

Agenda  
SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

April 4, 2017

**Time: 4:30 p.m.**

Siskiyou County Transit Center  
190 Greenhorn Road, Yreka

The Agenda is located on the County's web site at  
[www.co.siskiyou.ca.us/content/local-transportation-commission](http://www.co.siskiyou.ca.us/content/local-transportation-commission).

1. Call Meeting to Order
2. Public Comment
3. Approval of Minutes – March 7, 2017
4. Discussion/Action – Contract with IMS Infrastructure Management Services, LLC
5. Discussion/Action – Appointments to Social Services Transportation Advisory Council
6. Discussion/Action – Amendment to the Siskiyou County Regional Transportation Plan
7. Discussion/Action – Meeting Dates and Times
8. Discussion/Action – FY 2017/18 LTC Recommended Budget
9. Discussion/Action – FY 2017/18 Regional Planning Recommended Budget
10. Staff Report – Informational Only
11. Misc.
12. Adjourn

To jump to the agenda item click on the title.

# Siskiyou County Local Transportation Commission (RTPA)

Tuesday, March 7, 2017, 4:30 p.m.

Siskiyou County Transit Center  
190 Greenhorn Rd, Yreka, California

The Siskiyou County Local Transportation Commission meeting was called to order at 4:46 p.m by Chairperson Joan Smith Freeman in the Siskiyou County Transit Center Yreka, CA. The following Commissioners were in attendance:

Joan Smith Freeman	City of Yreka
Brandon Criss	County of Siskiyou
Tom McCulley	City of Fort Jones
Ed Valenzuela	County of Siskiyou
Lisa Nixon	County of Siskiyou (Arrived at 4:50pm)
Michael Kobseff	County of Siskiyou (Arrived at 4:50pm)
Tim Stearns	City of Mt. Shasta (Arrived at 5:15pm)
<b>Staff Present:</b>	
Melissa Cummins	Executive Director
Scott Billingsley	Transportation Services Coordinator
<b>Also Present:</b>	
Marci Gonzalez	Caltrans
Matt Bray	City of Yreka
Ken Ryan	Public

**1. Call to Order**

Madam Chair Smith Freeman called the meeting to order at 4:46 p.m.

**2. Public Comments**

Public comment was made by Ken Ryan who is a resident of the City of Mt. Shasta. Mr. Ryan urges members of the Commission to spend one week traveling to and from appointments on the buses. Commissioner Valenzuela and a couple other Commissioners have taken the STAGE transportation as a means of transportation.

**Item 1:** Mr. Ryan insisted on getting service to Eskatown in Mt. Shasta.

**Comments:** During staff report Ms. Cummins explains that any planning needs to go through the City of Mt. Shasta. Ms. Cummins also explains that STAGE is having a hard time getting some of the City's help in creating fixed bus stops.

**Item 2:** Mr. Ryan asked the Commission to reevaluate the discount currently offered by the STAGE. He also suggested accepting discount cards from other areas.

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190 Greenhorn Rd, Yreka, California

**Comments:** During staff report Ms. Cummins discussed with the Commission that the income rate is updated annually and is based on the federal poverty standards.

**Item 3:** Mr. Ryan asked the Commission to promote more healthy transportation (walking, biking, etc.) by helping make the sidewalks better and think about that when approving future projects.

**Item 4:** Mr. Ryan wanted to let the Commission know that he supports the Letter of Support for AB174.

**Item 5:** Mr. Ryan wanted more clarification on agenda item #7 regarding the number of miles of roads being evaluated.

**Comments:** Commission and Staff explained that we will only do a certain number of miles of road a year. The contract is a 3 year contract and will do 260 miles a year and at the end of the 3 years we will apply for more money with the Overall Work Program. Last year 1,034 miles of pavement were evaluated.

### 3. Approval of Minutes

A motion was made by Commissioner McCulley and seconded by Commissioner Smith Freeman to approve the minutes. The motion carries.

Ayes: Smith-Freeman, McCulley

Noes: None

Absent: None

Abstain: Criss, Kobseff, Valenzuela

### 4. Discussion/Action – Appointment of new Chair and Vice Chair

Each year the Commission appoints the Chair and Vice-Chair. Historically, the Chair has alternated between a representative from the Board of Supervisors and the League of Local Agencies.

#### Recommended Action:

Commissioner Kobseff moves to appoint Commissioner Valenzuela as Chair and Commissioner McCulley seconds the motion. The motion carries.

Commissioner Kobseff moves to appoint Commissioner McCulley as Vice-Chair and Commissioner Smith Freeman seconds the motion. The motion carries.

# Siskiyou County Local Transportation Commission (RTPA)

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## 5. Discussion/Action – Approval of Amendment #1 of the Overall Work Program for Fiscal Year 2016/2017, Resolution #17-01

Ms. Cummins discussed the issues and changes highlighted in the agenda packet for the Overall Work Program (OWP) for FY 2016/2017, letting the Commission know that this year SCLTC has a carryover of funds from 15/16 in the amount of \$57,500.00.

Ms. Cummins and Commission discuss that the Phase two for the Airport project that would have looked similar to the Short Range Transit Plan, is no longer going to happen this year because it would not be done in time. Ms. Cummins is looking to add it back for next year.

Ms. Cummins states that she will let the Commission know more about the figures that will be carried over for this FY. Commission doesn't want to lose monies for the Airports.

### Recommended Action:

A motion was made by Commissioner Kobseff to adopt Resolution #17-01 and seconded by Commissioner Criss. The motion carried.

## 6. Discussion/Action – Award Contract for Annual Update to Siskiyou County's Pavement Management System

Ms. Cummins provided the Commission a summary of the item. Ms. Cummins also advised the Commission that there is a clause in the contract that if at any time we don't get the funding that we can pull out of the contract and pay the contractor for the work already performed.

### Recommended Action:

A motion was made by Commissioner Smith Freeman to authorize the Chair and Executive Director to execute the contract with Nichols Consulting Engineers (NCE) for not-to-exceed amount of \$192,327.00 and seconded by Commissioner Kobseff. The motion carries.

## 7. Presentation/Discussion – Presentation Regarding STAGE's Saturday Service

Ms. Cummins presents the Commission with the quarterly overview of the service and its performance since implemented. Staff looked into FaceBook advertising as the

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Commission requested and just had to get CAO's approval to utilize a CalCard for payment.

Commission would still like more information about having passengers pay with credit and debit cards. Ms. Cummins explains that after talking to Wayne Hammer there is no way that just STAGE will be able to start excepting card payments. It will have to be county wide process and staff would have to go through a large report to calculate income earned.

Ms. Cummins explains to the Commission that the State requires a fare recovery ratio of 15% the first year of service. After that the service needs to recover 25% of the operating cost annually. In June after the last service date we will have to determine if service should continue.

Ms. Cummins also explains that staff is working on ordering three smaller 25 foot buses to replace three existing buses that have to come off the road by August. Commission questioned the fare recovery ratio and if these smaller buses will help us not subsidize as much.

## **8. Discussion Only – Letter of Support for AB 174- California Transportation Commission Rural Representation Act**

A motion was made by Commissioner Kobseff to approve the letter of support and seconded by Commissioner Smith Freeman.

## **9. Staff Report – Information Only**

Staff completed and submitted the following:

Reporting/Applications:

- Submitted the 2<sup>nd</sup> Quarter OWP invoice to Caltrans
- Finalized SCLTC financial transaction reports for FY 2015/2016.

Other:

- Staff attended a public hearing in Weed for the Transportation Concept Report for State Route 97 on November 9, 2016.
- Staff attended a workshop for the Low Carbon Transit Operations Program in Redding on February 14, 2017.

**Comments:** Ms. Cummins explains that staff will be using the awarded grant to replace two existing shelters that will help promote safety, and reliability to our routes. Staff will be presenting to the Board at the March 21<sup>st</sup> meeting and to the Commission at the April 5<sup>th</sup> meeting.

