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COUNTY OF COLUSA
TRANSPORTATION COMMISSION &
TRANSIT AGENCY
1215 MARKET STREET,
COLUSA, CA 95932
TELEPHONE 530-458-0508
FAX (530) 458-2035
Michael Azevedo,
Public Works Director
colusacountyca.igam2.com
www.countyofcolusa.org

COLUSA COUNTY TRANSPORTATION COMMISSION
&
TRANSIT AGENCY

Special Meeting Agenda

October 30, 2023

Colusa County Board of Supervisors Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

9:30 a.m. CALL TO ORDER/ROLL CALL

I. PERIOD OF PUBLIC COMMENT (TRANSIT AND/OR TRANSPORTATION)

II. REPORTS (TRANSIT AND/OR TRANSPORTATION)

- A. Executive Director
- B. Transit Manager
- C. Caltrans
- D. City of Colusa
- E. City of Williams
- F. California Highway Patrol

III. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

- 1. Approve First Amendment to the 23/24 Overall Work Plan (OWP).

IV. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

- 1. Adopt a Resolution adopting the Colusa County Transit Agency updated Title VI Program Plan.
- 2. Adopt a Resolution amending a State of Good Repair List Of Projects For FY 2022-23 Under the Road Repair and Accountability Act of 2017.
- 3. Approve a contract with **Berry Electric, Inc.**, for the solar inverter replacement and grid connection effective October 10, 2023.

ADJOURN

PERIOD OF PUBLIC COMMENT: Any person may speak about any subject of concern, provided it is within the purview of the Transportation Commission and Transit Agency and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of **15 minutes per issue** and each individual or group will be limited to no more than **5 minutes each**. **Note:** No Board action shall be taken on comments received.

ADA COMPLIANCE: Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the County Board Clerk, specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS: Pursuant to Government Code section 84308, members of the Transportation Commission and Transit Agency are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Committee member received more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the Commission's decision on the agenda item since January 1, 2023. Members of the Transportation Commission and Transit Agency who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Committee member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Committee member and may be made either in writing to the Secretary of the Transportation Commission and Transit Agency prior to the subject hearing or by verbal disclosure at the time of the hearing.

All supporting documentation is available for public inspection and review in the Office of the Board Clerk, 547 Market Street, Suite 102, Colusa, CA 95932 during regular business hours 8:30 a.m. to 5:00 p.m., Monday through Friday.



Request For Transportation Commission and Transit Agency

MEETING DATE: October 30, 2023

DEPARTMENT: Transportation Commission

FROM: Ann Nordyke

SUBJECT: Approve First Amendment to the 22/23 Overall Work Plan (OWP).

Approve First Amendment to the 23/24 Overall Work Plan (OWP).

Detailed Description/Background of request

On September 5, 2023, the Department received the 2022-23 Rural Planning Assistance (RPA) reconciliation letter requesting concurrence the RPA carry over for the FY 21-22 OWP. Accounting review indicates the amount to be consistent with the Departments records.

Additionally, a clerical error resulted in consideration of an inaccurate revision of the 22/23 OWP by this Commission on May 2, 2023. Specifically, Work Activities were omitted from each Work Element and a more through description of the drafting and adoption of the Regional Transportation Plan update were not included.

As provided in Section 2.18 of the 2017 Regional Planning Handbook, Staff submits Amendment 01 to the FY 23/24 OWP for consideration and/or action .

Prior Board Action

Final OWP approved May 2023

Fiscal Impact/Funding Source

\$39,500 in Rural Planning Assistance is made available to CCTC.

Action for the Clerk

ATTACHMENTS:

- Colusa_22-23 Reconciliation Letter - signed (PDF)
- CCTC FY 2023-24 Conditional Approval Letter (PDF)
- 22-23 OWP amd 01 Memo (DOC)
- 23-24 OWP amd 001 (DOCX)
- 23-24 owp cover amd 001 (DOCX)

California Department of Transportation

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

P.O. BOX 942873, MS-32 | SACRAMENTO, CA 94273-0001

(916) 654-2596 | FAX (916) 653-0001 TTY 711

www.dot.ca.gov



September 5, 2023

Mr. Mike Azevedo
Executive Director
Colusa County Transportation Commission
1215 Market Street
Colusa, CA 95932

Dear Mr. Mike Azevedo:

The purpose of this reconciliation letter for fiscal year (FY) 2022-23 is to confirm the unexpended totals in California Rural Planning Assistance (RPA), federally funded, and state funded grants as of **June 30, 2023**.

Rural Planning Assistance (RPA):	\$39,500.00
----------------------------------	-------------

Total Planning Funds Available:	<u>\$39,500.00</u>
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Pursuant to the MFTA (section 3.C) and the Regional Planning Handbook (section 4.08); an RTPA cannot carryover more than 25% of its annual RPA allocation. If your agency's certification of expenditures exceeds the 25% allowable carryover, the above amount has been adjusted to reflect this.

Please review the reconciled totals. If in agreement with the balance(s), please electronically sign your specified field. Once all signatures are completed, all parties will automatically receive the fully signed reconciliation letter for their records via email.

Please note that in order to remain compliant with FTA Circular 8100.1D and CFR 630.106, all Federally funded carryover must be programmed via OWP/A and approved by the District within 90 days of the date of this letter.

If you have any questions or need additional information, please contact Mona Elbadawy, District Regional Planning Liaison at Mona.Elbadawy@dot.ca.gov or Victoria Schleicher, Caltrans Headquarters Fund Specialist at Victoria.Schleicher@dot.ca.gov.

"Provide a safe and reliable transportation network that serves all people and respects the environment"

Attachment: Colusa_22-23 Reconciliation Letter - signed (9453 : Approve first Amendment to the 23/24 Overall Work Plan (OWP))

Mr. Mike Azevedo:
September 5, 2023
Page 2

Sincerely,

Erin Thompson

Erin Thompson
Chief, Office of Regional and Community Planning
Division of Transportation Planning

S

Sukhvinder Takhar
Planning Deputy District Director
District 3

I concur with the above balances:

Michael J Azevedo

Mike Azevedo
Executive Director
Colusa County Transportation Commission

9/14/2023

Date

Signature: *Sukhvinder Takhar*
Sukhvinder Takhar (Sep 8, 2023 13:15 PDT)
Email: sukhvinder.takhar@dot.ca.gov

Signature: *Michael J Azevedo*
Michael J Azevedo (Sep 14, 2023 16:23 PDT)
Email: mjazevedo@countyofcolusa.com

Attachment: Colusa_22-23 Reconciliation Letter - signed (9453 : Approve first Amendment to the 23/24 Overall Work Plan (OWP))

Colusa_22-23 Reconciliation Letter

Final Audit Report

2023-09-14

Created:	2023-09-08
By:	Mona Elbadawy (s146791@dot.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAsuyqRQOcOFzlgOisQ5TnJhmBA_Ruvvjp

"Colusa_22-23 Reconciliation Letter" History

-  Document created by Mona Elbadawy (s146791@dot.ca.gov)
 2023-09-08 - 6:49:50 PM GMT
-  Document emailed to Sukhvinder Takhar (sukhvinder.takhar@dot.ca.gov) for signature
 2023-09-08 - 6:51:08 PM GMT
-  Email viewed by Sukhvinder Takhar (sukhvinder.takhar@dot.ca.gov)
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-  Document e-signed by Sukhvinder Takhar (sukhvinder.takhar@dot.ca.gov)
 Signature Date: 2023-09-08 - 8:15:37 PM GMT - Time Source: server
-  Document emailed to mjazevedo@countyofcolusa.com for signature
 2023-09-08 - 8:15:39 PM GMT
-  Email viewed by mjazevedo@countyofcolusa.com
 2023-09-14 - 11:20:24 PM GMT
-  Signer mjazevedo@countyofcolusa.com entered name at signing as Michael J Azevedo
 2023-09-14 - 11:23:10 PM GMT
-  Document e-signed by Michael J Azevedo (mjazevedo@countyofcolusa.com)
 Signature Date: 2023-09-14 - 11:23:12 PM GMT - Time Source: server
-  Agreement completed.
 2023-09-14 - 11:23:12 PM GMT



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Attachment: Colusa_22-23 Reconciliation Letter - signed (9453 : Approve first Amendment to the 23/24 Overall Work Plan (OWP))

California Department of Transportation

CALTRANS DISTRICT 3
703 B STREET | MARYSVILLE, CA 95901
530-513-0584 | 530-741-4245 TTY 711
www.dot.ca.gov



June 26, 2023

Mr. Michael Azevedo
Executive Director
Colusa County Transportation Commission
1215 Market Street
Colusa, CA 95932

Dear Mr. Azevedo:

The California Department of Transportation has conditionally approved the Fiscal Year 2023-24 Overall Work Program (OWP) and the Overall Work Program Agreement (OWPA) for the Colusa County Transportation Planning Commission, (CCTC). OWP work can begin on July 1, 2023, however invoices cannot be submitted until the state budget is signed.

The following conditions need to be met by August 31, 2023, and expected to be addressed in the first amendment:

- All Work Elements (WE) must include a Work Activities section.
- WE 5.01 must include more detailed task activities, products, and narrative for the adoption of the upcoming Regional Transportation Plan.

The following resources can assist you with the management of your OWP:

- [2017 Regional Planning Handbook](#)
- Draft Grant Guide for Sustainable Transportation Planning Grants (attached)
- Master Fund Transfer Agreement (attached)
- Memorandum of Understanding (attached)

If you have questions, please contact Mona Elbadawy at 530-821-8258 or via email at Mona.Elbadawy@dot.ca.gov.

Sincerely,

KEVIN YOUNT, Branch Chief
Office of Planning- North

Attachments

1. Fully signed OWPA
2. Draft Grant Guide for Sustainable Transportation Planning Grants (attached)
3. Master Fund Transfer Agreement (attached)
4. Memorandum of Understanding (attached)

c: Kirsten Montejano

Attachment: CCTC FY 2023-24 Conditional Approval Letter (9453 : Approve first Amendment to the 23/24 Overall Work Plan (OWP))

COLUSA COUNTY



DEPARTMENT OF PUBLIC WORKS

1215 MARKET STREET
COLUSA, CALIFORNIA 95932
Scott Lanphier, Director
Phone (530) 458-0466 Fax (530) 458-2035

Memorandum To: Colusa County Transportation Commission

CC: _____

From: Mike Azevedo, Executive Director

Date: October 24, 2023

Subject: Amendment 01 to the 22/23 Overall Work Plan (OWP)

As provided in Section 2.18 of the 2017 Regional Planning Handbook, Staff submits Amendment 01 to the FY 22/23 OWP for consideration and action.

On September 2, 2023 the Department received the 2022-23 Rural Planning Assistance (RPA) reconciliation letter requesting concurrence of the RPA carry over for the FY 22-23 OWP. Accounting review indicates the amount to be consistent with the Departments records.

Additionally, a clerical error resulted in consideration of an inaccurate revision of the 22/23 OWP by this Commission on May 2, 2023. Specifically, Work Activities were omitted from each Work Element and a more through description of the drafting and adoption of the Regional Transportation Plan update were not included.

The proposed amendment, if approved, would incorporate the omitted detail as well as formally recognizing carryover amount of \$39,500.00 Introduction of those funds into the 22/23 OWP results in the following fund allocations:

W.E. 5.01 Increase \$39,500.00

Existing W.E. 5.01 \$20,000.00

Amended W.E. 5.01 \$59,500

Attachment: 22-23 OWP amd 01 Memo (9453 : Approve first Amendment to the 23/24 Overall Work Plan (OWP))

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Introduction

The Colusa County Transportation Commission (CCTC) is a single county, Regional Transportation Planning Agency (RTPA). The public agencies that coordinate transportation planning activities through the CCTC include the Cities of Colusa and Williams, Colusa County, California Department of Transportation, Colusa Indian Community, U.S. Department of Interior, Bureau of Reclamation, and the U.S. Forest Service.



The RTPA's jurisdiction is predominately rural in nature, consisting of approximately 1,151 square miles with many scattered small communities. The current estimated population is 21,600, with a density of 18.7 persons per square mile. Transportation and the regional economy are oriented to farming, ranching, and recreation. There are approximately 712 miles of maintained roads within the County, 27 miles in the

City of Colusa, 26 miles in the City of Williams, and 160 miles in the U.S. Forest.

In 2019, CCTC updated the Regional Transportation Plan (RTP). The RTP defines planning transportation goals and objectives relevant to this rural region as specified in Section 134 of Title 23 of the United States Government Code Section 650809(b). The RTP lists specific short term and long-term transportation projects to be implemented as part of an overall multi-modal plan. Per SB375, the CCTC now updates the RTP every four years.

