

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, Executive Secretary

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

Date Posted: September 11, 2020

P.O. Box 1028
Susanville, CA 96130

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Phone: (530) 919-9739

Mendy Schuster (City Council)
Quincy McCourt (City Council)
Thomas Herrera (City Council)

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

Subject: **REGULAR MEETING**

of the

LASSEN COUNTY TRANSPORTATION COMMISSION

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, September 14, 2020 at 1:30 p.m.**

Special Note: The meeting will be held at the Veterans Memorial Hall, 1205 Main Street, Susanville, CA.

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

Call number: 302-202-1104

Access Code: 968698

The Agenda is as follows.

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:

August 10, 2020 Regular Meeting

1.22 Request to Extend Contract for Legal Services with Sloan Sakai, LLP.

REQUESTED ACTION: Authorize the Executive Secretary to prepare and execute documents to extend the contract with Sloan Sakai, LLP for legal services through June 2022 in accord with the contract signed June 18, 2018.

1.23 Authorization to Sign Proposal for Special Liability Insurance for the LCTC.

REQUESTED ACTION: Authorize the Executive Secretary to sign the proposal with Allied Insurance Services Inc for Special Liability Insurance for the Lassen County Transportation Commission.

1.24 Payment of Clerici Consulting Executive Secretary and LCTC staffing fees and costs in the amount of \$21,161.43. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$21,161.43, as shown in Invoice #009-4 for August 2020.

1.24 Request to extend professional services contracts with Mark Thomas for work being done on the SR 36 Complete Streets Plan and for work on the US 395 Coalition Building Effort.

REQUESTED ACTION: Authorize the Executive Secretary to prepare and sign contract extensions with Mark Thomas for planning and engineering work being performed on SR 36 and US 395.

(2) CORRESPONDENCE/PUBLIC COMMENT

(3) REPORTS

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

- Caltrans Report
- California Highway Patrol (CHP) Report
- City of Susanville Report
- County of Lassen Report
- Susanville Indian Rancheria Report

(4) NEW BUSINESS

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- There are no closed session items.

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 Request for Proposals (RFP) for Auditing Services

ACTION REQUESTED: BY MOTION, authorize staff to prepare and release a Request for Proposals for External Auditing Services for the three-year period from July 1, 2021 through June 30, 2024.

4.12 Fiscal Year 2020/21 Transportation Development Act Apportionments for Local Transportation Fund (LTF) and State Transit Assistance (STA)

ACTION REQUESTED: BY MOTION: Adopt Resolution 20-10 approving the Final Fiscal Year 2020/21 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.

4.13 Fiscal Year 20120/21 Overall Work Program and Budget Amendment #1

ACTION REQUESTED: BY MOTION: Adopt Resolution 20-11 approving Amendment #1 to the Fiscal Year 2020/21 Overall Work Program and Budget.

(5) INFORMATION ITEMS

- 5.01 Executive Secretary Report
- Pending Legislation
 - Infrastructure Financing from the State and Feds
 - Updates:
 - Active Transportation Program
 - US 395

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, September 14, 2020 at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

October/November 2020

- Progress on SR 36 Report Roll-out
- Presentation on US 395 Coalition Building Efforts

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

August 10, 2020

Lassen County Fairgrounds
Jensen Hall, Susanville, CA

1:30 P.M. Open Session

1:30 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 1:46 P.M. and the Pledge of Allegiance to the Flag was recited.

Roll Call: **Present:** Hammond, Hemphill, Herrera, McCourt, Schuster, Teeter
Absent:

1.2 Adoption of Agenda and Approval of Consent Calendar:

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

AYES: Hammond, Hemphill, Herrera, McCourt, Schuster, Teeter
NOES: None
ABSENT: None
ABSTAIN: None

1.21 Minutes Approval of the June 22, 2020 Regular Meeting

Adopted Minutes of the June 22, 2020 Regular Meeting

1.22 Payment of claim by Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$29,072.55.

Approved payment to Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$29,072.55.

1.23 Authorization of Federal Funding under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and under FTA Section 5311 (49 U.S.C. Section 5311) with the California Department of Transportation.

Adopted Resolution 20-9 authorizing the Federal Funding under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and under FTA Section 5311 (49 U.S.C. Section 5311) with the California Department of Transportation.

1.24 Fiscal Year 2020/21 State of Good Repair (SGR) Projects.

Adopted Resolution 20-10 approving the list of projects for the FY 2020/21 State of Good Repair Program.

1.25 Payment of claim by Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$17,287.86.

Approve payment of claim by Clerici Consulting fees and costs in the amount of \$17,287.86, as shown in Invoice #009-3 for July 2020.

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

No oral comment was received.

3. REPORTS

3.1 Caltrans

Mike Mogen from Caltrans District 2 was unable to attend the meeting, he did however provide the following notes to be read by the Executive Secretary.

Good-Fred continues and with work at the Goodrich creek bridge, drainage continue toward Fredonyer Summit. Paving is starting Wednesday and Thursday of this week. Delays have been around 20 minutes. Expect delay between 30-40 minutes on Wednesday and Thursday.

Fredonyer Summit Project/SR 36 aka Good Fred and Morgan Summit (Tehama County) project continues with work at the Goodrich creek bridge, drainage work continues toward Fredonyer Summit. Paving is starting Wednesday and Thursday of this week. Delays have been around 20 minutes. Expect delay between 30-40 minutes on Wednesday and Thursday.

The crosswalk study field data (Rob's Way) has been collected and is being analyzed. I will provide an update as soon as the study is complete.