# Siskiyou County Local Transportation Commission (RTPA)

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190 Greenhorn Rd, Yreka, California

## Upcoming Items:

- Award contract for the Airports Pavement Data Collection project.
- FY 2017/2018 Draft Overall Work Program
- Low Carbon Transit Operations Program Application for 16/17 Cycle.

Ms. Cummins also provided the Commission with a handout compounding of AB1, SB1 and the Governors Transportation Bill.

## ***10. Misc.***

Commission requested an agenda item to discuss upcoming meeting dates and times.

Commissioner Kobseff also wants us to look into Rail service from Weed to Yreka for future transportation.

## ***11. Adjourn***

The meeting was adjourned at 5:53 p.m.

# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 4, 2017

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SUBJECT: Agenda Item # 4

Award Contract to IMS Infrastructure Management Services, LLC for Collection of Pavement Data for Five of Siskiyou County's Airports

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SUMMARY (Description of Issue):

During the October 2016 SCLTC meeting staff was authorized to distribute RFP's for collection of assets within the road right-of-way and pavement condition index data on five of the seven airports located within the region. Staff has completed the RFP review process. Upon review of the cost proposals staff realized there was not enough funding to complete the proposed work. Staff discussed a reduced scope of work with the successful responder and has developed the attached proposal for the Commission consideration.

The work will consist of completing pavement condition analysis on the following airports located within the region:

- Mott Field – Dunsmuir Airport
- Yreka Rohrer Field – Montague
- Siskiyou County Airport
- Scott Valley Airport
- Weed Airport

Pavement condition data is essential for any federal and/or state funding for pavement work at these airports. The last pavement condition analysis was completed during the summer of 2011 for many of the above airports.

The contract, scope of work and insurance certificates are attached for the Commission's review.

RECOMMENDED ACTION:

Authorize the Chair and Executive Director to execute the contract with IMS Infrastructure Management Services, LLC for a not-to-exceed amount of \$ 69,995.00.

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION  
CONTRACT FOR SERVICES

This Contract made this \_\_\_\_\_ day of \_\_\_\_\_, 2017 between:

COUNTY: Siskiyou County Local Transportation Commission (SCLTC)  
190 Greenhorn Road  
Yreka, California 96097

And

CONTRACTOR: IMS Infrastructure Management Services, LLC.  
1820 W Drake Drive, Suite 104  
Tempe, Arizona 85283

**ARTICLE 1. TERM OF CONTRACT**

**1.01** Contract Term: This Contract shall become effective on April 4, 2017 and shall terminate on June 30, 2017, unless terminated in accordance with the provisions of Article 7 of this Contract or as otherwise provided herein.

**ARTICLE 2. INDEPENDENT CONTRACTOR STATUS**

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

**ARTICLE 3. SERVICES**

**3.01** Specific Services: Contractor agrees to furnish the following services: Contractor shall provide the services described in Exhibit "A" attached hereto. No additional services shall be performed by Contractor unless approved in advance in writing by the SCLTC stating the dollar value of the services, the method of payment, and any adjustment in contract time or other contract terms. All such services are to be coordinated with SCLTC and the results of the work shall be monitored by the Siskiyou County Local Transportation Commission or their designee.

**3.02** Method of Performing Services: Contractor will determine the method, details, and means of performing the above-described services including measures to protect the safety of the traveling public and Contractor's employees. SCLTC



shall not have the right to, and shall not, control the manner or determine the method of accomplishing Contractor's services.

- 3.03** Employment of Assistants: Contractor may, at the Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Contract. SCLTC may not control, direct, or supervise Contractor's assistants or employees in the performance of those services.

#### **ARTICLE 4. COMPENSATION**

- 4.01** Compensation: In consideration for the services to be performed by Contractor, SCLTC agrees to pay Contractor in proportion to services satisfactorily performed as specified in paragraph 3.01, the not to exceed amount of (Sixty Nine Thousand Nine Hundred Ninety Five Dollars and no cents) \$69,995.00.
- 4.02** Invoices: Contractor shall submit detailed invoices for all services being rendered.
- 4.03** Date for Payment of Compensation: SCLTC will endeavor to make payment within 45 days of receipt of invoices from the Contractor to the SCLTC, and approval and acceptance of the work by the SCLTC.
- 4.04** Expenses: Contractor shall be responsible for all costs and expenses incident to the performance of services for SCLTC, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. SCLTC shall not be responsible for any expense incurred by Contractor in performing services for SCLTC.

#### **ARTICLE 5. OBLIGATIONS OF CONTRACTOR**

- 5.01** Contractor Qualifications and Professional Ability: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract. SCLTC has relied upon Contractor's representations regarding its training and ability to perform the Services hereunder as a material inducement to enter into this Agreement. Contractor shall therefore provide properly skilled personnel to perform all Services under this Agreement. The primary provider of the Services called for by this Agreement shall be IMS Infrastructure Management Services, LLC, who shall not be replaced without the written consent of the SCLTC. All work performed by Contractor under this Agreement shall be in accordance with applicable legal requirements and shall meet the local standard of quality ordinarily to be expected of competent persons in Contractor's field of expertise.
- 5.02** Contract Management: Contractor shall report to the (department head) or his or her designee who will review the activities and performance of the Contractor and administer this Contract.
- 5.03** Tools and Instrumentalities: Contractor will supply all tools and instrumentalities required to perform the services under this Contract. Contractor is not required to purchase or rent any tools, equipment or services from SCLTC.
- 5.04** Workers' Compensation: Contractor shall maintain a workers' compensation plan covering all its employees as required by California Labor Code Section

3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If Contractor elects to be self-insured, the certificate of insurance otherwise required by this Contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations. Proof of such insurance shall be provided before any work is commenced under this contract. No payment shall be made unless such proof of insurance is provided.

- 5.05** Indemnification: Contractor shall indemnify and hold SCLTC harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor's assistants, employees, or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of (\$1,000,000) One Million Dollars, to cover such claims or in an amount determined appropriate by the County Risk Manager. If the amount of insurance is reduced by the County Risk Manager such reduction must be in writing. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the SCLTC as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by SCLTC of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability or limit Contractor's liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
- 5.06** General Liability and Automobile Insurance: During the term of this Contract, Contractor shall obtain and keep in full force and effect a commercial, general liability and automobile policy or policies of at least (\$1,000,000) One Million Dollars, combined limit for bodily injury and property damage; the SCLTC, its officers, employees, volunteers and agents are to be named additional insured under the policies, and the policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by SCLTC or other named insured will be called on to cover a loss covered thereunder. All insurance required herein shall be provided by a company authorized to do business in the State of California and possess at least a Best A:VII rating or as may otherwise be acceptable to SCLTC. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990 or other form satisfactory to SCLTC. The SCLTC will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to SCLTC.
- 5.07** Certificate of Insurance and Endorsements: Contractor shall obtain and file with the SCLTC prior to engaging in any operation or activity set forth in this Contract, certificates of insurance evidencing additional insured coverage as set forth in paragraphs 5.04 and 5.10 and which shall provide that no cancellation, reduction in coverage or expiration by the insurance company will be made during the term

of this Contract, without thirty (30) days written notice to SCLTC prior to the effective date of such cancellation. **Naming the SCLTC as a “Certificate Holder” or other similar language is NOT sufficient satisfaction of the requirement.** Prior to commencement of performance of services by Contractor and prior to any obligations of SCLTC, contractor shall file certificates of insurance with SCLTC showing that Contractor has in effect the insurance required by this Contract. Contractor shall file a new or amended certificate on the certificate then on file. If changes are made during the term of this Contract, no work shall be performed under this agreement, and no payment may be made until such certificate of insurance evidencing the coverage in paragraphs, 5.05, the general liability policy set forth in 5.06 and 5.10 are provided to SCLTC.

