

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, Interim Executive Secretary

Office:
555 Capitol Mall, Suite 600
Sacramento, CA 95814

P.O. Box 1028
Susanville, CA 96130

Phone: (530) 919-9739

Date Posted: March 6, 2020

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Brian Moore (City Council)
Brian Wilson (City Council)
Joe Franco, Chair (City Council)

Tom Hammond, (Co. Supervisor)
Jeff Hemphill (Co. Supervisor)
David Teeter Vice-Chair (Co. Supervisor)

Subject:

REGULAR MEETING

of the

LASSEN COUNTY TRANSPORTATION COMMISSION

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, March 9, 2020 at 1:30 p.m.** The meeting will be held at the City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

The Agenda is as follows.

Page **(1) CONVENE**

1.1 Pledge of Allegiance

1.2 Adoption of the Agenda and Approval of the Consent Calendar: **Motion Required**

The Commission may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Commission member may request an item be removed from the Consent Calendar for discussion and separate Commission action. At the appropriate time as called by the Board Chair, members of the public may make a comment on matters on the Consent Calendar prior to Commission action.

1.21 Minutes Approval:

- January 13, 2020 Regular Meeting
- February 10, 2020 Special Meeting

1.22 Payment of Steve Borroum (Acting Engineer) fees and costs in the amount of \$13,462.08. *

REQUESTED ACTION: Approve payment of Steve Borroum fees and costs in the amount of \$8,247.04, as shown in Invoice #11 for January 2020 and in the amount of \$5,215.04, as shown in Invoice #12 for February 2020.

1.23 Payment of Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$15,336.31. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$8,026.48, shown in Invoice #08-011 for January 2020, and in the amount of \$7,309.83, shown in Invoice #08-12 for February 2020.

1.24 Low Carbon Transit Operations Program (LCTOP) Allocation Request. *

REQUESTED ACTION: 1) Adopt Resolution 20-02 authorizing the request for funds from the LCTOP program, and designating the Executive Secretary as the Authorized Agents on behalf of the Commission, and 2) authorize Executive Secretary to sign agreements, and submit all documentation necessary to receive LCTOP funding

(2) CORRESPONDENCE/PUBLIC COMMENT

(3) REPORTS

3.1 Reports from Caltrans, CHP, City of Susanville, County of Lassen, and LCTC Staff

- Caltrans Report
- California Highway Patrol (CHP) Report
- City of Susanville Report
- County of Lassen Report
- Susanville Indian Rancheria Report
- Interim Executive Secretary Report (LCTC Staff)

(4) NEW BUSINESS

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- Pursuant to Government Code section 54956.9(d)(2) significant exposure to litigation (1 case)

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS/PUBLIC HEARINGS

4.11 Lassen County Transportation Commission Staffing Services RFP Update

ACTION REQUESTED: Receive update on Staffing Services RFP and anticipated Agreement with John Clerici Consulting for Staffing Services

4.12 Revised Fiscal Year 2019/20 Transportation Development Act (TDA) Apportionments for Local Transportation Fund (LTF)

ACTION REQUESTED: BY MOTION, Adopt Resolution 20-03 approving the Revised Fiscal Year 2019/20 Transportation Development Act Apportionments for the estimates of Local Transportation Fund (LTF).

4.13 Fiscal Year 2019/20 Overall Work Program and Budget Amendment #2

ACTION REQUESTED: BY MOTION, Adopt Resolution 20-04 approving Amendment #2 to the Fiscal Year 2019/20 Overall Work Program and Budget transferring \$4,000 of Rural Planning Assistance funds from Work Element 601 to Work Element 602

(5) INFORMATION ITEMS

5.01 Update on US 395 Coalition Building

5.02 Update on SR 36 Safety and Community Enhancements

(6) CORRESPONDENCE

6.01 Communications with Elizabeth Norton regarding trails – Provided under separate cover

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, May 11, 2020 at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

January 13, 2020

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

2:00 P.M. Open Session

1:00 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 2:00 P.M. and the Pledge of Allegiance to the Flag was recited.

Roll Call: Present: Franco, Hammond, Moore, Teeter
Absent: Hemphill, Wilson

1.2 Adoption of Agenda and Approval of Consent Calendar:

It was moved by Commissioner Teeter and seconded by Commissioner Hammond that the Commission adopt the agenda and approve the Consent Calendar. The motion was passed by the following vote:

AYES: Franco, Hammond, Moore, Teeter
NOES: None
ABSENT: Hemphill, Wilson
ABSTAIN: None

1.21 Minutes Approval of December 9, 2019 Special Meeting

Adopted Minutes of the December 9, 2019 Special Meeting.

1.22 Payment of Steve Borroum (Acting Engineer) fees and costs in the amount of \$6,791.68.

Approved payment of Steve Borroum Acting Engineer fees and costs in the amount of \$6,791.68, shown in Invoice #10.

1.23 Payment of Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$8,456.47.

Approved payment of Clerici Consulting fees and costs in the amount of \$8,456.47, shown in Invoice #08-010.

1.3 Election of Chairperson and Vice-Chairperson for the LCTC for 2020

The Commission was asked to select, By Motion, a Chairperson to preside at meetings of the Commission in calendar year 2020.

It was moved by Commissioner Teeter to nominate Joe Franco to be chair for 2020. No other nominations were made. The motion was passed with the following vote:

AYES: Franco, Hammond, Moore, Teeter
NOES: None
ABSENT: Hemphill, Wilson
ABSTAIN: None

The Commission was asked to select, By Motion, a Vice-Chairperson of the Commission for calendar year 2020.

