



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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

**Regular Meeting** of the Siskiyou County Local Transportation Commission

**Date:** Tuesday, April 9, 2024

**Time:** 10:30 A.M. PST

In-Person Location: Siskiyou County Transit Center – Conference Room  
190 Greenhorn Road  
Yreka, CA 96097

Information to participate by Zoom:

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 885 3087 0253

All agendas are available at: [https://www.co.siskiyou.ca.us/recent\\_meetings](https://www.co.siskiyou.ca.us/recent_meetings)

Siskiyou County Local Transportation Commission Members

Representatives of the Siskiyou County Board of Supervisors

Michael Kobseff, Vice Chair	County Supervisor – District 3
Nancy Ogren	County Supervisor – District 4
Ed Valenzuela	County Supervisor – District 2
Brandon Criss (Alternate)	County Supervisor – District 1

Representatives of the League of Local Agencies

Bruce Deutsch, Chair	Councilmember, City of Dunsmuir
Paul McCoy	Councilmember, City of Yreka
Susan Tavalero	Councilmember, City of Weed
Julia Mason (Alternate)	Councilmember, Town of Fort Jones

The agenda items are as follows:

- 1) Roll Call
- 2) Pledge of Allegiance



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3) Presentations from the Public

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

4) Consent Agenda

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

Fiscal Reporting – Informational Only - Reports of Expenditures and Revenues from February 14, 2024, to March 31, 2024, for:

- A. Local Transportation Commission (Fund: 2505)
- B. Regional Transportation Planning (Fund: 2506)
- C. Local Transportation Funds (Fund: 2536)
- D. Regional Surface Transportation Block Grant Program (Fund: 2537)
- E. State Transit Assistance (Fund: 2538)

Regular Informational Items

- F. Transportation Staff Report - Monthly report from General Services on transportation activities and ridership.
- G. Commission Staff Report - Monthly report from Executive Director on activities, reporting, and other projects.

Consent Agenda Action Items

- H. Approval of Minutes of the Regular Meeting held on February 27, 2024.
- I. Letter of Support for the North State Intercity Bus to Rail Plan proposed by Shasta Regional Transportation Agency.



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- J. Adopt Resolution approving the Title VI Non-Discrimination Program & Public Participation Plan Update effective April 9, 2024, for the Siskiyou County Local Transportation Commission.
- 5) Presentation/Discussion/Action – Siskiyou Regional Active Transportation Plan – Presentation of existing conditions report and discussion on engagement strategy related to development of the Siskiyou Regional Active Transportation Plan with staff from Alta Planning + Design, Inc.
- 6) Discussion/Action - Authorization to Expend Funds – Discussion and direction to staff regarding the purchase of light refreshments for public events related to Commission events or activities.
- 7) Public Hearings (Public hearing protocol)
- A. Opening of the hearing by the Chair to receive Unmet Transit Needs;
  - B. Presentation of staff report;
  - C. Presentation of correspondence, which correspondence may be read, circulated, or acknowledged and made part of the record;
  - D. Public comments  
(The Commission reserves the right to reasonably limit the length of time of individual comments and/or the total amount of time allotted to public comments.)
  - E. Close of hearing;
  - F. Discussion by members of the Board, if any;
  - G. Forward all comments to the Social Services Transportation Advisory Council.
- a. Unmet Transportation/Transit Needs  
Public Hearing to receive public comments on unmet transit needs within the region.
- 8) Discussion/Action - Resolutions Defining Unmet Transit Needs and Reasonable to Meet for FY 2024/2025 – Discussion, direction, and action regarding resolutions defining unmet transit needs for the region and the definition of reasonable to meet.
- 9) Discussion/Action - Appointments to Social Services Transportation Advisory Council – Discussion and action to appoint members to vacancies on the Social Services Transportation Advisory Council.



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- 10) Discussion/Action - Update on Local Transportation Funds – FY 2023/2024 – Discussion on status of current fiscal year claims and distributions.
- 11) Discussion/Action - Regional Surface Transportation Program / Federal Apportionment Exchange Program Agreement – Update on current allocations and projects, discussion, and direction on Fiscal Year 2023/2024 exchange agreement in the amount of \$129,455, and direction to staff on a call for projects.
- 12) Discussion/Direction – STAGE – Purchase of Two Diesel Buses – Discussion and direction regarding the purchase of two (2) Turtle Top Odyssey XL 24 Passenger diesel buses.
- 13) Other Business
  - a. Other Business – Items from Commission or Staff that do not require an agenda item or requests for future agenda items.
  - b. Next Regular Meeting – Tuesday, May 14, 2024, at 10:30 a.m. PST
- 14) Adjournment



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Topic: Siskiyou County Local Transportation Commission Meeting

Time: April 9, 2024 – 10:30 a.m. Pacific Time (US and Canada)

Zoom Attendees:

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 885 3087 0253

I declare a copy of this agenda was posted at the Siskiyou County Transit Center at 190 Greenhorn Road, Yreka, CA 96097, by April 5, 2024, by 5:00 PM.

A printed agenda packet will be available for public review by 5:00 p.m. on the Friday preceding the meeting date at the Siskiyou County Transit Center and online at:  
[https://www.co.siskiyou.ca.us/recent\\_meetings](https://www.co.siskiyou.ca.us/recent_meetings)

NOTE:

Public participation is encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and in compliance with the Ralph M. Brown Act, if you plan on attending the public meeting and need a special accommodation because of a sensory or mobility impairment or disability, or have a need for an interpreter, please contact Melissa Cummins at 530.709.5060, 48 hours in advance of the meeting to arrange for those accommodations. (Government Code 53953)

NOTE:

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



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To: Siskiyou County Local Transportation Commission

Agenda Item: 4A, 4B, 4C, 4D, 4E

Date: April 9, 2024

Subject: Report of Expenses and Revenues through March 31, 2024

### **Past Action**

As requested by the Commission staff includes a summary of expenses and revenues for all budgets under the Commission's jurisdiction.

### **Background**

The attached reports provide the Commission with an opportunity to review, and if necessary, seek clarification on any expenditure authorized by the Executive Director during the course of business.

Included for the Commission's information are reports for the following budgets:

- Fund 2505 – Local Transportation Administration
- Fund 2506 – Regional Planning Assistance (Overall Work Program)
- Fund 2536 – Local Transportation Funds
- Fund 2537 – Regional Surface Transportation Block Grant Program
- Fund 2538 – State Transit Assistance

### **Discussion**

If necessary, review any items the Commission wishes to seek clarification on.

### **Recommended Action**

None. This is an information item only.

### **Attachments (5)**

4A – Report of revenues and expenses for Local Transportation Administration (Fund 2505)

4B – Report of revenues and expenses for Regional Planning Assistance (Fund 2506)

4C – Report of revenues and expenses for Local Transportation Funds (Fund 2536)

4D – Report of revenues and expenses for Regional Surface Transportation Block Grant (Fund 2537)

4E – Report of revenues and expenses for State Transit Assistance (Fund 2538)

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

Fiscal Year 24

February 14, 2024 to March 31, 2024

Item 4A

Fund: 2505

Org: 303020

Local Transportation Administration

<u>Transaction Date</u>	<u>Document #</u>	<u>Document Description</u>	<u>Transaction Amount</u>
<u>Revenues Received:</u>			
3/25/2024	J2410536	STATE JAN 2024 ALLOC 1/4% LTF	\$ 32,500.00
			<u>\$ 32,500.00</u>
<u>Payroll and Expenditures:</u>			
2/14/2024	10588310	VERIZON WIRELESS	\$ 52.52
2/15/2024	UP240494	23/24 COST PLAN-FEBRUARY 2024	\$ 194.42
2/23/2024	F2400064	HR Payroll 2024 BW 4 0	\$ 250.00
2/23/2024	F2400064	HR Payroll 2024 BW 4 0	\$ 370.81
2/23/2024	F2400064	HR Payroll 2024 BW 4 0	\$ 1,490.91
2/23/2024	F2400064	HR Payroll 2024 BW 4 0	\$ 34.27
2/23/2024	F2400064	HR Payroll 2024 BW 4 0	\$ 34.27
2/23/2024	F2400064	HR Payroll 2024 BW 4 0	\$ 99.60
2/23/2024	F2400064	HR Payroll 2024 BW 4 0	\$ 4,569.08
3/8/2024	F2400066	HR Payroll 2024 BW 5 0	\$ 250.00
3/8/2024	F2400066	HR Payroll 2024 BW 5 0	\$ 368.66
3/8/2024	F2400066	HR Payroll 2024 BW 5 0	\$ 1,454.35
3/8/2024	F2400066	HR Payroll 2024 BW 5 0	\$ 34.27
3/8/2024	F2400066	HR Payroll 2024 BW 5 0	\$ 34.27
3/8/2024	F2400066	HR Payroll 2024 BW 5 0	\$ 9.50
3/8/2024	F2400066	HR Payroll 2024 BW 5 0	\$ 4,569.08
3/14/2024	10589669	AMAZON CAPITAL SERVICES, INC	\$ 24.56
3/18/2024	UP240565	23/24 COST PLAN-MARCH 2025	\$ 194.42
3/20/2024	J2410380	TRANS LCTOP 22/23 CYCLE 2505>5680	\$ 107,586.00
3/20/2024	J2410380	TRANS LCTOP 22/23 CYCLE 2505>5680	\$ 4,581.00
3/21/2024	J2410439	LCTOP 22/23 TRANS INT 2505>5680	\$ 532.24
3/21/2024	J2410441	TRANS SGR Q1 PUC 99314 2505>5681	\$ 986.00
3/21/2024	J2410441	TRANS SGR Q2 PUC 99313 2505>5681	\$ 11,534.00
3/21/2024	J2410441	TRANS SGR Q2 PUC 99314 2505>5681	\$ 493.00
3/21/2024	J2410441	TRANS SGR Q1 PUC 99313 2505>5681	\$ 23,068.00
3/21/2024	J2410442	SGR Q1/Q2 23/24 TRANS 2505>5681	\$ 114.56
3/22/2024	F2400067	HR Payroll 2024 BW 6 0	\$ 250.00
3/22/2024	F2400067	HR Payroll 2024 BW 6 0	\$ 370.82
3/22/2024	F2400067	HR Payroll 2024 BW 6 0	\$ 1,454.35
3/22/2024	F2400067	HR Payroll 2024 BW 6 0	\$ 34.27
3/22/2024	F2400067	HR Payroll 2024 BW 6 0	\$ 34.27
3/22/2024	F2400067	HR Payroll 2024 BW 6 0	\$ 99.60
3/22/2024	F2400067	HR Payroll 2024 BW 6 0	\$ 4,569.08
			<u>\$ 169,742.18</u>

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

Fiscal Year 24

February 14, 2024 to March 31, 2024

Item 4B

Fund: 2506      Org: 303020      Regional Planning Assistance

<u>Transaction Date</u>	<u>Document #</u>	<u>Document Description</u>	<u>Transaction Amount</u>
<u>Revenues Received:</u>			
2/22/2024	J2409181	DEP #005 STATE OF CA OWP Q2	\$ 39,453.26
			<u>\$ 39,453.26</u>

Payroll and Expenditures:

3/14/2024	10589740	TAVALERO, SUSAN	\$ 40.24
3/14/2024	10589695	DEUTSCH, BRUCE R.	\$ 61.24
3/14/2024	10589713	KENNY & NORINE, A LAW CORPORATION	\$ 448.35
3/5/2024	10589125	KENNY & NORINE, A LAW CORPORATION	\$ 357.00
3/5/2024	10589125	KENNY & NORINE, A LAW CORPORATION	\$ 588.00
3/5/2024	10589038	ALTA PLANNING + DESIGN INC	\$ 19,779.87
3/5/2024	J2409689	ICRP STG>VARIOUS A GILMAN 23/24 Q1	\$ 208.90
2/28/2024	J2409409	ICRPS SAN>VARIOUS J HALL 23/24 Q2	\$ 947.33
2/16/2024	10588375	CUMMINS, MELISSA	\$ 74.37
			<u>\$ 22,505.30</u>

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

Fiscal Year 24

February 14, 2024 to March 31, 2024

Item 4C

Fund: 2536      Org: 303021      Local Transportation Funds

<u>Transaction Date</u>	<u>Document #</u>	<u>Document Description</u>	<u>Transaction Amount</u>
<u>Revenues Received:</u>			
2/26/2024	J2409291	STATE 4TH QTR 2023 ALLOC 1/4% LTF	\$ 219,218.41
3/25/2024	J2410536	STATE JAN 2024 ALLOC 1/4% LTF	\$ 111,767.74
			<u>\$ 330,986.15</u>
 <u>Expenditures:</u>			
3/20/2024	J2410384	STATE 4TH QTR 2023 ALLOC 1/4% LTF	\$ 215,805.39
			<u>\$ 215,805.39</u>

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

Fiscal Year 24

February 14, 2024 to March 31, 2024

Item 4D

Fund: 2537      Org: 303022      Regional Surface Transportation Block Grant

<u>Transaction Date</u>	<u>Document #</u>	<u>Document Description</u>	<u>Transaction Amount</u>
<u>Revenues Received:</u>			
3/20/2024	J2410368	2ND QTR 23/24 INTEREST ALLOCATION	\$ 3,989.76
3/20/2024	J2410368	1ST QTR 23/24 INTEREST ALLOCATION	\$ 2,492.41
3/20/2024	J2410368	4TH QTR 22/23 INTEREST ALLOCATION	\$ 2,573.34
3/20/2024	J2410367	J2403203 CORR ST OF CA RSTP 6151	\$ 107,730.00
			<u>\$ 116,785.51</u>
<u>Expenditures:</u>			
1/11/2024	I2411994	CITY OF ETNA	\$ 5,887.75
2/6/2024	I2413687	CITY OF MONTAGUE	\$ 84,000.00
			<u>\$ 89,887.75</u>

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

Fiscal Year 24

February 14, 2024 to March 31, 2024

Item 4E

Fund: 2538

Org: 303023

State Transit Assistance

<u>Transaction Date</u>	<u>Document #</u>	<u>Document Description</u>	<u>Transaction Amount</u>
<u>Revenues Received:</u>			
3/20/2024	J2410378	TRANS 2ND QTR INTEREST 772003>2538	\$ 401.96
3/20/2024	J2410378	TRANS STATE 100123-123123 PUC SECT	\$ 119,781.00
3/20/2024	J2410378	TRANS STATE 100123-123123 PUC SECT	\$ 5,102.00
3/20/2024	J2410378	TRANS STATE 040123-063023 PUC SECT	\$ 6,367.00
3/20/2024	J2410378	TRANS STA 040123-063023 PARTIAL	\$ 16,233.42
			<u>\$ 147,885.38</u>

Expenditures:

None this period.

\$ -



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To: Siskiyou County Local Transportation Commission

Agenda Item: 4F

Date: April 9, 2024

Subject: Staff Report from General Services on STAGE and Airports

### **Past Action**

This is a monthly report from Transportation Staff on transit and airport related items.

### **Background**

Staff from Siskiyou County General Services – Transportation Division provide a monthly update on ongoing projects related to STAGE and Airports.

Report for April 9, 2024:

- Siskiyou Transit and General Express (STAGE) released a new schedule effective April 2, 2024 to meet the following needs:
  - AM drop off at Probation from South County.
  - PM pickup at Probation to South County.
  - 3:30 pm pickup at Miner Diner to deliver Yreka High School Students to Etna
  - 7:30 am pickup in McCloud to deliver students to Mt. Shasta High School
- Our Transportation Services Worker has obtained his class B license with all appropriate endorsements and now will start his route training to be back up driver.
- We hope to have an update on the delivery of our new buses at this meeting.
- Vacant positions: Heavy Equipment Mechanic, 1 full time Bus driver, and 1 part time Bus driver, and an office Staff Service Analyst.

### **Discussion**

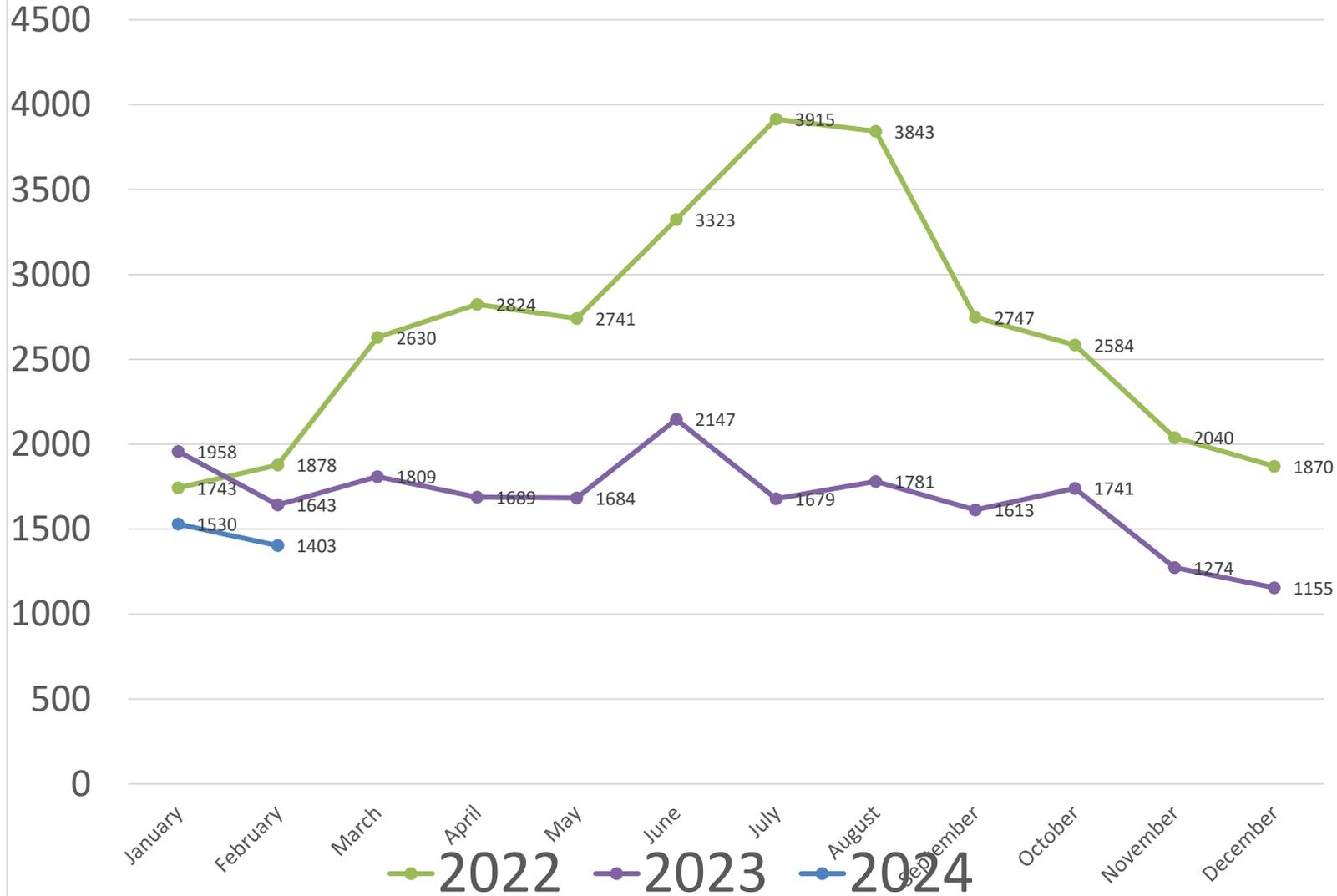
If necessary, review any items the Commission wishes to seek clarification on.