- 5.08** Public Employees Retirement System (CalPERS): In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Contract is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the SCLTC, Contractor shall indemnify, defend, and hold harmless SCLTC for the payment of any employee and/or employer contributions of CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of SCLTC. Contractor understands and agrees that his personnel are not, and will not be, eligible for memberships in, or any benefits from, any SCLTC group plan for hospital, surgical or medical insurance, or for membership in any SCLTC retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a SCLTC employee.
- 5.09** IRS/FTB Indemnity Assignment: Contractor shall defend, indemnify, and hold harmless the SCLTC, its officers, agents, and employees, from and against any adverse determination made by the Internal Revenue Service of the State Franchise Tax Board with respect to Contractor’s “independent contractor” status that would establish a liability for failure to make social security and income tax withholding payments.
- 5.10** Professional Liability: If Contractor or any of its officers, agents, employees, volunteers, contactors or subcontractors are required to be professionally licensed or certified by any agency of the State of California in order to perform any of the work or services identified herein, Contractor shall procure and maintain in force throughout the duration of the Contract a professional liability insurance policy with a minimum coverage level of (\$1,000,000) One Million Dollars, or as determined in writing by County’s Risk Management Department.
- 5.11** State and Federal Taxes: As Contractor is not SCLTC’s employee, Contractor is responsible for paying all required state and federal taxes. In particular:
- a. SCLTC will not withhold FICA (Social Security) from Contractor’s payments;
  - b. SCLTC will not make state or federal unemployment insurance contributions on behalf of Contractor.
  - c. SCLTC will not withhold state or federal income tax from payment to Contractor.

- d. SCLTC will not make disability insurance contributions on behalf of Contractor.
- e. SCLTC will not obtain workers' compensation insurance on behalf of Contractor.
- 5.12** Records: All reports and other materials collected or produced by the Contractor or any subcontractor of Contractor shall, after completion and acceptance of the Contract, become the property of SCLTC, and shall not be subject to any copyright claimed by the Contractor, subcontractor, or their agents or employees. Contractor may retain copies of all such materials exclusively for administration purposes. Any use of completed or uncompleted documents for other projects by Contractor, any subcontractor, or any of their agents or employees, without the prior written consent of SCLTC is prohibited. It is further understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Contract shall be the property of the SCLTC, and Contractor hereby agrees to deliver the same to the SCLTC upon request. It is also understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Contract are prepared specifically for the SCLTC and are not necessarily suitable for any future or other use.
- 5.13** Contractor's Books and Records: Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the SCLTC for a minimum of five (5) years, or for any longer period required by law, from the date of final payment to the Contractor under this Contract. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the SCLTC.
- 5.14** Assignability of Contract: It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express written consent of the SCLTC.
- 5.15** Warranty of Contractor: Contractor warrants that it, and each of its personnel, where necessary, are properly certified and licensed under the laws and regulations of the State of California to provide the special services agreed to.
- 5.16** Withholding for Non-Resident Contractor: Pursuant to California Revenue and Taxation Code Section 18662, payments made to nonresident independent contractors, including corporations and partnerships that do not have a permanent place of business in this state, are subject to 7 percent state income tax withholding.

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

Unless the Franchise Tax Board has authorized a reduced rate or waiver of withholding and SCLTC is provided evidence of such reduction/waiver, all

nonresident contractors will be subject to the withholding. It is the responsibility of the Contractor to submit the Waiver Request (Form 588) to the Franchise Tax Board as soon as possible in order to allow time for the Franchise Tax Board to review the request.

- 5.17** Compliance with Child, Family and Spousal Support Reporting Obligations: Contractor's failure to comply with state and federal child, family and spousal support reporting requirements regarding contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Contract. Contractor's failure to cure such default within ninety (90) days of notice by SCLTC shall be grounds for termination of this Contract.
- 5.18** Conflict of Interest: Contractor covenants that it presently has no interest and shall not acquire an interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that, in the performance of this Contract, no subcontractor or person having such an interest shall be used or employed. Contractor certifies that no one who has or will have any financial interest under this contract is an officer or employee of SCLTC or the County of Siskiyou.
- 5.19** Compliance with Applicable Laws: Contractor shall comply with all applicable federal, state and local laws now or hereafter in force, and with any applicable regulations, in performing the work and providing the services specified in this Contract. This obligation includes, without limitations, the acquisition and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this Contract.
- 5.20** Bankruptcy: Contractor shall immediately notify SCLTC in the event that Contractor ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffer or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

## **ARTICLE 6. OBLIGATIONS OF SCLTC**

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

## **ARTICLE 7. TERMINATION**

- 7.01** Termination on Occurrence of State Events: This Contract shall terminate automatically on the occurrence of any of the following events:
1. Bankruptcy or insolvency of Contractor
  2. Death of Contractor

- 7.02** Termination by SCLTC for Default of Contractor: Should Contractor default in the performance of this Contract or materially breach any of its provisions, SCLTC, at SCLTC's option, may terminate this Contract by giving written notification to Contractor.
- 7.03** Termination for Convenience of SCLTC: SCLTC may terminate this Contract at any time by providing a notice in writing to Contractor that the Contract is terminated. Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time of notice of termination is received.
- 7.04** Termination of Funding: SCLTC may terminate this Contract in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.

## **ARTICLE 8. GENERAL PROVISIONS**

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

- ordinances. Contractor shall not discriminate in the employment of persons who work under this contract because of race, the color, national origin, ancestry, disability, sex or religion of such person.
- 8.06** Waiver: In the event that either SCLTC or Contractor shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition or obligation.
- 8.07** Governing Law: This Contract and all matters relating to it shall be governed by the laws of the State of California and the County of Siskiyou and any action brought relating to this Contract shall be brought exclusively in a state court in the County of Siskiyou.
- 8.08** Reduction of Consideration: Contractor agrees that SCLTC shall have the right to deduct from any payments contracted for under this Contract any amount owed to SCLTC by Contractor as a result of any obligation arising prior or subsequent to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, but are not limited to any property tax, secured or unsecured, which tax is in arrears. If SCLTC exercises the right to reduce the consideration specified in this Contract, SCLTC shall give Contractor notice of the amount of any off-set and the reason for the deduction.
- 8.09** Negotiated Contract: This Contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Contract within the meaning of California Civil Code Section 1654. Each party hereby represents and warrants that in executing this Contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this Contract and the rights and duties arising out of this Contract, or that such party willingly foregoes any such consultation.
- 8.10** Time is of the Essence: Time is of the essence in the performance of this Contract.
- 8.11** Materiality: The parties consider each and every term, covenant, and provision of this Contract to be material and reasonable.
- 8.12** Authority and Capacity: Contractor and Contractor's signatory each warrant and represent that each has full authority and capacity to enter into this Contract.
- 8.13** Binding on Successors: All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of Contractor. Contractor and all of Contractor's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under the Contract.
- 8.14** Cumulation of Remedies: All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.

**8.15 No Reliance On Representations:** Each party hereby represents and warrants that it is not relying, and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Contract, may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this Contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

Executed in Yreka, California, on the date and year first above written.