It was moved by Commissioner Moore to nominate David Teeter to be Vice-chair for 2020. No other nominations were made. The motion was passed with the following vote:

AYES: Franco, Hammond, Moore, Teeter
NOES: None
ABSENT: Hemphill, Wilson
ABSTAIN: None

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

No public comment was received.

3. REPORTS

3.1 Caltrans

Mike Mogen from Caltrans District 2 provided the following updates.

- *Secret Valley Rest Area – Mike reported that the RFP to secure someone to maintain the facility is in circulation. He noted that there was a least one local individual interested in bidding on the package.*
- *SR 36 CapM Follow-up – Mike reported that there were some issues with work Hat Creek did as part of the project. He noted that the list of issues will be provided to the Commissions. Commissioner Teeter wanted to know if they could get some additional striping for pedestrian crossings From Mesa Street to the Walmart. He noted that there were no traffic controls of any kind in that stretch and it is not good for safety. He also added that Susanville PD has information on the recent pedestrian fatality and that it will be provided to Caltrans. Commissioner Franco asked if there is a mechanism for providing for safe pedestrian crossing. Mike responded that Rod Stringer would be the appropriate contact, and that a study will need to be done to meet the warrants. The study will use traffic cameras to look at the stretch of road in question and record, pedestrian, and bicycle and auto movements to see what if anything needs to be done. Commission staff added that adequate lighting is also a problem.*
- *Fredonia – Commissioner Hammond asked about Caltrans work in that location. Mike responded that they are widening for shoulders and minor realignment. Flattening the curbs out. Trying to put in standard shoulders. Not adding a lane or providing any capacity improvements.*
- *Doyle – Commissioner Hammond asked if the turning pockets on US 395 were long enough to handle expected traffic into the proposed Dollar General store. Mike said that the County initiates the review process and that he was not aware that there was an issue. He would check in on it. Commission staff said that they would also check on the site later in the day.*

3.2 CHP

No report was provided.

3.3 City of Susanville

No report was provided.

3.4 Lassen County

No report was provided.

3.5 Susanville Indian Rancheria

No report was provided.

3.6 Executive Secretary

No report was provided.

4. New Business

4.01 Announcement of Items to be Discussed in Closed

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 2020/21 Unmet Needs Process

The Commission was asked to adopt, by motion:

- Adopt Resolution 20-01 approving definitions of “Unmet Transit Needs” and “Reasonable to Meet”*
- Approve recommended membership of the Social Services Transportation Advisory Council*
- Set February 26, 2020 at 1:00 PM in the Susanville City Council Chambers for a public hearing regarding unmet transit needs*

It was moved by Commissioner Teeter and seconded by Commissioner Hammond to approve the item as presented. The motion was passed with the following vote:

AYES: Franco, Hammond, Moore, Teeter
NOES: None
ABSENT: Hemphill, Wilson
ABSTAIN: None

4.12 Lassen County Transportation Commission Staffing Services RFP Update

The Commission received an update on the status of the efforts to secure Commission staffing services. They were informed that the RFP was in circulation and that the deadline for submitting proposals was January 31, 2020. The Commission Counsel requested they consider a Special February Commission Meeting for RFP Proposal evaluations and interviews.

The Commission agreed to set February 10, 2020 at 1:00 for a meeting to interview all qualified applicants.

4.13 Update on Status of Commission Finances and Accounts

The Commission received a brief update on Commission Finances and the status of the independent audits currently underway from the Interim Executive Secretary. He noted that staff, the independent auditor and the County Auditor have been communicating lately and that a somewhat more reliable flow of information was being received from the County Auditor's office. He added that they still did not have their FY 18/19 closing totals, nor had they received any information regarding actual TDA receipts, or a comparison to their budget projections. This presents a barrier to the Commission dispersing TDA Article 8 allocations to the City and County as per the FY 19/20 OWP and Budget. He said he would keep them apprised of their progress with the County Auditor.

5. Information Items

The Interim Executive Secretary provided the Commission with an update of all commission activities related to the following:

- US 395 Coalition Building activities – follow up activities with consultant and developing a path forward to complete this phase of coalition building work. He added that the Coalition Workshop for January 23 in Reno was in the final stages of planning. It appeared that there would be a good attendance of both private and public sector stakeholders from both Lassen and Washoe Counties. He noted that he would send an invite to Commissioners so that they could have it on their Calendars, and that a call in line would be provided.*

6. Correspondence

None.

7. Other Business

7.1 Matter brought forth by the Commission

- Commission recognition was given to Larry Millar for his strategic use of movable speed bumps.*

7.2 Next Regular Commission Meeting

Next meeting of the LCTC will on Monday, March 9, 2020 at time 1:30 PM, in the City of Susanville, City Council Chambers.

7.3 Adjourn

The meeting was adjourned at 3:00 p.m.

Submitted for approval by:

A handwritten signature in blue ink, appearing to read "John Clerici", is written over a horizontal line. The signature is stylized and includes a long horizontal stroke extending to the right.

John Clerici
Interim Executive Secretary

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Special Commission Meeting

February 10, 2020

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

12:30 P.M. Open Session

1:00 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 12:30 P.M. and the Pledge of Allegiance to the Flag was recited.