I have requested updated traffic counts and an accident analysis for SR 395 and will hopefully have those by the next LCTC meeting.

3.2 CHP

No report was provided.

3.3 City of Susanville

No report was provided.

3.4 Lassen County

Larry Millar, Public Works Director, reported that the existing mowing tractor was being repaired and a new one was being ordered. He added that hiring qualified operators was a challenge.

3.5 Susanville Indian Rancheria

No report was provided.

4. New Business

4.01 Announcement of Items to be Discussed in Closed

No items were discussed in closed session.

4.02 Announcement of Action Taken in Closed Session

There was no closed session.

1. Action/Discussion Items

2. Transit Development Plan and Coordinated Public Transit Human Services Transportation

Genevieve Evans provided an overview of the two transit planning efforts being undertaken by staff including a brief description of both. She also outlined the current timeline for completing the effort over the next two fiscal years. This included:

Work Scope for FY 2020-21:

- *Review of background conditions*
- *Evaluation of Lassen Rural Bus*
- *Goals, objectives, standards for Lassen Rural Bus*
- *Transportation Provider Inventory for all of Lassen County*
- *Public Input*
 - *On-line survey*
 - *On-board surveys*
 - *Stakeholder input*
- *Draft list of alternatives*
- *Draft coordinated strategies*

Work Scope for FY 2021-22:

- *Evaluate transit service, capital and fare alternatives*
- *Public workshop*
- *5-Year Transit Plan*
- *Coordinated Plan*

4.12 LCTC Susanville Main Street/State Route 36 Complete Street and Safe Mobility Study - Public Outreach and Review

Genevieve Evans provided the Commission with an overview of the SR 36 Complete Street and Safety Mobility Study. She noted that the purpose of the SR 36 Complete Street and Safe Mobility Study is to identify multi-modal improvements along the 2.5-mile corridor between Uptown (Harris Drive) and the Susanville Gateway (Riverside Drive) to implement complete streets improvements and prioritize potential projects that would be competitive for grant funding opportunities. She added that the plan will describe the existing conditions, analyze current safety Issues, identify opportunities and constraints for Improvements, develop preliminary cost estimates, and provide a plan for constructing the Improvements with a phased approach. This plan will also incorporate the prior studies and the recently constructed CAPM project, providing the City, LCTC, and other policy makers the necessary tools to make Informed decisions in the future.

She noted that the study is entering its final phase – the distribution of the public review draft beginning in August 2020. The following is an overview of that process, including opportunities for agency and stakeholder review and comment.

Commissioners provided a number of suggestions for social media platforms that would be useful in disseminating information for, and receiving input to, the plan.

4.13 Economic Analysis of US 395 by California State University of Sacramento (CSUS) Department of Economics

The Commission was asked to adopt by motion, to authorize the Executive Secretary to sign the prepared agreement with CSUS for conducting the Hwy 395 Economic Analysis.

It was moved by Commissioner Hammond and seconded by Commissioner Herrera to provide the authorization as requested. The motion was passed with the following vote:

AYES: Hammond, Hemphill, Herrera, McCourt, Schuster, Teeter
NOES: None
ABSENT: None
ABSTAIN: None

4.15 LCTC Financial Update

Steve Borroum provided Commissioners with an update on the current status of LCTC finances, including new information on revised revenue estimates for TDA and STA.

4.15 US 395 Coalition Development and Phase Two Engineering and Economic Study

The Executive Secretary provided Commissioners with an update on the current status of the US 395 Coalition Building effort. His focus was on phase two activities which included engineering safety, and economic analysis. He provided details on the following:

Engineering Safety Analysis

The purpose of this study is to conduct a detailed safety analysis of the current roadway conditions in the corridor and evaluate the safety impact of the corridor expansion in the future. The objectives are:

- 1. To analyze historical crash data, trends, and relevant traffic data including heavy vehicle traffic to identify and understand safety deficiencies, crash hotspots, and potential for improvements.*
- 2. To use state-of-the-art methods from the AASHTO Highway Safety Manual to compare the safety of a “no build” scenario versus corridor expansion (comparing expected crash frequency of the two-lane highway versus the predicted crash frequency of the four-lane divided highway in the future).*

The outcome of this effort will be a detailed safety analysis and evaluation report. This will help focus efforts to identify short, medium and long-term projects that will enhance safety and mobility in the US 395 corridor.

Corridor Investment Economic Analysis

The economic impact analysis will look at the effects of widening US 395 from a 2-lane highway to a 4-lane highway from Hallelujah Junction (interchange with SR 70) to the SR 36 intersection (Susanville, CA) which is approximately 57 miles. In particular the analysis will look at the economic impact on Lassen County, which is the study area where this widening of US 395 will occur. In theory, by widening the road in this area, benefits may include increased market access for existing firms in the study area, access to a larger labor pool by decreasing transportation costs, as well as potential increases in safety and efficiency. Obviously, there are costs that must also be taken into account such as construction costs and costs associated with a potential increase in the number of vehicles on the road. The main tool to be used in this analysis is TREDIS, which is software specifically designed to analyze and forecast the economic impact and user benefits of a transportation improvement, which in this case would be a lane widening.

5. Information Items

The Executive Secretary provided the Commission with an update of all commission activities focusing on the following areas:

Bizz Johnson Trail Extension (ATP Grant application)

Following our June meeting it is staffs intention to begin working with Lassen County Public Works and their Trails Manager, Caltrans and trails advocates to develop a revised ATP grant for submission in July (pending delay in the application deadline being officially announced). In addition, staff will be looking into teaming with trail advocates in the region, to develop a comprehensive trail mapping program.

