

COMMISSIONERS

COUNTY OF COLUSA:

JANICE BELL,
VICE-CHAIR
KENT BOES
DAURICE K. SMITH,

City Colusa:

GREG PONCIANO
RYAN CODORNIZ

City of Williams:

FRANK KENNEDY, CHAIR



COUNTY OF COLUSA TRANSPORTATION COMMISSION & TRANSIT AGENCY

1215 MARKET STREET,
COLUSA, CA 95932
TELEPHONE 530-458-0508
FAX (530) 458-2035

Scott Lanphier,
Interim Public Works Director
colusacountyca.igam2.com
www.countyofcolusa.org

COLUSA COUNTY TRANSPORTATION COMMISSION & TRANSIT AGENCY

Agenda

May 20, 2025

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 22, 2025

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 2025/2026 Preliminary Budgets in the amount of \$1,737,625. for the Local Transportation Fund, State Transit Assistance Fund, and Local Transportation Planning Fund.
2. Approve FY 2024-25 Revenue and Appropriations Inter-Budget Adjustment No. 024. **(Requires 5/6th vote)**
3. Approve FY 2024-25 Revenue and Appropriations Inter-Budget Adjustment No. 023 **(Requires 5/6th vote)**

4. Approve 1st Amendment with **Green Dot Transportation Solutions** for Transportation Consulting Services related to the update of the Colusa County Regional Transportation Plan.
5. Approve FY 2025-26 Final Overall Work Plan (OWP), designed to respond to growth strategies adopted in local public agency general plans.

V. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

1. Approve FY 2025/2026 Preliminary Budget in the amount of \$1,745,026. for the Transit Agency Fund.

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.

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

**Minutes
April 22, 2025**

The Colusa County Transportation Committee (CCTC) and the Colusa County Transit Agency (CCTA) meet in Regular Session this 22nd day of April 2025 at the hour of 3:00 p.m. Present: Commissioners Daurice Smith, Janice A. Bell, Greg Ponciano and Frank Kennedy. Absent: Commissioners Kent S. Boes and Ryan Codorniz.

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

II. MINUTES APPROVAL

1. Minutes Approval
Transportation Commission & Transit Agency – Regular Meeting – March 25, 2025.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Smith
SECONDER:	Ponciano
AYES:	Smith, Bell, Ponciano, Kennedy
ABSENT:	Boes, Codorniz

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Director

Mr. Lanphier states there was a staff change for the RTP and he is looking to make conversions. He further states related to the Sites Reservoir there are some new roads and bridges that were not originally included in the RTP and he is working with the consultant for the Sites JPA to get the information.

2. Transit Manager
None.

3. Caltrans

Minutes Acceptance: Minutes of Apr 22, 2025 3:00 PM (Minutes Approval)

4. None.
City of Colusa
None.
5. City of Williams
Chair Kennedy states work is still in progress on the E. Street Project but there are some delays and also the City of Williams is working on some property acquisition.
6. California Highway Patrol
None.

IV. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. Presentation by GreenDot, Consultant preparing the 2025 Regional Transportation Plan Update.

Comments received by Mr. Schwein.

2. Approve FY 2023/2024 Local Transportation Funds (LTF) carryover distribution in accordance with Resolution Numbers 2324-001 (LTF Apportionment) and 2324-002 (LTF Distribution) as follows:

Entity	Percent	Amount
City of Colusa	29%	\$268,431
City of Williams	26%	\$240,662
County of Colusa	45%	\$416,531
Total	100%	\$925,624

Comments received by Mr. Lanphier.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ponciano
SECONDER:	Bell
AYES:	Smith, Bell, Ponciano, Kennedy
ABSENT:	Boes, Codorniz

3. Authorize the allocation of FY 2024/2025 Regional Surface Transportation Program Funds, in the amount of \$210,430.00 by population as follows:

City of Williams	(25%)	\$52,608.
City of Colusa	(30%)	\$63,129.
County of Colusa	(45%)	\$94,693.

Comments received by Mr. Lanphier.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Smith
SECONDER:	Bell
AYES:	Smith, Bell, Ponciano, Kennedy

Regular Meeting

Tuesday, April 22, 2025

3:00 PM

ABSENT: Boes, Codorniz

Chair Kennedy adjourned the meeting at 3:24 p.m. to reconvene in Regular Session on May 20, 2025 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 22, 2025 3:00 PM (Minutes Approval)



Request For Transportation Commission and Transit Agency

MEETING DATE: May 20, 2025

DEPARTMENT: Transportation Commission

FROM: Kirsten Montejano

SUBJECT: Approve FY 2025/2026 Preliminary Budgets in the amount of \$1,737,625. for the Local Transportation Fund, State Transit Assistance Fund, and Local Transportation Planning Fund.

Approve FY 2025/2026 Preliminary Budgets in the amount of \$1,737,625. for the Local Transportation Fund, State Transit Assistance Fund, and Local Transportation Planning Fund.

Detailed Description/Background of request

This request is to review and approve the attached Preliminary budgets for FY 2025/2026

- | | |
|---------------------------------------|-------------------------|
| 1) Local Transportation Fund | (Fund 051) \$1,290,000. |
| 2) State Transit Assistance Fund | (Fund 052) \$ 231,125. |
| 3) Local Transportation Planning Fund | (Fund 053) \$ 216,500. |

Prior Board Action

Budgets are submitted annually.

Fiscal Impact/Funding Source

Per attached Budget docs

Action for the Clerk

none

ATTACHMENTS:

- 2025-2026 PRELIMINARY budget fund 051 LTF (PDF)
- 2025-2026 PRELIMINARY budget fund 052 STA (PDF)
- 2025-2026 PRELIMINARY budget fund 053 Trans Plng (PDF)

State Controller Schedules
County Budget Act
January 2010

COUNTY OF COLUSA

STATE DISTRICTS, COMMISSIONS & AUTHORITIES GOVERNED THROUGH OTHER BOARDS
FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT
FISCAL YEAR 2025-26

FUND - 051 - LOCAL TRANSPORTATION FUND

PRELIMINARY

Detail by Revenue Category / Account and Expenditure Object / Subobject		2021-22 Actuals	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-26 REQUEST	
<u>TAXES</u>							
41072	Sales And Use Tax	1,457,879	1,435,521	1,491,318	1,450,000	1,400,000	
TOTAL	Taxes	1,457,879	1,435,521	1,491,318	1,450,000	1,400,000	
<u>REVENUE FROM USE OF MONEY</u>							
44190	Interest	3,771	35,536	44,819	25,000	40,000	
44192	Interest ADJ to MKT Value	(27,538)	2,567	3,539	-	-	
TOTAL	Revenue From Use Of Money	(23,767)	38,103	48,358	25,000	40,000	
TOTAL REVENUE		1,434,112	1,473,624	1,539,676	1,475,000	1,440,000	
<u>SERVICES AND SUPPLIES</u>							
53150	Memberships	1,000	1,500	1,000	1,500	1,500	
53170	Office Expense	1	13	12	100	100	
53171	Postage	-	-	-	11	-	
53190	Publication & Legal Notices	-	36	44	100	100	
53229	Indirect Overhead Costs	8,676	9,792	2,499	2,143	4,252	Amount provided by Auditor
TOTAL	Services And Supplies	9,677	11,341	3,555	3,854	5,952	
<u>TRANSPORTATION PROJECTS</u>							
58304	Administration	14,173	11,327	13,497	20,146	20,146	annual audit & dpw admin
58305	Regional Transportation	610,273	713,923	593,460	1,301,000	-	As of 25/26 use transfers out Acct 59452
58315	County Road Maint	374,504	388,957	330,510			As of 25/26 use transfers out Acct 59452
58316	St Maint-City Colusa	223,109	231,719	212,996			will adjust budget when amount is known
58317	St Maint-City Williams	-	406,097	190,961	-	-	will adjust budget when amount is known
TOTAL	Transportation Projects	1,222,059	1,752,023	1,341,424	1,321,146	20,146	
<u>EXPENDITURES, TRANSFER, RMB</u>							
59452	Transfers Out					1,263,902	to Transit Transfers In Acct
TOTAL	Expenditures, Transfer, Rmb	-	-	-	-	1,263,902	
TOTAL EXPENDITURES / APPROPRIATIONS		1,231,736	1,763,364	1,344,979	1,325,000	1,290,000	
NET COST		(202,376)	289,740	(194,697)	(150,000)	(150,000)	

Attachment: 2025-2026 PRELIMINARY budget fund 051 LTF (10484 : Approve the 2025-2026 Preliminary

State Controller Schedules
County Budget Act
January 2010

COUNTY OF COLUSA

STATE DISTRICTS, COMMISSIONS & AUTHORITIES GOVERNED THROUGH OTHER BOARDS
FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT
FISCAL YEAR 2025-26

FUND - 052 - STATE TRANSIT ASSISTANCE

PRELIMINARY

Detail by Revenue Category / Account and Expenditure Object / Subobject		2021-22 Actuals	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-26 Request	
(1)							
REVENUE FROM USE OF MONEY							
44190	Interest	23	280	279	100	280	
44192	Interest Adj to Mkt Value			(1)	-	-	
TOTAL	Revenue From Use Of Money	23	280	278	100	280	
		-	-	-	-	-	
AID, OTHER AGENCY							
45437	State Transit Assistance	190,428	281,102	271,472	271,856	230,845	State Estimate January
TOTAL	Aid, Other Agency	190,428	281,102	271,472	271,856	230,845	
TOTAL REVENUE		190,451	281,382	271,750	271,956	231,125	
TRANSPORTATION PROJECTS							
53229	A-87 Cost Plan	379	(26)	22	417	136	
58301	State Transit Assistance	190,053	281,311	271,738	271,539	-	25/26 use Acct 59452
TOTAL	Transportation Projects	190,432	281,285	271,760	271,956	136	
EXPENDITURES, TRANSFER, RMB							
59452	Transfers Out					230,989	To Transit 042-48030
TOTAL	Expenditures, Transfer, Rmb	-	-	-	-	230,989	-
TOTAL EXPENDITURES / APPROPRIATIONS		190,432	281,285	271,760	271,956	231,125	
NET COST							
		(19)	(97)	10	-	-	

Attachment: 2025-2026 PRELIMINARY budget fund 052 STA (10484 : Approve the 2025-2026 Preliminary

State Controller Schedules
County Budget Act
January 2010

COUNTY OF COLUSA

STATE DISTRICTS, COMMISSIONS & AUTHORITIES GOVERNED THROUGH OTHER BOARDS
FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT
FISCAL YEAR 2025-26

