

SIERRA COUNTY TRANSPORTATION COMMISSION
P. O. BOX 98 – DOWNIEVILLE, CALIFORNIA 95936

COMMISSIONERS

*PETER W. HUEBNER –CHAIRMAN
PAUL ROEN
SHARON DRYDEN
JOY MARKUM*

*DARLENE REIDE-VICE CHAIR
NANCY ROGERS
JAMES BEARD, ALTERNATE*

WEDNESDAY
MAY 20, 2020
10:00 A.M.

In accordance with the Governor's Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Transportation Commission will conduct its meeting via teleconference. The public may observe and provide public comments by using the WebEx options below:

**By Phone: 1-408-418-9388 Access Code: 969 829 661
By PC go to: webex.com and utilize Access Code: 969 829 661 / Password: SCTC**

AGENDA

Matters under the jurisdiction of the Commission, and whether or not on the posted agenda, may be addressed by the general public during the Public Comment Opportunity time. No action may be taken or substantive discussion pursued on matters not on the posted agenda.

- 1. Call to Order and Roll Call - 10:00 A.M.**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Approval of Minutes of February 19, 2020**
- 5. Announcements**
- 6. Public Comment Opportunity**
- 7. Transit Issues**
 - A. Discussion and report on status of Transit Fund and Transit Services within County
 - B. Report of the Social Services Transportation Advisory Council
 - C. **10:10 a.m. Public Hearing** for identification of Unmet Transit Needs in Sierra County
 - D. Resolution establishing the definition of those transit needs that are reasonable to meet during fiscal year 2020/2021

- Page 19 E. Resolution approving FY 2020-2021 Transit Operation Budget
- Page 20 F. Resolution approving Section 5311 Transit Grant application and authorizing Executive Director to execute application and related documentation and authorizing County Counsel to execute Certifications and Assurances for Fiscal Year 20 Transit Funding
- G. Status report on purchase of two new transit vehicles and discussion and direction with regard to the surplus of two existing transit vehicles that have reached useful life
- Page 23 H. Discussion and adoption of resolution authorizing Section 5311 Transit Grant application for the \$54,000 allocation of funds from the Corona Virus Relief Economic Security Act (CARES ACT) FTA 5311 Disbursement.
- Page 24 **8. Overall Work Program:**
 - A. Report on status of the Overall Work Program Budget for the current fiscal year
 - B. Adoption of resolution approving budget amendment number 1 in order to make corrections to the 2019-2020 SCTC Budget
- Page 56 **9. Planning, Programming, & Monitoring**
 - A. Approve agreement for professional services with MGE Engineering for transportation planning, programming and monitoring services for fiscal year 2021
- Page 74 **10. Regional Surface Transportation Program**
 - A. Resolution approving agreement for Federal Apportionment Exchange Program Funding
- Page 81 **11. CALTRANS Report and Other Transportation Updates**
 - A. Caltrans Report
 - B. Bridge Projects: Salmon Lake, Packer Lake, Plumbago Creek
 - C. Speed Feedback Signs
 - D. Pedestrian Issues
 - E. Update on County projects
 - F. Update on City projects
 - G. Other Transportation Issues
- 13. Schedule Next Meeting**
- 14. Adjourn**

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PETER W. HUEBNER –CHAIRMAN
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NANCY ROGERS
VACANCY – TRANSIT MEMBER
JAMES BEARD, ALTERNATE

WEDNESDAY
FEBRUARY 19, 2020
10:00 A.M.

SIERRAVILLE SCHOOL
305 SOUTH LINCOLN
SIERRAVILLE, CALIFORNIA

MINUTES

1. CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 10:01 a.m. by Chairman Nancy Rogers.

Roll Call

Commissioners Present: Huebner; Dryden; Roen; Reide, Rogers

Commissioners Absent: Markum

A Quorum was established.

Staff Present: Miriam Dines, Executive Secretary; Bryan Davey, Transportation Planner; Tim Beals, Executive Director

Also Present: Jon Lahann, Transit Coordinator, Golden Rays Senior Citizens

2. PLEDGE OF ALLEGIANCE: Led by Commissioner Rogers

3. APPROVAL OF AGENDA:

Commission Action: Commissioner Roen moved to approve the agenda; seconded by Commissioner Huebner. Motion was carried unanimously by acclamation.

4. APPROVAL OF MINUTES:

A necessary correction was noted in the minutes for November 22, 2019.

Commission Action: Commissioner Roen moved to approve the minutes of November 22, 2019 as corrected; seconded by Commissioner Huebner. Motion was carried unanimously by acclamation.

5. ELECTION OF 2020 CHAIR: Commissioner Roen nominated Commissioner Huebner to serve as Chairperson for 2020; Commissioner Reide seconded. The motion was carried by unanimously by roll call.

Commissioner Huebner assumed the Chair.

6. **ELECTION OF 2020 VICE-CHAIR:** Commissioner Roen nominated Commissioner Reide to serve as Vice-Chairperson for 2020; Commissioner Rogers seconded. The motion was carried unanimously by acclamation.
7. **ANNOUNCEMENTS:** No Announcements were given
8. **PUBLIC COMMENT:** No public comment was given.
9. **SPECIAL RECOGNITION:** Miriam Dines reported that she did not contact Mrs. Moore prior to the meeting and the consensus of the Commission was to hold over the special recognition until the next meeting.
10. **TRANSIT ISSUES**

Mr. Davey reported on the mid-year estimate of the transit fund which is provided by the Sierra County Auditor in accordance with the requirements of the Transportation Development Act. This information is necessary in order to advise the transit providers as to available funding for the next year. Reporting on the current state of transit funds Mr. Davey explained that there is currently a negative balance in State Transit Assistance (STA) (-\$1,075.00) due to the purchase of the new vans. With the next allocation of STA and the State of Good Repair Funds (SGR) it is anticipated that it will increase to a balance of \$24,000. The Local Transportation Fund (LTF) year end balance will be \$54,789. It is anticipated that revenues for the transit program will total \$133,000 in Fiscal Year 2021. Although it is running in a slight deficit, staff is recommending that the SCTC advise the transit providers that \$108,000.00, is available for transit for the upcoming fiscal year. Mr. Davey supplied the updated transit funding spreadsheet which is attached hereto as Exhibit 1.

A brief discussion ensued about the funding for the transit providers before a motion approving the staff recommended was presented.

Commission Action: Commissioner Dryden made a motion to approve the amount of funding available to the transit providers for the 2021 Fiscal Year at \$108,000.00; seconded by Commissioner Roen. Motion was carried unanimously by roll call.

Mr. Davey reported that the new mini-van for the Golden Rays has been delivered and that the bus for the Incorporated Seniors will be in within the next month or two.

The Commission, by consensus, directed that the surplus of the two vehicles that are going out of service be on the next agenda for formal action.

Mr. Davey discussed the upcoming, required Unmet Transit Needs Public Hearing and the requirement of a 45-day public notice period. By consensus the hearing was scheduled for 10:10 a.m. on Wednesday, May 20, 2020.

Miriam Dines addressed the purpose of the SSTAC (Social Services Transportation Advisory Council) and requested approval of the roster as presented as well as authorization to solicit new members as needed. This was approved by consensus of the Commission.

8. **OVERALL WORK PROGRAM**

Mr. Davey reports that work under the OWP is proceeding as usual and that the current invoicing to Caltrans needs to be done. The budget as of this date is on track. The big focus of the current fiscal year has been the Regional Transportation Plan.

9. PLANNING, PROGRAMMING AND MONITORING

Mr. Davey explained that these are the annual funds that are available through Caltrans for Planning, Programming and Monitoring transportation projects. The \$27,000 in funding represents a proportionate ratio of annual State Transportation Improvement Program (STIP) funds for the administrative work related to the STIP.

Commission Action: Commissioner Huebner moved to adopt a resolution approving the agreement for STIP Planning, Program, & Monitoring Program Fund Transfer Agreement for fiscal year 2018/2019; seconded by Commissioner Moore. Motion was carried unanimously by roll call. Agreement 2018-05.

Due to the timed item for the RTP, and the fact that the public hearing was scheduled for 10:30 a.m. agenda items were addressed out of in a different sequence.

13. **CALTRANS REPORTS:** No Caltrans representative was present. Mr. Beals stated that he will be initiating a letter to Caltrans regarding the lack of attendance.

The **Draft 2020 SHOPP** was discussed. Mr. Davey reported that there is one project within Sierra County on the SHOPP Project List, that being a project to stabilize the cut slope and erosion, and mitigate falling rock on the section of Interstate 80 1.3 miles east of the Sierra County Line.

Commissioner Reide inquired as to who takes care of the parking lot at the Little Truckee Summit, and it was explained that it is a County Road until the end of the parking lot. Ms. Reide noted that it desperately needs surfacing and patching. Mr. Beals explained that there is a larger re-development in the works with the USDA Forest Service so the County has been holding off.

14. **AUDITS:** Mr. Davey presented the *Sierra County Transportation Commission Financial Statements along with the Independent Auditor's Report for the year ending June 30, 2019* and well as the *Sierra County Transit Fund Financial Statements together with Independent Auditors Report for the year ending June 30, 2019*. He explained that there had been no audit exceptions. The following Commission action was taken:

Commission Action: Commissioner Roen moved to approve the *Sierra County Transit Fund Financial Statements together with Independent Auditors Report for the year ending June 30, 2019* as presented; seconded by Commissioner Reide. Motion was carried unanimously by roll call.

And

Commission Action: Commissioner Roen moved to approve the *Sierra County Transportation Commission Financial Statements along with the Independent Auditor's Report for the year ending June 30, 2019* as presented; seconded by Commissioner Rogers. Motion was carried unanimously by roll call.

12. **REGIONAL TRANSPORTATION PLAN**

At 10:30 a.m. Chairman Huebner opened the public hearing on the 2020 Regional Transportation Plan and Proposed Initial Study. There being no public input the hearing was closed at 10:32 a.m.

As the plan had been presented at the last meeting of the SCTC, and having no significant revisions, a motion to approved was offered.

Commission Action: Commissioner Roen made a motion to adopt a resolution adopting the 2020 Regional Transportation Plan, including adoption of the Initial Study and Negative Declaration; Seconded by Commissioner Dryden. Motion was carried unanimously by roll call.

15. ADMINISTRATIVE CONSIDERATION

As there were no applicants for membership on the SCTC the item is carried over to the next meeting.

16. TRANSPORTATION ISSUES AND PROJECT STATUS REPORTS

Bridge Projects Update: Mr. Davey reported that he had hoped to go to construction this season for the Salmon Lake Road Bridge and the Packer Lake Road Bridge, however right of way hasn't been certified yet and construction funds cannot be programmed until the right of way is certified. If it is done in the next month (March) there is a slim chance that we could go to construction this year. The Plumbago Creek Bridge is still in Environmental. There is no right of way issue there. It could turn out that all three bridges will go to construction the following year at the same time.

Speed Feedback Signs Update: Mr. Davey reports that he believed that the speed feedback sign on A-23 coming into Sattley was installed yesterday. He is also waiting on parts to repair the old solar panels for the flashing sign on Beckwith Street.

Pedestrian Concerns: No update.

Commissioner Markum discussed the potential for a speed feedback sign site by the elementary school in Loyalton.

Planning, Programming & Monitoring: Mr. Davey reported that the State responded to the Regional Transportation Improvement Program that was submitted by SCTC stating that we needed to lower the lower the Planning, Programming & Monitoring dollar amount programmed into the RTIP. No action is necessary on this, it was informational.

Update on County Projects: Mr. Beals stated that it was becoming clear that the Sierra City Main Street Project has taken on new importance in terms of hardening or undergrounding lines so that the town could be connected to the PG&E generator during these outage events. He stated that resources to get this work done are needed and spoke of the possibility of hiring a consultant specifically for that project. The Public Safety Power Shutoff has put a new light on that project and the Project Study Report needs to be started and finished, including a scope of work and cost estimate. Another step would be to make sure that the underground utilities district created by the Board of Supervisors is recognized by the Public Utilities Commission.

Mr. Beals also discussed the need to make progress, i.e. complete the Project Study Reports for the Campbell's Hot Springs Road.

Also discussed were the trucking turnouts on State Route 89 and the signs that Caltrans erected to mitigate winter recreationists parking in the pull outs. Apparently the signs are about 50 yards from the edge of the turnouts and it is not sufficiently close to make a difference. Also, there are no signs on the northbound turnout, nor at Sagehen Pass. Commissioner Roen stated that one needs binoculars to read the signs. Mr. Beals stated that this will be discussed at the Caltrans Coordination meeting in April.

Update on City Projects: Commissioner Rogers reports no update on City project.

Other Transportation Issues: Commissioner Dryden noted that the patching by Sierra County on Smithneck Creek was a big improvement.

Mr. Beals reported that he will be working on having flashing deer warning signs installed on Smithneck Creek as well.

17 SCHEDULE NEXT MEETING

The meeting is scheduled for Wednesday, May 20, 2020, 10:00 a.m. in Sierraville.

14. ADJOURNMENT

Chairman Huebner adjourned the meeting at 11:07 a.m.

**Peter W. Huebner, Chairman
Sierra County Transportation Commission**

ATTEST:

Miriam B. Dines, Executive Secretary

Sierra County Transportation Commission
Meeting: May 20, 2020
Agenda Item 7 - Transit Items F - H

F. Resolution approving Section 5311 Transit Grant Application and authorizing Executive Director to execute application and related documentation and authorizing County Counsel to execute Certifications and Assurances for Fiscal Year 21 Transit Funding

The Federal Transit Administration makes funding available for purposes of reimbursement of operating expenses for the transit van operations. An authorizing resolution is required for each application cycle. This application is for funds for the 2020-21 fiscal year.

Certifications and Assurances are a pre-application requirement for any entity that is intending to apply for federal funding, essentially affirming to the funding entity that the applicant is in compliance with 24 Federal programs if they are applicable. This also authorizes the Executive Director to execute the Certs and Assurances, which then must be signed by the applicant's attorney, in this case County Counsel, David Prentice.

Recommended Action: Adopt Resolution authorizing the Chairman or Executive Director to execute Federal Transit Authority Section 5311 applications, agreements, and payment requests, and authorizing County Counsel to execute Certifications and Assurances on behalf of the SCTC for Fiscal Year 2021 Transit Funding. (Resolution 2020-04) (Agreement 2019-05)

G. Status report on purchase of two new transit vehicles and discussion and direction with regard to the surplus of two existing transit vehicles that have reached useful life.

Recommended Action: Motion with direction to surplus or transfer vehicles.

H. Discussion and direction regarding a \$54,000 allocation of funds from the Corona Virus Relief Economic Security Act (CARES ACT) FTA 5311 Disbursement

These funds are intended to cover agencies' expressed needs for COVID-19 response. The Caltrans Division of Rail and Mass Transit will require operators to provide documentation that funds were applied to costs incurred after January 20, 2020 and that those costs were for eligible COVID-19 uses as described in the CARES Act, more information of which is attached.

