

Agenda  
SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

July 12, 2017

**Time: 4:00 p.m.**

**\*\*Note new meeting time.\*\***

Siskiyou County Transit Center  
190 Greenhorn Road, Yreka

<p>The Agenda is located on the County's web site at <a href="http://www.co.siskiyou.ca.us/content/local-transportation-commission">www.co.siskiyou.ca.us/content/local-transportation-commission</a>.</p>
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1. Call Meeting to Order
2. Public Comment
3. Approval of Minutes
  - a. Revised Minutes May 6, 2017
  - b. June 14, 2017
4. Discussion/Action – Amendment # 1 - Overall Work Program FY 2017/2018  
Resolution # 17-10
5. Discussion/Action – Amendment to Contract with IMS Infrastructure
6. Discussion/Action – Consultant to Discuss Transit Industry Issues with Commission
7. Staff Report – Informational Only
8. Misc.
9. Adjourn

To jump to the agenda item click on the title.

# Siskiyou County Local Transportation Commission (RTPA)

Tuesday, May 6, 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 4:30 p.m. by Chairperson Ed Valenzuela in the Siskiyou County Transit Center Yreka, CA. The following Commissioners were in attendance:

Joan Smith Freeman	City of Yreka	Delegate
Tom McCulley	City of Fort Jones	Delegate
Ed Valenzuela	County of Siskiyou	Delegate
Tim Stearns	City of Mt. Shasta	Delegate
Bryce Craig	City of Dunsmuir	Alternate
Michael Kobseff	County of Siskiyou	Delegate
Lisa Nixon	County of Siskiyou	Alternate (Left meeting at 6:18 p.m.)

**Absent:**

Brandon Criss	County of Siskiyou	Delegate
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**Staff Present:**

Melissa Cummins	Executive Director
Scott Billingsley	Transportation Services Coordinator
Amanda Kimball	Transportation Service Analysis

**Also Present:**

Marci Gonzalez	Caltrans
Rob Burnett	Caltrans
John Hinton	Caltrans
Matt Bray	City of Yreka

**1. Call to Order**

Chair Valenzuela called the meeting to order at 4:30 p.m.

**2. Public Comments**

Ms. Cummins wanted to let the Commission know about the draft of the State Route 97 Transportation Concept Report. Any comments on the report are due to Marci Gonzalez from Caltrans by May 25<sup>th</sup> so that the final draft can be presented at the next LTC meeting.

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Siskiyou County Transit Center  
190 Greenhorn Rd, Yreka, California

### 3. Approval of Minutes

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

Ayes: Smith Freeman, McCulley, Stearns, Valenzuela, Craig

Noes: None

Absent: Criss

Abstain: Kobseff, Nixon

### 4. Discussion/Action – Unmet Transit Needs Public Hearing for FY 2016/2017

Commission opened the Public Hearing for the Unmet Transit Needs. There was no one from the public present. Commission closed the hearing. Ms. Cummins advised the Commission that the SSTAC meeting will be on May 17<sup>th</sup> or 18<sup>th</sup> to go over any Unmet Transit Needs that staff has received since the last meeting.

#### Recommended Action:

No action was needed.

### 5. Discussion – Presentation of 2017 Construction Projects on State Highway System.

Rob Burnett and John Hinton from Caltrans present a summary and discussion of the construction projects for Siskiyou County's State Highways for 2017. See list that was attached to agenda.

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

Ms. Cummins presents the final figures for the one year trial period for Saturday Service. Ms. Cummins informs the Commission that there is \$6,981.40 left in the budget for the Saturday Service and is asking the Commission for further instructions.

Commissioner Valenzuela feels that we should keep running until the end of the summer. Commissioner Nixon inquired about the possibility of increasing fares for Saturday routes. Commissioner Kobseff asks about the effects to our regular service and our overall service fare recovery ratio. Ms. Cummins explains that normal service is at 15% currently, adding any new service will bring that percentage down.

#### Recommended Action:

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190 Greenhorn Rd, Yreka, California

A motion was made by Commissioner Valenzuela to extend Saturday Service to September and seconded by Commissioner McCulley. Motion carries.

Ayes: Valenzuela, McCulley, Smith Freeman, Sterns

Noes: Kobseff

Abstain: Craig

## 7. **Discussion/Action – Social Service Transportation Advisory Council (SSTAC)**

Staff is bringing this back from last meeting due to lack of contact with Selma George. Commissioner Smith Freeman got in contact with Ms. George and she would like to continue to serve on the SSTAC board. This will be another two year term. Ms. Cummins recommends that Ms. George's term expires 4/4/19 like the others.

### **Recommended Action:**

A motion was made by Commissioner Smith Freeman and seconded by Commissioner McCully to reelect Ms. George for another two year term expiring 4/4/19. Motion carries.

## 8. **Discussion/Action – Discussion Regarding Changing the Time and/or Date of Commission Meetings (Continued from April 4, 2017 meeting)**

Commissioners have voiced concerns about the dates and times of future meetings to get them moved to another day other than Tuesday and meet during the day. Ms. Cummins explains that other staff that attend the meeting get over time if meetings are after hours. Commissioners from the cities are often working citizens so we need to keep this in mind.

### **Recommended Action:**

A motion was made by Commissioner McCulley and seconded by Commissioner Kobseff to move the meetings to the second Wednesday of the month at 4 p.m. Next meeting will be June 14<sup>th</sup> at 4 p.m. Motion carries.

## 9. **Discussion-FY 2017/2018 STAGE Recommended Budget**

Ms. Cummins gave an overview of the recommended budget for STAGE's for FY 2017/2018. Discussion followed regarding bringing in more revenue for STAGE. One example was advertising on the buses.

Commission advised staff to look into options for advertising for the buses. Commission would like to see information presented at the August meeting. A suggestion was to bring

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another agency that already has something established to come in to present what they are doing.

Commissioner Smith Freeman is concerned about the negative net total for the STAGE that it will take from the Streets and Roads. Ms. Cummins explains a little about the wages that are budgeted, some of the position changes based on upcoming retirements. Ms. Cummins talks about a new discount card process that will be implemented soon.

## **10. Discussion/Action - Federal Apportionment Exchange Program Agreement for FY 2016/2017**

The new allocation amount for FY 2016/2017 is \$60,789.00. Ms. Cummins gives a summary of past projects and allocations. Ms. Cummins informed the Commission that when the next call for projects happens next fall they will have approximately \$93,000 to award.