Contractor:

Siskiyou County  
Local Transportation Commission

By:   
Stephen Smith Member/Manager  
Date: March 21, 2017

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

Taxpayer ID: 20-0843083

ATTEST:  
Melissa Cummins, Executive Director

By \_\_\_\_\_

APPROVED AS TO LEGAL FORM:  
  
\_\_\_\_\_  
Gregory P. Einhorn, Legal Counsel

APPROVED AS TO ACCOUNTING FORM:  
Fund 2506 Organization 303030 Account 723000

\_\_\_\_\_  
Jennie Ebejer, Auditor-Controller

APPROVED AS TO INSURANCE REQUIREMENTS

\_\_\_\_\_  
Ann Merkle, Risk Management





IMS Infrastructure Management Services  
 1820 W. Drake Dr. Suite 104. Tempe, AZ 85283  
 Phone: (480) 839-4347 Fax: (480) 839-4348  
 www.ims-rst.com

# Budget Summary

**To:** Melissa Cummins, Executive Director, SCLTC

**Date:** February 27, 2017

**From:** Jim Tourek, West Region Client Services Manager

**Project:** Siskiyou County Local Transportation Commission

## Project Budget:

The SCLTC currently maintains 5 airports with a total of approximately 473,041 square yards of paved areas. IMS has revised the original budget to only show the line items related to the Airport Pavement Analysis. The project will be completed using a combination of unit rate and lump sum based activities.

## Siskiyou County, CA (SCLTC)

### Airports Pavement Management

Task	Activity	Quant	Units	Unit Rate	Total
<b>Project Initiation</b>					
1	Project Initiation & Kickoff Meeting	1	LS	3,000.00	3,000.00
2	Network Referencing & GIS Linkage	1	LS	3,000.00	3,000.00
<b>Field Surveys</b>					
3	RST/SST Mobilization & Calibration	1	LS	3,500.00	3,500.00
4a	Airport Survey - Dunsmuir Muni-Mott	30,396	SY	0.14	4,255.41
4b	Airport Survey - Weed	72,563	SY	0.10	7,256.30
4c	Airport Survey - Siskiyou County	291,491	SY	0.08	23,319.25
4d	Airport Survey - Scott Valley	35,886	SY	0.14	5,024.04
4e	Airport Survey - Montague/ Yreka Rohrer Field	42,705	SY	0.13	5,551.69
<b>Data Management</b>					
5	Airport Data Processing, QA/QC, & Format	473,041	SY	0.01	4,730.41
6	Excel Spreadsheet, KML, geodatabase (no software)	1	LS	0.00	0.00
	a. "Live" Spreadsheet with Aiprort Data			Included in Base Activities	
	b. Online "Live" Spreadsheet Training			Included in Base Activities	
7	Airports Analysis and Summary Report	1	LS	6,000.00	6,000.00
8	Project Management	1	LS	4,357.90	4,357.90
<b>Project Total:</b>					<b>\$69,995.00</b>

\$0.15 all inclusive

Regards,

**IMS Infrastructure Management Services**

Jim Tourek, West Region Manager of Client Services



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/21/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with columns for PRODUCER, CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, and NAIC #.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability Retro: FULL PRIOR ACTS
Workers Compensation Coverage Excludes: Alan Sadowsky

Siskiyou County Local Transportation Commission (SCLTC), its officers, employees, volunteers and agents have been endorsed, as an additional insured with respects to General Liability and Auto Liability coverage for the duration of the contract term.

CERTIFICATE HOLDER CANCELLATION

Table with columns for CERTIFICATE HOLDER and CANCELLATION, including address and signature.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**A. The following is added to WHO IS AN INSURED (Section II):**

Any person or organization that you agree in a "contract or agreement requiring insurance" to include as an additional insured on this Coverage Part, but only with respect to liability for "bodily injury", "property damage" or "personal injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- a. In the performance of your ongoing operations;
- b. In connection with premises owned by or rented to you; or
- c. In connection with "your work" and included within the "products-completed operations hazard".

Such person or organization does not qualify as an additional insured for "bodily injury", "property damage" or "personal injury" for which that person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- d. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.
- e. This insurance does not apply to the rendering of or failure to render any "professional services".
- f. The limits of insurance afforded to the additional insured shall be the limits which you agreed in that "contract or agreement requiring insurance" to provide for that additional insured, or the limits shown in the Declarations for this Coverage Part, whichever are less. This endorsement does not increase the limits of insurance stated in the **LIMITS OF**

**INSURANCE (Section III) for this Coverage Part.**

**B. The following is added to Paragraph a. of 4. Other Insurance in COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV):**

However, if you specifically agree in a "contract or agreement requiring insurance" that the insurance provided to an additional insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have entered into that "contract or agreement requiring insurance". But this insurance still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the insured when the insured is an additional insured under any other insurance.

**C. The following is added to Paragraph 8. Transfer Of Rights Of Recovery Against Others To Us in COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV):**

We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, under a "contract or agreement requiring insurance" with that person or organization. We waive these rights only where you have agreed to do so as part of the "contract or agreement requiring insurance" with such person or organization entered into by you before, and in effect when, the "bodily

COMMERCIAL GENERAL LIABILITY

injury" or "property damage" occurs, or the "personal injury" offense is committed.

**D.** The following definition is added to **DEFINITIONS (Section V)**:

"Contract or agreement requiring insurance" means that part of any contract or agreement under which you are required to include a person or organization as an additional insured on this Cov-

erage Part, provided that the "bodily injury" and "property damage" occurs, and the "personal injury" is caused by an offense committed:

- a. After you have entered into that contract or agreement;
- b. While that part of the contract or agreement is in effect; and
- c. Before the end of the policy period.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **AUTO COVERAGE PLUS ENDORSEMENT**

This endorsement modifies insurance provided under the following:

### **BUSINESS AUTO COVERAGE FORM**

**GENERAL DESCRIPTION OF COVERAGE**— This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><b>A. BLANKET ADDITIONAL INSURED</b></li> <li><b>B. EMPLOYEE HIRED AUTO</b></li> <li><b>C. EMPLOYEES AS INSURED</b></li> <li><b>D. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS</b></li> <li><b>E. TRAILERS – INCREASED LOAD CAPACITY</b></li> <li><b>F. HIRED AUTO PHYSICAL DAMAGE</b></li> <li><b>G. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT</b></li> </ul> | <ul style="list-style-type: none"> <li><b>H. AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT – INCREASED LIMIT</b></li> <li><b>I. WAIVER OF DEDUCTIBLE – GLASS</b></li> <li><b>J. PERSONAL PROPERTY</b></li> <li><b>K. AIRBAGS</b></li> <li><b>L. AUTO LOAN LEASE GAP</b></li> <li><b>M. BLANKET WAIVER OF SUBROGATION</b></li> </ul> |
|---|---|



#### **A. BLANKET ADDITIONAL INSURED**

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

#### **B. EMPLOYEE HIRED AUTO**

1. The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

An "employee" of yours is an "insured" while operating a covered "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while

performing duties related to the conduct of your business.

2. The following replaces Paragraph **b.** in **B.5., Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

- b.** For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1)** Any covered "auto" you lease, hire, rent or borrow; and
- (2)** Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

#### **C. EMPLOYEES AS INSURED**

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

**K. AIRBAGS**

The following is added to Paragraph **B.3., Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion **3.a.** does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs **A.1.b.** and **A.1.c.**, but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and
- c. The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

**L. AUTO LOAN LEASE GAP**

The following is added to Paragraph **A.4., Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

**Auto Loan Lease Gap Coverage for Private Passenger Type Vehicles**

In the event of a total "loss" to a covered "auto" of the private passenger type shown in the Schedule or Declarations for which Physical Damage Coverage is provided, we will pay any unpaid amount due on the lease or loan for such covered "auto" less the following:

- (1) The amount paid under the Physical Damage Coverage Section of the policy for that "auto"; and

**(2) Any:**

- (a) Overdue lease or loan payments at the time of the "loss";
- (b) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
- (c) Security deposits not returned by the lessor;
- (d) Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
- (e) Carry-over balances from previous loans or leases.

