two 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 County of Siskiyou, Contractor shall indemnify, defend, and hold harmless County 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 County. Contractor understands and agrees that his personnel are not, and will not be, eligible for memberships 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 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: Planeteria Media, LLC

Date: 8/12/2025

Docusign by:
Tyler Coffin
9F0B2E05F2AE40D
Tyler Coffin, Sales Manager

License No.: N/A
(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. 45-4957640

APPROVED AS TO LEGAL FORM:

Docusign by:
Natalie Reed 8/12/2025
478F0B06CD3E475
Natalie E. Reed, County Counsel (Date)

ACCOUNTING:

Fund	Organization	Account	FY	Amount
2546	303024	723000	2025/2026	\$ 112,900
2546	303024	723000	2026/2027	\$ 10,700
2546	303024	723000	2027/2028	\$ 10,700

2546	303024	723000	2028/2029	\$ 10,700
2546	303024	723000	2029/2030	\$ 10,700

Encumbrance number (if applicable)

If not to exceed, include amount not to exceed: \$ 155,700.00

If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.



Proposal

Planeteria Media

Date: April 30, 2025
Customer ID: STA

To: Siskiyou Transportation Agency
Attn: Melissa Cummins, Executive Director
190 Greenhorn Road
Yreka, CA 96097

Design Phase	Description	Hours	Rate	Line Total
1	Discovery	65	\$ 140.00	\$ 9,100.00
	Questionnaire & Documents	15	140	2,100.00
	Site Audit & Kickoff	25	140	3,500.00
	Moodboard	25	140	3,500.00
2	Information Architecture	115	\$ 140.00	\$ 16,100.00
	Sitemap & Page Types	85	140	11,900.00
	Wireframes (All Page Types)	30	140	4,200.00
3	Visual Design	120	\$ 140.00	\$ 16,800.00
	Website Style Guide: Colors & Typography	30	140	4,200.00
	All Page Design Mockups	90	140	12,600.00
4	Content Strategy & Migration	175	\$ 140.00	\$ 24,500.00
	Mapping Content & Content Sanctuary	45	140	6,300.00
	Content Editing & Compiling	40	140	5,600.00
	Content Migration	90	140	12,600.00
5	Development	185	\$ 140.00	\$ 25,900.00
	Server, CMS Setup & Template Development	75	140	10,500.00
	Functionality Integration	70	140	9,800.00
	Beta Site & Initial Training	40	140	5,600.00
6	Quality Assurance & Launch	75	\$ 140.00	\$ 10,500.00
	User Feedback & Feedback Implementation	40	140	25,900.00
	Content Edits & Launch	35	140	10,500.00
7	Post Launch Monitoring & Training	50	\$ 140.00	\$ 7,000.00
	Post Launch "Hyper-Care" Monitoring	20	140	5,600.00
	Hands on Training & Video Training Library	30	140	10,500.00
Design & Development Total				\$ 109,900.00
Annual Managed Maintenance				\$ 4,200.00
Hourly Rate for Additional Services				\$140/ Hour

Additional Products

AI Chat/Search	Set Up Fee \$3,000	Annual Fee \$3,600
E-Alerts	Set Up Fee \$3,000	Annual Fee \$1,500

Annual Hosting Options

Small	Medium	Large	Extra Large
35k Monthly Visitor Cap	70k Monthly Visitor Cap	210k Monthly Visitor Cap	420k Monthly Visitor Cap
125k Pages Served	250k Pages Served	750k Pages Served	1.5M Pages Served
30GB SSD Storage	50GB SSD Storage	100GB SSD Storage	200GB SSD Storage
1 app server with failover	2 load balanced app servers	3 load balanced app servers	4 load balanced app servers
\$1,800	\$3,000	\$6,300	\$10,500

The price quoted encompasses all scope of work as a fixed price and will not exceed the quoted amount. Terms of payment can be agreed upon selecting Planeteria as your vendor for this project. Payment terms will be communicated clearly prior to award of contract. We have several options in terms of different payment models: (1) Bench Mark Payments: When certain stages of the project are completed, agreed upon payments will be invoiced. (2) Monthly Invoicing: Invoices are sent each month based on work completed that month. (3) Half Down/Half Upon Completion (4) No-Interest Payment Plans

Payment schedules can be arranged.

