

COMMISSIONERS

COUNTY OF COLUSA:

GARY EVANS
KENT BOES
DAURICE K. SMITH,
VICE CHAIR

City Colusa:

JOSH HILL

City of Williams:

FRANK KENNEDY, CHAIR
ROBERT MENDOZA



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

Agenda

May 24, 2022

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

3:00 p.m. CALL TO ORDER/ROLL CALL

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

II. MINUTES APPROVAL

1. Minutes Approval
Transportation Commission & Transit Agency – Regular Meeting – April 26, 2022.

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Director
2. Transit Manager
3. Caltrans
4. City of Colusa
5. City of Williams
6. California Highway Patrol

IV. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. Approve FY 2021-22 Revenue and Appropriations Inter-Budget Adjustment No. 031. **(Requires 5/6th vote)**
2. Approve FY 2021-22 Revenue and Appropriations Inter-Budget Adjustment No. 029. **(Requires 5/6th vote)(Continued from April 26, 2022)**

V. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

1. Approve FY 2021-22 Revenue and Appropriations Inter-Budget Adjustment No. 037. **(Requires 5/6th vote)**

2. Adopt a Resolution Adopting Definitions of the Terms "Unmet Transit Needs" and "Reasonable To Meet". **Further**, Adopt a Resolution Determining There Are No Unmet Public Transportation Needs For Fiscal Year 2021/22.
3. Adopt a Resolution Authorizing the Executive Director to Execute FY 2021-2022 LCTOP Certifications and Assurances and Authorized Agent Form for the Low Carbon Transit Operations Program (LCTOP) for the Solar Project.

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.

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.

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Transportation Commission & Transit Agency
Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

Minutes

April 26, 2022

The Colusa County Transportation Committee (CCTC) and the Colusa County Transit Agency (CCTA) meet in Regular Session this 26th day of April 2022 at the hour of 3:03 p.m.
 Present: Commissioners Daurice K. Smith, Kent S. Boes, Gary J. Evans and Frank Kennedy.
 Absent: Commissioners Josh Hill and Roberto Mendoza.

I. PERIOD OF PUBLIC COMMENT (TRANSIT AND/OR TRANSPORTATION)
 None.

II. MINUTES APPROVAL

1. Minutes Approval
 Transportation Commission & Transit Agency – Regular Meeting – March 29, 2022.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evans
SECONDER:	Boes
AYES:	Kennedy, Smith, Boes, Evans
ABSENT:	Hill, Mendoza

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Director
 None.
2. Transit Manager
 None.
3. Caltrans
 Mr. Azevedo states he spoke to CalTrans and they will be present at the next meeting.

Minutes Acceptance: Minutes of Apr 26, 2022 3:00 PM (Minutes Approval)

4. City of Colusa
None.
5. City of Williams
Mr. Kennedy states the City of Williams just awarded a few bids for striping, overlay, and micro surfacing of road work.
6. California Highway Patrol
None.

IV. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

Chair Kennedy declares a recess at 3:05 p.m. and states the Commissioners are now sitting as the Colusa County Transit Agency, with all Commissioners present, except Commissioners Hill and Mendoza.

3:05 p.m. **PUBLIC HEARING**

Chair Kennedy makes time for a Public Hearing to consider the annual Unmet Needs of the Transit dependent population and determine one of the following three (3) findings:

1. There are no unmet needs,
2. There are unmet needs that are not reasonable to meet, or
3. There are unmet needs that are reasonable to meet.

Comments received by Mr. Simms.

3:08 p.m. Chair Kennedy opens the Public Hearing and calls for Public Comment, hearing none, Chair Kennedy closes the Public Hearing.

1. Determine there are no unmet public Transit needs for 2022-2023.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Boes
SECONDER:	Smith
AYES:	Kennedy, Smith, Boes, Evans
ABSENT:	Hill, Mendoza

2. Adopt Resolution **No. 2122-004** authorizing the Director or Assistant Director of Public Works to file, and execute applications on behalf of the Colusa County Transit Agency under Federal Transportation Act Section 5311 (49 U.S.C. Section 5311) and the California Department of Transportation.

Comments received by Mr. Simms.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Smith
SECONDER:	Evans
AYES:	Kennedy, Smith, Boes, Evans
ABSENT:	Hill, Mendoza

Minutes Acceptance: Minutes of Apr 26, 2022 3:00 PM (Minutes Approval)

V. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

Chair Kennedy adjourns the Colusa County Transit Agency at 3:14 p.m. and states the Commissioners are now sitting as the Colusa County Transportation Commission, with all Commissioners present except, Commissioners Hill and Mendoza.

