



Agenda

Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency



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

October 14, 2025
Regular Meeting

Remote Participation and Public Comment Teleconference:

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 810 4698 5836

All agendas are available at: <https://siskiyoulc.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 August 1, 2025, to September 30, 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 August 19, 2025.
- 5) Discussion/Action – Overall Work Program FY 2025/2026 Amendment #1
Discussion, direction, and possible action regarding Amendment #1 to the FY 2025/2026 Overall Work Program.
 - 6) Discussion/Action – Meeting Schedule for Remainder of 2025 and Calendar Year 2026



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

Siskiyou Transportation Agency

7) Public Comment

8) 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 August 19, 2025.
- D. Budget Appropriation – Fund 5683 - Radio Replacement Project

9) Discussion – Dissolution of Siskiyou Transportation Agency

Discussion regarding dissolution of the Siskiyou Transportation Agency and the outcome of the October 7th Board of Supervisors agenda item related to a public hearing to withdraw from STA.

10) Other Business

- A. Executive Director – Other Updates
- B. Other Business – Items from Commission that do not require an agenda item or requests for future agenda items.
- C. Next Regular Meeting – To be determined

11) Adjourn Meeting



Agenda

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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, October 14, 2025 – 10:30 a.m. Pacific Time (US and Canada)

Zoom Attendees:

Conference Call In Number: +1.669.444.9171 US
Meeting ID: 810 4698 5836

I declare a copy of this agenda was posted at the Siskiyou County Transit Center at 190 Greenhorn Road, Yreka, CA 96097, on October 10, 2025, by 5:00 p.m.

A printed agenda packet will be available for public review by 5:00 p.m. on October 10, 2025, at the Siskiyou County Transit Center and online at:

<https://siskiyoulc.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: August 1, 2025 through September 30, 2025

'Fiscal Year'	Fund:	Description	Revenues	Expenses
2024/2025			\$ 775,635.20	\$ 120,474.24
	Fund: 2505 - Local Transportation Admin (Item 4A(1))			
		COPIER CHARGES 5/1/-31/25	\$ -	\$ 1.90
		COMMUNICATIONS - JUNE 2025	\$ -	\$ 36.25
		CANNON LEASE JUNE 2025	\$ -	\$ 0.07
		SOGR FY23/24 REDUCED FARES PROJECT	\$ -	\$ 120,262.00
		COPY PRINT CHARGES 5/1-31/25	\$ -	\$ 0.65
	Fund: 2505 - Local Transportation Admin (Item 4A(1)) Total		\$ -	\$ 120,300.87
	Fund: 2506 - Overall Work Program (Item 4A(2))			
		4TH QTR 24/25 INTEREST ALLOCATION	\$ 2,402.02	\$ -
		LTC/RTP>STG D HAMILTON Q4 24/25	\$ -	\$ 126.61
		COPIER CHARGES 5/1/-31/25	\$ -	\$ 5.37
		CANNON LEASE JUNE 2025	\$ -	\$ 36.36
		COPY PRINT CHARGES 5/1-31/25	\$ -	\$ 5.03
		DEP#2026-023 STATE OF CA SHA-CAP#4A	\$ 78.45	\$ -
		DEP#2026-023 ST OF CA OWP Q4 24/25	\$ 90,394.30	\$ -
		DEP#2026-01 ST OF CA SHA-CAP #1	\$ 31,938.08	\$ -
	Fund: 2506 - Overall Work Program (Item 4A(2)) Total		\$ 124,812.85	\$ 173.37
	Fund: 2536 - Local Transportation Funds (Item 4A(3))			
		4TH QTR 24/25 INTEREST ALLOCATION	\$ 4,813.08	\$ -
		STATE JULY 2025 ALLOC 1/4% LTF	\$ 156,394.53	\$ -
		STATE 2ND QTR 2025 ALLOC 1/4% LFT	\$ 187,831.70	\$ -
		STATE MAY 2025 ALLOC 1/4% LFT	\$ 190,937.91	\$ -
	Fund: 2536 - Local Transportation Funds (Item 4A(3)) Total		\$ 539,977.22	\$ -
	Fund: 2538 - State Transit Assistance (Item 4A(5))			
		STATE 040125-063025 PUC SECT 99313	\$ 105,377.00	\$ -
		STATE 040125-063025 PUC SECT 99314	\$ 4,524.00	\$ -
	Fund: 2538 - State Transit Assistance (Item 4A(5)) Total		\$ 109,901.00	\$ -
	Fund: 2548 - Public Transit Account (Item 4A(8))			
		4TH QTR 24/25 INTEREST ALLOCATION	\$ 944.13	\$ -
	Fund: 2548 - Public Transit Account (Item 4A(8)) Total		\$ 944.13	\$ -
2025/2026			\$ 30,820.40	\$ 130,148.34
	Fund: 2505 - Local Transportation Admin (Item 4A(1))			
		AMAZON CAPITAL SERVICES, INC	\$ -	\$ 71.76
		AT&T/MCI	\$ -	\$ 19.99
		KENNY & NORINE, A LAW CORPORATION	\$ -	\$ 1,808.10
		PACIFIC POWER	\$ -	\$ 297.73
		VERIZON WIRELESS	\$ -	\$ 104.92
		CAL ORE COMMUNICATIONS	\$ -	\$ 150.41
		YREKA TRANSFER LLC	\$ -	\$ 15.30
		CITY OF YREKA	\$ -	\$ 69.96

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: August 1, 2025 through September 30, 2025

'Fiscal Year'	Fund:	Description	Revenues	Expenses
2025/2026	Fund: 2505 - HUE & CRY SECURITY SYSTEMS INC		\$ -	\$ 35.16
		THE RESILIENCY INITIATIVE	\$ -	\$ 4,191.13
		WALTER E NELSON CO OF SOUTHERN OREG	\$ -	\$ 22.30
		25/26 WORKERS COMP-SEPTEMBER 2025	\$ -	\$ 125.33
		25/26 UNEMPLOYMENT-SEPTEMBER 2025	\$ -	\$ 9.83
		25/26 DATA PROCESSING-SEPT 2025	\$ -	\$ 207.92
		25/26 COST PLAN-SEPTEMBER 2025	\$ -	\$ 3,790.08
		25/26 WORKERS COMP-AUGUST 2025	\$ -	\$ 125.33
		25/26 UNEMPLOYMENT-AUGUST 2025	\$ -	\$ 9.83
		25/26 COST PLAN-AUGUST 2025	\$ -	\$ 3,790.08
		25/26 DATA PROCESSING-AUGUST 2025	\$ -	\$ 207.92
		25/26 COST PLAN-JULY 2025	\$ -	\$ 3,790.08
		25/26 UNEMPLOYMENT-JULY 2025	\$ -	\$ 9.83
		25/26 WORKERS COMP-JULY 2025	\$ -	\$ 125.33
		25/26 DATA PROCESSING-JULY 2025	\$ -	\$ 207.92
		COMMUNICATIONS AUGUST 25/26	\$ -	\$ 36.34
		HR Payroll 2025 BW 19 0	\$ -	\$ 8,489.96
		DEP#2026-027 ST OF CA 24-25 SGR Q4	\$ 19,660.00	\$ -
		HR Payroll 2025 BW 18 0		\$ 8,431.04
		UP260102 COR COMMS JULY 25/26		\$ 36.34
		LTC/RTP>STG D HAMILTON Q4 24/25	\$ -	\$ 55.91
		HR Payroll 2025 BW 17 0	\$ -	\$ 8,489.96
		GS/LTC>STG CAMS MAINTENANCE FY25/26	\$ -	\$ 651.86
		HR Payroll 2025 BW 16 0	\$ -	\$ 8,431.06
	Fund: 2505 - Local Transportation Admin (Item 4A(1)) Total		\$ 19,660.00	\$ 53,808.71
	Fund: 2506 - Overall Work Program (Item 4A(2))			
		KENNY & NORINE, A LAW CORPORATION	\$ -	\$ -
		CUMMINS, MELISSA	\$ -	\$ 329.00
		NICHOLS CONSULTING ENGINEERS, CHTD	\$ -	\$ 7,016.50
		LSC TRANSPORTATION CONSULTANTS, INC	\$ -	\$ 6,427.50
		BRYAN, MATTHEW J.	\$ -	\$ 60.76
		THE RESILIENCY INITIATIVE	\$ -	\$ 32,348.87
		DEP#2026-032 STATE OF CA--ATP INV 6	\$ 11,160.40	\$ -
		METROPOLITAN TRANSPORTATION COMMISS	\$ -	\$ 26,000.00
	Fund: 2506 - Overall Work Program (Item 4A(2)) Total		\$ 11,160.40	\$ 72,182.63
	Fund: 2537 - Regional Surface Transportation Block Grant (Item 4A(4))			
	None			
	Fund: 2537 - Regional Surface Transportation Block Grant (Item 4A(4)) Total			
	Fund: 2546 - SB 125 TIRCP/General Fund (Item 4A(6))			
		PURE SISKIYOU	\$ -	\$ 1,475.00
	Fund: 2546 - SB 125 TIRCP/General Fund (Item 4A(6)) Total		\$ -	\$ 1,475.00
	Fund: 2547 - SB 125 Greenhouse Gas Reduction Fund (Item 4A(7))			