### **Recommended Action:**

A motion was made by Commissioner Smith Freeman to authorize the Executive Director to execute the Federal Apportionment Exchange Program Agreements for FY 2016/2017 and seconded by Commissioner Kobseff. Motion carries.

## **11. Staff Report to Commission Regarding Disbursements, Reimbursement Request and Executed Documents**

Ms. Cummins and Commission discuss the summary listed with some of the key points talked about.

- STAGE has submitted the application for the 16/17 Cycle of the Transit Security Grant Program. This will go to replace two shelters.
- STAGE has ordered 3 new bus shelters as a result of the LOLA meeting.

## **12. Misc.**

- Commissioner Smith Freeman wanted to let everyone know that North California League of Cities division is coming to Yreka on Friday May 9<sup>th</sup>.

## **13. Adjourn**

The meeting was adjourned at 6:26 p.m.

# Siskiyou County Local Transportation Commission (RTPA)

Wednesday, June 14, 2017, 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 Chairperson Ed Valenzuela in the Siskiyou County Transit Center Yreka, CA. The following Commissioners were in attendance:

Joan Smith Freeman	City of Yreka	Delegate – Arrival Time 4:02
Tom McCulley	City of Fort Jones	Delegate
Ed Valenzuela	County of Siskiyou	Delegate
Tim Stearns	City of Mt. Shasta	Delegate
Michael Kobseff	County of Siskiyou	Delegate – Arrival Time 4:11
Lisa Nixon	County of Siskiyou	Alternate
Brandon Criss	County of Siskiyou	Delegate – Arrival Time 4:02

**Absent:**

Bryce Craig	City of Dunsmuir	Alternate
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**Staff Present:**

Melissa Cummins	Executive Director
Scott Billingsley	Transportation Services Coordinator
Tisha Bathurst	Transportation Analyst

**Also Present:**

Marci Gonzalez	Caltrans
Kathy Grah	Caltrans

**1. Call to Order**

Chair Valenzuela called the meeting to order at 4:00 p.m.

**2. Public Comments**

None

**3. Approval of Minutes**

A motion was made by Commissioner Valenzuela and seconded by Commissioner McCully to approve the minutes as presented. The motion carries.

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190 Greenhorn Rd, Yreka, California

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

Noes: None

Absent: Craig

Abstain: Criss

#### **4. Discussion/Action – Siskiyou County Unmet Transit Needs Definitions and Findings for FY 2017/2018**

Staff received a few requests for services. One was to put a clock in the lobby which has been done. Another was to provide service to Crag View and we have added that service. Big Springs is another service request we've received. There are concerns that it would not meet fare recovery ratio. SSTAC met on May 18, 2017 and they are recommending we modify our schedule so the afternoon buses go to Fairchild more frequently but not to service Big Springs at this time. Commissioner Sterns asked about the possibility of ride sharing and Ms. Cummins said it was something we could look into.

#### **Recommended Action:**

A motion was made by Commissioner Sterns to approve the Resolution 17-05 and was seconded by Commissioner Smith Freeman. Motion carries.

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

Noes: None

Absent: Craig

Abstain: Nixon

#### **5. Discussion – State Route 97 Transportation Concept Report**

Caltrans is seeking approval of the resolution of concurrence and authorization for the Executive Director to sign the documents once finalized. Marci Gonzalez, Caltrans District 2, provided an overview of the State Route 97 Transportation Concept Report and answered questions from the Commission.

#### **Recommended Action:**

A motion was made by Commissioner Smith Freeman to approve the Resolution of Concurrence 17-07 on the TCR as presented and seconded by Commissioner McCulley. Motion carries.

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

Noes: None

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Absent: Craig  
Abstain: Nixon

## 6. *Discussion/Action – Overall Work Program for FY 2017/2018*

Ms. Cummins spoke about the Overall Work Program and the changes that were made.

### **Recommended Action:**

A motion was made by Commissioner Stern to approve the Overall Work Program for FY 17/18 and adopt Resolution 17-08 and seconded by Commissioner Kobseff.  
Motion carries.

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

## 7. *Discussion/Action – Federal Transit Administration – Section 5311 Operating Assistance Application for 2017 and 2018*

STAGE applies for this each year and the Board of Supervisors approved this at their June 6<sup>th</sup> meeting but there is a certification that is required from the RTPA authorizing us to submit the application. Ms. Cummins stated that this current fiscal year we received \$239,841 which is down from prior years. The amount for 2017 is \$242,244 and the amount for 2018 is \$247,766. Staff is requesting approval of Resolution 17-09.

### **Recommended Action:**

A motion was made by Commissioner Kobseff and seconded by Commissioner Smith Freeman to approve Resolution 17-09 to submit the 5311 Operating Assistance Application for 2017 and 2018. Motion carries.

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



# Siskiyou County Local Transportation Commission (RTPA)

Wednesday, June 14, 2017, 4:00 p.m.

Siskiyou County Transit Center  
190 Greenhorn Rd, Yreka, California

## 8. Discussion/Action – Staff Report Regarding Disbursements, Reimbursement Requests and Executed Documents

Ms. Cummins stated that we were notified STAGE was awarded the 16/17 cycle of the Transit Security Grant Program which was \$31,000 for bus stop improvements.

We ordered three new bus shelters. One will be placed in the City of Dunsmuir, one in the City of Etna and one in the City of Weed.

Staff also submitted the RSTP agreement that was approved by the Commission at the last meeting and staff submitted the invoice to Caltrans. The RSTP call for projects will come back to the Commission for approval in August.

Kelly Zolotoff (Caltrans) is supposed to be talking with Matt Bray (City of Yreka) about the Main Street project in Yreka for flashing beacons by the crosswalks. This could be an eligible RSTP project. This would be a couple of years down the road. The beacons would be placed at the Shop Smart crosswalk and the Bruce Street crosswalk.

IMS has evaluated the airport pavements and they will follow up with us on the reports and finishing up that project.

NCE surveyed Dunsmuir and Mt. Shasta and are still working in the County Road districts 2 and 5 and hoping to be done this week.

STAGE was invited to attend the Street Fair in Mt. Shasta on July 2<sup>nd</sup> and July 3<sup>rd</sup>.

