

LASSEN COUNTY TRANSPORTATION COMMISSION  
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, *Interim Executive Secretary*

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

P.O. Box 1028  
Susanville, CA 96130

Phone: (530) 919-9739

Date Posted: December 5, 2019

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Brian Moore (City Council)

Tom Hammond, Vice Chair (Co. Supervisor)

Brian Wilson (City Council)

Jeff Hemphill (Co. Supervisor)

Joe Franco, Chair (City Council)

David Teeter (Co. Supervisor)

Subject:

**SPECIAL MEETING**

of the

**LASSEN COUNTY TRANSPORTATION COMMISSION**

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, December 9, 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:

November 18, 2019 Regular Meeting

1.22 Payment of Steve Borroum (Acting Engineer) fees and costs in the amount of \$8,368.32.\*

**REQUESTED ACTION: Approve payment of Steve Borroum Acting Engineer fees and costs in the amount of \$8,368.32, shown in Invoice #9.**

1.23 Payment of Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$7,453.16. \*

**REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$7,453.16, shown in Invoice #008-09.**

1.24 FY 2019/20 OWP Budget Adjustments for Close out of audit services from Donald Reynolds CPA

**REQUESTED ACTION: Adopt Resolution 19-22 authorizing a budget amendment to the FY 2019/20 Overall Work Program in the amount of \$3,055.59 to pay for unbudgeted expenditures accrued by the previous LCTC independent auditor Donald R. Reynolds, CPA.**

1.25 Schedule of Meetings for the last 6 months of Fiscal Year 2019/20

**REQUESTED ACTION: Adopt the proposed schedule of meetings for the second half of FY 2019/20**

**(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

- No items to be discussed in closed session

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS/PUBLIC HEARINGS

4.11 2020 Regional Transportation Improvement Program – RTIP

**ACTION REQUESTED: Adopt Resolution 19-23 approving the 2020 Regional Transportation Improvement Program (RTIP).**

4.12 Lassen County Transportation Commission Contracts Policy

**ACTION REQUESTED: Adopt Resolution 19-24 approving Commission Contracts Policy.**

**(5) INFORMATION ITEMS**

5.01 Update on US 395 Coalition Building

5.02 Update on PPM Funds and other financial issues

**(6) CORRESPONDENCE**

6.01 None

**(7) OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, January 13, 2020 at 1:30 p.m.**

7.3 Adjourn

\* Attachment

# Enclosure

^ Handout

**LASSEN COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

Regular Commission Meeting

**November 18, 2019**

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

1:30 P.M. Open Session

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

**1. Convene**

*The Chair called the meeting to order at 1:30 P.M. and the Pledge of Allegiance to the Flag was recited.*

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

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

*It was moved by Commissioner Wilson 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, Hemphill, Moore, Teeter, Wilson  
NOES: None  
ABSENT: Hammond  
ABSTAIN: None

**1.21 Minutes Approval of September 16, 2019 Regular Meeting**

Adopted Minutes of the September 16, 2019 Regular Meeting.

**1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$13,704.64.**

Approved payment of Steve Borroum Acting Engineer fees and costs in the amount of \$13,704.64, shown in Invoices #7 and #8.

**1.23 Payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$16,196.19.**

Approved payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$16,196.19, shown in Invoices #008-07 and #008-08.

**1.24 Fiscal Year 2019/20 Transportation Development Act Apportionments for Local Transportation Fund (LTF) Adjustment to Article 4 – Administration.**

Approve a one-time adjustment to the allocation to FY 2019/20 Article 4 – Administration, in the amount of \$3,137.

**1.24 Fiscal Year 2018/19 State of Good Repair (SGR) Lassen Transit Service Agency Claim.**

Approve the Claim from the Lassen Transit Services Agency (LTSA) for FY 2018/19 SGR program expenses.