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: August 1, 2025 through September 30, 2025

'Fiscal Year'	Fund:	Description	Revenues	Expenses
2025/2026	Fund: 2547 - None			
	Fund: 2547 - SB 125 Greenhouse Gas Reduction Fund (Item 4A(7)) Total			
	Fund: 2548 - Public Transit Account (Item 4A(8))			
	PURE SISKIYOU		\$ -	\$ 2,525.00
	SB125>STG 09/11/25 FREE FARE DAY		\$ -	\$ 157.00
	Fund: 2548 - Public Transit Account (Item 4A(8)) Total		\$ -	\$ 2,682.00
	(blank)			
	0			
Grand Total			\$ 806,455.60	\$ 250,622.58

Date: October 14, 2025

Agenda Item: 4B

Subject: Report on Activities by Commission Staff through September 30, 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:
 - 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 Overall Work Program Amendment #1 packet to Caltrans.
- 3) Draft the Regional Transportation Improvement Program.

Financial Impact:

None.

Recommended Action:

None. This is an information item.

Attachments (1)

- Detailed summary of activities for the period of August 1, 2025, to September 30, 2025.

**Executive Director Staff Report
Siskiyou County Local Transportation Commission
Summary of Activities for Period
08/01/2025~09/30/2025**

Non-Billable LTC Work

Attend fiscal group meeting (09/30/2025)
Balance June expenses from Banner to CAMS.
Contact external auditor about FY 2024/2025 audit schedule.
Draft de minimis letter for submission to Caltrans.
Draft list of outstanding items to Auditor's Office for year-end and audits.
Prepare and submit accounting change for LTC contract.
Prepare LTF allocation package for FY 2025/26 and submit to Auditor's Office.
Review LTF allocation requirements w/Auditor's Office staff.
Review revised estimates for SGR and STA (FY 25/26) and make amendments to budgets for Adopted.
Submit financial information to Golden State Risk Management Authority.
Update LTF tracking sheet with payments for FY 24/25 and setup FY 25/26 tracking.

WE 601 - Administration

Calendar invite for 11/18/2025 meeting to Commissioners to hold date/time.
Compile agenda review list for Chair/Vice Chair,
Draft and send Commissioner travel claims
Draft materials for Commission's August 19th agenda.
Draft SCLTC 08/19/2025 minutes.
Finalize 08/19/2025 agenda.
Fiscal work related to various OWP projects.
Fiscal work related to various projects.
Load 8/19/25 agenda on tablets and prepare materials for meeting.
LTC Agenda Materials - 08/19/2025
Post 8/19/25 agenda to website and send agenda notification.
Post SCLTC minutes to website and send resolutions to Chair for signatures.
Process PPM agreement & return to State
Work on LTC agenda materials (08/19/2025)

WE 602 - OWP Development/Monitoring

Draft Q4 OWP invoice and close out report for FY 2024/2025.
Draft Q4 quarterly request for reimbursement.
Progress on FY 24/25 Q4 invoice and year-end closeout.
Review and execute FY 2024/2025 reconciliation letter from Caltrans for Overall Work Program.
Revise 24/25 Amendment #6 (OWP) & resubmit to Caltrans.
Submitted Q4 & certification of expenses to Caltrans.

WE 603 - Coordination & Public Engagement

Attend Caltrans DLAE Focus Group session.
Attend Caltrans Local Assistance Webinar.
Coordination regarding I5 Wildlife overcrossing project.

**Executive Director Staff Report
Siskiyou County Local Transportation Commission
Summary of Activities for Period
08/01/2025~09/30/2025**

Draft TAC delegate/alternate letter template for local agencies.
Review Hilt Pavement Rehab Project Report.
Review various items related to Pavement Management System, Overall Work Program, and CTC meetings.
Review various planning items w/Caltrans Regional Planner.
Update future meeting info on SCLTC website.
Add SSTAC events to website and Facebook.

WE 604.1 - Regional Transportation Systems Planning

Meeting with Ore-CalRC&D re:wildlife crossing project.

WE 604.2 - Pavement Management System

Payment to contractor for StreetSaver licenses.

WE 604.4 - RTP

Correspondence with Caltrans regarding RTP update.

WE 605.1 - Multimodal & Public Transit Planning

Attend ATP Central Workshop webinar.
Attend North State Super Region Transit Working Group meeting.
Follow up on outstanding unmet transit needs for FY 25/26.
Review draft coordinated plan from LSC.
Submitted request for branch workshop to ATP program (Caltrans).

WE 605.2 - ATP

Final Report of Expenditures & Invoice # 6 for ATP Grant.
Process final payment deposit, update file, and close grant file.
Uploaded revised ATP documents on LTC website.

WE 604.3 - RTIP

Coordination with local agencies for State Highway Consultation meetings.
Data request to Caltrans on prior cycle STIP projects by agency.
Draft RTIP meeting agenda and materials.
Information on 2026 RTIP/STIP process from workshop recording.
Prepare summary of project nominations for 2026 RTIP.
Review and send inquiry to local agency re:RTIP submission.
Send CTC due date reminder to local agencies for October 2025 meeting.
Travel to, and meet with, cities of Weed, Fort Jones and Etna.
Travel to, and meet with, City of Dunsmuir (RTIP).Meet with Siskiyou County Public Works (RTIP).
Travel to, and meet with, City of Mt Shasta, Yreka, and Montague (RTIP)
Travel to, and meet with, City of Tulelake and City of Dorris (RTIP).
Various follow-up items from RTIP meetings with local agencies.

**Executive Director Staff Report
Siskiyou County Local Transportation Commission
Summary of Activities for Period
08/01/2025~09/30/2025**

WE 606 - SC Evacuation & Preparedness Plan

Add evacuation plan public workshops to LTC Facebook and website.
Attend Etan Evacuation Planning Workshop.
Coordinate public workshop site for Montague event.
Coordinate with Siskiyou County OES on evacuation plan outreach materials and attend Fort Jones workshop.
Correspondence w/TRI re:workshop presentations and translation services.
Evacuation Plan Project Team Meeting (08/06/2025)
Finalize location for Montague evacuation plan workshop.
Invoice #1 for STPG Grant (FY 2024/2025)
Meeting w/County PIO & OES on packets for workshops.
Obtain fee waiver for Evac Plan Public Workshop from City Council of Montague.
Post Evacuation Plan workshops to Facebook and print flyers for distribution throughout County.
Post Evacuation Plan workshops to Siskiyou News calendar and schedule nd print flyers for distribution throughout County.
Prepare agenda item for incentive on workshops and survey for evacuation plan.
Process vendor invoice for evacuation plan project.
Project Check-in, Follow up on Happy Camp workshop, McCloud workshop concern.
Review and approve survey questions from The Resiliency Initiative for evacuation plan.
Reviewed project status report and draft workshop materials. Provided comments back to TRI.
Sent follow up to Siskiyou Co OES on emergency preparedness packets for workshops.
Revise SCEPP invoice to include additional FY 24/25 expenses.
Update expense tracking for Evac Plan grant.

PPM Funding (STIP)_2425

PMS - Follow Up with Local Agencies on kickoff meeting today.
Work with NCE to get access to StreetSaver licenses for kickoff meeting.

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: October 14, 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:

- August 19, 2025

Financial Impact: Yes ☐ No ☒

Recommended Action:

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

Attachments (1)

- Draft minutes of the August 19, 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: August 19, 2025

The Siskiyou County Local Transportation Commission meeting of August 19, 2025, was called to order by Chair Kobseff at 10:33 AM at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

Commissioners in attendance included:

Michael N Kobseff
Nancy Ogren

Mercedes Garcia
Matthew Bryan

Commissioners absent from the meeting:

Cliff Munson
Ed Valenzuela

Pat Vela
Jess Harris

Other Staff Present In-Person:

Melissa Cummins, Executive Director
Dana Barton, Chief Deputy County Counsel
Angie Stumbaugh, Transportation Services Manager
Andy Gilman, Transportation Services Coordinator

The agenda items included:

- 1) Roll Call – Chair Kobseff called the meeting to order at 10:33 AM.
Commissioners present in-person included Bryan, Garcia, Kobseff, and Ogren.
- 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 June 19, 2025, to July 31, 2025, for:
 - i. Local Transportation Commission (Fund: 2505)
 - ii. Regional Transportation Planning (Fund: 2506)
 - iii. Local Transportation Funds (Fund: 2536)
 - iv. Regional Surface Transportation Block Grant Program (Fund: 2537)



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
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- 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 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.

