

LASSEN COUNTY TRANSPORTATION COMMISSION  
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, Interim Executive Secretary

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

Date Posted: July 11, 2019

P.O. Box 1028  
Susanville, CA 96130

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Phone: (530) 919-9739

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

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

Subject: **REGULAR MEETING**

of the

**LASSEN COUNTY TRANSPORTATION COMMISSION**

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, July 15, 2019 at 2:00 p.m.** The meeting will be held at the City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

The Agenda is as follows.

Page **(1) CONVENE**

1.1 Pledge of Allegiance

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

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

1.21 Minutes Approval:

June 17, 2019 Special Meeting

1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7034.24.\*

**REQUESTED ACTION: Approve payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7034.24, shown in Invoice #4.**

1.23 Payment of Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$7023.17. \*

**REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$7023.17, shown in Invoice #008-04.**

1.24 FY 2019/20 Local Transportation Fund Claim for Article 4 Apportionment – LTSA. \*

**REQUESTED ACTION: Approve the Lassen Transit Service Agency's Fiscal Year 2019/20 Local Transportation Fund Claim for funds under Article 4, Public Transportation in the amount of \$715,000.**

1.25 FY 2019/20 Local Transportation Fund Claim for State Transit Assistance Apportionment - LTSA\*

**REQUESTED ACTION: Approve the Lassen Transit Service Agency's Fiscal Year 2019/20 Local Transportation Fund Claim for funds under the State Transit Assistance program in the amount of \$353,091.**

1.26 FY 2019/20 Local Transportation Fund Claim for Article 3 Apportionment – Lassen County. \*

**REQUESTED ACTION: Approve the Lassen County Fiscal Year 2019/20 Local Transportation Fund Claim for funds under Article 3, Bicycle and Pedestrian Facilities in the amount of \$9,769.06.**

1.27 FY 2019/20 Local Transportation Fund Claim for Article 8 Apportionment – Lassen County. \*

**REQUESTED ACTION: Approve the Lassen County Fiscal Year 2019/20 Local Transportation Fund Claim for funds under Article 8, Other Transportation (streets and roads) in the amount of \$775,718.**

1.28 FY 2019/20 Local Transportation Fund Claim for Article 8 Apportionment – City of Susanville. \*

**REQUESTED ACTION: Approve the City of Susanville Fiscal Year 2019/20 Local Transportation Fund Claim for funds under Article 8, Other Transportation (streets and roads) in the amount of \$502,236.**

(2) **CORRESPONDENCE/PUBLIC COMMENT**

(3) **REPORTS**

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

- Caltrans Report
- California Highway Patrol (CHP) Report

- City of Susanville Report
- County of Lassen Report
- Susanville Indian Rancheria Report
- Interim Executive Secretary Report (LCTC Staff)

**(4) NEW BUSINESS**

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

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

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 Fiscal Year 2019/20 State of Good Repair (SGR) Projects \*

**ACTION REQUESTED: BY MOTION, adopt Resolution 19-17 approving the list of projects for the FY 2019/20 State of Good Repair Program.**

4.12 Clarification to Independent Auditing Services contract with Richardson and Company for Fiscal Year 2019/20

**ACTION REQUESTED: BY MOTION, affirm that the contract with Richardson and Company for Independent Auditing Services executed in January 2019 and signed by the Executive Secretary extends through the end of FY 2019/20.**

4.13 2020 State Transportation Improvement Program \*

**ACTION REQUESTED – None. Discussion Item Only**

4.14 FY 2019/20 LCTC Starting of the FY Fund Balances

**ACTION REQUESTED: BY MOTION: Adopt the fund balances provided by the Lassen County Auditor as the beginning of the year balances for FY 2019/20.**

4.15 Lassen County Transportation Commission Staffing Options Discussion\*

**ACTION REQUESTED: Consider and discuss staffing options and provide possible direction for further information or action related to future staffing options for the Commission.**

**(5) INFORMATION ITEMS**

- 5.01 Updates on US 395 Coalition Building
- Update on SR 36 CAPM Project

**(6) CORRESPONDENCE**

6.01 None

(7) **OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, September 16, 2019 at 1:00 p.m.**

7.3 Adjourn

\* Attachment

# Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

**LASSEN COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

Special Commission Meeting

**June 17, 2019**

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

1:00 P.M. Open Session

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**(Note: Closed Session item 4.01 and 4.02 moved to end of agenda)**

**1:00 P.M. OPEN SESSION**

**1. Convene**

*The Chair called the meeting to order at 1:00 P.M. and the Pledge of Allegiance to the Flag was recited.*

**Roll Call: Present:** Franco, Hammond, Schuster (for Commissioner Moore), Teeter, Wilson

**Absent:** Hemphill

**1.2 Adoption of Agenda and Approval of Consent Calendar:**

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

AYES: Franco, Hammond, Schuster, Teeter, Wilson

NOES: None

ABSENT: Hemphill

ABSTAIN: None

**1.21 Minutes Approval of April 8, 2019 Special Meeting**

Adopted Minutes of the May 13, 2019 Regular Meeting.

**1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7398.08.**

Approved payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7398.08.

**1.23 Approve payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$7309.83.**

Approved payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$7309.83.

**2. CORRESPONDENCE/PUBLIC COMMENT**

*No written communications were received.*

*No public comment was received.*

**3. REPORTS**

**3.1 Caltrans**

*Mike Mogen – Provided an update on efforts to provide maintenance to the Secret Valley Rest Area. He admitted that there had been some challenges, the contractor who had been cleaning the restrooms, had become ill, and could no longer do the work. The facility was closed, but people continue to use the area around the building. Because of location it is hard to find someone to do the work. Looking for a short-term solution of either the County or North Valley CSD to help out until a contractor can be found. He mentioned that a small improvement project is underway to do some flatwork around the facility and install a water tank.*

*Once again mike asked about the SR 36 striping project, specifically about the option for the drop lane heading west uptown – just past Weatherlow to gore point. He wanted to know if there were any comments. Commissioner Teeter mentioned that in previous comment periods the Chamber of Commerce did not like any of the alternatives. Other Commissioners questioned the wisdom of having bike lanes on highway that has a lot of big truck traffic. They also asked if the bike lanes could be moved to a parallel route. Mike responded that it was possible, but that Caltrans would not pay for the work.*

CAPM – He reported that the contractor had started grinding the old pavement and would soon start the new paving process. He was asked about the annual parade and would it be impacted. Mike noted that it is on their radar, and that remaining work will be done at night. So, they should be out of the way for the parade.

Traffic counts on US 395 – Mike provided additional traffic count information, including the percentage of traffic that is trucks. Additional information will be forthcoming.