**2. CORRESPONDENCE/PUBLIC COMMENT**

*No written communications were received.*

*No public comment was received.*

**3. REPORTS**

**3.1 Caltrans**

*Mike Mogen from Caltrans District 2 provided the following updates.*

- *CAPM*
  - *The contractor is repairing bicycle and motorcycle detection loops at lights and cross walks and should be finishing this in the next day or so.*
  - *Clean up of buildings (residue from construction on buildings along SR 36) is on-going and will be done soon*
  - *Puddling at three or four of the ADA ramps will be fixed in a week or so*
  - *Incorrect striping by the creek gives passing opportunity where it is not intended will be re-striped*
- *SR 70*
  - *Pavement project at Chilcoot will be finished before the end of the year*

- *Traffic counts on SR 36 -- updated information from 2013 to 2016 – It shows that overall volumes being flat or down however heavy truck traffic up. Riverside Drive is where the jumps in truck traffic appear.*
  - *Commissioner Hemphill noted that information from 2016 seems old. Mike responded that the information was gathered every 3 years*
- *Secret Valley Rest Stop – Dan Newton made a comment that he might have a contact who would be willing to maintain the facility. Staff also commented that they were looking into perhaps finding a service, or veterans group or individual that might be willing to take on the work.*
- *Kathy Grah – Introducing Mike Battles who will be filling in for Tamara Rich who is on leave.*

### **3.2 CHP**

*Lieutenant Sarah Richards CHP reported on an increase number of collisions (especially left turn collisions) on US 395 near Janesville. They do not appear to be the result of impairment, but rather distractions and maybe the geometry on that stretch of road. She also reported an increase in speeding violations associated with the commute to the prison.*

### **3.3 City of Susanville**

*Dan Newton, City Engineer for Susanville, reported that two projects in the Old Mill District (SC 4 and 5, overlay work with ADA curb grades) are mostly done. Asphalt work has been completed, and raising utilities (sewer and utility covers) is the final phase of the project.*

*They have awarded a contract for design on the FD project (in the area of Richmond Road and Paul Bunyan Roads).*

*There was an article about the Gateway project (specifically the monument) in the local paper, and there has been some community feedback. He also mentioned that the scope of the project may be reevaluated as part of the 2020 STIP process.*

### **3.4 Lassen County**

*Larry Millar, Public Works Director for Lassen County, updated the commission on the Skyline project. He noted that the first big concrete pour was done on the bridge over the Susan River, and that the deck would be poured around December 1. At that time the falsework would be removed, and the project secured for the winter.*

### **3.5 Susanville Indian Rancheria**

*No report was provided.*

### **3.6 Executive Secretary**

*The Executive Director reported that he had attended a workshop with members of the California Transportation Commission, their staff, and a number of rural counties representatives from the North State Super Region. He noted that he was able to press a number of issues important to the LCTC with the CTC, including the on-going concerns about the SR 36 CAPM project (recently completed) and the US 395 coalition building effort currently underway.*

*He also reported on activities with the Rural Counties Task Force, and that there was very little movement to date on transportation funding programs at either the State or Federal level.*

## **4. New Business**

### **4.01 Announcement of Items to be Discussed in Closed (the Commission adjourned to closed session at 2:09 PM)**

- Pursuant to Government Code section 54956.9(d)(2) significant exposure to litigation (2 cases)
- Pursuant to Government Code section 54957
  - Public Employment Appointment: Executive Secretary

### **4.02 Announcement of Action Taken in Closed Session (the Commission returned to open session at 2:29 PM)**

*No reportable action was taken in closed session.*

### **4.10 Action/Discussion Items**

### **4.11 Disposition of Planning Programing and Monitoring (PPM) Funding for FY 2015/16 and FY 2016/17**

*The Interim Executive Secretary provided an update on the disposition of FY 2015/16 and 2016/17 PPM Funding. In previous meetings the commission had been informed that a portion of these funds (those remaining after legitimate expenses) would need to be returned to Caltrans as required by the program. The amount of PPM funds likely to be refunded for the two years are \$82,677.66 and \$78,014.41 respectively. Staff also reported that the unused funds for at least one of these fiscal years resides in Fund 128.*

*Staff, reported that an invoice for consulting services related to the preparation of the 2017 Transit Development Plan had been discovered,*

*and that it is likely that PPM funds from one of these two fiscal years was used to pay it.*

*There was a lengthy discussion with staff about the status of Fund 128, efforts to resolve the funding sources that created it, and potential claims that may be made against it. Staff re-affirmed its intention to as for all or part of the refund to Caltrans for PPM program funds from Fund 128 once the final values had been established. Any other claims made against Fund 128 would be brought to the Commission for their consideration.*