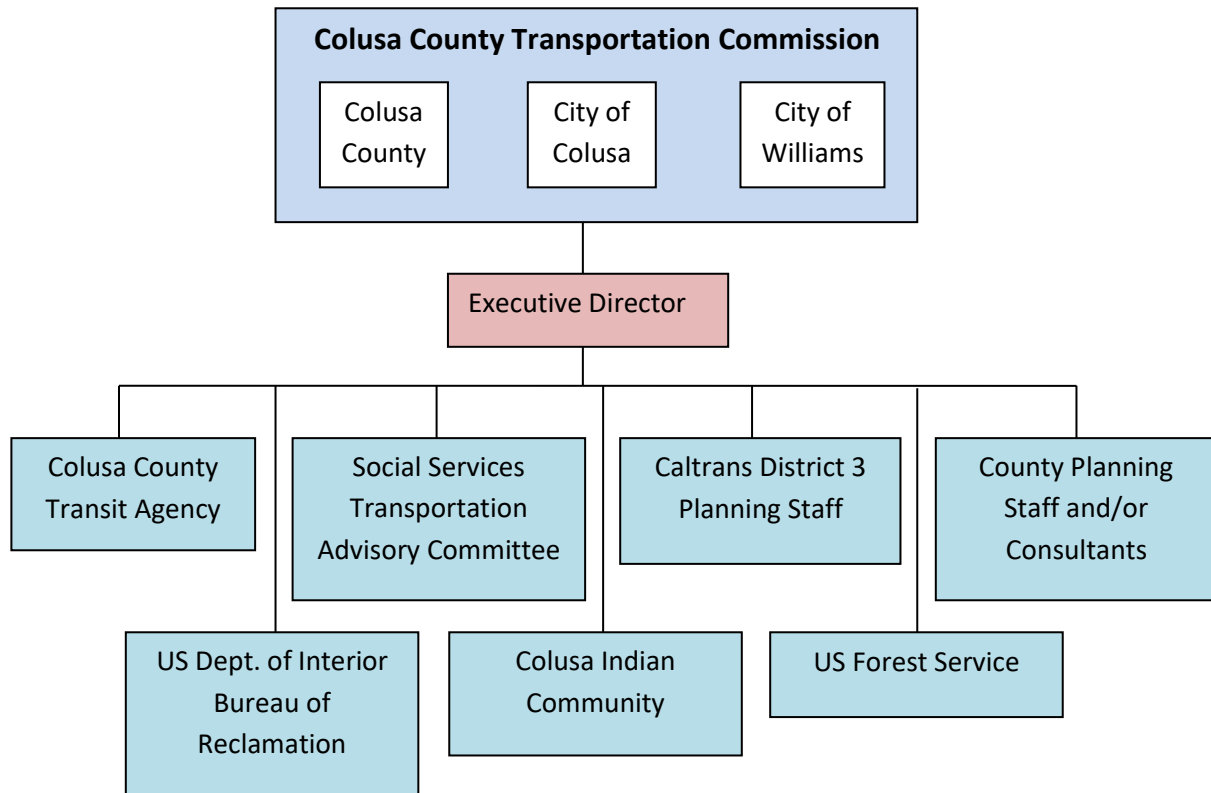
The Overall Work Program (OWP) for transportation planning compliments the RTP. It is designed to respond to growth strategies adopted in local public agency general plans. It reflects the desires and needs of the general public, groups that have specific mobility issues, including the elderly and handicapped and the Native American Tribal Community. The OWP details the projected planning activities and resources to be expended during Fiscal Year 2023/24 for continuation of regional transportation planning. The CCTC assigns major planning tasks to staff.



Organization and Management

The CCTC was designated as a RTPA by the Secretary of the California Business, Transportation, and Housing Agency in July of 1973. The CCTC consists of six members: three members appointed by the County Board of Supervisors and three members appointed from the

incorporated cities within the County; one from the City of Colusa and two from the City of Williams. The membership ratio of two to one rotates between the two incorporated cities on an annual basis. The executive director provides general oversight at the request of the Commission, as well as administrative oversight for general Commission activities.



The Colusa County Transit agency operates a dial-a-ride transit system with fixed, timed routes to:

- Arbuckle
- Colusa
- Grimes
- Maxwell
- Princeton
- Sites
- Stonyford
- Williams

The Colusa County Transit consists of nine vehicles and ten full-time employees. A total of five buses run each day on various routes and also provide out-of-county medical transportation on an on-call basis.

The CCTC does not have a formalized Technical and Citizens Advisory Committee structure. Due to the rural nature of the area and cooperative efforts of City and County Public Works

Departments, Caltrans, and the California Highway Patrol, the technical review role is informal and ongoing.

The Social Services Transportation Advisory Committee (SSTAC) is established to provide Unmet Needs information to CCTC. The determination of the members of SSTAC is made using Social Service Transportation Inventory Implementation Guide and Survey Tool, a product of the California Association for Coordinated Transportation. The Transportation Development Act unmet transit needs hearings, regional transportation plan preparation and adoption, and other CCTC activities are published in the newspaper of local circulation.

The CCTC appreciates working with Caltrans District 3 Planning staff to help align inter-regional and regional transportation infrastructure policies and goals. Collaboration is ongoing through regular meetings and continuous communication on a wide variety of items such as the development of the Colusa County RTP and the Regional Transportation Improvement Plan (RTIP).

County staff in both Planning and Public Works also provide continuous assistance and support to CCTC goals and objectives. In addition, consultant help is procured for specialized items as may be needed from time, for example: preparation of the RTP Updates are typically conducted by a consultant.

The Cachil Dehe Band of Wintun Indians, otherwise known as the Colusa Indian Community Council provides a liaison for transportation planning efforts from the CCTC and the Colusa Indian Community. Regional issues include access and regional travel to the Colusa Casino, and developing a mutually beneficial strategy to long term transportation solutions for tribal members as well as Colusa residents.

A good portion of the land in Colusa County is regulated by federal agencies, such as the US Forest Service and the US Department of Interior, Bureau of Reclamation, interaction between the CCTC and these agencies is crucial to developing long term transportation planning goals and policies to continue to provide measurable economic and social benefits to the Colusa region. Frequent communication and meetings with these agencies allows for continuous and mutually beneficial progress for regional access to federal lands within Colusa County.

The rural counties of California have formed a Rural Counties Task Force (RCTF). A rural county is defined as having a population of 50,000 or less. Staffing for the Rural Counties Task Force is provided from its members and is comprised of a chairman, vice-chairman, and secretary. This group conducts bimonthly (every two months) meetings. It provides rural counties the opportunity to communicate and educate one another on rural counties issues dealing with

changes in state transportation planning and creates a united voice for dealing with state agencies and legislative proposals and analysis.

CCTC is a member of the RCTF and staff attends the RCTF meetings and has obtained valuable training and contacts at the county and state level. With the increasing complexity of transportation laws, the RCTF has supplied a wealth of information. CCTC provides financial support to the RCTF for the continuation of the valuable service of coordination and integration of government agencies.

Overall Work Program

The OWP is intended to summarize the transportation planning activities to be administered by CCTC during the 2023/24 fiscal year. The work program gives direction and emphasis to specific elements of the planning process. It ensures that the process is responsive to the transportation needs and priorities of the region and the state. It is also a basis for budgeting revenues and expenditures for the various elements of the OWP.

Regional transportation planning in California is a dynamic process. It involves the collaboration of Federal, State, and Tribal Governments, regional and local agencies, the private sector, and the public. All parties involved in transportation planning have the opportunity to provide leadership in any one or more phases of the regional transportation-planning program.

Transportation planning considers multiple, complex, and evolving goals, objectives, plans and programs. Regional transportation planning results in the development of RTPs and ultimately programs the projects. Regional planning studies, activities, consensus efforts, and documents provide the basis for project decisions including mode choice and general alignment. These decisions, in turn, lead to environmental and design approvals, and project delivery and construction.

Public Participation Process

The CCTC holds regular monthly meetings and publicizes each meeting by posting formal notices at various locations as well as the main County webpage. The public is encouraged to participate in each meeting. Also, the County Sheriff's office typically holds annual community meetings in which public input is solicited which includes County roads, transit, and other transportation related items.

FAST ACT PLANNING FACTORS

MAP-21/FAST Act Planning Factors/W.E. Matrix					
	W.E 1.01	W.E 2.01	W.E 3.01	W.E 4.01	W.E 5.01
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.					
2. Increase the safety of the transportation system for motorized and non-motorized users.				X	
3. Increase the security of the transportation system for motorized and non-motorized users.		X			
4. Increase the accessibility and mobility of people and for freight			X		
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.	X	X		X	X
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.			X		
7. Promote efficient system management and operation.				X	X
8. Emphasize the preservation of the existing transportation system.			X		
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water and reduce or mitigate storm water impacts of surface transportation.				X	X
10. Enhance travel and tourism.		X			

Regional Transportation Plan

RTPAs are created pursuant to California law (Government Code Section 29532 et seq.) and although State law does not define a RTPA, Government Code Section 65080 identifies some RTPA responsibilities: to adopt a regional transportation plan and to prepare and adopt a

Attachment: 23-24 OWP amd 001 (9453 : Approve first Amendment to the 23/24 Overall Work Plan (OWP))

Regional Transportation Improvement Program (RTIP).

The RTP is a long range (20+) year plan that is developed by the RTPA in concert with the public and transportation partners in the region. The RTP identifies regional issues and problems, includes population and traffic growth projections for the region, and suggests mobility solutions to accommodate future transportation needs. In addition, the RTIP is developed in conjunction with the RTP. The RTIP is designed to implement the vision and goals of the RTP and projects in both documents must be financially constrained. The RTP must provide evidence that the proposed projects in the RTIP are fully funded through the cycle of the Plan, the revenues are reasonably available to finance projects and the costs of each project have been estimated consistent with any regional programming or project environmental documentation currently available.

All RTP's must also be accompanied by an environmental review document pursuant to State Law (Public Resources Code 21000 et seq, the California Environmental Quality Act).

Transportation projects included in the RTP/RTIP may be funded with the State Transportation Improvement Program (STIP) or with other State, Federal, Local, or Private funds. The objective of project selection for the RTP/RTIP is to obtain and maintain the maximum amount of transportation funding available for Colusa County's local and regional transportation priorities, including transit improvements, through the efficient programming of Federal and State transportation dollars.

Continued and On-Going Work Activities

The following activities are listed to illustrate ongoing activities for regional transportation planning development within Colusa County:

- Amend the Regional Transportation Plan as needed;
- Provide a public hearing/review process for RTP Amendments including participation by the public, Native American Tribal Governments, Caltrans, Transit providers and other community groups;
- Correct and significant differences between the RTP and the Caltrans District System Management Plan; and

Technical Capacity

The CCTC utilizes County staff to maintain the Pavement Management System (PMS) software. County employees also perform the tasks of road ratings, traffic counts, accident counts, and traffic sign inventory.

The use of Geographic Information System (GIS) is increasing and will continue development. CCTC will have current, reliable information to base decisions for road maintenance and rehabilitation. This information could also be used to identify future transportation expansion projects. One use has been the plotting of automobile accident locations on a County base map. The accident data for the past 15 years has been compiled and entered into the system. The County will be monitoring the correlation between the frequencies of accidents with specific road segments. This monitoring will assist in evaluating the effectiveness of various safety improvements within the Region.

Pavement Management System

The CCTC has been able to improve the technical capacity of the planning process by continually funding the update and maintenance of the PMS. The PMS contains current information regarding road conditions as well as various maintenance recommendations based on varying budget scenarios. The CCTC utilizes Street Saver PMS software as developed by the Metropolitan Transportation Commission (MTC).

Traffic counts are conducted on a continuing basis and information added to the program to provide better analysis to ensure a safe and well-maintained road system. The availability of current information will provide the basis to evaluate how the road system is performing.

Geographic Information System (GIS)

The technical capacity has been additionally advanced by the development of a GIS database and associated hardware/software. A GIS base map has been established for the County, which includes multiple layers of information for various modes of travel, including vehicular, truck, recreational, pedestrian, bicycle, and waterway. Staff is in the process of developing various layers containing PMS information, accident data, traffic counts, and traffic control devices. This is an on-going activity to ultimately provide information to the public as well as continuing safety analysis.

Work Elements

The following five Work Elements (WEs) provide a task-by-task breakdown of RPA fund expenditures for the 2023/24 fiscal year. Each WE provides a description of typical items conducted, ongoing tasks, and specific items expected to be completed during the upcoming fiscal year. During the 2023/24 fiscal year, and as may be required, the actual expenditures may be amended through an update to the OWP.

Colusa County appreciates the support of Caltrans District 3 planning staff with respect to regional planning efforts. The following table provides a summary of Caltrans activities within the Colusa County Transportation Commission's jurisdiction.

CALTRANS REGIONAL PLANNING ACTIVITIES FOR FISCAL YEAR 2022/2023

ACTIVITY	DESCRIPTION	PRODUCTS
System Planning	Completion of System Planning documents used by Caltrans and its transportation partners	Caltrans District 3 System Planning documents consistent with the Caltrans District 3 System Planning Five-Year Work Plan
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 current Two-Year PID Work Plan
Regional Planning	Participate in and assist with various regional planning projects and studies	Participation in the following projects and studies: • Regional ITS Master Plan • Continue oversight and assistance with Sustainable Communities and Strategic Partnership grants • Oversight of Planning Studies/Conceptual Projects pertaining to State Highway System
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 that is consistent with the State's smart mobility goals.

County work elements 1.01 through 5.01 are described on the following pages showing details of specific tasks and estimated budgets and timelines for completion for each.

Work Element 1.01: Overall Work Program

Work Element (WE) 1.01 consists of planning and drafting the Overall Work Program, which is essential to the CCTC's ability to function as a RTPA. As such, the OWP serves as a management tool identifying the tasks and products that the agency will undertake to deliver during the fiscal year. The OWP is the guiding tool that enables the CCTC to meet the mandated planning responsibilities required of all RTPA's. WE 1.01 includes drafting invoices, reports, and amendments. It should be noted that Colusa County has a unique blend of land uses consisting of agricultural lands, rolling hills/forest, and reservoirs and riverside areas all with their own types of regional significance and demands for multimodal travel. As such, a variety of agencies is included in our annual assessment of regional transportation issues and needs, which support the Counties diverse economy. Coordination and consultation with groups such as Tribal

Governments who bring a significant number of regional trips to the County, as well as the US Bureau of Reclamation and US Forest service is critical for identifying the needs of the region that ultimately are reflected in the Overall Work Program.

