



Joint Meeting of the Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency



**September 8, 2026 Special Meeting Agenda
Start Time: 11:00 a.m.**

Location

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

Remote Participation

The Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency offer teleconference participation via Zoom, or similar technology, as a courtesy to the public. Members of the public have the option and right to attend the meeting in person. If no Commissioner is participating remotely and a technical issue, outage, or disruptive conduct occurs that cannot be reasonably addressed, the Commission reserves the right to discontinue remote access and continue the meeting.

Conference Call-In Number: (669) 444-9171

Zoom Meeting ID: 860 6914 7880

Join Zoom Meeting: <https://us06web.zoom.us/j/86069147880>

Agenda Availability

This agenda was posted in accordance with the Ralph M. Brown Act. A printed agenda packet will be available for public review by 5:00 p.m. on the Friday before the meeting at the Siskiyou County Transit Center and online at: <https://siskiyoucoltc.org/docs-category/meeting-agenda/>

Meeting Procedures

The Commission may act as the Siskiyou County Local Transportation Commission (LTC) or the Siskiyou Transportation Agency (STA), as applicable to the agenda item under consideration, without separate announcements or transitions during the meeting.

Public Participation and Accommodations

Public participation is encouraged. In compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act, if you require a disability-related accommodation, interpreter, or other assistance to participate in this meeting, please contact Planning Staff at (530) 841-2100 at least 48 hours prior to the meeting so arrangements can be made.

Board of Supervisors Representatives

Ed Valenzuela (District 2), Vice Chair
Michael Kobseff (District 3)
Nancy Ogren (District 4)
Jess Harris (District 1), Alternate

Incorporated Cities Representatives

Cliff Munson (City of Etna), Chair
Matthew Bryan (City of Dunsmuir)
Pat Vela (City of Montague)
Ken Palfini (City of Weed), Alternate

The Agenda is as follows:

- 1) 10:30 a.m. – Pledge of Allegiance (LTC/STA)
- 2) Roll Call (LTC/STA)
- 3) Presentations from the Public (LTC/STA)

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

4) **Consent Calendar (LTC/STA)**

- A. Report on Revenues and Expenses from May 1 – June 30, 2026 **[Page 5]**
 1. Fund: 2505 - Local Transportation Administration
 2. Fund: 2506 - Overall Work Program/Regional Transportation Planning
 3. Fund: 2536 - Local Transportation Funds (LTF)
 4. Fund: 2537 - Regional Surface Transportation Block Grant Program
 5. Fund: 2538 - State Transit Assistance (STA)
 6. Fund: 2546 - SB 125 TIRCP/General Fund
 7. Fund: 2547 - SB 125 Greenhouse Gas Reduction Fund
 8. Fund: 2548 - SB 125 Public Transit Account
- B. Approval of Minutes **[Page 15]**
 1. Draft Minutes — June 9, 2026 Joint Regular Meeting
- C. FTA Section 5311 Grant – Executive Director Authorization – Resolution No. 26-05 (STA) **[Page 26]**
- D. Zero Emissions Transit Strategy Plan – Contract DKS Associates (LTC) **[Page 39]**
- E. Correction of Resolution No. 26-07 – Low Carbon Transit Operations Program Funding, New Resolution No. 26-12 (LTC) **[Page 100]**
- F. Correction of Resolution No. 24-18 – FY 2024–2025 State Transit Assistance Allocation, New Resolution No. 26-13 (LTC) **[Page 115]**
- G. Fiscal Year 2026–27 State of Good Repair Program Project List – Resolution No. 26-16 (LTC) **[Page 119]**
- H. STAGE 2026–2029 Title VI Program – Resolution No. 26-06 (STA) **[Page 132]**
- I. Jiffy’s Truck School Contract (STA) **[Page 198]**

Recommended Action:

Approve Consent Calendar.

5) **Discussion, Direction, and Adoption of Resolution (LTC) [Page 213]**

FY 2027–28 Sustainable Transportation Planning Grant Program

Staff will present the FY 2027–28 Sustainable Transportation Planning Grant Program and four possible grant proposals. The Commission may determine whether to pursue a grant application and, if so, select a preferred proposal.

Staff will also present Resolution No. 26-14 authorizing Commission staff to pursue future grant opportunities when timing does not allow for prior Commission approval.

Recommended Action:

Provide direction on whether to submit a grant proposal and adopt Resolution No. 26-14.

6) **Discussion & Direction (LTC) [Page 219]**

Proposed Bylaws for the Siskiyou County Local Transportation Commission

Staff will present the proposed LTC bylaws for Commission review and direction. The bylaws establish procedures for Commission governance, meetings, transportation planning and funding, fiscal management, records, ethics, insurance, and future amendments. They also clarify the roles of the Commission, Executive Director, LTC staff, and General Services, including General Services' administration of STAGE operations.

The proposed bylaws may be brought back to the Commission for adoption at its October 13, 2026 meeting.

Recommended Action:

Receive presentation and provide direction.

7) **Discussion, Direction, and Adoption of Resolution (LTC) [Page 280]**

Appointment of Executive Director

Staff will present Resolution No. 26-15 appointing Hailey Lang as Executive Director of the Siskiyou County Local Transportation Commission, effective September 8, 2026. Ms. Lang currently serves as Interim Executive Director pursuant to Resolution No. 26-02.

Resolution No. 26-15 would remove the interim designation and continue the Executive Director's existing authority to execute documentation necessary to comply with reporting and invoicing requirements.

Recommended Action:

Adopt Resolution No. 26-15 appointing Hailey Lang as Executive Director of the Siskiyou County Local Transportation Commission.

8) **Discussion, Direction, and Adoption of Resolution (STA) [Page 282]**

Administrative Return of STAGE Operations and Staff to the General Services Department

Staff will present Resolution No. 26-04 approving the administrative return of the day-to-day management and supervision of Siskiyou Transit and General Express (STAGE) operations and County staff assigned to those operations to the Siskiyou County General Services Department, on behalf of the Siskiyou Transportation Agency until dissolution.

The action does not transfer STA funds, property, assets, contracts, insurance, liabilities, or other obligations, which will remain with the STA pending separate dissolution actions under Article 12 of the STA Joint Powers Agreement.

Implementation would be contingent upon the Siskiyou County Board of Supervisors approving the corresponding return of STAGE operations and County staff assigned to those operations to the General Services Department.

Recommended Action:

Adopt Resolution No. 26-04 approving the administrative return of STAGE operations and County staff assigned to those operations to the Siskiyou County General Services Department.

9) **Staff Update (STA) [Page 286]**

STAGE Audit Update for Fiscal Year 2024-2025

Letter from Charles Pillon, CPA, regarding the status of the FY 2024-2025 STAGE audit. The audit has been delayed because Siskiyou County has not completed its FY 2024-2025 year-end reporting process. Caltrans has granted three 90-day extensions, with the current deadline set for September 30, 2026.

Recommended Action:

Receive presentation.

10) **Staff Update (STA) [Page 290]**

STAGE Transit Operations Report

This time is provided for the Commission to receive updates regarding STAGE's ongoing operations and operational challenges. STAGE ridership increased by 10,802 passenger trips, or approximately 52%, from FY 2025 to 2026.

Recommended Action:

Receive presentation.

11) **Staff Update (LTC/STA)**

Siskiyou Transportation Agency (STA) Dissolution Update

Staff will provide an informal update regarding the status of the Siskiyou Transportation Agency dissolution.

Recommended Action:

Receive update.

12) **Other Business** – Items from the Commission/Board that do not require a formal agenda item or requests for future agenda items.

13) **Next Regular Meeting on Tuesday, October 13, 2026, at 10:30 a.m.**

14) Adjourn Meeting.

Fund 2505 Local Transportation Administration

Report on Revenues and Expenses

Background

This report summarizes revenues received and expenses paid from Fund 2505 for the period May 1, 2026, through June 30, 2026.

Fund Overview

Description	Amount
Beginning Cash Balance	\$154,917.33
Add: Total Revenues	\$41,726.21
Less: Total Expenses	(\$107,889.01)
Ending Cash Balance	\$88,754.53

Transaction Detail

Date	Doc. No.	Description	Revenues	Expenses
5/1/2026	J2611389	ICRP FY25/26 Q2 STG>VAR D HAMI	\$ 10,420.12	
5/1/2026	J2611389	ICRP FY25/26 Q2 STG>VAR D HAMI	\$ 331.46	
5/1/2026	J2611389	ICRP FY25/26 Q2 STG>VAR D HAMI	\$ 5,907.54	
5/1/2026	F2600093	HR Payroll 2026 BW 9		\$ 5,274.37
5/1/2026	F2600093	HR Payroll 2026 BW 9		\$ 39.56
5/1/2026	F2600093	HR Payroll 2026 BW 9		\$ 989.93
5/1/2026	F2600093	HR Payroll 2026 BW 9		\$ 39.56
5/1/2026	F2600093	HR Payroll 2026 BW 9		\$ 1,736.32
5/1/2026	F2600093	HR Payroll 2026 BW 9		\$ 409.41
5/1/2026	F2600093	HR Payroll 2026 BW 9		\$ 250.00
5/12/2026	J2611711	DEP#2026-084 ST OF CA SGR Q3	\$ 19,831.00	
5/12/2026	J2611711	SOGF FY25/26 REPL ROLLING STOCK		\$ 19,831.00
5/14/2026	I2621832	CALCARD MASTER 0989 4/2026		\$ 815.88
5/14/2026	I2621833	CAL ORE COMMUNICATIONS		\$ 18.45
5/14/2026	I2621834	CITY OF YREKA		\$ 21.75
5/14/2026	I2621834	CITY OF YREKA		\$ 0.56
5/14/2026	I2621835	WALTER E NELSON CO OF SOUTHERN		\$ 14.55
5/14/2026	I2621836	YREKA TRANSFER LLC		\$ 3.10
5/14/2026	I2621836	YREKA TRANSFER LLC		\$ 4.55
5/14/2026	J2611854	3/26/26 CALCARD M CUMMINS	\$ 20.00	
5/15/2026	F2600101	HR Payroll 2026 BW 10	\$ 34.75	
5/15/2026	F2600101	HR Payroll 2026 BW 10		\$ 19,528.35
5/15/2026	F2600101	HR Payroll 2026 BW 10		\$ 21.76

Date	Doc. No.	Description	Revenues	Expenses
5/15/2026	F2600101	HR Payroll 2026 BW 10		\$ 954.98
5/15/2026	F2600101	HR Payroll 2026 BW 10		\$ 1,504.49
5/15/2026	F2600101	HR Payroll 2026 BW 10		\$ 21.76
5/15/2026	F2600101	HR Payroll 2026 BW 10		\$ 955.18
5/15/2026	F2600101	HR Payroll 2026 BW 10		\$ 250.00
5/19/2026	J2607406COR	FRAUD RTRN RESILIE	\$ 4,719.59	
5/19/2026	J2607406REV	WRONG ACCOUNTING		\$ 41,147.24
5/20/2026	J2612245	25/26 COST PLAN MAY 2026		\$ 3,790.08
5/20/2026	J2612245	25/26 DATA PROCESSING MAY 2026		\$ 207.92
5/20/2026	J2612245	25/26 UNEMPLOYMENT MAY 2026		\$ 9.83
5/20/2026	J2612245	25/26 WORKERS COMP MAY 2026		\$ 125.33
5/20/2026	I2622047	THE RESILIENCY INITIATIVE		\$ 4,987.45
5/21/2026	I2622113	PACIFIC POWER		\$ 133.96
5/21/2026	I2622113	PACIFIC POWER		\$ 127.34
6/2/2026	I2622488	HUE & CRY SECURITY SYSTEMS INC		\$ 5.57
6/2/2026	I2622488	HUE & CRY SECURITY SYSTEMS INC		\$ 12.01
6/2/2026	I2622489	AT&T/MCI		\$ 10.15
6/3/2026	J2612650	DEP#2026-118 CALTIP REIMB	\$ 441.75	
6/4/2026	J2612703	COMMUNICATIONS APRIL 25/26		\$ 36.34
6/5/2026	J2612765	CALCARD MASTER 0989 5/2026	\$ 20.00	
6/9/2026	I2622954	VERIZON WIRELESS		\$ 52.46
6/10/2026	I2623010	CAL ORE COMMUNICATIONS		\$ 18.45
6/10/2026	I2623011	CITY OF YREKA		\$ 0.56
6/10/2026	I2623011	CITY OF YREKA		\$ 30.26
6/10/2026	I2623012	YREKA TRANSFER LLC		\$ 4.55
6/10/2026	I2623012	YREKA TRANSFER LLC		\$ 3.10
6/11/2026	J2612880	25/26 COST PLAN JUNE 2026		\$ 3,790.12
6/11/2026	I2623054	VERIZON WIRELESS		\$ 52.46
6/11/2026	I2623055	WALTER E NELSON CO OF SOUTHERN		\$ 34.83
6/11/2026	J2612880	25/26 DATA PROCESSING JUNE 2026		\$ 207.88
6/11/2026	J2612880	25/26 UNEMPLOYMENT JUNE 2026		\$ 9.87
6/11/2026	J2612880	25/26 WORKERS COMP JUNE 2026		\$ 125.37
6/12/2026	J2612942	LTC/RTP>STG 25/26 2Q WRK PERF		\$ 59.85
6/12/2026	J2612942	LTC/RTP>STG 25/26 2Q WRK PERF		\$ 6.28
6/18/2026	I2623321	AT&T/MCI		\$ 10.16
6/18/2026	I2623322	PACIFIC POWER		\$ 110.81
		Total Cash Activity	\$ 41,726.21	\$ 107,889.01

Source: Banner FGRGLTA (General Ledger Transaction Detail Report).

Fund 2506**Regional Transportation Planning****Overall Work Program****Report on Revenues and Expenses****Background**

This report summarizes revenues received and expenses paid from Fund 2506 for the period May 1, 2026, through June 30, 2026.

Fund Overview

Description	Amount
Beginning Cash Balance	\$238,053.52
Add: Total Revenues	\$96,176.13
Less: Total Expenses	(\$67,211.27)
Ending Cash Balance	\$267,018.38

Transaction Detail

Date	Doc. No.	Description	Revenues	Expenses
5/1/2026	J2611388	ICRP FY25/26 Q1 STG>VAR D HAMI		\$25.74
5/1/2026	J2611389	WORK PERF STG>LTC 4/1-30/26 MC		\$10,420.12
5/1/2026	J2611389	WORK PERF STG>LTC 4/1-30/26 MC		\$331.46
5/14/2026	J2611825	3/26/26 CALCARD M CUMMINS		\$20.00
5/19/2026	J2611964	DEP#2026-114 ST OF CA OWP Q3	\$41,112.34	
5/19/2026	J2611964	DEP#2026-114 ST OF CA SHA/CAPG	\$17,024.38	
5/19/2026	J2611999	J2607406COR FRAUD RTRN RESILIE	\$36,427.65	
5/20/2026	I2622671	THE RESILIENCY INITIATIVE		\$38,495.15
5/29/2026	J2612430	04/22/26 CALCARD M CUMMINS		\$20.00
5/29/2026	J2612430	04/22/26 CALCARD M CUMMINS		\$795.88
5/29/2026	J2612430	04/22/26 CALCARD M CUMMINS	\$815.88	
6/3/2026	J2612591	DEP#2026-118 CALTIP REIMB	\$775.88	
6/9/2026	I2623752	NICHOLS CONSULTING ENGINEERS		\$11,385.50
6/9/2026	I2623539	GANNETT CALIFORNIA LOCALIQ		\$166.00
6/9/2026	I2623539	GANNETT CALIFORNIA LOCALIQ		\$161.00
6/11/2026	J2612933	05/22/26 CALCARD J PHELPS		\$20.00
6/12/2026	J2613075	LTC/RTP>STG 25/26 2Q WRK PERF		\$75.33
6/16/2026	I2624168	BRYAN, MATTHEW J.		\$62.93
6/16/2026	I2624158	VELA, PATRICK		\$12.33
6/16/2026	I2624518	VELA, PATRICK		\$12.33
6/25/2026	I2624781	LSC TRANSPORTATION CONSULTANTS		\$5,162.50
6/25/2026	I2624695	OPTIMIZE WORLDWIDE, INC		\$25.00
6/29/2026	J2614104	5/22/26 CALCARD M CUMMINS	\$20.00	

Date	Doc. No.	Description	Revenues	Expenses
6/29/2026	J2614104	5/22/26 CALCARD M CUMMINS		\$20.00
		Total Cash Activity	\$96,176.13	\$67,211.27

Source: Banner FGRGLTA (General Ledger Transaction Detail Report).

Fund 2536 Local Transportation Funds (LTF)
Report on Revenues and Expenses**Background**

This report summarizes revenues received and expenses paid from Fund 2536 for the period May 1, 2026, through June 30, 2026.

Fund Overview

Description	Amount
Beginning Cash Balance	\$127,938.52
Add: Total Revenues	\$345,681.97
Less: Total Expenses	(\$438,155.16)
Ending Cash Balance	\$35,465.33

Transaction Detail

Date	Doc. No.	Description	Revenues	Expenses
5/5/2026	J2611505	25/26 8TH ALLOC LTF		\$124,837.29
5/26/2026	J2612175	STATE 1ST QTR 2026 ALLOC 1/4%	\$184,363.74	
5/26/2026	J2612185	25/26 9TH ALLOC LTF		\$184,363.74
6/25/2026	J2613630	STATE APRIL 2026 ALLOC 1/4% LT	\$161,318.23	
6/29/2026	J2613838	25/26 10TH ALLOC LTF		\$128,954.13
		Total Cash Activity	\$345,681.97	\$438,155.16

Source: Banner FGRGLTA (General Ledger Transaction Detail Report).

Fund 2537

Regional Surface Transportation Block Grant
Program
Report on Revenues and Expenses

Background
This report summarizes revenues received and expenses paid from Fund 2536 for the period May 1, 2026, through June 30, 2026.

Fund Overview

Description	Amount
Beginning Cash Balance	\$294,629.05
Add: Total Revenues	\$0.00
Less: Total Expenses	(\$0.00)
Ending Cash Balance	\$294,629.05

Transaction Detail

Date	Doc. No.	Description	Revenues	Expenses
		No Transaction Activity During Period		
		Total Cash Activity	\$0.00	\$0.00

Source: Banner FGRGLTA (General Ledger Transaction Detail Report).

Fund 2538 State Transit Assistance (STA)
Report on Revenues and Expenses**Background**

This report summarizes revenues received and expenses paid from Fund 2538 for the period May 1, 2026, through June 30, 2026.

Fund Overview

Description	Amount
Beginning Cash Balance	\$1,122.08
Add: Total Revenues	\$115,373.00
Less: Total Expenses	(\$115,373.00)
Ending Cash Balance	\$1,122.08

Transaction Detail

Date	Doc. No.	Description	Revenues	Expenses
5/12/2026	J2611710	STATE 010126-033126 PUC SECT 9	\$110,571.00	
5/12/2026	J2611710	STATE 010126-033126 PUC SECT 9	\$4,802.00	
5/19/2026	J2611957	25/26 3RD QTR ALLOCATION STA>STAGE		\$115,373.00
		Total Cash Activity	\$115,373.00	\$115,373.00

Source: Banner FGRGLTA (General Ledger Transaction Detail Report).

Fund 2546

SB 125 TIRCP/General Fund
Report on Revenues and Expenses

Background
This report summarizes revenues received and expenses paid from Fund 2546 for the period May 1, 2026, through June 30, 2026. Fund 2546 accounts for SB 125 funding for transportation projects under the Transit and Intercity Rail Capital Program (TIRCP).

Fund Overview

Description	Amount
Beginning Cash Balance	\$399,875.24
Add: Total Revenues	\$0.00
Less: Total Expenses	(\$0.00)
Ending Cash Balance	\$399,875.24

Transaction Detail

Date	Doc. No.	Description	Revenues	Expenses
		No Transaction Activity During Period		
		Total Cash Activity	\$0.00	\$0.00

Source: Banner FGRGLTA (General Ledger Transaction Detail Report).

Fund 2547

SB 125 Greenhouse Gas Reduction Fund
Report on Revenues and Expenses

Background

This report summarizes revenues received and expenses paid from Fund 2547 for the period May 1, 2026, through June 30, 2026. Fund 2547 accounts for SB 125 funding for transportation projects supported by the Greenhouse Gas Reduction Fund.

Fund Overview

Description	Amount
Beginning Cash Balance	\$134,708.84
Add: Total Revenues	\$0.00
Less: Total Expenses	(\$0.00)
Ending Cash Balance	\$134,708.84

Transaction Detail

Date	Doc. No.	Description	Revenues	Expenses
		No Transaction Activity During Period		
		Total Cash Activity	\$0.00	\$0.00

Source: Banner FGRGLTA (General Ledger Transaction Detail Report).

Fund 2548 **SB 125 Public Transit Account**
Report on Revenues and Expenses**Background**

This report summarizes revenues received and expenses paid from Fund 2548 for the period May 1, 2026, through June 30, 2026. Fund 2548 accounts for SB 125 funding for public transit projects and services.

Fund Overview

Description	Amount
Beginning Cash Balance	\$107,140.35
Add: Total Revenues	\$0.00
Less: Total Expenses	(\$2,394.74)
Ending Cash Balance	\$104,745.61

Transaction Detail

Date	Doc. No.	Description	Revenues	Expenses
5/1/2026	J2611389	WORK PERF STG>LTC 4/1-30/26 MC		\$33.41
5/1/2026	J2611389	WORK PERF STG>LTC 4/1-30/26 MC		\$56.14
5/1/2026	J2611389	WORK PERF STG>LTC 4/1-30/26 MC		\$1,327.19
5/28/2026	J2612313	SB125>STG 05/11-15/26 FREE FAR		\$832.00
6/4/2026	J2612684	SB125>STG 04/22/26 FREE FARE D		\$146.00
		Total Cash Activity	\$0.00	\$2,394.74

Source: Banner FGRGLTA (General Ledger Transaction Detail Report).

Voting Agency: LTC/STA **Action Requested:** Approval of Minutes

Date: September 8, 2026

Subject: Approval of June 9, 2026 Joint Regular Meeting Minutes

Background

The Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency held a joint regular meeting on June 9, 2026.

Summary of Item

The draft minutes of the June 9, 2026 Joint Regular Meeting are presented for review and approval.

Financial Impact: Yes ☐ No ☒

Recommended Action:

Approve the minutes of the June 9, 2026 Joint Regular Meeting.

Attachments (1):

1. Draft Minutes — June 9, 2026 Joint Regular Meeting

COUNTY OF SISKIYOU

190 Greenhorn Road
Yreka, CA 96097
(530) 842-0411



Minutes of the Joint Regular Meeting of the LTC and the STA on June 9, 2026.

The Siskiyou County Local Transportation Commission (LTC) and Siskiyou Transportation Agency (STA) regular meeting of June 9, 2026, was called to order by Vice Chair Valenzuela at 10:30 AM at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

Commissioners in attendance included:

Cliff Munson, Chair Ed Valenzuela, Vice Chair
Michael N Kobseff
Nancy Ogren
Pat Vela

Commissioners absent from the meeting:

Matthew Bryan

Other Staff Present In-Person:

(LTC) Hailey Lang, Executive Director
(LTC) James Phelps, Planning Director, County of Siskiyou
(STA) Dana Barton, Chief County Counsel, County of Siskiyou
(STA) Angie Stumbaugh, Transportation Services Manager
(STA) Andy Gilman, Transportation Services Coordinator

The agenda items included:

- 1) Pledge of Allegiance
- 2) Vice Chair Valenzuela called the meeting to order at 10:30 AM. Commissioners present at roll call included Kobseff, Ogren, Vela, and Valenzuela. Chair Munson arrived prior to consideration of the Consent Agenda. Commissioner Bryan was absent.
- 3) Presentations from the Public
 - a) Skip Clark, Caltrans Regional System Liaison
Skip Clark introduced himself as the new Caltrans Regional System Liaison, replacing Kellie Mendes.
 - b) Montague Rotary Club/Balloon Fair
Joan Smith-Freeman and Dianne Forkman addressed the Commission regarding transportation and parking challenges associated with the annual Balloon Fair held at the Montague Airport. Ms. Forkman noted the event draws over 5,500 attendees across three days, with approximately 40 percent of attendees traveling from outside

the area. Ms. Forkman stated that parking and access at the airport are limited and requested the Commission consider shuttle bus service from Yreka to the event.

Ms. Forkman noted that similar transportation challenges exist for other large tourism events in Siskiyou County, including the McCloud Mushroom Festival and the Blackbird Festival, and suggested broader consideration of rural tourism transportation.

Vice Chair Valenzuela asked that this item be agendaized for another meeting to explore possible transportation and tourism partnerships in the future, including with Caltrans.

4) Consent Agenda

The consent agenda was presented and approved without discussion.

Action: Motion made, seconded, and approved unanimously.

5) Public Hearing – Final Draft of Siskiyou County Evacuation Preparedness Plan

Vice Chair Valenzuela opened the public hearing. Staff introduced the item. Outside consultant, Faith Newton, CEO of the Resiliency Initiative, presented the final Siskiyou County Evacuation Preparedness Plan, developed over approximately one year through a multi-jurisdictional and community-engaged process.

Ms. Newton explained the plan consists of five major deliverables, including an existing conditions analysis, public outreach, evacuation analysis memo, and the final evacuation plan. Public outreach included workshops in each incorporated city, five regional workshops, a public survey, and online resources.

Ms. Newton explained the plan establishes a unified command structure covering the County and incorporated cities and includes coordination with OES, federal agencies, and mutual aid partners. The plan standardizes evacuation terminology including warnings, orders, hard closures, soft closures, and resident-only access.

She also reviewed evacuation routes, communication tools such as Genesis Protect, Caltrans QuickMap, Reverse 911, Public Access Television, and school district communications.

Commissioners discussed consistency between the evacuation plan and the County's current OES evacuation zones, agricultural and livestock evacuation passes, and flexibility for resident requests during active emergencies. Ms. Newton confirmed the plan serves as a framework adaptable to wildfire, flood, volcanic, and other emergency events.

Commissioners also discussed the need for periodic updates. Ms. Newton stated the plan should be reviewed at minimum every five years or sooner following after-action reports or emergency exercises.

There being no further comments from the public, and the public hearing was closed.

Action: Motion made, seconded, and approved unanimously to adopt the Siskiyou County Evacuation Preparedness Plan.

- 6) Staff Report – STAGE Management Report on Transit Operations
Transportation Services Manager Angie Stumbaugh presented an update on STAGE transit operations and several ongoing transit projects.

Ms. Stumbaugh reported that at the April 14, 2026, meeting, the Commission approved a CARB exemption allowing STAGE to purchase non-zero-emission cutaway vehicles when no practical zero-emission alternative is available. Staff noted that beginning in Fiscal Year 2026-27, 25 percent of all new transit vehicle purchases must be zero-emission under state mandate, with full zero-emission fleet compliance required by 2040.

Ms. Stumbaugh reported that Bus 3039, a StarCraft vehicle with approximately 88,000 miles, is currently undergoing an engine rebuild at an estimated cost of just under \$12,000. Staff noted that StarCraft buses are anticipated to retire earlier than Gillig and Freightliner vehicles due to body deterioration and operational wear.

Staff also reported plans to purchase two gas-powered 16-seat cutaway vans, each with two wheelchair positions, under the previously approved CARB exemption. In addition, staff is planning for the purchase of two more vans, one electric and one gas-powered, to comply with the new 25 percent zero-emission purchase requirements. Staff noted estimated costs ranging from \$100,000 to \$150,000 per vehicle.

Ms. Stumbaugh also presented information regarding STAGE 's planned expansion into on-demand transit services. Staff explained that the proposed service would provide door-to-door transportation for medical appointments, community services, and regional corridor connections, including circular city routes.

Commissioners discussed concerns regarding the financial feasibility of on-demand transit, particularly given current underutilization of some fixed-route services. Staff explained that on-demand fares would be structured differently and that certain medical transportation services may be billable to Medi-Cal and Medicare through partnerships with Public Health and Behavioral Health.

Staff also reported that STAGE is upgrading its GTFS real-time transit system from Trillium, which currently costs approximately \$2,040 annually and only provides static route information, to Passio Technologies through Cal-ITP at an annual cost of approximately \$16,000. Staff explained the upgraded system will support real-time bus tracking, improved route visibility, and integration with a modern fare collection platform.

Ms. Stumbaugh reported that the current GenFare fare collection system, originally purchased in 2011 for over \$300,000, is beyond its useful life and will need replacement. The new fare system is expected to support driver tablets, digital pre-trip and post-trip inspections, mobile applications, multi-modal tracking, and live vehicle mapping.

Staff also reported that the new STAGE website is currently in testing and is anticipated to go live on July 1, 2026.

Commissioners discussed the challenges of implementing zero-emission transit requirements in a large rural county and expressed concerns regarding the state's one-size-fits-all approach to fleet electrification.

Staff noted that vehicle purchases, fare system upgrades, GTFS contracts, and on-demand transit implementation plans will be brought back to the Commission for formal approval as the projects advance.

No action was taken.

7) Contract with Charles W. Pillon, CPA

Staff presented a proposed contract with Charles Pillon, CPA to provide auditing and financial reporting services for the Siskiyou County Local Transportation Commission and Siskiyou Transportation Agency.

Staff explained that the contract would cover a three-year term beginning July 1, 2026, and continuing through June 30, 2029, for a total amount not to exceed \$56,000. The scope of services includes preparation of annual audits, financial statements, required transportation financial reports, and related compliance reporting.

Staff noted that continuation of audit services is necessary to maintain compliance with state and federal transportation funding requirements and to ensure timely completion of annual financial reporting obligations.

Commissioners discussed the contract term and overall cost and acknowledged the importance of maintaining continuity in audit and financial reporting services.

Action: Motion made, seconded, and approved unanimously authorizing the Chair to execute the three-year contract with Charles W. Pillon, CPA for auditing and financial reporting services.

- 8) Staff Report – Draft Pavement Management Program Summary Reports
Staff presented Pavement Condition Index (PCI) summary reports and 20-year budget scenarios prepared by NCE for Siskiyou County and the incorporated cities. Staff explained that the pavement management program evaluates roadway conditions, identifies deferred maintenance liabilities, and develops funding scenarios to maintain or improve pavement conditions over time.

Staff reported that Siskiyou County currently maintains approximately 928.7 centerline miles of roads with an overall PCI of 56. Staff reviewed the three budget scenarios prepared by NCE and noted that the recommended Scenario 3 would reduce failed condition roads to less than five percent by 2030 and maintain that level through the remainder of the analysis period. This scenario would require approximately \$359.9 million over 20 years, averaging approximately \$18.0 million annually, and would result in a projected PCI of 64 by 2045, with approximately \$252.0 million in deferred maintenance remaining.

Staff also reviewed the PCI reports for the incorporated cities, including:

City of Dorris – Current PCI of 66 across 7.2 centerline miles. NCE recommended Scenario 3, requiring approximately \$6.4 million over 20 years to improve the PCI to 72.

City of Dunsmuir – Current PCI of 48 across 16.8 centerline miles. NCE recommended Scenario 3, requiring approximately \$14.6 million over 20 years to improve the PCI to 53.

City of Etna – Current PCI of 59 across 6.6 centerline miles. NCE recommended Scenario 3, requiring approximately \$6.4 million over 20 years to improve the PCI to 64.

Town of Fort Jones – Current PCI of 77 across 4.5 centerline miles. NCE recommended Scenario 2, requiring approximately \$2.9 million over 20 years to maintain a PCI of 75.

City of Montague – Current PCI of 47 across 10.4 centerline miles. NCE recommended Scenario 3, requiring approximately \$10.8 million over 20 years to improve the PCI to 52.

City of Mt. Shasta – Current PCI of 50 across 24.5 centerline miles. NCE recommended Scenario 3, requiring approximately \$26.0 million over 20 years to improve the PCI to 55.

City of Tulelake – Current PCI of 72 across 6.9 centerline miles. NCE recommended Scenario 2, requiring approximately \$5.6 million over 20 years to maintain a PCI of 72.

City of Weed – Current PCI of 55 across 22.7 centerline miles. NCE recommended Scenario 3, requiring approximately \$20.0 million over 20 years to improve the PCI to 60.

City of Yreka – Current PCI of 72 across 48.4 centerline miles. NCE recommended Scenario 2, requiring approximately \$50.7 million over 20 years to maintain a PCI of 72.

Commissioners discussed that the budget scenarios are based on current funding assumptions and that while the total funding needs appear significant, they are spread over a 20-year period. Commissioners acknowledged that road systems will likely never achieve a PCI of 100, but maintaining pavement conditions above a PCI of 50 remains an important operational goal for rural jurisdictions.

Commissioners further discussed the importance of using the pavement management data to support future grant applications, transportation planning efforts, and legislative advocacy regarding statewide transportation funding.

No action was taken.

9) Staff Report – Insurance Coverage for STAGE Bus Operations

Staff provided an update regarding insurance coverage for STAGE transit operations and the named insured status of the transit fleet in connection with the proposed dissolution of the Siskiyou Transportation Agency (STA).

Staff reported that the Local Transportation Commission had previously directed staff to follow up on issues related to insurance coverage for STAGE transit operations as part of the STA dissolution process.

Staff explained that after contacting Alliant Insurance Services, the insurance administrator used by CalTIP for member coverage administration, Alliant agreed to keep the named insured on the certificates of coverage as Siskiyou County rather than changing it to Siskiyou Transportation Agency (STA) pending further review of organizational and operational considerations.

Staff stated that this confirmed STAGE transit operations and vehicles would remain insured under Siskiyou County coverage and that dissolution of the STA could have proceeded as early as May 18, 2026, without interruption or loss of insurance coverage, contrary to earlier concerns.

Staff also reported that on June 1, 2026, staff met with CalTIP representatives to discuss the “Change of Entity Process.” Staff advised the Commission that no final action would be taken with CalTIP until further direction is provided by the Commission. Staff noted that CalTIP indicated the process could potentially be completed as early as July 1, 2026, but in any event prior to the November 18, 2026, target date for dissolution.

Commissioners discussed the importance of maintaining uninterrupted insurance coverage during the governance transition and acknowledged that retaining the County as the named insured reduces administrative complications and supports operational continuity.

No action was taken.

10) Request for Letter of Support – Josephine County, Oregon Grayback Road Resiliency Project

Staff presented a request for Commission approval to issue a letter of support for Josephine County, Oregon’s federal grant application for the Grayback Road Resiliency Project.

Staff explained that Grayback Road serves as an important secondary emergency access route for the Hammond Bar and Happy Camp areas and that improvements to the roadway would strengthen regional emergency response capabilities and transportation resiliency along the Oregon-California border.

Staff reported that the request originated through federal coordination efforts and that the proposed project would complement ongoing and future resiliency work on the California side of the corridor.

Commissioners discussed the importance of maintaining redundant emergency access routes in rural and fire-prone regions and acknowledged the regional benefit of improving Grayback Road for evacuation, emergency response, and public safety purposes.

Commissioners noted the project’s significance in light of recent wildfire events and recognized the importance of interagency cooperation on cross-jurisdictional infrastructure projects.

Action: Motion made, seconded, and approved unanimously authorizing issuance of the letter of support for Josephine County's Grayback Road Resiliency Project.

11) Staff Report – Zero Emission Transit Strategy Plan / DKS Associates Selection

Staff presented the results of the Request for Proposals (RFP) process for preparation of the Zero Emission Transit Strategy Plan, funded through a state grant. Staff reported that DKS Associates was identified as the most qualified proposer following review of the submitted proposals.

Staff explained that the Zero Emission Transit Strategy Plan will evaluate Siskiyou County's existing transit system and develop a long-term strategy for transitioning STAGE operations to zero-emission vehicles in compliance with state mandates. The plan will assess fleet replacement options, charging infrastructure needs, operational constraints, and implementation strategies.

Staff noted that the contract term is anticipated to run from August 2026 through August 2027 and stated that completion of the plan will improve the County's competitiveness for future grant funding opportunities, particularly those requiring an adopted zero-emission transit strategy.

Commissioners discussed the state's increasing zero-emission transit requirements and acknowledged the operational challenges associated with implementing those requirements in a large rural county with long route distances, limited charging infrastructure, and unique service demands.

Commissioners noted DKS Associates' experience working with rural transit systems and acknowledged the consultant's qualifications and familiarity with transit planning in similar jurisdictions.

Staff presented two options for consideration: bringing the contract back to the Commission for formal approval at the August meeting or authorizing the Chair to execute the contract following County Counsel review to avoid delays in beginning the project.

Commissioner Kobseff stated that his opposition was not directed at DKS Associates or the consultant selection process, but rather at the State's mandate requiring local transit systems to transition to zero-emission fleets. Commissioner Kobseff expressed concern regarding the practical and financial impacts of the mandate on rural counties such as Siskiyou.

Action: Motion made, seconded, and approved authorizing the Chair to execute the contract with DKS Associates following County Counsel review, with Commissioner Kobseff opposed.

12) Staff Report – STA Dissolution and Transit Governance Structure

Executive Director Hailey Lang presented a report regarding the proposed dissolution of the Siskiyou Transportation Agency (STA) and the transition back to a Commission-based Regional Transportation Planning Agency (RTPA) governance structure.

Staff reviewed the historical governance structure of the Siskiyou County Local Transportation Commission, noting that the agency originally operated under a County-based model before transitioning to the Joint Powers Authority (JPA) structure and is now proposed to return to a Commission-based model.

Staff explained that under the proposed structure, the Local Transportation Commission would remain the policy-making and funding authority for transportation planning and programming, while day-to-day transit operations would be administered separately.

Staff recommended that RTPA/LTC planning, programming, and funding functions remain within the Community Development Department and that STAGE transit operations be transferred to the General Services Department.

Staff explained that housing STAGE under General Services would better align transit operations with fleet management, facilities maintenance, procurement, and capital improvement planning, while preserving Commission oversight of transportation funding and policy decisions.

Staff also reviewed alternative organizational models, including retaining STAGE within Community Development or contracting transit operations to a third-party provider. Staff explained that while Community Development provides stronger planning integration, General Services offers a more practical operational fit. Staff further explained that contracting operations would reduce staffing obligations but would reduce County control while retaining liability exposure.

Transportation Services Manager Angie Stumbaugh expressed concerns regarding frequent leadership changes over the years and the impacts those changes have had on transit operations. Ms. Stumbaugh stated that continuity in operations and maintaining staff involvement in decision-making remain important considerations moving forward.

Commissioners acknowledged staff concerns but noted that establishing STAGE as a standalone department was not considered practical given current budget constraints. Commissioners emphasized that regardless of departmental placement, the Commission would remain the policy-making body and funding authority for STAGE operations.

General Services Director Adam Filippone addressed the Commission and expressed confidence in STAGE staff and their existing operations. Mr. Filippone stated his commitment to supporting the department and maintaining operational continuity during the transition.

Staff clarified that Ms. Stumbaugh would continue to manage STAGE operations and that the General Services Director would serve as the departmental signing authority. Staff also clarified that transportation funding would continue to flow through the Local Transportation Commission and Community Development Department to support STAGE operations.

Commissioners discussed cost allocation, departmental responsibilities, and ensuring transportation funds remain dedicated exclusively to transit purposes. Commissioners agreed to move forward with the General Services model rather than delay further organizational changes.

Action: Motion made, seconded, and approved to transfer STAGE transit operations to the General Services Department and continue the formal dissolution process for the Siskiyou Transportation Agency.

Staff was directed to prepare draft bylaws for the new Commission-based governance structure for review at the August meeting and to inform the Board of Supervisors regarding the proposed governance transition.

13) Meeting Schedule Confirmation

Staff reviewed upcoming adjustments to the regular meeting schedule and noted that the August meeting would be held on August 18, 2026, rather than the normal second Tuesday, due to scheduling conflicts. Staff also confirmed that the September meeting would be held on September 8, 2026, and noted that the November and December meetings may require similar adjustments.

Staff stated that an updated meeting schedule would be distributed to the Commissioners.

No action was taken.

14) Next Regular Meeting – August 18, 2026, at 10:30 a.m.

15) Vice Chair Valenzuela adjourned the meeting at 11:31 a.m.

Voting Agency: STA **Action Requested:** Adoption of Resolution

Date: September 8, 2026

Subject: FTA Section 5311 Grant – Executive Director Authorization

Background

The Federal Transit Administration (FTA) Section 5311 Program provides funding to support public transportation in rural areas. STAGE uses these funds to help pay operating expenses.

Summary of Item

STAGE is requesting \$396,420 in federal operating assistance through the Federal Fiscal Year 2026 Section 5311 Program. The attached resolution is based on the State's required authorization form and authorizes the Executive Director to submit the grant application and execute the related documents, including the required Certifications and Assurances.

Financial Impact: Yes ☒ No ☐

STAGE is requesting \$396,420 in federal operating assistance toward \$1,982,192 in operating costs for Fiscal Year 2026–27. The remaining \$1,585,772 will be funded with Local Transportation Fund and State Transit Assistance funds.

Recommended Action:

Adopt Resolution No. 26-05 authorizing the Executive Director to submit the Federal Fiscal Year 2026 Section 5311 grant application and execute the related documents, including the required Certifications and Assurances.

Attachments (2):

1. Resolution No. 26-05
2. Caltrans Certifications and Assurances of the MPO's and RTPA's



**Authorizing Resolution for FTA Funds
State of California
Division of Local Assistance**

RESOLUTION NO. 26-05

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), and Section 5339 of the Federal Transit Act (**FTA C 5100.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 and Section 5339 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the Siskiyou Transportation Agency desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in the County of Siskiyou; and

WHEREAS, the Siskiyou Transportation Agency has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Siskiyou Transportation Agency does hereby Authorize the Executive Director, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended, and pursuant to Section 5339 of the Federal Transit Act (**FTA C 5100.1**), as amended.

That the Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That Executive Director is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or Section 5339 projects.

That the Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 and or Section 5339 project(s).

(SIGNATURES ON FOLLOWING PAGE)



**Authorizing Resolution for FTA Funds
State of California
Division of Local Assistance**

PASSED AND ADOPTED by the Siskiyou Transportation Agency of the County of Siskiyou, State of California, at a regular meeting of said Agency Meeting held on the 8th of September 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Cliff Munson, Chair
Siskiyou Transportation Agency

ATTEST:
Hailey Lang, Executive Director

By: _____

FTA Section 5311 Regional Shares of FFY 2026 Apportionment
Division of Rail and Mass Transportation
Grants Management Branch

<u>D</u>	<u>County/Region</u>	<u>ID</u>	<u>FFY26 Apportionment</u>
4	MTC	\$	2,419,219
3	SACOG	\$	1,186,055
10	Alpine	1 \$	48,000
10	Amador	2 \$	367,687
3	Butte	3 \$	1,085,826
10	Calaveras	4 \$	406,551
3	Colusa	5 \$	219,033
1	Del Norte	6 \$	267,925
3	El Dorado	7 \$	800,080
6	Fresno	8 \$	2,344,508
3	Glenn	9 \$	275,495
1	Humboldt	10 \$	1,088,378
11	Imperial	11 \$	586,777
9	Inyo	12 \$	196,514
6	Kern	13 \$	2,232,538
6	Kings	14 \$	564,698
1	Lake	15 \$	588,565
2	Lassen	16 \$	305,912
7	Los Angeles	17 \$	650,100
6	Madera	18 \$	648,614
10	Mariposa	19 \$	181,478
1	Mendocino	20 \$	775,533
10	Merced	21 \$	860,819
2	Modoc	22 \$	114,223
9	Mono	23 \$	150,080
5	Monterey	24 \$	944,351
3	Nevada	25 \$	860,409
12	Orange	26 \$	-
3	Placer	27 \$	809,470
2	Plumas	28 \$	202,688
8	Riverside	29 \$	1,505,180
5	San Benito	30 \$	557,024
8	San Bernardino	31 \$	2,078,671
11	San Diego	32 \$	1,117,251
10	San Joaquin	33 \$	704,676
5	San Luis Obispo	34 \$	823,138
5	Santa Barbara	35 \$	431,686
5	Santa Cruz	36 \$	303,286
2	Shasta	37 \$	566,379
3	Sierra	38 \$	48,000
2	Siskiyou	39 \$	396,420
10	Stanislaus	40 \$	736,182
2	Tehama	41 \$	569,947
2	Trinity	42 \$	173,349
6	Tulare	43 \$	1,286,590
10	Tuolumne	44 \$	488,508
7	Ventura	45 \$	618,677
TOTAL		\$	33,586,490

Date Prepared: June 3, 2026
 Data Source: Infrastructure Investment and Jobs Act; 2020 Census Data workbook; FTA Table 9 for FFY26
 Prepared by: Eloisa Gomez



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

General Information:

Regional Agency Name:	Siskiyou County Local Transportation Commission	Contact Person:	Hailey Lang
Contact Email:	hlang@co.siskiyou.ca.us	Contact Phone:	530-842-8203
Name of Subrecipient:	County of Siskiyou/Siskiyou Transportation Agency	Project Description:	Operating Assistance

Project Amount and Fund Type:

Federal Share	Local Share	Toll Credits (if any)	Total Project Cost
\$ 396,420	\$ 1,585,772		\$ 1,982,192

Local Share Types:

Local Share Type (LTF, STA, etc.)	Amount
LTF	\$ 1,175,000
STA	\$ 410,772
Total:	\$ 1,585,772

Please reach out to your Liaison if you need more entries



Federal Transportation Improvement Program -

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

FTIP #:	FTIP Approval Date:	STIP Reference #:

Certifying Representative:

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

Name:	Hailey Lang	Title:	Executive Director
Signature:		Sign Date:	

Electronic signatures are accepted



Application Certifications

Application Certification:			
Agency Name:	County of Siskiyou/Siskiyou Transportation Agency		
Check all Programs you are certifying for below:			
FTA Section 5311 ☒	FTA Section 5311(f) ☐	CMAQ ☐	FTA Section 5339 ☐
Fiscal Year:	2026/2027		

I hereby certify that I am the authorized signee for the above listed applicant. I also hereby certify that I have reviewed the organizational information and application forms submitted in the BlackCat system and all statements, information, and representations made are true and correct to the best of my knowledge. I also hereby certify that adequate local share as described in herein will be available to execute this project(s).

Please Enter Name & Title of Authorized Signee Below:			
Name:	Hailey Lang		
Title:	Executive Director		
Signature:		Sign Date:	
Electronic signatures are accepted			

Project Description

General Project Details:

Please type your agency name:

County of Siskiyou/Siskiyou Transportation Agency

Please select Project Types below for which your agency is applying and complete the relevant section of this form (Check all that apply).



Operating Assistance



Capital Revenue Vehicles (Replacements or Expansions)



Preventative Maintenance

General Information

Question 1: Indicate the type(s) of public transportation service for the proposed projects funded by FTA Section 5311. (Check all that apply)



Fixed Route - Vehicles will travel on specific roads and stop at pre-designated locations according to a schedule.



Demand Response - Vehicles will pick people up when they need a ride (Must be open to the general public).



Deviated Fixed Route - Vehicles will travel from point A to point B but go out of the way to pick up or drop off passengers if necessary (Deviations must be open to the general public).



Blended Paratransit - Complementary Paratransit Provided on the Same Vehicle as the Fixed Route Service. Please upload your Blended Paratransit Plan in your Organization's Profile under the Important Documents Section.



ADA Paratransit Service - Please upload your ADA Paratransit Service Plan in your Organization's Profile under the Important Documents Section.

☐	Commuter Service - Fixed route bus service characterized by service predominantly in one direction during peak periods, and with limited stops and routes of extended length, usually between the central business district and outlying suburbs.
☐	University Service - An institution of higher education has a formal arrangement with the transit operator to provide university transportation service.
☐	Charter Service - Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price or for events or functions that occur on an irregular basis or for a limited duration.

Question 2: Does your agency receive more than \$750,000 in <i>Federal funds</i> ?	No
If you marked YES above, has your agency submitted the annual Single Audit Report to the State Controller's Office (SCO) ? The report is due to the SCO on March 31st of each fiscal year.	
Your agency must upload a pdf copy of the Single Audit Report along with this application in BlackCat in your Organizations tab under the Important Documents section in the Fiscal Responsibility category.	

Question 3: Which one of the following describes the project(s) for which you are applying? (Check all that apply)	
☐	Add new service
☐	Expand existing service to additional areas, please explain planned expansions?
☒	Maintain service at current level

Question 4: Does your agency employ between 50-99 transit-related employees, and requests or receives Capital or Operating Assistance in excess of \$1,000,000 in the previous Federal Fiscal Year, or requests or receives Planning Assistance in excess of \$250,000 in the previous Federal Fiscal Year.	No
If YES , your agency must upload its abbreviated EEO plan along with this application in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.	
Employs 100 or more transit-related employees, and requests or receives Capital or Operating Assistance in excess of \$1,000,000 in the previous Federal Fiscal Year, or requests or receives Planning Assistance in excess of \$250,000 in the previous Federal Fiscal Year.	No
If YES , your agency must submit its EEO plan along with this application in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.	

Operating Assistance (Complete ONLY if applying for Operating Assistance Projects)

The operating period will be for 1 years with a performance period:

July 1, 2026 - June 30, 2027

Question 1: Please describe the Operating services:

STAGE provides service to the following cities: Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Weed, and Yreka. In additon STAGE provides service to a multitude of unincorporated areas such Greenview, Happy Camp, Hornbrook, Gazelle, Grenada, and McCloud.

Question 2: Is your Operating Service directly operated by your agency in-house?



Yes, Operating service is directly operated in-house.



No, Operating service is **not** directly operated in-house.

If you answered **YES** above, then you are done with this Section. If you answered **NO**, please answer the remaining questions in this Section.

