

CALAVERAS COUNCIL OF GOVERNMENTS

AMANDA FOLENDORF
BOARD OF SUPERVISORS
GARY TOFANELLI - VICE CHAIR
BOARD OF SUPERVISORS
MICHAEL CHIMENTE
CITY COUNCIL MEMBER
SCOTT BEHIEL
CITY COUNCIL MEMBER
TREVOR WITKE
CITIZEN MEMBER
TIM MUETTERTIES - CHAIR
CITIZEN MEMBER
PAT BETTINGER
CITIZEN MEMBER



MELISSA RAGGIO
EXECUTIVE DIRECTOR
ANNE DELL'ORTO
ADMINISTRATIVE SERVICES OFFICER
ABIGAYLE STEFFES
ADMINISTRATIVE ASSISTANT
MONICA STREETER
LEGAL COUNSEL

May 7, 2026
5:30 PM
Special Meeting - Agenda

THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS
891 MOUNTAIN RANCH RD. SAN ANDREAS, CA 95249

<https://us06web.zoom.us/j/87866402889?pwd=WtLeYHhKWToNF3p64YKZa0cOpMW9hv.1>

To provide public comment by phone, dial 1(669)444-9171 or 1(253)215-8782; Access Code 878 6640 2889; Passcode: 747356. Please mute your phones once connected.

If you would like additional information or have questions on how to view or participate in the meeting online, please contact Anne Dell'Orto at adellorto@calacog.org or at (209) 754-2094 or visit the CCOG website at: www.calacog.org/virtual-meeting-information/.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Consent Agenda Items are expected to be routine and non-controversial, and will be acted upon by the Council at one time without discussion. Any Council Member, Staff Member, or interested parties, may request that an item be removed from the Consent Agenda for further discussion.

1. Approval of the Calaveras Council of Governments Regular Meeting Minutes for April 1, 2026
2. FY 2025/26 Overall Work Program (OWP) Quarterly Report
3. Resolution No. FY26-18 Authorizing the Executive Director to Execute Certifications & Assurances and the Authorization Form for the Low Carbon Transit Operations Program (LCTOP) FY 2025/26 Projects
4. Correspondence
 - a. Calaveras Connect Free Rides to Fair

REGULAR AGENDA

5. Public Comment – Five (5) minutes per person. Comments shall be limited to items that are within the subject matter jurisdiction of the Council and not on the posted Agenda; Government Code Section 54954.3(a).

6. Caltrans Report-Verbal Report, No Supplemental Materials Included
7. Local Agency Reports (if present) -Verbal Reports, No Supplemental Materials Included
8. Minute Order Approving the FY 2025/26 Overall Work Program (OWP) Administrative Amendment No. 3
9. Council Report-Verbal Report, No Supplemental Materials Included
10. Staff Reports-Verbal Report, No Supplemental Materials Included
11. **ADJOURNMENT** - The next scheduled meeting of the CCOG is **June 3, 2026 5:30 P.M.**

If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact Anne Dell'Orto at 209-754-2094 for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting, should telephone or otherwise contact CCOG as soon as possible.

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MONICA STREETER
LEGAL COUNSEL

April 1, 2026
5:30 PM
Regular Meeting Minutes

TEL: (209) 754-2094

To view or participate in the meeting online, please use the following link:

<https://us06web.zoom.us/j/83677172362?pwd=Kmu9IDsNggCPtCP2rgbXTQ9g3Uhh5H.1>

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THE CALAVERAS TRANSIT AGENCY WILL CONVENE IMMEDIATELY FOLLOWING THE CALAVERAS COUNCIL OF GOVERNMENTS MEETING OR AS DEEMED CONVENIENT BY THE PRESIDING OFFICER.

CALL TO ORDER

Attendee Name	Title	Status
Amanda Folendorf	Board of Supervisors	Present
Michael Chimente	City Council Member	Present
Gary Tofanelli	Board of Supervisors	Present
Pat Bettinger	Citizen Member	Present
Scott Behiel	City Council Member	Present
Trevor Wittke	Citizen Member	Present
Tim Muettert	Citizen Member	Present

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approval of the Calaveras Council of Governments Regular Meeting Minutes for March 4, 2026

RESULT:	PASSED [UNANIMOUS]
MOVER:	Scott Behiel, City Council Member
SECONDER:	Michael Chimente, City Council Member

AYES: Amanda Folendorf, Michael Chimento, Gary Tofanelli, Pat Bettinger, Scott Behiel, Trevor Wittke, Tim Muetterties

2. Minute Order Adopting the Final FY 2025/26 Calaveras County Active Transportation and Recreational Trails Plan

RESULT: **PASSED [UNANIMOUS]**
MOVER: Scott Behiel, City Council Member
SECONDER: Michael Chimento, City Council Member
AYES: Amanda Folendorf, Michael Chimento, Gary Tofanelli, Pat Bettinger, Scott Behiel, Trevor Wittke, Tim Muetterties

3. Correspondence
- a. Caltrans Letter - Wagon Trail Eastern Segment
 - b. Caltrans Public Outreach Meeting Notice

RESULT: **PASSED [UNANIMOUS]**
MOVER: Scott Behiel, City Council Member
SECONDER: Michael Chimento, City Council Member
AYES: Amanda Folendorf, Michael Chimento, Gary Tofanelli, Pat Bettinger, Scott Behiel, Trevor Wittke, Tim Muetterties

REGULAR AGENDA

4. Public Comment – Five (5) minutes per person. Comments shall be limited to items that are within the subject matter jurisdiction of the Council and not on the posted Agenda; Government Code Section 54954.3(a).

No public comment.

5. Caltrans Report-Verbal Report, No Supplemental Materials Included

Caleb Brock, Caltrans D10, Provided information on current programs and funding opportunities. Council questions and comments.

6. Local Agency Reports (if present) -Verbal Reports, No Supplemental Materials Included

Micah Martin, County Public Works, provided updates on County projects. Council questions and comments.

7. Unmet Transit Needs Public Hearing
- a. Open Public Hearing Regarding Unmet Transit Needs
 - b. Accept Public Comment
 - c. Close Public Hearing

Chair Muetterties opened the Public Hearing regarding Unmet Transit Needs.
No public comment.
Chair Muetterties closed the Public Hearing.