Roll Call: Present: Franco, Moore, Teeter, Wilson
Absent: Hammond, Hemphill

1.2 Adoption of Agenda:

It was moved by Commissioner Wilson and seconded by Commissioner Teeter that the Commission adopt the agenda. The motion was passed by the following vote:

AYES: Franco, Moore, Teeter, Wilson
NOES: None
ABSENT: Hammond, Hemphill
ABSTAIN: None

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

No public comment was received.

3. New Business

4.01 Announcement of Items to be Discussed in Closed

Pursuant to Government Code section 54957: Public Employment: Executive Secretary.

4.02 Announcement of Action Taken in Closed Session

The Commission returned from closed session and announced there was no reportable action from closed session.

5.1 Next Regular Commission Meeting

Next meeting of the LCTC will on Monday, March 9, 2020 at time 1:30 PM, in the City of Susanville, City Council Chambers.

5.2 Adjourn

The meeting was adjourned at 2:40 p.m.

Submitted for approval by:

DeeAnne Gillick
LCTC General Counsel



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL
SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.22

Date: March 5, 2020

From: John L. Clerici, Interim Executive Secretary

A handwritten signature in blue ink, appearing to read "John L. Clerici", is written over the printed name in the "From:" field.

Subject: Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$13,462.08

REQUESTED ACTION

Approve payment of Steve Borroum fees and costs in the amount of \$8,247.04, as shown in Invoice #11 for January 2020 and in the amount of \$5,215.04, as shown in Invoice #12 for February 2020.

PAST ACTION

This is the eleventh and twelfth invoices under this new consulting contract.

DISCUSSION

Attached are Invoices #11 and #12, with supporting documentation, and a detailed Progress Report for the period beginning January 1, 2020 and ended February 29, 2020.

Key items of work completed in the last month included the following.

- With Caltrans, the Commission, Lassen County and City of Susanville worked on updating the long-range transportation projects in the RTP, including amending the RTP as needed.
- Continued working with Lassen County Auditor to align LCTC – OWP – work element accounting needs with County accounting methods.
- Continued working with County Auditor, LCTC Independent auditor, and County, City and LTSA staff to compile and review information for Year Ending June 2018 LCTC audit review

These charges are consistent with the billing trends for the FY 2019/20 OWP budget to date.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (2)

2/23/2020

INVOICE TO LASSEN COUNTY TRANSPORTATION COMMISSION

Steve Borroum
 Acting Engineer
 633 Tamarindo Way
 Roseville, CA 95678

Invoice #11: Invoice Period: January 1, 2020 to February 1, 2020

DATE	HOURS					Labor Sub-Total
	OWP Task 100-Administration	OWP Task 601 - Transportation Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	
January						
1						0
2						0
3		2			1	3
6		3				4
7		3			1	4
8		2			1	4
9		3			1	3
10		2			1	4
					1	3
13		3				4
14		1			2	5
15		1				1
16						1
17		1				0
						1
20						0
21		4				6
22		4			2	6
23		3			1	5
24		3			2	5
					2	5
27		6				9
28		2			3	9
29		2			1	3
30		2			1	3
31		2			1	3
TOTAL	0	47	0	0	21	68
Rate: \$121.28 / hour						
	\$	\$ 5,700.16	\$	\$	\$ 2,546.88	\$ 8,247.04
Totals	\$	8,247.04				

Total this invoice: \$ 8,247.04

Steve Borroum
 2/23/20

Steve Borroum

Work assignments

Invoice period for January 1, 2020 to February 1, 2020

- Gather, review and produce the fiscal records, invoices, quarterly reports, budget, and budget portion of the OWP (OWP work element 100)
 - With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on planning Rt 36 and 395, non-vehicular transportation, and transit systems. (OWP work element 601)
 - With the local transit operator, Caltrans, the County, the City, and the County Auditor to identify available funding, and assist the Commission's project prioritization and programming processes. (OWP work element 602)
 - With the independent auditor and the County Auditor addressing audit findings, address claims for ensuing year, preparing year end audit reports (OWP work element 604)
-

3/5/2020

INVOICE TO LASSEN COUNTY TRANSPORTATION COMMISSION

Steve Borroum
 Acting Engineer
 633 Tamarindo Way
 Roseville, CA 95678

Invoice #12: Invoice Period: February 1, 2020 to March 1, 2020

DATE	HOURS					Labor Sub-Total
	OWP Task 100- Adiministration	OWP Task 601 - Transporation Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	
February						
3		2				2
4		2				2
5		1			1	3
6					1	2
7		1			1	0
						2
10						
11		2				0
12		1			1	3
13		1				1
14		1				1
						1
17						
18		2				0
19		1				2
20		3				1
21		2			1	4
						2
24		6				
25		3			2	8
26		1			1	4
27		1			1	2
28		2			1	2
					1	3
TOTAL	0	32	0	0	11	43
Rate: \$121.28 / hour						
	\$ -	\$ 3,880.96	\$ -	\$ -	\$ 1,334.08	\$ 5,215.04
Totals	\$ 5,215.04					

Total this invoice: \$ 5,215.04

[Handwritten Signature]
 3/5/20

Steve Borroum

Work assignments

Invoice period for February 1, 2020 to March 1, 2020

- Gather, review and produce the fiscal records, invoices, quarterly reports, budget, and budget portion of the OWP (OWP work element 100)
- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on planning Rt 36 and 395, non-vehicular transportation, and transit systems. (OWP work element 601)
- With the local transit operator, Caltrans, the County, the City, and the County Auditor to identify available funding, and assist the Commission's project prioritization and programming processes. (OWP work element 602)
- With the independent auditor and the County Auditor addressing audit findings, address claims for ensuing year, preparing year end audit reports (OWP work element 604)



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim Executive Secretary

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SUITE 600
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P.O. Box 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.23

Date: March 3, 2020

From: John L Clerici, Interim Executive Secretary

A handwritten signature in blue ink, appearing to read "John L. Clerici", is written over the printed name.