Question 3: Is your Operating Service performed through an Intergovernmental Agreement (IGA), or Joints Powers Authority (JPA) agreement?

No

If **YES**, your agency must upload a pdf copy of the agreement in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

Question 4: Is your Operating Service performed through a third-party contract and **APPROVED** by Caltrans FTA Programs Procurement Oversight Branch?

No

If **YES**, your agency must upload a pdf copy of Caltrans FTA Programs Procurement Oversight Branch approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

If you answered **NO**, please contact your assigned Liaison to get your 3rd Party Contract **approved** by Caltrans FTA Programs Procurement Oversight Branch.

*If your 3rd Party Contract is expiring soon and you are not exercising your option years, then you must submit a Request For Proposal (RFP) Package within the next **12** months for review and approval by Division of Mass Transportation DMT. Please contact your Liaison for more information.

Question 5: Has the Operating Service third-party contract agreement been **modified** and received **approval** from Caltrans FTA Programs Procurement Oversight Branch? (i.e. amended, and or optional period of performance have been exercised).

If you answered **YES** above, your agency must upload a pdf copy of Caltrans FTA Programs Procurement Oversight Branch approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

If you answered **NO** above, please contact your assigned Liaison to get your 3rd Party Contract amendment approved by DMT.

County of Siskiyou/Siskiyou Transportation Agency
Siskiyou Transit and General Express (STAGE)
190 Greenhorn Road
Yreka, California 96097
Phone: (530) 842-8220

August 3, 2026

Caltrans
FTA/FHWA Federally Approved
Transportation Improvement Program (FTIP)
State of California
DRMT Federal Programs Application

Caltrans District Number:	2
Sub-recipient:	None
County:	Siskiyou
Project Description:	Operating Assistance
Toll Credit:	None
Federal Amount:	\$396,420
Local Match Amount:	\$1,585,772
Total Project Cost:	\$1,982,192
Program of Project FFY:	FY26/27

Thank you,



Angie Stumbaugh
Transportation Services Manager
530-842-8297

Angie Stumbaugh
Transportation Manager
astumbaugh@co.siskiyou.ca.us

Andy Gilman
Transportation Coordinator
agilman@co.siskiyou.ca.us

Voting Agency: LTC**Action Requested:** Approval**Date:** August 18, 2026**Subject:** Zero Emissions Transit Strategy Plan – Contract with DKS Associates**Background**

The LTC issued Request for Proposals (RFP) No. 2025-004 for consulting services for completion of a Zero Emissions Transit Strategy Plan.

At its regular meeting on June 9, 2026, the LTC selected DKS Associates as the consultant for the project and directed staff to prepare a contract.

Summary of Item

The proposed contract with DKS Associates provides for completion of the Zero Emissions Transit Strategy Plan for an amount not to exceed \$149,519. The plan will evaluate the feasibility of a possible transition of the STAGE transit fleet to zero-emission vehicles, including infrastructure needs, costs, and implementation strategies. The contract has a completion date of September 30, 2027.

Staff recommends approval of the proposed contract.

Financial Impact: Yes ☒ No ☐

The proposed contract has a not-to-exceed amount of \$149,519 and will be funded with SB 125 grant funds.

- Fund 2547 – SB 125 Greenhouse Gas Reduction Fund: \$128,280.13
- Fund 2548 – SB 125 Public Transit Account: \$34,949.87
- Total Project Budget: \$163,230.00 (includes a \$13,711.00 contingency)

Recommended Action:

1. Authorize the Chair to execute the contract with DKS Associates.
2. Authorize the Executive Director to accomplish any necessary budget transfers and adjustments using eligible grant funds.

Attachments (2):

1. Draft Contract
2. DKS Associates Proposal

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION (SCLTC)
CONTRACT FOR CONSULTING SERVICES
Zero Emissions Transit Strategy Plan**

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

SCLTC: Siskiyou County Local Transportation Commission (SCLTC)
190 Greenhorn Road
Yreka, California 96097
(530) 842-8238

And

CONTRACTOR: DKS Associates (Contractor)
1970 Broadway, Suite 740
Oakland, California 94612
(510) 763-2061

ARTICLE 1. TERM OF CONTRACT

- 1.01** Contract Term: This Contract shall become effective upon execution by all parties and shall remain in effect until completion and acceptance of the services described in Exhibit A, but no later than September 30, 2027, unless extended by written amendment or terminated in accordance with Article 7.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

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

ARTICLE 3. SERVICES

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

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

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

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

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

ARTICLE 4. COMPENSATION

- 4.01** Compensation: In consideration for the services to be performed by Contractor, SCLTC agrees to pay Contractor in proportion to services satisfactorily performed as specified in Exhibit A, the not to exceed amount of One Hundred Forty-Nine Thousand Five Hundred Nineteen Dollars and no/100 cents (\$149,519.00) for the term of the contract.
- 4.02** Invoices: Contractor shall submit detailed invoices for all services being rendered.
- 4.03** Date for Payment of Compensation: SCLTC will endeavor to make payment within 30 days of receipt of invoices from the Contractor to SCLTC, and approval and acceptance of the work by SCLTC.
- 4.04** Expenses: Contractor shall be responsible for all costs and expenses incident to the performance of services for SCLTC, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. SCLTC shall not be responsible for any expense incurred by Contractor in performing services for SCLTC.

ARTICLE 5. OBLIGATIONS OF CONTRACTOR

- 5.01** Contractor Qualifications: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.
- 5.02** Contract Management: Contractor shall report to the Executive Director or designee, who will review the activities and performance of the Contractor and administer this Contract.

- 5.03** Tools and Instrumentalities: Contractor will supply all tools and instrumentalities required to perform the services under this Contract. Contractor is not required to purchase or rent any tools, equipment or services from SCLTC.
- 5.04** Workers' Compensation: Contractor shall maintain a workers' compensation plan, in an amount of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease, covering all its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If Contractor elects to be self-insured, the certificate of insurance otherwise required by this Contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations. Proof of such insurance shall be provided before any work is commenced under this contract. No payment shall be made unless such proof of insurance is provided.
- 5.05** Indemnification: Contractor shall indemnify and hold SCLTC harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor's assistants, employees, or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of (\$2,000,000) Two Million Dollars, to cover such claims or in an amount determined appropriate by the SCLTC Risk Manager. If the amount of insurance is reduced by the SCLTC Risk Manager such reduction must be in writing. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the SCLTC as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by SCLTC of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability or limit Contractor's liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
- 5.06** General Liability and Automobile Insurance: During the term of this Contract, Contractor shall obtain and keep in full force and effect a commercial, general liability with limits no less than Two Million Dollars (\$2,000,000) per occurrence and automobile policy or policies of no less than One Million Dollars (\$1,000,000) per accident for bodily injury and property damage; the SCLTC, its officers, employees, volunteers and agents are to be named additional insured under the policies, and the policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by SCLTC or other named insured will be called on to cover a loss covered thereunder. All insurance required herein shall be provided by a company authorized to do business in the State of California and possess at

least a Best A:VII rating or as may otherwise be acceptable to SCLTC. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990 or other form satisfactory to SCLTC. The SCLTC will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to SCLTC.

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

- 5.10 Professional Liability:** If Contractor or any of its officers, agents, employees, volunteers, contactors or subcontractors are required to be professionally licensed or certified by any agency of the State of California in order to perform any of the work or services identified herein, Contractor shall procure and maintain in force throughout the duration of the Contract a professional liability insurance policy with a minimum coverage level of Two Million and No/100 Dollars (\$2,000,000.00), or as determined in writing by SCLTC's Risk Management Department.
- 5.11 State and Federal Taxes:** As Contractor is not SCLTC's employee, Contractor is responsible for paying all required state and federal taxes. In particular:
- a. SCLTC will not withhold FICA (Social Security) from Contractor's payments;
 - b. SCLTC will not make state or federal unemployment insurance contributions on behalf of Contractor.
 - c. SCLTC will not withhold state or federal income tax from payment to Contractor.
 - d. SCLTC will not make disability insurance contributions on behalf of Contractor.
 - e. SCLTC will not obtain workers' compensation insurance on behalf of Contractor.
- 5.12 Records:** All reports and other materials collected or produced by the Contractor or any subcontractor of Contractor shall, after completion and acceptance of the Contract, become the property of SCLTC, and shall not be subject to any copyright claimed by the Contractor, subcontractor, or their agents or employees. Contractor may retain copies of all such materials exclusively for administration purposes. Any use of completed or uncompleted documents for other projects by Contractor, any subcontractor, or any of their agents or employees, without the prior written consent of SCLTC is prohibited. It is further understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Contract shall be the property of the SCLTC, and Contractor hereby agrees to deliver the same to the SCLTC upon request. It is also understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Contract are prepared specifically for the SCLTC and are not necessarily suitable for any future or other use.
- 5.13 Contractor's Books and Records:** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the SCLTC for a minimum of five (5) years, or for any longer period required by law, from the date of final payment to the Contractor under this Contract. Any records or documents required to be maintained shall

be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the SCLTC.

5.14 Assignability of Contract: It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express written consent of the SCLTC.

5.15 Warranty of Contractor: Contractor warrants that it, and each of its personnel, where necessary, are properly certified and licensed under the laws and regulations of the State of California to provide the special services agreed to.

5.16 Withholding for Non-Resident Contractor: Pursuant to California Revenue and Taxation Code Section 18662, payments made to nonresident independent contractors, including corporations and partnerships that do not have a permanent place of business in this state, are subject to 7 percent state income tax withholding.

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

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

5.17 Compliance with Child, Family and Spousal Support Reporting Obligations: Contractor's failure to comply with state and federal child, family and spousal support reporting requirements regarding contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Contract. Contractor's failure to cure such default within ninety (90) days of notice by SCLTC shall be grounds for termination of this Contract.

5.18 Conflict of Interest: Contractor covenants that it presently has no interest and shall not acquire an interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that, in the performance of this Contract, no subcontractor or person having such an interest shall be used or employed. Contractor certifies that no one who has or will have any financial interest under this contract is an officer or employee of SCLTC.

5.19 Compliance with Applicable Laws: Contractor shall comply with all applicable federal, state and local laws now or hereafter in force, and with any applicable regulations, in performing the work and providing the services specified in this Contract. This obligation includes, without limitations, the acquisition and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this Contract.

5.20 Bankruptcy: Contractor shall immediately notify SCLTC in the event that Contractor ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffer or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

ARTICLE 6. OBLIGATIONS OF SCLTC

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

ARTICLE 7. TERMINATION

7.01 Termination on Occurrence of Stated Events: This Contract shall terminate automatically on the occurrence of any of the following events:

1. Bankruptcy or insolvency of Contractor
2. Death of Contractor

7.02 Termination by SCLTC for Default of Contractor: Should Contractor default in the performance of this Contract or materially breach any of its provisions, SCLTC, at SCLTC's option, may terminate this Contract by giving written notification to Contractor.

7.03 Termination for Convenience of SCLTC: SCLTC may terminate this Contract at any time by providing a notice in writing to Contractor that the Contract is terminated. Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time of notice of termination is received.

7.04 Termination of Funding: SCLTC may terminate this Contract in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.

ARTICLE 8. GENERAL PROVISIONS

- 8.01** Notices: Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid or return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract, but each party may change the address by written notice in accordance with the paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.
- 8.02** Entire Agreement of the Parties: This contract supersedes any and all contracts, either oral or written, between the Parties hereto with respect to the rendering of services by Contractor for SCLTC and contains all the covenants and contracts between the parties with respect to the enduring of such services in any manner whatsoever. Each Party to this Contract acknowledges that no representations, inducements, promises, or contract, orally or otherwise, have been made by any party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other contract, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing signed by the Party to be charged and approved by the SCLTC as provided herein or as otherwise required by law.
- 8.03** Partial Invalidity: If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- 8.04** Attorney's Fees: If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing Party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.
- 8.05** Conformance to Applicable Laws: Contractor shall comply with the standard of care regarding all applicable federal, state and county laws, rules and ordinances. Contractor shall not discriminate in the employment of persons who work under this contract because of race, the color, national origin, ancestry, disability, sex or religion of such person.
- 8.06** Waiver: In the event that either SCLTC or Contractor shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition or obligation.
- 8.07** Governing Law: This Contract and all matters relating to it shall be governed by the laws of the State of California and the County of Siskiyou and any action brought relating to this Contract shall be brought exclusively in a state court in the County of Siskiyou.

- 8.08** Reduction of Consideration: Contractor agrees that SCLTC shall have the right to deduct from any payments contracted for under this Contract any amount owed to SCLTC by Contractor as a result of any obligation arising prior or subsequent to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, but are not limited to any property tax, secured or unsecured, which tax is in arrears. If SCLTC exercises the right to reduce the consideration specified in this Contract, SCLTC shall give Contractor notice of the amount of any off-set and the reason for the deduction.
- 8.09** Negotiated Contract: This Contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Contract within the meaning of California Civil Code Section 1654. Each party hereby represents and warrants that in executing this Contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this Contract and the rights and duties arising out of this Contract, or that such party willingly foregoes any such consultation.
- 8.10** Time is of the Essence: Time is of the essence in the performance of this Contract.
- 8.11** Materiality: The parties consider each and every term, covenant, and provision of this Contract to be material and reasonable.
- 8.12** Authority and Capacity: Contractor and Contractor's signatory each warrant and represent that each has full authority and capacity to enter into this Contract.
- 8.13** Binding on Successors: All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of Contractor. Contractor and all of Contractor's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under the Contract.
- 8.14** Cumulation of Remedies: All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.
- 8.15** No Reliance On Representations: Each party hereby represents and warrants that it is not relying, and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties.

Each party understands and agrees that the facts relevant, or believed to be relevant to this Contract, may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this Contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

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

LOCAL TRANSPORTATION COMMISSION

Date: _____

CLIFF MUNSON, CHAIR
Siskiyou County Local Transportation Commission

ATTEST:
Hailey Lang
Executive Director, SCLTC

By: _____

CONTRACTOR: DKS Associates

Date: _____

Richard J. Hutchinson
Senior Vice President
DKS Associates

TAXPAYER I.D. ###-##-3153

ACCOUNTING:

Fiscal Year	Fund	Organization	Account	Total Amount
2026/2027	2547	303024	723000	\$149,519.00

If not to exceed, include amount not to exceed: \$149,519.00
Encumbrance number (if applicable):

EXHIBIT A
Scope of Work

DKS Associates Proposal for RFP #2025-004 – Zero Emissions Transit Strategy Plan, including scope of work and schedule, is attached hereto and incorporated by reference.

Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2025-004
Zero Emissions Transit Strategy Plan

COST PROPOSAL FORM

In the table below enter the total not-to-exceed amount to perform all services outlined in RFP #2025-004.

*Total Contract Not-to-Exceed: \$149,519

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

DETAILED COST
BREAKDOWN

The proposed budget is based on the project approach, task structure, and level of effort outlined in the technical proposal. Costs reflect the anticipated staff hours and direct expenses required to complete the work within the proposed 12-month schedule. The following table provides a detailed breakdown of hours and costs by task. The total not-to-exceed amount for the scope of work is \$149,519, inclusive of labor and expenses. Optional tasks are identified separately and are not included in the total not-to-exceed amount unless authorized by STA.

STA Zero Emmissions Transit Strategy Plan - Cost Estimate February 13, 2026											DKS							Kittelson				Microgrid Labs		Total DKS Hours by Task	DKS Labor Cost by Task	Total Kittelson Hours by Task	Kittelson Labor Cost by Task	Total Microgrid Labs Hours by Task	Microgrid Labs Labor Cost by Task	Total Hours by Task	Total Labor Cost by Task	
Principal-in- Charge	Senior Advisor	Project Manager	Electromobility Engineer/Planner	Senior Electrical Engineer	Electrical Engineer	Junior Electrical Engineer	GIS Technician	Visual Communications	Admin/Document Production	Principal-in- Charge	Senior Engineer	Transportation Analyst	Transportation Analyst	Senior Analyst	Junior Analyst																	
Hourly Rates	\$342	\$337	\$230	\$209	\$265	\$204	\$168	\$173	\$230	\$148	\$340	\$230	\$195	\$175	\$309	\$237																
Task 0 Project Administration	4	3	22	10	0	0	0	0	0	3	4	6	4	2	5	16	42	\$9,960	16	\$3,870	21	\$5,332	79	\$19,162								
Kickoff Meeting	1	1	2	2							1	1			2	2	6	\$1,556	2	\$570	4	\$1,092	12	\$3,217								
Project Management Plan	1		2														3	\$801	0	\$0	0	\$0	3	\$801								
Project Steering Committee Meetings	2	2	12	8							3	5	4	2	1	2	24	\$5,783	14	\$3,300	3	\$782	41	\$9,866								
Monthly Invoice with Progress Reports			6							3					2	12	9	\$1,821	0	\$0	14	\$3,458	23	\$5,278								
Task 1 Existing Conditions Assessment	2	1	16	16	0	2	6	4	0	0	1	5	22	0	2	6	47	\$10,149	28	\$5,780	8	\$2,038	83	\$17,967								
Task 1.1 - Summarize Existing Conditions	2	1	16	16		2	6	4			1	5	22		2	6	47	\$10,149	28	\$5,780	8	\$2,038	83	\$17,967								
Task 2 Stakeholder Coordination and Public Outreach	1	3	19	8	0	0	0	0	20	0	0	0	0	0	0	0	51	\$11,975	0	\$0	0	\$0	51	\$11,975								
Task 2.1 - Public Outreach and Strategic Guidance																	0	\$0	0	\$0	0	\$0	0	\$0								
Task 2.1.1 - Virtual Stakeholder + Public Meeting #1	1		3	2					1								7	\$1,678	0	\$0	0	\$0	7	\$1,678								
Task 2.1.2 - Virtual Stakeholder + Public Meeting #2		1	3	2					1								7	\$1,673	0	\$0	0	\$0	7	\$1,673								
Task 2.2 - One-On-One Meetings		2	3	3													8	\$1,989	0	\$0	0	\$0	8	\$1,989								
Task 2.3 - Project Website + Updates (4)			2						6								8	\$1,836	0	\$0	0	\$0	8	\$1,836								
Task 2.4 - Social Media Blasts (2)			2						4								6	\$1,377	0	\$0	0	\$0	6	\$1,377								
Task 2.5 - Fact Sheet			4	1					8								13	\$2,963	0	\$0	0	\$0	13	\$2,963								
Task 2.6 - Stakeholder Coordination and Public Outreach Summary			2														2	\$459	0	\$0	0	\$0	2	\$459								
Task 3 Zero Emission Technology and Market Evaluation	2	2	8	8	0	2	4	0	0	0	1	1	0	4	2	6	26	\$5,947	6	\$1,270	8	\$2,038	40	\$9,255								
Task 3.1 - Identification and Evaluation of Potential BEB and Associated Charging Technology Options	1	1	4	4		1	2					1		2	1	3	13	\$2,973	3	\$580	4	\$1,019	20	\$4,572								
Task 3.2 - Identification and Evaluation of Potential FCEB and Associated Hydrogen Refueling Options	1	1	4	4		1	2				1			2	1	3	13	\$2,973	3	\$690	4	\$1,019	20	\$4,682								
Task 4 Operational and Route Energy Analysis	2	2	8	12	0	0	6	0	0	0	0	0	0	0	14	56	30	\$6,712	0	\$0	70	\$17,579	100	\$24,291								
(no subtasks proposed)	2	2	8	12			6								14	56	30	\$6,712	0	\$0	70	\$17,579	100	\$24,291								
Task 5 Infrastructure Needs and Cost Analysis	2	5	10	18	18	58	28	0	0	0	0	0	0	0	4	12	139	\$29,743	0	\$0	16	\$4,076	155	\$33,819								
Task 5.1 - Infrastructure Needs Assessment	1	2	4	6	4	16	6								2	6	39	\$8,522	0	\$0	8	\$2,038	47	\$10,560								
Task 5.2 - Cost Analysis		1	4	8	4	12	6								2	6	35	\$7,446	0	\$0	8	\$2,038	43	\$9,484								
Optional Task 5.3 - Preparation of 60% Design Plans for Infrastructure Installations	1	2	2	4	10	30	16										65	\$13,775	0	\$0	0	\$0	65	\$13,775								
Task 6 Facility and Maintenance Requirements	2	6	4	6	4	10	4	0	0	0	3	3	8	6	0	0	36	\$8,650	20	\$4,320	0	\$0	56	\$12,970								
Task 6.1 - Facility and Maintenance Needs to Support ZEB Operations	1	2	2	2		4					3	3	8	6			11	\$2,708	20	\$4,320	0	\$0	31	\$7,028								
Optional Task 6.2 - Facility Back-Up Power and Resiliency Options	1	4	2	4	4	6	4										25	\$5,942	0	\$0	0	\$0	25	\$5,942								
Task 7 Workforce Training and Staffing Impacts	0	1	4	1	1	0	2	0	0	0	2	2	0	6	0	0	9	\$2,066	10	\$2,190	0	\$0	19	\$4,256								
(no subtasks proposed)		1	4	1	1		2				2	2		6			9	\$2,066	10	\$2,190	0	\$0	19	\$4,256								
Task 8 Financial and Implementation Considerations	1	5	10	14	2	8	0	0	0	0	2	3	4	0	2	6	40	\$9,410	9	\$2,150	8	\$2,038	57	\$13,598								
Task 8.1 - Lifecycle Cost Analysis		2	2	6		4									2	6	14	\$3,203	0	\$0	8	\$2,038	22	\$5,241								
Task 8.2 - Funding and Grant Opportunities		1	4	4							1	2	2				9	\$2,091	5	\$1,190	0	\$0	14	\$3,281								
Task 8.3 - Short-, Mid-, Long-Term Actions for Implementation	1	2	4	4	2	4					1	1	2				17	\$4,116	4	\$960	0	\$0	21	\$5,076								
Task 9 No Transition (Baseline) Alternative Analysis	1	1	4	12	0	0	0	0	0	0	0	0	0	0	2	6	18	\$4,106	0	\$0	8	\$2,038	26	\$6,144								
(no subtasks proposed)	1	1	4	12											2	6	18	\$4,106	0	\$0	8	\$2,038	26	\$6,144								
Task 10 Reporting and Presentation	3	3	28	20	0	8	0	0	8	0	0	0	0	0	0	0	70	\$16,111	0	\$0	0	\$0	70	\$16,111								
Task 10.1 - Draft and Final STA Zero Emissions Transition Strategy Plan	2	2	16	16		6											42	\$9,598	0	\$0	0	\$0	42	\$9,598								
Task 10.2 - Presentation to Board	1	1	12	4		2											20	\$4,677	0	\$0	0	\$0	20	\$4,677								
Optional Task 10.3 - ADA-Accessible Version of Final Plan									8								8	\$1,836	0	\$0	0	\$0	8	\$1,836								
Sub-Total Without Optional Tasks	18	26	129	117	11	52	30	4	20	3	13	20	38	18	31	108	410	\$93,274	89	\$19,580	139	\$35,140	638	\$147,993								
Optional Tasks	2	6	4	8	14	36	20	0	8	0	0	0	0	0	0	0	98	\$21,553	0	\$0	0	\$0	98	\$21,553								

Expenses (Mileage, Lodging & Perdiem per GSA)	\$654	\$872	\$0	\$1,526
	Grand Total Without Optional Tasks			\$149,519
	Grand Total With Optional Tasks			\$171,072



SHAPING A SMARTER
TRANSPORTATION EXPERIENCE™

FEBRUARY 13, 2026

RFP #2025-004 ZERO EMISSIONS TRANSIT STRATEGY PLAN SISKIYOU TRANSPORTATION AGENCY

PRESENTED TO

Melissa Cummins, Executive Director
Siskiyou Transportation Agency

Melissa@SiskiyouColtc.org
530.709.5060

190 Greenhorn Road
Yreka, CA 96097

PRESENTED BY

Bincy Koshy, Project Manager
DKS Associates

Bincy.Koshy@DKSAssociates.com
217.904.9164

1970 Broadway, Suite 740
Oakland, CA 94612



TAB 1

COVER LETTER AND TABLE OF CONTENTS

FEBRUARY 13, 2026

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

1970 BROADWAY, STE 740
OAKLAND CA 94612
510.763.2061
P#26415-000



**RE: REQUEST FOR PROPOSALS (RFP) #2025-004 ZERO EMISSIONS
TRANSIT STRATEGY PLAN**

Dear Melissa Cummins and Members of the Selection Committee,

The **Siskiyou Transportation Agency (STA)** received funding through Senate Bill 125 from the California Department of Transportation (Caltrans) and intends to utilize the funds to evaluate the feasibility of transitioning its revenue fleet to zero-emission buses (ZEBs). STA's transit system serves a network of small to mid-size communities connected by a few key transportation corridors and highways, posing unique challenges and requirements for ZEB adoption. This project aims to assess the viability of both battery and hydrogen fuel cell propulsion transit systems, including how transit service quality and reliability can be maintained under conversion to either ZEB technology, and identify the facility, fueling/charging, and maintenance upgrades required to support a zero-emission fleet.

DKS Associates (DKS) is excited to support STA in the delivery of the Zero Emissions Transit Strategy Plan. Since 2017, our team has successfully supported both public and private entities on over **80 zero-emission vehicle (ZEV) planning and engineering projects**. DKS brings the technical expertise, cross-sector collaboration skills, and a proven level of technical depth and implementation focus to successfully prepare STA's new plan. DKS is joined by **Kittelson & Associates, Inc. (Kittelson)**, with whom we frequently partner on fleet electrification and zero-emission planning projects, and **Microgrid Labs, Inc. (MGL)**, a registered Disadvantaged Business Enterprise (DBE), the leading analytics provider of zero-emission transit route and energy modeling. Together, this team provides a **proven, comprehensive, and integrated approach to zero-emission transit electrification and planning**.

The project team will be managed by **Bincy Koshy, Project Manager**, who recently completed the Redding Area Bus Authority (RABA) ZEB Study in the City of Redding. She will be closely supported by **Jim Damkowitch, Principal-in-Charge**, a regionally-recognized leader in sustainable transportation planning, who will leverage his current work on Siskiyou's General Plan. **Mike Usen, Senior Advisor**, is a transit agency veteran and nationally-recognized fleet decarbonization expert.

Our team recently completed the ZEB Implementation Plan for RABA as well as municipal fleet electrification plans for Shasta County and the City of Redding. The RABA project evaluated both battery-electric and fuel cell electric buses under rural operating conditions similar to STA's, **providing our team with direct experience navigating the regional context, geography, opportunities, and constraints relevant to STA's needs**.

1970 BROADWAY, STE 740
OAKLAND CA 94612
510.763.2061
P#26415-000



This proposal shall remain valid for a period of not less than 120 days from the date of submittal. As an officer of DKS, Richard Hutchinson is authorized to bind the company to the terms specified in the proposal, as well as make representations and commitments. We look forward to this opportunity to work with STA, and to continue our work within Siskiyou County. If you have any questions or require additional information regarding our proposal, please contact Bincy Koshy, Project Manager.

Bincy Koshy

Bincy Koshy, Project Manager

Bincy.Koshy@DKSAssociates.com | 217.904.9164
1970 Broadway, Suite 740, Oakland, CA 94612

Jim Damkowitz

Jim Damkowitz, Principal-in-Charge

Jim.Damkowitz@DKSAssociates.com | 916.606.4405
428 J Street, Suite 340, Sacramento, CA 95814

Richard Hutchinson

Richard Hutchinson, PE, PTOE, Contracting Officer

Richard.Hutchinson@DKSAssociates.com | 253.204.5121
719 Second Avenue, Suite 1250, Seattle, WA 98104

FIRM PROFILE

1979

Year Founded

150+

Employees Firmwide

S Corp

Form of Organization

8

Offices

Mission

Shaping a Smarter Transportation Experience™

Vision

People. *Intentionally create a diverse, equitable, and inclusive environment where your team can grow and achieve their career goals.*

Practice. *Make a meaningful difference in people's lives by partnering with communities to provide safe, equitable, and convenient transportation solutions.*

Business. *Create a sustainable and thriving business that rewards our employee owners equitably, and provides the opportunity for employee owners to achieve financial security.*

Offices

Sacramento, Oakland, and Anaheim, CA; Portland (Headquarters) and Salem, OR; Boise, ID; Seattle, WA; Austin, TX

Financial Condition

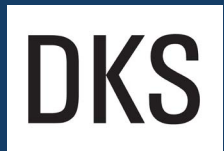
DKS is a financially strong corporation and is in Good Standing—certified by the California Secretary of State. DKS does not have any conditions that may impact our ability to complete this project.

Licenses

DKS has a business license for California, and our transportation engineers are licensed professional engineers in the state.

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TAB 2

QUALIFICATIONS STATEMENT

DEMONSTRATED COMPETENCE

DKS provides specialized transportation planning, design, and engineering services to public agencies throughout the West. One of the most measurable ways we help clients reduce greenhouse gas (GHG) emissions is through our comprehensive suite of electromobility planning and design services.

***DKS is a nationally recognized leader in transportation electrification**, specializing in planning, design, and implementation of ZEV and ZEB projects, especially for transit and other public fleets. Services include planning municipal-scale electric vehicle (EV) fleet transitions and charging programs, designing site-specific charging infrastructure installations, and assisting clients with grants, rebates, incentives, and other forms of project financing.*

Unlike conceptual ZEB plans, our strategy is grounded in route-level operational modeling and the unique constraints of a rural transit system to ensure feasibility before capital commitment.

RECENTLY AWARDED WORK

Since 2017, DKS has been selected for and successfully delivered dozens of transportation electrification and decarbonization projects directly applicable to STA's envisioned Zero Emissions Transit Strategy Plan. ***DKS has developed 80+ ZEV and ZEB transition plans, fleet electrification strategies, and EV charging infrastructure installation designs for transit agencies, municipalities, and other public and private entities.***

STAFFING CAPABILITY

DKS's team brings proven qualifications to deliver this Zero Emissions Transit Strategy Plan:

LOCAL KNOWLEDGE. DKS, Kittelson, and MGL each have wide-ranging experience working not only in Siskiyou County, but across Northern California at large. DKS is currently working with the County on their General Plan Update, led by proposed **Principal-in-Charge Jim Damkowitch**. Our experience provides context to this project and can identify opportunities to share charging or fueling infrastructure to provide operational efficiencies and save significant costs.

RURAL TRANSIT OPERATIONS EXPERTISE. Urban electrification playbooks do not work here. Transitioning to ZEBs can significantly impact operations and, therefore, requires a team with experience in transit service and culture. DKS's

proposed **Project Manager, Bincy Koshy**, brings a wealth of expertise in transit operations and supporting rural transit systems with route planning and efficiency improvements. Financial defensibility will be emphasized for board-focused messaging.

SOPHISTICATED METHODOLOGY. Effective planning for ZEBs requires a systems approach to determine: 1) route fit for electrification, 2) energy needs to determine bus battery sizes or hydrogen capacity, and 3) infrastructure strategies to meet operating schedules. MGL will perform this optimization analysis for existing service and future service using its EVopt software, the most sophisticated purpose-built platform for assessing ZEB implementation options and charging/refueling needs on the market.

EXPERTISE IN BATTERY & FUEL CELL TECHNOLOGIES. DKS has performed fleet transition plans for more than 80 fleets. Many focused on battery technology, however fleets with particularly heavy energy requirements or limited dwell times available for charging can be better served by hydrogen fuel cells. STA will receive best-in-class service in evaluating both fuel type options in compliance with applicable regulations, technology readiness, and market maturity.

TEAM EXPERIENCE. DKS, Kittelson, and MGL recently worked together to deliver a comprehensive ZEB Implementation Plan for nearby RABA, developing a cost-effective, contextually aware, and operationally sound transition plan tailored to RABA's unique service area. This experience gives our team the unique positioning to hit the ground running and deliver a seamless experience for STA.

STRENGTH & STABILITY OF FIRM

DKS possesses the financial strength and resources to successfully complete this project. The firm maintains a stable balance sheet and positive cash flow, supported by independent annual audits conducted by Moss Adams, LLP, which confirm the accuracy and integrity of DKS's financial statements. The firm is an S-Corporation in good standing and has no conditions such as bankruptcy, pending litigation, or organizational changes that could affect its ability to perform this work. This financial stability allows DKS to dedicate the necessary staff, technology, and resources to complete STA's Zero Emissions Transit Strategy Plan efficiently and within budget.

RECENTLY AWARDED WORK

PROJECT	STATE	KEY STAFF	Fleet Transition & Infrastructure Needs Analysis	Transit/Bus Electrification	Financial/ Cost Analysis & Implementation Plan	Barriers & Opportunities Evaluation	Stakeholder and/or Public Engagement
<i>RABA Zero-Emission Bus Implementation Plan*</i>	CA	Mike Usen, Bincy Koshy, Gurbir Antaal, Steffen Coenen, Owen Wang, Ryan Peterson, Chris White, Jonathan Levy, Narayanan Sankar	★	★	★	★	★
<i>King Co. Metro Transit System Electrification Plan*</i>	WA	Mike Usen, Steffen Coenen	★	★	★	★	
<i>Siskiyou Co. General Plan Update*</i>	CA	Jim Damkowitch			★	★	
<i>Nevada Co. Transportation Commission ZEV Transition Plan*</i>	CA	Mike Usen, Gurbir Antaal, Chris White	★	★	★	★	★
<i>Shasta Co. Fleet Electrification Plan*</i>	CA	Mike Usen, Gurbir Antaal, Owen Wang, Steffen Coenen, Chris White	★		★	★	
<i>City of Redding Fleet Electrification Plan*</i>	CA	Mike Usen, Gurbir Antaal, Owen Wang, Steffen Coenen, Chris White	★		★	★	
<i>Ride Connection Fleet Electrification and Assessment Plan*</i>	OR	Chris White, Christopher Bame	★	★		★	
<i>Jackson Co. ZEV Fleet Transition Plan*</i>	OR	Chris White, Christopher Bame	★		★	★	★
<i>Via Mobility/Boulder Fleet Electrification and Feasibility Study*</i>	CO	Namit Singh, Narayanan Sankar, Jonathan Levy	★	★	★	★	
Electric Bus Charging Infrastructure for Sonoma and Mendocino Co. - Planning and Engineering Study	CA	Mike Usen	★	★		★	
Transitioning King Co. Metro Non-Bus Fleets to Zero Emissions Feasibility Study	WA	Mike Usen, Gurbir Antaal	★	★	★	★	★
Humboldt Co. Regional Zero Emission Fleet Transition and Infrastructure Plan	CA	Mike Usen, Gurbir Antaal, Steffen Coenen, Owen Wang	★		★		★
Antioch ZEV Assessment	CA	Mike Usen, Gurbir Antaal, Owen Wang, Chris White	★		★	★	★
Elk Grove Infrastructure Plan for Fleet Electrification	CA	Mike Usen, Gurbir Antaal, Owen Wang, Steffen Coenen, Chris White	★		★	★	★
City of Spokane Green Fleet Plan	WA	Mike Usen, Gurbir Antaal	★		★	★	★
King Co. Enterprise-Wide Strategic Fleet EV Charging Plan	WA	Mike Usen, Gurbir Antaal, Owen Wang, Steffen Coenen	★		★		★
King Co. Solid Waste Division Fleet Electrification	WA	Mike Usen, Gurbir Antaal, Owen Wang, Steffen Coenen	★		★	★	★
Madera Co. Transportation Commission ZEV Readiness and Implementation Plan	CA	Mike Usen, Chris White			★	★	★
San Joaquin Council of Governments Alternative Fuels Vision Plan	CA	Mike Usen, Chris White			★	★	★
Deschutes Co. ZEV Fleet Transition Plan	OR	Chris White, Christopher Bame	★		★	★	★
City of Victorville Fleet Transition Plan	CA	Chris White, Christopher Bame	★		★	★	★
MassACT Electric School Bus Implementation	MA	Chris White	★	★	★	★	★
Equitable EV Infrastructure for Sonoma County	CA	Chris White			★	★	★
Plumas Co. EV Infrastructure Planning	CA	Chris White	★		★	★	★
City of San Pablo Fleet Transition Plan	CA	Chris White	★		★	★	★

DKS's relevant experience in EV charging roadmaps and fleet electrification projects. Asterisked (*) projects can be found below in Proposed Staffing, under Project Experience.



TAB 3

PROPOSED STAFFING

PROJECT TEAM OVERVIEW

DKS will be the Prime Consultant on this project with Bincy Koshy as Project Manager and main point of contact for STA. We have a dynamic team of seasoned professionals who each wield extensive expertise in ZEB implementation, battery electric buses (BEBs) vs. fuel cell electric buses (FCEBs) technology assessments, transit route and energy analysis, charging/refueling infrastructure evaluation, as well as workforce and funding strategy development.

The team has a proven track record of successful collaboration on transit decarbonization projects for agencies throughout California and beyond. Biographies and relevant project experience of key staff are included in this section.

Full resumes are available upon request.

- ★ TASK LEAD
- DKS
- KITTELSON
- MGL



Mike Usen, AICP
Technical Advisor

Jim Damkowitz
Principal-in-Charge

Bincy Koshy
Project Manager

TASK 0: PROJECT ADMINISTRATION

★ Bincy Koshy Jim Damkowitz

TASK 1: EXISTING CONDITIONS ASSESSMENT

★ Bincy Koshy Steffen Coenen
Ryan Peterson Gurbir Antaal, PE
Owen Wang, EIT Christopher Bame, PE
Jonathan Levy, PE

TASK 2: STAKEHOLDER COOR. & PUBLIC OUTREACH

★ Bincy Koshy Jim Damkowitz
Mike Usen, AICP

TASK 3: ZERO EMISSION TECHNOLOGY & MARKET EVAL.

★ Steffen Coenen Mike Usen, AICP
Chris White Namit Singh, PhD
Christopher Bame, PE

TASK 4: OPERATIONAL & ROUTE ENERGY ANALYSIS

★ Namit Singh, PhD Jonathan Levy, PE
Narayanan Sankar Steffen Coenen

TASK 5: INFRASTRUCTURE NEEDS & COST ANALYSIS

★ Gurbir Antaal, PE Owen Wang, EIT
Steffen Coenen Namit Singh, PhD
Jonathan Levy, PE Narayanan Sankar

TASK 6: FACILITY & MAINTENANCE REQUIREMENTS

★ Chris White Jonathan Levy, PE
Bincy Koshy Christopher Bame, PE

TASK 7: WORKFORCE TRAINING & STAFFING IMPACTS

★ Chris White Bincy Koshy
Steffen Coenen Christopher Bame, PE

TASK 8: FINANCIAL & IMPLEMENTATION CONSIDERATIONS

★ Steffen Coenen Mike Usen, AICP
Chris White Christopher Bame, PE
Jonathan Levy, PE

TASK 9: NO-TRANSITION (BASELINE) ALT. ANALYSIS

★ Steffen Coenen Bincy Koshy
Mike Usen, AICP Jonathan Levy, PE

TASK 10: REPORTING & PRESENTATION

★ Bincy Koshy Steffen Coenen
Jim Damkowitz Mike Usen, AICP



BINCY KOSHY
TRANSPORTATION PLANNER/
ENGINEER
Role: Project Manager

Bincy is a transportation planner with over seven years of experience

in transit planning and operations analysis, specializing in zero-emission bus implementation, and transit service planning. Bincy has worked on multiple small rural transit projects on the West Coast that focused on improving transit services for disadvantaged populations by identifying needs and gaps in the system and providing near- and long- term service recommendations. She is skilled in data analysis, scenario development, and coordination with agency transit staff to assess electrification readiness and service impacts. Bincy recently managed the RABA ZEB Implementation Plan in California and has supported rural and regional transit agencies across Washington and Oregon with geographical context similar to Siskiyou County. She has worked with teams to develop existing conditions, financial implementation plans, service recommendations, and also led the public involvement process and onboard surveys for transit agencies in rural California, Oregon and Washington.

2+ Transit Fleet Transition Plans

17+ Other Transit Plans

Education: MUP, University of Illinois Urbana-Champaign; BS, Civil Engineering, University of Kerala



JIM DAMKOWITCH
PRINCIPAL/MANAGING DIRECTOR
Role: Principal-in-Charge

Jim has 35+ years of experience

in regional multimodal transportation planning, electromobility planning, congestion management, multidisciplinary corridor studies, safety studies, transit studies, active transportation studies, operational analyses, transportation and air quality modeling, and performance measure applications. Most of this experience has been applied in rural areas of California. He has managed numerous regional transportation plan updates and general plan circulation element updates for rural cities and counties. Jim managed two statewide studies for the California Rural County Task Force (RCTF), and the Rural Induced Demand Study (2025) for the RCTF in response to concerns regarding the State guidance on the implementation of SB 743, in particular, the emphasis on induced demand as a likely outcome of road improvement projects. Both studies won the National Association of Development Excellence in Regional Transportation Awards in 2016 and 2025 respectively. Jim has served on state/regional committees and conference panels for transportation air quality conformity, performance measurement, and SB 743.

6+ EV-Focused Plans

Education: MS, BA, Geography (Honors), University of California, Santa Barbara



STEFFEN COENEN
ELECTROMOBILITY ENGINEER
Role: Technical Analysis Lead

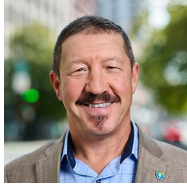
Steffen is DKS's technical lead for analytical methods and fleet operational analysis for zero-emission transitions. He authors DKS's fleet energy and route analysis, and has led multiple fleet electrification

analyses for large and small agencies. Steffen develops DKS's tools and workflows for transit route modeling, port equipment analysis, and equity-focused public charging roadmaps. His work also incorporates operational cost analysis, particularly to compare battery-electric and hydrogen fuel cell technology options, GIS mapping, and tracking regulatory requirements and funding opportunities. Notably, Steffen served as Deputy Project Manager and analysis lead for the RABA ZEB Implementation Plan. His ability and experience presenting complex technical findings to public agency staff and governing boards will further support STA's need for clear, actionable recommendations suitable for policy decisions and future grant applications.

3+ Transit Fleet Transition Plans

37+ Other EV-Focused Plans

Education: MS, Transportation Engineering, University of Washington; MS, BS, Physics, RWTH Aachen University



MIKE USEN, AICP
PRINCIPAL/NATIONAL DIRECTOR
OF ELECTROMOBILITY
 Role: Senior Advisor

Mike leads DKS's company-wide electric vehicle charging infrastructure planning and design practice assisting sustainability directors, fleet, and facility managers plan smart EV and ZEB charging infrastructure for transit systems and other electric vehicle fleets as well as public, workplace and residential applications. Mike is a nationally recognized subject matter expert in multiple aspects of charging infrastructure planning for light, medium and heavy-duty electric vehicles. For the past 30+ years, Mike has worked for leading consulting firms and public agencies including King County Metro Transit where he established Metro's Sustainability Program, wrote its Sustainability Plan, as well as the transportation chapter of King County's Climate Action Plan. Mike has planned for electrification of over 80 fleets since establishing DKS' Electromobility practice in 2017. He has prepared electrification plans for hundreds of chargers for thousands of light, medium and heavy-duty EVs, addressing multiple aspects of EV charging infrastructure including fleet analysis, charging strategy selection, site evaluation and project implementation.

4+ Transit Fleet Transition Plans

90+ Other EV-Focused Plans

Education: MUP, University of Washington; BA, Environmental Studies, University of Vermont

Registration: AICP, No. 012577



GURBIR ANTAAL, PE
SENIOR ELECTROMOBILITY
ENGINEER
 Role: Infrastructure & Cost
 Analysis Lead

Gurbir combines his electrical engineering background with his transportation operations expertise to analyze electric vehicle charging requirements for transit, municipal, institutional and corporate fleets. Gurbir has served as a trusted advisor for EV-focused projects to public agencies throughout California and Washington State. His relevant project experience includes fleet electrification focused on EV charging infrastructure planning and installation design. Over the last five years, Gurbir has performed this work on over 50 fleets including transit and other specialized heavy-duty bus and truck operations. On most of these projects, Gurbir evaluates charging strategy alternatives and determines the quantity and type of chargers for each vehicle duty cycle. As part of this work, he analyzes facility electrical systems to support EV charging, and determines upgrades needed to support projected electrical load growth in collaboration with clients and local utilities. On many of these projects, he also plans installation phasing and prepares conceptual and/or final engineering design drawings.

3+ Transit Fleet Transition Plans

65+ Other EV-Focused Plans

Education: MS, Electrical & Computer Engineering, McMaster University; BS, Electronics & Communication Engineering, Punjab Technical University

Registration: PE, Canada, No. 100502110; NV, No. 031573; TX, No. 151842



OWEN WANG, EIT
ELECTROMOBILITY ENGINEER
 Role: Infrastructure & Cost
 Analysis Support

Owen supports public agencies and utilities with EVSE implementation planning, electrical infrastructure evaluation, and facility retrofit strategies. He leads field assessments, charger layout design, power supply analysis, cost estimating, and utility coordination. Owen's work helps agencies plan for scalable deployment of EVSE at fleet yards, transit depots, and public facilities, with cost estimating and implementation phasing tailored to budget and grant requirements.

2+ Transit Fleet Transition Plans

28+ Other EV-Focused Plans

Education: BS, Electrical Engineering, University of Washington

Registration: EIT, WA, No. 22011563



RYAN PETERSON
SENIOR GIS TECHNICIAN
Role: GIS Lead

Ryan is a skilled GIS specialist who brings experience with a variety of public agencies. Ryan has experience organizing extensive existing and newly generated spatial data associated with the study into well-documented GIS deliverables, conduct spatial analyses such as network distance-based buffering, and publish spatial data and maps online as needed. Ryan is adept at both the ESRI ArcGIS software suite and open-sourced QGIS. He has conducted multiple geospatial analyses for ZEV and ZEB planning projects, including for rural transit agencies and other rural jurisdictions in California.

1+ Transit Fleet Transition Plans

5+ Other EV-Focused Plans

Education: BS, Geography/GIS, University of Oregon; Graduate Certificate, GIS, Portland State University



KITTELSON & ASSOCIATES

Established in 1985, Kittelson, an S Corporation, has 400+ professionals in 32 offices across the county. They specialize in transportation planning and engineering, providing comprehensive transportation planning, engineering, and research services to government agencies and private organizations. They have 40 years of experience in assisting agencies to assess current infrastructure, demographics, and demand using data with a focus on equity-centered improvements and strategies.

Kittelson's transportation plans—bicycle/pedestrian, transit, Safe Routes to School, Safe Streets for All, Vision Zero, and EV infrastructure—reflect each community's culture, topology, and lived experiences. Their EV planning work ranges from national research to ZEV fleet deployment to public charging plans. Kittelson's solutions are data-driven, goal-oriented, equity-centered, and designed to support sustainable and healthy communities.

Point of Contact

Chris White, Senior Principal Planner
916.822.5361 | CWhite@Kittelson.com



CHRIS WHITE
SENIOR PRINCIPAL PLANNER
Role: Training, Financing,
Hydrogen Subject Matter Expert

Chris has led or contributed to more than 50 public charging and fleet transition plans nationwide. Chris was appointed to California Air Resources Board's Advanced Clean Fleets (ACF) Implementation Working Group and is a member of the National Association of State Energy Officials (NASEO) Freight Electrification Advisory Committee and the U.S. EPA's West Coast Collaborative Steering Team.

6+ Transit Fleet Transition Plans

85+ Other EV-Focused Plans

Education: BA, Communications, Union University



CHRISTOPHER BAME, PE
SENIOR ENGINEER
Role: Technical Lead

Chris works with agencies to plan for transitioning fleets to ZEV including transit agencies, municipalities, and counties. He effectively manages data from diverse sources and presents findings to help agencies make well-informed decisions.

6+ Transit Fleet Transition Plans

10+ Other EV-Focused Plans

Education: BS, Industrial Engineering, Oregon State University

Registration: PE, OR, No. 97878



MICROGRID LABS

MGL, founded in 2014 as a consulting and software company, specializes in clean energy

microgrids and fleet electrification. They provide consulting services and software tools exclusively for planning, designing, and operating electric fleets and microgrids. MGL's expertise is in the optimization

of entire fleet systems, including mathematical modeling, simulation, and optimization of vehicle deployment, charging infrastructure, and energy infrastructure (including distributed energy resources and microgrids), to minimize the total cost of operation (both CAPEX and OPEX) and risks in fleet transition. MGL has provided software and consulting services to over 60 transition planning projects covering transit buses, school buses and commercial fleets.

MGL's proprietary software EVopt which jointly models transportation, and energy needs to mitigate potential vehicle service and performance risks, will be available

to STA for a period of 6 months free of charge after conclusion of the project. This software is the product of joint research and development with support from leading entities like the Department of Energy's National Renewable Energy Lab, Lawrence Berkeley National Lab, and the University of California at Berkeley.

MGL is a minority-owned company with a 13-member team located within the United States and India.

Point of Contact

Dr. Namit Singh, Senior Engineer
720.722.1980 | Namit@MicroGridLabs.com



NAMIT SINGH, PHD
SENIOR ENGINEER
Role: Transportation & Electricity Expert

Namit is the Co-Founder and the Chief Operating Officer at MGL. He is a mechanical engineer with a diverse background in the energy and transportation sector. Notably, he has over 15 years of experience in the renewable energy sector. At MGL, Namit's responsibilities encompass leading planning and implementation of fleet and transit electrification projects, system design including microgrids for resilient transit operations, and energy system consulting.

14+ Transit Fleet Transition Plans

11+ Other EV-Focused Plans

Education: Ph.D., MS, Mechanical Engineering, University of North Carolina; BE, Mechanical Engineering, Government Engineering College, Gujarat



JONATHAN LEVY, PE
SENIOR ENGINEER
Role: Infrastructure & Resilience Planning Expert

Jonathan, Chief Product Officer at MGL, is a mechanical engineer with 15+ years of experience in engineering design and analysis, project management and project execution. Jonathan also leads the development of MGL's EVopt software platform, a premier fleet electrification planning and operation tool. Additionally, he has experience in mathematical modeling and optimization in fleet electrification projects, electricity generation, natural gas infrastructure, and fuel cell vehicle infrastructure.