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

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

Motion passed unanimously.

The Commission adjourned at 10:35 a.m. and the meeting moved to the agenda items for the Siskiyou Transportation Agency.

The Local Transportation Commission reconvened at 11:35 a.m. and continued with agenda item 5.

- 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.

The Executive Director presented information on responsibilities, funding programs, other RTPA staffing levels, and resources available to support another position under the Commission.



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
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Chair Kobseff left the meeting at 11:39 a.m. Commissioner Ogren continued the meeting. The remaining Commissioners asked for the presentation to continue although the meeting no longer had a quorum.

One of the charts included in the presentation outlined the amount of funds the Commission has returned to the State under the Overall Work Program since FY 2017/2018, which was a cumulative total of over \$ 331,000.

Discussion continued between the remaining Commissioners and the Executive Director regarding the potential work for the new position, even if the Siskiyou Transportation Agency were to go away.

Ms. Cummins explained that the request is not for another Executive Director level position, but rather a Staff Services Analyst which is a level above a Fiscal Technician. That person would handle other support tasks freeing up the Executive Director to handle the more technical duties.

Ms. Cummins highlighted multiple funding sources that are available to the Commission to support the proposed position.

Commissioner Bryan asked about a term-limited position. Ms. Cummins explained that it would need to be discussed with Personnel.

Discussion continued about the various programs and potential use of funding to support staff costs. Commissioner Bryan asked about the rationale to reducing the level of the proposed position. Ms. Cummins explained that a support person who is familiar with the various programs, invoicing requirements, regional needs, and funding programs would provide a base for the future success of the program.

Commissioner Ogren voiced concerns with a time limit on the position due to challenges with recruiting qualified candidates for two very different level positions.

Commissioner Bryan would support spending more money to hire someone with more experience if it produces results.

Kellie Mendes, Regional Planner with Caltrans, shared that the Commission may never get what they have now. She has reviewed prior records (of the Commission's program) and things were a mess. The Commission's Executive Director is doing the same work that other agencies have three employees doing. She doesn't feel there is a concern with funding as there is so much money available.



Siskiyou County Local Transportation Commission

REGIONAL TRANSPORTATION PLANNING AGENCY

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Commissioner Garcia shared that if we hire a mid-level person once it gets closer to the time they may be able to move into the (Executive Director) position.

Commissioner Ogren also mentioned that the person can make their position by getting more grant funding.

Ms. Cummins mentioned conflicting stakeholder coordination meetings that could be split between herself and the other staff so we can be engaged in all efforts.

Commissioner Bryan requested staff evaluate a position in between the support staff and the Executive Director level position. Ms. Cummins suggested we look at other transportation planning positions across the state. He would also like to have the person focus on projects that wouldn't otherwise get accomplished.

Due to lack of a quorum this item was discussion only and will be brought back at a future meeting.

6. Other Business Items

A. Executive Director – Other Updates

The Commission received a list of the upcoming Evacuation and Preparedness Plan Public Workshops.

Following the June meeting the STIP fund estimate was published, and our region's target shares are just about half of the 2024 STIP target. Ms. Cummins is scheduled to meet with each agency during the week of August 25th to review current and future projects.

Ms. Cummins also highlighted recent work done by Pure Siskiyou on promotional materials for STAGE for the \$ 1.00 fare program. She is also under contract for some upcoming free fare days including Patriot Day, Halloween, Veteran's Day, and two holidays in December including Ugly Christmas Sweater Day.

STAGE also reported that we've had over 700 PCT hikers that we've transported this summer. STAGE had to put a Gillig (32-passenger bus) on the Happy Camp route three times to get hikers around the fire.

B. Other Business Items from Commissioners

Acting Chair Ogren adjourned as the Siskiyou County Local Transportation Commission at 12:09 PM.

Date: October 14, 2025

Agenda Item: 5

Subject: Discussion, direction, and action regarding Amendment #1 to the FY 2025/2026 Overall Work Program.

Past Action:

On June 24, 2025, the Commission adopted Resolution No. 25-08 approving FY 2025/2026 Overall Work Program.

Summary of Item:

The Commission is annually required to adopt the Overall Work Program, which outlines various transportation planning efforts for the next fiscal year. At the end of each fiscal year a reconciliation is submitted to Caltrans to certify the final expenditures for the prior fiscal year. The FY 2025/2026 close out report was submitted to Caltrans on August 18, 2025.

The Overall Work Program allows the Commission to carry over a maximum of twenty-five percent (25%) of their annual allocation to the following fiscal year if the funds are unspent.

The following summarizes the FY 2025/2026 program year.

Total Available Revenue:	\$ 285,384.51
Total YTD Expenditures:	\$ 232,115.49
Total Available RPA Carryover:	\$ 43,930.30

These funds have been incorporated into the draft amendment included as an attachment.

Financial Impact: Yes ☒ No ☐

2506-303030-540800	Increase by \$ 43,930.30
2506-303030-723000	Increase by \$ 43,930.30

Recommended Action:

- 1) Adopt Resolution approving the amended FY 2025/2026 Overall Work Program.
- 2) Authorize the Auditor-Controller's office to amend the Regional Planning Assistance budgets to incorporate the additional revenues and expenditures for FY 2025/2026.
- 3) Authorize the Executive Director to execute all documents necessary to secure funds and to make line-item adjustments to the budget as necessary throughout the year.

Attachments (4)

- Overall Work Program FY 2024/2025 Reconciliation Letter
- RTPA OWP Amendment Transmittal Memo – Amendment #1
- Resolution approving the Overall Work Program Amendment #1
- Overall Work Program FY 2025/2026 Amendment #1 Final Draft (Attachment A to Resolution)

California Department of Transportation

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

P.O. BOX 942873, MS-32 | SACRAMENTO, CA 94273-0001

(916) 654-2596 | FAX (916) 653-0001 TTY 711

www.dot.ca.gov

August 21, 2025

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

Dear Ms. Cummins:

The purpose of this reconciliation letter for fiscal year (FY) 2024-25 is to confirm the unexpended totals in California Rural Planning Assistance (RPA), federally funded, and state funded grants as of **June 30, 2025**.

Rural Planning Assistance (RPA):	\$43,930.30
----------------------------------	-------------

24/25 SHA Climate Adaptation Planning Grant expires 6/30/27:	\$218,119.47
--	--------------

Total Planning Funds Available:	<u>\$262,049.77</u>
--	----------------------------

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

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

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

Ms. Cummins
August 21, 2025
Page 2

If you have any questions or need additional information, please contact Kellie Mendes, District Regional Planning Liaison at kellie.mendes@dot.ca.gov or Omar Ruiz, Caltrans Headquarters Fund Specialist at omar.ruiz@dot.ca.gov.

Sincerely,

Erin Thompson

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

Brett Ditzler
Planning Deputy District Director
District 2

I concur with the above balances:

Melissa Cummins
Melissa Cummins (Aug 21, 2025 07:53:53 PDT)

Melissa Cummins
Executive Director
Siskiyou County Local Transportation Commission

08/27/2025

Date



MPO/RTPA OWP Amendment Transmittal Memo

This form is required for all administrative and formal Overall Work Program (OWP) amendments. Refer to the MPO/RTPA OWP and Grant Amendment Guidelines for assistance with submitting your request.