*There was some concern raised about the amount of time it has taken to resolve issues around Fund 128. Staff responded that a roadmap had been established to unwind those issues, but that delays in the County Auditors office (challenged by significant staffing issues) were hampering those efforts. Staff added that issues with the auditors office had also impacted the Commissions ability to track and disperse other funds vital to county transportation. Staff committed to providing the Commission options for expediting the process.*

#### **4.12 2020 State Transportation Improvement Program**

*The Interim Executive Secretary provided a brief update of activities related to the 2020 RTIP/STIP process, including meetings with both state, and City and County staff to review the status of existing 2018 STIP projects to be implemented, and potential new projects that might be considered for the 2020 STIP.*

*Staff commented that significant progress had been made in narrowing down a list of important projects (both projects currently programmed in the STIP, and new projects being proposed by both the City and County) eligible for STIP funding. Staff commended both City and County staff for working cooperatively on the effort, and also thanked Caltrans staff for their technical assistance.*

*Staff reviewed the existing and proposed projects from the staff reports and the next steps for completing the 2020 RTIP. He advised the Commission to set December 9 for a special meeting to adopt the 2020 RTIP.*

*There was a general discussion about the overall lack of funding for transportation infrastructure, certainly maintenance, and that the STIP was likely not the best tool to address on-going City and County needs.*

#### **4.13 Agreements with County and City for Planning and Programming Assistance**



*The Commission was asked to adopt, by motion, 19-21 authorizing the Acting Executive Secretary to sign these agreements, pending concurrence by the jurisdictions.*

*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, Hemphill, Moore, Teeter, Wilson  
NOES: None  
ABSENT: Hammond  
ABSTAIN: None

#### **4.14 Lassen County Transportation Commission Staffing**

*The Commission was asked to discuss and receive update on possible action related to Commission's staffing and Request for Proposals (RFP) to select consultant providing Commission staffing services.*

*Commission Attorney provided and update on her efforts to develop an RFP using the document from the Commission previous effort. She discussed a number of legal concerns she had with the document, and potential remedies. The Commission directed her to make the necessary changes and prepare an RFP for their final review and approval at their Special December 9 meeting.*

#### **5. Information Items**

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

- US 395 Coalition Building activities – follow up activities with consultant and developing a path forward to complete this phase of coalition building work. He noted that serious work had been done to re-energize the coalition building effort with monthly meeting between Supervisor Hammond, Commissioner Herman (Washoe County), the consulting team, and staff. He noted that the focus of the efforts was to engage all stakeholders in a meeting/forum to discuss the results of the first phase of the US 395 effort, and establish the groundwork for the next phase.*

#### **6. Correspondence**

*None.*

**7. Other Business**

**7.1 Matter brought forth by the Commission**

*None*

**7.2 Next Regular Commission Meeting**

*Next meeting of the LCTC will be a Special Meeting on Monday, December 9, 2019 at time TBD.*

**7.3 Adjourn**

*The meeting was adjourned at 3:43 p.m.*

*Submitted for approval by:*

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John Clerici  
Interim Executive Secretary



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

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.22**

Date: December 5, 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: Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$8,368.32

**REQUESTED ACTION**

Approve payment of Steve Borroum fees and costs in the amount of \$8,368.32, as shown in Invoice #9 for November 2019.

**PAST ACTION**

This is the ninth invoice under this new consulting contract.

**DISCUSSION**

Attached is Invoice #9, with supporting documentation, and a detailed Progress Report for the period beginning November 1, 2019 and ended November 30, 2019.

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

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

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

**ALTERNATIVES**

Commission to provide direction to staff.

Attachments (1)

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12/1/2019

**INVOICE TO LASSEN COUNTY TRANSPORATION COMMISSION**

Steve Borroum  
 Acting Engineer  
 633 Tamarindo Way  
 Roseville, CA 95678

Invoice #9: Invoice Period: November 1, 2019 to December 1, 2019

DATE	HOURS					Labor Sub-Total
	OWP Task 100- Adiministration	OWP Task 601 - Transporation Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	
November						
1		1				1
4		2			1	3
5		4			2	6
6		3			3	6
7		4			1	5
8	1	3			1	5
12	1	4	2		1	8
13		4			1	5
14		7			1	8
15		4				4
18	1	3	2		2	8
19		3			1	4
20		3			1	4
21						0
22		2				2
25						
26						
27						
28						
29						
<b>TOTAL</b>	<b>3</b>	<b>47</b>	<b>4</b>	<b>0</b>	<b>15</b>	<b>69</b>
Rate: \$121.28 / hour						
	\$ 363.84	\$ 5,700.16	\$ 485.12	\$ -	\$ 1,819.20	\$ 8,368.32
<b>Totals</b>	<b>\$ 8,368.32</b>					

