

Agenda
SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

April 10, 2018

Time: 4:00 p.m.

Siskiyou County Transit Center
190 Greenhorn Road, Yreka

Joan Smith Freeman, Chair
Mayor, City of Yreka

Brandon Criss, Vice Chair
County Supervisor, District 1

Ed Valenzuela, Delegate
County Supervisor, District 2

Michael Kobseff, Delegate
County Supervisor, District 3

Lisa Nixon, Alternate
County Supervisor, District 4

Timothy Stearns, Delegate
Council Member, City of Mt Shasta

Vacant, Delegate
League of Local Agencies Rep

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

1. Public Comment
2. Approval of Minutes – February 13, 2018
3. Presentation – Caltrans Annual Presentation
4. Discussion/Action – Ratify Execution of Revised Certifications and Assurances Form for FTA Section 5311 2018 Application for STAGE
5. Discussion/Action – Request for Proposal – Legal Services for Commission
6. Discussion/Action – SCLTC FY 2018/2019 Recommended Budget
Resolution No. 18-03
7. Discussion/Action – Regional Planning FY 2018/2019 Recommended Budget
Resolution No. 18-04
8. Discussion/Action – Meeting Dates/Times
9. Information Only – Staff Report to Commission
10. Misc.
11. Adjourn

To jump to the agenda item click on the title.

Siskiyou County Local Transportation Commission (RTPA)

Tuesday, February 13, 2018, 4:00 p.m.

Siskiyou County Transit Center
190 Greenhorn Rd, Yreka, California

The Siskiyou County Local Transportation Commission meeting was called to order at 4:00 p.m. by Commissioner Valenzuela in the Siskiyou County Transit Center Yreka, CA. The following Commissioners were in attendance:

Joan Smith Freeman	2018 Chair	City of Yreka	Delegate
Timothy Stearns	Commissioner	City of Mt Shasta	Delegate
Ed Valenzuela	2017 Chair	County of Siskiyou	Delegate
Michael Kobseff	Commissioner	County of Siskiyou	Delegate
Tom McCulley	Commissioner	Town of Fort Jones	Delegate
Lisa Nixon	Commissioner	County of Siskiyou	Alternate
Brandon Criss (4:17 PM)	2018 Vice Chair	County of Siskiyou	Delegate

Absent:

Bryce Craig	Commissioner	City of Dunsmuir	Alternate
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Staff Present:

Melissa Cummins	Executive Director
Tisha Bathurst	Transportation Service Analyst II
Scott Billingsley	Transportation Service Coordinator
Ulysses McKeown	Deputy Director of General Services

Also Present:

Steve Baker	City Manager – City of Yreka
Marci Gonzalez	Caltrans

1. Call to Order

Commissioner Valenzuela called the meeting to order.

2. Public Comments

None

3. Closed Session

Closed session re: conference with Legal Counsel began at 4:02 p.m. and ended at 4:17 p.m.

4. Discussion/Action – Election of Chair and Vice Chair for 2018

A motion was made by Commissioner Kobseff to elect Joan Smith Freeman Chair for 2018 and was seconded by Commissioner Valenzuela. The motion carries.

Siskiyou County Local Transportation Commission (RTPA)

Tuesday, February 13, 2018, 4:00 p.m.

Siskiyou County Transit Center
190 Greenhorn Rd, Yreka, California

A motion was made by Commissioner Freeman to elect Brandon Criss Vice Chair for 2018 and was seconded by Commissioner Valenzuela.

Ayes: Valenzuela, Kobseff, Stearns, McCulley, Smith Freeman, Criss, Nixon
Noes: None
Absent: Craig
Abstain: None

5. Approval of Minutes

A motion was made by Commissioner Valenzuela and seconded by Commissioner Criss to approve the December 6, 2017 minutes as presented. The motion carries.

Ayes: Valenzuela, Stearns, McCulley, Smith Freeman, Criss, Nixon
Noes: None
Absent: Craig
Abstain: Kobseff

6. Discussion/Action – FY 2016/2017 Audits for SCLTC and STAGE

Ms. Cummins provided the Commission with the costs and information of the audit. The total contract for FY 2017/2018 was \$24,000.00. Mr. Pillon was able to complete the work for \$ 20,275.00.

A motion was made by Commissioner Kobseff and seconded by Commissioner Stearns to accept the audit as presented. The motion carries.