14+ Transit Fleet Transition Plans

11+ Other EV-Focused Plans

Education: MENV, Renewable and Sustainable Energy, University of Colorado; BS, Mechanical Engineering, University of Delaware

Registration: PE, DE, No. 18146, NJ, No. 24GE05402400



NARAYANAN SANKAR
SENIOR PRINCIPAL
Role: Senior Advisor

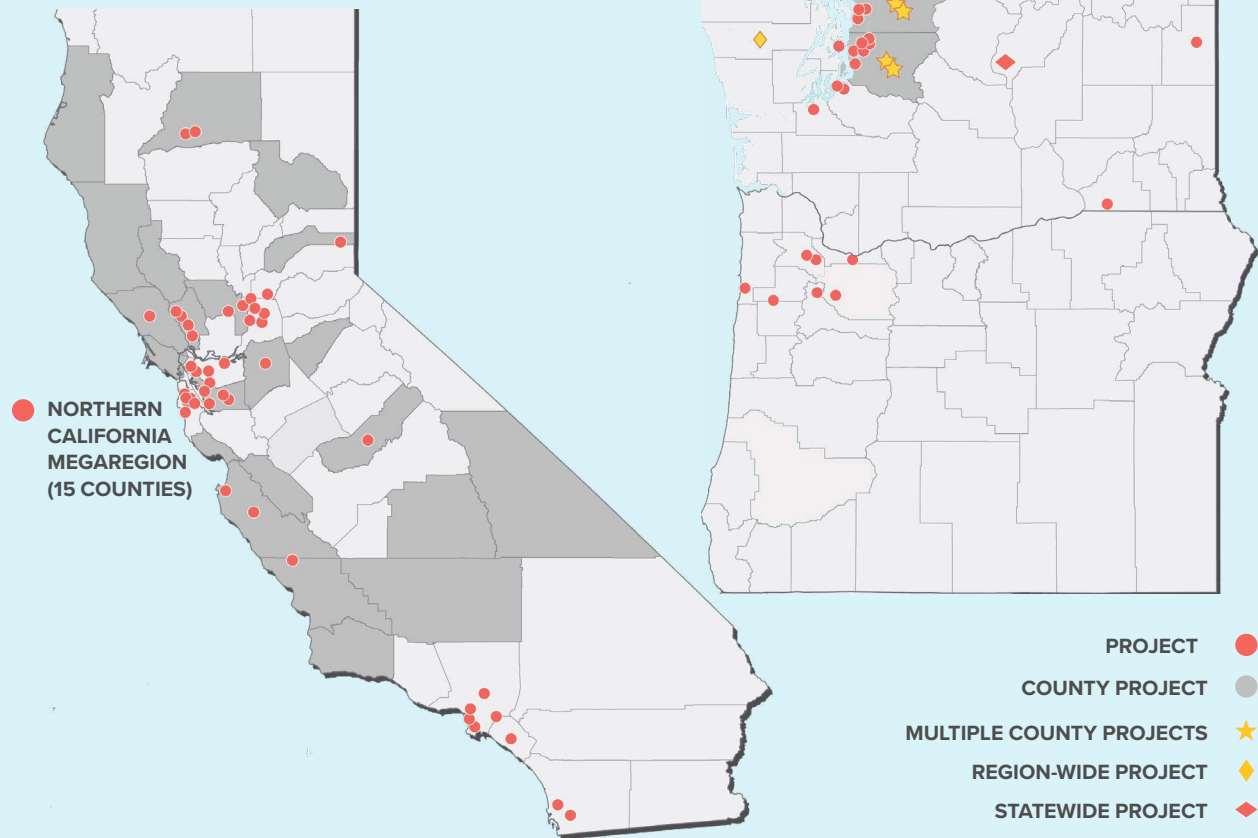
Sankar brings 30+ years of international business and management experience with SIEMENS. He has extensive experience in mathematical modeling of microgrids and fleet electrification projects. Sankar's expertise includes electrical power systems, energy storage, microgrids, electric vehicles and charge management. Sankar has been a principal advisor on fleet transition and electrification projects in the United States, Italy, and India.

14+ Transit Fleet Transition Plans

11+ Other EV-Focused Plans

Education: BE, Electrical Engineering, National Institute of Technology

WEST COAST ELECTROMOBILITY EXPERIENCE



PROJECT EXPERIENCE

More than 95% of DKS's project experience has been for public agencies including transit agencies, cities, counties, and regional transportation commissions. This includes numerous rural counties such as Siskiyou, Madera, Nevada, Calaveras, Shasta, El Dorado, Placer, and Kern. We recognize the specific challenges these communities face regarding long transit routes and local opposition to transportation electrification. Additionally, many of our staff,

including **Principal-in-Charge, Jim Damkowitch** and **Senior Advisor, Mike Usen**, have previously been employed by these and similar agencies. They bring first-hand experience with these clients and truly understand their needs, tolerance for risks, impacts of politics on decisions, and legal constraints.

The following examples summarize a selection of our team's recent transit and fleet electrification projects similar in scope to STA's Zero Emissions Transit Strategy Plan.

RABA ZEB IMPLEMENTATION PLAN

December 2024 – January 2026

Contract Amount: \$213,542

Relevant Staff: Mike Usen, Principal-in-Charge; Bincy Koshy, Project Manager; Gurbir Antaal, Infrastructure and Cost Analysis Lead; Steffen Coenen, Technical Analysis Lead; Owen Wang, Infrastructure and Cost

Analysis Support; Ryan Peterson, GIS Lead; Chris White (Kittelson), Technical Advisor and Hydrogen Expert; Jonathan Levy (MGL), Route Modeling Expert; Narayanan Sankar (MGL), Principal Advisor & QA/QC

DKS led development of RABA's Zero-Emission Bus Implementation Plan to guide a transition to 100% ZEBs by 2040. The plan combined route-by-route

operational modeling, depot and on-route charging scenario analysis, BEB vs. FCEB technology feasibility, detailed electrical load and power requirement assessments, workforce and maintenance implications, and total cost of ownership estimates. Our charging optimization and implementation phasing reduced projected infrastructure impacts while providing a clear, CARB-compliant roadmap for depot upgrades, charging strategies, and ZEB procurement phasing for the agency.

MGL provided modeling and analysis to define route energy requirements, developed charging strategy, calculated battery-electric vehicle needs, charging infrastructure sizing for depot and on-route charging, peak power demand and daily energy load profiles, and total cost of ownership for RABA's transit and paratransit services.

SIMILAR SCOPE ELEMENTS

- ✓ *Fleet Transition & Infrastructure Needs Analysis*
- ✓ *Transit/Bus Electrification*
- ✓ *Financial/Cost Analysis and Implementation*
- ✓ *Barriers & Opportunities Evaluation*
- ✓ *Stakeholder and/or Public Engagement*

Kittelson supported DKS with subject matter expertise in FCEBs and hydrogen refueling technology. Their knowledge of the hydrogen fuel supply market contributed to project success and implementability of the provided recommendations to RABA.

[*Public project website link.*](#)

KING COUNTY METRO TRANSIT SYSTEM ELECTRIFICATION PLAN

March 2022 – April 2023

Contract Amount: \$73,347

Relevant Staff: Mike Usen, Project Manager; Steffen Coenen, Analysis Support

As a subconsultant, DKS helped King County with National Environmental Policy Act (NEPA) review and operational analysis of transit operations related to battery bus charging and technical review of charging. This EV planning project had three components: 1) develop a model to develop layover (aka on-route) charging throughout King County and develop a phased implementation plan for charging at the

SIMILAR SCOPE ELEMENTS

- ✓ *Fleet Transition & Infrastructure Needs Analysis*
- ✓ *Transit/Bus Electrification*
- ✓ *Financial/Cost Analysis and Implementation*
- ✓ *Barriers & Opportunities Evaluation*

bases, 2) perform early coordination and planning work for electrical infrastructure, and 3) engage in legal and consulting work required for negotiations with utilities for tariff rates and other reporting requirements for City Council and policymakers.

SISKIYOU COUNTY GENERAL PLAN UPDATE

May 2023 – Present

Contract Amount: \$92,590

Relevant Staff: Jim Damkowitch, Project Manager

Given that Siskiyou County incorporates the Siskiyou County Local Transportation Commission (SCLTC) draft Regional Transportation Plan (RTP) part of its Circulation Element, DKS peer reviewed the draft RTP relative to the California Regional Transportation Planning Guidelines. This peer review was needed given that Caltrans did not accept the draft RTP. Based on this peer review DKS identified which consistency issues were applicable to a Circulation Element.

SIMILAR SCOPE ELEMENTS

- ✓ *Barriers & Opportunities Evaluation*
- ✓ *Stakeholder and/or Public Engagement*

DKS also developed a Trend Report which identified key multimodal transportation performance metrics and reported on how these metrics were trending over time in Siskiyou County. DKS is currently awaiting initiation of the environmental document to assist in the circulation portion of the General Plan Environmental Impact Report (anticipated in 2026).

NEVADA COUNTY TRANSPORTATION COMMISSION ZEV TRANSITION PLAN

April 2023 – May 2024

Contract Amount: \$228,252

Relevant Staff: Gurbir Antaal, Electromobility Engineer; Steffen Coenen, Fleet Energy and Charging Analysis Lead; Mike Usen, Principal-in-Charge & QA/QC; Owen Wang, Facilities Infrastructure Evaluation; Chris White, Principal (previous experience to Kittelson)

DKS prepared this fleet ZEV transition plan to address the charging needs at 23 Nevada County facilities for fleets including the Sheriff's office, roads, sanitation, motorpool and transit. In addition to the county, DKS planned electrification for Grass Valley, Nevada City, and the Town of Truckee. This plan addressed the

SIMILAR SCOPE ELEMENTS

- ✓ *Fleet Transition & Infrastructure Needs Analysis*
- ✓ *Transit/Bus Electrification*
- ✓ *Financial/Cost Analysis and Implementation*
- ✓ *Barriers & Opportunities Evaluation*
- ✓ *Stakeholder and/or Public Engagement*

infrastructure needs for power delivery and charging, hydrogen storage and distribution, maintenance needs, and capital replacement considerations for each fleet. DKS's analysis and recommendations also include evaluating county-owned facilities for public charging needs.

SHASTA COUNTY FLEET ELECTRIFICATION PLAN

May 2023 – April 2024

Contract Amount: \$126,000

Relevant Staff: Chris White, Project Manager (previous experience to Kittelson); Gurbir Antaal, Electromobility Engineer; Mike Usen, QA/QC; Steffen Coenen, Fleet Energy and Charging Analysis Lead; Owen Wang, Facilities Infrastructure Evaluation

This project aimed to develop a long-term master plan to transition Shasta County's large, diverse fleet vehicles to battery, plug-in hybrid, and fuel cell electric vehicles. The plan considered that many Shasta County buildings are old and leased, and

SIMILAR SCOPE ELEMENTS

- ✓ *Fleet Transition & Infrastructure Needs Analysis*
- ✓ *Financial/Cost Analysis and Implementation*
- ✓ *Barriers & Opportunities Evaluation*

cannot be upgraded to meet the power demands of EVs, and that County vehicles can travel hundreds of miles daily. As a subconsultant, DKS evaluated charging strategies for fleet vehicles at each domicile and opportunities for the fleet to use public charging and provided conceptual layouts for EV charging stations at fleet domiciles with identified phasing.

CITY OF REDDING FLEET ELECTRIFICATION PLAN

April 2023 – April 2024

Contract Amount: \$126,000

Relevant Staff: Gurbir Antaal, Electromobility Engineer; Mike Usen, Principal-in-Charge & QA/QC; Steffen Coenen, Fleet Energy and Charging Analysis Lead; Owen Wang, Facilities Infrastructure Evaluation; Chris White, Project Manager (previous experience to Kittelson)

This project aimed to develop a long-term master plan to transition the City of Redding's fleet vehicles to battery and fuel cell electric vehicles. The plan needed to meet Redding's needs to be fiscally prudent, enable

SIMILAR SCOPE ELEMENTS

- ✓ *Fleet Transition & Infrastructure Needs Analysis*
- ✓ *Financial/Cost Analysis and Implementation*
- ✓ *Barriers & Opportunities Evaluation*

Redding Electric Utility to meet projected electricity demand, and to comply with California's Advanced Clean Fleets regulation. DKS, as subconsultant, evaluated charging strategies for fleet vehicles at each domicile as well as opportunities for the fleet to use public charging. DKS also developed conceptual layout plans with identified implementation phasing.

JACKSON COUNTY FLEET TRANSITION PLAN (KITTELSON)

December 2024 – Present

Contract Amount: \$83,660

Relevant Staff: Chris White, Project Manager; Christopher Bame, Deputy Project Manager

Jackson County has a fleet of 500 light-, medium-, and heavy-duty vehicles that will transition to electric vehicles over the next 20 years. Kittelson is helping the County's Motor Pool division prepare for EVs by:

- Conducting an in-depth analysis of the current Motor Pool fleet and creating a phased EV replacement plan.
- Creating a near-and long-term annual procurement

SIMILAR SCOPE ELEMENTS

- ✓ *Fleet Transition & Infrastructure Needs Analysis*
- ✓ *Financial/Cost Analysis and Implementation*
- ✓ *Barriers & Opportunities Evaluation*
- ✓ *Stakeholder and/or Public Engagement*

plan to meet the County's operational needs and comply with Oregon regulations.

- Estimating EV operation and maintenance cost.
- Infrastructure plan for charging fleet EVs.
- Developing a funding and financing strategy.
- Identifying policies supporting electrification.

RIDE CONNECTION FLEET ELECTRIFICATION AND ASSESSMENT PLAN (KITTELSON)

May 2025 – January 2026

Contract Amount: \$80,000

Relevant Staff: Chris White, Project Manager; Christopher Bame, Deputy Project Manager

Ride Connection is a nonprofit that operates transit services in three Oregon counties with more than 300,000 rides and 2,000 transportation trainings for individuals and organizations annually. Kittelson is helping Ride Connection plan for the transition of its vans and cutaways to EVs and charging stations by:

- Analyzing data about the current fleet, routes, stops, parking facilities, and operations.
- Using EVopt to model fixed-service routes.

SIMILAR SCOPE ELEMENTS

- ✓ *Fleet Transition & Infrastructure Needs Analysis*
- ✓ *Transit/Bus Electrification*
- ✓ *Barriers & Opportunities Evaluation*

- Meeting with partners, drivers, and riders.
- Creating a phased transition strategy to transition based on Ride Connection's unique revenue streams.
- Developing an infrastructure master plan for partners' facilities and in volunteer drivers' homes.
- Delivering a phased action plan that measures the benefits to Ride Connection, its partners, and to the community.

VIA MOBILITY/CITY OF BOULDER FLEET ELECTRIFICATION AND FEASIBILITY STUDY (MGL)

June 2020 – October 2021

Contract Amount: \$130,000

Relevant Staff: Narayanan Sankar, Project Lead; Namit Singh, Project Manager and Design Engineer; Jonathan Levy, Energy Modeling and Analysis

MGL calculated route energy requirements, modeled the charging process, quantified the electrical demands, assessed the impact on the electrical network, optimized the size of the charging infrastructure, and coordinated with Xcel Energy, the utility on infrastructure upgrades and interconnection requirements. Energy modeling

SIMILAR SCOPE ELEMENTS

- ✓ *Fleet Transition & Infrastructure Needs Analysis*
- ✓ *Transit/Bus Electrification*
- ✓ *Financial/Cost Analysis and Implementation*
- ✓ *Barriers & Opportunities Evaluation*

included recommendations for installing solar, battery energy storage systems, and other sources of on-site generation to reduce operating costs, increase renewable-based generation and build resiliency for the service and the City.



TAB 4

TECHNICAL APPROACH

PROJECT UNDERSTANDING

The purpose of this project is to provide STA with a clear strategy for evaluating and planning the transition of its revenue fleet to zero-emission operations. This Plan will serve as a feasibility and planning tool to support decision-making by assessing the technical, operational, and financial viability of zero-emission deployment within STA's local operating conditions and capacity. The primary focus is to evaluate the practicality, timing, and phasing of transition strategies while addressing near- to mid-term decision needs and establishing a foundation for future grant pursuits and longer-term compliance planning, as directed by the Board of Directors. The project team will also identify any constraints associated with CARB's Innovative Clean Transit (ICT) rule.

STA operates in a rural, geographically expansive service area characterized by long routes (most above 200 miles per day), variable weather conditions, and mountainous terrain. As such, transitioning to zero-emission buses presents both opportunities and challenges that differ from urban systems. This project will evaluate the feasibility of both battery-electric and hydrogen fuel cell buses and cutaways, within STA's specific operating context, assess how conversion to a clean technology for the STA fleet would impact transit service, and determine the upgrades needed to STA's facilities for fueling/charging and vehicle maintenance. Specifically, this means the project must answer critical questions including: how best to charge BEBs considering STA's unique service design, climate and topography; if and how FCEBs could be used to meet the agency's service needs for demanding routes and use cases; how maintaining a ZEB fleet will impact STA's workforce in terms of training and compensation; and how much it will cost STA to upgrade electrical systems and purchase, install and operate charging or fueling infrastructure as well as how this should be funded.

Given the need for land use coordination and timely electrical upgrades, this project must be a collaborative effort performed in close coordination with STA, Siskiyou County, the nine incorporated cities/towns within Siskiyou County, Pacific Power, Caltrans, the Karuk Tribe, the Quartz Valley Indian Reservation, and potentially other stakeholders as well as the public.

PROJECT APPROACH

Our proposed approach is fully responsive to STA's scope of work to achieve the project objectives described above. Based on our experience with similar projects, we believe that the project's success toward these objectives will be maximized with a few additions and refinements to structure and methodology. To support this, we have proposed two additional tasks:

- First, while the scope references stakeholder engagement, we included a dedicated task focused on stakeholder coordination and public outreach (**Task 2**) to provide accountability throughout the project.
- Second, we also propose an operational and route energy analysis (**Task 4**) to strengthen the technical foundation of the plan and ensure subsequent infrastructure, fleet, and route recommendations are grounded in a clear understanding of STA's service characteristics.

We are eager to discuss this approach with STA to maximize value for this project upon selection.

TASK 0. PROJECT ADMINISTRATION

Project Manager Bincy Koshy, from DKS's Oakland office, will serve as STA's primary point of contact and will be responsible for day-to-day management of the project. Bincy is passionate and brings a strong commitment to help transit agencies achieve their GHG emissions reduction goals through DKS's electromobility planning services. She will oversee task coordination, schedule tracking, budget management, and deliverable production, and will implement the Project Management Plan PMP developed at project initiation. Bincy will lead internal team meetings as well as Steering Committee meetings, ensure timely decision-making, transparent communication, and rapid resolution of issues as they arise.

Jim Damkowitch will serve as the Principal-In-Charge, providing executive oversight and ensuring contractual compliance and overall project quality. Mike Usen, Technical Advisor and DKS's National Director of Electromobility, will provide senior technical guidance, quality review and assurance of deliverables, and exceptional client experience. The entire project team has worked together on multiple similar projects and will meet regularly throughout this project to ensure collaboration and communication and track progress of each task, subtask, deliverable, schedule and budget.

FIGURE 1. DKS PROJECT MANAGEMENT



Project Management Techniques and Tools

Our approach is key to meeting schedules and delivering quality products within budget. DKS uses technical and administrative tools to effectively manage projects by minimizing administrative time and maximizing our time to serve clients. The important elements of our approach that keep our projects on time are shown in Figure 1 by:

- A clearly defined scope of work with task-level schedules and milestones, tracked using DKS's internal project management software.
- A shared internal calendar to monitor upcoming deliverables and decision points.
- Bi-weekly internal project team check-ins to track progress on upcoming deliverables, manage risks, and maintain accountability to the project schedule.
- Ongoing and regular coordination with STA's Project Manager and team through monthly Steering Committee meetings (at STA's preference) using Google, Microsoft Teams, Zoom or other preferred platforms.

Project Coordination and Communication

DKS will coordinate with STA to hold a virtual project kick-off meeting to confirm goals, scope, schedule, roles, and communication protocols. A project contact list including STA staff, the Steering Committee, and key stakeholders will be developed as part of the Project Management Plan. DKS will coordinate with STA to identify key Steering Committee representatives for this project and facilitate up to 12 virtual meetings (approx. monthly) to review progress, share findings, and guide decision-making. Agendas, meeting summaries, and action items, will be prepared in coordination with STA.

Reporting, Invoicing, and Quality Control

DKS will submit monthly invoices and progress reports as requested by STA, with labor and cost tracking

managed through Deltek Vantagepoint. All deliverables will undergo internal quality review by the Technical Advisor, PIC, and senior staff to ensure consistency with the scope of work and STA's expectations.

Task 0 Deliverables

- Kick-Off Meeting, including Agenda and Notes
- Project Management Plan
- Monthly Invoice and Progress Reports
- Meeting Agendas and Notes

Proposed Meetings with STA

- Project Kick-Off Meeting
- Work with STA to develop a project work plan, timeline, and deliverables
- Regular Steering Committee meetings (monthly or as requested) with STA staff throughout project

TASK 1. EXISTING CONDITIONS ASSESSMENT

As the foundation for the Zero Emissions Transit Strategy Plan, DKS will document baseline conditions for STA's transit services, fleet, facilities, and operating environment. The team will collect and synthesize data from STA and partner agencies, including Siskiyou County, the Siskiyou County Local Transportation Commission, Pacific Power, and other relevant agencies to establish a comprehensive understanding of current conditions covering at least one year prior to project kickoff.

In coordination with STA, DKS will obtain and review the latest General Transit Feed Specification (GTFS) data to confirm both the fixed-routes and deviated fixed-route services (including six existing routes

and one planned route anticipated in Spring 2026), fleet size (fourteen vehicles per the latest Bus Fleet Inventory), service schedules, and operating characteristics. The project team can derive duty cycles with reasonable accuracy from GTFS data and will review route-level mileage and hours, which currently ranges from approximately 160 to 295 miles and 6.5 to 8.75 hours per day, respectively. Existing operational conditions will also be documented through a review of STA planning documents and other relevant reports. Data gaps may be addressed through relevant stakeholder engagement such as a virtual interview or electronic questionnaire.

All collected information will be compiled into a centralized inventory database in Microsoft Excel summarizing routes, service levels, fleet characteristics, facilities, and operating schedules. This database will establish the baseline conditions necessary to support ZEB scenario development and alternatives evaluation in subsequent tasks.

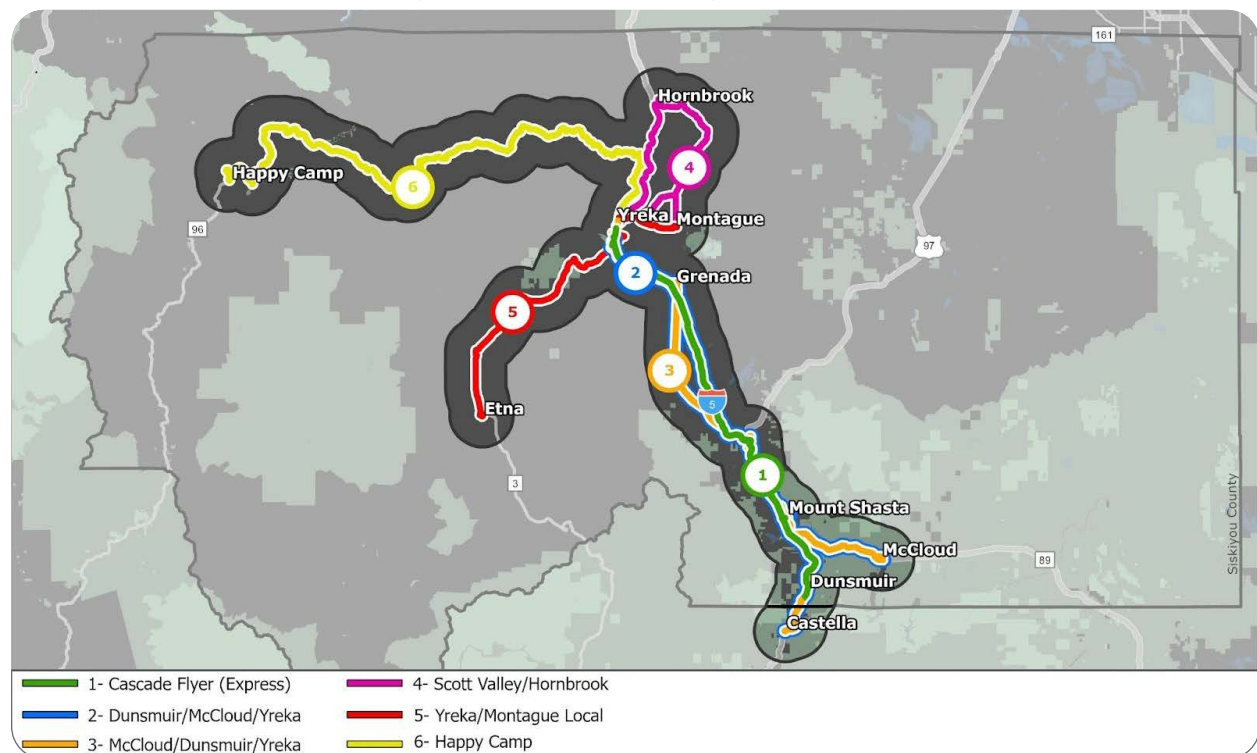
DKS will conduct one field visit with STA and key partners to assess facility conditions, electrical infrastructure, parking assignments, circulation patterns, and potential locations for charging or fueling infrastructure. The assessment will also review available as-built drawings and utility billing

data, where available, to better understand site energy capacity and constraints.

Given STA's rural and mountainous service area, the analysis will account for long-distance service patterns, extreme weather conditions, wildfire risk, and potential power reliability challenges. Key regional corridors (shown in Figure 2) including Interstate 5 and State Routes 89, 3, 263, and 96 will also be considered, as they serve as the primary transportation spine for the region and influence operating conditions.

Per the Siskiyou Transit and General Express (STAGE) Zero Emissions Bus Rollout Plan, the County anticipates purchasing 10 hydrogen fuel cell cutaway buses between 2029 and 2035 to replace five Gillig diesel buses, one Glaval diesel cutaway, and four gasoline cutaway buses. The Plan also identifies development of a hydrogen fuel station in Yreka as a potential supporting investment. STA has noted that these recommendations will continue to be reviewed, assessed and modified as needed based on availability of funding and resources. Through this project, DKS will build upon the existing Rollout Plan by evaluating zero-emission transition strategies across STAGE's full fleet and operating context to provide a feasibility-based framework for future fleet, infrastructure, and phasing decisions.

FIGURE 2. STAGE ROUTES (PREPARED BY DKS)



TASK 1.1. SUMMARIZE EXISTING CONDITIONS

DKS will prepare a concise Existing Conditions Memorandum supported by tables, maps, and graphics. The memorandum will summarize:

- Summary of **existing transit services** and operating patterns.
- Detailed **fleet inventory**, including vehicle type, model year, fuel type, average annual mileage, estimated fuel use, original purchase price, Federal Transit Administration (FTA) useful life, current odometer readings etc. for each transit vehicle.
- Overview of **existing facilities**, including the administrative facility located at 190 Greenhorn Road and the maintenance facility located at 279 Sharps Road in Yreka, CA, as well as other locations used for parking such as Siskiyou County Public Works yard in Happy Camp, CA, the City yard in Etna, CA, and a planned future parking location in Weed, CA). The assessment will incorporate available information on electricity usage, site electrical infrastructure, and grid conditions.
- Identification of **existing/planned charging or fueling infrastructure**, as well as gaps and constraints in the charging network.
- Summary of applicable **regulatory requirements**, policies, and plans relevant to zero-emission transit planning, including CARB and FTA regulations and funding considerations. The project team is actively engaged with California regulations and policies about zero emission vehicles, fuels, and funding and will provide regular updates throughout the project.

Documents reviewed may include the 2023 Transit Asset Management Plan, 2025 Coordinated Plan Update, Regional Transportation Plan, and Short-Range Transit Plan.

The Existing Conditions Memorandum will establish a clear understanding of current 'on-the-ground' conditions and establish priorities, opportunities, and constraints that will inform baseline ZEB scenario development and the identification of potentially suitable charging or fueling locations in the following tasks.

Task 1 Deliverables

Draft and Final Existing Conditions Memorandum:

- Baseline mapping and graphics
- Fleet, facilities, and service inventory database
- Findings from one field visit of up to four facilities
- Potential charging/fueling locations

TASK 2. STAKEHOLDER COORDINATION AND PUBLIC OUTREACH

The purpose of this task is to ensure transparent, ongoing communication and collaboration throughout development of the Zero Emissions Transit Strategy Plan, with meaningful engagement of key partners, stakeholders, and the public. Because transitioning to a zero-emission transit system requires close coordination with utilities, jurisdictions, emergency service providers, and the community, our approach combines comprehensive stakeholder coordination, targeted discussions, public meetings, and proactive planning to address energy and infrastructure needs essential to ZEB strategy development.

TASK 2.1. PUBLIC OUTREACH AND STRATEGIC GUIDANCE

DKS brings over 30 years of experience delivering publicly impactful projects using a streamlined and effective communication structure. Our team is committed to deploying a comprehensive engagement strategy that maximizes input while remaining mindful of budget constraints. At project initiation, DKS will work with STA to identify key stakeholders critical to zero-emission transit planning, including staff from nine incorporated cities in Siskiyou County, Siskiyou County, Pacific Power, Caltrans, the Karuk Tribe, the Quartz Valley Indian Reservation, and other relevant jurisdictions as appropriate. Additionally, if STA buses are part of the regional emergency evacuation plan, DKS will engage with the Office of Emergency Services.

The team will conduct two virtual combined stakeholder and public meetings at key milestones (early and near completion) to share information, gather input, and demonstrate how feedback informs the Plan. The stakeholder + public meetings will include clear presentation materials, be hosted on STA's preferred virtual platform, recorded for public access, and posted on the project website to ensure community input is incorporated into decision-making and final plan development.

TASK 2.2. ONE-ON-ONE MEETINGS

To supplement group discussions, DKS will conduct four to six one-on-one virtual meetings with key partners identified in coordination with STA. These may include Pacific Power, Siskiyou County, Office of Emergency Services, and other stakeholders recommended by STA. These focused conversations will allow for detailed discussion of technical considerations, including power availability, grid

capacity, emergency preparedness, funding coordination, and implementation constraints. Based on our previous experience working on similar plans, we anticipate the need for one-on-one coordination with Pacific Power to discuss power needs and capacity and key assumptions to inform alternatives development and evaluation.

TASK 2.3. PROJECT WEBSITE

DKS will set up a webpage on the website Social Pinpoint for outreach. Social Pinpoint is a sophisticated online website platform that offers multiple language options and can be accessed via mobile devices, making it accessible to residents across the county. DKS will develop content and graphic images for the project webpage. We recommend that the outreach landing page be linked from the STA website. The project webpage will serve as the primary public-facing information hub and will include:

- Project overview and schedule
- Meeting dates and materials
- Interim deliverables and updates
- Opportunities for public input



DKS developed the above fact sheet for the RABA ZEB Implementation Plan. DKS has extensive experience preparing concise, two- to three-page fact sheets that clearly summarize project findings and recommendations for use with the public, stakeholders, and Boards of Directors.

The webpage will be updated quarterly (up to four updates total) in coordination with STA staff to reflect project progress and upcoming engagement opportunities.

TASK 2.4. SOCIAL MEDIA BLASTS

For the two virtual stakeholder and public meetings (Task 2.1), DKS will prepare e-blast language and social media graphics to support STA's outreach efforts. These materials will be provided to STA for distribution through STA's social media platforms and partner agency channels to promote the meetings in advance. We assume STA will issue the announcements directly, and DKS will prepare the content and graphics for STA to share.

TASK 2.5. FACT SHEET

Toward the end of the project, DKS will prepare a concise, two to three-page fact sheet summarizing the Plan. The fact sheet will include a high-level overview of the project, recommended strategy pathway, key benefits, and cost considerations, and will serve as a quick-reference resource for stakeholders and decision-makers.

TASK 2.6. STAKEHOLDER COORDINATION AND PUBLIC OUTREACH SUMMARY

DKS will prepare a Stakeholder Coordination and Public Outreach Summary memorandum documenting engagement activities conducted under this task. The memorandum will summarize stakeholder and public meetings, one-on-one meetings, and online input, highlight key themes and takeaways, and describe how feedback informed the final strategy. This summary will be included in the Plan and all 'raw' input will be amalgamated in the final Plan.

Task 2 Deliverables

- Two virtual stakeholder + public meetings, including recorded videos on project website, presentation, and notes.
- Four to Six virtual one-on-one meetings, including meeting agendas and notes.
- Project Website Development, including up to four quarterly project updates.
- Social Media blast materials for two virtual stakeholder and public meetings.
- Fact Sheet.
- Stakeholder Coordination and Public Outreach summary memorandum.

TASK 3. ZERO EMISSION TECHNOLOGY AND MARKET EVALUATION

DKS will evaluate ZEB technologies that are viable for STAGE's operating environment, service characteristics, and long-term regulatory requirements. The evaluation will focus on BEBs and FCEBs, identifying the advantages, limitations, risks, and operational considerations of each technology as applied to Siskiyou County's rural geography, climate, route lengths, and service patterns. DKS has completed technology evaluations on dozens of electromobility projects, with multiple applicable work examples for rural and other agencies in California in the last couple of years.

We propose dividing this task into two subtasks: one assessing BEB and charging technology options, and one evaluating FCEB platforms and associated refueling options (including market and supply trends). The task deliverable will present findings from both subtasks and clearly identify the advantages, risks, limitations, and operational factors for each technology in the context of STAGE's operating characteristics and geography.

TASK 3.1. IDENTIFICATION AND EVALUATION OF POTENTIAL BEB AND CHARGING TECHNOLOGY OPTIONS

DKS will assess the availability of suitable BEB models, with particular attention to duty cycles, daily mileage, elevation changes, weather impacts, and layover opportunities. Based on our extensive involvement in transit electrification planning, DKS curates and continuously updates a database of currently available and anticipated BEB models, which includes detailed attributes such as manufacturer, model, vehicle length, passenger capacity, battery size, range, charging rates, Altoona testing status, and HVIP funding eligibility. This allows us to match vehicle capabilities directly to STAGE's operational needs, rather than relying on generic assumptions. The findings will determine where BEBs are a strong fit for STAGE operations and identify risks, limitations, or operational constraints that should be addressed through vehicle selection or infrastructure planning.

Vehicles and charging/refueling equipment must go hand in hand. Along with our review of BEB models, DKS will document the current state of bus charging technology and highlight relevant options for STA's reference. This will also inform DKS's evaluation of STAGE's vehicle charging needs and suitable charging product types and configurations in Task 5. DKS has a wide-ranging network to charging infrastructure manufacturers and will retrieve the latest product information wherever necessary to inform options available to STA.

TASK 3.2. IDENTIFICATION AND EVALUATION OF POTENTIAL FCEB AND HYDROGEN REFUELING OPTIONS

DKS, Kittelson, and MGL will collaborate to evaluate hydrogen fuel cell electric buses, particularly for routes or service patterns that may exceed the practical range or charging flexibility of BEBs. The evaluation will focus on currently available and anticipated FCEB platforms and the implications of hydrogen fueling infrastructure at STAGE facilities. Hydrogen as a potential fuel source will particularly be explored for blocks within STA's transit system for which it has the potential to complement BEB-based operations.

Kittelson staff have extensive experience with the status of hydrogen fueling and the outlook for near- and long-term hydrogen production. Specifically, their strengths in this area will be used to STA's advantage to address the opportunities for Siskiyou County businesses to produce hydrogen in conjunction with other hydrogen initiatives in California and Southern Oregon. Kittelson will also identify actions for local agencies to encourage third-party development of hydrogen stations that could provide fuel for STA buses and other heavy-duty vehicles.

Task 3 Deliverable

- ZEB and Charging/Refueling Technology and Market Evaluation Memo

TASK 4. OPERATIONAL AND ROUTE ENERGY ANALYSIS

The goal of this task is to evaluate how to implement an emissions-free transit fleet by evaluating routes to identify the viability of BEBs and FCEBs for STAGE's daily operations.



Under this proposed task, DKS and MGL will evaluate STAGE's existing transit operations using MGL's purpose-built platform EVopt for zero-emission fleet modeling and operations. EVopt enables detailed, physics-based simulation of vehicle energy use at the block and route level, incorporating real-world conditions rather than relying on manufacturer-reported ranges or generalized assumptions.

DKS proposes this task in addition to the task breakdown identified in the RFP to ensure STAGE's operations and route-level energy demands are carefully assessed before making recommendations on required on-route or depot ZEB infrastructure. This approach aligns with best practices of zero-emission transit studies for both large and small agencies. Including this step will maximize cost efficiency and minimize operational implications associated with STAGE's transition to ZEBs.

Specifically, DKS and MGL will evaluate the following:

- **Operational Data Integration:** EVopt will incorporate STAGE's service schedules (from GTFS feed or equivalent), vehicle assignments, route geometry (often 200+ mi/day), stop frequency, layover times, and elevation profiles to develop an accurate operational baseline. In addition to fixed routes, EVopt can assess variable offerings such as STAGE's Route Deviation service by processing vehicle telematics data (if available) or qualitative information on frequency and nature of custom routes.
- **Route And Block Energy Modeling:** Each route will be simulated to estimate energy consumption under realistic conditions, accounting for factors such as terrain, speed profiles, passenger loading, climate impacts, and auxiliary loads.
- **Alternatives Development:** Multiple transition alternatives that vary in the balance between BEBs and FCEBs will be developed. Each alternative will be assessed on cost, infrastructure needs, operational feasibility, and technology risk.
- **ZEB Technology Fit Assessment:** Modeling

results will be used to evaluate the suitability of battery electric and fuel cell electric buses for each route, including identification of minimum battery sizes and on-route and depot refueling or charging needs. Results will be cross-referenced with commercially available and anticipated ZEB models to identify vehicle options that best align with STAGE's operational requirements, fleet mix, and replacement strategy.

- **Infrastructure Implications:** Findings will inform whether routes can be reliably served with overnight depot charging alone or whether supplemental on-route charging should be considered in Task 5.

This task provides a critical analytical bridge between understanding current operations and making infrastructure and fleet investment decisions. By quantifying energy needs at the route and block level, STA will gain confidence that vehicles and infrastructure recommended in subsequent tasks are appropriately sized, operationally feasible, and cost-effective. This reduces the risk of overbuilding infrastructure, procuring vehicles with insufficient range, or introducing avoidable operational constraints.

The technical analysis will be curated into a presentation to the project's Steering Committee to ensure transparency to STA on process and results and allow for input from operational staff.

Task 4 Deliverable

- Presentation to STA Steering Committee on Alternatives Development and Analysis Findings



DKS's alternatives development for RABA's ZEB Implementation Plan evaluated four transition scenarios ranging from 100% battery-electric buses to 100% fuel cell electric buses scenarios with two hybrid scenarios combining both technologies. This scenario-based approach enabled a clear comparison of infrastructure requirements, cost implications, facility upgrades, and operational considerations supporting selection of the transit fleet strategy best aligned with the agency's needs and constraints.

TASK 5. INFRASTRUCTURE NEEDS AND COST ANALYSIS

The purpose of this task is to identify the charging and refueling infrastructure required to support STA's transition to ZEBs in a reliable, cost-effective, and operationally practical manner. Building on the results of the analysis in Task 4 and the documentation of available charging/refueling technology prepared in Task 3, DKS will translate route- and block-level energy requirements into clear infrastructure needs at STA facilities. Our process ensures that infrastructure recommendations are directly aligned with actual operating conditions and fleet requirements.

This task emphasizes a right-sized, phased approach to infrastructure planning that minimizes unnecessary capital investment while preserving operational flexibility as zero-emission technologies and service patterns evolve. This provides STA with a clear understanding of what infrastructure is needed, where it is needed, and how much it will cost to install and operate.

TASK 5.1. INFRASTRUCTURE NEEDS ASSESSMENT

In this subtask, DKS will achieve two goals: (1) Determine the charging and refueling infrastructure required to support anticipated BEB and FCEB deployments; and (2) assess STA's facilities to understand the most cost-effective ways to install this infrastructure. The analysis will consider both depot-based solutions for BEB charging and FCEB fueling as well as on-route BEB charging while maximizing reliability for a small transit agency.

Facilities to be assessed for potential charging/refueling infrastructure installations may include:

- **Siskiyou County Service Yard** (279 Sharps Road, Yreka). This may also include the land parcel next to the yard previously considered by STA for a potential hydrogen fueling station (based on the ICT ZEB Rollout Plan).
- **STA Transit Center and Administrative Offices** (190 Greenhorn Road, Yreka).
- **Siskiyou County Yard** (64738 Airport Rd, Happy Camp).
- **City of Etna Yard** (Howell Ave, Etna)
- Potentially City of Weed Yard and/or other locations relevant to transit operations as identified by STA and the project team.

Key elements of the assessment include:

- **Electric Charging Requirements:** Identification of BEB charger quantities, types, and power levels needed to support STA's fleet under

expected operating scenarios, informed by modeled charging windows, vehicle energy needs, and adequate spare ratio considerations.

- **Hydrogen Refueling Requirements:** Evaluation of hydrogen fueling requirements for potential FCEB deployments, including daily fuel demand, refueling rates, and operational implications at STA facilities.
- **Facility Upgrade Needs:** Comprehensive review of existing facility layouts to identify optimal locations for chargers, electrical equipment, and hydrogen fueling components, with attention to operational circulation, safety, and future expansion. Documentation to STA will include 30% conceptual design plans for each site with proposed infrastructure installations.
- **Phasing Strategies:** Identification of infrastructure investments that should be staged over time to align with transit fleet replacement schedule, utility upgrade timelines, funding availability, and technology maturity. Also see textbox below.
- **Utility Coordination:** Identification of electrical service upgrades and coordination needs with Pacific Power to support phased infrastructure deployment. DKS has worked with many large and small electric utilities across California, Oregon, and other states for purposes of coordinating service upgrades to support EV and ZEB fleets. Building on STA's preliminary discussions with Pacific Power, conceptual electrical designs to be developed as part of this project will be informed by realistic utility assumptions and will identify required distribution or service upgrades, enabling STA and Pacific Power to proactively plan for power availability and reduce implementation risk.

TYPICAL INFRASTRUCTURE INSTALLATION PHASING FOR ZEB DEPLOYMENT

A phased approach provides flexibility, supports grant competitiveness, and allows the agency to align infrastructure investments with funding availability and fleet procurement timelines.

The first phase will typically prioritize use of existing electrical infrastructure, allowing the agency to install initial charging/refueling equipment with minimal utility and facility upgrades.

Subsequent phases will identify required electrical upgrades to support long-term zero-emission transition.

TASK 5.2. COST ANALYSIS

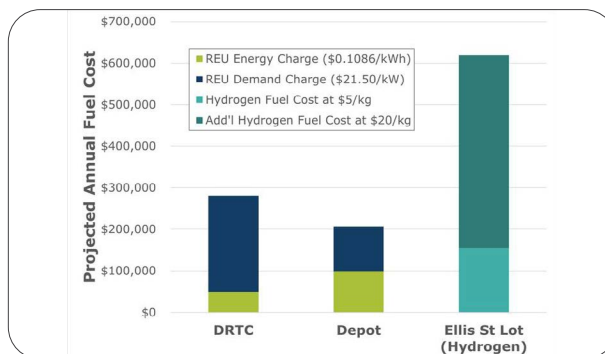
DKS will prepare planning-level cost estimates for recommended charging and refueling infrastructure, clearly and transparently documented by cost category. Cost estimates will be developed to support strategic decision-making and funding discussions. Analysis will include:

- **Capital Expenditure (CAPEX):** Planning-level cost estimates for BEB charging equipment, materials/electrical equipment, civil/landscaping work, utility upgrades, permitting, and other supporting cost categories. For hydrogen fueling systems, the analysis will include a comparison of hydrogen supply options ranging from permanently-installed hydrogen refueling stations to mobile trailer-based solutions with weekly or monthly supply arrangements.
- **Operational Expenditure (OPEX):** Comprehensive analysis and documentation of anticipated fuel costs (electricity and/or hydrogen) based on local electric rate plans (Pacific Power) and expected hydrogen supply cost. A particular strength of DKS's OPEX estimating process and added value to STA is sensitivity testing of various supply scenarios and their impact on resulting annual fuel costs (see graphic above).

The result of Task 5 will be a defensible framework for infrastructure planning that supports grant applications, utility coordination, and future implementation. Proposed solutions will also maintain an appropriate amount of flexibility as zero-emission technologies continue to evolve.

OPTIONAL TASK 5.3. PREPARATION OF 60% DESIGN PLANS FOR INFRASTRUCTURE INSTALLATIONS

Under this optional task, DKS will develop implementation-focused 60% design plans for sites with proposed ZEB infrastructure, based on the recommendations identified in the previous task. These plans will build on the conceptual layout plans prepared in Task 5.1 and illustrate a phased approach to infrastructure installation.



DKS's cost evaluation for RABA's ZEB Implementation Plan is grounded in the local electric utility's rate plans and the range of plausible hydrogen fuel supply costs. This has proven helpful in communicating financial benefits and risks of different fuel types (BEBs and FCEBs) to the agency's decision-makers and Board.

Task 5 Deliverables

- Facility Infrastructure Needs and Cost Estimates Memo
- Optional: 60% design plans for up to two sites

			① 100% Electric	② ~25% H ₂ Fixed Routes, Rest Electric	③ ~50% H ₂ Fixed Routes, Rest Electric	④ 100% H ₂ Fixed Routes, Rest Electric
BEBs/ Charging	DRTC	Infrastructure	• 6x 300 kW inductive or overhead gantry chargers	• 6x 300 kW inductive or overhead gantry chargers	• 4x 300 kW inductive or overhead gantry chargers	—
	Depot	Infrastructure	• 12x 50 kW DC ports • 1x dual-port DCFC (150 kW per port)	• 10x 50 kW DC ports • 1x dual-port DCFC (150 kW per port)	• 8x 50 kW DC ports • 1x dual-port DCFC (150 kW per port)	—
	Subtotal	CAPEX	\$6.3M	\$4.4M	\$4.2M	—
	BEBs	CAPEX	\$9.0M	\$7.5M	\$6.0M	—
	Total	CAPEX	\$15.3M	\$11.9M	\$10.2M	—
FCEBs/ Hydrogen		OPEX	\$870k/year	\$620k/year	\$540k/year	—
	Parcel next to depot	Infrastructure	—	Weekly H ₂ trailer delivery	Weekly H ₂ trailer delivery	Weekly H ₂ trailer delivery
		CAPEX	—	—	—	—
	FCEBs	CAPEX	—	\$1.8M	\$3.6M	\$10.8M
	Total	OPEX	—	\$130k-\$520k/year	\$260k-\$1.04M/year	\$570k-\$2.29M
Total		CAPEX	\$15.3M	\$13.7M	\$13.8M	\$10.8M
		OPEX	\$870k/year	\$0.75-\$1.14M/year	\$0.80M-\$1.58M/year	\$0.58M-\$2.30M/year

This table compares capital and operating costs across multiple zero-emission fleet transition scenarios developed by DKS for the RABA ZEB Implementation Plan. By presenting vehicle and infrastructure CAPEX alongside annual OPEX in a side-by-side format, DKS helped RABA understand trade-offs between BEB and FCEB options and highlight key cost drivers to support informed decision-making.

TASK 6. FACILITY AND MAINTENANCE REQUIREMENTS

Task 6 advances STA's Zero Emission Transit Strategy Plan by defining facility, maintenance, safety, and resiliency requirements necessary to support ZEB deployment. This will ensure facility upgrades, code compliance, and specialized equipment needs for maintenance are clearly identified, costed, and aligned with STA's operational and long-term implementation strategy.

TASK 6.1. SAFETY AND CODE REQUIREMENTS, SPECIALIZED EQUIPMENT NEEDS, AND SPACE AND BUILDING UPGRADES

The project team will prepare a short memorandum summarizing current safety codes that apply to hydrogen, lithium-ion batteries, and DC Fast Charging and those that are in development. The team will also identify safety training related to Lithium-ion battery fire response that is available to fire departments and fleet staff, and best practices and lessons learned from recent transit and school bus fire incidents.

Kittelson will lead the documentation of best practices for maintenance of ZEBs, including charging and hydrogen fueling stations, and identify specialized equipment, space requirements, and building

upgrades needed to safely store and service ZEBs and charging/hydrogen infrastructure. Facilities evaluated will include all sites identified and assessed in Task 5.

OPTIONAL TASK 6.2. FACILITY BACK-UP POWER AND RESILIENCY OPTIONS

As part of this optional task, DKS would assess needs and considerations to support the resiliency of STAGE's future zero-emission operations. This analysis would outline options through which STA can prepare for potential power outages, power shutoffs, or hydrogen supply disruptions. DKS will perform a comprehensive review of available back-up power technology options and an assessment of the hydrogen market's volatility. Potential technologies to be assessed may include back-up generators, solar, battery energy storage systems, stationary hydrogen fuel cells, integrated microgrids, and others as identified by the project team and STA.