Previous Work:

- 1) FY22/23 OWP Development, administration & reporting
- 2) 23/24 OWP and OWPA Development, obtain Local and State approval

2023/24 Products

- | | |
|--|--------------|
| 1) Final Quarterly Progress Report for FY 2022-23 | July 2023 |
| 2) Closeout FY 2022-23 OWP | August 2023 |
| 3) OWP FY 2023-24 Amendment #1 – Carryover from FY 2022-23 | October 2023 |
| 4) Quarterly Progress Report #1 | October 2023 |
| 5) Quarterly Progress Report #2 | January 2024 |
| 6) Draft FY 2024-25 OWP | March 2024 |
| 7) Quarterly Progress Report #3 | April 2024 |
| 8) Finalize and adopt FY 2024-25 OWP | May 2024 |

Summary of Source and Expenditures for WE 1.01

The total available funding for WE 1.01 is \$21,500 and consists exclusively of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 1.01.

SOURCE AND EXPENDITURES FOR WE 1.01				
Task	Description	Source	Amount	Carryover
1	Monitor OWP (staff)	RPA	\$7,800	TBD
2	Reports, invoices (staff)	RPA	\$8,000	TBD
3	Meetings, program planning, coordination	RPA	\$1,900	TBD
4	Develop and finalize 2024/25 OWP(staff)	RPA	\$2,550	TBD
5	Closeout 2022/23 OWP (staff)	RPA	\$1,250	TBD
Total			\$21,500	TBD

Work Element 2.01: Regional Coordination

CCTC Staff serve as a repository and conduit to receive and transmit information received from State and Federal agencies as well as providing technical guidance to the various jurisdictions within the region.

CCTC Staff regularly participate in the Rural Counties Task Force (RCTF). This advisory committee is comprised of the California's 26 Rural Transportation Planning Agencies. As such,

this group provides a unique forum to share information and vet potential solutions to the challenges faced by rural agencies.

The North State Super Region (NSSR), an alliance of the 16 northern California Counties, was created in 2010. This group strives to identify common transportation, growth, and land use challenges in order to formulate unified strategies that may be advocated to implementing agencies and the public.

CCTC actively participates in training courses offered by Caltrans and other partners (e.g., workshops and academies). Additionally, CCTC staff monitor legislation that may affect transportation planning, monitor planning efforts of the various jurisdictions within the region, and coordinate with said jurisdictions and solicit public input to identify eligible Active Transportation Program (ATP) projects.

Coordination with local Tribal Governments as well as Federal partners (US Forest Service and Bureau of Reclamation) is conducted, at a minimum, annually; more frequently as conditions warrant. These discussions facilitate a consistent approach to addressing regional transportation needs; encompassing varied jurisdictional responsibilities.

Previous Work:

- 1) Participated in RCTF meeting, information dissemination for planning activities only ;
- 2) Participated in NSSR meeting , support outreach efforts for planning activities only;
- 3) Participated Supervisorial and City Council meeting as appropriate (monthly);
- 4) Attended regional Transportation Planning opportunities; (quarterly)
- 5) Coordinated with local Tribal Governments and communities; (quarterly)

2023/24 Products

- | | |
|---|---|
| 1) RCTF meeting agendas & meeting minutes | 3 rd Fri, Odd numbered month |
| 2) NSSR meeting agendas & meeting minutes | July 2023 thru June 2024 |
| 3) Supervisorial/City Council meeting agendas/minutes | July 2023 thru June 2024 |
| 4) Regional Transportation Training | As Needed |
| 5) Coordination W/ Tribal Gov't meeting agendas/minutes | July 2023 thru June 2024 |
| 6) Update TMP as necessary with USFS and USBOR | July 2023 thru June 2024 |

Summary of Source and Expenditures for WE 2.01

The total available funding for WE 2.01 is \$19,500 and consists of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 2.01.

SOURCE AND EXPENDITURES FOR WE 2.01				
Task	Description ¹	Source	Amount	Carryover
1	Participate RCTF Meetings (planning activities only) (staff)	RPA	\$ 3,300	TBD
2	Participate NSSR Meetings (planning activities only)	RPA	\$ 4,200	TBD
3	Attend Supervisorial and City Council meetings(staff)	RPA	\$ 3,500	TBD
4	Regional Transportation Training(staff)	RPA	\$ 3,000	TBD
5	Coordinate with Tribal Gov't and communities(staff)	RPA	\$ 4,300	TBD
6	Develop policies and goals with USFS and USBOR(staff)	RPA	\$ 1,200	TBD
Total			\$19,500	TBD
Notes:				
1) ALL tasks are for planning purposes only				

Work Element 3.01: Coordination with Caltrans District 3

Working with the State of California, Department of Transportation, District 3 is crucial to aligning County regional transportation needs with inter-regional expectations of the District. Meetings typically occur on a semiannual basis. In addition to standard vehicular traffic, heavy truck traffic, recreational vehicles and bicycle travel all require close coordination between City, County, and State departments to help improve multi-modal infrastructure for near-term and future needs. For example, the CCTC continues to participate in the development of the California Freight Mobility Plan (CFMP) and provide feedback to the State on freight-related priorities, issues, projects, and funding needs. The development of such constructive policies and goals to foster regional transportation collaborations are a part of this WE.

Previous Work:

- 1) Coordinated with Caltrans on System Planning projects consistent with the Caltrans District 3 System Planning 5-year Work Plan
- 2) Coordinated with Caltrans on completing pre-programming studies used by Caltrans and its transportation partners as stated in the 2-year Project Initiation Document (PID) Work Plan

- 3) Participated with various regional planning projects and technical studies pertaining to the State Highway System such as the Interregional Transportation Strategic Plan (ITSP), California Freight Mobility Plan (CFMP), California Transportation Plan (CTP), etc.

2023/24 Products:

- | | |
|---|-----------|
| 1) Tech memo updating Dist. 3 System Planning 5-year Work Plan | Annually |
| 2) Pre-Programming consistency recommendations | Quarterly |
| 3) ITSP, CFMP,CTP consistency recommendations | Annually |
| 4) Local development smart mobility consistency recommendations | Quarterly |

Summary of Source and Expenditures for WE 3.01

The total available funding for WE 3.01 is \$2,000 and consists exclusively of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 3.01.

SOURCE AND EXPENDITURES FOR WE 3.01				
Task	Description	Source	Amount	Carryover
1	System Planning 5-year Work Plan update(staff)	RPA	\$ 500	TBD
2	Pre-Programming review(staff)	RPA	\$ 500	TBD
3	ITSP, CFMP,CTP consistency review(staff)	RPA	\$ 500	TBD
4	Local development smart mobility(staff)	RPA	\$500	TBD
Total			\$2,000.00	TBD

Work Element 4.01: Transportation Systems Maintenance

CCTC must prepare and adopt a Regional Transportation Plan (RTP) to achieve a coordinated and balanced regional transportation system. The RTP is developed to document transportation policy, actions, and funding recommendations that will meet the short- and long-term access and mobility needs of Colusa County residents over the next 20 years. The RTP guides the systematic development of a comprehensive multi-modal transportation system for Colusa County.

WE 4.01 provides the resources to build maintain and improve the technology needed to support and enhance transportation planning in Colusa County. A core component of this effort is the Geographic Information System (GIS) and the associated hardware, software, and training required to perform and exchange information with partner agencies such as the Cities of Colusa and Williams, Tribal Governments, and the public. Activities under this WE include, but are not limited to the maintenance, repair, and replacement of hardware and software such as ArcGIS software and servers.

To date, an exhaustive GIS library has been compiled. Library data consists of layers depicting County roads and bridges, state and other agency highways and roads, streams and waterways, parcel boundaries, FEMA Flood Zones, hydrology, special districts, political boundaries, and tribal lands. Informational layers are continuously updated and are vital to the development and implementation of the RTP. These layers are used to assess transportation impacts on community livability and to document transportation facilities, projects, and services required to meet regional and interregional mobility and accessibility needs.

The purchase of hardware and software upgrades facilitates continued development and support of a robust GIS library, a critical component of the transportation planning process, developing the Regional Transportation Plan and Regional Transportation Improvement Program.

Previous Work:

- 1) Maintained the various layers that are the GIS;
- 2) Developed and acquired data sets such as aerial photography and address data for inclusion as GIS layers.
- 3) Reviewed and processed annual software maintenance support agreements;
- 4) Updated to Pavement Management System (PMS);
- 5) Conducted traffic counts to support PMS updates; and
- 6) Reviewed State Bridge Inspection Reports, prioritize and plan repairs.

2023/24 Products

- | | |
|--|----------------------|
| 1) Update GIS layers | (Ongoing, quarterly) |
| 2) Acquire data sets | (Ongoing, quarterly) |
| 3) Software agreements/subscriptions | (Ongoing, annually) |
| 4) Invoicing communications for GPS data | Monthly |
| 5) Update PMS in GIS | (Ongoing, quarterly) |
| 6) Traffic Counts to support PMS | Monthly |
| 7) Document bridge repairs | Monthly |

Summary of Source and Expenditures for WE 4.01

The total available funding for WE 4.01, as amended, is \$134,500.00 and consists exclusively of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 4.01.

SOURCE AND EXPENDITURES FOR WE 4.01				
Task	Description	Source	Amount	Carryover
1	Maintain GIS Layers(staff)	RPA	\$ 38,085.00	TBD
2	Develop/acquire data sets(staff)	RPA	\$ 14,725.00	TBD
3	Review/process software agreements/subscriptions(staff)	RPA	\$ 2,565.00	TBD
4	Invoice communications for GPS data(staff)	RPA	\$ 5,225.00	TBD
5	Update PMS(staff)	RPA	\$17,800.00	TBD
6	Traffic Counts (consultant)	RPA	\$ 16,600.00	TBD
Total			\$95,000.00	TBD

Work Element 5.01: Regional Transportation Plan / Regional Transportation Improvement Program
Work Element (WE) 5.01 consists of planning, programming, and monitoring for 2024 RTIP program of projects as it relates to the STIP. In addition to preparation and coordination of development of the 2024 RTIP with local agencies. Monitoring the RTP and submission (as necessary) of any follow-up documents to Caltrans. Select and prioritize projects and program funds available through the federal transportation act (Fixing America's Surface Transportation (FAST) Act) including Regional Surface Transportation Program (RSTP).

As the statutorily designated RTPA for Colusa County, the CCTC is responsible for selecting and prioritizing projects to use available state and federal transportation grant funds including

those from the STIP and the FAST Act. These funds, along with local funds, are used to implement the projects identified in the RTP.

Every four years, RTPA's are required to update their RTP's. CCTC last updated its RTP in April of 2019. A consultant will be retained to assist in crafting a document responsive to Government Code 65080 and includes:

1. Policy Element: that describes the transportation issues in the region, identifies and quantifies regional needs, and describes the desired short-range and long range transportation goals, and pragmatic objective and policy statements. The objective and policy statements shall be consistent with the funding estimates of the financial element.

2. Action Element: that describes the programs and actions necessary to implement the plan and assigns implementation responsibilities. The action element may describe all transportation projects proposed for development during the 20-year or greater life of the plan. The action element shall consider congestion management programming activities carried out within the region.

3. Financial Element: that summarizes the cost of plan implementation constrained by a realistic projection of available revenues. The financial element shall also contain recommendations for allocation of funds. A county transportation commission created pursuant to the County Transportation Commissions Act (Division 12 (commencing with Section 130000) of the Public Utilities Code) shall be responsible for recommending projects to be funded with regional improvement funds, if the project is consistent with the regional transportation plan. The first five years of the financial element shall be based on the five-year estimate of funds developed pursuant to Section 14524. The financial element may recommend the development of specified new sources of revenue, consistent with the policy element and action element.

Previous Work:

1. Reconciled planning projects with goals of the current RTP
2. Provided information and outreach to local officials, stakeholders, and public
3. Attended Training through the Local Technical Assistance Program or Tech Transfer to stay informed transportation topics and their application.

2023/24 Products

- | | |
|--|----------------------|
| 1. Commence Update RTIP | <i>December 2023</i> |
| 2. Retain Transportation Planning Consultant | <i>December 2023</i> |

- | | |
|---------------------------------|----------------------|
| 3. Modeling and Data collation | <i>February 2024</i> |
| 4. Outreach/Consultation | <i>May 2024</i> |
| 5. Environmental Considerations | <i>June 2024</i> |
| 6. Complete Update RTP | <i>August 2024</i> |

Summary of Source and Expenditures for WE 5.01

The total available funding for WE 5.01 is \$59,500 and consists exclusively of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 5.01.

SOURCE AND EXPENDITURES FOR WE 5.01			
Task	Description	Source	Amount
1	CCTC Staff	RPA	\$2,500.00
2	Consultant (RTP update)	RPA	\$57,000.00
Total			\$59,500.00

Summary of 2023/24 Revenues and Expenditures

The following table provides an overall summary of the 2023/24 expected revenues and expenditures for Work Elements 1.01 through 5.01.