FUND - 053 - LOCAL TRANS-PLANNING

PRELIMINARY

Detail by Revenue Category / Account and Expenditure Object / Subobject		2021-22 Actuals	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-26 Request
REVENUE FROM USE OF MONEY						
44190	Interest	537	4,289	7,511	3,500	5,000
44192	Interest Adj to Mkt Value	(4,394)	(1,711)	2,054	-	-
TOTAL	Revenue Form Use Of Money	(3,857)	2,578	9,565	3,500	5,000
AID, OTHER AGENCY						
45434	OWP Planning Assistance	145,339	180,548	108,679	158,000	216,500
45436	SAFETEA-LU/RSTP	161,816	198,835	198,348	-	-
TOTAL	Aid, Other Agency	307,155	379,383	307,027	158,000	216,500
OTHER REVENUE						
48013	Misc-Other Refunds			6		
TOTAL	Other Revenue			6		
TOTAL REVENUE		303,298	381,961	316,598	161,500	221,500
SERVICES AND SUPPLIES						
53060	Communications	4,252	4,505	4,658	-	-
53121	Maintenance of Software	20,230	23,508	-	-	-
53180	Professional / Specialized Services			20,000		
53231	Software			22,918	-	-
53229	Indirect Overhead Cost	2,352	1,150	181	3,449	3,629
TOTAL	Services And Supplies	26,834	29,163	47,757	3,449	3,629
TRANSPORTATION PROJECTS						
58302	OWP Transportation PIng/Blueprint	129,248	127,427	89,827	194,051	212,871
58311	SAFETEA-LU/RSTP - County of Colusa	76,054	89,476	89,257		
58312	SAFETEA-LU/RSTP - City of Colusa	-	45,308	115,183		
58313	SAFETEA-LU/RSTP - City of Williams	-	40,454	103,267		
TOTAL	Transportation Projects	205,302	302,665	397,534	194,051	212,871
EXPENDITURES, TRANSFER, RMB						
59452	Transfers Out					-
TOTAL	Expenditures, Transfer, Rmb					-
TOTAL EXPENDITURES / APPROPRIATIONS		232,136	331,828	445,291	197,500	216,500
NET COST		(71,162)	(50,133)	128,693	36,000	(5,000)

Unknown amount until April/May 2026

As of 24/25 OWP expenses will be charged to 58302
Discontinue acct Effective FY23/24 use Acct 53231

As of 24/25 OWP expenses will be charged to 58302

As of 24/25 all OWP expenses will be charged to this acct
As of 24/25 use transfers out Acct 59452
Unknown allocation until April/May 2026
Unknown allocation until April/May 2026

RSTP allocation to Road fund - unknown until May 2026

Attachment: 2025-2026 PRELIMINARY budget fund 053 Trans PIng (10484 : Approve the 2025-2026

**Request For Transportation Commission and Transit Agency**

MEETING DATE: May 20, 2025

DEPARTMENT: Transportation Commission

FROM: Kirsten Montejano

SUBJECT: Approve FY 2024-25 Revenue and Appropriations Inter-Budget Adjustment No. 024. (Requires 5/6th vote)

Approve FY 2024-25 Revenue and Appropriations Inter-Budget Adjustment No. 024.
(Requires 5/6th vote)

Detailed Description/Background of request

Increase Revenue & Appropriations to recognize 24/25 RSTP funds received and allocated as follows:

DEPARTMENT ACCOUNT NAME	FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	AMOUNT
SAFETEA-LU/RSTP	053	0000	45436	\$210,430.00
RSTP COLUSA CITY	053	000	58312	\$63,129.00
RSTP WILLIAMS CITY	053	000	58313	\$52,608.00
TRANSFERS OUT	053	0000	59452	\$94,693.00

Prior Board Action

24/25 RSTP Allocation approval on 4/22/25

Fiscal Impact/Funding Source

See Above

Action for the Clerk

None

ATTACHMENTS:

- TP INTER-budget - 2425 RSTP (PDF)

INTER-BUDGET ADJUSTMENT

REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS

Department Name: Transportation Planning

Submitted By: Kirsten Montejano

Digitally signed by Kirsten Montejano
Date: 2024.05.30 12:43:23 -07'00'

Explanation: Increase budget to reflect 24/25 RSTP revenue and approved allocations.

Please note: Per our Independent Auditor's at CLA, the RSTP allocation to the County Road fund is now reflected in the Transfers Out account #59452 as opposed to the historical account #58315 "County Road Maint."

TO INCREASE (DECREASE) REVENUE

FUND NUMBER	OBJECT CODE	DEPT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
053	45436	000	SAFETEA-LU/RSTP EXCH	\$ 0.00	\$ 210,430.00	\$ 210,430.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
					Total	\$ 210,430.00

TO INCREASE (DECREASE) APPROPRIATIONS

FUND NUMBER	OBJECT CODE	DEPT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
053	58312	000	SAFETEA-LU RSTP COLUSA CITY	\$ 0.00	63129	\$ 63,129.00
053	58313	000	SAFETEA-LU/RSTP WILLIAMS CITY	\$ 0.00	52608	\$ 52,608.00
053	59452	000	Transfers Out	\$ 0.00	94693	\$ 94,693.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
					Total	\$ 210,430.00

Fiscal Year: 2024-25

Transportation Board Date: 4/22/2025

Inter-Budget Log #: IB- 024

OpenGov Amendment #:

Attachment: TP INTER-budget - 2425 RSTP [Revision 1] (10506 : Approve Inter-Budget Adjustment)

**Request For Transportation Commission and Transit Agency**

MEETING DATE: May 20, 2025

DEPARTMENT: Transportation Commission

FROM: Kirsten Montejano

SUBJECT: Approve FY 2024-25 Revenue and Appropriations Inter-Budget Adjustment No. 023 (Requires 5/6th vote)

Approve FY 2024-25 Revenue and Appropriations Inter-Budget Adjustment No. 023
(Requires 5/6th vote)

Detailed Description/Background of request

Increase budget to reflect allocation of LTF 2023-24 carryover funds approved at the 4/22/25 Transportation meeting.

Please note: Per direction of our Independent Auditor's, CLA, the County Road fund allocation will be charged to the Transfers Out account as opposed to the historical account #58315 "County Road Maintenance".

ACCOUNT NAME	FUND #	OBJCT #	DEPT #	AMOUNT
Transfers Out	051	59452	000	\$416,531.00
St Maint - City Colusa	051	58316	000	\$268,431.00
St Maint - City Williams	051	58317	000	\$240,662.00
TOTAL				\$925,624.00

Prior Board Action

4/22/25: Approved allocation of 2023-24 LTF carryover

Fiscal Impact/Funding Source

See Above

Action for the Clerk

None

ATTACHMENTS:

- LT IB023 INTER-budget- 2324 LTF (PDF)

INTER-BUDGET ADJUSTMENT

REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS

Department Name: Local Transportation

Submitted By: Kirsten Montejano

Digitally signed by Kirsten Montejano
Date: 2025.04.23 13:42:04 -07'00'

Explanation: Adjust budget to reflect allocation of 23/24 LTF carryover as approved by Commission on 4/22/25.

Please note: Per direction of the Independent Auditor's at CLA, The County Road fund LTF allocation is now reflected in the Transfers Out account #59452 as opposed to the historical account #58315 "County Road Maint".

TO INCREASE (DECREASE) REVENUE

FUND NUMBER	OBJECT CODE	DEPT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
051	31960	000	Fund Balance	\$ 0.00	\$ 925,624.00	\$ 925,624.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
					Total	\$ 925,624.00

TO INCREASE (DECREASE) APPROPRIATIONS

FUND NUMBER	OBJECT CODE	DEPT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
051	59452	000	Transfers Out	\$ 0.00	416531	\$ 416,531.00
051	58316	000	St Maint - City Colusa	\$ 0.00	268431	\$ 268,431.00
051	58317	000	St Maint - City Williams	\$ 0.00	240662	\$ 240,662.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
					Total	\$ 925,624.00

Fiscal Year: 2024-25

Transportation Board Date: 5/20/2025

Inter-Budget Log #: IB- 023

OpenGov Amendment #:

Attachment: LT IB023 INTER-budget- 2324 LTF [Revision 2] (10496 : Approve Inter-Budget Adjustment)

**Request For Transportation Commission and Transit Agency**

MEETING DATE: May 20, 2025

DEPARTMENT: Transportation Commission

FROM: Ann Nordyke

SUBJECT: Approve 1st Amendment with Green Dot Transportation Solutions for Transportation Consulting Services related to the update of the Colusa County Regional Transportation Plan.

Approve 1st Amendment with **Green Dot Transportation Solutions** for Transportation Consulting Services related to the update of the Colusa County Regional Transportation Plan.

Detailed Description/Background of request

On June 30, 2024, Contract TC24-001 was entered into by Colusa County (County) and Green Dot Transportation Solutions (Consultant) for the preparation of an update to the Colusa County Regional Transportation Plan (RTP). The contract included a specified schedule and list of tasks for a not to exceed amount of \$86,771.

In February of 2025, the Executive Director of the Colusa County Transportation Commission (CCTC) left the County and was replaced by an Interim Executive Director for the Transportation Commission. This staff turnover required additional time and effort on behalf of the Consultant to familiarize the new Executive Director with the progress and schedule of the RTP update. In addition, the new Executive Director noticed that there was no mention of the surface transportation projects related to the Sites JPA Reservoir project which includes a roadway realignment, new bridges, and upgrades to several sections of County roads. Lastly, CCTC staff have asked GreenDot to provide additional assistance in identifying more grant opportunities for unfunded projects in the long range section of the Action Element.

As a result, Green Dot Transportation Consultants is requesting an extension of time and additional budget to complete the RTP Update. The completion date is proposed to be extended from June 2025 to September 2025. The budget is proposed to be increased from \$86,771 to \$109,969.

Staff recommends the Commission approve the requested time extension and cost increase for the RTP update.

Prior Board Action

Approval of Contract TC24-001, effective June 30, 2024.

Fiscal Impact/Funding Source

Additional \$23,198.to be paid by 2025/2026 OWP funds (WE 5.01).

Action for the Clerk

Please provide a signed copy of the contract amendment to the Executive Director.

ATTACHMENTS:

- TC24-001 Green Dot Solutions (PDF)
- FIRST AMENDMENT TO TRANSPORTATION CONSULTING SERVICES AGREEMENT WITH GREENDOT (DOCX)
- Attachment 1 - Updated Costs (PDF)

Transportation Consulting Services

This Transportation Consulting Services contract ("Contract") is between the County of Colusa ("County"), a political subdivision of the State of California and Green Dot Transportation Solutions, ("Contractor"), a California corporation.

1. **Services to be Performed:** Contractor agrees at its own expense to furnish all equipment, labor and materials necessary to provide County with performing transportation consulting services necessary to complete the 2024 update to the 2018 Regional Transportation Plan, as more specifically detailed in Attachment "A."
2. **Term:** This Contract shall begin on June 30, 2024, and shall continue until all requested services are completed, no later than June 30, 2025.
3. **Compensation:** County will pay Contractor compensation not to exceed \$86,771, as provided for in Attachment "A." Compensation will be paid in accordance with paragraph 4, Method of Payment.
4. **Method of Payment:** Upon completion of the project described in paragraph one, Contractor shall provide County with an invoice for the services provided. Upon receipt of an invoice, County shall process payment to Contractor as provided for by County'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) Bare Contractor's name as shown on the contract.
 - 3) Bare 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 perform all services under this Contract.
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 County 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 County Counsel or other designated representative of County. Copies of such documents shall be provided to County for inspection at the office of the requesting county 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 County has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment, or termination of Contractor's business, County may, on written request, require that custody of the records be given to County and that the records and documents be maintained by County 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.
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.
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:
- 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 County 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. Professional Liability Insurance (Errors and Omissions):** Contractor shall maintain Professional Liability Insurance for Errors and Omissions coverage in an amount of not less than two million dollars (\$2,000,000) in aggregate. The insurance coverage provided by Contractor shall contain language providing coverage for up to three (3) years following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is claims made.
- E. Policy Endorsements:** All insurance, except workers' compensation, shall include an endorsement or an amendment to the policy of insurance:
- 1) Naming County, 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 County, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by County, including any self-insured retention County 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 County, its elected or appointed officers, officials, employees, agents or volunteers;
 - 5) Providing any failure to comply with the reporting provisions of the policy of insurance shall not affect coverage provided to County, 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 County.