Task 6 Deliverables

- Facility and Maintenance Requirements Memo
- Optional: Section on facility back-up power and resiliency options in Facility Infrastructure Needs and Cost Estimates Memo (Task 5)

THE VALUE OF GOING BEYOND CONCEPTUAL LAYOUT PLANS

DKS prepared implementation-focused 60% design plans for the City of San José that clearly communicated the proposed approach for deploying public EV charging infrastructure and demonstrated the City's commitment to project delivery. These conceptual plans were used to support the City in securing \$12 million of funding through the Federal Highway Administration's Charging and Fueling Infrastructure (CFI) Program for the deployment of public EV charging infrastructure as part of a regional project.

DKS also routinely provides full design services, including preparation of 100% design plans, specifications, and estimates (PS&E) that are bid-ready. This level of design typically occurs later in the implementation phase of a project. As such, DKS has not proposed a full design task as part of this scope but can provide these services in a future phase for STA as needed.

TASK 7. WORKFORCE TRAINING AND STAFFING IMPACTS

In collaboration with STA and its training staff, the project team will identify potential gaps in existing training programs about batteries, fuel cells, electricity, and charging stations and recommend resources to close those gaps, including the cost of training and education. The team will also recommend a training plan for drivers and support staff including operations and maintenance staff so they are familiar with and comfortable driving ZEBs.

We will provide guidance on checklists, resources, examples, and worksheets that cover:

- **Training:** Initial and ongoing training for technicians and drivers, and first responders.
- **Commissioning:** Turning on and testing the ZEBs and fueling infrastructure.
- **Operations:** Procedures for charging, data collection, power outages, and resolving problems.
- **Communications:** Interacting with the public and stakeholders.

Task 7 Deliverables

- Section on Workforce Training and Staffing Impacts in Facility and Maintenance Requirements Memo

TASK 8. FINANCIAL AND IMPLEMENTATION CONSIDERATIONS

Task 8 will synthesize the infrastructure and operational findings into a clear financial and implementation framework to support STA's decision-making. This task will provide a comparative total cost of ownership (TCO) assessment, identify viable funding and financing pathways, and outline phased short-, mid-, and long-term actions to guide STA's transition to ZEBs.

TASK 8.1. LIFECYCLE COST ANALYSIS

Building on the analyses in Tasks 4 and 5, DKS will develop a cost analysis comparing baseline operating costs with projected ZEB costs for the evaluated alternatives. The analysis will consider both capital and operating cost components, including vehicle procurement, charging or fueling infrastructure, utility

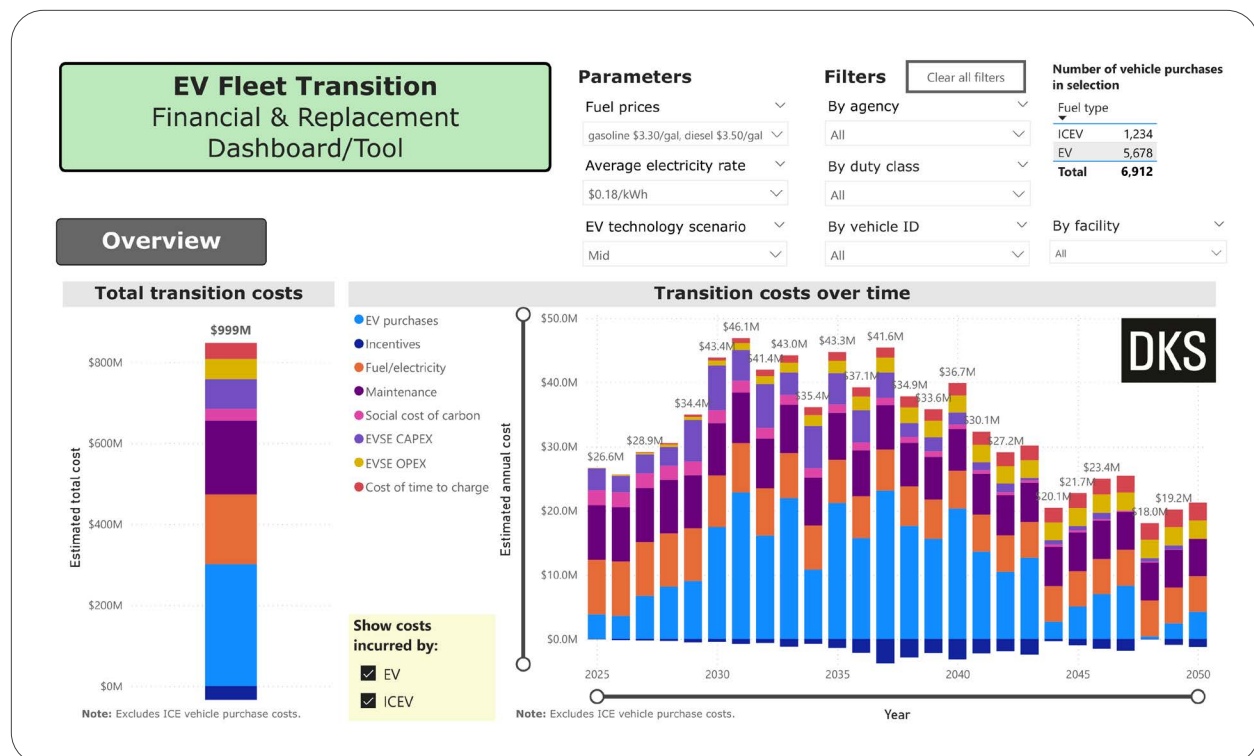
upgrades, energy consumption, maintenance, and labor. DKS will prepare a TCO assessment to illustrate lifecycle costs for conventional and ZEB fleets. The TCO analysis will be completed using DKS's in-house TCO tool and will present costs over an appropriate planning horizon.

TASK 8.2. FUNDING AND GRANT OPPORTUNITIES

The DKS team carefully follows funding and financing opportunities and will bring relevant opportunities to the STA team throughout the project. Additionally, Kittelson models financing options that include self-funding, debt funding (such as bonds, loan, power purchase agreements), and investor funding. The project team will identify grants, incentives, and revenue sources, like selling Low Carbon Fuel Standard credits and other applicable programs.

TASK 8.3. SHORT-, MID-, LONG-TERM ACTIONS FOR IMPLEMENTATION

Building on the financial analysis and funding review, the project team will develop a high-level implementation roadmap outlining short-, medium-, and long-term actions for transitioning to BEBs and/



DKS has developed tools to estimate and clearly visualize financial risk and implications of transitioning vehicle fleets to zero emissions, and to compare available fuel type options (BEBs and FCEBs) with a no-transition alternative. Visuals and cost metrics to be considered under the lifecycle cost analysis in Task 8 will be discussed with STA staff.

or FCEBs, aligned with operational feasibility, funding availability, and fleet replacement cycle.

Critically, this will include vehicle replacement timeline and a charging/refueling infrastructure buildout schedule. These will specifically be informed by findings and recommendations developed in the infrastructure analysis from Task 5. Additionally, implementation recommendations will include guidelines for adequate workforce training and funding/financing mechanisms to support the ZEB transition.

Task 8 Deliverables

- Financial and Implementation Considerations Memo

TASK 9. NO-TRANSITION (BASELINE) ALTERNATIVE ANALYSIS

This task evaluates a no-transition (baseline) scenario in which STA does not convert its fleet to zero-emission buses if battery-electric or hydrogen fuel cell technologies are found to be infeasible for certain applications. The analysis establishes a reference point to compare zero-emission alternatives and assesses the operational, financial, and regulatory implications of maintaining or replacing the existing fleet with conventional vehicles. The team will clearly outline the risks, costs, constraints, and trade-offs of this approach in the context of state and federal requirements.

Findings will be compared with BEB and FCEB scenarios to support transparent, defensible, and informed decision-making in the final Zero-Emissions Transition Strategy Plan.

Task 9 Deliverables

- A No-Transition (Baseline) alternative will be included for comparison with the other alternatives and documented in the Facility Infrastructure Needs and Cost Estimates Memo

TASK 10. REPORTING AND PRESENTATION

Task 10 will consolidate all technical analyses and recommendations into a comprehensive Zero Emissions Transit Strategy Plan and communicate

findings to decision-makers. This task ensures that STA receives a clear, Board-ready final plan, supported by graphics, comparative analyses, and a focused in-person presentation.

TASK 10.1. DRAFT AND FINAL STA ZERO EMISSIONS TRANSITION STRATEGY PLAN

The project team will compile deliverables from Tasks 1–9 into a draft Zero Emissions Transition Strategy Plan, presenting technical findings through clear infographics, charts, and figures to the greatest extent possible. The draft will be submitted to STA, the Steering Committee, and other stakeholders for review, and the team will incorporate consolidated comments from reviewers to prepare the final Plan.

TASK 10.2. PRESENTATION TO BOARD

At an in-person public meeting, DKS will present the final Zero Emissions Transition Strategy Plan to STA's Board. For this purpose, DKS will prepare a PowerPoint presentation highlighting key decision points, rationale, and recommendations. Consistent with the project's overall objectives, the presentation will focus on technical, operational, and financial feasibility of transitioning STA's operations to zero emissions, and which infrastructure upgrades are most sensible to support this transition. DKS has recently presented multiple similar plans to transit agency Boards and other elected officials and will closely work with STA staff to cater the presentation to Board members to maximize understanding and clarity.

OPTIONAL TASK 10.3. ADA-ACCESSIBLE VERSION OF FINAL PLAN

As an optional task, DKS can prepare an ADA-accessible version of the final Zero Emissions Transition Strategy Plan to support transparency and broader public accessibility. This task will ensure the document complies with applicable accessibility standards including proper document structure, accessible tables and figures, alternative text for graphics, and readable color contrast.

Task 10 Deliverables

- Draft STA Zero Emissions Transit Strategy Plan
- Final STA Zero Emissions Transit Strategy Plan
- Present at Board Meeting in person
- Optional: ADA Accessible version of Final Plan

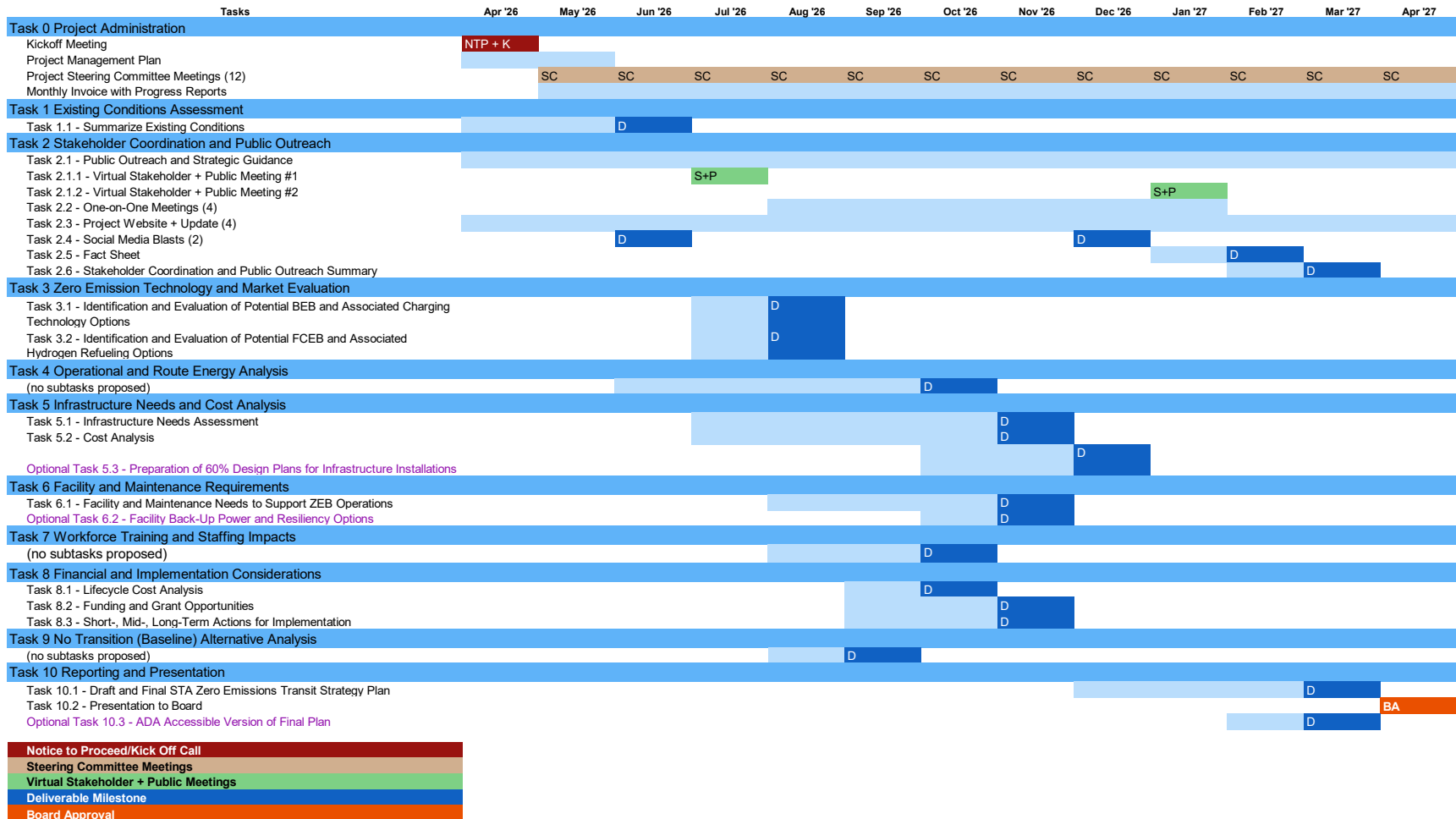


TAB 5

PRELIMINARY SCHEDULE

PRELIMINARY SCHEDULE

The draft project schedule below outlines the anticipated sequencing and duration of tasks for the Zero Emissions Transit Strategy Plan. The project is expected to be completed within 12 months from Notice to Proceed (NTP), with major milestones structured to support timely decision-making and coordination with STA and key stakeholders. The schedule reflects a logical progression from existing conditions assessment through alternatives development, cost analysis, and final plan adoption, while allowing flexibility for stakeholder engagement and review periods.





TAB 6

ADDITIONAL INFORMATION

DKS'S FLEET TRANSITION DECISION-SUPPORT PLATFORM

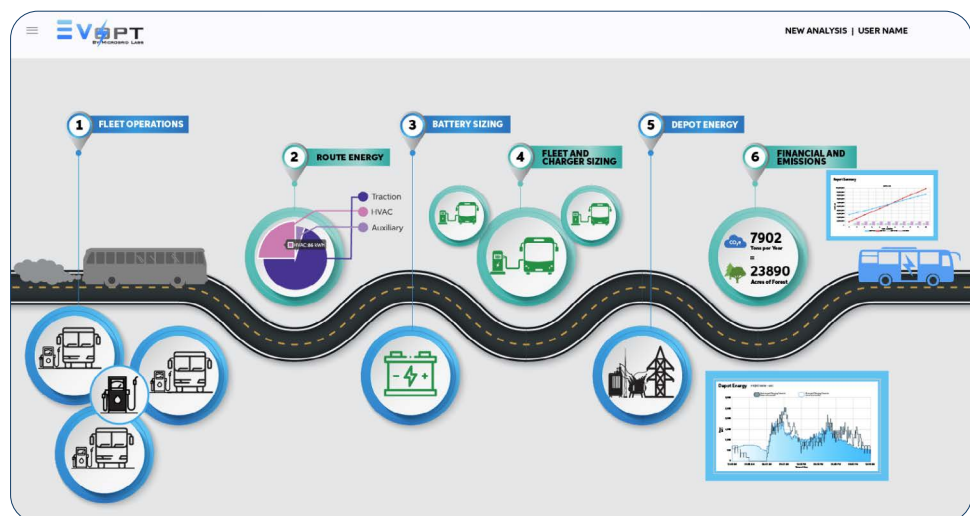


To support data-driven decisions, DKS has developed a suite of analytical tools that enable fleet energy demand analysis, charging strategy cost comparisons, implementation phasing, and dashboard-reporting for agency staff (see example views below). This toolset has been used to accelerate project scoping, improve utility coordination, and produce defensible recommendations for ZEV/ZEB deployments in dozens of jurisdictions, including Oakland, San José, as well as Yolo and Humboldt County.



EVopt™ is a cloud-based modeling platform developed by MGL and designed to support ZEB transition planning. The tool simulates vehicle operations, charging needs, and infrastructure requirements based on bus routes and schedules. Key capabilities of EVopt™ include:

- Models route-level energy demand, range, and charging profiles.
- Optimizes charger sizing placement across depots and on-route sites.
- Evaluates multiple technology and fueling scenarios (BEB and FCEB).
- Estimates total cost of ownership, infrastructure phasing, and grid impacts.





TAB 7

REQUIRED FORMS

**Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2025-004
Zero Emissions Transit Strategy Plan**

FORM 1 - Forms Checklist

Submit the following items at the time of proposal submission:

- ✓ Form 1 – Forms Checklist
- ✓ Form 2 – Acknowledgement of Addenda
- ✓ Form 3 – Current Client References
- ✓ Form 4 – Equal Employment Opportunity Certification
- ✓ Form 5 – Non-Collusion Affidavit
- ✓ Form 6 - Public Contract Code Certifications
- ✓ Form 7 – Proposer's Information Request Form

CONFIDENTIAL FORMS – Submitted separately in sealed envelope.

- ✓ Confidential Form A – Cost Proposal Form

**Siskiyou Transportation Agency
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FORM 2 - Acknowledgement of Addenda

The following form shall be completed and included in the proposal package.

Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Offer.

The undersigned Proposer acknowledges receipt of the following addendum to the documents:

Addendum No. Questions & Answer Summary	Date: 1/28/2026
Addendum No.	Date:
Addendum No.	Date:
Addendum No.	Date:

Richard Hutchinson

Signature of Proposer's Authorized Official

Richard Hutchinson, Contracting Officer

Name and Title of Proposer's Authorized Official

DKS Associates

Company Name

2/13/2026

Date

**Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2025-004
Zero Emissions Transit Strategy Plan**

FORM 3 - Client References

Proposer's Name: DKS Associates

Please list a minimum of three professional references with knowledge of the proposer's experience with providing similar services identified in the RFP.

Reference 1

Agency/Company Name: Redding Area Bus Authority	
Address:	3333 South Market Street Redding, CA 96001
Contact Person:	John Andoh
Contact Email Address:	JAndoh@RABARide.com
Contact Phone Number:	530.245.7116
Length of Contract (In Years):	1 year
Description of Services Provided:	
DKS led development of RABA's Zero-Emission Bus Implementation Plan to guide a transition to 100% ZEBs by 2040. The plan combined route-by-route operational modeling, depot and on-route charging scenario analysis, BEB vs. FCEB technology feasibility, detailed electrical load and power requirement assessments, workforce and maintenance implications, and total cost of ownership (TCO) estimates. Our charging optimization and implementation phasing reduced projected infrastructure impacts while providing a clear, CARB-compliant roadmap for depot upgrades, charging strategies, and ZEB procurement phasing for the agency. MGL provided modeling and analysis to define route energy requirements, develop charging strategy, calculate battery-electric vehicle needs, charging infrastructure sizing for depot and on-route charging, peak power demand and daily energy load profiles, and total cost of ownership for RABA's transit and paratransit services. Kittelsohn supported DKS with subject matter expertise in FCEBs and hydrogen refueling technology. Their knowledge of the hydrogen fuel supply market contributed to overall project success and implementability of the provided recommendations to RABA.	

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Reference 2

Agency/Company Name: King County Metro Transit Department	
Address:	King Street Center 201 S Jackson Street Room 412 Seattle, WA 98104
Contact Person:	Lisa Shafer, KC Metro Capital Planning
Contact Email Address:	Lisa.Shafer@KingCounty.gov
Contact Phone Number:	206.477.5824
Length of Contract (In Years):	2+ years (ongoing)
Description of Services Provided:	
DKS Associates has provided comprehensive electrification planning and implementation support to King County Metro across multiple projects: DKS developed a strategic roadmap for transitioning Metro's non-bus fleets (including light-, medium-, and heavy-duty non-revenue vehicles (NRVs), ACCESS paratransit, and the nation's largest publicly operated rideshare fleet) to electric vehicles, including evaluation of 23 Park-and-Ride facilities for commuter and vanpool charging using equity- and data-driven criteria. In parallel, DKS supported the King County Metro Transit System Electrification Plan for the conversion of more than 2,200 buses to battery-electric technology, conducting fleet operational analysis, energy and load modeling, charger siting and quantity optimization, depot and on-route charging strategy evaluation, and technical oversight, along with environmental (NEPA) and permitting support. DKS is currently leading the South Campus Strategic NRV Charging Plan, a campus-wide effort to model fleet energy demand, assess facility electrical capacity, and develop phased charging infrastructure concepts, cost estimates, and implementation strategies across multiple NRV operations and maintenance sites. Collectively, this work demonstrates DKS' expertise in fleet transition planning, infrastructure and electrical capacity assessment, operational modeling, stakeholder coordination, and development of actionable, phased implementation roadmaps to support Metro's transition to zero-emission operations.	

**Siskiyou Transportation Agency
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Reference 3

Agency/Company Name: Jackson County	
Address:	10 South Oakdale Ave Medford, Oregon 97501
Contact Person:	Steve Lambert
Contact Email Address:	Lambersm@JacksonCounty.org
Contact Phone Number:	541.774.6228
Length of Contract (In Years):	1+ years (ongoing)
Description of Services Provided:	
Jackson County has a fleet of 500 light-, medium-, and heavy-duty vehicles that will transition to electric vehicles over the next 20 years. Kittelson is helping the County's Motor Pool division prepare for EVs by: • Conducting an in-depth analysis of the current Motor Pool fleet and creating a phased EV replacement plan. • Creating a near- and long-term annual procurement plan to meet the County's operational needs and comply with Oregon regulations. • Estimating the cost of operation and maintenance of EVs. • Developing an infrastructure plan for charging fleet EVs. • Developing a funding and financing strategy, including grants and incentives. • Identifying processes and policies that can support vehicle electrification.	

**Siskiyou Transportation Agency
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FORM 4 – Equal Employment Opportunity Certification

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The PROPOSER DKS Associates,
and proposed subcontractor Kittelson & Associates, Inc. and Microgrid Labs, Inc.,
hereby

certifies that they provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Richard Hutchinson

Signature of Proposer's Authorized Official

Richard Hutchinson, Contracting Officer
Name and Title of Proposer's Authorized Official

2/13/2026
Date

**Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2025-004
Zero Emissions Transit Strategy Plan**

FORM 5 – Non-Collusion Affidavit

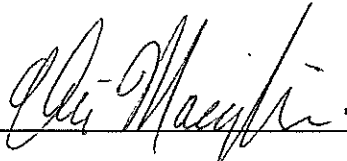
(California Public Contract Code, Section 7106)

TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL

State of California

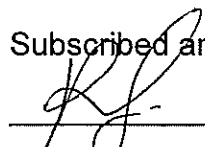
County of Multnomah County, Oregon, being first duly sworn, deposes and says that
he/she is President & CEO of
DKS Associates

_____, the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his/her or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

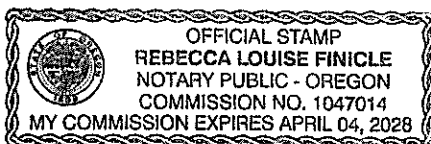
By Chris Maciejewski 

☒ personally known to me OR ☐ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed this instrument.

Subscribed and sworn to before me on February 13, 2026.

 in Multnomah County, OR.

Notary Public



**Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2025-004
Zero Emissions Transit Strategy Plan**

FORM 6 – Public Contract Code

Public Contract Code Section 10285.1 Statement

In conformance with Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), the proposer hereby declares under penalty of perjury under the laws of the State of California that the proposer has _____, has not X been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or Federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University. The term "proposer" is understood to include any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in Section 10285.1.

Note: The proposer must place a check mark after "has" or "has not" in one of the blank spaces provided. The above Statement is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement. Proposers are cautioned that making a false certification may subject the certifier to criminal prosecution.

Public Contract Code Section 10162 Questionnaire

In conformance with Public Contract Code Section 10162, the Proposer shall complete, under penalty of perjury, the following questionnaire:

Has the proposer, any officer of the proposer, or any employee of the proposer who has a proprietary interest in the proposer, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes _____ No X

If the answer is yes, explain the circumstances in the following space.

Public Contract Code 10232 Statement

In conformance with Public Contract Code Section 10232, the Contractor hereby states under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two-year period because of the Contractor's failure to comply

**Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2025-004
Zero Emissions Transit Strategy Plan**

with an order of a federal court which orders the Contractor to comply with an order of the National Labor Relations Board.

Note: The above Statement and Questionnaire are part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement and Questionnaire.

Proposers are cautioned that making a false certification may subject the certifier to criminal prosecution.

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the foregoing questionnaire and statements of Public Contract Code Sections 10162, 10232, and 10285.1 are true and correct.

Richard Hutchinson

Signature of Proposer's Authorized Official	Date

Richard Hutchinson, Contracting Officer
Name and Title of Proposer's Authorized Official

Business Address:	
	1050 SW 6th Avenue, Suite 600
	Portland, OR 97204

Place of Residence:	
	Seattle, WA

**Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2025-004
Zero Emissions Transit Strategy Plan**

**FORM 7 – Proposer's Information Request Form
PROPOSER'S INFORMATION REQUEST FORM**

Name of Project/Proposal	Proposer Business Name and Address	Date:
RFP#2025-004 Zero Emissions Transit Strategy Plan	DKS Associates 1050 SW 6th Avenue, Suite 600 Portland, OR 97204	2/13/2026
Name of Person Submitting Proposal	Signature of Proposer	Contact Phone Number
Richard Hutchinson	<i>Richard Hutchinson</i>	916.606.4405
Contact Person	Contact Email	
Jim Damkowitch, Principal-in-Charge	Jim.Damkowitch@DKSAssociates.com	

Important: 1) Identify all DBE firms being utilized on project. 2) List names of all DBE subcontractors and their respective items of work. 3) Attach a copy of the proof of DBE certification for each DBE subcontractor listed on this form.

					Disadvantaged Business Enterprise Participation		Small Business Enterprise		
List Business Firm: Name, Address and Contact Person (if not the same as above)	Phone Number	Email Address	Item of Work, Service or Materials Supplied	NAICS Code (if known)*	Certified DBE (Y/N)	DBE Certification #	Certified SBE (Y/N)	SBE Certification #	Percentage of Contract Participation
A. Prime Contractor:									
DKS Associates	217.904.9164	Bincy.Koshy@DKSAssociates.com	Prime consultant for Zero Emissions Transit Strategy Plan	541330	N	N/A	N	N/A	63%
B. Prime Contractor:									
Kittelson & Associates, Inc.	916.822.5361	CWhite@Kittelson.com	Hydrogen market analysis, workforce training, and facility maintenance requirements consulting	541330	N	N/A	N	N/A	14%
Microgrid Labs, Inc.	720.722.1980	Namit@MicroGridLabs.com	Transit route energy modeling	541715 & 54169	Y	96750	N	N/A	23%

Siskiyou Transportation Agency is required to report on payments made to Disadvantaged Business firms. Firms must be certified by Caltrans or an agency participating in the California Unified Certification Program.

*NAICS Code: North American Industry Classification System Code. Codes can be found at <https://www.census.gov/naics/>



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

September 5, 2025

MICROGRID LABS INC
903 GROGANS MILL DRIVE
CARY, NC 27519

SUBJECT: Approval of DBE Certification Annual Review – Vendor 96750

Dear NARAYANAN SANKAR:

The annual review of your Disadvantaged Business Enterprise (DBE) certification has been approved by the North Carolina Department of Transportation.

In order to remain an eligible DBE firm, you will be required to submit a declaration of eligibility to this office by your anniversary date of **September 5, 2026**.

Failure to submit the declaration with appropriate supporting documentation on an annual basis will result in the removal of your firm's DBE certification. The declaration will attest to the fact that no changes have occurred affecting your status as a Disadvantaged Business Enterprise, and that your personal net-worth has not exceeded \$2.047 million as required by federal regulations for economically disadvantaged individuals.

Should you experience any changes in ownership, management responsibility, specialty, address, email address, and/or telephone numbers, you are required to notify this office in writing within thirty (30) days of the change. Failure to inform this office of a change may result in the removal of your firm's DBE certification status.

Please note that your DBE certification status is not considered pre-qualification to bid, or approval to perform work for the Department of Transportation. To become pre-qualified to bid on Department of Transportation projects, or to be approved as a subcontractor, please contact the Prequalification Unit at prequal@ncdot.gov.

As a certified firm, you are now eligible to receive supportive services through our Business Opportunity and Workforce Development (BOWD) Unit. For more information regarding supportive services, please contact our BOWD Unit at BOWD@ncdot.gov.

Thank you for participating in the Disadvantaged Business Enterprise program. If you have any questions, please contact me at (984) 236-1245.

Sincerely,
Dominique Flemming
DBE Certifications Officer

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
OFFICE OF CIVIL RIGHTS
1511 MAIL SERVICE CENTER
RALEIGH, NC 27601

Telephone: 984-236-1291
Fax: 919-329-5803
Customer Service: 1-877-368-4968

Website: ncdot.gov

Location:
750 N. GREENFIELD PARKWAY
GARNER, NC 27252

Voting Agency: LTC**Action Requested:** Approval**Date:** August 18, 2026**Subject:** Correction of Resolution No. 26-07—Low Carbon Transit Operations Program Funding**Background**

On April 14, 2026, the LTC adopted Resolution No. 26-07 authorizing an application for FY 2025-2026 Low Carbon Transit Operations Program (LCTOP) funding for the Siskiyou County STAGE Reduced Fares project.

Resolution No. 26-07 incorrectly stated the total funding amount as \$75,373 in its heading. The correct amount is \$75,992.

Summary of Item

The proposed resolution corrects the LCTOP funding amount to \$75,992, consisting of:

- \$72,829 under Public Utilities Code section 99313; and
- \$3,163 under Public Utilities Code section 99314.

The resolution also updates the authorized representative to the current LTC Executive Director. The project and proposed use of the funds remain unchanged. The proposed resolution will supersede Resolution No. 26-07.

Financial Impact: Yes ☒ No ☐

The corrected LCTOP funding amount is \$75,992. No additional local funding is required.

Recommended Action:

Adopt the resolution correcting the FY 2025-2026 LCTOP funding amount for the Siskiyou County STAGE Reduced Fares project to \$75,992 and superseding Resolution No. 26-07.

Attachments (2):

1. Proposed Corrected LCTOP Resolution No. 26-12
2. Resolution No. 26-07



FY 2025-2026 LCTOP
Authorized Agent

AS THE

Chair

(Chief Executive Officer/Director/President/Secretary)

OF THE

Siskiyou County Local Transportation Commission

(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Local Assistance. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Hailey Lang, Executive Director

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Cliff Munson

(Print Name)

Chair

(Title)

(Signature)

Approved this 18 day of **August**, 2026

FY 2025-2026 LCTOP Certifications and Assurances

Lead Agency: Siskiyou County Local Transportation Commission

Project Title: 2025-2026 Siskiyou County STAGE Reduced Fares

Prepared by: Angie Stumbaugh/James Phelps

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.

FY 2025-2026 LCTOP

8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

C. Reporting

1. **The Lead Agency must submit the following LCTOP reports:**
 - a. **Annual Project Activity Reports October 30th each year.**
 - b. **A Close Out Report within six months of project completion.**
 - c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
 - d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
 - e. **Jobs Reporting as defined by CARB Funding Guidelines.**
2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and

FY 2025-2026 LCTOP

- b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with
Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

A. Record Retention

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per CARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with

FY 2025-2026 LCTOP

the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the Civil Rights Department, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all these conditions will be met.

Hailey Lang

(Print Authorized Agent)

(Signature)

Executive Director

(Title)

(Date)

FY 2025-2026 LCTOP

Resolution# 26-12

Siskiyou County Local Transportation Commission

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT(S):

2025-2026 Siskiyou County STAGE Reduced Fares \$75,992

WHEREAS, the Siskiyou County Local Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Siskiyou County Local Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to **Hailey Lang**, Executive Director.

WHEREAS, the Siskiyou County Local Transportation Commission wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Local Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that **Hailey Lang**, Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Local Transportation Commission that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2025-2026 LCTOP funds:

(Continued to next page)

FY 2025-2026 LCTOP

List project(s), including the following information:

Project Name: 2025-2026 Siskiyou County STAGE Reduced Fares

Short description of project: Provide reduced transit fares to Siskiyou County community

Amount of LCTOP funds requested: \$75,992

Benefits to a Priority Populations: Low income and disadvantage communities

Amount of Priority Populations benefits: \$75,992

Contributing Sponsors (if applicable): n/a

Passed and Adopted by the Siskiyou County Local Transportation Commission of the County of Siskiyou, State of California, at a regular meeting of said Commission meeting held on the 18th of August 2026 by the following vote:

AYES: **Needs to be updated following meeting**

NOES: None

ABSENT: None

ABSTAIN: None

Siskiyou County Local Transportation Commission

Date: _____

Cliff Munson, Chair

ATTEST:

Hailey Lang

Executive Director,

BY: _____



FY 2025-2026 LCTOP Authorized Agent

AS THE

Chair

(Chief Executive Officer/Director/President/Secretary)

OF THE

Siskiyou County Local Transportation Commission

(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Local Assistance. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Melissa Cummins, Executive Director

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Cliff Munson

(Print Name)

Chair

(Title)

DocuSigned by:

Cliff Munson

(Signature)

Approved this 14 day of April, 2026



FY 2025-2026 LCTOP Certifications and Assurances

Lead Agency: Siskiyou County Local Transportation Commission

Project Title: 2025-2026 Siskiyou County STAGE Reduced Fares

Prepared by: Angie Stumbaugh

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.



FY 2025-2026 LCTOP

8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

C. Reporting

1. **The Lead Agency must submit the following LCTOP reports:**
 - a. **Annual Project Activity Reports October 30th each year.**
 - b. **A Close Out Report within six months of project completion.**
 - c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
 - d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
 - e. **Jobs Reporting as defined by CARB Funding Guidelines.**
2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and

b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- ## A. Record Retention

- Page 111



FY 2025-2026 LCTOP

the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the Civil Rights Department, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all these conditions will be met.

Melissa Cummins

(Print Authorized Agent)

Signed by:

Melissa Cummins

(Signature)

Executive Director

(Title)

4/15/2026

(Date)



FY 2025-2026 LCTOP

Resolution# 26-07

Siskiyou County Local Transportation Commission

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT(S):

2025-2026 Siskiyou County STAGE Reduced Fares \$75,373

WHEREAS, the Siskiyou Local Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Siskiyou County Local Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to Melissa Cummins, Executive Director.

WHEREAS, the Siskiyou County Local Transportation Commission wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Local Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

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

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Local Transportation Commission that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2025-2026 LCTOP funds:

(Continued to next page)



FY 2025-2026 LCTOP

List project(s), including the following information:

Project Name: 2025-2026 Siskiyou County STAGE Reduced Fares

Short description of project: Provide reduced transit fares to Siskiyou County community

Amount of LCTOP funds requested: \$75,992

Benefits to a Priority Populations: Low income and disadvantage communities

Amount of Priority Populations benefits: \$75,992

Contributing Sponsors (if applicable): n/a

Passed and Adopted by the Siskiyou County Local Transportation Commission of the County of Siskiyou, State of California, at a regular meeting of said Commission meeting held on the 14th of April 2026 by the following vote:

AYES: Bryan, Kobseff, Munson, Ogren, Valenzuela

NOES: None

ABSENT: None

ABSTAIN: Vela (Attended Remotely)

Siskiyou County Local Transportation Commission

Date: 4/17/2026

DocuSigned by:

D00B8DDB2DF440D...
Cliff Munson, Chair

ATTEST:
MELISSA CUMMINS
Executive Director,

Signed by:

BY: Melissa Cummins 4/15/2026
0BB4C93DE04C45C...

Agency: LTC **Action Requested:** Approval

Date: September 8, 2026

Subject: Correction of Fiscal Year 2024–2025 State Transit Assistance Allocation

Background

The Commission previously adopted Resolution No. 24-18 approving an estimated Fiscal Year 2024–2025 STA allocation of \$551,412.28 to STAGE.

STA funds are apportioned quarterly, and the total may change during the fiscal year. The State Controller's Office determined the final Fiscal Year 2024–2025 allocation to be \$461,935.

Summary of Item

Resolution No. 26-13 replaces Resolution No. 24-18. The only substantive change is the STA allocation, which is reduced from \$551,412.28 to \$461,935, a decrease of \$89,477.28.

The correction is needed to complete the Fiscal Year 2024–2025 STAGE audit.

Future STA resolutions will authorize the amount determined by the State Controller's Office, avoiding amendments when quarterly apportionments change.

Financial Impact: Yes ☒ No ☐

Resolution No. 26-13 reduces the Fiscal Year 2024–2025 STA allocation to STAGE by \$89,477.28, from \$551,412.28 to \$461,935.

Recommended Action:

Adopt Resolution No. 26-13, replacing Resolution No. 24-18 and correcting the Fiscal Year 2024–2025 STA allocation from \$551,412.28 to \$461,935.

Attachments (3):

1. New Resolution No. 26-13
2. Prior Resolution No. 24-18
3. State Controller's Office FY 2024–2025 STA Remittance Advice (Revised April 30, 2026)

Siskiyou County Local Transportation Commission

Resolution No. 26-13

Resolution Correcting State Transit Assistance (STA) Claim for FY 2024/2025

WHEREAS, the Siskiyou County Local Transportation Commission is the designated regional transportation planning agency for Siskiyou County; and

WHEREAS, Siskiyou Transit and General Express (STAGE) filed a claim for Fiscal Year 2024–2025 State Transit Assistance funds; and

WHEREAS, the State Controller's Office Fiscal Year 2024–2025 STA Remittance Advice, revised April 30, 2026, shows a total allocation of \$461,935.

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission approves STAGE's corrected Fiscal Year 2024–2025 State Transit Assistance claim in the amount of \$461,935.

BE IT FURTHER RESOLVED that the County Auditor-Controller is instructed to distribute the funds pursuant to this resolution.

BE IT FURTHER RESOLVED that this resolution replaces Resolution No. 24-18 in its entirety.

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission on September 8, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cliff Munson, Chair
Siskiyou County Local Transportation
Commission

ATTEST:

Hailey Lang, Executive Director
Siskiyou County Local Transportation Commission

By _____

Siskiyou County Local Transportation Commission

Resolution No. 24-18

State Transit Assistance (STA) Amended Claim for FY 2024/2025

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is the designated local planning agency for the area otherwise known as the County of Siskiyou; and

WHEREAS, the County of Siskiyou – Siskiyou Transit and General Express (STAGE) is required to file annual transportation claims for funds, if any, from the State Transit Assistance Fund (STA); and

WHEREAS, the Auditor of said County is instructed to pay monies in the fund to the claimants pursuant to allocation instructions received from SCLTC, and

WHEREAS, on August 1, 2024, the State Controller's Office issued a revised estimate for STA funds for FY 2024/2025, and

WHEREAS, after completing an efficiency review pursuant to the TDA 99314.6(B)(2) and found the Cost Per Revenue Service Hour 3.37% above the allowed adjustment, and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission approves the following allocations of the State Transit Assistance Funds to:

County of Siskiyou – STAGE the estimated amount of:

- Operations Only: \$ 533,455.00
- Capital/Rolling Stock Replacement Only: \$ 17,957.28, plus all interest earned during FY 2024/2025.

This allocation is to be paid by the County Auditor-Controller upon receipt of the executed resolution.

BE IT FURTHER RESOLVED, that the Executive Director, appointed by the Commission, is authorized to sign the allocation instructions and to issue the instructions to the County Auditor-Controller to pay the claimants in accordance with the above allocations.

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission this 20th day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch 08/27/2024 PDT

Signer ID: FHALASYR11...

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins 08/21/2024 PDT

Signer ID: JRK1PM8M11...

Melissa Cummins

Executive Director

State Controller's Office

Remittance Advice

Allocation of State Transit Assistance 4th Quarter

Claim Schedule: 2400531A

Issue Date: September 17, 2025 (Revised April 30, 2026)

Fiscal Year: 2024-2025

Collection Period: April 1, 2025 - June 30, 2025

Description: Public Utilities Code (PUC) sections 99313 and 99314.

More information at http://www.sco.ca.gov/ard_local_apportionments.html

For assistance, please contact Lucas Rasmussen at 916-323-1374 or at LRasmussen@sco.ca.gov.

County	PUC section 99313 Amount	PUC section 99314 Amount	Total Payment Amount	Year To Date
Alameda County Treasurer	\$18,421,955.00	\$50,897,098.00	\$69,319,053.00	\$291,361,792.00
Alpine County Treasurer	\$2,863.00	\$213.00	\$3,076.00	\$12,930.00
Amador County Treasurer *	\$96,156.00	\$3,403.00	\$99,559.00	\$418,467.00
Butte County Treasurer	\$499,895.00	\$27,078.00	\$526,973.00	\$2,214,976.00
Calaveras County Treasurer	\$108,855.00	\$1,324.00	\$110,179.00	\$463,106.00
Colusa County Treasurer	\$52,781.00	\$2,349.00	\$55,130.00	\$231,725.00
Del Norte County Treasurer	\$63,953.00	\$3,410.00	\$67,363.00	\$283,140.00
El Dorado County Treasurer	\$423,394.00	\$28,853.00	\$452,247.00	\$1,900,886.00
El Dorado County Treasurer1	\$262,796.00	\$15,009.00	\$277,805.00	\$1,167,672.00
Fresno County Treasurer	\$2,469,839.00	\$444,150.00	\$2,913,989.00	\$12,248,073.00
Glenn County Treasurer **	\$69,757.00	\$1,985.00	\$71,742.00	\$301,548.00
Humboldt County Treasurer	\$323,103.00	\$54,634.00	\$377,737.00	\$1,587,705.00
Imperial County Treasurer	\$443,948.00	\$41,405.00	\$485,353.00	\$2,040,037.00
Inyo County Treasurer ****	\$45,774.00	\$0.00	\$45,774.00	\$192,396.00
Kern County Treasurer	\$2,209,776.00	\$134,961.00	\$2,344,737.00	\$9,855,395.00
Kings County Treasurer	\$370,505.00	\$14,765.00	\$385,270.00	\$1,619,369.00
Lake County Treasurer	\$162,647.00	\$8,318.00	\$170,965.00	\$718,599.00
Lassen County Treasurer	\$68,449.00	\$3,115.00	\$71,564.00	\$300,800.00
Los Angeles County Treasurer	\$23,848,229.00	\$31,463,464.00	\$55,311,693.00	\$232,486,056.00
Madera County Treasurer	\$386,772.00	\$12,698.00	\$399,470.00	\$1,679,055.00
Mariposa County Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
Mendocino County Treasurer	\$217,205.00	\$15,969.00	\$233,174.00	\$980,078.00
Merced County Treasurer	\$697,436.00	\$33,082.00	\$730,518.00	\$3,070,514.00
Modoc County Treasurer	\$20,596.00	\$1,795.00	\$22,391.00	\$94,111.00
Mono County Treasurer	\$31,221.00	\$47,093.00	\$78,314.00	\$329,166.00
Monterey County Treasurer *****	\$1,062,319.00	\$327,443.00	\$1,389,762.00	\$7,622,271.00
Nevada County Treasurer	\$243,182.00	\$11,542.00	\$254,724.00	\$1,070,654.00
Orange County Treasurer	\$7,648,731.00	\$2,747,818.00	\$10,396,549.00	\$43,698,767.00
Placer County Treasurer	\$773,789.00	\$110,181.00	\$883,970.00	\$3,715,499.00
Plumas County Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
Riverside County Treasurer	\$5,928,934.00	\$966,901.00	\$6,895,835.00	\$28,984,572.00
Sacramento County Treasurer	\$4,817,266.00	\$1,646,148.00	\$6,463,414.00	\$27,167,020.00
San Benito County Treasurer	\$159,860.00	\$2,524.00	\$162,384.00	\$682,533.00
San Bernardino County Treasurer	\$5,295,484.00	\$1,121,344.00	\$6,416,828.00	\$26,971,208.00
San Diego County Treasurer	\$2,310,295.00	\$565,796.00	\$2,876,091.00	\$12,088,781.00
San Diego County Treasurer1	\$5,678,936.00	\$2,329,486.00	\$8,008,422.00	\$33,660,988.00
San Joaquin County Treasurer Trans Authority	\$1,921,163.00	\$430,324.00	\$2,351,487.00	\$9,883,766.00
San Luis Obispo County Treasurer	\$675,991.00	\$46,775.00	\$722,766.00	\$3,037,925.00
Santa Barbara County Treasurer	\$1,076,906.00	\$272,221.00	\$1,349,127.00	\$5,670,650.00
Santa Cruz County Treasurer	\$637,401.00	\$581,693.00	\$1,219,094.00	\$5,124,092.00
Shasta County Treasurer *****	\$435,000.00	\$22,641.00	\$457,641.00	\$2,518,796.00
Sierra County Treasurer	\$7,699.00	\$297.00	\$7,996.00	\$33,604.00
Siskiyou County Treasurer	\$105,377.00	\$4,524.00	\$109,901.00	\$461,935.00
Stanislaus County Treasurer	\$0.00	\$0.00	\$0.00	\$4,509,330.00
Tehama County Treasurer	\$156,109.00	\$3,245.00	\$159,354.00	\$669,795.00
Trinity County Treasurer ***	\$38,634.00	\$1,271.00	\$39,905.00	\$167,728.00
Tulare County Treasurer	\$1,162,585.00	\$121,865.00	\$1,284,450.00	\$5,398,798.00
Tuolumne County Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
Ventura County Treasurer	\$1,999,949.00	\$326,997.00	\$2,326,946.00	\$9,780,616.00
Total	\$93,433,515.00	\$94,897,207.00	\$188,330,722.00	\$798,476,924.00

* The 4th Quarter amounts for the Amador County Treasurer allocated December 3, 2025. Claim Schedule: 2500143A.

** The 4th Quarter amounts for the Glenn County Treasurer allocated December 3, 2025. Claim Schedule: 2500143A.

*** The 4th Quarter amounts for the Trinity County Treasurer allocated December 3, 2025. Claim Schedule: 2500143A.

**** The 4th Quarter amounts for the Inyo County Treasurer allocated January 20, 2026. Claim Schedule: 2500222A.

***** The 4th Quarter amounts for the Monterey County Treasurer allocated April 30, 2026. Claim Schedule: 2500400A

Agency: LTC **Action Requested:** Adoption of Resolution

Date: September 8, 2026

Subject: FY 2026–27 State of Good Repair Program Project List – Resolution No. 26-16

Background

The State of Good Repair (SGR) Program provides state funding for eligible transit maintenance, rehabilitation, and capital projects. The Siskiyou County Local Transportation Commission receives and distributes SGR funds for eligible transit capital projects.

For Fiscal Year 2026–27, \$82,550 in SGR funding is available for the replacement of aging STAGE transit vehicles.

Summary of Item

The Commission is required to submit an annual SGR project list to Caltrans identifying the projects proposed for SGR funding. The Fiscal Year 2026–27 project list identifies replacement of aging STAGE transit vehicles as the proposed project.

The attached resolution approves the project list and authorizes the Executive Director to submit the request for allocation and execute the related grant applications, forms, and agreements.

Financial Impact: Yes ☒ No ☐

The Commission is eligible to receive \$82,550 in State of Good Repair funds for the replacement of aging STAGE transit vehicles. The funding consists of \$76,673 under Public Utilities Code section 99313 and \$5,877 under section 99314.

Recommended Action:

Adopt Resolution No. 26-16 approving the FY 2026–27 State of Good Repair Program Project List and authorizing the Executive Director to submit the request for allocation and execute the related documents.

Attachments (2):

1. Resolution No. 26-16 – Fiscal Year 2026–27 State of Good Repair Program Project List
2. State of Good Repair Program Application Materials and Certifications

Siskiyou County Local Transportation Commission

Resolution No. 26-16

Resolution Approving the Project List for FY 2026–27 for the California State of Good Repair Program

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

WHEREAS, the Siskiyou County Local Transportation Commission is eligible to receive and distribute State Transit Assistance/State of Good Repair funds to Siskiyou Transportation Agency (STAGE) for eligible transit capital projects; and

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

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Siskiyou County Local Transportation Commission hereby approve the SB1 State of Good Repair Project List for FY 2026–27; and

BE IT FURTHER RESOLVED that the fund recipient agrees to comply with all conditions and requirements set forth in the Certifications and Assurances document and applicable statutes, regulations, and guidelines for all SGR-funded transit capital projects; and

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

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission on September 8, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cliff Munson, Chair
Siskiyou County Local Transportation Commission

ATTEST:

Hailey Lang, Executive Director
Siskiyou County Local Transportation Commission

By _____

Submittal Report

SGR-C22-FY26/27-5902-001

FY 26/27

Submittal Details

Program State of Good Repair Program	Agency Siskiyou County	Date Created 08/12/2026	Date 08/12/2026	Date
Address 190 Greenhorn Road	City Yreka	State CA	Zip Code 96097	
Contact Angie Stumbaugh	Contact Title Transportation Services Manager			
Contact Phone (530) 842-8297	Contact Email astumbaugh@co.siskiyou.ca.us			
Support Documentation draft resolution	Additional Information Final to be signed 09/08/2026			

Project Details

Title	Description	Est. Project Start Date	Est. Project Completion Date	FY 26/27 Est. 99313 Costs	FY 26/27 Est. 99314 Costs
Replacement of Aging Transit Vehicles	All funds will be used to replace on transit vehicle that is no longer in a State of Good Repair. Project transferred from Commission to County beginning with FY 23/24 cycle.	01/01/2025	01/01/2027	\$76,673	\$5,877

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

Authorized Agent

The following individual(s) are hereby authorized to execute for and on behalf of the named Regional Entity/Transit Operator, and to take any actions necessary for the purpose of obtaining State Transit Assistance State of Good Repair funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid at the beginning of Fiscal Year 2026-2027 until the end of the State of Good Repair Program. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself.