Subject: Payment of Clerici Consulting Interim Executive Secretary fees and costs in the amount of \$15,336.31.

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$15,336.31, as shown in Invoice #008-11 for January 2020 (\$8,026.48) and Invoice #008-12 for February 2020 (\$7,309.83).

PAST ACTION

This is the eleventh and twelfth invoice under this consulting contract.

DISCUSSION

Attached is Invoices #008-11 & #008-22, with supporting documentation, and a detailed Progress Report for the period beginning January 1 1, 2020 and ended February 29, 2020.

Key items of work completed in the last month included the following.

- Prepared Agendas and information items for January 13, LCTC and January 6 TAC Meetings
- Met with Consulting staff to plan and execute addition coalition building efforts for the US 395 effort.
 - Participated in coalition building team conference calls in January and February
 - Participated in January 23 Coalition Building Workshop
- Continued outreach to Caltrans, Lassen County and the City of Susanville for the 2020 State Transportation Improvement Program (STIP)
 - Developed revised final 2020 RTIP
 - Testified on behalf of Lassen County to the CTC on January 31, 2020

- Held Unmet Transit Needs Hearing on February 26, 2020

These charges are consistent with the billing trends for the FY 20019/20 OWP budget to date.

Attachments (4)

Clerici Consulting

Invoice Date: February 2, 2020

Invoice Number 11

Project Number 008

Clerici Consulting
1555 Sean Drive
Placerville, CA 95667
Ph 530.919.9739

Invoice

Tax ID XXX-XX-XXXX
Vendor Number: 15096
Contract Number: 2019-0235-CO200232

February 2, 2020
Number: 008
Invoice Number 11

Lassen County Transportation Commission
Attn: Joe Franco, Chair
PO Box 1028
Susanville CA 96130

Project: 008 Interim Executive Secretary

Professional services from January 1, 2020 to January 31, 2020

<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$143.33		\$143.33
Task 601 – Regional Transportation Planning	\$1,433.30		\$1,433.30
Task 602 – Regional Transportation Programing	\$1,719.96		\$1,719.96
Task 603 – Community Engagement & Outreach	\$3,726.58		\$3,726.58
Task 604 – TDA Administration	\$1,003.31		\$1,003.31
Total this invoice			\$8,026.48

Professional Personal*Task: 100 – Administration and Coordination*

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	1	\$143.33	\$143.33

Task: 601 – Regional Transportation Planning

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	10	\$143.33	\$1,433.30

Task: 602 – Regional Transportation Programming

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	12	\$143.33	\$1,719.96

Task: 603 – Community Engagement and Outreach

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	26	\$143.33	\$3,726.58

Task: 604 – TDA Administration

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	7	\$143.33	\$1,003.31



 John Clerici

PROGRESS REPORT

Project: Lassen County Transportation Commission

Clerici Consulting Project 008-11

Period: January 1, 2020 – January 31, 2020

WORK COMPLETED (through January 31, 2020)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- Provide support to Commission, stakeholders and public (OWP Work Element 100)
- Prepare for and coordinate meetings (including follow-up) of the Commission and for the Commissioners: LCTC Agendas with staff reports January 13, 2020 (OWP Work Element 100)
- With Caltrans, the Commission, the City of Susanville, and Lassen County work on the long-range transportation projects in the RTP, including amending the RTP as needed. (OWP Work Element 601)
- Revised Lassen County 2020 RTIP/STIP to respond to CTC comments. Testified to CTC to support staff recommendation regarding Lassen County 2020 SRIP/STIP – January 31. (OWP Work Element 602)
- Attend regional and community meetings to discuss plans and projects important to Lassen County and the City of Susanville, the Regional Transportation Plan, and transportation programming and planning for the LCTC. Met with transit and para transit providers in Lassen County in anticipation of Unmet Needs process for FY 19/20. Participated in monthly Rural County Task Force Meetings (January 17), highlighting on planning and programming discussions relevant to the OWP, RTP, ATP and upcoming 2020 STIP (OWP Work Element 603)
- Processed Local Transportation Fund Apportionment, Notified Claimants, Prepared Claim Forms (OWP Work Element 604)

Clerici Consulting

Invoice Date: March 2, 2020

Invoice Number 12

Project Number 008

Clerici Consulting
1555 Sean Drive
Placerville, CA 95667
Ph 530.919.9739

Invoice

Tax ID XXX-XX-XXXX
Vendor Number: 15096
Contract Number: 2019-0235-CO200232

March 2, 2020
Number: 008
Invoice Number 12

Lassen County Transportation Commission
Attn: Joe Franco, Chair
PO Box 1028
Susanville CA 96130

Project: 008 Interim Executive Secretary

Professional services from February 1, 2020 to February 29, 2020

<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$143.33		\$143.33
Task 601 – Regional Transportation Planning	\$1,433.30		\$1,433.30
Task 602 – Regional Transportation Proqraming	\$1,003.31		\$1,003.31
Task 603 – Community Engagement & Outreach	\$3,726.58		\$3,726.58
Task 604 – TDA Administration	\$1,003.31		\$1,003.31
Total this invoice			\$7,309.83