A discussion followed regarding Fort Jones being the only audit not completed. While the audits for the streets and road repair are not technically due until the end of June, we prefer not to wait that long. If the town does not submit their report soon their LTF funds may be held back for next year. Ms. Cummins will contact the staff to assist with getting the report submitted on time.

Ayes: Valenzuela, Kobseff, Stearns, McCulley, Smith Freeman, Criss, Nixon
Noes: None
Absent: Craig
Abstain: None

7. Discussion/Action – State of Good Repair 2017/2018 Application – Resolution #18-01

Ms. Cummins provided an overview of the State of Good Repair program and eligible uses for the funding. The current fiscal year provides \$ 62,270, which is the total allocation for STAGE and the Commission.

Siskiyou County Local Transportation Commission (RTPA)

Tuesday, February 13, 2018, 4:00 p.m.

Siskiyou County Transit Center
190 Greenhorn Rd, Yreka, California

A motion was made by Commissioner Stearns and seconded by Commissioner Kobseff to approve Resolution #18-01. Motion Carries.

Ayes: Valenzuela, Stearns, McCulley, Smith Freeman, Criss, Nixon

Noes: None

Absent: Craig

Abstain: None

8. Discussion/Action – 2018 Siskiyou County Regional Transportation Improvement Program – Resolution #18-02

Ms. Cummins provided an overview of the request, the available programming and the steps necessary to amend the 2018 STIP.

A motion was made by Commissioner Kobseff and seconded by Commissioner McCulley to approve Resolution #18-02. Motion carries.

Ayes: Valenzuela, Stearns, McCulley, Smith Freeman, Criss, Nixon

Noes: None

Absent: Craig

Abstain: None

9. Staff Report to Commission

- a) Ms. Cummins and Commissioner Valenzuela met with the Treehouse Lodge in Mt. Shasta last week to talk about the relocation of the bus stop currently located across the street from their property. The complaint from the Treehouse Lodge is STAGE passengers lounging on the grass at the Lodge to get out of the sun. Staff is looking at alternate locations near the shopping center to move the shelter. The Treehouse Lodge has also offered financial assistance to move the bus shelter.
- b) Staff reviewed the new advertising program on STAGE buses. A policy has been approved by the Board that does not allow specific items such as alcohol, gambling, or marijuana. Staff was asked to obtain information on the total revenue potential of all buses were sold out and report back at the next meeting.
- c) Commissioner Nixon spoke about the need for transportation should there be a disaster. Ms. Cummins advised the Commission that we are part of the County's emergency response team.

Siskiyou County Local Transportation Commission (RTPA)

Tuesday, February 13, 2018, 4:00 p.m.

Siskiyou County Transit Center
190 Greenhorn Rd, Yreka, California

- d) Commissioner Kobseff asked if it was possible to put the Commissioner's title and their email contact information. He would also like names and positions listed on the agenda.
- e) Ms. Cummins talked about transportation to and from Redding and the feasibility of going 3 days a week versus 5 days a week.
- f) After over 20 years, Commissioner McCulley has decided to retire from his duties as a Council Member for the Town of Fort Jones and thus his position as Commissioner.

Meeting adjourned at: 4:53 p.m. by Commissioner Freeman.

Next Meeting is: March 13, 2018 at 4:00 p.m.

Agenda Worksheet

TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 10, 2018

SUBJECT: Agenda Item # 3

Presentation of 2018 Construction Projects on State Highway System.

SUMMARY (Description of Issue):

Rob Burnett, Caltrans District 2 Project Manager, will present a summary of construction projects for 2018.

RECOMMENDED ACTION:

Discussion only.

Agenda Worksheet

TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 10, 2018

SUBJECT: Agenda Item # 4

Federal Transit Administration – Section 5311 Operating Assistance
Ratify Execution of Revised 2018 Certifications and Assurances of RTPA

SUMMARY (Description of Issue):

Each year STAGE applies for Federal Transit Administration (FTA) Section 5311 Operating Assistance funding. Section 5311 Program funds are intended to provide access to employment, education and health care, shopping and recreation.

STAGE has utilized these funds in years past to offset operational expenses such as labor, maintenance of vehicles and fuel.

On June 14, 2017 the Commission authorized the execution of the RTPA Certifications and Assurances (C&A) document (Exhibit A) required to submit an application for operating assistance for STAGE. Upon review by Caltrans Division of Mass Transportation staff they determined that the total project cost should be \$ 1,008,637.00 instead of \$ 1,011,562.00. In order to complete our application Caltrans requested an updated C&A executed by the Commission. Due to the timing of our meetings we asked Commissioner Smith Freeman with ratification at our next regular meeting. The revised document is attached as Exhibit B.

