

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

COMMISSIONERS

*PETER W. HUEBNER –CHAIRMAN
SCOTT SCHLEFSTEIN
PAUL ROEN
PATRICIA WHITLEY*

*MARIANNE MOORE-VICE CHAIR
ERNIE TEAGUE
MARK MARIN
JAMES BEARD, ALTERNATE*

**WEDNESDAY
MAY 25, 2016
10:00 A.M.**

**LOYALTON SOCIAL HALL
LOYALTON CITY PARK
LOYALTON, CALIFORNIA**

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 March 23, 2016**
- 6. Announcements**
- 7. Public Comment Opportunity**
- 8. Transit Issues**

A. Discussion and report on status of Transit Funds and Transit Services within County

B. **10:10 a.m. Public Hearing** for identification of UNMET TRANSIT NEEDS IN SIERRA COUNTY

C. Social Services Transportation Advisory Council – Report

D. Adopt Resolution establishing definition of those transit needs that are reasonable to meet during fiscal year 2016/2017

E. Adopt resolution approving FY 2016/2017 Transit Operation Budget

- 9. Regional Surface Transportation Program Federal Exchange Program**

A. Correspondence authorized at March 23, 2016 meeting regarding speed feedback signs in the City of Loyalton

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- p. 25 B. Discussion and adoption of resolution authorizing the utilization of Federal Apportionment Exchange Program Funding for Highway Safety Project - Radar Speed Feedback Signs

p. 32 **10. Overall Work Program**

- p. 64 A. Report on status of the Overall Work Program Budget for the current fiscal year
 B. Adopt resolution approving OWP FY 2016/2017 and approving OWP Agreement as well as Certifications and Assurances.
p. 67 C. Adopt resolution approving SCTC Budget FY 2016/2017

p. 69 **11. Transportation Issues and Project Status Reports**

- A. STIP Update
- B. Discussion regarding grant writer/revenue resources for transportation projects such as Campbell Hot Springs/Lemmon Canyon Road
- C. Bicycle Trail Project and Smithneck Creek Road Rehabilitation
- D. Bridge Projects: Jim Crow, Salmon Lake, Packer Lake, Plumbago Creek, Low Water Crossing Bridge at Independence Lake Road
- E. State Route 89 Turn-outs
- F. Update on meeting with Irene Davidson, District Ranger-Carson Ranger District-regarding Long Valley Road
- G. Other Transportation Issues

- p. 70 **12. Audit Report:** Report on the Triennial Performance Audit of the Sierra County Transportation Commission for the three years ending June 30, 2015

13. CALTRANS Report

14. Schedule Next Meeting

15. Adjourn

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WEDNESDAY
MARCH 23, 2016
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 10:00 a.m. by Chairman Paul Roen. A quorum was established.

Roll Call

Commissioners Present: Huebner; Moore; Schlefstein; Teague; Roen

Commissioners Absent: Marin; Whitley

A Quorum was established.

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

Others Present: Kaisa McDonald and Arnold Mitchum of Sierra Hot Springs; Jennifer Jacobson, Regional Liaison, Caltrans District 3

2. PLEDGE OF ALLEGIANCE: Led by Commissioner Huebner.

3. ELECTION OF 2016 CHAIR AND VICE CHAIR:

Commission Action: Commissioner Moore nominated Commissioner Huebner to serve as Chair for 2016; seconded by Commissioner Roen. Motion was carried unanimously by roll call vote.

Commission Action: Commissioner Huebner nominated Commissioner Moore to serve as Vice-Chair for 2016; seconded by Commissioner Schlefstein. Motion was carried unanimously by roll call vote.

Commissioner Huebner assumed the chair.

4. APPROVAL OF AGENDA:

Commission Action: Commissioner Schlefstein moved to approve the agenda; seconded by Commissioner Roen. Motion was approved unanimously by roll call.

5. APPROVAL OF MINUTES:

Commissioner Schlefstein raised the issue discussed at the previous meeting with regarding the condition of State Route 70 from Vinton to Hallelujah Junction in Lassen County. Discussion ensued on the dangerous conditions. Jennifer Jacobson will contact District 2 regarding the concerns raised.

Commission Action: Commissioner Roen moved to approve the October 29, 2015 minutes; seconded by Commissioner Schlefstein. Motion was approved unanimously by roll call.

6. ANNOUNCEMENTS: No announcements were made.

7. PUBLIC COMMENT: No public comment was given.

8. TRANSIT ISSUES:

Mr. Davey reported on projected funding for the next fiscal year. Mr. Maddox, County Auditor, provided a fund estimate as follows: Projected revenue for FY 2017 is \$13,000 in STA - State Transit Assistance (which is for capital expenditures) and \$45,000 in LTF - Local Transportation Funds. The Federal Transit Administration appropriated \$48,000 for the next cycle instead of the usual \$40,000. The projected balance in STA at the beginning of the next fiscal year is \$53,000 and in LTF it is projected at \$17,000. The balances along with the projected funding result in the staff recommendation to extend the same program this year, at \$98,000, dividing the available funding between the two agencies that are under contract for transit services.

Commission Action: Commissioner Roen moved to adopt a resolution approving the Program of Projects (POP) for 15-16 FTA 5311 Grant Funding; seconded by Commissioner Schlefstein. Motion was carried unanimously by roll call.

Commission Action: Commissioner Roen moved to approve FTA Section 5311 Transit Grant application as presented; seconded by Commissioner Schlefstein. Motion was carried unanimously by roll call.

Miriam Dines discussed the annual Unmet Transit Needs hearing and explained that due to the 45 day public notification requirement she had scheduled the hearing, and therefore the May meeting of the SCTC, for Wednesday, May 25, 2016.

Miriam Dines reported that contact was made with the public members of the Social Services Transportation Advisory Council at that all public representatives wished to continue their participation. No action was taken.

9. OVERALL WORK PROGRAM

Mr. Davey reported that during reconciliation of the account for the first two quarters it was discovered that we had neglected to modify the budgets for Work Elements 3 and 4 (Regional Transportation Plan and Regional Transportation Improvement Program). Since the RTP updated was completed last year, as was the updated RTIP, those budgets need to be reduced. In all other aspects we're on track and have met goals and are proceeding as expected.

Commission Action: Commissioner Roen moved to adopt a resolution approving the amended Overall Work Program for Fiscal Year 2016; seconded by Commissioner Moore. Motion was carried unanimously by roll call.

Mr. Davey further reported on the draft Overall Work Program for 2017, stating that it had submitted to Caltrans. Essentially it is a continuation of the work we have been doing this year, there are no major modifications. We anticipate receiving comments from Caltrans and reporting back at the next meeting.

10. STIP UPDATE

Mr. Davey reported that we received a letter from the California Transportation Commission advising SCTC that they want us to revise the Regional Transportation Improvement Program (RTIP), pointing out that we had submitted an RTIP with no additional programming already. Now the CTC is stating that there is a \$754,000,000 shortfall and projects need to be deleted from the STIP. The SCTC projects in question are the State Highway Turnouts and the Smithneck Road Rehabilitation and Smithneck Road Bike Project. The request was to delete all. In response, Mr. Beals drafted a letter declining to delete projects and did not offer to revise it voluntarily. A resolution affirming that position was presented for review and approval.

Mr. Davey further reported that a large effort is being put forth to rectify the transportation funding crisis with the STIP. All road departments throughout California are severely impacted by this funding crisis and the Governor has addressed this in his budget as one of his top priorities. Some counties have volunteered reductions to the STIP, and as was reported at the last Regional Counties Taskforce meeting, \$500 million in projects had been offered up by the counties. The CTC will be meeting on March 24, 2016 to review the issue. The expectation is that they will direct the CTC staff to pick projects to delete. Commissioner Schlefstein stated that we should keep fighting until they delete us.

Discussion ensued on whether the Regional Counties Task Force ascribe to the position that smaller counties shouldn't be touched in this process, and the basic conclusion is that all jurisdictions are fighting for their budgets.

Mr. Beals reported that there is a good news regarding the State Route Truck Turnouts project in that Caltrans has offered to fund the project in advance for us should it get deleted, and it looks like if we agreed it could be constructed in 2017. Commissioner Roen and Mr. Beals had been in touch with Tom Brennan of Caltrans regarding the project. Caltrans will draft an agreement that SCTC would have to commit \$750,000 in future funding to one of their projects.

The Smithneck bike path project was discussed and it still appears that Federal Lands Access Program is a good possibility for funding for that project. The application will need to be beefed up with some economic drivers. It is clear that Sierra County is a county that deserves FLAP funding for projects with 75% of the land in Sierra County being National Forest.

Commission Action: Commissioner Schlefstein moved to adopt a resolution opposing deletion of STIP projects; seconded by Commissioner Roen. Motion was carried unanimously by roll call.

Further discussion ensued on the State Route Truck Turnout Projects, noting appreciation for Commissioner Roen's interaction with Caltrans on this project and that anyone traveling on State Route 89 will understand the value of the project.

Commission Action: Commissioner Roen moved to adopt a resolution to support the project and execute an agreement with Caltrans to deliver the project in advance of the funding; seconded by Commissioner Schlefstein. Motion was carried unanimously by roll call.

The letter to the California State Legislature regarding the transportation funding crisis was considered. Mr. Davey explained that it is similar to the letter that was on the Sierra County Board of Supervisors agenda for consideration, with a somewhat different spin with the Regional Transportation Planning Agencies, which have a bigger role in this in that they are more closely connected to the California Transportation Commission.

Commission Action: Commissioner Roen moved to approve and authorize a letter to members of the California State Legislature regarding the transportation funding crisis; seconded by Commissioner Schlefstein. Motion was carried unanimously by roll call.

Mr. Davey reported on the California Road Charge Pilot Program which has been legislated to see if road user charges could replace the gas tax for funding transportation. Commissioner Schlefstein stated adamant opposition to the concept, stating that he has real concern about how this will impact rural residents. Brief discussion ensued, no action was taken.

11. TRANSPORTATION ISSUES AND PROJECT STATUS REPORTS

A. Bicycle Trail Project and Smithneck Creek Road Rehabilitation: Status covered under previous discussion: Mr. Davey reported that we have engineering firms who've submitted Requests for Proposal however we haven't selected among them, and we may not want to proceed with that if the project ends up deleted from the STIP.

B. Campbell Hot Springs-Lemmon Canyon Road: Mr. Beals reported that the Sierra Hot Springs project has put a bulls eye on this road, and they are attempting to have the SCTC assign a higher priority to that road because of its condition, its value to the airport, and to the SHS property. Some good progress has occurred in that the land use project is in process, and the airport has received the interest of the California Department of Transportation Division of Aeronautics and is receiving funding for an over lay, and hopefully also for construction of the taxi/tie down area which now looks like an ancient Roman highway. The immediate issue is that the environmental review tied to the land use project has triggered a Level of Service (LOS) issue on the road, which is that they've almost reached a level of use capacity that will require the road to be upgraded, which puts 100% of the burden on the project applicant, which is disproportionate to the SHS. Sierra Hot Springs is requesting that the SCTC put the rehabilitation of Campbell Hot Springs - Lemmon Canyon Road at the highest priority.

Discussion ensued with regard to the Smithneck Projects, which are not yet fully funded. It was noted again that the Federal Lands Access Program applications come out next April. If the FLAP funding were to come through it would free up the STIP commitment. In discussing FLAP, Mr. Beals stated that the Gold Lake Road is unraveling, and that as Director of Transportation he has written to the Plumas County Public Works Director about a cooperative application to FLAP, which involves two counties, two national forests, and seems to be a natural for that funding.

