

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

April 13, 2026

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

1:30 P.M. Open Session

1:30 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 1:34 P.M.

Roll Call: Present: Albaugh, Ingram, Miller, Scanlon, Schuster
Absent: Brown

1.1 Pledge of Allegiance

The Pledge of Allegiance to the Flag was waived.

1.2 Adoption of Agenda:

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

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None

1.3 Approval of the January 10, 2026 Regular Meeting Minutes

The Commission was asked to adopt the Minutes of their November 10, 2025, as presented by staff.

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

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None

1.4 Approval of Consent Calendar

Commissioner Albaugh requested that Items 1.43 and 1.44 be pulled from the consent calendar for discussion.

It was moved by Commissioner Albaugh and seconded by Commissioner Ingram that the Commission approve the Consent Calendar with Items 1.43 and 1.44 pulled for discussion. The motion was passed by the following vote:

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None

ITEMS PULLED FROM THE CONSENT CALENDAR

1.43 Request for Letter of Support – HLVRCD NFWF Western Big Game 2026 Proposal.*

REQUESTED ACTION: Approve the Chair to sign a letter of support for the Honey Lake Valley Resource Conservation District National Fish & Wildlife Foundation Western Big Game 2026 grant proposal.

Commissioner Albaugh wanted to clarify the language of the letter to focus on endangered plant species, not all endangered species in the area. Staff thought that the effort was focused on plant life but that he would make necessary changes to the letter in that regard.

It was moved by Commissioner Albaugh and seconded by Commissioner Schuster that the Commission approve the letter with the necessary changes for the Chairs signature. The motion was passed by the following vote:

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None

1.44 Staffing Services Agreement Amendment No. 3.*

REQUESTED ACTION: Approve Resolution 26-04 for Amendment No. 3 to the Agreement with Clerici Consulting for Staffing Services to add the position of Senior Advisor (with associated billing rate) to the Payment to the Contractor.

Commissioner asked for a clarification about the duties of the position and the pay rate. Staff responded that the individual (Wil Garner) for whom this position was created would soon be under contract with Lassen County to provide interim transit management services to the LTSA, but that in the interim there might be a need to have this person provide assistance. This addition would allow Mr. Garner to provide some help under the Clerici Consulting contract. It is not anticipated that this new designation will be used much if at all.

It was moved by Commissioner Albaugh and seconded by Commissioner Schuster that the Commission approve Resolution 26-04 as presented by staff. The motion was passed by the following vote:

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster

NOES: None

ABSENT: Brown

ABSTAIN: None

2. CORRESPONDENCE/PUBLIC COMMENT

No written communication was received.

Verbal communications:

3. REPORTS

3.1 Caltrans

Skip Clark reported that he and Commission staff were working on the FY 26/27 OWP and Budget and that a final version should be ready by the May LCTC meeting.

Drew Battle provided a detailed overview of the findings of the US 395 Freight Feasibility Study. He covered the methodology for developing the report, the updated traffic and accident statistics, potential remedies for improving safety in the corridor and next steps.

Michael Oguro demonstrated two new web based tools for finding information on planning and construction projects on the state highways system.

3.2 CHP

Lacey Carney provided a brief update on CHP activities in Lassen County. She noted that there were two fatal accidents on county highways. One was on Hwy 44 and the other on Hwy 139. Both were solo accidents and both appeared to be the result of distracted driving. She also noted that the recent snow storms did not result in any unusual incidents.

3.3 City of Susanville

Erik Edholm reported that the city had decided to not pursue development of the Riverside Drive ATP project. He noted that the project design bids had come in much

higher than budgeted. The city also had concerns regarding on-going maintenance costs once the project was completed. He mentioned that the Cities STIP FE project was in design and would likely go to construction in 2027.

3.4 Lassen County

No update was provided.

3.5 Susanville Indian Rancheria

No update was provided.

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 Adoption of The Written Procurement Policy and Procedures for Federal Grant Awards and Caltrans Local Assistance Procedures Manual Chapter 10*

The Commission was asked to adopt, by motion, Resolution 26-01 Authorizing the Adoption of The Written Procurement Policy and Procedures for Federal Grant Awards and Caltrans Local Assistance Procedures Manual Chapter 10.

Goods and services must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. FTA Circular 4220.1F: The Common Grant Rule for non-governmental recipients requires the recipient to have written procurement procedures.

It was moved by Commissioner Scanlon and seconded by Commissioner Ingram To approve the staff recommendation. The motion was passed by the following vote:

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None

4.12 Master Agreement, for Federal Aid Project *

The Commission was asked to adopt, by motion, the Master Agreement, for Federal Aid Project and the Administration of Transportation Funds, period of April 14, 2026 until superseded & Adopt Resolution 26-02 Authorizing the Executive Secretary to sign the Master Agreement and all related documents.

In the Master Agreement, a local agency agrees to comply with all federal and state laws, regulations, policies and procedures relative to the design, right of way acquisition, environmental compliance, construction and maintenance of the completed facility. It is normally processed once with the agency when it begins its first federal-aid or state funded project.

The Master Agreement is the contract between the Department of Transportation (Caltrans) and the Lassen County Transportation Commission to administer transportation funds, receive annual apportionments and state/federal grants; the current agreement only covers planning related activities necessitating an additional MA allowing when receiving federal funds for a designated project facility and the subsequent operation and maintenance of that completed facility.

Commissioner Albaugh had some concerns about obligating the Commission to federal priorities that were not in keeping with local opinions.

It was moved by Commissioner Schuster and seconded by Commissioner Scanlon that the Commission approve the staff recommendation. The motion was passed by the following vote:

*AYES: Ingram, Miller, Scanlon, Schuster
NOES: Albaugh
ABSENT: Brown
ABSTAIN: None*

4.13 Fiscal Year 2026/27 Draft Overall Work Program and Budget *

The Commission was asked to authorize, by motion, staff to release the Draft Overall Work Program and Budget (OWP) for FY 2026/27 to the public for circulation, review, and comment.

It was moved by Commissioner Schuster and seconded by Commissioner Scanlon that the Commission approve the staff recommendation. The motion was passed by the following vote:

*AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
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 – Reported that projects in the US 395 corridor were continuing.*
- *Wildlife Crossing Grant –Staff hopes to have a publicly accessible version of the potential crossing locations by May 2026.*
- *Legislation – There were no updates on current state legislation.*

6. **CORRESPONDENCE**

None.

7. **OTHER BUSINESS**

7.1 Matter brought forth by the Commissioners

No items were brought forth by the Commissioners.

7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, May 11, 2026, 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 2:55 p.m.

Submitted for approval by:



John Clerici
Executive Secretary