8. Minute Order Authorizing the Executive Director to Execute a No Cost Time Extension with Planeteria Media for Branding and Website Development Services

Melissa Raggio, Executive Director, presented the item.
Supervisor Tofanelli, asked a question.
Melissa Raggio, provided an answer.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Gary Tofanelli, Board of Supervisors
SECONDER:	Michael Chimento, City Council Member
AYES:	Amanda Folendorf, Michael Chimento, Gary Tofanelli, Pat Bettinger, Scott Behiel, Trevor Wittke, Tim Muetterties

9. Minute Order approving a Two-Year extension for a Comprehensive Classification and Compensation Study

Melissa Raggio presented the item.
No council discussion.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Pat Bettinger, Citizen Member
SECONDER:	Scott Behiel, City Council Member
AYES:	Amanda Folendorf, Michael Chimento, Gary Tofanelli, Pat Bettinger, Scott Behiel, Trevor Wittke, Tim Muetterties

10. Council Report-Verbal Report, No Supplemental Materials Included

City Council Member Chimento provided updates on the automatic meter readers, sewer line progress, and the Angels Creek Trail plan.

11. Staff Reports-Verbal Report, No Supplemental Materials Included

Melissa Raggio provided an update regarding CTC approval of STIP funding.

12. ADJOURNMENT - The next scheduled meeting of the CCOG is May 6, 2026 5:30 P.M.

Meeting was adjourned at 5:54 P.M. by Chairperson Tim Muetterties.



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: Anne Dell'Orto, Administrative Services Officer	Board Meeting Date May 7, 2026	Agenda Number 2
FY 2025/26 Overall Work Program (OWP) Quarterly Report		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document: Informational PowerPoint Presentation Included? No		

Recommendation:

This item is informational, no action is required. The Overall Work Program (OWP) Quarterly Reports are submitted to the Council for review and possible discussion.

Discussion:

The attached 3rd Quarter RPA Report has been submitted to Caltrans following the close of the quarter. The report provides expenditures associated with each Work Element per fund, also indicating a percentage of progress made to date for the identified Fiscal Year. The total budgeted amount reflects FY 2025/26 OWP Administrative Amendment No. 2 approved by the Council at the December 3, 2025 Regular Meeting. The report and invoice for Rural Planning Assistance (RPA) funds in the amount of \$63,871.21 was due to Caltrans by April 30, 2026.

Fiscal Impact:

None.

ATTACHMENT(S):

[CCOG FY 2025-26 OWP 3rd Quarter report.pdf](#)

FY 2025/26 Overall Work Program 3rd Quarter Progress Report Expenditures from July 1, 2025 - March 31, 2026														
Calaveras County														
Work					Current Yr.	Expected	Total All Funds	Year to Date	RPA	Total		Local Match	Grants/	
Element #	Work Element Title	Completed	Date	Work Element	% of Work	Completion	Budgeted for	Expenditures of	Funds thru	Budgeted	Expended	and/or	Earmarks	2% RIP
								All Funds	3rd Quarter	State RPA	State RPA	In Kind Service	& Other	(PP&M)
25/26-01	Transportation Development Act (TDA) Admin	64%	Jun-26	\$ 494,114	\$ 315,701.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,487
25/26-03	Regional Planning and Coordination	41%	Jun-26	\$ 219,337	\$ 89,380.99	\$ 37,764.31	\$ 153,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,162
25/26-04	Overall Work Program - Development	77%	Jun-26	\$ 60,482	\$ 46,731.38	\$ 16,875.30	\$ 60,482	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25/26-05	Planning, Programming and Monitoring	80%	Jun-26	\$ 92,680	\$ 74,519.10	\$ 9,231.60	\$ 31,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,115	\$ -
25/26-06	Project Delivery and Support	28%	Jun-26	\$ 68,489	\$ 18,992.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,489
25/26-07	Grant Development	70%	Jun-26	\$ 118,526	\$ 82,544.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,358
24/25-08	Regional Transportation Plan (RTP) Update	97%	Jun-26	\$ 77,729	\$ 75,527.75	\$ -	\$ 41,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,046	\$ 16,773
25/26-10	Calaveras Transit Management and Operations	58%	Jun-26	\$ 65,000	\$ 37,828.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -
25/26-11	Transit Planning	75%	Jun-26	\$ 56,204	\$ 42,163.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,204
25/26-12	Short Range Transit Plan	93%	Jun-26	\$ 96,735	\$ 90,032.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,735
25/26-14	Regional GHG Reduction Plan - Phase II	0%	Jun-26	\$ 85,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
25/26-15	Safe Streets and Roads for All Grant	3%	Jun-26	\$ 104,826	\$ 3,380.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,826
25/26-17	Travel Demand Model Update	6%	Jun-26	\$ 256,317	\$ 16,168.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,986	\$ -	\$ 42,331
25/26-18	Calaveras County Active Transportation & Rec. Trails Plan	74%	Jun-26	\$ 132,082	\$ 97,743.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,072	\$ -	\$ 23,010
							\$ 1,927,521	\$ 990,714.18	\$ 63,871.21	\$ 327,132.00	\$ -	\$ -	\$388,058.00	\$80,161.00



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: Melissa Raggio, Executive Director	Board Meeting Date May 7, 2026	Agenda Number 3
Resolution No. FY26-18 Authorizing the Executive Director to Execute Certifications & Assurances and the Authorization Form for the Low Carbon Transit Operations Program (LCTOP) FY 2025/26 Projects		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document: Resolution PowerPoint Presentation Included? No		

Recommendation:

Staff recommends the Council approve Resolution FY26-18 authorizing the Executive Director to execute the Certifications and Assurances and Authorized Agent Form required to participate in the Low Carbon Transit Operation Program (LCTOP).

Background:

The LCTOP was established by California Senate Bill 862 to provide funding, on a formula basis, for operational or capital expansion projects to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. The funds are derived from California's Cap-and-Trade Program and are the result of quarterly auctions of emission credits for greenhouse gas emitters regulated under AB 32, California's Global Warming Solutions Act of 2006.

This program is administered by the California Department of Transportation (Caltrans) in coordination with the Air Resources Board (ARB) and the State Controller's Office. Caltrans is responsible to ensure that statutory requirements are met in terms of project eligibility, greenhouse reduction, disadvantaged community benefit, and other requirements of the law.

Discussion:

The State Controller's Office provides Low Carbon Transit Operations Program (LCTOP) allocation estimates each year to the Regional Transportation Planning Agency (RTPA). In February 2026 the State Controller's Office provided the fiscal year 2025/26 eligibility list identifying \$76,128 available for allocation by Calaveras Council of Governments (see attached).

One of the required elements of this program is a resolution from the governing board authorizing an agency

official to execute all necessary documents and enter into an agreement with the California Department of Transportation for these funds.