Commissioner Huebner stated that Lemmon Canyon should be a high priority due to the economic possibilities and jobs. He would like to tie this discussion in with a discussion about the possibility of a grant writer funded by SCTC.

Commissioner Schlefstein stated that he is not in favor of deferring the Smithneck Projects to put this in front of it.

The discussion concludes with direction to have a grant writer as an agenda item for the next meeting.

C. Bridge Projects: All bridges are progressing as expected. It is anticipated that environmental and design will be completed this season with construction next season, except for the Jim Crow Road facility which will be rehabilitated this season.

D. Low Water Crossing: As with the other 3 bridges, it is progressing as expected and will hopefully be ready for construction next season.

E. State Route 89 Turnouts: This was previously discussed.

F. Speed Feedback Signs: Mr. Davey reported that when these signs had been discussed at previous meetings the City of Loyalton did not want them, but now a number of citizens have seen the signs and are interested. A letter was submitted by Lorie Horner, and signed by others. Funding will come around annually that can be utilized for these signs, but the next available funding is 2 years out. Staff is directed to respond to Ms. Horner and advise her that they need to approach City Council to gain support for the project so the City representatives on SCTC will support funding for a future project. It is clarified that if the project is in the City, the City will be responsible to arrange to install the project or to request assistance from the County.

Commission Action: Commissioner Schlefstein moved to contact the City with a copy of the letter regarding speed feedback signs and explain the process should the City determine to pursue a project; seconded by Commissioner Roen. Motion was carried by acclamation.

Mr. Davey reported that a neighbor of the speed feedback sign on the east side of Sierra City has been unhappy with the placement of the sign, and that Caltrans has researched the issue extensively and has determined to move the sign approximately 100 feet down the road.

G. Other Transportation Issues: Mr. Beals reported that the Forest Service has agreed to facilitate the grinding of Dog Valley Grade, which is starting today. The County is closing the road for the duration, and the involvement of the County is limited to traffic control, support facilities, and final grading. It is an impressive process, grinding up and re-laying the rock and sub-grade. The road carries a lot of traffic. Mr. Beals reported on a winter logging project outside of Border Town, and that there wasn't enough conditions to allow hauling in the winter, therefore the project is extended and will be hauling in the spring and summer months. Finally, Mr. Beals reported on a meeting with the Forest Service regarding Long Valley Road. Irene Davidson, Ranger of the Carson Ranger District, has learned a lot about this road in the last 6 months and now has realized the cooperative nature of the road. The road provides access to the Crystal Peak Mine and camping. There is a lot of law enforcement activity out there, and the County can't keep up with the demand on the road. She has agreed to meet with the County and one of her road staff members sometime in April.

Mr. Beals also discussed the Grant Writer concept. His opinion is that it is more likely that we might find an engineering firm to sign on with a reduced fee or on a contingency basis to seek funding avenues. He noted that the firms that we currently have proposals from on the Smithneck Creek Projects might be approachable on this concept.

12. Caltrans Update: Jennifer Jacobson introduced herself as the new regional liaison from Caltrans District 3. She reported that she had forwarded the State Route 49 curbs and gutters issue and found out that Caltrans has a maintenance agreement with the City of Loyalton identifying Caltrans as the party responsible for the curbs and sidewalks on SR 49 through Loyalton. After speaking with our Maintenance Division about the curb deterioration, they found a project that is starting up soon: Design-Build ADA Project. They are adding the curb and gutter repair to that project.

13. SCHEDULE NEXT MEETING

The next meeting will be April 20, 2016 in Sierraville at 10:00 a.m.

14. ADJOURNMENT

The meeting was adjourned by Chairman Huebner at 11:35 a.m.

Peter W. Huebner, Chairman
Sierra County Transportation Commission

ATTEST:

Miriam B. Dines, Executive Secretary

Sierra County Transportation Commission
Meeting: May 25, 2016
Agenda Item 8 A-E

Transit Issues

- A. Discussion and report on status of Transit Funds and Transit Services within County - Standing Agenda Item**
- B. 10:10 a.m. Public Hearing for identification of UNMET TRANSIT NEEDS IN SIERRA COUNTY**
- C. Social Services Transportation Advisory Council – Report
(See attached SSTAC Minutes and receive report)**
- D. Adopt Resolution establishing definition of those transit needs that are reasonable to meet during fiscal year 2016/2017**

Background: The Transportation Development Act charges the SCTC with the responsibility of annually determining if there are transit needs that are unmet and could be reasonably met. Recommendation: Adopt Resolution.

- E. Adopt resolution approving FY 2016/2017 Transit Operation Budget**

Background: Staff recommendation is to fund the transit program at the same level as the previous fiscal year, a total of \$98,000 divided between the Eastern County Program and Western County Program. Recommendation: Adopt Resolution approving Transit Operation Budget for 2016/17 as presented.

SIERRA COUNTY TRANSPORTATION COMMISSION

P.O. Box 98
Downieville, California 95936
(530)289-3201 FAX (530) 289-2828



Tim H. Beals
Executive Director

PUBLIC HEARING NOTICE

The Sierra County Transportation Commission shall conduct a public hearing at 10:10 a.m. on Wednesday, May 25, 2016 at the Loyalton Social Hall, Loyalton, California for the purpose of:

1. Identification of ***UNMET TRANSIT NEEDS IN SIERRA COUNTY***; and
2. Establishing definition of those transit needs that are ***REASONABLE TO MEET*** during fiscal year 2016-2017.

The public is invited to attend and encouraged to participate.

Posted: March 24, 2016

Published: March 24, 2016

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

Minutes: SSTAC Meeting – April 29, 2016

The meeting, conducted at the Loyalton Social Hall, was called to order at 11:08A.M. by Bryan Davey.

SSTAC Members Present: Miriam Dines, Sierra County Transportation Commission; Lori Wright, Transportation Director-Incorporated Senior Citizens; John Funk, member Golden Rays Senior Citizens; Thomas Schumann-Community Member; Marianne Moore-Transit Representative. Other participants included Jo Percy, Incorporated Senior Citizens; Frank Sanchez, Transit Driver; Mike Moore.

Absent: Health and Human Services Representative, Patricia Whitley, Rodney Ferguson.

Background: Bryan Davey discussed the background and purpose of meeting, briefly explaining that the goal of today's meeting is to identify transit services that are reasonable meet, as well as needs that are unmet and to assist in coordinating services.

Public Comment for Items Not on the Agenda: Mr. Schumann suggested that the more prioritized consideration be given for weekend transportation to medical appointments.

Discussion on Current Status of Van Programs:

Transit Funding was discussed and Mr. Davey explained that the transit fund has received \$35,000 this fiscal year with one quarter left and it is anticipated to land at \$45,000 in sales tax revenue for transit by the end of the current fiscal year. Available for next year's transit program the revenue is estimated at \$93,000, \$45,00 LTF and \$48,000 5311 FTA. That, coupled with reserves will compile the recommendation to the Transportation Commission to fund the transit contracts at \$98,000, which is no increase and no decrease from the previous year. He pointed out that the budget is holding steady, but is still in deficit spending.

The transit providers report that the programs are going well.

Unmet Transit Needs were discussed with issues essentially the same as in previous years identified as follows:

- *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*
- *Can't integrate the services from Social Services due to confidentiality issues*
- *Fixed routes would be very difficult to set up and while desirable are not feasible.*
- *Not enough funding to meet the existing needs*

Discussion ensued on "private transportation", social services transportation, and the Uber type of situation which is not available in Sierra County. Lori Wright noted that private transportation is much more expensive than the public transit.

Based on the discussion Bryan read the previous definition of unmet needs and a proposed a definition for the current year of what is reasonable to meet was made after a brief discussion by consensus the proposed definitions of "Unmet Needs" and those that are "Reasonable to Meet" were approved 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 shall 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."

The definition 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 \$98,000.00. 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.

These definitions will be reflected in the Unmet Needs Resolution which will be presented to the Sierra County Transportation Commission on Wednesday, May 25, 2016 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 11:40 a.m.

Respectfully Submitted,


Miriam B. Dines

SIERRA COUNTY TRANSPORTATION COMMISSION

**In the Matter of
Unmet Transit Needs Finding FY 2016-2017**

Resolution 2016-05

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 25, 2016; 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 25, 2016 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 **25th day of May, 2016**, 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

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 shall 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 \$98,000.00. 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.

SIERRA COUNTY TRANSPORTATION COMMISSION

**In the Matter of Defining and Approving
Sierra County Transit Budget, FY 2016/2017
and Defining County Share and City of Loyalton Share for
Eastern Sierra County Allocation**

Resolution 2016-06

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 \$98,000.00 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 \$15,680.00, representing 32% 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 \$33,320.00 representing 68% 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 \$49,000.00 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 **25th day of May, 2016**, 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

Senior Van Program Budget

2017 FY

	<i>Application Total</i>	<i>Golden Rays</i>	<i>Inc. Sr. Van Prog.</i>
1) Total Operating Expenses			
Personnel Expenses (Salaries & Testing)	\$54,846.00	\$17,201.00	\$37,645.00
Employer-Paid Taxes	\$10,643.00	\$2,606.00	\$8,037.00
Taxes/Insurance	\$19,180.00	\$9,680.00	\$9,500.00
Administration/Office Expenses	\$14,625.00	\$13,625.00	\$1,000.00
Fuel, Maintenance, Repairs	\$18,391.00	\$11,333.00	\$7,058.00
Total Operating Expenses	\$117,685.00	\$54,445.00	\$63,240.00
2) Less Fare Box and Other Revenue	\$14,445.00	\$5,445.00	\$9,000.00
3) Less AB2766 funding	\$5,240.00	\$0.00	\$5,240.00
3) Less Ineligible Expenses	\$0.00	\$0.00	\$0.00
4) Net Project Cost	\$98,000.00	\$49,000.00	\$49,000.00

	2010 census data	Pop %	Funding allocated by Population
Loyalton / Sierra County split for Inc. Sr. LTF			
Sierra County 26% LTF Allocated	\$12,984.38	3200	76% \$ 37,984.38 County Share
Loyalton 100% of LTF Allocated	\$12,015.63	769	24% \$ 12,015.63 Loyalton Share

Total Operating Expenses:	\$117,685.00	
Pop 25 5311	\$48,000.00	
LTF	\$50,000.00	
STA Funds	\$0.00	
Fare box revenues	\$14,445.00	
AB2766 Funding	\$5,240.00	\$19,685.00

Total Revenue \$98,000.00

Eligible amount for 5311 55.33% \$54,223.40

Full project

SENIOR VAN TRANSIT ANNUAL BUDGET FORM

AGENCY: Golden Rays Senior Citizens

FISCAL YEAR: 2017

OPERATING EXPENSES: 2017FY

PERSONNEL:

Salaries:		
Director/Coordinator		
Drivers/Wages		17,000.00
Drug Testing		175.00
DMV Pull Notices		26.00
Total		17,201.00

EMPLOYER-PAID TAXES:

FICA	6.20%	1,066.00
UI	6.20%	1,066.00
ETT	0.10%	18.00
SDI	1.20%	207.00
Medicare	1.45%	249.00
Total		2,606.00

INSURANCE AND REGISTRATION:

Workers Comp		3,780.00
Vehicle/Auto		5,500.00
Registration		400.00
General Liability		
Total		9,680.00

ADMIN and OFFICE EXPENSES:

Office Space Rent		6,000.00
Telephone		
Cellular		825.00
Postmaster		50.00
Supplies and Office Expense		400.00
Audit and Accounting		6,200.00
Advertising		150.00
Copier supplies		
Employee Travel		
Bookkeeper		
Other Misc Expenses		
Total		13,625.00

VAN OPERATION and MAINTENANCE:

Fuel		8,000.00
Repair/Maintenance		2,333.00
Misc Maint		1,000.00
Storage		
Total		11,333.00

TOTAL OPERATING EXPENSES: 54,445.00

10 % FAREBOX MATCH 5,445.00

REQUESTED COUNTY SUBSIDY (From STA & LTF) 49,000.00

SENIOR VAN TRANSIT ANNUAL BUDGET FORM
AGENCY: Incorporated Senior Citizens of Sierra County
FISCAL YEAR: 2017

OPERATING EXPENSES: 2017FY

PERSONNEL:

Salaries:		
Director/Coordinator		12,480.00
Drivers/Wages		25,000.00
Drug Testing		165.00
DMV Pull Notices		
Total		37,645.00

EMPLOYER-PAID TAXES:

FICA	6.20%	2,323.00
UI	4.70%	1,761.00
ETT	0.10%	37.00
SDI	1.20%	3,373.00
Medicare	1.45%	543.00
Total		8,037.00

INSURANCE AND REGISTRATION:

Workers Comp		3,500.00
Vehicle/Auto		6,000.00
Registration		
General Liability		
Total		9,500.00

ADMIN and OFFICE EXPENSES:

Office Space Rent		
Telephone		800.00
Cellular		
Postmaster		
Supplies and Office Expense		
Audit and Accounting		
Advertising		200.00
Copier supplies		
Employee Travel		
Bookkeeper		
Other Misc Expenses		
Total		1,000.00

VAN OPERATION and MAINTENANCE:

Fuel		6,000.00
Repair/Maintenance		1,058.00
Misc Maint		0.00
Storage		
Total		7,058.00

TOTAL OPERATING EXPENSES: 63,240.00

AB2766 funds 5,240.00

10 % FAREBOX MATCH 9,000.00

REQUESTED COUNTY SUBSIDY (From STA & LTF) 49,000.00

Sierra County Transportation Commission
Meeting: May 25, 2016
Agenda Items 9:

Regional Surface Transportation Program Federal Exchange Program

A. **Correspondence authorized at March 23, 2016 meeting regarding speed feedback signs in the City of Loyalton** : Attached are copies of letters transmitted to Lorie Horner et al. and the City of Loyalton as directed at the March 23, 2016 meeting. No Action Needed.

B. **Discussion and adoption of resolution authorizing the utilization of Federal Apportionment Exchange Program Funding for Highway Safety Project - Radar Speed Feedback Signs**

Needed Action: Adopt resolution 2016-07 approving agreement for Federal Apportionment Exchange Program, California Department of Transportation -

Background: This agreement provides funding in the amount of \$22,797.00. RSTP can be utilized for a number of projects, however with the amount of funding, the purchase and installation of speed feedback signs has been accomplished.

A portion of these funds were pre-allocated last October for installation of speed feedback signs on Smithneck Road. The balance of \$10,039.16 is available for determination on utilization in the next fiscal year.

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 under the Moving Ahead for Progress for the 21st Century (MAP-21), 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 Funds. This procedure is an annual means whereby the County is authorized to utilize its RSTP funds for projects on local streets and roads.

Recommended Motion: Adopt and approve Resolution 2016-07 and Agreement SCTC 2016-02.

SIERRA COUNTY TRANSPORTATION COMMISSION

P.O. Box 98
Downieville, California 95936
(530) 289-3201 FAX (530) 289-2828



Tim H. Beals

Executive Director

April 19, 2015

Loyalton City Council
City of Loyalton
P.O. Box 128
Loyalton, CA 96118

Dear Council Members:

The Sierra County Transportation Commission received the attached correspondence from Lori Horner and other concerned community members regarding the desire for installation of speed feedback signs at the east and west entrances to the City of Loyalton. The letter was reviewed at the March 23, 2016 meeting of the SCTC.

Currently there is a funding source that is available annually that will fund this type of project which involves obtaining encroachment permits from Caltrans and the purchase and installation of the signs. Once signs are installed the ongoing maintenance is the responsibility of the permitted agency. The funds that are available in the next cycle have already been allocated to another project, however if all remains in place it is anticipated that funding will be available for consideration for a project in Fiscal Year 17-18.

We have referred Ms. Horner to the Loyalton City Council with regard to the community desire for speed feedback signs. In the past, City representatives to the SCTC have not been in favor of prioritizing such a project, however in light of the community interest, the City Council may want to consider this for future prioritization. While the Sierra County Transportation Commission is the agency responsible for securing the funding, each entity, both the City and the County, are responsible for conveying their transportation priorities to the Sierra County Transportation Commission. Additionally, each member agency (the City of Loyalton and Sierra County) receiving a project is responsible to arrange for the implementation and installation of the project, including required permits, installation, and ultimately, in this case, future maintenance of the signs.

If you have any questions please feel free to contact me or Bryan Davey at 530-289-3201.

Sincerely,

SIERRA COUNTY TRANSPORTATION COMMISSION

A handwritten signature in blue ink, appearing to read "Tim H. Beals", is written over the printed name.

Tim H. Beals
Executive Director

THBmbd408

RECEIVED

BY _____

MAR 18 2016

March 14, 2016

SIERRA COUNTY
DEPT. OF PUBLIC WORKS

To: Sierra County Transportation Commission

From: Lorie Horner and Community Members

I have noticed that throughout Sierra and Plumas Counties several flashing reduced speed limit signs have been placed. However, speed flashers are also needed at each end of the Loyalton city limits, on both the east and west side of town.

Many of us in the community have numerous concerns in regard to speeding vehicles. I myself have witnessed cars speeding past my house in town. I have concerns about my grandchildren's safety when they are playing in my driveway. Children in the community are crossing the streets for: play, shopping, school, church and other activities.

The flashing signs that are up and working are effective, reminding drivers to slow down. These signs would benefit the entire community in so many ways. Let's take care of this before tragedy occurs.

Thank you for your time and consideration.

- | | |
|------------------------------|----------------------------|
| 1. <u>Cheri VanDamm</u> | 12. <u>Kathy Baebling</u> |
| 2. <u>Jean VanDamm</u> | 13. <u>Nancy Rogers</u> |
| 3. <u>Loraine Lee</u> | 14. <u>Kitty Marray</u> |
| 4. <u>Stacy Eff</u> | 15. <u>Charles M. Buck</u> |
| 5. <u>Cheryl Caudle</u> | 16. <u>Miccia Barnum</u> |
| 6. <u>Kim Tolch</u> | 17. <u>Melissa Bayly</u> |
| 7. <u>Joey Jahl</u> | 18. <u>Fry BB</u> |
| 8. <u>Christy Jordan</u> | 19. <u>Dana Marin</u> |
| 9. <u>Kim Lombardi</u> | 20. <u>Je Mian</u> |
| 10. <u>Deborah Jorgensen</u> | 21. <u>MMA</u> |

To: Sierra County Transportation Commission (cont'd.)

- 22. [Signature]
- 23. [Signature]
- 24. Jasper Whiffy
- 25. Kelly White
- 26. Jane Rakestraw
- 27. Joyce Cameron
- 28. Keith Cameron
- 29. Corina Haug
- 30. Alicia Carr
- 31. Dave Carr
- 32. Judy Carr
- 33. Karen Ball
- 34. Robert Ball
- 35. Elda Fae Ball
- 36. [Signature]
- 37. Michl Davis
- 38. [Signature]
- 39. T. Bob Ben
- 40. [Signature]
- 41. Elia Miles
- 42. Carla Suckett
- 43. J. Pearcey
- 44. Joni Whigge
- 45. Elva Hudson
- 46. Barbara Massey
- 47. Barbara A Weaver
- 48. Joeta Nonflay
- 49. A. White
- 50. Kimberly N. Johnson

SIERRA COUNTY TRANSPORTATION COMMISSION

P.O. Box 98
Downieville, California 95936
(530) 289-3201 FAX (530) 289-2828



Tim H. Beals
Executive Director

April 19, 2016

Lorie Horner
P.O. Box 630
Loyalton, CA 96118

Dear Ms. Horner

Thank you for your letter of March 14, 2016 regarding the potential to install speed feedback signs at the east and west ends of Main Street in the City of Loyalton. The signs have been well received in other Sierra County communities. Your letter was discussed at the March 23, 2016 meeting of the Sierra County Transportation Commission.

Currently there is a funding source that is available annually that will fund this type of project which involves obtaining encroachment permits from Caltrans and the purchase, installation of the signs. Once signs are installed the ongoing maintenance is the responsibility of the permitted agency. The funds that are available in the next cycle have already been allocated to another project, however if all remains in place it is anticipated that be funding will be available for consideration for a project in Fiscal Year 17-18.

We are recommending that you contact the Loyalton City Council with regard to the community desire for speed feedback signs in order to garner the support of City members of the Sierra County Transportation Commission for a future project. To that end we are forwarding your letter to the City of Loyalton.

While the Sierra County Transportation Commission is the agency responsible for securing the funding, each entity, both the City and the County, are responsible for conveying their transportation priorities to the Sierra County Transportation Commission. Each member agency (the City of Loyalton and Sierra County) receiving the project is responsible to arrange for the implementation and installation of the project, including permits, installation, and ultimately future maintenance of the signs.

Again, we thank you for contacting us, and if you have questions please contact my office.

Sincerely,

SIERRA COUNTY
TRANSPORTATION COMMISSION

A handwritten signature in black ink, appearing to read "Tim H. Beals".

Tim H. Beals
Executive Director

THBmbd407

DEPARTMENT OF TRANSPORTATION

Division of Local Assistance
1120 N STREET
P.O. BOX 942874, MS# 1
Sacramento, CA 94274-0001
TTY 711
(916) 654-3883
Fax (916) 654-2408



May 2, 2016

File : 03-SIE-0-SITC
X16-6150(026)
2015/2016 Exchange Program

BY _____ RECEIVED

MAY 05 2016
SIERRA COUNTY
DEPT. OF PUBLIC WORKS

Mr. Tim Beals
Executive Director
Sierra County Transportation Commission
P. O. Box 98
Downieville, CA 95936

Subject: Optional Regional Surface Transportation Program (RSTP) Federal Exchange Program for FY 2015/2016

Dear Mr. Beals:

This letter serves to notify you of the opportunity to participate in the Optional RSTP Federal Exchange Program for FY 2015/2016.

RTPA exchange funds must be used for projects as defined in Sections 133(b) and 133(c) of Title 23 of the United States Code (USC)--Highways, and not otherwise excluded by Article XIX--Motor Vehicle Revenues of the State Constitution. Only direct project related costs are eligible. Local agency overhead and other non-direct charges are ineligible.

Enclosed is the Federal Exchange Agreement, which contains the estimated amount of federal funds you are eligible to exchange and is exclusive of the federal funds exchanged with eligible counties within your jurisdiction. We have not yet received the final apportionment amounts for Federal Fiscal Year (FFY) 2016. The exchanged amount is based on your FFY 2015 apportionment including any adjustments made to prior year RSTP balances. Necessary rescissions or additions will be reflected on next year's Agreement. In order to participate in this year's program and receive the funds, you must do the following:

*Concur with the amount shown on the agreement. If you do not agree with this amount, please contact La Sharon Allen of HQ Local Assistance at (916) 653-6750.

*Submit a complete list of local entities that received the prior year's exchange. A sample form has been provided. We cannot execute the agreement without this report.

*Sign both copies of this agreement and return them to the Department of Transportation, Division of Local Assistance, P.O. Box 942874, MS#1, Sacramento, CA 94274-0001. When we receive your signed agreements, they will be executed and one original will be returned to your agency. Once you receive the executed agreement, forward your invoice directly to the District Local Assistance Office.

