



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

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Melissa Cummins, Executive Director

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

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

**Date:** Tuesday, September 12, 2023

**Time:** 1:30 P.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: 879 1644 3864

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

Nancy Ogren, Chair County Supervisor – District 4

Michael Kobseff County Supervisor – District 3

Ed Valenzuela County Supervisor – District 2

Brandon Criss (Alternate) County Supervisor – District 1

Representatives of the League of Local Agencies

Bruce Deutsch, Vice Chair Councilman, City of Dunsmuir

Susan Tavalero Councilwoman, City of Weed

Paul McCoy Councilman, City of Yreka

Julia Mason (Alternate) Councilwoman, Town of Fort Jones



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The agenda items are as follows:

**1) Roll Call**

**2) Presentation 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.

**3) 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.*

- a) Report of Expenses and Revenues Fiscal Year-to-Date – Informational Only
  - Local Transportation Commission (Fund: 2505)
  - Regional Transportation Planning (Fund: 2506)
- b) Transportation Staff Report – Informational Only
- c) Commission Staff Report – Informational Only
- d) Minute Approval – August 8, 2023
- e) State of Good Repair Program Project List – FY 2023/2024
  - i. Resolution #23-29
  - ii. Authorized Agent Form
  - iii. Certifications and Assurances
- f) Teleconference Meeting Participation Policy #23-001
- g) State Transit Assistance Claim – FY 2023/2024
  - i. Resolution #23-30



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**4) New Business**

- a) Caltrans – Construction Updates
- b) UCLA Capstone Project
- c) Meeting Schedule for Remainder of 2023

**5) Other Business**

- a) Other Items from Commission or Staff
- b) Next Regular Meeting – Tuesday, October 10, 2023, at 1:30 p.m. PST
- c) Adjourn



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Topic: Siskiyou County Local Transportation Commission Meeting

Time: September 12, 2023 – 1:30 p.m. Pacific Time (US and Canada)

Zoom Attendees:

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 879 1644 3864

I declare a copy of this agenda was posted at the Siskiyou County Transit Center at 190 Greenhorn Road, Yreka, CA 96097, by September 8, 2023, by 5:00 PM.

Agenda packets will be available for public review September 8, 2023, 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 Joy Hall at 530.842.8220, 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.



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

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Melissa Cummins, Executive Director

1312 Fairlane Road, Suite 2  
Yreka, California 96097

To: Siskiyou County Local Transportation Commission

Agenda Item: 3(a)

Date: September 12, 2023

Subject: Report of Expenses and Revenues through August 31, 2023

**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 expenditures 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)

**Discussion**

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

**Recommendation**

None. This is an information item only.

Attachments (2)

**Fiscal Year**            2024  
**Dates:**                07/01/2023            to            08/31/2023  
  
**Fund:**                 2505            Local Transportation Administration

\*Includes any revenues received or expenses paid.

<b>Transaction Date</b>	<b>Document Number</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
<u>Revenues</u>				
Total Revenue:				\$ -
<u>Expenses</u>				
8/10/2023	I2402334	718000	Home Depot	\$ 152.38
8/11/2023	UP240074	751000	Cost Plan - July 2023	\$ 194.42
8/11/2023	UP240080	751000	Cost Plan - August 2023	\$ 194.42
Total Expenditures:				\$ 541.22

**Fiscal Year** 2024  
**Dates:** 07/01/2023 to 08/31/2023

**Fund:** 2506 Regional Planning Assistance (Overall Work Program)

\*Includes any revenues received or expenses paid.

<b>Transaction Date</b>	<b>Document Number</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
<u>Revenues</u>				
Total Revenue:				\$ -
<u>Expenses</u>				
8/8/2023	I2402201	729000	Bruce Deutsch	\$ 173.70
8/22/2023	J2401704	728000	Calcard - D Olson / Go Daddy - Domain Registration	\$ 86.48
8/24/2023	I2403167	729000	Susan Tavalero	\$ 109.65
8/29/2023	I2403261	729000	Bruce Deutsch	\$ 57.90
8/29/2023	I2403262	729000	Susan Tavalero	\$ 36.55
Total Expenditures:				\$ 290.58



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To: Siskiyou County Local Transportation Commission

Agenda Item: 3(b)

Date: September 12, 2023

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 September 12, 2023:

- Extended bus service to Castella for PCT hikers until October due to fires.
- We installed two Simme Seats 1) at Rays Market in Weed and 2) across from Rays Market in Weed. This is part of our Low Carbon Transit Operations Program shelter project.
- Continue to interview for Bus Drivers and Transportation Service Worker vacant positions.
- Staff anticipates the award of the grant by the FAA for the Weed Airport Taxiway and Apron Construction Phase I Project (17-week project).
- Siskiyou County and Scott Valley Airports are currently being used by CalFire and the United States Forest Service in support of firefighting efforts.