Professional Personal*Task: 100 – Administration and Coordination*

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	1	\$143.33	\$143.33

Task: 601 – Regional Transportation Planning

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	10	\$143.33	\$1,433.30

Task: 602 – Regional Transportation Programming

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	7	\$143.33	\$1,003.31

Task: 603 – Community Engagement and Outreach

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	26	\$143.33	\$3,726.58

Task: 604 – TDA Administration

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	7	\$143.33	\$1,003.31



John Clerici

PROGRESS REPORT

Project: Lassen County Transportation Commission

Clerici Consulting Project 008-12

Period: February 1, 2020 – February 29, 2020

WORK COMPLETED (through February 29, 2020)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- Provide support to Commission, stakeholders and public (OWP Work Element 100)
- With Caltrans, the Commission, the City of Susanville, and Lassen County work on the long-range transportation projects in the RTP, including amending the RTP as needed. (OWP Work Element 601)
- Provided follow-up with CTC, Lassen County, City of Susanville, and other stakeholders for completed Lassen County 2020 RTIP/STIP. (OWP Work Element 602)
- Attend regional and community meetings to discuss plans and projects important to Lassen County and the City of Susanville, the Regional Transportation Plan, and transportation programming and planning for the LCTC. Working with SSTAC and local transit providers prepared for and lead Unmet Transit Needs hearing (February 26). Participated in US 395 Coalition Building team and stakeholder phone calls to discuss possible planning and programming discussion relevant to the OWP and RTP. (OWP Work Element 603)
- Processed Local Transportation Fund Apportionment, Notified Claimants, Prepared Claim Forms (OWP Work Element 604)



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim Executive Secretary

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P.O. Box 1028
SUSANVILLE, CA 96130


PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.24

Date: March 4, 2020

From: John L Clerici, Interim Executive Secretary 

Subject: Low Carbon Transit Operations Program (LCTOP) Allocation Request.

REQUESTED ACTION

By motion, 1) Adopt Resolution 20-02 authorizing the request for funds from the LCTOP program, and designating the Executive Secretary as the Authorized Agents on behalf of the Commission, and 2) authorize Executive Secretary to sign agreements, and submit all documentation necessary to receive LCTOP funding.

BACKGROUND

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.

At the regular scheduled LCTC meeting on March 12, 2018, the commission started allocating funding for the bus stop improvement project in the amount of \$39,919 for FY 17/18. The 17/18 funding was supposed to be the first of four allocations for this project. LCTOP allows a rollover of funds for a maximum amount of 4 years. The project will purchase, construct and install bus stop enhancements including but limited to benches, shelters, trash cans, solar lighting, bus shelter concrete pads, sidewalk, and curb gutter at stops and park and ride facilities within the County of Lassen.

At the regular scheduled LCTC meeting on March 11, 2019, the commission adopted Resolution 19-12 authorizing the request for funds from the LCTOP program as the second allocation of \$59,357.00 for the FY 18-19 cycle for the bus stop improvement project.

DISCUSSION

Lassen County Transportation Commission staff was informed that funding in the amount of \$57,266.00 of LCTOP funds is available under the LCTOP FY 19-20 program. Per Public Resource Code 75230 (f) (1-3), moneys from the program shall be expended to provide transit operating or capital assistance that meets any of the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero emission buses.

Eligible projects include:

A. Operational Projects

1. New expanded/enhanced transit service
2. Free or reduced fares
3. Network/fare integration
4. Alternative transportation services

B. Capital Projects

1. Purchase expansion zero-emission or low-emission vehicles and equipment in support of new expanded/enhanced transit service.
2. Purchase, construct, and/or install infrastructure to support zero-emission or low-emission vehicles in support of new expanded/enhanced transit service.
3. Purchase, construct, and/or install passenger amenities at transit stops/stations to encourage increased transit ridership.
4. Purchase, construct, and install renewable energy for transit facilities in support of new expanded/enhanced transit service.
5. Purchase and construct active transportation facilities that connect to stops/stations and encourage ridership.
6. Purchase, construct, and install equipment and facilities needed to provide expanded/enhanced transit service.
7. Purchase and install equipment on transit vehicles to encourage increased transit ridership.
8. Purchase Replacement zero-emission vehicles.
9. Purchase construct, and/or install infrastructure, equipment, or facilities to support zero-emission vehicles.

Staff recommends to keep allocating funds for the Bus Stop improvement project. The guidelines of the LCTOP state that if the Lead Agency intends to roll over funds or hold funds for a more substantial project, a full Allocation Request must be submitted in each year. Unrequested funds will not be held by the State for a future request.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION
Amended Resolution 20-02

AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT

WHEREAS, the Lassen County Transportation Commission 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 (local agencies).

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

BE IT FURTHER RESOLVED that the LCTC does hereby authorize the Executive Secretary to execute all documents necessary to obtain funds through the LCTOP program for Fiscal Year 2019/2020 and to administer the following LCTOP project:

Project name: Bus Stop Improvement

Amount of LCTOP funds requested: \$57,266.00

Short description of project: The proposed project would purchase, construct and install bus stop enhancements including but not limited to benches, shelters trash cans, solar lighting, bus shelter concrete pads, sidewalk, and curb gutter at stops and park and ride facilities within the County of Lassen. The LCTC plans to roll funds over into the following year to create a more substantial project.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its March 9, 2020 meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

JOE FRANCO, Chairman
Lassen County Transportation Commission

The foregoing instrument is a correct copy of the original on file in the office of the Executive Secretary of the Lassen County Transportation Commission.