Pursuant to Section 182.6(h) of the Streets and Highways Code, the Division of Local Assistance intends to provide eligible counties within your agency's boundaries the opportunity to participate in the Regional Surface Transportation Program Exchange as authorized in the 2015/2016 Budget Act even if your agency does not elect to exchange this funding. Please contact my office as soon as possible if you do not wish to allow an eligible county within your region to participate in the program.

If you need additional information regarding the program, please refer to Chapter 18 of the Local Assistance Program Guidelines. Please contact La Sharon Allen at (916) 653-6750 if you have any questions.


WINTON EMMETT, Chief
Office of Project Implementation - North

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

District: 03
Agency: Sierra County Transportation Commission

Agreement No. X16-6150(026)
AMS Adv ID:0316000214

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 apportionments made available to STATE for allocation to transportation projects under "Moving Ahead for Progress in the 21st Century Act" (MAP-21), as modified in accordance with Section 182.6 of the Streets and Highways Code (Regional Surface Transportation Program (RSTP) 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 apportionment:

\$22,797.00 for Fiscal Year 2015/2016

The above referenced portion of RTPA's estimated annual RSTP apportionment is equal to the estimated total RSTP apportionment less (a) the estimated minimum annual RSTP 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 minimum apportionment, and (c) those RSTP apportionments RTPA has chosen to retain for future obligation.

2. RTPA agrees the exchange for County's estimated annual RSTP 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 4/28/16 | \$ 22,797.00

3. Subject to the availability of STATE funds following the receipt of an RTPA invoice evidencing RTPA's assignment of those estimated RSTP funds under Section 1 to STATE, STATE agrees to pay to RTPA an amount not to exceed \$22,797.00 of non-federal exchange funds ("Funds") that equals the sum of the estimated RSTP 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 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 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
Date: _____

By: _____
Title: _____
Date: _____

Sierra County Transportation Commission

Meeting: May 25, 2016

Agenda Items 10 SCTC Overall Work Program (OWP) FY 2016/2017

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. Adopt resolution approving OWP FY 2016/2017 and approving OWP Agreement

Needed Action: Resolution approves and adopts the Overall Work Program summarizing the transportation activities to be undertaken by SCTC, and authorizes Tim Beals to execute the OWP Agreement.

Background: OWP work elements have a separate budget with revenues and expenditures based upon estimated cost to do work described in the work element: i.e., administrative, clerical, capital, consultants, training, travel to meetings, etc. Budget summary tables are included in each work element. Overall Summary tables of revenues and expenditures are included in the OWP appendix.

Funding document is the Overall Work Program Agreement (OWPA). This is a contract between SCTC and CALTRANS based upon the adopted annual Overall Work Program (OWP). Budgeting in this document can also include funding from discretionary planning grants. Although all work being planned by SCTC is included in the OWP, only transportation planning funds which include Regional Planning Assistance (RPA) and any discretionary planning grant funds are included in the OWPA. Funds for work functions discussed in the OWP that do not fall under transportation planning come from other sources and are invoiced accordingly. All SCTC anticipated funds are included in the annual OWP budget.

The OWPA annual amount available to Sierra County is allocated by the California Transportation Commission (CTC).

Recommended Motion: Approve and adopt Resolution 2016-08 and Agreement 2016-03.

c. Adopt resolution approving SCTC Budget FY 2016/2017

Background: Every fiscal year a budget must be adopted as part of the OWP process.

Needed Action: Adopt Resolution 2016-09 approving the Sierra County Transportation Commission administrative budget for Fiscal Year 2017.

SIERRACOUNTY TRANSPORTATION COMMISSION



OVERALL WORK PROGRAM FOR TRANSPORTATION PLANNING

**FISCAL YEAR 2017
July 1, 2016 to June 30, 2017**

ADOPTED

May 25, 2016

**SIERRACOUNTY
TRANSPORTATION COMMISSION
Post Office Box 98
Downieville, CA95936**

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

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FOREWORD

The Sierra County Transportation Commission 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 – 2012, the Sierra County Transportation Commission identifies transportation needs, proposes solutions and assists in implementation of projects conceived to create a balanced regional transportation system, while protecting the 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 Mountains 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, campers, hikers 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 mountainous terrain and limited accessibility cause Sierra County 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 November, 2014 there were 5,495 registered automobiles, trucks, and motorcycles, and 2,433 licensed drivers in Sierra County as of 2014. The number of vehicles has increased and the number of drivers has decreased slightly since last reported in 2013.

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 lands 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 are 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 activities to be performed during the term of the OWP, with emphasis on identification of planning activities that implement 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 2017 FY OWP, special consideration is given to the applicable California Planning Emphasis Areas (PEAs) For Program Year 2017 identified by the Federal Highway Administration. While these PEAs are specifically directed to MPOs many of these principles and goals apply to RTPAs as well. With the passing of Fixing America's Surface Transportation (FAST) Act this OWP will integrate the stated goals and policy direction of this new legislation and integrate with the transition from the MAP_21 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 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 in to the Regional Transportation Plan.

ORGANIZATION

Sierra County Transportation Commission

The Sierra County Transportation Commission (SCTC) 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 2017 FY. The eight elements of the work program identify the Core Planning Functions that 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 and state. 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

In the development of the OWP and in each of the eight work elements the eleven (11) planning factors in relation the MAP21/FAST acts were used to provide direction and emphasis to specific

work details and of the planning process to help ensure that the process meets the needs and priorities of the region and state. The eleven planning factors are:

1. Support the economic vitality of the rural area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. 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.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system.
10. Reduce or mitigate storm water impacts of surface transportation.
11. Enhance travel and tourism.

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 Airport Advisory Committee 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 rural 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 site 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 will identify activities required to meet the purpose and objectives of this OWP, including, but not limited to, the following:

- Implementation 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
- Discussion 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 transportation planning process, as well as definition of their specific roles or expected contributions
- Participation with public agencies and committees within Sierra County is 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)
- Identify those projects that are most effective and beneficial to the region and that reflect the current PEAs and current transportation legislation priorities
- Document outreach efforts and meetings with traditionally under-represented and under-served populations and their community leaders

WORK ELEMENT 1 – ADMINISTRATION

Purpose:

Ensuring that all administrative, review and planning responsibilities of the Sierra County Transportation Commission (SCTC) 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 implement the goals 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 2016)
- Enter into and administer the Overall Work Program Agreements (OWPA) and Amendments (May 2016)
- Track legislation relative to the transportation planning process (please note that RPA funds will **not** be used to support 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 2016 FY OWP
 - Prepare final report and closeout OWP
 - Tasks for 2017 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 2017

- Tasks for the OWP 2018 FY
 - Collect input from commission, supporting agencies and committees for 2018 OWP – October 2016 –January 2017
 - Prepare Draft 2018 FY OWP – February 2017
 - Approval of final OWP and submit to Caltrans June 2017

- Budget
 - SCTC staff \$20,000

- Sierra County Transportation Commission
 - Tasks SCTC
 - Generally we have 4-6 meeting a year. Preparation for each meeting includes agendas, meeting packets, resolutions, minutes, notices, and correspondence- Bi-monthly

 - Budget
 - SCTC staff \$7,500

- Other Tasks within WE 1
 - Executive Director’s Reports – As Needed
 - SCTC and Departmental staff training programs – As Needed
 - Press Releases – As Needed
 - Reports on legislative measures –Ongoing
 - Maintain transportation page on Sierra County website –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)	\$26,000
	Local Transportation Fund (LTF)	\$1,500
	Total Revenue	\$27,500
Expenses		
	Payroll	\$27,500
	Total Expenses	\$27,500

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, rural 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.

Performance Management, Safety, Sustainability, State of Good Repair, and responsible stewardship of the environment are the driving core functions of the Sierra County Transportation Commission's planning efforts to include transportation projects that will meet current needs, and support the existing systems. With safety and performance management as the highest consideration, SCTC works to maintain opportunities for partnership and use of leverages 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 and preservation of the natural environment including the reduction of greenhouse gas emissions. The SCTC is dedicated to achieving these goals with significant 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.

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 overall work element are detailed in the sub work element 2.1 and funded with PPM 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 and other federal funding opportunities
- Maintain Pavement Management System to ensure current information on road conditions, traffic counts and traffic sign maintenance and integrate this system into the performance measures for current transportation legislation

- Identify and analyze issues relating to integration of transportation and community goals and objectives in land use, recreation, tourism, economic development, social welfare and environmental preservation
- 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
- Incorporation of intermodal transit facilities, bicycle transportation facilities and pedestrian walkways in plans and programs where appropriate
- Execute the State Exchange Program Agreement and administer funds
- 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
- Implement performance measures for all proposed transportation projects and services and for transportation rehabilitation, operational and maintenance activities
- Develop, request, coordinate and administer transportation funding sources, as available
- Utilization of local media and presentations to local organizations including, Western Sierra Medical Clinic, Incorporated Seniors, Golden Rays Senior Citizens, Lions, Rotary, youth clubs 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 community groups to ensure these groups have input and are included in the planning process 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 facilities to improve planning skills of staff

Current Products:

- Update and maintain Pavement Management System
 - Conduct road surveys to determine pavement conditions 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 - Ongoing
- Implement, review and update the Sierra County Bicycle Plan

- Continue to solicit input from interest groups, communities and the general public on way to implement and improve the Sierra County bicycle plan- Ongoing
- Conduct public outreach activities to collect needed data for various planning activities throughout the year
- Coordinate with Caltrans for the future route of SR49 through Downieville
- 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
- Review and plan new speed zone ordinances; Conduct speed surveys on county roads to support speed zones
- 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.

Budget- Work Element 2-Project Development

Revenue		
	Rural Planning Assistance (OWPA)	\$35,000
	Local Transportation Fund (LTF)	\$1,000
	Total Revenue	\$36,000
Expenses		
	Training	\$1,000
	Travel/Per Diem	500
	Payroll	\$24,000
	Professional Services	\$10,500
	Total Expenses	\$36,000

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 Project 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

Current Products:

- Jim Crow Bridge plan to program construction for 2016-2017
- Salmon Lake Road Bridge Replacement continuing PA&ED 2016-2017
- Plumbago Road Bridge Replacement continuing PA&ED 2016-2017
- Packer Lake Road Bridge Replacement continuing PA&ED 2016-2017
- Smithneck Creek Bike Pathway start work on PA& ED 2016-2017
- Smithneck Creek Road Rehabilitation start work on PA& ED 2016-2017
- Independence Lake Road Low Water Crossing start work on PA& ED 2016-2017e

Budget- Work Element 2.1-Project Programming and Monitoring

Revenue		
	Local Transportation Fund (LTF)	\$0
	PPM	\$37,000
	Prior Years PPM	\$0,000
	Total Revenue	\$37,000
Expenses		
	Training	\$1,000
	Payroll	\$17,000
	Professional Services	\$16,000
	A87	\$3,000
	Total Expenses	\$37,000

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 implementation and refinement of the 2015 RTP will be the major focus of this work element for 2016-2017 FY. The implementation of this document 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 new plan considers both short and long term goals, presents clear and concise policy guidance to help local and state officials implement these goals and objectives.

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
- Implementation of the Regional Transportation Plan-2015
- Define solutions and implementation 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
- 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 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:

- RTP – 2015 implementation-\$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 \$1,000
- Coordinate with Sierra County Planning Department 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 and implement the community goals and objectives-\$4,000
 - 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

Budget- Work Element 3- Regional Transportation Plan

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

WORK ELEMENT 4 – Regional Transportation Improvement Program

Purpose:

The Sierra County Transportation Commission will implement and update a new Regional Transportation Improvement Program (RTIP) to be approved in 2016. The new plan is consistent with the 2015 Regional Transportation Plan and will be modified if required during the development of the new RTIP. State guidelines will be utilized and State requirements will be met in the development of these planning documents. Considerable time may be involved with modification resulting for the current funding shortfall statewide. There is a potential that programmed projects may be deleted for the current plan.