**M. BLANKET WAIVER OF SUBROGATION** 

The following replaces Paragraph **A.5., Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

**5. Transfer Of Rights Of Recovery Against Others To Us**

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/21/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>American Insurance &amp; Investment Corp.</b> 6765 West Russell Rd Ste 150 Las Vegas, NV 89118	<b>CONTACT NAME:</b> April M. Rachel <b>PHONE (A/C, No, Ext):</b> (702) 877-1760 <b>FAX (A/C, No):</b> (702) 877-0937 <b>E-MAIL ADDRESS:</b> april.rachel@american-ins.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>	<b>NAIC #</b>
<b>IMS Infrastructure Management Services, LLC</b> 1820 W Drake Dr Ste 103 & 104 Tempe, AZ 85283	<b>INSURER A : Travelers Ind Co of America</b> <b>25666</b>
	<b>INSURER B : Phoenix Insurance Company</b> <b>25623</b>
	<b>INSURER C : Travelers Indemnity Company</b> <b>25658</b>
	<b>INSURER D : Travelers Ind Company of Conn.</b> <b>25682</b>
	<b>INSURER E : Travelers Cas &amp; Surety Company</b> <b>19038</b>
	<b>INSURER F :</b>

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	<input checked="" type="checkbox"/>		<b>6809H179210</b>	<b>03/26/2017</b>	<b>03/26/2018</b>	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> <b>BFPD/XCU</b>						MED EXP (Any one person) \$ <b>10,000</b>
	<input checked="" type="checkbox"/> <b>Contractual Liab.</b>						PERSONAL & ADV INJURY \$ <b>1,000,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ <b>2,000,000</b>
	OTHER:						PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
<b>B</b>	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>	<input checked="" type="checkbox"/>		<b>BA8923L36A17GRP</b>	<b>03/26/2017</b>	<b>03/26/2018</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						\$
<b>C</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>			<b>CUP8666Y370</b>	<b>03/26/2017</b>	<b>03/26/2018</b>	EACH OCCURRENCE \$ <b>4,000,000</b>
	<input checked="" type="checkbox"/> <b>EXCESS LIAB</b>						AGGREGATE \$ <b>4,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>						\$
<b>D</b>	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			<b>UB4419T313</b>	<b>04/19/2017</b>	<b>04/19/2018</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y <input type="checkbox"/> N / A						E.L. EACH ACCIDENT \$ <b>1,000,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
							E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
<b>E</b>	<b>Professional Liab.</b>			<b>106703766</b>	<b>03/25/2017</b>	<b>03/25/2018</b>	<b>Each Claim</b> \$ <b>2,000,000</b>
	<b>Claims Made/Rpt'd</b>			<b>106703766</b>	<b>03/25/2017</b>	<b>03/25/2018</b>	<b>Aggregate</b> \$ <b>5,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability Retro: FULL PRIOR ACTS

Workers Compensation Coverage Excludes: Alan Sadowsky

Siskiyou County Local Transportation Commission (SCLTC), its officers, employees, volunteers and agents have been endorsed, as an additional insured with respects to General Liability and Auto Liability coverage for the duration of the contract term.

Cancellation Notice: 30 Days, 10 days notice for non-payment of premium.

**CERTIFICATE HOLDER****CANCELLATION**

Siskiyou County Local Transportation Commission (SCLTC)  
190 Greenhorn Rd  
Yreka, CA 96097

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)**

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

**1. The following is added to SECTION II – WHO IS AN INSURED:**

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies, or in connection with premises owned by or rented to you.

The person or organization does not qualify as an additional insured:

- c. With respect to the independent acts or omissions of such person or organization; or
- d. For "bodily injury", "property damage" or "personal injury" for which such person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- e. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.
- f. This insurance does not apply to the rendering of or failure to render any "professional services".
- g. In the event that the Limits of Insurance of the Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement does not increase the limits of insurance described in Section III – Limits Of Insurance.

- h. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

**2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

The insurance provided to the additional insured is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured which covers that person or organizations as a named insured for such loss, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have signed that "written contract requiring insurance". But this insurance provided to the additional insured still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any other insurance.



## COMMERCIAL GENERAL LIABILITY

3. The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, done under a "written contract requiring insurance" with that person or organization. We waive this right only where you have agreed to do so as part of the "written contract requiring insurance" with such person or organization signed by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense is committed.

4. The following definition is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After you have signed that written contract;
- b. While that part of the written contract is in effect; and
- c. Before the end of the policy period.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **AUTO COVERAGE PLUS ENDORSEMENT**

This endorsement modifies insurance provided under the following:

### **BUSINESS AUTO COVERAGE FORM**

**GENERAL DESCRIPTION OF COVERAGE**– This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><b>A. BLANKET ADDITIONAL INSURED</b></li> <li><b>B. EMPLOYEE HIRED AUTO</b></li> <li><b>C. EMPLOYEES AS INSURED</b></li> <li><b>D. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS</b></li> <li><b>E. TRAILERS – INCREASED LOAD CAPACITY</b></li> <li><b>F. HIRED AUTO PHYSICAL DAMAGE</b></li> <li><b>G. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT</b></li> </ul> | <ul style="list-style-type: none"> <li><b>H. AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT – INCREASED LIMIT</b></li> <li><b>I. WAIVER OF DEDUCTIBLE – GLASS</b></li> <li><b>J. PERSONAL PROPERTY</b></li> <li><b>K. AIRBAGS</b></li> <li><b>L. AUTO LOAN LEASE GAP</b></li> <li><b>M. BLANKET WAIVER OF SUBROGATION</b></li> </ul> |
|---|---|

#### **A. BLANKET ADDITIONAL INSURED**

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

#### **B. EMPLOYEE HIRED AUTO**

1. The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

An "employee" of yours is an "insured" while operating a covered "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while

performing duties related to the conduct of your business.

2. The following replaces Paragraph **b.** in **B.5., Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

**b.** For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1)** Any covered "auto" you lease, hire, rent or borrow; and
- (2)** Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

#### **C. EMPLOYEES AS INSURED**

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

## COMMERCIAL AUTO

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

### D. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph **A.2.a.(2)** of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:
  - (2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.
2. The following replaces Paragraph **A.2.a.(4)** of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:
  - (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

### E. TRAILERS – INCREASED LOAD CAPACITY

The following replaces Paragraph **C.1.** of **SECTION I – COVERED AUTOS**:

1. "Trailers" with a load capacity of 3,000 pounds or less designed primarily for travel on public roads.

### F. HIRED AUTO PHYSICAL DAMAGE

The following is added to Paragraph **A.4.**, **Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

#### Hired Auto Physical Damage Coverage

If hired "autos" are covered "autos" for Covered Autos Liability Coverage but not covered "autos" for Physical Damage Coverage, and this policy also provides Physical Damage Coverage for an owned "auto", then the Physical Damage Coverage is extended to "autos" that you hire, rent or borrow subject to the following:

- (1) The most we will pay for "loss" to any one "auto" that you hire, rent or borrow is the lesser of:
  - (a) \$50,000;
  - (b) The actual cash value of the damaged or stolen property as of the time of the "loss"; or
  - (c) The cost of repairing or replacing the damaged or stolen property with other property of like kind and quality.

- (2) An adjustment for depreciation and physical condition will be made in determining actual cash value in the event of a total "loss".

- (3) If a repair or replacement results in better than like kind or quality, we will not pay for the amount of betterment.

- (4) A deductible equal to the highest Physical Damage deductible applicable to any owned covered "auto".

- (5) This Coverage Extension does not apply to:

- (a) Any "auto" that is hired, rented or borrowed with a driver; or

- (b) Any "auto" that is hired, rented or borrowed from your "employee".

### G. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph **A.4.a.**, **Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

### H. AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT – INCREASED LIMIT

Paragraph **C.1.b.** of **SECTION III – PHYSICAL DAMAGE COVERAGE** is deleted.

### I. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph **D.**, **Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

### J. PERSONAL PROPERTY

The following is added to Paragraph **A.4.**, **Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

#### Personal Property Coverage

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

- (1) Owned by an "insured"; and

- (2) In or on your covered "auto".