Thank you for your business!

100 Stony Point Rd #240, Santa Rosa, CA 95401, Phone/Fax 707-843-3773 sales@planeteriamedia.com

Siskiyou Transportation Agency | Scope of Work

Phase One: Discovery

During the Discovery Phase we establish a solid foundation for the project by gaining a deeper understanding of your stakeholders' needs and clarifying project goals. This phase may involve revising the project scope as our team gains a clearer understanding of the requirements and possibilities. As always, our aim is to ensure a comprehensive and well-informed approach to meet your objectives effectively.

I. Site Walk-Through

We will conduct multiple 30 min - 1 hr calls, led by Planeteria's team, to review and validate the findings of our internal site audit of each site. During this call, stakeholders will be guided through each section of the existing site to identify and clarify any functionality requirements, evaluate internal website processes, and address any remaining items to shape the website strategy.

Planeteria Deliverable:

Site Walk-Through Meetings

Siskiyou Transportation Agency Deliverables:

Creative Brief Questionnaires

Google Analytics Access

Both:

Functionality List

Scope Additions (As Needed)

II. Moodboard: One Round of Review

Our UX/UI designer at Planeteria will create and present a Moodboard, which is a visual board highlighting examples of functionality and aesthetic elements from existing websites. This Moodboard serves as a visual representation of our vision for potential solutions and helps us further define the goals for your site.

Planeteria Deliverable:

Moodboard Document Link

Siskiyou Transportation Agency Deliverable:

Moodboard Feedback

Phase Two: Information Architecture

During the Information Architecture Phase, our primary focus is to ensure a seamless and user-friendly experience for your website visitors. We carefully analyze and optimize the navigation and content flow to create a streamlined structure that enhances the accessibility and engagement of your site.

I. Sitemap: Three Rounds of Review

Based on the findings from the Discovery Phase, our UX/UI Designer will develop a sitemap flowchart to demonstrate your site's new navigation that clarifies and optimizes your visitors' user journey.

Planeteria Deliverables:

Version 1 Sitemap Link

Version 2 Sitemap Link

Version 3 Sitemap Link

Final Sitemap Link

Siskiyou Transportation Agency Deliverables:

Version 1 Sitemap Feedback

Version 2 Sitemap Feedback

Version 3 Sitemap Feedback

Final Sitemap Approval

II. Wireframes: Two Rounds of Review II Page Types: Up to 12

Our UX/UI designer will create wireframes, also known as website blueprints, to illustrate the functionalities of page templates and guide the placement of content. These wireframes will serve as a foundation for determining the site's layout and information flow.

Planeteria Deliverables:

Version 1 Wireframes Link

Version 2 Wireframes Link

Final Wireframes Link

Siskiyou Transportation Agency Deliverables:

Version 1 Wireframes Feedback

Version 2 Wireframes Feedback

Final Wireframes Approval

Phase Three: Content Gathering

During the Content Strategy Phase, our Content Lead will guide you in strategizing and efficiently gathering accurate information from your team, ensuring a seamless migration and content design process. It's important to note that adhering to the recommended procedures is crucial, and deviating from the procedure may potentially lead to delays and scope adjustments.

I. Content Workbook

The content workbook includes various content mapping exercises designed to identify the content to be migrated to the new website structure. To facilitate the process, we kindly require our clients to provide all website content in word document format, unless otherwise instructed.

Planeteria Deliverable:

Content Workbook Exercises & Onboarding

Siskiyou Transportation Agency Deliverable:

Content Workbook Exercises

II. Migration & Content Design Priority Lists

Based on your scope of work we will need to get a priority list from your team around migration items and content design items to be completed within the determined hours.