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

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

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.

11. Licenses: Contractor represents and warrants to County 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 County 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.

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

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 County:	County of Colusa
	Department of Public
	Works Attn: Michael
	Azevedo 1215 Market St. Colusa, CA 95932
If to Contractor:	Green Dot Transportation Solutions
	Attn: Jeff Schwein, Owner
	627 Broadway St.
	Chico, Ca. 95928

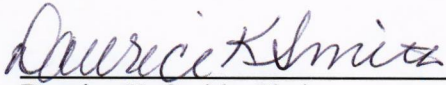
Attachment: TC24-001 Green Dot Solutions (10447 : Approve First Amendment to Contract TC24-001)

- 14. Entire Contract:** This Contract constitutes the complete and exclusive statement of contract between County and Contractor. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Contract.
- 15. Amendments:** This Contract may be modified or amended only by a written document executed by both Contractor and County and approved as to form by the County Counsel.
- 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.
- 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.
- 18. Assignment & Subcontracting:** The parties recognize that a substantial inducement to County 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 County. Contractor shall not subcontract any portion of the work to be performed under this Contract without the written authorization of County. If County consents to such subcontract, Contractor shall be fully responsible to County for all acts or omissions of the subcontractor. Nothing in this Contract shall create any contractual relationship between County and subcontractor nor shall it create any obligation on the part of County to pay any monies due to any such subcontractor unless otherwise required by law.
- 19. 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 County without cause upon fifteen (15) days written notice of termination.
- 20. 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.
- 21. Attachments:** All attachments referred to are incorporated and made part of the Contract. Attachments include:
- A. Attachment " A" – RFP, Scope of Services/Fee Schedule and Project Schedule

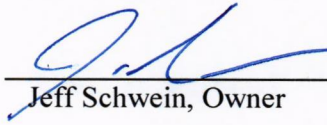
SIGNATURES ON NEXT PAGE

Attachment: TC24-001 Green Dot Solutions (10447 : Approve First Amendment to Contract TC24-001)

COUNTY OF COLUSA

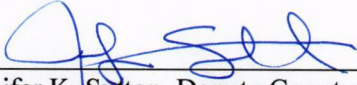


Daurice K. Smith, Chair
Transportation Commission
and Transit Agency

GREEN DOT TRANSPORTATION
SOLUTIONS

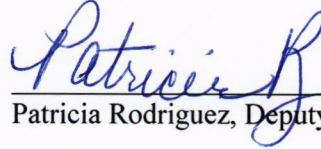
Jeff Schwein, Owner

APPROVED AS TO FORM



Jennifer K. Sutton, Deputy County Counsel

ATTEST: Mike Azevedo, Secretary of the
Transportation Commission and Transit Agency



Patricia Rodriguez, Deputy

ATTACHMENT "A"

REQUEST FOR PROPOSALS

The Colusa County Local Transportation Commission is requesting sealed proposals for the work entitled:

2024 UPDATE OF THE COLUSA COUNTY LOCAL TRANSPORTATION COMMISSION 2018 REGIONAL TRANSPORTATION PLAN (RTP)

Proposals are available by clicking on the Bids and RFP's section of the County of Colusa website at www.countyofcolusa.org or by contacting the Colusa County Department of Public Works as listed below. Proposers are encouraged to check the website periodically and before final submission of proposals to the county for any amendments or addendum that may arise after the initial publication. Interested parties should submit their Proposals responsive to and consistent with the REQUEST FOR PROPOSALS to Brian Mickelson at Colusa County Public Works, 1215 Market Street, Colusa, California 95932 by **4:00 p.m. on Friday March 29th.**

Proposal and questions should be addressed to:

Colusa County Public Works
1215 Market Street
Colusa, CA 95932

Attn: Brian Mickelson

PHONE: (530) 458-0466

FAX: (530) 458-2035

EMAIL: bmickelson@countyofcolusa.com

ATTACHMENT "A"

REQUEST FOR PROPOSAL

FOR THE UPDATE OF THE
COLUSA COUNTY LOCAL TRANSPORTATION COMMISSION
2018 REGIONAL TRANSPORTATION PLAN (RTP)

I. INVITATION

Interested parties should submit their Proposals responsive to and consistent with this REQUEST FOR PROPOSALS to Brian Mickelson at Colusa County Public Works, 1215 Market Street, Colusa, California 95932 by 4:00 p.m. March 29th, 2024. Proposal forms are available for downloading at the County of Colusa's website www.countyofcolusa.org. Proposers are encouraged to check the website periodically and before final submission of proposals to the county for any amendments or addendum that may arise after the initial publication.

II. QUESTIONS

Questions may be submitted in writing on or before 3:00 p.m. March 21st to Assistant Director of Public Works, Brian Mickelson, Colusa County Public Works. Responses will be given in writing and available to all potential PROPOSERS on request.

Proposal and questions should be addressed to:

Colusa County Public Works
1215 Market Street
Colusa, CA 95932

Attn: Brian Mickelson

PHONE: (530) 458-0466

FAX: (530) 458-2035

EMAIL: bmickelson@countyofcolusa.com

III. PROPOSALS

A. CONTENT

The Colusa County Transportation Commission seeks to retain the services of a consultant team to prepare the update to the 2018 Regional Transportation Plan (RTP).

INTRODUCTION

The Colusa County Local Transportation Commission (CCLTC) is the designated Regional Transportation Planning Agency (RTPA) pursuant to Government Code 29535. The CCLTC encompasses the County of Colusa as well as the incorporated Cities of Colusa and Williams. As such, the

Attachment: TC24-001 Green Dot Solutions (10447 : Approve First Amendment to Contract TC24-001)

ATTACHMENT "A"

CCLTC is responsible for the Regional Transportation Plan (RTP). The RTP has a 20 year horizon and is updated every 5 years. The CCLTC RTP was last updated in 2018.

SCOPE OF WORK

The CCLTC is soliciting proposals from qualified consultants to prepare an update to the 2018 Regional Transportation Plan (RTP). The successful consultant shall update a RTP consistent and in compliance with all State and Federal regulations. The consultant shall utilize the RTP Checklist located in Appendix C of the 2017 RTP Guidelines as a guide for any proposed revisions. The scope of work for the 2024 RTP shall consist of the following tasks:

Needs Assessment Review

The Consultant shall review all pertinent updates and documentation necessary for the development of the 2024 RTP update. Evaluate the socioeconomic characteristics of Colusa County by reviewing existing trends and future population, employment and housing projections.

Provide a description of the purpose and process of the RTP, transportation planning in Colusa County and the contents of the plan itself.

Complete assessment of the existing transportation system, including: Highways and Arterials, the Regionally Significant Roads System, Mass Transportation, Aviation, Non-Motorized Systems, Goods Movement, Transportation Demand Management and Intelligent Transportation Systems.

Policy Element Review and Update / Project Prioritization Study

The Consultant shall review the 2018 Policy Element and accept comments from CCLTC to determine the need to propose any changes to the Policy Element and to ensure that the policy element is consistent with and reflects the current land use plans of Colusa County. A completed policy element should clearly convey the transportation policies of the CCLTC. It should relay through discussion, how the policies were developed, identify significant changes, if any, in the policies from previous plans, and provide the reasons for any changes in policies from previous plans. In addition, Policy Element adequately addresses the following components:

Thoroughly describe the transportation issues of the region.

Action Element Review and Update

The Consultant shall review the 2018 Action Element and update it to be consistent with the short and long-term activities that address the region's transportation issues and needs.

ATTACHMENT "A"

The action element should identify the investment strategies, alternatives and project priorities beyond what is already programmed.

As indicated in the Regional Transportation Plan Guidelines, the Action Element should include a discussion of the preparatory activities such as identification of existing need, assumptions, forecasting, potential alternative actions, an analysis of data and conclusions.

Financial Element Review and Update

The Consultant shall review the 2018 Financial Element and update it to be consistent with available funding information and to ensure that the Financial Element adequately addresses the following components:

Summary of costs to operate and maintain the current transportation system;

Estimate of costs and revenues to implement each of the projects identified in the action element;

Inventory of existing and potential transportation funding sources;

List of candidate projects with available funding;

List of candidate projects if funding becomes available;

Potential funding shortfalls; and

Identification of alternative policy directions that affect the funding of projects.

CONTENTS OF THE PROPOSAL

The proposal shall be specifically responsive to this request and shall include, but not necessarily be limited to the following:

1. Firm name, address, telephone number and email address.
2. Firm size and types of services offered.
3. Names of Principal(s).
4. Consultant's technical discussion of the scope of work.
5. Personnel expected to carry out the project and their qualifications.
6. Past experience with similar work by the firm.
7. Estimated costs and time line to complete the requested scope.

ATTACHMENT "A"

a. Costs shall be broken down to show costs by project area.

B. PROPOSAL SUBMITTAL TERMS AND CONDITIONS

1. It is the sole responsibility of each PROPOSER to ensure that the Proposal is received at or before the specified time. Postmarks and facsimile on the date are not acceptable and do not constitute receipt.
2. Proposals received after the deadline shall be rejected and returned unopened.
3. Proposals must be received **BEFORE** the time and date specified, at the location and to the contact person specified herein, Brian Mickelson.
4. **ALL PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE BEARING ON THE OUTSIDE, PROMINENTLY DISPLAYED IN THE LOWER LEFT CORNER OF THE ENVELOPE, the PROPOSER'S name and address, and the name of the contact person specified herein.**
5. Unless all information requested in this Request for Proposals is provided by the PROPOSER, the Proposal may be discarded and given no consideration.
6. Any PROPOSER attempting to influence the RFP process by interfering with other PROPOSERS or with any County employee connected herewith may be disqualified.
7. Proposals are subject to acceptance at any time within 90 days after opening.
8. Any change in the proposal shall be only with the approval of the County.
9. County is not liable for any cost incurred by PROPOSER(s) in response to this solicitation.
10. All proposals become the sole property of the County and subject to the Public records Act.
11. County reserves the right to retain all proposals that are submitted and to use any information contained therein regardless of whether that proposal is finally selected.
12. County shall have the right to eliminate any individual Task from the proposal. The costs associated with the eliminated Task will be deducted from the estimated cost set out in the proposal.