The RTIP ensures that all transportation projects are prioritized for current and future funding and programming. Inclusive approaches that integrate and balance safety, maintenance, performance, community, aesthetic 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. The current funding crisis will need to be addressed as all RTPAs and MPOs struggle to keep their project programmed. SCTC strives to be creative in assisting the region in developing the revenues to construct improvement projects. No RPA funds are 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. The 2016 RTIP was submitted in 2015
- 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 as needed
- Work with Departments and local agencies to identify projects for future STIP cycles
- Work with jurisdictions to monitor RTIP project status
- 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
- Assess distribution of benefits and adverse environmental impacts at both the plan and project level to improve performance measures
- Develop, request, coordinate and administer transportation funding sources, as available (HSIP, ATP, FLAP)
- Identify and analyze issues relating to integration of transportation and community goals and objectives in land use, housing, economic development, social welfare,

environmental justice and environmental preservation, to integrate with the 2017 PEAs (Core Planning Functions, Performance management and State of Good Repair)

- 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
- 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:

- Implement the 2016 RTIP -\$3,000
- Update the Five Year Transportation Project List-\$1,000
- Process amendment of additions for any new projects identified for additional funding programs for both state and federal opportunities-\$1,000

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	\$4,500
	Professional Services	\$500
	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. 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
- Amend and implement a Capital Improvement Plan
- Process applications for funding of projects and evaluate identified needs for improvements to the County airport at Sierraville-Dearwater Field
- Update data, charts, maps and narratives included in the 2015 RTP as necessary
- Review and update Division of Aeronautics’ inventory of existing aviation facilities
- Compare federal and state forecasts provided by Division of Aeronautics including any local forecasts
- 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
- Attend Technical Advisory Committee meetings

Products:

- Capital Improvement Plan for Sierraville-Dearwater Airport-\$500
- Implementation of the Aviation Element in the 2015 RTP-\$1,000

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 authorizes 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 define 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.

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, core planning functions, performance management, safety, state of good repair, are planning emphasis areas of FAST that 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 programs 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)
- Development of Social Service Transportation Action Plan and analyses of same for implementation(RPA)
- Implement and verify that Title VI plan protects individual civil rights and no persons rights are infringed upon
- Actively pursue coordination of transportation programs with Social Service Providers, both non-government and government (RPA)
- Identify and document transportation facilities, projects and services required to meet regional and interregional mobility and access needs(RPA)
- Conduct transit needs assessments and prepare transit development plans and transit marketing plans as appropriate (RPA)
- Investigate methods to reduce vehicle travel and methods to expand and enhance travel services in the region (RPA)
- Coordinate transit activities with County Safety and Risk Management programs
- Coordinate transit activities in relation to County Emergency Preparedness Planning, including coordination with CalOES (RPA)
- Act as liaison for transit programs (RPA)
- Annual public hearing for definition and determination of “Unmet Needs Which are Reasonable to Meet” (RPA)
- Develop Sierra County Pedestrian Plan (RPA)
- Complete study for development impact fees
- Prepare update to the Short Range Transit Plan (RPA)
- Conduct programs that encourage fare box returns of at least 10% of transit programs
- Document outreach efforts and meetings with traditionally under-represented and under-served populations and their community leaders (RPA)
- Continual analysis of recommendations of the Coordinated Public Transit-Human Services Transportation Plan (RPA)

Products:

- Unmet needs definitions-\$2,000
- Agreements with transit providers within Sierra County for transit services-\$2,000
- Annual public hearings held and attended by all interested parties-\$2,000
- Transit system that meets the needs identified as reasonable to meet-\$98,000
- Coordination with nonprofit service providers for transit services-\$3,000
- Completion of transit studies-\$1,000

Budget- Work Element 6-Transit Studies

Revenue	
Rural Planning Assistance (OWPA)	\$5,000
Local Transportation Fund (LTF) 855	\$55,000
State Transit Assistance	\$0
FTA Section 5311 OPR ASST 853	\$48,000
Total Revenues	\$108,000
Expenses	
Elderly & Handicapped Van Operation	\$98,000
Payroll	\$5,000
Equipment	\$0
Professional Services	\$0
A87	\$5,000
Total Expenses	\$108,000

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.

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 PEAs and 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 implement those changes as they are developed
- 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
- Participate in Rural Counties Task Force
- Participate in The North State Super Region
- Provide input regarding local level mandates
- Seek out opportunities to speak before public groups and interested parties to provide information on regional transportation issues
- Prepare news releases for the media on transportation issues and decisions
- Involve the public in the transportation planning process
- 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
- Coordinate County General Plan and City of Loyalton General Plan with existing and projected transportation needs to determine land development impacts on transportation
- Review options for improving information dissemination and involvement with the transportation planning process to minority, low income, senior and disabled, and other underserved populations
- Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and implement policies, strategies, programs, and actions that maximize and implement the regional transportation infrastructure
- 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
- Work with appropriate agencies and developers to reach agreement on proper mitigation measures, and strategies to finance, implement and monitor these

mitigation measures; after mitigation measures are implemented and determined to be effective, report status to project sponsors

- 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
- Schedule public hearings with Sierra County Board of Supervisors and Loyalton City Council regarding transportation related matters
- Incorporate comments from interested participants into the RTP and other transportation plans
- Preserve existing transportation facilities by implementing methods to meet transportation needs utilizing existing transportation facilities more efficiently
- Bring together owners and operators of transportation facilities/systems to develop operational objectives and plans which maximize utilization of existing facilities
- 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)
- Assess opportunities and need for coordination of ridesharing, bicycling, rail, transit, and air transportation
- Support activities of the SCTC advisory committees
- Administer and coordinate provisions of current federal transportation legislation
- Attend federal and state workshops and technical advisory committee meetings
- Facilitate communications with California Transportation Commission and Caltrans
- Participate in opportunities to provide new technology and encourage its use

Products:

- Improved coordination with transportation agencies and all levels, local state and federal-\$16,000
- Deliver outcome of coordination efforts to the respective organizations and agencies so the interests of the Sierra County constituents are fairly represented in these efforts- \$16,000
- Present transportation planning information at public meetings as necessary-\$6,000
- Facilitate advisory meeting for the SCTC-\$1,500

Budget- Work Element 7-Intergovernmental Review & Public Outreach

Revenue		
	Rural Planning Assistance (OWPA)	\$38,500
	Local Transportation Fund (LTF)	\$1,000
	Total Revenues	\$39,500
Expenses		
	Travel/Per Diem	\$500
	Legal Notices	\$1,000
	Payroll	\$35,500
	Professional Services	\$2,500
	Total Expenses	\$39,500

CALTRANS REGIONAL PLANNING ACTIVITIES FOR FISCAL YEAR 2016/17

ACTIVITY	DESCRIPTION	PRODUCTS
System Planning	Completion of system planning products used by Caltrans and its transportation partners	<ul style="list-style-type: none"> ▪ Transportation Concept Report & Corridor System Management Plan (TCR/CSMP) <ul style="list-style-type: none"> ▪ I 80 ▪ District System Management Plan (DSMP) ▪ District project list (Regional Planning is the lead, System Planning providing support) ▪ District 3 Concept of Operations Plans ▪ District 3 Complete Streets Plan ▪ California Bicycle and Pedestrian Plan (statewide effort) ▪ District 3 Bicycle & Pedestrian Plan (initiate update) ▪ District 3 Goods Movement Study and Project Listing (initiate update)
Advance Planning	Completion of pre-programming studies (e.g., Project Initiation Documents) so as to be ready to program resources for capital projects	Project Initiation Documents (PID), as indicated in the “District 3 2018, Three-Year PID Strategic Plan.” Substantiate
Regional Planning	Participate in and assist with various regional planning projects and studies	Participation in the following projects and studies: <ul style="list-style-type: none"> ▪ Sierra County Bike Plan ▪ Sierra County Pedestrian Plan ▪ Sierra County 2020 General Plan
Local Development Review Program	Review of local development proposals potentially impacting the State Highway System	Assistance to lead agencies to ensure the identification and mitigation of local development impacts to the State Highway System

GLOSSARY

ATP	Active Transportation Program
CEQA	California Environmental Quality Act
CIP	Capital Improvement Program
CTC	California Transportation Commission
DBE	Disadvantaged Business Enterprise
DSR	Damage Survey Reports
EA	Expenditure Authorization
FAST	Fixing America's Surface Transportation
FFY	Federal Fiscal Year October 1 to September 30
FHWA	Federal Highway Administration
FLAP	Federal Lands Access Program
FSTIP	Federal State Transportation Improvement Program
FTA	Federal Transit Assistance
FY	Fiscal Year July 1 to June 30
HBRR	Highway Bridge Replacement & Rehabilitation
HES	Hazard Elimination System
HPMS	Highway Performance Monitoring System
LTF	Local Transportation Fund
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
NEPA	National Environmental Protection Act
OES	Office of Emergency Services
OWP	Overall Work Plan
PA&ED	Project Approval & Environmental Document
PEA	Planning Emphasis Areas
PID	Project Initiation Document
POP	Program of Projects
PPM	Programming, Planning & Monitoring
PPNO	Project Planning Number
PSE	Plans, Specifications & Estimates
PSR	Project Study Report
RPA	Rural Planning Assistance
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
RTIP	Regional Transportation Improvement Plan
SCTC	Sierra County Transportation Commission
SHOPP	State Highway Operation and Protection Program
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
STIP	State Transportation Improvement Program
TAC	Technical Advisory Committee
TEA	Transportation Enhancement Activities
TDA	Transportation Development Act
TITLE VI	Title VI of the Civil Rights Act of 1964 42 U.S.C. § 2000D ET SEQ.
WE	Work Element

2017 OWP Budget Summary

ESTIMATE OF AVAILABLE FUNDS FOR LTF & STA 2017 FY

(Based upon Sierra County Auditor 2016FY midyear estimate)

LTF (FUND 855)

2016 FY Ending Estimated Balance on 3/3/2016	\$17,391	
2017 FY Estimated LTF	\$45,000	
Total Estimate Fund 855		\$62,391

Other Transit Assistance (FUND 055)

Section 5311 2017 FY	\$48,000	
PTMISEA	\$16,746	
Section 5339	\$89,867	
Total Estimate Fund 055		\$154,613

STA (FUND 854)

2016 FY Ending Estimated Balance on 3/3/2016	\$53,354	
2017FY Estimated -STA	\$13,000	
Total Estimate Fund 854		\$66,354

Transit funds Balance \$283,357

TRANSPORTATION PLANNING (FUND 853)

Estimated OWPA fund for 2017FY Rural Planning Assistance	\$125,500	
2016 FY Carryover of Rural Planning Assistance	0	
Sub Total RPA Funds		\$125,500

Estimated PPM –2017 FY PPM is estimated at figure shown in 2016 STIP	\$37,000	
Prior years PPM - PPM fund not spent in previous years	\$0	
Sub Total PPM Funds		\$37,000