**3.2 CHP**

*No report was provided.*

**3.3 City of Susanville**

*No report was provided*

**3.4 Lassen County**

*No report was provided.*

**3.5 Susanville Indian Rancheria**

*No report was provided.*

**3.6 Executive Secretary**

*No report was provided.*

**4. New Business**

**4.01 Announcement of Items to be Discussed in Closed Session (item was moved to the end of the Agenda)**

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

**4.02 Announcement of Action Taken in Closed Session (item moved to the end of Agenda)**

*No reportable action was taken in closed session.*

**4.10 Action/Discussion Items**

**4.11 Fiscal Year 2019/20 Unmet Transit Needs Determinations**

*The Commission was asked to Adopt Resolution 19-12 finding that there are no new unmet transit needs that are reasonable to meet for implementation in FY 2019/20.*

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

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

#### **4.12 FY 2018/19 OWP Budget Adjustments for Auditing and Legal Services**

*The commission was asked to adopt Resolution 19-14 authorizing a budget amendment to the FY 2018/19 Overall Work Program in the amount of \$27,801 to pay for unbudgeted expenditures accrued by the Lassen County Auditor (\$12,801) and the LCTC Attorney – Sloan Sakai (\$15,000).*

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

AYES: Franco, Hammond, Schuster, Teeter, Wilson  
NOES: None  
ABSENT: Hemphill  
ABSTAIN: No

#### **4.13 Fiscal Year 2019/20 Transportation Development Act Apportionments for Local Transportation Fund (LTF) and State Transit Assistance (STA)**

*The Commission was asked to adopt by motion:*

- 1. Resolution 19-15 approving the Final Fiscal Year 2019/20 Transportation Development Act Apportionments for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the apportionments.*
- 2. Approve claims from the Lassen Transit Services Agency for STA funds and LFT Article 4 funds for transit services and transit capital replacement.*



3. *Authorize staff to transmit allocation instructions to the Lassen County Auditor for disbursement of LTF and STA funds in Fiscal Year 2019/20.*

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

AYES: Franco, Hammond, Schuster, Teeter, Wilson  
NOES: None  
ABSENT: Hemphill  
ABSTAIN: No

**4.14 Programming of LCTC Regional Surface Transportation Program Exchange Funds for FY 2018/19**

*The Commission was asked to authorize, by motion, staff to allocate the Fiscal Year 2018/19 RSTP Exchange funds in the amount of \$122,494.*

*It was moved by Commissioner Wilson and seconded by Commissioner Teeter to allocate the FY 2018/19 RSTP Exchange funds in the amount of \$122,494 to the City of Susanville. The motion was passed with the following vote:*

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

**4.15 Fiscal Year 2019/20 Overall Work Program and Budget**

*The Commission was asked to adopt Resolution 19-16 approving the FY 2019/20 Overall Work Program and Budget.*

*It was moved by Commissioner Teeter and seconded by Commissioner Hammond to adopt Resolution 19-16 as presented. The motion was passed with the following vote:*

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

**4.16 Schedule of Meetings for the first 6 months of Fiscal Year 2019/20**

*The Commission was asked to adopt the proposed schedule of meetings for the first half of FY 2019/20 (July, September, November).*

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

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

**5. Information Items**

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

- Staff activities related to date*
- State and Federal funding initiatives for transportation*
- SR 36 Complete Streets activities – Steve Borroum’s meetings with City staff to take over management of the project*
- US 395 Coalition Building activities – deferred to Commissioner Hammond to describe his successful trip to Washington DC*

**6. Correspondence**

*None.*

**7. Other Business**

**7.1 Matter brought forth by the Commission**

*Request to add an agenda item to discuss options available to the Commissioners for providing staffing to the LCTC. Commission attorney will provide information for the discussion item*

**7.2 Next Regular Commission Meeting**

*Next meeting of the LCTC will be Monday, July 15, 2019 at 1:00, pm*

**7.3 Adjourn**

*The meeting was adjourned at 3:10 p.m.*

*Submitted for approval by:*



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John Clerici  
Interim Executive Secretary



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

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL  
SUITE 600  
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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.22**

Date: July 10, 2019

From: John L. Clerici, Interim Executive Secretary

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

Subject: Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7034.24

**REQUESTED ACTION**

Approve payment of Steve Borroum fees and costs in the amount of \$7034.24, as shown in Invoice #4.

**PAST ACTION**

This is the forth invoice under this new consulting contract.

**DISCUSSION**

Attached is Invoice #4, with supporting documentation, and a detailed Progress Report for the period beginning June 1, 2019 and ended June 30.

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

- Helped prepare final OWP and budget.
- Continued working with Lassen County Auditor to align LCTC – OWP – work element accounting needs with County accounting methods.
- Prepared Q3 Request for Reimbursement to Caltrans D2

Although not a complete accounting to date, these charges are consistent with the billing trends for the OWP budget to date.

**ALTERNATIVES**

Commission to provide direction to staff.

Attachments (1)

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7/8/2019

**INVOICE TO LASSEN COUNTY TRANSPORATION COMMISSION**

Steve Borroum (P.E. # 530-36-4907)  
 Acting Engineer  
 633 Tamarindo Way  
 Roseville, CA 95678

Invoice #4: Invoice Period: June 1, 2019 to June 30, 2019

DATE	HOURS				Expenses
	OWP Task 100- Adiministration	OWP Task 601 - Transporation Planning	OWP Task 602 - Programming	Labor Sub-Total	
June					
3		5		5	
4		4		4	
5	1	1		2	
6	4	2		6	
7		1		1	
10		2	1	3	
11		2	2	4	
12		1	2	3	
13		3		3	
14				0	
17				0	
18				0	
19				0	
20				0	
21				0	
24	1	3		4	
25		3		3	
26		3		3	
27	2	5		7	
28		3		3	
29		7		7	
TOTAL	8	45	5	58	
	Rate: \$121.28 / hour				
	\$ 970.24	\$ 5,457.60	\$ 606.40	\$ 7,034.24	\$ -
<b>Totals</b>	\$ 7,034.24				

Total this invoice: \$ 7,034.24

## **Steve Borroum**

### **General work assignments**

#### **Invoice period for June 1, 2019 to June 30, 2019**

- Continued work with Caltrans, the Commission and the City of Susanville on Route 36 in Downtown Susanville.
- Continued work to gather fiscal records, invoices, etc of the Commission.
- Continued work with Caltrans and the County Auditor to establish track-able fiscal records for the Commission.
- Work to assist Commission's fiscal auditor.
- Work to prepare invoices to Caltrans for work efforts being accomplished under the Commission's Grants and OWP.
- Updating and drafting OWP for FY 19/20.
- Working with County, City of Susanville and transit operator to form allocation requests for next year.
- Assisting County and City to develop transportation planning processes for FY 19/20.
- Technical support for local agencies and Commission Ex Officer.
- Work to secure and process for payment invoiced for consultants to the Commission.
- Work to begin scoping an update of the transit development plan.
- Continued work with the Acting Ex Director and the Commission's legal counsel to secure moving the Commission's work forward during an interim period till the close of the Fiscal Year.



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PH: (530) 919-9739


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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.23**

Date: July 10, 2019

From: John L. Clerici, Interim Executive Secretary 

Subject: Payment of Clerici Consulting Interim Executive Secretary fees and costs in the amount of \$7,023.17.

**REQUESTED ACTION**

Approve payment of Clerici Consulting fees and costs in the amount of \$7023.17, as shown in Invoice #008-04.

**PAST ACTION**

This is the forth invoice under this consulting contract.

**DISCUSSION**

Attached is Invoice #008-04, with supporting documentation, and a detailed Progress Report for the period beginning June 1, 2019 and ended June 30, 2019.

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

- Prepared Agendas and information items for June 17, LCTC Meetings.
- Prepared Final FY 2019/20 OWP and budget, and 018/19 Unmet Needs Findings.
- Helped with final efforts to information document for Commissioner Hammond visit to Washington DC on behalf of the bi-state US 395 Coalition Building effort

Although not a complete accounting to date, these charges are consistent with the billing trends for the OWP budget to date.

**ALTERNATIVES**

Commission to provide direction to staff.