DISTRIBUTED Payments to County Transportation Funds from the 1/4% Local Sales and Use Tax

	Prior year	Year-to	Yr to Yr % chg	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Fiscal Year		prior yr period
SIERRA	39,521.16	52,157.01	132%	\$ 3,000.00	\$ 4,000.00	\$ 10,434.51	\$ 4,000.00	\$ 5,400.00	\$ 5,375.80	\$ 3,000.00	\$ 4,000.00	\$ 2,971.71	\$ 2,100.00	\$ 2,800.00	\$ 5,074.99	FY2015	\$ 52,157.01	\$ 32,210.31
SIERRA	52,157.01	45,092.90	86%	\$ 4,600.00	\$ 6,200.00	\$ -	\$ 4,437.06	\$ 6,000.00	\$ 503.20	\$ 3,100.00	\$ 4,100.00	\$ 6,116.56	\$ 2,100.00	\$ 2,800.00	\$ 5,136.08	FY2016	\$ 45,092.90	\$ 21,740.26
SIERRA	45,092.90	53,276.12	118%	\$ 3,000.00	\$ 4,000.00	\$ 4,447.47	\$ 3,500.00	\$ 4,600.00	\$ 10,630.35	\$ 3,900.00	\$ 5,200.00	\$ 4,898.30	\$ 3,900.00	\$ 5,200.00	\$ -	FY2017	\$ 53,276.12	\$ 53,276.12
SIERRA	53,276.12	59,095.39	111%	\$ 2,823.66	\$ 4,100.00	\$ 7,005.70	\$ 5,000.00	\$ 6,700.00	\$ 4,536.13	\$ 3,900.00	\$ 5,200.00	\$ 6,247.60	\$ 2,500.00	\$ 5,091.40	\$ 5,990.90	FY2018	\$ 59,095.39	\$ 48,013.09
SIERRA	59,095.39	57,553.59	97%	\$ 4,851.61	\$ 3,677.06	\$ 7,631.03	\$ 6,930.06	\$ 1,704.04	\$ 7,057.38	\$ 8,694.76	\$ 1,849.66	\$ 3,966.86	\$ 5,173.13	\$ 2,520.74	\$ 3,497.26		\$ 57,553.59	\$ 59,095.39
SIERRA	57,553.59	71,584.11	124%	\$ 21,370.35	\$ 5,195.50	\$ 7,116.35	\$ 7,892.97	\$ 3,631.49	\$ 4,494.67	\$ 7,077.80	\$ 4,867.52	\$ 5,753.72	\$ 4,183.74				\$ 71,584.11	\$ 51,535.59

120%

DISTRIBUTED Payments to County Transportation Funds from STA

	1st QTR	2nd QTR	3rd QTR	4th QTR
STA 18FY	\$ 3,017.00	\$ 5,238.00	\$ 6,337.00	\$ 6,777.00
STA 19FY	\$ 6,069.00	\$ 7,522.00	\$ 7,539.00	\$ 7,650.00
STA 20FY	\$ 5,929.00			\$ 5,929.00
STA 21FY				\$ -

STA Allocation 17-18 estimate received 1/30/2017
 STA Allocation 18-19 estimate received 1/30/2018
 STA Allocation 19-20 estimate received
 STA Allocation 20-21 estimate received 1/31/20

\$ 11,968.00	STA Allocations 17-18 estimate 11/3/2017	\$ 19,023.00
\$ 22,477.00	STA Allocation 18-19 estimate received 8/1/2018	\$ 28,669.00
\$ 33,380.00	STA Allocation 19-20 estimate received 11/21/2019	\$ 29,333.00
\$ 29,156.00	STA Allocation 20-21 estimate received	

DISTRIBUTED Payments to County Transportation Funds from SGR

	1st PMT	2nd PMT		
SGR 18FY	\$ 2,853.55	\$ 1,426.77		\$ 4,280.32
SGR 19FY	\$ 1,890.40	\$ 756.15	\$ 1,134.25	\$ 4,536.95
SGR 20FY	\$ 1,842.52			\$ 1,842.52
SGR 21FY				\$ -

STG Allocation 17-18 estimate received 11/03/2017
 STG Allocation 18-19 estimate received 1/31/2018
 STG Allocation 19-20 estimate received 11/21/19
 STG Allocation 20-21 estimate received 1/31/20

\$ 4,486.00	STG Allocation 17-18 estimate received 11/03/2017	
\$ 4,486.00	STG Allocation 18-19 estimate received 8/1/2018	\$ 4,538.00
\$ 4,650.00	STG Allocation 19-20 estimate received 11/21/2019	\$ 4,533.00
\$ 4,665.00	STG Allocation 20-21 estimate received	

\$ 10,659.79

02/14/2020 fund review BRD

	Bal 2/14/20	Estimated YE Balance
STA/SGR	\$ (1,570.89)	\$ 24,523.59
LTF	\$ 106,551.08	\$ 54,789.24

Est add. LTF Revenue FY \$ 17,007.65

Operations	\$ 108,000.00
5311	\$ 48,000.00
LTF	\$ 60,000.00
STA	\$ -

Incorporated Seniors	\$ 54,000.00
44% Golden Rays	\$ 54,000.00
56% Total	\$ 108,000.00

Projected Revenue For 2021 FY

SGR	\$ 4,500.00
STA	\$ 30,000.00
LTF	\$ 55,000.00
5311	\$ 48,000.00
Total Revenue	\$ 133,000.00
Operations costs	\$ 108,000.00
SCTC Costs	\$ 2,000.00
A87 costs	\$ 4,200.00
Audit	\$ 3,500.00
Total Costs 2020 FY	\$ 117,700.00

FY 2020 **Allocations not transferred**

LTF	\$ 65,408.49
STA	\$ 3,361.00
transferred	\$ 68,769.49
audit to trans	\$ 3,361.00

Allocation Inst.	
LTF ,2,3	\$ 60,000.00
STA	\$ 60,000.00

Payments

Golden Rays	\$ 13,500.00	8/2/2020
Inc Seniors	\$ 13,500.00	7/5/2020
Golden Rays	\$ 13,500.00	9/27/2020
Inc Seniors	\$ 13,500.00	9/27/2020
Golden Rays	\$ 13,500.00	12/27/2020
Inc Seniors	\$ 13,500.00	12/27/2020
Golden Rays		
Inc Seniors		

FUND ESTIMATE FOR 2021 FY

State Transit Assistance State of Good Repair	\$ 59,023.59	Capital Only
Local Transportation Fund	\$ 109,789.24	
Federal Transit Operation Assistance	\$ 48,000.00	
Total Operation Funds	\$ 157,789.24	
Requested funding	\$ 117,700.00	
Estimated Carryover	\$ 40,089.24	
Capital Carryover	\$ 59,023.59	

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL
P. O. BOX 98 – DOWNIEVILLE, CALIFORNIA 95936

Minutes: SSTAC Meeting – May 12, 2020

SSTAC Members Present: Bryan Davey, Deputy Director, Sierra County Department of Transportation; Vickie Clark- Director, Sierra County Health and Human Services; Miriam Dines, Executive Secretary, Sierra County Transportation Commission; Jon Lahann, Golden Rays Senior Citizens, Don Yegge, Gloria Shelton, Incorporated Senior Citizens, Carolyn Widman; John Funk; Peter W. Huebner

Absent: Linda Field, Joyce Dechicio; Marianne Moore

The meeting conducted telephonically was called to order by Bryan Davey at 1:00 p.m.

Background: Bryan explained the SSTAC, that is a council composed of representatives from transit, Health and Human Services, Social Services, and transit stakeholders. The SSTAC meets annually each year to discuss and identify unmet transit needs and to additionally determine what transit needs are reasonable to meet given available resources. This is done accordance with the Transportation Development Act. He further explained that in order to utilize the ¼ % sales tax for purposes other than transit this meeting needs to be conducted. The Sierra County Transportation Commission has always have used all Local Transportation Funds for local transit services, there is an opportunity for consideration of other uses that would potential augment transit services, such as pedestrian facilities.

The state of the transit programs was briefly discussed.

Jon Lahann reported on that everything is rolling along fine, including the issues regarding management of the COVID-19 pandemic. They have incorporated thermos-testing prior to loading, cleaning vehicles at the end and the beginning of run. All documentation has stayed the same. The larger bus is utilized for two or more parties who are not associated. Then minivan is utilized for groups of two or more who are in the same family. Mr. Lahann reports that he wears a mask continuously while driving vehicles. Nothing much has changed. They are also isolating the two vehicles from each other and Golden Rays now has a code for each vehicle type for tracking and reporting. John Funk states that he the program is doing fine on transportation considering difficulties these days.

Gloria Shelton reported that at this time the Incorporated Seniors Transit Program transports are for picking up medications, attending medical appointments, food bank and commodities delivery. Ridership is down because of the virus, for instance in April there were 27 less trips in the month than the previous year. They too are following all the recommended protocols for cleaning, wearing masks, gloves, and utilizing hand sanitizers.

Vicky Clark reported that Social Services and Behavioral Health provide transit services on behavioral health, mostly, medical appointments and medications for medically eligible recipients. Reimbursement for those costs is kind of a new cost. Currently the County is down drivers because of the vulnerable population. Drivers have been given the option of working or not working, therefore the number of rides have decreases. Current protocols are being followed including requiring both driver and traveler to be masked and appropriate cleaning is done.

Mr. Davey explained the funding sources for the transit program which include the Federal Transit Administration contribution (usually around \$48,000); the 1/4 % sales tax which generally brings between \$35,000 and \$65,000 annually depending on sales in California; and the State Transit Assistance funding which comes in usually between \$10,000 and \$17,000 each year. All these funds together comprise the entire transit operations budget covered by the Regional Transportation Planning Agency – the SCTC- geographically all of Sierra County including the City of Loyalton. Mr. Davey reported that SCTC has received proposed budgets from both transit provider agencies for the next fiscal year. The SCTC has determined that \$108,000 is available for the program which will be divided between the 2 transit provider agencies.

Bryan reads Unmet transit needs that were identified in 2019 were reviewed and include the following:

- *Lack of available after school transportation for the school students who live outside of the communities*
- *Not enough transit available even with the great program that is run*
- *Need more vehicles, more drivers to meet increasing needs*
- *Difficult to integrate the services from Social Services due to confidentiality and other issues*
- *Fixed routes would be very difficult to set up and while desirable are not feasible.*
- *Not enough funding to meet the existing needs*

Brief discussion ensued regarding the after school transportation need and services to outlying areas.

The Council had consensus that these needs still hold true.

Based on the information provided and the discussions, Mr. read the previous definition of unmet needs and a proposed a definition for the current year of what is reasonable to meet. The proposed definitions of “Unmet Needs” and those that are “Reasonable to Meet” were approved by consensus, unchanged from the previous year, as follows:

Unmet Needs:

“A lack of available transportation-related services supported by adequate and reasonable findings which restrict or prevent movement of people within Sierra County as identified in the Regional Transportation Plan. Due to Sierra County’s geographical diversity, the cost of transit services are much higher than in an urban setting, insufficient funding and constrictive funding parameters are a need that has been identified as an unmet need. Priority **should** be given to the persons with disabilities and the elderly (defined as age fifty-five and older) who do not have available transportation or transit, due to physical or financial reasons, and to levels of local services not presently provided or which are not provided at a desirable level.”

Vicky: How getting fuel on west side: Camptonville. Sierraville...depending on which way we are going. Bassets Station open for fuel now.

The definition of Reasonable to Meet is as follows: The transit programs *as they currently exist* fulfill the County's needs that are reasonable to meet for the upcoming fiscal year as

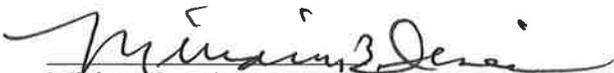
- a) Any transportation service that offers equitable access to all persons including the young, economically disadvantaged, elderly and disabled, that when evaluated against such criteria as equity, timing, feasibility, economy, community acceptance and cost effectiveness, that service can generate the required 10% fare box recovery match.
- b) A transportation system, that when implemented, meets a ten percent (10%) fare box return and does not exceed a yearly total operating cost in transit funds of \$108,000.00. This amount is the total programmed by Sierra County Transportation Commission for operations of the transit services within Sierra County, to be divided between the geographic areas of Sierra County - east and west.

Bryan Davey did report that the SCTC has received an allocation of funds specific for COVID-19 purposes directly related to loss of revenue as a result of the pandemic. Funds can be utilized in different ways including payment to employees if they are not actually working, address increased costs or lost revenue from decrease in service and so forth. The SCTC will be looking to get together with the transit providers in order to determine financial impacts and to see if a portion of funds can be allocated. The SCTC will have to match the funds with LTF, and he reiterates that this is for costs related directly to the COVID-19 Pandemic.

These definitions will be reflected in the Unmet Needs Resolution which will be presented to the Sierra County Transportation Commission on Wednesday, May 20, 2019 following the annual unmet needs hearing (to be conducted at 10:10 a.m.) for adoption.

With thanks to the SSTAC members for participating, the meeting was adjourned at 1:27 p.m.

Respectfully Submitted,



Miriam B. Dines

SIERRA COUNTY TRANSPORTATION COMMISSION

**In the Matter of
Unmet Transit Needs Finding FY 2020-21**

Resolution 2020-02

WHEREAS, the Sierra County Transportation Commission is the Regional Transportation Planning Agency for the Sierra County Regional Area; and,

WHEREAS, the Transportation Development Act was enacted to improve transportation services for the public; and,

WHEREAS, the Transportation Commission conducted a duly noticed public hearing in order to receive input from local citizens and claimants on transportation needs on May 20, 2020; and

WHEREAS, the transportation planning process has been identified as outlined in Section 99408, 99401.5 and 99401.6 of the Transportation Development Act as shown in the attached Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Sierra County Transportation Commission finds:
 - a) current transportation needs in both eastern and western Sierra County have been evaluated and are being adequately met by the existing program; and,
 - b) unmet needs have been identified and considered;
 - c) there are no additional transportation needs in either eastern or western Sierra County that can reasonably be met; and,
 - d) the Sierra County Transportation Commission on May 20, 2020 has defined the terms “Un-met Needs” and “Reasonable to Meet”, as shown on attached Exhibit B.

The foregoing resolution was duly passed and adopted at a meeting of the Sierra County Transportation Commission on the **20th day of May, 2020**, by the following vote:

AYES: _____
NOES: _____
ABSTAINED: _____
ABSENT: _____

Peter W. Huebner, Chairman
Sierra County Transportation Commission

ATTEST:

Miriam B. Dines, Executive Secretary to the Commission

EXHIBIT "A"

I. GROUPS DEPENDENT UPON TRANSIT

WESTERN SIERRA COUNTY

Location: Western Sierra County, serving primarily the communities of Sierra City, Downieville, and Goodyears Bar.