Total RPA & PPM Funds \$162,500

TOTAL ESTIMATED SCTC BUDGET \$445,857

	(RPA) 853	LTF 855	5311 055 PTMISEA	STA-854	PPM 853	Total all Accounts
Work Element 1	\$26,00	\$1,500	\$0	\$0		\$27,500
Work Element 2	\$36,000	\$1,000	\$0	\$0		\$36,000
Work Element 2.1	\$0	\$0	\$0	\$0	\$37,000	\$37,000
Work Element 3	\$10,000	\$0	\$0	\$0		\$10,000
Work Element 4	\$5,000	\$0	\$0	\$0		\$5,000
Work Element 5	\$1,000	\$500	\$0	\$0		\$1,500
Work Element 6	\$10,000	\$55,000	\$154,613	\$0		\$214,613
Work Element 7	\$38,500	\$1,000	\$0	\$0		\$39,500
TOTALS	<i>\$125,500</i>	<i>\$59,000</i>	<i>\$154,613</i>	<i>\$0</i>	<i>\$37,000</i>	\$371,113

OWPA

**OVERALL WORK PROGRAM AGREEMENT (OWPA) FOR
Sierra County Transportation Commission**

1. The undersigned signatory Regional Transportation Planning Agency (RTPA) hereby commits to complete, this fiscal year (FY) (beginning July 1, 2016 and ending June 30, 2017), the annual Overall Work Program (OWP), a copy of which was approved on May 25th, 2016 and is attached as part of this OWPA.
2. All of the obligations, duties, terms and conditions set forth in the Master Fund Transfer Agreements (MFTA), numbered 74A0803 and executed with effective dates of January 1, 2014 to December 31, 2024 between Sierra County Transportation Commission and the Department of Transportation (STATE), are incorporated herein by this reference as part of this OWPA for this FY.
3. This OWP Agreement obligates and encumbers only these following funding sources: State Highway Account – Rural Planning Assistance (RPA) funds, Federal Highway Administration (FHWA) State Planning and Research (SP&R) – Partnership Planning/Strategic Partnerships*, Federal Transit Administration (FTA) Section 5304 Transit Planning/Sustainable Communities*, and State Highway Account (SHA) - Sustainable Communities. RTPA agrees to comply with FHWA and FTA matching requirements for “Consolidated Planning Grant” and SHA funds obligated and encumbered against this OWP Agreement: FHWA – SP&R Part, federal/local – 80/20; FTA Section 5304, federal/local – 88.53/11.47; and/or SHA Sustainable Communities, state/local 88.53/11/47 . All local match funds are to be provided from non-federal sources.
4. Subject to the availability of funds this FY OWPA funds encumbered by STATE include, but may not exceed, the following:

Funding Source	Minimum Match % Required	Funding	Local Match, if applicable	Total Expenditures
RPA	0%	\$125,500.00	Not Applicable	\$125,500.00
RPA Carryover	0%	\$0.00	Not Applicable	\$0.00
SHA Sustainable Communities	11.47%	\$0.00	\$0.00	\$0.00
FTA Section 5304*	11.47%	\$0.00	\$0.00	\$0.00
FHWA SP&R*	20%	\$0.00	\$0.00	\$0.00
Total Programmed Amount		\$125,500.00	\$0.00	\$125,500.00

6. Should RTPA expend funds in excess of those available and programmed in this FY OWPA, those costs shall be borne solely by RTPA.

Caltrans	
Department of Transportation (STATE)	Name of Agency (RTPA)
Authorized Signature	Authorized Signature
Printed Name of Person Signing	Printed Name of Person Signing
Title	Title
Date	Date

(For Use by Caltrans Accounting Only)

The total amount of all Federal funds encumbered	The total amount of all State funds encumbered
Fund Title: _____	Fund Title: _____

Item _____ Chapter Statute Fiscal Year _____	Item _____ Chapter Statute Fiscal Year _____
--	--

Project ID# _____ Encumbrance Document Number _____	Project ID# _____ Encumbrance Document Number _____
---	---

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and expenditure purpose stated above.

Signature of Department of Transportation Accounting Officer	Date
--	------

*CFDA for Federal Funds 20.505: Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research

2016-2017 SCTC Resolution

SIERRA COUNTY TRANSPORTATION COMMISSION

**In the Matter of
FY 2016-2017 Overall Work Program**

Resolution 2016-08

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

WHEREAS, the current uniform Memorandum of Understanding was executed August 1988 by Sierra County Transportation Commission and CALTRANS; and,

WHEREAS, the Overall Work Program summarizes the transportation planning activities to be undertaken by the Sierra County Transportation Commission during the 2016/2017 Fiscal Year; and

WHEREAS, no action in this Overall Work Program would preclude mobility opportunities or accessibility with regard to disadvantaged groups.

WHEREAS, in accordance with Federal Law and applicable regulations, as a condition to the receipt of OWP funding the Transportation Commission is required to execute certain certifications and assurances, a copy of which is attached hereto as Exhibit A and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED that the FY 2016/2017 Overall Work Program and the 2016/2017 Overall Work Program Agreement, including certifications and assurances, are hereby approved and adopted.

BE IT FURTHER RESOLVED that Sierra County Transportation Commission authorizes the Chairman or the Executive Director of the Sierra County Transportation Commission as the positions designated with the responsibility to execute the standard OWP Agreement and payment requests; the Executive Director as well as County Counsel are authorized by the Sierra County Transportation to sign the referenced certifications and assurances related to the OWPA.

ADOPTED by the Sierra County Transportation Commission on the **25th day of May, 2016**, 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

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Sierra County Transportation Commission

The Applicant agrees to comply with applicable provisions of Categories 01 – 23. x
OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Hiring Preferences	_____

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

AFFIRMATION OF APPLICANT

Name of the Applicant: Sierra County Transportation Commission

Name and Relationship of the Authorized Representative: Tim H. Beals, Executive Director

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2016, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year 2016.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name Tim H. Beals
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Sierra County Transportation Commission

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name Christian M. Curtis
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

SIERRA COUNTY TRANSPORTATION COMMISSION

**In the Matter of
SCTC Administrative Budget FY 2016/2017**

Resolution 2016-09

WHEREAS, the Transportation Development Act authorizes the Sierra County Transportation Commission (SCTC) to give allocation instructions to the County Auditor for administration of SCTC; and,

WHEREAS, the Executive Director is authorized to instruct the County Auditor in the proper manner of allocation instructions upon resolution of the SCTC; and,

WHEREAS, the County Auditor is authorized to receive and pay any and all allocation instructions pursuant to the Budget for FY 2016/2017 that was approved by the SCTC.

NOW, THEREFORE, BE IT RESOLVED Sierra County Transportation Commission adopts the SCTC 2016/2017 Budget as shown in the approved Overall Work Program and summarized in the attachment identified as Exhibit "A" and incorporated by this reference; and,

BE IT FURTHER RESOLVED that Tim H. Beals, Executive Director of the Sierra County Transportation Commission, is hereby authorized to instruct the County Auditor in regard to allocations of the Local Transportation Fund (LTF), the State Transit Assistance (STA) Fund, FTA 5311 funds, and RPA funds, as provided by law, pursuant to the approved budget for 2016/2017.

PASSED AND ADOPTED by the Sierra County Transportation Commission on the **25th day of May, 2016**, 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

2017 FY OWP Budget Summary

Revenue

ESTIMATE OF AVAILABLE FUNDS FOR LTF & STA 2017 FY

(Based upon Sierra County Auditor 2016 FY midyear estimate)

LTF (FUND 855)

2016 FY Ending Estimated Balance on 3/3/2016	\$	17,391	
2017 FY Estimated LTF	\$	45,000	
Total Estimate Fund 855			\$62,391

Other Transit Assistance (FUND 055)

Section 5311 2016 FY	\$	48,000	
PTMISEA	\$	16,746	
Section 5339	\$	89,867	
Total Estimate Fund 055			\$ 154,613

STA (FUND 854)

2016 FY Ending Estimated Balance on 3/3/2016	\$	53,354	
2017 FY Estimated -STA	\$	13,000	
Total Estimate Fund 854			\$ 66,354

Transit funds Balance \$283,357

TRANSPORTATION PLANNING (FUND 853)

Estimated OWPA fund for 2017FY	\$	125,500	
Carryover 2016 RPA funds	\$	-	
Sub total RPA funds			\$125,500

Estimated PPM - PPM is estimated at figure shown in 2016 STIP	\$	37,000	
Prior years PPM - PPM fund not spent in previous years	\$	-	
Sub Total PPM Funds			\$37,000

Total RPA & PPM Funds \$162,500

TOTAL ESTIMATED SCTC BUDGET \$445,857

Expenses

SUMMARY SHEET ALL WORK ELEMENTS

	(RPA) 853	LTF 855	5311 055		PPM 853	Total all Accounts
			PTMISEA 055	STA - 854		
Work Element 1	\$26,000	\$1,500	\$0	\$0	\$0	\$27,500
Work Element 2	\$35,000	\$1,000	\$0	\$0	\$0	\$36,000
Work Element 2.1	\$0	\$0	\$0	\$0	\$ 37,000	\$37,000
Work Element 3	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Work Element 4	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Work Element 5	\$1,000	\$500	\$0	\$0	\$0	\$1,500
Work Element 6	\$10,000	\$50,000	\$ 154,613	\$0	\$0	\$214,613
Work Element 7	\$38,500	\$1,000	\$0	\$0	\$0	\$39,500
TOTALS	\$125,500	\$54,000	\$154,613	\$0	\$37,000	\$371,113

Sierra County Transportation Commission
Meeting: May 25, 2016

11. Transportation Issues and Project Status Reports

- A. STIP Update
- B. Discussion regarding grant writer/revenue resources for transportation projects such as Campbell Hot Springs/Lemmon Canyon Road
- C. Bicycle Trail Project and Smithneck Creek Road Rehabilitation
- D. Bridge Projects: Jim Crow, Salmon Lake, Packer Lake, Plumbago Creek, Low Water Crossing Bridge at Independence Lake Road
- E. State Route 89 Turn-outs
- F. Update on meeting with Irene Davidson, District Ranger-Carson Ranger District- regarding Long Valley Road
- F. Other Transportation Issues

Sierra County Transportation Commission
Meeting: May 25, 2016

Item 12 - Audit Reports

- a.** Report on the Draft Triennial Performance Audit of the Sierra County Transportation Commission for the three years ending June 30, 2015

Draft Triennial Performance Audit is attached.

**PERFORMANCE AUDIT
OF SIERRA COUNTY
TRANSPORTATION COMMISSION
FOR THE THREE YEARS
ENDED JUNE 30, 2015**

**AUDIT PREPARED FOR THE
SIERRA COUNTY
TRANSPORTATION COMMISSION**

**PREPARED BY
SMITH & NEWELL CPA's**

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**PERFORMANCE AUDIT OF SIERRA COUNTY
TRANSPORTATION COMMISSION
Triennial Performance Audit
For the Three Years Ended June 30, 2015**

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**PERFORMANCE AUDIT OF SIERRA COUNTY
TRANSPORTATION COMMISSION
Triennial Performance Audit
For the Three Years Ended June 30, 2015**

EXECUTIVE SUMMARY

Smith and Newell CPAs was retained by the Sierra County Transportation Commission (SCTC) to conduct its Transportation Development Act (TDA) performance audit for Fiscal Years (FY) 2012-13 through 2014-15. As a Regional Transportation Planning Agency (RTPA), SCTC is required by Public Utilities Code (PUC) Sections 99246 and 99248 to prepare and submit an audit of its performance on a triennial basis to the California State Department of Transportation (Caltrans) to continue receiving TDA funding. TDA funds are used for SCTC administration and planning of public transportation, and distribution for public transit services and non-motorized projects.

This performance audit is intended to describe how well SCTC is meeting its administrative and planning obligations under TDA, as well as its organizational management and efficiency. To gather information for the TDA performance audit, Smith and Newell, CPAs conducted interviews with agency staff, reviewed various documents, and evaluated SCTC's responsibilities, functions, and performance of the TDA guidelines and regulations.