Hailey Lang, Executive Director *OR*
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent) *OR*

(Name and Title of Authorized Agent)

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

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

Cliff Munson
(Print Name)

Chair
(Title)

(Signature)

Approved this 8th *day of* September 2026

State Transit Assistance State of Good Repair Program

Recipient Certifications and Assurances

Recipient: Siskiyou County Local Transportation Commission

Effective Date: September 8, 2026

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

A. General

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

B. Project Administration

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

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

C. Reporting

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

D. Cost Principles

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall

comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, are subject to repayment by the recipient to the State of California (State). Should the recipient fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The recipient agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the recipient, its contractors and subcontractors connected with SGR funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the recipient, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the recipient's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the recipient's contracts with third parties pursuant to Government Code § 8546.7, the recipient, its contractors and subcontractors and the Department shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a

project for audits, examinations, excerpts, and transactions, and the recipient shall furnish copies thereof if requested.

- (3) The recipient, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

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

I certify all of these conditions will be met.

Siskiyou County Local Transportation Commission

BY:

Hailey Lang, Executive Director
Siskiyou County Local Transportation Commission

State Controller's Office

State of Good Repair

Allocation Detail of State of Good Repair Program Allocation

Amount Based on Public Utilities Code (PUC) section 99313

pursuant to PUC section 99312.1(c).

Fiscal Year 2026-2027 Preliminary Estimate

For assistance, please contact Lucas Rasmussen at 916-323-1374 or at LRasmussen@sco.c

County	Amount Based on PUC section 99313 Amount
Metropolitan Transportation Commission (Alameda County Treasurer)	\$13,644,918
Alpine County Transportation Commission (Alpine County Treasurer)	\$2,102
Amador County Transportation Commission (Amador County Treasurer)	\$70,392
Butte County Association of Governments (Butte County Treasurer)	\$371,241
Calaveras County Local Transportation Commission (Calaveras County Treasurer)	\$79,383
Colusa County Local Transportation Commission (Colusa County Treasurer)	\$39,094
Del Norte County Local Transportation Commission (Del Norte County Treasurer)	\$46,798
El Dorado County Local Transportation Commission (El Dorado County Treasurer)	\$321,873
Tahoe Regional Planning Agency (El Dorado County Treasurer1)	\$199,784
Fresno County Council of Governments (Fresno County Treasurer)	\$1,850,822
Glenn County Local Transportation Commission (Glenn County Treasurer)	\$51,582

County	Amount Based on PUC section 99313 Amount
Orange County Transportation Authority (Orange County Treasurer)	\$5,621,172
Placer County Transportation Planning Agency (Placer County Treasurer)	\$588,251
Plumas County Local Transportation Commission (Plumas County Treasurer)	\$32,819
Riverside County Transportation Commission (Riverside County Treasurer)	\$4,454,059
Sacramento Area Council of Governments (Sacramento County Treasurer)	\$3,631,057
Council of San Benito County Governments (San Benito County Treasurer)	\$121,018
San Bernardino County Transportation Authority (San Bernardino County Treasurer)	\$3,938,547
San Diego Association of Governments (San Diego County Treasurer)	\$1,714,768
San Diego Metropolitan Transit System (San Diego County Treasurer1)	\$4,218,576
San Joaquin Council of Governments (San Joaquin County Treasurer Trans Authority)	\$1,457,176
San Luis Obispo Area Council of Governments (San Luis Obispo County Treasurer)	\$496,150
Santa Barbara County Association of Governments (SBCAG) (Santa Barbara County Treasurer)	\$790,618
Santa Cruz County Transportation Commission (Santa Cruz County Treasurer)	\$463,861
Shasta Regional Transportation Agency (Shasta County Treasurer)	\$323,256
Sierra County Local Transportation Commission (Sierra County Treasurer)	\$5,602
Siskiyou County Local Transportation Commission (Siskiyou County Treasurer)	\$76,673

State Controller's Office**State of Good Repair****Amount Based on Public Utilities Code (PUC) section 99314****Pursuant to PUC section 99312.1(c).****Fiscal Year 2026-2027 Preliminary Estimate****For assistance, please contact Lucas Rasmussen at 916-323-1374 or at LRasmussen@sco.ca.gov.**

Regional Entity and Operator(s)	Revenue Basis	on PUC section 99314 Amount
Altamont Corridor Express*	NA	
Alameda County Congestion Management Agency	NA	\$35,955
Santa Clara Valley Transportation Authority	NA	\$26,493
San Joaquin Regional Rail Commission	NA	\$126,790
Regional Entity Totals	\$0	\$189,238
	\$0	-\$189,238
Metropolitan Transportation Commission		
Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, and the City of San Francisco**	\$1,973,591,565	\$22,660,549
Central Contra Costa Transit Authority	\$16,695,001	\$191,690
City of Dixon	\$94,157	\$1,081
Eastern Contra Costa Transit Authority	\$9,715,304	\$111,550
City of Fairfield	\$379,458	\$4,357
Golden Gate Bridge Highway and Transportation District	\$228,719,020	\$2,626,125
Livermore-Amador Valley Transit Authority	\$7,975,047	\$91,569
Marin County Transit District	\$29,370,616	\$337,230
Napa Valley Transportation Authority	\$3,543,762	\$40,689

Sierra County Local Transportation Commission		
County of Sierra - Specialized Service	\$10,791	\$124
Siskiyou County Local Transportation Commission		
Siskiyou Transportation Agency	\$511,872	\$5,877
Stanislaus Council of Governments		
Stanislaus Regional Transit Authority	\$2,717,947	\$31,207
City of Turlock	\$759,774	\$8,724
Regional Entity Totals	\$3,477,721	\$39,931
Tehama County Transportation Commission		
County of Tehama	\$2,964,814	\$34,042
Trinity County Transportation Commission		
County of Trinity	\$39,073	\$449
Tulare County Association of Governments		
City of Porterville	\$276,020	\$3,169
Tulare County Regional Transit Agency	\$865,820	\$9,941
City of Visalia	\$4,765,029	\$54,712
Regional Entity Totals	\$5,906,869	\$67,822
Tuolumne County Transportation Council		
Tuolumne County Transit Agency	\$1,954,300	\$22,439

Agency: STA **Action Requested:** Adoption of Resolution

Date: September 8, 2026

Subject: Adoption of STAGE 2026–2029 Title VI Program – Resolution No. 26-06

Background

STAGE receives federal transit funding and is required to comply with Title VI of the Civil Rights Act of 1964 and applicable Federal Transit Administration requirements. STAGE is a subrecipient of the California Department of Transportation and is required to maintain a Title VI Program documenting its compliance with these requirements.

Summary of Item

STAGE has prepared its 2026–2029 Title VI Program, which describes how STAGE prevents discrimination and provides meaningful access to its transit services. The program includes Title VI policies and complaint procedures, a Public Participation Plan, a Language Assistance Plan, and system-wide service standards and policies.

The attached resolution approves and adopts the STAGE Title VI Program for 2026 through 2029.

Financial Impact: Yes ☐ No ☒

No direct financial impact is associated with adoption of the Title VI Program.

Recommended Action:

Adopt Resolution No. 26-06 approving and adopting the STAGE 2026–2029 Title VI Program.

Attachments (2):

1. Resolution No. 26-06 – Adoption of STAGE 2026–2029 Title VI Program
2. STAGE 2026–2029 Title VI Program

Siskiyou Transportation Agency

Resolution No. 26-06

Resolution Adopting the STAGE 2026–2029 Title VI Program

WHEREAS, Siskiyou Transit and General Express (STAGE) receives federal funding and is required to comply with Title VI of the Civil Rights Act of 1964 and applicable federal regulations; and

WHEREAS, STAGE has provided or will provide all annual certifications and assurances to the Federal Transit Administration required for its Title VI Program; and

WHEREAS, STAGE assures that no person or group of persons, on the basis of race, color, or national origin, including limited English proficient persons, will be subjected to discrimination in the level or quality of transportation services, programs, and activities provided, whether federally funded or not; and

WHEREAS, STAGE assures that all residents and visitors of Siskiyou County are afforded meaningful access to its programs, activities, and services; and

WHEREAS, STAGE has developed the 2026–2029 Title VI Program to meet current Federal Transit Administration requirements.

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou Transportation Agency Directors approve and adopt the STAGE 2026–2029 Title VI Program.

PASSED AND ADOPTED by the Siskiyou Transportation Agency Directors on September 8, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cliff Munson, Chair
Siskiyou Transportation Agency

ATTEST:

Hailey Lang, Executive Director
Siskiyou Transportation Agency

By _____



SISKIYOU TRANSIT AND GENERAL EXPRESS (STAGE)

2026-2029

TITLE VI PROGRAM

STAGE
190 Greenhorn Road
Yreka, CA 96097
(530) 842-8220

**Approved by the Siskiyou Transportation Agency Directors
September 8, 2026**

INTRODUCTION

Section 601 of Title VI of the Civil Rights Act of 1964 states the following:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Every three years, on a date determined by Federal Transit Administration (FTA), each recipient is required to submit the following information to the FTA as part of their Title VI Program. Sub-recipients shall submit the information to their primary recipient on a schedule to be determined by the primary recipient.

STAGE is a sub-recipient of the California Department of Transportation (CalTrans).

This document was prepared by Siskiyou Transit and General Express (STAGE) and approved by the Siskiyou Transportation Agency to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation’s FTA Circular 4702.1B, “Title VI Requirement and Guidelines for Federal Transit Administration Recipients.”

This plan is for 2026 through 2029.

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Section 1 - Title VI Policy and Procedures

STAGE's Title VI Notice to the Public

Notifying the Public of Rights under Title VI

Siskiyou Transit and General Express (STAGE) is committed to ensuring that no person shall be excluded from the equal distribution of its services and amenities because of race, color or national origin in accordance with Title VI of the Civil Rights Act of 1964.

Any person, who believes she or he has been discriminated against, may file a signed, written complaint within one hundred eighty (180) days of the date of alleged discrimination.

The Title VI Complaint form may be printed from the STAGE website:

<https://siskiyoustage.com/plans-programs/title-vi/> or may also be requested in person from the STAGE office at 190 Greenhorn Road, Yreka, CA 96097 or by phone at (530) 842-8220.

All complaints will be fairly and objectively investigated.

The complaint should include the following information:

1. complainant's name, address, and how to contact the complainant (i.e. telephone number, email address, etc.)
2. description of how, when, where, and why complainant believes the discrimination occurred along with the location, names, and contact information of any witnesses

The completed form should be returned to:

STAGE
Attention: Transportation Services Manager
190 Greenhorn Road, Yreka, CA 96097
(530) 842-8220

In addition to the Title VI complaint process at STAGE, a complainant may file a Title VI complaint here:

Office of Civil Rights
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

For more information about STAGE's Title VI program and complaint procedure or to request information in another language, contact (530) 842-8220 or come by the office at 190 Greenhorn Road, Yreka, CA.

Notificación al Público sobre los Derechos Conforme al Título VI

Siskiyou Transit and General Express (STAGE) se compromete a garantizar que ninguna persona quede excluida de la distribución equitativa de sus servicios y comodidades debido a su raza, color u origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964.

Cualquier persona que crea que ha sido discriminada puede presentar una queja por escrito y firmada dentro de los ciento ochenta (180) días a partir de la fecha de la supuesta discriminación.

El formulario de queja del Título VI se puede imprimir desde el sitio web de STAGE:

<https://siskiyoustage.com/plans-programs/title-vi/> o también se puede solicitar en persona en la oficina de STAGE en 190 Greenhorn Road Yreka, CA 96097 o por teléfono (530) 842-8220.

Todas las quejas serán investigadas de manera justa y objetiva.

La denuncia debe incluir la siguiente información:

1. El nombre del denunciante, la dirección y cómo contactarlo (es decir, número de teléfono, dirección de correo electrónico, etc.)
 2. Descripción de cómo, cuándo, dónde y por qué el denunciante cree que ocurrió la discriminación.
- También se debe incluir la ubicación, los nombres y la información de contacto de los testigos

El formulario completado debe ser devuelto a:

STAGE
Attention: Transportation Services Manager
190 Greenhorn Road, Yreka, CA 96097
(530) 842-8220

Además del proceso de quejas del Título VI en STAGE, un denunciante puede presentar una queja del Título VI aquí:

Office of Civil Rights
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

Para obtener más información sobre el programa del Título VI y el procedimiento de quejas de STAGE, o para solicitar información en otro idioma, comuníquese al (530) 842-8220 o visite la oficina en 190 Greenhorn Road, Yreka, CA.

List of Locations Where Title VI Notice Is Posted

STAGE's Title VI notice to the public is currently posted at the following locations:

Location Name	Address	City
STAGE Office	190 Greenhorn Road	Yreka, CA
Bus	All STAGE buses	Service Area
STAGE Website	https://siskiyoustage.com/plans-programs/title-vi/	Internet
Bus Shelter	Rain Rock Casino	Yreka, CA
Bus Shelter	Hornbrook Post Office	Hornbrook, CA
Bus Shelter	Fairchild Medical Center	Yreka, CA
Bus Shelter	Rain Rock Casino	Yreka, CA
Bus Shelter	Raleys Shopping Center	Yreka, CA
Bus Shelter	Siskiyou Family YMCA	Yreka, CA
Bus Shelter	In front of Montague City Hall on 13 th St	Montague, CA
Bus Shelter	In front of the Post Office on Main Street	Fort Jones, CA
Bus Shelter	Weed City Hall, Main Street	Weed, CA
Bus Shelter	Weed Community Center	Weed, CA
Bus Shelter	College of the Siskiyous	Weed, CA
Bus Shelter	Mt. Shasta Shopping Center, Morgan Way	Mt Shasta, CA
Bus Shelter	Across from McCloud Post Office	McCloud, CA
Bus Shelter	Park at the Top of the Hill	Dunsmuir, CA

The Title VI notice, complaint procedures and complete program information is also provided on STAGE's website at <https://siskiyoustage.com/plans-programs/title-vi/>.

Title VI Complaint Procedures

Any person who believes she or he has been discriminated against based on race, color or national origin may file a complaint with STAGE by completing and submitting STAGE's Title VI Complaint Form.

Complaints will be made in writing and will include all information relevant to a determination of discrimination. If a complaint form is received and is not complete, STAGE will be unable to process the complaint. A complaint will be filed within one hundred eighty (180) days after the alleged discrimination. If a complainant is unable or incapable of providing a written statement, a STAGE designee will, if necessary, assist the person in converting verbal complaints to writing and will interview the complainant. The complainant or his/her representative will sign all complaints.

Within five (5) business days of receiving a complaint, a letter will be sent to the complainant acknowledging receipt of the completed form or requesting the complaint be completed and returned within ten (10) business days. If the requested information is not received within ten (10) business days, the case will be closed.

Within thirty (30) business days of receiving the complaint, STAGE administration will review the complaint, which will include, but not be limited to, interviewing all appropriate personnel, the complainant, and witnesses and reviewing STAGE's policies and service standards. The complainant will be notified in writing of the cause to any planned extension to the 30-day rule. If it is found that discrimination did not occur, the complainant will be notified in writing and the procedure will be terminated. At that time, the complainant will be advised of their right to challenge the decision of STAGE by submitting a written request for a hearing within five (5) days of the receipt of the determination.

If, after review of the complaint, it is found that discrimination may have occurred, a formal hearing will be held. The complainant will be notified of this determination within reasonable time of the submission of the complaint. The hearing will occur on an available and mutually agreed upon date among both parties and will be attended by the STAGE Administrator, the complainant, and appropriate personnel. Following the hearing, STAGE will make a final determination. The complainant will be notified of this determination within ten (10) business days of the hearing. If justified, appropriate remedial action will be taken. The decision will be considered final.

If the Administrator finds that discrimination did not occur, the complainant will be notified of that disposition and will advise the complainant of their right to submit their complaint to the Office of Civil Rights, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590 for further investigation.

The STAGE Title VI Complaint form may be printed from the STAGE website or requested in person from the STAGE office or by phone.

Procedimientos de Quejas del Título VI

Cualquier persona que crea que ha sido discriminada por motivos de raza, color u origen nacional puede presentar una queja ante STAGE completando y enviando el Formulario de quejas del Título VI de STAGE.

Las quejas se harán por escrito e incluirán toda la información relevante para una determinación de discriminación. Si se recibe un formulario de queja y no está completo, STAGE no podrá procesar la queja. Se presentará una queja dentro de los ciento ochenta (180) días posteriores a la supuesta discriminación. Si un denunciante no puede o no puede proporcionar una declaración por escrito, una persona designada por STAGE, si es necesario, ayudará a la persona a convertir las denuncias verbales en escritas y entrevistará al denunciante. El denunciante o su representante firmará todas las denuncias.

Dentro de los cinco (5) días hábiles posteriores a la recepción de una queja, se enviará una carta al denunciante acusando recibo del formulario completo o solicitando que la queja sea completada y devuelta dentro de los diez (10) días hábiles. Si la información solicitada no se recibe dentro de los diez (10) días hábiles, el caso se cerrará.

Dentro de los treinta (30) días hábiles posteriores a la recepción de la queja, la administración de STAGE revisará la queja, lo que incluirá, entre otros, entrevistar a todo el personal apropiado, el denunciante, los testigos y revisar las políticas y estándares de servicio de STAGE. El denunciante será notificado por escrito de la causa de cualquier ampliación prevista de la regla de los 30 días. Si se determina que no hubo discriminación, se notificará por escrito al denunciante y se dará por terminado el procedimiento. En ese momento, se informará al denunciante de su derecho a impugnar la decisión de STAGE mediante la presentación de una solicitud por escrito para una audiencia dentro de los cinco (5) días posteriores a la recepción de la determinación.

Si después de revisar la queja, se determina que pudo haber ocurrido discriminación, se llevará a cabo una audiencia formal. El denunciante será notificado de esta determinación dentro de un tiempo razonable a partir de la presentación de la denuncia. La audiencia se llevará a cabo en una fecha disponible y acordada entre ambas partes y contará con la presencia del Administrador de STAGE, el denunciante y el personal apropiado. Después de la audiencia, STAGE tomará una determinación final. El denunciante será notificado de esta determinación dentro de los diez (10) días hábiles posteriores a la audiencia. Si está justificado, se tomarán las medidas correctivas apropiadas. La decisión se considerará definitiva.

Si el Administrador determina que no hubo discriminación, se notificará al denunciante sobre esa disposición y se le informará sobre su derecho a presentar su denuncia ante la Administración Federal de Tránsito, Oficina de Derechos Civiles, Oficina de Derechos Civiles, Edificio Este, 5.º Piso – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590, para una ^{mayor} investigación.

El formulario de Queja del Título VI de STAGE puede imprimirse desde el sitio web de STAGE o solicitarse en persona en la oficina de STAGE o por teléfono.

STAGE Title VI Complaint Form

S.T.A.G.E. Title VI Complaint Form

Complainant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Secondary Phone (optional): _____

Email Address: _____

Name of person discriminated against (if different): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

What is your relationship with this individual? _____

Please explain why you have filed for a third party: _____

Please confirm that you have obtained permission of the aggrieved party to file on their behalf. Yes No

Which of the following best describes the discrimination that was experienced? (Check all that apply.):

Race Color National Origin Sex Age

Date of alleged discrimination: (mm/dd/yyyy): _____

Please explain the alleged discrimination incident as clearly as possible. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Have you previously filed a Title VI complaint with S.T.A.G.E.? Yes No

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes* No

*If yes, provide information about a contact person at the agency/court where the complaint was filed:

Name: _____ Title: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below to complete the form.

Signature: _____ Date: _____

Please submit this form to STAGE, Attn: Transportation Services Manager 190, Greenhorn Rd., Yreka, CA 96097.

Formulario de Queja del Título VI de la S.T.A.G.E.

Nombre de la denunciante: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código postal: _____

Teléfono: _____ Teléfono secundario (opcional): _____

Dirección de correo electrónico: _____

Nombre de la persona discriminada (si es diferente): _____

Dirección: _____

Ciudad: _____ Estado: _____ Código postal: _____

Teléfono: _____ Correo electrónico: _____

¿Cuál es tu relación con esta persona? _____

Por favor, explica por qué has presentado la solicitud para un tercero:

Por favor, confirme que ha obtenido permiso de la parte perjudicada para presentar la demanda en su nombre.

Sí

No

¿Cuál de las siguientes opciones describe mejor la discriminación que se sufrió? (Marque todas las que correspondan.):

Raza Color Origen Nacional Sexo Edad

Fecha de la supuesta discriminación: (mm/dd/aaaa): _____

Por favor, explique el incidente de discriminación presunta lo más claramente posible. Incluye el nombre y la información de contacto de la(s) persona(s) que te discriminaron (si se conoce), así como los nombres e información de contacto de cualquier testigo. Si necesitas más espacio, por favor utiliza la parte trasera de este formulario.

¿Has presentado previamente una queja bajo el Título VI ante S.T.A.G.E.?

Sí

No

¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal?

Sí*

No

*Si es así, proporciona información sobre una persona de contacto en la agencia/tribunal donde se presentó la queja:

Nombre: _____ Título: _____

Agencia: _____

Dirección: _____

City: _____ Estado: _____ Código postal: _____

Teléfono: _____ Correo electrónico: _____

Puedes adjuntar cualquier material escrito u otra información que consideres relevante para tu queja. A continuación, se requiere tu firma y fecha para completar el formulario.

Firma _____

Fecha _____

Por favor, envíe este formulario a STAGE, Attention: Transportation Services Manager, 190 Greenhorn Rd., Yreka, CA 96097.

4. Transit-Related Title VI Investigations, Complaints, and Lawsuits

In order to comply, STAGE will prepare and maintain a list of any active investigations conducted by STAGE or any other entities other than the FTA, lawsuits of complaints naming STAGE and/or its subcontractor(s) that allege discrimination on the basis of race, color, or national origin.

This list will include the following:

- the date the investigation, lawsuit or complaint was filed,
- a summary of the allegation(s),
- the status of the investigation, lawsuit or complaint,
- and actions taken by STAGE in response to the investigation, lawsuit or complaint.

To date, STAGE has no transit-related Title VI complaints.

Type of Process	Date	Summary (including basis of complaint)	Status	Action(s) Taken
Investigations				
1. None				
2.				
Lawsuits				
1. None				
2.				
Complaints				
1. None				
2.				

Section 2 - Public Participation Plan

Introduction

As part of the Title VI Program, Siskiyou Transit and General Express (STAGE) has enhanced its strategies and engaged those underserved and Limited English Proficient individuals with translation apps. This strategy has proven to be proficient and has become our first point of communication. This plan outlines the importance of and provides guidelines for involving the public in STAGE planning efforts to ensure that all groups are represented and their needs considered.

Purpose of This Plan

STAGE is committed to ensuring it serves the communities in which it operates fairly, consistently and in the most cost-efficient and appropriate manner using available resources. Through conversation and collaboration with riders, prospective riders, and the larger surrounding community, STAGE will be able to assess the quality of its service, measure potential impacts to the community from STAGE initiative or proposed initiatives and ensure that it provides valuable services to the residents and visitors of Siskiyou County.

STAGE's public participation planning ensures the following:

- Residents with concerns or interests will have an appropriate opportunity to participate in decisions about STAGE services and will be notified of these opportunities to provide input.
- Community involvement and contribution will be included in the development of the plans, passenger amenities and improvements at STAGE.
- Concerns of all people or groups participating in the process, current and future users of STAGE will be considered in the development of the plan and location of transit services and amenities.

Public Participation Process

The public participation process should be considered at the earliest stages of any STAGE project that may impact the surrounding community, STAGE riders, and potential riders. As

projects vary in time and size, the public participation process may vary for each, as well as the extent of public participation. STAGE uses several strategies to provide interested parties with reasonable opportunities to participate in the planning process.

Approach to Public Participation

At any time, members of the public are welcome to submit comments or concerns to STAGE by emailing stage@co.siskiyou.ca.us, submitting a “comment” on STAGE’s webpage, or providing them by hand or mail to the STAGE office, 190 Greenhorn Road, Yreka, CA 96097.

At the beginning of all projects, staff will evaluate the project and determine which strategies will be utilized to encourage public participation and to best serve those affected or possibly affected by the project, including those in underserved communities. At any time during the project, it may be reevaluated, and, if appropriate, additional public participation activities will be sought out.

Outreach Requirements and Activities

Any information about public participation opportunities will be posted at least two weeks prior to the event. At a minimum, notice will be posted at the STAGE office, on-board transit vehicles, on the STAGE website, on the Siskiyou County Facebook page, and the STAGE Facebook page.

The following is a non-inclusive list of participation strategies and techniques that may be utilized:

- **Notify the public**

Sending blast e-mails, posting and/or distributing notices at key community locations, sending newsletters, creating printed material, having the information electronically accessible, using local media sources, having notices placed in buses and at stops, or creating a public utility bill insert

- **Hold a meeting, workshop or open house**

Other ways to garner community participation are to partner with community-based organizations for targeted outreach, hold facilitated discussion or question and answer sessions with planners, create interactive exercises, or create customized presentations using some form of visual aids such as maps, charts, illustrations, photographs, or table-top displays. The meetings can be held at varied dates, times and locations to ensure that all

riders and potential riders in the STAGE service area have equal access and opportunity to participate.

- **Conduct a poll or survey**

Written or telephone polls; electronic surveys via website, email, or Facebook; intercept interviews where people congregate, such as hubs or on buses; printed surveys distributed at meetings; surveys distributed on board transit vehicles; and surveys given at community locations are forms of outreach.

- **Create and distribute printed materials**

Distributed in numerous ways, working with community-based organizations to hand deliver flyers, mailing to a targeted database or distribution list, distributing ‘take-one’ flyers to key community organizations, and placing notices on-board buses and at bus stops

- **Utilize local media and news sources**

Creating news releases, submitting human interest stories centered around STAGE projects, inviting reporters to meetings, meeting with editorial staff, writing opinion pieces or commentaries, purchasing ad-space or airtime, negotiating inserts into local printed media, arranging for speakers on radio or television, and making public service announcements

- **Electronic access to information**

Current and updated website with easily accessible information, audio or video casts, downloadable flyers or printed materials, interactive surveys or comment lines, accessible maps, charts or plans, advance notice of public meetings, event or meeting information posted to the website, social media sites, calendars, community and discussion websites.

The Limited English Proficient population in STAGE’s service area meets the minimum requirements for mandatory translation of documents for the Spanish speaking community. However, STAGE will continue assessing the language needs of citizens in its service area through the Language Assistance Plan. As STAGE expands its services and ridership, it will review the plans and strategies in place to better reach the non-English speaking populations.

In an effort to engage with the LEP community, best efforts will be made to use the following methods to reach those individuals:

- Spanish interpretation of or at public meetings or workshops will be provided by staff as is possible and funding allows.
- Staff has translation apps available to easily communicate with the LEP community.

- When it is appropriate or necessary, STAGE will make vital information available in Spanish as well, the most populous LEP Language in the STAGE service area.
- Notices will be developed in Spanish and posted with the English notices.

Summary of Outreach Efforts

In the past, STAGE has used various ways to engage and distribute information to the public.

- Free Fare Friday is held during the Friday of the County Fair. Any person can ride the STAGE for free, and staff is on hand to answer questions and give information.
- At the Siskiyou Golden Fair, staff provide information to the public at a booth.
- 2022 riders were given an on-board survey.
- Facebook Page announces news about public transportation.
- STAGE staff attend events at the College of the Siskiyous.
- In 2022, STAGE participated in a route study by Via Mobility. A new design was created that streamlines STAGE routes to offer more efficient travel between communities in Siskiyou County. The new design is user-friendly that simplifies trip planning, attracts more customers to public transit, and ensures current customers' travel patterns are not unduly disrupted by changes to the system. They designed a new route that takes advantage of an additional bus available for daily service and creates a more driver-friendly schedule. Via Mobility conducted a survey and researched the fare data to determine the needs of the community.

Unmet needs hearings are held yearly. Some years, depending on available staffing, more than one meeting is held. These meetings are held at various locations throughout the county. Sometimes they coincide with City Council or other public meetings. A notice for the meeting or unmet needs hearing is posted five weeks prior to the meeting date. At the meeting, staff take in unmet needs and service requests, which are then formally addressed at a Siskiyou Transportation Agency meeting. The SCLTC then takes those requests and refers them to the SSTAC (Social Services Transportation Advisory Council), which reviews all the requests at length and forwards a recommendation to the LTC (Local Transportation Commission).

STAGE staff also respond to individual unmet needs that residents request via phone, email, or in-person contact. Their needs are recorded on a Request for Service form, options are researched, and then a STAGE administrator responds to the customer with the most practical solution.

Ongoing outreach efforts include but are not limited to the following:

- Bulletins, memos and notices posted on each STAGE bus
- Regular updates to STAGE website and STAGE’S Facebook page
- Schedules, discount applications and fare information at chamber of commerce offices, community resource centers, Siskiyou County Behavioral Health Services, the Siskiyou County Health and Human Services Agency, and the Siskiyou County Domestic Violence and Crisis Center
- Explanation of reading of bus schedules to customers over the phone and to SSTAC members to share with their participants

STAGE is committed to serving the local communities throughout its service area. In an effort to create more public participation opportunities, STAGE is compiling a list of possible outreach activities to take place in the near future. Some of these activities are the following:

- explaining how to read the bus schedules on the STAGE website
- meeting with the Siskiyou Golden Seniors to teach them how to ride the bus
- meeting with Community Resource Centers for assistance in reading schedules
- posting notices at additional locations
- creating a marketing and advertising campaign pairing with other local businesses
- coordinating with other service agencies to attend or present information at meetings

Section 3 - Language Assistance Plan

Introduction

This Language Assistance Plan is one component of Siskiyou Transit and General Express's (STAGE's) efforts to provide an appropriate mix of language assistance measures so all residents, including those who are Limited English Proficient (LEP), can equally contribute to and benefit from the development and improvement of STAGE services and passenger amenities. LEP individuals are those who do not speak English as their primary language and have limited availability to read, write or understand English.

This plan was developed during the process of preparing STAGE's Title VI Plan to ensure that services are accessible to LEP individuals. Title VI of the 1964 Civil Rights Act is one of two federal mandates that guarantee the provision of meaningful access to federally-funded services for LEP individuals:

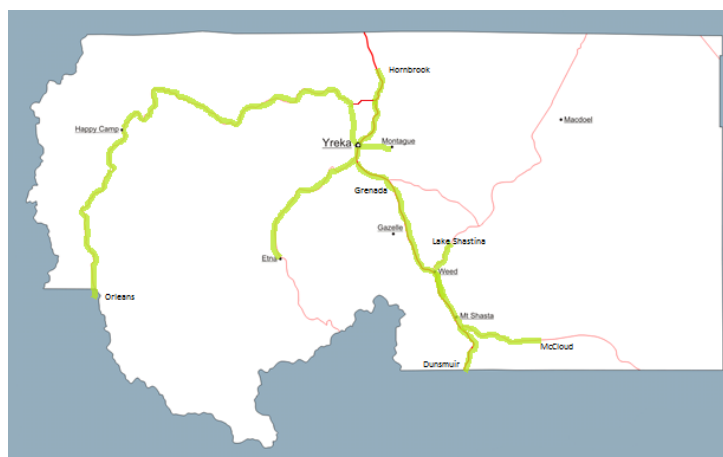
- Title VI of the 1964 Civil Right Act provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives federal financial assistance. This includes meaningful access to LEP customers.
- "In certain circumstances, a failure by a recipient of Federal financial assistance to ensure that individuals with limited English proficiency (LEP) can effectively participate in or benefit from federally assisted programs and activities may violate the prohibition against national origin discrimination under [Title VI of the Civil Rights Act of 1964](#) (42 U.S.C. 2000d) and the U.S. Department of Transportation's (DOT) Title VI regulations at [49 CFR Part 21](#)" ("[Title VI and LEP](#)," U.S. Department of Transportation, 7-9-25 update).

Overview of STAGE's Service Area and Services

STAGE is a rural public transportation system, operating five routes throughout Siskiyou County.

Routes 1A, 2A, and 3A, serve the communities of Weed, Mt Shasta, Dunsmuir, and McCloud along the Interstate 5 corridor. Route 4 serves the communities of Fort Jones, Etna, Yreka, and Hornbrook. Route 5 serves Yreka and Montague and connects riders to the routes traveling to South County. Route 6 connects Yreka and Happy Camp.

STAGE average ridership over the three previous fiscal years (2023-2024, 2024-2025, 2025-2026) was 23,500 per year.



Language Assistance Goals

This plan has been prepared to address responsibilities as a recipient of federal funding and will outline how to identify any resident who may need language assistance, ways in which assistance may be provided and how to notify LEP persons that assistance is available. STAGE is committed to making its services and programs available to all persons, including those with Limited English Proficiency, as part of its compliance with Title VI of the Civil Rights Act of 1964.

STAGE's goal is to provide meaningful access for LEP customers to its services, information, and materials by developing a Language Assistance Plan and by regular evaluation of the developed methods and strategies. Efforts to effectively engage LEP individuals will ensure that interests and input of all residents are given equal consideration in the development and improvement of STAGE services.

Results of the Four Factor Analysis

Factor 1: The number or proportion of LEP persons in the service area who may be served or are likely to encounter STAGE services

The U.S. Census Bureau 2024 American Community Survey, table S1601, Language Spoken at Home, estimates that, of the 41,495 Siskiyou County residents over age 5, 9.7% speak a language other than English. Of the 9.7%, the survey estimates that 2,761 speak Spanish. Of the Spanish-speaking residents, 1,822 speak English “very well” while 939 speak English less than “very well,” according to the survey. Speakers of languages other than English and Spanish total approximately 3% of county residents. See Appendix A for further survey data.

Siskiyou County, California		
Label	Estimate	Margin of Error
Total	41,495	+/- 95
Speak only English	37,480	+/- 430
Speak Spanish	2,761	+/- 400
Spanish Speakers who speak English “very well”	1,822	+/- 372
Spanish Speakers who speak English less than “very well”	939	+/- 178

The majority of those with LEP speak Spanish (2,761 residents or 6.7%), which falls inside the Safe Harbor Provision of over 5% or 1,000 individuals, whichever is less.

STAGE has translated its vital materials into Spanish because the Safe Harbor Provision stipulates that “a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations.”

Factor 2: The frequency with which LEP individuals interact with the program

STAGE conducted staff and passenger surveys in 2026 to determine the frequency of contact between LEP individuals and STAGE services. Staff verbally surveyed STAGE office callers and visitors, and staff were surveyed about their interactions with LEP customers.

Staff Survey

The staff survey was completed by eight employees. The results showed that staff interact with about one LEP individual a week. The LEP customers often need help understanding bus schedules and sometimes ask about the location of buses as well as information regarding fare payments. Staff often use gestures and other body language to convey information to these individuals, such as by pointing to a time on the bus schedule. They also use bilingual skills, a translation app, and basic English words to communicate. To enhance service to these individuals in the future, five staff suggested a Spanish version of the bus schedule. Others advised staff training in a translation app, a bilingual co-worker, automated translation on buses, a video in Spanish explaining how to read bus schedules, and bus-stop signage limited to times the bus departs from that particular bus stop.

Full results from the staff survey can be found in Appendix B.

LEP Outreach

In total, STAGE staff surveyed eleven customers who walked into or called the office. Results can be found in Appendix B. All reported being native English speakers with high or nearly high English proficiency, suggesting a low number of LEP customers interacting with the STAGE office.

Despite the absence of LEP responses, STAGE will continue to reach out to LEP customers. Future LEP outreach efforts will include continuing to identify key organizations or contacts in the community that serve those who are LEP. Additional LEP outreach efforts may be conducted in partnership with any of these key contacts or organizations when an appropriate event or need arises. Making contact with these individuals will be critical as STAGE works to improve the efficiency of its language assistance efforts.

Riding STAGE

Based on survey results, current LEP ridership is minimal.

Calling STAGE

Of those who called STAGE, most were able to communicate well with staff.

STAGE plays a vital role in the transportation needs of those in the community and is committed to continually working to improve its services and outreach methods, ensuring all citizens, including those typically underserved, have access to public transit.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives

STAGE understands that its services are used for life-sustaining activities, such as transportation to and from work, grocery shopping, non-emergency medical appointments, as well as life-enriching activities, such as school and social events. For transit-dependent individuals, STAGE services are important. For this reason, STAGE is committed to continually improving its services for all its riders and potential riders. To understand the importance of STAGE services to LEP individuals, STAGE staff surveyed customers about their access to a vehicle and where they travel on STAGE. Most individuals have no access to a car, and they travel to a variety of places. Shopping, recreation, visits to friends, employment, county services, and other destinations were answers given. See Appendix B for survey results.

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach

As the geographic area that STAGE serves is vast, outreach will need to be varied and, at times, event specific. The STAGE Public Participation Plan lays out the types of outreach activities that will be utilized.

A large portion of STAGE outreach efforts will be possible through continuing to cultivate relationships with key contacts within the LEP community. Keeping these contacts informed about STAGE activities, services and events, and working with them to connect with the LEP populations will be an important outreach activity with little or no associated costs.

The table below identifies several potential outreach strategies that may be utilized as is appropriate and their associated costs. Some of these strategies, such as Spanish language advertisements on radio stations and in magazines will be utilized if such outlets are identified and as funds are available.

TITLE VI PROGRAM FOUR-FACTOR ANALYSIS: FACTOR 4

Translation of Written Documents		Interpretation & Translation Services		Advertisements & Outreach	
Specific elements	Unit Costs (range)	Specific elements	Unit Costs	Specific elements	Unit Costs
<i>Vital Documents:</i>				Availability of language assistance poster development and printing	To be determined on a case-by-case basis
Title VI Notice to the Public	None	Language Line Interpreter, available for meetings and workshops as needed	\$3.95 per minute as utilized To be determined on a case-by-case basis	Spanish-language radio spots (optional)	To be determined on a case-by-case basis
Complaint Form	None	Spanish-speaking consultant or phone translation apps	To be determined on a case-by-case basis	Adverts in Spanish-language publications (optional)	To be determined on a case-by-case basis
Complaint Procedures	None				
Rider Guide	None				
ADA Application	None				
Signage advertising STAGE's language assistance program	To be determined				
System Map	To be determined				
<i>Ad-hoc Documents:</i>	To be determined				
Fliers/advertisements for level one public events	To be determined				
Website	Translation approach TBD				

Implementation Plan

To implement this plan, STAGE has determined that there are five essential tasks that need to be completed. Each task has been broken down into milestones to help track the progress that has been made.

Task 1: Identifying LEP Individuals Who Need Language Assistance

To best serve LEP individuals, STAGE must first identify those who need language assistance. STAGE will be examining records to determine requests for language assistance in the past. At meetings or public events sponsored by or co-sponsored by STAGE, a staff member will greet all participants as they arrive. By informally engaging the participants in conversation, it is possible to gauge the ability to speak and or understand English. STAGE will implement the use of the Census Bureau's Language Identification Card (Appendix C) in the office, on buses, and at any public meetings. This will help in identifying the language assistance needs for future meetings as well. If an operator encounters a passenger on the bus who identifies with one of the language cards, they will forward the contact information and language to STAGE staff for follow-up. Front-line staff and operators will be surveyed on their experience concerning any contact with LEP persons.

Task 2: Language Assistance Measures

STAGE will develop a list of language assistance products and methods available in our communities and how they can be accessed. One of the first steps will be networking with other local service agencies that provide services to LEP individuals and seek opportunities for them to also provide STAGE information. STAGE is providing the Language Identification Card (Appendix C) at the office and onboard buses. The Title VI Program, including the Language Assistance Plan, will be posted on the STAGE website at <https://siskiyoustage.com/plans-programs/title-vi/> and will be available to view at the STAGE office. Going forward, STAGE will take proper steps to secure a professional interpreter service, such as Language Line, and, when an interpreter is needed, staff will utilize them. Staff as well as vehicle operators utilize the translation app on their phones to better service the LEP communities.

Interpretation Services

STAGE will continue to make improvements to its services, including securing an interpreter service to aid in translating and interpreting vital documents and to help staff when language barriers prevent or hinder communication. However, based on the results of the Four Factor Analysis, interpretation services are not required at this time. For small outreach events,

training or transit awareness events, bilingual staff members will assist with translation where appropriate and feasible. If necessary, STAGE will hire an interpreter through a local or regional service.

Translation of Vital Documents

Based on the results of the four-factor analysis, STAGE is required to translate its vital documents to Spanish.

Going forward, the extent of STAGE's ability and obligation to translate written documents will be determined on a case-by-case basis, by continuous monitoring of census data and looking at elements presented in the Four-Factor Analysis.

STAGE's Website

Once individual vital documents are translated, they will be made available on the STAGE website. STAGE is reviewing options and will pursue the most appropriate and feasible option for translating its website.

These are some options for translating that website:

- using Google Translate on the website,
- translating only vital information and each corresponding sub-page,
- professional translation of the entire website and each subpage.

Task 3: Staff Training

The STAGE Title VI Program Administrator developed a required Title VI training for STAGE staff that is included as Appendix D. STAGE Staff will complete the training every two years.

The training consists of these segments:

I: Part one of the training is an online video that explains Title VI and its key requirements. Specifically, the video defines Title VI, explains when it applies, discusses language assistance, and reviews other aspects of Title VI compliance.

II: Part two of the training covers STAGE's language assistance procedures. The LPA is mandated to provide reasonable assistance to persons who are not proficient in English. Specifically, this part of the training describes resources that staff can use for verbal interpretation or written translation.

III: Part three discusses STAGE Title VI procedures if a member of the public requests to file a Title VI complaint.

IV: Part four explains the Title VI Annual Work Plan. This yearly plan, which is shared with the public, comprises Title VI accomplishments for the current year and Title VI goals for the upcoming year.

V: Part five includes a list of Title VI resources and contacts for more information.

VI: The training ends with a brief quiz checking the trainee's comprehension of the material.

Task 4: Providing Notice to LEP Persons and Outreach

To ensure that LEP individuals are aware of STAGE's language assistance measures it will develop simple signage directing those who may use its services to the appropriate information.

Language assistance signage will be posted on each bus, in the main office and on the STAGE website directing those LEP individuals to the appropriate information.

STAGE will continue developing relationships with other organizations and individuals who serve the LEP community. STAGE will also work to develop strategies to spread awareness of the language assistance services.

Task 5: Monitoring, Evaluating, and Updating the Language Assistance Plan

A thorough review of this Language Assistance Plan will be undertaken every three years concurrent with updating and submitting the STAGE Title VI Programs. At that time, the LEP population will be reassessed, to ensure all significant LEP languages are included in STAGE's language assistance efforts.

STAGE will regularly assess the effectiveness of how it communicates with LEP individuals by including questions about language assistance and information needs on any community survey and having conversations with key contacts who work with LEP persons.

STAGE will track its language assistance efforts by keeping a record of staff interactions with LEP individuals and any Language Line usage reports.

Responsibility for Implementing the Language Assistance Plan

The Title VI Program Administrator will be responsible for overseeing the implementation of this plan and assigning tasks as appropriate.

STAGE Title VI Program Administrator
Angie Stumbaugh, Transportation Services Manager
190 Greenhorn Road
Yreka, CA 96097
(530) 842-8220

Section 4 – Other Information

Membership of Non-Elected Committees and Councils

The Social Services Transportation Advisory Council (SSTAC) was established under the requirements of the Transportation Development Act. One of SSTAC's primary responsibilities is to annually identify and review unmet transit needs that may exist within the region.

The SSTAC represents the community's diverse populations by including representatives of transit riders who are age 60 and over, disabled, and of limited means, agencies that serve these groups, as well as at-large members and representatives of the consolidated transportation service agency.

Assurances and Subrecipient Monitoring

STAGE Title VI staff will ensure that federal-aid contracts and agreements and in all sub-contracts and sub-agreements with federal funds include required Title VI assurances listed in Appendix E. In the event of a contractor's noncompliance with the non-discrimination provisions of this contract, the recipient will impose such contract sanctions as it or the Federal Highway Administration determine are appropriate, including, but not limited to withholding payments to the contractor under the contract until the contractor complies and/or cancelling, terminating, or suspending a contract, in whole or in part.

Title VI Equity Analysis

For transit route changes, STAGE analyzes the impact on minority, low-income, and disadvantaged communities by identifying households and their needs. In addition, for fare changes, STAGE assesses how change in ticket prices will impact protected groups compared to the general public. Public input is gathered on these changes by surveys as well as through responses to notifications of the changes.

Annual Work Plan

Stage will annually establish and monitor program goals and maintain a work plan. The Title VI Coordinator will ensure that training is conducted, language translation services continue to be available, public participation is optimal, and appropriate Title VI signage is posted. The work plan also includes updating community statistics and corresponding with the federal agency as necessary. The Title VI Implementation Plan will guide updates to the Annual Work Plan.



System-Wide Policies and Service Standards

Vehicle Load Standards

The average of all loads during the peak operating period should not exceed the following load factors for that service type:

- Loads not to exceed 1.0 passenger/seat

Vehicle Headway Standards

Based on the long distances traversed, ridership, demand and transfer opportunities, STAGE operates with varied headways.

On-Time Performance Standards

STAGE endeavors to operate with no early departures before the times shown on the most current schedule.

All trips should be operated “on-time”, defined as departing a published time-point no more than ten (10) minutes later than the published schedule to accommodate the deviation pick-ups.

Service Availability Standards

STAGE is a rural public transportation system, operating six routes throughout Siskiyou County. STAGE services are available to the communities of Yreka, Grenada, Gazelle, Weed, Mount Shasta, Dunsmuir, McCloud, Fort Jones, Greenview, Etna, Montague, Hornbrook, and Happy Camp.

Vehicle Assignment Policy

Bus assignments consider the operating characteristics of the various buses with STAGE's fleet, which are matched to the operating characteristics of the route. Vehicle assignments will be done to ensure equitable wear and tear of fleet vehicles through the routes.

Transit Amenities Policy

The following policies will be applied as funding allows:

- Installation of a shelter should be considered at a bus stop with an average per trip boarding of 10 or more passengers. Seating/benches should be considered at bus stops with an average per trip boarding of 5 or more passengers.
- Priority for benches and shelters should be given to bus stops serving senior housing, senior activity centers, or facilities which serve clients with mobility impairments.

Appendices

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Siskiyou County, California					
	Total	Percent			
Label	Estimate	Margin of Error	Estimate	Margin of Error	
Population 5 years and over	41,495	±95	(X)	(X)	
Speak only English	37,480	±430	90.3%	±1.0	
Speak a language other than English	4,015	±407	9.7%	±1.0	
SPEAK A LANGUAGE OTHER THAN ENGLISH					
Spanish	2,761	±400	6.7%	±1.0	
5 to 17 years old	585	±183	1.4%	±0.4	
18 to 64 years old	1,785	±272	4.3%	±0.7	
65 years old and over	391	±75	0.9%	±0.2	
Other Indo-European languages	477	±143	1.1%	±0.3	
5 to 17 years old	51	±43	0.1%	±0.1	
18 to 64 years old	257	±96	0.6%	±0.2	
65 years old and over	169	±61	0.4%	±0.1	
Asian and Pacific Island languages	628	±131	1.5%	±0.3	
5 to 17 years old	56	±34	0.1%	±0.1	
18 to 64 years old	448	±109	1.1%	±0.3	
65 years old and over	124	±65	0.3%	±0.2	
Other languages	149	±72	0.4%	±0.2	
5 to 17 years old	16	±15	0.0%	±0.1	
18 to 64 years old	83	±41	0.2%	±0.1	
65 years old and over	50	±52	0.1%	±0.1	
CITIZENS 18 YEARS AND OVER					

Table: ACSST5Y2024.S1601

	Percent of specified language speakers				
	Speak English only or speak English "very well"			Percent speak English only or speak English "very well"	
Label	Estimate	Margin of Error	Estimate	Margin of Error	
Population 5 years and over	40,143	±232	96.7%	±0.5	
Speak only English	(X)	(X)	(X)	(X)	
Speak a language other than English	2,663	±413	66.3%	±5.5	
SPEAK A LANGUAGE OTHER THAN ENGLISH					
Spanish	1,822	±372	66.0%	±6.6	
5 to 17 years old	568	±185	97.1%	±4.2	
18 to 64 years old	1,022	±235	57.3%	±8.3	
65 years old and over	232	±70	59.3%	±12.7	
Other Indo-European languages	364	±126	76.3%	±11.8	
5 to 17 years old	45	±37	88.2%	±16.2	
18 to 64 years old	178	±81	69.3%	±16.3	
65 years old and over	141	±59	83.4%	±13.1	
Asian and Pacific Island languages	328	±129	52.2%	±15.0	
5 to 17 years old	51	±33	91.1%	±18.9	
18 to 64 years old	257	±114	57.4%	±18.6	
65 years old and over	20	±16	16.1%	±15.2	
Other languages	149	±72	100.0%	±24.4	
5 to 17 years old	16	±15	100.0%	±84.8	
18 to 64 years old	83	±41	100.0%	±37.2	
65 years old and over	50	±52	100.0%	±48.0	
CITIZENS 18 YEARS AND OVER					

Table: ACSST5Y2024.S1601

Siskiyou County, California					
Total			Percent		
Label	Estimate	Margin of Error	Estimate	Margin of Error	
All citizens 18 years old and over	33,870	±222	(X)	(X)	
Speak only English	31,304	±315	92.4%	±0.8	
Speak a language other than English	2,566	±274	7.6%	±0.8	
Spanish	1,640	±225	4.8%	±0.7	
Other languages	926	±159	2.7%	±0.5	

Appendix B

Customer LEP Survey

Purpose: This survey helps determine the needs and number of speakers of limited English proficiency who use STAGE services. The survey serves Title VI, a part of the Civil Rights Act of 1964 that prohibits discrimination based on race, color, or national origin.