Attachments (2)

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Clerici Consulting

Invoice Date: July 5, 2019

Invoice Number 4

Project Number 008

**Clerici Consulting**  
1555 Sean Drive  
Placerville, CA 95667  
Ph 530.919.9739

**Invoice**

Tax ID ~~XXXXXXXXXX~~

July 5, 2019  
Number: 0008  
Invoice Number 34

4

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

Project: 008                  Interim Executive Secretary

**Professional services from June 1, 2019 to June 30, 2019**

<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$1146.64		\$1146.64
Task 601 – Regional Transportation Planning	\$5733.20		\$5733.20
Task 602 – Regional Transportation Programing	\$143.33		\$143.33
Task 603 – Community Engagement & Outreach	\$0		\$0
<b>Total this invoice</b>			<b>\$7023.17</b>



**Professional Personal*****Task: 100 – Administration and Coordination***

<b>LABOR</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>
Interim Executive Secretary John Clerici	8	\$143.33	\$1146.64
Subtotal:	8		\$1146.64

<b>EXPENSE</b>	<b>DATE</b>	<b>AMOUNT</b>
Subtotal:		

***Task: 601 – Regional Transportation Planning***

<b>LABOR</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>
Interim Executive Secretary John Clerici	40	\$143.33	\$5733.20

***Task: 602 – Regional Transportation Programming***

<b>LABOR</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>
Interim Executive Secretary John Clerici	1	\$143.33	143.33\$
Subtotal:	1		143.33\$

Clerici Consulting

Invoice Date: July 5, 2019

Invoice Number 4

Project Number 008

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**Task: 603 – Community Engagement and Outreach**

<b>LABOR</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>
Interim Executive Secretary John Clerici	0	\$143.33	\$0
	Subtotal:	<hr/>	<hr/>
		0	\$0

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John Clerici

## **PROGRESS REPORT**

Project: Lassen County Transportation Commission

Clerici Consulting Project 008-04

Period: June 1, 2019 – June 30, 2019

### **WORK COMPLETED (through June 30, 2019)**

#### **Meetings**

- Prepared June 17 Meeting Agenda
- Presented staff reports and other information at the June 17, 2019 Lassen County Transportation Commission meeting.
- Participated in June 10, 2019 TAC Meetings

#### **Administration**

- Processed invoices for Commission contractors and expenses.
- Continued working closely with Commission Council in the orderly transition from Matthew C. Boyer and Associates as staff to the Commission.

#### **Planning**

- Prepared revised Draft and Final FY 2019/2020 LCTC OWP and budget
- Attended Rural Counties Task Force and related inter-agency meetings.
- Worked with consultant and Commissioner Hammond for preparations for his trip to Washington DC on behalf of the US 395 coalition building effort

#### **Programming**

- Processed Local Transportation Fund Apportionment, Notified Claimants, Prepared Claim Forms.

### **WORK PROJECTED (JULY 2019)**

- Prepare July LCTC Meeting Agenda
- Begin engaging Caltrans, City, County and Tribal representatives in preparation for the 2020 State Transportation Improvement Program
- For SR 395 Coalition Building effort:
  - Re-engage Washoe County Teaming Partners
  - Prepare for second phase of coalition building funding program
  - Follow-up to Commissioner Hammond Washington DC trip

- Continue collecting financial data for the independent audits.
- Prepare summary of simple summaries of prior LCTC programming of each funding source, including the following.
  - Low Carbon Transit Operations Program
  - SB 1 Transit State of Good Repair
  - Proposition 1B Transit (PTMISEA)
  - Prepare for implementation of second phase funding for US 395 Coalition building effort
  - Planning, Programming and Monitoring Funds.
- Continue processing Local Transportation Fund claims, and oversee other funding sources.
- Continue to refine FY 2019/20 Overall Work Program and Budget
- Additional next steps to the work, as identified above.

**ISSUES REQUIRING RESOLUTION**

None.



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PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.24**

Date: July 10, 2019

From: John L Clerici, Interim Executive Secretary

Subject: FY 2019/20 Local Transportation Fund Claim for Article 4 Apportionment

**REQUESTED ACTION**

Approve the Lassen Transit Service Agency’s Fiscal Year 2019/2020 Local Transportation Fund Claim for funds under Article 4, Public Transportation.

**DISCUSSION**

On June 17, 2019 the Commission approved the OWP and Budget for FY 2019/20. Included in the OWP and Budget are the final Fiscal Year 2019/20 Transportation Development Act apportionments for the Local Transportation Fund (LTF).

LTSA has submitted a claim for their Article 4 apportionment consistent with the approved LTF apportionment in the FY 2019/20 OWP and Budget.

Public Transportation – Transit (Article 4) (PUC Sections 99233.8, 99260(a) and 99262)

Lassen County Transit Agency Operations	\$ 461,000
Transfer of Fund Balance for Capital Bus Replacement	\$ 254,000
Total	\$ 715,000

At the July 8, 2019 Technical Advisory Committee (TAC) meeting, staff apprised the TAC members, about the sequencing of payments from the LTF for claims received. Payments will be made in accordance with TDA rules with Section 4 (transit) receiving the highest priority for payment from available funds. Section 8 (streets and roads) payments will be made after that, as funds become available.

**ALTERNATIVES**

Provide direction to staff.

Attachments (1)

**CLAIM**  
**Transportation Development Act**  
**For Fiscal Year 2019/2020 Funds**

TO: LASSEN COUNTY TRANSPORTATION COMMISSION  
555 Capitol Mall, Suite 600  
Sacramento, CA 95814

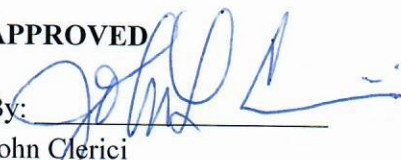
FROM: Lassen Transit Service Agency  
707 Nevada Street  
Susanville, CA 96130

The Lassen Transit Service Agency hereby requests, in accordance with the State of California Public Utilities Code, commencing with section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2019/2020, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with the Lassen County Treasurer into fund 570:

Article and Section of TDA	Purpose	Amount
Article 4, Section 99260	Transit Operations	\$461,000
	Transit Capital	\$254,000
	<b>Total:</b>	<b>\$715,000</b>

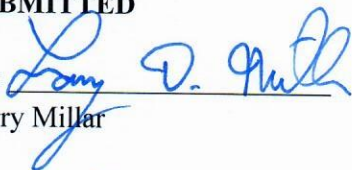
When approved by the LCTC, this claim will be transmitted to the Lassen Transit Service Agency for payment. Approval of this claim, this application, and payment by the County Auditor is subject to such moneys being on hand and available for distribution and is subject to the provisions that such moneys will only be used in accordance with the terms of the approved annual financial plan.

**APPROVED**

By:   
John Clerici  
LCTC Acting Executive  
Secretary

Approval Date: 7/10/19

**SUBMITTED**

By:   
Larry Millar  
Executive Director

Submittal Date: 6/6/19







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

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PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.25**

Date: July 10, 2019

From: John L Clerici, Interim Executive Secretary

Subject: FY 2019/20 Local Transportation Fund Claim for State Transit Assistance Apportionment

**REQUESTED ACTION**

Approve the Lassen Transit Service Agency's Fiscal Year 2019/2020 Local Transportation Fund Claim for funds under the State Transit Assistance (STA) program.

**DISCUSSION**

On June 17, 2019 the Commission approved the OWP and Budget for FY 2019/20. Included in the OWP and Budget are the final Fiscal Year 2019/20 STA apportionment for the Local Transportation Fund (LTF).

LTSA has submitted a claim for their STA apportionment consistent with the approved LTF apportionment in the FY 2019/20 OWP and Budget.

Public Transportation – State Transit Assistance (PUC Sections 99313 and 99314)

FY 19/20 Section 99313 (population share)	\$ 299,927
FY 19/20 Section 99314 (revenue share)	\$ 11,927
Est. carryover from FY 19/20 Section 99313	\$ 41,237
<b>Total</b>	<b>\$ 353,091</b>

**ALTERNATIVES**

Provide direction to staff.