FY 2025/26 LCTOP apportionment will be used to fund two (2) new bus shelters, one in Angels Camp and one in Valley Springs. Project applications are to be submitted by Staff to Caltrans.

It is recommended that the Council approve Resolution FY26-18 authorizing the Executive Director to execute all documents for the Low Carbon Transit Operations Program (LCTOP) with Caltrans.

Fiscal Impact:

The LCTOP funding can be carried over to multiple years and does not require a local match.

ATTACHMENT(S):

[CCOG RESO FY25-20 LCTOP PROJECT CERTS & ASSURANCES.pdf](#)

[LCTOP Cover Letter.pdf](#)

[LCTOP FY25-26 Eligible Allocation Summary.pdf](#)

[FY-25-26_AR_Signature_Pages.pdf](#)

**Calaveras Council of Governments
COUNTY OF CALAVERAS
State of California
May 7, 2026**

RESOLUTION NO: FY26-18

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON
TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECTS:
NEW BUS SHELTERS IN THE AMOUNT OF \$76,128**

WHEREAS, the Calaveras Council of Governments, is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

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

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

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

WHEREAS, Senate Bill 535 and Assembly Bill 1550 require that Greenhouse Gas Reduction Funds be invested in and benefit Disadvantaged Communities (DAC) and low-income communities; and

WHEREAS, low-income communities have been identified within Calaveras Transit's service area and therefore 5% of the available funds must be allocated to projects that benefit low-income households or to projects located within, and benefiting individuals living in, low income communities; and

WHEREAS, the Calaveras Council of Governments wishes to delegate authorization to execute program documents and any amendments thereto to the Executive Director; and

NOW, THEREFORE, BE IT RESOLVED by the Calaveras Council of Governments that the fund recipient agrees to comply with all conditions and requirements set forth in the attached Certifications and Assurances, the Authorized Agent documents, and the applicable statutes, regulation and guidelines for all LCTOP funded transit projects; and

BE IT FURTHER RESOLVED that project nominations and allocation requests be submitted to the Department for new bus shelters utilizing FY 2025/26 LCTOP funds in the amount of \$76,128 and

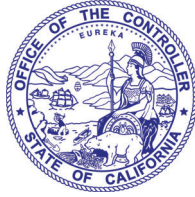
BE IT FINALLY RESOLVED that the Executive Director, as Authorized Agent for the LCTOP Program, is authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation

RESULT:
MOVER:
SECONDER:
AYES:

ATTEST

Anne Dell'orto, Clerk to the Council
Calaveras Council of Governments

Tim Muetterties, Chair
Calaveras Council of Governments



MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

February 27, 2026

County Auditors
Transportation Planning Agencies
County Transportation Commissions
San Diego Metropolitan Transit System

SUBJECT: Low Carbon Transit Operations Program

Pursuant to Health and Safety Code section 39719(b)(1)(B), the State Controller's Office shall allocate five percent of the annual proceeds from the Greenhouse Gas Reduction Fund to the Low Carbon Transit Operations Program. The allocation is made according to the requirements of the Low Carbon Transit Operations Program and pursuant to the distribution formula in sections 99312(b) or (c), 99313, and 99314 of the Public Utilities Code. Enclosed is a schedule that provides the amounts available for the Fiscal Year 2025-26 Low Carbon Transit Operations Program.

Please contact Lucas Rasmussen by telephone at (916) 323-1374 or email at LRasmussen@sco.ca.gov with any questions or for additional information. Thank you.

Sincerely,

Melma Dizon Digitally signed by Melma Dizon
Date: 2026.02.27 08:49:31 -08'00'

Melma Dizon
Manager, Local Apportionments Section

Enclosure:

Low Carbon Transit Operations Program Eligible Allocation Summary

STATE CONTROLLER'S OFFICE
LOW CARBON TRANSIT OPERATIONS PROGRAM
FISCAL YEAR 2025-26 - ELIGIBLE ALLOCATION SUMMARY
FEBRUARY 27, 2026

Regional Entity	PUC 99313 Allocation	PUC 99314 Allocation	Total Allocation
	A	B	C = (A + B)
Metropolitan Transportation Commission	\$ 12,875,087	\$ 35,581,787	\$ 48,456,874
Sacramento Area Council of Governments	3,389,088	1,150,810	4,539,898
San Diego Association of Governments	1,600,012	395,543	1,995,555
San Diego Metropolitan Transit System	3,932,989	1,628,526	5,561,515
Tahoe Regional Planning Agency	185,263	10,493	195,756
Alpine County Transportation Commission	1,979	149	2,128
Amador County Transportation Commission	66,527	2,379	68,906
Butte County Association of Governments	348,963	18,930	367,893
Calaveras County Local Transportation Commission	75,202	926	76,128
Colusa County Local Transportation Commission	37,038	1,642	38,680
Del Norte County Local Transportation Commission	44,635	2,384	47,019
El Dorado County Local Transportation Commission	298,480	20,171	318,651
Fresno County Council of Governments	1,743,854	310,501	2,054,355
Glenn County Local Transportation Commission	49,385	1,388	50,773
Humboldt County Association of Governments	225,020	38,194	263,214
Imperial County Transportation Commission	313,607	28,946	342,553
Inyo County Local Transportation Commission	31,613	0	31,613
Kern Council of Governments	1,553,684	94,349	1,648,033
Kings County Association of Governments	258,983	10,322	269,305
Lake County/City Council of Governments	113,091	5,815	118,906
Lassen County Local Transportation Commission	48,287	2,178	50,465
Los Angeles County Metropolitan Transportation Authority	16,608,322	21,995,875	38,604,197
Madera County Local Transportation Commission	273,418	8,877	282,295
Mariposa County Local Transportation Commission	28,447	851	29,298
Mendocino Council of Governments	151,048	11,164	162,212
Merced County Association of Governments	492,828	23,128	515,956
Modoc County Local Transportation Commission	14,278	1,255	15,533
Mono County Local Transportation Commission	21,329	32,922	54,251
Transportation Agency for Monterey County	737,915	228,913	966,828
Nevada County Local Transportation Commission	168,750	8,068	176,818
Orange County Transportation Authority	5,339,630	1,920,979	7,260,609
Placer County Transportation Planning Agency	545,496	77,027	622,523
Plumas County Local Transportation Commission	31,756	4,978	36,734
Riverside County Transportation Commission	4,196,536	675,953	4,872,489
Council of San Benito County Governments	112,364	1,765	114,129
San Bernardino County Transportation Authority	3,711,888	783,924	4,495,812
San Joaquin Council of Governments	1,355,085	300,836	1,655,921
San Luis Obispo Area Council of Governments	469,718	32,700	502,418
Santa Barbara County Association of Governments	751,874	190,308	942,182
Santa Cruz County Transportation Commission	443,441	406,657	850,098
Shasta Regional Transportation Agency	303,016	15,829	318,845
Sierra County Local Transportation Commission	5,331	207	5,538
Siskiyou County Local Transportation Commission	72,829	3,163	75,992
Stanislaus Council of Governments	934,545	52,899	987,444
Tehama County Transportation Commission	109,010	2,268	111,278
Trinity County Transportation Commission	26,710	888	27,598
Tulare County Association of Governments	819,265	85,195	904,460
Tuolumne County Transportation Council	91,404	2,369	93,773
Ventura County Transportation Commission	1,394,011	228,600	1,622,611
State Totals	\$ 66,403,031	\$ 66,403,031	\$ 132,806,062