1. Approve FY 2021-22 Revenue and Appropriations Inter-Budget Adjustment No. 029. (Requires 5/6th vote)

RESULT: CONTINUED TO MAY 24, 2022.

2. Authorize the allocation of FY 2021/2022 Regional Surface Transportation Program Funds, in the amount of \$161,816 by population as follows:

City of Williams	(25%)	\$40,454.
City of Colusa	(28%)	\$45,308.
County of Colusa	(47%)	\$76,054.

Comments received by Mr. Azevedo.

RESULT: APPROVED [UNANIMOUS]
MOVER: Boes
SECONDER: Evans
AYES: Kennedy, Smith, Boes, Evans
ABSENT: Hill, Mendoza

3. Approve FY 2022-23 Final Overall Work Plan (OWP), designed to respond to growth strategies adopted in local public agency general plans.

Comments received by Mr. Azevedo.

RESULT: APPROVED [UNANIMOUS]
MOVER: Evans
SECONDER: Smith
AYES: Kennedy, Smith, Boes, Evans
ABSENT: Hill, Mendoza

Chair Kennedy adjourned the meeting at 3:20 p.m. to reconvene in Regular Session on May 24, 2022, at the hour of 3:00 p.m.

 Frank Kennedy, Chair

Attest: Michael Azevedo,
 Secretary to the Transportation
 Commission & Transit Agency

BY _____
 Patricia Rodriguez, Deputy Clerk

Minutes Acceptance: Minutes of Apr 26, 2022 3:00 PM (Minutes Approval)

**Request For Transportation Commission and Transit Agency**

MEETING DATE: May 24, 2022

DEPARTMENT: Transportation Commission

FROM: Kirsten Montejano

SUBJECT: Revenue and Appropriations Inter Budget Adjustment

Approve FY 2021-22 Revenue and Appropriations Inter-Budget Adjustment No. 031.
(Requires 5/6th vote)

Detailed Description/Background of request

Increase Revenue & Appropriations for 21/22 RSTP funds and allocation as follows:

DEPARTMENT NAME	FUND NUMBER	ACCOUNT NUMBER	DEPT/PRJT NUMBER	AMOUNT
Local Trans Planning	053	45436	000-0	\$161,816.00
Local Trans Planning	053	58311	000-0	\$ 76,054.00
Local Trans Planning	053	58312	000-0	\$ 45,308.00
Local Trans Planning	053	58313	000-0	\$ 40,454.00

Prior Board Action

21/22 RSTP Allocation approval 4/26/22

Fiscal Impact/Funding Source

See Above

Action for the Clerk

None

ATTACHMENTS:

- IB 031 RSTP (PDF)

INTER-BUDGET ADJUSTMENT REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS

Department Name: _____

Submitted By: _____

Explanation:

TO INCREASE (DECREASE) REVENUE

[illegible]

TO INCREASE (DECREASE) APPROPRIATIONS

[illegible]

Fiscal Year:

Transportation Board Date: _____

Inter-Budget Log #: IB-

OpenGov Amendment #: _____

Attachment: IB 031 RSTP (8330 : Approve Inter-Budget Adjustment)

**Request For Transportation Commission and Transit Agency**

MEETING DATE: May 24, 2022

DEPARTMENT: Transportation Commission

FROM: Kirsten Montejano

SUBJECT: Approve Revenue and Appropriations Inter Budget Adjustment

Approve FY 2021-22 Revenue and Appropriations Inter-Budget Adjustment No. 029.
(Requires 5/6th vote)(Continued from April 26, 2022)

Detailed Description/Background of request

Increase budget to reflect allocation of LTF 2020-21 carryover funds approved at the 3/29/22 Transportation meeting.