OWP Amendment Information

OWP Amendment Information			
MPO/RTPA Name	Siskiyou County Local Transportation Commission	Fiscal Year (FY)	2025/2026
Amendment Type	Formal Amendment	Amendment #	1

OWP Amendment Checklist

Reason for an Administrative Amendment (select all that apply)	
<div><input type="checkbox"/> Clarify an already approved task in the executed OWP (Examples: clarifying responsible parties or correction of errata)</div> <div><input type="checkbox"/> Enhance already approved activities or tasks in the executed OWP (Examples: adding outreach sessions or meetings to a Work Element activities)</div> <div><input type="checkbox"/> Shift funds between Work Elements as long as there is no change to scope of work or total programmed amount of CPG/RPA/SPR/SB 1 funds</div> <div><input type="checkbox"/> Combine already approved activities</div> <div><input type="checkbox"/> Changes to non-CPG/RPA/SPR/SB 1 funds (adding/deleting a Work Element) that don't affect transportation planning funds, activities or products and don't result in redirection of staff time or aren't a detriment to previously approved transportation planning activities and products</div> <div><input type="checkbox"/> Grant amendment that includes revisions to approved tasks, Project Cost and Schedule, or project title change to use an AKA (no changes to project deliverables or total project cost)</div> <div><input type="checkbox"/> Other: _____</div>	
Administrative Amendment Package Required Documents	
<div>Please submit in one email</div>	<div><input type="checkbox"/> MPO/RTPA OWP Amendment Transmittal Memo (this form) that clearly outlines the revisions to the OWP and/or OWP budget</div> <div><input type="checkbox"/> All revised Work Elements and any other affected pages within the OWP</div> <div><input type="checkbox"/> Revised OWP Budget Revenue Summary</div> <div><input type="checkbox"/> Grant Amendment: Completed Change in Grant Agreement Terms (CAT) form, revised Scope of Work/Project Cost and Schedule, and revised SB 1 Sustainable Communities Formula List of Projects, as applicable (associated Work Element task schedule/budget table should mirror the revised grant Scope of Work/Project Cost and Schedule)</div>

Reason for a Formal Amendment (select all that apply)

- ☒ Increase/decrease in total CPG/RPA/SPR/SB 1 funds
- ☒ Program carry-over CPG/RPA/SPR/SB 1 funds from previous fiscal years
- ☐ Program new FHWA Strategic Partnerships, FTA § 5304/SHA Sustainable Communities Grants, SB 1 Competitive Grants and SB 1 Formula Grant Funds
- ☒ Add/delete a Work Element (Federal approval required if CPG - see below) and/or Work Element tasks/activities (CPG/RPA/SPR/SB 1 funds)
- ☐ Grant Amendment that increases/decreases total project cost
- ☐ Other: _____

Requiring Federal Approval (MPO Only)

- ☐ Significant changes to the Scope of Work of a Work Element
- ☐ 20% increase or decrease in CPG funds (cumulative or in a single change)
- ☐ Add/delete a CPG-funded Work Element

Formal Amendment Package Required Documents

- | | |
|-----------------------------------|---|
| Please submit in one email | <ul style="list-style-type: none"><input checked="" type="checkbox"/> MPO/RTPA OWP Amendment Transmittal Memo (this form) that clearly outlines the revisions to the OWP and/or OWP budget<input checked="" type="checkbox"/> All revised Work Elements and any other affected pages within the OWP<input checked="" type="checkbox"/> Revised OWP Budget Revenue Summary<input checked="" type="checkbox"/> If there is an increase or decrease in the total amount of CPG/RPA/SPR/SB 1 funds, include amended and fully executed OWPA<input checked="" type="checkbox"/> Board Resolution or minutes from the board meeting approving the amendment<input type="checkbox"/> Grant Amendment: Completed CAT form, revised Scope of Work/Project Cost and Schedule, and SB 1 Sustainable Communities Formula List of Projects included as applicable (associated Work Element task schedule/budget table should mirror the revised grant Scope of Work/Project Cost and Schedule) |
|-----------------------------------|---|

Amendment Details (insert additional sheets as needed)

Include affected Work Element number(s) and name(s), specific fund source(s), the amount of funding increase/decrease for each Work Element, and justification for the change(s)

Work Element #	601	Work Element Name	Administration
Fund Source	RPA	Amount of Funding Increase/Decrease	Decrease \$ 5,000
Justification	Reduce Administration and reallocate funds to new work element (607).		

Work Element #	603	Work Element Name	Interagency Coordination and Public Engagement
Fund Source	RPA	Amount of Funding Increase/Decrease	Increase \$ 3,270
Justification	Increase consultant funding to add additional upgrades to Commission's website for increased public engagement.		

Work Element #	604.1	Work Element Name	Regional Transportation Systems Planning
Fund Source	RPA	Amount of Funding Increase/Decrease	Increase \$ 30,000
Justification	Addition of a GIS Roads Layer Project. This project will improve and enhance the workflow of road layers through improved editing capabilities, common schema, and automation.		

Amendment Details (insert additional sheets as needed)

Include affected Work Element number(s) and name(s), specific fund source(s), the amount of funding increase/decrease for each Work Element, and justification for the change(s)

Work Element #	604.3	Work Element Name	Regional Transportation Improvement Program
Fund Source	RPA	Amount of Funding Increase/Decrease	Decrease \$ 5,000
Justification	Reduce and reallocate funds to other work elements.		

Work Element #	604.1	Work Element Name	Regional Transportation Systems Planning
Fund Source	RPA	Amount of Funding Increase/Decrease	Increase \$ 15,660
Justification	Coordination with the County's Planning Department to assist with promoting public engagement specifically on the General Plan including the circulation element and additional funds to cover the RTP update.		

Work Element #	606	Work Element Name	Siskiyou County Evacuation and Preparedness Plan
Fund Source	SHA-CAP	Amount of Funding Increase/Decrease	Increase \$ 1,144
Justification	Adjust totals of work element to align with balance of grant funding following the final reconciliation for FY 2024/2025.		

Work Element #	607	Work Element Name	Road Abandonment
Fund Source	RPA	Amount of Funding Increase/Decrease	Add \$ 5,000
Justification	Addition of a new work element to develop a process and template for the abandonment of a public roadway. This process and template would be available to all agencies within the region to adopt and utilize.		

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

MPO/RTPA Signature

This form is required for all OWP amendments and must be signed by the MPO/RTPA Executive Director or designated staff.

MPO/RTPA Executive Director (or Designated Staff)			
Full Name	Melissa Cummins		
Signature		Date	10/14/25

Siskiyou County Local Transportation Commission

Resolution No. _____

Overall Work Program Amendment #1 for FY 2025/2026

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) has reviewed the proposed Amendment #1 for the FY 2025/2026 Overall Work Program, which includes the addition of carryover funds totaling \$ 43,930.30; and

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

WHEREAS, the Siskiyou County Local Transportation Commission is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the Siskiyou County Local Transportation Commission authorizes the Executive Director to amend the FY 2025/2026 budget to incorporate the additional revenues and expenditures outlined in the Overall Work Program Amendment #1; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission hereby approves Amendment #1 to the FY 2025/2026 Overall Work Program and authorizes staff to submit to Caltrans.

PASSED AND ADOPTED this 14th day of October 2025 by the Siskiyou County Local Transportation Commission by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Michael N Kobseff, Chair
Siskiyou County Local Transportation
Commission

ATTEST:

Melissa Cummins, Executive Director
Siskiyou County Local Transportation Commission

By _____



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

Overall Work Program

Fiscal Year 2025/2026

Date of Adoption:
Amended:

June 24, 2025
October 14, 2025

Melissa Cummins, Executive Director

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Introduction

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

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

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

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

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

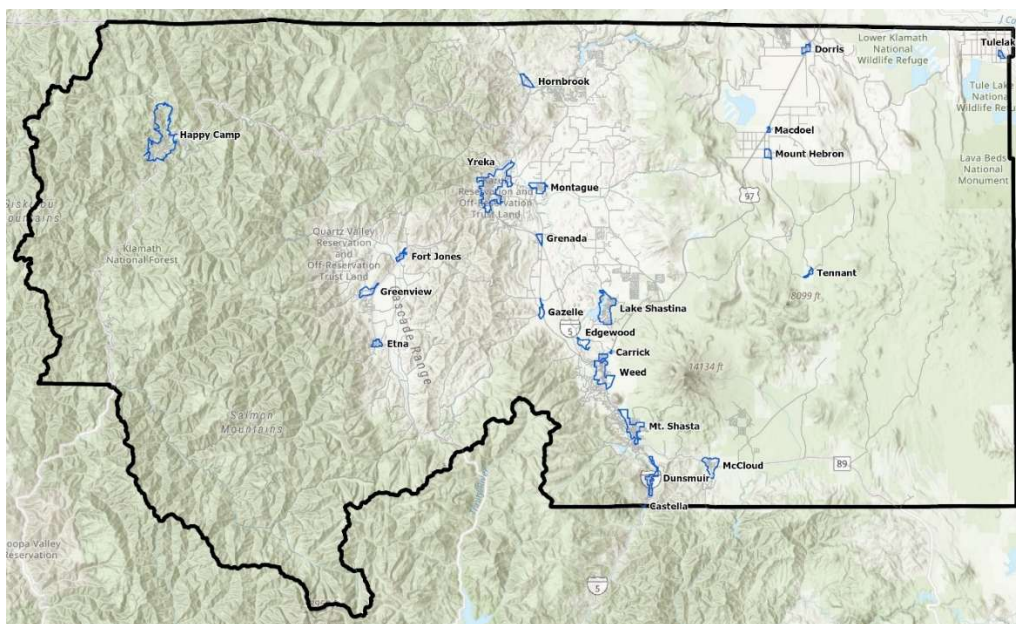


Figure 1 – County of Siskiyou Map

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

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

Background

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

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

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

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

Organization

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

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

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

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

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

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

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

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

Public Participation

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

- SCLTC's Facebook Page: <https://www.facebook.com/sistransportation/>
- SCLTC's Website: www.siskiyoucoltc.org

