

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, Executive Secretary

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

P.O. Box 1028
Susanville, CA 96130

Date Posted: June 15, 2023

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Russ Brown, (City Council)	Tom Neely, (Co. Supervisor)
Quincy McCourt (City Council)	Chris Gallagher, (Co. Supervisor)
Kevin Stafford Vice-chair (City Council)	Aaron Albaugh, 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, June 19, 2023, at 1:30 p.m.**

The meeting will be held at the City Council Chambers, 66 North Lassen Street, Susanville, CA.

Call in number for participants who want to join by phone:

Call number: 302-202-1104

Access Code: 968698

The Agenda is as follows:

(1) CONVENE

1.1 Pledge of Allegiance

1.2 Adoption of the Agenda: **Motion Required**

The Commission may make any necessary additions, deletions or corrections to the agenda including moving items to or from the agenda.

1.3 Approval of the Minutes for May 8, 2023, Regular Meeting: **Motion Required**

1.4 Approval of the Consent Calendar: **Motion Required**

NOTE: All matters listed under the Consent Calendar are considered routine and will be enacted by one motion by roll call vote unless any member of the Commission wishes to remove an item for discussion. The reading of the full text of all Resolutions will be waived unless a commissioner requests otherwise.

1.41 Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$37,250.62. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$37,250.62 as shown in Invoice #009-37 for May 2023.

1.42 Letter of Support for Wildlife Conservation Board Grant. *

REQUESTED ACTION: Authorize the Chair to sign a letter of support from the LCTC to the Wildlife Conservation Board for the US 395 Wildlife Overpass Planning Project Grant Application.

(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

(4) NEW BUSINESS

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- There are no closed session items.

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 Fiscal Year 2023/24 Transportation Development Act Apportionment and Allocation for Local Transportation Fund (LTF) and State Transit Assistance (STA)

ACTION REQUESTED: BY MOTION: Adopt Resolution 23-09 approving the Final Fiscal Year 2023/24 Transportation Development Act Allocations for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the allocations.

4.12 Lassen County Transit Authority's FY 2023/24 Transportation Development Act Claim

ACTION REQUESTED: BY MOTION: Adopt Resolution 23-10 approving the Lassen Transit Services Agency (LTSA) Fiscal Year (FY) 2023/24 Transportation Development Act Claim in the amount of \$1,098,561.

4.13 LCTC Schedule of Meetings for Fiscal Year 2023/24

REQUESTED ACTION: BY MOTION, Adopt the proposed schedule of meetings for FY 2023/24.

(5) INFORMATION ITEMS

5.01 Executive Secretary Report

Updates:

- US 395 Coalition Building
- RTP Outreach
- Legislation

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, August 14, 2023, at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS: Regional Transportation Improvement Program, US 395 Wildlife Crossing, State of Good Repairs/LTSA funding request

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

1:30 P.M. OPEN SESSION

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



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814


P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

Date: June 13, 2023 **AGENDA ITEM 1.41**

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary 

Subject: Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$37,250.62

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$37,250.62 as shown in Invoice #009-37 for May 2023.

PAST ACTION

This is the Thirty-seventh invoice under the contract with Clerici Consulting for Executive Secretary and staff services. This invoice includes a detailed invoice for charges for sub-consultant Borroum Engineering in the amount of \$15,402.56, and for LSC Transportation Consultants for \$5,542.50 for April and \$4,552.50 for May.

DISCUSSION

Attached is Invoices #009-37, with supporting documentation, and a detailed Progress Report for the period beginning May 1, 2023, and ending May 31, 2023.

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

- Follow up to LCTC March and April Commission and TAC meetings
- Participated in meetings for the US 395 Coalition on behalf of Lassen County
- Began outreach efforts for the 2023 Regional Transportation Plan update
- Provided administrative support to the ZEV Infrastructure Feasibility study

These charges are consistent with the billing trends for the FY 2022/23 OWP budget to date.

Attachments (1)

INVOICE

Project Title:

Lassen County Transportation Commission
Executive Secretary and Staffing Services

Date: June 1, 2023
 Invoice #: 009-037
 Billing Cycle Ended: 5/31/2022 (May 1, 2023 - May 31, 2023)

Clerici Consulting
 1555 Sean Drive
 Placerville, CA 95667
 530-919-9739
 jlfclerici@gmail.com

To: Mr. Aaron Albaugh, Chairman
 Lassen County Transportation Commission
 PO Box 1028
 Susanville, CA 96130

Staff Member	Total Hours	Payroll Rate	Overhead Rate	Profit (5%)	Total Rate	Total Cost
John Clerici	82.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 11,753.06
Borroum Engineering	May					\$ 15,402.56
LSC Transportation Consultants	April					\$ 5,542.50
	May					\$ 4,552.50
Printing, copies, reproduction						No Charge
Travel (Lodging, meals)						No Charge
					TOTAL	\$ 37,250.62
					Prior Balance	\$ 25,656.17
					Payment	\$ 25,656.17
					Total Due	\$ 37,250.62

Thank you for your history of prompt payment! As a small business, we greatly appreciate it!

Billing Detail for Clerical Consulting --

										Hours										
Date	WE 100 - OWP Administration	WE 601A - General Planning	WE 601B - RTP Data Collection	WE 601C - Active Transportation Planning	WE 601D - Transit Planning	WE 602 - Programming	WE 603 - Outreach	WE 604 - TDA	WE 705 - ZEV Grant	Labor Sub-Total										
May																				
	1	1	2																	
	2	1	1																	
	3	1	1																	
	4		1																	
	5		1																	
	8	1	2																	
	9	1																		
	10																			
	11																			
	12	1	2																	
	15																			
	16	1	1																	
	17		1																	
	18	1																		
	19		2																	
	22		1																	
	23																			
	24		2																	
	25																			
	26		1																	
	29		1																	
	30																			
	31		1																	
Total	7	21	11	0	0	17	10	5	11											
	Billing Rate: \$143.33																			
	\$ 1,003.31	\$ 3,009.93	\$ 1,576.63	\$ -	\$ -	\$ 2,436.61	\$ 1,433.30	\$ 716.65	\$ 1,576.63	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
											11,753.06									

PROGRESS REPORT
CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission
Clerici Consulting Project 009-037
Period: May 1, 2023 – May 31, 2023

WORK COMPLETED (through May 31, 2023)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- **Work Element 100 – Administration**
 - Provided follow-up for the May 2023 Regular Commission meeting
 - Finished and distributed agenda and materials for May 8, 2023 Regular Commission Meeting and TAC meeting
 - Attended May 8, 2023 Regular Commission Meeting

- **Work Element 601A – General Planning**
 - Participated in Caltrans D2 Semi-annual meeting with local public agencies (5/31)
 - Participated in MTC Partnership meeting (5/10)
 - Continued to monitor regional and statewide transportation related to Covid funding issues (5/31)

- **Work Element 601B – RTP Data Collection**
 - Continued process to update regional transportation needs assessment – list updates – Assisted county and city to update project lists

- **Work Element 601C – Active Transportation Programming**
 - No work was done in this Work Element

- **Work Element 601D – Transit Planning**
 - No work was done in this Work Element

- **Work Element 602 – Programming**
 - Continued to monitor 2022 STIP activities and respond to CTC comments and requirements for final adoption by the CTC
 - Discussed STIP funding and programming elements with D2 staff (5/31)

- **Work Element 603 – Outreach**

- Provided interagency outreach through the LCTC Technical Advisory Committee
 - Followed up with TAC as needed to get input regional planning priorities
 - Provided follow-up to May TAC meeting
 - Updated LCTC Website as needed
- Participated in Sierra Alliance meeting (5/31)
- Participated in Rural Counties Task Force meeting (5/19)

- **Work Element 604 – TDA**
 - Processed other TDA related claims and transfers as needed

- **Work Element 703 – US 395 Phase 2**
 - No work was done in this Work Element

- **Work Element 704 – Local Road Safety Plan**
 - No work was done in this Work Element