Attachments (1)

**CLAIM**  
**State Transit Assistance (STA)**  
**For Fiscal Year 2019/2020 Funds**

TO: LASSEN COUNTY TRANSPORTATION COMMISSION  
555 Capitol Mall, Suite 600  
Sacramento, CA 95814


FROM: Lassen Transit Service Agency  
707 Nevada Street  
Susanville, CA 96130

The Lassen Transit Service Agency hereby requests, in accordance with Chapter 161, Statutes of 1979, as revised, and applicable rules and regulations that its annual claim for FY 2019/2020 State Transit Assistance funds be approved by the Lassen County Transportation Commission, in the amount of \$353,091 (Three Hundred Fifty-Three Thousand Ninety-One Dollars) to be drawn from the State Transit Assistance fund for the Lassen County Transportation Commission.

Public Utilities Code	Amount
FY 19/20 Section 99313 (population share)	\$299,927
FY 19/20 Section 99314 (revenue share)	\$11,927
Estimated Carryover from FY 18/19 (Section 99313)	\$41,237

When approved by the LCTC, this claim will be transmitted to the Lassen Transit Service Agency for payment and deposited into fund 570. Approval of this claim, this application, and payment by the County Auditor is subject to such moneys being on hand and available for distribution and is subject to the provisions that such moneys will only be used in accordance with the terms of the approved annual financial plan.

**APPROVED**

By:   
John Clerici  
LCTC Acting Executive Secretary

Approval Date: 7/10/19

**SUBMITTED**

By:   
Larry Millar  
Executive Director

Submittal Date: 6/6/19



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

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL  
SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.26**

Date: July 10, 2019

From: John L Clerici, Interim Executive Secretary

Subject: FY 2019/20 Local Transportation Fund Claim for Article 3 Apportionment

**REQUESTED ACTION**

Approve the Lassen County Fiscal Year 2019/2020 Local Transportation Fund Claim for funds under Article 3, Bicycle and Pedestrian Facilities.

**DISCUSSION**

On June 17, 2019 the Commission approved the OWP and Budget for FY 2019/20. Included in the OWP and Budget are the final Fiscal Year 2019/20 Transportation Development Act apportionments for the Local Transportation Fund (LTF).

Lassen County has submitted a claim for their Article 4 funds consistent with the approved LTF apportionment in the FY 2019/20 OWP and Budget.

Non-motorized Transportation – Bicycle and Pedestrian (Article 3) (PUC Sections 99234)

Bicycle and Pedestrian Facilities – Construction/Maintenance  
of bicycling trails, bicycle safety education programs, development  
of comprehensive bicycle & pedestrian facilities plan.

\$ 9,769.06  
Total \$ 9,769.06

At the July 8, 2019 Technical Advisory Committee (TAC) meeting, staff apprised the TAC members, about the sequencing of payments from the LTF for claims received. Payments will be made in accordance with TDA rules with Section 4 (transit) receiving the highest priority for payment from available funds. Section 8 (streets and roads) payments will be made after that, as funds become available.

**ALTERNATIVES**

Provide direction to staff.

Attachments (1)

**CLAIM**  
**Transportation Development Act**  
**For Fiscal Year 2019/2020 Funds**

TO: LASSEN COUNTY TRANSPORTATION COMMISSION  
P.O. Box 1028  
Susanville, CA 96130

FROM: County of Lassen  
221 S. Roop St.  
Susanville, CA 96130


The County of Lassen hereby requests, in accordance with chapter 1400 Statutes 1971 and applicable rules, that this Local Transportation Fund (LTF) annual claim be approved for Fiscal Year 2019/2020, in the following amounts for the following purposes:

Article and Section of TDA	Purpose	Amount
Article 3, Section 99234	Pedestrian & Bicycle Facilities Construction/maintenance of bicycling trails, bicycle safety education programs, development of a comprehensive bicycle & pedestrian facilities plan.	\$9,769.06

Pursuant to section 6630 of the Transportation Development Act, this Statement lists the purpose and amount for the claim and the article and section that authorizes the claim for the specified purpose.

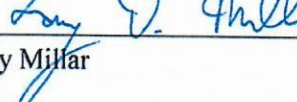
Approval of this claim, this application, and payment by the County Auditor is subject to such moneys being on hand and available for distribution, and to the provisions that such moneys will only be used in accordance with the terms of the allocation instructions. Funds to be transferred to the Natural Resource Budget 141-0685-20074-00.

**APPROVED**

By:   
John Clerici  
LCTC Acting Executive  
Secretary

Approval Date: 7/10/19

**SUBMITTED**

By:   
Larry Millar  
County Public Works Director

Submittal Date: 7/9/19



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

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL  
SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.27**

Date: July 10, 2019

From: John L Clerici, Interim Executive Secretary

Subject: FY 2019/20 Local Transportation Fund Claim for Article 8 Apportionment – Lassen County

**REQUESTED ACTION**

Approve the Lassen County Fiscal Year 2019/2020 Local Transportation Fund Claim for funds under Article 8, Other Transportation -- Streets and Roads.

**DISCUSSION**

On June 17, 2019 the Commission approved the OWP and Budget for FY 2019/20. Included in the OWP and Budget are the final Fiscal Year 2019/20 Transportation Development Act apportionments for the Local Transportation Fund (LTF).

Lassen County has submitted a claim for their Article 8 funds consistent with the approved LTF apportionment in the FY 2019/20 OWP and Budget.

Other Transportation – Streets and Roads (Article 8) (PUC Sections 99233.9, 99400(a) and 99407)

Lassen County Public Works	\$ 775,718
Total	\$ 775,718

At the July 8, 2019 Technical Advisory Committee (TAC) meeting, staff apprised the TAC members, about the sequencing of payments from the LTF for claims received. Payments will be made in accordance with TDA rules with Section 4 (transit) receiving the highest priority for payment from available funds. Section 8 (streets and roads) payments will be made after that, as funds become available.

**ALTERNATIVES**

Provide direction to staff.

Attachments (1)

# DEPARTMENT of PUBLIC WORKS

County of Lassen



LARRY MILLAR, Director  
Public Works/Road/Transportation  
County Engineer

707 Nevada Street, Suite 4  
Susanville, CA 96130

☎ 530) 251-8288  
FAX: (530) 251-2675

## INVOICE

R-2  
2019/187

Date: July 9, 2019

LCTC  
P.O. Box 1028  
Susanville, CA 96130

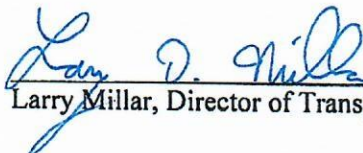
Attention: Steve Borroum

SUBJECT: **Article 8 – Street and Road Apportionment**

**FISCAL YEAR 2019/20**


Funds due to the Lassen County Road Department for Road Fund purposes per the LCTC Budget approved at the June 17, 2019 meeting in the amount of \$775,718.00

Funds to be transferred to the Road Budget 122-1221-2007401.

  
Larry Millar, Director of Transportation

Attachment

Approved:

John L. Clerici - Interim Executive Secretary  
LCTC  
 7/10/19



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

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL  
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SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.28**

Date: July 10, 2019

From: John L Clerici, Interim Executive Secretary

Subject: FY 2019/20 Local Transportation Fund Claim for Article 8 Apportionment – City of Susanville

**REQUESTED ACTION**

Approve the City of Susanville Fiscal Year 2019/2020 Local Transportation Fund Claim for funds under Article 8, Other Transportation -- Streets and Roads.

**DISCUSSION**

On June 17, 2019 the Commission approved the OWP and Budget for FY 2019/20. Included in the OWP and Budget are the final Fiscal Year 2019/20 Transportation Development Act apportionments for the Local Transportation Fund (LTF).