The SB1 teleconference was Thursday and Friday (June 8<sup>th</sup> and June 9<sup>th</sup>). The presentation was sent out to Public Works and City Managers. The funds are expected to start flowing in November 2017. Each of the agencies will be required to submit a project list and the lists are expected to be due in September or October 2017. Allocation of funds will depend on how quickly the project lists are submitted to the State Controller's Office.

### Recommended Action:

Informational only.

## 9. Adjourn

The meeting was adjourned at 4:45 p.m.

# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: July 12, 2017

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SUBJECT: Agenda Item # 4

Approval of the Amendment # 1 of the Overall Work Program for Fiscal Year 2017/18

Resolution # 17-10

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SUMMARY (Description of Issue):

The FY 2017/2018 Overall Work Program (OWP) was approved by the Commission on June 14, 2017. The contractor for the Pavement Management System – Phase II was delayed due to weather. The result is some of the data analysis and report preparation will not be completed on or before June 30, 2017.

Staff is requesting authorization from the Commission to amend the FY 2017/2018 Overall Work Program to incorporate the remaining work and funding to allow for completion of the project. There will be funds remaining in the FY 2016/2017 OWP that will be carried over to cover the costs in FY 2017/18.

RECOMMENDED ACTION:

Review and approve Amendment # 1 of FY 2017/2018 Overall Work Program and adopt Resolution # 17-10.

RESOLUTION NO. 17-10

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

WHEREAS, this Commission has reviewed the 2017/2018 Overall Work Program Amendment #1; and

WHEREAS, this Commission concurs with the plan as presented,

NOW, THEREFORE, BE IT RESOLVED that the 2017/2018 Overall Work Program Amendment #1 is hereby approved.

PASSED AND ADOPTED this 12<sup>th</sup> day of July, 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

*SISKIYOU COUNTY  
LOCAL TRANSPORTATION COMMISSION*



**OVERALL WORK PROGRAM  
2017-18 FISCAL YEAR  
FOR THE  
CONTINUOUS REGIONAL TRANSPORTATION  
PLANNING PROCESS**

Melissa A. Cummins, Executive Director  
Siskiyou County Local Transportation Commission

Date of Adoption: June 14, 2017

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## I. INTRODUCTION

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 economic base of the County is a combination of agriculture, forest products and recreation.



According to the County Assessor's Office Siskiyou County currently has 4,040,320 acres of land. Of these acres approximately 2,505,841 acres or 62% is owned by federal agencies such as the US Forest Service, Bureau of Land Management, US Fish and Wildlife Service, Lava Beds National Monument or the Bureau of Reclamation.

Information obtained from the California Department of Finance on estimated population as of January 2016 indicates a projected County population of 44,739. The table to the left indicates the estimated population for incorporated cities in Siskiyou County.

Dorris	981
Dunsmuir	1,618
Etna	736
Fort Jones	710
Montague	1,456
Mt Shasta	3,367
Tulelake	1,010
Weed	2,769
Yreka**	7,832
Unincorporated	24,260

The projected unincorporated County population of 24,260 is comprised of numerous smaller communities such as Cecilville, Somes Bar, Greenview, Callahan, McCloud, Tennant, Macdoel, Hilt, Henley, Hornbrook, Grenada, Lake Shastina, Seiad Valley and Happy Camp.

\*\* County Seat

Siskiyou County is approximately 6,287 square miles. A large portion of Siskiyou County is owned by the federal government, which limits the amount of property tax available to the County.

## II. ISSUES AND STATE FUNDING PRIORITIES

The Siskiyou County Local Transportation Commission (SCLTC) is designated the Regional Transportation Planning Agency (RTPA) for the County. This local entity monitors and coordinates project eligibility for state highway funding and public transportation. The Regional Transportation Improvement Program (RTIP) projects that have been deferred from previous cycles of the State Transportation Improvement Program (STIP) have resulted in continuing deterioration of current pavement and higher costs of maintenance.

According to the California Department of Finance the County's estimated population has decreased by nearly 400 persons. The County's population density is approximately 7 persons per square mile. The minimal population coupled with the County's rural character has prevented large land use development; however, the existing transportation infrastructure continues to deteriorate due to lack of adequate funding for ongoing repairs and upgrades. Although Siskiyou County has a low population density we still

experience heavy truck traffic and thousands of visitors and tourists that travel to and through the County each year ultimately impacting the transportation system and generating a need for greater maintenance requirements on existing local roadways. Given the County's position as the last stop along the I5 corridor our goal is to encourage travelers to stop here to spend money before they leave the state thereby increasing revenues for the State and the County.

An additional source of funding for minor road maintenance in Siskiyou County has been the Local Transportation Fund (LTF), which is provided through the Transportation Development Act. This funding is of particular importance for the smaller communities that generate very little fuel tax money. Siskiyou County's LTF funds experienced a decrease from FY 2014/2015 to FY 2015/2016. During the FY 2016/2017 we saw a reduction in funds received in the LTF account.

The elimination of Public Transportation Account (PTA) funding and the sunset of the PROP 1B program have limited opportunities for future transit projects unless funded by other sources. The transit operator made progress during the FY 2015/2016 year on establishing a capital reserve for replacement of the transit fleet. The Siskiyou County Short Range Transit Plan (adopted in January 2016) recommends annual contributions to this reserve, which will provide match money for future purchases with grant funding. In addition staff is seeking other possible funding sources such as the Low Carbon Transit Operations Program. They also continue to utilize grant funding from the Transit Security Grant Program to improve bus stops throughout the County. S.T.A.G.E. (Siskiyou County's public transportation operation) has invested nearly \$ 41,000 in bus stop improvements over the past three fiscal years.

The Siskiyou County Transit Center, funded largely through the Public Transportation Modernization, Improvement, and Service Enhancement Account program and other transit grant funding, was completed in December 2015. This facility is also used for public meetings and events such as the Siskiyou County Local Transportation Commission, TAC and SSTAC meetings.

The State Transit Assistance Program (STA) allocations have been erratic over the past year. Given the uncertainty of these funds in future years we will have to be creative and find other funding sources. The FTA Section 5311 funds continue to decrease each fiscal year, which provides essential operating assistance for the transit operation. The reduction of these funds will adversely affect funding availability for streets and road maintenance throughout the County as more funds from the LTF will be required for operational costs of the transit agency.