DEPT	FUND #	OBJECT #	DEPT #	AMOUNT
Local Transportation	051	58316	000	\$223,109.00
Local Transportation	051	58317	000	\$199,205.00
Local Transportation	051	58315	000	\$374,504.00
TOTAL				\$796,818.00

Prior Board Action

3/29/22: Approved allocation of 2020-21 LTF carryover

Fiscal Impact/Funding Source

See Above

Action for the Clerk

None

ATTACHMENTS:

- IB 029 TRANSPORTATION LTF CARRYOVER (PDF)

INTER-BUDGET ADJUSTMENT**REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS**

Department Name: _____

Submitted By: _____

Explanation: _____

TO INCREASE (DECREASE) REVENUE

FUND NUMBER	OBJECT CODE	DEPT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
					Total	

TO INCREASE (DECREASE) APPROPRIATIONS

FUND NUMBER	OBJECT CODE	DEPT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
					Total	

Fiscal Year: _____

Transportation Board Date: _____

Inter-Budget Log #: IB- _____

OpenGov Amendment #: _____

Attachment: IB 029 TRANSPORTATION LTF CARRYOVER (8387 : Approve Inter-Budget Adjustment)

**Request For Transportation Commission and Transit Agency**

MEETING DATE: May 24, 2022

DEPARTMENT: Transit Agency

FROM: Kirsten Montejano

SUBJECT: Revenue and Appropriations Inter Budget Adjustment

Approve FY 2021-22 Revenue and Appropriations Inter-Budget Adjustment No. 037.
(Requires 5/6th vote)

Detailed Description/Background of request

Increase Appropriations to capture vehicle maintenance reimbursement, and increase various expense accounts to cover anticipated costs.

DEPARTMENT NAME	FUND NUMBER	ACCOUNT NUMBER	DEPT NUMBER	AMOUNT
Transit	042	59392	000	(\$5,375.14)
Transit	042	53123	000	\$3,500.00
Transit	042	53180	000	\$1,655.14
Transit	042	53200	000	\$ 220.00

Prior Board Action**Fiscal Impact/Funding Source**

See Above

Action for the Clerk

None

ATTACHMENTS:

- 042 IB 037 Inter-Budget Form FY2122 TR eq maint other dept (PDF)

**Request For Transportation Commission and Transit Agency**

MEETING DATE: May 24, 2022

DEPARTMENT: Transit Agency

FROM: Thomas Simms

SUBJECT: Unmet Needs Resolutions

Adopt a Resolution Adopting Definitions of the Terms "Unmet Transit Needs" and "Reasonable To Meet". **Further**, Adopt a Resolution Determining There Are No Unmet Public Transportation Needs For Fiscal Year 2021/22.

Detailed Description/Background of request

Attached to this item are two resolutions required to finalize this process. The first resolution defines the terms 'Unmet Transit Needs' and 'Reasonable to Meet.' The second resolution establishes that there are no unmet needs.

Prior Board Action

04/26/2022 - The Commission made a finding that there were no unmet transportation needs for FY 21/22

Fiscal Impact/Funding Source

N/A

Action for the Clerk

Please provide certified copies of the resolutions to the Transit Manager.

ATTACHMENTS:

- Unmet Needs Definitions Resolution 21-22 (DOCX)
- No Unmet Needs Resolution 21-22 (DOCX)
- Exhibit A Unmet Needs Minutes 21-22 (PDF)

RESOLUTION NO. XXXX-XXX**RESOLUTION OF THE COLUSA COUNTY TRANSPORTATION COMMISSION
ADOPTING DEFINITIONS OF THE TERMS “UNMET TRANSIT NEEDS” AND
“REASONABLE TO MEET”**

WHEREAS, in compliance with California Public Utilities Code section 99401.5(c), the Colusa County Transportation Commission held a public hearing on April 26, 2022, to solicit comments on unmet transit needs that may exist within its jurisdiction and which may be reasonable to meet through new public transportation, specialized transportation services or the expansion of existing services; and

WHEREAS, the Colusa County Transportation Commission, pursuant to California Public Utilities Code section 99401.5(c), is required to adopt definitions of the terms “unmet transit needs” and “reasonable to meet”.

NOW, THEREFORE, BE IT RESOLVED that the following definitions are adopted:

1. “Unmet Transit Needs” means all essential trip requests by transit-dependent person for which there are no other convenient means of transportation.
2. “Reasonable to Meet” means public or specialized transportation services that are feasible, have community acceptance, serve a significant number of the population, are economical, and can demonstrate cost effectiveness by having a ratio of fare revenues to operating cost at least equal to 10 percent. The Colusa County Transportation Commission has determined that this definition shall also apply to all service requests which do not abuse or obscure the intent of such transportation services once they are established.

