

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

March 13, 2023

City of Susanville Council Chambers
66 North Lassen Street
Susanville, CA

1:30 P.M. Open Session

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1. Convene

The Chair called the meeting to order at 1:55 P.M.

Roll Call: Present: Albaugh, Bridges, Herrera, Ingram, Neely, Stafford
Absent: Brown, Gallagher

1.1 Pledge of Allegiance

The Pledge of Allegiance to the Flag was deferred.

1.2 Adoption of Agenda:

It was moved by Commissioner McCourt and seconded by Commissioner Stafford that the Commission adopt the agenda as presented. The agenda was adopted by the following vote:

AYES: Albaugh, Bridges, Herrera*, Ingram, Neely, Stafford

NOES: None

ABSENT: Brown, Gallagher

ABSTAIN: None

*Commissioner Herrera left the meeting prior to agenda item 4.11.

1.3 Approval of the March 13, 2023 Regular Meeting Minutes

The Executive Secretary was informed by Caltrans that he had mis-identified Scott Lewis as Rick Scott and mentioned this to the Commissioners.

The Commission was asked to adopt the Minutes of their March 13, 2023, Regular Meeting, with the name change as noted.

It was moved by Commissioner Stafford and seconded by Commissioner Ingram to approve the minutes as presented by staff. The motion was passed by the following vote:

AYES: Albaugh, Bridges, Herrera, Ingram, Neely, Stafford
NOES: None
ABSENT: Brown, Gallagher
ABSTAIN: None

1.4 Approval of Consent Calendar

It was moved by Commissioner Neely and seconded by Commissioner Herrera that the Commission approve the Consent Calendar as presented by staff. The motion was passed by the following vote:

AYES: Albaugh, Bridges, Brown, Herrera, Neely, Stafford
NOES: None
ABSENT: Gallagher, McCourt
ABSTAIN: None

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

Verbal communications:

No verbal comments were received.

3. REPORTS

3.1 Caltrans

Michael Oguro – Introduced himself as the new District 2 Project Manager, replacing Scott Lewis.

Michael Webb – Deputy District Director – Caltrans District 2 and Manager of Maintenance and Operations, addressed the Commission on the new/rebuilt Caltrans Maintenance Station on SR 299 near Bieber. Mr. Webb was at the commission meeting at the behest of Commissioner Albaugh. Previous to this meeting Mr. Webb and Commissioner Albaugh, as well as Commissioner Ingram, had met at the maintenance station and received a tour of the facility. Commissioner Albaugh provided several questions to Mr. Webb, and the presentation was intended to address most of them.

Mr. Webb provided background information on the following:

- *Area of Responsibility*

- *Timeline from when the original facility was built (1960) to the time that the improvements were made (2020). Mr Webb commented that almost no improvements were made to the facility in the intervening time.*
- *Summary of the facilities improvements need and purpose including project scope and funding.*

A lengthy dialogue ensued between the Commissioner and Mr. Webb. Questions regarding the overall cost of the improvements (\$14 million) and whether there might have been a less expensive way to make them. Questions regarding other issues including the status of county roads being used as connectors for the state highway system (for example A3 as a bypass for US 395), wildlife mitigation bank funds, the opportunity to upgrade some culverts on US 395 (perhaps a workshop can be arranged), speed limit differentials on US 395 between trucks and cars (requires legislative action), and the status of repair on some county bridges on some of the higher volume roads (part of the HBR system and are being monitored by Caltrans and the county). A separate question regarding the rock curtains on SR 139 was posed related to how frequently Caltrans monitors them. Mr. Webb responded that regular monitoring is performed to make sure that they are working and that rocks that do make it through are taken from the pavement.

Throughout the conversation Mr. Webb provided a distinction between issues that his office can act on independently, and which are the responsibility of Sacramento. Mr. Albaugh thanked Mr. Webb for coming and suggested that he provide an update on maintenance periodically to the Commission. Mr. Webb agreed to provide periodic updates as needed.

3.2 CHP

No report was provided by CHP.

3.3 City of Susanville

Bob Godman reported that the Gateway Project was going to bid on May 18. He thanked Genevieve Evans and Justine Marmesh of LSC for helping prepare the Clean California Grant to help refurbish the Mill Pond Levee bike path.

3.4 Lassen County

Pete Heimbigner reported that chipseal and maintenance projects would commence in the south county within the month.

Matt McLain – Lassen County Interagency Trail Coordinator – Provided an update on his work related to trail development and maintenance.

Matt provided an update on his work on the Lassen Bike Park, helping with youth and high school cross country using the facility, as well as tribal use. He commented on how community and regional bike and ped groups help with trail maintenance. Some of the initiatives that he is working on include:

- *Improving road access to the Fort Sage OHV park*
- *Connectivity for the Fredonia Trail*

He noted that that he is working with a new District Supervisor (Lassen National Forest) and that changes in district leadership can mean changes in priorities. He is also working with BLM on trail projects, and the Honey Lake Resource Conservation District.

3.5 Susanville Indian Rancheria

No Report was provided the Susanville Indian Rancheria.

4 NEW BUSINESS

4.01 Announcement of Items to be Discussed in Closed Session

There was no closed session.

4.02 Announcement of Action Taken in Closed Session

There was no closed session.

4.10 Action/Discussion Items

4.11 Fiscal Year 2021/2022 Audit Reports

The Commission was asked, by motion, receive and file the Fiscal Year 2021/2022 Audit Reports and direct staff to forward Audits to Caltrans as required by TDA guidelines.