John L. Clerici, Interim Executive Secretary

March 9, 2020



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

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SACRAMENTO, CA 95814

P.O. Box 1028
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John L. Clerici, Interim Executive Secretary

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.11**
Date: March 5, 2020
From: DeeAnne Gillick, Lassen County Transportation Commission Staffing Services
Update General Counsel
Subject: Lassen County Transportation Commission Staffing Services RFP Update

REQUESTED ACTION

Receive update on Staffing Services RFP and anticipated Agreement with John Clerici Consulting for Staffing Services

BACKGROUND

The Request for Proposals for Staffing Services to the Lassen County Transportation Commission was issued on December 20, 2019. Two proposals were received by the January 31, 2020 deadline. Proposals were received from (1) GreenDOT Transportation Services, and (2) John Clerici Consulting with subconsultants Steve Borroum Consulting and LSC Transportation Consultants. The Commission conducted interviews at a special meeting on February 10, 2020 of both proposers. The Commission directed General Counsel to negotiate an agreement for staffing services consistent with the RFP Proposal with John Clerici Consulting.

General Counsel is working with John Clerici Consulting to finalize the agreement and scope of services consistent with the RFP and the Commission needs. A couple of items require further information and a final agreement is not ready for presentation to the Commission. It is anticipated an agreement will be presented to the Commission for consideration at its next Commission meeting.

Submitted by:
DeeAnne Gillick
General Counsel, Sloan, Sakai, Yeung & Wong
555 Capitol Mall, Suite 600 | Sacramento, CA 95814
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LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim Executive Secretary

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Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.12

Date: March 5, 2020

From: John L. Clerici, Interim Executive Secretary 

Subject: Revised Fiscal Year 2019/20 Transportation Development Act (TDA)
Apportionments for Local Transportation Fund (LTF)

REQUESTED ACTIONS

BY MOTION, Adopt Resolution 20-03 approving the Revised Fiscal Year 2019/20 Transportation Development Act Apportionments for the estimates of Local Transportation Fund (LTF).

PAST ACTION

Each year the Commission approves final apportionments for the upcoming fiscal year receipts of Local Transportation Funds. At the June 12, 2019 meeting you approved TDA apportionments and allocation instructions as provided under TDA guidelines.

BACKGROUND

LTF apportionments are allocated to, and claimed by, jurisdictions based on the priorities identified in the TDA regulations, which generally are as follows.

- TDA Administration by the County Auditor and the LCTC
- Transportation Planning by the LCTC
- Bicycle and Pedestrian projects (by local agencies)
- Transit services (by Lassen Transit Service Agency)
- Street and road purposes (by local agencies)

The preliminary apportionments allow each agency to prepare draft budgets. The LTF allocations made at the June meeting provided for nearly \$1.3 million to be dispersed to Article 8 (streets and road) uses to Lassen County and the City of Susanville. Given the uncertainties around the information being provided to Commission Staff by the Lassen County Auditor, disbursement of the Article 8 allocations were delayed, pending the independent audit of the LCTC finances.

DISCUSSION

Since the June 12, 2019 Commission meeting, a number of things have occurred that will necessitate a reevaluation of the LTF funds available for allocation, and ultimately what Article 8 money can be disbursed to the City and County. As staff and your independent auditor have evaluated financial and accounting

information provided by the Lassen County Auditor, it has become clear that assumptions made regarding TDA carryover from previous FY's, and our realized revenues for FY 19/20 were overly optimistic. In aggregate, between not having as much carryover as expected, and not realizing as much revenue this fiscal year, we have difference of -\$210,497 in TDA funds available for allocation.

In addition since June, 2019, unforeseen (though not entirely unexpected) costs have been incurred by the Commission that fall into roughly three categories. They are:

- Settlement with the former Executive Secretary Matthew C. Boyer -- \$33,160.60
 - Associated with this is paying off the balance owed the previous Independent Auditor, Don Reynolds CPA -- \$3,055.59
 - Settling the balance due to LSC Transportation Consultants – a sub to Boyer and Associates - - \$4,000.00
- Commission Counsel Costs -- \$30,000.00
 - Negotiating and finalizing the settlement agreement with Matthew C. Boyer and Associates
 - LCTC Staff Recruitment
 - Preparing and circulating the Request for Proposal
 - Receiving and evaluating proposals
 - Participating in the interviews
 - Negotiating contract with successful applicant
 - Evaluating Lassen County claim for PERS unfunded liability
- Commission Independent Auditor Costs -- \$5,000.00
 - Evaluating and providing auditing services on Fund 128
 - Additional level of effort associated with engaging County Auditor to complete Independent Audits

Since the Commission has a limited number of funding options available to it, it will be necessary to re-evaluate the TDA allocations made during the budgeting exercises for FY 2019/20. This will include re-allocating some TDA funds that were originally anticipated to be allocated to Section 8 priorities.

It is important to note that Commission Staff has been apprising the Commission of some of the challenges associated with the settlement with Boyer and Associates, and engaging the Lassen County Auditor, which has necessitated the bulk of these additional costs. Fortunately, all issues associated with the settlement agreement have been closed, and it appears that we are nearing the final stages of the Independent Auditors work regarding Fund 128.