- **Work Element 705 – Zero Emission Infrastructure**
 - Participated in the following ZEV study meetings
 - Data gathering meeting (5/3)
 - Provided review and comment on draft Existing Conditions chapter for ZEV report

6/8/2023

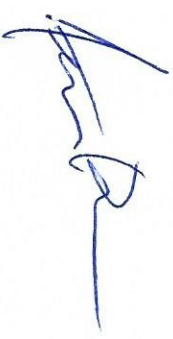
INVOICE TO CLERICI CONSULTING (re: Lassen County Transportation Commission)

Borroum Engineering
633 Tamarindo Way
Roseville, CA 95678

Invoice #32: Invoice Period: May 1, 2023 to June 1, 2023

DATE	OWP Task 100- Administration	OWP Task 601A- Transportation - General Planning	OWP Task 601B- RTP Data Collection	OWP Task 601C- Active Transportation Planning	OWP Task 601D- Transit Planning	OWP Task 602- Programming	OWP Task 603- Outreach	OWP Task 604- TDA	OWP Task 703- RT 395 Grant Study	OWP Task 704- Local Roadway Safety Plan (LRSP)	OWP Task 705-EV Feasibility Study	Labour Sub-Total
May												
1												0
2												0
3			2			2						4
4			1								7	8
5			8									8
6w			0									0
7w			0									0
8		2	6									8
9												8
10												8
11			8									8
12			8									8
13w												0
14w												0
15			3			3	2					8
16			3			2	3					8
17												0
18								1				1
19								8				8
20w												0
21w												0
22		4						3				7
23			5								3	8
24			5				1					6
25							3	5				8
26							5	3				8
27w												0
28w												0
29h			4								1	5
30												0
TOTAL	0	6	53	0	0	7	14	20	0	0	27	127
						Rate: \$121.28						
	\$ -	\$ 727.68	\$ 6,427.84	\$ -	\$ -	\$ 848.96	\$ 1,697.92	\$ 2,425.60	\$ -	\$ -	\$ 3,274.56	\$ 15,402.56

Total this Invoice: \$ 15,402.56

 6/8/23

Steve Borroum

Work assignments

Invoice period for May 1, 2023 to June 1, 2023

- 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 data collection, planning Rt 36 and 395, non-vehicular transportation, transit systems and in support of the ZEV project. This also includes work to analysis the County demographic changes. (OWP work element 601A, 601B, 601C, 601D)
- 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 local partners, work on refining an outreach plan. (OWP work element 603)
- 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)
- Administration support for the grant (contracts, budgets and schedules, and invoicing) (OWP work element 703, 704, and 705)
- Management and engineering oversight/support (OWP work element 703, 704 and 705)

Steve Borroum
6/3/23



**TRANSPORTATION PLANNING AND
TRAFFIC ENGINEERING CONSULTANTS**

2690 Lake Forest Road, Suite C
Post Office Box 5875
Tahoe City, California 96145
(530) 583-4053 FAX: (530) 583-5966
info@lsctahoe.com

Date: May 5, 2023

John Clerici
1555 Sean Drive
Placerville, CA 95667

Project: FY 2022-23 LCTC Staffing Assistance

Dear Mr. Clerici:

The following is a summary of work performed for the Lassen County Transportation Commission staffing team for the month of April 2023:

- Monthly staff team call
- TAC Meeting
- General project coordination and regional transportation planning
- Preparation of the Unmet Transit Needs Report
- Continued work on the Regional Transportation Plan
- Preparation of a Clean California Grant on behalf of the City of Susanville

Work performed for each OWP Work Element is as follows:

Work Element 601 – Total \$3,967.50

A) General Planning - \$210

B) Regional Transportation Planning and Data Collection - \$3,457.50

C) Active Transportation Planning - \$0

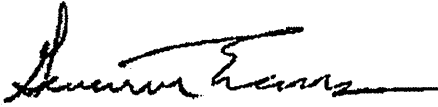
D) Transit Planning - \$300

Work Element 603 – Engagement - Total \$1,575

Grand Total for April: \$5,542.50

Please find more detail in the attached pages.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Genevieve Evans". The signature is fluid and cursive, with a long horizontal stroke at the end.

Genevieve Evans
Associate
LSC Transportation Consultants Inc.



LSC Transportation Consultants, Inc.
 1889 York St.
 Denver, CO 80206
 303-333-1105

John Clerici Consulting
 Attn: Accounts Payable
 1555 Sean Dr.
 Placerville, CA 95667

Invoice number 63598
 Date 05/08/2023
 Project 207081A LCTC On Call Assistance Work
 Element 601

Professional Services rendered through 04/30/2023
 Project Manager: Genevieve A. Evans

Professional Fees

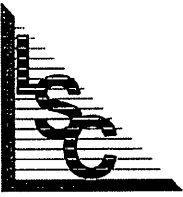
	Hours	Rate	Billed Amount
Acadia W. Davis	11.50	105.00	1,207.50
Ariana Keplinger	1.50	80.00	120.00
Genevieve A. Evans	12.00	150.00	1,800.00
Gordon R. Shaw	1.00	210.00	210.00
Justine E. Marmesh	6.00	105.00	630.00
Professional Fees subtotal	32.00		3,967.50
		Invoice total	3,967.50

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	25,440.00	23,990.00	210.00	1,240.00
Regional Transp. Planning, Data Collection	115,043.00	71,627.90	3,457.50	39,957.60
Active Transportation	18,000.00	21,576.97	0.00	-3,576.97
Transit Planning	9,000.00	7,800.00	300.00	900.00
.	0.00	0.00	0.00	0.00
Total	167,483.00	124,994.87	3,967.50	38,520.63

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
63420	04/10/2023	9,435.00	9,435.00				
63598	05/08/2023	3,967.50	3,967.50				
Total		13,402.50	13,402.50	0.00	0.00	0.00	0.00



LSC Transportation Consultants, Inc.
 1889 York St.
 Denver, CO 80206
 303-333-1105

John Clerici Consulting
 Attn: Accounts Payable
 1555 Sean Dr.
 Placerville, CA 95667

Invoice number 63599
 Date 05/08/2023
 Project 207082A LCTC FY 20-21 Assistance-
 Regional Transp. Plan, WE603

Professional Services rendered through 04/30/2023
 Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Genevieve A. Evans	10.50	150.00	1,575.00
		Invoice total	1,575.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement	12,020.00	9,315.00	1,575.00	1,130.00
Total	12,020.00	9,315.00	1,575.00	1,130.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
63421	04/10/2023	795.00	795.00				
63599	05/08/2023	1,575.00	1,575.00				
	Total	2,370.00	2,370.00	0.00	0.00	0.00	0.00



**TRANSPORTATION PLANNING AND
TRAFFIC ENGINEERING CONSULTANTS**

2690 Lake Forest Road, Suite C
Post Office Box 5875
Tahoe City, California 96145
(530) 583-4053 FAX: (530) 583-5966
info@lsctahoe.com

Date: June 9, 2023

John Clerici
1555 Sean Drive
Placerville, CA 95667

Project: FY 2022-23 LCTC Staffing Assistance

Dear Mr. Clerici:

The following is a summary of work performed for the Lassen County Transportation Commission staffing team for the month of May 2023:

- Monthly staff team call
- General project coordination and regional transportation planning
- Technical and planning support for transit operator and unmet transit needs
- Continued work on the Draft Regional Transportation Plan Update
- Preparation of a Virtual Workshop for the RTP update

Work performed for each OWP Work Element is as follows:

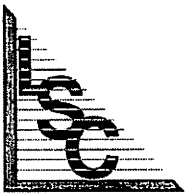
Work Element 601 – Total \$3,240

- A) General Planning - \$630
- B) Regional Transportation Planning and Data Collection - \$675
- C) Active Transportation Planning - \$210
- D) Transit Planning - \$1,725

Work Element 603 – Community Outreach and Engagement - \$862.50

Work Element 705 – ZEV Study - \$450

Grand Total for February: \$4,552.50



LSC Transportation Consultants, Inc.
 1889 York St.
 Denver, CO 80206
 303-333-1105