The 2018 cycle will provide \$ 247,766 in operating assistance. The application is being presented to the Board of Supervisors at their June 6, 2017 meeting.

RECOMMENDED ACTION:

Ratify the execution by the Chair of the FTA Section 5311 Certification and Assurances of the Regional Transportation Planning Agency for the 2018 cycles.



**Certifications and Assurances of the Regional Agency/Transportation Planning Agency
State of California - FTA Section 5311 and Rural CMAQ Transit**

Regional Agency/TPA: Siskiyou County Local Transportation Commission

Contact Person: Melissa Cummins

Contact Email: mcummins@co.siskiyou.ca.us

Contact Phone: 530-842-8220

Name of Subrecipient: County of Siskiyou (S.T.A.G.E)

Project Description: Operating Assistance

Project Amount and Fund Type

<i>Regional Apportionment 5311 or CMAQ*</i>	<i>Toll Credits**</i>	<i>Local Match</i>	<i>Total Project Cost</i>	<i>Local Match Source/s</i>
\$ 247,776.00	\$	\$ 760,861.00	\$1,011,562.00	State Transit Assistance/ Local Transportation Funds

* Includes Section 5311 JARC eligible projects

** Prior approval by Caltrans required

Federal Transportation Improvement Program - Metropolitan Planning Organizations/Regional Transportation Planning Agency		
Document (or Amendment) Number	Document (or Amendment) Year	FHWA/FTA Federally Approved TIP (Date)

Check all that apply:

- Some combination of state, local, or private funding sources have been or will be committed to provide the required local share.
- The subrecipient has coordinated with other transportation providers and users in the region, including social service agencies capable of purchasing service.
- The amount requested does not exceed the Federal funds provided to this agency in the approved Federal TIP/Federal Statewide TIP(FSTIP)
- The regional agency/TPA has approved, by resolution, the programming of funds for this Project and Project has met all Statewide Transportation Improvement Program (STIP) requirements.

Certifying Representative:

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

Name: Ed Valenzuela

Title: Chair, SCLTC

Signature:

Date: 6/14/2017

Signature in BLUE ink



**Certifications and Assurances of the Regional Agency/Transportation Planning Agency
State of California - FTA Section 5311 and Rural CMAQ Transit**

Regional Agency/TPA: Siskiyou County Local Transportation Commission

Contact Person: Melissa Cummins

Contact Email: mcummins@co.siskiyou.ca.us

Contact Phone: 530-842-8220

Name of Subrecipient: County of Siskiyou (S.T.A.G.E)

Project Description: Operating Assistance

Project Amount and Fund Type

<i>Regional Apportionment 5311 or CMAQ*</i>	<i>Toll Credits**</i>	<i>Local Match</i>	<i>Total Project Cost</i>	<i>Local Match Source/s</i>
\$ 247,776.00	\$	\$ 760,861.00	\$1,008,637.00	State Transit Assistance/ Local Transportation Funds

* Includes Section 5311 JARC eligible projects
** Prior approval by Caltrans required

Federal Transportation Improvement Program - Metropolitan Planning Organizations/Regional Transportation Planning Agency		
Document (or Amendment) Number	Document (or Amendment) Year	FHWA/FTA Federally Approved TIP (Date)

Check all that apply:

- Some combination of state, local, or private funding sources have been or will be committed to provide the required local share.
- The subrecipient has coordinated with other transportation providers and users in the region, including social service agencies capable of purchasing service.
- The amount requested does not exceed the Federal funds provided to this agency in the approved Federal TIP/Federal Statewide TIP(FSTIP)
- The regional agency/TPA has approved, by resolution, the programming of funds for this Project and Project has met all Statewide Transportation Improvement Program (STIP) requirements.

Certifying Representative:

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

Name: Joan Smith Freeman

Title: Chair, SCLTC

Signature:  Date: 3/13/2018
Signature in BLUE ink

Agenda Worksheet

TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 10, 2018

SUBJECT: Agenda Item # 5

Request for Proposals – Legal Services for SCLTC

SUMMARY (Description of Issue):

The current contract for legal services with Gregory P Einhorn is set to expire on June 30, 2018. The last time the Commission formally bid these services was in April 2014.