Bicycle, Pedestrian and Non-motorized Planning

The LCTC is in the formative stages of engaging the city, county and regional stakeholders in an effort to update the bicycle master plan for Lassen County. Our focus will be to build on already successful regional efforts like the

Lassen/Lake Almanor Basin Regional Trails System Concept Plan, and Lassen Counties efforts to secure Active Transportation Program funding for the Biz Johnson Trail. In addition, we are engaging with City staff to assess and move forward with the Riverside Bike Path project currently identified in the STIP.

6. **Correspondence**

None.

7. **Other Business**

7.1 **Matter brought forth by the Commission**

None.

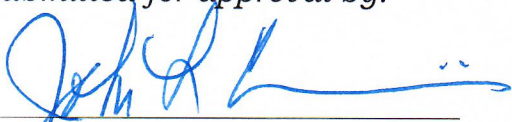
7.2 **Next Commission Meeting**

Next meeting of the LCTC will on Monday, September 14, 2020 at time 1:30 PM, in Jensen Hall at the Lassen County Fairgrounds.

7.3 **Adjourn**

The meeting was adjourned at 2:45 p.m.

Submitted for approval by:



John Clerici
Executive Secretary



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

555 CAPITOL MALL
SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.22

Date: September 9, 2020

From: John L. Clerici, 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: Request to Extend Contract for Legal Services with Sloan Sakai, LLP

REQUESTED ACTION

BY MOTION, authorize Executive Secretary to prepare and execute documents to extend the contract with Sloan Sakai, LLP for legal services through June 2022 in accord with the contract signed June 18, 2018.

PAST ACTION

At their June 25, 2018 meeting, the Commission retained outside legal counsel from Sloan Sakai, LLP. The contract started on July 1, 2018.

DISCUSSION

In the staff report from the June 2018 meeting the terms of the contract stated that the initial contract term would be for one three years commencing on July 1, 2018 and running through June 30, 2021. In addition, the staff report stated that the contract included two options to extend the contract for one year for each option assuming satisfactory performance.

In reviewing the contract, staff discovered that the initial term of the contract was for one year ending on June 30, 2019, with three option years. Execution of all three option would carry the contract through June 2022.

There are two issues that need to be addressed here:

1. Bring the current contract up to date by executing two of the three options extending the contract through June 2021.
2. Based on the superior counsel provided by Sloan Sakai, LLP exercise the third option, extending the contract through June 2022.

Staff is in support of extending the Sloan Sakai, LLP contract through June 2022.

ALTERNATIVES

Commission to provide direction to staff.



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SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.23

Date: September 9, 2020

From: John L. Clerici, 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: Authorization to Sign Proposal for Special Liability Insurance for the LCTC

REQUESTED ACTION

BY MOTION, authorize the Executive Secretary to sign the proposal with Allied Insurance Services Inc for Special Liability Insurance for the Lassen County Transportation Commission

DISCUSSION

Boards and Commissions like the Lassen County Transportation Commission carry some form of special liability insurance to cover the following:

- Public Officials Errors and Omissions
- Non-Profit Directors and Officers Liability
- Employment Practices
- Personal Injury
- Property Damage
- Liability

Prior to June 30, 2020, the Commission paid for its coverage through a policy procured by Lassen County. This policy was a left over from when Lassen County provided staffing services to the LCTC. That policy was provided by the same under-writer.

LCTC's current staff has been working with a couple of providers to garner quotes based on the coverage that Lassen County had provided. Two quotes were received. One from Atwood Insurance of Placerville CA, and one from Allied Insurance Services of Newport Beach, CA. The bid from Atwood Insurance was approximately \$6,000/year. The bid from Allied Insurance Services was approximately \$3,400/year.

At staff's request, Commission Counsel reviewed the Allied Insurance Services proposal and found it covered all the needed elements necessary.

Staff recommends that you accept the proposal from Allied Insurance Services, and direct the Executive Secretary sign all necessary documents.

ALTERNATIVES

Commission to provide direction to staff.



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

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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 1.24**

Date: September 10, 2020

From: John L Clerici, Executive Secretary 

Subject: Payment of Clerici Consulting Executive Secretary and LCTC staffing fees and costs in the amount of \$21,161.43.

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$21,161.43, as shown in Invoice #009-4 for August 2020.

PAST ACTION

This is the fourth invoice under the contract with Clerici Consulting for Executive Secretary and staff services.

DISCUSSION

Attached is Invoices #009-4, with supporting documentation, and a detailed Progress Report for the period beginning August 1, 2020 and ended August 31, 2020. This invoice includes invoices for sub-consultants Borroum Engineering in the amount of \$ 9,944.96 and LSC Transportation Consultants in the amount of \$2,760.00

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

- Prepared Agenda and information items for and August 10 LCTC Meeting
- Attended August 10 LCTC Meeting
- Met with Consulting staff to plan and execute addition coalition building efforts for the US 395 effort. Meetings included US 395 Coalition conference call.
- Participated in the following video-meetings:
 - LCTC TAC Meeting
 - Rural Counties Task Force
 - SR 36 Complete Streets Report Consulting team update



- DEAL East Meeting (District two management quarterly meeting)
- Provided input to administrative draft report for the Main Street/SR 36 Complete Streets Report
- Provided engineering oversight for the US 395 Coalition Building effort

These charges are consistent with the billing trends for the FY 2020/21 OWP budget to date. A full update on Commission expenditures will be provided at the end of the first quarter of FY 2020/21

Attachments (1)