ATTACHMENT "A"

IV. SELECTION/CONTRACT AWARD

- A. County reserves the right to reject any and all Proposals, or part of any Proposal, to postpone the scheduled Proposal deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible Proposal and that would not affect a PROPOSER'S ability to perform the work adequately as specified.
- B. The award(s) made from this solicitation may be subject to approval by the County Board of Supervisors.
- C. The award(s) resulting from this solicitation will be made to the PROPOSER(s) that submit(s) a response that, in the sole opinion of the County, best serves the overall interest of the County. Awards will not be based on cost alone.
- D. County does not guarantee a minimum or maximum dollar value for any Agreement or Agreements resulting from this solicitation.
- E. Interview: The County reserves the right to interview selected PROPOSER(s) before a contract is awarded. The costs of attending any interview are the PROPOSER'S responsibility.
- F. Unsuccessful PROPOSERS who have submitted a Proposal will be notified of the final decision via email no later than 30 days after award, provided the contract is awarded and accepted by a Successful PROPOSER.
- G. Any challenges to the proposal award must be filed on or before 10:00 a.m. on April 15th, 2024 and will be heard on or before May 31st, 2024 or such other date as is designated by the Board of Supervisors.

Dated _____

 Frank Kennedy, Chairman
 Colusa County Local
 Transportation Commission

Attachment: TC24-001 Green Dot Solutions (10447 : Approve First Amendment to Contract TC24-001)

ATTACHMENT "A"

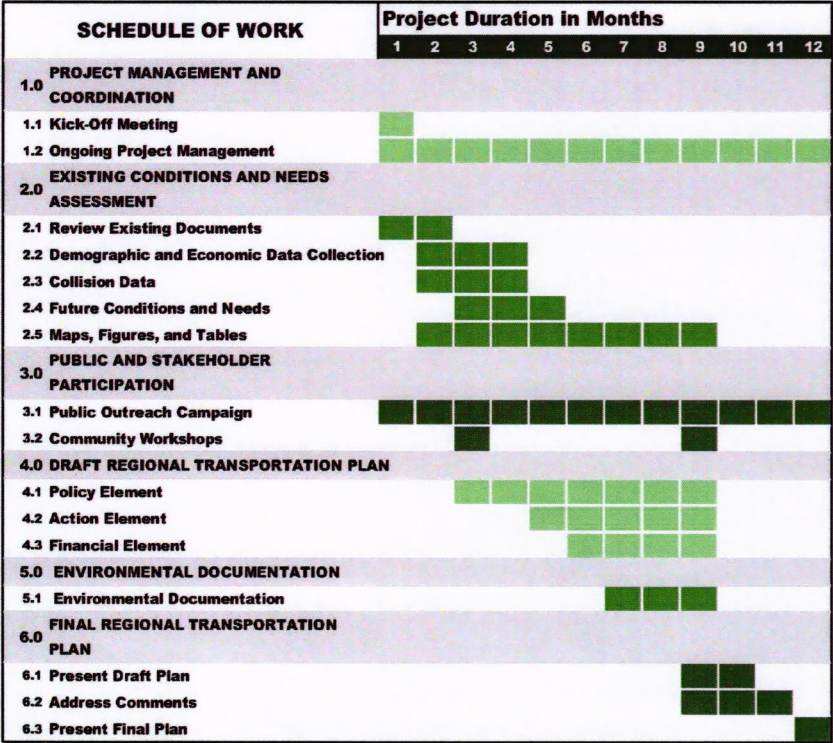
	GREEN DOT			
	Principal	Senior	Associate	Total GD
	\$252.00	\$194.00	\$171.00	
1.0 PROJECT MANAGEMENT AND COORDINATION				
1.1 Kick-Off Meeting	2	2	2	
1.2 Ongoing Project Management	10	12	0	
Total	12	14	2	28
	\$3,024	\$2,716	\$342	\$6,082
2.0 EXISTING CONDITIONS AND NEEDS ASSESSMENT				
2.1 Review Existing Documents	1	2	14	
2.2 Demographic and Economic Data Collection	0	2	12	
2.3 Collision Data	0	4	15	
2.4 Future Conditions and Needs	0	5	25	
2.5 Maps, Figures, and Tables	0	10	20	
Total	1	23	86	110
	\$252	\$4,462	\$14,706	\$19,420
3.0 PUBLIC AND STAKEHOLDER PARTICIPATION				
3.1 Public Outreach Campaign	3	10	30	
3.2 Community Workshops	5	15	30	
Total	8	25	60	93
	\$2,016	\$4,850	\$10,260	\$17,126
4.0 DRAFT REGIONAL TRANSPORTATION PLAN				
4.1 Policy Element	2	8	25	
4.2 Action Element	10	25	25	
4.3 Financial Element	10	10	20	
Total	22	43	70	135
	\$5,544	\$8,342	\$11,970	\$25,856
5.0 ENVIRONMENTAL DOCUMENTATION				
5.1 Environmental Documentation	2	10	30	
Total	2	10	30	42
	\$504	\$1,940	\$5,130	\$7,574
6.0 FINAL REGIONAL TRANSPORTATION PLAN				
6.1 Present Draft Plan	5	5	5	
6.2 Address Comments	4	5	15	
6.3 Present Final Plan	5	5	5	
Total	14	15	25	54
	\$3,528	\$2,910	\$4,275	\$10,713
Total Hours	59	130	273	462
Total Cost	\$14,868	\$25,220	\$46,683	\$86,771

Attachment: TC24-001 Green Dot Solutions (10447 : Approve First Amendment to Contract TC24-001)

ATTACHMENT "A"

4. Proposed Schedule

The proposed schedule of work is included below.



FIRST AMENDMENT TO TRANSPORTATION CONSULTING SERVICES AGREEMENT

This First Amendment to the Transportation Consulting Services Agreement is between Colusa County ("County"), a political subdivision of the State of California, and Green Dot Transportation Solutions ("Contractor"), a California corporation.

Background

On June 30, 2024, the parties executed Agreement No. TC24-001 for Contractor to provide Transportation Consulting Services related to the update of the Colusa County Regional Transportation Plan. This contract was originally expected to be completed by July 30, 2025. In February, 2025, the Executive Director of the Colusa County Transportation Commission resigned and a new Director was appointed. This change has resulted in additional efforts by Green Dot to bring the new Executive Director up to speed on the RTP Update progress, schedule, and completion date. In addition, the new Executive Director noticed that there were no projects included in the RTP Update related to the Sites JPA Reservoir project, which should be included.

Green Dot Transportation Solutions requested an extension of time to complete the work, as well as an increase in total compensation. The increase in time and budget are due to the following reasons:

- 1) Significant staff turnover at the Transportation Commission;
- 2) Additional surface transportation projects from the Sites JPA Reservoir project; and
- 3) Additional presentations to the Transportation Commission.

The parties now desire to modify the agreement by extending the effective term of the agreement and increasing the maximum amount of compensation.

Modifications

The parties agree to modify the Contract effective June 30, 2024, as follows:
(modifications indicated in **bold**)

2. Term: This Contract shall begin on June 30, 2024, and shall continue until all requested services are completed, no later than **September 30, 2025**.
3. Compensation: County will pay Contractor compensation not to exceed **\$109,969**, as provided for in Attachment "1." Compensation will be paid in accordance with paragraph 4, Method of Payment.

Signatures on next page.

COUNTY OF COLUSA**GREEN DOT TRANSPORTATION
SOLUTIONS**

Date: _____
Daurice K. Smith, Chair
Transportation Commission
and Transit Agency

Date: _____
Jeff Schwein, Owner

APPROVED AS TO FORM

ATTEST: Scott Lanphier, Interim Secretary of
the Transportation Commission and Transit
Agency

Jennifer K Sutton, Deputy County Counsel

Patricia Rodriguez, Deputy Board Clerk

“Attachment A” – Summary of consultant costs for RTP Update

	GREEN DOT			
	Principal	Senior	Associate	Total GD
	\$252.00	\$194.00	\$171.00	
1.0 PROJECT MANAGEMENT AND COORDINATION				
1.1 Kick-Off Meeting	2	2	2	
1.2 Ongoing Project Management	10	12	0	
Total	12	14	2	28
	\$3,024	\$2,716	\$342	\$6,082
2.0 EXISTING CONDITIONS AND NEEDS ASSESSMENT				
2.1 Review Existing Documents	1	2	14	
2.2 Demographic and Economic Data Collection	0	2	12	
2.3 Collision Data	0	4	15	
2.4 Future Conditions and Needs	0	5	25	
2.5 Maps, Figures, and Tables	0	10	20	
Total	1	23	86	110
	\$252	\$4,462	\$14,706	\$19,420
3.0 PUBLIC AND STAKEHOLDER PARTICIPATION				
3.1 Public Outreach Campaign	3	10	30	
3.2 Community Workshops	5	15	30	
Total	8	25	60	93
	\$2,016	\$4,850	\$10,260	\$17,126
4.0 DRAFT REGIONAL TRANSPORTATION PLAN				
4.1 Policy Element	2	8	25	
4.2 Action Element	10	25	25	
4.3 Financial Element	10	10	20	
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	\$5,544	\$8,342	\$11,970	\$25,856
5.0 ENVIRONMENTAL DOCUMENTATION				
5.1 Environmental Documentation	2	10	30	
Total	2	10	30	42
	\$504	\$1,940	\$5,130	\$7,574
6.0 FINAL REGIONAL TRANSPORTATION PLAN				
6.1 Present Draft Plan	5	5	5	
6.2 Address Comments	4	5	15	
6.3 Present Final Plan	5	5	5	
Total	14	15	25	54
	\$3,528	\$2,910	\$4,275	\$10,713
7.0 ADDITIONAL UNANTICIPATED COSTS				
7.1 Reviewing Sites Reservoir Roadways and Bridges and associate costs	8	25	10	
7.2 Additional assistance to CCTC staff in identifying grant funded projects	8	12	15	
7.3 Additional review time due to staff turnover at CCTC	12	18	7	
Total	28	55	32	115
	\$7,056	\$10,670	\$5,472	\$23,198
(REVISED) Total Hours	59	130	273	462
(REVISED) Total Cost	\$21,924	\$35,890	\$52,155	\$109,969

Attachment: Attachment 1 - Updated Costs (10447 : Approve First Amendment to Contract TC24-001)

**Request For Transportation Commission and Transit Agency**

MEETING DATE: May 20, 2025

DEPARTMENT: Transportation Commission

FROM: Scott Lanphier

SUBJECT: Approve FY 25/26 Final Overall Work Plan, designated to respond to growth strategies adopted in local public agency general plans.

Approve FY 2025-26 Final Overall Work Plan (OWP), designed to respond to growth strategies adopted in local public agency general plans.

Detailed Description/Background of request

Annually, in order to utilize Rural Planning Assistance Funding, an Overall Work Plan (OWP) is drafted. The OWP 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 2025/2026 for continuation of regional transportation planning. The Colusa County Transportation Commission (CCTC) assigns major planning tasks to staff, and is the instrument by which rural planning assistance is made available to regional transportation agencies.

Minor comments from Caltrans were received and have been incorporated. A summary table of comments and staff responses has been provided.. Should your Commission have no comments or edits, Staff request approval of the FY 25/26 OWP as submitted.

Prior Board Action

None

Fiscal Impact/Funding Source

\$216,500 in Rural Planning Assistance funding is made available to CCTC

Action for the Clerk

Please provide the Executive Director with a Certified Minute Order for the approval of the 25/26 OWP.