Siskiyou Transportation Agency Deliverable:

Content Design Priority Lists

Phase Four: Visual Design

During the Visual Design phase, we work to establish the design aesthetic that will define your website. By blending creativity with user-centric principles, we create a delightful digital experience that leaves a lasting impression on your visitors.

I. Homepage Mockups: Three Rounds of Review

Based on the moodboard and existing branding, the web designer will produce up to three potential design directions for the site through the presentation of the homepage design.

Planeteria Deliverables:

Version 1 Homepage Link [Up to Three Options]

Version 2 Homepage Link

Version 3 Homepage Link

Final Homepage Link [One Option]

Siskiyou Transportation Agency Deliverables:

Version 1 Homepage Feedback

Version 2 Homepage Feedback

Version 3 Homepage Feedback

Final Homepage Approval

II. Page Designs: Two Rounds of Review

Once the Homepage Design receives final approval, we proceed to the final stage of the Visual Design Phase, where the approved design direction is applied to the remaining wireframed page templates. Then we move into the development of the site.

Planeteria Deliverables:

Version 1 Page Designs Link

Version 2 Page Designs Link

Final Page Designs Link

Siskiyou Transportation Agency Deliverables:

Version 1 Page Designs Feedback

Version 2 Page Designs Feedback

Final Page Designs Approval

Phase Five: Migration & Content Design

During the Migration and Content Design Phase, which happens in conjunction with Phase Six: Beta Development, our team will systematically migrate information to your new site according to the plan established during the content gathering discussions.

I. Content Migration

Planeteria's migration team will transfer the content you provided in the workbook exercises to the appropriate pages and locations on the website. They will also arrange the media library on the backend, ensuring convenient access to the uploaded items.

Planeteria Deliverable: Content Migration

Client Deliverable: Content Workbook

II. Content Design: One Round of Review

Using the page builder modules, the content for the identified pages are hand curated by Planeteria staff with great attention to detail. Basic copy editing, photo editing, and advanced design modules are applied to the page to ensure the most optimal user experience.

Planeteria Deliverable:

Version 1 Content Designs [Presented Ad Hoc]

Final Content Design [Presented at Beta]

Siskiyou Transportation Agency Deliverables:

Version 1 Content Designs Feedback

Phase Six: Beta

In conjunction to Phase 5: Migration and Content Design, Planeteria will carry out all necessary development tasks to generate a high quality draft site [Beta] to present and provide to your team for final review before launch.

I. Template Development

Our skilled full-stack development team creates HTML templates that precisely match your design layout. These templates are then programmed to provide you with the flexibility to make edits on the backend. While our templates are custom-made, we utilize industry-standard code libraries such as Bootstrap, React, and jQuery. This approach ensures that your website benefits from the reliability and efficiency offered by these widely recognized and trusted code libraries.

II. Quality Assurance

Planeteria's Quality Assurance Team conducts multiple rounds of thorough quality checks to ensure that your product functions and adheres to the agreed-upon design from previous stages of the website process.

III. Beta Presentation

We will conduct an approximately 1.5 hour call to present and review the Beta site. During this call, stakeholders will be guided through pre-determined sections of the site to present the design and functionality of the site, as well as, answer any questions.

Planeteria Deliverable:

Beta Presentation

Siskiyou Transportation Agency Deliverables:

Requested Items for Beta Completion

Phase Seven: Launch

During the final phase of the project, both your team and Planeteria will collaborate closely to execute the essential steps that lead to the launch of the site and ultimately deliver a successful product. This stage marks the culmination of our efforts and sets the stage for an exciting outcome!

I. Training Workshop

Planeteria's Support Team will conduct a live training session, via zoom, with you and your administrators. During this session, you will receive comprehensive guidance on the basics of your site's backend, ensuring that you have the necessary knowledge and skills to manage and maintain the website effectively. You will also be provided with a training board resource to onboard future employees or use as a reference as needed.