FY 2025-2026 LCTOP Authorized Agent

AS THE Board Chair, Tim Muetterties
(Chief Executive Officer/Director/President/Secretary)

OF THE Calaveras Transit Agency
(Name of County/City/Transit Organization)

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

Melissa Raggio, Executive Director OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Tim Muetterties Board Chair
(Print Name) (Title)

(Signature)

Approved this 7 day of May, 2026

FY 2025-2026 LCTOP Certifications and Assurances

Lead Agency: Calaveras Transit Agency

Project Title: Bus Shelters

Prepared by: Anne Dell'Orto

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

A. General

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

B. Project Administration

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

FY 2025-2026 LCTOP

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

C. Reporting

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

- a. **Annual Project Activity Reports October 30th each year.**
- b. **A Close Out Report within six months of project completion.**
- c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
- d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
- e. **Jobs Reporting as defined by CARB Funding Guidelines.**

2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

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

FY 2025-2026 LCTOP

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

A. Record Retention

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per CARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with

FY 2025-2026 LCTOP

the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

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

F. Special Situations

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

I certify all these conditions will be met.

Melissa Raggio

(Print Authorized Agent)

(Signature)

Executive Director

(Title)

(Date)



CALAVERAS
connect

Fair Shuttle

May 15-16, 2026

Free Rides to Fair

Start your fair fun when you park your car and ride Calaveras Connect!

Ride Calaveras Connect FREE to the 2026 Calaveras County Fair and Jumping Frog Jubilee from Angels Camp. Check the schedules at CalaverasConnect.org to see connections to many other County locations. Call customer service at 209-754-4450 for trip planning assistance.

Friday, May 15 – Saturday, May 16

To Fairgrounds

	Angels Camp WorldMark	Angels Camp Save Mart	Angels Camp Visitors Center/ Downtown	Fairgrounds
AM	10:45	10:55	10:58	11:05
	11:35	11:45	11:48	11:55
PM	12:35	12:45	12:48	12:55
	1:35	1:45	1:48	1:55
	2:35	2:45	2:48	2:55
	4:35	4:45	4:48	4:55
	5:35	5:45	5:48	5:55
	6:35	6:45	6:48	6:55

From Fairgrounds

	Fairgrounds	Angels Camp Rasberry Ln/ Historic Downtown	Angels Camp Bret Harte HS	Angels Camp WorldMark
AM	11:20	11:25	11:28	11:35
PM	12:10	12:15	12:20	12:30
	1:10	1:15	1:20	1:30
	2:10	2:15	2:20	2:30
	4:10	4:15	4:20	4:30
	5:10	5:15	5:20	5:30
	6:10	6:15	6:20	6:30
	7:10	7:15	7:20	7:30

Flag the bus down by waving, or ask the driver to drop you off anywhere along the route (Highway 49) that is safe to stop the bus.



CalaverasConnect.org 209-754-4450



CALAVERAS COUNCIL OF GOVERNMENTS AGENDA SUBMITTAL

Presented by: Melissa Raggio, Executive Director	Board Meeting Date May 7, 2026	Agenda Number 8
Minute Order Approving the FY 2025/26 Overall Work Program (OWP) Administrative Amendment No. 3		
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0-5
Type of Document: Minute Order PowerPoint Presentation Included? No		

Recommendation:

Staff recommends the Council approve the FY 2025/26 Overall Work Program (OWP) Administrative Amendment No. 3 and Overall Work Program Agreement (OWPA). The OWP Administrative Amendment No. 3 was reviewed and recommended by the Technical Advisory Committee (TAC).

Background:

FY 2025/26 Overall Work Program (OWP) Final totaling \$1,557,553 was approved by the Council at the June 4, 2025 Regular Meeting. FY 2025/26 Overall Work Program (OWP) Amendment No. 1 reflecting year end project balances and carryover revenue totaling \$1,954,186 was approved by the Council at the September 3, 2025 Regular Meeting. FY 2025/26 OWP Administrative Amendment No. 2 totaling \$1,927,521 was approved by the Council at the December 3, 2025 Regular Meeting.

Discussion:

The proposed OWP Administrative Amendment No. 3 totaling \$1,935,963 is an increase of \$8,442. A majority of the increase is for Work Element 7-Grant Development for three (3) Active Transportation Program (ATP) Grant Applications - SR 4 in Murphys, SR 26 in Valley Springs and Angels Creek Trails Phase I and II, as well as one (1) SB1 TIRCP Grant Application for the new Transit Facility. Below is a breakdown by Work Elements of these changes.

Added/Change in Expenditures

WE 25/26-3 Regional Planning and Coordination – Decreased Contracts by \$50,921 due to contract tracking and allocating funds to grant development for grant applications this fiscal year

WE 25/26-4 Overall Work Program Development - Increased CCOG staff time by \$5,534 due to tracking

WE 25/26-6 Project Delivery and Support – Decreased Contracts by \$6,000 due to contract tracking and

allocating funds to grant development for grant applications this fiscal year

WE 25/26-7 Grant Development – Increased Contract amount by \$123,586 to develop three (3) Active Transportation Program (ATP) Grants and One (1) SB 1 Grant for the Transit Facility

WE 25/26-10 Calaveras Transit Management and Operations - Decreased CCOG staff time by \$18,223 based on actuals to date, CTA reimburses CCOG for employee staff time at year-end

WE 25/26-12 Short Range Transit Plan - Decreased CCOG staff time by \$5,534 due to completion of the Short Range Transit Plan

WE 25/26-14 Regional GHG Reduction Plan-Phase II - Decreased Contracts by \$40,000 due to the County not moving forward with plan and allocating funds to grant development for grant applications this fiscal year

WE 25/26-17 Travel Demand Model Update – Moved \$10,387 of CCOG staff time from LTF to RPA funding

Fiscal Impact:

Council approval of FY 2025/26 OWP Administrative Amendment No. 3 is necessary to fund the OWP and executed contracts. The \$8,442 increase is already reflected in the fund balance.