Staff is requesting permission from the Commission to solicit proposals for legal services. The final draft of the Request for Proposals is attached for the Commission's review. The draft RFP was submitted to County Counsel for review on April 2, 2018. This document is the same RFP used to solicit proposals in 2014.

The resulting contract will include a three year term if agreeable with the successful proposer.

The RFP will be distributed on Wednesday, April 11th, 2018 if approved by the Commission. Proposals will be due on Thursday, May 10th, 2018 by 10 a.m.

RECOMMENDED ACTION:

Authorize staff to solicit proposals from qualified firms for legal services.

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES

**SISKIYOU COUNTY LOCAL TRANSPORTATION
COMMISSION
ATTORNEY SERVICES**

The Siskiyou County Local Transportation Commission (SCLTC) is seeking proposals from qualified attorneys or law firms to assist the SCLTC with legal advice and representation on transportation related law and contracts.

Proposals using the enclosed format should be delivered to: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION, 190 Greenhorn Road, YREKA, CA 96097 no later than Thursday, May 10th 2018 by 10 a.m. Prospective consultant should provide three copies of their proposal. It is expected that a contract will be awarded in June 2018. SCLTC reserves the right to award all or portions of this contract as described in the Request for Proposal. SCLTC is an equal opportunity employer, and women and minority owned businesses (DBE's) are encouraged to apply.

Questions about this RFP and the project should be addressed to Melissa Cummins at (530) 842-8220 or mcummins@co.siskiyou.ca.us

**REQUEST FOR PROPOSAL
FOR
ATTORNEY SERVICES
SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION**

I. PURPOSE OF RFP

The Siskiyou County Local Transportation Commission (SCLTC) is the designated Regional Transportation Planning Agency (RTPA) for Siskiyou County. Siskiyou County lies on the northern boundary of California, bordered by Oregon to the north Del Norte and Humboldt Counties to the west, Trinity and Shasta Counties to the south and Modoc County to the east. The configurations of local, state and federal designations for transportation planning responsibilities in the area are quite complex.

II. SERVICES REQUESTED

The SCLTC is seeking an individual or firm to provide legal services. This service specifically entails providing legal review and advice to the Agency on documents, agreements and responsibilities relating to transportation planning and funding. Typical duties might include review of memoranda of understanding between agencies and analysis of legislation as it may affect SCLTC programs. Attendance at LTC meetings may be required on an “as needed” basis. In addition to experience in the areas of contracts and legal requirements of government agencies, individuals or firms should have expertise in laws relating to the following areas:

- Regional transportation planning agencies (RTPA’s)
- State Transportation Improvement Program (STIP)
- Transportation Development Act (TDA)
- California Environmental Quality Act (CEQA) and air quality issues related to transportation
- Map 21: Moving Ahead for Progress in the 21st Century Act
- 5311 & 5311(f) Programs and other applicable transportation funding programs
- Overall Work Program

III. PROPOSAL FORMAT

A qualifying proposal must address all of the following points, in the order shown below:

- A. A brief description of the attorney or firm, including the year the firm was established, type of organization of firm (partnership, sole proprietorship, etc.) and size of variation in the last five years, along with a statement of the firm's qualification for performing the subject consulting services.
- B. A brief summary of the firm’s experience with similar projects.
- C. The firm’s proposed work plan and time schedule.
- D. An organizational chart depicting the team proposed by the firm.

- E. The proposed method of compensation, the hourly rate for principal and employees to be assigned to this work and a summary of any other related costs that are to be billed directly.
- F. A list of references, including contact person and phone number.

IV. PROPOSAL SUBMITTAL

Three (3) copies of the proposal shall be received no later than 10 a.m. on Thursday, May 10th, 2018 at the Siskiyou County Local Transportation Commission Office, 190 Greenhorn Road, Yreka, California 96097. All proposals shall be submitted in a sealed envelope which is clearly marked "RFP for SCLTC Legal Services". Late proposals shall not be accepted. All proposals, whether selected or rejected, shall become the property of the Siskiyou County Local Transportation Commission.

V. SELECTION PROCEDURE

An evaluation committee will review each proposal for completeness and the responding firms may be invited for personal interviews prior to final selection, to further elaborate on their proposals. The SCLTC reserves the right to award a contract to the firm or individual that presents the proposal which, in the sole judgment of the SCLTC, best accomplishes the desired results. The SCLTC reserves the right to reject any or all proposals, or to waive minor irregularities in said proposal. The SCLTC reserves the right to negotiate minor deviations to the proposal(s) with the successful firm. The SCLTC intends to enter into a multiple-year (three-year) contract, if agreeable to both parties.