Surveyor's Name: Renee Callaghan

Survey Start Date: 6-29-26 **Survey End Date:** 7-6-26

Question	Answer (Place 1 tally mark per answer.)
1 On a 1-5 scale with 5 being high, what is your level of English proficiency?	5: (high – Native English speaker) <u> </u> <u> </u> 4: <u>/</u> 3: 2: 1: (low – little knowledge of English)
2 What is your native language?	English: <u> </u> <u> </u> <u>/</u> Spanish: Other language:
3 Do you have access to a vehicle?	Yes: <u> </u> No: <u> </u> <u> </u>
4 Where do you usually travel on the STAGE bus? (one customer gave 2 responses to this question)	- to work: <u>/</u> - to shop: <u> </u> - to a medical appointment: <u>/</u> - to visit family or a friend: <u> </u> - to another destination: <u>recreation </u> <u>county services /</u>

Staff LEP Survey

Staff Member's Name: Scott Andrus

Date: 7-2-26

Purpose: For purposes of Title VI, a part of the Civil Rights Act of 1964, this staff survey is intended to measure the frequency of STAGE interactions with customers with limited English proficiency and to help meet the needs of those individuals.

Question	Answer
1 On average, how many customers with limited English proficiency do you interact with each week?	☒ none ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or other number:
2 What information or services do they need?	☒ bus schedule ☐ bus location ☐ bus payment ☐ other:
3 What helps you communicate with these individuals?	☐ pointing / body language ☐ translator (a person who speaks the second language) ☐ translator (a phone app) ☐ using basic English words / slow speaking ☒ something else: <u>I speak some Spanish</u>
4 In the future, what can STAGE provide to help you communicate with these individuals?	☐ bus schedule translated into Spanish ☐ video explaining the bus schedule in Spanish ☐ fares with visuals posted on the bus ☐ training in and access to a translation app ☒ something else: <u>at bus stops, only post times when bus is at that stop</u>
5 <u>Optional</u> : What other comments do you have about meeting the needs of customers with limited English proficiency?	<u>none</u>

Staff Member's Name: Stephen Burleigh

Purpose: For purposes of Title VI, a part of the Civil Rights Act of 1964, this staff survey is intended to measure the frequency of STAGE interactions with customers with limited English proficiency and to help meet the needs of those individuals.

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Staff LEP Survey

Staff Member's Name: Raice Callaghan

Date: 6-29-26

Purpose: For purposes of Title VI, a part of the Civil Rights Act of 1964, this staff survey is intended to measure the frequency of STAGE interactions with customers with limited English proficiency and to help meet the needs of those individuals.

Question	Answer
1 On average, how many customers with limited English proficiency do you interact with each week?	☒ none ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or other number:
2 What information or services do they need?	☐ bus schedule ☐ bus location ☐ bus payment ☒ other: <u>N/A</u>
3 What helps you communicate with these individuals?	☐ pointing / body language ☐ translator (a person who speaks the second language) ☐ translator (a phone app) ☐ using basic English words / slow speaking ☒ something else: <u>NA</u>
4 In the future, what can STAGE provide to help you communicate with these individuals?	☒ bus schedule translated into Spanish ☐ video explaining the bus schedule in Spanish ☐ fares with visuals posted on the bus ☒ training in and access to a translation app ☐ something else:
5 Optional: What other comments do you have about meeting the needs of customers with limited English proficiency?	<u>None at this time</u>

Staff Member's Name: Russ Downward

Purpose: For purposes of Title VI, a part of the Civil Rights Act of 1964, this staff survey is intended to measure the frequency of STAGE interactions with customers with limited English proficiency and to help meet the needs of those individuals.

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Staff LEP Survey

Staff Member's Name: Karen Godwin

Date: 7-1-26

Purpose: For purposes of Title VI, a part of the Civil Rights Act of 1964, this staff survey is intended to measure the frequency of STAGE interactions with customers with limited English proficiency and to help meet the needs of those individuals.

Question	Answer
1 On average, how many customers with limited English proficiency do you interact with each week?	☒ none ___1 ___2 ___3 ___4 ___5 or other number: ___
2 What information or services do they need?	___ bus schedule ___ bus location ___ bus payment ☒ other: <u>N/A</u>
3 What helps you communicate with these individuals?	___ pointing / body language ___ translator (a person who speaks the second language) ___ translator (a phone app) ___ using basic English words / slow speaking ☒ something else: <u>N/A</u>
4 In the future, what can STAGE provide to help you communicate with these individuals?	___ bus schedule translated into Spanish ☒ video explaining the bus schedule in Spanish ___ fares with visuals posted on the bus ___ training in and access to a translation app ___ something else: _____
5 <u>Optional</u> : What other comments do you have about meeting the needs of customers with limited English proficiency?	<u>None</u>

Staff LEP Survey

Staff Member's Name: ANDY GILMAN

Date: 6/29/26

Purpose: For purposes of Title VI, a part of the Civil Rights Act of 1964, this staff survey is intended to measure the frequency of STAGE interactions with customers with limited English proficiency and to help meet the needs of those individuals.

Question	Answer
1 On average, how many customers with limited English proficiency do you interact with each week?	<u>0</u> none ___ 1 ___ 2 ___ 3 ___ 4 ___ 5 or other number: ___
2 What information or services do they need?	___ bus schedule ___ bus location ___ bus payment ☒ other: <u>N/A</u>
3 What helps you communicate with these individuals?	___ pointing / body language ___ translator (a person who speaks the second language) ___ translator (a phone app) ___ using basic English words / slow speaking ☒ something else: <u>N/A</u>
4 In the future, what can STAGE provide to help you communicate with these individuals?	___ bus schedule translated into Spanish ___ video explaining the bus schedule in Spanish ___ fares with visuals posted on the bus ☒ training in and access to a translation app ☒ something else: <u>Ask Spanish-Speaking coworkers to help</u>
5 <u>Optional</u> : What other comments do you have about meeting the needs of customers with limited English proficiency?	<u>The very few times this has happened we seem to figure it out.</u>

Staff Member's Name: Donna Hamilton

Purpose: For purposes of Title VI, a part of the Civil Rights Act of 1964, this staff survey is intended to measure the frequency of STAGE interactions with customers with limited English proficiency and to help meet the needs of those individuals.

Question	Answer
1 On average, how many customers with limited English proficiency do you interact with each week?	___none <u>X</u> 1 ___2 ___3 ___4 ___5 or other number: ___
2 What information or services do they need?	<u>X</u> bus schedule <u>X</u> bus location <u>X</u> bus payment ___ other: _____
3 What helps you communicate with these individuals?	<u>X</u> pointing / body language <u>X</u> translator (a person who speaks the second language) ___ translator (a phone app) ___ using basic English words / slow speaking ___ something else: _____
4 In the future, what can STAGE provide to help you communicate with these individuals?	<u>X</u> bus schedule translated into Spanish ___ video explaining the bus schedule in Spanish ___ fares with visuals posted on the bus ___ training in and access to a translation app ___ something else: _____
5 <u>Optional</u> : What other comments do you have about meeting the needs of customers with limited English proficiency?	

Staff LEP Survey

Staff Member's Name: Duane Orr

Date: 7/1/26

Purpose: For purposes of Title VI, a part of the Civil Rights Act of 1964, this staff survey is intended to measure the frequency of STAGE interactions with customers with limited English proficiency and to help meet the needs of those individuals.

Question	Answer
1 On average, how many customers with limited English proficiency do you interact with each week?	☒ none ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or other number: _____
2 What information or services do they need?	☐ bus schedule ☒ bus location ☐ bus payment ☐ other: _____
3 What helps you communicate with these individuals?	☒ pointing / body language ☐ translator (a person who speaks the second language) ☒ translator (a phone app) ☒ using basic English words / slow speaking ☐ something else: _____
4 In the future, what can STAGE provide to help you communicate with these individuals?	☒ bus schedule translated into Spanish ☐ video explaining the bus schedule in Spanish ☐ fares with visuals posted on the bus ☐ training in and access to a translation app ☐ something else: _____
5 Optional: What other comments do you have about meeting the needs of customers with limited English proficiency?	<u>N/A - none</u>



Language Identification Card

I work for the U.S. Census Bureau. Is someone here now who speaks English and can help us?
If not, someone may contact you who speaks _____.

Español (Spanish 02)

Trabajo para la Oficina del Censo de los EE. UU. ¿Se encuentra alguien que hable inglés y pueda ayudarnos? Si no, alguien que habla español podría comunicarse con usted.

普通话、广东话 (Chinese simplified)

我是美国人口普查局的工作人员。请问您这里有没有会说英语的人可以帮助我们？

(Mandarin 03): 如果没有，可能会有会讲普通话的人与您联系。

(Cantonese 04): 如果没有，可能会有会讲广东话的人与您联系。

如果您閱讀繁體中文，請參閱第2頁（普通話或廣東話） (Chinese traditional on pg 2)

Tiếng Việt (Vietnamese 05)

Tôi làm việc cho Cục Thống Kê Dân Số Hoa Kỳ. Hiện có ai ở đây biết nói tiếng Anh và có thể giúp quý vị và tôi không? Nếu không, một nhân viên nói tiếng Việt có thể sẽ liên lạc với quý vị.

한국어 (Korean 06)

저는 미국 인구조사국에서 일하고 있습니다. 여기 계신 분 중에서, 영어를 하실 수 있어서 저희를 도와주실 수 있는 분이 혹시 계신지요? 없으시면, 한국어를 하시는 분이 연락을 드릴 수도 있습니다.

Русский (Russian 07)

Я представляю Бюро переписи населения США. Присутствует здесь кто-нибудь, кто говорит по-английски и мог бы помочь нам? Если нет, то тогда возможно, с Вами свяжется наш сотрудник, говорящий по-русски.

العربية (Arabic 08)

أنا أعمل لمكتب الإحصاء الأمريكي. هل يوجد شخص هنا يتكلم الإنجليزية و يمكنه ان يساعدنا الآن؟ إذا لا، فقد يتصل بكم شخص يتكلم اللغة العربية.

Tagalog (Tagalog 09)

Nagtatrabaho ako para sa Kawanihan ng Senso ng U.S. Mayroon ba rito ngayong nagsasalita ng Ingles at maaaring tumulong sa amin? Kung wala, maaaring may kumontak sa inyo na nagsasalita ng Tagalog.

Polski (Polish 10)

Jestem pracownikiem Urzędu Spisu Ludności USA. Czy w tej chwili jest tu ktoś, kto mówi po angielsku i może nam pomóc? Jeżeli nie, może skontaktować się z Państwem ktoś, kto mówi po polsku.

Français (French 11)

Je travaille pour le Bureau de recensement des États-Unis. Y a-t-il quelqu'un ici qui parle anglais et qui pourrait nous aider? Sinon, quelqu'un qui parle français pourrait vous contacter.

Kreyòl Ayisyen (Haitian Creole 12)

Mwen travay pou Biwo Resansman Etazini. Èske gen yon moun la ki pale anglè ki ka ede nou? Si pa genyen, yon moun isit la ki pale kreyòl ka rele ou.

Português (Portuguese 13)

Trabalho para a Agência do Censo dos EUA. Há alguém aqui, agora, que fale inglês e que possa nos ajudar? Caso não haja, uma pessoa que fala português poderá entrar em contato com você.

日本語 (Japanese 14)

私はアメリカ合衆国国勢調査局の係員です。こちらには英語を理解できこの調査にご協力いただける方がいらっしゃいますか？もしない場合は、日本語を話す係員があなたに連絡をすることがあります。

Shqip (Albanian 15)

Unë punoj për Byronë Amerikane të Censurit. A ka njeri këtu tani që flet anglisht dhe mund të na ndihmojë? Nëse jo, dikush që flet shqip mund t'ju kontaktojë.

አማርኛ (Amharic 17)

እኔ የአሜሪካ ህዝብ ቆጠራ ቢሮ ሰራተኛ ነኝ። እንግሊዝኛ የሚናገርና ሊረዳን የሚችል ሰው አለ?
ከሌለ አማርኛ የሚችል ሰው ሊያነጋግርዎ ይችላል።

Հայերեն (Armenian 18)

Ես աշխատում եմ ԱՄՆ Մարդահամարի բյուրոյի համար: Ներկա^o է այստեղ այժմ որևէ մեկը, ով խոսում է անգլերեն և կարող է օգնել մեզ: Եթե ոչ, ապա հայերեն խոսող որևէ մեկը կարող է կապվել Ձեզ հետ:

বাংলা (Bengali 19)

আমি ইউ.এস. জনগণনা ব্যুরোতে কাজ করি। এখানে এখন কি এমন কেউ আছেন যিনি ইংরেজি বলতে পারেন এবং আমাদের সাহায্য করতে পারবেন? না থাকলে বাংলা বলতে পারেন এমন কেউ আপনার সাথে যোগাযোগ করতে পারেন।

Босански/ Bosanski (Bosnian 20)

Ja radim za Američki biro za popis stanovništva. Ima li ovdje nekoga ko govori engleski i može nam pomoći? Ako nema, s Vama bi mogao kontaktirati neko ko govori bosanski.

Ja radim za Američki biro za popis stanovništva. Ima li ovdje nekoga ko govori engleski i može nam pomoći? Ako nema, s Vama bi mogao kontaktirati neko ko govori bosanski.

Български (Bulgarian 21)

Служител съм на Бюрото за преброяване на населението на САЩ. Има ли тук някой, който говори английски и би могъл да ни помогне? Ако няма, с вас може да се свърже някой от нашите служители, който говори български.

မြန်မာဘာသာ (Burmese 22)

ကျွန်တော်/ကျွန်မက အမေရိကန်ပြည်ထောင်စု သန်းခေါင်စာရင်းဌာနအတွက် အလုပ်လုပ်ပါတယ်။
ဒီမှာ အင်္ဂလိပ်စကားပြောတတ်ပြီး ကျွန်တော်/ကျွန်မတို့ကို ကူညီနိုင်သူ ရှိပါသလား။ မရှိဘူးဆိုရင်တော့
မြန်မာစကားပြောတတ်သူတစ်ဦးက လူကြီးမင်းကို ဆက်သွယ်ပါလိမ့်မယ်။

普通话、廣東話 (Chinese traditional)

我是美國人口普查局的工作人員。請問您這裡有沒有會說英語的人可以幫助我們？

(Mandarin 03): 如果沒有，可能會有會講普通話的人聯絡您。

(Cantonese 04): 如果沒有，可能會有會講廣東話的人聯絡您。

Hrvatski (Croatian 23)

Ja radim za američki Ured za popis stanovništva. Ima li trenutno ovdje nekoga tko govori engleski i tko bi nam mogao pomoći? Ako nema, mogao bi Vas kontaktirati netko tko govori hrvatski.

Čeština (Czech 24)

Pracuji pro Americký úřad pro sčítání lidu. Je zde někdo, kdo hovoří anglicky a může nám pomoci? Pokud ne, je možné, že Vás bude kontaktovat někdo, kdo hovoří česky.

Nederlands (Dutch 25)

Ik werk voor het Censusbureau van de VS. Is er hier iemand die Engels spreekt en ons kan helpen? Zo niet, dan kan iemand contact met u opnemen die Nederlands spreekt.

فارسی (Farsi 26)

من برای اداره سرشماری ایالات متحده کار می‌کنم. آیا هم‌اکنون اینجا کسی هست که به زبان انگلیسی حرف بزند و بتواند به من و شما کمک کند؟ اگر نیست، در این صورت احتمال دارد یک نفر از اداره سرشماری که به زبان فارسی صحبت می‌کند با شما تماس بگیرد.

Deutsch (German 27)

Ich arbeite für die US-amerikanische Statistikbehörde. Kann ich mit jemandem sprechen, der Englisch spricht und der uns helfen kann? Wenn nicht, kann jemand, der Deutsch spricht, Kontakt mit Ihnen aufnehmen.

Ελληνικά (Greek 28)

Εργάζομαι στο Γραφείο Απογραφής Πληθυσμού των ΗΠΑ. Είναι κανείς εδώ αυτή τη στιγμή που μιλάει Αγγλικά να μας εξυπηρετήσει; Αν όχι, μπορεί κάποιος να επικοινωνήσει μαζί σας στα Ελληνικά.

ગુજરાતી (Gujarati 29)

હું યુ.એસ. જન ગણના બ્યુરો માટે કામ કરું છું. શું હાલમાં અહીં એવી કોઈ વ્યક્તિ છે જે અંગ્રેજી બોલી શકે અને અમને મદદ કરી શકે? જો કોઈ ના હોય તો, ગુજરાતી બોલતી કોઈપણ વ્યક્તિ તમારી સાથે સંપર્ક કરી શકે છે.

עברית (Hebrew 30)

אני עובד עבור לשכת מפקד האוכלוסין של ארה"ב. האם נמצא כאן עכשיו מישהו שמדבר אנגלית ויכול לעזור לנו? במידה ולא, ישנה אפשרות שייצור אתכם קשר מישהו שמדבר עברית.

हिंदी (Hindi 31)

मैं यू.एस. जनगणना ब्यूरो के लिए काम करता हूँ। क्या यहां अभी कोई ऐसा है जो अंग्रेज़ी बोलता हो और हमारी मदद कर सकता हो? अगर नहीं तो, कोई आपसे संपर्क करेगा जो हिंदी में बात करता हो।

Hmoob (Hmong 32)

Kuv ua hauj lwj rau Teb Chaws Asmeskas Koom Haum Suav Pej Xeem. Puas muaj leej twg tam sim no txawj hais lus Askiv thiab yuav pab tau peb? Yog tsis muaj, muaj neeg hais Lus Hmoob yuav hu rau koj.

Magyar (Hungarian 33)

Az Egyesült Államok Népszámlálási Hivatalánál dolgozom. Van a közelben valaki, aki beszél angolul, és segíteni tud most nekünk? Ha nincs, akkor lehet, hogy egy magyarul beszélő munkatársunk fel fogja venni Önnel a kapcsolatot.

Igbo (Igbo 34)

Ana m arụrụ ndị Ngalaba Gọọmenti U.S. na-ahụ maka Ọnụọgụgụ ndị mmadụ oru. È nwèrè onye nọ ebe à ugbo, a bụ onye na-asụ Igbo nwere ike inyere anyị aka? Ọ bụrụ nà è nweghị, otù onye nà-asụ Igbo nwèrè ike ịkpọturụ gị.

Ilokano (Ilocano 35)

Agtrabtrabahoak para iti U.S. Census Bureau. Adda kadi ditoy ita iti siasinoman a makapagsao iti Ingles ken makatulong kadakami? No awan, adda maysa a mangkontak kadakayo a makapagsao iti Ilokano.

Bahasa Indonesia (Indonesian 36)

Saya bekerja untuk Biro Sensus A.S. Apakah di sini ada yang bisa berbahasa Inggris dan dapat membantu kami? Jika tidak, seseorang yang berbahasa Indonesia mungkin menghubungi Anda.

Italiano (Italian 37)

Lavoro per conto dell'Ufficio Censimento degli Stati Uniti. C'è qualcuno qui adesso che parli inglese e possa aiutarci? In caso contrario, qualcuno che parla italiano potrebbe contattarla.

ខ្មែរ (Khmer 38)

ខ្ញុំធ្វើការឱ្យការិយាល័យជំរឿនរបស់សហរដ្ឋអាមេរិក តើនៅទីនេះ មាននរណាម្នាក់ ចេះនិយាយភាសាអង់គ្លេស ហើយអាចជួយយើងខ្ញុំបានទេ? បើសិនជាគ្មានទេ នោះនឹងមានគេដែលចេះនិយាយភាសាខ្មែរទាក់ទងទៅលោកអ្នក។

ພາສາລາວ (Lao 39)

ຂ້າພະເຈົ້າເຮັດວຽກຢູ່ສຳນັກງານສຳຫຼວດພົນລະເມືອງແຫ່ງສະຫະລັດ. ຕອນນີ້ມີໃຜຢູ່ທີ່ນີ້ທີ່ສາມາດເວົ້າພາສາອັງກິດ ແລະ ຊ່ວຍເຫຼືອພວກເຮົາໄດ້ບໍ່? ຖ້າບໍ່ມີ, ຈະມີຄົນທີ່ເວົ້າພາສາລາວໄດ້ຕິດຕໍ່ຫາທ່ານ

Lietuvių (Lithuanian 40)

Aš esu iš JAV gyventojų surašymo biuro. Ar čia dabar yra kas nors, kas kalba angliškai ir galėtų man ir jums padėti? Jei ne, su jumis gali susisiekti lietuviškai kalbantis asmuo.

മലയാളം (Malayalam 41)

ഞാൻ യു.എസ്. സെൻസസ് ബ്യൂറോയിൽ ജോലി ചെയ്യുന്നു. ഇപ്പോൾ ഇംഗ്ലീഷ് ഭാഷ സംസാരിക്കുന്ന, ഞങ്ങളെ സഹായിക്കാൻ കഴിയുന്ന ഒരാൾ ഇവിടെ ഉണ്ടോ? ഇല്ലെങ്കിൽ, മലയാളം സംസാരിക്കുന്ന ആരെങ്കിലും നിങ്ങളെ ബന്ധപ്പെട്ടേക്കാം

मराठी (Marathi 42)

मी यू.एस. जनगणना कार्यालयासाठी काम करतो. इथे आता कुणी अशी व्यक्ती आहे का जी इंग्रजी बोलते व आम्हाला मदत करू शकेल? नसेल तर, कुणी मराठी बोलणारी व्यक्ती आपल्याशी संपर्क करेल.

Diné (Navajo 43)

U.S. Wááshindoondi Diné Nídawólta' Bina'anishgi naashnish. Ła'kóóh hóló k'ad Bilagáana bizaad yee yáłti'ígíí dóó nihíká adoolwołígíí? Doodago éí ła' da shíí naanidínóotaaf Dinék'ehjí yáłti'ígíí.

नेपाली (Nepali 44)

म अमेरिकी जनगणना ब्यूरोमा काम गर्छु । अहिले यहाँ अंग्रेजी बोल्न जान्ने र हामीलाई मद्दत गर्नसक्ने कोही मान्छे हुनुहुन्छ? यदि कोही छैन भने, तपाईंसँग नेपाली भाषामा कुरा गर्ने कसैले सम्पर्क गर्न सक्दछ ।

ਪੰਜਾਬੀ (Punjabi 45)

ਮੈਂ ਯੂ.ਐਸ. ਜਨਗਣਨਾ ਬਿਊਰੋ ਲਈ ਕੰਮ ਕਰਦਾ ਹਾਂ। ਕੀ ਇਥੇ ਹੁਣ ਕੋਈ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਅਤੇ ਸਾਡੀ ਮਦਦ ਕਰਨ ਵਾਲਾ ਵਿਅਕਤੀ ਹੈ? ਜੇਕਰ ਨਹੀਂ, ਤਾਂ ਤੁਹਾਡੇ ਨਾਲ ਪੰਜਾਬੀ ਬੋਲਣ ਵਾਲਾ ਵਿਅਕਤੀ ਸੰਪਰਕ ਕਰੇਗਾ।

Română (Romanian 46)

Lucrez pentru Biroul pentru recensământ al SUA. Aveți pe cineva lângă dumneavoastră care vorbește limba engleză și ne poate ajuta? Dacă nu aveți pe nimeni, este posibil să fiți contactat(ă) de o altă persoană care vorbește limba română.

Српски / Srpski (Serbian 47)

Ja radim za Američki biro za popis stanovništva. Da li ovde ima nekoga ko govori engleski i može da nam pomogne? Ako nema, postoji mogućnost da sa Vama kontaktira osoba koja govori srpski jezik.

Ja radim za Američki biro za popis stanovništva. Da li ovde ima nekoga ko govori engleski i može da nam pomogne? Ako nema, postoji mogućnost da sa Vama kontaktira osoba koja govori srpski jezik.

සිංහල (Sinhala 48)

මම එක්සත් ජනපද සංගණන කාර්යාංශයේ සේවය කරමි. මෙහි සිටින ඉංග්‍රීසි බස කථා කරන කෙනෙක්ට අපට උදව් කළ හැකිද? එසේ නොමැති නම් සිංහල බස කථා කරන කෙනෙක් ඔබට සම්බන්ධ කරගනු ඇත.

Slovenčina (Slovak 49)

Pracujem pre Úrad pre sčítanie obyvateľstva USA. Je tu teraz niekto, kto hovorí po anglicky a môže nám pomôcť? Ak nie, možno Vás bude kontaktovať niekto, kto hovorí po slovensky.

Soomaali (Somali 50)

Waxaan u shaqeeyaa Xafiiska Tirakoobka Mareykanka. Hadda ma joogaa qof ku hadla af Ingiriis oo na caawin kara? Haddii uusan joogin, waxaa laga yaabaa inuu idin la soo xiriiro qof ku hadla af Soomaali.

Kiswahili (Swahili 51)

Ninafanya kazi na Shirika la Sensa ya Marekani. Je, kuna mtu hapa ambaye anazungumza Kiingereza na anaweza kutusaidia? Ikiwa hamna, mtu anaweza kuwasiliana nawe anayezungumza Kiswahili.

தமிழ் (Tamil 52)

நான் அமெரிக்க மக்கள்தொகைக் கணக்கெடுப்பு பணியகத்தில் வேலை செய்கிறேன். இங்கே இப்போது யாராவது ஆங்கிலம் பேசுபவர் இருக்கிறாரா மேலும் அவரால் நமக்கு உதவி செய்ய முடியுமா? இல்லையென்றால் யாராவது தமிழ் பேசும் ஒருவர் உங்களைத் தொடர்புக்கொள்ளலாம்.

తెలుగు (Telugu 53)

నేను యు.ఎస్. జనాభా గణన బ్యూరో కోసం పని చేస్తున్నాను. నాకు సహాయం చెయ్యడానికి ఆంగ్లంలో మాట్లాడేవారు ఎవరైనా ప్రస్తుతం ఇక్కడ ఉన్నారా? లేకపోతే, తెలుగు మాట్లాడే వారు మిమ్మల్ని సంప్రదిస్తారు.

ไทย (Thai 54)

ฉันทำงานให้กับสำนักงานสำมะโนสหรัฐฯ ตอนนี้ที่ฉันมีใครที่พูดภาษาอังกฤษได้และสามารถช่วยเราแปลได้หรือไม่ หากไม่มี อาจมีคนพูดภาษาไทยได้ติดต่อกับคุณในภายหลัง

ትግርኛ (Tigrinya 55)

የደቡብ ስቴትስ ቆይራ ህዝቢ ቢሮ እየ ዝሰርኡ። ኣብዚ ሕዚ ቋንቋ እንግሊዝ ዝፈልጥ ክሕግዝ ዝኻእልን ሰብ ኣሎዶ? ተዘየለ ካሊእ ትግርኛ ዝፈልጥ ከዛብኩም ይኻእል እዩ።

Türkçe (Turkish 56)

A.B.D. Nüfus Sayım Bürosu'ndanım. Burada İngilizce konuşan ve bize yardımcı olabilecek birisi var mı? Yoksa, Türkçe konuşan biri sizinle irtibata geçebilir.

Twi (Twi 57)

Me ne U.S. Nnipakan Asoee a woye nnipakan ne nhwehwemu adwuma na eye adwuma. Obi a aka Brɔfo kasa a ɔbetumi aboa yen wo ha seesei anaa? Se obiara nni ha saa a, yebema obi a aka Twi ne mo abekasa.

Українська (Ukrainian 58)

Я представляю Бюро перепису населення США. Поряд із Вами є будь-яка особа, що розмовляє англійською мовою та зможе нам допомогти? Якщо ні, можливо, до Вас звернеться наш представник, що розмовляє українською мовою.

اردو (Urdu 59)

میں امریکی مردم شماری بیورو کے لئے کام کرتا ہوں۔ کیا ابھی یہاں کوئی ایسا شخص ہے جو انگریزی بول سکتا ہو اور ہماری مدد کر سکتا ہو؟ اگر نہیں، تو کوئی شخص آپ سے رابطہ کرے گا جو اردو میں بات کرے گا۔

יידיש (Yiddish 60)

איך אַרבעט פֿאַר דעם צענזוס ביוראָ פֿון די פֿאַראײניקטע שטאַטן. איז עמעצער איצט דאָ אין דער היים וואָס רעדט ענגליש און קען אונדז העלפֿן? אויב נישט, וועט עמעצער וואָס רעדט ייִדיש אײַך אפֿשר קאָנטאַקטירן.

Yorùbá (Yoruba 61)

Mo nbá Ilé-ìṣẹ̀ Ìkànnìyàn Ilẹ̀ Amẹ́ríkà ṣiṣẹ́. Njẹ ẹ̀nikan wà níbí yíí nísisiyí tí ó nsọ̀ Èdè Gẹ̀ẹ̀sì tí ó sì lè ràn wá lówó? Bí bẹ̀ẹ̀kọ́, ẹ̀nikan lè kàn sí ọ́ tí ó nsọ̀ èdè Yorùbá.

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STAGE Title VI Training

Welcome to Title VI Training! This training is designed for all staff of Local Public Agencies (LPAs) that receive funding from the Federal Highway Administration (FHWA) through the Caltrans Division of Local Assistance. Whether you work directly with the public, support operations behind the scenes, or help manage programs and services, Title VI plays an important role in ensuring that everyone is treated fairly and has equal access to the services we provide.

All LPA staff are required to complete Title VI training every two years. The LPA Title VI Coordinator and agency leadership are responsible for ensuring that staff receive this training and stay informed about current requirements.

To support our partner agencies, the Caltrans Division of Local Assistance developed this curriculum to provide clear, practical, and up-to-date information on Title VI requirements and how they apply to your daily work.

Thank you for taking the time to complete this training and for your commitment to serving your community fairly and equitably.

Section 1. Title VI Training Module

Begin by watching the Title VI Training for STAGE staff module using this [link](#):

<https://360.articulate.com/review/content/6807e410-01c6-47db-800f-eed40b26b1a0/review>. As you watch, you'll learn about Title VI and how it ensures equitable service for customers.

Section 2. LPA's Language Assistance Procedures

STAGE is mandated to provide reasonable assistance to persons who are not proficient in English. This includes, but is not limited to, providing language assistance (verbal interpretation or written translation) at public events, at public meetings, on buses, during phone calls, and in other interactions with the public.

To ensure limited English proficient (LEP) persons receive the best quality of service, which includes having access to the LPA's programs, services, or activities, use the following resources to communicate with LEP persons:

Language Identification Cards: These cards are available on the buses and at the STAGE transit office to identify the customer's language. Report the interaction with the LEP customer and their native language to STAGE transit office staff.

Google Translate App: To translate English to another language or vis versa, use Google Translate, a tool available on the Internet or as a phone app. The speaker's words can be dictated or typed; then, they are automatically translated into the second language.



Language Line: For more complex interpretation and translation needs, take advantage of Language Line's services. They offer access to qualified interpreters via phone or video as well as certified translation of documents. Please contact the STAGE Title VI Program Administrator, Angie Stumbaugh, at (530) 842-8220 or astumbaugh@co.siskiyou.ca.us to access Language Line's services.

If you have interacted with a customer with limited English proficiency, complete a Title VI Reporting Form to describe the interaction. Then, submit the form to staff at the Transit Center or email it to stage@co.siskiyou.ca.us.

Section 3. LPA's Title VI Complaint Procedures

It is the LPA's policy not to discriminate against any person based on race, color, or national origin. If a member of the public would like to file a Title VI complaint, refer the individual to STAGE's website at <https://siskiyoustage.com/plans-programs/title-vi/>, where a Title VI complaint form can be found. Ask for the person's name and contact information and share the information with the LPA Title VI Coordinator, Angie Stumbaugh, at astumbaugh@co.siskiyou.ca.us, to follow up.

Section 4. LPA's Title VI Reporting Procedures

STAGE is required to produce a Title VI Annual Work Plan and share it with the general public. The Title VI Annual Work Plan comprises Title VI goals for the upcoming year as well as accomplishments. The most recent plan as well as accomplishments will be kept in a binder at the Transit Center. The public is welcome to view the binder upon request.

Section 5. Title VI Resources and Contacts

Find additional Title VI resources and contacts below.

- [Caltrans FHWA Title VI LPA Requirements](https://dot.ca.gov/programs/local-assistance/local-civil-compliance/title-vi/requirements) - <https://dot.ca.gov/programs/local-assistance/local-civil-compliance/title-vi/requirements>
- [Section 9.2 of the Caltrans Local Assistance Procedures Manual](https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch09.pdf) - <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch09.pdf>
- [Caltrans DLA Title VI Complaints](https://dot.ca.gov/programs/local-assistance/local-civil-compliance/title-vi/filing) - <https://dot.ca.gov/programs/local-assistance/local-civil-compliance/title-vi/filing>
- Caltrans DLA Local Title VI Coordinator – dla.titlevi@dot.ca.gov
- STAGE Title VI Program Administrator, Angie Stumbaugh, (530) 842-8220, astumbaugh@co.siskiyou.ca.us



Title VI Training Quiz

Name: _____

Date: _____

Directions: Write the letter of the best answer to each question.

1. ____ What is Title VI?
 - A. A federal law that establishes safety standards for public transportation vehicles and equipment.
 - B. A program that provides federal funding for road construction and highway maintenance projects.
 - C. A federal civil rights law that prohibits discrimination in programs and activities receiving federal financial assistance.
 - D. A policy that requires all public agencies to offer free public transportation services to eligible riders.
2. ____ Title VI protects these aspects of identity: _____.
 - A. race
 - B. color
 - C. national origin
 - D. all of the above
3. ____ What areas of operation does Title VI apply to?
 - A. STAGE programs, services, and activities
 - B. STAGE's federally funded contracts and agreements
 - C. STAGE's public contacts
 - D. All of the above
4. ____ Customers can make Title VI discrimination complaints _____.
 - A. By completing STAGE's Title VI complaint form
 - B. By reporting the incident verbally to a bus driver
 - C. By posting their complaint on STAGE's social media page
 - D. By discussing the problem with the manager of STAGE's services
5. ____ How should employees communicate with customers with limited English proficiency?
 - A. Ask the customer to bring a friend or family member to interpret
 - B. Identify the speaker's language
 - C. Use Google Translate to communicate
 - D. Continue the conversation in English spoken more loudly and slowly
 - E. Both B and C
 - F. Both A and D



Title VI Training Quiz - ANSWERS

Name: _____

Date: _____

Directions: Write the letter of the best answer to each question.

1. **C** What is Title VI?
 - A. A federal law that establishes safety standards for public transportation vehicles and equipment.
 - B. A program that provides federal funding for road construction and highway maintenance projects.
 - C. A federal civil rights law that prohibits discrimination in programs and activities receiving federal financial assistance.**
 - D. A policy that requires all public agencies to offer free public transportation services to eligible riders.
2. **D** Title VI protects these aspects of identity: _____.
 - A. race
 - B. color
 - C. national origin
 - D. all of the above**
3. **D** What areas of operation does Title VI apply to?
 - A. STAGE programs, services, and activities
 - B. STAGE's federally funded contracts and agreements
 - C. STAGE's public contacts
 - D. All of the above**
4. **A** Customers should make Title VI discrimination complaints _____.
 - A. By completing STAGE's Title VI complaint form**
 - B. By reporting the incident verbally to a bus driver
 - C. By posting their complaint on STAGE's social media page
 - D. By discussing the problem with the manager of STAGE's services
5. **E** How should employees communicate with customers with limited English proficiency?
 - A. Ask the customer to bring a friend or family member to interpret
 - B. Identify the speaker's language
 - C. Use Google Translate to communicate
 - D. Continue the conversation in English spoken more loudly and slowly
 - E. Both B and C**
 - F. Both A and D

APPENDIX E

DOT 1050.2A Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, age, sex, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, age, sex, or disability.

4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 1. withholding payments to the contractor under the contract until the contractor complies; and/or
 2. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the California Department of Transportation will accept title to the lands and maintain the project constructed thereon in accordance with Title 23 U.S.C., the regulations for the administration of the preceding statute, and the policies and procedures prescribed by the FHWA of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the California Department of Transportation all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the California Department of Transportation and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the California Department of Transportation, its successors and assigns.

The California Department of Transportation, in consideration of the conveyance of said lands and interest in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the California Department of Transportation will use the lands and interests in lands and interest in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said lands, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

**CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE
ACTIVITY, FACILITY, OR PROGRAM**

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the California Department of Transportation pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the California Department of Transportation will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the California Department of Transportation will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the California Department of Transportation and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER
THE ACTIVITY, FACILITY OR PROGRAM**

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the California Department of Transportation pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishings of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits or, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.) in the event of breach of any of the above of the above Non-discrimination covenants, the California Department of Transportation will have the right to terminate the (license, permits, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the California Department of Transportation will there upon revert to and vest in and become the absolute property of the California Department of Transportation and its assigns.

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

DOT 1050.2A - Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

~~Pertinent Non-Discrimination Authorities:~~

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq*).

Voting Agency: STA**Action Requested:** Approval**Date:** September 8, 2026**Subject:** Contract with Jiffy's Truck School for Required Driver Training**Background**

STAGE utilizes Jiffy's Truck School to provide required Entry-Level Driver Training for employees obtaining a Commercial Driver's License. Jiffy's Truck School is registered with the Federal Motor Carrier Safety Administration to provide Entry-Level Driver Training.

Summary of Item

The proposed contract with Jiffy's Truck School provides for driver training for four STAGE employees. The contract term is September 1, 2026 through June 30, 2027.

Staff recommends approval of the proposed contract.

Financial Impact: Yes ☒ No ☐

The contract amount is not to exceed \$20,620, based on \$5,155 per course for four employees.

Recommended Action:

1. Authorize the Chair to execute the contract with Jiffy's Truck School, LLC.
2. Authorize the Executive Director to accomplish any necessary budget transfers and adjustments.

Attachments (1):

1. Draft Contract with Jiffy's Truck School, LLC

SISKIYOU TRANSPORTATION AGENCY
CONTRACT FOR SERVICES

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

AGENCY: Siskiyou Transportation Agency
190 Greenhorn Road
Yreka, CA 96097

And

CONTRACTOR: Jiffy's Truck School, LLC
875 Hartnell Avenue
Redding, CA 96003

ARTICLE 1. TERM OF CONTRACT

- 1.01** Contract Term: This Contract shall become effective on September 1, 2026 and shall terminate on June 30, 2027, unless terminated in accordance with the provisions of Article 7 of this Contract or as otherwise provided herein.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

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

ARTICLE 3. SERVICES

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

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

To the extent that Exhibit A contains terms in conflict with this Contract or to the extent that it seeks to supplement a provision regarding a subject already fully addressed in this Contract, including a clause similar to this seeking to render its

language superior to conflicting language in this Contract, such language is hereby expressly deemed null and void by all parties upon execution of this Contract.

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

ARTICLE 4. COMPENSATION

- 4.01** Compensation: In consideration for the services to be performed by Contractor, Agency agrees to pay Contractor in proportion to services satisfactorily performed as specified in Exhibit A, the not to exceed amount of Twenty Thousand Six Hundred Twenty Dollars and no/100 cents (\$20,620.00) for the term of the contract (\$5,155.00 per course for four employees).
- 4.02** Invoices: Contractor shall submit detailed invoices for all services being rendered.
- 4.03** Date for Payment of Compensation: Agency will endeavor to make payment within 30 days of receipt of invoices from the Contractor to the Agency, and approval and acceptance of the work by the Agency.
- 4.04** Expenses: Contractor shall be responsible for all costs and expenses incident to the performance of services for Agency, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. Agency shall not be responsible for any expense incurred by Contractor in performing services for Agency.

ARTICLE 5. OBLIGATIONS OF CONTRACTOR

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

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

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

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

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

5.11 State and Federal Taxes: As Contractor is not Agency's employee, Contractor is responsible for paying all required state and federal taxes. In particular:

- a. Agency will not withhold FICA (Social Security) from Contractor's payments;
- b. Agency will not make state or federal unemployment insurance contributions on behalf of Contractor.
- c. Agency will not withhold state or federal income tax from payment to Contractor.
- d. Agency will not make disability insurance contributions on behalf of Contractor.
- e. Agency will not obtain workers' compensation insurance on behalf of Contractor.

5.12 Records: All reports and other materials collected or produced by the Contractor or any subcontractor of Contractor shall, after completion and acceptance of the Contract, become the property of Agency, and shall not be subject to any copyright claimed by the Contractor, subcontractor, or their agents or employees. Contractor may retain copies of all such materials exclusively for administration purposes. Any use of completed or uncompleted documents for other projects by Contractor, any subcontractor, or any of their agents or employees, without the prior written consent of Agency is prohibited. It is further understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Contract shall be the property of the Agency, and Contractor hereby agrees to deliver the same to the Agency upon request. It is also understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Contract are prepared specifically for the Agency and are not necessarily suitable for any future or other use.

5.13 Contractor's Books and Records: Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the Agency for a minimum of five (5) years, or for any longer period required by law, from the date of final payment to the Contractor under this Contract. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the Agency.

5.14 Assignability of Contract: It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or

obligations of the Contractor under this Contract will be permitted only with the express written consent of the Agency.

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

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

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

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

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

ARTICLE 6. OBLIGATIONS OF AGENCY

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

ARTICLE 7. TERMINATION

- 7.01** Termination on Occurrence of Stated Events: This Contract shall terminate automatically on the occurrence of any of the following events:

1. Bankruptcy or insolvency of Contractor
2. Death of Contractor

- 7.02** Termination by Agency for Default of Contractor: Should Contractor default in the performance of this Contract or materially breach any of its provisions, Agency, at Agency's option, may terminate this Contract by giving written notification to Contractor.

- 7.03** Termination for Convenience of Agency: Agency may terminate this Contract at any time by providing a notice in writing to Contractor that the Contract is terminated. Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time of notice of termination is received.

- 7.04** Termination of Funding: Agency may terminate this Contract in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.

ARTICLE 8. GENERAL PROVISIONS

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

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

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

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

(SIGNATURES ON FOLLOWING PAGE)

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

SISKIYOU TRANSPORTATION AGENCY

Date: _____

CLIFF MUNSON, CHAIR
Board of Directors

ATTEST:
HAILEY LANG
Executive Director, Siskiyou Transportation Agency

By: _____

CONTRACTOR: Jiffy's Truck School, LLC

Date: _____

David Penado, Operations Manager

Date: _____

Hayley Hostetter, Chief Operating Officer

License No.: 34846
(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. 84-1792856

APPROVED AS TO LEGAL FORM:

Natalie E. Reed, County Counsel Legal Counsel Date: _____

ACCOUNTING:
Fund Organization Account Activity Code (if applicable)
5660 303010 729200

Encumbrance number (if applicable)

If not to exceed, include amount not to exceed: \$20,620.00

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



Proposal

Exhibit A

Jiffy's Truck School, LLC.

The North State's Premier CDL Truck School

DATE: 08/20/26

875 Hartnell Ave.
Redding, CA 96002
Phone (530) 226-0923 Fax (530) 222-3955

Website: jiffystruckschool.com

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

RE: 40-Hour Test Preparation Course | Entry-Level Driver Training Requirements (Class "A" or "B")

SALESPERSON	VALID UNTIL	PAYMENT TERMS	DUE DATE
David	2027	TBD	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Truck School: Entry Level Driver Training Requirements (40 hours including public driving, theory, and in-yard practice.)	\$3,655.00	\$3,655.00
	Tuition	\$3,405.00	
	Registration Fee (non-refundable)	\$250.00	
	Student Tuition Recovery Fund	\$0.00	
	Curriculum and Materials	INCL.	
	<i>Includes fuel, mileage, and insurance.</i>		
		Subtotal	\$3,655.00
BALANCE DUE			\$3,655.00

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

TAXPAYER ID # 84-1792856

If you'd like to make a credit card payment over the phone or if you have any questions concerning this proposal, please contact David at (530) 226-0923.

THANK YOU FOR YOUR BUSINESS

Page 1 of 2



Proposal

Exhibit A

Jiffy's Truck School, LLC.

The North State's Premier CDL Truck School

DATE: 08/20/26

875 Hartnell Ave.
Redding, CA 96002
Phone (530) 226-0923 Fax (530) 222-3955

Website: jiffystruckschool.com

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

RE: Entry-Level Driver Training Requirements (Passenger Endorsement)

SALESPERSON	VALID UNTIL	PAYMENT TERMS	DUE DATE
David	2027	TBD	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Truck Rental: Entry Level Driver Training Requirements (Passenger Endorsement) 10 educational hours public road driving 10 educational hours in-yard/ range training - Online Passenger Endorsement ELDT course	\$2,500.00	\$2,500.00
	Personal mentor is provided for practice in client-provided vehicle.		
	Commercial Discount		-\$1,000.00
		Subtotal	\$1,500.00
		BALANCE DUE	\$1,500.00

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

TAXPAYER ID # 84-1792856

If you'd like to make a credit card payment over the phone or if you have any questions concerning this proposal, please contact David at (530) 226-0923.

THANK YOU FOR YOUR BUSINESS

Page 2 of 2



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/21/2026

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

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER InterWest Insurance Services, LLC P.O. Box 8110 Chico CA 95927-8110	CONTACT NAME: Zachary Peterson PHONE (A/C, No, Ext): 530-895-1010 E-MAIL ADDRESS: zachary.peterson@iwins.com FAX (A/C, No): 530-895-3165
INSURED Jiffy's Truck School LLC aka Class A in 1 Day dba. Jiffy's Truck Rental 875 Hartnell Ave. Redding CA 96002	INSURER(S) AFFORDING COVERAGE INSURER A: Atain Specialty Insurance Co INSURER B: Redwood Fire & Casualty Ins Co INSURER C: INSURER D: INSURER E: INSURER F:
License#: 0B01094 CLASAIN-01	NAIC # 17159 11673

COVERAGES**CERTIFICATE NUMBER:** 84648960**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			APF200010781	7/18/2026	7/18/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			01APM04432003	3/1/2026	3/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: All operations performed by Named Insured For Certificate Holder.

CERTIFICATE HOLDER**CANCELLATION**Siskiyou Transportation Agency
190 Greenhorn Road
Yreka CA 96097

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Siskiyou County Auditor's Office
BUDGET APPROPRIATION TRANSFER REQUEST

RESOLUTION NO:
26-124

DEPARTMENT SISKIYOU TRANSIT AND GENERAL EXPRES

Date: 8/4/2026

FISCAL YEAR 26/27

Rule Code BD02

FY2627 The department requests a transfer of funds due to unexpected employee training, increase in Charles W. Pillon's Audit contract, Canon equipment and new STAGE yard camera system.

BUDGET TRANSFER FROM:						BUDGET TRANSFER TO:					
FUND #	ORG #	ACCT #	ACCOUNT NAME	ACTV #	AMOUNT	FUND #	ORG #	ACCT #	ACCOUNT NAME	ACTV #	AMOUNT
5660	303010	715000	INSURANCE		44,720	5660	303010	725000	RENTS & LEASES - EQUIPMENT		1,900
						5660	303010	729200	TRAINING		20,620
						5660	303010	729000	TRANSPORTATION & TRAVEL		6,000
						5660	303010	723000	PROFESSIONAL & SPECIALIZED SERVICES		16,200
Total Journal					\$ 44,720	Total Journal					\$ 44,720
								595000	OPERATING TRANSFERS IN		
								795000	TRANSFER OUT		

COUNTY ADMINISTRATOR _____ DATE _____ SIGNATURE OF REQUESTING OFFICIAL [Signature] DATE 7/27/26

Official Use Only: BOARD ACTION REQUIRED? YES ☒ NO ☐
 AYES: Supervisors Valenzuela, Ogren, Kobseff, Harris and Haupt NOES: None ABSENT: None

CHAIR, BOARD OF SUPERVISORS _____ CLERK OF THE BOARD _____ DATE 8/4/2026
 TRANSFER APPROVED _____ JV # _____
 White - Auditor
 Canary - Clerk
 Pink - Originating Department
 AUDITOR _____

Voting Agency:	LTC	Action Requested:	Discussion, Direction, and Adoption of Resolution
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Date: September 8, 2026

Subject: Authorization for Commission Staff to Pursue Grant Funding

Background

Caltrans is currently accepting applications for the FY 2027–28 Sustainable Transportation Planning Grant (STPG) Program. Applications are due October 9, 2026.

The grant categories are 1) Sustainable Communities and 2) Strategic Partnerships.

Sustainable Communities grants range from \$50,000 to \$700,000 for rural communities. Strategic Partnerships grants range from \$100,000 to \$700,000.

Summary of Item

The following are four possible grant proposals:

1. Siskiyou–Southern Oregon Regional Coordination Study
2. Rural Transportation Needs and Access Study
3. Microtransit Service Planning Study
4. Commission-Identified Planning Priority

If the Commission chooses to pursue a planning grant, it may select a grant proposal and direct staff to submit an application.

Staff also recommends adoption of Resolution No. 26-14, which would authorize Commission staff to apply for future grant opportunities without prior Commission approval if there is a timing constraint. Grant proposals not previously presented to the Commission would be reported at the next regular meeting, or as soon thereafter as practical.

Financial Impact: Yes ☒ No ☐

The Sustainable Communities grant requires an 11.47% local match, and the Strategic Partnerships grant requires a 20% local match.

Recommended Action:

Discuss the FY 2027–28 STPG Program; determine whether to pursue a grant application; if so, select a preferred grant proposal and direct staff to submit the application; and adopt Resolution No. 26-14 authorizing Commission staff to apply for future grant opportunities when timing does not allow for prior Commission approval.