Planeteria Deliverables:

Training Workshop

Training Board

II. Browser & Mobile Testing

To ensure the highest quality across all platforms, the Quality Assurance team conducts rigorous testing in various browsers and most popular mobile devices to evaluate the sites functionality. This comprehensive testing process guarantees optimal performance and user experience across different browsers and devices.

III. Siskiyou Transportation Agency's Quality Assurance: One Round of Review

You and your team will have the opportunity to review the Beta version of the website in the provided test environment. If you come across any functionality or design bugs, please log them, while content editing or uploading will be your responsibility. The time required for making necessary changes by Planeteria can range from a minimum of one week, , depending on the complexity of the reported bugs, post the closure of your initial QA Round. Additionally, based on the submitted bugs, there is a possibility of scope adjustments during this phase.

Siskiyou Transportation Agency Deliverables:

1 Round of Bug Submissions

Planeteria Deliverables:

Resolution of Bug Submissions

III. Launch

Prior to launch all high and medium tickets will be resolved and the site will be ready for public use and viewing. For four days post launch Planeteria carefully monitors the site and provide 24 hour support for any issues.

Planeteria Deliverables:

Live Site
Site Monitoring

Siskiyou Transportation Agency Deliverables:
Requested Items for Launch

Date: August 19, 2025

Agenda Item: 12

Subject: Presentation, discussion, and direction regarding future of SCLTC and STA.

Past Action:

On June 24, 2025, staff suggested a future agenda item to discuss the specific roles and responsibilities of each agency (SCLTC versus STA). Staff was asked to bring back an agenda item to discuss the dual agency setup and have the ability to make a decision at that meeting.

Summary of Item:

Since the June STA meeting staff consulted with both the STA and SCLTC's legal counsels on the roles and responsibilities. The enclosed information is intended to provide the Board with an overview of the different roles of each agency, industry standard of other RTPA/Transit Operators in other California counties and provide the existing dissolution language as outlined in the JPA document.

It was recommended by legal counsel that this matter be discussed at a meeting of the full Board including delegates and alternates, so all member agencies receive the same information.

Due to unforeseen circumstances, we have not been able to confirm with STA's legal counsel if the enclosed is the exact process. The information is provided as an idea of what would happen should the STA decide to dissolve.

Financial Impact: Yes ☒ No ☐

The financial impact is unknown since the process to dissolve the agency hasn't been determined by legal counsel prior to the agenda posting deadline.

Recommended Action:

Discussion and possible action regarding the continued operation of Siskiyou Transportation Agency or direction to staff regarding other actions related to the agency.

Attachments (1)

- Presentation – Dual Agency Model & JPA Dissolution

SCLTC / STA

Dual Agency Model & Discussion Regarding
JPA Dissolution

SCLTC

Executive Director

Responsibilities of SCLTC

Prepare and adopt the Regional Transportation Plan

Prepare, adopt, and monitor Regional Transportation Improvement Program (RTIP).

Administer state and federal funding to local transportation stakeholders (transit and streets/roads).

Administers the requirements of the Transportation Development Act. Including allocating Local Transportation Fund (LTF) and State Transit Assistance (STA) funds to eligible claimants (including the transit operator)

Coordination with local and state partners on road projects within region.

Conduct the annual unmet transit needs process.

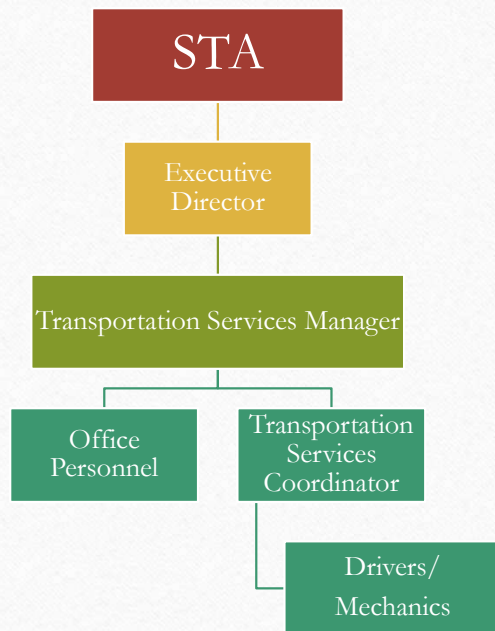
Review transportation plans to ensure consistency with other adopted regional plans and policies.

