

COMMISSIONERS

COUNTY OF COLUSA:

GARY EVANS
KENT BOES, CHAIR
DAURICE K. SMITH

City Colusa:

JOSH HILL
TOM REISCHE

City of Williams:

FRANK KENNEDY, VICE-CHAIR



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

COLUSA COUNTY TRANSPORTATION COMMISSION & TRANSIT AGENCY

Agenda

April 27, 2021

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

NOTE: Those who are in a high risk category for severe illness from COVID-19 who need a reasonable accommodation to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 dated March 17, 2020 may use teleconferencing as follows:.

You can listen to the meeting by dialing one of the teleconference numbers below:

Phone: 1-916-246-0723

Toll-Free: 1-800-356-8278

Conference Code: 401978 **(Please mute your phone when you are not speaking)**
DO NOT PUT YOUR PHONE ON HOLD

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.

If you are attending via teleconference and would like to participate in the Public Comment portion of the meeting, or comment on a specific agenda item you can do so by **texting 530-501-3309** with your NAME and the Clerk will notify the Chair that you would like to comment. **Please wait for the Chair to recognize you before speaking.** Remember to unmute your phone to speak.

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 – March 30, 2021.

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

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

IV. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY**3:05 p.m.** PUBLIC HEARING

1. Public Hearing to consider the annual Unmet Needs of the Transit dependent population and determine one of the following three (3) findings:

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

2. Approve Amendment No. 1 (SUB20-023) with **Chico State Enterprises**, for additional funding, effective April 27, 2021.
3. Approve FY 2020-21 Revenue and Appropriations Inter-Budget Adjustments No. 1013 thru 1017. **(5/6th vote required) (Continued from March 30, 2021)**
4. Approve FY 2020-21 Intra-Budget Adjustment No. 21022. **(Continued from March 30, 2021)**

V. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. Approve FY 2020-21 Revenue and Appropriations Inter-Budget Adjustment No.1002, 1003, and 1012. **(5/6th vote required) (Continued from March 30, 2021)**

ADJOURN

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

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

COMMISSIONERS*County of Colusa:*

GARY EVANS
 KENT BOES, CHAIR
 DAURICE K. SMITH

City Colusa:

JOSH HILL
 TOM REISCHE

City of Williams:

FRANK KENNEDY, VICE-CHAIR



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

Minutes

March 30, 2021

The Colusa County Transportation Committee (CCTC) and the Colusa County Transit Agency (CCTA) meet in Regular Session this 30th day of March 2021 at the hour of 3:00 p.m.
 Present: Commissioners Daurice K. Smith, Gary J. Evans, Frank Kennedy and Kent S. Boes.
 Absent: Commissioners Josh Hill and Tom Reische.

Present: Jennifer Sutton, Senior Deputy Counsel.
 Ann Nordyke, Patricia Rodriguez, Board Clerks.
 Michael Azevedo, Department of Public Works.
 Thomas Simms, Transit Agency.
 Wendy G. Tyler, CAO's Office.

Present via Teleconference: Matt Cadrett, Caltrans.

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

II. MINUTES APPROVAL

1. Minutes Approval

Transportation Commission & Transit Agency – Regular Meeting – February 16, 2021.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Evans
SECONDER:	Smith
AYES:	Boes, Smith, Evans
ABSTAIN:	Kennedy
ABSENT:	Hill, Reische

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Manager

Mr. Azevedo states the North State Region has been working with the California

Minutes Acceptance: Minutes of Mar 30, 2021 3:00 PM (Minutes Approval)

State Transportation Commission to decide how to divide funds for the transportation portion of HR133.

2. Transit Manager
Mr. Simms updates the Commission on the revision of the farebox ratio.
3. Caltrans
Mr. Cadrett updates the Commission on the Overall Work Plan. He states there is work being done on the CAT Plan for pedestrian facilities and information for the collision report regarding State Route 20 and I-5 ramp project was received.
4. City of Colusa
None.
5. City of Williams
None.
6. California Highway Patrol
None.

IV. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. Approve the Colusa County Transportation Commission Annual Fiscal and Compliance Audit for Fiscal Year 2019/2020.

Comments received by Mr. Azevedo.

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

2. Approve FY 2020-21 Revenue and Appropriations Inter-Budget Adjustment No.1002, 1003, and 1012. (5/6th vote required)

RESULT:	CONTINUED TO APRIL 27, 2021
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3. Approve FY 2020-21 Revenue and Appropriations Inter-Budget Adjustments No. 1013 thru 1017. (5/6th vote required)

RESULT:	CONTINUED TO APRIL 27, 2021
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4. Approve FY 2021-22 Draft Overall Work Plan (OWP), designed to respond to growth strategies adopted in local public agency general plans.