Total this invoice: \$ 8,368.32

*[Handwritten Signature]*  
 12/1/19

**Steve Borroum**

**Work assignments**

**Invoice period for November 1, 2019 to December 1, 2019**

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



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SUSANVILLE, CA 96130

PH: (530) 919-9739

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.23**

Date: December 5, 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 Clerici Consulting Interim Executive Secretary fees and costs in the amount of \$7,453.16.

**REQUESTED ACTION**

Approve payment of Clerici Consulting fees and costs in the amount of \$7,453.16, as shown in Invoice #008-09 for November 2019.

**PAST ACTION**

This is the ninth invoice under this consulting contract.

**DISCUSSION**

Attached is Invoice #008-09, with supporting documentation, and a detailed Progress Report for the period beginning November 1, 2019 and ended November 30, 2019.

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

- Prepared Agendas and information items for November 18, LCTC and November 12, TAC Meetings
- Met with Consulting staff to plan and execute addition coalition building efforts for the US 395 effort.
  - Initiated second coalition building team conference call on November 21
- Participated in North State Super Region/CTC Workshop November 5-7

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

Attachments (2)

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Clerici Consulting

Invoice Date: December 2, 2019

Invoice Number 9

Project Number 008

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

**Invoice**

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

December 2, 2019  
Number: 008  
Invoice Number 9

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

Project: 008                      Interim Executive Secretary

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

<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$143.33		\$143.33
Task 601 – Regional Transportation Planning	\$1,433.30		\$1,433.30
Task 602 – Regional Transportation Programing	\$3,726.58		\$3,726.58
Task 603 – Community Engagement & Outreach	\$716.65		\$716.65
Task 604 – TDA Administration	\$1,433.30		\$1,433.30
<b>Total this invoice</b>			<b>\$7,453.16</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	1	\$143.33	\$143.33

*Task: 601 – Regional Transportation Planning*

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

*Task: 602 – Regional Transportation Programming*

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

*Task: 603 – Community Engagement and Outreach*

<b>LABOR</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>
Interim Executive Secretary John Clerici	5	\$143.33	\$716.65

*Task: 604 – TDA Administration*

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

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John Clerici



## **PROGRESS REPORT**

**Project: Lassen County Transportation Commission**

**Clerici Consulting Project 008-09**

**Period: November 1, 2019 – November 30, 2019**

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

#### **SPECIFIC WORK ELEMENT RELATED ACTIVITIES**

- Provide support to Commission, stakeholders and public (OWP Work Element 100)
- Prepare for and coordinate meetings (including follow-up) of the Commission and for the Commissioners: LCTC Agendas with staff reports November 18, 2019 (OWP Work Element 100)
- With Caltrans, the Commission, the City of Susanville, and Lassen County work on the long-range transportation projects in the RTP, including amending the RTP as needed. (OWP Work Element 601)
- Prepared draft 2020 RTIP/STIP, worked with Lassen County and City of Susanville Staff to begin collecting project specific data for inclusion in 2020 RTIP. Met with CTC staff to discuss STIP process and calendar (November 5, 2019) (OWP Work Element 602)
- Attend regional and community meetings to discuss plans and projects important to Lassen County and the City of Susanville, the Regional Transportation Plan, and transportation programming and planning for the LCTC. Participated in DEAL East Meeting with D2 Administrator (October 10), highlighting on planning and programming discussions relevant to the OWP, RTP, ATP and upcoming 2020 STIP and issues important to regional transportation. . Participated in monthly Rural County Task Force Meetings (November 22), highlighting on planning and programming discussions relevant to the OWP, RTP, ATP and upcoming 2020 STIP Met with CTC Commissioners and Staff on behalf of the LCTC to discuss regional planning initiatives (e.g. SR 36 and US 395) (OWP Work Element 603)
- Processed Local Transportation Fund Apportionment, Notified Claimants, Prepared Claim Forms (OWP Work Element 604)