### **Recommendation**

None. This is an information item only.

Attachments (1)

# Historical Ridership Comparison 2022,2023,2024



May 2020 through June 2022  
7 Routes, Free fares

June 2022 through Feb 2023  
6 Routes, \$1 fares

Feb 2023 through today  
5 Routes, Full fares

February 2023  
new schedule came out



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To: Siskiyou County Local Transportation Commission

Agenda Item: 4G

Date: April 9, 2024

Subject: Report of Activities by Commission Staff through April 3, 2024

**Past Action**

As requested by the Commission staff are providing the following summary of activities since the last meeting.

**I. Commission Activities:**

- Attended the Regional Transportation Planning Agency Group meeting on March 22, 2024.
- Contacted City of Tulelake regarding potential loss of CRRSAA project funds.
- Contacted the Town of Fort Jones regarding a project that will go on the inactive list.
- Contacted the Town of Fort Jones regarding their Local Transportation Funds claim and required audits for FY 2023/2024.

**II. Regional Surface Transportation Program (RSTP)**

- Prepared agenda item for exchange agreement for FY 23/24 funding.

**III. Overall Work Program**

- Drafted FY 2024/2025 Overall Work Program and submitted to Caltrans for review.

**IV. Coordination Activities:**

- Attended the Technical Advisory Committee meeting on February 28, 2024.
- Monthly coordination call with Caltrans District 2 Local Assistance on March 25, 2024.
- Attended the Yreka City Council meeting on April 2, 2024.
- Attended the Montague City Council meeting on April 4, 2024.
- Attended a Project Management Pilot Risk Assessment meeting with the Town of Fort Jones staff on February 28, 2024.
- Met with Discover Siskiyou to discuss planning and partnership efforts for ski park transportation needs.

**V. Pavement Management System Update**

- Follow up with County Public Works on access for consultant.

**VI. Active Transportation Plan Grant:**

- Attended Project Management meetings with Alta Planning on February 28<sup>th</sup> and April 3, 2024.
- Scheduled additional Facebook posts and updated open house event with Community Open House information.

**VII. Regional Transportation Improvement Program**

- Virtually attended the California Transportation Commission meeting on March 21<sup>st</sup> and March 22<sup>nd</sup>.



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**VIII. Regional Transportation Plan**

- Attended the Siskiyou County Planning Department's General Plan TAC meeting on March 25, 2024.
- Currently reviewing the draft Siskiyou County General Plan Update Circulation and Transportation element.

**IX. Upcoming Items**

- Schedule meeting with SSTAC to review unmet needs for FY 2024/2025.
- Finalize Overall Work Program for FY 2024/2025.
- Meet with Pacific Power and STAGE on PSPS Transportation Needs – April 8, 2024
- Presentation to Dorris City Council – April 8, 2024
- Caltrans D2 – Local Public Agency Forum – April 11, 2024
- Open House for Active Transportation Plan – Siskiyou County Transit Center – April 24, 2024
- Fort Jones Pavement Focus Meeting – April 24, 2024
- Walk Audits for Active Transportation Plan – April 22<sup>nd</sup> and April 26<sup>th</sup>.

**Discussion**

If necessary, review any items the Commission wishes to seek clarification on.

**Recommended Action**

None. This is an information item only.

Attachments (0)



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To: Siskiyou County Local Transportation Commission

Agenda Item: 4H

Date: April 9, 2024

Subject: Approval of Minutes for Previous SCLTC Meetings

**Past Action**

Not applicable.

**Background**

Staff is submitting the enclosed minutes for February 27, 2024, meeting for review and approval by the Commission.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Approval of minutes, with amendments, if necessary.

Attachments (1)



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Minutes of the Siskiyou County Local Transportation Commission

Date: February 27, 2024

The Siskiyou County Local Transportation Commission meeting of February 27, 2024, was called to order by Commissioner Ogren at 10:00 a.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

Commissioners in attendance included:

Bruce Deutsch	Michael Kobseff
Nancy Ogren	Susan Tavalero
Ed Valenzuela	

Commissioners absent from the meeting:

Paul McCoy  
Julia Mason (Alternate)  
Brandon Criss (Alternate)

Other Staff Present In-Person:

Melissa Cummins, Executive Director  
Joy Hall, Director of General Services  
Angie Stumbaugh, Transportation Services Manager  
Andy Gilman, Transportation Services Coordinator  
Angela Davis, County Administrator  
Thomas Deany, Director of Public Works

The agenda items included:

- 1) Roll Call – Commissioner Ogren called the meeting to order at 10:00 a.m.

Commissioners present included Deutsch, Kobseff, Ogren, Tavalero, and Valenzuela.

- 2) Pledge of Allegiance
- 3) Presentation from the Public - None
- 4) Consent Agenda  
Items 4d(i) and 4d(v) were pulled from the consent agenda.



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- a) Fiscal Reporting – Informational Only - Reports of Expenditures and Revenues from January 1, 2024, to December February 13, 2024, for:
  - i. Local Transportation Commission (Fund: 2505)
  - ii. Regional Transportation Planning (Fund: 2506)
  - iii. Local Transportation Funds (Fund: 2536)
  - iv. Regional Surface Transportation Block Grant Program (Fund: 2537)
  - v. State Transit Assistance (Fund: 2538)
  
- b) Transportation Staff Report - Monthly report from General Services on transportation activities and ridership.
  
- c) Commission Staff Report - Monthly report from Executive Director on activities, reporting, and other projects.
  
- d) Consent Agenda Action Items
  - i. Approval of Minutes of the Regular Meeting held on January 9, 2024.
  - ii. STAGE – Modification Request for State of Good Repair Program – Request to approve modification to the State of Good Repair program allocations for FY 2020/2021, FY 2021/2022, and FY 2022/2023 cycles from purchase of new vehicles to rehabilitation of existing vehicles.
  - iii. Contract with Optimize Worldwide – Approve contract with Optimize Worldwide for the term of February 28, 2024, to February 27, 2029, for a not-to-exceed of \$ 17,000.00 for the development and ongoing maintenance of a website for the Commission.
  - iv. Caltrans State Route 3 Corridor Plan – Presentation of the final draft of the California State Route 3 Corridor Plan and adopt resolution of concurrence for the plan.
  - v. Evacuation and Emergency Preparedness Plan Grant Application – Approve Resolution authorizing the submission of an Evacuation and Emergency Preparedness Plan grant application to Caltrans' Sustainable Transportation Planning Grant Program for \$ 282,544 and authorize the Auditor-Controller to establish budget if awarded.
  - vi. Remote Attendance Policy for Committees – Approval of revised policy #23-001 regarding remote attendance policy by sub-committees appointed by the Commission.

A motion was made by Commissioner Kobseff and seconded by Commissioner Valenzuela to approve items 4a through 4c, 4d(ii), 4d(iii), 4d(iv), 4d(vi) of the consent agenda as presented.



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Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela

Noes: None

Absent: Criss, Mason, McCoy

Motion passed unanimously.

On consent agenda Item 4d(v) Executive Director Cummins advised the Commission that the required resolution for the Commission's approval was inadvertently left out of the agenda packet. Copies were provided for the Commissioner's in their agenda binders.

A motion was made by Commissioner Valenzuela and seconded by Commissioner Kobseff to approve the item as presented.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela

Noes: None

Absent: Criss, Mason, McCoy

Motion passed unanimously.

On consent agenda Item 4d(i) Commissioner Ogren noted a correction regarding voting documented in the January 9, 2024, minutes. The minutes as presented show Commissioner Ogren voting when she was absent from that meeting. It was also noted by Executive Director Cummins that Commissioner Deutsch was also absent from that meeting.

A motion was made by Commissioner Ogren to approve the January 9, 2024, minutes as amended and seconded by Commissioner Tavalero.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela

Noes: None

Absent: Criss, Mason, McCoy

Motion passed unanimously.

5) Public Requests

a) Development of a Transit Authority or Agency

County Administrator, Angela Davis, provided the Commission with an overview of the proposed establishment of a joint powers agreement that would establish the Commission as the Board of Directors governing transit operations within the



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

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Melissa Cummins, Executive Director  
melissa@siskiyoulc.org

1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

region. This JPA would include the Commission, the County, and the nine cities. This would separate STAGE from the County and place it under the Transportation Agency. The Executive Director for the Transportation Commission will be the Executive Director for the Transportation Agency. The existing staff will remain County employees. Language will be added to the JPA outlining the roles and responsibilities for staff.

Ms. Davis was seeking support from the Commission to move forward with the process. She will be taking this item before the Board of Supervisors for their approval prior to starting the process. Once approval is received the draft would be taken before the nine cities, the Board, and the Commission for final approval. The goal is to finalize the JPA by July 1, 2024.

Commissioner Deutsch asked about the relationship between the various cities and the new agency.

Commissioner Kobseff inquired if the city representation would be different than what it is now. He asked if this would smooth out the process for STAGE. Commissioner Kobseff confirmed that the cities would continue to elect their representation on the Commission and/or the Transportation Agency.

Discussion continued among the Commission regarding the idea of increasing the number of city representatives on the Board for the Transportation Agency.

The final direction was to keep the city representation the same as it is currently with LOLA (League of Local Agencies) appointing the city representatives.

Additional discussion continued regarding working guidelines and if these details will be delineated in the JPA. Ms. Davis confirmed that the JPA will have this information included in the draft that is brought back to the Commission.

Commissioner Kobseff inquired about the County facilities. Ms. Davis advised that the property (buses, building, other property) will be detailed out in the JPA documents.

Direction was provided to proceed with the process.

b) Election of 2024 Chair and Vice Chair

A motion was made by Commissioner Kobseff and seconded by Commissioner Ogren to elect Commissioner Bruce Deutsch as Chair for 2024.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela



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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

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Yreka, California 96097  
Phone: 530.709.5060

Noes: None  
Absent: Criss, Mason, McCoy  
Motion passed unanimously.

A motion was made by Commissioner Valenzuela and seconded by Commissioner Deutsch to elect Commissioner Michael Kobseff as Vice Chair for 2024.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela  
Noes: None  
Absent: Criss, Mason, McCoy

Motion passed unanimously.

Commissioner Deutsch assumed the Chair duties after the vote on this item.

c) 2024 Commission Meetings

Executive Director Cummins provided an overview of the request, which was a result of LAFCo staff contacting her regarding conflicting meeting times of regular meetings for both agencies.

Discussion followed among Commissioners regarding a proposal to move all future 2024 Commission meetings to start at 10:30 a.m.

The Commission approved the meeting start time to 10:30 a.m. for all future Commission meetings of 2024.

6) Other Business

a) Other Business

Ms. Cummins advised the Commission that she has a meeting with Discover Siskiyou on March 4<sup>th</sup> to discuss partnership opportunities for the ski park transportation needs.

Ms. Cummins advised the Commission she would be out of the office March 5<sup>th</sup> through March 20, 2024.

b) Next Regular Meeting – Tuesday, April 9, 2024, at 10:30 a.m. PST

7) Adjourn – Chair Deutsch adjourned the meeting at 10:19 a.m.



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

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Melissa Cummins, Executive Director  
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1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 4I

Date: April 9, 2024

Subject: Letter of Support Regarding Shasta Regional Transportation Agency's North State Intercity Bus to Rail Plan

**Past Action**

Not applicable.

**Background**

In June 2021, the Shasta Regional Transportation Agency's Board of Directors accepted a Caltrans Strategic Partnership Grant to fund the North State Intercity Bus to Rail Plan. The plan is focused on planning for improved intercity transportation options between Redding and the Greater Sacramento area and/or the San Francisco Bay Area.

The need for reliable intercity transportation is well documented in numerous planning efforts including the 2020 San Joaquin Joint Powers Authority Business Plan Update, the 2018 North State Intercity Bus System Business Plan, and the 2018 California State Rail Plan, as well as numerous county-level Transit Needs Assessments throughout the North State.

The Siskiyou County 2021 Short Range Transit Plan also identifies intercity bus or rail services as a transit need.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Authorize the Chair to sign the enclosed letter and direct staff to submit to the Chair of the Shasta Regional Transportation Agency supporting the proposed project.

Attachments (1)



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

---

Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

April 4, 2024

Chair Mark Mezzano  
Shasta Regional Transportation Agency  
1255 East Street, Suite 202  
Redding, CA 96001

RE: Support for North State Intercity Bus to Rail Plan

Chair Mezzano,

We write to you to express our support for Shasta Regional Transportation Agency's North State Intercity Bus to Rail Plan. We appreciate SRTA's efforts on this project that will identify transportation needs and methods to address those needs. Smaller agencies such as the Siskiyou County Local Transportation Commission have limited capacity to complete this type of project. To achieve improved connectivity across the northernmost portion of the state without your team's efforts would be significantly more challenging.

This project is the culmination of numerous years of effort by your agency as well as many other RTPAs across the north state. There are many benefits of this project including providing our vast region a voice, through your agency's efforts, to ensure that resident's and visitor's transportation needs have representation, access to essential services regardless of mobility limitations, and can enjoy the same intercity services afforded to other regions in the state.

Over the past decade the Commission has consistently received requests for services between our regions. There have also been requests for improved connections between public transit and rail options. Our region currently has one passenger train with a northern terminus in Dunsmuir in the middle of the night requiring passengers to wait multiple hours for a connection with public transit services. Although not immediately addressed with your project it would provide options for our agencies to collaborate on improving rail and transit connections further north in the future once established in Shasta County.

Our agencies and regions are facing unprecedented requirements to reduce greenhouse gas emissions, reduce vehicle miles traveled, and the transition to zero emissions. The proposed project will move the north state region one step closer to achieving these monumental goals. We look forward to supporting your efforts on this critical project.

Sincerely,

Bruce Deutsch  
Chair

2024 Commissioners

Nancy Ogren  
Sue Tavalero

Bruce Deutsch  
Paul McCoy

Michael Kobseff  
Brandon Criss

Ed Valenzuela  
Julia Mason



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

---

Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 4J

Date: April 9, 2024

Subject: Adoption of Title VI Non-Discrimination Program & Public Participation Plan effective 04/09/2024.

**Past Action**

The last update to the SCLTC's Title VI Non-Discrimination Program was completed in 2015.

**Background**

Title VI of the Civil Rights act prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

The SCLTC must adopt and implement a Title VI Program, which includes a policy and procedure for handling complaints, a Notice to the Public, a Language Assistance Plan, and a Public Participation Plan to receive funds from the Federal Transit Administration (FTA) and Caltrans. The draft plan outlines the steps the Commission, and its agents, will take to ensure that no person is excluded from participating in, or denied the benefits of, the programs, services or activities of the SCLTC on the grounds of race, color, national origin, sex, sexual orientation, or gender identity.

Once approved by the Commission and Caltrans all staff will receive training on how to properly handle complaints. Forms have already been added to the Commission's website at:  
<https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi>

All necessary physical postings will be completed upon final approval.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Adopt Resolution approving the SCLTC Title VI Non-Discrimination Program & Public Participation Plan effective 04/09/2024.

Attachments (2)

**Caltrans Division of Transportation Planning**  
**Office of Regional and Community Planning – Title VI Program Checklist**

Agency Name: Siskiyou County Local Transportation Commission

Title VI Adoption Date: April 9, 2024

**General Requirements Chapter III –  
Regional Transportation Planning Agencies (RTPAs)**

- | Page #                   | Select<br>One            |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Notice to the Public  |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Race, color, and national origin (Sample notice in Appendix B)  |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Translated into non-English language and consistent with the agency’s Limited English Proficiency (LEP) Plan (Chapter III-4)                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. List of locations where notice is posted, at a minimum (Chapter III-4 and Appendix B)   |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Agency’s website  |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Public areas of the agency’s office, including reception desk and meeting rooms   |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Station or stops  |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Transit vehicles  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. How to file a Title VI discrimination complaint and complaint form must be on the agency’s website (Chapter III-5 and Appendix C and D)                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. List of any public transportation Title VI investigations, complaints, or lawsuits filed since the last submission (Appendix E)                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Public Participation Plan – Promoting Inclusive Public Participation (Chapter III-5)  |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Summary of outreach efforts made  |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Outreach plan to engage minority and limited English proficient population (can be a component of a larger outreach for those that are traditionally underserved) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. LEP Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Four Factor Analysis (Chapter III-7)  |
| <input type="checkbox"/> | <input type="checkbox"/> | i. The proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.  |
| <input type="checkbox"/> | <input type="checkbox"/> | ii. The frequency with which LEP persons come into contact with the program.   |
| <input type="checkbox"/> | <input type="checkbox"/> | iii. The nature and importance of the program, activity, or service provided by the program to people’s lives.   |
| <input type="checkbox"/> | <input type="checkbox"/> | iv. The resources available to the recipient for LEP outreach and the costs associated with that outreach.   |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Describe how the agency provides language assistance services by language (Chapter III-8)   |

Page #    Select  
            One

c. Safe Harbor Provision – applies to the translation of written documents only (Chapter III-9)

d. Describe how the agency provides notice to LEP person about the availability of language assistance

e. Describe how the agency monitors, evaluates, and updates the language access plan

f. Describe how the agency trains employees to provide timely and reasonable language assistance to the LEP population

7. A table depicting the racial breakdown of the membership of those committees and a description of efforts made to encourage the participation of minorities on such committees.

8. If a facility has been constructed, a Title VI equity analysis regarding the location must have been conducted during the planning stage. A copy of the analysis must be provided. (Chapter III-11)

9. Board Resolution or similar approving the Title VI Plan (Chapter III-1)

I have reviewed the above information and certify that it is correct and complete.