Comments received by Mr. Azevedo.

Minutes Acceptance: Minutes of Mar 30, 2021 3:00 PM (Minutes Approval)

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

V. SITTING AS THE COLUSA COUNTY TRANSIT AGENCY

Chair Boes declares a recess at 3:20 p.m. and states the Commissioners are now sitting as the Colusa County Transit Agency, with all Commissioners present except, Commissioners Hill and Reische.

Present: Jennifer Sutton, Senior Deputy Counsel.
Ann Nordyke, Patricia Rodriguez, Board Clerks.
Michael Azevedo, Department of Public Works.
Thomas Simms, Transit Agency.
Wendy Tyler, CAO's Office.

Present via Teleconference: Matt Cadrett, Caltrans.

1. Adopt **Resolution No. 2021-002** approving the final draft of the Coordinated Public Transportation Plan for Colusa County.

Comments received by Mr. Simms.

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

2. Adopt **Resolution No. 2021-003** Of The Colusa County Transit Agency Authorizing The Execution Of The Certifications And Assurances And Authorized Agent Forms For The Low Carbon Transit Operations Program (LCTOP) For The Free Fare Days Project.

Comments received by Mr. Simms.

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

3. Approve 2020-21 Intra-Budget Adjustment No. 21022.

RESULT:	CONTINUED TO APRIL 27, 2021
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Minutes Acceptance: Minutes of Mar 30, 2021 3:00 PM (Minutes Approval)

Regular Meeting**Tuesday, March 30, 2021****3:00 PM**

Chair Boes adjourned the meeting at 3:28 p.m. to reconvene in Regular Session on April 27, 2021 at the hour of 3:00 p.m.

Kent S. Boes, Chair

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

BY _____
Patricia Rodriguez, Deputy Clerk

Minutes Acceptance: Minutes of Mar 30, 2021 3:00 PM (Minutes Approval)



Request For Transportation Commission and Transit Agency

MEETING DATE: April 27, 2021

DEPARTMENT: Transit Agency

FROM: Thomas Simms

SUBJECT: Unmet Needs Public Hearing

3:05 p.m. Public Hearing to consider the annual Unmet Needs of the Transit dependent population and determine one of the following three (3) findings:

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

Detailed Description/Background of request

In order to receive TDA funding, the Colusa County Transportation Commission must hold an annual Unmet Needs public hearing. Prior to the public hearing, the Social Services Tactical Advisory Committee (SSTAC) meets to determine if there are any needs not being met, or new transit dependent populations whose needs are not being met. The SSTAC met on February 25th, 2020, and the minutes from that meeting are attached.

Useful Definitions;

- (1) Unmet Transit Needs - all essential trip requests by transit-dependent persons for which there are no other convenient means of transportation, and
- (2) Reasonable to Meet - public or specialized transportation services that are feasible, have community acceptance, serve a significant number of the population, are economical, and can demonstrate cost effectiveness by having a ratio of fare revenues to operating cost at least equal to 10 percent.

Using information gathered from the SSTAC, information presented at the public hearing, and the definitions above, the Commission must determine and make one of three findings;

- (1) There are no unmet needs
- (2) There are unmet needs that are not reasonable to meet
- (3) There are unmet needs that are reasonable to meet.

Further, in certain counties, like Colusa, excess TDA funding not used for transit purposes can be used for other qualifying projects (road repair/construction, bike lanes, etc.). In order for these funds to be used in this manner, the Commission must determine and make a finding that there are no unmet needs that are reasonable to meet.

Prior Board Action

None

Fiscal Impact/Funding Source

N/A

Action for the Clerk

Please provide Transit Manager with Affidavit of Publication and copy of notice of hearing once received.

ATTACHMENTS:

- Unmet Needs Minutes 20-21 (DOCX)
- Unmet Needs Notice 20-21 (DOC)
- 04-27-21 PH Proof of Affidavit - Unmet Needs (PDF)

Colusa County Transit

Social Services Technical Advisory Committee Meeting Minutes

April 6, 2021

I. Call to Order

Thomas Simms with the CCTA called to order the meeting of the Colusa County Social Services Technical Advisory Committee @ 10:00 AM on April 6, 2021, via zoom located at the Colusa County Transit Agency, 715 D Street, Colusa, CA 95932.