The City of Susanville has submitted a claim for their Article 8 funds consistent with the approved LTF apportionment in the FY 2019/20 OWP and Budget.

Other Transportation – Streets and Roads (Article 8) (PUC Sections 99233.9, 99400(a) and 99407)

City of Susanville

\$ 502,236

Total \$ 502,236

At the July 8, 2019 Technical Advisory Committee (TAC) meeting, staff apprised the TAC members, about the sequencing of payments from the LTF for claims received. Payments will be made in accordance with TDA rules with Section 4 (transit) receiving the highest priority for payment from available funds. Section 8 (streets and roads) payments will be made after that, as funds become available.

**ALTERNATIVES**

Provide direction to staff.

Attachments (1)



**CLAIM**  
**Transportation Development Act (TDA)**  
**For Fiscal Year 2019/2020**

TO: LASSEN COUNTY TRANSPORTATION COMMISSION  
P.O. Box 1028  
Susanville, Ca 96130

FROM: City of Susanville  
66 N. Lassen St.  
Susanville, CA 96130


The City of Susanville hereby requests, in accordance with chapter 1400 Statutes 1971 and applicable rules, that this Local Transportation Fund (LTF) annual transportation claim be approved for fiscal year 2019/2020, in the following amounts for the following purposes:

Article and Section of TDA	Purpose	Amount
Article 8, Section 99400	Streets and Roads: Maintenance, rehabilitation, roadway markings, traffic control devices, planning, project development and other eligible activities on various streets within the City of Susanville.	\$502,236


Pursuant to section 6630 of the Transportation Development Act, this Statement lists the purpose and amount for the claim and the article and section that authorizes the claim for the specified purpose

Approval of this claim, this application, and payment by the County Auditor is subject to such moneys being on hand and available for distribution, and to the provisions that such moneys will only be used in accordance with the terms of the allocation instructions.

**APPROVED**

By:   
John Clereci  
LCTC Executive Secretary  
Approval Date: 7/10/19

**SUBMITTED**

By:   
Dan Newton  
Public Works Director  
Submittal Date: 7/3/19



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

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL  
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SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

PH: (530) 919-9739


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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.11**

Date: July 10, 2019

From: John L Clerici, Interim Executive Secretary 

Subject: Fiscal Year 2019/20 State of Good Repair (SGR) Projects

**REQUESTED ACTION**

**BY MOTION,**

**Adopt Resolution 19-17 approving the list of projects for the FY 2019/20 State of Good Repair Program.**

**PAST ACTION**

Previously the Commission approved the project list recommended by the Lassen Transit Service Agency for the initial funding cycle of the State of Good Repair (SGR) Program.

**DISCUSSION**

The SGR program is one program created under Senate Bill 1, which raised fuel and vehicle license fees in California, and was reaffirmed by the voters in defeating Proposition 6 on the November ballot. The SGR provides approximately \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects. The SGR Program benefits the public by providing public transportation agencies with a consistent and dependable revenue source to invest in the upgrade, repair and improvement of their agency's transportation infrastructure and in turn improve transportation services.

SGR funds are made available for capital projects that maintain the public transit system in a state of good repair. PUC section 99212.1 (c) lists the projects eligible for SGR funding, which are:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities.
  - The design, acquisition and construction of new vehicles or facilities that improve existing transit services.
-

- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Examples include, but are not limited to, the following:

- Replacement or rehabilitation of:
  - Rolling stock
  - Passenger stations and terminals
  - Security equipment and systems
  - Maintenance facilities and equipment
  - Ferry vessels
  - Rail
- Transit Preventative Maintenance
  - Public and Staff Safety
- New transit facilities or equipment needed to maintain the existing transit service(s)

To the extent possible and cost effective, and where feasible, the State of Good Repair Program encourages eligible recipients to promote “fix-it-first” transit capital projects that reduce greenhouse gases and help achieve the state’s environmental goals. Examples of such projects may include replacement of vehicles with partial and/or zero emission vehicles, green technology equipment enhancements, or transit facility upgrades to improve energy efficiency.

The California State Controller released the estimated allocation amount of SGR funds available to each Transportation Planning Agency. The estimated allocation amount for Lassen County is \$43,446 for Fiscal Year 2019/20. The funds will be distributed in quarterly amounts through the California State Controller. In addition to this allocation, a small balance - \$275.32 – was carried over from FY 2018/19.

Statewide, 50% of SGR funds are allocated according to population (using a formula under Section 99313 of the Public Utilities Code [PUC]) and half according to transit operator revenues (PUC 99314).

The Lassen Transit Service Agency and Commission staff recommends the projects shown in the attached list for the Fiscal Year 2019/20 State of Good Repair Program. The LTSA is expected to approve the list at their July 15, 2019 Regular meeting.

Project Title	Project Description	Total SGR Costs 18/19	Total SGR Costs 19/20 99313	Total SGR Costs 19/20 99314	Total All Other Funds	Total Project Costs
Preventative maintenance for Lassen Rural Bus	The preventative maintenance for Lassen Rural Bus project will use SGR funds to pay the part of our maintenance and operation contract with Paratransit which is used to pay for repair of revenue vehicles.		\$34,947.32		\$725,300.68	\$760,248.00
Preventative Maintenance for LSS	The Preventative Maintenance for LSS project will use SGR funds to pay for repair costs of our subcontractor Lassen Senior Services.		\$ 2,500.00		\$ 2,500.00	\$ 5,000.00
Preventative Maintenance for Big Valley	The Preventative Maintenance for Big Valley project will use SGR funds to pay for repair costs of our subcontractor Big Valley 50 Plus.		\$ 2,500.00		\$ 2,500.00	\$ 5,000.00
Contributions to Vehicle Replacement Fund	Funds to be used to match other local, state, and federal grants for replacing vehicle 16 of the Lassen Rural Bus fleet.	\$ 275.32	\$ 1,876.68	\$1,622.00	\$157,082.39	\$160,846.43

## ALTERNATIVES

Provide direction to staff.

LASSEN COUNTY TRANSPORTATION COMMISSION  
 Resolution 19-17  
 Resolution Approving the Project List for FY 2019-20 for the  
 California State of Good Repair Program

WHEREAS, Senate Bill (SB1), the Road Repair and Accountability Act of 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, SGR funds are allocated by the Lassen County Transportation Commission; and

WHEREAS, the Lassen Transit Service Agency's share of SGR funds for fiscal year 2019-20 is estimated to be \$43,446; and

WHEREAS, these funds will be used for the following list of projects:

Project Title	Project Description	Total SGR Costs FY 18/19	Total SGR Costs FY 19/20 99313	Total SGR Costs FY 19/20 99314
Preventative Maintenance for Lassen Rural Bus	The preventative Maintenance for Lassen Rural Bus project will use SGR funds to pay the part of our maintenance and operation contract with Paratransit which is used to pay for repair of revenue vehicles.		\$34,947.32	
Preventative Maintenance for LSS	The Preventative Maintenance for LSS project will use GSR funds to pay for repair costs of our subcontractor Lassen Senior Services.		\$2,500.00	
Preventative Maintenance for Big Valley	The Preventative Maintenance for LSS project will use GSR funds to pay for repair costs of our subcontractor Big Valley 50 Plus.		\$2,500.00	
Contributions to Vehicle Replacement Fund	Funds to be used to match other local, state, federal grants for replacing vehicle 16 of the Lassen Rural Bus fleet.	\$275.32	\$1,876.68	\$1,622.00
<b>Total</b>			<b>\$41,824.00</b>	<b>\$1,622.00</b>

WHEREAS, in order to qualify for these funds, the Lassen County Transportation Commission is required to submit a proposed project list to California Department of Transportation (Caltrans) on an annual basis;