The rural nature of Siskiyou County assures that the primary mode of transportation is, and will continue to be, the automobile. Fuel prices are beginning to rise again after a lengthy downturn. Siskiyou County continues to experience an unemployment rate (10.7%) nearly double the average rate for the State of California (5.5%). Many residents are transit dependent or rely on friends and family to transport them. The County transit system continues to play a critical role in meeting transportation needs of many of these residents, as well as the clients of various County Social Service agencies. According to the most recent Short Range Transit Plan 28.7% of our population is comprised of residents over the age of sixty. This creates the need for increased fixed routes and specialized paratransit transportation, particularly for service to medical facilities both in and out of the county. Many seniors travel to Redding, California or Medford, Oregon for medical care and traversing the mountain passes in the winter can create a hardship. Last year Siskiyou County partnered with Shasta Regional Transportation Authority on a grant application for the Transit and Intercity Rail Capital Program in an attempt to get funding for bus service from Yreka to Redding and continuing on to the bay area. The grant application was unsuccessful, so the need for service to either Redding or Medford still exists today.

Siskiyou County has seven public use airports located throughout the County. Butte Valley, Happy Camp, Scott Valley, Weed and Siskiyou County Airports are operated by Siskiyou County. Mott Airport is

operated by the City of Dunsmuir. Montague-Yreka Rohrer Field is operated by the City of Montague with financial assistance from the City of Yreka for long term capital needs. None currently provide commercial passenger services. Previous attempts to establish scheduled service to various destinations have not been successful due primarily to the low population base in the County. Residents must travel to Redding, California or Medford, Oregon to access commercial passenger service. There are bases for firefighting aircraft, package delivery, bank courier services and general aviation operations out of the seven airports.

The County and other entities operating airports within the region have faced an ongoing financial struggle with maintaining the various airport infrastructures due to a variety of factors including lack of supporting revenue in previous fiscal years, slow growth in the region, and limited opportunities for development. The annual credits from Caltrans Aeronautics equate to \$ 60,000 for the region's airport system. The lack of funding and failing infrastructure cannot be addressed until the County experiences substantial infrastructure improvements and increased economic growth. As a result of fee changes in 2012 and private donations the County of Siskiyou was able to rehabilitate the runway at the Weed Airport in September 2016.

The agencies who operate the local airports continue to struggle with acquiring the funds needed to match State and FAA grants in order to complete critical pavement projects on the airports. This ongoing issue has forced local agencies to prioritize the needs of the airports based on safety concerns. Caltrans Aeronautics matching AIP grant funds are critical to the completion of any capital improvement projects on the airports.



		<b>Work Element</b>									
		2018-601	2018-602	2018-602.1	2018-603	2018-603.1	2018-603.2	2018-604	2018-605	2018-606	2018-607
<b><i>FY 2017/2018 - Federal Planning Areas</i></b>											
1.	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X	X	X	X	X	X
2.	Increase the safety of the transportation system for motorized and non-motorized users.					X	X			X	X
3.	Increase the security of the transportation system for motorized and non-motorized users.				X			X		X	
4.	Increase the accessibility and mobility of people and freight.		X	X	X	X	X	X		X	X
5.	Protect and enhance the environment, promote energy conservation, improve the quality of life, promote consistency between transportation improvements and State and local planned growth and economic development patterns.	X			X	X	X	X		X	X
6.	Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.		X	X	X	X	X	X		X	X
7.	Promote efficient system management and operation.	X	X	X	X	X	X	X	X	X	X
8.	Emphasize the preservation of the existing transportation system.	X	X	X	X	X	X	X		X	X
9.	Transition to Performance Based Planning and Programming.	X			X	X	X				X
10.	Promote cooperation and coordination across RTPA boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.	X	X	X	X			X			X
11.	Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.	X	X	X	X	X	X		X	X	X

### **III. ORGANIZATION**

The Regional Transportation Planning Agency (RTPA) representing Siskiyou County is the Siskiyou County Local Transportation Commission (SCLTC). The six-member commission consists of four members (three seats and one alternate) appointed by the Siskiyou County Board of Supervisors and four members (three seats and one alternate) appointed by the Siskiyou League of Local Agencies, which is elected officials from the nine incorporated cities in Siskiyou County.

Siskiyou County's Technical Advisory Committee (TAC) is a working group with representatives from each of the nine cities, three tribal entities, Caltrans, Siskiyou County Public Works and SCLTC staff. The TAC meets as needed to discuss proposed projects for the Regional Transportation Improvement Plan and other transportation planning issues that affect our agencies and the region as a whole.

SCLTC coordinates its activities with various County Departments; as well as State, local and tribal entities. Citizens' groups are encouraged to provide input through public hearings, such as the Unmet Transit Needs process, to solve specific transportation problems which are of community concern. The SCLTC expanded the public input process by updating the website to include a variety of items being heard by the Commission. We also added forms and information regarding the unmet needs process, SSTAC application forms and other items that citizens can access year round.

In 1978 the SCLTC contracted with a consultant to update the 1976 Transportation Needs Study. An advisory group of County citizens and representatives from various transportation providers with a particular interest in, and knowledge of, public transportation need was formed. The advisory group, known as the Social Service Transportation Advisory Council (SSTAC), consists of eleven members representing a diverse cross section of citizens from various geographic areas of the County. Specific membership composition is in conformance with state law.

### **IV. WORK PROGRAM**

The Regional Transportation Plan (RTP) is the long term planning document that provides a 20+ year vision of the region's transportation system. It is understood that the purpose of the continuing planning process is to ensure that the RTP is responsive to the changing needs and desires of the system's users. However, with the increased emphasis by State government for coordination between counties and Caltrans in regard to Regional Transportation Improvement Plan (RTIP), Air Quality and Environmental Concerns and Caltrans Division of Aeronautics Program, it is now necessary for RTP's to be responsive to the States' planning process in addition to being responsive to regional needs. SCLTC completed the update on the Siskiyou County Regional Transportation Plan, which was adopted by the Commission on May 10, 2016.

The 2017/2018 OWP covers a one year period. The work program defines the degree of planning efforts that will be expended for elements relating to the county's transportation system. This OWP is subject to financial constraints, as there are limited resources (staff, time, funding) to address the wide range of complex issues.

## Work Element 2018-601 - Administration and Coordination

### Purpose

To provide administrative support for the Transportation Planning Program, and coordinate activities between Siskiyou County Local Transportation Commission, the State, Tribal Governments and local agencies.