II. Introductions

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

- a) Thomas Simms, CCTA Manager
- b) Betty Huson, Family Action Center of Williams
- c) Kim Nall, Tribal Child Care Association

III. Discussion Regarding SSTAC

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

IV. Unmet Needs Discussion

- a) Mr. Simms opened discussion, inviting anyone with an item to discuss to please speak freely. He then gave examples of previous discussions for reference.
- b) Ms. Huson spoke up and thanks Colusa Transit for the continued service during the pandemic. She mentioned the continued desire for out-of-county transportation. Mr. Simms stated that the Salmon Runner from Redding to Sacramento was still in the works, however, there had been no updates in the past 6 months or so.
- c) Ms. Nall spoke next and again thanked Colusa Transit for their service and expressed appreciation for especially the seniors and her workers for the free rides during these times. She enquired as to how long the free rides would continue. Mr. Simms responded that funding would expend by the end of the month of April.
- d) Mr. Simms read an email he received from Rhonda Anderson with the Colusa Medical Center. She expressed her condolences for being unable to attend the meeting. The question she proposed was, "... there seems to be more of a need for transport of elderly to medical appointments followed by getting them back home safely". Mr. Simms answered this by stating that the Colusa Transit does offer medical transports and explained the parameters of the program.

V. Adjournment

Mr. Simms adjourned the meeting at 10:18 am and thanked everyone for their attendance and discussion and concerns.

Minutes submitted by: Thomas Simms

Testimony Presented at the Social Services Technical Advisory Committee Meeting on April 6, 2021.			
Name	Need	Unmet Need?	Reasonable to Meet?
Rhonda Anderson	Medical transportation	No. There is current medical transportation offered both in the county and out of the county.	Not an unmet need.
Betty Huson	Transportation to YOLO County (Woodland)	No. There is a route in the works with Shasta Regional Transit.	Not reasonable to meet at this time.

NOTICE

The Social Services Tactical Advisory Council will hold the annual Unmet Needs meeting on **April 6th, 2021 at 10:00 am** via Zoom.

Join Zoom Meeting

Phone US: [+16699006833](tel:+16699006833) or [+12532158782](tel:+12532158782) or [+13462487799](tel:+13462487799) or [+13017158592](tel:+13017158592) or [+13126266799](tel:+13126266799) or [+19294362866](tel:+19294362866)
one-tap:

Meeting <https://countyofcolusa.zoom.us/j/4580591862?pwd=RXFqY0MvSitmMjlzMy82Mm4xeTEwUT09>

URL:

Meeting 458 059 1862

ID:

Passcode: iR9jre

Join by Telephone

For higher quality, dial a number based on your current location.

Dial:

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866

Meeting 458 059 1862

ID:

Passcode: 916450

If you are not able to attend the meeting but have items that you would like to be included, please contact the Transit Manager, Thomas Simms, and your items will be included and discussed. He may be reached at (530) 458-0287, or via email at tsimms@countyofcolusa.com.

This meeting will be open to the public. Any and all persons are encouraged to attend.

If you have any questions or comments, they may be directed to the Transit Manager, Thomas Simms, at the contact information listed above.

LEGAL NOTICE

COUNTY OF COLUSA NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT the Colusa County Transportation Commission and Transit Agency will conduct a Public Hearing April 27, 2021 at 3:05 p.m. in the Board of Supervisors Chambers located at 546 Jay Street, Suite 108, Colusa, CA, regarding the annual Unmet Needs of the Transit dependent population.

All documentation is available for review in accordance with Agenda Scheduling Deadlines at the Office of the Clerk of the Board. If you have questions or concerns regarding this matter, or would like to submit comments you may do so to the following: Clerk to the Board of Supervisors, 547 Market Street, Ste. 102, Colusa, CA (530)458-0509, or by e-mail at boardclerk@countyofcolusa.org. All persons are invited to attend and be heard.

Dated: April 8, 2021

/s/ Patricia Rodriguez, Deputy Clerk

04/15/2021 - WPR #2021-0488

Pioneer Review

Classified/Legal Ad PROOF

2021-0488 - LPN - County of Colusa

CLIENT: COUNTY OF COLUSA

ORDER #: 2021-0488

PROOF DATE:

APRIL 9, 2021 2:25 PM

RUN DATE(S):

04/15/2021

READ BEFORE APPROVING:

Review proof to confirm: spelling, and content are correct. All notices must be approved by the customer before we move forward with the order.

It is the customer's responsibility to ensure that the proof is correct in all areas. Please be sure to double check spelling, grammar, and content.

If the proof containing errors is approved, the customer is responsible for all costs, including corrections and reprints.