John Clerici Consulting
 Attn: Accounts Payable
 1555 Sean Dr.
 Placerville, CA 95667

Invoice number 63831
 Date 06/12/2023

Project **207081A LCTC On Call Assistance Work Element 601**

Professional Services rendered through 05/31/2023
 Project Manager: Genevieve A. Evans

Professional Fees

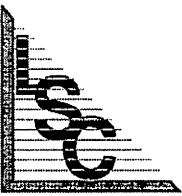
	Hours	Rate	Billed Amount
Genevieve A. Evans	16.00	150.00	2,400.00
Gordon R. Shaw	3.00	210.00	630.00
Justine E. Marmesh	2.00	105.00	210.00
Professional Fees subtotal	21.00		3,240.00
		Invoice total	3,240.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	25,440.00	24,200.00	630.00	610.00
Regional Transp. Planning, Data Collection	115,043.00	75,085.40	675.00	39,282.60
Active Transportation	18,000.00	21,576.97	210.00	-3,786.97
Transit Planning	9,000.00	8,100.00	1,725.00	-825.00
.	0.00	0.00	0.00	0.00
Total	167,483.00	128,962.37	3,240.00	35,280.63

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
63598	05/08/2023	3,967.50		3,967.50			
63831	06/12/2023	3,240.00	3,240.00				
Total		7,207.50	3,240.00	3,967.50	0.00	0.00	0.00



LSC Transportation Consultants, Inc.
 1889 York St.
 Denver, CO 80206
 303-333-1105

John Clerici Consulting
 Attn: Accounts Payable
 1555 Sean Dr.
 Placerville, CA 95667

Invoice number 63832
 Date 06/12/2023

Project 207082A LCTC FY 20-21 Assistance-
 Regional Transp. Plan, WE603

Professional Services rendered through 05/31/2023
 Project Manager: Genevieve A. Evans

Professional Fees

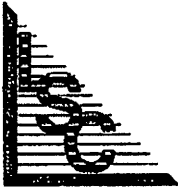
	Hours	Rate	Billed Amount
Acadia W. Davis	4.50	105.00	472.50
Genevieve A. Evans	0.50	150.00	75.00
Justine E. Marmesh	3.00	105.00	315.00
Professional Fees subtotal	8.00		862.50
		Invoice total	862.50

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement	12,020.00	10,890.00	862.50	267.50
Total	12,020.00	10,890.00	862.50	267.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
63599	05/08/2023	1,575.00		1,575.00			
63832	06/12/2023	862.50	862.50				
Total		2,437.50	862.50	1,575.00	0.00	0.00	0.00



LSC Transportation Consultants, Inc.
 1889 York St.
 Denver, CO 80206
 303-333-1105

John Clerici Consulting
 Attn: Accounts Payable
 1555 Sean Dr.
 Placerville, CA 95667

Invoice number 63833
 Date 06/12/2023
 Project 207085A Zero Emission Vehicle Plan

Professional Services rendered through 05/31/2023
 Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Genevieve A. Evans	3.00	150.00	450.00
		Invoice total	450.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Work Element - 705 ZEV Study	7,000.00	1,350.00	450.00	5,200.00
Total	7,000.00	1,350.00	450.00	5,200.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
63833	06/12/2023	450.00	450.00				
	Total	450.00	450.00	0.00	0.00	0.00	0.00




John L. Clerici, Executive Secretary

Staff Report

Date: June 12, 2023 **AGENDA ITEM 1.42**

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary 

Subject: Letter of Support for Wildlife Conservation Board Grant

REQUESTED ACTION

Authorize the Chair to sign a letter of support from the LCTC to the Wildlife Conservation Board for the US 395 Wildlife Overpass Planning Project Grant Application

BACKGROUND AND DISCUSSION

Migratory deer, black bears, mountain lions, badgers, gray fox, bobcats, elk, wolves, and pronghorn antelope regularly attempt to cross and are killed on the section of US 395 that runs from the CA-NV border to Honey Lake. Working with state, federal, tribal, and conservation partners, Wildlands Network commissioned a study, conducted by Pathways for Wildlife, to inform what enhancements are needed to allow safe passage for wildlife and reconnect the Sierra Nevada to the West to the low-lying sage brush to the East. Applicants seek funding for a planning study, utilizing data collected by Pathways for Wildlife, to optimize potentially suitable locations and design for the wildlife overpass(s) to 65% shovel ready.

For this effort LCTC will be providing contract administration. Since this is on the state highway system, we will enter into an agreement where they will have complete responsibility for reviewing and approving all environmental, planning and engineering documentation. The total budget for this effort will be approximately \$5.4 million and will span approximately three and a half years.

LCTC staff submitted the grant package to the WCB in March 2023, and has been informed that WCB staff is recommending to the WCB Board of Directors that it be funded. The decision will be made at their August 24, 2023, meeting. WCB staff has recommended that letters of support for the project be submitted to the WCB in support of staffs recommendation.

The attached letter of support is attached for your review.

ALTERNATIVES

Provide guidance to staff.

Attachments (1)



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

June 19, 2023

Wildlife Conservation Board
Rebecca Fris
Acting Executive Director
P.O. Box 944209
Sacramento, CA 94244-2090
(916) 212-5637

RE: Support for the US 395 Overcrossing Planning Project

On behalf of the Lassen County Transportation Commission (LCTC) I want to share our enthusiastic support of the application before you to fund our wildlife overpass planning proposal. The LCTC is honored to be the lead in this effort and is looking forward to working with the Wildlife Conservation Board should you choose to fund this very important study.

As your agency is no doubt aware, numerous case studies show that wildlife crossings and other mitigation efforts are effective means toward decreasing wildlife mortality and increasing habitat connectivity. If awarded, funding will also allow the LCTC, Caltrans and their partners to continue to seek additional State and Federal funding to support completion/construction of this important project.

In addition, increasing heavy truck traffic on this section of US 395 thus increasing the occurrence of truck and wildlife collisions. The need for this project is manifestly important to the driving public as well as the wildlife who utilize this critical migratory corridor.

We look forward to providing the leadership and much needed administrative support for this very important project, and respectfully request the Wildlife Conservation Board's consideration of this funding request.

Sincerely,

Aaron Albaugh
Chairman - Lassen County Transportation Commission
Lassen County Supervisor - District 4




John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.11**

Date: June 14, 2023

From: John L. Clerici, Executive Secretary 

Subject: Fiscal Year 2023/24 Transportation Development Act Apportionment and Allocation for Local Transportation Fund (LTF) and State Transit Assistance (STA)

REQUESTED ACTIONS

BY MOTION: Adopt Resolution 23-09 approving the Final Fiscal Year 2023/24 Transportation Development Act Allocations for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the allocations.

PAST ACTION

Each year the Commission approved final allocations for the upcoming fiscal year receipts of Local Transportation Funds and State Transit Assistance funds. In previous years the Commission would have taken action on these allocations in June as part of the OWP and Budget process.

BACKGROUND

The Transportation Development Act (TDA) provides two funding sources:

1. Local Transportation Fund (LTF) from a quarter cent of the general sales tax collected statewide.
2. State Transit Assistance (STA) fund from the statewide sales tax on diesel fuel.

The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The State Controller's Office (SCO) allocates the STA, by formula, to planning agencies and other eligible agencies. Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to operator revenues from the prior fiscal year.

The Lassen County Transportation Commission is the Regional Transportation Planning Agency (RTPA) responsible for apportioning and administering these funds for this region. The attached Findings of Allocation summarizes the estimates for FY 2021/2022. The LTF allocation purposes, in order of priorities, as identified by law, are as follows:

1. Article 1 - Transportation Development Act fund administration (by LCTC and the County Auditor) and;
2. Article 2 - Planning and programming undertaken by LCTC and;

3. Article 3 - Pedestrian and bicycle projects (optional, up to 2% of the funds remaining, after administration and planning) and;
4. Article 4 - Public transportation operations (including new transit services that have been identified by the Commission as "unmet transit needs" that are "reasonable to meet"); and,
5. Articles 8 - Other transportation purposes (including additional transit and bicycle facilities, and streets and roads). The Commission may only apportion (and subsequently may only approve claims for) "other transportation purposes" when all other uses of the funds, to the limits described above, have been exhausted.