\_\_\_\_\_  
(Must be signed by MPO/RTPA  
Executive Director or designated representative)

\_\_\_\_\_  
Date

**For additional information and resources, see the web addresses below:**

Federal requirements FTA Circular 4702.1B (October 1, 2012)

<http://www.fta.dot.gov/civilrights/12328.html>

Overview of Final Circular 4702.1B Title VI Requirements and Guidelines for Recipients

[http://www.fta.dot.gov/documents/Title\\_VI\\_Overview\\_4702.1B\\_11.05.12\\_ER.pdf](http://www.fta.dot.gov/documents/Title_VI_Overview_4702.1B_11.05.12_ER.pdf)

For information, guidance, and technical assistance on implementing the LEP initiative, please visit

<http://www.LEP.gov>.



**Title VI Non-Discrimination Program  
& Public Participation Plan**

**04/09/2024**

Non-Transit

Siskiyou County Local Transportation Commission  
1312 Fairlane Road, Suite 2  
Yreka, CA 96097  
(530) 709.5020

Adopted by the Siskiyou County Local Transportation Commission on April 9, 2024.

To obtain services or copies in an alternate format or language, please contact the Siskiyou County Local Transportation Commission at (530) 709-5060, email [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org), or visit the Commission's website at

<https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi>

Para obtener servicios o copias en un formato o idioma alternativo, comuníquese con la Comisión de Transporte del Condado de Siskiyou al (530) 709-5060, envíe un correo electrónico [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org) o visite el sitio web de la Comisión en

<https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi>

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## **Section 1 - Policy**

Siskiyou County Local Transportation Commission (SCLTC) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color, or national origin. All persons, regardless of their citizenship, are covered under this policy. Additionally, SCLTC prohibits discrimination based on race, color, or national origin in its employment and business opportunities. SCLTC will:

- Not condone retaliation against an individual for their involvement in asserting their rights pursuant to Title VI or because they filed a complaint or participated in an investigation under Title VI, and/or this regulation;
- Ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964;
- Ensure the level and quality of its transportation service is provided without regard to race, color, or national origin;
- Promote the full and fair participation of all affected populations in the transportation decision-making process;
- Make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high, and adverse human health or environmental affects of its programs, activities, and services on minority populations and low-income populations within the region as provided herein;
- Ensure that Limited English Proficient (LEP) individuals have access to SCLTC's programs, activities, and services; and
- Post this plan and policy on the website below and within the business office.  
<https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi>

These regulations shall be maintained in English and made available in Spanish upon request.

### **Applicability**

This policy is applicable to all SCLTC employees, members of the public, and contractors hired by SCLTC.

Failure of an SCLTC employee to follow this policy and procedure may subject such employee to disciplinary action up to and including employment termination.

### **General Requirements and Guidelines**

SCLTC will carry out its programs, activities, and services in compliance with Title VI of the Civil Rights Act of 1964. SCLTC or any of its employees will not, on the grounds of race, color, national origin, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination under any SCLTC programs, services, or activities.

SCLTC, any of its employees, or contractors will not, on the grounds of race, color, or national origin:

- a. Provide any service, financial aid, or benefit that is different from that provided to others.
- b. Subject an individual to segregation or separate treatment.
- c. Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others.
- d. Deny any individual service, financial aid, or benefits under any SCLTC programs, services, or activities.
- e. Treat individuals differently in terms of whether they satisfy admission or eligibility requirements.
- f. Deny an individual the opportunity to participate as a member of a planning or advisory body.

SCLTC shall evaluate significant plan and program changes to determine whether these changes have a discriminatory impact on low-income and Limited English Proficiency individuals.

SCLTC conducts regular Commission meetings every month to ensure that all individuals are afforded an opportunity to participate in transportation decisions.

SCLTC and SCLTC's legal counsel will maintain a list (a minimum of four years in active status) of any Title VI investigations, complaints, or lawsuits filed which allege SCLTC discriminated against a person or group on the basis of race, color, or national origin. This list will include:

- a. The date the investigation, complaint, or lawsuit was filed.
- b. A summary of the allegation(s).
- c. The status of the investigation, complaint, or lawsuit; and
- d. Any actions or corrective actions taken by SCLTC in response to the investigation, complaint, or lawsuit.

SCLTC will keep the public informed of the protections against discrimination afforded to them by Title VI and SCLTC's obligations under Title VI by posting a Title VI Policy Statement (Attachment A) and associated English and Spanish Complaint Forms on SCLTC's website and at the SCLTC's office.

SCLTC will take steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities, and services for individuals that are Limited English Proficient (LEP).

SCLTC has met the Safe Harbor Provision by providing a written Spanish translation of the Complaint form and Notice of Title VI rights. In addition, oral translation is made available as needed.

SCLTC will provide information, upon request from FTA, and investigate complaints of discrimination, or resolve concerns about possible noncompliance with Title VI.

SCLTC will submit its Title VI Program to the FTA’s regional civil rights officer and the California Department of Transportation Division of Mass Transportation once every three years to ensure compliance with Title VI Requirements.

SCLTC will ensure that minority and low-income individuals have meaningful access to SCLTC’s programs, activities, and services.

Limited English Proficient (LEP) Individuals and Public Participation Requirements

SCLTC will seek out and consider the viewpoints of minority, low-income, and Limited English Proficient (LEP) populations while conducting public outreach and involvement activities. SCLTC’s public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

SCLTC will ensure that individuals have access to its programs, activities, and services by developing and carrying out the language plan herein. SCLTC will continually assess the language assistance needs of the population to be served.

SCLTC will use the following four (4) factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals.

- a. Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service.
- b. Frequency with which LEP individuals encounter SCLTC programs, activities, and services.
- c. Importance of the program, activity, or service provided by SCLTC to LEP individuals lives.
- d. Resources needed to provide effective language assistance and costs.

Oral Language Assistance

SCLTC provides an interpretation service by appointment.

List of Locations Where Title VI Notice Is Posted

SCLTC’s Title VI notice to the public is currently posted at the following locations:

Location Name	Address	City
SCLTC Office	1312 Fairlane Road, Suite 2	Yreka, CA
SCLTC Website	<a href="http://www.co.siskiyou.ca.us/content/local-transportation-commission">www.co.siskiyou.ca.us/content/local-transportation-commission</a>	Internet

The Title VI notice, complaint procedures and complete program information is also provided on SCLTC’s website at: <https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi>

## **Section 2 - Complaint Procedures**

### **How to File a Title VI Complaint**

Any person who believes they, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, or national origin, with respect to SCLTC's programs, activities, or services, may file a complaint with SCLTC.

A complaint may be filed by the individual or a representative. A written complaint must be filed within 180 days after the date of the alleged discrimination, but complainants are encouraged to submit complaints as soon as possible. If a complainant is unable or incapable of providing a written statement, an SCLTC designee will, if necessary, assist the person in converting verbal complaints to written and will interview the complainant.

SCLTC will promptly investigate all complaints filed under Title VI, pursuant to this regulation.

Complaint must include the following information:

- a. A complaint must be in writing and signed and dated by the complainant or their representative before any action can be taken.
- b. A complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the complainant, the date, time, and location of the alleged incident. The complaint shall include a description of the program, activity, or service on which the alleged discrimination occurred.

A *Complaint Form* (Attachment B) can be used to file a Title VI complaint with SCLTC. A complaint form will be made in an accessible format upon request. The complaint form is available at:

- a. SCLTC's website: <https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi>
- b. By phone at (530) 709-5060
  - Requester must provide a valid mailing address.
  - Forms will be mailed via United States Postal Service.
- c. By picking up a complaint form at 1312 Fairlane Road, Suite 2, Yreka, CA 96097.

If a complaint form is received and is not complete, SCLTC will be unable to process the complaint and the form will be returned to the complainant.

If the complaint is received by anyone besides SCLTC's Executive Director, the individual in receipt of the complaint shall forward it to the Executive Director as soon as practicable but no later than two (2) business days after receipt. The Executive Director shall immediately provide a copy of the complaint to the Chair of the SCLTC.

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 additional information from the

complainant. The complainant must provide the requested information and return the complaint form to SCLTC within ten (10) business days of the date of the request. If the requested information is not received within ten (10) business days the case will be administratively closed.

#### Procedures for Investigating Complaints

The Executive Director shall make efforts to speak (in-person or telephonically) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that their rights under Title VI have been violated.

The Executive Director shall review the complaint, which will include, but not be limited to, interviewing all appropriate personnel, witnesses, and review SCLTC's policies and service standards as soon as possible, but no later than twenty (20) business days after their receipt of the complaint.

The Executive Director shall review all information provided by the complainant and, if any, other evidence available regarding the allegations of the complaint. The Executive Director shall prepare a written report of their findings and if correction action is required, a timetable for the implementation of such action.

#### Completion of Investigation

After the Executive Director reviews the complaint, they will issue one of two letters to the complainant:

- 1) Closure Letter - A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- 2) Letter of finding (LOF) - An LOF summarizes the allegations and the interviews regarding the alleged incident and explains corrective action taken by SCLTC.

Both letters will include information on how the complainant may appeal the decision.

#### Appeal Process

If the complainant is not satisfied with the findings or action of SCLTC's Executive Director, the complainant may file their complaint with the Chair of the SCLTC or with the Federal Transit Administration's Office of Civil Rights.

#### Appeal to SCLTC Chair

If the complainant chooses to appeal the results of the Executive Director's investigation to the Chair of the Siskiyou County Local Transportation Commission, they have five (5) business days after the date of the closure or letter of finding letter to do so.

The complainant must submit the complaint and any supporting documentation to the Executive Director at SCLTC's physical address at 1312 Fairlane Road, Suite 2, Yreka, California. Upon review of the file, the Chair shall notify the complainant of what actions, if any, will be taken as a

result of the review by the Chair within ten (10) business days of the Chair's notification of the appeal. The decision of the Chair of SCLTC will be considered final.

Timeline Waiver

Any timeline set forth herein may be extended by the Executive Director upon a showing of good cause.

Appeal to Federal Transit Administration

Any person who believes they have been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity, with respect to SCLTC's programs or activities, may file a complaint directly with:

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

**Section 3 – Title VI Investigations, Complaints, and Lawsuits**

To comply with Title VI, SCLTC will prepare and maintain a list of any active investigations conducted by SCLTC or any other entities other than the FTA, lawsuits or complaints naming SCLTC and/or its subcontractor(s) that allege discrimination on the basis of race, color, or national origin.

This list will include:

- The date the investigation, lawsuit or complaint was filed.
- A summary of the allegation(s).
- The status of the investigation, lawsuit, or complaint.
- Actions taken by SCLTC in response to the investigation, lawsuit, or complaint, or final findings related to the investigation.

To date, SCLTC has no Title VI complaints.

Type of Process	Date	Summary (including basis of complaint)	Status	Action(s) Taken
Investigations	None			
Lawsuits	None			
Complaints	None			

## **Section 4 – Limited English Proficiency (LEP) Plan**

### **Introduction**

This Language Assistance Plan is one component of SCLTC'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 SCLTC services. 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 SCLTC'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.
- President's Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000): instructs federal agencies to improve access to services by mandating that any federally conducted or assisted programs of activities (i.e. recipients of federal funding) must provide meaningful access to LEP customers.

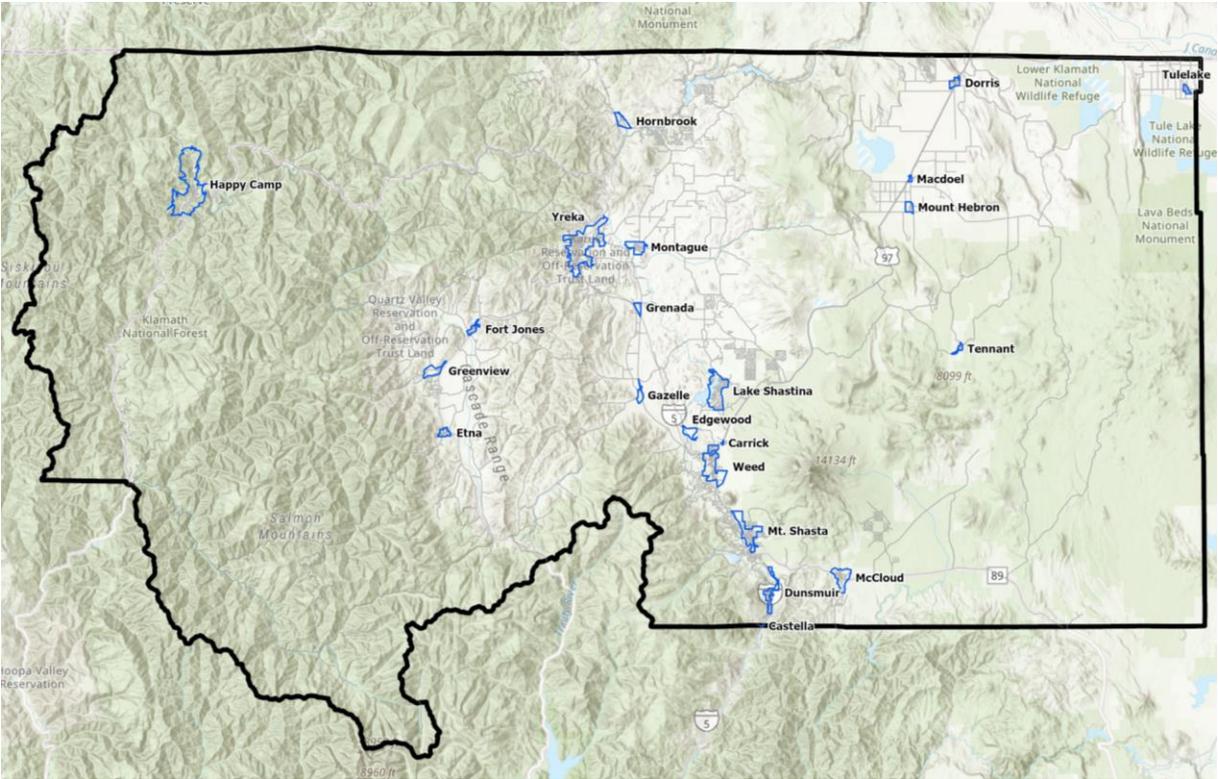
More information on the SCLTC's Title VI Plan, is available at:

<https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi>

### **Overview of SCLTC's Service Area and Services**

The Siskiyou County Local Transportation Commission (SCLTC) was created pursuant to Title 3 of G.C. Section 29535 in 1972. The SCLTC is the Regional Transportation Planning Agency (RTPA) responsible for transportation planning and funding throughout Siskiyou County.

We are responsible for the development of the Regional Transportation Plan and Regional Transportation Improvement Program as required by state law. The streets and highways are maintained by various agencies throughout the County including community service districts, nine incorporated cities, the Siskiyou County Public Works Department, and Caltrans.



### 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, reasonable steps to providing language assistance, and how to notify LEP persons that assistance is available. SCLTC 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.

SCLTC's goal is to provide meaningful access for LEP customers to all 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 is given equal consideration in the development and improvement of SCLTC services.

To prepare this plan, SCLTC utilized the United State Department of Transportation's four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter an SCLTC program or activity.
2. The frequency with which LEP persons encounter SCLTC programs or activities.

3. The nature and importance of programs, activities, or services provided by SCLTC to the LEP population.
4. The resources available to SCLTC and overall costs to provide LEP assistance.

A summary of the results of the SCLTC's four-factor analysis is below.

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 SCLTC services.

SCLTC used available census data, from the 2022 American Community Survey 5-Year Estimates Data Profiles for the population over 5 years of age to determine and identify LEP populations within its geographic service boundary.

It was determined that there were 41,901 residents (over 5 years of age) that are in SCLTC's geographical service area. Of those residents who are likely to use SCLTC services and amenities, 4,082 (9.74%) speak a language other than English; 1,435 (3.42%) of those residents have limited English proficiency, meaning they speak English less than "very well".

The majority of those with LEP speak Spanish (1,111 residents or 2.65%). This group falls within the Safe Harbor Provision by one hundred eleven residents. However, due to the minimal interaction the SCLTC expects to occur between the population and the SCLTC we will utilize oral interpretation when necessary to ensure LEP residents have the same access to information.

Language Category	Estimate	Speak English Less Than "Very Well"	Overall Percent
English only	37,819		90.30%
Spanish	2,979	1111	7.10%
Other Indo-European languages	387	71	0.90%
Asian and Pacific Islander languages	550	253	1.30%
Other languages	166	0	0.40%
*Based on data from American Community Survey – Language Spoken At Home			

Total Population (5 years or over):	41,901	Percentage
Residents who speak language other than English:	4,082	9.74%
Total Residents who speak English less than "Very Well":	1,435	3.42%
Spanish Speaking Residents with LEP:	1,111	2.65%

Though SCLTC will not translate its vital materials into other languages at this time, it will

continue to monitor the proportions of LEP individuals and corresponding languages and plan for making appropriate changes in the future as populations increase or decrease.

**Factor 2:** The frequency with which LEP persons encounter the programs administered by SCLTC.

Since August 2023 SCLTC staff has not had any documented contact between LEP persons and SCLTC services.

#### Staff Survey

SCLTC assessed the frequency with which staff have, or could have, contact with LEP persons. This could include documenting phone inquiries, requests for interpreters, and translated documents. SCLTC staff do not recall receiving any calls from a LEP person inquiring about SCLTC business. Based on this information SCLTC will continue to utilize the bilingual staff of the County as needed. SCLTC will continue to work with the local community organizations that interact with LEP residents to ensure that language assistance information is posted in appropriate locations.

#### LEP Outreach

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 contacts with these people and organizations will be critical as SCLTC works to improve the efficiency of its language assistance efforts.

#### Contacting SCLTC Via Phone

SCLTC 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 various planning activities.

**Factor 3:** The nature and importance of the program, activity, or service provided by the program to people's lives.

SCLTC understands that its services are used for life-sustaining activities throughout various communities. SCLTC is committed to continually improving its services for all its community members. SCLTC's planning documents, public meetings, and workshops are available to the LEP and public.

SCLTC would most likely interact with LEP individuals at open house events related to transportation projects held in the various communities. SCLTC staff are aware of the areas within the region that have a higher percentage of bilingual residents and will coordinate with consultants or other stakeholders to ensure translation services are provided in these areas.

**Factor 4:** Assessment of the resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

As the geographic area in which SCLTC serves is vast, outreach will need to be varied and at times, event specific. SCLTC Public Participation Plan (Attachment C) lays out the types of outreach activities that will be utilized.