ATTACHMENT(S):

[CCOG M.O. FY 2025-26 OWP Administrative Amendment No 3.pdf](#)

[CCOG FY 2025-26 OWP Amend. No. 3 - Chart.pdf](#)

[CCOG FY 2025-26 OWP Amend. No. 3 - Narrative.pdf](#)



CALAVERAS COUNTY
STATE OF CALIFORNIA

MINUTE ORDER
May 7, 2026

A Motion was made Approving the FY 2025/26 Overall Work Program (OWP) Administrative Amendment No. 3.

RESULT:
MOVER:
SECONDER:
AYES:

ATTEST

Anne Dell'Orto, Clerk to the Council
Calaveras Council of Governments

Tim Muetterties, Chair
Calaveras Council of Governments

Calaveras Council of Governments
Overall Work Program 2025-26 Amendment No. 3

Approved:		RIP 5% FUND (PPM)		Rural Planning Assistance (RPA)		Local Transportation Funds (LTF)		Regional Surface Transportation (RSTP)		GRANTS & Other		TOTALS		
Carry Over Funds & Project Carry Over Balances		\$36,161		\$11,632		\$260,982		\$162,453		\$109,072		\$580,300		
SB 1 Grants		\$0		\$0		\$0		\$0		\$213,986		\$213,986		
2025-2026		\$44,000		\$315,500		\$595,584		\$139,816		\$46,777		\$1,141,677		
BUDGET TOTALS		\$80,161		\$327,132		\$856,566		\$302,269		\$369,835		\$1,935,963		
CCOG Core Functions and Operations Budget														
Administration and TDA Administration														
Work Item #		Contract	CCOG	Carry Over RPA	Contract	CCOG	Contract	CCOG	Contract	CCOG	Contract	CCOG	Match	TOTALS
25-26	1 Administration and Transportation Development Act (TDA) Administration						136,575	295,052		\$62,487				494,114
Regional Planning and Project Programming, Monitoring and Support														
25-26	3 Regional Planning and Coordination				49,093	88,161			21,948	9,214				168,416
25-26	4 Overall Work Program - Development					66,016								66,016
25-26	5 Planning, Programming and Monitoring of State and Federal Programs	35,000	26,115			31,565								92,680
25-26	6 Project Delivery and Support								54,000	8,489				62,489
25-26	7 Grant Development						117,754		116,000	8,358				242,112
25-26	8 Regional Transportation Plan (RTP) Update	19,046		11,632	23,577	6,701			16,773					77,729
Multimodal Transportation Planning and Public Outreach														
25-26	10 Calaveras Transit Management and Operations											46,777		46,777
25-26	11 Transit Planning						51,600	4,604						56,204
25-26	12 Short Range Transit Plan						84,043	7,158						91,201
City and County Projects														
25-26	14 Regional GHG Reduction Plan - Phase II				40,000				5,000					45,000
25-26	15 Safe Streets and Roads for All Grant						100,000	4,826						104,826
SB 1 Grants														
25-26	17* Travel Demand Model Update					10,387	27,755	4,189			213,986			256,317
25-26	18* Calaveras County Active Transportation and Recreational Trails Plan						14,132	8,878			109,072			132,082
		\$ 54,046	\$ 26,115	\$ 11,632	\$ 112,670	\$ 202,830	\$ 531,859	\$ 324,707	\$ 213,721	\$ 88,548	\$ 323,058	\$ 46,777	\$ -	\$ 1,935,963
BUDGET TOTALS		\$80,161		\$327,132		\$856,566		\$302,269		\$369,835				\$1,935,963
**Work element numbers must remain the same as prior year for grants														

Work Element 25/26 – 03 REGIONAL PLANNING AND COORDINATION

PURPOSE

The purpose of this Work Element is to fulfill the regional transportation planning duties of the Calaveras Council of Governments (CCOG) whose sole function is to act as the lead planning and funding agency for transportation projects and programs in Calaveras County. The CCOG is an organization by which Member Agencies address regional needs and concerns through coordination, collaboration, and partnership. This Work Element includes coordination with outside agencies, local jurisdictions, general public and the private sector to address current and long-range issues that impact transportation planning, and to make technical and policy recommendations to the Calaveras Council of Governments (CCOG).

PREVIOUS WORK

This is an ongoing Work Element in the OWP, providing for direct costs associated with CCOG Staff time. Specific previous work associated with regional planning and coordination includes:

- Title VI Plan – June 2024
- Technical Advisory Committee (TAC meeting agendas and minutes) – July 2024 – June 2025
- Public Outreach Plan
- Annual DBE Reporting
- Support and participation in City and County regional transportation planning projects and sustainable communities transportation planning grants

TASKS/METHODOLOGY

July 2025 - June 2026

This is an annual ongoing work element, wherein many of the following tasks will be conducted throughout the fiscal year. The timeframe details of the specific projects can be found in each associated work element.

RPA Eligible Tasks

1. Provide support for ongoing planning duties which includes participation at California Transportation Commission Meetings, CalCOG, Rural Counties Task Force, and other meeting necessary to fulfill the mandated Planning Functions of the Organization (CCOG & Consultant) – As needed
2. Coordinate the Technical Advisory Committee (TAC) and agenda materials (CCOG) - Monthly
3. Preparing for and attending board meetings – For items related specifically to regional transportation planning functions (CCOG & Consultant) - Monthly
4. Prioritize and coordinate CCOG Planning Functions through work with local agencies, including Tribal Government, Caltrans, and community partners (CCOG & Consultant) – As needed
5. Participate in the development, review and/or comment on transportation planning documents or studies of the local agencies to ensure consistency with the Regional Transportation Plan (RTP) and/or other regionally accepted documents (CCOG & Consultant) – As needed
6. Review relevant planning documents for consistency with the Regional Transportation Plan and monitor implementation (CCOG & Consultant) – As needed
7. Plan, prepare and update regional planning documents and coordinated plans as needed (CCOG & Consultant) – As needed
8. Review and respond as necessary to legislative requirements and changes in transportation planning processes (CCOG & Consultant) – As needed
9. Hold technical workshops/meetings for local agencies on topics related to transportation planning and/or council functions (CCOG & Consultant) – As needed
10. Present planning projects and/or updates on regional transportation projects/issues before the City Council and County Board of Supervisor meetings (CCOG & Consultant) – As needed
11. Coordinate with Caltrans on planning and project development efforts, including participating in quarterly executive steering committee meetings (CCOG) – Quarterly/As needed
12. Attend Airport Land Use Commission meetings and relevant to current planning projects or the RTP (CCOG) – As needed
13. Update Title VI Policies and Procedures, required for Federal grants (CCOG) – As needed
14. Assist local agencies and/or regional partners with regional planning projects and/or planning processes, including Caltrans transportation planning grants. (CCOG & Consultant) – As needed
15. Ensure compliance with State and Federal requirements such as Disadvantage Business Enterprises (DBE) and Title IV (CCOG) – As needed
16. Support for daily planning functions of CCOG (CCOG & Consultant) – As needed