LCTC allocates LTF funds, as determined by population, for the entirety of Lassen County. For FY 2023/24 the County Auditor (with assistance from LCTC Staff) estimates LCTC’s share of LTF revenues for apportionment available to program is \$910,000.

ADMINISTRATION, PLANNING AND PROGRAMMING (Articles 1 and 2)

The County Auditor has estimated \$25,000 for administration from the estimated FY 2023/24 LTF revenue total. This amount is reimbursed to the County Auditor and is not included in LCTC’s Overall Work Program.

The LCTC FY 2023/24 Overall Work Program and Budget includes administration, planning, and programming for a total of \$150,000. LCTC LTF funds are used throughout the work program to support planning and at times as a required local match for state and federal grant funds.

Non-Motorized – Pedestrian and Bicycle Facilities (Article 3)

State law offers LCTC an option to apportion up to 2% of the LTF (after administration and planning) to the City and County for facilities provided for the exclusive use of pedestrians and bicycles. The Commission primarily suggests that these non-motorized funds provide matching funds for federal and state grants Active Transportation Program (ATP) and Clean California grants. The 2023/24 allocation totals \$13,000.

Public Transportation – Transit (Article 4)

The Lassen Transit Services Agency notified the Commission staff that their claim for FY 2023/24 LTF funds will be \$722,000 for operating expenses.

Other Transportation (Article 8)

No LTF funds remain available for Article 8 – Other Transportation purposes. If LTF funds were available for the fiscal year, the funds would be apportioned to the City of Susanville and Lassen County by population for all purposes necessary and convenient to the development and operation of the public transportation system, including road rehabilitation, maintenance, and repair.

State Transit Assistance Funds

The estimated FY 2023/24 STA funds available for the Lassen Transit Services Agency is \$376,571.

DISCUSSION

As with previous years we have approximations of the funds available to the Commission. These estimates are based on an accounting of what funds are available and the pre-existing restraints or restriction on these funds. The findings are attached.

The Commission’s income has been steady over recent years, with a general upward trend, except for a slight dip during the pandemic. For this fiscal year income would appear to be flat, with a slight decline, generally in line with overall economic activity in the state. As prudence would suggest, the County Auditor’s estimate of this year’s income is likely conservative. We are required to make our allocations based on this estimate.

In sum, the amount of TDA and STA funds to be allocated for FY 2023/24 appears to be more than adequate to fund transit purposes and other beneficial uses this fiscal year.

RECOMMENDATION

Staff recommends that the Commission allocate the noted FY 23/24 allocations based on the TDA and STA estimates provided in the staff report.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (4)

LASSEN COUNTY TRANSPORTATION COMMISSION INCOME

FISCAL YEAR	TDA FUNDS	STA FUNDS	STATE OF GOOD REPAIR FUNDS		TOTAL
			99313	99314	
FY 14/15	\$ 689,050	\$ 163,123			\$ 852,173
FY 15/16	\$ 721,029	\$ 128,760			\$ 849,789
FY 16/17	\$ 834,519	\$ 113,099			\$ 947,618
FY 17/18	\$ 920,022	\$ 205,855	\$	43,421	\$ 1,169,298
FY 18/19	\$ 784,768	\$ 268,871	\$	42,386	\$ 1,096,025
FY 19/20	\$ 809,921	\$ 262,685	\$	42,689	\$ 1,115,295
FY 19/20 from Fund 128	\$ 410,000				NA
FY 20/21	\$ 900,454	\$ 206,351	\$ 41,335	\$ 1,871	\$ 1,150,012
FY 21/22	\$ 985,036	\$ 260,486	\$ 40,666	\$ 1,917	\$ 1,288,105
FY 22/23 EST. (rev.)	\$ 948,000	\$ 386,097	\$ 42,271	\$ 1,985	\$ 1,378,353
FY 23/24 EST.	\$ 910,000	\$ 376,571	\$ 48,525	\$ 2,060	\$ 1,337,156

TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS - FY 23/24 FISCAL STATUS

	TDA FUNDS
EST. AVAILABLE NEW FUNDS IN FY 23/24	\$ 910,000
ADMINISTRATION & PLANNING (est.)	\$ 150,000
COUNTY ASSIGNED OVERHEAD (est)	\$ 25,000
EST. PED & BIKE RESERVE (est.) (subject to Commission action)	\$ 13,000
AVAILABLE FOR ALLOCATIONS	\$ 722,000

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 23-09

Resolution Approving the Transportation Development Act Fiscal Year 2023/24 Transportation Development Act
Allocation of Local Transportation Funds and State Transit Assistance 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, California Government Code Section 29532.1(g) identifies LCTC as the designated Regional Transportation Planning Agency (RTPA) for Lassen County, and is responsible for the planning, allocating and/or programming of funds and administration of the Transportation Development Act of 1971 (TDA), as amended thereafter; and

WHEREAS, the County of Lassen, the City of Susanville, and the Lassen Transit Services are each required to file annual transportation claims for the funds, if any, from the Local Transportation Fund (LTF), the State Transit Assistance Fund (STA); 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 and STA, based on the estimated revenue upon approving said claim; and

WHEREAS, the Auditor of said County is instructed to pay monies in the fund to the claimants pursuant to allocation instructions received from the LCTC; and

WHEREAS, the Lassen County Auditor issued a report of estimated revenues for LTF for Fiscal Year (FY) 2023/24 and the State Controller's Office issued a report of estimated revenues for STA Funds for the same fiscal year; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, Lassen County Transportation Commission shall review the claims as they are received, approve same for the FY 2023/24 funds estimated to be available in the LTF and STA funds, and make the following allocations:

1. To the Lassen County Auditor-Controller for administrative costs in the amount of \$25,000, per Section 99233.1.
2. To the Lassen County Transportation Commission for TDA administration and for planning and programming in the amount of \$150,000, per Section 99233.1 and 99233.2.
3. To be reserved by the Lassen County Auditor's Office for future reimbursements to the City and County for pedestrian and bicycle facilities as programmed and claimed in the amount of \$13,000, per Sections 99233.3 and 99234
4. To the Lassen Transit Services Agency for Article 4 purposes, the total amount available of \$722,000, per Sections 99233.8, 99260(a), and 99262.

5. State Transit Assistance Funds – To the Lassen Transit Services Agency for State Transit Assistance Funds in the estimated amount of \$376,571 plus interest, for capital improvements, per Section 99314.6. This allocation is to be paid out by the County Auditor as FY 2023/24 revenues are received and available for payment.

BE IT FURTHER RESOLVED, the Lassen County Transportation Commission has requested that approved claims be paid in full, provided the funds are available.

BE IT FURTHER RESOLVED, that allocation instructions shall be prepared for each claimant in accordance with the above. 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.

BE IT FURTHER RESOLVED, that the claimants are to be notified by the Lassen County Transportation Commission of action on their claims.

The foregoing resolution was passed and adopted by the Lassen County Transportation Commission at its June 19, 2023 regular meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Aaron Albaugh, 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, Executive Secretary

June 19, 2023




John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.12**

Date: June 14, 2023

From: John L. Clerici, Executive Secretary 

Subject: Lassen County Transit Authority's FY 2023/24 Transportation Development Act Claim

REQUESTED ACTIONS

BY MOTION: Adopt Resolution 23-10 approving the Lassen Transit Services Agency (LTSA) Fiscal Year (FY) 2023/24 Transportation Development Act Claim in the amount of \$1,098,561.

BACKGROUND

The Transportation Development Act (TDA) provides three funding sources:

1. Local Transportation Fund (LTF) from a quarter cent of the general sales tax collected statewide
2. State Transit Assistance fund (STA) from the statewide sales tax on diesel fuel
3. State of Good Repair (SGR) from a portion of the Transportation Improvement Fee included in Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017 (Acted on at your August Regular Meeting)

The Lassen County Transportation Commission (LCTC) is the Regional Transportation Planning Agency responsible for apportioning and administering these funds for this region.