INVOICE

Project Title: Lassen County Transportation Commission
Executive Secretary and Staffing Services

Date: September 8, 2020
Invoice # 009-004
Billing Cycle Ended: 8/31/2020 (August 1, 2020 - August 31, 2020)

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

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

| Staff Member | Total Hours | Payroll Rate | Overhead Rate | Profit (5%) | Total Rate | Total Cost |
|--------------------------------|-------------|--------------|---------------|-------------|------------|------------------|
| John Clerici | 59.00 | \$ 65.00 | \$ 71.50 | \$ 6.83 | \$ 143.33 | \$ 8,456.47 |
| Borroum Engineering | | | | | | \$ 9,944.90 |
| LSC Transportation Consultants | | | | | | \$ 2,760.00 |
| Printing, copies, reproduction | | | | | | No Charge |
| Travel (Lodging, meals) | | | | | | No Charge |
| TOTAL | | | | | \$ | 21,161.37 |

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

Prior Balance
 Payment \$ -
Total Due \$ 21,161.37

Billing Detail for Clerici Consulting --

| Hours | | | | | | | | | | | | | |
|--------|-----------------------------|----------------------------|-------------------------------|--|----------------------------|----------------------|-------------------|--------------|----------------------|------------------------------------|-------------------------|-----------------|--|
| Date | WE 100 - OWP Administration | WE 601A - General Planning | WE 601B - RTP Data Collection | WE 601C - Active Transportation Planning | WE 601D - Transit Planning | WE 602 - Programming | WE 603 - Outreach | WE 604 - TDA | WE 701 - SR 36 Study | WE 702 - US 395 Coalition Building | WE 703 - US 395 Phase 2 | Labor Sub-Total | |
| August | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 3 | 1 | | | | | 2 | | 1 | | | | 0 | |
| 4 | | 1 | | | | | | | | | | 0 | |
| 5 | | 1 | | | | 1 | | | | | 1 | 5 | |
| 6 | | | | | | 1 | | | | | | 1 | |
| 7 | 2 | | 1 | 1 | | | | 1 | | | | 5 | |
| | | | | | | | | | | | | 0 | |
| | | | | | | | | | | | | 0 | |
| 10 | | | | | 1 | | | | | | | 1 | |
| 11 | | 1 | | | | | | 2 | | | | 4 | |
| 12 | | | | | | | | | | | | 0 | |
| 13 | 2 | | 1 | | 1 | | | | | 1 | | 5 | |
| 14 | 2 | | | | | | | | | | | 2 | |
| | | | | | | | | | | | | 0 | |
| | | | | | | | | | | | | 0 | |
| 17 | | 2 | | | | 2 | | | 1 | | | 5 | |
| 18 | | 1 | | | | 1 | | | | | | 2 | |
| 19 | | | 1 | 1 | | | | 2 | 1 | | | 5 | |
| 20 | | | | | | | | | | | | 0 | |
| 21 | | | | | | 2 | | | 1 | | | 3 | |
| | | | | | | | | | | | | 0 | |
| | | | | | | | | | | | | 0 | |
| 24 | | | | | | | | | | 1 | | 4 | |
| 25 | | | | | | | | | | | | 0 | |
| 26 | | 1 | | | | 1 | | | | | 1 | 4 | |
| 27 | 1 | 2 | | | | 2 | | | | | | 6 | |
| 28 | 1 | 1 | | | | | | | | | | 3 | |
| | | | | | | | | | | | | 0 | |
| | | | | | | | | | | | | 0 | |
| 31 | 7 | 13 | 3 | 2 | 2 | 12 | 8 | 7 | 2 | 0 | 3 | 59 | |
| Total | \$ 1,003.31 | \$ 1,863.29 | \$ 429.99 | \$ 286.66 | \$ 286.66 | \$ 1,719.96 | \$ 1,146.64 | \$ 1,003.31 | \$ 286.66 | \$ - | \$ 429.99 | \$ 8,456.47 | |

Billing Rate: \$143.33

8/6/2020

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



Borroum Engineering
633 Tamarindo Way
Roseville, CA 95678

Invoice #3: Invoice Period: July 1, 2020 to August 1, 2020

| HOURS | | | | | | | | | | | | |
|--------|---------------------------------|--|---|--|--|-------------------------------|----------------------------|-----------------------|-------------------------------|---|--------------------------------------|-----------------|
| DATE | OWP Task 100- Administration | OWP Task 601 - Transportation Planning | OWP Task 601 - Transportation Planning - Data | OWP Task 601 - Transportation Planning - ATP | OWP Task 601 - Transportation Planning - Transit | OWP Task 602 - Programming | OWP Task 603 - Outreach | OWP Task 604 - TDA | OWP Task 701 - Rt 36 Study | OWP Task 702 - Rt 395 Corridor Advance Planning | OWP Task 703 - Rt 395 Grant Study | Labor Sub-Total |
| July | | | | | | | | | | | | |
| 1 | | 2 | | | | 1 | | 1 | | | | 4 |
| 2 | | 1 | | | | 1 | | 1 | | | | 3 |
| 3 | | 2 | | | | 2 | | 2 | | | | 6 |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
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| 9 | | 2 | | | | | | | | | | 2 |
| 10 | | | | | | | | | | | | |
| 13 | | 3 | | | | 1 | | 1 | | | | 5 |
| 14 | | 3 | | | | 1 | | 1 | | | | 5 |
| 15 | | | | | | | | | | | | |
| 16 | | 2 | | | | 1 | | 1 | | | | 4 |
| 17 | | | | | | | | | | | | |
| 20 | | | | | | 1 | | 1 | | | | 2 |
| 21 | | | | | | 1 | | 1 | | | | 2 |
| 22 | | 1 | | | | 1 | | 1 | | | | 3 |
| 23 | | 2 | | | | 1 | | 2 | | 1 | 1 | 8 |
| 24 | | 2 | | | | | | 2 | | | | 4 |
| 27 | | 1 | | | | | | 3 | | | | 4 |
| 28 | | 2 | | | | 4 | | 6 | | | | 6 |
| 29 | | 2 | | | | 5 | | 8 | | | | 8 |
| 30 | | 2 | 1 | | | 2 | | 1 | | | | 6 |
| 31 | 0 | 27 | 2 | 0 | 0 | 27 | 0 | 19 | 2 | 1 | 1 | 74 |
| TOTAL | \$ | \$ 3,274.56 | \$ 242.56 | \$ | \$ | \$ 2,665.16 | \$ | \$ 2,804.32 | \$ 242.56 | \$ 121.28 | \$ 121.28 | \$ 8,974.72 |
| Totals | \$ | \$ 8,974.72 | | | | | | | | | | \$ 8,974.72 |