**Discussion**

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

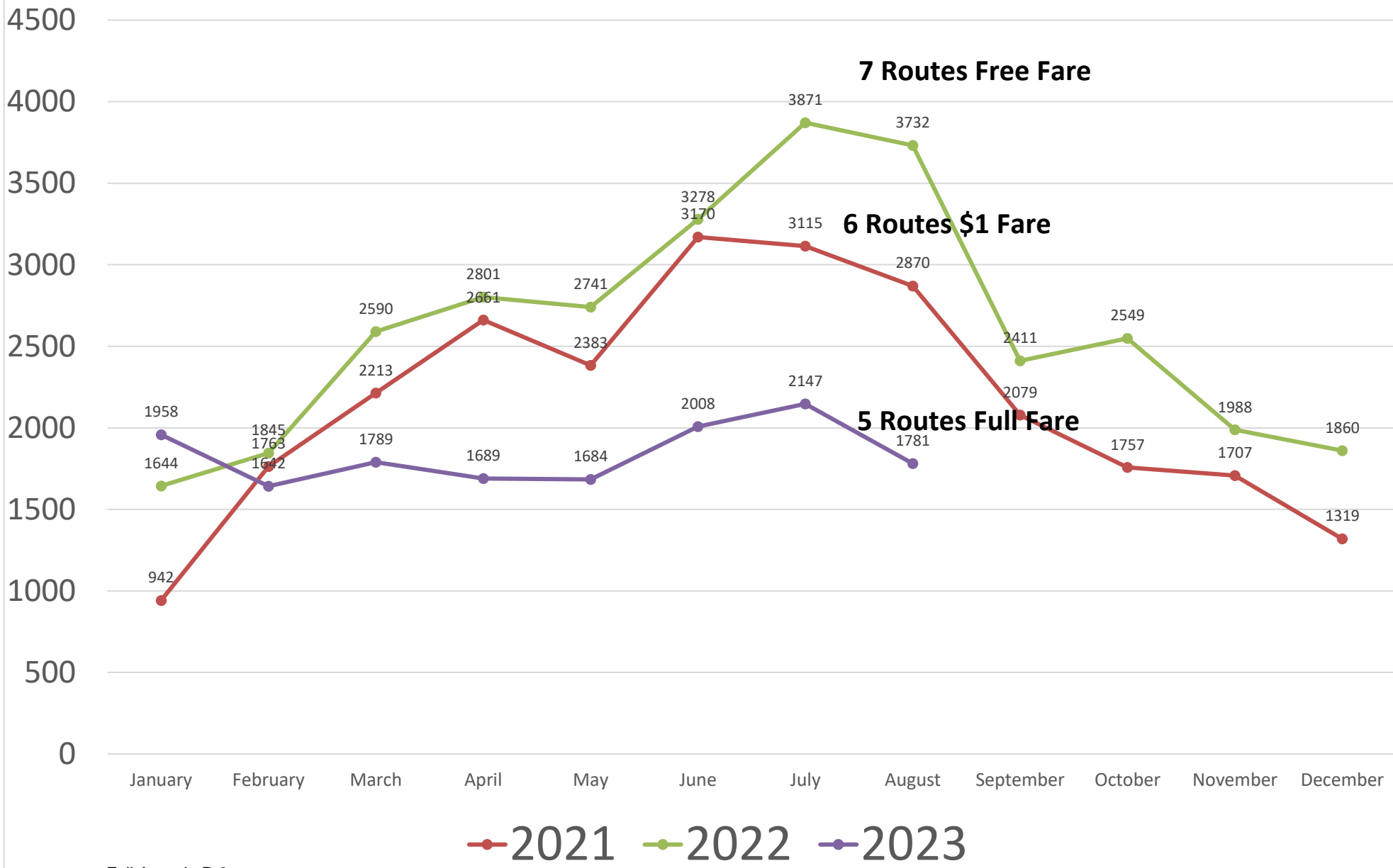
**Recommendation**

None. This is an information item only.

Attachments (1)



# Historical Ridership Comparison 2021,2022,2023





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To: Siskiyou County Local Transportation Commission

Agenda Item: 3(c)

Date: September 12, 2023

Subject: Report of Activities by Commission Staff through September 6, 2023

### **Past Action**

As requested by the Commission staff is providing the following summary of activities.

#### **I. Commission Activities:**

- Unmet Needs documentation submitted to Caltrans (08/25/2023). Approval of the documentation was received on September 6, 2023.
- Drafted Request for Proposals for design and maintenance of new Commission website. Proposals are due by September 28, 2023.
- Attended SB 1121 stakeholder workgroup meeting on August 31, 2023.
- Attended Bipartisan Infrastructure Law webinar on September 6, 2023.
- Updated Social Services Transportation Advisory Council application form.