Ingrid Shepline of Richardson & Company reported on the audit findings. She noted that continued progress had been made in meeting some of the challenges presented during previous audit efforts. Though there were some small items that needed to be addressed, there were no significant audit findings for this FY.

Executive Secretary John Clerici noted that once received the audit findings will be transmitted to Caltrans. He also noted the hard work of his staff, the transit agency, and the Lassen County Auditor and staff (noting turnover in the Auditors office over the last FY), in helping with this audit effort.

It was moved by Commissioner McCourt and seconded by Commissioner Stafford to receive the performance audits as presented, and direct staff to forward them to Caltrans. The motion was passed with the following vote:

AYES: Albaugh, Bridges, Brown, Neely, Stafford

NOES: None

ABSENT: Gallagher, Herrera, McCourt

ABSTAIN: None

4.12 Fiscal Year 2022/23 Unmet Transit Needs Determinations

The Commission was asked to adopt, by motion, Resolution 23-07 the findings of the Unmet Transit Needs Process for FY 22/23 for implementation in FY 2023/24.

Genevieve Evans provided a brief report the annual unmet transit needs process (which she had explained in previous meetings), and has four key components:

- Soliciting testimony on unmet transit needs that may exist in Lassen County;*
- Analyzing transit needs in accordance with adopted definitions of “unmet transit needs” and “reasonable to meet;”*
- Consultation with the Social Services Transportation Advisory Council (SSTAC); and,*
- Adoption of a finding regarding unmet transit needs that may exist for implementation next fiscal year.*

Ms Evans explained that unmet transit needs may include establishing, contracting for, or expanding public transportation, in addition to services or measures required to comply with the Americans with Disabilities Act. If, based on the adopted definitions and criteria, any unmet transit needs are determined to be reasonable to meet by the LCTC they must be funded in the next fiscal year prior to any TDA funds being allocated for non-transit purposes.

The Executive Secretary and Ms Evans, commented that this is likely the last year that the formal Unmet Needs process will need to be undertaken. This is because it is unlikely that TDA funding will produce enough revenue in any given fiscal year to allocate money to non-transit or planning purposes. They noted that in future fiscal years, the SSTAC, transit and other community groups would be consulted to make sure that transit needs are considered.

After careful consultation with the Social Services Transportation Advisory Committee, the Lassen County transit providers, and based on the definitions adopted by the LCTC, it was determined that there were no unmet transit needs that were reasonable to meet. She added however, that there were a number of transit issues in the community, and the Lassen Rural Bus, the LTSA, and other community transit providers were trying to address. These included replacing services provided by the Lassen Senior Services who stopped providing transportation during the fiscal year.

It was moved by Commissioner Neely and seconded by Commissioner Ingram to adopt Resolution 23-07 finding that there are no new unmet transit needs in that is reasonable to meet for implementation in FY 2023/24. The motion was passed with the following vote:

AYES: Albaugh, Bridges, Brown, Neely, Stafford

NOES: None

ABSENT: Gallagher, Herrera, McCourt

ABSTAIN: None

4.13 Fiscal Year 2023/24 Overall Work Program and Budget

The Commission was asked to adopt, by motion, Resolution 23-08 approving the FY 2023/24 Overall Work Program and Budget.

John Clerici provided a brief overview of the Overall Work Program (OWP) and Budget to the Commission. He reminded them that the OWP is the primary management tool for

the Commission and its staff. The OWP contains a description of the activities to be undertaken by the Commission in the coming fiscal year along with detailed budget information.

He added that this OWP and budget (as with previous years) reflects the transportation/mobility needs of the region, the interaction between Commission, City and County staff, the Susanville Indian Rancheria, collaboration with neighboring RTPA's, and our on-going partnership with Caltrans, Washoe County and the State of Nevada. It also contains the core work described in the staff services contract with Clerici Consulting in the amount of approximately \$237,000, with additional work provided for in the expanded scope of work of approximately \$141,000. The expanded scope of work includes:

- Regional transportation planning and data collection – with enhanced assistance to the City and County for pavement management, traffic counts, assessment of safety needs, etc*
- Active Transportation Program execution – grant writing, program updates*
- US 395 Phase 2 Participation – Moved from Work Element 703 (grant funded) and distributed throughout the OWP mostly in WE's 601A, 602 and 603*
- Regional Transportation Plan – Final*
- Zero Emission Vehicle Infrastructure Feasibility Study*

John noted that one significant difference is that for the first time in three years the OWP will not include an allocation to pay Lassen County for unfunded PERS liability for previously provided staffing services.

It was moved by Commissioner Neely and seconded by Commissioner Ingram to adopt Resolution 23-08 approving the FY 2023/24 Overall Work Program and Budget. The motion was passed with the following vote:

AYES: Albaugh, Bridges, Brown, Neely, Stafford

NOES: None

ABSENT: Gallagher, Herrera, McCourt

ABSTAIN: None

5. INFORMATION ITEMS

The following is an overview of some of the issues, projects, and coordination currently being advanced by LCTC.

5.01 Executive Summary Report

The Executive Secretary reported the following:

- US 395 Update – Lassen and Washoe Counties are pursuing an MOU and have set a target date of May 1 to be completed.*

- **Zero Emission Vehicle Request for Proposal** – *The re-release of the RFP for consulting services provided 5 proposals, 3 interviews, and one consultant selected. Work has begun and periodic reports will be provide to the Commission.*

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commission

No issues were brought forth by the Commission.

7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, June 19, 2023, at 1:30 PM, at the City of Susanville, City Council Chambers, 66 North Lassen Street, Susanville, CA.

7.3 Adjourn

The meeting was adjourned at 4:15 p.m.

Submitted for approval by:



John Clerici
Executive Secretary