Below are summaries of findings from the analysis:

1. SCTC conducts its management of the TDA program in a competent, professional manner.
2. SCTC has not adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.
3. SCTC has not properly allocated Local Transportation Fund (LTF) funds properly according to population and the corresponding claims did not represent that area's apportionment.
4. SCTC has provided limited financial data to the Board.

Three recommendations are provided to improve SCTC's administration and management relating to TDA. Each recommendation is described in detail in Section III of this audit. These recommendations are summarized as follows:

1. Adopt rules and regulations regarding the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.
2. Allocate LTF funds based on population figures for the eligible jurisdictions so the operators can claim their actual share of apportioned monies.
3. The Board regularly receives financial reports about account balances, results of financial transactions and comparisons with budgeted revenues and expenditures that reflect all financial activity.

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**PERFORMANCE AUDIT OF SIERRA COUNTY
TRANSPORTATION COMMISSION
Triennial Performance Audit
For the Three Years Ended June 30, 2015**

SECTION I - INTRODUCTION

The Sierra County Transportation Commission (SCTC) has retained the firm of Smith and Newell, CPAs to conduct its Transportation Development Act (TDA) performance audit covering the most recent triennial period, fiscal years 2012-13 through 2014-15. As a Regional Transportation Planning Agency (RTPA), SCTC is required by Public Utilities Code (PUC) Sections 99246 and 99248 to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation (Caltrans) in order to continue to receive TDA funding.

The performance audit, as required by TDA, is intended to describe how well SCTC is meeting its administrative and planning obligations under TDA.

The methodology for the audit included interviews with the transportation planner, collection and review of agency documents and data analysis. The Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities, published by the California Department of Transportation (Caltrans), was used to guide the development and direction of the audit.

Roles and Responsibilities

The Sierra County Transportation Commission is a statutory organization formed in 1973 by State legislation. As the County's RTPA, SCTC is responsible for transportation planning, programming, and fund allocation, as required by the state statutes. This includes the annual allocation of Transportation Development Act funds, as well as federal and local funds for highway, transit, rail, bicycle and other transportation projects.

In 1972, the Mills-Alquist Deddeh Act, also known as the Transportation Development Act (TDA), was passed by the California legislature. The purpose of the act was to develop and maintain a public transportation system within California and to give regional entities discretion on the efficient and effective use of these funds. The TDA provides for two major sources of funding, the Local Transportation Fund (LTF), and the State Transit Assistance (STA) fund. In conjunction with the sales tax funding, the legislature created Regional Transportation Planning Agencies (RTPA) throughout the state to administrate this new funding.

LTF revenues are derived from 1/4 cent of the retail sales tax collected statewide. The 1/4 cent is returned to the County by the State Board of Equalization according to the amount of tax collected in the County. The STA funds are derived from the statewide sales tax on gasoline and diesel fuel and are distributed by the State Controller's office in accordance with an apportionment formula. Other revenue sources include state and federal grants, including Rural Planning Assistance (RPA) and State Transportation Improvement Program Planning, Programming and Monitoring (STIP-PPM) grants.

**PERFORMANCE AUDIT OF SIERRA COUNTY
TRANSPORTATION COMMISSION
Triennial Performance Audit
For the Three Years Ended June 30, 2015**

SECTION I - INTRODUCTION (CONTINUED)

Roles and Responsibilities (Continued)

SCTC's primary roles and responsibilities include:

- Development of regional transportation goals and objectives for Sierra County.
- Administration of Transportation Development Act (TDA) funds.
- Development and implementation of the Regional Transportation Plan (RTP).
- Preparation of the annual Overall Work Program (OWP).
- Review and comment on the State Transportation Improvement Program (STIP).
- Preparation of the Regional Transportation Improvement Program (RTIP), in collaboration with Caltrans.
- Coordination and interpretation of transportation planning.
- Review and prioritization of grant applications for various funding programs.

The SCTC and Caltrans mutually carry out the transportation planning process for the area in a manner that assures full compliance with state and federal laws, as well as the guidelines prepared by Sierra County, Caltrans, and the Federal Department of Transportation. The intent is to ensure that the planning decisions are reflective of, and responsive to, the partnership of the state, federal and local agencies.

Organization

SCTC is governed by a seven member board composed of three members appointed by the Sierra County Board of Supervisors, three members appointed by the City of Loyalton City Council, and one member from transit agencies within Sierra County appointed by the remaining six members of the SCTC Board.

Board meetings are held bi-monthly, with additional meetings held as necessary. Binding decisions are made by votes of SCTC's governing Board after staff and advisory committees provide informational input and recommendations. Members of the public have the opportunity to present their views and express support or opposition at meetings.

The following committees are available to assist in the administration of SCTC:

- Technical Advisory Committee
- Productivity Committee
- Citizen's Advisory Committee
- Airport Advisory Committee

These committees meet ad hoc and provide technical input on transportation issues and formulate recommendations for consideration by SCTC. Membership on these committees is comprised of technical, planning and engineering staff of the County of Sierra, the City of Loyalton and other state and federal agencies, Caltrans representatives, and SCTC staff or board members. Organization of these committees assures coordination and cooperation in the transportation planning process. These committees have not met during the audit period and are inactive. This does not appear to have had a detrimental effect on the SCTC.

**PERFORMANCE AUDIT OF SIERRA COUNTY
TRANSPORTATION COMMISSION
Triennial Performance Audit
For the Three Years Ended June 30, 2015**

SECTION I - INTRODUCTION (CONTINUED)

Organization (Continued)

SCTC is also advised by the Social Services Transportation Advisory Council (SSTAC) which is statutorily required to serve as an advisory body on transit needs and issues of elderly, disabled, and low-income citizens. The SSTAC members are appointed by the Commission and include representation from various agencies and organizations, including transit providers representing the elderly, the disabled, and persons of limited means. The SSTAC is involved in the identification of transit needs in the region, recommends potential enhancements to the current transit system and participates in the annual unmet transit needs public hearing. The SSTAC generally meets annually prior to the scheduled public hearings for unmet transit needs.

Staffing

The SCTC personnel consists of Sierra County Public Works Department employees who serve concurrently for the Commission and the County of Sierra. The department head of the Public Works Department serves as the Executive Director of the Transportation Commission who reports to the SCTC governing Board. The Executive Director is responsible for the general administration of Commission activities. The Executive Director utilizes Public Works Department personnel consisting of a transportation secretary, transportation planner, and clerical and accounting staff as needed. Staff responsibilities include maintaining records, assisting in preparation and dissemination of public notices, agendas, agenda packets, and other official business. Additional responsibilities, normally performed by a transportation planner, include assisting in preparation of the annual Overall Work Program (OWP), grant billings, and transportation planning. Outside consultants are used when local expertise is not available.

Overall Work Program

As the Regional Transportation Planning Agency (RTPA) for Sierra County, the Commission is responsible for the development of the Regional Transportation Plan (RTP) which is part of the statewide transportation planning process. The RTP is a long range planning document which outlines the transportation goals and policies which have been adopted by the Commission to achieve a coordinated and balanced regional transportation system for the County. The RTP is required to be updated every five years and is submitted to Caltrans for approval.

Through a Memorandum of Understanding (MOU) with Caltrans, the Commission prepares the annual Overall Work Program (OWP) which reflects its ongoing transportation planning activities. The OWP responds to state priorities and identifies funding sources and expenditures for each work element presented in the OWP. The Commission receives funding from Caltrans to offset some of the expenses associated with the OWP. Local Transportation Fund monies and grants are also used to fund the OWP.

**PERFORMANCE AUDIT OF SIERRA COUNTY
TRANSPORTATION COMMISSION
Triennial Performance Audit
For the Three Years Ended June 30, 2015**

SECTION II - AUDIT RESULTS

Results of Compliance Review

This section of the audit report contains the analysis of the SCTC’s ability to comply with State requirements for continued receipt of TDA funds. The evaluation uses the guidebook, “Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities”, which was developed by Caltrans to assess transportation planning agencies. The guidebook contains a checklist of fourteen key compliance requirements taken from relevant sections of the CPUC and the California Code of Regulations (CCR). Of the fourteen compliance measures, ten are applicable to SCTC. Each of these requirements is discussed in the table below, including a description of the Commission’s efforts to comply with the requirements. In addition, the findings from the compliance review are described in the text following the table.

	Requirement	PUC Reference	Comments
(1)	All transportation operators and city or county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund (LTF) monies apportioned to that area.	99231	SCTC has two areas of apportionment, Sierra County and the City of loyalton. SCTC allocates LTF monies to claimants based on contract agreements, transit operator funding needs and requirements of the TDA. Conclusion: Complied
(2)	The RTPE has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.	99233 and 99234	We noted SCTC has not adopted written rules and regulations for the submission of claims for non-motorized allocations. However, we noted that the SCTC has not undertaken any Pedestrian/Bicycle projects in the period under review. Conclusion: Exception
(3)	The RTPE has established a social services transportation advisory council. The RTPE must ensure that there is a citizen participation process that includes at least an annual public hearing.	99238 and 99238.5	SCTC has established a Social Services Transportation Advisory Council (SSTAC) required under PUC 99238. The SSTAC participates on a number of issues, including the annual unmet transit needs hearings. Conclusion: Complied

**PERFORMANCE AUDIT OF SIERRA COUNTY
TRANSPORTATION COMMISSION
Triennial Performance Audit
For the Three Years Ended June 30, 2015**

SECTION II - AUDIT RESULTS (CONTINUED)

Results of Compliance Review (Continued)

	Requirement	PUC Reference	Comments
(4)	<p>The RTPE has annually identified, analyzed and recommended potential productivity improvements which could lower the operating costs of those operators which operate at least 50 percent of their vehicle service miles within the RTPE’s jurisdiction. Recommendations include, but are not limited to, those made in the performance audit.</p> <ul style="list-style-type: none"> • A committee for the purpose of providing advice on productivity improvements may be formed. • The operator has made a reasonable effort to implement improvements recommended by the RTPE, as determined by the RTPE, or else the operator has not received an allocation that exceeds its prior year allocation. 	99244	<p>Sierra County does not include a transit operator within the meaning of the TDA.</p> <p>Conclusion: Not Applicable</p>
(5)	<p>The RTPE has ensured that all claimants to whom it allocated TDA funds submits to it and to the state controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year.</p>	99245	<p>Completion/Submittal dates: County of Sierra Transit fund FY 2013: 01/07/14 FY 2014: 02/02/15 FY 2015: 11/03/15</p> <p>Conclusion: Complied</p>
(6)	<p>The RTPE has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennia). For operators, the audit was made and calculated the required performance indicators, and the audit report was transmitted to the entity that allocates the operator’s TDA monies and to the RTPE within 12 months after the end of the triennium. If an operator’s audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.</p>	99246 and 99248	<p>For the current three year period, SCTC has retained Smith and Newell, CPAs to conduct the audit of SCTC. No performance audit was required of any transit operator during the audit period.</p> <p>Conclusion: Complied</p>
(7)	<p>The RTPE has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition, the RTPE has certified in writing to the Director, that the performance audits of operators located in the area under its jurisdiction have been completed.</p>	99246 (c)	<p>Conclusion: Complied</p>

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SECTION II - AUDIT RESULTS (CONTINUED)

Results of Compliance Review (Continued)