Work Element 25/26 – 03 CONTINUED

PROPOSED PRODUCTS

1. CCOG meeting agendas and minutes – As needed
2. Technical Advisory Committee (TAC) meeting agendas and minutes – Monthly, third Wednesday of each month
3. DBE – As required, Uniform Report of DBE Commitments/Awards or Payments are due to Caltrans April 1st and October 1st
4. Updated Title VI Plan – As needed

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Budget	Fiscal Year	Funding Source
On Call - Consultant Contract	\$49,093	2025/26	RPA
Calaveras Council of Gov.	\$88,161	2025/26	RPA
Calaveras Council of Gov.	\$9,214	2025/26	RSTP
On Call - Consultant Contract	\$21,948	2025/26	RSTP
TOTAL	\$168,416		

Work Element 25/26 – 04 OVERALL WORK PROGRAM – DEVELOPMENT

PURPOSE

The Overall Work Program (OWP) is a necessary programming document to carry out CCOG core planning functions and documents. The OWP provides a public process for the identification and prioritization of CCOG planning funds. The OWP does not include capital projects and is utilized as a planning focused programming tool including at a minimum, descriptions of the planning activities and resulting products, the cost of the work with identified funding sources, and the responsible agency. This Work Element provides for Staff activities related to the development, public and technical participation, and monitoring of the CCOG OWP and planning projects.

PREVIOUS WORK

Completion and implementation of the 2024/25 Overall Work Program (OWP).

TASKS/METHODOLOGY

Development and monitoring of the OWP occurs throughout the fiscal year. CCOG develops OWP amendments as needed to identify carryover, changes in work tasks or needs, and funding.

RPA Eligible Tasks

1. Prepare Quarterly Caltrans reports on the status of regional planning projects – Quarter 1-3: Due to Caltrans the month following the end of each quarter: October 31st, January 31st and April 30th; Quarter 4 due August 31st
2. Research and prepare current and future year OWP consistent with regional goals and priorities – As required, Caltrans requires that any current year OWP amendments are due by May 1st and the future year draft is due March 1st and the final is due June 1st
3. Manage and monitor the OWP, prepare process of amendments and coordinate support with local agencies, OWP is monitored throughout the year and amendments are made as required – As needed
4. Prioritize and coordinate CCOG planning functions through public processes – As needed
5. Participate with Regional, Local, and State Agencies in planning efforts that may affect OWP priorities – As required
6. Work collaboratively through the Technical Advisory Committee to strengthen relationships necessary to conduct regional planning and the identification of community planning priorities – As needed, in general TAC meetings are held monthly on the third Wednesday of each month
7. Preparation and submittal of the Year End Package and Certification of Expenditures – August through October 2025

PROPOSED PRODUCTS

1. OWP Draft, Final, and needed Amendments – OWP draft is due March 1st, final is due June 1st, amendments made as needed by May 1st
2. Quarterly reports and invoices – Quarter 1 – 3: Due to Caltrans the month following the end of each quarter: October 31st, January 31st and April 30th. Quarter 4: Due to Caltrans 60 days after the end of the quarter: August 31st
3. Year End Package - Due August 31st

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Budget	Fiscal Year	Funding Source
Calaveras Council of Gov.	\$66,016	2025/26	RPA
TOTAL	\$66,016		

Work Element 25/26 – 06 PROJECT DELIVERY AND SUPPORT

PURPOSE

This is an ongoing Work Element and is necessary to ensure that projects using federal, state, and local grant funds use those funds in a timely and cost-effective manner. Additional responsibilities include coordination with local and Tribal jurisdictions to develop projects that meet specific federal program guidelines.

PREVIOUS WORK

This is an ongoing Work Element in the OWP, providing for direct costs associated with CCOG Staff time and consultant contracts.

TASKS/METHODOLOGY

1. Develop and coordinate the projects and funds in the Capital Improvement Program (CIP) (CCOG & Consultant) – As needed
2. Develop necessary amendments to the CIP (CCOG) – As needed
3. Plan for, monitor and report on status of projects in the CIP (CCOG) – As needed
4. Promote the timely use of Federal, State, and Local Funds (CCOG & Consultant) – As needed
5. Take necessary steps to prevent loss of funds to the region. Develop correspondence, allocation requests, time extension request, and reports (CCOG & Consultant) – As needed
6. Submit quarterly reports to the Council (CCOG) – Quarterly
7. Monitor STIP, FSTIP, RSTP, and CMAQ project implementation including project support (CCOG & Consultant) – As needed
8. Attend Caltrans Local Assistance webinars and update meetings (CCOG) – As needed
9. Attend Project Development Team and coordination meetings with implementing jurisdictions/Caltrans to discuss the status of projects and to resolve project delivery issues (CCOG & Consultant) – As needed
10. Coordinate with Caltrans on SHOPP and other Caltrans projects in Calaveras, attend SHOPP project management team meetings (CCOG & Consultant) – As needed
11. Develop and maintain STIP, FSTIP, RSTP, and CMAQ project status database, with components to increase and strengthen public participation including access to planning and project activities (CCOG & Consultant) – As needed
12. Attend other coordination meetings with Caltrans to discuss changes in the scope, budget, and/or schedule of STIP, FSTIP, RSTP, and CMAQ projects (CCOG) – As needed
13. Process allocation requests from Local Project Sponsors for STIP and CIP Projects (CCOG) – As needed
14. Review local agency submissions for reimbursement (CCOG) – As needed
15. Monitor project implementation schedules (CCOG & Consultant) – As needed
16. Release call for projects to program State and Federal funds to local projects (CCOG) – Triennially/As needed

PROPOSED PRODUCTS

1. Project database – As needed
2. Quarterly CIP reports – Quarterly
3. Meetings and agendas – As needed

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Budget	Fiscal Year	Funding Source
On-Call - Consultant Contract	\$54,000	2025/26	RSTP
Calaveras Council of Gov.	\$8,489	2025/26	RSTP
TOTAL	\$62,489		

Work Element 25/26 – 07 GRANT DEVELOPMENT

PURPOSE

This is an ongoing Work Element to provide for the notification, research and technical assistance to local agencies in identifying and applying for transportation grant opportunities, for projects consistent with the Regional Transportation Plan and other Regional accepted plans.