VI. AWARD CRITERIA

After the evaluation committee has reviewed the proposals and/or interviewed proposing firms, each firm will be rated using the following criteria and rating schedule:

Criteria	Scoring
Complete and thorough conformance with the terms and requirements of the RFP (In your submittal, state if you have any exceptions to the requirements.)	Pass/Fail
Qualifications and experience of lead attorney	25
Qualifications and experience of other members of the firm	15
Relevant experience in representation of governmental agencies, particularly those involved with transit or transportation matters	25
Relevant experience in litigation matters involving transit providers and operators, including trial experience	10
Cost	25
Total Points	100 Points

The top qualified firm will then be recommended to the Siskiyou County Local Transportation Commission.

VII. CONFLICT OF INTEREST

Bidder warrants and covenants that no official or employee of the County, nor any business entity in which an official of the County has no interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County.

VIII. FISCAL OUT CLAUSE

The Agreement may be terminated at the end of any fiscal year, June 30th, without further liability other than payment incurred during such fiscal year, should funds not be appropriated by its governing body to continue services for which the agreement was intended.

IX. INSURANCE

The successful firm shall provide evidence of the following insurance requirements:

POLICY	MINIMUM LIMITS OF LIABILITY
(1) Workers' Compensation; Employer's Liability.	Statutory requirements for Workers' Compensation; \$ 1,000,000 Employers' Liability.
(2) Comprehensive Automobile: Insurance Services Office, form # CA 0001 covering Automobile Liability, code 1 (any auto).	Bodily Injury/Property Damage \$1,000,000 each accident.
(3) General Liability: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).	\$1,000,000 per occurrence / \$2,000,000 aggregate
(4) Errors and Omissions/Professional Liability	\$1,000,000 per claim or as negotiated

X. INQUIRIES

1. Direct all inquiries to:
Melissa Cummins, Executive Director
Siskiyou County Local Transportation Commission
190 Greenhorn Road
Yreka, CA 96097

Agenda Worksheet

TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 10, 2018

SUBJECT: Agenda Item # 6

FY 2018/2019 Local Transportation Commission Recommended Budget

Resolution # 18-03

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 \$ 1,500.00, which consists of interest earned on the Commission's fund balance.

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

Proposed Revenues:	\$ 1,500.00
Total Expenditures:	\$ 40,741.00
Net:	(\$ 39,241.00)

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

Options include:

- 1) Pull \$ 39,241.00 from the Local Transportation Funds (LTF) to cover the 18/19 operational expenses.
- 2) Pull \$ 19,620.00 (approximately half) from the LTF to cover the 18/19 operational expenses.
- 3) Use fund balance to cover the 18/19 expenses.

RECOMMENDED ACTION:

Discussion and possible action regarding the adopting the proposed FY 2018/2019 operating budget.