#### **II. Regional Surface Transportation Program**

- Submitted invoice to Caltrans for FY 2022-2023 allocation.
- Contacted agencies regarding status of projects recently awarded RSTP funding.

#### **III. Overall Work Program**

- Submitted 4th Quarter Overall Work Program invoice to Caltrans (08/25/2023)
- Submitted amendment for FY 2022-2023 Overall Work Program, then resubmitted 4th Quarter/final OWP invoice to Caltrans (09/05/2023).

#### **IV. Coordination Activities:**

- Attended Rural Counties Task Force (RCTF) Regional Transportation Plan (RTP) guidelines discussion on August 30, 2023.
- Attended State Highway System Needs meeting with Caltrans and local agency representatives on August 29, 2023.

#### **V. Active Transportation Plan Grant:**

- Identified RFP selection panel and distributed proposals for review.
- Compiled ratings from selection panel members on September 6, 2023.

### **Discussion**

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

### **Recommendation**

None. This is an information item only.



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To: Siskiyou County Local Transportation Commission

Agenda Item: 3(d)

Date: September 12, 2023

Subject: Approval of Minutes for Previous SCLTC Meetings

**Past Action**

Not applicable.

**Background**

Staff is submitting the enclosed minutes for the August 8, 2023, meeting for review and approval by the Commission.

**Discussion**

If necessary, as requested by the Commission.

**Recommendation**

Approval of minutes with amendments if necessary.

Siskiyou County Local Transportation Commission (RTPA)  
Tuesday, August 08, 2023 – 2:00 p.m.  
Siskiyou County Transit Center  
190 Greenhorn Rd  
Yreka, California

The Siskiyou County Local Transportation Commission meeting was called to order at 2:00 p.m. by Chair Nancy Ogren in the Siskiyou County Transit Center in Yreka, CA.

The following Commissioners were in attendance:

Nancy Ogren	2022 Chair	County of Siskiyou	Delegate
Bruce Deutsch	2022 Vice Chair	City of Dunsmuir	Delegate
Ed Valenzuela	Commissioner	County of Siskiyou	Delegate
Susan Tavalero	Commissioner	City of Weed	Delegate
Michael Kobseff	Commissioner	County of Siskiyou	Delegate
Paul McCoy	Commissioner	City of Yreka	Delegate

**Absent:**

Brandon Criss	Commissioner	County of Siskiyou	Alternate
Julia Mason	Commissioner	Town of Fort Jones	Alternate

**Staff Present:**

Joy Hall	Executive Director, SCLTC
Steve Serdahl	Deputy Director of General Services
Angie Stumbaugh	Transportation Service Manager
Andy Gilman	Transportation Services Coordinator

1. Call to Order/Roll Call

Chair Ogren called the meeting to order at 2:00 p.m.

Roll Call Vote

Present: Chair Ogren, Vice Chair Deutsch, Commissioner Valenzuela, Commissioner Kobseff, Commissioner Tavalero, Commissioner McCoy

Absent: Commissioner Criss, Commissioner Mason

2. Presentation from the Public: None

3. Discussion/Action – Consent Agenda

Siskiyou County Local Transportation Commission (RTPA)  
Tuesday, August 08, 2023 – 2:00 p.m.  
Siskiyou County Transit Center  
190 Greenhorn Rd  
Yreka, California

The following items were included in the Consent Agenda:

- (a) Report of Expenses and Revenues Year-to-Date – Informational Only
  - i. Local Transportation Commission (Fund: 2505)
  - ii. Regional Transportation Planning (Fund: 2506)
- (b) Transportation Staff Report – Informational Only
- (c) Commission Staff Report – Informational Only
- (d) Minute Approval – July 11, 2023 & July 18, 2023
- (e) Charles Pillon Contract for Fiscal Years 23/24, 24/25 & 25/26
- (f) Ratify Budget Transfer for \$5000
- (g) Ratify Budget Transfer for \$4020

A motion was made by Commissioner Kobseff and seconded by Commissioner Valenzuela to approve the Consent Agenda.

Ayes: Tavalero, Ogren, Valenzuela, Kobseff, Deutsch, McCoy  
Noes: N/A  
Absent: Criss, Mason

- 4. Presentation/Discussion – Meeting Participation Via Teleconference or Zoom.

Executive Director Joy Hall briefed the Commission that Governor Newsom announced the state of emergency for remote participation in legislative body meetings expired on February 28, 2023. Therefore, all meetings conducted after this date must comply with the Brown Act rules, with certain limited exceptions. Ms. Hall briefed the Commission on those exceptions.

A motion was made by Commissioner Deutsch and seconded by Commissioner Kobseff to adopt meeting participation via teleconference or Zoom.