Work Element	Expenditure	Fund Source	RPA Allocation	Total Revenue	RPA Carryover	Total Expenditure
1.01	Staff – Overall Work Program	RPA	\$21,500.00	\$21,500.00	0	\$21,500
2.01	Staff – Regional Coordination	RPA	\$19,500.00	\$19,500.00	0	\$19,500
3.01	Staff – Coordination with Caltrans District 3	RPA	\$2,000.00	\$2,000.00	0	\$2,000
4.01	Staff - Transportation Systems Maintenance	RPA	\$95,000.00	\$95,000.00	0	\$95,000.00
5.01	Staff/Consultant -RTIP	RPA	\$20,000.00	\$59,500.00	0	\$59,500.00
Total			\$158,000.00	\$197,500.00	0	\$197,500

Attachment: 23-24 OWP amd 001 (9453 : Approve first Amendment to the 23/24 Overall Work Plan (OWP))

Glossary of Terms & Acronyms

Allocation	A distribution of funds by formula or agreement.
Apportionment	Distribution of federal funds (grants) by a statutory formula to the states' Governors for allocation by them to the grant recipients.
Appropriation	An official action (e.g. passage of a law) to make funds available, with specific limitations as to amount, purpose and duration.
CPG	Consolidated Planning Grant, consisting of FHWA Metropolitan Planning (FHWA PL) Funds, FTA Metropolitan Planning Section 5303 (FTA § 5303) Funds, FHWA State Planning and Research Part I - Strategic Partnerships (formerly Partnership Planning) Funds, and FTA State Planning and Research Section 5304 Sustainable Communities Grants (formerly Transit Planning Grants) Funds.
Encumber	The formal processes, which commit funds for a specific purpose, e.g., commitment of Rural Planning Assistance (RPA) to an RTPA, or FHWA Metropolitan Planning (PL) funds to an MPO.
FHWA, FTA	The Federal Highway Administration and the Federal Transit Administration are two of the modal agencies in the United States Department of Transportation (US DOT).
MAP-21	Moving Ahead for Progress in the 21 st Century, federal transportation Legislation signed into law in 2012; successor to SAFETEA-LU.
MFTA	Along with the OWP and OWPA, it constitutes the funding contract and requirements between the state and the MPO/RTPA for CPG and/or RPA funds. It is an ongoing, multi-year agreement that prevails until is it amended, updated, or replaced. The provisions of the MFTA also apply to any MPO/RTPA contractors or subcontractors.
MPO	Metropolitan Planning Organizations are the regional planning entities in urbanized areas, usually an area with a population of 50,000 or more. As of December 2006, there are eighteen MPOs in California. Although the Tahoe region does not include an urbanized area 50,000 or larger, TEA-21, permitted the Tahoe region to establish a MPO.
Obligation	The Federal government's legal commitment (promise) to pay or reimburse the States or other entities for the Federal share of a project's eligible costs.

ORP	Office of Regional Planning in the Department's Division of Transportation Planning, Headquarters, Sacramento.
Reimbursement	State or federal transportation planning funds paid to the MPO/RTPA for transportation planning work activities in the OWP completed by the MPO/RTPA, or on behalf of the RTPA/MPO by a contractor or consultant, and already paid for using local funds.
RTPA	Regional Transportation Planning Agency, the regional planning entity referenced in California law; e.g., a local transportation commission, a statutorily created RTPA, or a council of governments.
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, federal transportation legislation signed into law in 2005; successor to TEA-21.
Toll Credits	Toll credits are earned when the state, a toll authority, or a private entity funds a capital transportation investment with toll revenues earned on existing toll facilities. Toll credits may substitute for the required nonfederal share on Federal-aid project, the Federal reimbursement can effectively be increased to 100 percent.
Unexpended Carryover	Unexpended Federal CPG funding -- FHWA Metropolitan Planning (PL), FTA 5303 Metropolitan Planning, FTA § 5304/SHA Sustainable Communities Grants, FHWA State Planning and Research Part I – Strategic Partnerships and Rural Planning Assistance (RPA)—do not need to be fully expended during the fiscal year in which they are appropriated and allocated or awarded. The recipient may carryover unexpended amounts to the next fiscal year. MPOs' carryover FHWA PL and FTA § 5303 and RTPAs' carryover 25% of RPA via a reconciliation letter process. Both MPOs/RTPAs are allowed to carryover FTA § 5304/SHA Sustainable Communities Grants and FHWA Strategic Partnerships through the reconciliation letter process.

FY 2023/24 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification

In accordance with 23 CFR part 450, the California Department of Transportation and **Colusa County Transportation Commission**, Regional Transportation Planning Agency, hereby certify that the transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

RTPA Authorizing Signature

Caltrans District Approval Signature

Title

Title

Date

Date

Fiscal Year 2023/2024 California Department of Transportation Debarment and Suspension Certification

*As required by U.S. DOT regulations on government wide Debarment and Suspension (Nonprocurement),
49 CFR 29.100:*

- 1) The Applicant certifies, to the best of its knowledge and belief, that it and its contractors, subcontractors and subrecipients:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
- 2) The Applicant also certifies that, if Applicant later becomes aware of any information contradicting the statements of paragraph (1) above, it will promptly provide that information to the State.
- 3) If the Applicant is unable to certify to all statements in paragraphs (1) and (2) of this certification, through those means available to Applicant, including the General Services Administration's Excluded Parties List System (EPLS), Applicant shall indicate so in its applications, or in the transmittal letter or message accompanying its annual certifications and assurances, and will provide a written explanation to the State.

Attachment: 23-24 OWP amd 001 (9453 : Approve first Amendment to the 23/24 Overall Work Plan (OWP))

**CALIFORNIA DEPARTMENT OF TRANSPORTATION DEBARMENT AND
SUSPENSION CERTIFICATION FISCAL YEAR 2023/24**

SIGNATURE PAGE

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 correct.

Signature _____ Date _____

Jennifer K Sutton

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

I further affirm to the Applicant 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 the described project.

AFFIRMATION OF APPLICANT'S ATTORNEY

For Colusa County Transportation Commission

Signature _____ Date _____

Jennifer K. Sutton, Senior Deputy County Counsel

Attachment: 23-24 OWP amd 001 (9453 : Approve first Amendment to the 23/24 Overall Work Plan (OWP))



Colusa County Transportation Commission

Colusa County ~ City of Colusa ~ City of Williams

2023/24 Overall Work Program

2023

Amendment 001



Request For Transportation Commission and Transit Agency

MEETING DATE: October 30, 2023

DEPARTMENT: Transportation Commission

FROM: Michael Azevedo

SUBJECT: Adopt a Resolution adopting the Colusa County Transit Agency updated Title VI Program Plan.

Adopt a Resolution adopting the Colusa County Transit Agency updated Title VI Program Plan.

Detailed Description/Background of request

The Title VI program needed to be updated to reflect the current census data FY 2021. The purpose of the plan is to ensure that no person is excluded from participation in or denied any benefits of the bus system due to race, color or national origin according to the Civil Rights Act of 1964. The program provides due process if there is a complaint.

Prior Board Action

Approved Plan January 31, 2023

Fiscal Impact/Funding Source

None

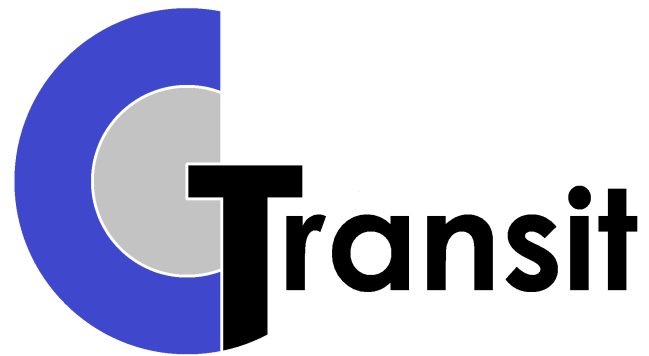
Action for the Clerk

Once approved, please send certified board order and approved resolution to Ron Rogers, Transit Manager

ATTACHMENTS:

- Colusa_County_Title_VI_Plan_Update (DOCX)
- Title VI Resolution 2023(1) (DOCX)

Colusa County Transit Agency's Title VI Program



Approved: January 31, 2023
by Colusa County Transit Agency's
Transportation Commission

Colusa County Transit Agency
Title VI Program

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I. Colusa County Transit Agency's Title VI Notice to the Public

**Colusa County Transit Agency Dial-A-Ride
Title VI Notice & Complaint Process**

The Colusa County Transit Agency is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964. Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with the CCTA within 60 calendar days from the date of the alleged discrimination.

Complaints may be filed with the CCTA in writing and may be addressed to:

Mr. Ron Rogers
Title VI Compliance Coordinator
CCTA
715 D Street
Colusa, CA 93932

A copy of the Title VI Complaint Form (in English or Spanish) and additional information may be obtained from the County's web site at "www.countyofcolusa.org" (under "Departments – Transit") or by calling 530-458-0287. The County will provide appropriate assistance to complainants who are limited in their ability to communicate in English.

Colusa County Transit Agency Dial-A Ride Título VI Anuncio & Proceso de Queja

El Colusa County Transit Agency se compromete a garantizar que ninguna persona es excluida de participación en o negar los beneficios de sus servicios sobre la base de raza, color u origen nacional, de conformidad con lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964. Cualquier persona que cree que él o ella ha sido víctima de discriminación en virtud del Título VI sobre la base de raza, color u origen nacional puede presentar una queja con título VI la CCTA en un plazo de 60 días naturales a partir de la fecha de la presunta discriminación.

Puede presentar una queja con la CCTA por escrito y podrá ser dirigida a:

El Sr. Ron Rogers
Título VI Cumplimiento
CCTA Coordinador
715 D Street
Colusa, CA 95932

Una copia del formulario de queja Título VI (en español o en inglés) y la información adicional se puede obtener en el sitio web del Condado de "www.countyofcolusa.org" (bajo el título "departamentos - Tránsito") o llamando al 530-458-0287. El Condado brindará asistencia adecuada a los demandantes que son limitados en su capacidad de comunicarse en inglés.

Colusa County Transit Agency
Title VI Program

II. List of Locations Where Title VI Notice Is Posted

Colusa County Transit Agency's Title VI notice to the public is currently posted at the following locations:

Location Name	Address
County Courthouse	547 Market Street, Colusa, CA 95932
Transit Agency Front Desk	715 D Street, Colusa, CA 95932
Department of Public Works	1215 Market Street, Colusa, CA 95932

The Title VI notice and program information is also posted on each transit vehicle and provided on Colusa County Transit Agency's website at: www.countyofcolusa.org

COLUSA COUNTY TRANSIT AGENCY'S DIAL A RIDE TITLE VI PROGRAM

Reference: FTA Circular 4702.1 B Title VI Requirements and Guidelines for Federal Transit Administration (FTA) Recipients (October 1, 2012).

INTRODUCTION

This document was prepared by Colusa County Transit Agency and approved by its Transportation Commission to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

The purpose of this Title VI Program is to establish guidelines to effectively monitor and ensure that Colusa County's transit service, Colusa County Transit Agency (CCTA) Dial-A-Ride, are in compliance with FTA Title VI requirements.

Title VI states that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The FTA is required to ensure that federally-supported transit services and related benefits are provided consistent with Title VI. The Title VI Report requires an update every three years.

The CCTA will ensure that its programs, policies, and activities comply with Department of Transportation's (DOT) Title VI Regulations (49 CFR Part 21) and with Limited English Proficient (LEP) Persons requirements (70 FR 74087, December 14, 2005). The CCTA is committed to creating and maintaining a public transportation system that is free of all forms of discrimination. The CCTA will take necessary preventive corrective and disciplinary actions to stem behavior that violates this policy or the rights and privileges it is designed to protect. FTA requires recipients to document compliance with DOT Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years.

III. Title VI Complaint Process (English/Spanish)

The following items outline the Colusa County Transit Agency's (CCTA) Title VI Complaint Procedures

Submission of Complaint: If a customer believes he/she has received discriminatory treatment by the CCTA on the basis of race, color or national origin, the customer will have the right to file a complaint with the Transit Title VI Compliance Coordinator. The complaint must be filed no later than sixty (60) calendar days of the alleged discriminatory incident. Title VI complaint procedures are both in English and Spanish.

Investigation of Complaints: Upon receipt of the complaint, the Compliance Coordinator will begin an investigation. The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. Based upon the information received, the Compliance Coordinator will prepare an investigation report. The complainant will receive a letter from the Compliance Coordinator stating the final decision within forty-five (45) calendar days of receipt of the complaint. If more time is needed to review the complaint, the Compliance Coordinator will notify the complainant of the estimated time-frame for completing the review. Upon completion of the review, the Compliance Coordinator shall make a recommendation regarding the merit of the complaint, whether remedial actions are available to provide redress, and whether improvements to the CCTA's Title VI process are needed.

Request for Reconsideration: The complainant shall be notified of his/her right to appeal the decision. If the complainant disagrees with the Compliance Coordinator's finding, the complainant may request reconsideration by submitting a written request to the Compliance Coordinator within ten (10) calendar days after receipt of the Compliance Coordinator's response. The complainant shall provide a detailed description of items not fully understood. The Compliance Coordinator will notify the complainant of his/her decision either to accept or reject the request for reconsideration within ten (10) calendar days. If the Compliance Coordinator agrees to reconsider the matter, the complaint shall be re-evaluated in accordance with the "Investigation of Complaints" procedures described above.

Appeal Process: If the request for reconsideration is denied, the complainant may appeal the Compliance Coordinator's response to the complaint by submitting a written request to the Compliance Coordinator. The appeal request will be forwarded to the CCTA attorney for final determination.

Submission of Complaint to the Department of Transportation: If the complainant is dissatisfied with the CCTA's resolution of the complaint, he or she may submit a complaint to the Department of Transportation for investigation. In accordance with Chapter 9, Complaints, of FTA Circular 4702.18, such a complaint must be filed within 180 calendar days after the date of the alleged discrimination. Chapter 9 of FTA Circular 4702.18, which outlines the complaint process to the Department of Transportation, may be obtained by requesting a copy from the CCTA's Compliance Coordinator at (530) 458-0287.