Attachments (2):

1. Four Possible Grant Proposals
2. Resolution No. 26-14

Grant Proposal Number 1**Siskiyou–Southern Oregon Regional Coordination Study**

Evaluate how Siskiyou County and Southern Oregon function as a connected transportation region and identify opportunities to improve coordination between California and Oregon transportation agencies to increase commercial use of the I-5 corridor as an economic driver, expand opportunities for interregional tourism, and improve cross-border transportation for local residents.

Primary study area: The I-5 corridor between Siskiyou County and Southern Oregon, with a focus on connections between Yreka, the Mt. Shasta area, Ashland, Medford, and other regional destinations.

Issues for study could include:

- Freight and commercial transportation: Evaluate opportunities to increase the value of I-5 as a commercial transportation corridor, including improvements or regional coordination that could support freight movement, commerce, and economic activity in Siskiyou County and Southern Oregon.
- Regional tourism: Evaluate opportunities for improved transportation connections and coordination to support travel between tourism and recreation destinations in Siskiyou County and Southern Oregon.
- Cross-border transportation needs: Identify why and how frequently Siskiyou County residents travel to Southern Oregon for destinations such as medical services, employment, shopping, air travel, and other regional services, and identify gaps in existing transportation options.
- Cross-border transit connections: Evaluate whether improved transit connections between Siskiyou County and Southern Oregon are feasible, including potential transfer locations, service connections, schedules, and coordination with Southern Oregon transit providers.

The study would recommend practical opportunities for improved cross-border transportation coordination and identify potential projects, partnerships, and funding sources for implementation.

Project progression: Identify cross-border transportation needs, develop coordinated solutions with interagency partners, and pursue funding for implementation.

Grant Proposal Number 2

Rural Transportation Needs and Access Study

Study the transit needs of people with limited access to a personal vehicle in different areas of the County and determine whether those needs are primarily for trips within the local community or for trips to other destinations in the County.

Possible study areas could include:

- Yreka, Montague, and surrounding rural areas.
- Scott Valley and surrounding rural areas.
- Happy Camp and surrounding Klamath River Corridor communities.
- Dorris, Macdoel, Tulelake, and surrounding rural areas.
- Dunsmuir, Mt. Shasta, McCloud, and surrounding rural areas.

Issues for study could include:

- Local transportation needs: Identify demand for trips within an area to destinations such as grocery stores, medical offices, schools, employment, community services, and connections to existing transit services.
- Regional transportation needs: Identify how often residents need transportation to destinations outside their immediate area, such as Yreka, Mt. Shasta, or other regional service centers, and identify gaps in existing transportation options.
- Delivery of goods and services: Evaluate whether some transportation needs could be met by bringing goods and services to rural communities rather than transporting residents to regional service centers. For example, residents could place their own grocery or retail orders with stores that offer curbside pickup, and a transportation service could pick up and deliver those orders. This could include a weekly Yreka-to-Scott Valley delivery run where orders are consolidated and delivered to a community pickup point in Fort Jones or Etna.

The study would recommend whether each area is better suited for microtransit/on-demand service, changes to existing STAGE routes or schedules, improved connections to STAGE stops, delivery services, or another transportation model.

Project progression: Study the need, identify the appropriate service model, and pursue funding for implementation.

Grant Proposal Number 3

Microtransit Service Planning Study

Develop a service model and implementation plan for an on-demand microtransit pilot program in one or more areas of Siskiyou County. The study would focus on using microtransit to provide local transportation and fill first/last-mile gaps that are not practical for existing fixed-route STAGE service.

Possible study areas could include: A defined local area, such as within a city or community, where microtransit could provide local trips and fill the first/last-mile gap between STAGE service and a rider's destination.

Issues for study could include:

- Local service: Evaluate how microtransit could provide on-demand trips to local destinations such as grocery stores, medical offices, employment, community services, and other destinations that are not directly served by STAGE.
- Service design and operations: Evaluate the appropriate service area, days and hours of operation, vehicle size and type, expected ridership, staffing, scheduling and dispatch technology, fares, operating costs, and whether the service should be operated by STAGE or provided through a third-party service provider.

The study would develop a recommended microtransit service model and implementation plan, including the preferred service area, operating model, estimated costs, implementation steps, and potential funding sources.

Project progression: Develop the service model and implementation plan, pursue funding, and establish a future pilot program.

Grant Proposal Number 4**Commission-Identified Planning Priority**

The Commission may identify another transportation planning priority for consideration as the County's FY 2027–28 Sustainable Transportation Planning Grant application. The project should address a transportation planning need, result in a study, plan, or similar planning document, and identify recommendations or future projects that could be pursued for implementation.

Siskiyou County Local Transportation Commission

Resolution No. 26-14

Resolution Authorizing Commission Staff to Apply for Transportation Planning Grants
and Other Grant Funding

WHEREAS, the Siskiyou County Local Transportation Commission is the designated regional transportation planning agency for Siskiyou County; and

WHEREAS, grant funding is periodically available to support transportation planning, studies, programs, projects, and other activities consistent with the responsibilities and priorities of the Commission; and

WHEREAS, grant application periods may not provide sufficient time to obtain prior Commission authorization before an application deadline; and

WHEREAS, the Commission desires to authorize staff to pursue grant funding opportunities that are consistent with the Commission's responsibilities and adopted plans and priorities without requiring separate Commission authorization before each application.

NOW, THEREFORE, BE IT RESOLVED that, for any grant application submitted pursuant to this authorization that was not previously presented to the Commission, staff shall provide a report to the Commission regarding the grant application at the next Commission meeting, as soon as practical.

BE IT FURTHER RESOLVED that, prior to acceptance of any grant award, execution of a grant agreement, or commitment of matching funds not previously authorized, the matter shall be presented to the Commission for consideration and approval.

BE IT FURTHER RESOLVED that the Siskiyou County Local Transportation Commission authorizes Commission staff to prepare and submit applications for transportation planning grants and other grant funding opportunities on behalf of the Commission when the proposed use of the funding is consistent with the Commission's responsibilities and adopted plans and priorities.

BE IT FURTHER RESOLVED that Commission staff are authorized to complete, sign, and submit application materials and other documents necessary to apply for such grant funding.

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission on September 8, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cliff Munson, Chair
Siskiyou County Local Transportation Commission

ATTEST:

Hailey Lang, Executive Director
Siskiyou County Local Transportation Commission

By _____

Voting Agency: LTC **Action Requested:** Discussion and Direction

Date: September 8, 2026

Subject: Proposed Bylaws for the Siskiyou County Local Transportation Commission

Background

The LTC was formed in 1972. Staff has not located any previously adopted bylaws. To formalize the LTC's governance staff has prepared bylaws for Commission review and consideration.

Summary of Item

Staff will present the proposed LTC bylaws for Commission review and direction. If adopted, the bylaws would establish a comprehensive governance framework addressing:

- A. Commission authority and responsibilities
- B. Membership, alternates, voting, and quorum requirements
- C. Officers and Commission administration
- D. Meeting and public participation procedures
- E. General Services administration of STAGE operations
- F. Transportation planning and programming
- G. Transportation Development Act administration
- H. Grants, funding programs, and fiscal administration
- I. Records, ethics, insurance, and risk management
- J. Bylaw amendments and administrative policies

Financial Impact: Yes ☐ No ☒

Review and adoption of the proposed bylaws would have no direct financial impact.

Recommended Action:

Receive the presentation, review the proposed LTC bylaws, provide direction to staff, and direct staff to return with a final version and adopting resolution for Commission consideration.

Attachments (1):

1. Draft Bylaws for the Siskiyou County Local Transportation Commission

Bylaws of the Siskiyou County Local Transportation Commission

**Adopted
September 8, 2026**

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ARTICLE 1: NAME, PURPOSE, AUTHORITY, AND JURISDICTION

Section 1.01 Name

The organization shall be known as the Siskiyou County Local Transportation Commission, hereinafter referred to as the "Commission" or "SCLTC."

Section 1.02 Authority

The Commission was established in 1972 under the Transportation Development Act (TDA) and operates pursuant to California Government Code section 29535. The Commission serves as the designated Regional Transportation Planning Agency (RTPA) for Siskiyou County.

The Commission shall exercise all powers, duties, and responsibilities assigned by the Transportation Development Act (TDA) and other applicable state and federal laws, including regional transportation planning, transportation programming, transportation funding, and administration of TDA funds.

Section 1.03 Purpose

The purpose of the Commission is to provide regional leadership, coordination, and oversight for transportation planning, transportation funding, and transportation policy throughout Siskiyou County.

The Commission shall promote a safe, efficient, coordinated, and financially sustainable transportation system that serves the residents, businesses, visitors, and public agencies within Siskiyou County.

Section 1.04 Mission

The mission of the Commission is to improve mobility, accessibility, economic vitality, public safety, and quality of life through effective transportation planning, funding administration, interagency coordination, and strategic investment in transportation infrastructure and services.

Section 1.05 Responsibilities

The Commission shall be responsible for carrying out transportation planning and programming activities required by state and federal law, including but not limited to:

- A. Preparation, adoption, and maintenance of the Regional Transportation Plan (RTP)
- B. Preparation, adoption, and maintenance of the Regional Transportation Improvement Program (RTIP)
- C. Administration of Transportation Development Act funds, including Local Transportation Fund (LTF) and State Transit Assistance (STA) funds
- D. Conducting annual Unmet Transit Needs hearings and making required findings
- E. Administration of transportation grants and funding programs
- F. Development of transportation policies and procedures
- G. Coordination with federal, state, tribal, regional, and local agencies

- H. Development and implementation of transportation studies, plans, and programs
- I. Advocacy for transportation funding and transportation improvements within Siskiyou County
- J. Any other transportation-related duties authorized or required by law

Section 1.06 Jurisdiction

The Commission's regional transportation planning area encompasses the entire geographic area of Siskiyou County.

The Commission shall serve as the Regional Transportation Planning Agency for the following local jurisdictions:

- A. County of Siskiyou
- B. City of Yreka
- C. City of Mount Shasta
- D. City of Weed
- E. City of Dunsmuir
- F. City of Montague
- G. City of Tulelake
- H. City of Dorris
- I. City of Etna
- J. City of Fort Jones

The Commission may coordinate with tribal governments having lands or transportation interests within Siskiyou County. Nothing in this section shall alter or diminish tribal sovereignty or the legal authority of any local jurisdiction.

Section 1.07 Relationship to Transit Operations

The Commission recognizes the distinction between regional transportation planning functions and transit operations.

The Commission shall retain responsibility for transportation planning, transportation programming, Transportation Development Act administration, grant administration, transportation policy, and approval of transportation funding allocations under the Commission's authority.

Public transit operations, including transit personnel, fleet management, maintenance, dispatch services, facilities, and day-to-day service delivery, shall be the responsibility of Siskiyou County and shall be administered by the Siskiyou County General Services Department.

Section 1.08 Administrative Structure

The Commission shall operate as an independent policy-making body supported administratively by the Siskiyou County Community Development Department.

The Community Development Director shall serve as Executive Director of the Commission unless otherwise directed by the Commission.

The Commission finds that utilizing existing County administrative resources promotes efficiency, reduces administrative overhead, streamlines operations, and maximizes the use of available transportation revenues.

ARTICLE 2: MEMBERSHIP, APPOINTMENTS, AND GOVERNANCE

Section 2.01 Composition of the Commission

The Commission shall consist of six (6) voting members appointed as follows:

- A. Three (3) members appointed by the Siskiyou County Board of Supervisors.
- B. Three (3) members appointed by the League of Local Agencies (LOLA), serving as the city selection committee for Siskiyou County.

Each member shall serve at the pleasure of the appointing authority unless otherwise provided by law or specified by the appointing authority.

Section 2.02 Alternate Members

Alternate members shall be appointed in accordance with California Government Code section 29535.

The written appointment shall identify the regular member or members for whom the alternate may serve. An alternate may serve in place of an identified regular member when that member is absent or disqualified from participating.

When serving, the alternate shall possess all rights and responsibilities of the regular member.

Section 2.03 Appointments

Each appointing authority shall notify the Executive Director in writing of all appointments and changes in representation.

Appointments shall remain effective until superseded by written action of the appointing authority.

Section 2.04 Vacancies

A vacancy shall occur upon resignation, death, removal by the appointing authority, loss of eligibility to serve, or any other circumstance creating a vacancy under applicable law.

Vacancies shall be filled by the appointing authority as soon as reasonably practicable.

A vacancy shall not impair the authority of the Commission to conduct business, provided a quorum is present.

Section 2.05 Qualifications

Commission members shall be elected officials, appointed public officials, or individuals otherwise authorized by their appointing authority to represent that jurisdiction.

Members shall maintain eligibility as required by applicable law and the policies of their appointing authority.

Section 2.06 Duties of Commissioners

Commissioners shall:

- A. Attend regular and special meetings
- B. Review meeting materials in advance
- C. Participate in transportation planning and funding decisions
- D. Represent the interests of their jurisdiction while considering regional transportation needs
- E. Comply with all applicable laws, regulations, and Commission policies
- F. Conduct themselves in a professional and respectful manner

Section 2.07 Fiduciary Responsibility

Commissioners shall exercise independent judgment in carrying out their duties. While representing their respective jurisdictions, Commissioners shall also consider the transportation needs and interests of Siskiyou County as a whole.

Transportation funding decisions shall be based upon applicable laws, adopted policies, program requirements, and the best interests of Siskiyou County as a whole.

Section 2.08 Attendance

Regular attendance is essential to the effective operation of the Commission.

Commissioners shall make reasonable efforts to attend all meetings.

If a Commissioner is unable to attend a meeting, the Commissioner shall notify staff as soon as practical so that an alternate member may be contacted.

Section 2.09 Attendance Review and Replacement

The Commission recognizes that regular participation by the County and incorporated cities is essential to effective regional transportation planning and decision-making.

If a Commissioner is absent from three (3) consecutive regular meetings without good cause, the Chair may direct the Executive Director to notify the appointing authority of the attendance record and request review of the appointment.

Nothing in this section shall limit the authority of the appointing authority to select its representatives to the Commission.

The Commission may request that the appointing authority consider appointing an alternate representative if prolonged absences are affecting the ability of the Commission to conduct business.

For purposes of this section, attendance by a duly appointed alternate member shall be considered attendance by the appointing authority.

The intent of this section is to encourage consistent participation and effective representation of the County and incorporated cities while respecting the authority of each appointing authority to select its representatives.

Section 2.10 Compensation

Commission members may receive compensation, stipends, mileage reimbursement, or expense reimbursement only as authorized by applicable law, their appointing authority, or Commission policy.

Nothing in this section shall obligate the Commission to provide compensation.

Section 2.11 Voting Rights

Each voting member shall be entitled to one vote.

Proxy voting shall not be permitted.

Alternate members may vote only when properly seated in place of a regular member.

Unless otherwise required by law or these bylaws, an action shall be approved by the affirmative vote of a majority of the members present and voting, but in no event by fewer than three (3) affirmative votes.

Abstentions shall not be counted as votes.

Section 2.12 Conflict of Interest

Commissioners shall comply with all applicable conflict-of-interest laws, including the California Political Reform Act.

A Commissioner with a disqualifying conflict of interest shall publicly disclose the conflict as required by law and shall not participate in the discussion or vote on the matter.

Section 2.13 Ethics and Professional Conduct

Commissioners shall:

- A. Treat fellow Commissioners, staff, consultants, and members of the public with respect
- B. Conduct Commission business openly and transparently
- C. Avoid conduct that would undermine public confidence in the Commission
- D. Comply with all applicable ethics laws and regulations
- E. Support an atmosphere of professionalism and collaboration

Section 2.14 Authority of Individual Commissioners

No individual Commissioner shall have authority to direct staff, obligate Commission funds, commit the Commission to a position, or speak on behalf of the Commission unless specifically authorized by Commission action or by the Chair acting within delegated authority.

All authority of the Commission shall be exercised through actions of the Commission as a body.

Section 2.15 Non-Discrimination

The Commission shall conduct its activities in a manner consistent with all applicable federal and state civil rights laws and nondiscrimination requirements.

ARTICLE 3: OFFICERS

Section 3.01 Officers

The officers of the Commission shall consist of:

- A. Chair
- B. Vice Chair

The Commission may establish additional officer positions as deemed necessary by amendment to these bylaws.

Section 3.02 Election of Officers

Officers shall be elected annually at the first regular meeting of each calendar year.

Nominations may be made by any Commissioner.

Election of officers shall be conducted in accordance with the voting requirements of Section 2.11.

If more than two nominations are received for an office, voting shall continue until one nominee receives the required number of affirmative votes.

Section 3.03 Term of Office

Officers shall serve a term of one (1) year and until their successors are elected.

There shall be no limitation on the number of terms an officer may serve.

Section 3.04 Chair

The Chair shall serve as the presiding officer of the Commission and shall:

- A. Preside over all meetings of the Commission
- B. Preserve order and decorum during meetings
- C. Ensure meetings are conducted in accordance with applicable laws and Commission policies
- D. Execute documents authorized by the Commission when required
- E. Appoint committees and committee members unless otherwise directed by the Commission
- F. Coordinate with the Executive Director regarding meeting agendas and Commission priorities
- G. Represent the Commission at meetings, conferences, public events, and other functions when authorized
- H. Perform other duties customary to the office of Chair

Section 3.05 Vice Chair

The Vice Chair shall:

- A. Perform all duties of the Chair in the Chair's absence
- B. Assist the Chair as necessary

- C. Succeed to the office of Chair on an interim basis in the event of a vacancy until a new Chair is elected
- D. Perform other duties assigned by the Commission or Chair

Section 3.06 Absence of Officers

In the absence of both the Chair and Vice Chair, the Commissioners present shall elect a temporary presiding officer for that meeting.

The temporary presiding officer shall exercise all authority necessary to conduct the meeting.

Section 3.07 Vacancies

A vacancy in an officer position shall occur upon:

- A. Resignation
- B. Death
- C. Removal from office
- D. Loss of Commission membership
- E. Any other circumstance resulting in inability to serve

A vacancy in the office of Chair shall be filled by the Vice Chair until a successor is elected.

A vacancy in the office of Vice Chair shall be filled through election at the next regular Commission meeting.

Section 3.08 Removal of Officers

An officer may be removed from office by a vote taken in accordance with Section 2.11.

Removal from an officer position shall not remove the individual from membership on the Commission.

Section 3.09 Authority of Officers

Officers shall possess only those powers specifically granted by law, these bylaws, or action of the Commission.

No officer shall independently commit Commission funds, direct staff, execute agreements, or establish Commission policy unless authorized by Commission action or delegated authority.

Section 3.10 Relationship to Executive Director

The Chair and Vice Chair shall work collaboratively with the Executive Director regarding Commission business.

The Chair may provide direction to the Executive Director regarding agenda preparation, meeting administration, and implementation of Commission actions.

Nothing in this section shall be construed as granting individual Commissioners authority to supervise staff.

Section 3.11 Spokesperson Authority

The Chair shall serve as the primary spokesperson for the Commission on matters involving adopted Commission policies and actions.

The Executive Director may serve as spokesperson regarding administrative, planning, funding, and technical matters.

Other Commissioners may represent the Commission only when authorized by Commission action or by the Chair acting within delegated authority.

Section 3.12 Ceremonial and Administrative Actions

The Chair may execute ceremonial documents and routine correspondence on behalf of the Commission.

The Chair may execute letters of support and other documents approved by the Commission or authorized under an adopted Commission policy.

The Executive Director may execute administrative documents and routine correspondence necessary to implement Commission actions and administer Commission programs.

ARTICLE 4: EXECUTIVE DIRECTOR AND ADMINISTRATION

Section 4.01 Executive Director

The Community Development Director shall serve as Executive Director of the Commission unless otherwise designated by formal action of the Commission.

The Executive Director shall serve as the chief administrative officer of the Commission and shall be responsible for administering Commission programs, implementing Commission policies, and managing the day-to-day functions of the Regional Transportation Planning Agency.

With respect to Commission duties, the Executive Director shall be accountable to the Commission. Nothing in these bylaws alters the County's authority over the employment, personnel supervision, or employment conditions of County employees.

Section 4.02 Duties of the Executive Director

The Executive Director shall:

- A. Implement policies, programs, and directives adopted by the Commission
- B. Serve as administrator of the Regional Transportation Planning Agency
- C. Prepare agendas, staff reports, resolutions, and supporting materials for Commission meetings
- D. Develop and administer Commission budgets
- E. Administer Transportation Development Act programs
- F. Coordinate preparation and implementation of the Regional Transportation Plan
- G. Coordinate preparation and implementation of the Regional Transportation Improvement Program
- H. Administer transportation grants and funding programs
- I. Manage consultant agreements and contracts authorized by the Commission
- J. Coordinate with federal, state, tribal, regional, and local agencies
- K. Provide policy recommendations and technical guidance to the Commission
- L. Ensure compliance with applicable federal and state laws and regulations
- M. Maintain official Commission records
- N. Supervise staff assigned to support Commission administrative and transportation planning functions
- O. Perform other duties assigned by the Commission

Section 4.03 Administrative Support

The Community Development Department shall provide administrative support services to the Commission.

Administrative support services may include:

- A. Meeting administration
- B. Transportation planning services
- C. Grant administration
- D. Financial administration and reporting
- E. Public outreach

- F. Intergovernmental coordination
- G. Contract administration
- H. Other services necessary to carry out Commission responsibilities

Section 4.04 Delegated Administrative Authority

The Commission delegates authority to the Executive Director to conduct routine administrative activities necessary for the efficient operation of Commission programs.

Unless otherwise prohibited by law or Commission action, the Executive Director may:

- A. Execute routine administrative documents
- B. Prepare and submit grant applications authorized by the Commission or within delegated authority
- C. Execute grant-related documents within approved programs
- D. Approve routine budget adjustments within adopted budgets
- E. Execute consultant task orders and amendments within approved contract limits
- F. Execute routine agreements and administrative contracts necessary to carry out Commission programs
- G. Take other administrative actions necessary to implement Commission policies

Nothing in this section shall authorize the Executive Director to establish policy, adopt budgets, approve Transportation Development Act allocations, adopt transportation plans, or take actions reserved to the Commission.

Section 4.05 Transit Operations Administration

The Commission recognizes the distinction between transportation planning functions and public transit operations.

The Commission shall retain responsibility for:

- A. Regional transportation planning;
- B. Transportation Development Act administration;
- C. Regional Transportation Plan development;
- D. Regional Transportation Improvement Program development;
- E. Transportation funding administration;
- F. Transportation policy development;
- G. Grant administration; and
- H. Other Regional Transportation Planning Agency functions.

Section 4.06 Transit Operations Responsibilities

Public transit operations shall be administered by the Siskiyou County General Services Department.

The General Services Director shall be responsible for:

- A. Transit personnel management
- B. Fleet management
- C. Vehicle maintenance
- D. Transit facilities

- E. Dispatch operations
- F. Service delivery
- G. Operational compliance requirements
- H. Day-to-day transit operations
- I. Other operational responsibilities assigned by the County

The General Services Department shall provide direct supervision of transit personnel.

Section 4.07 Coordination Between Departments

The Executive Director and General Services Director shall coordinate as necessary to ensure compliance with applicable transportation funding requirements, grant obligations, reporting requirements, and Commission policies.

The Community Development Department and General Services Department shall work cooperatively to advance transportation goals and ensure the effective use of transportation resources.

Section 4.08 Authority Over Personnel

The Executive Director shall supervise personnel assigned to Commission planning, programming, grant administration, and administrative functions.

The Executive Director shall not exercise direct supervisory authority over transit operations personnel.

Transit personnel shall remain under the supervision of the General Services Director.

Section 4.09 Legal Support

The Commission may rely on qualified staff who are licensed to practice law in California for routine legal advice, legal compliance, and related legal services.

The Commission may appoint or retain independent legal counsel through formal action for complex, specialized, or significant legal matters.

Section 4.10 Emergency Administrative Actions

When immediate administrative action is necessary to preserve funding eligibility, meet filing deadlines, or comply with legal requirements, the Executive Director may take necessary action within the authority delegated by the Commission and the adopted budget.

Nothing in this section authorizes the Executive Director to establish policy, approve funding allocations, or take any action reserved to the Commission.

Any action taken under this section shall be reported to the Commission at its next regular meeting.

ARTICLE 5: GENERAL SERVICES AND STAGE TRANSIT OPERATIONS

Section 5.01 Purpose

The purpose of this Article is to describe the role of the Siskiyou County General Services Department in administering County public transportation services operated as Siskiyou Transit and General Express (STAGE) and to establish coordination between STAGE operations and the Commission's transportation planning and funding responsibilities.

Section 5.02 General Services Responsibility

Public transit operations conducted by Siskiyou County through STAGE shall be administered by the Siskiyou County General Services Department.

The General Services Director shall be responsible for the management and administration of STAGE operations in accordance with County policies, applicable laws, regulatory requirements, grant conditions, and funding requirements.

Section 5.03 Operational Responsibilities

The General Services Department shall be responsible for:

- A. Transit personnel management and supervision
- B. Route planning, scheduling, dispatch, and service delivery
- C. Fleet management and vehicle maintenance
- D. Transit facilities and passenger amenities
- E. Safety, security, and emergency procedures
- F. Operational and regulatory compliance
- G. Preparation and administration of the STAGE operating budget, subject to County budgetary authority and applicable Commission funding allocations
- H. Collection and maintenance of ridership, financial, service, and performance information
- I. Other day-to-day responsibilities necessary to operate STAGE

Section 5.04 Funding and Planning Coordination

The General Services Director and Executive Director shall coordinate regarding:

- A. Transit funding needs
- B. Transportation Development Act allocations
- C. Grant opportunities and obligations
- D. Capital planning and vehicle replacement
- E. Service needs and proposed service changes
- F. Performance and financial reporting
- G. Other matters affecting both Commission programs and STAGE operations

Requests involving Commission-administered funds shall be presented to the Commission for review and action.

Section 5.05 Service and Capital Proposals

General Services shall submit proposed service changes, capital purchases, and transit projects to the Commission when the proposal requires Commission-administered funding or an amendment to a Commission-approved transportation plan, funding allocation, or grant.

Commission review shall be limited to matters within the Commission's planning, programming, grant-administration, and funding authority.

Section 5.06 Reporting

General Services shall provide the Commission with information reasonably necessary for transportation planning, funding decisions, grant administration, and compliance with applicable requirements.

Information may include:

- A. Ridership and service levels
- B. Operating revenues and expenditures
- C. Fleet condition and vehicle-replacement needs
- D. Capital-improvement needs
- E. Performance measures
- Grant and regulatory compliance information
- F. Other information relevant to Commission-administered programs or funding

Section 5.07 Separation of Authority

The Commission shall retain authority over regional transportation planning and programming, Transportation Development Act administration, grant administration, transportation policy, and funding allocations under the Commission's authority.

The Siskiyou County General Services Department shall retain responsibility for STAGE personnel, operational management, and day-to-day service delivery.

Nothing in this Article authorizes the Commission, an individual Commissioner, the Executive Director, or Commission staff to directly supervise STAGE personnel or manage day-to-day transit operations.

Section 5.08 Accounting and Use of STAGE Resources

Transportation funds allocated, granted, or otherwise designated for STAGE shall be separately accounted for and used only for authorized public transportation purposes.

Such funds shall not be transferred or used to support unrelated County or General Services programs, projects, or activities.

Personnel time paid from STAGE or transit funds shall be separately tracked and shall not be charged for work unrelated to public transportation. Vehicles, equipment, facilities, and other assets acquired, maintained, or supported with transit funds shall be used for authorized public transportation purposes.

Charges for County or General Services support shall be limited to services reasonably attributable to STAGE, authorized by applicable funding requirements, and adequately documented.

Any proposed use of Commission-administered funds or Commission-funded assets outside their approved transit purpose shall require prior Commission approval and must comply with applicable law and funding requirements.

ARTICLE 6: MEETINGS AND PROCEDURES

Section 6.01 Regular Meetings

The Commission shall hold regular meetings at least quarterly at a date, time, and location established by the Commission.

The Commission may establish an annual meeting calendar by resolution or motion.

Regular meetings may be held in person, by teleconference, or by other means authorized by applicable law.

Section 6.02 Special Meetings

Special meetings may be called by the Chair or by a majority of the Commission. The Executive Director may prepare and issue the notice at the direction of the Chair.

Special meetings shall be noticed and conducted in accordance with the Ralph M. Brown Act.

Only business identified in the special meeting notice may be considered at a special meeting.

Section 6.03 Emergency Meetings

Emergency meetings may be called and conducted as authorized by the Ralph M. Brown Act.

The Commission shall comply with all applicable notice and reporting requirements associated with emergency meetings.

Section 6.04 Brown Act Compliance

All meetings of the Commission, its standing committees, and any other bodies subject to the Brown Act shall be conducted in accordance with applicable provisions of California law.

The Commission shall conduct its business in a manner that promotes transparency, accountability, and public participation.

Section 6.05 Meeting Agenda

The Executive Director shall prepare meeting agendas in consultation with the Chair.

Agenda materials shall be distributed in accordance with applicable legal requirements and Commission procedures.

Commissioners may request items be placed on future agendas through the Chair or Executive Director.

Nothing in this section shall require placement of an item that is not within the jurisdiction of the Commission or that is otherwise prohibited by law.

Section 6.06 Order of Business

Unless otherwise determined by the Chair, regular meetings shall generally follow this order:

- A. Call to Order and Pledge of Allegiance
- B. Roll Call
- C. Presentations from the Public/Public Comment
- D. Consent Calendar
- E. Regular Agenda Items, including presentations, staff reports, and discussion or action items
- F. Public Hearings, when applicable
- G. Commissioner Comments, Other Business, and Requests for Future Agenda Items
- H. Announcement of the next regular meeting
- I. Closed Session and Report on Closed Session, when applicable
- J. Adjournment

The Chair may modify the order of business to facilitate efficient conduct of Commission business.

Section 6.07 Quorum

Four (4) voting members, including any alternate properly seated in place of a regular member, shall constitute a quorum.

If a quorum is not present, the members present may receive informational reports and public comment but shall not deliberate, take action, or provide direction on behalf of the Commission. The members present may adjourn or continue the meeting.

No Commission action shall be taken without a quorum.

Section 6.08 Voting

Each voting member shall be entitled to one vote.

Proxy voting shall not be permitted.

Alternate members may vote only when properly seated in place of a regular member.

Consistent with Section 2.11, unless otherwise required by law or these bylaws, an action shall be approved by the affirmative vote of a majority of the members present and voting, but in no event by fewer than three (3) affirmative votes.

Abstentions shall not be counted as votes.

Section 6.09 Tie Votes

A motion receiving a tie vote shall fail.

The Commission may reconsider the matter at a future meeting.

Section 6.10 Meeting Procedure

Meetings shall be conducted in an orderly and efficient manner.

The Chair shall rule on procedural matters consistent with applicable law, these bylaws, and Commission policies. The Commission may overrule a procedural ruling of the Chair by a vote taken in accordance with Section 2.11.

When a procedure is not otherwise specified, the Chair may apply generally accepted public-meeting practices.

Section 6.11 Consent Calendar

Routine matters may be placed on a consent calendar.

Any Commissioner may request removal of an item from the consent calendar for separate discussion and consideration.

Items removed from the consent calendar shall be considered under regular business.

Section 6.12 Resolutions

Formal Commission actions may be adopted by resolution.

Resolutions shall be consecutively numbered and maintained as part of the official records of the Commission.

Section 6.13 Minutes

The Executive Director shall ensure preparation of minutes for all Commission meetings.

Minutes shall include:

- A. The date and location of the meeting
- B. Members present and absent, including any alternate seated
- C. A summary of actions taken
- D. The vote or abstention of each member on each action
- E. Other information required by law

Minutes shall become official upon approval by the Commission.

Section 6.14 Commissioner Participation

Commissioners are encouraged to actively participate in discussions and deliberations.

The Chair may establish reasonable procedures to ensure all Commissioners have an opportunity to participate.

Section 6.15 Staff Participation

The Executive Director and designated staff may participate in Commission discussions and provide information, recommendations, and technical assistance.

Staff shall not vote on Commission matters.

Section 6.16 Decorum

Commission meetings shall be conducted in an orderly and professional manner.

Commissioners, staff, consultants, and members of the public are encouraged to treat one another with courtesy and respect.

The Chair may take reasonable actions necessary to maintain order and ensure the orderly conduct of meetings.

Section 6.17 Reconsideration of Actions

Any Commissioner may request reconsideration of a Commission action during the same meeting or at a subsequent meeting.

A motion to reconsider shall be approved in accordance with Section 2.11.

If reconsideration occurs at a subsequent meeting, the matter shall be properly placed on the agenda.

Section 6.18 Closed Sessions

The Commission may conduct closed sessions only as authorized by applicable law.

The Commission shall publicly report actions taken in closed session as required by law.

Section 6.19 Annual Meeting Calendar

The Commission shall endeavor to establish an annual meeting calendar that aligns with major transportation planning, programming, budgeting, and funding cycles.

The meeting schedule should facilitate timely completion of Transportation Development Act allocations, Regional Transportation Improvement Program actions, Regional Transportation Plan updates, grant applications, and other required Commission activities.

ARTICLE 7: PUBLIC PARTICIPATION

Section 7.01 Policy

The Commission recognizes that public participation is essential to effective transportation planning and decision-making.

The Commission shall encourage meaningful public involvement in transportation planning, programming, funding decisions, and policy development.

Public participation activities shall be conducted in a manner that promotes transparency, accessibility, accountability, and public trust.

Section 7.02 Public Comment at Meetings

Members of the public shall be provided an opportunity to address the Commission at regular and special meetings consistent with applicable law.

The Chair may establish reasonable procedures regarding:

- A. Time limits
- B. Speaker organization
- C. Order of testimony
- D. Other matters necessary for efficient conduct of meetings

Public comment procedures shall be administered in a manner that promotes participation while allowing the Commission to efficiently conduct its business.

Section 7.03 Public Hearings

The Commission shall conduct public hearings as required by law or Commission policy.

Public hearings may be conducted for matters including, but not limited to:

- A. Transportation Development Act actions
- B. Unmet Transit Needs determinations
- C. Regional Transportation Plan adoption or amendments
- D. Regional Transportation Improvement Program adoption or amendments
- E. Major transportation studies
- F. Grant-funded projects
- G. Other transportation matters requiring public review

Notice of public hearings shall be provided in accordance with applicable legal requirements.

Section 7.04 Unmet Transit Needs Hearings

The Commission shall conduct annual Unmet Transit Needs hearings as required by the Transportation Development Act.

The purpose of such hearings shall be to:

- A. Receive public testimony regarding transit service needs
- B. Evaluate unmet transportation needs

- C. Consider opportunities for transit improvements
- D. Make findings required by law

Outreach efforts should be tailored to the nature and significance of the transportation matter under consideration.

Section 7.05 Public Records Requests

Requests for public records shall be processed in accordance with the California Public Records Act and procedures adopted by the Commission.

Section 7.06 Public Participation Plans

The Commission may adopt Public Participation Plans, outreach strategies, or similar documents to guide public engagement efforts.

Such plans may establish procedures that exceed minimum legal requirements when determined beneficial to the transportation planning process.

ARTICLE 7: TECHNICAL ADVISORY COMMITTEE

Section 7.01 Establishment

The Commission hereby establishes a standing Technical Advisory Committee ("TAC") to provide technical review, interagency coordination, and professional recommendations regarding transportation planning, programming, funding, and policy matters.

The TAC is established to fulfill the Commission's advisory and coordination responsibilities under applicable federal and state transportation laws and shall serve in an advisory capacity only.

The TAC possesses no independent authority to obligate Commission funds, establish Commission policy, or take action on behalf of the Commission.

Section 7.02 Purpose

The purpose of the TAC is to:

- A. Provide technical expertise and professional recommendations to the Commission;
- B. Facilitate coordination among transportation agencies and stakeholders;
- C. Review transportation plans, studies, and funding programs;
- D. Evaluate transportation needs and priorities;
- E. Improve communication among transportation partners; and
- F. Support informed decision-making by the Commission.

Section 7.03 Membership

The TAC shall consist of representatives from transportation-related agencies, organizations, and departments as determined by the Commission.

Membership may include representatives from:

- A. Siskiyou County Community Development Department;
- B. Siskiyou County General Services Department;
- C. Siskiyou County Public Works Department;
- D. Incorporated cities within Siskiyou County;
- E. Public transit providers;
- F. Caltrans;
- G. Tribal Governments;
- H. Airport operators;
- I. Economic development organizations;
- J. Emergency service agencies;
- K. School transportation providers; and
- L. Other transportation-related stakeholders deemed appropriate by the Commission.

Section 7.04 Meetings

The TAC shall meet only as necessary to review transportation matters requiring technical evaluation or interagency coordination.

Meetings may be called by the Executive Director, the Commission Chair, or at the direction of the Commission.

The Executive Director, in consultation with the Commission Chair when appropriate, shall determine whether a matter requires TAC review based upon applicable legal requirements, Commission policy, project complexity, funding program requirements, statutory deadlines, or the need for technical coordination.

Meetings should generally be scheduled sufficiently in advance of Commission meetings to allow recommendations to be incorporated into Commission staff reports whenever practical.

Meetings may be conducted in person, by teleconference, or by other means authorized by law.

Section 7.05 Technical Review Responsibilities

The TAC shall review and provide technical recommendations regarding transportation matters referred by the Commission or the Executive Director.

Such matters may include, but are not limited to:

- A. Regional Transportation Plans;
- B. Regional Transportation Improvement Programs;
- C. Transportation Development Act allocations;
- D. Unmet Transit Needs determinations;
- E. Transportation studies, corridor plans, and planning documents;
- F. Competitive grant applications and funding opportunities;
- G. Transportation policies and procedures;
- H. Active transportation projects;
- I. Transit planning and coordination;
- J. Freight and goods movement issues;
- K. Airport transportation planning;
- L. Transportation safety improvements;
- M. Major transportation contracts, cooperative agreements, or memoranda of understanding;
- N. Project prioritization recommendations; and
- O. Other transportation-related matters determined by the Commission or Executive Director.

The matters identified above should ordinarily be referred to the TAC for review when sufficient time exists and technical review would assist Commission decision-making.

Nothing in this section shall prevent the Commission from considering any matter without prior TAC review when necessary to meet statutory deadlines, grant requirements, emergency circumstances, or other Commission objectives

Section 7.06 Advisory Recommendations

Recommendations of the TAC are advisory only.

The Commission retains sole authority to adopt transportation plans, approve funding allocations, establish policies, execute agreements, and take all official actions.

The Commission may accept, modify, reject, or request additional review of any recommendation submitted by the TAC.

Section 7.07 Relationship to the Commission

The TAC serves as the Commission's primary technical advisory body.

Nothing in this Article shall limit the Commission's authority to seek technical advice from consultants, state agencies, local agencies, Tribal Governments, transportation providers, or other qualified professionals.

Likewise, nothing in this Article shall prevent the Executive Director from obtaining technical assistance necessary to administer Commission programs efficiently.

All authority to establish policy, approve funding, adopt plans, or otherwise act on behalf of the Commission remains vested exclusively in the Commission.

Section 7.08 Compliance with Applicable Law

The TAC shall perform its duties in accordance with applicable federal and state laws, transportation regulations, grant requirements, and Commission policies.

Nothing in this Article shall be interpreted to expand or limit any responsibility assigned to the Commission under applicable law.

ARTICLE 8: SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

Section 8.01 Establishment

Pursuant to California Public Utilities Code Section 99238 and other applicable provisions of the Transportation Development Act, the Commission hereby establishes a Social Services Transportation Advisory Council ("SSTAC").

The SSTAC shall serve as the Commission's advisory body on matters affecting the transportation needs of seniors, persons with disabilities, individuals of limited means, and other transit-dependent populations.

The SSTAC shall serve solely in an advisory capacity and shall possess no independent authority to establish Commission policy, obligate Commission funds, or take action on behalf of the Commission.

Section 8.02 Purpose

The purpose of the SSTAC is to:

- A. Advise the Commission regarding the transportation needs of transit-dependent populations;
- B. Participate in the annual Unmet Transit Needs process as required by law;
- C. Review transit-related issues referred by the Commission or Executive Director;
- D. Encourage coordination among transportation providers, public agencies, and social service organizations; and
- E. Provide recommendations that improve mobility and access to transportation services throughout Siskiyou County.

Section 8.03 Membership

The SSTAC shall consist of members appointed by the Commission in accordance with the Transportation Development Act and applicable state law.

Membership shall, to the extent practicable, represent the interests identified in Public Utilities Code Section 99238 and may include representatives of senior citizens, persons with disabilities, social service providers, public transportation providers, agencies serving persons of limited means, and other stakeholders as authorized by law.

Section 8.04 Meetings

The SSTAC shall meet as necessary to fulfill its statutory responsibilities and provide recommendations to the Commission.

Meetings may be called by the Executive Director, the Commission Chair, or at the direction of the Commission.

Meetings may be conducted in person, by teleconference, or by other means authorized by law.

Section 8.05 Duties and Responsibilities

The SSTAC may review and provide recommendations regarding:

- A. Unmet Transit Needs and reasonable-to-meet determinations;
- B. Public transit services and programs;
- C. Transportation services for seniors, persons with disabilities, and transit-dependent populations;
- D. Transit coordination and mobility improvements;
- E. Transportation Development Act transit matters referred by the Commission;
- F. Transit grant opportunities and planning efforts affecting transit-dependent populations; and
- G. Other transit-related matters referred by the Commission or Executive Director.

Section 8.06 Advisory Role

Recommendations of the SSTAC are advisory only.

The Commission retains sole authority to adopt findings, establish policy, approve funding allocations, and take all official actions.

The Commission may accept, modify, reject, or request additional review of any recommendation submitted by the SSTAC.

Section 8.07 Staff Support

The Executive Director shall provide administrative support to the SSTAC.

County staff, including transit operations staff within the General Services Department and other participating agencies, may provide technical information, operational data, and assistance as requested by the Executive Director or the Commission.

Section 8.08 Relationship to the Commission

The SSTAC serves as the Commission's advisory body for transit-dependent populations as required by the Transportation Development Act.

Nothing in this Article shall limit the Commission's authority to seek additional public input, technical expertise, or stakeholder participation regarding transit services and mobility needs.

All authority to establish policy, approve funding, adopt findings, or otherwise act on behalf of the Commission remains vested exclusively in the Commission.

Section 8.09 Compliance with Applicable Law

The SSTAC shall perform its duties in accordance with the Transportation Development Act, applicable provisions of the California Public Utilities Code, and other applicable federal and state laws governing public transportation programs.

ARTICLE 9: REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING

Section 9.01 Purpose

The Commission shall serve as the Regional Transportation Planning Agency for Siskiyou County and shall carry out transportation planning and programming responsibilities in accordance with applicable federal and state laws, regulations, and policies.

The Commission shall promote a coordinated, comprehensive, and continuing transportation planning process that addresses the current and future transportation needs of Siskiyou County.

Section 9.02 Regional Transportation Planning Responsibilities

The Commission shall be responsible for regional transportation planning activities including:

- A. Preparation and maintenance of the Regional Transportation Plan;
- B. Preparation and maintenance of the Regional Transportation Improvement Program;
- C. Development of transportation funding strategies;
- D. Coordination of regional transportation priorities;
- E. Identification of transportation needs and deficiencies;
- F. Transportation project programming;
- G. Support of grant funding opportunities; and
- H. Other transportation planning responsibilities assigned by law.

Section 9.03 Regional Transportation Plan

The Commission shall prepare, maintain, and periodically update the Regional Transportation Plan (RTP) as required by state and federal law.

The RTP shall serve as the long-range transportation planning document for Siskiyou County and may address:

- A. Highway and roadway systems;
- B. Public transportation;
- C. Active transportation facilities;
- D. Freight movement;
- E. Aviation transportation;
- F. Safety improvements;
- G. Transportation resilience and emergency access;
- H. Mobility and accessibility needs; and
- I. Other transportation-related issues.

Section 9.04 Regional Transportation Improvement Program

The Commission shall prepare and adopt the Regional Transportation Improvement Program (RTIP) in accordance with applicable laws and schedules established by the State of California.

The RTIP shall identify transportation projects proposed for state and federal funding participation.

The Commission shall establish procedures for project nomination, evaluation, prioritization, and programming.

Section 9.05 Project Nomination Process

Local agencies seeking inclusion of projects within the RTIP or other regional funding programs shall submit project nominations in a form established by the Executive Director.

Project nominations may include:

- A. Project description;
- B. Cost estimates;
- C. Project schedule;
- D. Funding needs;
- E. Project readiness information;
- F. Consistency with adopted plans; and
- G. Other information deemed necessary by the Commission.

Section 9.06 Project Evaluation and Prioritization

The Commission may establish evaluation criteria to assist in the review and prioritization of transportation projects.

Evaluation factors may include:

- A. Safety benefits;
- B. System preservation;
- C. Mobility improvements;
- D. Economic benefits;
- E. Project readiness;
- F. Funding leverage;
- G. Regional significance;
- H. Environmental benefits;
- I. Community support; and
- J. Other factors determined by the Commission.

Section 9.07 Coordination with Local Agencies

The Commission shall coordinate transportation planning activities with local jurisdictions, transportation providers, and public agencies throughout Siskiyou County.

The purpose of such coordination is to promote consistency between local transportation priorities and regional transportation plans and programs.

Section 9.08 Transportation Funding Coordination

The Commission shall coordinate available transportation funding opportunities and assist local agencies in identifying and pursuing transportation funding resources.

Activities may include:

- A. Grant coordination;
- B. Funding strategy development;
- C. Project programming assistance;
- D. Funding advocacy; and
- E. Interagency coordination.

Section 9.09 Competitive Grant Programs

The Commission may assist member agencies and transportation providers with the development, coordination, and submission of competitive grant applications.

The Commission may prioritize regional transportation projects for funding opportunities when necessary to maximize competitiveness and regional benefit.

Section 9.10 Transportation Studies

The Commission may undertake transportation studies, corridor plans, feasibility analyses, safety assessments, transit studies, active transportation plans, and other planning efforts necessary to support transportation decision-making.

Section 9.11 Data Collection and Analysis

The Commission may collect, maintain, and analyze transportation data necessary to support planning and programming activities.

Data may include:

- A. Traffic information;
- B. Transit performance information;
- C. Safety data;
- D. Demographic information;
- E. Freight movement data;
- F. Infrastructure condition information; and

G. Other transportation-related information.

Section 9.12 Coordination with State and Federal Agencies

The Commission shall coordinate with state and federal transportation agencies regarding planning requirements, funding opportunities, project delivery, and transportation policy matters.

Section 9.13 Consultation with Tribal Governments

The Commission shall provide opportunities for coordination and consultation with Tribal Governments regarding transportation planning activities affecting tribal interests.

Such consultation shall be conducted in accordance with applicable federal and state requirements.

Section 9.14 Public Participation

Regional transportation planning activities shall include public participation opportunities consistent with applicable law, adopted public participation procedures, and Commission policies.

Section 9.15 Transportation Planning Priorities

In carrying out transportation planning responsibilities, the Commission shall consider:

- A. Safety;
- B. Mobility;
- C. Accessibility;
- D. System preservation;
- E. Economic vitality;
- F. Environmental stewardship;
- G. Efficient use of public resources;
- H. Coordination among agencies; and
- I. The unique needs of rural communities.

Section 9.16 Project Programming Flexibility

The Commission recognizes that transportation funding programs, project schedules, and funding availability may change over time.

The Commission may amend transportation programming documents as necessary to respond to funding opportunities, project delivery needs, regulatory requirements, or changing regional priorities.

Section 9.17 Regional Transportation Advocacy

The Commission may advocate for transportation funding, policies, programs, and projects that benefit Siskiyou County and the region.

Such advocacy may include coordination with local, regional, state, federal, and tribal partners.

Section 9.18 Annual Planning Work Program

The Executive Director shall prepare an annual transportation planning work program and budget for Commission consideration.

The work program should identify major planning activities, studies, grant efforts, programming actions, and administrative responsibilities anticipated during the upcoming fiscal year.

Section 9.19 Efficient Transportation Planning

The Commission shall administer transportation planning and programming activities in a manner that promotes transparency, accountability, regional cooperation, fiscal responsibility, and efficient use of available resources.

Transportation planning efforts should focus on practical solutions that address the transportation needs of Siskiyou County while maximizing available funding opportunities and minimizing unnecessary administrative burdens.

ARTICLE 10: TRANSIT COORDINATION AND PUBLIC TRANSPORTATION SERVICES

Section 10.01 Purpose

The Commission recognizes the importance of public transportation in supporting mobility, economic opportunity, access to services, and quality of life throughout Siskiyou County.

The purpose of this Article is to establish the Commission's role in supporting public transportation planning, funding, coordination, and oversight while recognizing the operational responsibilities assigned to transit providers and County departments.

Section 10.02 Transit Coordination Responsibilities

The Commission shall support public transportation through:

- A. Transportation Development Act administration;
- B. Transit funding coordination;
- C. Regional transportation planning;
- D. Unmet Transit Needs determinations;
- E. Transit-related grant administration;
- F. Coordination among transportation providers;
- G. Transit planning studies; and
- H. Other activities authorized by law.

Section 10.03 Transit Operations

The Commission recognizes that public transit operations are administered separately from Regional Transportation Planning Agency functions.

The Commission shall not be responsible for day-to-day transit operations unless otherwise authorized by law or Commission action.

Transit operational responsibilities may include:

- A. Personnel supervision;
- B. Dispatch operations;
- C. Vehicle maintenance;
- D. Fleet management;
- E. Service delivery;
- F. Safety compliance;
- G. Facilities management; and
- H. Other operational activities.

Section 10.04 General Services Department Role

The Siskiyou County General Services Department shall provide operational oversight and administration of County-operated public transportation services.