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

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

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

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

Revenue Sources

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

- Rural Planning Assistance (RPA)

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

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

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

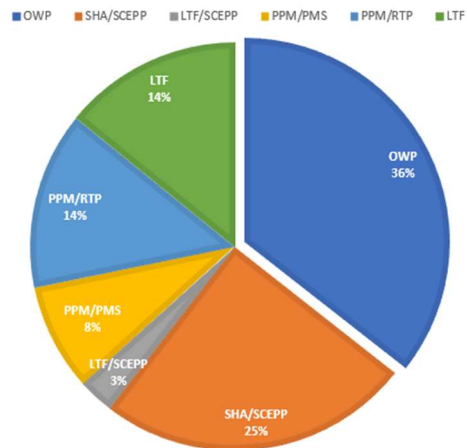
- Regional Surface Transportation Program (RSTP)

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

- Active Transportation Program (ATP)

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

TABLE 1: ESTIMATED REVENUES ~ FY 2025/2026



- Sustainable Transportation Planning Grant Program – Climate Adaptation Planning Grant

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

- Local Transportation Funds (LTF)

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

Work Element 601 - Administration

Purpose

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

Previous Work

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

Task or Activity, Work Product, and Schedule

Task 1: Prepare all agenda materials for SCLTC meetings.

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

Task 2: Preparation of various contracts for outside consultants.

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

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

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

Budget - Work Element 601 - Administration		
Responsible Agency	RPA	Total Allocated
SCLTC	\$ 50,000	\$ 50,000

Amended 10/14/2025

Work Element 602 – Overall Work Program Development

Purpose

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

Previous Work

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

Task or Activity, Work Product, and Schedule

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

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

Schedule: Draft – March 2026
Final – June 2026

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

Product: Approved OWP amendment.

Schedule: September 2025

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

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

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

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

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

Schedule: August 2025.

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

Work Element 603 – Interagency Coordination and Public Engagement

Purpose

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

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

Previous Work

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

Task or Activity, Work Product, and Schedule

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

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

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

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

RTPA Group – Typically held prior to regular CTC meetings.

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

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

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

Schedule: Monthly.

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

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

Schedule: Monthly.

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

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

Schedule: Monthly and quarterly.

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

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

Schedule: Monthly and quarterly.

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

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

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

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

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

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

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

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

Schedule: Commission.
Quarterly or as scheduled by the Consortium

Budget - Work Element 603 - Interagency Coordination and Public Engagement			
Responsible Agency	RPA	RPA Carryover	Total Allocated
SCLTC	\$ 28,000	-	\$ 28,000
Consultant – Optimize Worldwide ((Task 3 – Website Updates)	\$ 2,500	\$ 3,270	\$ 5,770
Total:	\$ 32,500	\$ 3,270	\$ 33,770

Amended 10/14/2025

Work Element 604.1 – Regional Transportation Systems Planning

Purpose

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

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

Previous Work

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

Task or Activity, Work Product, and Schedule

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

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

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

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

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

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

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

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

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

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

- Task 6:** Participate in various Zero Emissions technical groups related to the transition to alternative fuel sources.
- Product: Coordination with neighboring agencies, increased knowledge, and shared information for the Commission and local agencies to assist with the transition to zero emissions vehicles in the region.
- Schedule: Monthly or quarterly depending on the specific working group.
- Task 7:** Coordination and review of Caltrans planning efforts such as corridor plans.
- Product: Local input on transportation system needs within the region.
- Schedule: As requested by Caltrans.
- Task 8:** Attend Siskiyou County Planning Commission meetings to provide feedback on proposed developments and potential impacts to existing transportation infrastructure.
- Product: Engagement on transportation-related projects.
- Schedule: Planning Commission meets monthly.
- Task 9:** Coordination with Siskiyou County's GIS department to develop data sets for multimodal transportation facilities within region.
- Product: Dataset for use in multimodal planning efforts.
- Schedule: Quarterly
- Task 10:** Coordinate with region's airport operators for capital improvements data, grant funding opportunities, and multimodal connections.
- Product: Capital improvement project lists
- Schedule: Quarterly
- Task 11:** Coordination and attendance at State Highway Needs Meetings with Caltrans D2 at various locations throughout the region.
- Product: Documented concerns from local agencies.
Increased coordination with local agencies.
- Schedule: Three meetings held annually.
- Task 12:** GIS Road Layer Project to improve and enhance the workflow of road layers through improved editing capabilities, common schema, and automation.
- Product: Updated road layer for entire region with access by all agencies.
- Schedule: Final product to be completed by June 30, 2026.
- Task 13:** Coordination with County Planning on public engagement for General Plan Update, including the circulation element, for greater input from regional stakeholders.
- Product: Public engagement activities to achieve greater engagement for General Plan, including the circulation element.

Schedule: Public engagement will be conducted between November 2025 and June 2026..

Budget - Work Element 604.1 - Regional Transportation Systems Planning			
Responsible Agency	RPA	RPA Carryover	Total Allocated
SCLTC	\$ 22,500	-	\$ 22,500
Consultant – GIS Roads	-	\$ 30,000	\$ 30,000
Consultant – General Plan	\$ 10,000	-	\$ 10,000
Total:	\$ 32,500	\$ 30,000	\$ 62,500

Amended 10/14/2025

Work Element 604.2 – Pavement Management System

Purpose

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

Previous Work

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

Task or Activity, Work Product, and Schedule

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

Product: Data accessible by local agencies as needed

Schedule: Annually or as needed due to staff changes.

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

Product: Pavement Management Software “StreetSaver”

Schedule: July - Annually

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

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

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

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

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

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

Budget - Work Element 604.2 - Pavement Management System			
Responsible Agency	RPA	PPM	Total Allocated
SCLTC	\$ 7,500	\$ 96	\$ 7,596
Consultant (NCE)	\$ -	\$ 74,904	\$ 74,904
MTC/StreetSaver Training/Licenses	\$ 37,000	-	\$ 37,000
Total:	\$ 44,500	\$ 112,000	\$ 119,500

Work Element 604.3 – Regional Transportation Improvement Program

Purpose

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

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

Previous Work

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

Task or Activity, Work Product, and Schedule

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

Product: Meeting notes and assistance to local agency staff.

Schedule: September/December/January or February/April

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

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

Schedule: Ongoing and as needed.

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

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

Schedule: Ongoing and as needed.

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

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

Schedule: Ongoing and as needed.

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

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

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

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

Budget - Work Element 604.3 - Regional Transportation Improvement Program		
Responsible Agency	RPA	Total Allocated
SCLTC	\$ 26,500	\$ 26,500
Total:	\$ 26,500	\$ 26,500

Amended 10/14/2025

Work Element 604.4 – Regional Transportation Plan

Purpose

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

Previous Work

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

Task or Activity, Work Product, and Schedule

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

Product: Updated Regional Transportation Plan.

Schedule: July 2025 through June 2026

Budget - Work Element 604.4 - Regional Transportation Plan				
Responsible Agency	RPA	RPA Carryover	PPM/STIP	Total Allocated
SCLTC	\$ 25,000	\$ 660	-	\$ 25,660
Consultant (RTP Update)	\$ 15,000	\$ 10,000	\$ 150,000	\$ 175,000
Total:	\$ 40,000	\$ 10,660	\$ 150,000	\$ 200,660

Amended 10/14/2025

Work Element 605.1 – Multimodal and Public Transportation Planning

Purpose

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

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

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

It also includes preparation of SSTAC agendas and minutes.

Previous Work

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

Task or Activity, Work Product, and Schedule

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

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

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

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

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

- Task 3:** Consult with local agencies, tribal partners, public, and private transportation operators to identify needs and opportunities for coordinated efforts.
- Product: Coordination of existing services, gaps in services, updated list of existing providers, needs and project ideas for future grant opportunities.
- Schedule: Annual workshop and quarterly review
- Task 4:** Attend community meetings to discuss and identify multimodal options for the region's projects.
- Product: Documents of needs and project ideas for future grant opportunities.
- Schedule: Monthly or quarterly
- Task 5:** Attend meetings, training, or conferences related to transit and multimodal options.
- Product: Knowledge of planning, coordination, legislation, and funding options.
- Schedule: Monthly, Quarterly, or Semi-Annual Events
- Task 6:** Review Short Range Transit Plan and work with transit operator on implementation strategies for identified recommendations.
- Product: Project list for next Regional Transportation Plan
- Schedule: Quarterly
- Task 7:** Unmet needs advertising, schedule social media posts to promote public hearing, and coordinate with County's Public Information Officer and Siskiyou Transit and General Express (STAGE) to help publicize public hearing.
- Product: Final ads and legal notices for public hearing.
Public hearing held by SCLTC.
- Schedule: December 2025 – Update ads and legal notices and submit to newspaper for publishing.
- Task 8:** Conduct public hearing and subsequent SSTAC meeting to review requests for service.
- Product: Documentation of request received during public hearing.
- Schedule: February 2026 – Public hearing at SCLTC regular meeting.
February/March 2025 – SSTAC meeting to review unmet needs requests.
April 2026 – SSTAC recommendation referred to SCLTC.
- Task 9:** Summarize findings and prepare agenda item for Commission's consideration with unmet needs findings.
- Product: Agenda materials and minutes with actions of Commission.
- Schedule: June 2026 – SCLTC adopts resolution with findings.
- Task 10:** Preparation of documentation for submission to the State of California on unmet needs process.