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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.24**

Date: December 5, 2019

From: John L. Clerici, Interim Executive Secretary

Subject: FY 2019/20 OWP Budget Adjustments for Close out of audit services from Donald Reynolds CPA

**REQUESTED ACTIONS**

**BY MOTION, Adopt Resolution 19-22 authorizing a budget amendment to the FY 2019/20 Overall Work Program in the amount of \$3,055.59 to pay for unbudgeted expenditures accrued by the previous LCTC independent auditor Donald R. Reynolds, CPA.**

**BACKGROUND/DISCUSSION**

In December, 2018, the LCTC Executive Secretary dismissed the LCTC auditor, Donald R. Reynolds, CPA. At that time a small balance was owed the firm. That balance remained unpaid, while current commission staff reviewed available information in the wake of the Executive Secretary being dismissed in April 2019.

In its current FY 2019/20 OWP (adopted in June, 2019), the LCTC budgeted \$0 towards the resolution of this outstanding balance.

Over time a number of issues that remained after the dismissal of the previous Executive Secretary have been resolved, or are in the final stages of resolution. This is one of them. Current staff feels it is time to take care of this issue, and urge Commissioners to adopt Resolution 19-22.

Resources for both budget amendments will be taken from allocated FY 2019/20 TDA funds.

**ALTERNATIVES**

Provide alternative direction to staff.

Attachments (1)



LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 19-22

Resolution Approving the Allocation of \$3,055.59 from the Commissions LTF Apportionment to augment the FY 2019/20 Overall Work Program and Budget for service provided by Donald R. Reynolds, CPA, for services rendered through December 2018

WHEREAS, Donald R. Reynolds, CPA provided independent auditing services for the LCTC: and

WHEREAS, the previous LCTC Executive Secretary, severed the contract with Donald R. Reynolds, CPA in December 2018; and

WHEREAS, a balance of \$3,055.59 remained owed to Donald R. Reynolds, CPA; and

WHEREAS, the Lassen County Transportation Commission adopted its FY 2019/20 Overall Work Program and Budget (OWP) in June, 2109; and

WHEREAS, that budget identified \$0 money to be allocated to pay expenses incurred by the former LCTC Independent Auditor; and

WHEREAS, services provide by Donald R. Reynolds, CPA were determined to be within the scope of the contract at that time; and

WHEREAS, the LTF had unallocated Transportation Development Act funds that can accommodate this request;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that \$3,055.59 of Local Transportation Funds be allocated to pay the invoice presented by Donald R. Reynolds, CPA for unpaid services rendered through December 2018.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its December 9, 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

June 17, 2019

**DONALD R. REYNOLDS, CPA**

P.O. BOX 994508  
e-mail: cpa@shasta.com  
REDDING, CA 96099-4508

(530) 246-2834

FAX (530) 244-0331

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Invoice submitted to:  
LASSEN COUNTY TRANSPORTATION COMMISSION  
707 NEVADA STREET SUITE 4  
SUSANVILLE, CA 96130

October 28, 2019

Invoice #27846

	<u>Amount</u>
<b>Total amount of this bill</b>	<b>\$95.26</b>
<b>Previous balance</b>	<b>\$2,960.33</b>
Balance due	<u><u>\$3,055.59</u></u>



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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.25**

Date: December 5, 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: Schedule of Meetings for the last 6 months of Fiscal Year 2019/20

**REQUESTED ACTION**

Adopt the proposed schedule of meetings for the second half of FY 2019/20

**PAST ACTION**

At your June 17, 2019 meeting, you adopted a meeting schedule for the first six months of the current fiscal year. Regular meetings were scheduled for July 15, September 16, and November 12 (the November meeting was subsequently moved to November 19). A special December meeting was approved to adopt the 2020 RTIP, and take care of some minor administrative details.

**DISCUSSION**

Historically, the LCTC met approximately six times per year, in odd-numbered months, on the second Monday, at 1:00 p.m. or 1:30 p.m. The meetings for the first half of this fiscal year were held on the third Monday of the month, excluding the December meeting. Staff is suggesting returning back to the historical precedent for the meetings in 2020.