A large portion of SCLTC outreach efforts will be possible through continuing to cultivate relationships with key contacts within the LEP community. Keeping these contacts informed about SCLTC 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 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 and Translation Services		Advertisements & Outreach	
Specific Elements	Unit Costs (Range)	Specific Elements	Unit Costs	Specific Elements	Unit Costs
Vital Documents	Utilizing bilingual County staff to assist with translation. Translation in process.	Language Line	To be determined on a case-by-case basis	Availability of language assistance poster development and printing	To be determined on a case-by-case basis
Title VI Notice to Public		Interpreter, available for meetings and workshops as needed	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		Spanish-speaking Consultant	To be determined on a case-by-case basis	Advertisements in Spanish publications (optional)	To be determined on a case-by-case basis
Signage advertising SCLTC's language assistance program	To be determined.			Fliers/Advertisements for Level One Public Events	To be determined.
Ad-hoc Documents	To be determined.				
Website	Google Translation				

## **Implementation Plan**

To implement this plan, SCLTC has determined that there are 5 essential tasks that need to be completed.

### **Task 1: Identifying LEP Individuals Who Need Language Assistance**

To best serve those LEP individuals, SCLTC must first identify those who need language assistance. SCLTC will be examining records to see if any requests for language assistance have been received in the past. At meetings or public events sponsored by or co-sponsored by SCLTC, 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. SCLTC will implement the use of the Census Bureau's I Speak Flashcards, in the office and at any public meetings, this will help in identifying the language assistance needs for future meetings as well. Staff will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

### **Task 2: Language Assistance Measures**

There are numerous language assistance measures available to LEP persons, including oral and written language services. There are a variety of ways in which SCLTC staff can respond to LEP persons, whether in person, by phone, or in writing. These include:

- a. Utilize I Speak flashcards to identify the language of the LEP.
- b. Provide a Spanish-speaking interpreter by appointment.
- c. Network with bilingual County staff at various agencies that can provide translation services on SCLTC programs and services;
- d. Placement of statements in notices and publications that interpreter services are available for these meetings, with advance notice.
- e. Survey staff annually to document any contacts with LEP persons throughout the year;
- f. Post SCLTC's Title VI Program and LEP Plan on the agency website, <https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi>, and at the office.

### SCLTC's Website

SCLTC'S website currently has Google Translate, which translates all information on the website to any given language. SCLTC will review options and will pursue the most appropriate and feasible option for translating documents posted to the website.

Options include:

- Translating only vital information and each corresponding sub-page

### **Task 3: Staff Training**

The following training will continue to be provided to SCLTC staff:

1. Information on the SCLTC Title VI Procedures and LEP responsibilities (ongoing).
2. Description of language assistance services offered to the public (ongoing).
3. How to handle a potential Title VI/LEP complaint (ongoing).

#### **Task 4: Notice to LEP Persons and Outreach Methods**

To ensure that LEP individuals are aware of SCLTC's language assistance measures, SCLTC will provide the following:

- a. Spanish language contact information, phone, and email is posted on the SCLTC website home page, at the office, and on planning documents.
- b. Bilingual staff for in-person or phone customer service at the SCLTC offices by appointment.

When staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, documents, meeting notices, flyers, and agendas can be translated upon request. Notices will be posted in various locations depending on the project location. Notices will be posted for all SCLTC projects at the SCLTC office, the Siskiyou County Government Center, and the SCLTC website.

Notices may also be posted or announced with local stakeholders and community locations such as family resource centers or city halls. Interpreters will be provided and made available as needed.

#### **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 SCLTC Title VI Programs. At that time, the LEP population will be reassessed, to ensure all significant LEP languages are included in SCLTC's language assistance efforts.

SCLTC 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.

SCLTC will track its language assistance efforts by keeping a record of staff interactions with LEP individuals and any Language Line usage reports.

#### **Dissemination of the LEP Plan**

SCLTC's LEP Plan and Title VI Program are available on the SCLTC website at:

<https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi> .

Any person or agency with internet access will be able to view and download the plan from the SCLTC website. A person or agency may request a copy of the plan via telephone, mail, or in

person and shall be provided with a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which SCLTC will provide, if feasible.

**Responsibility for Implementing the Language Assistance Plan**

The SCLTC Title VI Program Administrator will be responsible for overseeing the implementation of this plan and assigning tasks as appropriate.

SCLTC Title VI Program Administrator

Melissa Cummins, Executive Director

1312 Fairlane Road, Suite 2

Yreka, CA 96097

Phone: (530) 709.5060

email: melissa@siskiyoucoltc.org

**Membership of Non-Elected Committees and Councils**

SCLTC has one non-elected council.

Social Services Transportation Advisory Council (SSTAC)

SSTAC members are appointed by the Commission as required by the Transportation Development Act. The Council may consist of representatives from the following areas:

- One representative of potential transit users who are 60 years of age or older.
- One representative of potential transit users who is disabled.
- Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider if one exists.
- Two representatives of local social service providers for the disabled, including one representative of a social service transportation provider if one exists.
- One representative of a local social service provider for persons of limited means.
- Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

The following table shows the racial breakdown of the membership for SSTAC.

<b>Race</b>	<b>SSTAC</b>
Asian	TBD
Black or African American	TBD
Caucasian	TBD
Latino	TBD
Native American	TBD
Native Hawaiian or Other Pacific Islander	TBD
Other	TBD

SCLTC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its programs or activities. In addition, SCLTC solicits and encourages participation and nominates individuals involved with local human services agencies, non-profit community-based organizations, and other local stakeholders that would add varying perspectives to the council.

### **Title VI Equity Analysis**

SCLTC staff operate from an existing facility and there are no plans to construct any facilities in the future.

### **Section 5 – Public Participation Plan**

Over the last reporting period, SCLTC conducted the following public outreach activities:

- Social Services Transportation Advisory Council vacancy recruitment.
- Siskiyou County Local Transportation Committee regular meetings.
- Technical Advisory Committee meetings.

### **Public Meetings and Outreach**

The SCLTC regular meetings are scheduled public meetings typically held on the second Tuesday of each month except July, August, November, and December. For the months of July, August, November, and December the meetings are held on the third Tuesday of the month. All times and meeting information is available on the SCLTC website a minimum of seventy-two (72) hours prior to the meeting day and time.

Special meetings are noticed on the SCLTC's Facebook page, by posting notices at the Siskiyou County Transit Center, at the Siskiyou County Government Center, and on the SCLTC's website.

SCLTC will contact a bilingual County employee to provide translation for Spanish-speaking customers when necessary. Bilingual assistance is utilized in outreach programs when needed and appropriate.

To view SCLTC's full Public Participation Plan please refer to Attachment C.

**Attachments**

A – Resolution Approving the Program

B - Title VI Notice to Public of Rights

C – Title VI Complaint Form

D – SCLTC Public Participation Plan

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION**

**Title VI Program**

Attachment A - Approval of Title VI Non-Discrimination Program & Public Participation Plan

Siskiyou County Local Transportation Commission

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

Resolution Adopting the Siskiyou County Local Transportation Commission Title VI Non-Discrimination Program and Public Participation Plan

WHEREAS, the Siskiyou County Local Transportation Commission in its official capacity as the Regional Transportation Planning Agency, hereafter referred to as the RTPA, is responsible 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;” and

WHEREAS, the Siskiyou County Local Transportation Commission wishes to authorize approval of the 2024 update to the Title VI Non-Discrimination Program and Public Participation Plan developed by the executive director to comply with the necessary provisions of the Civil Rights Act.

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

1. The SCLTC approves the plan titled “Siskiyou County Local Transportation Commission Title VI Non-Discrimination Program and Public Participation Plan – April 9, 2024”.
2. The Executive Director is authorized to implement components of the plan to meet federal requirements.
3. The Executive Director is authorized to implement the policies that may be necessary to comply with subsequent revisions for interpretations to the Civil Rights Act.
4. The Executive Director is authorized to make non-substantial updates as necessary.

PASSED AND ADOPTED this 9<sup>th</sup> day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Bruce Deutsch, Chairperson

ATTEST:

\_\_\_\_\_  
Melissa Cummins  
Executive Director

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION**

**Title VI Program**

Attachment B - Notice to Public of Rights under Title VI

(English and Spanish)



## **Siskiyou County Local Transportation Commission**

### **Notice to Public of Rights under Title VI**

The Siskiyou County Local Transportation Commission (SCLTC) 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 they have 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 SCLTC's website (<http://www.co.siskiyou.ca.us/content/local-transportation-commission>) or may be requested in person from the Commission's office at 1312 Fairlane Road, Suite 2, Yreka, CA 96097, or by phone (530) 709-5060.

All complaints will be fairly and objectively investigated.

The complaint should include the following information:

1. Complainant's name, address, and how to contact you (i.e., telephone number, email address, etc.)
2. Description of how, when, where and why complainant believes the discrimination occurred. In addition, the location, names, and contact information of any witnesses should also be included.

The completed form should be returned to:

Siskiyou County Local Transportation Commission  
Attention: Executive Director  
1312 Fairlane Road, Suite 2  
Yreka, CA 96097

In addition to the Title VI complaint process at SCLTC, a complainant may file a Title VI complaint with the:

U.S. Department of Transportation  
Federal Transit Administration  
Office of Civil Rights  
1200 New Jersey Avenue SE  
Washington, DC 20590

If information is needed in another language, contact 800-555-1212.

Si se necesita información en otro idioma, comuníquese al 800-555-1212.



## **Siskiyou County Local Transportation Commission**

### **Notice to Public of Rights under Title VI**

La Comisión de Transporte Local del Condado de Siskiyou (SCLTC) se compromete a garantizar que ninguna persona sea 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 escrita y firmada dentro de los ciento ochenta (180) días a partir de la fecha de la presunta discriminación.

El formulario de queja del Título VI se puede imprimir desde el sitio web de SCLTC (<http://www.co.siskiyou.ca.us/content/local-transportation-commission>) o se puede solicitar en persona en la oficina de la Comisión en 1312 Fairlane Road, Suite 2, Yreka, CA 96097, o por teléfono (530) 709-5060.

Todas las quejas serán investigadas de manera justa y objetiva.

La queja debe incluir la siguiente información:

1. Nombre, dirección y forma de contactarlo del demandante (es decir, número de teléfono, dirección de correo electrónico, etc.)
2. Descripción de cómo, cuándo, dónde y por qué el demandante cree que ocurrió la discriminación. Además, también se debe incluir la ubicación, los nombres y la información de contacto de los testigos. The completed form should be returned to:

Siskiyou County Local Transportation Commission  
Attention: Executive Director  
1312 Fairlane Road, Suite 2  
Yreka, CA 96097

Además del proceso de quejas del Título VI en SCLTC, un demandante puede presentar una queja del Título VI ante:

U.S. Department of Transportation  
Federal Transit Administration  
Office of Civil Rights  
1200 New Jersey Avenue SE  
Washington, DC 20590

Si se necesita información en otro idioma, comuníquese al 800-555-1212.

If information is needed in another language, contact 800-555-1212.

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION**

**Title VI Program**

Attachment C - Title VI Complaint Forms

(English and Spanish)

# Siskiyou County Local Transportation Commission Title VI Complaint Form

<b>Section I:</b>					
Name:					
Address:					
City:		State:	Zip Code:		
Phone (Home):		Phone (Work/Cell):			
Email Address:					
Accessible Format Requirements?	Large Print		Audio Tape		
	TDD		Other		
<b>Section II:</b>					
Are you filing this complaint on your own behalf?		Yes*	No		
*If you answered "Yes" to this question, go to Section III					
If not, please provide your name and relationship to the person for whom you are complaining below:					
Submitting Party's Name:					
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	
<b>Section III:</b>					
I believe the discrimination I experienced was based on ( <i>check all that apply</i> ):					
National Origin	Race		Color	Sex	Age
Date of alleged discrimination: ( <i>mm/dd/yyyy</i> ):					
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. 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.</p>					

# Siskiyou County Local Transportation Commission Title VI Complaint Form

<b>Section IV:</b>		
Have you previously filed a Title VI complaint with SCLTC?	Yes	No
<b>Section V:</b>		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
Yes*	No	If yes, check all that apply:
<input type="checkbox"/> Federal Agency:		
<input type="checkbox"/> Federal Court:		
<input type="checkbox"/> State Agency:		
<input type="checkbox"/> State Court:		
<input type="checkbox"/> Local Agency:		
*If yes, provide information about a contact person at the agency/court where the complaint was filed:		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
<b>Section VI:</b>		
Name of Agency Complaint is Against:		
Contact Person:		
Title:		
Phone Number:		

You may attach any written materials or other information that you think is relevant to you complaint.

Your signature and date are required below to complete the form.

\_\_\_\_\_

**Signature** **Date**

Completed forms can be submitted in person or mailed to the address below:  
SCLTC - Attn: Executive Director  
1312 Fairlane Road, Suite 2  
Yreka, CA 96097

# Comisión de Transporte Local del Condado de Siskiyou

## Formulario de queja del Título VI

<b>Sección I:</b>					
Nombre:					
Dirección:					
Ciudad:		Estado:		Código postal:	
Teléfono (Casa):		Teléfono (Trabajar/Celular):			
Dirección de correo electrónico:					
¿Requisitos de formato accesible?	Letra Grande		Cinta de Audio		
	TDD		Otro		
<b>Sección II:</b>					
¿Está presentando esta queja en su propio nombre?		Sí*		No	
*Si respondió "Sí" a esta pregunta, vaya a la Sección III					
De lo contrario, proporcione su nombre y relación con la persona por quien presenta la queja a continuación:					
Nombre de la parte que envía:					
¿Cuál es su relación con este individuo?					
Explique por qué ha presentado una solicitud en nombre de un tercero:					
Confirme que ha obtenido el permiso de la parte agraviada para presentar la solicitud en su nombre.				Sí	
				No	
<b>Sección III:</b>					
Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda):					
Origen Nacional	Carrera		Color	Sexo	Edad
Fecha de la presunta discriminación: (dd/mm/aaaaa):					
Explique lo más claramente posible qué sucedió y por qué cree que fue discriminado. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si las conoce), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice el reverso de este formulario.					

# Comisión de Transporte Local del Condado de Siskiyou

## Formulario de queja del Título VI

<b>Sección IV:</b>		
¿Ha presentado anteriormente una queja del Título VI ante SCLTC?	Sí	No
<b>Sección V:</b>		
¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal?		
Sí*	No	En caso afirmativo, marque todo lo que corresponda:
[ <input type="checkbox"/> ] Agencia Federal:		
[ <input type="checkbox"/> ] Corte federal:		
[ <input type="checkbox"/> ] Agencia del estado:		
[ <input type="checkbox"/> ] Corte estatal:		
[ <input type="checkbox"/> ] Agencia local:		
*En caso afirmativo, proporcione información sobre una persona de contacto en la agencia/tribunal donde se presentó la denuncia:		
Nombre:		
Título:		
Agencia:		
Dirección:		
Teléfono:		
<b>Sección VI:</b>		
Nombre de la agencia La queja está en contra:		
Persona de contacto:		
Título:		
Teléfono:		

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

Su firma y fecha son necesarias a continuación para completar el formulario.

\_\_\_\_\_  
**Firma**

\_\_\_\_\_  
**Fecha**

Los formularios completos pueden enviarse en persona o enviarse por correo a la siguiente dirección:  
SCLTC - Attn: Executive Director  
1312 Fairlane Road, Suite 2  
Yreka, CA 96097

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION**

**(SCLTC)**

**Title VI Program**

Attachment D - SCLTC's Public Participation Plan 2024



## Public Participation Plan 2024



Siskiyou County Local Transportation Commission

1312 Fairlane Road, Suite 2

Yreka, CA 96097

Phone: (530) 709.5020

Email: [general@siskiyoucoltc.org](mailto:general@siskiyoucoltc.org)

<https://www.co.siskiyou.ca.us/transportationcommission>

Adopted by the Siskiyou County Local Transportation Commission on April 9, 2024.

To obtain services or copies in an alternate format or language, please contact the Siskiyou County Local Transportation Commission at (530) 709-5060, email [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org), or visit the Commission's website at

<https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi>

Para obtener servicios o copias en un formato o idioma alternativo, comuníquese con la Comisión de Transporte del Condado de Siskiyou al (530) 709-5060, envíe un correo electrónico [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org) o visite el sitio web de la Comisión en

<https://www.co.siskiyou.ca.us/transportationcommission/page/title-vi>

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## **Section 1 - Purpose**

The purpose of this Public Participation Plan (PPP) is to serve as a reference for the Siskiyou County Local Transportation Commission (SCLTC), its member agencies, contractors, and other stakeholders for involving the public in SCLTC planning efforts. Transportation planning and decision making is a balancing act between diverse community needs, values, and priorities. In using this document as a guide, SCLTC activities may become more consistent and equitable in its outreach and engagement efforts. The PPP sets forth the process that will enable SCLTC to establish working relationships with the various stakeholders throughout the region to ensure early, ongoing, and continuous public involvement.

SCLTC, the County of Siskiyou, the nine incorporated cities, and numerous local Native American Tribes generally conduct extensive public engagement throughout the transportation planning and programming process that helps form transportation planning decisions in the region.

The PPP has been developed, and updated, in accordance with various federal, state, or local regulations as identified in Section 3.

## **Section 2 - Activities Subject to Public Participation**

SCLTC projects, programs, plans, and decisions will vary in scope and capabilities, warranting different levels of public involvement. SCLTC reserves the right to select the appropriate type and method of noticing based on the level of public input necessary. This approach helps ensure SCLTC's limited resources are applied effectively.

Several recurring plans require public participation during development. These include:

a) **Regional Transportation Plan (RTP)**

A long-range planning and policy document – state law requires the plan be updated every five years in rural areas like Siskiyou County. The RTP establishes priorities for all modes of transportation in the county over the 20-year planning horizon. Regional stakeholders (the city, county, and state) provide information on their systems (roads, streets, highways, airports, bridges, transit, and other modes). Many federal and state funded transportation programs require projects to be listed in a RTP to be eligible for funding. The RTP also addresses transportation related issues such as air quality, safety, land use, and environmental impacts.

b) **Regional Transportation Improvement Program (RTIP)**

SCLTC is required by state law to develop and adopt a 5-year program outlining regional transportation projects. This five-year program is known as the Regional Transportation Improvement Program and is due to the California Transportation Commission and the California Department of Transportation by December 15<sup>th</sup> of each odd numbered year. The RTIP includes a list of recommended capital projects for transportation improvements including rehabilitation, reconstruction, and operational improvements on local roads and state highways. Each Regional Transportation Planning Agency (RTPA) is responsible for adopting and submitting an RTIP for their region.

c) State Transportation Improvement Program (STIP)

The STIP is a multi-year capital improvement program that includes transportation projects on and off the state highway system. Funded by various transportation revenues sources, the STIP incorporates all RTIPs from the various agencies across the state. The STIP is adopted by the California Transportation Commission every two years on the even numbered years.