Revisions, Approval, or Questions, contact:

Lloyd Green

lloyd@colusacountynews.com

Phone: (530) 458-4141 Ext. 100

Text: (530) 270-7781

Attachment: 04-27-21 PH Proof of Affidavit - Unmet Needs (6467 :



Request For Transportation Commission and Transit Agency

MEETING DATE: April 27, 2021

DEPARTMENT: Transit Agency

FROM: Thomas Simms

SUBJECT: Amendment of Contract SUB19-016

Approve Amendment No. 1 (SUB20-023) with **Chico State Enterprises**, for additional funding, effective April 27, 2021.

Detailed Description/Background of request

Contract SUB20-023 with Chico State Enterprises (CSE) was approved on December 7, 2020 for the amount of \$10,000 for the transportation of seniors to lunch and medical transports. CSE is amending the contract for an additional \$5,000 making the total \$15,000.

Prior Board Action

Approved contract SUB20-023 at the December 7, 2020 Transportation Meeting.

Fiscal Impact/Funding Source

This funding would help with the CCTA's farebox revenue and directly effect the farebox ratio.

Action for the Clerk

Provide signed contract to CSE with copy to Transit Manager

ATTACHMENTS:

- A1 to SUB20-023 Colusa Transportation (PDF)
- FE-SUB20-023-Colusa Transit (TA20-005) (PDF)

SUBCONTRACT

4.2.a

SUBCONTRACT NUMBER

SUB20-023

AM. NO.

1

CONTRACTOR IDENTIFICATION NUMBER

THIS SUBCONTRACT, made and entered into in the State of California, by and between **Chico State Enterprises**, hereafter called **Contractor**, and

SUBCONTRACTOR'S NAME

COUNTY OF COLUSA (TRANSIT),hereafter called **Subcontractor**.

Contractor, on behalf of its program the Area 3 Agency on Aging (AAA), received a Federal Passthrough Award, AP-2021-03 (Prime), from California Department of Aging to provide services according to Title III and Title VII Programs to meet the needs of California's older adult population. Contractor is entering into this subcontract with Subcontractor in order to facilitate the goals and objectives set forth in the Prime award for the Title III programs.

Subcontract SUB20-023 was executed on 12/8/2020 and is hereby incorporated into this amendment.

Contractor was awarded an additional distribution of IIIB funding by CDA. A portion of the distribution was allocated to Subcontractor for its Title IIIB program.

Contractor and Subcontractor hereby agree to the following modifications:

1. This amendment modifies funds provided to the Subcontractor by \$ 5,000.00, from the following funding sources:

Source	Original Amount	Modified amount	Total
III B Supportive Services	\$ 10,000.00	\$ 5,000.00	\$ 15,000.00

2. The attached budget, labeled "Attachment B-1, Budget Detail, hereby replaces Attachment B, Budget Detail.
3. Exhibit A – Scope of Services is hereby replaced with Exhibit A-1 – Scope of Services
4. All other terms and conditions remain the same.

This contract has been executed by the parties, hereto, upon the date of final signature:

CONTRACTOR		SUBCONTRACTOR	
CHICO STATE ENTERPRISES		COUNTY OF COLUSA	
BY (AUTHORIZED SIGNATURE)	DATE	BY (AUTHORIZED SIGNATURE)	DATE
PRINTED NAME AND TITLE OF PERSON SIGNING Mary Sidney Chief Executive Officer, CSE		PRINTED NAME AND TITLE OF PERSON SIGNING Kent S. Boes Chair	
ADDRESS/E-MAIL 25 Main Street, Suite 103, CA 95928-5388 msidney@csuchico.edu		ADDRESS/E-MAIL 715 D. Street, Colusa 95932	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 5,000.00	TOTAL AMOUNT ENCUMBERED TO DATE \$ 15,000.00	PROJECT CODE SP-64874-01	

Attachment: A1 to SUB20-023 Colusa Transportation (6522 : Amendment of Contract SUB20-023)

EXHIBIT A-1 - SCOPE OF SERVICES

Subgrantee agrees to provide the following transportation services and meet the following performance goals in compliance with the Older Americans Act, Title III, Subpart B regulations:

A. SERVICE OBJECTIVES

Subgrantee shall provide the following services on a regular basis by the close of this Agreement on June 30, 2021:

1. Transportation (1 one-way ride): Provision of a means of transportation for a person going from one location (home, senior center, medical facility, etc.) to another.