ATTACHMENTS:

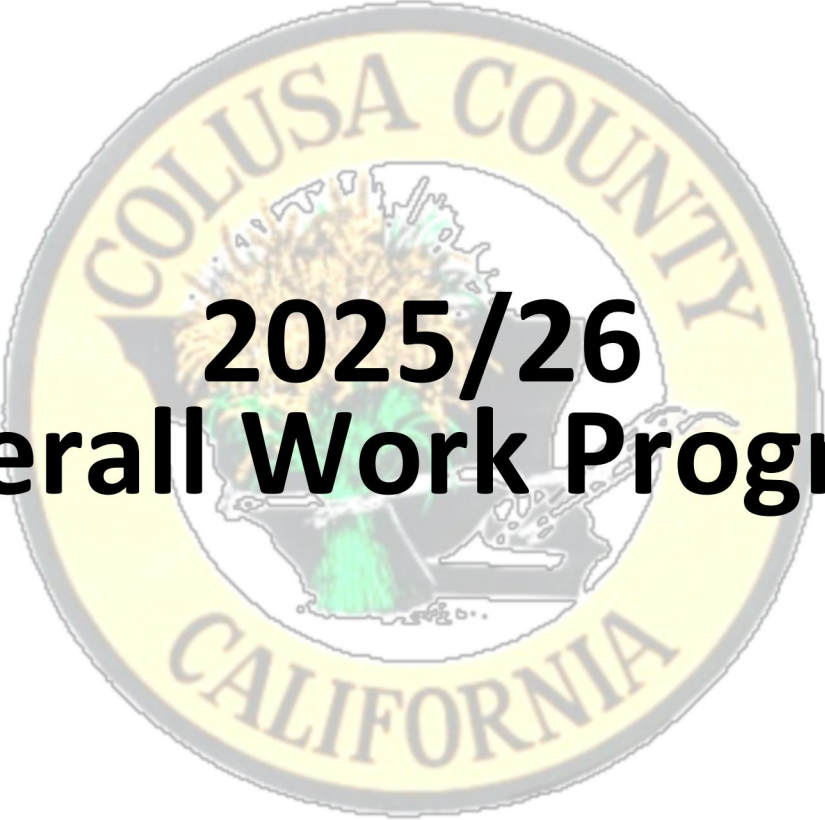
- 25-26 OWP Final (PDF)

- CCTC District Comment Letter_FY 2025-26 Response to Comments (PDF)



Colusa County Transportation Commission

Colusa County ~ City of Colusa ~ City of Williams



2025/26 Overall Work Program

Final

Contents

Introduction	3
Freight and Goods Movement	5
Organization and Management	6
Organization Chart.....	6
Overall Work Program	8
Public Participation Process.....	8
Infrastructure Investment and Jobs Act (IIJA) Planning Factors	9
IIJA Act Planning Factors/W.E. Matrix	9
Regional Transportation Plan.....	9
Continued and On-Going Work Activities.....	10
Technical Capacity.....	10
Pavement Management System.....	11
Geographic Information System (GIS)	11
Work Elements	11
CALTRANS REGIONAL PLANNING ACTIVITIES FOR FISCAL YEAR2025/26	12
Work Element 1.01: Overall Work Program	12
Previous Work:.....	13
2025/26 Products.....	13
Summary of Source and Expenditures for WE 1.01.....	13
Work Element 2.01: Regional Coordination	13
Previous Work:.....	15
2025/26 Products.....	15
Summary of Source and Expenditures for WE 2.01.....	15
Work Element 3.01: Coordination with Caltrans District 3	15
Previous Work:.....	16
2025/26 Products.....	16
Summary of Source and Expenditures for WE 3.01.....	16
Work Element 4.01: Transportation Systems Maintenance.....	17
Previous Work:.....	17
2025/26 Products.....	17
Summary of Source and Expenditures for WE 4.01.....	18

Work Element 5.01: Regional Transportation Plan / Regional Transportation Improvement Program	18
Previous Work:.....	19
2025/26 Products.....	19
Summary of Source and Expenditures for WE 5.01.....	19
Summary of 2025/26 Revenues and Expenditures.....	20
Glossary of Terms & Acronyms.....	21
FY 2025/26 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification	
.....	23
Fiscal Year 2025/2026 California Department of Transportation Debarment and Suspension	
Certification.....	24
CALIFORNIA DEPARTMENT OF TRANSPORTATION DEBARMENT AND SUSPENSION CERTIFICATION	
FISCAL YEAR 2025/26	25

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, Tribal Governments, 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 21,839 (2020 Census), with a density of 19 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. 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. An update to the 2019 RTP is currently underway and expected to be complete in 2025. Additional documents pertaining to CCTC and its relationship with Caltrans include the 2012 Memorandum of Understanding, and the recently updated (2025) Master Funds Transfer Agreement (MFTA).

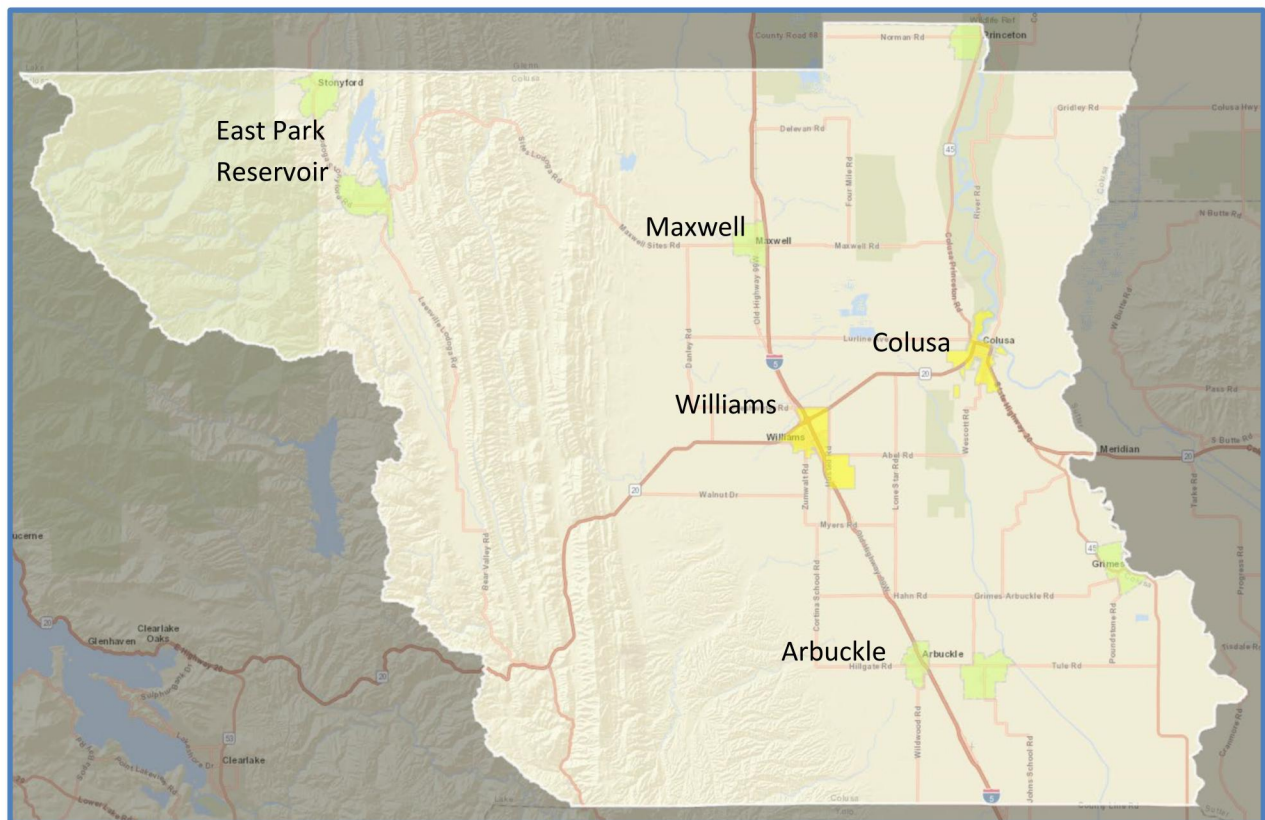
The Overall Work Program (OWP) for transportation planning compliments the RTP. It is designed to respond to growth strategies adopted in local public agency general plans. It reflects the desires and needs of the general public, groups that have specific mobility issues, including the elderly and handicapped and the Native American Tribal Community. The OWP details the projected planning activities and resources to be expended during Fiscal Year 2025/26 for continuation of regional transportation planning. The CCTC assigns major planning tasks to staff.



Colusa County, as shown in the map on the following page, is a predominantly rural county located in the heart of the Sacramento Valley in Northern California. Bordered by the Coast Range to the west and rich agricultural lands to the east, the

County is traversed by major transportation corridors that support regional connectivity and economic activity. Interstate 5, a critical north-south artery for both freight and passenger travel, runs through the county and provides direct access to the cities of Colusa and Williams, as well as the unincorporated communities of Arbuckle and Maxwell. In addition to I-5, State Routes 20, 45, and 16 serve as key regional roadways that link communities, agricultural zones, and recreation areas across the county. A network of local roads connects rural residences, farms, and irrigation infrastructure, forming the backbone of daily life and commerce in this agriculturally driven region.

The County's incorporated cities include Colusa, the county seat located along the Sacramento River, and Williams, a growing hub at the I-5 and SR 20 junction. Both serve as primary centers for government, education, services, and employment. The unincorporated communities of Arbuckle and Maxwell are home to thriving agricultural operations and small-town charm, with community investments and transportation needs that reflect both local priorities and regional demands. In the foothills of the western part of the county lies Stonyford, a gateway to East Park Reservoir, which offers recreational boating, fishing, and camping and draws visitors from across the region. Colusa County is also home to significant environmental assets, including parts of the Sacramento National Wildlife Refuge Complex, such as the Colusa, Delevan, and Sacramento refuges, which provide critical wetland habitat for migratory birds and wildlife. These resources make the County not only a vital corridor for goods movement and agriculture but also a destination for outdoor recreation and nature tourism.



Freight and Goods Movement

Colusa County plays a key role in regional and statewide freight and goods movement due to its strategic location between the Sacramento Valley and the Coast Range. Interstate 5 (I-5), a major north-south freight corridor, runs through the eastern portion of the County and serves as the primary conduit for long-haul truck traffic. State Routes 20 and 45 also provide critical east-west and north-south connections, linking agricultural producers to regional processing facilities, distribution centers, and export terminals. These highways support the movement of a wide range of goods, including agricultural commodities, construction materials, and general freight, and are essential to the economic vitality of the County and surrounding areas.

Within the incorporated cities of Colusa and Williams, as well as in rural unincorporated areas, localized freight movement is heavily influenced by the County's strong agricultural economy. Trucks routinely travel on County-maintained roads to transport crops such as rice, almonds, tomatoes, and walnuts from farms to hulling, processing, and packing facilities. Key local roads, including Old Highway 99W, E Street in Williams, and Market Street in Colusa, experience seasonal increases in truck volumes during harvest and shipping periods. These localized movements are vital to farm-to-market efficiency but can create operational and safety challenges, especially on roads not originally designed for heavy truck traffic.