Proceso de Quejas del Título VI

Los siguientes artículos describen Procedimientos de Quejas del Título VI de la Agencia de Tránsito del Condado de Colusa (CCTA)

Presentación de la queja: Si un cliente cree que él / ella ha recibido un trato discriminatorio por parte de la CCTA, sobre la base de raza, color u origen nacional, el cliente tendrá derecho a presentar una queja ante el Coordinador de Tránsito Título VI Cumplimiento. La queja debe ser presentada a más tardar sesenta (60) días calendario del incidente discriminatorio alegado. Procedimientos de queja del Título VI son en Inglés y Español.

Investigación de Quejas: Tras la recepción de la queja, el Coordinador de Cumplimiento iniciará una investigación. La investigación puede incluir la discusión (s) de la queja con todas las partes afectadas para determinar el problema. En base a la información recibida, el Coordinador del Cumplimiento elaborará un informe de investigación. El demandante recibirá una carta del Coordinador de Conformidad indicando la decisión final dentro de los cuarenta y cinco (45) días calendario siguientes a la recepción de la queja. Si se necesita más tiempo para examinar la queja, el Coordinador de Cumplimiento notificará al denunciante el plazo estimado para completar la revisión. Al término de la revisión, el Coordinador de Cumplimiento hará una recomendación sobre el mérito de la queja, si las acciones correctivas se encuentran disponibles para proporcionar una reparación, y si es necesario hacer mejoras en proceso el título VI de la CCTA.

Solicitud de Reconsideración: El denunciante será notificado de su derecho de apelar la decisión. Si el demandante no está de acuerdo con la conclusión del coordinador de la conformidad, el demandante puede solicitar la reconsideración mediante la presentación de una solicitud por escrito al Coordinador de Cumplimiento dentro de los diez (10) días calendario siguientes a la recepción de la respuesta del coordinador de la conformidad. El demandante deberá presentar una descripción detallada de los artículos no se entiende. El Coordinador de Cumplimiento notificará al denunciante de su decisión de aceptar o rechazar la solicitud de reconsideración dentro de los diez (10) días calendario. Si el coordinador de la conformidad de acuerdo a reconsiderar el asunto, la denuncia deberá ser reevaluada de acuerdo con la "investigación de las denuncias" procedimientos descritos anteriormente.

Proceso de Apelación: Si se rechaza la solicitud de reconsideración, el demandante puede apelar la respuesta del coordinador de la conformidad con la denuncia mediante la presentación de una solicitud por escrito al Coordinador de Cumplimiento. La solicitud de apelación será enviada a la Fiscalía CCTA para la determinación final.

Presentación de Queja al Departamento de Transporte: Si el demandante no está satisfecho con la resolución de la CCTA de la queja, él o ella puede presentar una queja ante el Departamento de Transporte para su investigación. De acuerdo con el Capítulo 9, las reclamaciones, los FTA Circular 4702.18, tal queja se debe presentar dentro de

Colusa County Transit Agency
Title VI Program

los 180 días naturales siguientes a la fecha de la supuesta discriminación. Capítulo 9 del FTA Circular 4,702.18, que describe el proceso de la queja ante el Departamento de Transporte, se puede obtener mediante la solicitud de una copia del Coordinador de Cumplimiento de la CCTA, al (530) 458-0287.

Colusa County Transit Agency
Title VI Program

IV. Colusa County Transit Agency Title VI Complaint Form

Section I: Please write legibly		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone(Optional):	
4. Email Address:		
5. Accessible Format Requirements?	☐ Large Print	☐ Audio Tape
	☐ TDD	☐ Other
Section II:		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
Section III:		
11. I believe the discrimination I experienced was based on (check all that apply):		
☐ Race ☐ Color ☐ National Origin		
12. Date of alleged discrimination: (mm/dd/yyyy)		
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Attachment: Colusa County Title VI Plan Update (9454 : Title VI Plan Update)

Colusa County Transit Agency
Title VI Program

Colusa County Transit Agency Title VI Complaint Form, Page 2

Section IV:		
14. Have you previously filed a Title VI complaint with Colusa County Transit Agency?	YES	NO
Section V:		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
[] YES* [] NO		
If yes, check all that apply:		
[] Federal Agency _____	[] State Agency _____	
[] Federal Court _____	[] Local Agency _____	
[] State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		Email:
Section VI:		
Name of Transit Agency complaint is against:		
Contact Person:		
Telephone:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature _____ Date _____

Please submit this form in person or mail this form to the address below:

Ron Rogers, Title VI Compliance Coordinator
715 D Street
Colusa, CA 95932

Colusa County Transit Agency
Title VI Program

Colusa County Transit Agency Title VI Complaint Form (Spanish)

Sección I: Por favor, escriba de manera legible		
1. Nombre:		
2. Dirección:		
3. Teléfono:	3.a. Teléfono secundario (Opcional):	
4. Dirección de correo electrónico:		
5. ¿Requisitos en formato accesible?	☐ Letra Grande	☐ Cinta de Audio
	☐ Dispositivos de Telecomunicaciones para Sordos	☐ Otro
Sección II:		
6. ¿Estás presentando esta queja en su propio nombre?	Sí*	NO
* Si usted contestó "sí" a #6, vaya a la sección III		
7. Si su respuesta es "no" a la #6, ¿cuál es el nombre de la persona para la cual usted está presentando esta queja? Nombre:		
8. Cuál es su relación con esta persona:		
9. Por favor, explique por qué usted ha presentado para una esta persona:		
10. Por favor, confirme que ha obtenido el permiso de la parte agraviada para presentar en su nombre.	Sí	NO
Sección III:		
11. Creo que la discriminación que experimenté fue basada en (marque todo lo que corresponda):		
☐ Raza ☐ Color ☐ Nacionalidad		
12. Fecha de la supuesta discriminación: (mm/dd/aaaa):		
13. Explique lo más claramente posible lo que pasó y por qué cree que fue discriminado. Describir todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona(s) que lo discriminó (si se conoce), así como los nombres y la información de los testigos en contacto. Si se necesita más espacio, por favor use el reverso de este formulario.		

Attachment: Colusa County Title VI Plan Update (9454 : Title VI Plan Update)

Colusa County Transit Agency
Title VI Program

V. List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

Type of Process	Date	Summary (including basis of complaint)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Note: This table is empty as there is nothing to report at the present time.

VI. Public Participation Plan

Public Outreach Activities: Colusa County Transit Agency provides literature in both English and Spanish on its revenue vehicles, as well as its offices. While all are not bilingual, operation and administration staff members are trained in everyday phrases that would apply to riding transit. Fully bilingual services are available if they are needed.

Public Meetings: Meetings of the Colusa County Transit Agency are held monthly and are open to the public. Colusa County Transit also participates in a Social Services Transportation Advisory Committee which is held annually to discuss any unmet needs regarding the transit system. The LEP community is encouraged to attend these meetings, and should translation services be needed, they are available.

Participation in Community Activities: Colusa County Transit Agency coordinates with community agencies whenever feasible to promote its transit services. This includes community events and local news publications where promotional materials are distributed and where staff is available to interact with residents.

Summary of Outreach Efforts:

- Updates to the “Public Participation Plan” are made as needed through the annual Unmet Needs Advisory Committee meeting, in which members of the public and major stakeholders are invited to attend.
- Community Events – Colusa County Transit Agency participates in community or civic events, as appropriate, to raise awareness of its services.

Colusa County Transit Agency
Title VI Program

- Free Fare Days - Provided as funds are made available allowing for the general public to take advantage of free rides using the Transit Bus Service
- Local News Publications – Colusa County Transit Agency utilizes local news publications to distribute information and to promote its services.
- Medical Transport – Provided as funds become available

VII. Limited English Proficiency (LEP) Plan

The CCTA Limited English Proficiency (LEP) Program is attached as appendix A.

VIII. Table Depicting the Membership of Non-Elected Committees and Councils

Committee / Body	African American	Asian American	Caucasian	Latino	Native American	Other
Colusa County Transit Agency	0%	0%	100%	0%	0%	0%

The Colusa County Transit Agency is the governing board of Colusa County Transit Agency. It is comprised of six commissioners, three of which are appointed by the Colusa County Board of Supervisors and three of which come from the Colusa City Council and Williams City Council. On alternate years, one of the city councils appoints two commissioners, and the other appoints one. Its commissioners currently consist of:

Frank Kennedy (Chair)
Daurice K.-Smith (Vice-Chair)
Gary Evans (Commissioner)
Kent Boes (Commissioner)
Denise Conrado (Commissioner)
Greg Ponciano (Commissioner)

IX. Title VI Equity Analysis

**Note: No facilities have been constructed; therefore there is no Title VI Equity Analysis to report.*

X. Board of Directors Approval of Colusa County Transit Agency's Title VI Program

A minute order of the Colusa County Transportation Commission detailing the approval of this plan is attached as Appendix B.

Colusa County Transit Agency
Title VI Program

XI. Title VI Program Requirements for Fixed Route Transit Providers

**These requirements are not applicable to the Colusa County Transit Agency as it operates demand-response services only.*

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Colusa County Transit Agency
Title VI Program

Appendix A

Introduction

This Limited English Proficiency (LEP) Plan was prepared to address Colusa County Transit Agency's (CCTA) responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan was prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1A dated May 13, 2007, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

Plan Summary

CCTA is the owner and operator for Colusa County Transit Agency (CCTA) and developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by CCT. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how CCT may identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, CCTA undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

- 1) The number or proportion of LEP persons in the service area who may be served, or are likely to encounter a CCTA program, activity or service
- 2) The frequency with which LEP persons come in contact with CCTA programs, activities or services.
- 3) The nature and importance of programs, activities or services provided by CCTA to the LEP population.
- 4) The resources available to CCTA and overall cost to provide LEP assistance. A summary of the results of the CCTA four-factor analysis is in the following section.

The following provides background discussion for each of the four factors, the analysis conducted by CCTA and the relevant outcomes of each factor determination.

1. *The number or proportion of LEP persons in the service area who may be served or are likely to encounter a CCTA program, activity or service:* CCTA staff reviewed the 2021 U.S. Census Report and determined that approximately 50.28% (10,181) of all persons in Colusa County older than 5 years of age speak a language other than English. Further, approximately 48.37% (9,793) speak Spanish or Spanish Creole, 0.76% (154) speak other Indo-European languages, 0.21% (42) speak Asian and Pacific Island languages and the balance of 0.16% (32) speak other languages.

2. *The frequency with which LEP persons come in contact with CCTA programs, activities, or services:* CCTA assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries and surveying vehicle operators for requests for interpreters and translated documents. To date, the most frequent contact between LEP persons is with bus drivers and dispatching personnel, which occurs daily. Translated documents have included postings on the buses relating to fares and transit rules written in Spanish.

3. *The nature and importance of programs, activities or services provided by CCTA to the LEP population.* The largest geographic concentration of LEP individuals in the CCTA service area is Spanish. Two concentrated areas have been identified in Colusa County. The City of Colusa has 43% of residents older than age 5 who speak a language other than English, or speak English less than very well. The City of Williams has 63% of residents over 5 years of age who speak a language other than English, or speak English less than very well. Services provided by CCTA that are most likely to encounter LEP individuals are the demand-response (Dial-A-Ride) system which serves primarily senior and disabled persons. The majority of the LEP passengers are seniors and/or disabled. CCTA provides a vital service for these passengers, as for most of them, it is their only means of transportation. Additionally, for many of our LEP passengers in general, this is their only means of transportation.

4. *The resources available to CCTA and overall costs to provide LEP assistance.* Document translation services are available through the Colusa County Behavioral Health Department. These services are provided at no cost. Driver training includes basic Spanish phrases as pertaining to the services that CCTA provides. Translators working for the County are available for public meetings when needed. These services are also provided at no cost.

Limited English Proficiency (LEP) Plan Outline

The following provides an outline summary of actions and tasks CCTA uses to develop, maintain, and implement the CCTA LEP Program.

Safe Harbor Provision

CCTA will use the Department of Justice's Safe Harbor provisions for determining circumstances for "safe harbor" for translations of written materials for LEP populations. LEP populations that constitute 5% or 1,000 persons whichever is less of the total population of persons eligible to be serviced or likely to be affected or encountered, then such action will be considered strong evidence to warrant LEP specific translation services. Translation of non-vital

documents, if needed will be provided orally. If there are fewer than 50 persons in the language group that does not reach the 5% trigger, CCTA will provide translation services as needed. Primary language notices will be available free of cost to LEP persons in the 5% or greater group.

Safe Harbor Provision, written translation applies to written documents. This provision does not affect the provision of meaningful access to LEP individuals through oral interpreters when language services are needed and are reasonable. If it is determined that the language group has other barriers to reading written interpreted documents, oral interpretation will be considered as an effective alternative in this instance.

How CCTA and staff may identify an LEP person who needs language assistance:

- 1) Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
- 2) Have a staff person greet participants as they arrive to CCTA sponsored events. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English.
- 3) While not being required to be bilingual CCTA staff, including drivers, will have training in developing alternative language skills to converse well enough about key matters with riders on all transit vehicles, as well as to assist vehicle operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to try to obtain contact information to give to CCTA's management for follow-up.
- 4) Vehicle operators and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners, will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

Language Assistance Measures:

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which CCTA staff respond to LEP persons, whether in person, by telephone or in writing.