The General Services Director shall be responsible for transit personnel administration, operational management, and implementation of transit services in accordance with County policies and applicable regulatory requirements.

Nothing in these bylaws shall be construed as transferring transit operational authority to the Commission unless expressly authorized by law.

Section 10.05 Coordination Between Planning and Operations

The Executive Director and General Services Director shall coordinate as necessary to ensure effective communication regarding:

- A. Transit funding;
- B. Grant opportunities;
- C. Capital planning;
- D. Vehicle replacement planning;
- E. Service needs;
- F. Performance reporting;
- G. Regulatory compliance; and
- H. Other transportation-related matters.

Section 10.06 Transit Funding Administration

- G. The Commission may administer transit-related funding programs consistent with applicable laws and grant requirements.
- H. Funding administration may include:
 - I. Transportation Development Act funds;
 - J. State Transit Assistance funds;
 - K. Federal Transit Administration grants;
 - L. State transit grants;
 - M. Competitive grant programs; and
 - N. Other transportation funding sources.

Section 10.07 Unmet Transit Needs

The Commission shall conduct annual Unmet Transit Needs hearings and make findings as required by the Transportation Development Act.

The Commission shall consider public input, technical analysis, operational feasibility, and funding availability when making such determinations.

Section 10.08 Transit Planning

The Commission may prepare or participate in transit planning activities including:

- A. Transit development plans;
- B. Transit studies;
- C. Service evaluations;
- D. Transit coordination plans;
- E. Mobility studies;
- F. Specialized transportation studies; and
- G. Other transportation planning activities.

Section 10.09 Coordination with Transit Providers

The Commission shall encourage cooperation among public transit providers, transportation service organizations, and other mobility providers operating within Siskiyou County.

Coordination efforts may address:

- A. Service integration;
- B. Funding opportunities;
- C. Scheduling coordination;
- D. Passenger information;
- E. Vehicle replacement planning;
- F. Grant development; and
- G. Regional mobility improvements.

Section 10.10 Specialized Transportation Services

The Commission recognizes the importance of transportation services for seniors, persons with disabilities, veterans, low-income residents, and other transportation-disadvantaged populations.

Transportation planning and funding decisions should consider the needs of these populations when feasible and appropriate.

Section 10.11 Transit Capital Planning

The Commission may coordinate long-range transit capital planning efforts including:

- A. Vehicle replacement programs;
- B. Transit facility improvements;
- C. Technology investments;
- D. Passenger amenities;
- E. Fleet expansion needs; and
- F. Other transit capital improvements.

Transit operators receiving Commission-administered funding may be requested to provide multi-year capital improvement forecasts to assist in planning and funding coordination.

Section 10.12 Transit Performance Monitoring

The Commission may review transit performance information to support transportation planning, funding decisions, grant administration, and regulatory compliance.

Performance information may include:

- A. Ridership;
- B. Service levels;
- C. Financial performance;
- D. Vehicle utilization;
- E. Safety information; and
- F. Other performance indicators.

Section 10.13 Grant Coordination

The Commission may assist transit providers with grant development, funding strategies, project programming, and grant administration activities.

The Commission may prioritize transit projects for funding opportunities when necessary to maximize regional transportation benefits.

Section 10.14 Emergency Transportation Coordination

The Commission may coordinate with transit providers, emergency service agencies, local governments, Tribal Governments, and state agencies regarding transportation-related emergency preparedness and response planning.

Section 10.15 Transit Advisory Input

The Commission may receive input from transit users, community organizations, transportation stakeholders, and advisory groups regarding transit services and transportation needs.

Such input may be considered during transportation planning, funding, and policy discussions.

Section 10.16 Compliance with Laws and Regulations

Transit-related activities administered by the Commission shall comply with applicable federal, state, and local requirements including grant obligations, civil rights requirements, accessibility standards, safety requirements, and transportation funding regulations.

Section 10.17 Efficient Transit Coordination

The Commission recognizes the importance of maintaining a clear distinction between transportation planning functions and transit operational responsibilities.

Transportation planning, funding administration, and transit coordination activities shall be conducted in a manner that promotes efficient use of public resources, minimizes duplication of effort, and supports effective delivery of transportation services throughout Siskiyou County.

The intent of this Article is to foster collaboration between the Commission, transit providers, and County departments while maintaining clearly defined responsibilities and accountability.

ARTICLE 11: TRANSPORTATION DEVELOPMENT ACT ADMINISTRATION

Section 11.01 Purpose

The Commission shall administer Transportation Development Act (TDA) funds in accordance with applicable provisions of the California Public Utilities Code, California Code of Regulations, Commission policies, and other applicable laws.

The Commission shall strive to administer TDA funds in a manner that promotes transparency, accountability, fiscal responsibility, and efficient delivery of transportation services throughout Siskiyou County.

Section 11.02 Authority

As the Regional Transportation Planning Agency for Siskiyou County, the Commission shall exercise all powers and responsibilities assigned under the Transportation Development Act.

Such responsibilities include, but are not limited to:

- A. Allocation of Local Transportation Fund (LTF) revenues
- B. Allocation of State Transit Assistance (STA) funds
- C. Conducting annual Unmet Transit Needs proceedings
- D. Adoption of TDA allocation instructions and claim forms
- E. Review of TDA claims and supporting documentation
- F. Adoption of allocation findings and resolutions
- G. Other responsibilities required by law

Section 11.03 Eligible Claimants

TDA funds may be allocated only to eligible claimants as authorized by law.

Eligible claimants include:

- A. Siskiyou County
- B. Incorporated cities within Siskiyou County
- C. Public transit operators
- D. Transportation service providers
- E. Other entities authorized by state law

The Commission shall determine claimant eligibility based upon applicable legal requirements.

Section 11.04 Annual Allocation Process

The Commission shall conduct an annual TDA allocation process.

The annual process shall generally include:

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- A. Publication of allocation instructions
- B. Submission of claims by eligible claimants
- C. Review of claims by staff
- D. Commission consideration and allocation action
- E. Notification of approved allocations
- F. Ongoing monitoring of expenditures

The Executive Director may establish administrative procedures necessary to implement the annual allocation process.

Section 11.05 Local Transportation Fund

The Commission shall administer Local Transportation Fund revenues received from the Siskiyou County Auditor pursuant to state law.

LTF funds shall be allocated only for purposes authorized by the Transportation Development Act.

Section 11.06 State Transit Assistance Funds

The Commission shall administer State Transit Assistance funds in accordance with applicable law and program requirements.

State Transit Assistance funds shall be allocated based upon eligibility requirements established by state law and Commission policy.

Section 11.07 Claim Requirements

All claimants shall submit applications and supporting documentation in a form approved by the Commission.

Claims shall include sufficient information to demonstrate:

- A. Eligibility
- B. Proposed use of funds
- C. Compliance with applicable requirements
- D. Budget information
- E. Performance information where required
- F. Other information requested by the Commission

Incomplete claims may be returned for correction or supplementation.

Section 11.08 Multi-Year Capital Improvement Information

The Executive Director may request that a claimant provide multi-year capital improvement information when relevant to Transportation Development Act allocations or long-range transportation planning.

Submission of this information shall not constitute a funding request, project approval, commitment of Transportation Development Act revenues, or inclusion of a project in an adopted transportation plan.

Forecast information may include:

- A. Project descriptions;
- B. Estimated project costs;
- C. Estimated implementation schedules;
- D. Potential funding sources;
- E. Anticipated Transportation Development Act funding needs;
- F. Matching fund requirements; and
- G. Other information deemed relevant by the Commission.

Section 11.09 Review of Claims

The Executive Director shall review submitted claims for completeness, eligibility, and compliance with applicable requirements.

The Executive Director may request additional information from claimants as necessary to complete the review process.

Staff recommendations shall be provided to the Commission for consideration.

Section 11.10 Allocation Resolutions

All TDA allocations shall be approved by Commission resolution.

Allocation resolutions shall identify:

- A. Claimants receiving funds
- B. Funding sources
- C. Allocation amounts
- D. Authorized uses
- E. Applicable conditions

Section 11.11 Conditions of Allocation

The Commission may impose reasonable conditions on allocations to ensure compliance with legal requirements and program objectives.

Conditions may include reporting requirements, audit requirements, performance requirements, expenditure deadlines, grant compliance requirements, and other requirements authorized by law.

Section 11.12 Claimant Responsibilities

Recipients of TDA funds shall:

- A. Use funds only for authorized purposes
- B. Maintain records documenting expenditures
- C. Comply with reporting requirements
- D. Comply with audit requirements
- E. Cooperate with monitoring activities
- F. Comply with applicable laws and regulations

Section 11.13 Audits

Claimants receiving TDA funds shall comply with applicable audit requirements.

The Commission may request additional financial information when necessary to verify compliance with program requirements.

Section 11.14 Withholding or Recovery of Funds

The Commission may, as authorized by law, withhold future allocations or seek recovery of funds when:

- A. Funds are used for unauthorized purposes
- B. Required reports are not submitted
- C. Material noncompliance with applicable law, program requirements, or allocation conditions is identified

Before withholding or recovering funds, the Commission shall provide the claimant with notice and an opportunity to respond.

Section 11.15 Fund Balances

The Commission may establish policies regarding the accumulation and use of unexpended fund balances consistent with applicable law.

Claimants shall report fund balances as requested by the Commission.

Section 11.16 Funding Priorities

The Commission recognizes that Transportation Development Act revenues are limited public resources and that state law establishes certain funding priorities and obligations.

In administering Local Transportation Fund and State Transit Assistance revenues, the Commission shall endeavor to allocate funds in a manner that balances regional transportation needs, statutory requirements, fiscal responsibility, and long-term transportation sustainability.

When available revenues are insufficient to fully fund all eligible requests, the Commission may establish funding priorities consistent with applicable law.

Subject to the requirements of the Transportation Development Act and other applicable laws, the Commission may give priority consideration to:

- A. Statutory obligations required by law
- B. Transit services necessary to meet identified public transportation needs
- C. Transportation services for seniors and persons with disabilities
- D. Existing transportation programs and services
- E. Safety-related transportation improvements
- F. Preservation of transportation assets and infrastructure
- G. Other priorities established by the Commission

Nothing in this section shall be construed as guaranteeing funding to any claimant, project, program, or service.

Section 11.17 Administrative Costs

The Commission may utilize TDA revenues for eligible administrative expenses associated with TDA administration and RTPA responsibilities as authorized by law.

Administrative expenditures shall be reflected in the Commission budget and allocation process.

Section 11.18 Coordination with County Auditor

The Commission shall coordinate with the Siskiyou County Auditor-Controller regarding revenue estimates, fund balances, allocation transfers, financial reporting, and other matters necessary for administration of TDA funds.

Section 11.19 Annual Findings

The Commission shall adopt findings, determinations, and resolutions required by the Transportation Development Act.

Such findings shall become part of the official record of the Commission.

Section 11.20 Administrative Procedures

The Executive Director may develop administrative procedures, forms, schedules, and guidance documents necessary to efficiently administer TDA programs.

Such procedures shall be consistent with state law and Commission policy.

Section 11.21 Efficient Administration

The Commission recognizes that Transportation Development Act revenues are among the most important transportation funding sources available within Siskiyou County.

TDA funds shall be administered in a manner that promotes fiscal responsibility, transparency, accountability, efficient delivery of transportation services, and effective stewardship of public resources.

The Commission shall strive to maximize the transportation benefits derived from available TDA revenues while minimizing unnecessary administrative burden on claimants and staff.

ARTICLE 12: FISCAL MANAGEMENT AND BUDGET ADMINISTRATION

Section 12.01 Purpose

The Commission shall manage financial resources in a manner that promotes fiscal responsibility, accountability, transparency, and efficient administration of transportation programs.

The Commission shall maintain sound financial practices to ensure the effective stewardship of public funds and compliance with applicable laws, regulations, grant requirements, and Commission policies.

Section 12.02 Fiscal Authority

The Commission shall exercise fiscal authority over transportation funds administered by the Commission in accordance with applicable laws and funding requirements.

The Commission shall adopt budgets, authorize expenditures, approve funding allocations, and oversee financial administration of Commission programs.

Section 12.03 Fiscal Year

The fiscal year of the Commission shall begin July 1 and end June 30 unless otherwise determined by the Commission.

Section 12.04 Annual Budget

The Executive Director shall prepare and submit an annual budget for Commission consideration and approval.

The budget shall identify anticipated revenues, expenditures, staffing costs, consultant services, administrative costs, grant-funded activities, and other anticipated financial obligations.

The Commission shall adopt a budget prior to the beginning of each fiscal year whenever practicable.

Section 12.05 Budget Administration

The Executive Director shall administer the budget in accordance with Commission-approved appropriations.

The Executive Director may make routine administrative adjustments within adopted budget authority as necessary to efficiently administer Commission programs.

Budget amendments requiring additional appropriations or significant policy changes shall be submitted to the Commission for approval.

Section 12.06 Revenue Sources

Commission revenues may include, but are not limited to:

- A. Transportation Development Act administrative funds
- B. Federal transportation planning funds
- C. State transportation planning funds
- D. Grant revenues
- E. Reimbursements
- F. Interagency agreements
- G. Interest earnings
- H. Other lawful funding sources

Section 12.07 County Administrative Services

The Commission may utilize administrative support services provided by Siskiyou County.

Such services may include, but are not limited to:

- A. Financial administration
- B. Accounting services
- C. Payroll services
- D. Human resources support
- E. Information technology services
- F. Purchasing support
- G. Risk management services
- H. Facilities support
- I. Other administrative services necessary for Commission operations

Section 12.08 County Administrative Costs

The Commission may reimburse Siskiyou County for administrative services provided to the Commission pursuant to an agreement or other arrangement approved by the Commission.

Any County cost allocation charges shall be reasonably attributable to services provided to the Commission, authorized by law, and included in the Commission's adopted budget.

Section 12.09 Separation of Transit Operations Costs

The Commission recognizes that regional transportation planning functions and public transit operations are administered through separate organizational structures.

Costs associated with Commission administration shall be charged to the Commission budget and shall not be assigned to transit operating budgets except as authorized by

law, applicable funding requirements, and a Commission-approved budget or agreement.

Section 12.10 Financial Reporting

The Executive Director shall provide periodic financial reports to the Commission regarding:

- A. Revenues
- B. Expenditures
- C. Budget status
- D. Grant activities
- E. Fund balances
- F. Other financial matters deemed appropriate

Section 12.11 Accounting Practices

Financial records shall be maintained in accordance with generally accepted governmental accounting principles, Commission policies, grant requirements, and applicable laws.

When the Commission uses County financial systems or services, applicable County procedures may be followed to the extent necessary to use those systems or services.

Section 12.12 Audits

Commission finances shall be audited as required by applicable law, grant requirements, and Commission policy.

The Commission may authorize additional financial reviews or audits when necessary.

Section 12.13 Internal Controls

The Executive Director shall maintain appropriate internal controls designed to safeguard public funds and ensure compliance with applicable financial requirements.

Internal controls may include:

- A. Separation of duties
- B. Approval procedures
- C. Financial monitoring
- D. Procurement procedures
- E. Other appropriate safeguards

Section 12.14 Procurement and Contracting

The Commission shall comply with Commission-adopted procurement policies, grant requirements, and applicable state and federal laws. The Commission may use County

procurement procedures when authorized by the Commission as part of an approved administrative arrangement.

The Executive Director may administer procurements and contracts within delegated authority established by the Commission.

Section 12.15 Consultant Services

The Commission may utilize consultants to provide transportation planning, engineering, grant administration, legal, financial, environmental, technical, or other specialized services.

Consultant contracts shall be administered in accordance with Commission policies and applicable procurement requirements.

Section 12.16 Reserve Funds

The Commission may establish reserve funds or fund balance policies to address:

- A. Cash flow needs
- B. Grant reimbursement timing
- C. Emergency transportation needs
- D. Future planning activities
- E. Equipment replacement obligations
- F. Other financial contingencies

Section 12.17 Grant Administration

The Commission may receive and administer grants from federal, state, regional, local, and private funding sources.

Grant funds shall be administered in accordance with applicable grant agreements and funding requirements.

Section 11.18 Financial Commitments

No Commissioner, committee member, or individual representative shall obligate Commission funds unless authorized by Commission action or delegated authority.

All financial commitments shall be made in accordance with adopted budgets, contracts, grant requirements, and applicable laws.

Section 12.19 Legal and Professional Services

Staff assigned to the Commission who are licensed to practice law in California may handle routine legal matters related to Commission operations.

The Commission may direct staff to refer legal matters to outside legal counsel or Siskiyou County Counsel for additional review.

The Commission may also retain auditors, financial consultants, grant specialists, and other qualified professionals as necessary to support Commission operations, consistent with the adopted budget and applicable procurement requirements.

ARTICLE 13: GRANTS, FUNDING PROGRAMS, AND PROJECT ADMINISTRATION

Section 13.01 Purpose

The Commission recognizes that transportation grants and discretionary funding programs are essential to maintaining and improving transportation infrastructure, mobility, safety, and transportation services throughout Siskiyou County.

The purpose of this Article is to establish policies and procedures governing grant administration, funding coordination, project sponsorship, and transportation funding activities administered by the Commission.

Section 13.02 Authority

The Commission may pursue, receive, administer, coordinate, and allocate transportation-related funding consistent with applicable laws, regulations, grant requirements, and Commission policies.

Funding sources may include federal, state, regional, local, and private transportation funding programs.

Section 13.03 Funding Programs

The Commission may administer or coordinate transportation funding programs including, but not limited to:

Federal transportation planning funds;
Federal Transit Administration programs;
Surface transportation funding programs;
State transportation improvement programs;
Active Transportation Program grants;
Transit and intercity rail grants;
Safety grants;
Rural transportation grants;
Planning grants; and
Other transportation-related funding opportunities.

Section 13.04 Grant Development

The Commission may assist local agencies, transportation providers, Tribal Governments, and other eligible entities with grant development activities.

Such activities may include:

- A. Identification of funding opportunities;
- B. Grant strategy development;
- C. Project scoping;
- D. Application preparation;
- E. Funding coordination; and
- F. Technical assistance.

Section 13.05 Grant Applications

- A. The Executive Director may prepare and submit grant applications authorized by the Commission or otherwise delegated by Commission action.
- B. Grant applications shall be consistent with adopted transportation plans, funding priorities, and applicable program requirements.

Section 13.06 Project Sponsorship

The Commission may serve as a project sponsor, co-sponsor, applicant, pass-through entity, fiscal administrator, or coordinating agency when authorized by law and approved by the Commission.

The Commission may enter into agreements necessary to administer such responsibilities.

Section 13.07 Funding Prioritization

When multiple projects compete for limited funding opportunities, the Commission may establish priorities based upon:

- A. Regional benefit;
- B. Safety improvements;
- C. Mobility enhancements;
- D. Project readiness;
- E. Funding leverage;
- F. Regulatory requirements;
- G. Economic benefits;
- H. Infrastructure preservation; and
- I. Other factors deemed relevant by the Commission.

Section 13.08 Grant Administration

The Executive Director shall administer grant-funded activities in accordance with applicable grant agreements and program requirements.

Grant administration activities may include:

- A. Financial management;
- B. Reporting;
- C. Contract administration;

- D. Compliance monitoring;
- E. Reimbursement requests;
- F. Project tracking; and
- G. Record retention.

Section 13.09 Project Agreements

The Commission may enter into agreements necessary to implement transportation projects and grant-funded activities.

Agreements may include:

- A. Funding agreements;
- B. Cooperative agreements;
- C. Memoranda of Understanding;
- D. Consultant agreements;
- E. Interagency agreements; and
- F. Other agreements necessary to carry out Commission responsibilities.

Section 13.10 Grant Compliance

Recipients of Commission-administered grant funds shall comply with all applicable grant requirements.

The Commission may require periodic reporting, documentation, and verification of compliance as conditions of funding.

Section 13.11 Matching Funds

The Commission may coordinate, identify, or administer matching funds necessary to support transportation grants and funding opportunities.

Nothing in this section shall obligate the Commission to provide matching funds unless specifically authorized by Commission action.

Section 13.12 Project Monitoring

The Commission may monitor funded projects to ensure compliance with grant requirements, funding agreements, schedules, budgets, and performance expectations.

Project monitoring may include site visits, progress reports, financial reviews, and other oversight activities.

Section 13.13 Reallocation of Funds

When authorized by law or program requirements, the Commission may reallocate funding that is:

- A. Unused;
- B. Returned;
- C. Unobligated;
- D. Withdrawn; or
- E. Otherwise available for redistribution.

Reallocation decisions shall be made by the Commission and shall consider applicable funding requirements and regional transportation priorities.

Section 13.14 Grant Closeout

The Executive Director shall ensure completion of grant closeout requirements including final reporting, financial reconciliation, documentation, and record retention.

Section 13.15 Coordination with Member Agencies

The Commission shall coordinate transportation funding activities with member agencies and transportation partners to maximize regional transportation benefits and avoid duplication of effort.

Section 13.16 County Counsel Review

County Counsel review should be obtained for significant grant agreements, cooperative agreements, funding agreements, and other grant-related legal documents when determined necessary by the Executive Director.

Major funding programs, significant grant obligations, and complex agreements should be reviewed by County Counsel prior to Commission approval.

Section 13.17 Risk Management

The Commission shall consider financial, legal, operational, and regulatory risks associated with grant-funded projects and transportation funding programs.

The Commission may establish reasonable conditions or safeguards to protect public resources and ensure compliance with applicable requirements.

Section 13.18 Grant Records

The Executive Director shall maintain records necessary to document grant administration activities, funding decisions, compliance efforts, and project performance.

Records shall be maintained in accordance with applicable laws, grant requirements, and County record retention policies.

Section 13.19 Regional Funding Advocacy

The Commission may advocate for transportation funding opportunities and legislative initiatives that benefit Siskiyou County and its transportation system.

Such advocacy may include participation in regional, state, and federal transportation organizations and coordination with transportation partners.

Section 12.20 Efficient Funding Administration

The Commission recognizes that transportation funding opportunities are increasingly competitive and often require significant coordination among agencies.

Funding programs and grant administration activities shall be conducted in a manner that promotes efficiency, accountability, transparency, regional cooperation, and responsible stewardship of public resources.

The Commission shall endeavor to maximize available transportation funding while minimizing unnecessary administrative burdens and duplication of effort.

ARTICLE 14: RECORDS AND PUBLIC ACCESS

Section 14.01 Custodian of Records

The Executive Director shall serve as custodian of Commission records unless the Commission designates another person.

Section 14.02 Official Records

The Commission shall maintain records of its actions and activities, including agendas, minutes, resolutions, transportation plans, funding decisions, contracts, financial records, and grant records.

Section 14.03 Record Retention

Commission records shall be retained in accordance with applicable law, grant and audit requirements, and Commission record-retention policies.

Records may be maintained electronically. Records shall not be destroyed except as authorized by an approved retention schedule and applicable law.

Section 14.04 Public Access

Commission records shall be made available in accordance with the California Public Records Act and other applicable laws.

Section 14.05 Confidential Information

Nothing in this Article requires disclosure of information that is confidential, privileged, exempt from disclosure, or otherwise protected by law.

Section 14.06 Records Management Systems

Commission records may be maintained within County record-management systems and facilities pursuant to administrative arrangements approved by the Commission.

Use of County systems does not alter the status of those records as Commission records or make County policies generally applicable to the Commission, except as necessary to use the system or as otherwise approved by the Commission.

ARTICLE 15: ETHICS, CONFLICTS OF INTEREST, AND CONDUCT

Section 15.01 Compliance with Law

Commissioners, officers, staff, consultants, and contractors acting on behalf of the Commission shall comply with applicable ethics, conflict-of-interest, open-meeting, public-records, procurement, and political-activity laws as applicable to their roles.

Section 15.02 Conflicts of Interest and Disclosures

A Commissioner, officer, staff member, consultant, or contractor shall not participate in a matter when prohibited by applicable conflict-of-interest law.

Potential conflicts shall be disclosed, and the individual shall refrain from participating when required by law.

Commissioners and designated employees shall file Statements of Economic Interests as required by the Commission's conflict-of-interest code and applicable law.

Section 15.03 Public Resources and Improper Influence

Commission funds, equipment, facilities, records, and other resources shall be used only for authorized public purposes.

Commission resources shall not be used for personal gain, unauthorized private benefit, or political activities prohibited by law.

No person acting on behalf of the Commission shall solicit or accept gifts, favors, benefits, or other items prohibited by law or intended to improperly influence Commission action.

Section 15.04 Fair Decision-Making

Commission decisions shall be based on applicable law, adopted policies, factual information, professional analysis, and the public interest.

Individuals participating in procurement, contracting, grant administration, or funding decisions shall act fairly and objectively and disclose conflicts as required by law.

Section 15.05 Confidential Information and Reporting

Individuals acting on behalf of the Commission shall protect confidential, privileged, exempt, or otherwise legally protected information.

Commissioners, staff, consultants, and contractors are encouraged to report suspected violations of law, fraud, misuse of public resources, conflicts of interest, or other improper conduct through appropriate reporting channels.

ARTICLE 15: INSURANCE, INDEMNIFICATION, AND RISK MANAGEMENT

Section 15.01 Insurance and Risk Management

The Commission may obtain insurance or participate in self-insurance, risk-pooling, or other risk-management arrangements through Siskiyou County or another authorized provider, as approved by the Commission.

Coverage and risk-management arrangements shall be maintained as required by law, agreement, or Commission action.

Section 15.02 Defense and Indemnification

The Commission shall provide defense and indemnification when it is required to do so by applicable law. The Commission may provide defense or indemnification in other circumstances when authorized by law and approved by the Commission.

Eligibility for and the scope of any defense or indemnification shall be determined in accordance with applicable law, insurance coverage, and applicable employment or contractual relationships.

Nothing in these bylaws creates or expands any right to defense or indemnification beyond that provided by law, insurance coverage, contract, or Commission action.

Section 15.03 Contractual Risk Allocation

The Commission may require consultants, contractors, funding recipients, and other parties entering into agreements with the Commission to maintain appropriate insurance and provide indemnification, hold-harmless, or other risk-allocation protections consistent with applicable law.

Section 15.04 Reporting and Administration of Claims

Commissioners, officers, and staff shall promptly notify the Executive Director of any potential claim, litigation, significant incident, or regulatory investigation involving the Commission.

The Executive Director shall coordinate the response with the applicable insurance or risk-management provider and obtain legal services in accordance with Section 10.19, as appropriate.

Section 15.05 Preservation of Immunities

The Commission retains all immunities, defenses, and limitations of liability available under applicable law.

Nothing in these bylaws waives any immunity or defense, creates a contractual obligation, guarantees insurance coverage, or expands the liability of the Commission or any person acting on its behalf.

ARTICLE 16: BYLAW AMENDMENTS AND ADMINISTRATIVE POLICIES

Section 16.01 Governing Authority

These bylaws are subject to applicable federal and state law and the Commission's enabling authority. If a Commission policy, procedure, manual, or other administrative document conflicts with these bylaws, these bylaws shall control.

Section 16.02 Amendment of Bylaws

Any Commissioner or the Executive Director may propose an amendment to these bylaws. Proposed amendments shall be presented in writing and considered at a duly noticed public meeting.

The Commission may amend these bylaws by action taken in accordance with Section 2.11. An amendment shall take effect upon adoption unless the Commission specifies a different effective date.

Section 16.03 Administrative Policies and Procedures

The Commission may adopt separate policies and procedures to implement these bylaws and administer Commission programs.

The Executive Director may maintain administrative procedures, forms, templates, manuals, and guidance consistent with applicable law, these bylaws, and Commission policy.

Policies, procedures, and administrative materials adopted or maintained under this section are not part of these bylaws and shall not amend or supersede them.

Section 16.04 Technical Corrections

The Executive Director may make non-substantive corrections to formatting, numbering, citations, cross-references, and clerical errors. Such corrections shall not alter the substantive meaning of these bylaws.

Section 16.05 Interpretation

The Commission shall have final authority to interpret these bylaws. The Executive Director may make administrative interpretations necessary for their implementation, subject to Commission review.

Section 16.06 Official Copy and Amendment Record

The Executive Director shall maintain the official current copy of these bylaws and a record of adopted amendments, including the date and effective date of each amendment.

ARTICLE 17: MISCELLANEOUS PROVISIONS AND EFFECTIVE DATE

Section 17.01 Consistency with Law

These bylaws shall be interpreted and administered consistently with applicable federal and state laws and regulations. If any provision conflicts with applicable law, the applicable law shall control.

Section 17.02 Severability

If any provision of these bylaws is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remaining provisions shall remain in effect.

The Commission declares that it would have adopted the remaining provisions irrespective of the invalidity of any individual provision.

Section 17.03 Headings and References

Article titles, section headings, and organizational formatting are provided for convenience and shall not alter the meaning of these bylaws.

References to statutes, regulations, agencies, or programs include applicable amendments and successor provisions, agencies, or programs.

Section 17.04 No Contractual or Funding Rights

These bylaws do not create any contractual, employment, vested, or other enforceable right in favor of any person or entity. They do not create an entitlement to transportation funding, grants, allocations, reimbursements, project approval, or other financial assistance.

All funding decisions remain subject to applicable law, available funding, program requirements, and Commission action.

Section 17.05 County Administrative Support

The Commission may use County personnel, financial systems, information technology, records-management systems, facilities, procurement services, risk-management services, and other administrative support pursuant to arrangements approved by the Commission and the County, as applicable.

Use of County services or systems does not alter the Commission's status as a separate public agency or make County policies generally applicable to the Commission, except as necessary to use the service or system or as otherwise approved by the Commission.

Section 17.06 Superseding Effect

Upon their effective date, these bylaws supersede all previously adopted Commission bylaws and any prior Commission policies, procedures, resolutions, or practices to the extent they conflict with these bylaws.

Nothing in this section invalidates any prior action lawfully taken by the Commission.

Section 17.07 Effective Date and Adoption

These bylaws shall take effect upon adoption by the Commission unless the Commission specifies a different effective date.

These bylaws were adopted by the Siskiyou County Local Transportation Commission on _____, 2026, by Resolution No. _____.

Voting Agency: LTC**Action Requested:** Adoption of Resolution**Date:** September 8, 2026**Subject:** Appointment of Executive Director**Background**

On April 14, 2026, the Commission adopted Resolution No. 26-02 appointing Hailey Lang as Interim Transportation Commission Executive Director, effective May 3, 2026, to serve until the Commission rescinds the appointment or appoints a permanent Transportation Commission Executive Director.

Summary of Item

Resolution No. 26-15 would appoint Hailey Lang as Executive Director of the Siskiyou County Local Transportation Commission, effective September 8, 2026, and remove the interim designation.

The resolution would continue the Executive Director's existing authority to execute documentation necessary to comply with reporting and invoicing requirements and would supersede Resolution No. 26-02.

Financial Impact: Yes ☐ No ☒

The appointment would have no direct financial impact.

Recommended Action:

Adopt Resolution No. 26-15 appointing Hailey Lang as Executive Director of the Siskiyou County Local Transportation Commission.

Attachments (1):

1. Resolution No. 26-15

Siskiyou County Local Transportation Commission

Resolution No. 26-15

Resolution Appointing Hailey Lang as Executive Director of the Siskiyou County Local Transportation Commission

WHEREAS, the Siskiyou County Local Transportation Commission requires continuity in administrative leadership to ensure the ongoing operation of its programs and responsibilities; and

WHEREAS, on April 14, 2026, the Commission adopted Resolution No. 26-02 appointing Hailey Lang as Interim Transportation Commission Executive Director, effective May 3, 2026, to serve until the Commission rescinds the appointment or appoints a permanent Transportation Commission Executive Director; and

WHEREAS, Resolution No. 26-02 also authorized Hailey Lang, as Interim Transportation Commission Executive Director, to execute documentation necessary to comply with reporting and invoicing requirements; and

WHEREAS, the Commission desires to appoint Hailey Lang as Executive Director of the Siskiyou County Local Transportation Commission and remove the interim designation.

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission hereby appoints Hailey Lang as Executive Director of the Siskiyou County Local Transportation Commission, effective September 8, 2026, to serve until the Commission rescinds the appointment or takes further action.

BE IT FURTHER RESOLVED that Hailey Lang, as Executive Director, is authorized to execute all documentation necessary to comply with reporting and invoicing requirements.

BE IT FURTHER RESOLVED that this Resolution supersedes Resolution No. 26-02.

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission on September 8, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cliff Munson, Chair
Siskiyou County Local Transportation Commission

ATTEST:

Hailey Lang, Executive Director
Siskiyou County Local Transportation Commission

By _____

Action Requested: Adoption of Resolution

Subject: Administrative Return of STAGE Operations and Staff to the General Services Department

Siskiyou Transit and General Express (STAGE) historically operated under the Siskiyou County General Services Department. STAGE operations and County staff assigned to those operations were subsequently placed under the administration of the Siskiyou Transportation Agency (STA) in an effort to achieve administrative and operational efficiencies.

At its June 9, 2026 meeting, the STA Board directed that the day-to-day management and supervision of STAGE transit operations and County staff assigned to those operations be returned to the Siskiyou County General Services Department.

This administrative return allows General Services to assume the day-to-day management and supervision of STAGE on behalf of the STA while the STA remains legally in place. This provides operational continuity while staff addresses the remaining dissolution matters, including insurance coverage, contracts, funding, assets, liabilities, and other obligations.

During the dissolution process, staff will follow the requirements of Article 12 of the STA Joint Powers Agreement and continue coordinating with the California Transit Indemnity Pool (CalTIP) regarding insurance coverage. This approach is intended to protect both the LTC and the STA and ensure that the subsequent dissolution complies with applicable state law, the Joint Powers Agreement, and the direction provided by the LTC and STA Boards.

This resolution is limited to the administrative return of the day-to-day management and supervision of STAGE transit operations and County staff assigned to those operations. It does not transfer or distribute STA funds, property, assets, contracts, insurance, liabilities, or other obligations. Those matters will remain with the STA pending separate dissolution actions completed in accordance with Article 12 of the STA Joint Powers Agreement.

Note: Resolution No. 26-04 was submitted to the STA Attorney for review but was not approved. The STA Attorney was invited to attend today's meeting to provide additional comments or concerns regarding the resolution.

Summary of Item

Resolution No. 26-04 would approve the administrative return of the day-to-day management and supervision of STAGE transit operations and County staff assigned to those operations to the Siskiyou County General Services Department, on behalf of the STA until dissolution.

The resolution is limited to the administrative management and supervision of STAGE transit operations and County staff assigned to those operations. It does not transfer or distribute STA funds, property, assets, contracts, insurance, liabilities, or other obligations. Those matters will remain with the STA pending separate dissolution actions completed in accordance with Article 12 of the STA Joint Powers Agreement.

Implementation of the administrative return is contingent upon the Siskiyou County Board of Supervisors approving the corresponding return of STAGE transit operations and County staff assigned to those operations to the General Services Department.

Following the administrative return, General Services would be responsible for the day-to-day management and supervision of STAGE on behalf of the STA until dissolution. The LTC would continue its separate regional transportation planning, programming, funding administration, and policy responsibilities.

Resolution No. 26-04 also authorizes the STA Executive Director and staff to take the administrative actions necessary to implement the resolution consistent with the actions of the Siskiyou County Board of Supervisors.

Financial Impact: Yes ☐ No ☒

The proposed action is an administrative return and does not, by itself, authorize additional expenditures.

Recommended Action:

Adopt Resolution No. 26-04 approving the administrative return of the day-to-day management and supervision of STAGE transit operations and County staff assigned to those operations to the Siskiyou County General Services Department, contingent upon approval by the Siskiyou County Board of Supervisors.

Attachments (1):

1. Resolution No. 26-04

SISKIYOU TRANSPORTATION AGENCY

Resolution No. 26-04

Resolution Approving the Administrative Return of Siskiyou Transit and General Express (STAGE) Operations and Staff to the Siskiyou County General Services Department

WHEREAS, Siskiyou Transit and General Express (STAGE) historically operated under the Siskiyou County General Services Department; and

WHEREAS, STAGE operations and County staff assigned to those operations were subsequently placed under the administration of the Siskiyou Transportation Agency (STA) in an effort to achieve administrative and operational efficiencies; and

WHEREAS, the anticipated efficiencies were not realized, and the STA desires to return the day-to-day management and supervision of STAGE transit operations and County staff assigned to those operations to the Siskiyou County General Services Department; and

WHEREAS, following the administrative return, the Siskiyou County Local Transportation Commission will continue its separate regional transportation planning, programming, funding administration, and policy responsibilities; and

WHEREAS, this Resolution is limited to the administrative management and supervision of STAGE transit operations and County staff assigned to those operations and does not transfer, assign, or distribute STA funds, property, assets, contracts, insurance, liabilities, or other obligations, which will remain with the STA pending separate dissolution actions completed in accordance with Article 12 of the STA Joint Powers Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Siskiyou Transportation Agency approves the administrative return of the day-to-day management and supervision of Siskiyou Transit and General Express (STAGE) transit operations and County staff assigned to those operations to the Siskiyou County General Services Department, on behalf of the STA until dissolution.

BE IT FURTHER RESOLVED that implementation of this administrative assignment is contingent upon the Siskiyou County Board of Supervisors approving the corresponding return of STAGE transit operations and County staff assigned to those operations to the General Services Department.

BE IT FURTHER RESOLVED that the STA Executive Director and staff are authorized to take the administrative actions necessary to implement this Resolution, consistent with the actions of the Siskiyou County Board of Supervisors.

PASSED AND ADOPTED by the Siskiyou Transportation Agency on September 8, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cliff Munson, Chair
Siskiyou Transportation Agency

ATTEST:

Hailey Lang, Executive Director
Siskiyou Transportation Agency

By _____

Voting Agency: STA **Action Requested:** Information Only

Date: August 18, 2026

Subject: STAGE Audit Update for Fiscal Year 2024-2025

Background

Letter from Charles Pillon, CPA, regarding the status of the FY 2024-2025 STAGE audit.

The audit has been delayed because Siskiyou County has not completed its FY 2024-2025 year-end reporting process. STAGE's financial records are maintained through the County's financial systems. Caltrans has granted three 90-day extensions, with the current deadline set for September 30, 2026.

Summary of Item**Preliminary Financial Information**

The auditor is using preliminary financial information while Siskiyou County completes its FY 2024-2025 year-end reporting process.

Increased Audit Risk

The County's incomplete year-end financial information has increased audit risk and requires the auditor to perform additional or alternative procedures. If one or more financial statement areas cannot be adequately audited by September 30, 2026, the auditor may issue a modified audit opinion due to a limitation on the scope of the audit.

Possible Consequences

If the audit cannot be issued by September 30, 2026, STAGE may be out of compliance with applicable audit requirements. According to the auditor, Caltrans has not specified the consequences of failing to meet the deadline.

Financial Impact: Yes ☐ No ☒

None. This is an informational item.

Recommended Action:

Receive the report.

Attachments (1):

1. Letter from Charles Pillon, CPA, regarding the status of the FY 2024-2025 STAGE audit.

Charles W. Pillon, C.P.A.

CERTIFIED PUBLIC ACCOUNTANT

4685 Pleasant Hills Dr

Anderson, CA 96007

Telephone (530) 949-4177

Email: charlie@charlespilloncpa.com

Communication with Those Charged with Governance during Planning

June 12, 2026

To the Board of Directors and Executive Director

Siskiyou Transportation Agency
190 Greenhorn Road
Yreka, CA 96097

I am engaged to audit the financial statements of the business-type activities of Siskiyou Transit and General Express (STAGE), which was a Fund of the County of Siskiyou until 12/3/24 and then became a separate entity called Siskiyou Transportation Agency (Agency) on the same date, for the year ended June 30, 2025. Due to the creation of a Joint Powers Agreement (JPA) for this Agency dated December 3, 2024, and the transfer of all rights and responsibilities for the audit of STAGE for the year ended June 30, 2025 and all future years to the Agency, this planning letter recognizes that the responsible party hiring the auditor for the STAGE audit is being changed from the County of Siskiyou General Services Department to the Agency and its Executive Director. All references to the County of Siskiyou General Services Department in the engagement letter and contract for services agreement mentioned in the next paragraph are eliminated and changed to the Agency and its Executive Director. Professional standards require that I provide you with the following information related to my audit. I would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

My Responsibilities under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated March 7, 2023, which is Exhibit A of the Contract for Services agreement dated July 1, 2020, and amended on March 8, 2023, my responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. My audit of the financial statements does not relieve you or management of your responsibilities.

My responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of my audit, I will consider the internal control of STAGE. Such considerations are solely for the purpose of determining my audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will also perform tests of STAGE's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of my audit.

I am responsible for communicating significant matters related to the audit that are, in my professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, I am not required to design procedures specifically to identify such matters.

I have been engaged to report on the Schedule of Operating Expenses, which accompany the financial statements but are not RSI. My responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested.

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. I will generally communicate my significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. I will also communicate any internal control-related matters that are required to be communicated under professional standards.

My approach to internal control relevant to the audit, including my intentions to test the operating effectiveness of controls, has been designed to adhere to the requirements of *Government Auditing Standards*. Therefore, due to the lack of a cost benefit, the substantive testing approach to individual transactions and the reliance on the County of Siskiyou independent auditor's Single Audit and testing of controls, I do not intend to test the operating effectiveness of controls.

The concept of materiality in planning and executing the audit involves both quantitative and qualitative factors. Quantitative factors for the financial statement audit are based on adjusted total revenues due to the nature of municipal governments and the budgetary process. Qualitative factors include, but are not limited to, significance of the audit area to the overall financial statements, including down to the fund level, importance of the audit area to the intended users of the financial statements and how the audit area could affect a potential decision by the user of the financial statements.

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, I have considered these significant risks. I have also identified the following significant risk(s) of material misstatement as part of my auditing planning:

1. Risk of material audit adjustments due to the lack of effective close and reporting process ensuring that all material year-end adjustments are recorded. My audit approach for this risk will be to analyze all material transactions subsequent to the balance sheet date to ensure all material revenues and expenditures are recorded in the proper period. In addition, I will ensure that all material annual expenses such as depreciation and capital assets are recorded correctly. Lastly, due to the length of time it is taking to complete the year-end closing process whereby several significant audit areas such as Government Accounting Standards Board (GASB) 31, fair market value of investments, GASB 75 Other Post-Employment Benefits (OPEB), and GASB 101 Compensated Absences, have not been fully adjusted, the County-wide auditor has not been able to start substantive procedures and this has effected the start of this audit and increased the risks in these audit areas. In summary, the overall financial statement risks for this audit have increased and I will have to address these risks with additional and/or alternative procedures.

Due to the issues discussed in the previous paragraph, this audit has been delayed, and two 90-day extensions were received from the California Department of Transportation (CA DOT) to extend the due date to June 30, 2026. On June 5, 2026, after discussions with management and the County Auditor, it was determined that a 3rd 90-day extension should be requested. In addition, based on discussions with the Auditor-Controller's office and the County Auditor, it is very possible that the County-wide audit nor this audit will be able to get started and issued by the 3rd extended due date of September 30, 2026. Therefore, management explained this situation to CA DOT and presented the following two options for starting and issuing this audit:

1. Start this audit now using preliminary numbers and audit all areas of the financial statements except for the areas impacted by the County accounting delay. As these uncompleted areas are finished by the County and audited by the County auditor, I will then audit them if time permits in order to issue the audit by September 30, 2026. If any of these areas cannot be audited so that the audit can be issued by September 30, 2026, I will issue the audit with a modified opinion due to a scope limitation for not being able to adequately audit one or more of these areas by gathering the sufficient and appropriate audit evidence. This scope limitation can be eliminated in a future audit when the area(s) can be audited.
2. Delay the start of the audit until all financial statement items are completed and ready for audit. If this cannot be done and the audit issued by September 30, 2026, then STAGE will be considered noncompliant with the audit section of the TDA, as well as Federal and State audit regulations. The ramifications of this have not been disclosed by CA DOT.

On June 9, 2026, CA DOT approved the 3rd extension request and option no. 1 to complete and issue the audit by September 30, 2026.

Therefore, I started the planning stage using preliminary balances on June 10, 2026, and expect to begin the fieldwork stage of the audit upon completion of planning. I will expect to issue my report by September 30, 2026, as required by CA DOT. Charles Pillon is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

STAGE is also aware that the requirement for the triennial performance audits of the Siskiyou County Local Transportation Transit Planning Agency and the Transit Operator in accordance with the applicable sections of the California Public Utilities Code, are NOT applicable for the year ended June 30, 2025. Also, STAGE is aware that the requirement for a Single Audit according to Uniform Guidance is NOT applicable for the year ended June 30, 2025.

This information is intended solely for the use of STAGE and management of Siskiyou Transportation Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Charles W. Pillon, CPA". The signature is stylized with a large "C" and "P".

Charles W. Pillon, CPA

Voting Agency: STA **Action Requested:** Information Only

Date: September 8, 2026

Subject: STAGE Transit Operations Report

Discussion

This time is provided for the Commission to receive updates regarding STAGE’s ongoing operations and operational challenges.

The following table compares STAGE’s monthly ridership for the past three fiscal years. Years shown are fiscal years ending June 30. We are currently in FY 2026/2027, so these numbers represent previous yearly figures.

STAGE ridership increased by 10,802 passenger trips, or approximately 52%, from 2025 to 2026.

Month	FY 2023/2024	FY 2024/2025	FY 2025/2026
July	1,679	1,904	2,700
August	1,781	1,871	2,687
September	1,613	1,799	2,592
October	1,741	2,023	2,765
November	1,274	1,313	2,200
December	1,155	1,475	2,388
January	1,530	1,609	2,111
February	1,403	1,303	2,034
March	1,380	1,588	2,782
April	1,333	1,881	2,757
May	1,805	2,013	3,531
June	1,485	2,019	3,053
12-Month Total	18,179	20,798	31,600

Financial Impact: Yes ☐ No ☒

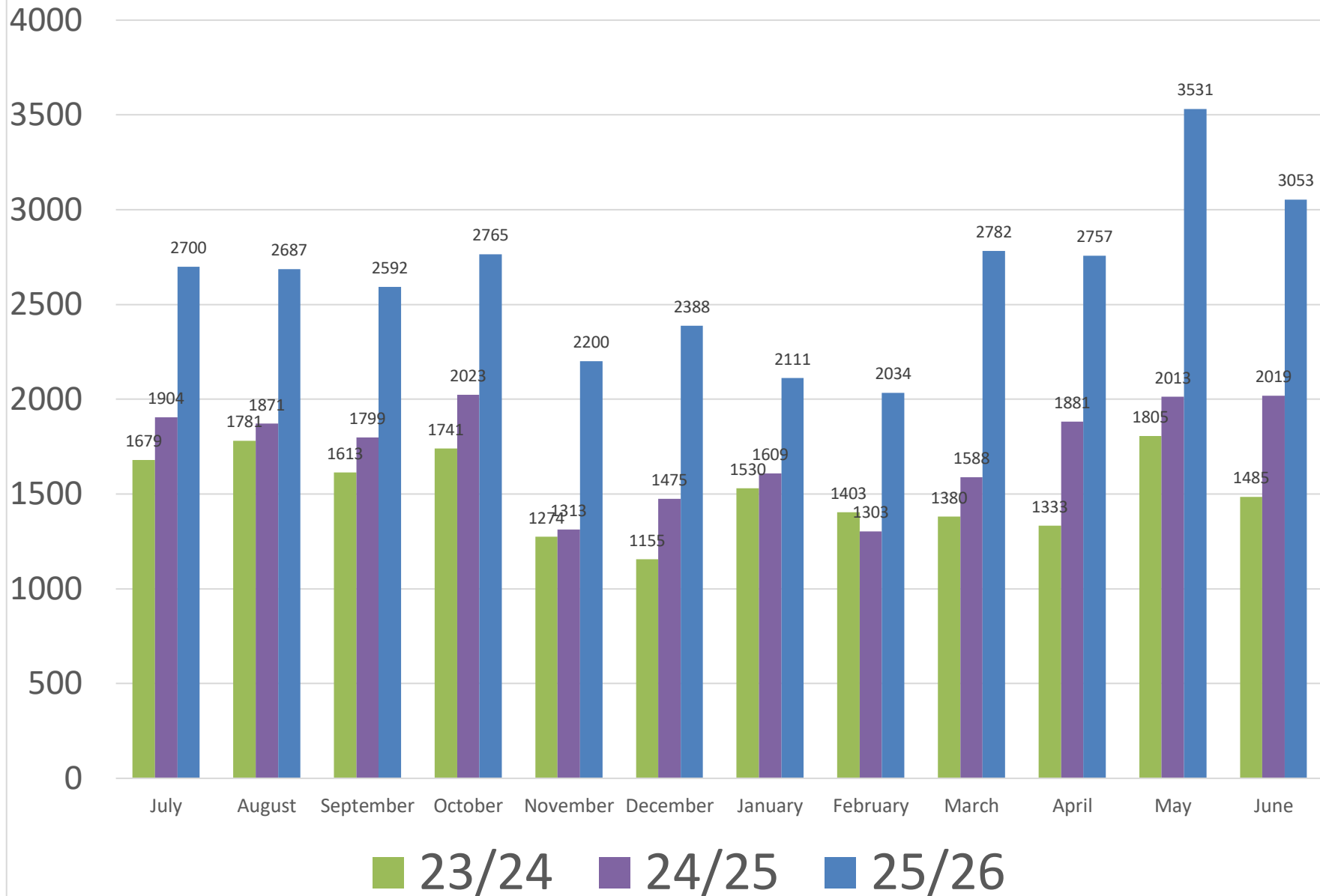
Recommended Action:

Receive the STAGE Transit Operations Report.

Attachments (1):

1. STAGE Historical Ridership Comparison through June 2026

Historical Ridership Comparison



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