PASSED AND ADOPTED this 24th day of May, 2022 by the following vote:

AYES:

NOES:

ABSENT:

Frank Kennedy, Chair

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

APPROVED AS TO FORM:

By _____
Patricia Rodriguez, Deputy Clerk

Jennifer Sutton,
Senior Deputy County Counsel

Attachment: Unmet Needs Definitions Resolution 21-22 (8366 : Unmet Needs Resolutions)

RESOLUTION NO. XXXX-XXX**RESOLUTION OF THE COLUSA COUNTY TRANSPORTATION COMMISSION
DETERMINING THERE ARE NO UNMET PUBLIC TRANSPORTATION NEEDS FOR
FISCAL YEAR 2021-22**

WHEREAS, Section 99401.5 of the California Public Utilities Code establishes specific requirements to be met by the local transportation planning agency before it can make allocations for implementation of elements of the Regional Transportation Plan other than those relating directly to public transportation systems and facilities provided for exclusive use of pedestrians and bicycles;

WHEREAS, this Commission, in accord with Public Utilities Code section 99401.5(a) consulted with the Social Services Transportation Advisory Council established under Section 99238 of the Public Utilities Code;

WHEREAS, this Commission identified the transit needs of Colusa County which were considered in the transportation planning process in accordance with California Public Utilities Code section 99401.5(b);

WHEREAS, this Commission held a public hearing on April 26, 2022 in accordance with Section 99401.5(c) of the California Public Utilities Code, to solicit comments relative to transit needs within Colusa County;

WHEREAS, this Commission adopted definitions of the terms “unmet transit needs”, and “reasonable to meet”, pursuant to Section 99401.5(c) of the Public Utilities Code; and

WHEREAS, this Commission considered on May 24, 2022 Unmet Needs Assessment made by the Transportation Advisory Council, of which, a copy of the Assessment meeting minutes are attached as Exhibit “A.”

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NOW, THEREFORE, BE IT RESOLVED that this Commission determines, pursuant to Section 99401.5 of the Public Utilities Code, that there are no unmet transit needs within the jurisdiction of this Commission.

PASSED AND ADOPTED this 24th day of May, 2022 by the following vote:

AYES:

NOES:

ABSENT:

Frank Kennedy, Chair

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

APPROVED AS TO FORM:

By _____
Patricia Rodriguez, Deputy Clerk

Jennifer Sutton, Senior Deputy County
Counsel

Attachment: No Unmet Needs Resolution 21-22 (8366 : Unmet Needs Resolutions)

Colusa County Transit

Social Services Technical Advisory Committee Meeting Minutes

March 16, 2022

I. Call to Order

Thomas Simms with the CCTA called to order the meeting of the Colusa County Social Services Technical Advisory Committee @ 10:00 AM on March 16, 2022, via zoom located at the Colusa County Transit Agency, 715 D Street, Colusa, CA 95932.

II. Introductions

Mr. Simms initiated introductions. The following people were in attendance:

- a) Thomas Simms, CCTA Manager
- b) Rosemarie Castillo, Colusa Medical Center
- c) Joanna Tapia, Colusa Medical Center
- d) Lauren Still, Colusa Medical Center
- e) Lorri McKey, DHHS
- f) Ted Mamoulelis, DHHS
- g) Christina Wilson, DHHS
- h) Kade Wilson, Colusa Medical Center

III. Discussion Regarding SSTAC

Mr. Simms provided an overview of the SSTAC, its purpose and the reason for the meeting. He encouraged attendance from as many people as possible, and noted that the public is welcome to attend the meeting.

IV. Unmet Needs Discussion

- a) Mr. Simms opened discussion, inviting anyone with an item to discuss to please speak freely. He then gave examples of previous discussions for reference.
- b) Joanna Tapia started the discussion with inquiring about medical transports. Mr. Simms explained that the medical transports are grant funded and the parameters surround it.
- c) Lauren Still asked if there were any services that were previously offered to Colusa Medical Center that were not reinstated with its reopening. Mr. Simms stated that he was not with transit before the hospital closed but that to his knowledge there were no services offered before that are not being currently offered.
- d) Christina Wilson inquired about senior lunches. Her question was “when senior lunches resume in person, will transit still be able to deliver the home bound lunches”? Mr. Simms explained that yes, transit will be able to continue delivering home bound lunches and bring people to the lunch site.

CCTA SSTAC Meeting Minutes
March 16, 2022

V. Adjournment

Mr. Simms adjourned the meeting at 10:18 am and thanked everyone for their attendance and discussion and explained that if anyone had any concerns to not hesitate to reach out.