Supporting Documents Related to Transportation Planning

*Overall Work Program (OWP)*

The OWP is adopted annually by SCLTC during a regular meeting open to the public. It outlines transportation planning goals, objectives, actions, and funding to support the tasks identified in the OWP. The OWP is a contract between the state and SCLTC to complete required regional planning functions for Siskiyou County, such as the RTP update, development of the RTIP, and plans for other modes.

*Unmet Transportation Needs*

Each year, as required by the Transportation Development Act (TDA), SCLTC conducts at least one public hearing to gather feedback from the public on unmet transportation needs in the region. Public transportation needs that are deemed reasonable to meet are funded before other non-transit uses.

Funding provided by the TDA includes the State Transit Assistance (STA), which comes from taxes on fuel purchased in the state. State Transit Assistance can only be used for public transit uses including administrative, planning, contracted public transportation, and capital acquisition and maintenance. The Local Transportation Fund (LTF), which is derived from sales tax, provides

funding for local program activities including administration costs, bicycle and pedestrian facilities, community transit services, public transportation, bus and rail projects, and local streets and roads improvements.

#### *Coordinated Public Transit - Human Services Transportation Plan (CPT-HST)*

This plan is required to obtain some federal funds for transit operations and capital improvements. The CPT-HST identifies social service agencies and opportunities to coordinate transportation services. It also focuses on meeting basic transportation needs of individuals with disabilities, older adults, and people with low income and limited means. The last update to Siskiyou County's CPT-HST was completed in January 2015 through a partnership with the California Department of Transportation - Division of Mass Transportation.

#### *Short Range Transit Plan (SRTP)*

SCLTC's Short Range Transit Plan 2021 (SRTP) was adopted on January 24, 2022. This study focuses on a five-year period and "provides leaders and transportation providers of the area an opportunity to take an in-depth look at the transit systems currently in place, identify the optimal manner in which transit can meet the public's needs within this dynamic area, and carefully identify where transit resources should be devoted over the plan period." (Siskiyou County 2021 Short Range Transit Plan)

#### *Public Participation Plan (PPP)*

The PPP provides guidance to the SCLTC, its committees and staff, member agencies and officials, and members of the public. It provides general information on the types of public participation and interagency consultation for a successful regional transportation planning process.

### **Section 3 – Key Partners and Entities**

Transportation planning is a collaborative process that involves numerous partners including, but not limited to, the following:

#### Government Partners

##### *Tribal Governments*

- Karuk Tribe,
- Quartz Valley Indian Reservation,
- Shasta Nation,

*Local and Regional Government Partners*

- Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt Shasta, Tulelake, Weed, and Yreka,
- Siskiyou County Department of General Services,
- Siskiyou County Department of Public Works,
- Siskiyou County Health and Human Services Agency,
- Siskiyou County Office of Education,
- Siskiyou County Office of Emergency Services,
- Siskiyou County Sheriff's Office,
- Siskiyou Transit and General Express (STAGE),
- Del Note Local Transportation Commission,
- Modoc County Transportation Commission,
- Shasta Regional Transportation Commission,
- Trinity County Transportation Commission

*State Government Partners*

- CAL FIRE Siskiyou Unit,
- California Air Resources Board (CARB),
- California Department of Fish and Wildlife,
- California Environmental Protection Agency (CalEPA),
- California Highway Patrol (CHP),
- California Office of Emergency Services (CalOES),
- California State Parks,
- California Transportation Commission (CTC),
- Caltrans District 2,
- Governor's Office of Planning and Research (OPR),

*Federal Government Partners*

- Bureau of Land Management (BLM),
- Federal Highway Administration (FHWA),
- Federal Transit Administration (FTA),
- National Park Service (NPS),
- U.S. Department of Transportation (DOT),
- U.S. Environmental Protection Agency (EPA),
- U.S. Forest Service, etc.

#### *Private Partners*

- College of the Siskiyous
- PSA 2 Area Agency on Aging
- Siskiyou County Economic Development Council
- FIRST 5 Siskiyou

#### *Underserved Groups*

Limited transportation access, childcare necessities, work schedules, and language barriers are just some of the hurdles that keep traditionally underserved populations from attending workshops and focus groups. SCLTC endeavors to provide meaningful public involvement opportunities to people who are of a minority and low-income populations. Effective strategies include actively engaging members at community gathering places, providing outreach materials at transit facilities, and communicating through trusted community leaders. Laws that must be referenced in the creation of a project-specific outreach and engagement strategy include but are not limited to the following:

- Americans with Disabilities Act (ADA) of 1990
- Executive Order 12898 – Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
- Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency (LEP)
- Sec. 504 of the Rehabilitation Act of 1973
- Sustainable Communities and Climate Protection Act of 2008 (Senate Bill 375)
- The Ralph M. Brown Act (California Government Code §§54950-963)
- Title VI of the Civil Rights Act of 1964 as Amended (42 U.S.C. Section 2000d)

- U.S. DOT Order 5301.1 – Consultation and Coordination with Tribal Governments
- United States Code
  - Title 23, Section 134, Subsections I and j (23 U.S.C. § 134)
  - Title 49, Section 5303, Subsection I (49 U.S.C. § 5303)

#### **Section 4 – Outreach and Engagement Priorities**

A variety of tools may be used to conduct meaningful public involvement. The following section provides examples of tools and how they can be utilized by a project team.

##### *Use Diverse Outreach Tools*

While a comprehensive and dynamic online presence will be the focal point of our public participation efforts, SCLTC will strive to reach a broad spectrum of the public by employing other techniques. SCLTC strives to make workshops and focus groups as open to as many people as possible by choosing easily accessible locations and accommodating nontraditional work schedules. A combination of outreach efforts including traditional workshops, pop-ups at pre-existing community events, online engagement, physical advertisement, and virtual participation all help to accommodate stakeholders and residents and therefore encourage participation.

##### *Be Transparent*

The public should be able to access transportation planning and programming documents easily, find out about public involvement opportunities, and know that their comments are acknowledged.

##### *Simplify Educational Materials and Utilize Visualization Techniques*

We can increase public interest in regional transportation planning if we clarify the transportation planning and programming processes. To make these complicated procedures more accessible, we will utilize educational materials that simplify transportation planning and programming. Those wanting more in-depth explanations of these activities will be directed to more detailed reference documents. Another way to help the public understand transportation planning and programming is to incorporate visualization techniques whenever possible, both on the web and in printed materials.

Visuals such as charts, graphs, drawings, photos, and process graphics often convey technical information, complex ideas, or concepts more effectively than a narrative format.

### *Evaluate and Update the Public Participation Plan on a Regular Basis*

Siskiyou County Local Transportation Commission is committed to a continuous review of the Public Participation Plan and the public involvement process. We anticipate updating the process every three to five years or as appropriate. The following techniques are potential outreach methods that may be used. Actual outreach methods for a particular transportation planning or programming public involvement activity will be determined based on available resources, time constraints, and applicability.

### **Section 5 – Outreach and Engagement Tools**

Website: [www.co.siskiyou.ca.us/transportationcommission](http://www.co.siskiyou.ca.us/transportationcommission)

The SCLTC's website serves as a digital way to instantly inform the public about SCLTC ongoings, including projects, programs, or plans. It is important to implement this tool equitably by providing information at an appropriate reading level, following Section 508 of the Rehabilitation Act (29 U.S.C. 794d).

The SCLTC is dedicated to continually updating and improving the accessibility of our site and services. Although we strive to ensure all pages and content are fully accessible, it is possible some website content has not yet been fully adjusted to the strictest standards. If an individual has any issues with accessing content or should need assistance with any part of the website, they should contact SCLTC staff during normal business hours.

The SCLTC website should host accurate and timely information which may include, but are not limited to, the following:

- SCLTC Information
- Project Team Contact Information
- Timelines
- Meeting Information and Schedules
- Images and Graphics
- Maps (still or interactive)
- Interactive Experiences
- Documents (Plans, Studies, etc.)
- Comment Forms or Surveys

Website management should be established at the beginning of a project and should be regularly updated and used throughout the life of the project. The website should:

- Be user-friendly and attractive,
- Provide information on statewide, regional, and local transportation planning projects,

- Offer an alternative format, for instance, a printed and mailed version of the website material,
- Receive continual updating.

### *Social Media*

A project social media presence is an opportunity to grow large audiences and generate exposure and discussion about a project, program, or plan. It may take the form of project specific platforms or partnering with SCLTC or other community platforms to disseminate information. Platforms may include but are not limited to the following:

- Facebook
- Instagram
- LinkedIn

It is important to stay aware of new tools and trends. It is also important to understand that different platforms have different purposes and attract different users. A project team should take time to discern what methods are most likely to garner the most attention and engagement in specific project areas.

This tool should be established at the beginning of a project and should be regularly updated and used throughout the life of the project. It is best utilized in combination with other tools, as not all community members have access to these platforms and the resources they might require.

### *Survey*

A survey provides the opportunity to understand public opinion in both qualitative and quantitative formats. It can be used to gather information or opinions on specific ideas or broad topics. When conducting a survey, it is important to determine whether a formal or informal survey is feasible and appropriate for a project. For more information on surveys as a public engagement tool, consult the US DOT Promising Practices for Meaningful Public Involvement in Transportation Decision-Making.

This tool can be useful at any stage of a project. In the early stages, it may help gather information about existing conditions in a community. In the mid to final stages, it may help gather perceptions on proposed interventions or improvements. Results of a survey should be used to supplement feedback obtained in other engagement tools and techniques.

### *Public Information Materials*

Public information materials provide the opportunity to widely distribute information related to a project, program, or plan. These materials could include details on how to get involved in the project process, how to comment on a project, and how to stay informed. These materials should be visually cohesive and appealing and be made available in a variety of formats including print and online. Materials may include but are not limited to the following:

- Fact Sheets
- Flyers
- News advertisements, articles, and press releases
- Postcards or Mailers
- Social Media Accounts and Posts
- Website

This tool can be useful at any stage of a project but is most effective when utilized early in a project and throughout its lifetime for consistent and ongoing information.

## **Section 6 - Outreach and Engagement Techniques**

A variety of techniques may be used to conduct meaningful public involvement. The following section provides examples of techniques and how they can be utilized by a project team.

### *Technical Advisory Committee*

The Technical Advisory Committee (TAC) may be called upon for a project with the objective of providing a more technical or narrow perspective on various aspects of a project. Members of the TAC are typically professionals in fields that are relevant to the project.

This technique should be initiated at the beginning of a project so that the TAC may provide insight into the project throughout its lifetime.

### *Focus Groups*

A focus group may be established for a project with the objective of providing a more technical or narrow perspective on various aspects of a project. Members of the focus group would have expertise in a field that is relevant to the project.

This technique should be initiated at the beginning of a project so that the focus group members may provide insight into the project throughout its lifetime.

### *Stakeholder Advisory Committee*

A Stakeholder Advisory Committee (SAC) can be established with the objective of representing community leaders, residents, business owners and other individuals who might be affected by the project in some way. Meetings with an SAC should be held regularly to build consensus on community needs and desires. An SAC provides an opportunity to finetune aspects of a project before being discussed with the broader public. It may be useful or necessary to meet with stakeholders individually for one-on-one interviews to elicit more in-depth reactions and suggestions. It may also be useful to invite stakeholders to larger community events to help garner support for a project.

This technique should be initiated at the beginning of a project so that the SAC may provide insight into the project throughout its lifetime.

### *Non-Traditional Events*

Project team attendance at a non-traditional event provides an opportunity to reach a larger, pre-existing audience than some of the other techniques. It also demonstrates a project team's interest in getting to know a project area and its community. Attendees can participate informally based on their comfort level. Non-traditional events may include but are not limited to the following:

- Fairs and Festivals
- Farmers Markets
- Community Events

This technique can be useful at any stage of a project but is particularly useful when trying to raise awareness of a specific project or topic. Attending multiple non-traditional events is suggested to create an on-going presence in a community.

### *Public Meetings/Workshops/Open Houses*

Public Meetings are an opportunity for a team to gather direct input and feedback from a smaller group of community members to help determine community priorities. Meetings and workshops should include interactive displays and exercises to encourage participations that may include but are not limited to the following:

- Project Area Map
- Origins and Destinations Map
- Project Examples
- Concept/Project Prioritization

This technique can be useful at any stage of a project. During the early stages, a meeting could be used to introduce the project, program, or plan to the community and to narrow down the most important topics and issues related to the effort. During the mid to late stages, a meeting could be used to present progress and refine certain aspects of a project through continued dialogue. During the final stages, a meeting could be used to present findings and conclusions as well as present draft deliverables for public comment. In addition to face-to-face workshop opportunities, SCLTC will make efforts to include virtual participation options where feasible.

### *Surveys*

The vastness of the Siskiyou region makes online surveys a viable option to reach more members of the public on a given project. Community members may not have access to resources for online surveys so other options, such as printed surveys should be considered depending on the area and scope of the project.

### *Printed Materials and other Media*

While web-based communication is typically commonplace, other media still holds a valuable role in public engagement especially in rural communities. Newspaper releases, flyers, and

postcards can be used to publicize the public participation website, important planning milestones, and workshops. News releases can be widely distributed through newspaper ads, public notices, and radio.

### **Section 7 - Public Participation Policy**

Policy 1: Siskiyou County Local Transportation Commission (SCLTC) will actively engage the public and appropriate agencies and organizations in the transportation planning process according to the principles contained in this Public Participation Plan, and in accordance with state procedures and federal law.

Policy 2: SCLTC will keep the public informed of ongoing transportation related activities.

Policy 3: SCLTC will utilize visualization techniques to effectively communicate the Regional Transportation Plan and Regional Transportation Improvement Program.

Policy 4: SCLTC will encourage the involvement of all residents within its jurisdiction, especially including those identified by Federal Highway Administration as traditionally underserved, in the transportation process. Furthermore, SCLTC will work towards ensuring the full and fair participation in the transportation decision-making process by all potentially affected communities.

Policy 5: SCLTC staff will provide feedback on public comments.

Policy 6: SCLTC will work towards continually improving its public involvement practices.



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

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Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 5

Date: April 9, 2024

Subject: Update and Presentation of Existing Conditions Analysis – Siskiyou Regional Active Transportation Plan

**Past Action**

Not applicable.

**Background**

On October 10, 2023, the SCLTC awarded the contract to Alta Planning + Design, Inc. for the development of a regional active transportation plan. The project team, consisting of Alta Planning + Design, Inc. staff, staff from Siskiyou Outdoor Recreation Alliance (SORA), and the Executive Director have been meeting biweekly since mid-November. Over the past 3 ½ months the team has compiled and prepared the existing conditions analysis, which was presented to the Technical Advisory Committee on February 28, 2024.

Associate Planner, Katie Selin, will provide an overview of the community engagement goals, the existing conditions report, and discuss the next steps in the project.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Discussion and possible action related to project engagement strategy.

Attachments (1)



# Transportation Commission



Presentation #1 | April 9, 2024

## Agenda

1. Project Overview and Timeline
2. Engagement Plan Highlights
3. Existing Conditions Report
4. Next Steps
5. Questions

## Project Overview

- **Project team:**
  - Siskiyou County Local Transportation Commission (SCLTC)
    - Alta Planning + Design, Inc.
    - Siskiyou Outdoor Recreation Alliance (SORA)
- **Goal:** Prepare a countywide Active Transportation Plan (ATP) by identifying and prioritizing active transportation infrastructure projects, programs, and policies to meet the needs of the region. The ATP will focus on identifying opportunities to improve pedestrian and bicycle infrastructure, such as crosswalks, bike paths, and sidewalks.
- **Dates:** Winter 2023 through spring 2025
- **Funding:** Grant from the California Transportation Commission’s Active Transportation Program

### Active Transportation Plan Siskiyou County

## Siskiyou ATP Project Timeline



## Community Engagement Goals

- **Goal 1:** Build community awareness and shared understanding of project need and ways to participate.
- **Goal 2:** Enable well-informed participation from historically disadvantaged communities to provide input on the project.
- **Goal 3:** Gather and use public input during the decision process, maintaining transparency at each step.

### Active Transportation Plan Siskiyou County

## Engagement Activities

The following outreach strategies will be conducted to inform the public about the project and address their transportation needs in the plan. All public materials will be available in English and Spanish.

- Technical Advisory Committee (TAC)
- Community opinion survey
- Open houses at project milestones
- Mobile outreach at community events
- Coordination meetings with key partners such as school districts, local agencies, community-based groups.
- Walk audits in all incorporated communities, and one in unincorporated Siskiyou County.
- Project promotion with webpage and social media

### Active Transportation Plan Siskiyou County

## Promotional Materials and Strategies

Category	Item
Online/social media	<ul style="list-style-type: none"> <li>Existing SCLTC Webpage</li> <li>Listserv emails from <a href="mailto:general@siskiyoucoltc.org">general@siskiyoucoltc.org</a></li> <li>Social Media Posts</li> <li>Digital Survey</li> <li>Radio PSA</li> <li>SORA Listserv</li> <li>Partner email listservs</li> </ul>
Print Media	<ul style="list-style-type: none"> <li>Survey</li> <li>Flyer</li> <li>Postcards (and/or Newspaper Ads)</li> </ul>
Open House Materials	<ul style="list-style-type: none"> <li>Project Boards</li> <li>Slide Decks</li> </ul>

**Active Transportation Plan** Siskiyou County

Siskiyou County is developing an **Active Transportation Plan (ATP)** to build a transportation network that meets the unique needs of our diverse, rural communities. The ATP will identify projects to improve pedestrian and bicycle connections, so people can safely get to schools, businesses, and other important destinations.