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

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

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

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

Work Element 605.2 – Siskiyou County Regional Active Transportation Plan

Purpose

Development of a regional active transportation plan for Siskiyou County.

Previous Work

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

Task or Activity, Work Product, and Schedule

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

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

Schedule: July 2025

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

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

Work Element 606 – Siskiyou County Evacuation and Preparedness Plan

Purpose

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

Previous Work

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

Task or Activity, Work Product, and Schedule

Task 01: Project Administration

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

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

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

- ✓ Coordination with Caltrans Completed – Summer 2024

Task 02: Consultant Procurement

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

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

✓ Task Completed – April 8, 2025

Task 1: Coordination with Project Partners

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

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

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

✓ Task Completed – May 29, 2025

Task 2: Data Collection/Vulnerability Assessment

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

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

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

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

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

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

Task 3: Public Outreach

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

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

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

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

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

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

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

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

Task 4: Evacuation and Preparedness Analysis

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

Recommendations will be developed as part of the analysis.

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

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

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

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

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

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

SCLTC staff will review the analyses provided by the consultant.

Task 4 - Deliverables
Draft Evacuation and Preparedness Plan

Task 5: Draft and Final Evacuation and Preparedness Plan

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

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

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

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

Next Steps

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

Budget - Work Element 606 – Siskiyou County Evacuation and Preparedness Plan				
Responsible Agency	RPA	*SHA-Climate	Local Funds	Total Allocated
SCLTC	\$ 7,500	\$ 53,119	\$ 25,368	\$ 85,987
Consultant	\$ 0	\$ 165,000	\$ 2,892	\$ 167,892
Total:	\$ 7,500	\$ 218,119	\$ 28,260	\$ 253,879

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

This project began work in FY 2024/2025 and continues into FY 2025/2026 and is expected to be completed in FY 2026/2027.

Amended 10/14/2025

Work Element 606 – SCEPP Scope of Work

Sustainable Transportation Planning Grant Program

COST AND SCHEDULE

[illegible]

Work Element 607 – Road Abandonment Process and Template

Purpose

Develop a process and template for regional agencies to abandon a road or road segment.

Previous Work

- None

Task or Activity, Work Product, and Schedule

Task 1: Develop a process for the abandonment of a road or road segment .

Product: Final process for abandonment of a public road and template for use by local agencies within the region.

Schedule: July 2026

Budget - Work Element 607 - Road Abandonment Process and Template		
Responsible Agency	RPA	Total Allocated
SCLTC	\$ 5,000	\$ 5,000
Total:	\$ 5,000	\$ 5,000

Appendix A - Summary of Expenditures for Siskiyou County

Overall Work Program

FY 2025/2026

Amendment #1

Work Element / Responsible Party	RPA	RPA 24/25 Carryover	PPM/ STIP	SHA-Climate/ SCEPP	Local Funds (LTF/Other)	Total by WE
WE 601 - Administration	\$ 50,000					\$ 50,000
SCLTC Staff	\$ 50,000					\$ 50,000
WE 602 - OWP Development	\$ 12,500					\$ 12,500
SCLTC Staff	\$ 12,500					\$ 12,500
WE 603 - Interagency Coordination and Public Engagement	\$ 30,500	\$ 3,270				\$ 33,770
Consultant	\$ 2,500	\$ 3,270				\$ 5,770
SCLTC Staff	\$ 28,000					\$ 28,000
WE 604.1 - Regional Transportation Systems Planning	\$ 32,500	\$ 30,000	\$ -			\$ 62,500
SCLTC Staff	\$ 22,500					\$ 22,500
Consultant - General Plan	\$ 10,000	\$ -	\$ -			\$ 10,000
Consultant - GIS Roads		\$ 30,000				\$ 30,000
WE 604.2 - Pavement Management System	\$ 44,500		\$ 75,000			\$ 119,500
SCLTC Staff	\$ 7,500		\$ 96			\$ 7,596
Consultant (NCE)			\$ 74,904			\$ 74,904
Consultant (MTC)	\$ 37,000					\$ 37,000
WE 604.3 - Regional Transportation Improvement Program	\$ 26,500					\$ 26,500
SCLTC Staff	\$ 26,500					\$ 26,500
WE 604.4 - Regional Transportation Plan	\$ 40,000	\$ 10,660	\$ 150,000			\$ 200,660
SCLTC Staff	\$ 25,000	\$ 660				\$ 25,660
Consultant - RTP Update	\$ 15,000	\$ 10,000	\$ 150,000			\$ 175,000
WE 605.1 - Multimodal and Public Transportation Planning	\$ 65,500					\$ 65,500
Consultant	\$ 42,750					\$ 42,750
SCLTC Staff	\$ 22,750					\$ 22,750
WE 605.2 - Siskiyou County Regional Active Transportation Plan	\$ 1,000					\$ 1,000
SCLTC Staff	\$ 1,000					\$ 1,000

Overall Work Program

FY 2025/2026

Amendment #1

Work Element / Responsible Party	RPA	RPA 24/25 Carryover	PPM/ STIP	SHA-Climate/ SCEPP	Local Funds (LTF/Other)	Total by WE
WE 606 – Siskiyou County Evacuation and Preparedness Plan	\$ 7,500			\$ 218,119	\$ 28,260	\$ 253,879
Consultant	\$ -			\$ 165,000	\$ 2,892	\$ 167,892
SCLTC Staff	\$ 7,500			\$ 53,119	\$ 25,368	\$ 85,987
WE 607 - Road Abandonment	\$ 5,000	\$ -				\$ 5,000
SCLTC/County Staff	\$ 5,000	\$ -				\$ 5,000
Grand Total	\$ 315,500	\$ 43,930	\$ 225,000	\$ 218,119	\$ 28,260	\$ 830,810

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

Appendix B - FAST Act Planning Factors

Appendix B - FAST Act Planning Factors

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

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

Appendix C - Federal Planning Emphasis Areas

Appendix C - Federal Planning Emphasis Areas

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

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

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

6Date: October 14, 2025

Agenda Item: 6

Subject: Discussion and direction regarding remainder of 2025 meeting dates and 2026 meeting calendar.

Past Action:

On February 11, 2025, the Commission adopted Resolution No. 25-01 approving the 2025 meeting scheduled.

Summary of Item:

Discussion and direction regarding remainder of calendar year 2025 meeting dates.

Discussion and direction regarding the proposed meeting scheduled for the 2026 calendar year.

Financial Impact: Yes ☐ No ☒

Recommended Action:

- 1) Discussion and direction regarding setting a meeting date or dates for the remainder of 2025.
- 2) Adopt Resolution, with modifications, setting the meeting schedule for calendar year 2026.

Attachments (1)

- Resolution with Exhibit A setting the 2026 meeting schedule.

Siskiyou County Local Transportation Commission

Resolution No. _____

RESOLUTION ADOPTING THE REGULAR
MEETING SCHEDULE FOR THE CALENDAR YEAR 2026

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

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

WHEREAS, the Siskiyou County Local Transportation Commission customarily holds its regular meetings on the second Tuesday of February, April, June, and October, and on the third Tuesday of August and December at 190 Greenhorn Road, Yreka, California, 96097; and

WHEREAS, the Siskiyou County Local Transportation Commission desires to adopt its regular meeting schedule for the calendar year 2026 as set forth in Exhibit A, attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Siskiyou County Local Transportation Commission as follows:

The Siskiyou County Local Transportation Commission hereby adopts the regular meeting schedule for the calendar year 2026 as set forth in Exhibit A.

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

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

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

SIGNATURES FOLLOW ON NEXT PAGE

Siskiyou County Local Transportation Commission

PASSED AND ADOPTED this 14th day of October 2025 by the Siskiyou County Local Transportation Commission 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 _____

Siskiyou County Local Transportation Commission

2026 Meeting Schedule

Exhibit A

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Proposed SCLTC/STA Meetings Board of Supervisors Meetings

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: October 14, 2025

Agenda Item: 8A

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
08/01/2025~09/30/2025**

SB125 - Free Ride Program

Review promotional materials for upcoming free fare days.