Ayes: Tavalero, Ogren, Valenzuela, Kobseff, Deutsch, McCoy  
Noes: N/A  
Absent: Criss, Mason

- 5. Discussion/Action – Appointment of Executive Director

A motion was made by Commissioner Ogren and seconded by Commissioner Tavalero to approve Resolution #23-27 and #23-28 appointing Melissa Cummins, as Executive Director for Siskiyou County Local Transportation Commission and authorizing her to execute documents on behalf of the Commission.

Siskiyou County Local Transportation Commission (RTPA)  
Tuesday, August 08, 2023 – 2:00 p.m.  
Siskiyou County Transit Center  
190 Greenhorn Rd  
Yreka, California

Ayes: Tavalero, Ogren, Valenzuela, Deutsch, Kobseff  
Abstained: McCoy  
Absent: Criss, Mason

6. Miscellaneous

Next regular meeting is scheduled for Tuesday, September 12, 2023, at 1:30 p.m.

7. Meeting adjourned at 2:12 p.m.



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To: Siskiyou County Local Transportation Commission

Agenda Item: 3(e)

Date: September 12, 2023

Subject: State of Good Repair Project List – FY 2023/2024

**Past Action**

The Commission approved the project list for FY 2022-2023 on August 10, 2022.

**Background**

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

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

The estimates issued for FY 2023-2024 are as follows:

	PUC 99313 - \$ 70,242.00
	PUC 99314 - \$ 2,992.00

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

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

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

Pursuant to the State of Good Repair program guidelines, the Commission (RTPA) is required to evaluate the requested project to ensure the proposed project meets the SGR eligibility requirements, is appropriate for the overall transit plan designed for the region, verify estimated amount of SGR funds to be made available to the



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project/operator, include any requirements the regional entity determines best to suit their respective regions and transit/transportation needs, and obtain a resolution from the region's governing entity indicating approval of the proposed project list.

Siskiyou Transit and General Express (STAGE) is the only eligible transit operator in Siskiyou County. They are requesting an allocation of \$ 73,234.00 to purchase a replacement bus. STAGE will utilize funds, in addition to funds from their rolling stock replacement committed account, to fully fund the purchase of a vehicle.

Based on a review of the proposed project, the Siskiyou County 2021 Short Range Transit Plan, and the recently adopted Zero Emissions Bus Rollout Plan staff recommends the Commission approve the request.

**Discussion**

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

**Recommendation Action by Commission:**

- 1) Adopt Resolution #23-29 approving the project list for the FY 2023-2024 State of Good Repair Program.
- 2) Authorize the Chair to execute the Authorized Agent form designating the Executive Director as the authorized agent.
- 3) Authorize the Executive Director to execute the State Transit Assistance State of Good Repair Program Recipient Certifications and Assurances for FY 2023-2024.

Attachments (3)



Siskiyou County Local Transportation Commission

Resolution No. 23-29

Resolution Approving the Project List for FY 2023-24  
for the California State of Good Repair Program

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

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

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

WHEREAS, the Siskiyou Transit and General Express’s (STAGE) share of SGR funds for FY 2023-2024 are estimated to be \$ 73,234.00;

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

Project Title	Project Description	Total SGR Costs PUC 99313	Total SGR Costs PUC 99314	Total All Other Funds	Total Project Costs
Vehicle Replacement	STAGE's average fleet age is currently 7.2 years.	\$ 70,242.00	\$ 2,992.00	\$ -	\$ 73,234.00

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

NOW, THEREFORE, BE IT RESOLVED, that the Siskiyou County Local Transportation Commission hereby approves the SB1 State of Good Repair Project List for FY 2023-24; and

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

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

Signatures Follow on Next Page

PASSED AND ADOPTED this 12<sup>th</sup> day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

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Nancy Ogren, Chairperson

ATTEST:

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Melissa Cummins  
Executive Director



### Authorized Agent

The following individual(s) are hereby authorized to execute for and on behalf of the named Regional Entity/Transit Operator, and to take any actions necessary for the purpose of obtaining State Transit Assistance State of Good Repair funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid at the beginning of Fiscal Year 2023-2024 until the end of the State of Good Repair Program. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself.

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

\_\_\_\_\_  
(Name and Title of Authorized Agent) OR

\_\_\_\_\_  
(Name and Title of Authorized Agent)

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

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

Nancy Ogren \_\_\_\_\_ Chair \_\_\_\_\_  
(Print Name) (Title)

\_\_\_\_\_  
(Signature)

Approved this 12<sup>th</sup> day of September 2023

## **State Transit Assistance State of Good Repair Program Recipient Certifications and Assurances**

**Recipient: Siskiyou County Local Transportation Commission**

**Effective Date: September 12, 2023**

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

### **A. General**

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

### **B. Project Administration**

- (1) The recipient certifies that required environmental documentation will be completed prior to expending SGR funds. The recipient assures that each project approved for SGR funding comply with Public Resources Code § 21100 and § 21150.
- (2) The recipient certifies that SGR funds will be used for transit purposes and SGR funded projects will be completed and remain in operation for the estimated useful lives of the assets or improvements.
- (3) The recipient certifies that it has the legal, financial, and technical capacity to deliver the projects, including the safety and security aspects of each project.
- (4) The recipient certifies that there is no pending litigation, dispute, or negative audit findings related to any SGR project at the time an SGR project is submitted in the annual list.
- (5) Recipient agrees to notify the Department immediately if litigation is filed or disputes arise after submission of the annual project list and to notify the

Department of any negative audit findings related to any project using SGR funds.