This coverage only applies in the event of a total theft of your covered "auto".

No deductibles apply to Personal Property coverage.

**K. AIRBAGS**

The following is added to Paragraph **B.3., Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion **3.a.** does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs **A.1.b.** and **A.1.c.**, but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and
- c. The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

**L. AUTO LOAN LEASE GAP**

The following is added to Paragraph **A.4., Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

**Auto Loan Lease Gap Coverage for Private Passenger Type Vehicles**

In the event of a total "loss" to a covered "auto" of the private passenger type shown in the Schedule or Declarations for which Physical Damage Coverage is provided, we will pay any unpaid amount due on the lease or loan for such covered "auto" less the following:

- (1) The amount paid under the Physical Damage Coverage Section of the policy for that "auto"; and

**(2) Any:**

- (a) Overdue lease or loan payments at the time of the "loss";
- (b) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
- (c) Security deposits not returned by the lessor;
- (d) Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
- (e) Carry-over balances from previous loans or leases.

**M. BLANKET WAIVER OF SUBROGATION** 

The following replaces Paragraph **A.5., Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

**5. Transfer Of Rights Of Recovery Against Others To Us**

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 4, 2017

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SUBJECT: Agenda Item # 5

Social Services Transportation Advisory Council (SSTAC)

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SUMMARY (Description of Issue):

The Transportation Development Act requires each RTPA to establish a Social Services Transportation Advisory Council.

The council shall have the following responsibilities:

- Annually participate in the identification of transit needs.
- Annually review and recommend action by the transportation planning agency.
- Advise the transportation planning agency on other major transit issues, including coordination and consolidation of specialized transportation services.

The current list of Council appointees is included for the Commission's review.

Item 1: Staff is seeking direction from the Commission regarding appointees for CTSA and one Yreka resident position that expire on May 10, 2017.

Item 2: Discussion and direction to staff regarding advertising for other vacancies on the Council.

RECOMMENDED ACTION:

Appoint individuals to SSTAC for one year terms that will expire April 30, 2018.

Direction to staff regarding advertising for other Council vacancies.

**Siskiyou County Local Transportation Commission**  
*Social Services Transportation Advisory Council (SSTAC)*

**One Year Term** Expires: 5/10/2017

CTSA	Grace Bennett
CTSA	Brandon Criss
Yreka	Seth Dressler

**Two Year Term** Expires: 5/5/2017

City of Weed	Kelly McKinnis
Representative of Limited Means	Vacant
Yreka	Selma George
College of the Siskiyous	Martha Gentry/Delegate
	Doug Haugen/Alternate

**Three Year Term** Expires: 5/10/2019

Mt Shasta Nutrition Program	Mike Rodriguez
Yreka Nutrition Program	Terrie Berentsen
Yreka	Andre Economopoulos
Karuk Tribe	Sandi Tripp

**Members shall consist of the following:**

- One representative of potential transit users who is 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 the local social service providers for 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.

# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 4, 2017

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SUBJECT: Agenda Item # 6

Request to Amend the 2016 Regional Transportation Plan for Siskiyou County

Resolution # 17-02

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SUMMARY (Description of Issue):

Siskiyou County Public Works has requested an amendment to the 2016 Regional Transportation Plan for Siskiyou County. The proposed project will reconstruct 13 miles of Tennant Road (6P01). The project will begin at Hwy 97 and Tennant Road and end in the town of Tennant at mile post 13. Work will consist of grinding out the existing pavement and subgrade, grading area to improve drainage, prepare area for subbase and new asphalt, paving, striping and adding shoulder backing to 13 miles of Tennant Road.

Siskiyou County Public Works is seeking funds from the Federal Lands Access Program (FLAP) for approximately \$10,875,150. FLAP requires an 11.47% match which will be requested from the State Transportation Improvement Program (STIP).

In the event the STIP doesn't have adequate funding the project would not be constructed.

In order for a project to be eligible for future funding (state or federal) the project must be included in the County's Regional Transportation Plan.

RECOMMENDED ACTION:

Discussion and action regarding an Amendment #1 to the 2016 Regional Transportation Plan for Siskiyou County.

Adopt Resolution # 17-02

## Amendment #1 – 2016 Siskiyou County Regional Transportation Plan

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The following amendment was authorized by the Siskiyou County Local Transportation Commission on April 4, 2017 and is hereby added to the 2016 Siskiyou County Regional Transportation Plan.

Modify Table 4.2 – Roadway Improvement Projects, Unconstrained to include the following project for Siskiyou County Public Works.

<b>Funding</b>	<b>Road ID</b>	<b>Route/PM</b>	<b>Description</b>	<b>Cost (\$ 1,000)</b>	<b>Const. Year</b>	<b>Source:</b>
FLAP/STIP	6P01	Tennant Road	State Route 97 to Tennant	\$ 10,875	2021	Public Works



RESOLUTION NO. 17-02

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is the Regional Transportation Planning Agency for Siskiyou County and is responsible for regional transportation planning; and

WHEREAS, the Siskiyou County Local Transportation Commission approved the 2016 Regional Transportation Plan for Siskiyou County at their May 10, 2016 meeting; and

WHEREAS, the Siskiyou County Public Works is requesting to amend the Regional Transportation Plan to include a road reconstruction project along Tennant Road from State Route 97 to Mile Post 13; and

WHEREAS, the Siskiyou County Public Works is seeking funding from the Federal Lands Access Program (FLAP) to fund 88.53% of the \$ 10,875,150 needed to complete the project; and

WHEREAS, in order for the project to be eligible for future funding the project must be included in the County's Regional Transportation Plan; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission hereby amends the 2016 Regional Transportation Plan for Siskiyou County to incorporate the above referenced project.

PASSED AND ADOPTED this 4<sup>th</sup> day of April, 2017 by the Local Transportation Commission of Siskiyou County.

AYES:  
NOES:  
ABSENT:

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Chairperson  
Siskiyou County Local Transportation Commission

ATTEST:

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Melissa Cummins  
Executive Director

# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 4, 2017

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SUBJECT: Agenda Item # 7

Discussion Regarding Changing the Time and/or Date of Commission Meetings

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SUMMARY (Description of Issue):

During previous SCLTC meetings the Commission has discussed changing the meeting time. During previous discussions some Commissioners were unable to attend meetings during the work day due to other obligations.

Staff is bringing this back to the Commission for further discussion and direction.

RECOMMENDED ACTION:

Discussion and direction to staff regarding future meeting date/time.

# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 4, 2017

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SUBJECT: Agenda Item # 8

FY 2017/2018 Local Transportation Commission Recommended Budget

Resolution # 17-03

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SUMMARY (Description of Issue):

As requested by the Commissioners in prior years staff is presenting the proposed FY 2017/2018 Recommended Budget for the Commission for approval.

The proposed budget includes revenue of \$ 33,319.00, which consists of \$ 32,319.00 from the Local Transportation Funds and an estimated \$ 1,000.00 in interest earned.

The budget includes a variety of operating expenditures as outlined in the attached worksheet.

Proposed Revenues:	\$ 33,319.00
Total Expenditures:	\$ 33,319.00
Net:	\$ 0.00

Staff is seeking direction from the Commission regarding the proposed budget.

RECOMMENDED ACTION:

Discussion and possible action regarding the adopting the proposed FY 2017/2018 operating budget.