EASTERN SIERRA COUNTY

Location: Eastern Sierra County, serving primarily the communities of Calpine, Sierraville, and Loyalton.

PERSONS WITH DISABILITIES

Elderly and Persons with Disabilities are included in the above groups. Except for wheelchair and motorized chair cases, other persons with disabilities are provided transportation on a space-available basis.

ECONOMICALLY DISADVANTAGED

The above groups include economically disadvantaged. The economically disadvantaged outside of those groups are provided transportation on a space-available basis.

II. ADEQUACY OF EXISTING SERVICES

The two existing van programs provide the only public transportation service available in Sierra County.

Each of the vans operates under the guidelines provided by the State of California, Department of Transportation.

At the present time, the service is adequate to serve the geographic needs of Sierra County, and expansion of these systems is not financially feasible.

III. ALTERNATIVES

Due to the isolation and scattered small populations in Sierra County, there are no alternative forms of public transportation.

EXHIBIT "B"

DEFINITION OF UNMET NEEDS

A lack of available transportation-related services supported by adequate and reasonable findings which restrict or prevent movement of people within Sierra County as identified in the Regional Transportation Plan. Due to Sierra County's geographical diversity, the cost of transit services are much higher than in an urban setting, insufficient funding and constrictive funding parameters are a need that has been identified as an unmet need. Priority should be given to persons with disabilities and the elderly (defined as age fifty-five and older) who do not have available transportation or transit, due to physical or financial reasons, and to levels of local services not presently provided or which are not provided at a desirable level.

REASONABLE TO MEET

- a) Any transportation service that offers equitable access to all persons including the young, economically disadvantaged, elderly and persons with disabilities, that when evaluated against such criteria as equity, timing, feasibility, economy, community acceptance and cost effectiveness, that service can generate the required 10% fare box recovery match.
- b) A transportation system, that when implemented, meets a ten percent (10%) fare box return and does not exceed a yearly total operating cost in transit funds of \$108,000.00. This amount is the total programmed by Sierra County Transportation Commission for operation of the transit services within Sierra County to be divided between the geographic areas of Sierra County - east and west.

Senior Van Program Budget

2021 FY

	<i>Application Total</i>	<i>Golden Rays</i>	<i>Inc. Sr. Van Prog.</i>
1) Total Operating Expenses			
Personnel Expenses (Salaries & Testing)	\$63,380.00	\$22,800.00	\$40,580.00
Employer-Paid Taxes	\$8,652.00	\$3,072.00	\$5,580.00
Taxes/Insurance	\$22,173.00	\$9,562.00	\$12,611.00
Administration/Office Expenses	\$12,966.00	\$12,966.00	\$0.00
Fuel, Maintenance, Repairs	\$20,500.00	\$11,000.00	\$9,500.00
Total Operating Expenses	\$127,671.00	\$59,400.00	\$68,271.00
2) Less Fare Box and Other Revenue	\$13,900.00	\$5,400.00	\$8,500.00
3) Less AB2766 funding	\$5,771.00	\$0.00	\$5,771.00
3) Less Ineligible Expenses	\$0.00	\$0.00	\$0.00
4) Net Project Cost	\$108,000.00	\$54,000.00	\$54,000.00

Loyalton / Sierra County split for Inc. Sr. LTF	2010 census data	Pop %	Funding allocated by Population
Sierra County 26% LTF Allocated	\$ 17,040.00	3200	76% \$ 41,040.00 County Share
Loyalton 100% of LTF Allocated	\$ 12,960.00	769	24% \$ 12,960.00 Loyalton Share
			54000

Total Operating Expenses:	\$127,671.00	
Pop 25 5311	\$48,000.00	
LTF	\$60,000.00	
STA Funds	\$0.00	
Fare box revenues	\$13,900.00	
AB2766 Funding	\$5,771.00	\$19,671.00
Total Revenue	\$108,000.00	
Eligible amount for 5311 55.33%	\$59,756.40	

Full project

SENIOR VAN TRANSIT ANNUAL BUDGET FORM

AGENCY: Golden Rays Senior Citizens

FISCAL YEAR: 2021

OPERATING EXPENSES: 2021FY

PERSONNEL:

Salaries:		
Director/Coordinator		15,000.00
Drivers/Wages		7,500.00
Drug Testing		200.00
DMV Pull Notices		100.00
Total		22,800.00

EMPLOYER-PAID TAXES:

FICA	6.20%	1,395.00
UI	6.20%	1,058.00
ETT	0.10%	23.00
SDI	0.90%	270.00
Medicare	1.45%	326.00
Total		3,072.00

INSURANCE AND REGISTRATION:

Workers Comp		3,562.00
Vehicle/Auto		6,000.00
Registration		
General Liability		
Total		9,562.00

ADMIN and OFFICE EXPENSES:

Office Space Rent		4,800.00
Telephone/Internet		1,300.00
Cellular		700.00
Postmaster		66.00
Supplies and Office Expense		200.00
Audit and Accounting		4,000.00
Advertising		200.00
Copier supplies		200.00
Employee Travel		0.00
Volunteer Drivers Expense		0.00
Other Misc Expenses		1,500.00
Total		12,966.00

VAN OPERATION and MAINTENANCE:

Fuel		7,000.00
Repair/Maintenance		3,000.00
Misc Maint		1,000.00
Storage		
Total		11,000.00

TOTAL OPERATING EXPENSES: 59,400.00

10 % FAREBOX MATCH 5,400.00

REQUESTED COUNTY SUBSIDY (From STA & LTF) 54,000.00

SENIOR VAN TRANSIT ANNUAL BUDGET FORM
 AGENCY: Incorporated Senior Citizens of Sierra County
 FISCAL YEAR: 2021

OPERATING EXPENSES: 2021FY

PERSONNEL:

Salaries:	
Director/Coordinator	15,000.00
Drivers/Wages	25,000.00
Drug Testing	580.00
DMV Pull Notices	
Total	40,580.00

EMPLOYER-PAID TAXES:

FICA	6.20%	2600
UI	4.70%	1880
ETT	0.10%	40
SDI	1.20%	480
Medicare	1.45%	580
Total		5,580.00

INSURANCE AND REGISTRATION:

Workers Comp	3,802.00
Vehicle/Auto	8,809.00
Registration	
General Liability	
Total	12,611.00

ADMIN and OFFICE EXPENSES:

Office Space Rent	
Telephone	
Cellular	
Postmaster	
Supplies and Office Expense	
Audit and Accounting	
Advertising	
Copier supplies	
Employee Travel	
Volunteer Drivers Expense	
Other Misc Expenses	
Total	0.00

VAN OPERATION and MAINTENANCE:

Fuel	8,000.00
Repair/Maintenance	1,500.00
Misc Maint	
Storage	
Total	9,500.00

TOTAL OPERATING EXPENSES: 68,271.00

AB2766 funds 5,771.00

10 % FAREBOX MATCH 8,500.00

REQUESTED COUNTY SUBSIDY (From STA & LTF) 54,000.00

SIERRA COUNTY TRANSPORTATION COMMISSION

**In the Matter of Defining and Approving
Sierra County Transit Budget, FY 2020/2021
and Defining County Share and City of Loyalton Share for
Eastern Sierra County Allocation**

Resolution 2020-21

WHEREAS, the Sierra County Transportation Commission is the Transportation Planning Agency for Sierra County in distributing transit funds.

NOW, THEREFORE, BE IT RESOLVED:

1. SCTC approves the expenditure of transit funds in the amount of \$108,000.00 from the County of Sierra share of funds reserved for unmet transportation needs for transit operational expenses in Sierra County.
2. The allocated transit funds will be divided equally for transit services offered in Eastern Sierra County and Western Sierra County.
3. SCTC approves the expenditure of transit funds in the amount of \$41,040.00 representing 76% from the County of Sierra share of funds reserved for unmet transportation needs for transit operational expenses of the Eastern County Transit Program.
4. SCTC approves the expenditure of transit funds in the amount of \$12,960.00 representing 24% from the City of Loyalton share of funds reserved for unmet transportation needs for transit operational expenses for the Eastern Sierra County Transit Van Program.
5. SCTC approves the expenditure of transit funds in the amount of \$54,000.00 from the County of Sierra share, for transit operational expenses for the Western Sierra County Transit Van Program.
6. The Executive Director of SCTC is hereby authorized to file the appropriate transportation claim and allocation instructions to the County Auditor for the proper transfer of funds.

PASSED AND ADOPTED by the Sierra County Transportation Commission on the **20th day of May, 2020**, by the following vote:

AYES: _____
NOES: _____
ABSTAINED: _____
ABSENT: _____

Peter W. Huebner, Chairman
Sierra County Transportation Commission

ATTEST:

Miriam B. Dines, Executive Secretary to the Commission

Sierra County Transportation Commission
Meeting: May 20, 2020
Agenda Item 7 - Transit Items F - H

F. Resolution approving Section 5311 Transit Grant Application and authorizing Executive Director to execute application and related documentation and authorizing County Counsel to execute Certifications and Assurances for Fiscal Year 21 Transit Funding

The Federal Transit Administration makes funding available for purposes of reimbursement of operating expenses for the transit van operations. An authorizing resolution is required for each application cycle. This application is for funds for the 2020-21 fiscal year.

Certifications and Assurances are a pre-application requirement for any entity that is intending to apply for federal funding, essentially affirming to the funding entity that the applicant is in compliance with 24 Federal programs if they are applicable. This also authorizes the Executive Director to execute the Certs and Assurances, which then must be signed by the applicant's attorney, in this case County Counsel, David Prentice.

Recommended Action: Adopt Resolution authorizing the Chairman or Executive Director to execute Federal Transit Authority Section 5311 applications, agreements, and payment requests, and authorizing County Counsel to execute Certifications and Assurances on behalf of the SCTC for Fiscal Year 2021 Transit Funding. (Resolution 2020-04) (Agreement 2019-05)

G. Status report on purchase of two new transit vehicles and discussion and direction with regard to the surplus of two existing transit vehicles that have reached useful life.

Recommended Action: Motion with direction to surplus or transfer vehicles.

H. Discussion and adoption of resolution authorizing Section 5311 Transit Grant application for the \$54,000 allocation of funds from the Corona Virus Relief Economic Security Act (CARES ACT) FTA 5311 Disbursement.

These funds are intended to cover agencies' expressed needs for COVID-19 response. The Caltrans Division of Rail and Mass Transit will require operators to provide documentation that funds were applied to costs incurred after January 20, 2020 and that those costs were for eligible COVID-19 uses as described in the CARES Act, more information of which is attached.

SIERRA COUNTY TRANSPORTATION COMMISSION

**IN THE MATTER OF
AUTHORIZING FEDERAL FUNDING APPLICATION
UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH
CALIFORNIA DEPARTMENT OF TRANSPORTATION
FOR OPERATING ASSISTANCE**

Resolution 2020-04

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1); and,

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and,

WHEREAS, the Sierra County Transportation Commission desires to apply for said financial assistance to permit operation of service in Sierra County; and,

WHEREAS, the Sierra County Transportation Commission has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED that the Sierra County Transportation Commission does hereby authorize Tim H. Beals, Executive Director, to file and execute applications on behalf of the Sierra County Transportation Commission with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1) as amended.

That Tim H. Beals, Executive Director, is authorized to execute and file all certifications of assurances, contracts or agreements or any other document required by the Department.

That Tim H. Beals, Executive Director, is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 project.

That Tim H. Beals, Executive Director, is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5311 project.

That David Prentice, Sierra County Counsel, is hereby authorized to sign the required certifications and assurances for the current Fiscal Year FTA 5311 Funding.

PASSED AND ADOPTED by the Sierra County Transportation Commission on the **20th day of May, 2020** by the following vote:

AYES: _____
NOES: _____
ABSTAINED: _____
ABSENT: _____

Peter W. Huebner, Chairperson
Sierra County Transportation Commission

ATTEST:

Miriam B. Dines
Executive Secretary to the Commission

SIERRA COUNTY TRANSPORTATION COMMISSION
IN THE MATTER OF
AUTHORIZING FEDERAL FUNDING APPLICATION
UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH
CALIFORNIA DEPARTMENT OF TRANSPORTATION
CARES ACT ASSISTANCE

Resolution 2020-05

NOW, THEREFORE, BE IT RESOLVED that the Sierra County Transportation Commission does hereby authorize Tim H. Beals, Executive Director, to file and execute and file all applications, agreements, certifications and all documents on behalf of the Sierra County Transportation Commission for the Coronavirus Aid, Relief and Economic Security Act (CARES Act) Funding (FTA 5311).

That Tim H. Beals, Executive Director, is authorized to provide additional information as the Department may require in connection with the application for the Coronavirus Aid, Relief and Economic Security Act (CARES Act) Funding (FTA 5311).

That Tim H. Beals, Executive Director, is authorized to submit and approve requests for reimbursement of funds from the Department for the Coronavirus Aid, Relief and Economic Security Act (CARES Act) Funding (FTA 5311).

That David Prentice, Sierra County Counsel, has been authorized to sign the required certifications and assurances for the current Fiscal Year FTA 5311 Funding including Coronavirus Aid, Relief and Economic Security Act (CARES Act) Funding (FTA 5311).

PASSED AND ADOPTED by the Sierra County Transportation Commission on the **20th day of May, 2020** by the following vote:

AYES: _____
NOES: _____
ABSTAINED: _____
ABSENT: _____

Peter W. Huebner, Chairperson
Sierra County Transportation Commission

ATTEST:

Miriam B. Dines
Executive Secretary to the Commission

Sierra County Transportation Commission
Meeting: May 20, 2020
Agenda Items 8 SCTC Overall Work Program (OWP)

- a. Discussion and report on status of the Overall Work Program Budget for the current fiscal year.**

This is a standing agenda item. No Action required.

- b. Adoption of resolution 2020-06 approving budget amendment number 1 in order account for carryover in the 2019-2020 SCTC Budget. This also updates the OWP and OWP Agreement (2019-01) with Caltrans.**

There is \$11,808.58 in carryover funds and it has been added into three separate work elements; WE1 Administration, WE2 Project Development and WE7 Intergovernmental Review and Public Outreach.

SIERRA COUNTY TRANSPORTATION COMMISSION

**IN THE MATTER OF AMENDING THE
THE SCTC BUDGET
FOR FISCAL YEAR 20-21**

Resolution 2020-06

BE IT RESOLVED that the Sierra County Transportation Commission hereby approves the Overall Work Program for FY 20-21 as amended including amendment to the SCTC budget to account for carryover from the previous year, adding a total of \$11,808.58 to three separate work elements: WE1 Administration, WE2 Project Development and WE7 Intergovernmental Review and Public Outreach.