### Previous Work

1. Continuous process; including but not limited to: annual financial audits, triennial performance audits, drafting, adopting, and amending OWP, OWP quarterly reports and invoices, related correspondence, and preparation of monthly commission packets.
2. Planning meetings with city, county and tribal entities to assist with transportation and goods movement planning. Some examples of previous work completed include attending SCLTC meetings and completing work based on direction from the Commission.
3. Meetings with other non-profit agencies to coordinate their transportation related projects with other entities within the region.

<b>Task</b>	<b>Product</b>	<b>Frequency</b>
1. SCLTC staff attends all LTC meetings; establishes work statements; contracts for outside consultants; supervises all support personnel.	1) LTC Agenda Packets and Meeting Minutes 2) Finalized contracts for work of the SCLTC.	Monthly July 2017 On Going
2. SCLTC staff attends meeting (in person or via teleconference) directly related to transportation planning.	Coordinated knowledge of planning process for staff.	On Going
3. SCLTC staff provides coordination between SCLTC, State and Local agencies, and other groups as necessary for continuous planning process.	Public input from various agencies on transportation needs and future planning.	On Going
4. Ongoing development of the Local Transportation and STAGE pages on the County website to allow for more public input throughout the year and for better dissemination of information.	Coordination between the SCLTC, members of the public, cities, tribal entities, County and Caltrans staff.	On Going

5. Prepare required reports, audits and other correspondence.  (Cost of audits paid from local funds. Staff time to work with consultant during the preparation is part of this item.)	Financial audits required by law.	9/2017 through 3/2018
6. Schedule and attend Technical Advisory Committee meetings to discuss roads & streets and Active Transportation Program (ATP) projects for future STIP cycles.	RTIP ATP Applications Ongoing Oversight of STIP Projects	On Going
7. Training of newly appointed Local Transportation Commissioners or other direct support staff.	Coordinated knowledge of processes and requirements for SCLTC.	On Going
8. SCLTC staff attends Caltrans Workshops related to security and emergency preparedness.	Coordination between State and Local agencies.	On Going
9. Effectively solicit input from the public, local government, Tribes, advisory groups and organizations through local newspapers and other informational media to promote a Public Participation Plan.	Documentation of Public Participation Plan efforts.	On Going
10. Participate in public events such as the Siskiyou Golden Fair and other community functions to conduct surveys about ways to increase ridership and other unmet needs.	Increased public outreach and data collection	On Going
11. Organize a transportation summit in Siskiyou County to facilitate information sharing between stakeholders.	Increased coordination and awareness between transportation providers.	Target Dates October 2017 Or April 2018
<b><u>Funding by Source</u></b>		
<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>Total</b>
SCLTC Staff	\$ 35,719.08	\$ 35,719.08

## Work Element 2018-602 - Aviation Facilities

### Purpose

To assist in airport planning studies leading toward upgrading and /or maintaining existing aviation services and increase in goods movement and multimodal transportation opportunities from and to the airports.

### Previous Work

1. Completion of Aviation Element of updated Regional Transportation Plans.
2. Aviation Capital Improvement Program Update (2016).

<b>Task</b>	<b>Product</b>	<b>Frequency</b>
1. Work with stakeholders to assess the utilization of the County airports to establish a viable air transportation component to the Regional Transportation Plan update scheduled for 2020. This could be accomplished by working with local cities, the Siskiyou County Economic Development Council and other interested parties.	Planning guidance for future improvements on County airports.	On Going
2. Insure the inclusion of airports in transportation plans involving the multimodal movement of people and/or freight.	Capital improvement plans for County airports.	December 2017
3. Attend annual conferences (i.e. Association of California Airports or SWAAE) to get updates on legislation and possible grant opportunities related to airport improvement programs from the FAA and Caltrans Aeronautics.	Update on legislation and funding programs for Airport Capital Improvement.	September 2017
<b><u>Funding by Source</u></b>		
<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>Total</b>
SCLTC Staff	\$ 2,500	\$ 2,500

## Work Element 2018-602.1 – Regional Aviation Plan

### Purpose

To develop a Siskiyou County Regional Aviation Plan to guide future decisions regarding the various public airports within Siskiyou County. Assess strengths, weaknesses, opportunities, and threats to the regions airport.

### Previous Work

1. None.

<b>Task</b>	<b>Product</b>	<b>Frequency</b>
<p>Establish a regional aviation plan (similar to a Short Range Transit Plan) to evaluate the seven general aviation airports within the region.</p> <p>Some of the items to be evaluated include:</p> <ol style="list-style-type: none"> <li>1) Funding sources and strategies</li> <li>2) Develop capital, financial and service recommendations.</li> <li>3) Draft plan to be presented to various local entities.</li> <li>4) Identify, develop and/or recommend performance measures for each airport.</li> <li>5) Conduct sustainability evaluation for each airport.</li> <li>6) Conduct airport options analysis.</li> </ol>	<p>Request for Proposals, Establish Steering Committee, refined project work plan, updated project schedule, plans and expectations.</p>	<p>On Going with Completion by June 2018</p>
<b><u>Funding by Source</u></b>		
<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>Total</b>
SCLTC Staff	\$ 3,000.00	\$ 3,000.00
Consultant	\$ 50,000.00	\$ 50,000.00
	<b>Total of All Agencies:</b>	<b>\$ 53,000.00</b>

## Work Element 2018-603 - Transportation Systems Planning

Maintain and improve the ongoing regional transportation planning process to achieve a fully coordinated street and road system that includes freight movement planning within Siskiyou County and to promote the development of non-motorized facilities within the cities and county including airports.

### Previous Work

1. Reviewed various Caltrans Route Concept Reports.
2. Developed and submitted the 2016 RTIP and the 2016 Revised RTIP.
3. Organized and attended TAC meetings.
4. Monitor programmed STIP projects.
5. Prepare/submit RTIP.