- 1) CCTA Hispanic Education and Outreach Programs will continue to provide vital information to LEP groups on CCTA programs and services;
- 2) Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on CCTA programs and services;
- 3) Provide a bilingual Community Outreach Coordinator at community events, public hearings and Transit Agency meetings;

Colusa County Transit Agency
Title VI Program

- 4) Placement of statements in notices and publications that interpreter services are available for these meetings, with seven day advance notice;
- 5) Survey bus drivers and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners, annually on their experience concerning any contacts with LEP persons during the previous year;
- 6) Post the CCTA Title VI Policy and LEP Plan on the agency website, www.countyofcolusa.org;
- 7) Provide group travel training to LEP persons with the assistance of bilingual staff;
- 8) Include language “Spanish a plus” on bus driver recruitment flyers and onboard recruitment posters;
- 9) When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers. A list of volunteers will need to be developed.

Staff Training

The following training is provided to CCTA staff:

- 1) Information on the CCTA Title VI Procedures and LEP responsibilities;
- 2) Description of language assistance services offered to the public;
- 3) Use of Language Identification Flashcards;
- 4) Documentation of language assistance requests;
- 5) Use of language line service; and
- 6) How to handle a potential Title VI/LEP complaint.

Outreach Techniques

When staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population. Interpreters will be available as needed.

Common outreach locations include the County Courthouse, Transit Agency front desk, and the Department of Public works, as well as the transit vehicles themselves. Outreach activities in

Colusa County Transit Agency
Title VI Program

these locations occur daily. In addition to these daily outreach locations, The Colusa County Transportation Commission (the governing board of the CCTA) holds monthly meetings in the County Supervisors' Chambers in the Colusa County Courthouse. The Unmet Needs Advisory Committee meets annually.

Monitoring and Updating the LEP Plan

CCTA will update the LEP as required by U.S. DOT. At minimum, the plan will be reviewed every three years along with the Colusa County Transit Agency's Title VI Plan. Updates will include the following:

- 1) The number of documented LEP person contacts encountered annually;
- 2) How the needs of LEP persons have been addressed;
- 3) Determination of the current LEP population in the service area;
- 4) Determination as to whether the need for translation services has changed;
- 5) Determine whether local language assistance programs have been effective and sufficient to meet the need;
- 6) Determine whether CCTA's financial resources are sufficient to fund language assistance resources needed;
- 7) Determine whether CCTA has fully complied with the goals of this LEP Plan; and
- 8) Determine whether complaints have been received concerning CCTA's failure to meet the needs of LEP individuals.

Dissemination of the CCTA LEP Plan

A link to the CCTA LEP Plan and the Title VI Procedures is included on the CCTA website at www.countyofcolusa.org, selecting "Transit" from the drop down department heading, and clicking on the "Title VI Policies" and Procedures link. This plan will be available in English and Spanish.

Any person or agency with internet access will be able to access and download the plan from the CCTA website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which CCTA will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to the Colusa County Transit Agency's Title VI Compliance Coordinator:

Colusa County Transit Agency
Title VI Program

Colusa County Transit Agency
715 D Street
Colusa, CA 95932
Phone: (530) 458-0287
Email: rogers@countyofcolusa.com

Colusa County Transit Agency
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Appendix B

Colusa County Transit Agency
Title VI Program



CERTIFIED BOARD ORDER
OF THE TRANSPORTATION COMMISSION &
TRANSIT AGENCY
County of Colusa, State of California

REGULAR MEETING OF: January 31, 2023.

COMMISSIONERS PRESENT: Commissioners Ponciano, Boes, Conrado, Evans and Smith.

COMMISSIONERS ABSENT: Commissioner Frank Kennedy.

V. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. Approve the Updated Colusa County Transit Agency Title VI Program.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evans
SECONDER:	Boes
AYES:	Smith, Boes, Evans, Conrado, Ponciano
ABSENT:	Kennedy

I, Patricia Rodriguez, hereby certify that the foregoing is a full, true and correct copy of AN ORDER made by the Colusa County Transportation Commission and Transit Agency as the same appears upon their minute book.

Dated: February 2, 2023

By: 
Patricia Rodriguez, Deputy Clerk

Attachment: Colusa County Title VI Plan Update (9454 : Title VI Plan Update)

RESOLUTION NO. ~~2324-005XXXX-XX~~

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**RESOLUTION OF THE COLUSA COUNTY TRANSIT AGENCY
ADOPTING THE COLUSA COUNTY TRANSIT AGENCY TITLE VI PROGRAM**

WHEREAS, the Colusa County Transit Agency (CCTA) is a recipient of federal revenues and is required to meet federal regulatory requirements for Title VI of the Civil Rights Act of 1964, established by 48 CFR part 21.7;~~and~~

WHEREAS, the CCTA has or will provide all annual certifications and assurances to the Federal Transit Administration required for the Title VI Program;~~and~~

WHEREAS, the CCTA provides public transit services to Colusa County residents and visitors;~~and~~

WHEREAS, the (CCTA) assures that no person or groups of persons are subjected to discrimination on the basis of race, color, or national origin, including limited English proficient persons, in the level and quality of transportation services, programs, activities, and services;~~and~~

WHEREAS, the (CCTA) updated the agency Title VI Program to meet current Federal Transit Administration Guidelines.

NOW, THEREFORE BE IT RESOLVED that the (CCTA) does hereby approve and adopt the updated Colusa County Title VI Program.

PASSED AND ADOPTED this 24th day of October 2023, by the following vote:

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AYES:

NOES:

ABSENT:

Frank Kennedy, Chair

ATTEST: Mike Azevedo, Secretary of the Colusa
County Transit Agency

By _____
Patricia Rodriguez, Deputy Clerk

|
APPROVED AS TO FORM:
|

Jennifer Sutton, Senior Deputy County Counsel

**Request For Transportation Commission and Transit Agency**

MEETING DATE: October 30, 2023

DEPARTMENT: Transit Agency

FROM: Ron Rogers

SUBJECT: Adopt a Resolution amending a State of Good Repair List Of Projects For FY 2022-23 Under the Road Repair and Accountability Act of 2017.

Adopt a Resolution amending a State of Good Repair List Of Projects For FY 2022-23 Under the Road Repair and Accountability Act of 2017.

Detailed Description/Background of request

Colusa County Transit Agency (CCTA) is eligible for funding from the State of Good Repair Program (SGR SB1). The program is funded in part by the Transportation Improvement Fee on vehicle registrations. This program demonstrates California's commitment to clean, sustainable transportation and the role that public transit plays in that vision. This program has a specific goal of keeping transit systems in a state of good repair, including the purchase of new transit vehicles, and maintenance and rehabilitation of transit facilities and vehicles. These new investments will lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants.

The estimated amount of FY 2022-23 SGR SB1 funds available to the CCTA is \$35,168. On August 29, 2023 this body adopted a resolution designating these funds be used toward ancillary equipment for new buses to replace an aging fleet.

Staff request amending the project list to include supplemental funding for the solar array inverter replacement and grid connection project.

Prior Board Action

N/A

Fiscal Impact/Funding Source

\$35,168 of FY22/23 SGR SB1 funds added to the following sources for bus replacements:

\$136,151 Prior Years SGR SB1

\$162,400 5310 Grant

\$300,000 5339 Grant

\$189,354 PTMISEA Grant

\$823,073 Estimated Total

Action for the Clerk

Send a copy of the signed resolution to Public Works, Att: Kirsten

ATTACHMENTS:

- 23-23 SGR amnd list Reso (DOCX)

RESOLUTION NO. _____

**RESOLUTION OF THE COLUSA COUNTY TRANSIT AGENCY ADOPTING A
STATE OF GOOD REPAIR LIST OF PROJECTS FOR FISCAL YEAR 2023/24 UNDER
THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was signed into law to address the significant multi-modal transportation funding shortfalls statewide;

WHEREAS, Colusa County must adopt a State of Good Repair (SGR) Project List of all projects proposed to receive funding from the State of Good Repair Program, created by SB1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement;

WHEREAS, Colusa County will receive an estimated \$36,669 in SB1-SGR funding in Fiscal Year 2023/24 from SB 1;

WHEREAS, SB1 guidelines require that, prior to receiving an apportionment of SGR funds from the State Controller in a fiscal year, agencies must submit a list of the proposed SGR projects to California Department of Transportation;

WHEREAS, the proposed SB1-SGR projects are consistent with the State of Good Repair Program Guidelines as an eligible project to maintain the public transit system in a state of good repair; and

WHEREAS, Colusa County approved SB1-SGR projects list Fiscal Year 2023/24 on August 29, 2023 and wish to add a project to the list.

NOW, THEREFORE BE IT RESOLVED that the Colusa County Transit Agency hereby authorizes and approves the following SB1 projects to receive SGR funding:

1. Purchase equipment as needed for the two new buses using SGR funds;
2. Solar array inverter replacement and grid connection.

PASSED AND ADOPTED this 24th day of October 2023, by the following vote:

AYES:

NOES:

ABSENT:

Frank Kennedy, Chair

ATTEST: Michael Azevedo, Secretary to the
Colusa County Transit Agency

By _____
Patricia Rodriguez, Deputy

APPROVED AS TO FORM:

Jennifer Sutton, Senior Deputy County Counsel

Attachment: 23-23 SGR amnd list Reso (9452 : Adopt Resolution amending State of Good Repair List of Projects for FY 22-23)

**Request For Transportation Commission and Transit Agency**

MEETING DATE: October 30, 2023

DEPARTMENT: Transit Agency

FROM: Brian Mickelson

SUBJECT: Approve a contract with Berry Electric, Inc., for the solar inverter replacement and grid connection effective October 10, 2023.

Approve a contract with **Berry Electric, Inc.**, for the solar inverter replacement and grid connection effective October 10, 2023.

Detailed Description/Background of request

A Request for Bids was generated for the Transit solar inverter replacement and grid connection at the transit shop. One Contractor downloaded the document off the website in which 1 contractor attended the mandatory walk-thru. The responsive bids received are as follows:

Berry Electric, Inc. \$67,500

After careful review of the bids and associated documents, Michael Azevedo, Director of Public Works and Ron Rogers, Transit Manager are recommending awarding the contract to Berry Electric, Inc., in an amount not to exceed \$67,500.

Prior Board Action

Approved RFB on August 29, 2023.

Fiscal Impact/Funding Source

The fiscal impact shall not exceed \$67500. The project is funded with Low Carbon Transit Operations Program (LCTOP) funds in the amount of \$50,000 for the original project budget of \$50,000 and State of Good Repair Funds (SGR) in the amount of \$17,500.

Action for the Clerk

Please register project with DIR.

Please send two copies of the signed contract to:

Berry Electric, Inc.
P.O. Box 366
Live Oak, Ca. 95953

ATTACHMENTS:

- RFB-Berry Electric (PDF)
- Contract for Inverter Replacement 2023 (DOCX)

COUNTY OF COLUSA

TRANSIT AGENCY



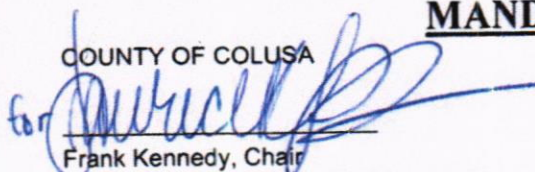
REQUEST FOR BIDS

INVERTER INSTALLATION AND PHOTOVOLTAIC SYSTEM CONNECTION TO THE PG&E GRID

MANDATORY WALK-THRU: 9/14/2023

COUNTY OF COLUSA

DUE DATE: 9/21/2023

for 
Frank Kennedy, Chair

Colusa County Transportation Commission
and Transit Agency

ATTEST: Mike Azevedo, Secretary to
the Colusa County Transportation Commission and Transit Agency

Page 1 of 10

Patricia Rodriguez, Deputy

Inverter Installation and Photovoltaic System

Connection to the PG&E Grid

Bid Submittal Form

In order to be considered for this project, please provide the following information when submitting your bid.

- **Company Information**

- Berry Electric, INC, License 1052880
- Year Founded 1955, incorporated in 2018
- Privately Held
- Current Employees = 9
- 1000's of installation throughout the years
- Performing public works projects since 1955
- PO Box 366, Live Oak, CA 95953

- **Solar Project Experience**

- Designed and Installed numerous solar systems throughout the State since 1955.
- Installed solar on everything from the ground to boats.
- Installed all types of Solar system from grid tied, off grid to hybrid
- as well as all types of solar system, Micro inverter, String and power optimizer.
- _____
- _____

- **References**

- Cal Fire Off Grid Roof Solar System on Hwy 16, 715 P St, Sacramento, CA 95814, 916-653-5123
- Clover Construction Ground mount system, Fruitridge Road, Yuba City 95993, 530-671-2936
- Holt of California Ground & Roof Mount Systems, 3850 Channel Dr West Sacramento, CA, 95691, 800-452-5888
- PG&E Solar Fields Maintenance, 4801 Oakport St, Oakland, CA 94601, 800-743-5000
- _____
- _____

- **Project Schedule and PV Availability**

- Once Notice to Proceed is issued we can order materials as noted on plans.
- Materials Currently are in stock with a 3 week lead time.
- Upon Material arrival and coordination with the Colusa County Transit we can begin install.
- Install expected to take 5 days from start to finish.
- Upon Completion we can schedule County/city inspection.
- After inspection is finalized we can submit documents to PG&E for final interconnections.
- After Interconnections are approved and permission to operate has been granted by PG&E the system can be commissioned.
- Final Testing of system to insure proper operation.
- _____

- **Total Project Bid Price**

Materials: \$43,500.00

Labor: \$24,000.00

\$ 67,500

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the foregoing questionnaire and statements of Public Contract Code Sections 10162, 10232 and 10285.1 are true and correct and that the bidder has complied with the requirements of Section 8103 of the Fair Employment and Housing Commission Regulations (Chapter 5, Title 2 of the California Administrative Code). By my signature on this proposal I further certify, under penalty of perjury under the laws of the State of California and the United States of America, that the Noncollusion Affidavit required by Title 23 United States Code, Section 112 and Public Contract Code Section 7106; and the Title 49 Code of Federal Regulations, Part 29 Debarment and Suspension Certification are true and correct.