- (6) The recipient must maintain satisfactory continuing control over the use of project equipment and/or facilities and will adequately maintain project equipment and/or facilities for the estimated useful life of each project.
- (7) Any and all interest the recipient earns on SGR funds must be reported to the Department and may only be used on approved SGR projects or returned to the Department.
- (8) The recipient must notify the Department of any proposed changes to an approved project list by submitting an amended project list.
- (9) Funds will be expended in a timely manner.

### **C. Reporting**

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

### **D. Cost Principles**

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200,

are subject to repayment by the recipient to the State of California (State). Should the recipient fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

#### **E. Record Retention**

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

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

**F. Special Situations**

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

I certify all of these conditions will be met.

**Siskiyou County Local Transportation Commission**

**BY:** \_\_\_\_\_

Melissa Cummins, Executive Director  
Siskiyou County Local Transportation Commission



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

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Melissa Cummins, Executive Director

1312 Fairlane Road, Suite 2  
Yreka, California 96097

To: Siskiyou County Local Transportation Commission

Agenda Item: 3(f)

Date: September 12, 2023

Subject: Policy #23-001 – Remote Meeting Participation

**Past Action**

During numerous meetings this year the Commission has reviewed the requirements for participation via remote methods by a commissioner.

**Background**

Staff is presenting the draft policy (#23-001) outlining requirements for attending a Commission meeting from a remote location as discussed during the August 8, 2023, meeting. Staff reviewed this draft against the policy currently in place by Rural County Representatives of California as requested by the Commission.

**Discussion**

If necessary, as requested by the Commission.

**Recommendation**

Adopt Policy #23-001 regarding remote meeting participation by Commissioners and committee members.

Attachments (1)





## **Siskiyou County Local Transportation Commission**

REGIONAL TRANSPORTATION PLANNING AGENCY

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Adopted on: September 12, 2023

Policy #: 23-001

Re: Remote Meeting Participation Policy for SCLTC

The following policy outlines conditions for participation in a meeting, subject to Brown Act rules, via teleconference by a commissioner or committee member:

- In-person participation for SCLTC should be considered the norm and will be encouraged (but not required) for all Commissioners.
- If a commissioner desires to participate remotely, they will need to notify the Executive Director at least ten (10) days prior to the meeting date. The Executive Director will coordinate with the Commissioner to arrange an appropriate satellite meeting location and local posting of the agenda.
- Meetings of the SCLTC will generally continue to be livestreamed for the public (through Zoom or similar technology). Members of the body who are not in attendance at one of the noticed meeting locations may watch or listen to the livestream, but may not communicate with meeting attendees (either orally or through texting/email, etc.) or otherwise interactively participate in the meeting in any manner.
- Certain meetings may be designated for in-person participation only, without the option for satellite meeting locations.
- Members who experience circumstances that may qualify for remote participation under Assembly Bill 2449 should promptly notify the Executive Director. If possible, staff will make arrangements for remote participation in accordance with those provisions; however, due to the limitations in the legislation, it may not be practicable to accommodate remote participation in all cases.
- Other committees conducting business under the Commission's jurisdiction will comply with the requirements as outlined in this policy.
- Meetings of ad hoc committees, and other meetings that are not required to comply with the Brown Act, will not be subject to these restrictions, and may continue to occur entirely through videoconferencing.



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

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Melissa Cummins, Executive Director

1312 Fairlane Road, Suite 2  
Yreka, California 96097

To: Siskiyou County Local Transportation Commission

Agenda Item: 3(g)

Date: September 12, 2023

Subject: Transportation Development Act Apportionment for State Transit Assistance – FY 2023/2024

**Past Action**

Each year the Commission approves allocations for the upcoming fiscal year receipts of State Transit Assistance funds.

On November 29, 2022, the Commission approved revised State Transit Assistance claims for FY 2021-2022 and FY 2022-2023.

**Background**

The State Transit Assistance (STA) fund is one of two funding sources provided by the Transportation Development Act (TDA). State Transit Assistance (STA) fund comes from the statewide sales tax on diesel fuel.

The State Controller's Office (SCO) allocates the STA, by formula, to planning agencies and other eligible agencies. Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to operator revenues from the prior fiscal year. The Siskiyou County Local Transportation Commission is the Regional Transportation Planning Agency (RTPA) responsible for apportioning and administering these funds for this region.