ADOPTED by the Sierra County Transportation Commission on the **20th day of March, 2020** by the following vote:

AYES: _____
NOES: _____
ABSTAINED: _____
ABSENT: _____

Peter W. Huebner, Chairperson
Sierra County Transportation Commission

ATTEST:

Miriam B. Dines, Executive Secretary to the Commission

SIERRA COUNTY TRANSPORTATION COMMISSION



OVERALL WORK PROGRAM FOR TRANSPORTATION PLANNING Revision 1

**FISCAL YEAR 2020
July 1, 2019 to June 30, 2020**

**ADOPTED
May 22, 2019**

**REVISED ADOPTION DATE
May 20, 2020**

**SIERRA COUNTY
TRANSPORTATION COMMISSION
Post Office Box 98
Downieville, CA 95936**

**Telephone: (530) 289-3201
Facsimile: (530) 289-2828**

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FOREWORD

The Sierra County Transportation Commission (SCTC) serves as the Regional Transportation Planning Agency (RTPA) for the County of Sierra. Through coordination with the City of Loyalton, the County, Caltrans, and the communities of Sierra County, and in conformance with other plans and studies including the Sierra County General Plan-2012 and the City of Loyalton General Plan – 2008, the Sierra County Transportation Commission identifies transportation needs, proposes solutions and assists in selection of projects conceived to create a balanced regional transportation system. Some of the key factors the Commission considers in transportation planning are safety, infrastructure condition congestion reduction, system reliability, economic vitality, environmental, historical and cultural qualities of Sierra County.

Sierra County is located at the northern terminus of California's historic Mother Lode in the Sierra Nevada mountain range. The County's land area covers approximately 959 square miles with elevations ranging from 1,725 feet to 8,760 feet.

The County is bordered by Plumas and Lassen Counties to the north, Washoe County in the State of Nevada to the east, Nevada County to the south, and Yuba County to the west. Sierra County is divided by the crest of the Sierra Nevada Mountain Range into eastern and western sections.

State Route 49 provides primary access between these two sections traversing the Yuba Pass. Western Sierra County is characterized by dense forest on mountainous terrain divided by deep river canyons. Scenic beauty and peaceful solitude attract tourists and recreationalists including campers, hikers, mountain bikers, hunters and fishermen. The topography of Eastern Sierra County is dominated by the Sierra Valley, a rich high altitude (5,000 feet) area known for cattle ranching and farming. Sierra Valley accounts for one tenth of the County's total acreage and over half of the county's population. The Sierra Valley has become a renowned location for bird watching and road bicycling.

The mountainous terrain and limited accessibility of Sierra County causes it to be relatively isolated with one of the smallest population bases in California, 3,240 (2010 Census). The City of Loyalton, originally known as Smith's Neck and later Smithneck, is the only incorporated city in the county (1901) and has a population of 769 (2010 US Census) down from the 862 counted in the 2000 census. Loyalton is located in eastern Sierra County. The county seat resides in Downieville, located in western Sierra County with a population of 304. The remaining county population and physical improvements are concentrated into small towns or communities scattered throughout the county. As of December, 2017 there were 5,558 registered automobiles, trucks, and motorcycles, and 2,471 licensed drivers in Sierra County as of 2017. The number of registered vehicles as decreased slightly and the number of licensed drivers has increased slightly since last reported in 2016.

Slow growth in population and development mark the history of Sierra County following the end of the gold rush era of the mid-1800s. The federal government owns approximately 70 % of the land of Sierra County and only 30% is privately held. Forestry products, livestock and field crops are the leading commodities produced in the region. Recreation and tourism are becoming more important to the economy as the natural resource productions have been in decline. The

county currently has no large-scale employment centers or commercial zones. Sierra Pacific Industries (SPI), the only major private employer in Sierra County, permanently closed its milling operation in Loyalton in January, 2001 and is no longer a major employer in Sierra County.

The purpose and objectives of this Overall Work Program is to identify specific planning activities to be performed during the term of the OWP, with emphasis on identification of planning activities that instill the current Regional Transportation Plan (RTP), and those that can be utilized in development of the next RTP. In the process of development of the 2020 FY OWP, special consideration is given to the applicable. The current Fixing America's Surface Transportation (FAST) Act is considered in this OWP to integrate the stated goals and policy direction of this legislation for a coordinated plan of action.

This OWP will identify Planning functions and the work necessary to advance these functions. The identified Performance Measures will be utilized to make sure projects and planning are focused and that resources invested in the regional, state and national goals. The State of Good Repair of the regional transit system is of great importance. SCTC will coordinate with transit providers, stake holders and the public to ensure that the proper mix of capital and operational investments are made to meet the most critical community needs. The unidentified needs and current system will be evaluated so that proper management plans and future planning efforts can be seamlessly integrated into the Regional Transportation Plan.

ORGANIZATION

Sierra County Transportation Commission

The Sierra County Transportation Commission is a local transportation commission (LTC) created pursuant to Title 3, Division 3, Chapter 2, Article 11, Section 29535 of the State of California Government Code. As the LTC for Sierra County the SCTC coordinates transportation planning for the City of Loyalton and the unincorporated area of Sierra County. The SCTC fulfills the responsibilities as the regional transportation planning agency (RTPA).

Technical Advisory Committee (TAC)

The Technical Advisory Committee consists of staff members from Sierra County, City of Loyalton, California Highway Patrol, the United States Forest Service, Caltrans District 3, and Local Transit Operators, and the Office of Emergency Services Coordinator.

Social Services Transportation Advisory Council (SSTAC)

The SSTAC is prescribed by the Transportation Development Act (P.U.C. Section 99238). The SSTAC recommends action to the Commission relative to the unmet transit needs, and advises the SCTC on transit issues.

Advisory Bodies

Other advisory bodies to the Sierra County Transportation Commission include the Airport Advisory Committee, the Citizens Advisory Committee, the Productivity Committee, and the Operational Area Emergency Council which all meet ad hoc and provide technical input on transportation issues, and help ensure coordination and cooperation in the transportation planning process. All of these committees are formed on an as needed basis generally for specific issues not easily dealt with at the commission level. Members are selected by the commission and will usually include at least one commission member and technical people or stake holders of the issues to be addressed.

WORK PROGRAM

The work program summarizes the transportation planning activities that will be administered by SCTC during the 2020 FY. The eight elements of the work program incorporate the Core Planning Functions and provide direction and emphasis to specific elements of the planning process, and helps ensure that the process meets the needs and priorities of the region, state and county. The Work Program also provides a basis for budgeting revenues and expenditures for the eight elements of the Overall Work Program. The Core Planning Functions identified are:

- Overall Work Program
- Public Participation and Education
- Regional Transportation Plan
- Regional Transportation Improvement Plan
- Annual Listing of Projects

SCTC is an active agency collaborating with Federal, State, regional and local agencies, and the private sector in the transportation planning process. Working with consultants, advisory bodies

such as the Social Services Transportation Advisory Council and seeking public opinion on work programs and projects through all stages of project development to contribute to the balance of planning for the different transportation needs of this remote region of Northern California.

SCTC continually conducts outreach efforts with communities, organizations, groups, and individuals that provides ample opportunity for their input throughout the transportation planning process when their cultural, religious and ancestral sites may be impacted by transportation planning and projects. In addition, SCTC is employing a public participation process to reach other traditionally under-represented and under-served populations such as the elderly, disabled, low-income, and minority (i.e. Black, Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) community groups.

The Work Elements of this OWP identify activities required to meet the purpose and objectives of this OWP, including, but not limited to, the following:

- Integration of the Regional Transportation Plan (RTP)-2015 which includes the actions, funding recommendations, and policy direction necessary to meet the needs of each regional transportation component including integration of the RTP to other plans or policies
- Updating the Regional Transportation Plan as required every 5 years, the next plan will be the 2020 RTP and currently under development
- Discussions of regional issues being addressed regarding specific planning activity
- Interaction with the community through news media, community forums, the internet, and solicitation of participation in transportation planning processes
- Identification of partners and other participants including consultants in the transportation planning process, as well as definition of their specific roles or expected contributions
- Participation with public agencies and committees within Sierra County to incorporate transportation related aspects of disaster response, including transit, into the Sierra County Emergency Preparedness Plan and Community Wildfire Protection Plan
- Communication and participation with Caltrans on proposed projects in Sierra County, including review of the projects against the filter of the RTP policies and goals
- Coordination with the public agencies within Sierra County on legislation and statewide policy issues in order to ensure that the region receives appropriate attention and funding from the State of California and the Federal Government
- Participation in interregional planning projects and review of contiguous counties' RTPs to ensure that Sierra County projects are congruent with multi regional and statewide transportation goals, while validating the plans and policies of Sierra County
- Administration of TDA (Transportation Development Act) Funds, ensuring that all statutory requirements are met, including identification of the region's transit needs (*Only planning related activities i.e. unmet needs assessment, are funded with RPA funds*)
- Identification and funding of eligible transportation improvement projects based on those that are identified in the RTP and Regional Transportation Improvement Plan (RTIP)
- Document outreach efforts and meetings with traditionally under-represented and under-served populations and their community leaders

The Overall Work Program is developed with the principles and focus of the 10 federal planning factors in mind. The table matrix below outlines how these factors are integrated into each of the work elements of this OWP.

Planning Factor	WE1	WE2	WE3	WE4	WE5	WE6	WE7	WE8
Support the economic vitality of the metropolitan area (rural region), especially by enabling global competitiveness, productivity, and efficiency.		X	X				X	X
Increase the safety of the transportation system for motorized and non-motorized users.		X	X	X	X	X		X
Increase the security of the transportation system for motorized and non-motorized users.			X				X	
Increase the accessibility and mobility of people and for freight.			X			X	X	X
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.		X	X			X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.		X	X		X	X	X	X
Promote efficient system management and operation.	X	X	X	X	X	X	X	X
Emphasize the preservation of the existing transportation system.			X		X	X	X	
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater and reduce or mitigate stormwater impacts of surface transportation.			X	X				
Enhance travel and tourism.			X				X	X

WORK ELEMENT 1 – ADMINISTRATION

Purpose:

Ensuring that all administrative, review and planning responsibilities of the Sierra County Transportation Commission are met in a thorough and timely manner is the major objective of Work Element 1 (WE1). Achieving participation by the general public and interested organizations and agencies in all aspects of the of the regional transportation planning process, including providing information in an accessible format to the public.

The comprehensive planning process utilized in the development of the Sierra County Overall Work Program assures that funds expended on planning projects will include the goals and objectives stated in the Regional Transportation Plan.

Management and operations are of primary importance in SCTC. The planning of project development and financing processes must have adequate oversight. In addition to the planning activities conducted, SCTC manages RTPA funds, including Transportation Development Act funds, to ensure that all statutory requirements are met. Administrative and financial support for the operation of the SCTC and its advisory committees are met through general services and communications, and administration of the TDA consistent with law for receiving, reviewing, and approving claims. Only the oversight of planning activities are captured in WE1 for reimbursement by Rural Planning Assistance (RPA) funds.

Continuing Work:

- Development and oversight of Overall Work Program and annual budgets (Mar 2020)
- Enter into and administer the Overall Work Program Agreements (OWPA) and Amendments (May 2020)
- Track legislation relative to the transportation planning process (please note that RPA funds will **not** be used to support lobbying efforts) The SCTC does not engage in any lobbying efforts
- Maintain Policy and Procedures Manual to reflect legislative changes for transportation planning functions
- Provide Liaison from SCTC to Sierra County Board of Supervisors and Loyalton City Council

Products:

- Overall Work Program Development
 - Tasks for 2019 FY OWP
 - Prepare final report and closeout OWP
 - Tasks for 2020 FY OWP
 - Complete budget amendments as necessary, -Continuing
 - Process reports and submit invoices to Caltrans – Quarterly
 - Conduct mid-year review and process amendment as necessary – January 2020

- Tasks for the OWP 2021 FY
 - Collect input from commission, supporting agencies and committees for 2021 OWP – October 2019 –January 2020
 - Prepare Draft 2021 FY OWP – February 2020
 - Approval of final OWP and submit to Caltrans June 2020

- Budget
 - SCTC staff \$14,808.58

- Sierra County Transportation Commission
 - Tasks SCTC
 - Participation in have 5-8 meeting a year.
 - Budget
 - SCTC staff \$3,000

- Other Tasks within WE 1
 - Executive Director’s Reports – As Needed
 - Press Releases – As Needed
 - Reports on legislative measures –Ongoing
 - Provide information for public dissemination for SCTC, SSTAC, and TAC through updated website, brochures, posted notices, and newsletters

Budget- Work Element 1-Administration

Revenue		
	Rural Planning Assistance (OWPA)	\$16,000
	OWPA 18-19FY carryover	4,808.58
	Local Transportation Fund (LTF)	\$1,000
	Total Revenue	\$21,808.58
Expenses		
	Payroll	\$15,808.58
	Administrative Cost	\$5,000
	Total Expenses	\$21,808.58

WORK ELEMENT 2 – Transportation Studies, Project Development & Financing

Purpose:

With the objective to continue to develop a transportation system that meets the unique transportation needs of this mountainous, remote county, Work Element 2 (WE2) includes studies and funding overviews of State Transportation Improvement Plan (STIP) and Federal Transportation Improvement Plan (FTIP) projects as well as ongoing transportation system management and planning.

The Core Planning Functions are a guiding factor in the development of this work element. Performance Management establishes important measures including Safety, Infrastructure Condition, System Reliability, Sustainability, Freight Movement and responsible stewardship of the environment, these are the core functions of the Sierra County Transportation Commission's planning efforts to include transportation projects that will meet current needs, and support the existing transportation system. With safety and performance management as the highest consideration, SCTC works to maintain opportunities for partnership to maintain all aspects of transportation in Sierra County, including rehabilitation/improvement projects, enhancement projects, and transit projects. SCTC continues to look for ways to improve connectivity between modes of transportation with the goals of improved energy conservation, preservation and enhancement of the natural environment, including the reduction of greenhouse gas emissions. The SCTC is dedicated to achieving these goals through coordination between County and City land use planning agencies to create a coordinated plan that fully realizes the vision of Sierra County and the City of Loyalton.

Large Scale goods movement in Sierra County is generally limited to the very short section of Interstate 80 of which is of great significance to our state and country but overall has a very little impact to Sierra County. Goods movement on State Routes 49 and 89 and Ridge Road are the backbone of our local commercial infrastructure. Additionally County Road A23 (Westside Road) and A24 (Beckwith Street) are often used as transfer roads connecting to SR 70 and SR 89/49 within Sierra County. The primary use for locally produced goods is agricultural and livestock commerce on the east side of the county and forestry products throughout the county. Ridge Road is a major collector and is the only access to the Pike and Alleghany communities for commercial traffic making it a strategic roadway for Sierra County.

Funding in this work element includes Rural Planning Assistance (RPA), and Local Transportation Funds (LTF). RPA funds are utilized for the planning portions of this element, the monitoring and project development activities of this work element are detailed in the sub work element 2.1 and funded with PPM or project specific funds.