NOW, THEREFORE, BE IT RESOLVED that the Lassen County Transportation Commission hereby approves the SB1 State of Good Repair Project List for FY 2019-20; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Lassen County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulation and guidelines for all SGR funded transit capital projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Executive Secretary is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms and agreements.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its July 15, 2019, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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Joe Franco, Chairman  
Lassen County Transportation Commission

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

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John L. Clerici, Interim Executive Secretary

July 15, 2019



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

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL  
SUITE 600  
SACRAMENTO, CA 95814

P.O. BOX 1028  
SUSANVILLE, CA 96130

PH: (530) 919-9739

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.12**

Date: July 10, 2019

From: John L Clerici, Interim Executive Secretary

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

Subject: Clarification to Independent Auditing Services contract with Richardson and Company for Fiscal Year 2019/20

**REQUESTED ACTION**

**BY MOTION, affirm that the contract with Richardson and Company for Independent Auditing Services executed in January 2019 and signed by the Executive Secretary extends through the end of FY 2019/20.**

**PAST ACTION**

At your November 19, 2018 the Commission moved to allow the Executive Secretary to solicit and secure Independent Auditing Serves for the LCTC. At the same time your allocated \$25,000 of LTF funds to secure said services with the successful applicant. The successful respondent was Richardson and Company and a contract dated January 15, 2019 was entered into between them and the LCTC.

**DISCUSSION**

The term of the contract with Richardson and Company extends through the end of December 31, 2020, and covers audits for Fiscal Years 2017/18, 2018/19 and 2019/20. The contract identifies a fee structure of approximately \$25,000 per audit year for the life of the contract.

Upon review of the contract and the action taken by the Commission at the November 19, 2018 meeting staff noticed a potential ambiguity that may trigger and audit finding. That is in allocating the original \$25,000 to the contract, it might be construed that they were in fact giving the Executive Secretary authority to secure services for a single year, and not all three years as described in the contract.

Having been present when the Commission took this action, I believe that it was the intent of the Commission to allow the Executive Secretary to secure the services for all three audit years, not one. In addition, the Commission took action in passing the FY 2019/20 OWP and Budget at your June 17, 2019 meeting, which

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allocated an additional \$25,000 for the independent auditor. This would tend to substantiate the idea that the Commission's action in November did in fact give the Executive Secretary authority to sign a multi-year contract.

The Staff Report and request for Commission approval to hire a new auditor was not sufficiently clear, and in an effort to avoid any future confusion, the Interim Executive Secretary is asking you to clarify that your November 19, 2018 action was in fact intended to secure and adequately fund the activities of your independent auditor for the three audit years described in the Contract.

**ALTERNATIVES**

Provide direction to staff.





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

John L. Clerici, Interim Executive Secretary

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SACRAMENTO, CA 95814

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SUSANVILLE, CA 96130

PH: (530) 919-9739


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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.13**

Date: July 10, 2019

From: John L Clerici, Interim Executive Secretary 

Subject: 2020 State Transportation Improvement Program

**REQUESTED ACTION**

No action requested. Discussion only.

**DISCUSSION**

The State Transportation Improvement Program (STIP) is a five-year capital improvement program of transportation projects on and off the State Highway System, funded with revenue from the State Highway Account and other funding sources (most notably SB1). STIP programming generally occurs every two years. The programming cycle begins with the release of a proposed fund estimate in July of odd-numbered years, followed by California Transportation Commission (CTC) adoption of the fund estimate in August (odd years). The fund estimate serves to identify the amount of new funds available for the programming of transportation projects.

Once the fund estimate is adopted, Caltrans and the regional planning agencies (the LCTC) prepare transportation improvement plans for submittal by December 15th (odd years). Caltrans prepares the Interregional Transportation Improvement Plan (ITIP) and regional agencies prepare Regional Transportation Improvement Plans (RTIP's). Public hearings are held in January (even years) in both northern and southern California. The STIP is adopted by the CTC by April (even years).

Local agencies work through their Regional Transportation Planning Agency (RTPA), County Transportation Commission, or Metropolitan Planning Organization (MPO), as appropriate, to nominate projects for inclusion in the STIP. In our case the Lassen County Transportation Commission (LCTC) is responsible for working with the City of Susanville, Lassen County, and the Susanville Indian Rancheria, to identify and nominate a list of projects for inclusion in the Lassen County RTIP.

Once projects are programmed, agencies may begin the project implementation process. It is important to note that there are timely use of funds rules associated with STIP projects that are established by statute and

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outlined in both the STIP Guidelines adopted by the CTC and Chapter 23 of the Local Assistance Program Guidelines.

Locally, the RTIP can include capital projects associated with the state highway system. The Gateway and Skyline projects associated with US 395 are an example of this type of project, as well as capital projects on local streets and roads. Any project that is nominated through the RTIP/STIP process must be consistent with the Lassen County Regional Transportation Plan.

Your Technical Advisory Committee (TAC) discussed the upcoming RTIP/STIP cycle at their July 8<sup>th</sup> meeting. They agreed to meet again on July 24<sup>th</sup> to begin the process of identifying and nominating projects to be included in the 2020 STIP. A draft report on our progress will be presented at your September meeting, with the goal of approving the 2020 RTIP at your November meeting. We are also in the process of evaluating projects already included in the 2018 STIP to make sure that they are still on track to be implemented as described.

The current fund estimate for the 2020 STIP for Lassen County is approximately \$5.2 million (\$3.99 million of un-programmed carryover, and \$1.2 million of new programmable capacity).

Attached you will find the Lassen County page from the 2018 STIP for your review.

# 2018 SUMMARY OF STIP COUNTY SHARE

Does Not Include ITIP Interregional Share Funding (See Separate Listing)  
(\$1,000's)

Total County Share, June 30, 2017 (from 2017 Report)	20,558
Adjustment for 2015-16 and 2016-17 lapses	0
Less 2016-17 Allocations and closed projects	(111)
Less Projects Lapsed, July 1, 2017-June 30, 2018	0
2018 STIP Fund Estimate Formula Distribution	5,115
Total County Share, June 30, 2018	25,562

## Lassen

Agency	Rte	P/PNO	Project	Ext	Del.	Voted	Total	Prior	Project Totals by Fiscal Year					RW	Project Totals by Component			
									18-19	19-20	20-21	21-22	22-23		Const	E & P	PS&E	RW Sup
<b>Highway Projects:</b>																		
Susanville	loc	2510	City street rehab (FC) (14S-10)			Oct-17	1,846	1,846	0	0	0	0	0	0	0	0	0	0
Susanville	loc	3492	Rt 36, 26.2-26.5, Southeast Gateway ped (Incr \$80)	Mar-18		Mar-18	200	200	0	0	0	0	0	0	0	200	0	0
Lassen LTC	loc	2124	Planning, programming, and monitoring			Jun-18	111	111	0	0	0	0	0	0	0	111	0	0
Lassen County	loc	2121A	Skyline Rd Extension, Rt 139-Rt 36 east, Phase 2				6,800	6,800	0	0	0	0	0	0	0	6,800	0	0
Lassen County	loc	2562	Beaver Creek Bridge "C-82 (HBP match), replace(16S-12)				254	254	0	0	0	0	0	0	0	254	0	0
Susanville	loc	2515	City street rehab (SC4)				955	955	0	0	0	0	0	0	0	955	0	0
Susanville	loc	2516	City street rehab (SC5)				956	956	0	0	0	0	0	0	0	956	0	0
Susanville	loc	2561	City street rehab (FD)				2,247	2,247	0	0	0	0	0	0	0	2,247	0	0
Susanville	loc	3492	Rt 36, Johnstonville-Riverside, Southeast Gateway ped				161	161	0	0	0	0	0	0	0	161	0	0
Lassen County	loc	2356	County Rehab B (Pumpkin Center Ash Valley Rds)				2,225	2,225	0	0	2,225	0	0	0	0	2,225	0	0
Lassen County	loc	2564	Center Rd, Rt 395-Johnstonville Rd, reconstruct				3,375	3,375	0	0	3,375	0	0	0	0	3,375	0	0
Lassen County	loc	2261	Janesville Main St, bike path and rehab				75	75	0	0	75	0	0	0	0	75	0	0
Susanville	loc	2480	Riverside Dr, reconstruction/Class I ped/bike lane				450	450	0	0	450	0	0	0	0	450	0	0
Lassen LTC	loc	2124	Planning, programming, and monitoring				366	366	0	0	111	0	0	0	0	366	0	0
			<b>Subtotal, Highway Projects</b>				20,021	2,157	9,155	0	8,564	111	34	561	19,055	0	405	0
			<b>Total Programmed or Voted since July 1, 2017</b>				20,021											
<b>Balance of STIP County Share Lassen</b>																		
			Total County Share, June 30, 2018				25,562											
			Total Now Programmed or Voted Since July 1, 2017				20,021											
			Unprogrammed Share Balance				5,541											
			Share Balance Advanced or Overdrawn				0											