In order to accommodate certain required processes. Most notably Unmet Transit Needs, and adoption of the FY 2020/21 Overall Work Program and Budget, staff is recommending the following schedule:

- January 13
- March 9
- May 11



- June 22

All meetings will be scheduled to start at 1:30 pm. We anticipate using the City of Susanville, Council Chambers for all meeting of the LCTC.

#### **ALTERNATIVES**

The LCTC could choose any alternate schedule that meets its needs, including the possibility of maintaining monthly meetings throughout the second half of FY 2019/20.



**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 4.11**

Date: December 5, 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: 2020 Regional Transportation Improvement Program - RTIP

**REQUESTED ACTION**

By Motion: Adopt Resolution 19-23 approving the 2020 Regional Transportation Improvement Program (RTIP).

**BACKGROUND**

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

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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 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 overlay 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.

Over the past four months Commission staff has met with City of Susanville, Lassen County, Caltrans and CTC staff to determine the best mix of projects to be included in the 2020 STIP. This has included detailed re-evaluation of projects being carried over from the 2018 STIP, and potential new projects to be nominated as part of the 2020 cycle. Caltrans District 2 staff have been consulted to make sure that our actions conform to the most current STIP guidelines. CTC staff are being apprised of our evolving proposals to ensure that the 2020 LCTC RTIP will garner Commission support.

## **DISCUSSION**

The draft 2020 Regional Transportation Improvement Program is ready for your review and adoption. As mentioned, it is the result of extensive discussions between your staff, the City of Susanville, Lassen County, Caltrans and the CTC. The following is information

### *Projects Carried Over from the 2018 RTIP*

- **Janesville Main Street Bike path and Overlay (PPNO 2261)** - In Janesville, along Main Street from the intersection of Route 395 to the intersection of Route 36. Rehabilitate roadway, shoulders, drainage and bike path
  - Programmed \$75,000 for PS&E in FY 20/21.
  - Requested action – move \$75,000 for PS&E in FY 21/20
  
- **County Rehab B (PPNO 2356)** – In Lassen County at Pumpkin Center Road, Ash Valley Road and Mail Route County Roads. Rehabilitate roadway.
  - Programmed \$2,225,000 for construction in FY 20/21
  - Requested action – an additional \$331,000 for construction
  
- **County Rehab C (PPNO 2264)** – On Center Road (County Road 215), from Johnstonville Road North to US 395.
  - Programmed \$3,375,000 for Construction in FY 20/21



- **Beaver Creek Bridge Replacement (PPNO 2562)** -- Near the town of Bieber on Pittville Road over Beaver Creek
  - Programmed \$254, 000 as match money Highway Bridge Program to replace bridge in FY 18/19
  - Requested action – move to FY 20/23 to accommodate changes in construction planning
  
- **City Rehab FD (PPNO 2561)** -- In Susanville on various streets. Rehabilitate roadway, construct drainage improvements, repair base isolation and construct pedestrian facilities.
  - Richmond Rd-Main St. south to city limits
  - Bunyan-From Hwy 139 to Skyline Rd
  - Spring Ridge-From Hwy 139 East to Dave Anderson
  - Programmed \$2,167,000 for construction in FY 20/21
  
- **Southeast Gateway Project (PPNO 3492)** -- In the City of Susanville on State Route 36
  - Construct curb gutter and sidewalk
  - ADA compliant ramps
  - Widen shoulders
  - Safety lighting
  - Landscaping and irrigation
  - Programmed \$161,000 for ROW in FY 20-21
  - Requested action – \$2,738,000 for construction in FY 21/22 (note, at the publication of this agenda the precise value of the request had not been ascertained)
  
- **Riverside Trail Drive (PPNO 2480)** – Build class 1 bike path and bridge
  - Programmed \$450,000 for ROW (\$150,000) and PS&E (\$300,000) in FY 20/21
  - Move \$450,000 to FY 21/22
  
- **Planning Programming and Monitoring (PPNO 2124)** – STIP monitoring and various planning activities
  - Programmed \$256,000 for FY 20/21 to 22/23

*New Projects proposed for 2020 RTIP*

- **County Rehab D (PPNO 2600)** – Standish Road, Mapes Lane to US 395 North. Rehabilitate roadway
  - Requested action – \$1,550,000 for construction in FY 23/24
  