The attached worksheet provides a simple illustration of the financial impacts of the various items described above. In sum, the adjustments to our revenue assumptions, and the unbudgeted costs, will have the net effect of reducing the amount of Article 8 funds available for allocation and distribution. Reducing overall funds available to Article 8 from \$1,277,954 to \$971,165.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (2)

TRANSPORTATION DEVELOPMENT ACT (TDA)

ADJUSTED FISCAL YEAR 19/20 TDA APPORTIONMENTS / ALLOCATIONS

3/5/2020

	Draft FY 19/20 (May 8, 2019)	Current FY 19/20
Projected carryover from FY 18/19	\$ 1,375,358.00	\$ 1,229,861.00
Estimated income	\$ 885,000.00	\$ 820,000.00
Total	\$ 2,260,358.00	\$ 2,049,861.00
Administration and planning	\$ 80,310.00	\$ 101,385.00
Administrative adds		
Matt Boyer closeout		\$ 33,160.60
Matt Boyer sub closeout		\$ 4,000.00
Donald Reynolds closeout		\$ 3,055.59
Estimated added legal expenses		\$ 30,000.00
Estimated added accountant expenses		\$ 5,000.00
Total adds		\$ 75,216.19
Ped and bike set aside	\$ 16,094.00	\$ 16,094.00
Total transit allocations	\$ 886,000.00	\$ 886,000.00
Available for Article 8 allocations	\$ 1,277,954.00	\$ 971,165.81
County	\$ 775,718.00	\$ 589,497.65
Susanville	\$ 502,236.00	\$ 381,668.16

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 20-03

Resolution Approving the Revised Transportation Development Act Fiscal Year 2019/20 Transportation
Development Act Apportionment of Local Transportation Funds

WHEREAS, pursuant to California Government Code, Title 7.95, Section 67950, the Lassen County Transportation Commission (LCTC) was created as a local planning agency to provide regional transportation planning for the area of Lassen County; and

WHEREAS, it is the responsibility of the LCTC, under the provisions of the TDA, to review the annual transportation claims and to make allocations of monies from the LTF, based on the estimated revenue upon approving said claim; and

WHEREAS, the LCTC may periodically review the allocation and revise it as new information is provided regarding actual revenues, fund balance adjustments, or to respond to unforeseen expenses associated with Commission operations; and

WHEREAS, the Lassen County Auditor provided revised estimates for FY 18/19 TDA Carryover Funds, and revisions to the actual TDA revenue received during FY 2019/20 that have reduced overall TDA funds available to the LCTC by \$210,497; and

WHEREAS, LCTC has experienced unforeseen expenses during FY 2019/20 in the amount of \$79,216.19, and for the purposes described below.

1. Settlement with the former Executive Secretary Matthew C. Boyer -- \$33,160.60
 - a. Associated with this is paying off the balance owed the previous Independent Auditor, Don Reynolds CPA -- \$3,055.59
 - b. Settling the balance due to LSC Transportation Consultants – a sub to Boyer and Associates -- \$4,000.00
2. Commission Legal Counsel Costs -- \$30,000.00
3. Commission Independent Auditor Costs -- \$5,000.00

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Lassen County Transportation Commission shall approve the revised allocations from the FY 2019/20 funds estimated to be available in the LTF and the unforeseen expenses described above.

BE IT FURTHER RESOLVED, that allocation instructions shall be prepared to reflect the above changes in LTF funds available for allocation to Article 8, and that The Executive Secretary, appointed by the Commission, is authorized to sign the allocation instructions and to issue the instructions to the County Auditor to pay the claimants in accordance with the above allocations at the appropriate time..

The foregoing resolution was adopted by the Lassen County Transportation Commission at its March 9, 2020 meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Joseph Franco, Chairman
Lassen County Transportation Commission

The foregoing instrument is a correct copy of the original on file in the office of the Executive Secretary of the Lassen County Transportation Commission.

John L. Clerici, Interim Executive Secretary

March 9, 2020



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim Executive Secretary

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Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.13

Date: March 5, 2020

From: John L Clerici, Interim Executive Secretary

A handwritten signature in blue ink, appearing to read "John L. Clerici", is written over the printed name.

Subject: Fiscal Year 2019/20 Overall Work Program and Budget Amendment #2

REQUESTED ACTION

BY MOTION, Adopt Resolution 20-04 approving Amendment #2 to the Fiscal Year 2019/20 Overall Work Program and Budget transferring \$5,000 of Rural Planning Assistance funds from Work Element 601 to Work Element 602

PAST ACTION

At your September 11, 2019 regular meeting, the Commission approved Amendment #1 to the Fiscal Year (FY) Overall Work Program and Budget for FY 2019/20. The amended OWP and Budget provided for a number of corrections to both the text and budget of the document. This included rewriting sections within each work element, and then moving some tasks, products and descriptions from one work element to another. Doing this triggered a corresponding shift in applying revenue sources and expenditures within and between each work element as well.

DISCUSSION

As with most work plans and budgets, the OWP and Budget is a living document, requiring periodic modifications to assure that it reflects to some degree the actual activities of the LCTC. These modifications can require a change in scope of a particular work element, increases or decreases in the overall budget, and/or the transfer of funds from one work element to another.

With this in mind, staff is requesting a modest change in the OWP allowing for a transfer of funds from Work Element 601 Regional Transportation Planning, to Work Element 602 Programming. The need for this is the greater than expected effort required to plan, develop and deliver the 2020 Regional Transportation Improvement Program (RTIP).