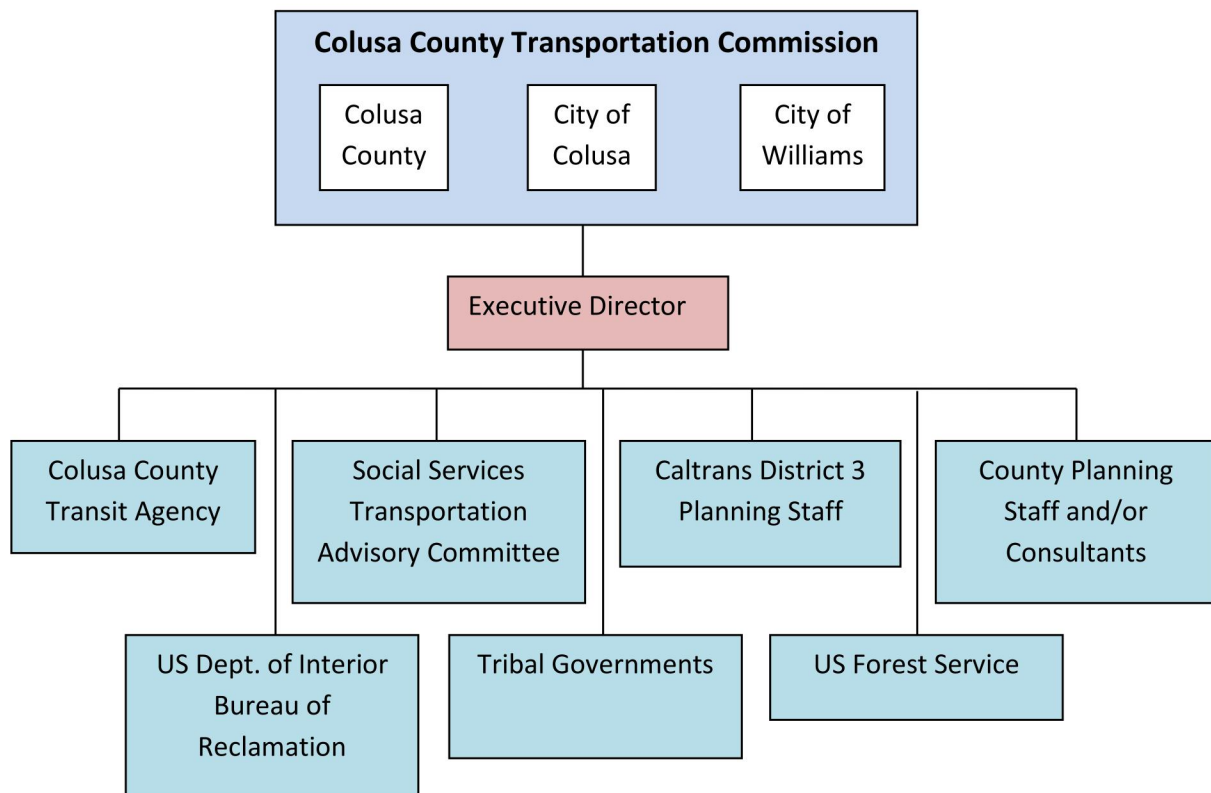
To support safe and efficient freight movement, Colusa County continues to evaluate the condition and design of its rural roads, many of which require strengthening or realignment to accommodate increased truck weights and volumes. The County also coordinates with the cities of Colusa and Williams on truck route planning to minimize conflicts with residential areas, schools, and pedestrian corridors. Infrastructure investments such as shoulder widening, improved signage, and intersection upgrades are prioritized based on goods movement patterns and community input, ensuring that freight access supports both economic development and roadway safety.

Another important consideration is the growing need for safe and accessible truck parking throughout the County. With long-haul drivers frequently using I-5 and regional state highways, there is an increasing demand for overnight and short-term parking locations that allow drivers to rest and comply with federal hours-of-service regulations. Current facilities are limited, often resulting in unauthorized parking along rural roadsides or in commercial areas. Colusa County recognizes the importance of developing designated truck parking areas with appropriate amenities, particularly near interchanges, industrial parks, and agricultural hubs. Future transportation planning efforts will explore opportunities for public-private partnerships and grant funding to support the development of truck parking infrastructure along the County's key freight corridors.

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.

Organization Chart



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 with nine full-time employees. A total of six buses run each day on various routes within the county to destinations such as Williams, Arbuckle, Grimes and Princeton. Ride reservations are available as well as monthly out-of-county trips to Yuba City.

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). Reference is provided here to the 2012 Memorandum of Understanding and the recently updated Master Fund Transfer Agreement finalized in 2025.

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 at times, for example: preparation of the RTP Updates are typically conducted by a consultant.

The CCTC coordinates with Tribal Governments (Cachil Dehe and Cachil Ketselto) to provide a liaison for transportation planning efforts. Regional issues include access and regional travel to Tribal property, and developing a mutually beneficial strategy to long term transportation solutions for tribal members as well as traveling public at large.

A good portion of the land in Colusa County is regulated by Federal Land Management Agencies (FLMA), such as the US Forest Service and the US Department of Interior, Bureau of Reclamation. Interaction between the CCTC and these FMLA 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 2025/26 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.

Infrastructure Investment and Jobs Act (IIJA) Planning Factors

The following table provides a matrix of the Infrastructure Investment and Jobs Act (IIJA) Planning Factors as they relate to the Work Elements of this Overall Work Program. These factors are critical to the implementation of the overall work plan to ensure work efforts are providing the best possible services towards a successful work program.

IIJA 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 County 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 improvement and State and local planned growth, housing, land use, 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 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;
- The Colusa County 2025 Regional Transportation Plan is being prepared;
- 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 any 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 16 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 2025/26 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 2025/26 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 2025/26

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. Most of the Work Elements are performed by CCTC staff and are labeled as such. For those tasks that are performed by others, they are indicated as such in the tables.

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 are 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) FY24/25 OWP Development, administration & reporting
- 2) 24/25 OWP and OWPA Development, obtain Local and State approval

2025/26 Products

- | | |
|---|--------------|
| 1) Final Quarterly Progress Report for FY 2025-26 | July 2026 |
| 2) Closeout FY 2025-26 OWP | August 2026 |
| 3) OWP FY 2025-26 Amendment #1 – Possible carryover | October 2025 |
| 4) Quarterly Progress Report #1 | October 2025 |
| 5) Quarterly Progress Report #2 | January 2026 |
| 6) Draft FY 2026-27 OWP | March 2026 |
| 7) Quarterly Progress Report #3 | April 2026 |
| 8) Finalize and adopt FY 2026-27 OWP | May 2026 |

Summary of Source and Expenditures for WE 1.01

The total available funding for WE 1.01 is \$20,500 and consists exclusively of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 1.01. Task 3 for this work element is shared between Caltrans, other agencies, and CCTC staff.

SOURCE AND EXPENDITURES FOR WE 1.01				
Task	Description	Source	Amount	Carryover
1	Monitor OWP (CCTC staff)	RPA	\$7,400	\$0
2	Reports, invoices (CCTC staff)	RPA	\$7,600	\$0
3	Meetings, program planning, coordination (CCTC Staff, Caltrans Staff)	RPA	\$1,900	\$0
4	Develop and finalize 2026/27 OWP (CCTC staff)	RPA	\$2,200	\$0
5	Closeout 2025/26 OWP (CCTC staff)	RPA	\$1,400	\$0
		Total	\$20,500	\$0

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 Land Management Agencies (FLMAs) such as the 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.

Colusa County maintains a strong and respectful working relationship with the Tribal Governments within the County, including the Cachil DeHe Band of Wintun Indians of the Colusa Indian Community and the Kletsel Dehe Wintun Nation. The County regularly engages Tribal representatives through intergovernmental coordination meetings, project-specific consultations, and participation in regional planning efforts. Transportation projects involving highways, County roads, public transit, and non-motorized transportation modes such as bicycling and walking are discussed collaboratively to ensure Tribal perspectives, cultural values, and mobility needs are integrated into the planning and design processes.

Collaboration strategies include early outreach during the conceptual stages of transportation projects, ongoing communication through designated liaisons, and the sharing of technical studies and draft plans for Tribal review and input. Decision-making protocols prioritize mutual respect and consensus-building, with Tribal feedback incorporated into project scopes, environmental assessments, and funding applications. When appropriate, memorandums of understanding or formal consultation agreements are developed to support continued cooperation and ensure long-term success of transportation initiatives that serve both Tribal and non-Tribal communities.

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)

2025/26 Products

- | | |
|---|---|
| 1) RCTF meeting agendas & meeting minutes | 3 rd Fri, Odd numbered month |
| 2) NSSR meeting agendas & meeting minutes | July 2025 thru June 2026 |
| 3) Supervisorial/City Council meeting agendas/minutes | July 2025 thru June 2026 |
| 4) Regional Transportation Training | As Needed |
| 5) Coordination W/ Tribal Gov't meeting agendas/minutes | July 2025 thru June 2026 |
| 6) Update TMP as necessary with USFS and USBOR | July 2025 thru June 2026 |

Summary of Source and Expenditures for WE 2.01

The total available funding for WE 2.01 is \$15,000 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) (CCTC staff)	RPA	\$ 1,600	\$0
2	Participate NSSR Meetings (planning activities only)	RPA	\$ 2,700	\$0
3	Attend Supervisorial and City Council meetings (CCTC staff)	RPA	\$ 1,800	\$0
4	Regional Transportation Training (CCTC staff)	RPA	\$ 2,500	\$0
5	Coordinate with Tribal Gov't and communities (CCTC staff)	RPA	\$ 5,000	\$0
6	Develop policies and goals with USFS and USBOR (CCTC staff)	RPA	\$ 1,400	\$0
Total			\$15,000	\$0
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.

2025/26 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 \$5,000 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 (CCTC staff, Caltrans D3 staff)	RPA	\$ 1,500	\$0
2	Pre-Programming review (CCTC staff)	RPA	\$ 1,500	\$0
3	ITSP, CFMP,CTP consistency review (CCTC staff)	RPA	\$ 1,000	\$0
4	Local development smart mobility (CCTC staff)	RPA	\$ 1,000	\$0
		Total	\$5,000	\$0

Work Element 4.01: Transportation Systems Maintenance

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 extensive 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.

Colusa County Public Works is implementing an online interactive road map system that provides real-time, updated information to the public regarding the County's transportation network. A link to the working version of this map is [HERE](#). This information will be regularly updated to allow the public to view and interact with roadway information, transit systems, critical road closures for major projects, and similar types of information.

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.