Adopt Resolution # 17-03

**Siskiyou County Local Transportation Commission  
2505-303020**

Account	Account Name	Description	12/13 YTD	13/14 YTD	14/15 YTD	15/16 YTD	16/17 Adj Budget	16/17 YTD As of 03/28/17	16/17 YTD As of 6/30/17	Dept. Request 17/18 FY
502200	Local Transportation	California TDA - 1/4 cent of sales tax	\$ 80,000.00	\$ 57,000.00	\$ 80,000.00	\$ 48,821.00	\$ 19,078.00	\$ 14,308.50	\$ 19,078.00	\$ 32,319.00
530100	Interest	Allocated quarterly by Auditor's office	\$ 324.13	\$ 476.50	\$ 913.13	\$ 1,382.37	\$ 1,000.00	\$ 653.81	\$ 1,154.00	\$ 1,000.00
530110	Net Inc (Dec) Fair Value		\$ (137.40)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>Total Revenue:</b>	<b>\$ 80,186.73</b>	<b>\$ 57,476.50</b>	<b>\$ 80,913.13</b>	<b>\$ 50,203.37</b>	<b>\$ 20,078.00</b>	<b>\$ 14,962.31</b>	<b>\$ 20,232.00</b>	<b>\$ 33,319.00</b>
712000	Communications	Combined with STAGE's budget. (FY 2013/14)	\$ 727.15	N/A	N/A	N/A	N/A	N/A	N/A	N/A
714000	Household	Combined with STAGE's budget. (FY 2013/14)	\$ 493.55	N/A	N/A	N/A	N/A	N/A	N/A	N/A
717000	Maintenance of Equipment	Repair work on copier	\$ -	N/A	N/A	N/A	N/A	N/A	N/A	N/A
719000	Medical, Dental & Lab Supply	Medical supplies for first aid kit	\$ 16.40	N/A	N/A	N/A	N/A	N/A	N/A	N/A
720000	Memberships		\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
722000	Office Supplies	Office Supplies	\$ 1,313.11	\$ 237.08	\$ 171.66	\$ 2,661.65	\$ 1,437.00	\$ 1,357.39	\$ 1,378.00	\$ 1,500.00
723000	Professional & Specialized Services	Professional & Specialized Services	\$ 25,622.48	\$ 19,500.00	\$ 22,587.50	\$ 24,737.50	\$ 32,800.00	\$ 16,332.00	\$ 23,532.00	\$ 30,000.00
723100	Administration	Administration paid to STAGE	\$ 1,041.03	\$ 1,626.16	\$ 12,180.19	\$ 4,889.90	\$ 2,500.00	\$ 23.70	\$ 474.00	\$ 1,500.00
724000	Publications & Legal Notices	Publications & Legal Notices	\$ 1,268.40	\$ 1,532.30	\$ 1,072.08	\$ -	\$ 1,400.00	\$ -	\$ 1,000.00	\$ -
725000	Rents & Leases - Equipment	Combined with STAGE's budget FY 2013/2014	\$ 201.44	N/A	N/A	N/A	N/A	N/A	N/A	N/A
726000	Rents & Leases - Buildings	Combined with STAGE's budget FY 2013/2014	\$ 1,440.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
728000	Special Dept Expense		\$ -	\$ -	\$ -	\$ -	\$ 163.00	\$ 78.15	\$ 79.00	\$ -
729000	Transportation & Travel	Transportation & Travel	\$ 259.43	\$ 403.71	\$ 205.44	\$ -	\$ -	\$ -	\$ -	\$ -
730000	Utilities	Comined with STAGE's budget FY 2013/2014	\$ 831.77	N/A	N/A	N/A	N/A	N/A	N/A	N/A
751000	Cost Allocation Plan	Fixed costs provided by Auditor's Office	\$ 2,801.00	\$ 3,829.00	\$ 1,975.00	\$ 6,672.00	\$ 3,556.00	\$ 2,666.97	\$ 3,556.00	\$ (1,681.00)
761010	Building & Improvements		\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
762030	Fixed Assets - Intangible	CAMS Software Purchase	\$ 1,196.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>Total Expenditures:</b>	<b>\$ 37,474.73</b>	<b>\$ 28,628.25</b>	<b>\$ 40,191.87</b>	<b>\$ 65,461.05</b>	<b>\$ 43,356.00</b>	<b>\$ 22,458.21</b>	<b>\$ 32,019.00</b>	<b>\$ 33,319.00</b>
		<b>Net for Year:</b>	<b>\$ 42,712.00</b>	<b>\$ 28,848.25</b>	<b>\$ 40,721.26</b>	<b>\$ (15,257.68)</b>	<b>\$ (23,278.00)</b>	<b>\$ (7,495.90)</b>	<b>\$ (11,787.00)</b>	<b>\$ -</b>
		Net from Banner:	\$ 41,330.03	\$ 28,848.25	\$ 40,721.26	\$ (15,257.68)	\$ (29,700.00)	\$ (17,177.24)	\$ (17,177.24)	\$ (17,177.24)
		Current Fund Balance:						\$ 126,100.14		

RESOLUTION NO. 17-03

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

WHEREAS, the Commission has reviewed the Recommended Budget for FY 2017/2018 as presented by staff; and

WHEREAS, this Commission concurs with the 2017/2018 budget as presented,

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the 2017/2018 recommended budget as presented in the amount of \$ 33,319.00 in revenue and \$ 33,319.00 in expenditures.

PASSED AND ADOPTED this 4<sup>th</sup> day of April, 2017 by the Local Transportation Commission of Siskiyou County by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chairperson - Siskiyou County  
Local Transportation Commission

ATTEST:

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

# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 4, 2017

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SUBJECT: Agenda Item # 9

FY 2017/2018 Regional Planning Assistance Recommended Budget

Resolution # 17-04

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SUMMARY (Description of Issue):

Staff is presenting the proposed FY 2017/2018 Recommended Budget for Regional Planning. This budget only contains funds received from the Overall Work Program, which is the Regional Planning Assistance received from the State of California.

The proposed budget includes \$ 230,000 of revenue and \$ 230,000 of expenditures.

The budget is based off the draft Overall Work Program for FY 2017/18, which was submitted to Caltrans for review.

Proposed Revenues:	\$ 230,000.00
Total Expenditures:	\$ 230,000.00
Net:	\$ 0.00

Staff is seeking direction from the Commission regarding the proposed budget.

RECOMMENDED ACTION:

Discussion and possible action regarding the adopting the proposed FY 2017/2018 Regional Planning Assistance operating budget.