Administers the Overall Work Program and implements the projects outlined within the OWP.

Coordinates with other RTPAs on legislation and statewide policy issues.

Participate in interregional planning projects.

Manages the RSTP and RTIP funds and programs.



Responsibilities of STA

Operate fixed route and deviated fixed route transit services.

Governing body responsible for budgets, service changes, fixed asset purchases, and staffing.

Comply with requirements of the Transportation Development Act including fare recovery ratio and efficiency standards.

Implement any unmet transit needs deemed reasonable to meet and funded by LTC.

Prepare and submit claim for LTF and STA funds to SCLTC.

Submit annual audit and triennial performance review to SCLTC.

Establish fares.

Authorize applications for various grant funding.

County Operates STAGE	What Changed	Pros or Cons
County was sole governing body with oversight of all budgets, fixed asset purchases, etc.	STA is governing body responsible for operations, budgets, etc.	<ul style="list-style-type: none"> Agency Board now has equal representation from all agencies within region (city and county). All transportation agenda items are handled at one consolidated meeting eliminating the need to follow two different agenda processes.
All agenda items submitted through legal review, Auditor's office review, and submitted through County's agenda process.	<ul style="list-style-type: none"> Legal and auditor review still required. Agenda worksheets are drafted by Transportation Services Manager or Executive Director. Executive Director is responsible for: <ul style="list-style-type: none"> Compiling agenda with all supporting documentation Posting agendas 	Agenda development and posting duties shifted from County Clerk's office to Executive Director.
Clerk's office processed all resolutions or contracts for signatures from Chair.	Executive Director is responsible for: <ul style="list-style-type: none"> Submitting resolutions and contracts to Chair for execution. Distribution of executed documents as needed. 	Duties shifted from County Clerk to Executive Director
Minutes prepared by County Clerk's office.	Executive Director drafts and maintains records of all STA meetings.	Duties shifted from County Clerk to Executive Director
STAGE followed all County policies and procedures.	New policies and procedures need to be drafted and adopted. Until those are completed STAGE has been using the County policies as guidelines.	New policies need to be drafted and adopted.
Budgets were developed and submitted through County process.	Budgets are submitted through County process then adopted by STA Board at next available meeting.	Budgets were previously included in County's budget package. Additional process to submit budgets through County process then obtain approval by STA Board including resolutions for each.
Contracts were approved by County.	Contracts approved by JPA Board	None

Function/ Element	Before JPA Formation (County was Agency)	After JPA Formation (Current) (STA is Agency)	If Dissolved (*This information has not been verified by legal counsel.)
Legal Structure	County-administered transportation services; no separate legal entity	Independent legal entity formed by JPA between 9 cities, the County, and RTPA	Legal entity terminated; services revert to designated agency.
Governing Body	County Board of Supervisors; cities gave input via the LTC but had no voting authority.	JPA Board of Directors with representatives from each member jurisdiction	Governing authority returns to designated successor.
Bylaws & Rules	County policies and procedures	JPA bylaws adopted by member agencies	Successor agency's policies and procedures apply.
Staffing	County employees operating program	County employees serve ex officio as JPA staff under Board direction	Employees operate program under successor oversight.
Decision-Making	County made all final decisions	JPA Board holds full decision-making authority	Successor agency regains decision-making authority.
Agenda Items	Submitted through County process	Executive Director prepares and finalizes agenda, drafts minutes, and processes resolutions and contracts requiring signature.	Items would flow through successor agency process.
Funding Administration	Managed within County budget	Managed under JPA budget with County staff support	Managed within successor agency budget.
Contracts & Grants	Executed by County	Executed by JPA	Assigned or terminated; new contracts executed by successor.
Planning & Oversight	County-led	JPA-led with coordination among all members	Successor agency-led; RTPA continues planning role as separate entity from County or successor agency.
Dissolution Process	Not applicable	Defined in JPA agreement	Completed; assets/liabilities distributed per agreement