SB125 - Contactless Payment System

Meet w/Cal-ITP on contactless fare system scope of work.

Review scope of work from Cal-ITP for contactless fare systems.

SB125 - Website

Finalize Planeteria contract w/exhibits and send to vendor for signature.

Meet & Greet with Planeteria Project Team

Review and respond to debriefing requests for STAGE website RFP.

Send draft final contract to Planeteria Media for review.

Siskiyou Transportation Agency/STAGE

Attend interviews for STA position.

Draft & Post Q&A on utility truck RFB.

Draft agenda materials for STA dissolution item.

Draft STA 08/19/2025 minutes.

Evaluate grant opportunity information for Community Rides through National RTAP.

Post STA minutes to website send contract to Chair for signatures.

Research other models of RTPA/Transit boards for agenda item.

Review and approve STA payroll.

Review FTEC apps/STA

Review STAGE inventory report from Auditor's Office.

Revise utility truck RFB.

Scheduled RFB for utility truck for revised posting to website.

STA Agenda Item for Governance Discussion

STA Agenda Materials - 08/19/2025

STA Minutes 06/24/2025

STA Supervisors Meeting (08/04/2025)

Date: October 14, 2025

Agenda Item: 8B

Subject: STAGE Staff Report for October 14, 2025

Past Action:

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

Summary of Item:

Report for October 2025

- STAGE updated their GTFS data to include Happy Camp and new bus stops.
- We recently visited the new development in Yreka, located next to the YMCA off Foothill Drive. Along Sierra Vista Drive, there are three housing communities: Emerald Pointe, Siskiyou Crossroads, and the Sierra Vista Retirement Center. As STAGE continues planning the Lake Shastina–7th Street route, we will also be able to adjust Route 5 to include service to this area along Sierra Vista Drive.
- We conducted a site visit through the Deer Creek Way area, including the Deer Creek Apartments, Crystal Glen housing, and the park parking lot. Our goal was to identify a safe and efficient route for our bus services to reach this community. We found that none of the existing parking lots or internal streets provide adequate space for our current bus fleet to safely turn around.

After assessing all options, we determined that the most viable location for a turnaround is at the end of Deer Creek Way. This area is currently an unpaved dirt road with significant potholes, but it presents the best opportunity for a turnaround if properly improved. We would like to explore a potential partnership with the City of Yreka to install a formal turnaround in this area. Enhancing this space would allow us to safely and reliably provide transit service to the residents in and around Deer Creek Way.

- STAGE is currently working with Passio Technologies to implement several key system upgrades, including real-time GTFS, contactless payments on board, electronic pre- and post-trip reporting, and the ability to track various service modes. We will bring this item back to the Commission once quotes have been finalized.

These upgrades will bring significant benefits:

- Real-time GTFS will allow riders to plan trips more easily and accurately.
- Contactless payments will simplify the boarding process and improve the rider experience. We will continue to accept cash at this time.
- Electronic pre- and post-trip reporting will save time and reduce costs associated with paper-based reports like annual service miles and hours, maintenance work and the annual Sheriff's inspection.
- Mode tracking will enable STAGE to better categorize services, which is essential for qualifying for specific grants such as Section 5310 for seniors, individuals with disabilities, and veterans.

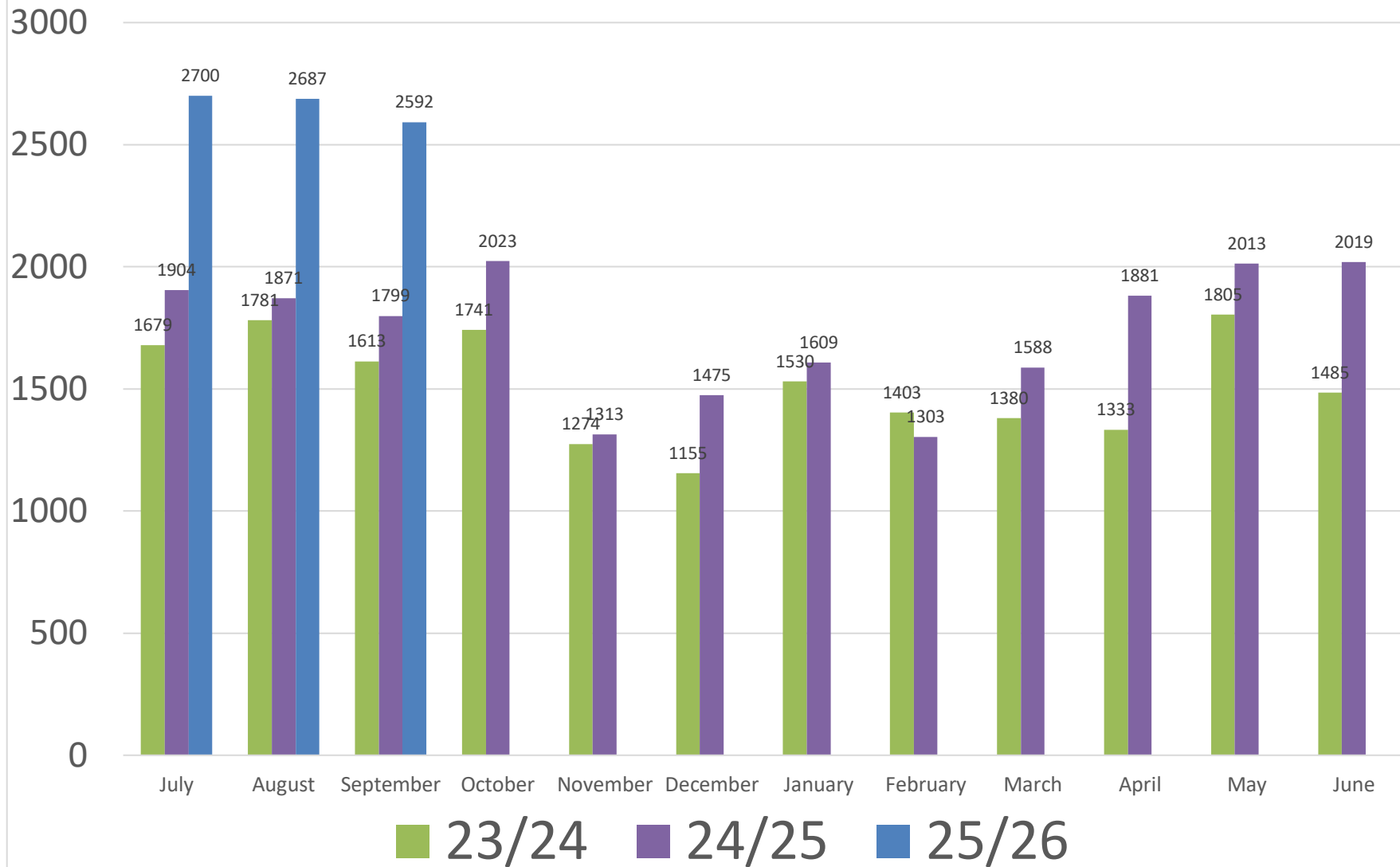
Financial Impact: Yes ☐ No ☒

Recommended Action: Informational item.

Attachments (1): Ridership report through September 2025

Historical Ridership Comparison

23/24, 24/25, 25/26



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

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

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

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: October 14, 2025

Agenda Item: 8C

Subject: Minute Approval

Past Action:

Not Applicable.

Summary of Item:

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

- August 19, 2025

Financial Impact: Yes ☐ No ☒

Recommended Action:

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

Attachments (1)

- Draft minutes of the August 19, 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: August 19, 2025

The Siskiyou Transportation Agency meeting of August 19, 2025, was called to order by Chair Kobseff at 10:35 a.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

Directors in attendance included:

Michael N Kobseff	Matthew Bryan
Nancy Ogren	Mercedes Garcia
Pat Vela (Attended remotely but did not participate in any discussion.)	

Directors absent from the meeting:

Cliff Munson	Ed Valenzuela
Jess Harris (Alternate)	

Other Staff Present In-Person:

Melissa Cummins, Executive Director
Dana Barton, Chief Deputy County Counsel
Andy Gilman, Transportation Services Coordinator
Angie Stumbaugh, Transportation Services Manager

The agenda items included:

Roll Call – Director Kobseff called the meeting to order at 10:35 a.m.

Directors present in-person included Bryan, Garcia, Kobseff, and Ogren.

8) Public Comment - None

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

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

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

Motion passed unanimously.

Following the consent agenda the Board took up agenda item 12.