Task	Product	Frequency
<p>1. Analysis of development activities near and around county airports that potentially could interfere with the safe operation of flight activities.</p>	<p>Coordination with the County Planning Commission on proposed projects in or around County airports.</p>	<p>On Going</p>
<p>2. Provide technical assistance explaining program requirements so that the eligible participants can apply for Active Transportation Act. Eligible participants may include local cities, county departments and other non-profit agencies</p>	<p>List of Active Transportation Program projects for next STIP cycle.</p>	<p>On Going</p>
<p>3. Coordinate transportation planning by attending SSTAC, TAC and League of Local Agencies meetings. Attend a minimum of one city council meeting per city to enhance lines of communication regarding transit services, transportation and streets/roads projects.</p> <p>(League of Local Agencies includes representatives from each incorporated city and any Community Services Districts (CSD) in the County. They meet quarterly to discuss topics of interest to the cities and CSD's. Members of the SCLTC are appointed by the City Selection Committee.)</p>	<p>Public requests for Streets &amp; Roads and public transit needs. Information sharing between agencies.</p>	<p>On Going</p>

4. Continued development of data set for use in planning for future projects (transit, streets/roads, and bike/pedestrian/trails).	Annually updated information for use in multimodal planning efforts.	On Going
<b><u>Funding by Source</u></b>		
<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>Total</b>
SCLTC Staff	\$ 10,000.00	\$ 10,000.00
	<b>Total of All Agencies:</b>	\$ 10,000.00



## Work Element 2018-603.1 - Pavement Management System – Phase II

Phase II of the Pavement Management System included completing pavement analysis on five airports within the region to provide the Commission and the State with updated comprehensive pavement condition data for all paved areas.

This work element will allow the contractor to finalize the data analysis and associated reports required by the contract awarded on April 4, 2017. Unexpended funds from the Consultant’s existing contract will be carried over to FY 2017/2018 to fund the remaining work.

### Previous Work:

1. Initial survey of all paved areas on five airports within the region completed June 2017.

<b>Task</b>	<b>Product</b>	<b>Frequency</b>
1. Update the inventory of existing county and city airport pavement conditions and projected maintenance for future project funding.  Consultant Responsibilities: - The consultant will process data and compile reports for each airport.	Reports documenting existing pavement condition for use in applying for future grants through Caltrans Aeronautics and FAA.	July 2017 ~ October 2017
<b>Funding by Source</b>		
<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>Total</b>
SCLTC Staff	\$ 500.00	\$ 500.00
Consultant	\$ 13,780.92	\$ 13,780.92
	<b>Total of All Agencies:</b>	<b>\$ 14,280.92</b>

## Work Element 2018-603.2 - Roadway Pavement Management System – Annual Update

Phase I of the Pavement Management System included a full pavement analysis of all paved roadways within Siskiyou County. The initial phase was completed in the summer of 2015. Since then road conditions have deteriorated or roads have received treatments. This work element will include the second year of an existing three year contract to reassess approximately 260 miles of roadway data maintained in *StreetSaver*. This data will be used to provide updated street condition data to state and local agencies for future funding and/or projects in our region.

### Previous Work:

2. Initial survey of all paved roadways within region completed July 2015.
3. Completed a three year contract to perform an update on approximately 260 miles of roadways and updated information in *StreetSaver*. (Contract awarded March 7, 2017)

Task	Product	Frequency
2. Update the inventory of existing county and city airport pavement conditions and projected maintenance for future project funding.  Consultant Responsibilities: <ul style="list-style-type: none"> <li>- The consultant will gather updated pavement condition data on approximately 260 miles of roadways within the region.</li> <li>- The consultant will update the pavement condition data in <i>StreetSaver</i> on behalf of the local agencies.</li> <li>- The consultant will update information in <i>StreetSaver</i> for any maintenance treatments implemented since July 2015.</li> </ul>	Continuation of adding data to region wide Pavement Management System.	July 2017 ~ June 2018
3. Purchase annual licenses for <i>StreetSaver</i> to facilitate pavement data collection in region. <i>StreetSaver</i> is used to compile current road data, which is used to provide Caltrans and the CTC information on needs within the region.	Updated Pavement Data for all paved roads in region.	Annual
<u>Funding by Source</u>		
Responsible Agency	RPA Funds	Total
SCLTC Staff	\$ 1,000.00	\$ 1,000.00
Consultant	\$ 63,371.00	\$ 63,371.00
StreetSaver Licenses – Metropolitan Transportation Commission	\$ 20,500.00	\$ 20,500.00
	<b>Total of All Agencies:</b>	<b>\$ 84,871.00</b>

## Work Element 2018-604 - Transit Planning and Non-Motorized

### Purpose

To provide a coordinated transportation system that includes bikes and pedestrians and makes effective use of public, private and social service transportation facilities and is responsive to the needs of Siskiyou County residents.

### Previous Work

1. Coordinate with local agencies on transit services and necessary improvements to increase ridership.

<b>Task</b>	<b>Product</b>	<b>Frequency</b>
1. Encourage increased bicycle and pedestrian travel by development of a safe and convenient system of bicycle routes, trails, storage facilities and walkways.	Coordination between cities and other agencies on a County Bike Plan	On Going
2. Consult with all public and private transportation operators.	Coordination between transit providers.	On Going
3. Work with various local agencies to implement changes proposed through Short Range Transit Plan.	Increased ridership and efficiency within transit operations.	On Going
4. Development of a long term fixed Bus Stop system, including transfer stations and elimination of flag stops with the goal to increase connectivity between transportation providers.	Better connectivity between all modes of transportation.	On Going
5. Coordinate, consult, and collaborate with the Karuk Tribe and Quartz Valley Indian Reservation.	Document Tribal government-to-government relations.	On Going
6. Attend meetings or conferences (i.e. Caltrans trainings, CalAct or CTA) to gain knowledge from other agencies on successful planning and coordination between counties.	Increased coordination between transit agencies.	Ongoing

7. Develop a Transit Asset Management Plan as required by FTA.	Transit Asset Management Plan	Plan Completion December 2017
<b>Funding by Source</b>		
<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>Total</b>
SCLTC Staff	\$ 20,000.00	\$ 20,000.00
	<b>Total of All Agencies:</b>	<b>\$ 20,000.00</b>

## Work Element 2018-605 – Overall Work Program Oversight

### Purpose

To provide oversight of the Overall Work Program, preparation and submission of draft and final program documents and required quarterly reports.

### Previous Work

1. Preparation of draft and final Overall Work Program document each year.
2. Ongoing oversight of Overall Work Program.
3. Submission of quarterly reports and final report of expenditures.