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

John L. Clerici, Interim Executive Secretary

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PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.14**

Date: July 10, 2019

From: John L Clerici, Interim Executive Secretary 

Subject: FY 2019/20 LCTC Starting of the FY Fund Balances

**REQUESTED ACTION**

**BY MOTION: Adopt the fund balances provided by the Lassen County Auditor as the beginning of the year balances for FY 2019/20**

**DISCUSSION**

At the beginning of each fiscal year, the County Auditor and staff must agree on the fund balances for the various accounts that are used to finance LCTC and LTSA activities for the ensuing 12 months.

Staff working with LTSA staff, and the County Auditor have established the following fund balances as of July 1, 2019:

Fund 571, Budget Unit 5711, Local Transportation Fund	\$ 2,244,264
Fund 572, Budget Unit 5721, State Transit Assistance	\$ 354,354
Fund 573, Budget Unit 5731, Misc Grant and Allocation Fund	\$ 453,791
Fund 574, Budget Unit 5741, Commission Operating Fund	\$ 646,317

These fund balances do not directly impact the recently adopted FY 2019/20 OWP and Budget, but they will inform cash flow decision, and potentially allocation implementation to the various claims received by the LCTC. Staff anticipates one or perhaps two amendments to the OWP in the first half of the fiscal year as additional information is made available.

**ALTERNATIVES**

Commission to provide direction to staff





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

John L. Clerici, Interim Executive Secretary

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.15**

Date: July 10, 2019

From: DeeAnne Gillick, General Counsel

Subject: Lassen County Transportation Commission Staffing Options Discussion

**REQUESTED ACTION**

**Consider and discuss** staffing options and provide possible direction for further information or action related to future staffing options for the Commission.

**BACKGROUND**

The Commission pursued a competitive bidding request for proposal in 2017 and entered into a consulting agreement for Executive Secretary and other staffing needs with Matthew Boyer & Associates in 2017 which agreement is now terminated.

John Clerici has been serving as the Interim Executive Secretary since March 2019 pursuant to a consulting agreement with the Commission.

On July 10, 2019 the Commission received the attached letter from Caltrans regarding the procurement of professional services for staffing the Commission. Caltrans acknowledged the emergency situation and need for immediate Interim Executive Secretary services and recommended the Commission immediately begin the competitive recruitment process for continued consulting services. Caltrans requests that the Commission respond to Caltrans by August 9, 2019 with a letter identifying a plan to address the concerns regarding the procurement process.

It is recommended that the Commission consider the potential future staffing options for Executive Secretary and other staffing services and provide direction for procurement.

The Commission is a separate legal entity from the County of Lassen and the City of Susanville. Government Code section 29535 provides that the Commission is comprised of three members of the Board of Supervisors, and as a county with only one incorporated city, three members of the Susanville City Council. The Commission has the statutory authority to "employ staff, enter into contracts, and conduct other activities necessary to fulfill its responsibilities as a regional

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transportation planning agency and local transportation commission.” Gov. Code § 29535. Attached is an excerpt from a California Transportation Law reference book describing Local Transportation Commissions.

The Commission may hire staff or enter into contracts to fulfil its statutory mandates. Competitive bidding for contracts may be required based on the specific funding requirements. For example, many Commission activities are funded in part from a Rural Planning Assistance Grant administered through Caltrans and subject to federal funding and contracting requirements. These Commission funding sources and the related Caltrans and federal contract and bidding process requirements place limitations on Commission activities that are funded from these sources. Caltrans concern is that these federal and state funds may not be used for staff expenses for a long term or extended duration without a competitively bid consultant procurement.

Below are several potential staffing options which may be feasible and desirable for the Commission. Further comments and options may be identified by the Commission, Commission consultants, Lassen County staff, City of Susanville staff, and other interested parties.

- A. RFP for Agreement with Consultant - Continue the staffing model of entering into a consulting agreement with an independent contractor to perform the staffing functions pursuant to a request for proposals (RFP) competitive bidding procedure in compliance with Caltrans funding requirements. (Current model and similar to Lassen LAFCo Executive Secretary position.)
- B. Part-time Commission Employee - The Commission establish a part-time employee position that is a direct employee of the Commission, with limited benefits and no retirement benefits. Minimal California benefits require sick time accrual and compliance with the Affordable Care Act mandates. The employee could be paid on an hourly rate for time submitted or receive a part-time salary to perform the job duties and responsibilities. (Model of many smaller public agencies with limited staffing needs.)
- C. City or County employee which the Commission reimburses all employee associated costs. By contract with the City of Susanville or the County of Lassen, the Executive Secretary is a City or County employee while serving as the Executive Secretary of the Commission, and the Commission will fully reimburse the City or County for all salary and benefits associated with the Executive Secretary’s employment. (Sacramento LAFCo model and Sacramento Capital SouthEast Expressway JPA model.)

**DEPARTMENT OF TRANSPORTATION**

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*Making Conservation  
a California Way of Life.*

July 10, 2019

Honorable Joe Franco  
Chair  
Lassen County Transportation Commission  
66 N. Lassen Street  
Susanville, CA 96130

Dear Mr. Franco:

On behalf of the California Department of Transportation (Caltrans), the Division of Transportation Planning would like to express concerns regarding the Lassen County Transportation Commission's (LCTC) contracting process to procure professional services to carry out the function of the Regional Transportation Planning Agency (RTPA). The LCTC must ensure that the planning and administrative requirements of the RTPA are performed in accordance with state and Federal statute. The specific concerns with the procurement process and existing contracts have been shared with LCTC's legal counsel and Interim Executive Secretary. Although there could be a justification for the services to be procured due to an emergency situation, Caltrans recommends that the LCTC immediately begin the hiring process or initiate the competitive procurement process to select a consultant to carry out the RTPA function.

Please submit a response within 30 days of this letter identifying a plan to address the concerns regarding LCTC's procurement process. Caltrans requests that a response be provided before any future requests for reimbursements are submitted to Caltrans and failure to respond may affect future awards. Caltrans' recommendations are based on state and Federal regulations and are only offered as guidance. Based on these concerns, it is the responsibility and decision of the LCTC to ensure the RTPA's policies, procedures, and procurement process are in compliance with all applicable agreements and statute. Caltrans may perform an audit at any time to ensure compliance with Caltrans agreements and state and Federal regulations.