Total this invoice: \$ 8,974.72

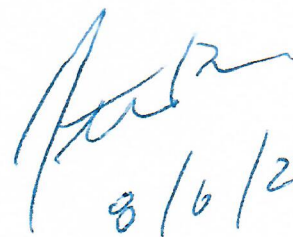
Approved
8/6/2020

Steve Borroum

Work assignments

Invoice period for July 1, 2020 to August 1, 2020

- Gather, review and produce the fiscal records, invoices, quarterly reports, budget, and budget portion of the OWP (OWP work element 100)
- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on data collection, 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)
- Planning and involved with public outreach in support of the RTP planning processes. (OWP work element 603)
- With the independent auditor and the County Auditor addressing audit findings, address claims for ensuing year, preparing year end audit reports (OWP work element 604)
- Administration support for the grant (contracts, budgets and schedules, and invoicing) (OWP work element 701, 702, and 703)
- Engineering oversight (OWP work element 701, 702, and 703)


8/6/2020



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

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

Invoice number 58846
 Date 08/12/2020

Project 207081 LCTC FY 20-21 Assistance-
 Regional Transp. Planning, WE601

Professional Services rendered through 07/31/2020
 Project Manager: Genevieve A. Evans

Professional Fees

| | Hours | Rate | Billed Amount |
|-----------------------------------|--------------|----------------------|-----------------|
| Genevieve A. Evans | 6.50 | 150.00 | 975.00 |
| Gordon R. Shaw | 8.50 | 210.00 | 1,785.00 |
| Professional Fees subtotal | 15.00 | | 2,760.00 |
| | | Invoice total | 2,760.00 |

Invoice Summary

| Description | Contract Maximum | Prior Billed | Current Billed | Remaining |
|--|------------------|--------------|-----------------|------------------|
| General Planning | 9,900.00 | 0.00 | 1,080.00 | 8,820.00 |
| Regional Transp. Planning, Data Collection | 22,500.00 | 0.00 | 1,680.00 | 20,820.00 |
| Active Transportation | 28,800.00 | 0.00 | 0.00 | 28,800.00 |
| Transit Planning | 37,800.00 | 0.00 | 0.00 | 37,800.00 |
| Total | 99,000.00 | 0.00 | 2,760.00 | 96,240.00 |

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-----------------|-----------------|-------------|-------------|-------------|-------------|
| 58846 | 08/12/2020 | 2,760.00 | 2,760.00 | | | | |
| | Total | 2,760.00 | 2,760.00 | 0.00 | 0.00 | 0.00 | 0.00 |



**TRANSPORTATION PLANNING AND
TRAFFIC ENGINEERING CONSULTANTS**

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

Date: August 11, 2020

John Clerici
1555 Sean Drive
Placerville, CA 95667

Project: FY 2020-21 LCTC Staffing Assistance

Dear Mr. Clerici:

The following is a summary of work performed for the Lassen County Transportation Commission staffing team for the month of July 2020:

- Monthly staff team call
- General project coordination
- Review and comment on SR 36 Safety Project
- Review and comment on US 395 Coalition Project
- Public outreach for SR 36 Safety Project

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Genevieve Evans', written over a horizontal line.

Genevieve Evans
Associate
LSC Transportation Consultants Inc.



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

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

Invoice number 58847
 Date 08/12/2020

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

Professional Services rendered through 07/31/2020
 Project Manager: Genevieve A. Evans

Professional Fees

| | Hours | Rate | Billed Amount |
|--------------------|-------|---------------|---------------|
| Genevieve A. Evans | 2.00 | 150.00 | 300.00 |
| | | Invoice total | 300.00 |

Invoice Summary

| Description | Contract Maximum | Prior Billed | Current Billed | Remaining |
|-----------------------------------|------------------|--------------|----------------|-----------|
| Community Outreach and Engagement | 13,986.00 | 0.00 | 300.00 | 13,686.00 |
| Total | 13,986.00 | 0.00 | 300.00 | 13,686.00 |

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|---------|---------|---------|---------|----------|
| 58847 | 08/12/2020 | 300.00 | 300.00 | | | | |
| | Total | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 |



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

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

Invoice number 58848
 Date 08/12/2020

Project 207083 LCTC FY 20-21 Assistance-
 Regional Transp. Planning, WE701

Professional Services rendered through 07/31/2020
 Project Manager: Genevieve A. Evans