2025/26 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 is \$161,000.00 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(CCTC staff)	RPA	\$ 64,500	\$0
2	Develop/acquire data sets(CCTC staff)	RPA	\$ 25,000	\$0
3	Review/process software agreements/subscriptions(CCTC staff)	RPA	\$ 4,400	\$0
4	Invoice notices for GPS data(CCTC staff)	RPA	\$ 8,800	\$0
5	Update PMS(CCTC staff)	RPA	\$30,200	\$0
6	Traffic Counts (consultant)	RPA	\$ 28,100	\$0
		Total	\$161,000	\$0

Work Element 5.01: Regional Transportation Plan / Regional Transportation Improvement Program

Program Work Element (WE) 5.01 consists of final preparation, coordination and development of the 2025 RTP with our consultant (GreenDot) and member agencies. Monitoring the RTP and submission (as necessary) of any follow-up documents to Caltrans including selecting and prioritizing projects and program funds available through the Infrastructure Investment and Jobs Act (IIJA) including Regional Surface Transportation Program (RSTP).

Every four years, RTPA's are required to update their RTP's. CCTC is currently in the process of updating the RTP through the assistance of a consultant, Greendot. The last update to the RTP was completed in April of 2019 and the current RTP update was initiated in 2024. Staff expect the RTP to be completed by September of 2025 and have provided a completion date letter to the Caltrans District 3 Office of Planning. Staff will continue work with our consultant to complete the RTP update, make any necessary amendments and remain compliant with the four-year update cycle.

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.

The CCTC and its consultant, GreenDot are engaging the public with two workshop type events to gather important information regarding transportation projects. In addition, a webpage has been developed with a survey to gather input from the public. The webpage can be found [HERE](#).

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 IJA. These funds, along with local funds, are used to implement the projects identified in the RTP.

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.
4. Completed Update RTIP *December 2024*

2025/26 Products

1. Complete Update RTP *September 2025*

Summary of Source and Expenditures for WE 5.01

The total available funding for WE 5.01 is \$28,152.00 and consists of \$15,000 of RPA funds and an estimated carryover amount of \$13,152 to be used for finalizing the RTP. 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	Estimated Carryover	Total Expenditure
1	RTP Completion (CCTC Staff)	RPA	\$2,500	\$0	\$2,500
2	RTP Completion (Consultant)	RPA	\$12,500	\$13,152	\$25,652
Total			\$15,000	\$13,152	\$28,152

Summary of 2025/26 Revenues and Expenditures

The following table provides an overall summary of the 2025/26 expected revenues and expenditures for Work Elements 1.01 through 5.01.

Work Element	Expenditure	Fund Source	RPA Allocation	Total Revenue	Total Carryover	Total Expenditure
1.01	Staff – Overall Work Program	RPA	\$20,500	\$20,500	\$0	\$20,500
2.01	Staff – Regional Coordination	RPA	\$15,000	\$15,000	\$0	\$15,000
3.01	Staff – Coordination with Caltrans District 3	RPA	\$5,000	\$5,000	\$0	\$5,000
4.01	Staff - Transportation Systems Maintenance	RPA	\$161,000	\$161,000	\$0	\$161,000
5.01	Staff/Consultant -RTIP & RTP	RPA	\$15,000	\$15,000	\$13,152	\$28,152
Total			\$216,500	\$216,500	\$13,152	\$229,652

Attachment: 25-26 OWP Final (10500 : Adopt 25/26 Final Overall Work Plan)

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 2025/26 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 IIJA 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

Attachment: 25-26 OWP Final (10500 : Adopt 25/26 Final Overall Work Plan)

Fiscal Year 2025/2026 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.

CALIFORNIA DEPARTMENT OF TRANSPORTATION DEBARMENT AND SUSPENSION CERTIFICATION FISCAL YEAR 2025/26

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: 25-26 OWP Final (10500 : Adopt 25/26 Final Overall Work Plan)

California Department of Transportation

DISTRICT 3
703 B STREET | MARYSVILLE, CA 95901-5556
(530) 741-4545 | FAX (530) 741-4245 TTY 711
www.dot.ca.gov



March 20, 2025

Scott Lanphier
Executive Director
Colusa County Transportation Commission
546 Jay Street, Suite 108
Colusa, CA 95932

Dear Scott Lanphier,

Thank you for the opportunity to review the Colusa County Transportation Commission (CCTC) Agency Draft Overall Work Program (OWP) for Fiscal Year (FY) 2025-26. The California Department of Transportation (Caltrans) has provided comments in the comment matrix below.

As a reminder, the Final OWP package is due to Caltrans by June 16, 2025. The following items must be included in the final OWP package:

- The comment matrix with agency comments/response section completed acknowledging Caltrans comments on the draft OWP. The response needs to demonstrate where Caltrans comments were addressed within the Final OWP.
- Electronically signed Overall Work Program Agreement (OWPA)
- Budget Revenue Summary (BRS)
- Board Resolution approving the OWP
- Electronically signed Certifications and Assurances
- Final OWP and Appendices

If you have questions, please contact Catherine Chiu by email catherine.chiu@dot.ca.gov or by phone (530) 821-8404.

Sincerely,



Kevin Yount
Branch Chief, Transportation Planning – North
Division of Planning, Local Assistance and Sustainability

c: Camilo Juarez, Regional Planning Liaison, Caltrans HQ
Brenda Caruso, Regional Coordination Branch Chief, Caltrans HQ

FY 25-26 Draft OWP Comment Matrix – Colusa County Transportation Commission

Comment:	Agency Response	Caltrans Response/Review
General Comments:		
- Caltrans applauds CCTC for delivering a comprehensive and well-detailed OWP that effectively outlines the agency's transportation planning initiatives and regional coordination efforts. Please ensure all tasks clearly make connection to regional planning. (Page 8) Previous comment from last year: Please note that Infrastructure Investment and Jobs Act (IIJA) made a slight word change to the Planning Factors, specifically planning factor number five. It should read as follows: <i>Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote, consistency between transportation improvement and State and local planned growth, housing, and economic development patterns.</i> The word "<u>housing</u>" is missing under planning factors number 5.	<i>The OWP has been updated to reflect the appropriate Federal IIJA throughout the document.</i> <i>The term "housing" has been added to the Planning Factors table for item No. 5.</i>	
Introduction Section: - Title 23 of the United States Code pertains to highways, but Section 650809(b) does not exist. It appears that this reference may be a typo or an error. Please correct this in the Introduction prospectus, page 4. - As part of interagency agreements discussion, CCTC should reference the 2012 Memorandum of Understanding (MOU) and note that the Master Fund	<i>The reference to US Code has been corrected in the OWP.</i> <i>The 2012 Memorandum of Understanding (MOU) and Master Funding Transfer Agreement have been referenced in the OWP.</i>	

FY 25-26 Draft OWP Comment Matrix – Colusa County Transportation Commission

Comment:	Agency Response	Caltrans Response/Review
Transfer Agreement has been recently updated in 2025 MFTA. - CCTC should expand the section discussing consultation and coordination efforts with Federal Land Management Agencies. For clarity, it would be helpful to consistently use the term "Federal Land Management Agencies," followed by the acronym "FLMA" instead of the current general term "federal agencies." - Consider including a map of RTPA boundaries (23 CFR 450.312) along with expanding the description of regional characteristics, geography, and demographics.	- The term <i>Federal Land Management Agencies (FLMA)</i> has replaced the term <i>"federal agencies"</i> in the OWP. - An RTPA boundary map (County map) has been added to the OWP.	
OWP- All RPA-Funded Work Elements Clearly define who is responsible for completing each task. For clarity, use the term "agency staff" rather than simply "staff" when detailing work element tasks. This ensures clarity in identifying whether the responsibility lies with agency staff, consultant staff, or another designated party for each task. Alternatively, if all tasks are to be completed by staff, you may include a sentence above or below the table identifying agency staff as responsible.	- The Work Element tables have been updated to reflect "CCTC Staff" where appropriate. Where consultants or other agencies are involved in that task, reference have been clarified in the tables.	
FY 24-25 Rural Planning Assistance (RPA) Carryover: To ensure CCTC can invoice for RPA carryover starting July 1, 2025, please estimate RPA carryover funds in the		

FY 25-26 Draft OWP Comment Matrix – Colusa County Transportation Commission

Comment:	Agency Response	Caltrans Response/Review
OWP work elements and BRS. Include this estimate only in the OWP, not the first OWPA. Update the work element budget tables and BRS accordingly. RPA carryover funds should be used first when invoicing.	= RPA Carryover has been estimated and included in the appropriate tables where applicable.	
HQ Office of Federal Programming and Data Management: General Comment The FAST Act, enacted in 2015 to cover fiscal years 2016 through 2020, is now outdated and should be replaced with the Federal Infrastructure Investment and Jobs Act (IIJA), passed in 2021. It is recommended that the CCTC update its OWP to reflect this change and ensure alignment with the current federal transportation legislation.	- The Infrastructure Investment and Jobs Act (IIJA) has replaced the FAST Act in the OWP where applicable.	
HQ – Office of Strategic Freight Planning CCTC is commended for their inclusion of State and Freight Planning Priorities. - Please consider a description for Freight on Interstate 5 which is on the NHFN and is a top 6 priority corridor of the SB671 top freight corridors. - Due to the national truck parking shortage, please consider adding an inventory of existing truck parking facilities and potential sites or programs that could help meet the dire need for truck parking in the future.	- A description of freight transport has been included in the OWP. - An inventory of truck parking along major corridors is a useful data set, however given the time constraints for this OWP preparation, it will need to wait until future OWPs. A discussion of the need for truck parking has been included in the OWP.	
Work Element Specific Comments:		
WE 2.01 Regional Coordination		

FY 25-26 Draft OWP Comment Matrix – Colusa County Transportation Commission

Comment:	Agency Response	Caltrans Response/Review
CCTC should expand this work element by identifying tribes and coordination process with Tribal entities and using the term Federal Land Management agencies. Adding details on collaboration strategies, communication protocols, and decision making, would improve clarity and effectiveness. Ensure a clear nexus with planning activities.	- Language has been expanded to better address the coordination and collaboration between Colusa County and the local Tribal entities.	
WE 3.01: Coordination with Caltrans District 3 CCTC should reassess section WE 3.01 regarding coordination with Caltrans District 3 to determine if the current funding level of \$2,500, allocating \$500–\$750 per task is realistic. It may be necessary to increase this allocation to ensure tasks and final products are achievable.	- The funding table for WE 3.01 has been updated to reflect a total of \$5,000 for tasks associated with this Work Element.	
WE 4.01 Transportation Systems Maintenance, and WE 5.01 Regional Transportation Plan / Regional Transportation Improvement Program. - In Work Element 4.01, CCTC states that they are implementing an online interactive road map system that provides real time information regarding the transportation network. Please provide a link to this map system in the OWP. - The first paragraph of Work Element 4.01 addresses the Regional Transportation Plan (RTP); however, its content appears to align more closely with the objectives of Work Element 5.01. To ensure clarity and	- A link to the working version of the road closure and information map has been added to the text. - The first paragraph to WE 4.01 has been corrected to reflect the actual activities in WE 4.01.	