DISCUSSION

LTSA has submitted a TDA claim for FY 2023/24 requesting \$722,000 in LTF and \$376,571 in STA. The TDA claim was approved by the Lassen Transit Services Agency at their March 13, 2023, regular meeting. The LTF and STA funds will be paid by the Lassen County Auditor's Office to LTSA as the funds are received

RECOMMENDATION

Staff recommends that the Commission approve Resolution 23-10 approving the claim from LTSA for FY 2023/24 TDA funds.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 23-10

Resolution Approving the Lassen Transit Services Agency Fiscal Year 2023/24
Transportation Development Act Claim

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, California Government Code Section 29532.1(g) identifies LCTC as the designated Regional Transportation Planning Agency (RTPA) for Lassen County, and is responsible for the planning, allocating and/or programming of funds and administration of the Transportation Development Act of 1971 (TDA), as amended thereafter; and

WHEREAS, the County of Lassen, the City of Susanville, and the Lassen Transit Services are each required to file annual transportation claims for the funds, if any, from the Local Transportation Fund (LTF), State Transit Assistance Fund (STA) and the State of Good Repair Fund (SGR), as apportioned to them by LCTC, pursuant to the TDA; 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, STA and SGR, based on the estimated revenue upon approving said claim; and

WHEREAS, the Lassen Transit Services Agency (LTSA) submitted a Transportation Development Act claim based on the Fiscal Year 2023/24 Apportionment and Allocation for LTF and STA.

NOW, THEREFORE, BE IT RESOLVED, LCTC has reviewed the claim received from LTSA and the amount to be paid is \$722,000 in LTF and \$376,571 in STA for a total claim in the amount of \$1,098,561.

BE IT FURTHER RESOLVED, that allocation instructions shall be prepared for each claimant in accordance with the above, and pursuant to LCTC rules and regulations, the Executive Secretary, appointed by the Commission, is authorized to sign the allocation instructions and to issue the instructions to the Lassen County Auditor to pay the claimants in accordance with the above allocations and conditions.

The foregoing resolution was passed and adopted by the Lassen County Transportation Commission at its June 19, 2023 regular meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Aaron Albaugh, 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, Executive Secretary

June 19, 2023



Transportation Development Act

CLAIM FORMS


March 2023

Article 4 Transit	Article 4.5 Community Transit	Article 8(c) Transit	REQUIRED FORMS CHECKLIST	
			Claimant:	Lassen Transit Service Agency
			Document Name	
			Document A: Claim Form	
			Document B: Resolution	
			Document C: Productivity Improvement	
			Document D: Fiscal Reporting	
			Part A Proposed Operating Budget	
			Part B Proposed Capital Budget	
			Document E: Project Description & RTP Conformity	
			Document F: Maximum Transit Allocation	
			Document G: Fare and Local Funds Ratios	
			G.1 Fixed Route	
			G.2 Demand Response	
			G.3 Systemwide (combined)	
			Document H: Standard Assurances	
			H.1 Farebox Ratio	
			H.2 Extension of Service	
			H.3 Federal Funding	
			H.4 Fiscal Audit	
			H.5 State Controller Annual Report	
			H.6 Retirement System Funding	
			H.7 Staffing of Vehicles	
			H.8 Budget Increase *	
			H.9 CHP Certification **	
			H.10 Fares for Senior and Disabled	
			H.11 Accessibility to Disabled	
			H.12 Contract for Transit Services **	

*attachments may be required

**attachments required

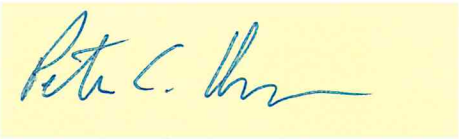
Submitted by:


3/24/23

Name: Peter Heimbigner
Title: Executive Director
E-mail: pheimbigner@co.lassen.ca.us
Phone: 530-251-8288

Required STA Forms Checklist

REQUIRED FORMS CHECKLIST	
CLAIMANT:	Lassen Transit Service Agency
Revised Document A:	Claim Form
New Document B: Resolution (Only if amendments not included in original LTF Claim)	
Revised Document D: Fiscal Reporting	
<u>Part A</u>	Proposed Operating Budget
<u>Part B</u>	Proposed Capital Budget
New Document I : STA Claim Category(ies)	

<i>I hereby certify that I have completed all forms necessary to comply with the requirements of the Transportation Development Act.</i>	
Signature:	
Date:	3/27/2023
Submitted by:	
Name:	Peter Heimbigner
Title:	Executive Director
E-mail:	pheimbigner@co.lassen.ca.us
Phone:	530 -251 -8288

DOCUMENT A

TRANSPORTATION DEVELOPMENT ACT CLAIM FORM
(All claimants must complete this document)

Line

1 Project Year (FY) 2023 - 2024

2 Claimant Lassen Transit Service Agency

3 Address 707 Nevada Street, Suite

4 Contact Person David Knaut Title Transportation Planner

5 Telephone Number 530 251 8305

6 The above named claimant hereby applies for allocations of Transportation Development Act funds for FY 2023 - 2024 for the purposes and in the amount(s) specified below:

Purpose	Claimed
Local Transportation Fund	
7 Article 4 Transit (PUC 99260)	\$ 722,000.00
8 Article 4.5 Community Transit (PUC 99275)	
9 Article 8c Transit Contracts (PUC 99400c)	
10 TOTAL LTF	\$ 722,000.00
11 Amount to be held in reserve by claimant (CCR 6648)	
State Transit Assistance	
12 Transportation Planning	
13 Mass Transportation	\$ 376,561.00
14 TOTAL STA	\$ 376,561.00
15 TOTAL TRANSPORTATION DEVELOPMENT ACT CLAIM (add lines 10 and 14)	\$ 1,098,561.00

Claimant acknowledges that payment by the County Auditor of an allocation made by the LCTC is subject to such monies being on hand and available for distribution and to the provision that such moneys be used only in accordance with the terms of the allocation instruction issued by the LCTC

30 By: Peter Heimbigner

31 Title: Executive Director

32 Date: 3/27/2023

I hereby attest to the reasonableness and accuracy of the financial statements included in Documents C, D, F, and G. (Sec. 6632)

33 Signed: Lori Pearce 3/27/2023
Chief Financial Officer

34 Name: Lori Pearce

35 Title: Assistant Lassen County Auditor

Reference: CCR Section 6630

LASSEN TRANSIT SERVICE AGENCY
RESOLUTION 23-003

RESOLUTION AUTHORIZING THE FILING OF A CLAIM WITH THE LASSEN COUNTY
TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION
DEVELOPMENT ACT FUNDS FOR Fiscal Year 2023-2024

WHEREAS, the Transportation Development Act (TDA), as amended (Public Utilities Code Section 99200 et seq.), provides for the allocation of funds from the Local Transportation Fund for use by eligible claimants for various transportation purposes; and

WHEREAS, pursuant to the provisions of the TDA, as amended, and pursuant to the applicable rules and regulations thereunder (21 Cal. Code of Regulations Sections 6600 et seq.) a prospective claimant wishing to receive an allocation from the Local Transportation Fund or State Transit Assistance fund shall file its claim or amended claim with the Lassen County Transportation Commission.

NOW THEREFORE BE IT RESOLVED, that the Executive Director is authorized to execute and file an appropriate claim and necessary claim amendments pursuant to the terms of the TDA, as amended, and pursuant to applicable rules and regulations promulgated there under. Together with all necessary supporting documents with the Lassen County Transportation Commission for an allocation of TDA in FY 2023-2024.

BE IT FURTHER RESOLVED THAT the authorized claim includes \$ 1,089,561.00 for transit or paratransit purposes;

BE IT FURTHER RESOLVED THAT a copy of this resolution be transmitted to the Lassen County Transportation Commission in conjunction with the filing of the claim.