**Attend the Open House**  
April 24, 4:30-6pm  
**Drop by anytime!**

Transit Center Community Room  
190 Greenhorn Road, Yreka, CA 96097

Take the survey & For more information visit

bit.ly/SiskiyouATPSurvey bit.ly/SiskiyouATP

Contact information  
General@SiskiyouColTC.org  
530-709-5060

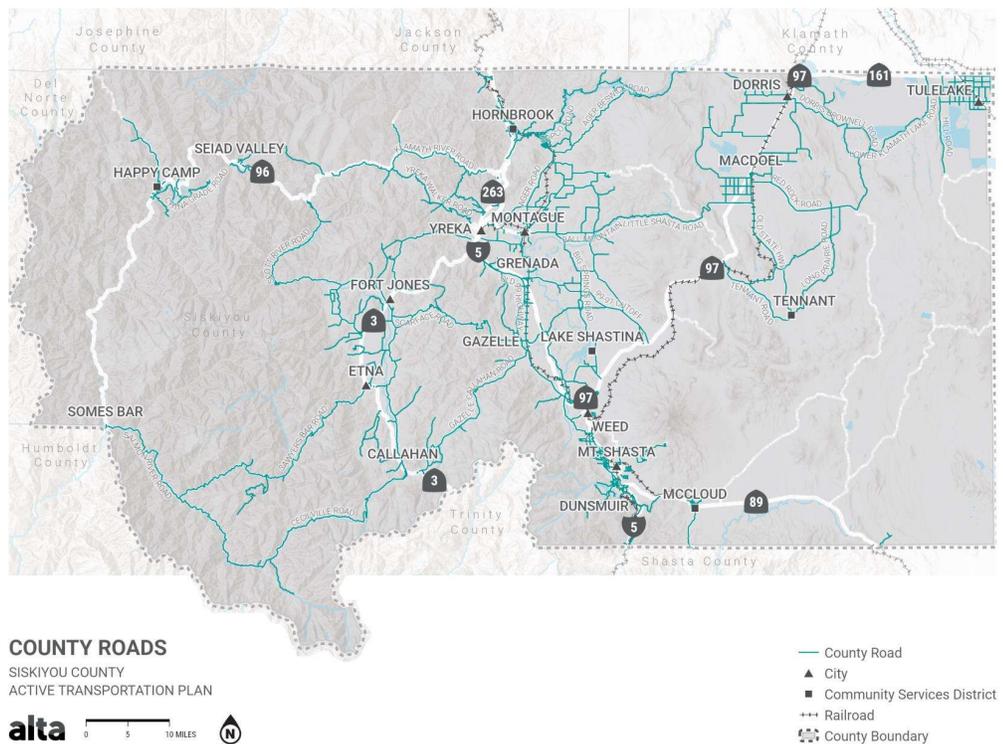
This project is funded by a grant from the California Transportation Commission's Active Transportation Program.

## Active Transportation Plan Siskiyou County

## Existing Conditions Report

### What is in the report?

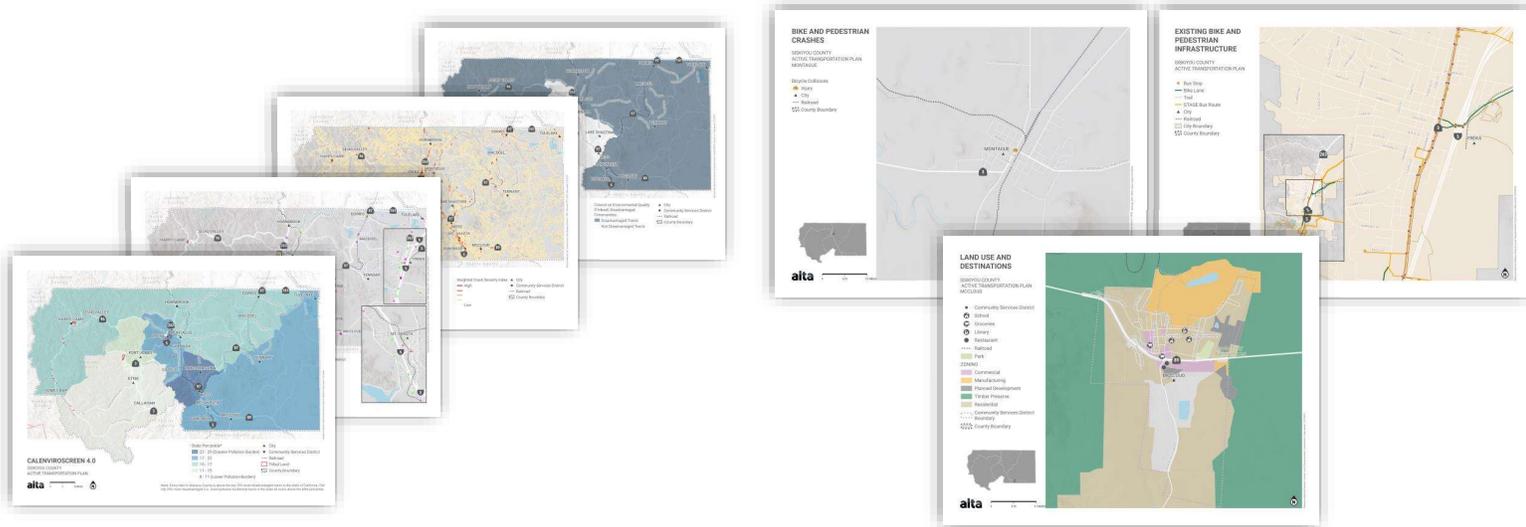
- Plan review
- Infrastructure review
- Current mode share of commuters
- Land Use and destinations
- Collision data
- Equity data
- Schools data



## Active Transportation Plan Siskiyou County

## Existing Condition Report - Scale

County Wide Scale, with a focus on incorporated communities



Challenge: Data availability

### Active Transportation Plan Siskiyou County

## Existing Conditions Report – Plan Review Highlights

### Key Themes

- Multimodal Systems Planning
- Safety
- Hazard Mitigation and Emergency Planning
- Social and Racial Equity
- Sustainability

### State and Regional Levels Plans:

- California Transportation Plan (2050)
- Caltrans District 2 Active Transportation Plan (2022)
- California Freight Mobility Plan (2020)
- Statewide Rural Executive Summary: Coordinated Public Transit – Human Services Transportation Plans (2015)
- Safe Routes to School Programs in Rural California: A Guide for Communities and Partners (2015)
- Karuk Tribal Transportation Safety Plan (2014)

### Siskiyou County:

- Regional Transportation Plan (2021)
- Regional Transportation Improvement Program (2024)
- Short Range Transit Plan (2021)
- Community Wildfire Protection Plan (2019)
- Hazard Mitigation Plan (2018)

### Plans of incorporated communities:

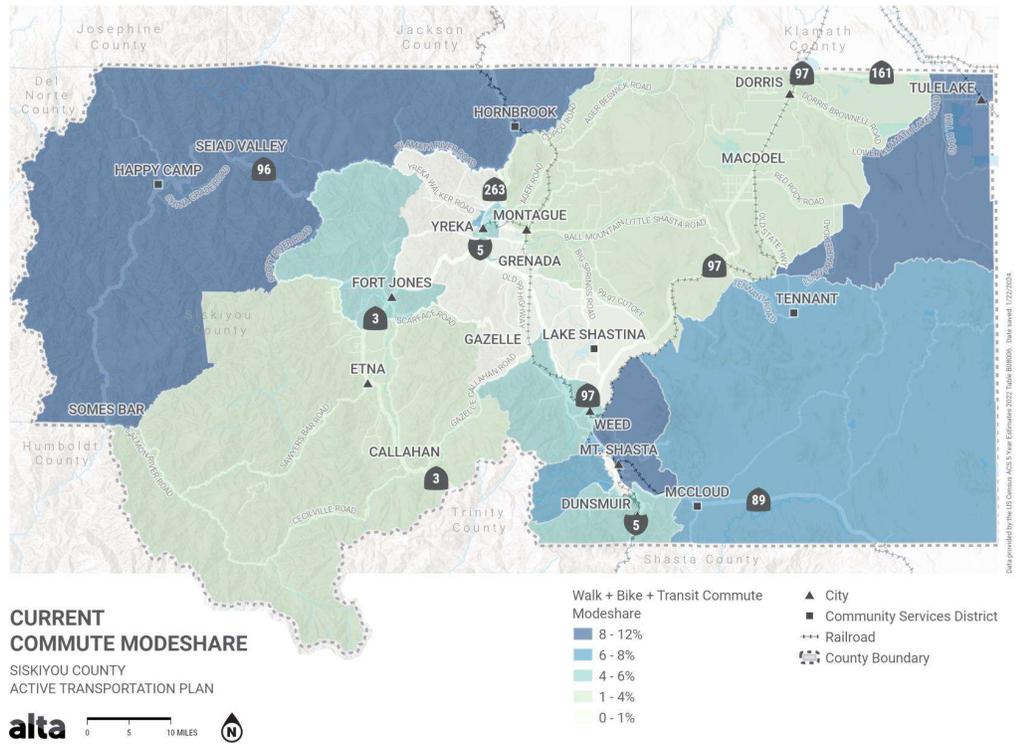
- General Plans of Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Weed, and Yreka
- Fort Jones Community Pedestrian & Bicycle Safety Training Summary and Recommendations Report (2022)
- Walk Bike Ride Mt. Shasta Mobility Plan (2022)
- City of Dunsmuir Active Transportation Plan (2023)
- Mount Shasta Bicycle, Pedestrian, and Trails Master Plan (2008)

### Active Transportation Plan Siskiyou County



## Existing Conditions Report – Commute Modeshare

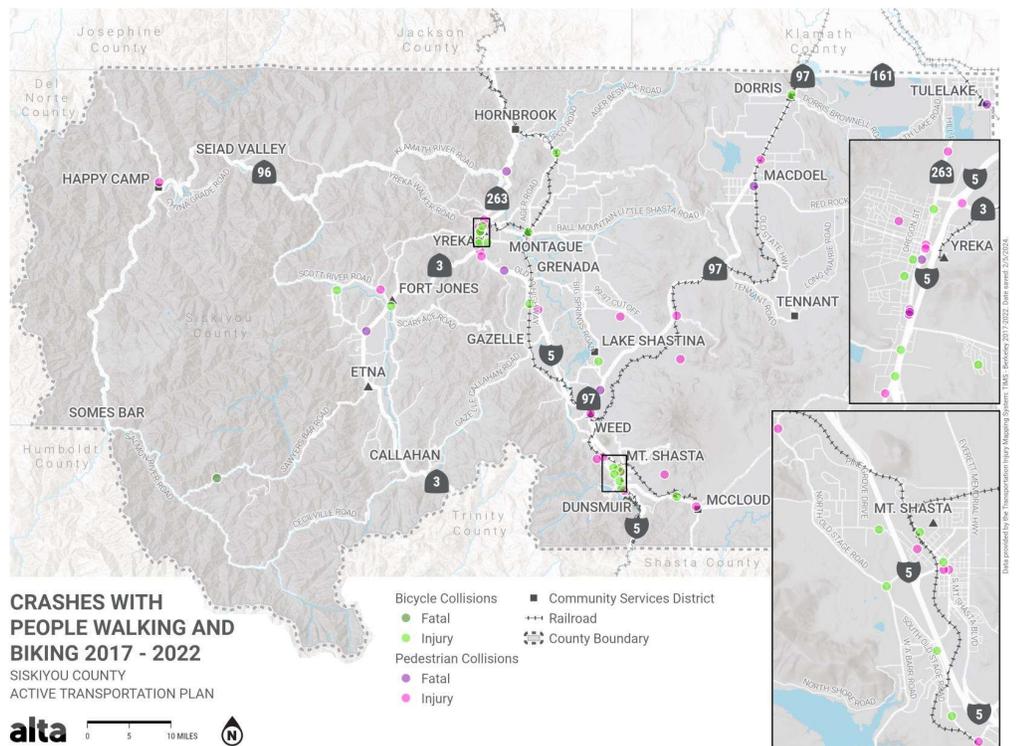
- US Census Bureau Data
- Combined proportion of people who walk, bike or take transit to work



### Active Transportation Plan Siskiyou County

## Existing Conditions Report - Collision Data

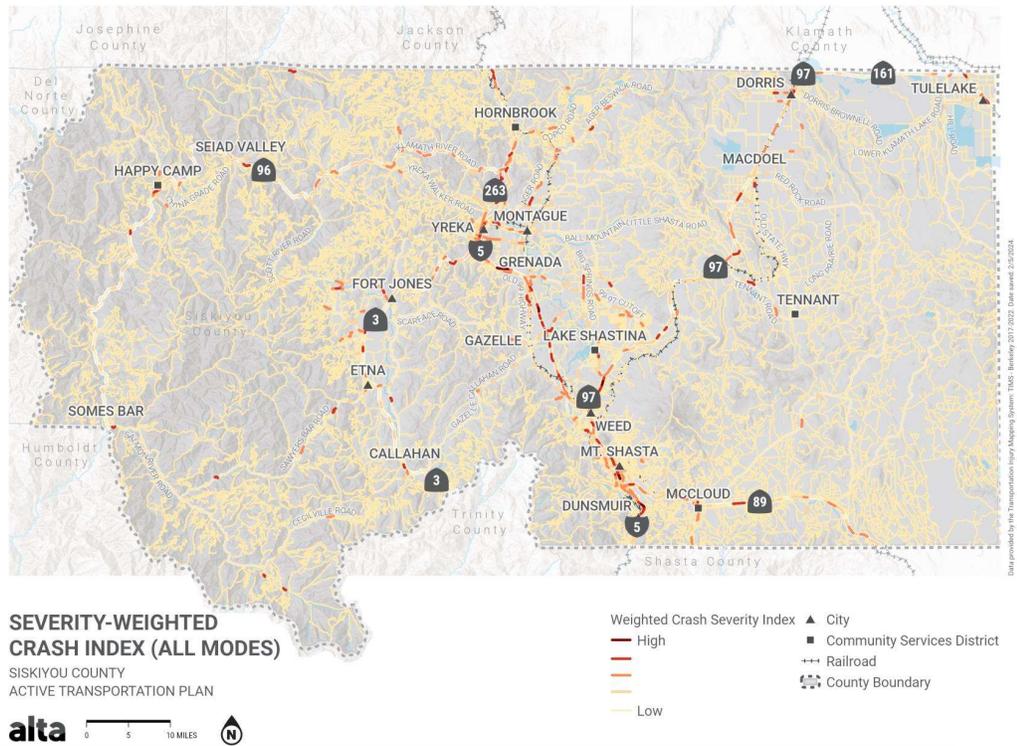
- Shows locations and severity of vehicle crashes with people walking and biking
- Also produced city-scale maps
- Indicates places where safety intervention may be needed



### Active Transportation Plan Siskiyou County

## Existing Conditions Report - Severity-Weighted Crash Index

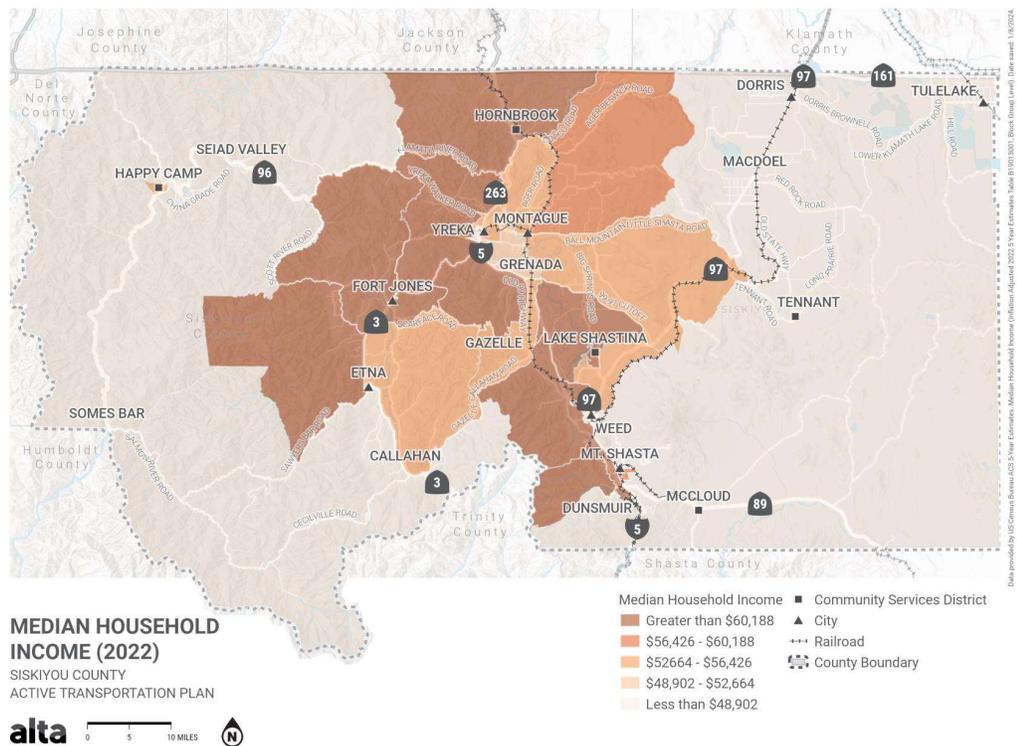
- Shows which roadways have seen the most crashes (all modes) with the worst outcomes on a per-mile basis
- Also produced city-scale maps
- Red indicates places where a safety intervention may be needed



## Active Transportation Plan Siskiyou County

## Existing Conditions Report – Equity Data

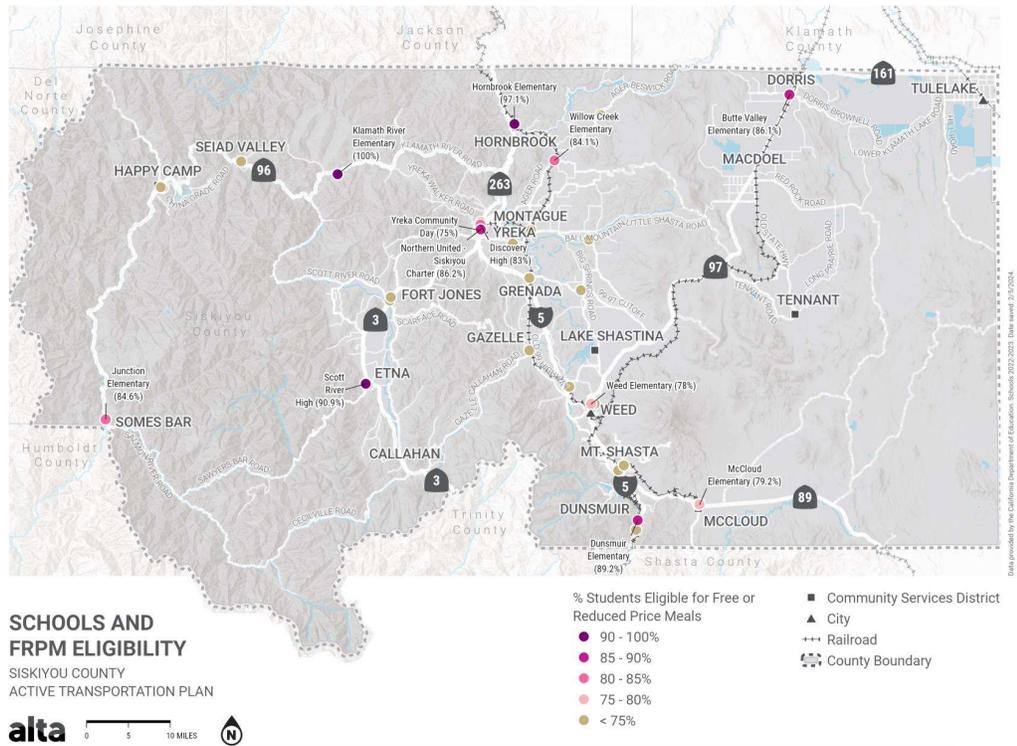
- Will support grant applications
- Median Household Income
- CalEnviroScreen 4.0
- Schools Free or Reduced Price Meal Eligibility
- Healthy Places Index
- USDOT Equitable Transportation Community Explorer
- Climate and Economic Justice Screening Tool



## Active Transportation Plan Siskiyou County

## Existing Conditions Report – Equity Data

- Free or Reduced Price Meal Eligibility
- Supports Safe Routes to School planning



### Active Transportation Plan Siskiyou County

## Existing Conditions Report - Opportunities and Constraints

- High-level takeaways from the existing conditions analysis to prepare us for the next phases of the planning process.
- Constraints
  - Geography of needs is both urban and rural
  - Safety issues around highways and main streets
  - Lack of existing transportation facility data on local streets
- Opportunities
  - County has many rural cultural, historical, and recreational destinations
  - Many walkable downtowns and close-in residential areas
  - Grant funding will reward projects in high need areas
  - Alignment of county / local priorities

### Active Transportation Plan Siskiyou County

## Questions and Next Steps

- Any Questions?
- Help us promote the survey!
  - English: [siskiyouatp.altaplanning.cloud/en](https://siskiyouatp.altaplanning.cloud/en)
  - Spanish: [siskiyouatp.altaplanning.cloud/es](https://siskiyouatp.altaplanning.cloud/es)
- First open house and walk audits coming in late April:

### Monday April 22

- Morning- Dorris
- Afternoon- Tulelake

### Tuesday April 23

- Morning- Etna
- Afternoon- Fort Jones
- Late afternoon- Montague

### Wednesday April 24

- Morning - Weed
- Afternoon- Yreka
- **Evening  
Community Open  
House in Yreka**

### Thursday April 25

- Morning- Mt Shasta
- Afternoon- Dunsmuir

### Friday April 26

- Happy Camp



Active Transportation Plan Siskiyou County



**Melissa Cummins**

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

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Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 6

Date: April 9, 2024

Subject: Request to Utilize Commission Funds to Purchase Light Refreshments for Outreach Events

**Past Action**

Not applicable.