	Requirement	PUC Reference	Comments
(8)	The performance audit of the operator providing public transportation services shall include a verification of the operator's cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include consideration of the needs and types of passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2.	99246 (d)	No performance audit was required of any transit operator during the audit period. Conclusion: Not Applicable
(9)	The RTPE has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and newly urbanized areas.	99270.1 and 99270.2	Transportation operators do not serve urbanized or newly urbanized areas. Conclusion: Not Applicable
(10)	The RTPE has adopted criteria, rules, and regulations for the evaluation of claims filed under Article 4.5 of the TDA and the determination of the cost-effectiveness of the proposed community transit services.	99275.5	The SCTC has not adopted rules and regulations for the evaluation of claims under Section 4.5. However, there was no eligible claimant for these funds during the audit period. Conclusion: Not Applicable
(11)	State transit assistance funds received by the RTPE are allocated only for transportation planning and mass transportation purposes.	99310.5 and 99313.3 and Proposition 116	SCTC allocates State Transit Assistance (STA) funds for transit services only. Conclusion: Complied
(12)	The amount received pursuant to Public Utilities Code, Section 99314.3; by each RTPE for state transit assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller's Office.	99314.3	SCTC administers STA funds in accordance with the relevant PUC requirements. In FY 2013, and 2014, STA funds were allocated and paid to the County of Sierra and City of Loyalton for operating expenses incurred by one of the contract transit providers. Conclusion: Complied

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SECTION II - AUDIT RESULTS (CONTINUED)

Results of Compliance Review (Continued)

	Requirement	PUC Reference	Comments
(13)	<p>If TDA funds are allocated to purposes not directly related to public or specialized transportation services or facilities for exclusive use of pedestrians and bicycles, the transit planning agency has annually:</p> <p>A. Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to Public Utilities Code Section 99238;</p> <p>B. Identified transit needs, including:</p> <ul style="list-style-type: none"> • Groups who are transit-dependent or transit disadvantaged, • Adequacy of existing transit services to meet the needs of groups identified, and • Analysis of potential alternatives to provide transportation services; <p>C. Adopted or re-affirmed definitions of “unmet transit needs” and “reasonable to meet;”</p> <p>D. Identified the unmet transit needs, or there are no unmet transit needs or there are unmet transit needs that are reasonable to meet.</p>	99401.5	<p>SCTC conducts an annual Unmet Transit Needs process pursuant to PUC Section 99401.5.</p> <p>LTF funds have only been allocated to streets and roads after completion of the unmet needs process, and if there are remaining funds after the allocation to transit.</p> <p>Conclusion: Complied</p>
(14)	<p>The RTPE has caused an audit of its accounts and records to be performed for each fiscal year by the county auditor or a certified public accountant. The RTPE must transmit the audit report to the State Controller within 12 months of the end of each fiscal year in accordance with the Basic Audit Program and Report Guidelines for California Special Districts prescribed by the State Controller. The audit shall include a determination of compliance with the TDA and accompanying rules and regulations. Financial statements may not commingle the state transit assistance fund, the local transportation fund, or other revenues or funds of any city, county or other agency. The RTPE must maintain fiscal and accounting records and supporting papers for at least four years following the fiscal year close.</p>	California Code of Regulations, Section 6642	<p>The accounting firm of Gallina LLP conducted the financial audit of SCTC for FY 2013. The accounting firm of Smith and Newell, CPAs conducted the financial audit of SCTC for FYs 2014 and 2015. The Annual Financial Report was submitted to the State Controller within 12 months of the end of each fiscal year.</p> <p>SCTC also maintains fiscal and accounting records and supporting papers for at least four years following the fiscal year close.</p> <p>Conclusion: Complied</p>

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SECTION II - AUDIT RESULTS (CONTINUED)

Results of the Review of the Implementation of Prior Audit Recommendations

This section reviews and evaluates the implementation of prior Triennial Performance Audit recommendations. This objective assessment provides assurance the SCTC has made quantifiable progress toward improving the efficiency and effectiveness of its public transit program.

Prior Recommendation No. 1

We recommend that the SCTC allocate LTF funds based on population figures for eligible jurisdictions so the operators can claim their actual share of apportioned monies.

Status

Not Implemented

Prior Recommendation No. 2

We recommend that SCTC revise its policies and procedures manual to include guidelines for claims for pedestrian and bicycle facilities.

Status

Not Implemented

Prior Recommendation No. 3

We recommend that the Board's agenda include the approval of the fiscal and compliance audit reports each year. We also recommend the Board regularly receive financial reports about account balances, results of financial transactions and comparisons with budgeted revenues and expenditures that reflect all financial activity.

Status

Partially Implemented

**PERFORMANCE AUDIT OF SIERRA COUNTY
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SECTION II - AUDIT RESULTS (CONTINUED)

Results of the Functional Review of the RTPE

In this section a detailed assessment of SCTC's functions and performance as a RTPE during this audit period is provided. Adapted from Caltrans' Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities, SCTC's activities can be divided into the following activities:

- Administration and Management
- Transportation Planning and Regional Coordination
- Claimant Relationships and Oversight
- Marketing and Transportation Alternatives
- Grant Applications and Management

A. Administration and Management

SCTC is effectively organized given its limited resources to fulfill numerous responsibilities. Governance is provided by a board that generally meets bi-monthly. Board minutes indicate the meetings are well organized and board members are informed by staff about the issues. A published agenda is used for efficient consideration and approval of schedule items.

Board minutes sufficiently document board actions and provide enough detail that interested citizens who cannot be present can have an understanding of what occurred at the meetings. The minutes and agendas are posted and are available for public access online and by request. The Board is presented with a variety of reports generally focused on regional transportation planning and TDA-related topics. We noted that while the Board annually approves its budget through the adoption of the Overall Work Plan (OWP), it does not receive monthly and year-to-date revenues and expenses communicating actual financial results.

SCTC staff performs support functions for SCTC and attends Board meetings. Staff prepares informational reports and recommendations to facilitate Board decisions and often is called upon at these meetings to answer questions and clarify information.

The SCTC is currently managed by the County of Sierra under an informal management agreement. County personnel assigned to manage the Commission are provided by the Department of Public Works. The Commission is staffed part time by several employees; an Executive Secretary, the Director of Public Works who serves as the Executive Director of the Commission, and a Transportation Planner. Additional staff support is obtained from personnel in the Public Works Department on an as needed basis.

As County employees, Commission staff members, are offered a comprehensive benefits package and follow the personnel policies and practices of Sierra County including annual performance evaluations. Staff receives training in federal and state transportation processes as funding and availability allow.

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SECTION II - AUDIT RESULTS (CONTINUED)

Results of the Functional Review of the RTPE (Continued)

A. Administration and Management (Continued)

The Commission prepares an annual OWP which details transportation planning activities in Sierra County, as required by Caltrans, and serves to establish the Agency's annual goals and objectives. The OWP delineates priorities which must be addressed by the Commission to obtain state subvention funding. We noted the work elements specified in the OWP incorporate activities for TDA administration. Progress towards goals and objectives is evaluated each quarter when the Commission reports to Caltrans. Revenue sources are itemized and expenditures are costed by work element. The Commission interfaces with the Public Works Department and receives monthly transaction reports from them. The Commission's management monitors budget to actual comparisons as often as necessary in order to track costs and revenues.

SCTC's Policy and Procedures Manual was adopted in June 2004.

B. Transportation Planning and Regional Coordination

In June 2015 the SCTC adopted the 2015 Regional Transportation Plan (RTP). The RTP provides the long-range, comprehensive direction for transportation improvements within Sierra County. SCTC is responsible for this document and its updating every five years.

The 2015 RTP contains the required policy, action and financial elements. However, we noted that short-range considerations were limited and that long-range efforts were focused on non-transit related issues such as maintaining existing condition of streets and road networks. Sierra County's ability to provide more comprehensive public transit services is limited because of its high cost, low ridership and scarce funding alternatives.

C. Claimant Relationships and Oversight

The TDA allocation process appears to work smoothly in Sierra County. Transit representatives from the non-profit agencies who claim TDA funds have been involved in the process and SCTC staff administers the process. SCTC staff works with applicants each year to make sure claims are submitted in a timely manner and when additional funding is needed that those needs are heard and met if funding is available.

SCTC has adopted a policy and procedures manual that communicates SCTC's policy and procedures on submission of TDA claims. The manual is more policy driven than it is instructional. Because of longstanding relationships with the two non-profit agencies who claim funding for transit services, SCTC staff work directly with the agencies' staff in submitting their annual budgets as a basis for their funding request. A contract is updated and approved by SCTC's board each year and allocation instructions are transmitted to the County's Auditor-Controller. As a result, no formal claim document is actually filed with the Commission.

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SECTION II - AUDIT RESULTS (CONTINUED)

Results of the Functional Review of the RTPE (Continued)

C. Claimant Relationships and Oversight (Continued)

The unmet transit needs process is a major element of SCTC's work on TDA related matters. In accordance with the TDA, SCTC instructs the SSTAC to meet and to identify unmet transit needs annually. Public input is requested by scheduling a public hearing, as well as soliciting comments via email or telephone. As required by state laws, the SSTAC reviews all findings before forwarding them to the SCTC Board for adoption. SCTC has adopted definitions of "unmet transit needs" and "reasonable to meet" that are used in determinations and findings. In the three-year audit period, SCTC did not identify any unmet needs that were reasonable to meet.

While the unmet transit needs process meets all the requirements of the TDA, we found the public hearings to have limited citizen participation. The region's population is widely dispersed making public participation a challenge. SCTC may want to consider alternative locations and methods of soliciting public comments, such as using a dedicated email address or a phone hotline. It may be effective to hold public hearings in multiple locations each year to encourage public participation.

D. Marketing and Transportation Alternatives

While the Commission advertises public meetings to involve citizen participation, the County's widely dispersed population and rough terrain make traditional marketing efforts less effective. We noted that Commission activities in the functional area of marketing and transportation alternatives were limited. Often, the most effective method of advertising is to post flyers at the local post offices, as most residents do not have home delivery of mail.

Most public transportation marketing and advertising responsibilities have been left to the County's two non-profit contract service providers. SCTC posts limited information on the County of Sierra's website, but does not have a separate website. We recommend the SCTC consider posting additional information on the County's website regarding its activities, as well as local transit information or links.

E. Grant Applications and Management

The Commission reviews and signs various grant applications and also provides technical assistance to the County.

As the areawide clearinghouse for federal grant applications, the Commission prepares or reviews and comments on applications to assure that duplication of activities is eliminated and to assure that no conflict exists with local policies. The Commission reviews all grant applications submitted to the State of California by the transit claimants.

In the past, the Commission has applied for grants to supplement its planning fund. Both Rural Planning Assistance (RPA) and State Transportation Improvement Program (STIP) grants have been received and are anticipated to be received in the future. In addition, other state funding has been successfully applied for, notably Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). SCTC staff administers and monitors expenditures to ensure no lapse in grant funding.

**PERFORMANCE AUDIT OF SIERRA COUNTY
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SECTION III - CONCLUSIONS AND RECOMMENDATIONS

A. Conclusions

The following summarizes the major conclusions obtained from this Triennial Performance Audit covering the years 2013 through 2015:

1. Of the fourteen compliance requirements, SCTC fully complied with nine of the requirements. Four additional requirements did not apply to SCTC.
2. SCTC is not in compliance with one of the requirements of Public Utilities Code Section 99233 and 99234.
3. SCTC has partially implemented one of the three prior audit recommendations.

B. Current Year Recommendations

Current Year Recommendation No. 1

We recommend that the SCTC adopt rules and regulations regarding the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles in accordance with Public Utilities Code Sections 99233 and 99234.

Current Year Recommendation No. 2

We recommend that SCTC allocate LTF funds based on population figures for eligible jurisdictions so the operators can claim their actual share of apportioned monies.

Current Year Recommendation No. 3

We recommend the Board regularly receive financial reports about account balances, results of financial transactions and comparisons with budgeted revenues and expenditures that reflect all financial activity.

2016

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