Some of the general work activities to further the goals of the work element include:

- Developing applications for the Active Transportation Program (ATP) program in current transportation legislation or other federal funding opportunities

- Maintain Pavement Management System to ensure current information on road conditions and traffic sign maintenance. Integration of this system into the performance measures for current transportation legislation
- Identify and analyze issues relating to integration of transportation with community goals and objectives in land use, recreation, tourism, economic development, social welfare and environmental preservation
- Complete a parking and transportation study in the Downieville community to identify possible remedies to the congestion and user conflicts within the community caused by seasonal influx of tourism
- Identification of the right of way for construction of future transportation projects, including un-used right of way needed for future transportation corridors and facilities including, but not limited to airports and bicycle facilities
- Inclusion of intermodal transit facilities, bicycle transportation facilities and pedestrian walkways in plans and programs where appropriate
- Ensure that projects developed at the regional level are compatible with statewide and interregional transportation plans and priorities
- Review the regional project screening process, ranking process, and programming guidelines ensuring comprehensive cost/benefit analysis of all project types are considered throughout the planning process
- Review and update performance measures for all proposed transportation projects and services as well as for transportation rehabilitation, operational and maintenance activities
- Develop, request, coordinate and administer all transportation funding sources, as available
- Utilization of local media and presentations to local organizations including, Sierra Frontier Medical Resources, Incorporated Seniors, Golden Rays Senior Citizens, Lions Club, Rotary Club, Sierra Plumas Joint Unified School District and others to disseminate information and gather community response from all groups including groups traditionally under-represented and under-served populations such as the elderly, disabled, low-income, and disadvantaged community groups to ensure these groups have input and are included in the planning process of transportation projects and priorities
- Document outreach efforts and meetings to the communities of Sierra County including the traditionally under-represented and under-served populations
- Identify goods movement issues and increased needs within Sierra County and develop an action plan to address these needs
- Participate in continuing education opportunities offered by Caltrans and other educational organizations to improve planning skills of staff
- Generally we have 5-8 meeting SCTC meeting per year. Preparation for each meeting includes agendas, meeting packets, resolutions, minutes, notices, and correspondence- Bi-monthly

Current Products:

- Update and maintain Pavement Management System (PMS)
 - Conduct pavement surveys to determine pavement condition and input data into PMS system – Monthly
 - Create scenarios to determine best possible funding options for future road improvements to maximize the road condition with available funding - Ongoing throughout the year - Quarterly
 - Ensure performance measures in the PMS are utilized in the planning and reporting for the current transportation priorities.
 - Budget
 - SCTC staff \$9,000

- Review and update the Sierra County Bicycle Plan
 - Continue to solicit input from interest groups, communities and the general public on way to apply and improve the Sierra County Bicycle Plan.
 - Conduct public outreach activities to collect needed data for various planning activities throughout the year
 - Budget \$1,000

- Coordinate with Caltrans for the future plans of State Routes through Downieville
 - Consultation by end of 2019 with focused plan by mid-2020
 - Budget \$3,000

- Continue to coordinate with Caltrans to find ways to improve the safety of SR 49 through the Yuba Pass as related to commercial traffic, motorcycles safety & bicycle conflicts with motor vehicles.
 - At least one meeting mid-year for coordination with Caltrans.
 - Budget \$5,000

- Review and plan new speed zone ordinances; Conduct speed surveys on county roads to support speed zones
 - Two to three meeting this year, three speed surveys are planned for this year.
 - Budget \$10,000

- Continually identify core functions and priorities in relation to the current RTP and RTIP to confirm current projects and planning efforts are in alignment with the plans and desired outcomes of these plans
 - This is completed during the planning and development of transportation projects.
 - Budget \$5,000

- Conduct outreach efforts through participation at public meeting and media venues as appropriate to solicit input through the planning process
 - 12 to 15 meeting per year including the bi monthly SCTC meetings.
 - Budget \$2,000

- Complete a parking and transportation study in the Downieville community to identify possible remedies to the congestion and user conflicts within the community caused by seasonal influx of tourism
 - Prepare Request for Proposals and solicit consultants
 - Engage a consultant to complete study
 - Budget \$5,000

Budget- Work Element 2-Project Development

Revenue		
	Rural Planning Assistance (OWPA)	\$35,000
	OWPA 18-19FY carryover	4,000
	Local Transportation Fund (LTF)	\$1,000
	Total Revenue	\$40,000
Expenses		
	Training	\$500
	Travel/Per Diem	\$500
	Payroll	\$29,000
	Professional Services	\$10,000
	Total Expenses	\$40,000

WORK ELEMENT 2.1 –Project Programming and Monitoring

Purpose:

With the objective to continue to develop a transportation system that meets the unique transportation needs of this mountainous, rural county, Work Element 2.1 is a sub group of work element 2 that is devoted to the project development and monitoring of the State Transportation Improvement Plan (STIP) as well as ongoing transportation system management and operation. Funding in this work element includes Planning, Programming and Monitoring (PPM), and Local Transportation Funds (LTF).

A Project Initiation Document (PID) is required for all major improvements to the State Highway System. These documents represent the bridge between planning and programming for capital project development. Given the State's fiscal climate, it is expected that resources for the development and oversight activities of PIDs will become more limited and it is imperative that the Sierra County Transportation Commission and Caltrans closely coordinate the selection of projects for which a PID will be developed.

Some of the general work activities to further the goals of the work element include:

- Provide planning, programming and monitoring of all RTIP projects in conformance with STIP Guidelines
- Review environmental documents for transportation projects
- Project tracking for various transportation planning related projects
- Execute the State Exchange Program Agreement and administer funds

Current Products:

- Salmon Lake Road Bridge Replacement continuing PA&ED 2018-2019
- Plumbago Road Bridge Replacement continuing PA&ED 2019-2020
- Packer Lake Road Bridge Replacement continuing PA&ED 2018-2019

Budget- Work Element 2.1-Project Programming and Monitoring

Revenue		
	Local Transportation Fund (LTF)	
	PPM	\$27,000
	Prior Years PPM	\$27,000
	Total Revenue	\$54,000
Expenses		
	Training	\$1,000
	Payroll	\$13,000
	Professional Services	\$10,000
	A87	\$3,000
	Total Expenses	\$27,000

WORK ELEMENT 3– Regional Transportation Plan

Purpose:

The Sierra County Transportation Commission will work within the parameters of the State of California planning requirements to develop a comprehensive regional transportation planning document which includes the actions, funding recommendations and policy direction necessary to meet the needs of each transportation system component in the region. The execution and refinement of the 2015 RTP will be a task of this work element in 2019-2020 FY. The task of engaging the services for the consultant for the 2020 RTP has been completed. The process of completing the 2020 RTP is the major focus of this work element this year. The data collection and early planning for the new RTP has been completed and the update process has begun for the 2020 RTP. The execution of the current RTP is accomplished by recognizing it and utilizing the priorities, objectives and goals in all transportation planning decisions. Note that the ground access component of the Aviation CIP and circulation element component of the general plan update are the only portions of those products funded with RPA funds.

The 2015 Regional Transportation Plan considers both short and long term goals, presents clear and concise policy guidance to help local and state officials utilize these goals and objectives. The development of the 2020 RTP will continue this strategy.

We will utilize the following schedule of tasks for the 2020 RTP.

- Existing Conditions Analysis: March - April
- Public Participation: March – November
- Future Conditions Analysis: June
- Draft Preparation: July- October
- Environmental Document: August
- Presentation of Draft RTP: October
- Final RTP and Negative Declaration: November

Some of the general work activities to further the goals of the work element include:

- Incorporation of results of studies into the RTP and ongoing evaluation of transportation alternatives for continuing RTP modification and updates, for motorized and non-motorized users
- Application of the Regional Transportation Plan-2015
- Define solutions and engagement issues in terms of the multimodal transportation system, land use and economic impacts, financial constraints, air quality and environmental concerns (including wetlands, endangered species and cultural resources)
- Assess the operational and physical continuity of transportation system components within and between metropolitan and rural areas, and interconnections to and through regions; coordinate these issues with the transit providers within Sierra County
- Coordination of the transportation planning with land use and development planning process within the region, including conducting outreach efforts to traditionally under-

represented and under-served populations such as elderly, disabled, low-income, and minority community groups and their leaders

- Work with Airport Advisory Committee on needs and improvements
- Include findings from the SSTAC into the development of the 2020 RTP
- Update and maintain RTP databases
- Review the information in Highway Performance Monitoring System (HPMS) (CHP SWITRS accident database) for safety projects analysis
- Conduct community meetings and workshops as part of regular SCTC meetings to help refine the necessary components and priorities for the current RTP and development of the 2020 RTP
- Professional services will be used for necessary consultant costs associated with the development of the products included in the work element i.e. scoping reports, engineering services, cost estimation and studies

Products:

- 2020 RTP 15,000
- RTP-2015 Performance efforts-\$1,500
- Current Aviation Capital Improvement Plan update-\$500
- Continue outreach efforts and meetings with traditionally under-represented and under-served populations and their community leaders-\$2,000
- Coordinate with Sierra County Planning Department and City of Loyalton to determine that the 2020 General Plan and the RTP priorities and policies are compatible as appropriate-\$3,000.
 - Partnership with Local Government to facilitate coordination of the current RTP goals and objectives with the General Plan
 - Make necessary amendments and updates to the RTP resulting from coordination efforts on the Bicycle Plan and General Plan
- Conduct community outreach to coordinate the community goals and objectives-\$8,000
 - Conduct outreach efforts to develop transportation goals and find unmet needs especially for the user groups, including traditionally under-represented and under-served populations such as elderly, disabled, low-income, and minority community groups
 - Conduct surveys and studies of transportation systems to determine if current projects are appropriate or if additional projects should be included in the 2015 RTP to meet transportation needs
 - Conduct surveys and studies of transportation systems to develop strategies and priorities for the 2020 RTP to meet evolving transportation needs

Budget- Work Element 3- Regional Transportation Plan

Revenue		
	Rural Planning Assistance (OWPA)	\$25,000
	Local Transportation Fund (LTF)	\$0
	Total Revenue	\$25,000
Expenses		
	Travel/Per Diem	\$0
	Payroll	\$15,000
	Professional Services	\$10,000
	Total Expenses	\$25,000

WORK ELEMENT 4 – Regional Transportation Improvement Program

Purpose:

The Sierra County Transportation Commission will monitor and update the Regional Transportation Improvement Program (RTIP) to be approved in 2018. This plan is consistent with the 2015 Regional Transportation Plan. Staff will start preparing for the 2020 RTIP and collect the necessary data to put forth a draft 2020 RTIP. The 2020 RTP update will be utilized in the development of the new RTIP. State guidelines will be utilized and State requirements will be met in the development of these planning documents. The SCTC is working towards setting revised priorities for projects depending on the available funding and potential for matching contributions.

The RTIP ensures that all transportation projects are prioritized for current and future funding and programming. Inclusive approaches that integrate and balance safety, infrastructure condition, congestion reduction, community, goods movement and environmental values with transportation goals will be utilized in accordance with the 2015 RTP.

SCTC tracks current and new legislation and statewide policy issues to ensure that this rural region receives appropriate attention and funding from the State of California and the Federal Government. With the passage of SB1 additional funding may become available to Sierra County and will need to be programmed. SCTC strives to be creative in assisting the region in developing the revenues to construct improvement projects. SCTC does not engage in lobbying and no RPA funds will be used for lobbying purposes.

Some of the general work activities to further the goals of the work element include:

- Development of Regional Transportation Improvement Plan, on a biennial basis, that is consistent with the Regional Transportation Plan. Preparation for the 2020 RTIP will begin in June for a planned submission in December 2019
- Development of the component of the Regional Transportation Improvement Plan for FTIP programming. Projects that are federally eligible and not included in the State only funded projects (Bridge Replacement Projects, Forest Highways)
- Work with Department and CTC staff to process STIP amendments this will only occur on an as needed schedule to be submitted at bi-monthly CTC meetings.
- Work with Departments and local agencies to identify projects for future STIP cycles, this occurs on a quarterly schedule.
- Utilize Regional Future Development and Transportation Project lists to develop long range RTIP recommendations
- Maintain information for Highway Performance Monitoring System (HPMS) (CHP SWITRS accident database) for safety projects analysis, this statistical data is collected annually.
- Assess distribution of benefits and adverse environmental impacts at both the plan and project level to improve performance measures, this is done annually during the development and review of performance measures

- Develop, request, coordinate and administer transportation funding sources, as available (HSIP, ATP, FLAP) occurring in sync with programing cycles for individual programs.
- Conduct planning activities (including corridor studies, and other transportation planning studies) to identify and develop candidate projects for the Federal State Transportation Improvement Program (FSTIP), including monitoring correspondence from Caltrans for calls for projects and determining if any of the projects identified in the various planning programs such as ATP or FLAP fit the available programs.
- Conduct community meetings and workshops focusing on transportation needs and deficiencies as part of regular SCTC meetings, approximately 4 to 6 meeting this year.
- Professional services will be used for necessary consultant costs associated with the development of the products included in the work element i.e. scoping reports, engineering services, cost estimation and studies, this work will start in June and be completed by November

Products:

- Develop 2020 RTIP -\$4,000 completed by December 2019
- Update the Five Year Transportation Project List-\$1,000, completed by December

Budget- Work Element 4-Regional Transportation Improvement Program

Revenue		
	Rural Planning Assistance (OWPA)	\$5,000
	Local Transportation Fund (LTF)	\$0
	Total Revenue	\$5,000
Expenses		
	Travel/Per Diem	\$0
	Payroll	\$4,000
	Professional Services	\$1,000
	Total Expenses	\$5,000

WORK ELEMENT 5 – Aviation

Purpose:

The Sierra County Transportation Commission will meet the state aviation planning requirements, including a current comprehensive and updated regional aviation transportation planning document. Aviation has been addressed in the 2015 Regional Transportation Plan as well as in the County General Plan. This information will be utilized in the development of the 2020 RTP. Aviation planning will include consideration of and coordination of safety, access, development, economic opportunity, emergency services, and alternate modes of transportation to the Sierraville-Dearwater Airport. This work element will utilize RPA funds in the ground access planning for the Sierraville-Dearwater Airport.