<b>Task</b>	<b>Product</b>	<b>Frequency</b>
1. SCLTC staff will prepare, and SCLTC will adopt after Caltrans approval, a draft and final Overall Work Program for FY 2018/2019.	Draft and Final OWP for FY 2018/2019	Draft – March 2018 Final - June 2018
2. SCLTC staff monitors the 2017/2018 Overall Work Program and insures prompt action in the filing of quarterly reports / requests for reimbursements.	2017/2018 Quarterly OWP Invoices/Reports	Quarterly 10/2017, 01/2018, 04/2018, 07/2018
<b><u>Funding by Source</u></b>		
<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>Total</b>
SCLTC Staff	\$ 3,000.00	\$ 3,000.00
	<b>Total of All Agencies:</b>	<b>\$ 3,000.00</b>

## Work Element 2018-606 – Unmet Needs

### Purpose

SCLTC oversees the required solicitation of input from the public on unmet transit needs. This includes a minimum of one annual hearing, ongoing public outreach through the Commission’s website, public events such as the Siskiyou Golden Fair and other community events and the annual SSTAC meeting to review and make recommendations to the Commission on the requests for service.

### Previous Work

1. Ongoing tracking of requests for service.
2. Participation in Social Services Transportation Advisory Council activities.
3. Publish required advertising for unmet needs and the public hearing.
4. Submission of recommendations to the SCLTC after review of requests for service.

<b>Task</b>	<b>Product</b>		<b>Frequency</b>
1. Conduct and participate in County Unmet Transit Needs process.	Documentation of Unmet Transit Needs		04/2018, 05/2018
<b><u>Funding by Source</u></b>			
<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>SCLTC</b>	<b>Total</b>
SCLTC	\$ 1,000	\$ 3,500	\$ 4,500

## Work Element 2018-607 – Regional Transportation Improvement Program

This element includes the development and ongoing oversight of the Siskiyou County Regional Transportation Improvement Program.

### Previous Work

1. Developed and submitted the 2016 RTIP and the 2016 Revised RTIP.
2. Monitor programmed STIP projects.
3. Prepare/submit RTIP.

<b>Task</b>	<b>Product</b>	<b>Frequency</b>
1. Prioritize rehabilitation and maintenance needs of the various jurisdictional road systems taking into account maintenance delays due to funding restrictions.	Continue working with agencies on prioritized listing of all County Road Projects prior to development of 2018 RTIP	On Going
2. Work with local agencies and Caltrans to monitor completion of various transportation infrastructure projects (i.e. STIP, ATP).	Completion of necessary documents to acquire funding for various projects.	On Going
3. Continue formal government-to-government relationships with the Karuk Tribe of California and Quartz Valley Indian Reservation through coordination, consultation, and collaboration to ensure early and continuous participation in local and state transportation planning and programming activities. Include tribal entities in project solicitations for the RTIP and TE programs. This will occur through regular correspondence and participating in transportation planning meetings with the tribal entities.	Coordinate involvement and participation of Tribal entities in Siskiyou County.	On Going
4. Coordinate with local agencies and Caltrans for development of the 2018 RTIP / STIP	Final 2018 RTIP	On Going through December 2017
<b><u>Funding by Source</u></b>		
<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>Total</b>
SCLTC Staff	\$ 5,629.00	\$ 5,629.00
	<b>Total of All Agencies:</b>	<b>\$ 5,629.00</b>

**V. Organizational Chart for Siskiyou County RTPA**

Siskiyou County  
Local Transportation Commission

Executive Director  
1 Staff

Membership

**City Representatives:**

City of Ft. Jones            Tom McCulley  
City of Yreka                Joan Smith Freeman  
City of Mt Shasta          Timothy Stearns  
City of Dunsmuir          Bryce Craig

**Siskiyou County Board of Supervisors:**

Brandon Criss  
Michael Kobseff  
Ed Valenzuela  
Lisa Nixon (Alternate)

Advisory

*Social Service Transportation Advisory Council*

One Year Term: (Expires 4/4/2018)

CTSA Bryce Craig  
CTSA Brandon Criss  
Yreka Seth Dressler

Two Year Term: (Expires 4/4/2019)

City of Weed Kelly McKinnis  
Representative of Limited Means Ken Ryan  
Yreka Area Selma George  
College of the Siskiyou Doug Haugen

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

Caltrans Representative:

Marcelino Gonzalez

**Technical Working Group**

Executive Director - SCLTC  
Public Works Director – Dorris  
Public Works Director – Etna  
Public Works Director – Mt. Shasta  
Public Works Director – Tulelake  
Public Works Director – Yreka  
Transit Manager – County  
U.S. Forest Service  
Fish and Wildlife Service

Public Works Director - County  
Public Works Director - Dunsmuir  
Public Works Director – Ft. Jones  
Public Works Director – Montague  
Public Works Director – Weed  
Caltrans Regional Planner  
Tribal Government Representatives  
BLM  
National Park Service



**Summary of Expenditures for SISKIYOU COUNTY**

Projected 2017-2018 Fiscal Year

Work Element	Description	Rural Planning Assistance			Total
		SCLTC Staff	Consultant	SCLTC Funds	
2018-601	Admin/Coordinator	35,719.08			35,719.08
2018-602	Aviation Facilities	2,500.00			2,500.00
2018-602.1	Regional Aviation Plan	3,000.00	50,000.00		53,000.00
2018-603	Transportation System Planning	10,000.00	-		10,000.00
2018-603.1	Pavement Management System - Phase II	500.00	13,780.92		14,280.92
2018-603.2	Pavement Management System - Annual Update	1,000.00	83,871.00		84,871.00
2018-604	Transit Planning and Non-Motorized	20,000.00			20,000.00
2018-605	Overall Work Program Oversight	3,000.00			3,000.00
2018-606	Unmet Needs	1,000.00		3,500.00	4,500.00
2018-607	Siskiyou County RTIP	5,629.00			5,629.00
<b>Total By Source</b>		<b>82,348.08</b>	<b>147,651.92</b>		<b>233,500.00</b>
		<b>Total RPA Funds:</b>	230,000.00	3,500.00	

Joint Planning Activities within Siskiyou County  
Information Element  
FY 2017/18 Siskiyou County OWP