**Background**

The Commission will periodically be hosting community open houses related to various transportation planning projects. The Siskiyou Regional Active Transportation Plan funding through the California Transportation Commission's Active Transportation Program does not allow light refreshments as an eligible expense.

Prior to expending Commission funds efforts will be made to acquire donations from area businesses. Additionally, staff will confirm if these expenditures are covered under other funding programs. In the event these two options are not successful staff is requesting authorization to expend up to \$ 100 per event to purchase light refreshments for community outreach events held in conjunction with Commission projects.

This authorization shall remain in effect until June 30, 2025, or until otherwise rescinded by action of the Commission.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Authorize the use of Commission funds up to an amount not-to-exceed \$ 100 per event for the purchase of light refreshments for Commission related community open houses or other public events.

Attachments (0)



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

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To: Siskiyou County Local Transportation Commission

Agenda Item: 7

Date: April 9, 2024

Subject: Public Hearing – Unmet Transportation/Transit Needs

**Past Action**

On June 13, 2023, the Commission held the FY 2023/2024 Unmet Transit Needs public hearing to receive requests for service. All requests were referred to the Social Services Transportation Advisory Council for review.

**Background**

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

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

Display ad and legal notices (see enclosed) were submitted to Siskiyou Daily News for publication on March 6<sup>th</sup>, March 13<sup>th</sup>, March 20<sup>th</sup>, March 27<sup>th</sup>, and April 3, 2024.

Information about the public hearing and ways to submit comments were posted on the Commission’s Facebook page on March 8<sup>th</sup>, March 12<sup>th</sup>, March 20<sup>th</sup>, March 25<sup>th</sup>, March 29<sup>th</sup>, and April 1, 2024.

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

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

After the completion of the Public Hearing process refer all requests for services to the Social Services Transportation Advisory Council for review.

Attachments (3)

# THE SISKIYOU DAILY NEWS

Originally published at [siskiyoudaily.com](http://siskiyoudaily.com) on 03/06/2024

## **PUBLIC HEARING UNMET TRANSPORTATION NEEDS**

The Siskiyou County Local Transportation Commission will hold a public hearing on April 9, 2024, to identify Unmet Transportation Needs in Siskiyou County.

**PUBLIC HEARING  
APRIL 9, 2024 at 10:30 A.M.  
Local Transportation Commission Meeting  
Transit Center Conference Room  
190 Greenhorn Road  
Yreka, CA 96097**

Staff will be onsite to accept requests for new services and comments regarding existing transit services.  
More information and forms are available at: <https://www.co.siskiyou.ca.us/transportationcommission>



Written comments should be addressed to: [general@siskiyoucoltc.org](mailto:general@siskiyoucoltc.org)  
Comments must be received by Wednesday, April 3, 2024

MS-38857878

# THE SISKIYOU DAILY NEWS

## Govt Public Notices

Originally published at [siskiyoudaily.com](http://siskiyoudaily.com) on 03/06/2024

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### Notice of Public Hearing – Unmet Transit Needs

In accordance with Section 99401.5 and 99401.6 of the Transportation Development Act, the Siskiyou County Local Transportation Commission will hold a public hearing on Tuesday, April 9, 2024, at 10:30 a.m., or as soon thereafter as may be heard, in the Siskiyou County Transit Center conference room, 190 Greenhorn Road, Yreka, CA, to identify unmet transit needs within Siskiyou County.

The public may attend by zoom/teleconference or in person. All interested persons are invited to be present and be heard thereon or present comments in writing to the Siskiyou County Local Transportation Commission, 1312 Fairlane Road, Suite 2, Yreka, CA 96097 or to the following email address: [general@siskiyoucoltc.org](mailto:general@siskiyoucoltc.org).

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

All public records related to an open session item on the agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1312 Fairlane Road, Suite 2, Yreka, CA 96097 at the same time that the public records are distributed or made available to a majority of the members of the legislative body. All supporting documentation is available for public review at the Siskiyou County Transit Center, located at 190 Greenhorn Road, Yreka, CA 96097, during regular business hours, 8:00 a.m. – 12:00 p.m. and 1:00 p.m. - 5:00 p.m., Monday through Friday.

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

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

MELISSA CUMMINS, Executive Director



Siskiyou County Local Transportation Commission

2d · 🌐



The deadline to submit comments is right around the corner!

Written comments are due by April 3, 2024.

Forms are available on the website and on all STAGE buses.

## PUBLIC HEARING UNMET TRANSPORTATION NEEDS

The Siskiyou County Local Transportation Commission will hold a public hearing on April 9, 2024, to identify Unmet Transportation Needs in Siskiyou County.

### PUBLIC HEARING

April 9, 2024 at 10:30 A.M.

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



More information and forms are available at:  
<https://www.co.siskiyou.ca.us/transportationcommission>

Written comments should be addressed to:  
[general@siskiyoucoltc.org](mailto:general@siskiyoucoltc.org)  
Comments must be received by 4/3/2024





## Siskiyou County Local Transportation Commission

March 20 at 6:00 PM · 🌐



Each year, SCLTC seeks public input and citizen participation to identify unmet transit needs in our community. An unmet transit need is defined as a need to transport people that is not being satisfied through existing public or private resources.

The Siskiyou County Local Transportation Commission will be holding the annual Unmet Transportation Needs Public Hearing on Tuesday, April 9, 2024, at 10:30 a.m. at the Siskiyou County Transit Center conference room.

Forms are available on all STAGE buses.

Written comments are due by April 3, 2024.



# PUBLIC HEARING UNMET TRANSPORTATION NEEDS

The Siskiyou County Local Transportation Commission will hold a public hearing on April 9, 2024, to identify Unmet Transportation Needs in Siskiyou County.

## PUBLIC HEARING

April 9, 2024 at 10:30 A.M.

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



More information and forms are available at:  
<https://www.co.siskiyou.ca.us/transportationcommission>

Written comments should be addressed to:  
[general@siskiyoucoltc.org](mailto:general@siskiyoucoltc.org)  
Comments must be received by 4/3/2024





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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 8

Date: April 9, 2024

Subject: Adopt Definitions of Unmet Transit Needs and Reasonable to Meet – FY 2024/2025

**Past Action**

On June 13, 2023, the Commission adopted Resolution No. 23-24 defining the terms Unmet Transit Needs and Reasonable to Meet for FY 2023/2024.

**Background**

PUC § 99401.5(c) – Unmet Transit Needs Finding allows the Commission to adopt a definition of “unmet transit needs” and “reasonable to meet”. These definitions must be documented by resolution or in the minutes of the agency.

The enclosed resolution outlines staff’s recommendations for updates to the definitions identified above. As proposed the resolution clearly identifies what is considered an unmet transit need, what is excluded from consideration as an unmet transit need, and the criteria to be used by the Social Services Transportation Advisory Council to make recommendations on those requests that are reasonable to meet.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Adopt Resolution establishing the FY 2024/2025 definition of Unmet Transit Needs and Reasonable to Meet.

Attachments (1)

Siskiyou County Local Transportation Commission

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

Resolution Approving the Definitions of Unmet Transit Needs and Reasonable to Meet for FY 2024/2025

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

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

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

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

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

Minimum Requirements:

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

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

Other Areas for Consideration:

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

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

PASSED AND ADOPTED this 9<sup>th</sup> day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

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Bruce Deutsch, Chairperson

ATTEST:

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Melissa Cummins  
Executive Director



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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 9

Date: April 9, 2024

Subject: Appointments to Vacancies on Social Services Transportation Services Council

**Past Action**

The Commission previously appointed representatives to various vacancies on the Social Services Transportation Advisory Council. All appointments expired in August of 2023.

**Background**

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

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

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

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

Staff posted notices on the Commission’s Facebook page. This notice was also shared by the County’s Public Information Officer to the County Facebook page and STAGE shared on their Facebook page. Additionally, direct outreach to local agency partners, including previous Council members, was conducted to encourage participation from a broad range of stakeholders.

Staff received five applications, which are included for the Commission’s consideration.

**Discussion**

If necessary, as requested by the Commission.



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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

**Recommended Action**

Action to appoint individuals to vacant positions on the SSTAC for one-, two- or three-year terms.  
Attachments (5)

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



### Social Services Transportation Advisory Council (SSTAC) Application for Appointment

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

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

Applications are also available online at:  
[Local Transportation Commission](http://www.localtransportationcommission.org).

Name: Teri Gabriel

Address: 208 W. Center Street, P.O. Box 1400

Home Phone: \_\_\_\_\_ Business Phone: 530-842-1687

Email Address: teri@psa2.org

Time Resided in the County: 28 years

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

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

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



### Relevant Work/Volunteer Experience

Organization	Address	Position	Dates
PSA 2 Area Agency on Aging	208 W. Center Street/ P.O. Box 1400, Yreka	Various Administrative positions & Exec. Dir.	February 1996 to present

### Statement of Qualifications:

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

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

# See attached.

### Category Listing:

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

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

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



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

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



### Social Services Transportation Advisory Council (SSTAC) Application for Appointment

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

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

Applications are also available online at:  
[Local Transportation Commission.](#)

Name: Kelly Harris

Address: PO Box 713 Tulelake, CA 96134

Home Phone: \_\_\_\_\_ Business Phone: 530-667-2147

Email Address: kellyharris@teachinc.org

Time Resided in the County: 30+ years

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

I have served on the Modoc Siskiyou Community Action Agency for several years. I am also awaiting appointment to the Siskiyou/Modoc VOAD. I have served on Policy Council for the Modoc Early Head Start program as well.

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



### Relevant Work/Volunteer Experience

Organization	Address	Position	Dates
Tulelake/Newell Family Resource Center	800 Main St. Tulelake, CA 96134	Site Director	3/3/2010

**Statement of Qualifications:** Our resource center is the only social service location for the eastern portion of the County. I work hard to get as many services as we can to our rural residents. We provide services for disabled clients as well as seniors.

Please briefly state why you are interested in serving on the SSTAC and why you are qualified for appointment. Attach additional pages, if necessary. I will serve as an open minded individual willing to work to come up with real solutions and strong ideas to better serve our elderly and disabled individuals. I have long and strong ties in our County and in East county in particular. I am bilingual, (spanish/English) and can help bring a voice for our hispanic aging population.

### Category Listing:

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

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

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

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



- Category 2 Potential transit user who is disabled. \_\_\_\_\_
- Category 3 Representative of the local social service providers for seniors. ✓  
 Agency Name: Tuldake Newell FRC & TEACH Senior Services
- Category 4: Representative of local social service providers for the disabled. \_\_\_\_\_  
 Agency Name: \_\_\_\_\_
- Category 5 Representative of social service provider for persons of limited means. ✓  
 Agency Name: Tuldake Newell FRC
- Category 6 Representative from the local consolidated transportation Service agency. \_\_\_\_\_  
 Agency Name: \_\_\_\_\_
- Category 7 At Large Appointment \_\_\_\_\_

The Council currently has three term appointment periods:

One-Year \_\_\_\_\_ Two-Year \_\_\_\_\_ Three-Year ✓

Please indicate which term(s) you would be willing to serve.

At the end of a term, a member can reapply for an additional three-year term.

### Certification

I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

Kelly L. Harrod  
 Signature

1/17/2024  
 Date

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

### Return Application to:

Applications can be submitted via email to [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org)

Or sent via USPS to: 1312 Fairlane Road, Suite 2  
 Yreka, California 96097

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



### Social Services Transportation Advisory Council (SSTAC) Application for Appointment

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

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

Applications are also available online at:  
[Local Transportation Commission](#).

Name: Denise Patterson

Address: \_\_\_\_\_

Yreka, CA 96097

Home Phone: (530)643-2507

Business Phone: \_\_\_\_\_

Email Address: mtnladyd@yahoo.com

Time Resided in the County: 28 years

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

I serve on the Nor Cal Continuum of  
Care Advisory Board.

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



### Relevant Work/Volunteer Experience

Organization	Address	Position	Dates
Yreka Food Bank	P.O. Box 655 1249 S. Main	Executive Director	2018 - Present
Emergency Food and Shelter Program	I receive mail at 428 Jackson	Local Board Char	2019 - Present
Nor Cal Continuum of Care	We meet in the Red Oak Room at BH, 2060 Campus Dr	Board Member	2019 - Present
Siskiyou County's Community Nutrition Action Council	Yreka	Council Member	2020 - Present
Norther Calif. Volantar organizations Active in Disasters	Yreka	member	2021 - Present

### Statement of Qualifications:

I am responsible for transporting food and sometimes needed supplies to those eligible, I serve on more than one Board that helps in disasters with transportation, health needs, and food, I also have to schedule transportation for needy individuals

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

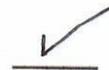
I would like to serve on this Commission to help the County with all facets of helping those in need. I have worked over the last 5 plus years to help in any capacity needed. I also serve as the Salvation Army Representative for Siskiyou County.

### Category Listing:

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

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

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



# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



- Category 2 Potential transit user who is disabled.
- Category 3 Representative of the local social service providers for seniors.   
Agency Name: \_\_\_\_\_
- Category 4: Representative of local social service providers for the disabled.   
Agency Name: \_\_\_\_\_
- Category 5 Representative of social service provider for persons of limited means.   
Agency Name: \_\_\_\_\_
- Category 6 Representative from the local consolidated transportation Service agency.   
Agency Name: \_\_\_\_\_
- Category 7 At Large Appointment

The Council currently has three term appointment periods:

One-Year \_\_\_\_\_ Two-Year  Three-Year

Please indicate which term(s) you would be willing to serve.

At the end of a term, a member can reapply for an additional three-year term.

### Certification

I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

Melise Patterson  
Signature

2-2-24  
Date

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

### Return Application to:

Applications can be submitted via email to [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org)

Or sent via USPS to: 1312 Fairlane Road, Suite 2  
Yreka, California 96097

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



### **Social Services Transportation Advisory Council (SSTAC) Application for Appointment**

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

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

Applications are also available online at:  
[Local Transportation Commission](#).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Time Resided in the County: \_\_\_\_\_

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



**Relevant Work/Volunteer Experience**

Organization	Address	Position	Dates

**Statement of Qualifications:**

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

I would like to be more involved in County projects, and develop a partnership with Siskiyou County for future projects.

**Category Listing:**

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

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

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

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



- Category 2 Potential transit user who is disabled. \_\_\_\_\_
- Category 3 Representative of the local social service providers for seniors. \_\_\_\_\_  
Agency Name: \_\_\_\_\_
- Category 4: Representative of local social service providers for the disabled. \_\_\_\_\_  
Agency Name: \_\_\_\_\_
- Category 5 Representative of social service provider for persons of limited means. \_\_\_\_\_  
Agency Name: \_\_\_\_\_
- Category 6 Representative from the local consolidated transportation Service agency. \_\_\_\_\_  
Agency Name: \_\_\_\_\_
- Category 7 At Large Appointment \_\_\_\_\_

The Council currently has three term appointment periods:

One-Year \_\_\_\_\_ Two-Year \_\_\_\_\_ Three-Year \_\_\_\_\_

Please indicate which term(s) you would be willing to serve.

At the end of a term, a member can reapply for an additional three-year term.

### Certification

I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

Misty Rickwalt, Karuk Tribe Transportation Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

### Return Application to:

Applications can be submitted via email to [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org)

Or sent via USPS to: 1312 Fairlane Road, Suite 2  
Yreka, California 96097

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



### Social Services Transportation Advisory Council (SSTAC) Application for Appointment

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

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

Applications are also available online at:  
[Local Transportation Commission.](#)

Name: Emily Tuholski

Address: 2060 Campus Dr, Yreka CA 96097

Home Phone: \_\_\_\_\_ Business Phone: (530)598-5911

Email Address: etuholski@co.siskiyou.ca.us

Time Resided in the County: 15 years this time, 17 years prior

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

NorCal Continuum of Care community meetings 4/2022 - present  
PSA2/Area Agency on Aging meetings 4/2022 - present

**Relevant Work/Volunteer Experience**

Organization	Address	Position	Dates
Siskiyou County HHSA	2060 Campus Dr Yreka, CA 96097	Program Manager - APS/IHSS, Housing, Foster Care	4/2022 to present
Siskiyou County HHSA	818 S Main St Yreka, CA 96097	Supervisor - Medi-Cal/CaFresh/GA/ Foster Care	5/2015-3/2022

**Statement of Qualifications:**

I currently serve as the Program Manager for Siskiyou County HHSA, overseeing the Adult Protective Services, In Home Support Services, and Housing programs. I and my staff have extensive regular contact with a wide variety of community members across the county and across income/demographic spectrums that are in need of services.