Staff is recommending shifting unused Rural Planning Assistance funds that had been allocated to the City of Susanville for general Transportation Planning activities, but that City Staff has advised will likely not be used before the end of the fiscal year. Transfer of these funds will have no impact on delivering work items in Work Element 601.

ALTERNATIVES

Provide direction to staff.

Attachments (3)

Tuesday, May 5, 2020

Lassen County Transportation Commission
Fiscal Year (FY) 2019/20 Budget - Final

Work Element Name	WORK ELEMENT NUMBER									
	100	601	602	603	604	701	702	703		
	Administration and Coordination	Regional Transportation Planning	Regional Transportation Programming	Community Engagement and Outreach	Transportation Development Act	Sustainable Communities Grant - SR 36 Complete Street Study	US 395 Corridor Coalition and Advance Planning (initial)	Sustainable Communities Grant - US 395 Corridor Study		
Total										
Expenditures										
Professional Services - Consultant Executive Secretary and Staff	\$ 204,501.06	\$ 89,059.24	\$ 35,000.00	\$ 45,441.82	\$ 20,000.00				\$ 204,501.06	
Professional Services - Legal Counsel	\$ 15,000.00				\$ 2,000.00				\$ 15,000.00	
Professional Services - Independent Audit	\$ 30,000.00				\$ 30,000.00				\$ 30,000.00	
Professional Services - Consultants (Encumbered)	\$ 195,528.12					\$ 121,093.22	\$ 74,434.90		\$ 195,528.12	
Professional Services - Consultants	\$ 224,625.00							\$ 224,625.00	\$ 224,625.00	
Professional Services - County Auditor	\$ 12,810.00				\$ 12,810.00				\$ 12,810.00	
Professional Services - City of Susanville	\$ 46,412.18	\$ 25,000.00	\$ 10,000.00			\$ 11,412.18			\$ 46,412.18	
Professional Services - Lassen County DPW	\$ 66,730.52	\$ 36,730.52	\$ 10,000.00					\$ 20,000.00	\$ 66,730.52	
Professional Services - Lassen County Transit	\$ 25,000.00	\$ 20,000.00	\$ 5,000.00						\$ 25,000.00	
Professional Services - Lassen County DPW (trails coordinator)	\$ 40,000.00	\$ 40,000.00							\$ 40,000.00	
Memberships	\$ 4,000.00			\$ 4,000.00					\$ 4,000.00	
Training / Conferences	\$ 999.61	\$ 500.00	\$ 499.61						\$ 999.61	
Travel	\$ 2,000.00	\$ 500.00	\$ 1,000.00						\$ 2,000.00	
Total Expenditures	\$ 867,606.49	\$ 211,789.76	\$ 61,499.61	\$ 49,441.82	\$ 64,810.00	\$ 132,505.40	\$ 74,434.90	\$ 244,625.00	\$ 867,606.49	
Revenues										
Rural Planning Assistance (2019/20 RPA)	\$ 230,000.00	\$ 211,789.76	\$ 18,210.24						\$ 230,000.00	
Rural Planning Assistance (2018/19 RPA carryover)	\$ 43,289.37		\$ 43,289.37						\$ 43,289.37	
Local Transportation Fund (LTF)	\$ 93,310.00				\$ 64,810.00				\$ 93,310.00	
PPM	\$ 98,384.00			\$ 49,441.82		\$ 17.18		\$ 48,925.00	\$ 98,384.00	
PPM (Encumbered)	\$ 89,616.09					\$ 15,181.19	\$ 74,434.90		\$ 89,616.09	
Sustainable Communities Grant Carryover from FY 18/19 (Enc.)	\$ 117,307.03					\$ 117,307.03			\$ 117,307.03	
Sustainable Communities Grant	\$ 195,700.00							\$ 195,700.00	\$ 195,700.00	
Total Revenues	\$ 867,606.49	\$ 211,789.76	\$ 61,499.61	\$ 49,441.82	\$ 64,810.00	\$ 132,505.40	\$ 74,434.90	\$ 244,625.00	\$ 867,606.49	

LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 20-04

Amendment #2 (Formal) to the Fiscal Year 2019/20 Overall Work Program and Budget

WHEREAS, the Lassen County Transportation Commission (LCTC) is the designated regional transportation planning agency for the Lassen County region, and an eligible recipient for transportation planning funds administered by the California Department of Transportation (Caltrans); and,

WHEREAS, the LCTC previously adopted a Fiscal Year 2019/20 Overall Work Program and Budget (OWP) on June 17, 2019, and amended it on September 16, 2019; and,

WHEREAS, as a living document it is necessary to amend the OWP when required to reflect needs of the LCTC staff and its work; and,

WHEREAS, the development of the 2020 Regional Transportation Improvement Program required more effort than anticipated by staff, and,

WHEREAS, there are sufficient Regional Planning Assistance (RPA) funds in Work Element 601 in the OWP to cover the shortage in Work Element 602.

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission (LCTC) hereby adopts Amendment #2 and transfer \$5,000 of RPA funds from Work Element 601 to Work Element 602 within the Fiscal Year 2019/20 Overall Work Program and Budget.

The foregoing resolution was passed and adopted at the March 9, 2020 meeting of the Lassen County Transportation Commission by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Joseph Franco

Chair, Lassen County Transportation Commission

The foregoing instrument is a correct copy of the original on file in the office of the Executive Secretary of the Lassen County Transportation Commission.

March 9, 2020

John Clerici, Interim Executive Secretary