The foregoing resolution was passed and adopted at the March 13th, 2023 regular meeting of the Lassen Transit Service Agency by the following vote:

AYES: Albaugh, Neely, Herrera (alternate), Brown, Stafford, and Bridges.

NOES: None.

ABSTAINED: None.

ABSENT: McCourt.



Aaron Albaugh, Chairman
Lassen Transit Service Agency

DOCUMENT C

PRODUCTIVITY IMPROVEMENT PROGRESS REPORT

<p>Recommendation from the most recent TDA Triennial Performance Audit year 2019 -2021.</p>	<p>Implementation Status</p>
<p>#1 Prepare separate State Controller Reports for general public fixed route and specialized dial-a-ride service</p>	<p>The state controller's report are prepared and filled by the independent auditor. The LTSA has asked independent auditor to prepare separate reports.</p>
<p>#2 . Explore new revenue streams and improve operating efficiency</p>	<p>LTSA is exploring advertising on vehicles to add new revenue sources and other options for partnering with outside agencies like the Far Northern Regional Center and Lassen Community College. LTSA is constantly reviewing efficiencies of routes.</p>
<p>#3 . Expand transportation options to Reno and other surrounding areas.</p>	<p>LTSA is exploring options of a mileage reimbursemnt program, which addresses the need for non-emergency medical transportation in a more cost effective way for the agency.</p>

Describe any other efforts made, or planned, to improve cost effectiveness and/or increase ridership. Summarize such efforts for both fixed route and demand response service, if applicable.

The LTSA will continue public outreach and marketing efforts to increase public awareness of the public transportation system and its services to increase ridership. Futhermore, the agency is continually montoring performance measures such as on-time performance, daily ridership and ridership by passenger groups to improve cost effectiveness, increase ridership and optimize current services. The agency had a pilot project for micortransit, which has proven unsucessfull. However, agency will keep exploring options to find more cost-effective alternatives.

DOCUMENT D, PART A

PROPOSED OPERATING BUDGET
(All transit claimants must complete this document)

<u>Line</u>	<u>Prior Year (FY)</u>	<u>Project Year (FY)</u>
1 Budget Year	2022-2023	2023 - 2024
2 Total Eligible Operating Cost	\$ 1,734,873.00	\$ 1,794,245.00
3 Estimated Fares	\$ 170,000.00	\$ 175,000.00
4 Operating Deficit (subtract Line 3 from Line 2)	\$ (1,564,873.00)	\$ (1,619,245.00)
 <u>Other Operating Revenues</u>		
5 Local Transportation Fund	\$ 597,593.00	\$ 633,984.00
6 LTF Balance from Prior Year	\$ 106,111.00	\$ 127,925.00
7 State Transit Assistance Fund	\$ 386,097.00	\$ 376,561.00
8 Federal Operating Assistance	\$ 285,137.00	\$ 290,840.00
9 Other (specify): <u>State of Good Repair</u>		
10 Other (specify): <u>CRRSAA funding</u>	\$ 289,935.00	\$ 289,935.00
11 Other (specify): _____		
12 Net Surplus/(Deficit) (add Lines 5-11 to Line 4)	\$ 100,000.00	\$ 100,000.00

Footnotes

Reference: CCR Section 6632

DOCUMENT D, PART B

PROPOSED CAPITAL BUDGET
(All transit claimants must complete this document)

<u>Line</u>	<u>Prior Year (FY)</u>	<u>Project Year (FY)</u>
15 Budget Year	2022-2023	2023 - 2024
<u>Capital Expenditures</u> (Itemize by Project)		
16 Rolling Stock Replacement	\$ 539,739.00	\$ 380,992.00
17 Bus Stop Improvements	\$ 52,750.00	
18 Security Improvements LRB - Contactless payment	\$ 20,000.00	
19 Service Vehicle Replacement		
20 Roof renewal LRB		
21 Bus Wash Brush Replacement		\$ 20,000.00
22 Misc. Shop Equipment	\$ 9,154.00	\$ 5,000.00
23 Shop Equipment	\$ 66,000.00	
24 Total Capital Expenditures (Add Lines 16-23)	\$ 687,643.00	\$ 405,992.00
<u>Capital Revenues</u>		
25 Local Transportation Fund (LTF)	\$ 55,859.00	\$ 88,016.00
26 LTF Reserve Account	\$ 566,063.00	\$ 485,484.00
27 LTF Balance from Prior Year		\$ -
28 State Transit Assistance Fund (STAF)		
29 STAF Balance from Prior Year		
30 Federal Capital Assistance	\$ 190,496.00	\$ 190,496.00
31 Other (specify): State of Good Repair	\$ 48,731.00	\$ 50,585.00
32 Other (specify): PTMISEA		
33 Other (specify): LCTOP	\$ 31,410.00	
34 Other (specify): CALOES- LCTOP Exchange	\$ 70,000.00	\$ 77,466.00
35 Total Capital Revenues (add Lines 25-34)	\$ 962,559.00	\$ 892,047.00
36 Net Surplus/(Deficit) (subtract Line 35 from Line 24)	\$ 274,916.00	\$ 486,055.00

DOCUMENT E

PROJECT DESCRIPTION & REGIONAL TRANSPORTATION PLAN CONFORMITY
(All claimants must complete this document)

Complete sections for **every article** under which you are claiming TDA funds.

ARTICLE 4 TRANSIT CLAIMS

Describe how you plan to use LTF Article 4 Transit funds. Include, as applicable, type of project, construction start date, expected date of opening.

The LTSA plans to use LTF funds as only source for the administration and staffing of the LTSA and for operating assistance for public transportation in the County of Lassen, including as local match for federal operating assistance programs. LTSA will also use LTF funds to complete the purchase of one rolling stock replacement, thus using less funds from the capital reserve.

List the corresponding RTP project and/or page numbers.

See Lassen County Constrained Transit Projects Table 4.4a, page 55.

ARTICLE 4.5 COMMUNITY TRANSIT SERVICES CLAIMS

Describe how you plan to use LTF Article 4.5 CTSA funds. Include, as applicable, type of project, construction start date, expected date of opening.

List the corresponding RTP project and/or page numbers.

ARTICLE 8(c) TRANSIT CLAIMS

Describe how you plan to use LTF Article 8 Transit funds. Include, as applicable, type of project, construction start date, expected date of opening.

List the corresponding RTP project and/or page numbers.

DOCUMENT F

MAXIMUM TRANSIT ALLOCATION
(All transit claimants must complete this document)

<u>Line</u>	<u>MAXIMUM ALLOCATION FOR OPERATIONS</u>	FY 2023 - 2024
1	Project Year	
2	Total Operating Expense	\$ 1,794,245.00
3	Fare Revenue	\$ 175,000.00
4	Local Fund - Other (specify) _____	
4.1	Local Fund - Other (specify) _____	
4.2	Local Fund - Other (specify) _____	
4.3	Local Fund - Other (specify) _____	
5	Federal Operating Assistance	\$ 290,840.00
6	Payment for Service Outside Boundaries	
7	STA operations funding eligibility resulting from the efficiency criteria	
8	TDA Operating Expense (subtract Lines 3 through 7 from Line 2)	\$ 1,328,405.00
9	LTF Balance from Prior Year	\$ 127,925.00
10	Maximum Allocation for Operations (subtract Line 9 from Line 8)	\$ 1,200,480.00
 <u>MAXIMUM ALLOCATIONS FOR CAPITAL</u>		
11	Total Capital Expenses	\$ 405,992.00
12	Federal Capital Assistance	\$ 190,496.00
13	Other (specify) _____	
14	Other (specify) _____	
15	TDA Capital Expense (subtract Lines 12 through 14 from Line 11)	\$ 215,496.00
16	LTF Reserve Account Revenue	\$ 485,484.00
17	LTF Balance from Prior Year	\$ -
18	STAF Balance from Prior Year	\$ -
19	Maximum Allocation for Capital (subtract Lines 16 through 18 from Line 15)	\$ (269,988.00)
20	MAXIMUM TRANSIT ALLOCATION (add Line 10 and Line 19)	\$ 930,492.00

Footnotes:

Reference: CCR Section 6634

DOCUMENT G-1 (FIXED ROUTE)

FARE AND LOCAL FUND RATIOS - *FIXED ROUTE*
If you provide only fixed route service, complete only G-1

REQUIRED MINIMUM RATIOS

1	Ratio of Fares plus Local Fund to Total Operating Expense	
2	Applicable Public Utilities Code Section	

PROJECT YEAR RATIOS

Instructions: Fill in boxed cells. Non-boxed cells are formulas.