Adopt Resolution # 18-03

Siskiyou County Local Transportation Commission
2505-303020

Account	Account Name	Description	15/16 YTD	16/17 YTD	17/18 Adj Budget	17/18 YTD As of 03/29/18	17/18 YTD As of 6/30/18	Dept. Request 18/19 FY
502200	Local Transportation	California TDA - 1/4 cent of sales tax	\$ 48,821.00	\$ 19,078.00	\$ -	\$ -	\$ -	\$ -
530100	Interest	Allocated quarterly by Auditor's office	\$ 1,382.37	\$ 1,353.81	\$ 1,000.00	\$ 789.45	\$ 1,590.00	\$ 1,500.00
530110	Net Inc (Dec) Fair Value		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total Revenue:	\$ 50,203.37	\$ 20,431.81	\$ 1,000.00	\$ 789.45	\$ 1,590.00	\$ 1,500.00
712000	Communications	Combined with STAGE's budget. (FY 2013/14)	N/A	N/A	\$ -	\$ -	N/A	N/A
714000	Household	Combined with STAGE's budget. (FY 2013/14)	N/A	N/A	\$ -	\$ -	N/A	N/A
717000	Maintenance of Equipment	Repair work on copier	N/A	N/A	\$ -	\$ -	N/A	N/A
719000	Medical, Dental & Lab Supply	Medical supplies for first aid kit	N/A	N/A	\$ -	\$ -	N/A	N/A
720000	Memberships		\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00
722000	Office Supplies	Office Supplies	\$ 2,661.65	\$ 1,435.43	\$ 1,500.00	\$ 3.68	\$ 24.00	\$ 250.00
723000	Professional & Specialized Services	Professional & Specialized Services	\$ 24,737.50	\$ 22,832.00	\$ 30,000.01	\$ 20,375.00	\$ 20,875.00	\$ 32,500.00
723100	Administration	Administration paid to STAGE	\$ 4,889.90	\$ 661.11	\$ 1,500.00	\$ -	\$ 500.00	\$ 1,500.00
724000	Publications & Legal Notices	Publications & Legal Notices	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00
725000	Rents & Leases - Equipment	Combined with STAGE's budget FY 2013/2014	N/A	N/A	\$ -	\$ -	N/A	N/A
726000	Rents & Leases - Buildings	Combined with STAGE's budget FY 2013/2014	N/A	N/A	\$ -	\$ -	N/A	N/A
728000	Special Dept Expense		\$ -	\$ 78.15	\$ -	\$ -	\$ -	\$ -
729000	Transportation & Travel	Transportation & Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
729100	Gas & Diesel	Gas & Diesel	\$ -	\$ 24.58	\$ -	\$ -	\$ -	\$ -
730000	Utilities	Comined with STAGE's budget FY 2013/2014	N/A	N/A	\$ -	\$ -	N/A	N/A
751000	Cost Allocation Plan	Fixed costs provided by Auditor's Office	\$ 6,672.00	\$ 3,556.00	\$ (1,681.00)	\$ (1,260.72)	\$ (1,681.00)	\$ 1,991.00
761010	Building & Improvements		\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
762030	Fixed Assets - Intangible	CAMS Software Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total Expenditures:	\$ 65,461.05	\$ 30,587.27	\$ 35,819.01	\$ 20,617.96	\$ 23,718.00	\$ 40,741.00
		Net for Year:	\$ (15,257.68)	\$ (10,155.46)	\$ (34,819.01)	\$ (19,828.51)	\$ (22,128.00)	\$ (39,241.00)
		Net from Banner:	\$ (15,257.68)	\$ (10,155.46)	\$ (34,819.01)	\$ (19,828.51)	\$ -	\$ -
		Current Fund Balance:				\$ 103,612.07	3/29/2018	

RESOLUTION NO. 18-03

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

WHEREAS, the Commission has reviewed the Recommended Budget for FY 2018/2019 as presented by staff; and

WHEREAS, this Commission concurs with the 2018/2019 budget as presented,

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the 2018/2019 recommended budget as presented in the amount of \$ 1,500.00 in revenue and \$ 40,741.00 in expenditures.

PASSED AND ADOPTED this 10th day of April, 2018 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

TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 10, 2018

SUBJECT: Agenda Item # 7

FY 2018/2019 Regional Planning Assistance Recommended Budget

Resolution # 18-04

SUMMARY (Description of Issue):

Staff is presenting the proposed FY 2018/2019 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 \$ 230,125 of revenue and \$ 230,000 of expenditures.

The budget is based off the draft Overall Work Program for FY 2018/19, which was submitted to Caltrans for review.

Proposed Revenues:	\$ 230,125.00
Total Expenditures:	\$ 230,000.00
Net:	\$ 125.00

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

RECOMMENDED ACTION:

Discussion and possible action regarding the adopting the proposed FY 2018/2019 Regional Planning Assistance operating budget.