Professional Fees

| | Hours | Rate | Billed Amount |
|----------------|-------|---------------|---------------|
| Gordon R. Shaw | 2.00 | 210.00 | 420.00 |
| | | Invoice total | 420.00 |

Invoice Summary

| Description | Contract Maximum | Prior Billed | Current Billed | Remaining |
|-----------------------------|------------------|--------------|----------------|-----------|
| SR 36 Complete Street Study | 2,000.00 | 0.00 | 420.00 | 1,580.00 |
| Total | 2,000.00 | 0.00 | 420.00 | 1,580.00 |

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|---------|---------|---------|---------|----------|
| 58848 | 08/12/2020 | 420.00 | 420.00 | | | | |
| | Total | 420.00 | 420.00 | 0.00 | 0.00 | 0.00 | 0.00 |



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

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

Invoice number 58849
 Date 08/12/2020

Project **207084 LCTC FY 20-21 Assistance-
 Regional Transp. Planning, WE703**

Professional Services rendered through 07/31/2020
 Project Manager: Genevieve A. Evans

Professional Fees

| | Hours | Rate | Billed Amount |
|-----------------------------------|-------------|----------------------|---------------|
| Genevieve A. Evans | 1.00 | 150.00 | 150.00 |
| Gordon R. Shaw | 1.00 | 210.00 | 210.00 |
| Professional Fees subtotal | 2.00 | | 360.00 |
| | | Invoice total | 360.00 |

Invoice Summary

| Description | Contract Maximum | Prior Billed | Current Billed | Remaining |
|---------------------------------|------------------|--------------|----------------|------------------|
| Strategic Partnership Grant 395 | 10,800.00 | 0.00 | 360.00 | 10,440.00 |
| Total | 10,800.00 | 0.00 | 360.00 | 10,440.00 |

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|---------------|---------------|-------------|-------------|-------------|-------------|
| 58849 | 08/12/2020 | 360.00 | 360.00 | | | | |
| | Total | 360.00 | 360.00 | 0.00 | 0.00 | 0.00 | 0.00 |



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

555 CAPITOL MALL
SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 1.25**

Date: September 9, 2020

From: John L. Clerici, Executive Secretary

Subject: Request to extend professional services contracts with Mark Thomas for work being done on the SR 36 Complete Streets Plan and for work on the US 395 Coalition Building Effort

REQUESTED ACTION

BY MOTION, authorize the Executive Secretary to prepare and sign contract extensions with Mark Thomas for planning and engineering work being performed on SR 36 and US 395.

DISCUSSION

Mark Thomas is a multi-disciplinary engineering and planning consulting firm based in San Jose. For the past few years they have been engaged in two LCTC funded projects. One is the SR 36 Complete Streets and Safe Mobility Study. The other is the US 395 Coalition and Implementation Plan. The contracts for both projects were signed in October 2018 and November 2018 respectively. Both contracts expired in December 2019. Neither project is completed.

For a variety of reasons both projects were delayed at some point, however both will be completed during this fiscal year. In addition Mark Thomas has continued to work on each at risk, and there is still adequate budget to complete both projects (though staff is requesting an augmentation of \$5,000 to retain the services of The Furgeson Group to assist with coordination of the US 395 Coalition through the end of the fiscal year).

Staff is requesting that you authorize the Executive Secretary to take the following actions:

- For the US 395 project – extend the term of the contract end date to June 30, 2021 with an additional \$5,000 to augment the budget. There is no expansion of the scope for this extension
- For the SR 36 project – extend the term of the contract to February 28, 2020. There is no change to the scope or budget for this extension.

ALTERNATIVES

Commission to provide direction to staff.



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

555 CAPITOL MALL
SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

Date: September 9, 2020

From: John L. Clerici, Executive Secretary

Subject: Request for Proposals (RFP) for Auditing Services

AGENDA ITEM 4.11

REQUESTED ACTION

BY MOTION, authorize staff to prepare and release a Request for Proposals for External Auditing Services for the three-year period from July 1, 2021 through June 30, 2024.

PAST ACTION

The Commission has currently retained external auditing services from Richardson and Company. This agreement expires June 30, 2021.

DISCUSSION

Staff is requesting authorization to prepare and distribute an RFP for auditing services from a neutral third party. Richardson and Company is currently providing those services. Given the time it takes to prepare an RFP, circulate it, receive responses and go through the selection process, staff is making its request in September to provide ample time to go through the process. Staff will keep Commissioners apprised of the status of the RFP and recruitment process.

ALTERNATIVES

Commission to provide direction to staff.



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

555 CAPITOL MALL
SUITE 600
SACRAMENTO, CA 95814

P.O. BOX 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.12

Date: September 10, 2020

From: John L. Clerici, 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: Fiscal Year 2020/21 Transportation Development Act Apportionments for Local Transportation Fund (LTF) and State Transit Assistance (STA) and Financial Update

REQUESTED ACTIONS

BY MOTION: Adopt Resolution 20-10 approving the Final Fiscal Year 2020/21 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.

PAST ACTION

Each year the Commission approved final apportionments for the upcoming fiscal year receipts of Local Transportation Funds and State Transit Assistance funds. In previous years the Commission would have taken action on these allocations in June as part of the OWP and Budget process. This year for a variety of reasons mostly having to do with Covid-19, information critical to this process was unavailable.

BACKGROUND

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

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

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

The Lassen County Transportation Commission is the Regional Transportation Planning Agency (RTPA) responsible for apportioning and administering these funds for this region. The attached Findings of Apportionment summarizes the estimates for FY 2019/2020. The LTF allocation purposes, in order of priorities, as identified by law, are as follows:

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

DISCUSSION

Attached you will find the current fiscal status report for the Commission's major sources of funds.