PREVIOUS WORK

This is an ongoing Work Element in the OWP, providing for direct costs associated with CCOG Staff time or consultant costs.

TASKS/METHODOLOGY

1. Research and disseminate information on transportation grants available to the Region (CCOG & Consultant) – As needed
2. Solicit applications and provide technical assistance to applicants on projects of regional significance (CCOG & Consultant) – As needed
3. Attend Federal, State or Local training workshops on grant programs (CCOG & Consultant) – As needed
4. Prepare staff reports for the CCOG on applications to seek funds (CCOG & Consultant) – As needed
5. Utilize consultants to gather information and prepare grants (CCOG & Consultant) – As needed
6. Collect and analyze data necessary for grant applications (CCOG & Consultant) – As needed
7. Technical studies as necessary (CCOG & Consultant) – As needed
8. Analyze current and forecast trends in production, consumption, and through traffic, as well as population trends (CCOG & Consultant) – As needed
9. Analyze current and forecast trends that could impact goods movement in the region including demographic and economic analysis of goods production, consumption, and through traffic (CCOG & Consultant) – As needed
10. Coordinate and consult with all Tribal Governments on grant process and development (CCOG & Consultant) – As needed
11. Coordinate with community and stakeholders (CCOG & Consultant) – As needed
12. Participate in review of FTA 5310 and 5311 grant funding and other transit grant funding opportunities (CCOG & Consultant) – As needed
13. Facilitate and develop grant application and funding support to Local Agencies (CCOG & Consultant) – As needed

PROPOSED PRODUCT

1. Technical memos – As needed
2. Grant applications – As needed

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Budget	Fiscal Year	Funding Source
Consultant Contract	\$116,000	2025/26	RSTP
Calaveras Council of Gov.	\$8,358	2025/26	RSTP
Consultant Contract	\$117,754	2025/26	LTF
TOTAL	\$242,112		

Work Element 25/26 – 10 CALAVERAS TRANSIT MANAGEMENT AND OPERATIONS

PURPOSE

This Work Element covers tasks directly associated with managing and overseeing operations of the Calaveras Transit Agency (CTA). The Calaveras Transit Agency was formed in 2018 through a Joint Powers Agreement (JPA) between the City of Angels and County of Calaveras. Calaveras Transit currently operates one deviated fixed route and County-wide Dial-a-ride services six days a week. Day-to-day operations is managed through a third-party contract with Paratransit Services. Paratransit Services is responsible for day-to-day operations including maintenance of the buses, staffing drivers and training, reporting, and dispatching.

Management of the transit system includes service planning, reporting, marketing and public outreach, financial oversight, grant/funding applications and administration, management of the operations contract, capital planning and delivery, and audits.

PREVIOUS WORK

1. Formation of Calaveras Transit Agency Joint Powers Agreement (JPA) and Transition Plan – Completed
2. Third party contract procurement and contract award
3. Management of transit system
4. Performance monitoring and reporting
5. Execution of rebranding and marketing campaign
6. Implementation of service improvements and changes
7. Implementation of capital projects
8. Purchase of 3.4 acres for a new transit facility (October 2023)
9. Contract Award for Architectural and Engineering Services for the new transit facility (September 2024)

TASKS/METHODOLOGY

1. Develop Calaveras Transit Agency Board meeting agendas and materials, schedule and manage meetings - Monthly
2. Manage operations contract – As needed
3. Develop performance reports for Boards and monitor performance on a regular basis – Monthly
4. Create and manage Transit Budget – Monthly/Annually
5. Apply for and manage State and Federal transit funding – As needed
6. Conduct public outreach and attend events to disseminate information regarding public transit services and solicit feedback– As needed
7. Develop and conduct surveys of riders or the public regarding transit service needs and as an avenue for data collection– As needed
8. Enhance coordination and develop partnerships with non-profit and private transportation providers– As needed
9. Develop marketing materials and public information documents such as brochures, timetables, maps, etc. – As needed
10. Manage Calaveras Transit website and social media platforms – As needed
11. Evaluate service plan and make service changes – As needed
12. Attend training sessions and conferences as needed for funding/grants or transit industry information – As needed
13. Plan for and manage capital project delivery – As needed
14. Provide information to auditors for annual fiscal audits – Annually
15. Planning and oversight of Design contract of new Transit Facility – As needed

PROPOSED PRODUCTS

1. Continued operation of Calaveras Transit Agency – Annually/Ongoing
2. Operations Contract – Annually/Ongoing
3. Meetings and Agendas – As needed

Work Element 25/26 – 10 CONTINUED

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Budget	Fiscal Year	Funding Source
Calaveras Council of Gov.	\$46,777	2025/26	Calaveras Transit Agency (CTA)*
TOTAL	\$46,777		

*Calaveras Transit Agency is funded by various State and Federal sources, including Federal Transit Administration, Transportation Development Act, State of Good Repair, Low Carbon Transit Operations Program, fare revenues, advertising revenues, and other local revenues.

Work Element 25/26 – 12 SHORT RANGE TRANSIT PLAN

PURPOSE

The project will update the Short Range Transit Plan (S RTP) for Calaveras County, covering the period from 2025 to 2030. It will assess existing and future public transit services to meet community needs and update demographic data, goals, objectives, and performance measures. The plan will include data collection and analysis; evaluation of service, capital, funding, and managerial alternatives; and development of a detailed five-year operations, capital improvement, and financial plan.

The project will also inventory current services and identify the transportation needs of disadvantaged individuals, along with strategies and prioritized recommendations to expand or adjust services. The overall goal is to enhance mobility and quality of life by improving service coordination, efficiency, and productivity.

Additionally, the Zero Emissions Bus (ZEB) Analysis and Rollout Plan will be integrated into the S RTP update. As a living document, the ZEB Plan will be continuously refined through this process to reflect evolving EV technologies, regulations, and best practices for future implementation in County transit services.