10) Discussion/Action – Purchase of One (1) Service Truck

Discussion and direction regarding the purchase of a Service Truck for STAGE.

Ms. Cummins advised the Board that a request for bids was distributed for the purchase of a used service truck for STAGE as directed by the Board earlier this year. Transportation Services Coordinator, Andy Gilman, directed contacted five dealers in California and southern Oregon of the bid opportunity. No bids were received.

As a result, staff is seeking authorization to modify the purchase from a used service truck to a new service truck and retain the prior approved amount of \$ 80,000 for the purchase.

The Commission clarified that the requested change was only from a used to new utility truck.

A motion was made by Director Ogren and seconded by Director Bryan to authorize staff to proceed with the purchase of a new service truck instead of a used service truck.

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

Motion passed unanimously.

11) Discussion/Action – Contract with Planeteria Media LLC – STAGE Website

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.

Ms. Cummins provided an overview of the RFP process and features included in the proposed contract. Commissioners asked about the future of the contract should the Agency be dissolved and how updates will be handled. Ms. Barton explained that if the

agency were to be dissolved the contract would need to be assigned. In response to the question about route updates Ms. Cummins shared that GTFS data is currently updated under a contract with Trillium. For service alerts the staff will be able to push those out ourselves.

A motion was made by Director Ogren and seconded by Director Bryan to 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.

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

Motion passed unanimously.

12) Presentation, discussion, and direction regarding future of SCLTC and STA.

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

The Executive Director went through a presentation that outlined the roles and responsibilities of the Regional Transportation Planning Agency (RTPA/SCLTC) versus the Transit Operator (Siskiyou Transportation Agency). The presentation included a chart that showed the model prior to the formation of the Agency, what has changed, and pros and cons to the new model. The information also included a chart of other RTPAs and Transit Operators for other nearby agencies and rural counties to provide information on industry standards.

Another chart showed various functions or elements of the operation prior to the formation, after the JPA formation, and if dissolved what would happen or what decisions would need to be made to continue operations.

During the presentation Commissioner Kobseff asked if all responsibilities of STA were being done under the prior model. Ms. Cummins explained that they were being handled by the Board of Supervisors. Additional discussion followed regarding the items being approved by the Local Transportation Commission. Ms. Cummins explained that any item being formally approved by the LTC was something that required their approval, however, items such as budgets, personnel requests, or fixed asset purchases were only an advisory and STAGE still had to take each of those back to the Board of Supervisors for formal approval.

Ms. Barton reviewed the dissolution language contained in the Agency's executed Joint Powers Agreement document and the process for a member agency to voluntarily withdraw. This includes a public hearing and a 120-day notice to the Siskiyou Transportation Agency. The STA itself cannot dissolve the agency. It would take a member initiating.

Commissioner Bryan asked about the history of the JPA. Ms. Barton explained that the JPA received final approval on December 3, 2024, by the Siskiyou County Board of Supervisors. She further clarified that it was created to reduce redundancies and to move all decisions regarding transportation (transit and planning) to one consolidated meeting. The LTC managed all planning and funding decisions.

Ms. Barton also clarified that one of the reasons for the JPA formation was to give the city representatives a vote on transit operations. Commissioners Kobseff and Ogren both stated that the cities sat on the LTC. Ms. Barton clarified that the LTC is the planning agency and not the transit operator.

Commissioner Bryan understands the need to have two agencies but asks if we could reduce overhead by consolidating counsels. Ms. Barton feels there is potential.

The Local Transportation Commission's legal counsel John Kenny addressed the Board. He spoke funding historically being a driver in these situations. He clarified that the question was could reorganization streamline the operation. He stated that the current situation is the most streamlined. All transportation is handled by one body (with both County and cities) during one meeting. He also clarified that all grant money received for transportation is designated for a specific purpose.

He also shared that another client has secured significant funding to help move their projects forward. Discussion followed between Commissioner Kobseff and Mr. Kenny.

Commissioner Kobseff expressed disappointment that the item was placed on the agenda, noting that he had understood it was to be delayed until September to allow for full city representation. He stated that discussions had taken place outside of the full board and emphasized the need for transparency. Commissioner Kobseff indicated that while the board had given direction to revert to the old model, he personally supported doing so and did not wish to revisit arguments in favor of the current structure. He concluded that the focus should be on how to return to the previous model.

Commissioner Bryan expressed strong agreement with the recommendation from both attorneys that the full board should be present for discussion of this issue. He noted that while the STA could not take direct action, it could direct the process to begin on the Commission side.

Commissioner Bryan stated that his intent was to obtain more information and that he did not believe the board had concluded whether it wanted greater simplicity or a clearer understanding of governance. He observed that the current structure appears to reduce efficiency for board members in order to ease the workload of outside agencies. He added that if a path forward exists that improves efficiency with the addition of another JPA, he would be interested in exploring it.

Commissioner Bryan emphasized that the information should be presented to more board members to allow for broader discussion. He further noted that after reviewing the matter,

he supported cities maintaining an active role in decision-making with the agency. He concluded by recognizing concerns that the county did not favor taking on this responsibility, but reiterated his preference for city participation.

Commissioner Bryan sought clarification on the county's role, stating that, as he understood it, the county is involved in two ways: first, as a member of the JPA with the Board of Supervisors appointing members to the Board of Directors, and second, through a contractual relationship. He asked whether the staffing arrangement is part of the original formation agreement or a separate agreement entered into by the JPA with the county to provide employment services. Commissioner Bryan requested clarification on how this relationship functions and the basis for the county providing staffing for the agency.

Ms. Barton provided an overview of the language included in the JPA that states that all staff are County employees and perform as ex officio employees with the County being fully reimbursed for all costs. She also clarified that the Agency could hire their own staff under the JPA. The current model was the easiest path forward to allow the existing employees to remain County employees for various reasons.

Commissioner Bryan stated that there are two areas of efficiency to consider: first, at the decision-making level with the JPA board, and second, in how staffing and organizational matters are handled. He noted that while he was not certain of the specifics of the county's agreement, he believed the county could potentially initiate some form of separation as well. Commissioner Bryan suggested treating the staffing arrangement as a separate issue given its complexity. He emphasized his support for pursuing the most efficient approach possible, stating that achieving efficiency would be in the best interest of the JPA and its members.

Commissioner Bryan confirmed his understanding that the Board cannot dissolve the agency.

Commissioner Kobseff stated that from his perspective, the county was never solely in power or control, despite how the situation was described. He added that as Chair, he had understood from both attorneys that all members needed to be present for the discussion, which was not the case today.

Direction was provided to bring this back at the next meeting, which was determined to be October 14, 2025.

- 13) Chair Kobseff adjourned the Board meeting at 11:35 a.m. and returned to the Local Transportation Commission meeting.

FISCAL YEAR: 2025/2026

Date: 10/8/2025

Increase funds for 5683-303010-762000 to cover tax increase on purchase of new radios as well as labor and installation.											
BUDGET TRANSFER FROM:						BUDGET TRANSFER TO:					
FUND #	ORG #	ACCT #	ACCOUNT NAME	ACTV #	AMOUNT	FUND #	ORG #	ACCT #	ACCOUNT NAME	ACTV #	AMOUNT
5683		451000	RETAINED EARNINGS - UNRESERVED		\$ 15,000	5683	303010	762000	EQUIPMENT		\$ 15,000
			Total Journal		\$ 15,000				Total Journal		\$ 15,000
								595000	OPERATING TRANSFERS IN		
								795000	TRANSFER OUT		

Date

Chair

Date _____

JV #: _____

DATE: _____

AUDITOR: _____

Date: October 14, 2025

Agenda Item: 9

Subject: Discussion regarding dissolution of the Siskiyou Transportation Agency.

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 set-up and have the ability to make a decision at that meeting.

On August 19, 2025, staff presented information on the two agencies, their responsibilities, previous structure and current structure, and the process for the STA to be dissolved.

Summary of Item:

As requested, this item is being brought back to the Board for discussion.

Since the last meeting the Siskiyou County Board of Supervisors voted to set a public hearing to potentially withdraw from the STA. The public hearing has been scheduled for November 18, 2025.

Financial Impact: Yes ☒ No ☐

The financial impacts are unknown.

Recommended Action:

Discussion only.

Attachments (0)

Agenda Worksheet

Siskiyou County Local Transportation Commission Siskiyou Transportation Agency

Date: October 14, 2025

Agenda Item: 10

Subject: Other Business

Past Action:

N/A

Summary of Item:

- A. Executive Director – Other updates for the Board or Commission.
- B. Other Business - Other topics from the Board that do not require a formal agenda item.
- C. Next regular meeting – Date to be determined.

Financial Impact: Yes ☐ No ☒

Recommended Action:

Adjourn meeting following any discussion.

Attachments (0)