**Discussion**

Each year the State Controller's Office issues estimates of revenue available to the Commission.

The FY 2023-2024 the estimates are as follows:

PUC 99313 - \$ 538,718.00

PUC 99314 - \$ 22,945.00

**Recommendation Action by Commission:**

Adopt Resolution #23-30 approving the State Transit Assistance claim for FY 2023-2024

Attachments (1)

Siskiyou County Local Transportation Commission

Resolution No. 23-30

State Transit Assistance (STA) Claim for FY 2023/2024

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

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

WHEREAS, it is the responsibility of the SCLTC, under the provisions of the Transportation Development Act (TDA), to review the annual transportation claims and to make allocations of monies from the STA, based on the estimated revenue upon approving said claim; and

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

WHEREAS, on August 1, 2023, the State Controller's Office issued a report of estimated revenues for STA funds for FY 2023-2024; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission approves the following allocations:

State Transit Assistance Funds to:

County of Siskiyou – STAGE the estimated amount of \$ 561,663.00 plus interest.

This allocation is to be paid by the County Auditor-Controller as FY 2023/2024 revenues are received and available for payment.

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

PASSED AND ADOPTED this 12<sup>th</sup> day of September 2023 by the Siskiyou County Local Transportation Commission by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Nancy Ogren, 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

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

To: Siskiyou County Auditor-Controller

Date: September 12, 2023

From: Melissa Cummins, Executive Director

Subject: Allocation Instructions for State Transit Assistance Fund  
Siskiyou County Local Transportation Commission Resolution No. 23-30

Based on approval of the attached resolution by the Siskiyou County Local Transportation Commission during their regular meeting of September 12, 2023, you are hereby authorized to pay the following maximum amounts from the State Transit Assistance Fund:

Claimant: County of Siskiyou – STAGE

Source: State Transit Assistance Fund – 772003

Maximum Payment Approved for Claimant: \$ 561,663.00

Please issue payment of all available funds as soon as possible and then upon receipt for the remainder of the fiscal year.

The total payment to each claimant *may not exceed the amount approved* by the Commission as identified in the attached resolution.



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

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Melissa Cummins, Executive Director

1312 Fairlane Road, Suite 2  
Yreka, California 96097

To: Siskiyou County Local Transportation Commission

Agenda Item: 4(a)

Date: September 12, 2023

Subject: Caltrans Construction Update

### **Past Action**

Caltrans staff occasionally provide an update on ongoing construction projects to the Commission.

### **Background**

At the request of the Executive Director Caltrans staff will provide an update on ongoing construction projects in Siskiyou County.

The following updates were made available via the Caltrans District 2 Facebook page:

#### Sac Gap Project:

Beginning September 6, Caltrans District 2 will initiate lane reductions on Interstate 5 between the towns of Dunsmuir and Mount Shasta as part of the Sac Gap highway improvement project.

These changes are being made in order to expedite this project with crews working 6 days a week, 24 hours a day.

The #2 lane northbound will be closed for approximately one month, leaving one lane open for northbound traffic. On the southbound side, two lanes will remain accessible.

Please note that the State Route 89 on and off ramps, as well as the South Mount Shasta off-ramp, will remain closed with detours in place until early October.

Potential delays are anticipated, especially for northbound travelers. Please plan routes accordingly and remember that the 55-mph speed limit remains in effect. Your safety is our utmost concern, and we appreciate your patience during these improvements to Interstate 5.

#### Yreka Rehab Project:

The planned Yreka Rehab Segment 2 lane closure will be in effect starting September 11, 2023, until October 9, 2023. Northbound traffic will be detoured off of Highway 3 between Moonlit Oaks Ave and Oberlin Rd. Northbound traffic is detoured onto I-5 between exits 773 and 776.

### **Discussion**

Discussion only.



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

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Melissa Cummins, Executive Director

1312 Fairlane Road, Suite 2  
Yreka, California 96097

**Recommendation Action by Commission:**

No action required.

Attachments (0)



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

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Melissa Cummins, Executive Director

1312 Fairlane Road, Suite 2  
Yreka, California 96097

To: Siskiyou County Local Transportation Commission

Agenda Item: 4(b)

Date: September 12, 2023

Subject: UCLA Capstone Project

**Past Action**

On July 11, 2023, the Commission discussed a proposal related to the UCLA Luskin Graduate Student Capstone Project. The concept was related to a redesign of the transit system to better meet the needs of residents. The project was in response to unmet needs identified by the City of Dunsmuir and subsequently submitted to the Commission on August 8, 2022 (Attachment A).

**Background**

On July 20, 2023, Commissioner Deutsch submitted a concept to the UCLA Luskin Graduate Student Capstone Project database.