Some of the general work activities to further the goals of the work element include:

- Update project list for the 20 year Airport Capital Improvement Program (CIP) Element of the California Aviation System Plan, November
- Amend and update the Capital Improvement Plan November
- Process applications for funding of projects and evaluate identified needs for improvements to the County airport at Sierraville-Dearwater Field annually
- Update data, charts, maps and narratives included in the 2015 RTP in preparation for the 2020 RTP June
- Review and update Division of Aeronautics’ inventory of existing aviation facilities annually
- Compare federal and state forecasts provided by Division of Aeronautics including any local forecasts annually
- Work with Airport Advisory Committee and Economic Development Committee to evaluate identified needs for uses of and improvements to the Sierraville-Dearwater Airport including ground access to and from the airport annually
- Attend Technical Advisory Committee meetings, annually

Products:

- Capital Improvement Plan for Sierraville-Dearwater Airport-\$500
- Utilization of the Aviation Element in the 2015 RTP-\$500
- Start preparation of a the new Aviation Element for the 2020 RTP-\$500

Budget- Work Element 5 – Aviation

Revenue		
	Rural Planning Assistance (OWPA)	\$1,000
	Local Transportation Fund (LTF)	\$500
	Total Revenue	\$1,500
Expenses		
	Travel/Per Diem	\$0
	Payroll	\$1,500
	Professional Services	\$0
	Total Expenses	\$1,500

WORK ELEMENT 6 – Transit Studies and TDA Transit Activities Coordination

Purpose:

Sierra County Transportation Commission currently contracts for two van transportation transit programs which are operated by local non-profit senior citizen organizations to serve elderly and disabled population groups of Sierra County, as well as the general public. Demographics substantiate that a high percentage of elderly and disabled in Sierra County are also low income. SCTC staff provides communication, support and coordination for the transit programs which provide non-emergency, yet critically important transportation to these groups, as well as all other transit users within the region.

SCTC annually conducts the “Unmet Transit Needs” identification process, and monitors the activities of contiguous regions to review potential interregional mobility and access. This process defines the transit services that will be provided utilizing the FTA 5311 operations funds, Local Transportation Fund and the State Transit Assistance available in a fiscal year. The Transportation Development Act controls most of these processes and is strictly adhered to in the development of the transit plans annually.

Coordination of transit planning, land use and transportation planning is critical to the goal of increasing ridership and reducing vehicular traffic. By reducing vehicle traffic and increasing safety on the traveled ways the environmental impacts caused by traffic are lessened and safety is increased.

By nature, rural transit agencies’ opportunities for growth and increase in ridership may be limited, however SCTC annually seeks potential opportunities to conduct outreach efforts, with the goal of increasing ridership and serving a cross section of user groups, including traditionally under-represented and under-served populations such as elderly, disabled, low-income, and minority community groups. In addition, improved accessibility for people, the core planning functions, performance management, safety, state of good repair are addressed by this work element.

Researching sources of revenue for operation expenses and capital purchases is crucial to the continued successful operation of the transit program in Sierra County.

Some of the general work activities to further the goals of the work element include:

- Administer and coordinate Social Services Transportation Advisory Council (SSTAC) (RPA) annually completed by April.
- Development of Social Service Transportation Action Plan and analyses of same. (RPA) annually.
- Execute and verify that Title VI plan protects individual civil rights and that no persons rights are infringed upon as they occur
- Actively pursue coordination of transportation programs with Social Service Providers, both non-government and government (RPA) annually

- Identify and document transportation facilities, projects and services required to meet regional and interregional mobility and access needs(RPA) annually
- Conduct transit needs assessments and prepare transit development plans and transit marketing plans as appropriate (RPA) bi-annually
- Investigate methods to reduce vehicle travel and methods to expand and enhance travel services in the region (RPA) quarterly
- Coordinate transit activities in relation to County Emergency Preparedness Planning, including coordination with CalOES (RPA) annually
- Act as liaison for transit programs (RPA) on going monthly
- Annual public hearing for definition and determination of “Unmet Needs Which are Reasonable to Meet” (RPA) annually in May
- Develop Sierra County Pedestrian Plan (RPA) update every five years
- Prepare update to the Short Range Transit Plan (RPA) bi annually
- Document outreach efforts and meetings with traditionally under-represented and under-served populations and their community leaders (RPA) semi annually
- Continual analysis of recommendations of the Coordinated Public Transit-Human Services Transportation Plan (RPA) bi-annually update

Products:

- Unmet needs definitions-\$3,000 May 2020
- Agreements with transit providers within Sierra County for transit services-\$1,000 June 2020
- Annual public hearings held and attended by all interested parties-\$1,000 May 2020
- Transit system that meets the needs identified as reasonable to meet-\$108,000 June 2020
- Purchase two new transit vehicles-\$130,000 January 2020
- Coordination with nonprofit service providers for transit services-\$2,000 quarterly
- Completion of transit studies-\$1,000

Budget- Work Element 6-Transit Studies

Revenue	
Rural Planning Assistance (OWPA)	\$5,000
Local Transportation Fund (LTF) 855	\$75,000
State Transit Assistance SGR 854	\$130,000
FTA Section 5311 OPR ASST 853	\$48,000
Total Revenues	\$258,000
Expenses	
Elderly & Handicapped Van Operation	\$108,000
Payroll	\$8,000
Equipment	\$130,000
Professional Services	\$7,000
A87	\$5,000
Total Expenses	\$258,000

WORK ELEMENT 7 – Intergovernmental Coordination and Public Outreach

Purpose:

The Sierra County Transportation Commission actively promotes increased coordination and communication between all state, local, regional, inter-regional, governmental and non-governmental agencies into the State Planning System. RPA funds will only be used to reimburse time for participation and attendance of various in meeting mentioned in the work element such as board of supervisors, city council, NSSR and RCTF. Any activities or participation at these meetings that is not directly related to planning functions will not be reimbursed with RPA funds.

There is a focus on strengthening communication and coordination of public involvement efforts to serve all people and groups including the traditionally under-served and under-represented groups in the transportation planning process. As the coordination of non-emergency transportation and transit services have become a priority function a substantial effort will be made to integrate the established Core Functions into this process and convey the intent of the priorities and goals through coordination and outreach efforts.

Continuing Work:

- Assess need and opportunity for improved coordination and communications with other agencies and incorporate those changes as they are developed monthly
- Conduct outreach efforts to traditionally under-represented and under-served populations such as the elderly, disabled, low-income, and minority community groups, and document these efforts monthly
- Participate in Rural Counties Task Force monthly
- Participate in The North State Super Region semi annually
- Provide input regarding local level mandates semi annually
- Seek out opportunities to speak before public groups and interested parties to provide information on regional transportation issues quarterly
- Prepare news releases for the media on transportation issues and decisions quarterly
- Involve the public in the transportation planning process monthly
- Perform analysis of County General Plan and City of Loyalton General Plan to determine impact of planned development on the regional transportation system and coordinate resolution of areas of potential discrepancy annually
- Coordinate County General Plan and City of Loyalton General Plan with existing and projected transportation needs to determine land development impacts on transportation semi annually
- Review options for improving information dissemination and involvement with the transportation planning process to minority, low income, senior and disabled, and other underserved populations quarterly
- Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and fulfill policies, strategies, programs, and actions that maximize the regional transportation infrastructure monthly
- Create, strengthen and use partnerships to facilitate and conduct regional planning activities between California Department of Transportation (Caltrans), MPOs,

RTPAs, transit districts, cities, counties, the private sector and other stakeholders quarterly

- Work with appropriate agencies and developers to reach agreement on proper mitigation measures, and strategies to finance and monitor these mitigation measures; after mitigation measures are met and determined to be effective, report status to project sponsors annually
- Use partners to identify and implement policies, strategies, programs and actions that enhance the safety, infrastructure condition, congestion reduction, system reliability, freight movement (economic vitality), environmental sustainability, and reduced project delivery delays of the transportation system quarterly
- Schedule public hearings with Sierra County Board of Supervisors and Loyalton City Council regarding transportation related matters semi annually
- Incorporate comments from interested participants into the RTP and other transportation plans as needed throughout the year
- Bring together owners and operators of transportation facilities/systems to develop operational objectives and plans which maximize utilization of existing facilities annually
- Facilitate the early involvement of federal and state permit and approval agencies in the regional transportation planning process to identify and examine issues to develop necessary consensus and agreement; collaborate with Army Corps of Engineers, National Fish and Wildlife Service, Environmental Protection Agency and other federal agencies responsible for permits and National Environmental Protection Act (NEPA) approvals and with state resources agencies to comply with California Environmental Quality Act (CEQA) as needed throughout the year
- Support activities of the SCTC advisory committees as needed throughout the year
- Administer and coordinate provisions of current federal transportation legislation
- Attend federal and state workshops and technical advisory committee meetings quarterly
- Facilitate communications with California Transportation Commission and Caltrans as needed throughout the year

Products:

- Continually improving coordination with transportation agencies and all levels, local state and federal-\$15,000 as needed throughout the year
- Deliver outcome of coordination efforts to the respective originations and agencies so the interests of the Sierra County constituents are fairly represented in these efforts-\$15,000 bi monthly
- Present transportation planning information at public meetings as necessary-\$8,000 as needed throughout the year
- Facilitate advisory meetings for the SCTC-\$1,500 as needed throughout the year

Budget- Work Element 7-Intergovernmental Review & Public Outreach

Revenue		
	Rural Planning Assistance (OWPA)	\$38,500
	(OWPA) 18-19FY carryover	3,000
	Local Transportation Fund (LTF)	\$1,000
	Total Revenues	\$41,500
Expenses		
	Travel/Per Diem	\$500
	Legal Notices	\$1,000
	Payroll	\$38,500
	Professional Services	\$2,500
	Total Expenses	\$42,500

WORK ELEMENT 8

CALTRANS REGIONAL PLANNING ACTIVITIES FOR FISCAL YEAR 2019/20

ACTIVITY	DESCRIPTION	PRODUCTS
System Planning		•
Advance Planning		
Regional Planning		▪
Local Development Review Program		

2020 FY OWP Budget Summary

Revenue

ESTIMATE OF AVAILABLE FUNDS FOR LTF & STA 2020 FY

(Based upon Sierra County Auditor 2019 FY midyear estimate)

LTF (FUND 855)

2019 FY Ending Estimated Balance	\$ 54,402	
2019 FY Estimated LTF	\$ 60,000	
Total Estimate Fund 855		\$114,402

Other Transit Assistance (FUND 055)

Section 5311 2019 FY	\$ 48,000	
Total Estimate Fund 055		\$ 48,000

STA (FUND 854)

2019 FY Ending Estimated Balance	\$ 93,836	
2020 FY Estimated -STA	\$ 30,000	
		\$ 123,836

SGR

2019 FY Ending Estimated Balance	\$ 4,280	
2020 FY Estimated -SGA	\$ 4,538	
Total Estimate Fund 854		\$ 8,818

Transit funds Balance

\$295,056

TRANSPORTATION PLANNING (FUND 853)

Estimated OWPA fund for 2020FY	\$ 125,500	
Carryover 2019 RPA funds	\$ 11,809	
Sub total RPA funds		\$137,309

Estimated PPM - PPM is estimated at figure shown in 2018 STIP	\$ 27,000	
Prior years PPM - PPM fund not spent in previous years	\$ 27,000	
Sub Total PPM Funds		\$54,000

Total RPA & PPM Funds

\$191,309

TOTAL ESTIMATED SCTC BUDGET

\$477,547

Expenses

SUMMARY SHEET ALL WORK ELEMENTS

	(RPA) 853	LTF 855	5311 055 PTMISEA 055	STA - 854	PPM 853	Total all Accounts
Work Element 1 Administration	\$20,809	\$1,000	\$0	\$0	\$0	\$21,809
Work Element 2 Project Development	\$39,000	\$1,000	\$0	\$0	\$0	\$40,000
Work Element 2.1 Project Development PPM	\$0	\$0	\$0	\$0	\$ 54,000	\$54,000
Work Element 3 Regional Transportation Plan	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Work Element 4 Regional Transportation Improvement Program	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Work Element 5 Aviation	\$1,000	\$500	\$0	\$0	\$0	\$1,500
Work Element 6 Transportation Studies	\$5,000	\$75,000	\$ 48,000	\$130,000	\$0	\$258,000
Work Element 7 Intergovernmental Review & Public Outreach	\$41,500	\$1,000	\$0	\$0	\$0	\$42,500
TOTALS	\$137,309	\$78,500	\$48,000	\$130,000	\$54,000	\$447,809

OWPA

2019-2020 SCTC Resolution

**Sierra County Transportation Commission
Meeting: May 20, 2020**

Item 9: Planning, Programming and Monitoring (PPM)

A. Approve agreement for professional services with MGE Engineering for transportation planning, programming and monitoring services for fiscal year 2021.

Background:

This is an annual agreement for consulting services related to planning, programming and monitoring. Scope of services and duties include development of preliminary project information, assistance with Regional Transportation Improvement Program (RTIP), preparation of project study reports (PSRs), assistance with matters related programming and funding requests to the California Transportation Commission, Caltrans, and other state/federal agencies; attendance at SCTC and other meetings as requested by Executive Director, and other engineering and professional services as requested by Executive Director.

Staff is recommending approval of an agreement in an amount not to exceed \$20,000.00.

Recommended Motion:

Approve Agreement 2020-03 with MGE Engineering, Inc. in the amount of \$20,000 for professional services related to planning, programming and monitoring for fiscal year 2021.

**AGREEMENT FOR
PROFESSIONAL SERVICES
Planning, Programming & Monitoring – MGE Engineering, Inc.**

THIS AGREEMENT for Professional Services (“Agreement”) is made as of the Agreement Date set forth below by and between the Sierra County Transportation Commission (SCTC) of the County of Sierra, a political subdivision of the State of California (“the SCTC”), and

MGE Engineering, Inc.
“CONTRACTOR”

In consideration of the services to be rendered, the sums to be paid, and each and every covenant and condition contained herein, the parties hereto agree as follows:

OPERATIVE PROVISIONS

1. SERVICES.

The CONTRACTOR shall provide those services described in Attachment “A”, Provision A-1. CONTRACTOR shall provide said services at the time, place and in the manner specified in Attachment “A”, Provisions A-2 through A-3.

2. TERM.

Commencement Date: July 1, 2020

Termination Date: June 30, 2021

3. PAYMENT.

SCTC shall pay CONTRACTOR for services rendered pursuant to this Agreement at the time and in the amount set forth in Attachment “B”. The payment specified in Attachment “B” shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. CONTRACTOR shall submit all billings for said services to SCTC in the manner specified in Attachment “B”.

4. FACILITIES, EQUIPMENT AND OTHER MATERIALS AND OBLIGATIONS OF SCTC.

CONTRACTOR shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement, except as provided in this paragraph. SCTC shall furnish CONTRACTOR only those facilities, equipment, and other materials and shall perform those obligations listed in Attachment “A.4”.

5. ADDITIONAL PROVISIONS.

Those additional provisions unique to this Agreement are set forth in Attachment “C”.

6. GENERAL PROVISIONS.

The general provisions set forth in Attachment “D” are part of this Agreement. Any inconsistency between said general provisions and any other terms or conditions of this Agreement shall be controlled by the other terms or conditions insofar as the latter are inconsistent with the general provisions.