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

I am interested in providing input regarding the community members I and my staff serve, in order to make our clients' lives easier.

**Category Listing:**

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

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

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

# SISKIYOU COUNTY

## LOCAL TRANSPORTATION COMMISSION



- |             |   |               |
|-------------|---|---------------|
| Category 2  | Potential transit user who is disabled.                                   | _____         |
| Category 3  | Representative of the local social service providers for seniors.         | _____ X _____ |
|             | Agency Name: <u>Siskiyou County HHSA - APS/IHSS/Housing</u>               |               |
| Category 4: | Representative of local social service providers for the disabled.        | _____ X _____ |
|             | Agency Name: <u>Siskiyou County HHSA - APS/IHSS/Housing</u>               |               |
| Category 5  | Representative of social service provider for persons of limited means.   | _____ X _____ |
|             | Agency Name: <u>Siskiyou County HHSA - APS/IHSS/Housing</u>               |               |
| Category 6  | Representative from the local consolidated transportation Service agency. | _____         |
|             | Agency Name: _____  |               |
| Category 7  | At Large Appointment  | _____         |

The Council currently has three term appointment periods:

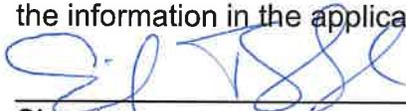
One-Year \_\_\_\_\_ Two-Year \_\_\_\_\_ Three-Year \_\_\_\_\_ X \_\_\_\_\_

Please indicate which term(s) you would be willing to serve.

At the end of a term, a member can reapply for an additional three-year term.

### Certification

I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

  
Signature

12/22/2023  
Date

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

### Return Application to:

Applications can be submitted via email to [melissa@siskiyoulc.org](mailto:melissa@siskiyoulc.org)

Or sent via USPS to: 1312 Fairlane Road, Suite 2  
Yreka, California 96097

Siskiyou County Local Transportation Commission  
Social Services Transportation Advisory Council

Pursuant to PUC 99238

SSTAC shall consist of the following members:

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

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



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

Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 10

Date: April 9, 2024

Subject: Local Transportation Fund Apportionments for FY 2023/2024 and Audit Requirements

**Past Action**

The Commission approved the FY 2023/2024 Local Transportation Fund claim amounts on November 14, 2023.

**Background**

On November 17, 2023, all claims were sent via email (Attachment A) to each of LTF claimants requesting they obtain approval of their respective governing body and return the claim to Commission staff. Additionally, we include a reminder of the Transportation Development Act requirement that each recipient of LTF submit an annual audit to the Commission. As stated, failure to do so will result in the agency’s funds being held until they comply.

The following chart is a summary of the process to date:

<b>Claimant</b>	<b>Claims to Agencies</b>	<b>Claim Returned</b>	<b>Expected Action</b>	<b>TDA Audit Received</b>
Dorris	11/17/2023	12/19/2023	Completed	11/28/2023
Dunsmuir	11/17/2023	11/21/2023	Completed	11/28/2023
Etna	11/17/2023	12/27/2023	Completed	11/30/2023
Ft. Jones	11/17/2023		2/12/2024	03/22/2024
Montague	11/17/2023	1/11/2024	Completed	11/30/2023
Mt. Shasta	11/17/2023	1/10/2024	Completed	1/12/2024
Tulelake	11/17/2023	1/11/2024	Completed	1/12/2024
Weed	11/17/2023	12/18/2023	Completed	11/28/2023
Yreka	11/17/2023	12/8/2023	Completed	11/28/2023
County Public Works	11/17/2023	1/3/2024	Completed	Annual Road Report Completed

The Town of Fort Jones was sent the initial email with the claim on November 17, 2023. A subsequent inquiry email was sent on December 14, 2023. Another email was sent on January 10, 2024. On January 12, 2024, the Executive Director spoke with the Town Administrator regarding the status of the claim’s approval. On February 12, 2024, another inquiry was sent via email.



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

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On February 14, 2024, the Executive Director sent an email to the Town Administrator regarding the required TDA audit.

On March 21, 2024, the Executive Director reached out to the Mayor and Mayor Pro Tem after receiving information that staffing may have changed. The email included a deadline of 30 days to return the LTF claim to avoid suspension of STAGE services. Mayor Garcia took immediate steps to provide the TDA audit to the Commission.

Since the Town of Fort Jones has failed to return the approved claim the Executive Director has notified the Auditor-Controller's Office that their LTF funds are to be held until further direction is provided by the Commission.

As of the date of agenda preparation the claim has not been returned to the Commission. The Town of Fort Jones is scheduled to meet again on April 8, 2024.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

This is an informational item to keep the Commission updated on the issues. Staff will continue to work with and support staff from Fort Jones to resolve the issues.



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

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Melissa Cummins, Executive Director  
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1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 11

Date: April 9, 2024

Subject: Federal Apportionment Exchange Program – Regional Surface Transportation Block Grant Program (RSTP) Fiscal Year 2023/2024 Agreement and Authorization Regarding Call for Projects

**Past Action**

On May 9, 2023, the Commission adopted Resolution No. 23-04 authorizing the Interim Executive Director to execute the Federal Apportionment Exchange Program Agreements for FY 2022/2023.

A call for projects was issued to all eligible agencies on February 5, 2023. On May 9, 2023, the Commission reviewed project submissions and awarded funding to the City of Etna for their Cleveland Street Project. The Commission authorized another call for projects due to additional funds available.

On June 13, 2023, the Commission awarded available RSTP funds to the City of Etna, the City of Montague, and the City of Tulelake.

**Background**

Each year SCLTC receives State Highway Account funds representing the Commission’s share of the Federal Regional Surface Transportation Block Grant Program. The allocation for 2023/2024 is \$ 129,730.00.

This apportionment is available for allocation to projects defined under Article XIX of the California State Constitution and implemented in accordance with the requirements of Section 182.6(d)(1) of the Streets and Highway Code.

Projects previously funded through this program include pedestrian and sidewalk improvements and road rehabilitation. A summary of the allocations by agency is included as previously requested by the Commission.

To secure the funds the Commission must adopt a resolution identifying the person authorized to execute the agreement on the Commission’s behalf.

If authorized staff is requesting direction from the Commission to conduct a call for projects for available funds.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

- Adopt Resolution authorizing the Executive Director to execute the Federal Apportionment Exchange Program Agreements for FY 2023/2024.
- Authorize staff to conduct a call for projects for available funds.

Attachments (4)

Siskiyou County Local Transportation Commission

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

Resolution Approving the Federal Apportionment Exchange Program Agreement for FY 2023/2024

WHEREAS, the Surface Transportation Program (STP) allocates federal funding from the Highway Account of the Highway Trust Fund; and

WHEREAS, State funds offer greater flexibility to smaller agencies to use funding than Federal sources, and

WHEREAS, Section 182.6(d)(2) of the California Streets and Highways Code allows for an exchange of Federal Regional Surface Transportation Program (RSTP)/Regional Surface Transportation Block Grant Program (RSTBGP) funding for nonfederal State highway Account Funds; and

WHEREAS, Siskiyou County Local Transportation Commission has been apportioned \$ 129,455.00 of RSTP/RSTBGP funding for the 2023/2024 fiscal year; and

NOW, THEREFORE, BE IT RESOLVED by the Siskiyou County Local Transportation Commission that the Siskiyou County Local Commission Transportation hereby approves the exchange of FY 2023/2024 federal apportionment of \$ 129,455.00 of RSTP/RSTBGP funding for the same amount of State of California funding and authorizes the Executive Director, Melissa Cummins, to sign Agreement No. X24-6151(037) between the Siskiyou County Local Transportation Commission and the State of California.

PASSED AND ADOPTED this 9<sup>th</sup> day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Bruce Deutsch, Chairperson

ATTEST:

\_\_\_\_\_  
Melissa Cummins  
Executive Director

Siskiyou County Local Transportation Commission

Regional Surface Transportation Program Block Grant

Agency	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Awarded 21/22	Awarded 22/23	Total by Agency:	Additional Funding Requested:	Total by Agency (Including Requested Funding)
Collier Interpretive Center												\$ -	\$ -	\$ -
City of Dorris				\$ 117,648								\$ 117,648	\$ -	\$ 117,648
City of Dunsmuir		\$ 52,455				\$ 32,000						\$ 84,455	\$ -	\$ 84,455
City of Etna					\$ 60,000						\$ 110,000	\$ 170,000	\$ -	\$ 170,000
City of Fort Jones												\$ -	\$ -	\$ -
City of Montague											\$ 84,000	\$ 84,000	\$ -	\$ 84,000
City of Mt Shasta	\$ 109,346		\$ 144,732		\$ 124,092							\$ 378,170	\$ -	\$ 378,170
City of Tulelake										\$ 41,336	\$ 157,954	\$ 199,290	\$ -	\$ 199,290
City of Weed		\$ 37,500		\$ 30,000				\$ 90,000				\$ 157,500	\$ -	\$ 157,500
City of Yreka												\$ -	\$ -	\$ -
<b>Total Allocations RSTP:</b>	\$ 109,346	\$ 89,955	\$ 144,732	\$ 30,000	\$ 184,092	\$ 32,000	\$ -	\$ -	\$ 90,000	\$ 41,336	\$ 351,954	\$ 1,073,415		

Fund Balance as of 04/05/2024: \$ 420,188.26  
 Anticipated Revenue: \$ 129,455.00  
 Less Outstanding Allocations: \$ (303,402.25)  
 Current Fund Balance: \$ 246,241.01

Projects Funded through Commission's Allocation of CRRSSA  
 \$ 86,000 City of Fort Jones - Horn Street  
 \$ 43,664 City of Tulelake - C Street  
\$ 129,664

Balance of Current Allocations  
 City of Etna \$ 104,112.25

\* These funds are allocated directly to the agency and do not flow through the SCLTC.

FEDERAL APPORTIONMENT EXCHANGE PROGRAM  
CALIFORNIA DEPARTMENT OF TRANSPORTATION  
REGIONAL TRANSPORTATION PLANNING AGENCY

District: 02  
Agency: Siskiyou County Transportation Commission

Agreement No. X24-6151(037)  
AMS Adv ID:0224000131

THIS AGREEMENT is made on \_\_\_\_\_, by Siskiyou County Transportation Commission, a Regional Transportation Planning Agency (RTPA) designated under Section 29532 of the California Government Code, and the State of California, acting by and through the Department of Transportation (STATE).

WHEREAS, RTPA desires to assign RTPA's portion of federal apportionments made available to STATE for allocation to transportation projects in accordance with Section 182.6 of the Streets and Highways Code (Regional Surface Transportation Program/Regional Surface Transportation Block Grant Program [RSTP/RSTBGP] funds) in exchange for nonfederal State Highway Account funds:

NOW, THEREFORE, the parties agree as follows:

1. As authorized by Section 182.6(g) of the Streets and Highways Code, RTPA agrees to assign to STATE the following portion of its estimated annual RSTP/RSTBGP apportionment:

\$129,455.00 for Fiscal Year 2023/2024

The above referenced portion of RTPA's estimated annual RSTP/RSTBGP apportionment is equal to the estimated total RSTP/RSTBGP apportionment less (a) the estimated minimum annual RSTP/RSTBGP apportionment set for the County under Section 182.6(d)(2) of the Streets and Highways Code, (b) any Federal apportionments already obligated for projects not chargeable to said County's annual RSTP/RSTBGP minimum apportionment, and (c) those RSTP/RSTBGP apportionments RTPA has chosen to retain for future obligation.

2. RTPA agrees the exchange for County's estimated annual RSTP/RSTBGP minimum apportionment under Section 182.6(d)(2) of the Streets and Highways Code will be paid by STATE directly to Siskiyou County.

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For Caltrans Use Only

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I hereby Certify upon my own personal knowledge that budgeted funds are available for this encumbrance



Accounting Officer

| Date 03/19/2024 | \$129,455.00

3. Subject to the availability of STATE funds following the receipt of an RTPA invoice evidencing RTPA's assignment of those estimated RSTP/RSTBGP funds under Section 1 to STATE, STATE agrees to pay to RTPA an amount not to exceed \$129,455.00 of non-federal exchange funds ("Funds") that equals the sum of the estimated RSTP/RSTBGP apportionment assigned to State in Section 1 above.

4. RTPA agrees to allocate all of these Funds only for those projects implemented by cities, counties, and other public transportation agencies as are authorized under Article XIX of the California State Constitution, in accordance with the requirements of Section 182.6(d)(1) of the Streets and Highways Code.

5. RTPA agrees to provide to STATE annually by each August 1 a list of all local project sponsors allocated Funds in the preceding fiscal year and the amounts allocated to each sponsor.

6. RTPA agrees to require project sponsors receiving those Funds provided under this AGREEMENT to establish a special account for the purpose of depositing therein all payments received from RTPA pursuant to this Agreement: (a) for cities within their Special Gas Tax Street Improvement Fund, (b) for counties, within their County Road Fund, and (c) for all other sponsors, a separate account.

7. RTPA agrees, in the event a project sponsor fails to use Funds received hereunder in accordance with the terms of this AGREEMENT, to require that project sponsor to return those exchange Funds to RTPA for credit to the account established under Section 6 above. In the event of any such requirement by STATE, RTPA shall provide written verification to STATE that the requested corrective action has been taken.

8. STATE reserves the right to reduce the STATE Funds payment required hereunder to offset such additional obligations by the RTPA or any of its sponsoring agencies against any RSTP/RSTBGP federal apportionments as are chargeable to, but not included in, the assignment made under Section 1 above.

#### 9. COST PRINCIPLES

A) RTPA agrees to comply with, and require all project sponsors to comply with Office of Management and Budget Supercircular 2 CFR 200, Cost Principles for State and Local Government and the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

B) RTPA will assure that its fund recipients 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 200, Uniform Administrative Requirements for Grants and Cooperative Agreements To State And Local Governments. Every sub-recipient receiving funds as a contractor or sub-contractor under this agreement shall comply with Federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C) Any fund expenditures for costs for which RTPA has received payment or credit that are determined by subsequent audit to be unallowable under Office of Management and Budget Supercircular 2 CFR 200 are subject to repayment by RTPA to STATE. Should RTPA fail to reimburse fund moneys due STATE within 30 days of demand, or within such other period as may be agreed in writing between the parties, hereto, STATE is authorized to intercept and withhold future payments due RTPA and STATE or any third-party source, including but not limited to, the State Treasurer, The State Controller and the CTC. The implementation of the Supercircular will cancel 49 Cfr Part 18.

#### 10. THIRD PARTY CONTRACTING

A) RTPA shall not award a construction contract over \$10,000 or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of STATE.

B) Any subcontract or agreement entered into by RTPA as a result of disbursing Funds received pursuant to this AGREEMENT shall contain all of the fiscal provisions of this Agreement; and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors.

C) In addition to the above, the preaward requirements of third party contractor/consultants with RTPA should be consistent with Local Program Procedures as published by STATE.

#### 11. ACCOUNTING SYSTEM

RTPA, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate Fund expenditures by line item. The accounting system of RTPA, 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.

#### 12. RIGHT TO AUDIT

For the purpose of determining compliance with this AGREEMENT and other matters connected with the performance of RTPA's contracts with third parties, RTPA, RTPA's contractors and subcontractors and 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 for three years from the date of final payment of Funds to RTPA. STATE, the California State Auditor, or any duly authorized representative of STATE or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent for audits, examinations, excerpts, and transactions, and RTPA shall furnish copies thereof if requested.

13. TRAVEL AND SUBSISTENCE

Payments to only RTPA for travel and subsistence expenses of RTPA forces and its subcontractors claimed for reimbursement or applied as local match credit shall not exceed rates authorized to be paid exempt non-represented State employees under current State Department of Personnel Administration (DPA) rules.

If the rates invoiced are in excess of those authorized DPA rates, then RTPA is responsible for the cost difference and any overpayments shall be reimbursed to STATE on demand.

STATE OF CALIFORNIA  
Department of Transportation

Siskiyou County Transportation  
Commission

By: \_\_\_\_\_  
Office of Project Management Oversight  
Division of Local Assistance

\_\_\_\_\_

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

By: \_\_\_\_\_

Title:

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





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

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Melissa Cummins, Executive Director  
melissa@siskiyoucoltc.org

1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 12

Date: April 9, 2024

Subject: STAGE – Purchase of Two (2) Turtle Top Odyssey XL 24 passenger diesel buses.

**Past Action**

On January 9, 2024, the Commission provided direction that they wanted to review capital expenditures prior to being presented to the Board of Supervisors for final approval.

**Background**

In late February 2024 STAGE staff was notified that Davey Coach had ten diesel buses that were available for purchase under the CalACT/MBTA Purchasing Cooperative. STAGE met with the vendor to review the vehicle specifications and obtain a quote.

After reviewing available funds STAGE is requesting to purchase two of these buses from Davey Coach to replace the aging vehicles in the fleet. The cost and proposed funding breakdown is included below:

Total Cost - Two Buses:	\$ 571,760.00
Funding Sources:	
Available Funds – Rolling Stock Replacement Account:	\$ 470,673.00
State of Good Repair FY 23/24 Grant Funds:	\$ 36,081.00
FY 23/24 LTF Rolling Stock Replacement Allocation:	\$ 65,006.00

If approved the budget appropriation request will be added to the Board of Supervisor’s April 16, 2024, agenda for approval.

**Discussion**

If necessary, as requested by the Commission.

**Recommended Action**

Authorize staff to submit the request to the Board of Supervisors to purchase two 24-passenger Turtle Top Odyssey XL buses.

Attachments (0)



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

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1312 Fairlane Road, Suite 2  
Yreka, California 96097  
Phone: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 13(a/b)

Date: April 9, 2024

Subject: Other Business

**Discussion**

- a. Other topics from the Commission or staff that do not require a formal agenda item.
- b. Next regular meeting – Tuesday, May 14, 2024, at 10:30 a.m.

**Recommendation Action**

Adjourn meeting.