The allocation of TDA funds from the State for the 4th quarter of FY 19/20 was approximately \$100,000 more than anticipated. This brought our fiscal year income up to \$809,921. Consequently, our estimate of the FY 20/21 TDA income was increased to \$750,000. The TDA fund carryover includes the \$410,000 recently received from the County from Fund 128.

The State's estimate of STA fund income for FY 20/21 was approximately \$100,000 lower than expected. The FY 19/20 allocations to the County, City and the LTSA have been all completed as noted. The estimated FY 20/21 allocations are noted.

The Commission owes to the State \$102,006.34 of unused PPM funds (see attached) dating back to FY 15/16. Additionally, the Commission has received a request from the County to reimburse \$281,783.22 to the County for "unpaid pension liabilities" and "other post-employment benefits" related to when the County provided for the administrative functions of the Commission (see attached). As the Commission is billed for the unused PPM funds, and if the Commission elects to reimburse the County as requested, the noted Article 8 allocations for roads would be reduced from \$624,639 total (\$388,525 County, \$236,114 City) to \$240,849 total (\$149,808.35 County, \$91,041.09 City).

The LTSA has submitted its annual allocation request and claim form. On review, the claim request fulfills all the terms and conditions stipulated by Code.

Code allows the Commission to allocate 2% of the TDA funds available after administrative expenses for purposes of pedestrian and bicycle facilities (maintenance or construction). In recent years funds have been so allocated. However, like all TDA funds, they are subject to being annually audited. In FY 18/19 these funds were allocated and dispersed to the County and City by the same allotment percentages as the Article 8 funds. However, the Commission's independent auditor's call for records to conduct the audit has not been answered. Under the terms of the Code, the FY 19/20 funds have been held in reserve pending the ability to conduct the required audit. As there is an ongoing community need for pedestrian and bicycle facilities, it is recommended that these funds again in FY 20/21 be held in reserve pending the audits. Once the audits are conducted on one or both entities, the Commission will be given the opportunity to allocate the reserved funds. These funds are not required to be split between the County and the City. That is, all of the reserved funds could be allocated by the Commission to one specific project. Historically, the representation has been that these funds are used by the respective agencies for maintenance of such facilities.

A brief note as to the long-term funding for the transit system. The basic annual transit system operations and administration requires approximately \$1,500,000 per year. Within the traditional funding sources, the reasonably assured revenue to meet these expenses amount to approximately \$1,200,000 per year, with this resulting in no Article 8 funds being made available. This fiscal year and next, the cash reserves and added

funds available from the Federal government in response to the COVID pandemic will allow full funding of the anticipated transit system expenses. As noted in another agenda item (Overall Work Program), the Commission staff is recommending that the transit system's operational and capital plan be revisited and updated this fiscal year.

RECOMMENDATION

Staff recommends that the Commission allocate the noted FY 20/21 allocations with the proviso that the noted Article 8 allocations be reduced to reflect the anticipated billings from the State to repay the unused PPM funds, and be potentially reduced to reflect the Commission's desire as to whether or not to reimburse the County for "unpaid pension liabilities" and "other post-employment benefits".

ALTERNATIVES

Commission to provide direction to staff.

Attachments (2)

8/25/2020

**LASSEN COUNTY TRANSPORTATION COMMISSION HISTORIC AND
CURRENT INCOME AND FISCAL STATUS**

| FISCAL YEAR | TDA FUNDS | STA FUNDS | STATE OF GOOD REPAIR FUNDS | TOTAL |
|---------------------------------------|------------------|------------------|---|--------------|
| | | | | |
| FY 14/15 | \$ 689,050 | \$ 163,123 | | \$ 852,173 |
| FY 15/16 | \$ 721,029 | \$ 128,760 | | \$ 849,789 |
| FY 16/17 | \$ 834,519 | \$ 113,099 | | \$ 947,618 |
| FY 17/18 | \$ 920,022 | \$ 205,855 | \$ 43,421 | \$ 1,169,298 |
| FY 18/19 | \$ 784,768 | \$ 268,871 | \$ 42,386 | \$ 1,096,025 |
| FY 19/20 | \$ 809,921 | \$ 262,685 | \$ 42,196 | \$ 1,114,802 |
| FY 20/21 EST. | \$ 750,000 | \$ 156,700 | \$ 44,573 | \$ 951,273 |
| | | | | |
| | | | | |
| CARRYOVER TO FY 19/20 | \$ 1,229,861 | \$ 110,968 | \$ 46,727 | \$ 1,387,556 |
| TOTAL AVAILABLE FY 19/20 | \$ 2,039,782 | \$ 363,653 | \$ 88,923 | \$ 2,492,358 |
| | | | | |
| EST. CARRYOVER TO FY 20/21 | \$ 510,921 | \$ 66,370 | \$ 42,471 | \$ 619,762 |
| TOTAL INCOME IN FY 20/21 | \$ 750,000 | \$ 156,700 | \$ 44,573 | \$ 951,273 |
| TOTAL AVAILABLE FY 20/21 | \$ 1,260,921 | \$ 223,070 | \$ 87,044 | \$ 1,571,035 |