Date: 9/21/2023



[Handwritten Signature]

Tommie Berry - President

Signature and Title of Bidder

Business Address PO Box 366, Live Oak, CA 95953

Place of Business Live Oak

Place of Residence Live Oak

Attachment: RFB-Berry Electric (9451 : Approve Contract for Solar/Canopy Project)



BERRY ELECTRIC

P.O. BOX 366
LIVE OAK, CA 95953
530-701-1342

INFO@BERRYELECTRICCO.COM
WWW.BERRYELECTRICCO.COM

Letter of Transmittal

September 21, 2023

Colusa County Transit Solar Inverter Replacement, System Completion and Commissioning

715 D St, Colusa, CA 95932

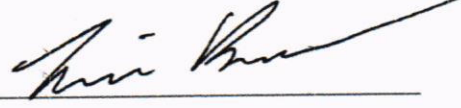
To Whom it may concern,

Berry Electric Inc is fully aware and understands the scope of work to take place at the Colusa County Transit Solar System structure, located at 715 D St, Colusa, CA 95932, to replace the Solar Inverters with compliant inverters per the bid docs, complete the system and commission the system upon Permission TO Operate (PTO) letter from PG&E.

We understand the project is a public works project and is subject to the standards set forth by the state of California.

Berry Electric is 100% comfortable and confident with our pricing & performance on the project.

NAME: Tommie Berry

SIGNATURE: 

TITLE: President

DATE: 9/21/2023



CERTIFICATE OF LIABILITY INSURANCE

BERRELE-01

4.3.a

DDOWD

DATE (MM/DD/YYYY)

11/23/2022

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

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

PRODUCER License # 0530743

Buttes Insurance Agency
9778 Larkin Rd.
P.O. Box 426
Live Oak, CA 95953

CONTACT NAME: Debbie Dowd

PHONE (A/C, No, Ext): (530) 695-2173

FAX (A/C, No): (530) 695-2210

E-MAIL ADDRESS: debbie@buttesinsurance.com

INSURED

Berry Electric Inc.
PO Box 366
Live Oak, CA 95953

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Evanston Insurance Company

35378

INSURER B : Progressive Insurance Co.

11770

INSURER C : Markel Insurance Company

38970

INSURER D :

INSURER E :

INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		3AA603209	9/23/2022	9/23/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		03879973-2	7/16/2022	1/16/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		EZXS3091627	9/23/2022	9/23/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N/A If yes, describe under DESCRIPTION OF OPERATIONS below		MWC0017194-12	11/1/2022	11/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

University of California - Agricultural & Natural Resources
2801 2nd Street
Davis, CA 95618

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Power Optimizer

For North America

S440, S500



POWER OPTIMIZER

PV power optimization at the module level

- Specifically designed to work with SolarEdge residential inverters
- Detects abnormal PV connector behavior, preventing potential safety issues*
- Module-level voltage shutdown for installer and firefighter safety
- Superior efficiency (99.5%)
- Mitigates all types of module mismatch loss, from manufacturing tolerance to partial shading
- Faster installations with simplified cable management and easy assembly using a single bolt
- Flexible system design for maximum space utilization
- Compatible with bifacial PV modules
- Meets NEC requirements for arc fault protection (AFCI) and Photovoltaic Rapid Shutdown System (PVRSS)

* Expected availability in 2022

solaredge.com

solaredge

Power Optimizer

For North America

S440, S500

	S440	S500	Unit
INPUT			
Rated Input DC Power ⁽¹⁾	440	500	W
Absolute Maximum Input Voltage (Voc)	60		Vdc
MPPT Operating Range	8 - 60		Vdc
Maximum Short Circuit Current (Isc) of Connected PV Module	14.5	15	Adc
Maximum Efficiency	99.5		%
Weighted Efficiency	98.6		%
Overvoltage Category	II		
OUTPUT DURING OPERATION			
Maximum Output Current	15		Adc
Maximum Output Voltage	60		Vdc
OUTPUT DURING STANDBY (POWER OPTIMIZER DISCONNECTED FROM INVERTER OR INVERTER OFF)			
Safety Output Voltage per Power Optimizer	1+/-0.1		Vdc
STANDARD COMPLIANCE			
Photovoltaic Rapid Shutdown System	NEC 2014, 2017 & 2020		
EMC	FCC Part 15 Class B, IEC61000-6-2, IEC61000-6-3		
Safety	IEC62109-1 (class II safety), UL1741		
Material	UL94 V-0, UV Resistant		
RoHS	Yes		
Fire Safety	VDE-AR-E 2100-712:2013-05		
INSTALLATION SPECIFICATIONS			
Maximum Allowed System Voltage	1000		Vdc
Dimensions (W x L x H)	129 x 153 x 30 / 5.07 x 6.02 x 1.18		mm / in
Weight (including cables)	655 / 1.5		gr / lb
Input Connector	MC4 ⁽²⁾		
Input Wire Length	0.1 / 0.32		m / ft
Output Connector	MC4		
Output Wire Length	(+) 2.3, (-) 0.10 / (+) 7.54, (-) 0.32		m / ft
Operating Temperature Range ⁽³⁾	-40 to +85		°C
Protection Rating	IP68 / NEMA6P		
Relative Humidity	0 - 100		%

(1) Rated power of the module at STC will not exceed the power optimizer Rated Input DC Power. Modules with up to +5% power tolerance are allowed

(2) For other connector types please contact SolarEdge

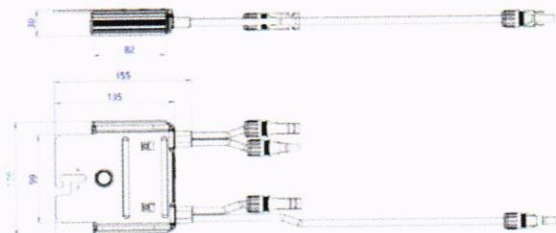
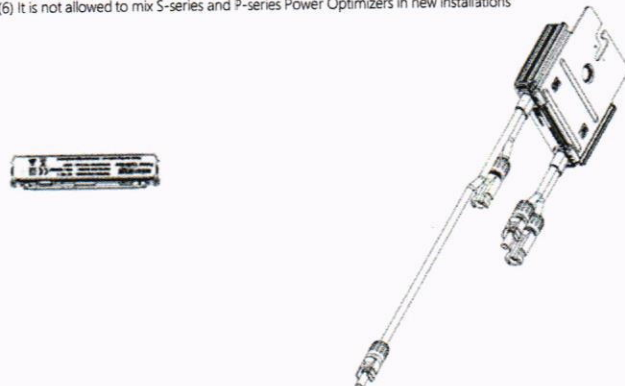
(3) For ambient temperature above +70°C / +158°F power de-rating is applied. Refer to Power Optimizers Temperature De-Rating Technical Note for more details

PV System Design Using a SolarEdge Inverter		Single Phase HD-Wave	Three Phase for 208V Grid	Three Phase for 277/480V Grid	
Minimum String Length (Power Optimizers)	S440, S500	8	10	18	
Maximum String Length (Power Optimizers)		25		50 ⁽⁴⁾	
Maximum Nominal Power per String		5700 (6000 with SE7600-US-SE11400-U)	6000	12750	W
Maximum Allowed Connected Power per String ⁽⁵⁾ (Permitted only when the difference in connected power between strings is 1,000W or less)		Refer to Footnote 5	One string 7200 Two strings or more 7800	15000	W
Parallel Strings of Different Lengths or Orientations			Yes		

(4) A string with more than 30 optimizers does not meet NEC rapid shutdown requirements; safety voltage will be above the 30V requirement

(5) If the inverters rated AC power ≤ maximum nominal power per string, then the maximum power per string will be able to reach up to the inverters maximum input DC power. Refer to: <https://www.solaredge.com/sites/default/files/se-power-optimizer-single-string-design-application-note.pdf>

(6) It is not allowed to mix S-series and P-series Power Optimizers in new installations



Three Phase Inverters for the 120/208V Grid For North America

SE14.4KUS / SE17.3KUS



INVERTERS

The best choice for SolarEdge enabled systems

- / Specifically designed to work with power optimizers
- / Quick and easy inverter commissioning directly from a smartphone using the SolarEdge SetApp
- / Fixed voltage inverter for superior efficiency (97.5%) and longer strings
- / Built-in type 2 DC and AC Surge Protection, to better withstand lightning events
- / Small, lightest in its class, and easy to install outdoors or indoors on provided bracket
- / Integrated arc fault protection and rapid shutdown for NEC 2014 and 2017, per article 690.11 and 690.12
- / Built-in module-level monitoring with Ethernet, wireless or cellular communication for full system visibility
- / Integrated Safety Switch
- / UL1741 SA certified, for CPUC Rule 21 grid compliance

solaredge.com

solaredge

Three Phase Inverters for the 120/208V Grid⁽¹⁾

For North America

SE14.4KUS / SE17.3KUS

MODEL NUMBER	SE14.4KUS	SE17.3KUS	UNITS
APPLICABLE TO INVERTERS WITH PART NUMBER		SEXXX-USX2IXXXX	
OUTPUT			
Rated AC Power Output	14400	17300	W
Maximum apparent AC output power	14400	17300	VA
AC Output Line Connections	3W + PE, 4W + PE		
AC Output Voltage Minimum-Nominal-Maximum ⁽²⁾ (L-N)	105-120-132.5		Vac
AC Output Voltage Minimum-Nominal-Maximum ⁽²⁾ (L-L)	183-208-229		Vac
AC Frequency Min-Nom-Max ⁽²⁾	59.3 - 60 - 60.5		Hz
Continuous Output Current (per Phase)	40	48.25	Aac
GFDI Threshold	1		A
Utility Monitoring, Islanding Protection, Country Configurable Set Points	Yes		
THD	≤ 3		%
Power Factor Range	+/- 0.85 to 1		
INPUT			
Maximum DC Power (Module STC)	21600	26000	W
Transformer-less, Ungrounded	Yes		
Maximum Input Voltage DC+ to DC-	600		Vdc
Operating Voltage Range	370 - 600		Vdc
Maximum Input Current	40	48.25	Adc
Maximum Input Short Circuit Current	55		Adc
Reverse-Polarity Protection	Yes		
Ground-Fault Isolation Detection	167kΩ Sensitivity ⁽³⁾		
CEC Weighted Efficiency	97.5		%
Night-time Power Consumption	< 4		W
ADDITIONAL FEATURES			
Supported Communication Interfaces	2 x RS485, Ethernet, Cellular (optional)		
Inverter Commissioning	With the SetApp mobile application using built-in Wi-Fi access point for local connection		
Rapid Shutdown	NEC2014, NEC2017 and NEC2020 compliant/certified		
RS485 Surge Protection Plug-in	Supplied with the inverter, Built-in		
AC, DC Surge Protection	Type II, field replaceable, Built-in		
DC Fuses (Single Pole)	25A, Built-in		
Smart Energy Management	Export Limitation		
DC SAFETY SWITCH			
DC Disconnect	Integrated		
STANDARD COMPLIANCE			
Safety	UL1741, UL1741 SA, UL1699B, CSA C22.2, Canadian AFCI according to T.I.L. M-07		
Grid Connection Standards	IEEE1547, Rule 21, Rule 14 (HI)		
Emissions	FCC part15 class A		
INSTALLATION SPECIFICATIONS			
AC output conduit size /AWG range	¾" or 1" / 6 - 10 AWG		
DC input conduit size / AWG range	¾" or 1" / 6 - 12 AWG		
Number of DC inputs pairs	4		
Dimensions with Safety Switch (H x W x D)	31.8 x 12.5 x 11.8 / 808 x 317 x 300		in / mm
Weight with Safety Switch	78.2 / 35.5		lb / kg
Cooling	Fans (user replaceable)		
Noise	< 62		dBA
Operating Temperature Range	-40 to +140 / -40 to +60 ⁽⁴⁾		°F / °C
Protection Rating	NEMA 3R		
Mounting	Bracket provided		

(1) For 277/480V inverters refer to: <https://www.solaredge.com/sites/default/files/se-three-phase-us-inverter-277-480v-setapp-datasheet.pdf>

(2) For other regional settings please contact SolarEdge support

(3) Where permitted by local regulations

(4) For power de-rating information refer to: <https://www.solaredge.com/sites/default/files/se-temperature-derating-note-na.pdf>

TA 23-002

Electrical Work at Transit Shop Services Contract

This electrical work contract ("Contract") is between the County of Colusa Transit Agency ("Agency"), a JPA established Transit Agency in the State of California, and Berry Electric, a Inc., ("Contractor"), a California Corporation. This is a public works contract subject to Department of Industrial Relations registration, and payment of prevailing wage.