Honorable Joe Franco  
July 10, 2019  
Page 2

We appreciate LCTC's cooperation and coordination and look forward to working with the LCTC to find a permanent solution to address these concerns. If you have any questions, please contact Erin Thompson, Chief, Office of Regional Planning, at [Erin.Thompson@dot.ca.gov](mailto:Erin.Thompson@dot.ca.gov) or (916) 654-2596.

Sincerely,



Lisa Pacheco, Acting Chief  
Division of Transportation Planning

c:

Tom Balkow, Deputy Director of Planning and Local Assistance, Caltrans District 2  
Tom Hammond, Vice Chair, Lassen County Transportation Commission  
DeeAnne Gillick, General Counsel, Lassen County Transportation Commission

2000 EDITION



# CALIFORNIA TRANSPORTATION LAW

A guide to federal, state  
and regional requirements

JEREMY G. MARCH



## Transportation Planning Agencies/ Local Transportation Commissions

Under Government Code section 65080(a), an agency designated as a Transportation Planning Agency (TPA) pursuant to Government Code sections 29532 or 29532.1 is responsible for preparing and adopting a regional transportation plan (RTP) for the area under its jurisdiction (see page 50 for a list of TPAs for the State of California). Other agencies designated as TPAs are not responsible for preparing an RTP, but do have an important role in receiving and distributing certain transportation-related funds. Let's take a look at the agencies that qualify as TPAs for each of these purposes.

RTP	= Regional transportation plan
TEA-21	= Transportation Equity Act for the twenty-first century
TPA	= Transportation planning agency

**Government Code Section 29532.1: TPAs in Northern California.** According to Government Code section 29532.1, each of the following agencies is the designated TPA for its respective area:

- Metropolitan Transportation Commission created pursuant to Government Code section 66800 et seq. (in the Bay Area) (Gov't Code § 29532.1(a))
- Tahoe Regional Planning Agency created by interstate compact and ratified by Government Code section 66800 et seq. (Gov't Code § 29532.1(b))
- Placer County Transportation Planning Agency created by Government Code section 67910 et seq. (Gov't Code § 29532.1(c))
- Nevada County Transportation Planning Agency created by Government Code section 67920 et seq. (Gov't Code § 29532.1(d))
- Transportation Agency of Monterey County created pursuant to Government Code section 67930 et seq. (Gov't Code § 29532.1(e))
- Santa Cruz County Regional Transportation Commission created by Government Code section 67940 et seq. (Gov't Code § 29532.1(f))

- El Dorado County Transportation Planning Agency created by Government Code section 67950 et seq. (Gov't Code § 29532.1(g))

**Government Code section 29532: TPAs in other areas of the state.** Government Code section 29532, which sets forth criteria for designating other TPAs, does not itself deal with regional transportation plans. Rather, this section is concerned with the TPAs that receive certain local transportation funds pursuant to agreements between a county board of supervisors and the state Board of Equalization. Although this subject is more relevant to transportation programming (discussed at length in chapter 2) than transportation planning, keep in mind that Government Code section 65080(a) says that TPAs listed in section 29532 are also TPAs for purposes of preparing the regional transportation plan.

According to section 29532, the following types of agencies qualify as TPAs in the following situations:

- For a county included within the jurisdiction of a statutorily-created regional transportation planning agency, that regional transportation planning agency qualifies as the TPA (Gov't Code § 29532(a))
- For a county not included within the jurisdiction of a statutorily-created regional transportation planning agency, but for which
  - There is a council of governments
  - No election has been made pursuant to Government Code section 29536 to establish a local transportation commission

That council of governments qualifies as the TPA (Gov't Code § 29532(b))

- This would include the Southern California Association of Governments (SCAG), the joint powers agency that is the council of governments for the six counties of Los Angeles, Orange, Ventura, Riverside, San Bernardino, and Imperial. It should also be noted that another statute—Government Code section 29532.4(a)—provides that the county transportation commissions created in the counties of Los Angeles, Orange, Riverside, and San Bernardino shall not be designated by the director of Caltrans as the TPA for the areas under their jurisdiction, and that the Imperial Valley Association of Governments (IVAG; an entity that deals with transportation matters in Imperial County) shall not be designated as the TPA for the area under its jurisdiction
- For a county not included within the jurisdiction of a statutorily-created regional transportation planning agency but for which
  - There is a council of governments
  - For which an election has been made under Government Code section 29536 to form a local transportation commission
  - That local transportation commission qualifies as the TPA (Gov't Code § 29532(b))
- For a county not within the jurisdiction of a statutorily-created regional transportation planning agency or a council of governments, the local transportation commission authorized in Government Code section 29535 qualifies as the TPA<sup>98</sup>

IVAG = Imperial Valley Association  
of Governments

SCAG = Southern California  
Association of Governments

- Upon the request of a county within the jurisdiction of the “Multicounty Designated Planning Agency” as defined by section 130004 of the Public Utilities Code, the multicounty designated planning agency shall become the designated TPA. (Gov’t Code § 29532(d).) Note that section 130004 names SCAG as the multicounty designated TPA.

**Caution.** In the SCAG region, a TPA for purposes of regional transportation planning may not be the only TPA for other purposes. Government Code section 29532.4(b) provides that notwithstanding Government Code section 29532, for the purposes of funds distributed and other activities undertaken pursuant to section 99200 et seq. of the Public Utilities Code (also called the Mills-Alquist-Deddeh Act), the term “transportation planning agency” means not SCAG but the county transportation commissions created in the counties of Los Angeles, Orange, Riverside, San Bernardino, and Ventura (see also Pub. Util. Code § 99214(b)) pursuant to sections 130000 et seq. of the Public Utilities Code, as well as IVAG in Imperial County. (See also Pub. Util. Code § 99214(c).) Accordingly, the county auditor in each of these counties must pay to the public transportation entities in each county the amounts allocated by the respective commissions or by IVAG.

*For certain purposes, the term “transportation planning agency” means not SCAG but the county transportation commissions created in the counties of Los Angeles, Orange, Riverside, San Bernardino, and Ventura, as well as IVAG in Imperial County.*

### County Transportation Commissions

Each county has its own transportation commission. County transportation commissions are generally responsible for programming (allocating) certain funds given to them by the state Legislature, and in some cases by state or local bond measures or other funding sources, for transportation projects. They may also be responsible for running buses and other public transportation in their counties, or contracting with transit services for this work to be done. Programming and other decisions made by county transportation commissions must generally be consistent with the plans and programs that regional, state, and federal agencies are mandated to prepare.<sup>99</sup>

CMA = Congestion Management Agency  
 CMP = Congestion Management Plan

### Congestion Management Agencies

Congestion Management Agencies (CMAs) are those agencies responsible for preparing county a Congestion Management Plan (CMP) as required by section 65089 of the Government Code. A CMP is a comprehensive, strategic response to transportation needs that seeks to coordinate all methods and means of transport between major destinations in an effort to avoid traffic congestion and the resulting delays and air pollution. (See Gov’t Code §§ 65088(d), (e).) The CMP must be developed cooperatively with transportation planning agencies, regional transportation providers, local governments, the state department of transportation, and the air pollution control district or air quality management district. (Gov’t Code § 65089(a).)

*A CMP is a comprehensive, strategic response to transportation needs that seeks to coordinate all methods and means of transport between major destinations in an effort to avoid traffic congestion and the resulting delays and air pollution.*

The congestion management agency must be either the county transportation commission or another public agency as designated by resolutions adopted by the county board of supervisors and the city councils of a majority of the cities representing a majority of the population in the incorporated area of the county. (Gov’t Code § 65089(a).)