FY 25-26 Draft OWP Comment Matrix – Colusa County Transportation Commission

Comment:	Agency Response	Caltrans Response/Review
consistency, we recommend revising the paragraph and relocating relevant content to Work Element 5.01, for alignment. - CCTC does not identify tasks for WE 5.01. They're tasks are "CCTC staff" and "Consultant" but the actual tasks are not identified. Please identify eligible task activities for RPA funds (see Appendix A, Section IV of the 2017 Regional Planning Handbook). - Additionally, since the CCTC's RTP is due in June 2025, the work element should include a discussion of contingency plans to address potential delays or challenges in the RTP update process. It would also be beneficial to incorporate a section on public participation in the RTP update process, ensuring that stakeholder engagement is adequately addressed. Lastly, the tasks outlined should clearly tie back to accomplishing the overall goals of the Work Element.	- The tasks for WE 5.01 are for the completion of the RTP and the development of the 25/26 RTIP. The tables and text have been updated to reflect this. - Stakeholder engagement is planned as indicated in the RTP proposal submitted to CCTC by GreenDot (Consultant). There are two public events taking place during the summer of 2025. The OWP text has been updated to reflect this.	
(page 18) Work Element 5.01: Regional Transportation Plan / Regional Transportation Improvement: RTP Final Product date is different from the date on the RTP extension letter, provided by Mike Azevedo in November, which states that "we are now projecting adoption of the RTP update at the CCTC regularly scheduled meeting of June 17th, 2025." Please update the dates to match. Reminder, a draft RTP project list	- CCTC sent a letter to Caltrans Planning (3/25/25) which provided notice that the RTP completion schedule has been moved to September 2025. This is primarily due to loss of CCTC staff and the inclusion of transportation elements of the Sites Reservoir project.	



FY 25-26 Draft OWP Comment Matrix – Colusa County Transportation Commission

Comment:	Agency Response	Caltrans Response/Review
will need to be submitted to the district for review prior to the final RTP.		



Request For Transportation Commission and Transit Agency

MEETING DATE: May 20, 2025

DEPARTMENT: Transit Agency

FROM: Kirsten Montejano

SUBJECT: Approve FY 2025/2026 Preliminary Budget in the amount of \$1,745,026. for the Transit Agency Fund.

Approve FY 2025/2026 Preliminary Budget in the amount of \$1,745,026. for the Transit Agency Fund.

Detailed Description/Background of request

This request is to review and approve the attached preliminary budget for FY 2025/2026

Transit Agency Fund (Fund 042) \$1,745,026.

Prior Board Action

Budgets are submitted annually.

Fiscal Impact/Funding Source

Per attached budget doc

Action for the Clerk

none

ATTACHMENTS:

- 2025-2026 PRELIMINARY budget fund 042 Transit (PDF)

State Controller Schedules
County Budget Act
January 2010

COUNTY OF COLUSA
OPERATION OF ENTERPRISE FUND
FISCAL YEAR 2025-26

FUND - 042 - REGIONAL TRANSPORTATION

PRELIMINARY

Operating Detail		2021-22 Actuals	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-26 Request	
OPERATING REVENUES							
REVENUE FROM USE OF MONEY							
44190	Interest Income and/or (Expense)	1,055	5,862	9,388	3,000	12,000	
44192	Interest Adj to Mkt Value	(6,519)	1,110	(3,246)			
TOTAL	Revenue From Use Of Money	(5,464)	6,972	6,142	3,000	12,000	
AID, OTHER AGENCY							
45425	Area Agency On Aging	11,067	-	-	-	-	
45437	State Transit Assistance	190,053	281,311	271,738	271,856	-	As of 25/26 use transfers in acct 48030
45540	CARES Act Funding	260,559	-				
45544	LCTOP	56,561	55,907	60,218			25/26 Allocation unknown until Feb 2026 (now deposited to unearned revenue)
45576	FTA - Operating	264,297	175,021	178,521	208,465	210,000	Estimate for FY25/26
45578	State of Good Repair (SB1)	34,258	35,168	11,427	37,770	40,035	State Estimate 1/31/25 - toward bus purchases (now deposited to unearned)
45655	Covid CRRSAA	388,861					
TOTAL	Aid, Other Agency	1,205,656	547,407	521,904	518,091	250,035	
CHARGES FOR CURRENT SERV							
46779	Fare Box	49,853	73,246	51,766	70,000	45,000	reduced amount due to utilizing LCTOP grant for free fare days
46780	Charter Services	600	1,400	3,000	1,000	1,000	
TOTAL	Charges For Current Serv	50,453	74,646	54,766	71,000	46,000	
OTHER REVENUE							
47910	Sale of Fixed Assets	100	-	-	-	-	
47915	Dental Stabilization Reimb	223	116	-	-	-	
47959	P Y Insurance Dividend	-	-	-	-	-	
47981	Advertising	15,975	383	4,020	1,000	1,000	
47983	Misc - Other Revenue		741				
47992	Donations-Med Escort Serv	830	-	-	-	-	
48028	Non-Revenue	610,274	713,923	593,460	1,151,000		Effective 25/26 Per Independent Auditors - use transfers in Acct 48030
48030	Transfers In					1,494,891	\$1,263,902 LTF; \$230,989 STA
TOTAL	Other Revenue	627,402	715,162	597,480	1,152,000	1,495,891	
TOTAL REVENUES		1,878,047	1,344,187	1,180,292	1,744,091	1,803,926	

Attachment: 2025-2026 PRELIMINARY budget fund 042 Transit (10485 : Approve the 2025-2026

State Controller Schedules
County Budget Act
January 2010

COUNTY OF COLUSA
OPERATION OF ENTERPRISE FUND
FISCAL YEAR 2025-26

FUND - 042 - REGIONAL TRANSPORTATION

PRELIMINARY

Operating Detail		2021-22 Actuals	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-26 Request	
OPERATING EXPENSES							
SALARIES & BENEFITS							
51010	Salaries And Wages	501,950	425,784	508,383	679,493	685,049	
51011	Extra Help			8,351	17,478	17,478	
51012	Overtime	3,487	23,960	19,264	5,000	20,000	
51019	Health In-Lieu	11,820	12,420	12,918	13,518	13,920	
51020	Deferred Compensation	781	480	570	5,400	5,280	
51021	Retirement	80,395	(64,607)	371,195	302,583	280,233	
51022	OASDI	37,572	33,875	40,604	55,147	55,595	
51023	Unemployment Insurance		6,267	3,232			
51029	Group Insurance-Vision	1,485	1,077	1,128	1,476	1,476	
51030	Group Insurance-Health	13,778	10,812	13,286	18,840	18,960	
510301	Flex 125				135,342	-	
51031	Group Insurance-Life	496	392	478	624	626	
51032	Group Ins Retired Member	16,469	15,167	13,652	13,774	13,821	
51033	Group Insurance-Dental	4,598	3,568	4,138	5,940	5,940	
51035	Workers' Compensation	5,484	5,247	4,831	6,887	10,238	
51036	Employee Assistance Program	244	204	380	492	497	
51037	Misc 125 F.B.P.	9,243	3,903	824	-	-	
51038	IRC 125 Flex Benefit Plan	-	-	-	7,200	-	
51042	Group Ins-Vision (125)	87			-	-	
51043	Group Ins-Health (125)	80,903	72,204	102,755	-	163,944	
51044	Retiree Health - OPEB	(12,828)	(2,998)	8,224	-	-	
51045	Group Ins-Dental (125)	730	33	-	-	-	
51046	Active HRA Contributions	5,689	4,580	5,450	-	7,200	
51048	Group Ins - Dental (Stablz)	223	111	-	-	-	
51049	Pension (UAL)		-	-	3,600	-	
TOTAL	Salaries & Benefits	762,606	552,477	1,119,663	1,272,794	1,300,257	Includes 3 vacant positions (2 drivers, 1 Specialist)
SERVICES AND SUPPLIES							
53050	Clothing & Personal Supp	-	-	163	300	400	\$200 boot reimbursement (mechanic) & misc
53060	Communications	-	-	-	-	-	
53090	Household Expense	2,835	3,083	3,700	3,300	3,700	
53100	Insurance	14,993	15,651	16,794	21,358	19,432	Amount provided by Auditor
53120	Maintenance-Equipment	45,079	51,902	50,630	55,000	55,000	
53121	Maintenance - Software	-	135				Discontinued acct effective FY23/24 use 53231
53123	Maint-Equipmt Other Depts	31,953	23,322	34,057	40,000	35,000	
53130	Maintenance-Stru, Imp, Grnd	8,755	3,287	1,704	6,000	6,000	Bus wash maint & sump
53140	Medical, Dental, & Lab Supp	19	-	171	200	200	
53150	Memberships	560	615	-	700	850	CALACT
53160	Misc. Expense			-			
53163	Finance/Late Charges		14	26	45	45	
53170	Office Expense	572	1,206	1,929	2,500	2,500	
53171	Postage	33	-	-	45	40	
53180	Prof/Specialized Services	8,719	8,905	11,091	10,000	11,000	Pest \$1.1k; Physicals/DOT \$2.5; HRA \$360; Audit \$3K; Security \$2k; misc\$2k
53190	Publicat & Legal Notices	648	497	481	500	500	
53200	Rents & Leases Equipment	113	112	125	1,700	1,800	Copier/Printer/Scanner
53220	Small Tools & Instruments	452	706	989	1,000	1,000	
53229	Indirect Overhead Costs	67,465	33,360	28,587	67,607	74,812	Amount provided by Auditor
53230	Special Dept Expenses	17,988	84,585	33,615	45,000	50,000	physical reimb, DPW admin, EH permit \$458, Hwy Patrol \$500; GASB \$160

Attachment: 2025-2026 PRELIMINARY budget fund 042 Transit (10485 : Approve the 2025-2026

State Controller Schedules
County Budget Act
January 2010

COUNTY OF COLUSA
OPERATION OF ENTERPRISE FUND
FISCAL YEAR 2025-26

FUND - 042 - REGIONAL TRANSPORTATION

PRELIMINARY

Operating Detail		2021-22 Actuals	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-26 Request	
53231	Software	135	-	135	189	189	5 Carbon Black security
53250	Transportation & Travel	(228)					
53251	Education and Training		1,250	450	450	500	
53253	Fuel	88,585	79,248	85,387	96,000	96,000	
53260	Utilities	11,478	15,605	15,599	18,000	13,300	Recology \$1,800; PG&E \$10,000; City of Colusa \$1,500
53263	Bad Debt			110	-	-	
TOTAL	Services And Supplies	300,154	323,481	285,743	369,894	372,268	
OTHER CHARGES							
55490	Depreciation Expense	84,813	114,258	113,764	114,258	72,466	Amount Provided by Auditor
55491	Amortization Expense	1,378	1,378	1,378			
TOTAL	Other Charges	86,191	115,636	115,142	114,258	72,466	
CAPITAL ASSETS							
57099	Fixed Assets <\$5,000	-	-	-	-	40,035	bus equip utilizing SGR funds
57199	Fixed Assets >\$5,000				397,145		
57361	Struc/Improvements >\$5,000						
TOTAL	Capital Assets	-	-	-	397,145	40,035	
EXPENDITURES, TRANSFER, RMB							
59392	Reimb. Proj.-Vehicle Maint	(57,765)	(35,872)	(43,935)	(45,000)	(40,000)	
TOTAL	Expenditures, Transfer, Rmb	(57,765)	(35,872)	(43,935)	(45,000)	(40,000)	
TOTAL EXPENDITURES		1,091,186	955,722	1,476,613	2,109,091	1,745,026	
NET COST		(786,861)	(388,465)	296,321	365,000	(58,900)	

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