<u>Operating Costs</u>		PUC Reference
Total Fixed Route Operating Costs	\$1,303,327	
Depreciation		99246
Charter Service Costs		99246
Vehicle Lease Costs		99246
Principal and interest payments on capital projects funded with certificates of participation		99247
Adjusted Fixed Route Operating Costs	\$1,303,327	
TDA Allowed Exemptions/Exclusions		
Cost of "Extension of Services"		6619.1, 6633.8
Ridesharing Services Costs		99268.16
Fuel costs which exceed prior year's costs adjusted for the CPI		99268.17
Alternative fuel programs costs which exceed prior year's costs adjusted for the CPI		99268.17
Power, including electricity costs which exceed prior year's costs adjusted for the CPI		99268.17
Insurance premiums and payments in settlement of claims arising out of the operator's liability which exceed prior year's costs adjusted for the CPI		99268.17
State and federal mandates which exceed prior year's costs adjusted for the CPI		99268.17
Subtotal Exclusions/Exemptions	\$0	
Farebox Ratio Operating Costs	\$1,303,327	
Fare Revenues		
Total Fixed Route Passenger Fares, Special Transit Fares and School Bus Service Revenues	\$96,589	6611.2
"Local funds" - any nonfederal or nonstate grant funds or other revenues generated by, earned by, or distributed to an operator		
Local Fund #1 (Specify)		99268.19
Local Fund #2		99268.19
Local Fund #3		99268.19
Local Fund #4		99268.19
Subtotal Local Funds	\$0	
Fare Revenue Associated with "Extension of Services"		
Charter Revenue		
Farebox Ratio Revenue	\$96,589	
Farebox Ratio (Fares only)	7.41%	
Farebox Ratio (Fares plus local funds)	7.41%	

Footnotes:

Disclaimer: This worksheet is intended to provide a basic guideline for calculating the TDA farebox ratio and should be used in conjunction with TDA Statutes and California Code of Regulations

References: PUC Sections 99268.2, 99268.3, 99268.4, 99268.5, 99268.8, 99268.9, 99268.12, 99268.17, 99268.19, 99720.1, and 99270.2

DOCUMENT G-2 (DEMAND RESPONSE)

FARE AND LOCAL FUND RATIOS - *DEMAND RESPONSE*
 If you provide only demand response service, complete only G-2.

REQUIRED MINIMUM RATIOS

- | | | |
|---|---|---|
| 1 | Ratio of Fares plus Local Fund to Total Operating Expense | <input style="width: 100%;" type="text"/> |
| 2 | Applicable Public Utilities Code Section | <input style="width: 100%;" type="text"/> |

PROJECT YEAR RATIOS

Instructions: Fill in boxed cells. Non-boxed cells are formulas.

<u>Operating Costs</u>		PUC Reference	Notes
Total Demand Response Operating Costs	\$490,918		Total operat
Depreciation		99246	
Charter Service Costs		99246	
Vehicle Lease Costs		99246	
Principal and interest payments on capital projects funded with certificates of participation		99247	
Adjusted Demand Response Operating Costs	\$490,918		
TDA Allowed Exemptions/Exclusions			
Cost of "Extension of Services"		6619.1, 6633.8	Only for imp
Ridesharing Services Costs		99268.16	
Fuel costs which exceed prior year's costs adjusted for the CPI		99268.17	
Alternative fuel programs costs which exceed prior year's costs adjusted for the CPI		99268.17	
Power, including electricity costs which exceed prior year's costs adjusted for the CPI		99268.17	
Insurance premiums and payments in settlement of claims arising out of the operator's liability which exceed prior year's costs adjusted for the CPI		99268.17	
State and federal mandates which exceed prior year's costs adjusted for the CPI		99268.17	
Subtotal Exclusions/Exemptions	\$0		
Farebox Ratio Operating Costs	\$490,918		
Fare Revenues			
Total Demand Response Passenger Fares and Special Transit Fares	\$78,411	6611.2	Also refer to
"Local funds" - any nonfederal or nonstate grant funds or other revenues generated by, earned by, or distributed to an operator			
Local Fund #1 (Specify)		99268.19	
Local Fund #2		99268.19	
Local Fund #3		99268.19	
Local Fund #4		99268.19	
Subtotal Local Funds	\$0		
Fare Revenue Associated with "Extension of Services"			
Charter Revenue			
Farebox Ratio Revenue	\$78,411		
Farebox Ratio (Fares only)	15.97%		
Farebox Ratio (Fares plus local funds)	15.97%		

Footnotes:

Disclaimer: This worksheet is intended to provide a basic guideline for calculating the TDA farebox ratio and should be used in conjunction with TDA Statutes and California Code of Regulations

References: PUC Sections 99268.2, 99268.3, 99268.4, 99268.5, 99268.8, 99268.9, 99268.12, 99268.17, 99268.19, 99720.1, and 99720.2

FARE AND LOCAL FUND RATIOS - SYSTEMWIDE

If you provide both fixed route and demand response service, complete G-1, G-2, and G-3.

REQUIRED MINIMUM RATIOS

1	Ratio of Fares plus Local Fund to Total Operating Expense	10%
2	Applicable Public Utilities Code Section	

PROJECT YEAR RATIOS

Instructions: Fill in boxed cells. Non-boxed cells are formulas.

<u>Operating Costs</u>		PUC Reference	Notes
Total Systemwide Operating Costs	\$1,794,245		Total operating costs for the transit system including administrative costs.
Depreciation		99246	
Charter Service Costs		99246	
Vehicle Lease Costs		99246	
Principal and interest payments on capital projects funded with certificates of participation		99247	
Adjusted Systemwide Operating Costs	\$1,794,245		
TDA Allowed Exemptions/Exclusions			
Cost of "Extension of Services"		6619.1, 6633.8	Only for implementation year and two additional full fiscal years of service.
Ridesharing Services Costs		99268.16	
Fuel costs which exceed prior year's costs adjusted for the CPI		99268.17	
Alternative fuel programs costs which exceed prior year's costs adjusted for the CPI		99268.17	
Power, including electricity costs which exceed prior year's costs adjusted for the CPI		99268.17	
Insurance premiums and payments in settlement of claims arising out of the operator's liability which exceed prior year's costs adjusted for the CPI		99268.17	
State and federal mandates which exceed prior year's costs adjusted for the CPI		99268.17	
Subtotal Exclusions/Exemptions	\$0		
Farebox Ratio Operating Costs	\$1,794,245		
<u>Fare Revenues</u>			
Total Systemwide Passenger Fares, Special Transit Fares and School Bus Service Revenues	\$175,000	6611.2	Also refer to State Controller's Uniform System of Accounts.
"Local funds" - any nonfederal or nonstate grant funds or other revenues generated by, earned by, or distributed to an operator			
Local Fund #1 (Specify)		99268.19	
Local Fund #2		99268.19	
Local Fund #3		99268.19	
Local Fund #4		99268.19	
Subtotal Local Funds	\$0		
Fare Revenue Associated with "Extension of Services"			
Charter Revenue			
Farebox Ratio Revenue	\$175,000		
Farebox Ratio (Fares only)	9.75%		
Farebox Ratio (Fares plus local funds)	9.75%		

Footnotes:

Disclaimer: This worksheet is intended to provide a basic guideline for calculating the TDA farebox ratio and should be used in conjunction with TDA Statutes and California Code of Regulations