7. DESIGNATED REPRESENTATIVES.

Tim H. Beals is the designated representative of the SCTC and will administer this Agreement for the SCTC. H. Fred Huang is the authorized representative for CONTRACTOR. Changes in designated representatives shall occur only by advance written notice to the other party.

8. ATTACHMENTS.

All attachments referred to herein are attached hereto and by this reference incorporated herein. Attachments include:

- Attachment A - Services
- Attachment B - Payment
- Attachment C - Additional Provisions
- Attachment D - General Provisions
- Attachment E - Form of Invoice

9. AGREEMENT DATE. The Agreement Date is May 20, 2020.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day here first above written.

SCTC
SIERRA COUNTY TRANSPORTATION COMMISSION

CONTRACTOR.

By _____
TIM H. BEALS
Executive Director

H. FRED HUANG
MGE ENGINEERING, INC.

ATTEST:

MIRIAM DINES
EXECUTIVE SECRETARY

ATTACHMENT A**A.1 SCOPE OF SERVICES AND DUTIES.**

The services to be provided by CONTRACTOR and the scope of CONTRACTOR's duties include the following. Provide engineering and other technical support to the Sierra County Transportation Commission (SCTC) including:

- Development of preliminary project information for use in development priorities;
- Assistance with the development of the Regional Transportation Improvement Program (RTIP);
- Preparation of Project Study Reports (PSR);
- Assistance with preparation, submission and processing of programming and funding requests to the California State Transportation Commission, California Department of Transportation, and other state/federal agencies;
- Attendance at SCTC and other meetings as requested by the SCTC Executive Director; and
- Other engineering and professional services as requested by the SCTC Executive Director.

A.2. TIME SERVICES RENDERED.

July 1, 2020 through June 30, 2021

A.3. MANNER SERVICES ARE TO BE PERFORMED.

As an independent contractor, CONTRACTOR shall be responsible for providing services and fulfilling obligations hereunder in a professional manner. SCTC shall not control the manner of performance.

A.4. FACILITIES FURNISHED BY SCTC.

None

ATTACHMENT B

PAYMENT

SCTC shall pay CONTRACTOR as follows:

B.1 BASE CONTRACT FEE.

SCTC shall pay CONTRACTOR a contract fee not to exceed twenty thousand dollars and no cents (\$20,000.00), on a time and materials basis in accordance with fee schedule attached as Exhibit 1.

CONTRACTOR shall submit requests for payment after completion of services or no later than the tenth (10th) day of the month following provision of services. Request for payment shall be substantially in the form of the invoice attached hereto as Attachment E. Payment shall be made within thirty (30) days after the Invoice is approved by the SCTC Contract Administrator. In no event shall total compensation paid to CONTRACTOR under this Provision B.1 exceed \$20,000.00 without an amendment to this Agreement approved by the Sierra County Transportation Commission.

B.2 MILEAGE. Included in base proposal

B.3 TRAVEL COSTS. Included in base proposal

B.4 AUTHORIZATION REQUIRED.

Services performed by CONTRACTOR and not authorized in this Agreement shall not be paid for by SCTC. Payment for additional services shall be made to CONTRACTOR by SCTC if, and only if, this Agreement is amended in writing by both parties in advance of performing additional services.

B.5 SPECIAL CIRCUMSTANCES. SCTC shall reimburse CONTRACTOR for direct expenses such as sub-contractors, travel by commercial carrier, delivery, copying and reproduction costs at actual cost.

B.6 MAXIMUM CONTRACT AMOUNT. The maximum amount payable to CONTRACTOR under this Agreement shall not exceed the following:

B.1	Base Contract Fee	\$20,000
B.2	Mileage	Included
B.3	Travel Costs	Included
B.4	Authorization Required	0
B.5	Special Circumstances	0
	MAXIMUM CONTRACT AMOUNT	\$20,000

ATTACHMENT C
ADDITIONAL PROVISIONS

[NONE]

ATTACHMENT D**GENERAL PROVISIONS**

D.1 INDEPENDENT CONTRACTOR. For all purposes arising out of this Agreement, CONTRACTOR shall be an independent contractor and CONTRACTOR and each and every employee, agent, servant, partner, and shareholder of CONTRACTOR (collectively referred to as “The Contractor”) shall not be, for any purpose of this Agreement, an employee of SCTC. Furthermore, this Agreement shall not under any circumstance be construed or considered to be a joint powers agreement as described in *Government Code* Section 6000, et seq., or otherwise. As an independent contractor, the following shall apply:

D.1.1 CONTRACTOR shall determine the method, details and means of performing the services to be provided by CONTRACTOR as described in this Agreement.

D.1.2 CONTRACTOR shall be responsible to SCTC only for the requirements and results specified by this Agreement and, except as specifically provided in this Agreement, shall not be subject to SCTC’s control with respect to the physical actions or activities of CONTRACTOR in fulfillment of the requirements of this Agreement.

D.1.3 CONTRACTOR shall be responsible for its own operating costs and expenses, property and income taxes, workers’ compensation insurance and any other costs and expenses in connection with performance of services under this Agreement.

D.1.4 CONTRACTOR is not, and shall not be, entitled to receive from or through SCTC, and SCTC shall not provide or be obligated to provide the CONTRACTOR with workers’ compensation coverage, unemployment insurance coverage or any other type of employee or worker insurance or benefit coverage required or provided by any federal, state or local law or regulation for, or normally afforded to, any employee of SCTC.

D.1.5 The CONTRACTOR shall not be entitled to have SCTC withhold or pay, and SCTC shall not withhold or pay, on behalf of the CONTRACTOR any tax or money relating to the Social Security Old Age Pension Program, Social Security Disability Program or any other type of pension, annuity or disability program required or provided by any federal, state or local law or regulation for, or normally afforded to, an employee of SCTC.

D.1.6 The CONTRACTOR shall not be entitled to participate in, or receive any benefit from, or make any claim against any SCTC fringe benefit program including, but not limited to, SCTC’s pension plan, medical and health care plan, dental plan, life insurance plan, or other type of benefit program, plan or coverage designated for, provided to, or offered to SCTC’s employees.

D.1.7 SCTC shall not withhold or pay on behalf of CONTRACTOR any federal, state or local tax including, but not limited to, any personal income tax owed by CONTRACTOR.

D.1.8 The CONTRACTOR is, and at all times during the term of this Agreement shall represent and conduct itself as, an independent contractor and not as an employee of SCTC.

D.1.9 CONTRACTOR shall not have the authority, express or implied, to act on behalf of, bind or obligate the SCTC in any way without the written consent of the SCTC.

D.2 LICENSES, PERMITS, ETC. CONTRACTOR represents and warrants to SCTC that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONTRACTOR to practice its profession. CONTRACTOR represents and warrants to SCTC that CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for CONTRACTOR to practice its profession at the time the services are performed.

D.3 CHANGE IN STATUTES OR REGULATIONS. If there is a change of statutes or regulations applicable to the subject matter of this Agreement, both parties agree to be governed by the new provisions, unless either party gives notice to terminate pursuant to the terms of this Agreement.

D.4 TIME. CONTRACTOR shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of CONTRACTOR's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

D.5 INSURANCE.

D.5.1 Prior to rendering services provided by the terms and conditions of this Agreement, CONTRACTOR shall acquire and maintain during the term of this Agreement insurance coverage through and with an insurer acceptable to SCTC, naming the SCTC and SCTC's officers, employees, agents and independent contractors as additional insured (hereinafter referred to as "the insurance"). The insurance shall contain the coverage indicated by the checked items below.

D.5.1.1 Comprehensive general liability insurance including comprehensive public liability insurance with minimum coverage of Two Million Dollars (\$2,000,000) per occurrence and with not less than Five Million Dollars (\$5,000,000) aggregate; CONTRACTOR shall insure both SCTC and CONTRACTOR against any liability arising under or related to this Agreement.

D.5.1.2 During the term of this Agreement, CONTRACTOR shall maintain in full force and effect a policy of professional errors and omissions insurance with policy limits of not less than One Million Dollars (\$1,000,000) per incident and One Million Dollars (\$1,000,000) annual aggregate, with deductible or self-insured portion not to exceed Two Thousand Five Hundred Dollars (\$2,500).

D.5.1.3 Comprehensive automobile liability insurance with minimum coverage of Five Hundred Thousand Dollars (\$500,000) per occurrence and with not less than Five Hundred Thousand Dollars (\$500,000) on reserve in the aggregate, with combined single limit including owned, non-owned and hired vehicles.

D.5.1.4 Workers' Compensation Insurance coverage for all CONTRACTOR employees and other persons for whom CONTRACTOR is responsible to provide such insurance coverage, as provided by Division 4 and 4.5 of the *Labor Code*.

D.5.2 The limits of insurance herein shall not limit the liability of the CONTRACTOR hereunder.

D.5.3 In respect to any insurance herein, if the aggregate limit available becomes less than that required above, other excess insurance shall be acquired and maintained immediately. For the purpose of any

insurance term of this Agreement, “aggregate limit available” is defined as the total policy limits available for all claims made during the policy period.

D.5.4 The insurance shall include an endorsement that no cancellation or material change adversely affecting any coverage provided by the insurance may be made until twenty (20) days after written notice is delivered to SCTC.

D.5.5 The insurance policy forms, endorsements and insurer(s) issuing the insurance shall be satisfactory to SCTC at its sole and absolute discretion. The amount of any deductible payable by the insured shall be subject to the prior approval of the SCTC and the SCTC, as a condition of its approval, may require such proof of the adequacy of CONTRACTOR’s financial resources as it may see fit.

D.5.6 Prior to CONTRACTOR rendering services provided by this Agreement, and immediately upon acquiring additional insurance, CONTRACTOR shall deliver a certificate of insurance describing the insurance coverages and endorsements to:

County of Sierra
Auditor/Risk-Manager
P.O. Drawer 425
Downieville, CA 95936

D.5.7 CONTRACTOR shall not render services under the terms and conditions of this Agreement unless each type of insurance coverage and endorsement is in effect and CONTRACTOR has delivered the certificate(s) of insurance to SCTC as previously described. If CONTRACTOR shall fail to procure and maintain said insurance, SCTC may, but shall not be required to, procure and maintain the same, and the premiums of such insurance shall be paid by CONTRACTOR to SCTC upon demand. The policies of insurance provided herein which are to be provided by CONTRACTOR shall be for a period of not less than one year, it being understood and agreed that twenty (20) days prior to the expiration of any policy of insurance, CONTRACTOR will deliver to SCTC a renewal or new policy to take the place of the policy expiring.

D.5.8 SCTC shall have the right to request such further coverages and/or endorsements on the insurance as SCTC deems necessary, at CONTRACTOR’s expense. The amounts, insurance policy forms, endorsements and insurer(s) issuing the insurance shall be satisfactory to SCTC in its sole and absolute discretion.

D.5.9 Any subcontractor(s), independent contractor(s) or any type of agent(s) performing or hired to perform any term or condition of this Agreement on behalf of CONTRACTOR, as may be allowed by this Agreement (hereinafter referred to as the “SECONDARY PARTIES”), shall comply with each term and condition of this Section D.5 entitled “INSURANCE”. Furthermore, CONTRACTOR shall be responsible for the SECONDARY PARTIES’ acts and satisfactory performance of the terms and conditions of this Agreement.

D.6 INDEMNITY. CONTRACTOR shall defend, indemnify, and hold harmless SCTC, its elected and appointed councils, boards, commissions, officers, agents, and employees from any liability for damage or claims for damage for any economic loss or personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of CONTRACTOR in the performance of services rendered under this Agreement by CONTRACTOR, or any of CONTRACTOR’s officers, agents, employees, contractors, or subcontractors.

D.7 CONTRACTOR NOT AGENT. Except as SCTC may specify in writing, CONTRACTOR shall have no authority, express or implied, to act on behalf of SCTC in any capacity whatsoever as an agent. CONTRACTOR shall have no authority, express or implied, pursuant to this Agreement to bind SCTC to any obligation whatsoever.

D.8 ASSIGNMENT PROHIBITED. CONTRACTOR may not assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no legal effect.

D.9 PERSONNEL. CONTRACTOR shall assign only competent personnel to perform services pursuant to this Agreement. In the event that SCTC, in its sole discretion at any time during the term of this Agreement, desires the removal of any person or persons assigned by CONTRACTOR to perform services pursuant to this Agreement, CONTRACTOR shall remove any such person immediately upon receiving written notice from SCTC of its desire for removal of such person or persons.

D.10 STANDARD OF PERFORMANCE. CONTRACTOR shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONTRACTOR is engaged. All products of whatsoever nature which CONTRACTOR delivers to SCTC pursuant to this Agreement shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession.

D.11 POSSESSORY INTEREST. The parties to this Agreement recognize that certain rights to property may create a "possessory interest", as those words are used in the *California Revenue and Taxation Code* (107). For all purposes of compliance by SCTC with Section 107.6 of the *California Revenue and Taxation Code*, this recital shall be deemed full compliance by the SCTC. All questions of initial determination of possessory interest and valuation of such interest, if any, shall be the responsibility of the SCTC Assessor and the contracting parties hereto. A taxable possessory interest may be created by this, if created, and the party in whom such an interest is vested will be subject to the payment of property taxes levied on such an interest.

D.12 TAXES. CONTRACTOR hereby grants to the SCTC the authority to deduct from any payments to CONTRACTOR any SCTC imposed taxes, fines, penalties and related charges which are delinquent at the time such payments under this Agreement are due to CONTRACTOR.

D.13 TERMINATION. SCTC shall have the right to terminate this Agreement at any time by giving notice in writing of such termination to CONTRACTOR. In the event SCTC gives notice of termination, CONTRACTOR shall immediately cease rendering service upon receipt of such written notice and the following shall apply:

D.13.1.1 CONTRACTOR shall deliver to SCTC copies of all writings prepared by it pursuant to this Agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, computer storage medium (tapes, disks, diskettes, etc.) and every other means of recording upon any tangible thing, and form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.

D.13.1.2 SCTC shall pay CONTRACTOR the reasonable value of services rendered by CONTRACTOR to the date of termination pursuant to this Agreement not to exceed the amount documented by CONTRACTOR and approved by SCTC as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed One Thousand Dollars (\$1,000).

Further provided, however, SCTC shall not in any manner be liable for lost profits which might have been made by CONTRACTOR had CONTRACTOR completed the services required by this Agreement. In this regard, CONTRACTOR shall furnish to SCTC such financial information as in the judgment of the SCTC is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of the SCTC shall be final. The foregoing is cumulative and does not affect any right or remedy which SCTC may have in law or equity.

D.13.2 CONTRACTOR may terminate its services under this Agreement upon thirty (30) working days written notice to the SCTC, without liability for damages, if CONTRACTOR is not compensated according to the provisions of the Agreement or upon any other material breach of the Agreement by SCTC, provided that CONTRACTOR has first provided SCTC with a written notice of any alleged breach, specifying the nature of the alleged breach and providing not less than ten (10) working days within which the SCTC may cure the alleged breach.