Subgrantee shall provide the following amount of trips in and out of Colusa County for essential services, such as, but not limited to, medical appointments, in Colusa County:

	7/1/2020 – 6/30/2021
Assisted transportation	29
Non-assisted transportation	686
TOTAL	715

2. Satisfaction Survey: Subgrantee will provide participants with an opportunity to express their opinion of the services received, and will conduct no less than one (1) written satisfaction survey during the grant year. The results of the written survey will be provided to the Area Agency as soon as the results are compiled.
3. Subgrantee will provide services five (5) days per week, with the exception of the following holidays:

Independence Day	Labor Day	Columbus Day
Veterans' Day	Thanksgiving Day	Day after Thanksgiving
Christmas Day	New Year's Day	Martin L. King Day
Lincoln's Birthday	President's Day	Caesar Chavez Day
Memorial Day		

B. TARGET POPULATION OBJECTIVES

1. Subgrantee will give preference to older individuals with greatest economic and social need, with particular attention to low-income minority individuals, by providing them services in proportion to their existence in the general population. Additionally they shall give preference to those older individuals who are at risk of institutionalization. The number of low-income, minority, and geographically isolated individuals actually served must equate to the percentages of those populations indicated in the most recent Census, as compared to the total number of unduplicated persons served.

Target Population in Greatest Social and Economic Need	Unduplicated Persons To Be Served
Total New Seniors	7
New Low Income	2
New Minority	3
New Geographically Isolated	6

C. REPORTING

1. Subgrantee shall submit to the Agency the appropriate unduplicated client and CARS program performance reports no later than the 10th day of each month, and the financial status report no later than the 20th day of each month.
2. Performance by Subgrantee shall be measured against goals and objectives as set forth in this Agreement. Component objectives must remain at or above 85% of the projected year-to-date plan at the end of each consecutive month.
3. For any performance objective falling below 85% of the contracted level of units of service, Subgrantee must submit a corrective action plan including a timetable as to when such corrective action will be taken to correct the problem.
4. Subgrantees are required to meet all reporting and submittal deadlines. Any subgrantee who cannot meet a deadline will be required to notify the A3AA prior to the deadline and provide specific information as to why. Any subgrantee who fails to adhere to the specified reporting and submittal requirements may be required to submit a Corrective Action Plan to the A3AA for review and approval.
5. Failure of Subgrantee to meet contractual performance standards and/or to adhere to the specified reporting and submittal requirements may also result in delay of payment of grant funds and/or ineligibility to be considered for the award of One-Time-Only funds.

D. COMPENSATION

1. Annual compensation to Subgrantee shall not exceed the maximum available funding of \$15,000.00 for July 1, 2020 through June 30, 2021.

E. MATCHING CONTRIBUTION

1. Subgrantee shall provide the non-Federal matching contribution required, equaling or exceeding the minimum requirement of 10.53% of the sum of the subcontract award plus Subgrantee's matching contribution.

F. EQUIPMENT PURCHASE

1. Equipment purchase must be on the budget and approved before purchase.

EXHIBIT B-1 – Budget Detail

Attachment: A1 to SUB20-023 Colusa Transportation (6522 : Amendment of Contract SUB20-023)

SUBCONTRACT

SUBCONTRACT NUMBER SUB20-023	AM NO
CONTRACTOR IDENTIFICATION NUMBER	

THIS SUBCONTRACT, made and entered into upon date of final signature, in the State of California, by and between **Chico State Enterprises**, hereafter called **Contractor**, and

SUBCONTRACTOR'S NAME

COUNTY OF COLUSA (TRANSIT)

, hereafter called **Subcontractor**.

Contractor, on behalf of its program the Area 3 Agency on Aging (AAA), received a Federal Passthrough Award, AP-2021-03 (Prime), from California Department of Aging to provide services according to Title III and Title VII Programs to meet the needs of California's older adult population. Contractor is entering into this subcontract with Subcontractor in order to facilitate the goals and objectives set forth in the Prime award for the Title III programs.

Subcontractor agrees, at its own expense, to furnish all equipment, labor and materials necessary to provide Funder with the services as follows:

The Term of this Subcontract shall commence 7/1/2020 and will end 6/30/2021.