References: PUC Sections 99268.2, 99268.3, 99268.4, 99268.5, 99268.8, 99268.9, 99268.12, 99268.17, 99268.19, 99720.1, and 99270.2

DOCUMENT H (Continued)
(Instructions on page 4-15)

DOCUMENT H

STANDARD ASSURANCES FOR APPLICANTS – LTF
(All claimants must complete this document)

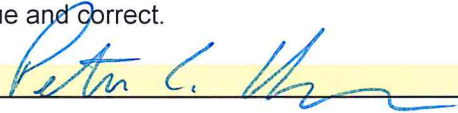
CLAIMANT ASSURANCES: *Initial Each Section or Indicate N/A.*

- PH 1) Claimant certifies that it maintain for the project year the ratio of fare revenues and local funds to operating cost at least equal to the ratios adopted by LCTC.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- N/A 2) Claimant that received an allocation of LTF funds for an extension of service pursuant to PUC 99268.8/CCR 6619.1 certifies that it will file a report of these services pursuant to CCR 6633.8b within 90 days after the close of the fiscal year in which that allocation was granted.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- PH 3) Claimant filing a claim for TDA funds for capital intensive projects certifies that it has made every effort to obtain federal funding pursuant to PUC 99268.7 and/or CCR 6754(a)(3).
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- PH 4) Claimant certifies it has submitted a satisfactory, independent fiscal audit, with required certification statement, to LCTC and to the State Controller, pursuant to PUC 99245 and 21 CCR 6664, for the prior fiscal year (project year minus two). Claimant also assures this audit requirement will be completed for the current fiscal year (project year minus one).
Date of submittal to State Controller: TBD
Date of submittal to LCTC: TBD
Applies to all TDA claimants.
- PH 5) Claimant certifies it has submitted an annual report, documenting agency operations, in conformance with the uniform system of accounts and records, to LCTC and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Claimant assures this report will be audited by an independent CPA. Claimant also assures this report will be completed for the current fiscal year (project year minus one).
Date of submittal to State Controller: 1/25/2023
Date of submittal to LCTC: 1/25/2023
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- 6) Claimant certifies that (initial one):
- a) the current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system (PUC 99271(a)); or
- PH b) the operator is implementing a plan approved by LCTC which will fully fund the retirement system for such officers and employees within 40 years (PUC 99271(a)); or
- c) the operator has a private pension plan which sets aside and invests, on a current basis, funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in PUC 99272 and 99273.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- PH 7) Claimant certifies that, pursuant to PUC 99264, it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

DOCUMENT H (Continued)
(Instructions on page 4-15)

- PH 8) Claimant certifies that the transit operator's operating budget has not increased more than 15% over the preceding year, and does not include a substantial increase or decrease in scope of operations or capital budget provisions for major new fixed facilities. **If the budget does include such changes, documentation is attached** that identifies and substantiates the reason and need for the changes, pursuant to PUC 99266, CCR 6632(b). E.g., if there is a substantial change between the capital expenditures proposed in this claim and those described in the claimant's Short Range Transit Plan (SRTP) or Transit Development Program (TDP), the claimant must provide a statement that substantiates the need for this change. If the claimant has neither a SRTP nor a TDP, the claimant must provide a statement that describes the need for the proposed capital expenditure.
ATTACHMENTS MAY BE REQUIRED
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- PH 9) Claimant certifies that **attached is certification from the Department of California Highway Patrol** (CHP), completed within the last 13 months, that indicates the operator is in compliance with Section 1808.1 of the Vehicle Code. Section 1808.1 of the Vehicle Code requires, among other things, that operators participate in a pull notice system for obtaining current driver records from the Department of Motor Vehicles.
ATTACHMENTS REQUIRED
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- PH 10) Claimant certifies it is in compliance with PUC 99155: if it offers reduced fares to seniors, it offers the same reduced rate to disabled persons, handicapped persons, and disabled veterans, and it honors the federal Medicare card for identification to receive reduced fares.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- PH 11) Claimant certifies it is in compliance with PUC 99155.5: dial-a-ride and paratransit services are accessible to handicapped persons and the service is provided to persons without regard to vehicle ownership and place of residence.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- PH 12) Claimants that contract with another entity or entities for transit service certify that a copy of **the contract negotiated with that entity is attached**, pursuant to CCR 6630.
ATTACHMENTS REQUIRED
Applies to Articles 4 (transit) and 8 (transit)

The undersigned (must be the individual named in the authorizing resolution) hereby certifies that the above statements are true and correct.

Signature: 

Name: Peter Heimigner

Title: Executive Director

Date: 3/27/2023

DOCUMENT I

STATE TRANSIT ASSISTANCE ALLOCATION AREAS

Select the claim category or categories by checking appropriate box and indicating the amount of STA funding

6730 - Claims of Operators

Claims may be filed for allocations from the State Transit Assistance fund by an operator for the following purposes.

		Claimed
<input checked="" type="checkbox"/>	CCR 6730 (a) The operating cost of the operator's public transportation system.	\$ 376,561.00
<input type="checkbox"/>	6730 (b) The capital requirements of the operator's public transportation system.	-
<input type="checkbox"/>	6730 (b) Subsidy of passenger rail services, either by bulk purchases of passenger tickets or by direct payments to a railroad corporation, pursuant to Public Utilities Code sections 99260.2(b) and 99260.5, or for rail passenger service operation and capital improvement expenditures pursuant to Public Utilities Code section 99260.6 and construction and maintenance of intermodal transportation facilities pursuant to Public Utilities Code section 99234.9.	\$ -
<input type="checkbox"/>	6730 (d) Community transit service purposes pursuant to Public Utilities Code section 99275.	\$ -

PUC 99314.6 INCREASE IN OPERATOR'S COST PER HOUR

Claimant filing a claim for operating assistance from STAF funds must include a supplemental schedule which identifies either: A - 1) the most recent audited cost per revenue vehicle hour (year 1) and the cost per revenue hour for the year prior to the most recent audit year (year 2) and 2) the Consumer Price Index for the year prior to the most recent audit year (year 2); or B - 1) the most recent audited cost per revenue vehicle hour (year 1) and the cost per revenue hour for the three years prior to the most recent audit year and 2) the Consumer Price Index for the three years prior to the most recent audit year. The supplemental schedule information will be used to determine eligibility




**LASSEN COUNTY TRANSPORTATION
COMMISSION**
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

Staff Report

To: Lassen County Transportation Commission
Date: June 15, 2023
From: John L. Clerici, Executive Secretary 
Subject: LCTC Schedule of Meetings for Fiscal Year 2023/24

AGENDA ITEM 4.13

REQUESTED ACTION

BY MOTION: Adopt the proposed schedule of meetings for FY 2023/24

DISCUSSION

Historically, the LCTC met approximately six times per year, in odd-numbered months, on the second Monday, typically at 1:30 p.m. Over the past few years, the Commission has been meeting more frequently. For the past two fiscal years, the Commission has adopted a schedule of meetings for the next fiscal year at their June meeting.

In FY 2022/23 the Commission was able to meet its legislated responsibilities using the meeting schedule approved at its June 2022 Regular Meeting. As noted above the LCTC has met six times a year, in odd-numbered months. This would necessitate meetings starting in July. However, Commission staff, in consultation with LTSA staff and others, has concluded that there is no compelling work reason to meet in July. Therefore, staff is recommending that the first meeting in FY 23/24 be in August. The schedule for the second half of FY 23/24 will be the same as this fiscal year. As with any year meetings can be added or deleted as needed to meet the work needs of the Commission.

ALTERNATIVES

The LCTC could choose any alternate schedule that meets its needs.

PROPOSED SCHEDULE OF LASSEN COUNTY TRANSPORTATION COMMISSION MEETINGS

Fiscal Year 2023/24

August 14, 2023

October 16, 2023 *+

November 13, 2023 **

December 11, 2023

January 8, 2024

March 11, 2024

May 13, 2024

June 17, 2024 ***

*+ Moved to third Monday for Columbus Day

**If needed for STIP

*** Third Monday of month