1. **Services to be Performed:** Contractor agrees at its own expense to furnish all equipment, labor and materials necessary to provide Agency with electrical connection services for garage bay doors at the Agency's Transit Shop, located at 715 B Street, Colusa, CA. Reference is made to Exhibit A, attached.
2. **Term:** This Contract shall begin on October 24, 2023 and shall terminate June 30, 2024 or when all services are complete and accepted by Agency, whichever is sooner.
3. **Compensation:** Agency will pay Contractor in an amount not to exceed \$67,500.00. Compensation will be paid in accordance with paragraph 4, method of Payment.
4. **Method of Payment:** Upon completion of the services provided for in paragraph 1, Contractor shall provide Agency with a final invoice. Upon receipt of the final invoice, Agency shall process payment to Contractor as provided for by Agency's established policies and procedures, and payment will be issued accordingly for undisputed invoices.

A. Invoices shall:

- 1) Be prepared on Contractor's letterhead.
- 2) Bear Contractor's name as shown on the contract.
- 3) Bear the contract number.
- 4) Itemize the costs incurred.
- 5) Include a summary of the services provided.
- 6) Be signed by an authorized official, employee, or agent certifying that the claim represents actual expenses for the services performed under this Contract.

5. **Professional Ability of Contractor and Standards of Performance:** Contractor represents that it is qualified and licensed to perform the services to be done as required in this Contract. County relies upon the representations of Contractor regarding professional training, licensing, and ability to perform the services as a material inducement to enter into this Contract.

A. Services shall be provided by Contractor without the advice, control or supervision of County. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

B. Acceptance of work or payment of invoice by County does not operate to release Contractor from any responsibility to perform work to professional standards.

C. Contractor shall provide properly skilled professional and technical personnel to

TA 23-002

perform all services under this Contract.

5.6. Contractor's Books and Records: Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to Agency for a minimum period of five (5) years, or for any longer period required by law, following audit, or from the date of final payment to Contractor under this Contract, whichever is later.

- A. Contractor shall maintain all documents and records which demonstrate performance under this Contract for a minimum period of five (5) years, or for any longer period required by law, from the date of termination or completion of this Contract.
- B. Any records or documents required to be maintained pursuant to this Contract shall be made available for inspection or audit at any time during regular business hours, upon written request by Agency Counsel or other designated representative of Agency. Copies of such documents shall be provided to Agency for inspection at the office of the requesting Agency officer unless it is impractical to do so; in which case the records shall be made available at Contractor's address indicated for receipt of notices in this Contract.
- C. Where Agency has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment, or termination of Contractor's business, Agency may, on written request, require that custody of the records be given to Agency and that the records and documents be maintained by Agency at the Board of Supervisors offices. Access to such records and documents shall be granted to any party authorized by Contractor, Contractor's representatives, or Contractor's successor-in-interest.

7. Independent Contractor: Contractor is an independent contractor, not an employee of County. Nothing contained in this Contract, or any document executed in connection with this Contract, shall be construed to create an employer-employee, partnership or joint venture relationship between County and Contractor nor to allow County to exercise discretion or control over the manner in which Contractor performs the work or services that are the subject matter of this Contract; provided, however, the work or services to be provided by Contractor shall be provided in a manner consistent with reaching County's objectives in entering this Contract.

6.8. Indemnity and Liability: Each party shall indemnify, defend, and hold the other party and its directors, officers, employees, and agents harmless against any claims of any kind, arising or alleged to arise out of the willful misconduct, negligent acts, omissions, or violations of law by the party.

7.9. Insurance: Contractor, at its own cost, agrees to maintain, for the duration of this Contract, the following insurance policies with insurers possessing a Best's rating of no less than A:VII:

Electrical Connection Services at Transit Shop
Page 2 of 9

TA 23-002

- A. Workers' Compensation Coverage:** Contractor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, Contractor shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractors' employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by Agency at least thirty (30) days prior to such change.
- B. General Liability Coverage:** Contractor shall maintain commercial general liability insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Contract or the general aggregate limit shall be at least twice the required occurrence limit.
- C. Automobile Liability Coverage:** Contractor shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the contractor arising out of or in connection with the work to be performed under this Contract, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) for each accident for bodily injury or property damage.
- D. Policy Endorsements:** All insurance, except workers' compensation, shall include an endorsement or an amendment to the policy of insurance:
- 1) Naming Agency, its elected officials, officers, employees, agents and volunteers as additional named insureds with respect to liability arising out of any and all work performed by or on behalf of the Contractor under this Contract;
 - 2) Providing that Contractor's insurance shall be the primary insurance as respects Agency, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by Agency, including any self-insured retention Agency may have, shall not be called upon to contribute to a loss covered by Contractor's insurance;
 - 3) Providing the policy of insurance shall act for each insured and additional insureds as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company;
 - 4) Providing that the insurer waives all rights of subrogation against Agency, its elected or appointed officers, officials, employees, agents or volunteers;
 - 5) Providing any failure to comply with the reporting provisions of the policy

TA 23-002

of insurance shall not affect coverage provided to Agency, its elected or appointed officers, officials, employees agents, or volunteers;

- 6) Providing broad-form contractual liability coverage insuring contractor's indemnity obligations under this contract; and
- 7) Providing that coverage under the policy shall not be suspended, voided, reduced or cancelled in coverage or in limits without thirty (30) days written notice certain to Agency.

E. Deductibles and Self-insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by Agency before work begins. At Agency's option, Contractor shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

F. Proof of Coverage: At the time of execution of this contract, Contractor shall furnish Agency with copies of its insurance policies and endorsements affecting coverage required by this Contract.

8.10. Performance Standards: Contractor shall use the standard of care in its profession and comply with all applicable federal, state and local laws, codes, ordinances and regulations.

9.11. Licenses: Contractor represents and warrants to Agency that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of Contractor to practice its trade and/or profession. Contractor represents and warrants to Agency that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract, any licenses, permits, insurance, and approvals which are legally required of Contractor to practice its trade and/or profession.

10.12. Controlling Law Venue: This Contract is made in the Agency of Colusa, State of California. The parties specifically agree to submit to the jurisdiction of the Superior Court of California for the Agency of Colusa.

11.13. Written Notification: Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to Agency: Colusa Agency Transit Agency
1215 Market Street
Colusa, CA 95932
530-458-0466
Att: Mike Azevedo

Electrical Connection Services at Transit Shop
Page 4 of 9

TA 23-002

If to Contractor: Berry Electric, Inc.
 PO Box 366
 Live Oak, CA 95953
 Att: Tommie Berry

12.14. Entire Contract: This Contract constitutes the complete and exclusive statement of contract between Agency and Contractor. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Contract.

13.15. Amendments: This Contract may be modified or amended only by a written document executed by both Contractor and Agency and approved as to form by the Agency Counsel.

14.16. Waiver: No failure on the part of either party to exercise any right or remedy provided for by this Contract shall operate as a waiver of any other right or remedy that party may have.

15.17. Execution: This Contract may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties.

16.18. Assignment & Subcontracting: The parties recognize that a substantial inducement to Agency for entering into this Contract is the professional reputation, experience, and competence of Contractor. Assignments of any or all rights, duties or obligations of Contractor under this Contract will be permitted only with the express consent of Agency. Contractor shall not subcontract any portion of the work to be performed under this Contract without the written authorization of Agency. If Agency consents to such subcontract, Contractor shall be fully responsible to Agency for all acts or omissions of the subcontractor. Nothing in this Contract shall create any contractual relationship between Agency and subcontractor nor shall it create any obligation on the part of Agency to pay any monies due to any such subcontractor unless otherwise required by law.

17.19. Required Bonds: Contractor shall obtain the following bonds in connection with the Contract before commencing any work.

A. Performance Bond: A performance bond is required in order to ensure completion of the work required under this Contract in the amount of one hundred (100) percent of the Contract price.

B. Labor and Materials Bond: A labor bond is required in order to ensure proper payment of all persons so entitled because of supplying materials and labor.

18.20. Payroll Records: Contractor and all subcontractors shall keep accurate payroll

Electrical Connection Services at Transit Shop
 Page 5 of 9

Attachment: Contract for Inverter Replacement 2023 (9451 : Approve Contract for Solar/Canopy Project)

TA 23-002

records as required by California Labor Code section 1776.

- A. Upon written request by Agency, Contractor and all subcontractors shall, within ten (10) calendar days, provide Agency with a certified copy of all payroll records kept pursuant to Section 1776.
- B. Pursuant to Section 1776(h), Contractor and all subcontractors will be assessed a penalty of \$100.00 for each calendar day, or portion thereof, for each worker if a certified copy of the records subject to Section 1776 are not made available as required by section 22.B of this Contract.
- C. Contractors and any subcontractors shall furnish electronic payroll records to the California Labor Commissioner in accordance with California Labor Code section 1771.4.

19.21. Prevailing Wage Rates: Prevailing wage rates apply to the work provided under this contract. Copies of the prevailing rates or per diem wages applicable to this Project are available from the California Department of Labor Statistics and Research at www.dir.ca.gov/dlsr/PWD/index.htm or 455 Golden Gate Avenue, 9th Floor, San Francisco, California 94102 (415) 703-4780. A successful bidder awarded a contract ("Contractor") will be required to post a copy of the wage rates on the job site. Any employee whose type of work is not covered by any of the classified wage rates shall be paid not less than the rate of wage listed for the classification which most nearly corresponds to the type of work to be performed. Pursuant to California Labor Code section 1775, the Contractor, and any subcontractor, shall forfeit up to \$200.00 per calendar day, or portion of a day, for each worker paid less than the prevailing rates for such work or craft, and the penalty shall be imposed and distributed pursuant to Section 1775.

20.22. DIR Registration: Contractor and any subcontractors shall register with the California Department of Industrial Relations (DIR) as required by law. Contractors and any subcontractors shall supply Agency with a copy of proof of registration at the time of execution of this Contract.

21.23. Termination: This Contract may be terminated for the following reasons:

- A. Immediately for cause if either party violates any of the terms or provisions of this Contract; or
- B. By Agency without cause upon fifteen (15) days written notice of termination.

22.24. Partial Invalidity. If any provision of this Contract is held to be invalid, void, or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall not be affected or invalidated.

23.25. Attachments: All attachments referred to are incorporated and made part of the Contract. Attachments include:

TA 23-002

A. Attachment "A" Proposal

~~IN WITNESS WHEREOF, the parties have caused this Contract to be executed on this 24th day of October 2023.~~

COLUSA COUNTY TRANSIT AGENCY **BERRY ELECTRIC, INC.**

Frank Kennedy, Board Chair

Signature

Printed Name and Title

APPROVED AS TO FORM

ATTEST: Ann Nordyke, Clerk of the Transit
Agency Board

Jennifer K Sutton , Agency Counsel

By _____
Ann Nordyke, Clerk

TA 23-002

ATTACHMENT A

**Inverter Installation and Photovoltaic System
Connection to the PG&E Grid
Bid Submittal Form**

In order to be considered for this project, please provide the following information when submitting your bid.

• **Company Information**

- Berry Electric, INC., License 1052880
- Year Founded 1955, incorporated in 2018
- Privately Held
- Current Employees = 9
- 1000's of installation throughout the years
- Performing public works projects since 1955
- PO Box 366, Live Oak, CA 95853

• **Solar Project Experience**

- Designed and installed numerous solar systems throughout the State since 1955.
- Installed solar on everything from the ground to boats.
- Installed all types of Solar system from grid tied, off grid to hybrid
- as well as all types of solar system, Micro inverter, String and power optimizer.
- _____
- _____

• **References**

- Cal Fire Off Grid Roof Solar System on Hwy 16, 715 P St, Sacramento, CA 95814, 916-653-5123
- Clover Construction Ground mount system, Fruitridge Road, Yuba City 95993, 530-671-2936
- Holt of California Ground & Roof Mount Systems, 3850 Channel Dr West Sacramento, CA, 95691, 800-452-5888
- PG&E Solar Fields Maintenance, 4801 Oakport St, Oakland, CA 94601, 800-743-5000
- _____
- _____

Electrical Connection Services at Transit Shop
Page 8 of 9

Attachment: Contract for Inverter Replacement 2023 (9451 : Approve Contract for Solar/Canopy Project)

TA 23-002

• **Project Schedule and PV Availability**

- ☐ Once Notice to Proceed is issued we can order materials as noted on plans.
- ☐ Materials Currently are in stock with a 3 week lead time.
- ☐ Upon Material arrival and coordination with the Colusa County Transit we can begin install.
- ☐ Install expected to take 5 days from start to finish.
- ☐ Upon Completion we can schedule County/city inspection.
- ☐ After inspection is finalized we can submit documents to PG&E for final interconnections.
- ☐ After interconnections are approved and permission to operate has been granted by PG&E the system can be commissioned.
- ☐ Final Testing of system to insure proper operation.
- ☐
- ☐

• **Total Project Bid Price**

Materials: \$43,500.00
Labor: \$24,000.00

\$ 67,500

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the foregoing questionnaire and statements of Public Contract Code Sections 10162, 10232 and 10285.1 are true and correct and that the bidder has complied with the requirements of Section 8103 of the Fair Employment and Housing Commission Regulations (Chapter 5, Title 2 of the California Administrative Code). By my signature on this proposal I further certify, under penalty of perjury under the laws of the State of California and the United States of America, that the Noncollusion Affidavit required by Title 23 United States Code, Section 112 and Public Contract Code Section 7106; and the Title 49 Code of Federal Regulations, Part 29 Debarment and Suspension Certification are true and correct.

Date: 9/21/2023



Tommie Berry - President

Signature and Title of Bidder

Business Address PO Box 366, Live Oak, CA 95953

Place of Business Live Oak

Place of Residence Live Oak