Adopt Resolution # 17-04

**Siskiyou County Local Transportation Commission - Regional Planning Assistance  
2506-303030**

Account	Account Name	Description	12/13 YTD	13/14 YTD	14/15 YTD	15/16 YTD	16/17 Adj Budget	16/17 YTD As of 03/28/17	16/17 YTD As of 6/30/17	Dept. Request FY 17/18
530100	Interest	Allocated quarterly by Auditor's office	\$ 164.96	\$ 309.69	\$ 247.23	\$ (236.86)	\$ 200.00	\$ 173.13	\$ 274.00	\$ 125.00
530110	Net Inc (Dec) Fair Value Adjustment		\$ (71.11)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
540800	State Other	OWP Revenues	\$ 168,868.00	\$ 90,182.00	\$ 147,308.78	\$ 264,715.35	\$ 230,000.00	\$ 116,055.85	\$ 305,496.00	\$ 230,000.00
		<b>Total Revenue:</b>	<b>\$ 168,961.85</b>	<b>\$ 90,491.69</b>	<b>\$ 147,556.01</b>	<b>\$ 264,478.49</b>	<b>\$ 230,200.00</b>	<b>\$ 116,228.98</b>	<b>\$ 305,770.00</b>	<b>\$ 230,125.00</b>
712000	Communications		\$ 1,476.95	\$ -	\$ -	\$ -	\$ 100.00	\$ 97.34	\$ 98.00	\$ 200.00
714000	Household	Moved to STAGE's budget	\$ 1,205.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
717100	Maintenance of Office Equipment		\$ 1,559.11	\$ 1,351.69	\$ 1,534.39	\$ -	\$ -	\$ -	\$ -	\$ -
722000	Office Supplies		\$ 5,039.63	\$ 8,719.25	\$ 1,710.79	\$ 719.79	\$ 1,000.00	\$ 172.23	\$ 323.00	\$ 500.00
723000	Professional & Specialized Services		\$ 26,634.80	\$ 27,272.65	\$ 193,289.32	\$ 102,179.29	\$ 136,702.50	\$ 20,985.52	\$ 154,981.00	\$ 133,871.00
723100	Administration		\$ 45,022.13	\$ 59,523.47	\$ 85,173.75	\$ 55,144.64	\$ 68,900.00	\$ 19,797.96	\$ 39,798.00	\$ 87,568.00
724000	Publications & Legal Notices		\$ -	\$ 189.60	\$ 1,832.88	\$ 2,080.75	\$ 4,800.00	\$ 1,752.69	\$ 4,753.00	\$ 3,000.00
725000	Rents & Leases - Equipment		\$ 462.86	\$ 2,273.90	\$ 2,430.00	\$ -	\$ -	\$ -	\$ -	\$ -
726000	Rents & Leases - Buildings	Fair Booth Fee for Public Outreach	\$ 3,960.00	\$ 760.00	\$ 700.00	\$ -	\$ 735.00	\$ 735.00	\$ 1,470.00	\$ 735.00
728000	Special Departmental Expense	Fair Premiums/Booth	\$ -	\$ 5,356.70	\$ 749.25	\$ 5,030.66	\$ 13,268.00	\$ 2,071.52	\$ 4,572.00	\$ 2,500.00
729000	Transportation & Travel	Planning Seminars/Meetings	\$ 310.52	\$ 3,196.07	\$ 2,058.67	\$ 887.26	\$ 4,247.00	\$ 277.55	\$ 648.00	\$ 1,476.00
729100	Gas & Diesel		\$ -	\$ 48.37	\$ 143.60	\$ 43.50	\$ 150.00	\$ -	\$ 50.00	\$ 150.00
729200	Training	Registration Fees for Conferences	\$ 162.00	\$ -	\$ 266.00	\$ -	\$ 1,300.00	\$ -	\$ -	\$ -
730000	Utilities	Moved to STAGE's budget	\$ 1,663.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
751000	Cost Allocation Plan	Fixed Costs provided by Auditor's Office	\$ 2,577.00	\$ (2,262.00)	\$ 2,312.00	\$ -	\$ -	\$ -	\$ -	\$ -
762030	Fixed Assets - Intangible	CAMS Software Purchase	\$ 2,392.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>Total Expenditures:</b>	<b>\$ 90,073.42</b>	<b>\$ 106,429.70</b>	<b>\$ 292,200.65</b>	<b>\$ 166,085.89</b>	<b>\$ 231,202.50</b>	<b>\$ 45,889.81</b>	<b>\$ 206,693.00</b>	<b>\$ 230,000.00</b>

**Net for Year:** \$ 78,888.43 \$ (15,938.01) \$ (144,644.64) \$ 98,392.60 \$ (1,002.50) \$ 70,339.17 \$ 99,077.00 \$ 125.00  
 Net from Banner: \$ (1,002.50) \$ 70,339.17

RESOLUTION NO. 17-04

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

WHEREAS, the Commission has reviewed the Recommended Budget for FY 2017/2018 for Regional Planning (Fund 2506) as presented by staff; and

WHEREAS, this Commission concurs with the 2017/2018 budget as presented,

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the 2017/2018 recommended budget for Regional Planning as presented in the amount of \$ 230,000.00 in revenue and \$ 230,000.00 in expenditures.

PASSED AND ADOPTED this 4<sup>th</sup> day of April, 2017 by the Local Transportation Commission of Siskiyou County by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chairperson - Siskiyou County  
Local Transportation Commission

ATTEST:

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



# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 4, 2017

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SUBJECT: Agenda Item # 10

Staff Report to Commission Regarding Disbursements, Reimbursement Requests and Executed Documents

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SUMMARY (Description of Issue):

Staff completed and submitted the following:

Reporting/Applications:

- Submitted the application for the Low Carbon Transit Operations Program for \$ 21,093 for bus stop improvements.
- Staff submitted the draft FY 2017/18 Overall Work Program to Caltrans.
- Staff will be submitting another application for the 16/17 cycle of the Transit Security Grant Program.

Other:

- Staff attended part of a public hearing on the Main Street Rehabilitation project in Yreka.

Upcoming Items:

- Project oversight for the annual pavement management update and airports pavement data collection.
- Acceptance of debit and/or credit cards for purchasing of tickets.
- Staff will be attending the April 2017 LOLA meeting to talk about bus stops.
- Staff has a meeting scheduled with the Planner for the City of Mt Shasta to discuss future ideas for transit facilities.

(Continued on Next Page)

## Agenda Worksheet

### *Saturday Service Revised Costs:*

Previously presented costs were:

	<b>Total Ridership</b>	<b>Total Revenue Earned</b>	<b>Direct Labor</b>	<b>Vehicle Operations</b>	<b>Advertising</b>	<b>Total Costs</b>
Jun-16	63	\$ 177.25	\$ 956.29	\$ 440.22	\$ 1,334.50	\$ 2,731.01
Jul-16	71	\$ 208.00	\$ 744.20	\$ 776.56	\$ 718.00	\$ 2,238.76
Aug-16	74	\$ 193.50	\$ 1,281.48	\$ 850.10	\$ 657.50	\$ 2,789.08
Sep-16	64	\$ 178.80	\$ 803.92	\$ 450.04	\$ 170.00	\$ 1,423.96
Oct-16	50	\$ 158.50	\$ 709.38	\$ 434.29	\$ -	\$ 1,143.67
Nov-16	40	\$ 124.00	\$ 853.77	\$ 433.60	\$ -	\$ 1,287.37
Dec-16	47	\$ 129.25	\$ 888.46	\$ 326.74	\$ -	\$ 1,215.20
Feb-17	41	\$ 122.50	\$ 363.14	\$ 326.74	\$ -	689.88
	450	\$ 1,040.05	\$ 5,349.04	\$ 3,384.81	\$ 2,880.00	\$ 13,518.93
					Balance of \$ 25,000:	\$ 11,481.07

Corrected costs are:

	<b>Total Ridership</b>	<b>Total Revenue Earned</b>	<b>Direct Labor</b>	<b>Vehicle Operations</b>	<b>Advertising</b>	<b>Total Costs</b>	<b>Fare Recovery Ratio</b>
Jun-16	63	\$ 177.25	\$ 956.29	\$ 440.22	\$ 1,334.50	\$ 2,731.01	0.064902728
Jul-16	71	\$ 208.00	\$ 744.20	\$ 776.56	\$ 718.00	\$ 2,238.76	0.092908574
Aug-16	74	\$ 193.50	\$ 1,507.28	\$ 850.10	\$ 657.50	\$ 3,014.88	0.064181659
Sep-16	64	\$ 178.80	\$ 956.80	\$ 450.04	\$ 170.00	\$ 1,576.84	0.11339134
Oct-16	50	\$ 158.50	\$ 913.04	\$ 434.29	\$ -	\$ 1,347.33	0.117640073
Nov-16	40	\$ 124.00	\$ 853.77	\$ 433.60	\$ -	\$ 1,287.37	0.096320405
Dec-16	47	\$ 129.25	\$ 888.46	\$ 326.74	\$ -	\$ 1,215.20	0.106361093
Feb-17	41	\$ 122.50	\$ 856.28	\$ 326.74	\$ -	\$ 1,183.02	0.103548545
	450	\$ 1,040.05	\$ 7,676.12	\$ 3,384.81	\$ 2,880.00	\$ 14,594.41	
					Balance of \$ 25,000:	\$ 10,405.59	

### RECOMMENDED ACTION:

Informational Only.