The maximum amount of this Subcontract is \$ 10,000.00, from the following funding sources:

III B Supportive Services	\$ 10,000.00
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Subcontractor agrees to provide transportation services and the parties agree to comply with the terms and conditions of the following exhibits that are made a part of the Subcontract Agreement by this reference:

- Exhibit A and Exhibit AA - Scope of Work
- Exhibit B and Exhibit BB - Budget Detail, Payment Provisions, and Closeout
- Exhibit C - General Terms and Conditions
- Exhibit D - Special Terms and Conditions
- Exhibit E - Additional Provisions

This contract has been executed by the parties, hereto, upon the date first above written.		
CONTRACTOR		SUBCONTRACTOR
CHICO STATE ENTERPRISES		COUNTY OF COLUSA
BY (AUTHORIZED SIGNATURE)	DATE	BY (AUTHORIZED SIGNATURE) DATE
<i>Mary Sidney</i>	12/8/2020	<i>Frank Kennedy</i> 12-7-2020
PRINTED NAME AND TITLE OF PERSON SIGNING		PRINTED NAME AND TITLE OF PERSON SIGNING
Mary Sidney Chief Executive Officer, CSE		Frank Kennedy Chair
ADDRESS E-MAIL		ADDRESS E-MAIL
25 Main Street, Suite 103, CA 95928-5388 msidney@csuchico.edu		715 D. Street, Colusa 95932
AMOUNT ENCUMBERED BY THIS DOCUMENT	TOTAL AMOUNT ENCUMBERED TO DATE	PROJECT CODE
\$ 10,000.00	\$ 10,000.00	SP-64874-01

EXHIBIT A - SCOPE OF SERVICES

Subgrantee agrees to provide the following transportation services and meet the following performance goals in compliance with the Older Americans Act, Title III, Subpart B regulations:

A. SERVICE OBJECTIVES

Subgrantee shall provide the following services on a regular basis by the close of this Agreement on June 30, 2021:

1. Transportation (1 one-way ride): Provision of a means of transportation for a person going from one location (home, senior center, medical facility, etc.) to another.

Subgrantee shall provide the following amount of trips in and out of Colusa County for essential services, such as, but not limited to, medical appointments, in Colusa County:

	7/1/2020 – 6/30/2021
Assisted transportation	29
Non-assisted transportation	686
TOTAL	715

2. Satisfaction Survey: Subgrantee will provide participants with an opportunity to express their opinion of the services received, and will conduct no less than one (1) written satisfaction survey during the grant year. The results of the written survey will be provided to the Area Agency as soon as the results are compiled.
3. Subgrantee will provide services five (5) days per week, with the exception of the following holidays:

Independence Day	Labor Day	Columbus Day
Veterans' Day	Thanksgiving Day	Day after Thanksgiving
Christmas Day	New Year's Day	Martin L. King Day
Lincoln's Birthday	President's Day	Caesar Chavez Day
Memorial Day		

B. TARGET POPULATION OBJECTIVES

1. Subgrantee will give preference to older individuals with greatest economic and social need, with particular attention to low-income minority individuals, by providing them services in proportion to their existence in the general population. Additionally they shall give preference to those older individuals who are at risk of institutionalization. The number of low-income, minority, and geographically isolated individuals actually served must equate to the percentages of those populations indicated in the most recent Census, as compared to the total number of unduplicated persons served.

Target Population in Greatest Social and Economic Need	Unduplicated Persons To Be Served
Total New Seniors	7
New Low Income	2
New Minority	3
New Geographically Isolated	6

C. REPORTING

1. Subgrantee shall submit to the Agency the appropriate unduplicated client and CARS program performance reports no later than the 10th day of each month, and the financial status report no later than the 20th day of each month.
2. Performance by Subgrantee shall be measured against goals and objectives as set forth in this Agreement. Component objectives must remain at or above 85% of the projected year-to-date plan at the end of each consecutive month.
3. For any performance objective falling below 85% of the contracted level of units of service, Subgrantee must submit a corrective action plan including a timetable as to when such corrective action will be taken to correct the problem.
4. Subgrantees are required to meet all reporting and submittal deadlines. Any subgrantee who cannot meet a deadline will be required to notify the A3AA prior to the deadline and provide specific information as to why. Any subgrantee who fails to adhere to the specified reporting and submittal requirements may be required to submit a Corrective Action Plan to the A3AA for review and approval.
5. Failure of Subgrantee to meet contractual performance standards and/or to adhere to the specified reporting and submittal requirements may also result in delay of payment of grant funds and/or ineligibility to be considered for the award of One-Time-Only funds.

D. COMPENSATION

1. Annual compensation to Subgrantee shall not exceed the maximum available funding of \$10,000.00 for July 1, 2020 through June 30, 2021.

E. MATCHING CONTRIBUTION

1. Subgrantee shall provide the non-Federal matching contribution required, equaling or exceeding the minimum requirement of 10.53% of the sum of the subcontract award plus Subgrantee's matching contribution.