Adopt Resolution # 18-04

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

Account	Account Name	Description	15/16 YTD	16/17 YTD	17/18 Adj Budget	17/18 YTD As of 03/31/18	17/18 YTD As of 6/30/18	Dept. Request FY 18/19
530100	Interest	Allocated quarterly by Auditor's office	\$ (236.86)	\$ 518.36	\$ 125.00	\$ 138.95	\$ 239.00	\$ 125.00
530110	Net Inc (Dec) Fair Value Adjustment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
540800	State Other	OWP Revenues	\$ 264,715.35	\$ 116,055.85	\$ 396,015.00	\$ 147,069.49	\$ 230,149.00	\$ 230,000.00
		Total Revenue:	\$ 264,478.49	\$ 116,574.21	\$ 396,140.00	\$ 147,208.44	\$ 230,388.00	\$ 230,125.00
712000	Communications		\$ -	\$ 97.34	\$ 200.00	\$ -	\$ -	\$ 200.00
717100	Maintenance of Office Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
722000	Office Supplies		\$ 719.79	\$ 335.00	\$ 500.00	\$ 352.00	\$ 458.00	\$ 500.00
723000	Professional & Specialized Services		\$ 102,179.29	\$ 111,296.45	\$ 237,354.43	\$ 63,480.92	\$ 98,152.00	\$ 149,456.00
723100	Administration		\$ 55,144.64	\$ 31,052.27	\$ 87,568.00	\$ -	\$ 20,000.00	\$ 76,094.00
724000	Publications & Legal Notices		\$ 2,080.75	\$ 2,879.69	\$ 3,000.00	\$ -	\$ 1,500.00	\$ -
725000	Rents & Leases - Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
726000	Rents & Leases - Buildings	Fair Booth Fee for Public Outreach	\$ -	\$ 735.00	\$ 735.00	\$ -	\$ 250.00	\$ 500.00
728000	Special Departmental Expense	Fair Premiums/Booth	\$ 5,030.66	\$ 2,071.52	\$ 2,500.00	\$ -	\$ 1,000.00	\$ 2,500.00
729000	Transportation & Travel	Planning Seminars/Meetings	\$ 887.26	\$ 550.82	\$ 1,476.00	\$ 273.63	\$ 274.00	\$ 500.00
729100	Gas & Diesel		\$ 43.50	\$ 56.42	\$ 150.00	\$ -	\$ -	\$ 250.00
729200	Training	Registration Fees for Conferences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
730000	Utilities	Moved to STAGE's budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
751000	Cost Allocation Plan	Fixed Costs provided by Auditor's Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
762030	Fixed Assets - Intangible	CAMS Software Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total Expenditures:	\$ 166,085.89	\$ 149,074.51	\$ 333,483.43	\$ 64,106.55	\$ 121,634.00	\$ 230,000.00

Net for Year: \$ 98,392.60 \$ (32,500.30) \$ 62,656.57 \$ 83,101.89 \$ 108,754.00 \$ 125.00
 Net from Banner: \$ (32,500.30) \$ 62,656.57 \$ 83,101.89 \$ -

RESOLUTION NO. 18-04

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

WHEREAS, the Commission has reviewed the Recommended Budget for FY 2018/2019 for Regional Planning (Fund 2506) as presented by staff; and

WHEREAS, this Commission concurs with the 2018/2019 budget as presented,

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the 2018/2019 recommended budget for Regional Planning as presented in the amount of \$ 230,125.00 in revenue and \$ 230,000.00 in expenditures.

PASSED AND ADOPTED this 10th day of April, 2018 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

TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 10, 2018

SUBJECT: Agenda Item # 8

Discussion Regarding the Time and/or Date of Commission Meetings

SUMMARY (Description of Issue):

During the past six months there have been conflicts that arise which result in Commissioners not able to attend meetings. Staff is bringing this back to the Commission for further discussion and direction to see if a different day of the week that would work better for a majority of the Commission.

RECOMMENDED ACTION:

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

Agenda Worksheet

TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: April 10, 2018

SUBJECT: Agenda Item 9

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

SUMMARY (Description of Issue):

Staff completed and submitted the following:

Reporting/Applications:

- Submitted an application to the Low Carbon Transit Operations Program for the 2017/2018 cycle. The proposed application includes the purchase of three new shelters, eight additional solar units for Simme seats, and three free days during the 18/19 fiscal year.

Other:

- During the February SCLTC staff was asked to obtain information regarding the possible revenue from the new STAGE advertising program. If all Gilligs (35' bus) were sold out with non-full wrap signs it would generate \$ 4,725. If all Gilligs had full wraps and filling every other smaller bus sign it would generate \$ 7,100.

Upcoming Items:

- Unmet Transit Needs Hearings
 - o College of the Siskiyou - Weed - Tuesday, April 24th from 3 to 4 p.m.
 - o Fort Jones – Thursday, May 3rd from 3 to 3:30 p.m.
 - o Siskiyou County Transit Center – Yreka – Wednesday, May 9th at 4 p.m.
- Submit FY 2018/2019 proposed budgets for SCLTC and Overall Work Program.
- Final draft of the FY 2018/2019 Overall Work Program.

RECOMMENDED ACTION:

Informational Only.