Minutes submitted by: Thomas Simms

Testimony Presented at the Social Services Technical Advisory Committee Meeting on April 6, 2021.			
Name	Need	Unmet Need?	Reasonable to Meet?
Joanna Tapia	Medical transportation	No. There is current medical transportation offered both in the county and out of the county.	Not an unmet need.
Lauren Still	Services offered previously at Colusa Medical Center before closing	No.	Not an unmet need.
Christina Wilson	Will transit still be able to offer homebound lunch delivery along with in-person deliveries	No. Transit will do both	Not an unmet need.

Attachment: Exhibit A Unmet Needs Minutes 21-22 (8366 : Unmet Needs Resolutions)

**Request For Transportation Commission and Transit Agency**

MEETING DATE: May 24, 2022

DEPARTMENT: Transit Agency

FROM: Thomas Simms

SUBJECT: Adopt Resolution for Free Fare Day Project 19-20

Adopt a Resolution Authorizing the Executive Director to Execute FY 2021-2022 LCTOP Certifications and Assurances and Authorized Agent Form for the Low Carbon Transit Operations Program (LCTOP) for the Solar Project.

Detailed Description/Background of request

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded transit service, free or reduced fares, network/fare integration and alternative transportation services, with each project reducing greenhouse gas emissions.

Colusa County has a estimate of \$56,561 for the 2021-22 allocation. It is proposed that this funding be used to finish the installation of the solar project. Attached is a resolution and required signature pages to apply for the LCTOP Solar Project program funds and to delegate the Executive Director as the Authorized Agent to execute actions necessary for obtaining LCTOP funds.

Prior Board Action

No Prior Action

Fiscal Impact/Funding Source

The Solar Project will be fully funded by the LCTOP program in an amount not to exceed the allocated \$56,561.

Action for the Clerk

Please provide official hard copies of completed resolutions and signature pages to the Transit Manager.

ATTACHMENTS:

- RESOLUTION for LCTOP FY 20-21 (DOCX)
- LCTOP_FY21_22_AR_Signature_Pages (DOCX)

RESOLUTION #_____

**RESOLUTION OF THE COLUSA CCOUTY TRANSIT AGENCY AUTORIZING THE
EXECTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED
AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM
(LCTOP) FOR SOLAR PROJECT**

WHEREAS, the Colusa County Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Colusa County Transit Agency wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director of Public Works.

WHEREAS, the Colusa County Transit Agency wishes to implement the SOLAR project using LCTOP Funds,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Colusa County Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director of Public Works for Colusa County be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Colusa County Transit Agency that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2021-22 LCTOP funds:

Attachment: RESOLUTION for LCTOP FY 20-21 (8373 : Adopt Resolution for LCTOP 21-22)

List project(s), including the following information:

Project Name: Solar Project

Amount of LCTOP funds requested: \$56,561

Short description of project: To purchase a Yaskawa Solectria PVI inverter or equivalent that meets PG&E safety listings/certifications.

Benefit to a Priority Populations: This program helps to reduce operation cost for CCTA so all people of Colusa County can use public transportation so as to reduce greenhouse emissions.

Contributing Sponsors (if applicable):

PASSED AND ADOPTED this 24th day of May 2022, by the following vote:

AYES:

NOES:

ABSENT:

Frank Kennedy, Chair

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

APPROVED AS TO FORM:

By: _____
Melissa Kitts, Deputy

Jennifer K. Sutton, Sr. Deputy County Counsel



FY 2021-2022 LCTOP Authorized Agent

AS THE Executive Director

(Chief Executive Officer/Director/President/Secretary)

OF THE Colusa County

(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Michael Azevedo, Executive Director

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Michael Azevedo

(Print Name)

Executive Director

(Title)

(Signature)

Approved this 24 day of May , 2022

Attachment: LCTOP_FY21_22_AR_Signature_Pages (8373 : Adopt Resolution for LCTOP 21-22)



FY 2021-2022 LCTOP Certifications and Assurances

Lead Agency: Colusa County Transit Agency

Project Title: Solar Project

Prepared by: Thomas Simms

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).



FY 2021-2022 LCTOP

9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

C. Reporting

1. The Lead Agency must submit the following LCTOP reports:

- a. **Annual Project Activity Reports October 28th each year.**
 - b. **A Close Out Report within six months of project completion.**
 - c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
 - d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
 - e. **Jobs Reporting as defined by CARB Funding Guidelines.**
2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with



FY 2021-2022 LCTOP

Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

A. Record Retention

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times



FY 2021-2022 LCTOP

during the entire project period and for three (3) years from the date of final payment.

The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

Michael Azevedo

(Print Authorized Agent)

Executive Director

(Title)

(Signature)

(Date)