Activity Description	Product(s)	Funding	Due Date
SCLTC will coordinate with Caltrans staff on the update and development of the California Transportation Plan (CTP)	California Transportation Plan	State & Federal Funds	Ongoing
SCLTC staff will receive assistance from Caltrans with programming documents for their RTIP amendments	County RTIP	State & Federal Funds	Ongoing
Cooperate with Caltrans to monitor SCLTC OWP work progress, process OWP invoices for payment, including grant progress.	Payment of Invoices for OWP RPA reimbursements as well as various transit planning grants	State & Federal Funds	Ongoing
System Management	<ul style="list-style-type: none"> <li>◆ TCRs and TCR updates</li> <li>◆ CTIS database</li> <li>◆ ITMS database</li> </ul>	State & Federal Funds	FY 17/18 and Ongoing
District 2 Intelligent Transportation System (ITS) Architecture	District 2 ITS Architecture Plan updates and amendments relating to Siskiyou County	State & Federal Funds	FY 17/18 and Ongoing
RTPA staff will cooperate with Caltrans in outreach and participation by Native American Tribal Governments	Participation by Tribes in the transportation Planning Process	State & Federal Funds	Ongoing
Multi-modal Planning Coordination	<ul style="list-style-type: none"> <li>◆ Aeronautics</li> <li>◆ Bicycle Plan</li> <li>◆ Transit Planning</li> <li>◆ Pedestrian</li> <li>◆ ADA Accessibility</li> </ul>	State & Federal Funds	Ongoing
RTPA staff will coordinate with Caltrans on miscellaneous, transportation-related issues	<ul style="list-style-type: none"> <li>◆ Public Participation</li> <li>◆ Greenhouse Gas/ Air Quality</li> <li>◆ Intergovernmental Reviews</li> </ul>	State & Federal Funds	Ongoing

# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: July 12, 2017

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SUBJECT: Agenda Item # 5

First Addendum of Contract for Services with IMS Infrastructure Management Services, LLC

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SUMMARY (Description of Issue):

The Commission entered into a contract for services with IMS Infrastructure Management Services, LLC for pavement analysis for five general aviation airports located within the region on April 13, 2017. The agreement expired on June 30, 2017.

IMS has completed the first four tasks, which included the onsite analysis at each airport. IMS still needs to evaluate the data and prepare the final reports for each airport.

Staff is seeking authorization to extend the attached contract for services to October 1, 2017 to provide IMS ample time to prepare the final reports. This would result in a modification to Section 1.01 of the agreement to reflect a term end date of October 1, 2017.

The unspent funds from the FY 2016/2017 Overall Work Program will be carried forward to cover the expenses incurred in the FY 2017/2018 year.

RECOMMENDED ACTION:

Authorize the Chair to execute the addendum to the contract with IMS Infrastructure Management Services, LLC.

**ADDENDUM TO CONTRACT FOR SERVICES  
BY INDEPENDENT CONTRACTOR**

THIS ADDENDUM is to that Contract for Services entered into on April 13, 2017 by and between the Siskiyou County Local Transportation Commission ("Commission") and IMS Infrastructure Management Services, LLC. ("Contractor") and is entered into this \_\_\_\_ day of \_\_\_\_\_, 2017.

WHEREAS, the Contract expired on June 30, 2017 and services continued to be required after that date; and

WHEREAS, the parties desire to extend the term of the Contract;

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:


Paragraph 1.01 of the Contract for Services shall be amended to extend the term of the contract through October 1, 2017.

All other terms and conditions of the Contract for Services shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum to Contract for Services the date hereinabove set forth.

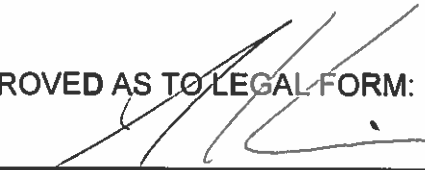
CONTRACTOR

SISKIYOU COUNTY  
LOCALTRANSPORTATION COMMISSION

By:   
Taxpayer I.D. 26 0843083

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

APPROVED AS TO LEGAL FORM:

  
\_\_\_\_\_  
County Counsel  
*Commission*

APPROVED AS TO ACCOUNTING FORM:  
Fund 2506 Organization 303010 Account 723000

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

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION  
CONTRACT FOR SERVICES

This Contract made this 13<sup>th</sup> day of April, 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, contractors or subcontractors are required to be professionally licensed or certified by any agency of the State of California in order to perform any of the work or services identified herein, Contractor shall procure and maintain in force throughout the duration of the Contract a professional liability insurance policy with a minimum coverage level of (\$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.

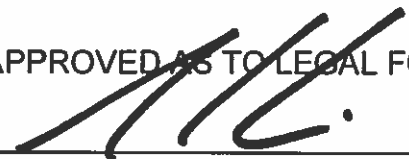
Contractor: Siskiyou County  
Local Transportation Commission

By:  Stephen Smith, Manager  
By:  El Valyrunk, Chair


Date: March 21, 2017

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  
 4/11/17  
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 Airport 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

# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: July 12, 2017

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SUBJECT: Agenda Item # 6

Discussion and possible direction regarding a consultant attending August SCLTC meeting.

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SUMMARY (Description of Issue):

Discussion regarding paying for expenses for a representative from IBI Group to attend the August Commission meeting to review industry practices regarding items requested by the Commission.

IBI Group completed a Transit Technology Plan for RABA in September 2014. The cost for preparation of the plan was approximately \$ 40,000.

Staff has a conference call with a representative from IBI on Friday, July 7, 2017. We should have additional information for the Commission by the meeting on the 12<sup>th</sup>.

RECOMMENDED ACTION:

Discussion and direction.

# Agenda Worksheet

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TO: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

DATE: July 12, 2017

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SUBJECT: Agenda Item # 7

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:

- Staff received the award letter for the Low Carbon Transit Operations Program for the 2016/17. The award was for \$ 21,093, which will go towards purchasing replacement shelters for the Black Bear Diner stop in Yreka and the Montague City Hall stop in Montague.
- Staff submitted the invoice to Caltrans for the 2016 Section 5311 FTA Cycle.
- Staff submitted the 2017 and 2018 application for Section 5311 FTA funding.

Other:

- Staff attended the Etna City Council meeting on June 19, 2017. We received approval to move forward with installation of the new bus stops.

Upcoming Items:

- Development of RFP for Regional Aviation Plan.
- Completion of annual audit contract for 2016/17 audits.
- Finalize the FY 2017/18 Overall Work Program and submit to Caltrans.
- Submit unmet needs documentation to State.

RECOMMENDED ACTION:

Informational Only.