Other California RTPA / Transit Operator Comparison

The following chart provides a visual of other counties and how they are setup for the RTPA and Transit Operator roles.

County	RTPA	Transit Operator	Board Composition
Trinity	Trinity County Transportation Commission	Trinity County	County Only
Modoc	Modoc County Transportation Commission	Modoc Transportation Agency	County/City
Nevada	Nevada County Transportation Commission	Nevada County Transit Services Commission	County/City
Glenn	Glenn County Transportation Commission	Transit JPA	County/City
Lassen	Lassen County Transportation Commission	Lassen Transit Service Agency	County/City
Lake	Lake Area Planning Council	Lake Transit Authority	County/City
Shasta	Shasta Regional Transportation Agency	Redding Area Bus Authority	County/City
Tehama	Tehama County Transportation Commission	Tehama County Transit Agency Board	County/City
Merced	Merced County Association of Governments	*Transit Joint Powers Authority of Merced County	County/City
Butte	Butte Council of Governments	**Butte Regional Transit (B-Line System)	County/City

*Merced County Association of Governments is designated at the Board under the JPA.

** Butte Council of Governments is the designed policy board to Butte Regional Transit under a JPA.

Dissolution Language from STA JPA Document

ARTICLE 12 WITHDRAWAL, DISSOLUTION, OR TERMINATION AND DISTRIBUTION OF ASSETS

- 12.1. Withdrawal from the Agency. It is anticipated that each MEMBER hereto shall participate in the Agency until purposes set forth in this Agreement are accomplished. The withdrawal of either MEMBER, either voluntary or involuntary, shall cause the Agreement to be terminated according to the following conditions:
- a) In the case of voluntary withdrawal following a properly noticed public hearing, written notice shall be given to the Agency, one hundred twenty (120) days prior to the effective date of withdrawal; and
 - b) Termination of the Agency shall not relieve the Agency of its debts or other liabilities prior to the effective date of the MEMBER'S notice of withdrawal. All debts, liabilities, and obligations incurred by the Agency shall be honored prior to apportionment and or distribution of remaining funds, including but not limited to contracts for transit services.
- 12.2. Dissolution of Agency. Upon dissolution of the Agency, there shall be a partial or complete distribution of assets and liabilities as follows:
- a) Upon termination of the Agency, all funds including the proceeds of the sale of property, in the possession of the Agency after payment of all costs, expenses, and charges validly incurred under this Agreement, shall be returned to the MEMBERS in proportion to their contribution as shall be determined by the Board.
- 12.3. Distribution of Assets. The assets listed in Attachment A shall be returned to each MEMBER. Additional assets acquired by the Agency shall be distributed to the MEMBERS in proportion to their contribution as shall be determined by the Board in compliance with the Transportation Development Act. The distribution of assets may be made in kind or assets may be sold and the proceeds thereof distributed to the MEMBERS at the time of dissolution after the discharge of all enforceable liabilities.
- 12.4. Surplus Revenues. Upon termination of the Agency, all funds including the proceeds of the sale of property, in the possession of the Agency after payment of all costs, expenses, and charges validly incurred under this Agreement, shall be returned to the MEMBERS in proportion to their contribution as shall be determined by the Board.



Questions ?

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: August 19, 2025

Agenda Item: 13

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, October 14, 2025

Financial Impact: Yes ☐ No ☒

Recommended Action:

Adjourn meeting following any discussion.

Attachments (0)