D.14 OWNERSHIP OF INFORMATION. All professional and technical information developed under this Agreement and all work sheets, reports, and related data shall become and/or remain the property of SCTC, and CONTRACTOR agrees to deliver reproducible copies of such documents to SCTC on completion of the services hereunder. The SCTC agrees to indemnify and hold CONTRACTOR harmless from any claim arising out of reuse of the information for other than this project.

D.15 WAIVER. A waiver by any party of any breach of any term, covenant or condition herein contained or a waiver of any right or remedy of such party available hereunder at law or in equity shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained or of any continued or subsequent right to the same right or remedy. No party shall be deemed to have made any such waiver unless it is in writing and signed by the party so waiving.

D.16 COMPLETENESS OF INSTRUMENT. This Agreement, together with its specific references and attachments, constitutes all of the agreements, understandings, representations, conditions, warranties and covenants made by and between the parties hereto. Unless set forth herein, neither party shall be liable for any representations made, express or implied.

D.17 SUPERSEDES PRIOR AGREEMENTS. It is the intention of the parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, representations, or agreements, written or oral, between the parties hereto.

D.18 ATTORNEY'S FEES. If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret provisions of this Agreement, the prevailing party shall 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 such party may be entitled.

D.19 MINOR AUDITOR REVISION. In the event the Sierra SCTC Auditor's office finds a mathematical discrepancy between the terms of the Agreement and actual invoices or payments, provided that such discrepancy does not exceed 1% of the Agreement amount, the Auditor's office may make the adjustment in any payment or payments without requiring an amendment to the Agreement to provide for such adjustment. Should the SCTC or the CONTRACTOR disagree with such adjustment, they reserve the right to contest such adjustment and/or to request corrective amendment.

D.20 CAPTIONS. The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction

or meaning of the provisions of this Agreement.

D.21 DEFINITIONS. Unless otherwise provided in this Agreement, or unless the context otherwise requires, the following definitions and rules of construction shall apply herein.

D.21.1 NUMBER AND GENDER. In this Agreement, the neuter gender includes the feminine and masculine, the singular includes the plural, and the word “person” includes corporations, partnerships, firms or associations, wherever the context so requires.

D.21.2 MANDATORY AND PERMISSIVE. “Shall” and “will” and “agrees” are mandatory. “May” is permissive.

D.22 TERM INCLUDES EXTENSIONS. All references to the term of this Agreement or the Agreement Term shall include any extensions of such term.

D.23 SUCCESSORS AND ASSIGNS. All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

D.24 MODIFICATION. No modification or waiver of any provisions of this Agreement or its attachments shall be effective unless such waiver or modification shall be in writing, signed by all parties, and then shall be effective only for the period and on the condition, and for the specific instance for which given.

D.25 COUNTERPARTS. This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

D.26 OTHER DOCUMENTS. The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

D.27 PARTIAL INVALIDITY. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

D.28 VENUE. It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Sierra, State of California.

D.29 CONTROLLING LAW. The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.

D.30 CALIFORNIA TORT CLAIMS ACT. Notwithstanding any term or condition of the Agreement, the provisions, and related provisions, of the California Tort Claims Act, Division 3.6 of the *Government Code*, are not waived by SCTC and shall apply to any claim against SCTC arising out of any acts or conduct under the terms and conditions of this Agreement.

D.31 TIME IS OF THE ESSENCE. Time is of the essence of this Agreement and each covenant and term herein.

D.32 AUTHORITY. All parties to this Agreement warrant and represent that they have the power and

authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such entity(s), person(s), estate(s) or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement are in full compliance. Further, by entering into this Agreement, neither party hereto shall have breached the terms or conditions of any other contract or agreement to which such party is obligated, which such breach would have a material effect hereon.

D.33 CORPORATE AUTHORITY. If CONTRACTOR is a corporation or public agency, each individual executing this Agreement on behalf of said corporation or public agency represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of said corporation, in accordance with a duly adopted resolution of the Board of Directors of said corporation or in accordance with the bylaws of said corporation or Board or Commission of said public agency, and that this Agreement is binding upon said corporation or public entity in accordance with its terms. If CONTRACTOR is a corporation, CONTRACTOR shall, within thirty (30) days after execution of this Agreement, deliver to SCTC a certified copy of a resolution of the Board of Directors of said corporation authorizing or ratifying the execution of this Agreement.

D.34 CONFLICT OF INTEREST.

D.34.1 LEGAL COMPLIANCE. CONTRACTOR agrees at all times in performance of this Agreement to comply with the law of the State of California regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the *California Government Code*, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100, including regulations promulgated by the California Fair Political Practices Commission.

D.34.2 ADVISEMENT. CONTRACTOR agrees that if any facts come to its attention which raise any questions as to the applicability of this law, it will immediately inform the SCTC designated representative and provide all information needed for resolution of the question.

D.34.3 ADMONITION. Without limitation of the covenants in subparagraphs D.34.1 and D.34.2, CONTRACTOR is admonished hereby as follows:

The statutes, regulations and laws referenced in this provision D.34 include, but are not limited to, a prohibition against any public officer, including CONTRACTOR for this purpose, from making any decision on behalf of SCTC in which such officer has a direct or indirect financial interest. A violation occurs if the public officer influences or participates in any SCTC decision which has the potential to confer any pecuniary benefit on CONTRACTOR or any business firm in which CONTRACTOR has an interest of any type, with certain narrow exceptions.

D.35 NONDISCRIMINATION. During the performance of this Agreement, CONTRACTOR shall not unlawfully discriminate against any employee of the CONTRACTOR or of the SCTC or applicant for employment or for services or any member of the public because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age or sex. CONTRACTOR shall ensure that in the provision of services under this Agreement, its employees and applicants for employment and any member of the public are free from such discrimination. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (*Government Code* Section 12900 et seq.). The applicable regulations of the Fair Employment Housing Commission implementing *Government Code* Section 12900, set forth in Chapter 5, Division 4 of Title 2 of the California *Administrative Code* are incorporated into this Agreement by reference and made a part hereof as if set forth in full. CONTRACTOR shall also abide by the Federal Civil

Rights Act of 1964 and all amendments thereto, and all administrative rules and regulation issued pursuant to said Act. CONTRACTOR shall give written notice of its obligations under this clause to any labor agreement. CONTRACTOR shall include the non-discrimination and compliance provision of this paragraph in all subcontracts to perform work under this Agreement.

D.36 JOINT AND SEVERAL LIABILITY. If any party consists of more than one person or entity, the liability of each person or entity signing this Agreement shall be joint and several.

D.37 TAXPAYER I.D. NUMBER. The SCTC shall not disburse any payments to CONTRACTOR pursuant to this Agreement until CONTRACTOR supplies the latter's Taxpayer I.D. Number or Social Security Number (as required on the line under CONTRACTOR's signature on page 2 of this Agreement).

D.38 NOTICES. All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the party so to be served as follows:

If to "SCTC":
Tim H. Beals
Sierra County Transportation Commission
P.O. Box 98
Downieville, CA 95936

With a copy to:
Sierra County Counsel
SCTC of Sierra
Post Office 98
Downieville, CA 95936

If to "CONTRACTOR":

H. Fred Huang, P.E.
MGE Engineering, Inc.
7415 Greenhaven Drive, Suite 100
Sacramento, CA 95831

County of Sierra
Department of Transportation
Post Office Box 98
Downieville, California 95936

Our File No. _____

Re: _____

STATEMENT OF ACCOUNT FOR

BALANCE FORWARD \$

TOTAL CURRENT CHARGES:

<u>Date</u>	<u>Staff</u>	<u>Description of Service</u>	<u>Hrs</u>	<u>Rate</u>	<u>Total</u>
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Total \$ _____

May 12, 2020

Sierra County Transportation Commission
101 Courthouse Square
Downieville, CA 95936

Attn: Mr. Tim Beals, Executive Director

Subject: Proposal to Provide Professional Services in Support of the Sierra County Transportation Commission for Fiscal Year 2020-2021

Dear Mr. Beals:

MGE Engineering, Inc. (MGE) is pleased to have been requested to provide a proposal for professional services to the Sierra County Transportation Commission for the 2020-2021 Fiscal Year. The proposed professional services would be provided on a time and materials basis with a not to exceed limit for the July through June budget year. The anticipated scope of services to be provided under the resulting agreement is shown in Attachment "A". Also included with this letter proposal is MGE's "Hourly Billing Rates" schedule.

Since Darrel Huckabay is retiring, Stephen Hawkins, P.E., will be the primary representative from MGE responsible for providing the needed professional services to the Sierra County Transportation Commission. He will be supported by staff from MGE's headquarters office in Sacramento.

Based upon MGE's billings for the 2019-2020 Fiscal Year and anticipation that the Sierra County Transportation Commission will have a reduced need for supporting services due to funding limitations, it is proposed that the not to exceed limit for the 2020-2021 Fiscal Year be set at \$20,000.

We at MGE very much appreciate this opportunity to continue to be of service to the Sierra County Transportation Commission.

Sincerely,

MGE Engineering, Inc.



H. Fred Huang, P.E.
President

Attachment “A”

A.1 Scope of Service and Duties

Provide engineering and other technical support to the Sierra County Transportation Commission (SCTC) upon request for:

- Development of preliminary project information for use in development of priorities;
- Assistance with the development of the Regional Transportation Improvement Program (RTIP);
- Preparation of Project Study Reports (PSR);
- Assistance with preparation, submission and processing of programming and funding requests to the California State Transportation Commission, California Department of Transportation, and other state/federal agencies;
- Attendance at SCTC and other meetings as requested by the SCTC Executive Director;
- Other engineering and professional services as requested by the SCTC Executive Director.

A.2 Time of Services

July 1, 2020 through June 30, 2021

HOURLY BILLING RATES

MGE Engineering, Inc.

Effective 07/01/20 – 06/30/21

<u>Classification</u>	<u>Rate</u>
Principal Engineer	\$280
Project Manager	\$260
Supervising Engineer	\$240
Senior Engineer II	\$220
Senior Engineer I	\$200
Associate Engineer	\$170
Assistant Engineer	\$160
Junior Engineer	\$130
CAD Technician III	\$160
CAD Technician II	\$140
CAD Technician I	\$120
Admin Assistant	\$110

Direct Costs:

Reproduction and Delivery

At Cost

Auto Mileage

Federal Rate (est. \$0.575/mile)

Sierra County Transportation Commission
Meeting: May 20, 2020
Agenda Items 10:

Regional Surface Transportation Program Federal Exchange Program

A. Resolution approving agreement for Federal Apportionment Exchange Program Funding

Background:

These funds to date have been utilized for speed feedback signs throughout the RTPA. A discussion item will be placed on the agenda for the June 2020 SCTC meeting for determination of how to allocate the new apportionment.

Recommended Motion: Discussion/Direction to Staff on utilization of available funds.

SIERRA COUNTY TRANSPORTATION COMMISSION

**In the Matter of Federal Apportionment
Exchange Program California Department of
Transportation Agreement X20-6150(033)**

Resolution 2020-07

WHEREAS, the Sierra County Transportation Commission (SCTC) is designated as the Regional Transportation Planning Agency (RTPA) for Sierra County; and,

WHEREAS, Sierra County Transportation Commission is authorized by Section 182.6 of the Streets and Highways code to assign apportionments made available to it for allocation to transportation projects, as modified in accordance with Section 182.6 of the Streets and Highways Code (Regional Surface Transportation Program (RSTP) funds) in exchange for non-federal State Highway; and,

WHEREAS, Section 182.9 of the Streets and Highways Code requires the allocation of State matching moneys from the State Highway Account to County; and,

WHEREAS, this procedure is an annual means whereby the Sierra County Transportation is authorized to utilize its RSTP funds for projects on local streets and roads.

NOW, THEREFORE, BE IT RESOLVED that the Sierra County Transportation Commission hereby approves the Federal Apportionment Exchange Program and State Match Program – California Department of Transportation Non MPO County Agreement X20-6150(033) and designates the Executive Director or Chairman of the Commission to execute the agreement.

ADOPTED by the Sierra County Transportation Commission on the 20th day of May, 2020, by the following vote:

AYES: _____
NOES: _____
ABSTAINED: _____
ABSENT: _____

Peter W. Huebner, Chairperson
Sierra County Transportation Commission

ATTEST:

Miriam B. Dines, Executive Secretary to the Commission

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

District: 03
Agency: Sierra County Transportation Commission

Agreement No. X20-6150(033)
AMS Adv ID:0320000148

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

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

NOW, THEREFORE, the parties agree as follows:

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

\$16,139.00 for Fiscal Year 2019/2020

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

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

For Caltrans Use Only

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



Accounting Officer

| Date 3/5/20 | \$16,139.00

3. Subject to the availability of STATE funds following the receipt of an RTPA invoice evidencing RTPA's assignment of those estimated RSTP/RSTBGP funds under Section 1 to STATE, STATE agrees to pay to RTPA an amount not to exceed \$16,139.00 of non-federal exchange funds ("Funds") that equals the sum of the estimated RSTP/RSTBGP apportionment assigned to State in Section 1 above.

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

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

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

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

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

9. COST PRINCIPLES

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

B) RTPA will assure that its fund recipients will be obligated to agree that (A) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, Et Seq., shall be used to determine the allowability of individual project cost items and (B) Those parties shall comply with Federal Administrative Procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements To State And Local Governments. Every sub-recipient receiving funds as a contractor or sub-contractor under this agreement shall comply with Federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

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

10. THIRD PARTY CONTRACTING

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

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

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

11. ACCOUNTING SYSTEM

RTPA, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate Fund expenditures by line item. The accounting system of RTPA, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.

12. RIGHT TO AUDIT

For the purpose of determining compliance with this AGREEMENT and other matters connected with the performance of RTPA's contracts with third parties, RTPA, RTPA's contractors and subcontractors and STATE shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times for three years from the date of final payment of Funds to RTPA. STATE, the California State Auditor, or any duly authorized representative of STATE or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent for audits, examinations, excerpts, and transactions, and RTPA shall furnish copies thereof if requested.

13. TRAVEL AND SUBSISTENCE

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

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

STATE OF CALIFORNIA
Department of Transportation

Sierra County Transportation Commission

By: _____
Office of Project Implementation
Division of Local Assistance

By: _____

Title: _____

Date: _____

Date: _____

**Sierra County Transportation Commission
Meeting: May 20, 2020**

11. Transportation Issues and Project Status Reports

Transportation Updates

- A. Caltrans Report
- B. Bridge Projects: Salmon Lake, Packer Lake, Plumbago Creek
- C. Speed Feedback Signs
- D. Pedestrian Issues
- E. Update on County projects
- F. Update on City projects
- G. Other Transportation Issues

2020

January

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November

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December

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