- **County Rehab E (PPNO 2601)** – Standish Road, US 395 to Honey Girl Road East. Rehabilitate roadway
  - Requested action – \$1,550,000 for construction in FY 24/25

- **City Street Rehab FD (2)** – In the city of Susan on Paul Bunyon Road from Skyline to Chestnut Street. Rehabilitate roadway (see note below)
  - Requested action -- \$650,000 for construction in FY 20/21

### *Special Notes*

It is important to note that the current programming target for either augmenting or new projects for the 2020 STIP is \$6.356 million. The deprogramming of PPM funds (PPNO 2124) will augment the target by \$256,000, increasing the amount available for programming to \$6.612 million. The current requests for either augmentation to currently programmed projects, or for new projects comes to \$XX million.

The City of Susanville has revised its request for additional funding for project FD (2) from \$1,276,000 to \$650,000, and will be folding it into its existing FD project (PPNO 2561) for construction in FY 20/21.

Commission Staff will be de-programming PPM funds (PPNO 2124) in the amount of \$256,000 to capital projects.

In addition both staff at the City and County are re-evaluating the Janesville Road and Riverside Drive Trail projects to determine if either they are still relevant given their priorities (Janesville Road) or can be funded through other programs outside the STIP (Riverside Drive).

### **NEXT STEPS**

Staff will finalize cost and scheduling for each proposed projects and will transmit the final 2020 RTIP for Lassen County to the California Transportation Commission prior to the December 15, 2019 deadline.

### **ALTERNATIVES**

Direct staff to consider an alternative list of projects.

LASSEN COUNTY TRANSPORTATION COMMISSION  
Resolution 19-23  
Adopting the 2020 Regional Transportation Improvement Program (RTIP)

WHEREAS, the Lassen County Transportation Commission (LCTC) is the Regional Transportation Planning Agency (RTPA) for Lassen County and the incorporated City of Susanville; and,

WHEREAS, the LCTC has the responsibility under State law to program projects in the Regional Improvement Program funds by adopting a program of projects in the RTIP, which is to be programmed as part of the State Transportation Improvement Program (STIP) by the California Transportation Commission; and,

WHEREAS, the LCTC has a programming target of \$6,356 million and a maximum estimated share of \$9,180 million; and,

WHEREAS, LCTC staff has worked with representatives from the City of Susanville, Lassen County and Caltrans to develop a list of eligible projects that meet the programming target;

NOW THEREFORE BE IT RESOLVED, that the Lassen County Transportation Commission hereby adopts the 2017 Regional Transportation Improvement Program.

The foregoing resolution was passed and adopted at the December 9, 2019 meeting of the Lassen County Transportation Commission by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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Joseph Franco, Chairman  
Lassen County Transportation Commission

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

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John L. Clerici, Interim Executive Secretary

December 9, 2019



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

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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: December 9, 2019  
From: DeeAnne Gillick, General Counsel  
Subject: Lassen County Transportation Commission Contracts Policy

**REQUESTED ACTION**

**By Motion: Approve Resolution 19-24 approving Commission Contracts Policy.**

**BACKGROUND**

The Commission is preparing a Request for Proposals (RFP) for an Agreement with a Consultant for Commission staffing services for consideration of proposals in 2020.

During the preparation of the anticipated new RFP, several issues were identified that require Commission policies and procedures related to contracts including conflicts of interest. It is recommended that Commission approve the attached policy related to contracts and conflicts of interest in compliance with Caltrans requirements related to contracting.

The proposed policy specifies that the Commission will comply with the applicable provisions of California law and the requirements of Caltrans and federal requirements when the Commission funding sources require such Caltrans and federal compliance. Further it specifies that the Commission will follow the conflict of interest rules consistent with the requirements of California law including the provisions of the Government Code section 1090 and the California Political Reform Act.

It is anticipated that following the potential Commission actions on December 9, 2019 the RFP will be released immediately thereafter with consideration of proposals in January 2020 and early February 2020.

Submitted by:  
DeeAnne Gillick  
General Counsel, Sloan, Sakai, Yeung & Wong  
555 Capitol Mall, Suite 600 | Sacramento, CA 95814  
t: 916-258-8811 | o: 916-258-8800 [dgillick@sloansakai.com](mailto:dgillick@sloansakai.com)

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