F. EQUIPMENT PURCHASE

1. Equipment purchase must be on the budget and approved before purchase.

**Request For Transportation Commission and Transit Agency**

MEETING DATE: April 27, 2021

DEPARTMENT: Transit Agency

FROM: Kirsten Montejano

SUBJECT: Revenue and Appropriations Inter Budget Adjustments

Approve FY 2020-21 Revenue and Appropriations Inter-Budget Adjustments No. 1013 thru 1017. **(5/6th vote required)**

Detailed Description/Background of request

Adjust budget to recognize additional revenues received and to remove revenue and expenses not anticipated this fiscal year. Summary below, see attached forms IB1013 - IB1017 for details.

DEPT	FUND #	DEPT #	ACCT #	AMOUNT
Transit	04002	0000	455358	(\$260,559.00)
Transit	04002	0000	57146	(\$330,000.00)
Transit	04002	0000	57361	(\$ 20,033.36)
Transit	04002	0000	479363	\$ 8,622.00
Transit	04002	0000	479381	\$ 220.00
Transit	04002	0000	479910	\$ 2,900.25
Transit	04002	0000	467720	(\$ 41,819.00)
Transit	04002	0000	454150	\$ 36,000.00

Prior Board Action

None

Fiscal Impact/Funding Source

Action Item (ID # 6519)

Meeting of April 27, 2021

See Above

Action for the Clerk

None

ATTACHMENTS:

- IB#1013 04002 (XLSX)
- IB#1014 04002 (XLSX)
- IB#1015 04002 (XLSX)
- IB#1016 04002 (XLSX)
- IB#1017 04022 (XLSX)

Attachment: IB#1013 04002 (6519 : Approve Inter-Budget Adjustment)

ESTIMATED REVENUE & APPROPRIATIONS

INTER-BUDGET ADJUSTMENT

Department Name: Transit Agency

Submitted By: Kirsten Montejano

Explanation The original budget included purchasing new buses with SGR & PTMISEA grant funds. The buses are now planned to be purchased in a future fiscal year, therefore we are requesting to remove them from the current year budget. Also, there was an estimated amount budgeted for the pavement project. The project & costs are now complete, and we are requesting to adjust the budget accordingly.

TO INCREASE (DECREASE) REVENUE

DEPARTMENT NAME	FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
						Total	\$ -

TO INCREASE (DECREASE) APPROPRIATIONS

DEPARTMENT NAME	FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
Transit Agency	04002	0000	57146	Van>5,000	\$ 330,000.00	\$ -	\$ (330,000.00)
Transit Agency	04002	0000	57361	Structures & Imp >5,000	\$ 90,000.00	\$ 69,966.64	\$ (20,033.36)
						Total	\$ (350,033.36)

Fiscal Year: 2020-21

Inter-Budget #: 1014

Approved by Agency ____ 4/27/2021

ESTIMATED REVENUE & APPROPRIATIONS**INTER-BUDGET ADJUSTMENT**Department Name: Transit AgencySubmitted By: Kirsten MontejanoExplanation Increase budgeted revenue to recognize unanticipated funds received for various services.**TO INCREASE (DECREASE) REVENUE**

DEPARTMENT NAME	FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
Transit Agency	04002	0000	479363	Advertising	\$ 1,300.00	\$ 9,922.00	\$ 8,622.00
Transit Agency	04002	0000	479381	Donations-Medical Escort	\$ 100.00	\$ 320.00	\$ 220.00
Transit Agency	04002	0000	479910	Transfers In	\$ -	\$ 2,900.25	\$ 2,900.25
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						Total	\$ 11,742.25

TO INCREASE (DECREASE) APPROPRIATIONS

DEPARTMENT NAME	FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
						Total	\$ -

Fiscal Year: 2020-21Inter-Budget #: 1015Approved by Agency 4/27/2021

Attachment: IB#1015 04002 (6519 : Approve Inter-Budget Adjustment)

ESTIMATED REVENUE & APPROPRIATIONS**INTER-BUDGET ADJUSTMENT**Department Name: Transit AgencySubmitted By: Kirsten Montejano

Explanation The 19/20 LCTOP grant was received in FY19/20 therefore we are requesting to remove it from the FY20/21 budget.

TO INCREASE (DECREASE) REVENUE

DEPARTMENT NAME	FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
Transit Agency	04002	0000	467720	Fare Box	\$ 80,000.00	\$ 38,181.00	\$ (41,819.00)
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
						Total	\$ (41,819.00)

TO INCREASE (DECREASE) APPROPRIATIONS

DEPARTMENT NAME	FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
						Total	\$ -

Fiscal Year: 2020-21Inter-Budget #: 1016Approved by Agency 4/27/2021

Attachment: IB#1016 04002 (6519 : Approve Inter-Budget Adjustment)

Attachment: IB#1017 04022 (6519 : Approve Inter-Budget Adjustment)



Request For Transportation Commission and Transit Agency

MEETING DATE: April 27, 2021

DEPARTMENT: Transit Agency

FROM: Kirsten Montejano

SUBJECT: Intra Budget Adjustment

Approve FY 2020-21 Intra-Budget Adjustment No. 21022.