PREVIOUS WORK

1. Short Range Transit Plan (2021)
2. Zero Emissions Bus Analysis and Rollout Plan (2023)
3. Request for Proposals (April 2025)
4. Contract Award and Kick-off meeting (May 2025)

TASKS/METHODOLOGY

1. Collect and evaluate existing conditions (CCOG and Consultant)
2. Review and update current EV technologies, regulations and best practices and incorporate them into the Zero Emissions Bus (ZEB) Analysis and Rollout Plan (Consultant)
3. Update and Develop goals, objectives and performance standards (CCOG and Consultant)
4. Conduct community outreach via surveys and public workshops (CCOG and Consultant)
5. Evaluate and make recommendations on Marketing strategies and techniques (Consultant)
6. Analyze current services and routes, develop recommended improvements (Consultant)
7. Develop Financial and Capital Plan, including long-term financial plan which meets eligibility requirements for funding programs (e.g. SB 125) (Consultant)
8. Coordinate with Social Services and Human Services Agencies (CCOG and Consultant)
9. Coordinate with Regional Partners (CCOG and Consultant)
10. Draft and Final Plan Document (Consultant)

PROPOSED PRODUCTS

1. Meeting agendas and notes – As needed
2. Draft Plan - November 2025
3. Final Plan - February 2026

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Budget	Fiscal Year	Funding Source
Consultant Contracts	\$84,043	2025/26	LTF
Calaveras Council of Gov.	\$7,158	2025/26	LTF
TOTAL	\$91,201		

Work Element 25/26 – 14 REGIONAL GHG REDUCTION PLAN – PHASE II

PURPOSE

Complete the City of Angels Greenhouse Gas Reduction Plan (COA-GGRP) with preparation of the supporting environmental documentation.

The COA GGRP addresses major sources of GHG emissions in the City of Angels. A separate plan is pending for unincorporated Calaveras County. The plan represents the City's approach to addressing GHG emission reductions with the community. The Draft Plan was completed in November 2023, with funding and oversight from the Calaveras Council of Governments.

SB 375, (Chapter 728, Statutes of 2008) links land use planning, transportation planning, affordable housing and CEQA to greenhouse gas reduction. Additionally, future Regional Transportation Plan funding decisions will be tied to greenhouse gas reduction strategies, creating strong incentives for local governments to participate in these efforts in order to ensure funding for much needed transportation system improvements. Having an adopted Qualified Greenhouse Gas Reduction Plan can also facilitate approval of future development projects undergoing environmental review.

PREVIOUS WORK

Previous work includes a Greenhouse Gas Inventory to establish baseline levels of GHGs generated from all major emission sources in the City of Angels. A contract Amendment was executed in February 2023 to continue work on Phase II, GHG Reduction Measures and CEQA Documentation. The work resulted in a Draft City of Angels Greenhouse Gas Reduction Plan, including GHG Reduction Measures, released in November 2023 for public review. To finalize and adopt the plan, an environmental review must be conducted. The City is ready to proceed with preparing the environmental review in compliance with the California Environmental Quality Act (CEQA) as necessary to adopt the plan as a "qualified" Plan. Rincon Consultants, a member of the consulting team drafting the original plan, can provide that CEQA Documentation, an anticipated negative declaration, as necessary to complete the process to allow the City to consider adopting the Greenhouse Gas Reduction Plan.

TASKS/METHODOLOGY

1. Project Participation – Phase II of project: CEQA Documentation
2. Review and circulate draft CEQA document, prepare response to comments
3. Planning Commission and City Council presentations (with consultant)
4. Adopt Plan

PROPOSED PRODUCTS

1. Administrative Draft Negative Declaration
2. Draft Negative Declaration
3. Final Negative Declaration with Response to Comments for public hearing
4. Presentations and materials for public hearing at City Planning Commission and City Council
5. Final City of Angels Greenhouse Gas Reduction Plan incorporating any changes based on the environmental process

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Budget	Fiscal Year	Funding Source
Consultant Contract	\$40,000	2025/26	RPA
Consultant Contract	\$5,000	2025/26	RSTP
TOTAL	\$45,000		

Work Element 25/26 – 17 TRAVEL DEMAND MODEL UPDATE

PURPOSE

The purpose of this work element is to update the Calaveras County Travel Demand Model. The Travel Demand Model (TDM) Update will modernize transportation planning tools to analyze traffic patterns, Vehicle Miles Traveled (VMT), and multimodal impacts in Calaveras County. The Project will update the TDM with detailed land use data, new trip generation rates, seasonal and weekend scenarios, and recalibration for improved accuracy. Recommended by the 2022 CCOG SB 743 Implementation Plan, it supports regional and state planning efforts, including CCOG's Regional Transportation Plan (RTP) and the Climate Action Plan for Transportation Infrastructure (CAPTI).

The updated TDM will also be used to develop Calaveras County's Road Impact Mitigation (RIM) fee program and nexus fee study to fund critical transportation improvements. The updated TDM will guide sustainable growth, support GHG reduction goals, and promote equitable multimodal connectivity.

PREVIOUS WORK

1. Calaveras County General Plan (2019)
2. Regional Transportation Plan (2021)
3. Calaveras County Greenhouse Gas Reduction Plan (2023)
4. SB 743 Implementation Plan (2022)
5. Coordinated Public Transit Human Services Transportation Plan (2024)

TASKS/METHODOLOGY

1. Collect and provide consultant with existing data, establish advisory committee (PAC) that consists of various community stakeholders, clarify schedule, and review further data collection efforts and project objectives (CCOG)
2. Analysis of Existing Conditions, GIS Mapping of existing corridors, land use patterns, and key destinations (Consultant)
3. Conduct further data collection and public outreach as may be necessary (CCOG & Consultant)
4. Model Updates, Enhancements, Calibration and Validation (Consultant)
5. Land Use Data and TAZ Boundary Update (Consultant)
6. Review analysis and recommendations with PAC and CCOG (Consultant)
7. Draft and Final TDM Update (CCOG & Consultant)

PROPOSED PRODUCTS

1. Consultant Procurement and Contract (CCOG)
2. Meeting agendas and notes - As needed (CCOG & Consultant)
3. Quarterly reports and invoicing – Quarterly (CCOG)
4. Draft Model - September 2026 (Consultant)
5. Final Model - November 2026 (Consultant)

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Budget	Fiscal Year	Funding Source
Calaveras Council of Gov.	\$10,387	2025/26	RPA
Consultant Contract	\$27,755	2025/26	LTF
Calaveras Council of Gov.	\$4,189	2025/26	LTF
Consultant Contract	\$213,986	2025/26	RMRA
TOTAL	\$256,317		