On August 14, 2022, Commissioner Deutsch was contacted by Ms. Mia Lewis. Ms. Lewis is a second-year student in UCLA's Master of Urban and Regional Planning Program. Ms. Lewis' resume is attached (Attachment B), and she will be attending the Commission meeting.

Commissioner Deutsch will lead the discussion on this item.

**Discussion**

Discussion and direction to staff regarding the project.

**Recommendation Action by Commission:**

Direction only.

Attachments (2)

# CITY OF DUNSMUIR

"Home of the Best Water on Earth"



August 8, 2022

Board of Directors  
Siskiyou County Local Transportation Commission  
190 Greenhorn Road  
Yreka, CA 96097

Dear Members of the Board of Directors:

In reviewing the proposed alternative designs for the STAGE bus system presented at the July 12, 2022, meeting of the Local Transportation Commission (LTC), we have determined that a number of essential transit needs are not supported by either alternative.

The needs that are not being met can be broken into four categories:

- The need to support travel internal to Dunsmuir
- The need to adequately support travel to/from local cities
- Support for commuters traveling to/from local cities
- Support for the reduction of parking downtown

Both alternatives suffer from two essential flaws.

First, as supported by the Transit Capacity and Quality of Service Manual (TCQSM), the quality of service is profoundly affected by the transit system's "headway." "Headway" is defined by the manual as "the time interval between the passing of the front ends of successive transit units (vehicles or trains) moving along the same lane or track (or other guideway) in the same direction, usually expressed in minutes."

This table from the manual shows the effect of headway on ridership.





## Exhibit 5-5 Service Frequency LOS: Urban Scheduled Transit Service

LOS	Headway (min)	Veh/h	Comments
A	<10	>6	Passengers don't need schedules
B	10-14	5-6	Frequent service, passengers consult schedules
C	15-20	3-4	Maximum desirable time to wait if bus/train missed
D	21-30	2	Service unattractive to choice riders
E	31-60	1	Service available during hour
F	>60	<1	Service unattractive to all riders

The STAGE bus system currently runs on a 2-hour headway.

A rider from Dunsmuir traveling to a doctor's appointment in Mt. Shasta would have to wait two hours for a return opportunity. In oppressive heat, in freezing cold, or in rain/snow.

The second fundamental flaw in the two proposals is the treating all three south county cities as just stops on a single route. This creates a situation where a rider from Dunsmuir wishing to travel to Weed has to stop at every stop in Mt. Shasta before heading to Weed. A rider from Dunsmuir wishing to travel to Yreka has to stop at every stop in Mt. Shasta AND every stop in Weed before heading to Yreka.

The combination of these two flaws means that any trip taken by a rider traveling outside of Dunsmuir will have to treat what would otherwise be a quick trip into an hours long ordeal.

The particular unmet needs are detailed as follows.

- 1) The need to support travel internal to Dunsmuir:

# CITY OF DUNSMUIR

"Home of the Best Water on Earth"



Dunsmuir has a significantly high number of senior citizens and disabled citizens. For those without transportation, the most basic need is to shop for food. At present, STAGE does not provide a way for riders to travel within Dunsmuir to our supermarket, Dollar General, Farmer's Market, or other destinations.

As Steven Bryan reports from Dunsmuir's Family Resource Center, "around 20% of the community struggles with transportation needs. More seniors than any other age group."

## 2) The need to adequately support travel to/from local cities:

A 2-hour headway and the circulator route make routine trips to Mt. Shasta & Weed too burdensome. The citizens of Dunsmuir have a unique dependency on the city of Mt. Shasta. STAGE should be able to make travel between the two cities attractive to riders.

## 3) Support for commuters traveling to/from local cities:

Those wishing to use STAGE to commute to work, whether within the city of Dunsmuir or to Mt. Shasta, Weed, or Yreka, need to have a bus schedule that jibes with those potential riders' work schedules. Due to the two aforementioned flaws, those wishing to commute with either of the two proposed alternatives would only be able to use STAGE to commute to work if their work hours line up with one of the four STAGE runs. Further, it does not support a rider who has to work late.

Attached is an image depicting Census data on those commuting into and out of Dunsmuir. The figure of 478 citizens commuting outside of Dunsmuir represents only those who participated in the Census survey, so the actual number is more than likely higher. A significant number of those commuting into Dunsmuir may also be potential STAGE riders.

## 4) Support for the reduction of parking downtown:

The city of Dunsmuir has a parking problem that is set to increase greatly in the near future. The second attachment is from the Placer.ai system that tracks visitors to Dunsmuir. As the attachment shows, on a typical summer weekend, roughly 4,000 people visit the city per day. It also shows the distance traveled and locations traveled from for visitors to Dunsmuir.



# CITY OF DUNSMUIR

"Home of the Best Water on Earth"



Throughout the tourist season, it is often difficult to find a parking space downtown, with tourists staying at one of Dunsmuir's motels/hotels driving downtown to a restaurant or musical event.