Detailed Description/Background of request

Intra-Budget Adjustment

Prior Board Action

None

Fiscal Impact/Funding Source

None

Action for the Clerk

None

ATTACHMENTS:

- B#21022 Transit Intra LCTOP (XLSX)

REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS**INTRA-BUDGET ADJUSTMENT**Department Name: TransitSubmitted By: Kirsten Montejano

Due to a budget deficiency or unanticipated expense, I am requesting a transfer or additional appropriation as listed below:

FROM:

FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
04002	0000	467720	Fare Box	\$ 80,000.00	\$ 56,456.00	\$ (23,544.00)
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					Total	\$ (23,544.00)

TO:

FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
04002	0000	454169	LCTOP	\$ -	\$ 23,544.00	\$ 23,544.00
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					Total	\$ 23,544.00



Sufficient balances are available to meet above request transfer from current budget.

Remarks: LCTOP grant funds should be classified in a grant revenue account, therefore a new account was created. This adjustment will move the budgeted 20/21 LCTOP allocation from fare box revenue to the new grant revenue account.



Insufficient balances are available to meet above request within department budget.
Requires transfer from Contingencies. *(Explanation for need of contingencies is required.)*

Remarks:Fiscal Year: 2020-21

Budget Change B 21022

Approved by Agency 4/27/2021

**Request For Transportation Commission and Transit Agency**

MEETING DATE: April 27, 2021

DEPARTMENT: Transportation Commission

FROM: Kirsten Montejano

SUBJECT: Revenue and Appropriations Inter Budget Adjustment

Approve FY 2020-21 Revenue and Appropriations Inter-Budget Adjustment No.1002, 1003, and 1012. (5/6th vote required)

Detailed Description/Background of request

IB#1002 Increase Revenue & Appropriations to reflect 19/20 OWP carryover funds available for expenditure & reimbursement during the 20/21 fiscal year.

DEPT	FUND #	DEPT #	ACCT #	AMOUNT
Transp Planning	04022	0000	454155	\$59,538.85
Transp Planning	04022	0000	58302	\$59,538.85

IB# 1003 Increase Appropriations to reflect the FY19/20 LTF carryover distribution approved 12/15/20 as follows:

DEPT	FUND #	DEPT #	ACCT #	AMOUNT
Local Transportation	04020	0000	58315	\$287,426.00
Local Transportation	04020	0000	58316	\$171,233.00
Local Transportation	04020	0000	58317	\$152,886.00

IB# 1012 Increase Appropriations to reflect additional STA funds:

DEPT	FUND #	DEPT #	ACCT #	AMOUNT
State Transit Assist	04021	0000	454150	\$36,000.00
State Transit Assist	04021	0000	583011	\$36,000.00

Prior Board Action

05/19/20: Approved FY20/21 OWP

12/15/20: Approved FY19/20 LTF carryover distribution

Fiscal Impact/Funding Source

See Above

Action for the Clerk

None

ATTACHMENTS:

- IB#1002 04022 (XLSX)
- IB#1003 04020 (XLSX)
- IB#1012 04021 (XLSX)

ESTIMATED REVENUE & APPROPRIATIONS**INTER-BUDGET ADJUSTMENT**Department Name: Transportation PlanningSubmitted By: Kirsten Montejano

Explanation Increase budget to reflect the FY19/20 OWP carryover funds available to expend & receive reimbursement in this fiscal year.

TO INCREASE (DECREASE) REVENUE

DEPARTMENT NAME	FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
Transportation Planning	04022	0000	454155	OWP Planning Assistance	\$ 158,000.00	\$ 217,538.85	\$ 59,538.85
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
						Total	\$ 59,538.85

TO INCREASE (DECREASE) APPROPRIATIONS

DEPARTMENT NAME	FUND NUMBER	DEPT NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT AMT. BUDGETED	REVISED AMT. BUDGETED	ADJUSTMENT AMOUNT
Transportation Planning	04022	0000	58302	OWP Transp Planning	\$ 131,495.00	\$ 191,033.85	\$ 59,538.85
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
						Total	\$ 59,538.85

Fiscal Year: 2020-21Inter-Budget #: 1002Approved by Commission: 4/27/2021

Attachment: IB#1002 04022 (6518 : Approve Inter-Budget Adjustment)