Two future events will dramatically increase the parking challenge.

First, the Travelers Hotel is under development with plans for 30 residential units, at least 4 commercial units, and a restaurant. Second, when the Mossbrae Trail is finally completed and the city begins promoting the falls, traffic will explode.

All of this speaks to the need to provide tourists with an alternative to driving their cars downtown.

The City of Dunsmuir requests that the LTC fund an in-depth study into the challenges laid out in this letter with the goal of developing a model for south county cities that meets the needs of our citizens as delineated above, with quality service, as delineated in the Transit Capacity and Quality of Service Manual.

Foremost would be the goal of achieving a 30-minute headway.

The fact that ridership is still down despite free rides and the onerous cost of gas is a clarion call for dramatic change.

The vote to submit this letter of Unmet Needs was unanimous, 5-0.

A handwritten signature in black ink, appearing to read "Matthew Bryan", written over a horizontal line.

Matthew Bryan  
Mayor of Dunsmuir

## Mia Lewis

| Los Angeles, CA

### EXPERIENCE

**Data Analytics Intern**, National Aging and Disability Transportation Center and Easterseals Inc.  
6/2023-Present

- Conducts data collection and analysis for transportation initiatives aimed at improving accessibility and equity within underserved rural, urban, and tribal communities nationwide.
- Utilizes data visualization tools including GIS and R to create accessible representations of transportation data and trends.

**Geographic Information Systems Teaching Assistant**, UCLA Luskin School of Public Affairs  
4/2023-7/2023

- Runs Graduate Level Intro to GIS Laboratory sections of approximately 30 students.
- Assists with grading, project/research design and development, and curriculum design.

**Urban Data Science Research Assistant II**, Department of Urban & Regional Planning, University of California, Los Angeles  
11/2022-4/2023

- Performs data extraction, statistical analysis, and visualization of regional, national, and local housing datasets using R and Python programming.

**GIS Research Assistant II**, Center for Neighborhood Knowledge, University of California, Los Angeles  
7/2022-Present

- Performs spatial and statistical analysis of census data using GIS, Python, SQL, and R.
- Digitizes historical census maps and archival information, including print to digital format.

**Geographic Information Systems Technician**, Division of Water Resource Management, Florida Department of Environmental Protection  
3/2021 - 7/2022

- Assists in maintaining the FDEP GIS database and designing output documents such as maps, reports, and graphs.
- Compiles and processes information from diverse sources including drone and satellite imagery, geological surveys, big data, and archival imagery.

**Research Assistant**, Department of Geography, Florida State University, *Playground & Green Space Access for Kids with Disabilities*  
9/2020 - 9/2021

- Assisted with basic statistical analysis of coded data, citation management in Zotero, and manuscript preparation.
- Screened, read, and analyzed over 800 abstracts and articles for literature review.

### EDUCATION

**University of California, Los Angeles** — Master of Urban and Regional Planning, 2024

- 3.9 GPA, Concentration in Transportation Planning and Policy

**Florida State University**, Tallahassee, FL — Bachelor of Science in Geography, 2022

- 3.7 GPA, Minors in Urban & Regional Planning and Philosophy



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

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Melissa Cummins, Executive Director

1312 Fairlane Road, Suite 2  
Yreka, California 96097

To: Siskiyou County Local Transportation Commission

Agenda Item: 4(c)

Date: September 12, 2023

Subject: Meeting Schedule – Remainder of Calendar Year 2023

**Past Action**

On November 29, 2022, the Commission voted to hold meetings on the second Tuesday of each month beginning at 1:30 p.m. for the calendar year 2023.

**Background**

Currently the SCLTC remaining 2023 meetings are scheduled for:

- Tuesday, October 10, 2023, at 1:30 p.m.
- Tuesday, November 14, 2023, at 1:30 p.m.
- Tuesday, December 12, 2023, at 1:30 p.m.

The Board of Supervisors has meetings scheduled on Tuesday, November 14<sup>th</sup> and Tuesday, December 12, 2023.

**Discussion**

Discussion to determine if the date and/or time needs to be modified for upcoming meetings.

The Regional Transportation Improvement Program must be approved by the Commission and submitted to Caltrans and the California Transportation Commission by December 15, 2023. Staff does not anticipate the final draft will be ready prior to the November 14<sup>th</sup> meeting, so a December meeting will be required.

**Recommendation Action by Commission:**

Motion to amend the date or time of remaining Commission meetings for calendar year 2023.



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

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Melissa Cummins, Executive Director

1312 Fairlane Road, Suite 2  
Yreka, California 96097

To: Siskiyou County Local Transportation Commission

Agenda Item: 5(a/b/c)

Date: September 12, 2023

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, October 10, 2023, at 1:30 p.m.
- c. Adjourn

**Recommendation Action by Commission:**

Adjourn meeting.