FINAL FY 19/20 ALLOCATION TRANSFERS

| | TDA FUNDS | TDA FUNDS TRANSFERRED | STA FUNDS | STA FUNDS TRANSFERRED | STATE OF GOOD REPAIR FUNDS | STATE OF GOOD REPAIR FUNDS TRANSFERRED |
|---|--------------|--------------------------|------------|--------------------------|-------------------------------|--|
| ADMINISTRATION AND PLANNING | \$ 101,385 | \$ 101,385 | \$ - | \$ - | \$ - | \$ - |
| ADMINISTRATIVE ADDS | \$ 75,216 | \$ 75,216 | \$ - | \$ - | \$ - | \$ - |
| PED AND BIKE RESERVE (2% of income after adm) | \$ 12,867 | held in reserve | \$ - | \$ - | \$ - | \$ - |
| TRANSIT | | | | | | |
| Administration & Operation | \$ 535,137 | \$ 535,137 | \$ 335,083 | \$ 291,967 | \$ 42,678 | \$ 46,452 |
| Capital | \$ 254,000 | \$ 254,000 | \$ 18,008 | \$ 15,674 | \$ 3,774 | \$ - |
| Operational Reserve | \$ 100,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 889,137 | \$ 889,137 | \$ 353,091 | \$ 307,641 | \$ 46,452 | \$ 46,452 |
| ARTICLE 8 | | | | | | |
| County road maintenance | \$ 522,175 | \$ 522,175 | \$ - | \$ - | \$ - | \$ - |
| Susanville road maintenance | \$ 338,081 | \$ 338,081 | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 860,256 | \$ 860,256 | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 1,938,861 | \$ 1,925,994 | \$ 353,091 | \$ 307,641 | \$ 46,452 | \$ 46,452 |

Approved project list
includes \$3,774 for
capital project

Capital project funds
transferred to
operating fund

FY 19/20 ALLOCATIONS

| | | TDA FUNDS | STA FUNDS | STATE OF GOOD REPAIR FUNDS | TOTAL |
|---|----------------------------|--------------|------------|----------------------------|--------------|
| ADMINISTRATION AND PLANNING | | \$ 101,385 | \$ - | \$ - | \$ 101,385 |
| ADMINISTRATIVE ADDS | | \$ 75,216 | \$ - | \$ - | \$ 75,216 |
| PED AND BIKE RESERVE (2% of income after adm) | | \$ 12,867 | \$ - | \$ - | \$ 12,867 |
| TRANSIT | | | | | |
| | Administration & Operation | \$ 535,137 | \$ 335,083 | \$ 42,678 | \$ 912,898 |
| | Capital | \$ 254,000 | \$ 18,008 | \$ 3,774 | \$ 275,782 |
| | Operational Reserve | \$ 100,000 | \$ - | \$ - | \$ 100,000 |
| | Total | \$ 889,137 | \$ 353,091 | \$ 46,452 | \$ 1,288,680 |
| ARTICLE 8 | | | | | |
| | County roads (60.7%) | \$ 522,175 | \$ - | \$ - | \$ 522,175 |
| | Susanville roads (39.3%) | \$ 338,081 | \$ - | \$ - | \$ 338,081 |
| | Total | \$ 860,256 | \$ - | \$ - | \$ 860,256 |
| TOTAL | | \$ 1,938,861 | \$ 353,091 | \$ 46,452 | \$ 2,338,404 |

ESTIMATED FY 20/21 ALLOCATIONS

| | | TDA FUNDS | STA FUNDS | STATE OF GOOD REPAIR FUNDS | TOTAL |
|---|----------------------------|--------------|------------|----------------------------|--------------|
| ADMINISTRATION AND PLANNING | | \$ 123,700 | \$ - | \$ - | \$ 123,700 |
| PED AND BIKE RESERVE (2% of income after adm) | | \$ 12,526 | \$ - | \$ - | \$ 12,526 |
| TRANSIT | | | | | |
| | Administration & Operation | \$ 500,056 | \$ 175,988 | \$ - | \$ 676,044 |
| | Capital | \$ - | \$ 7,907 | \$ 42,417 | \$ 50,324 |
| | Total | \$ 500,056 | \$ 183,895 | \$ 42,471 | \$ 726,422 |
| ARTICLE 8 | | | | | |
| | County roads (62.2%) | \$ 388,525 | \$ - | \$ - | \$ 388,525 |
| | Susanville roads (37.8%) | \$ 236,114 | \$ - | \$ - | \$ 236,114 |
| | Total | \$ 624,639 | \$ - | \$ - | \$ 624,639 |
| TOTAL | | \$ 1,260,921 | \$ 183,895 | \$ 42,471 | \$ 1,487,287 |

Includes \$410,000 of funds from County Fund 128, part of which is yet being discussed with County re. PERS commitments and part of which is owed to Caltrans as unused PPM funds.

Carryover plus 3 quarters of income. Split ops / cap by FY 20/21 formula.

Carryover only.

PLANNING, PROGRAMMING AND MONITORING FUNDS - LASSEN COUNTY

| Fiscal Year of PPM Grant | 15/16 | 16/17 | 17/18 | 18/19 | UNFUNDED |
|--|---------------|---------------|---------------|------------------|----------|
| Amount | \$ 100,000.00 | \$ 111,000.00 | \$ 111,000.00 | \$ 110,000.00 | |
| Expenditure Deadline | 6/30/2018 | 6/30/2019 | 6/30/2020 | 6/30/2021 | |
| Fund Location (County Fund Number) | 128 | 573 / 574 | 573 / 574 | not yet invoiced | |
| Expenditures | | | | | |
| Activity | | | | | |
| Carryover from FY 13/14 | \$ 1,426.55 | | | | |
| PPM activities | \$ 2,643.98 | | | | |
| Lassen County DPW | \$ 42,930.00 | | | | |
| LSC (Invoices received) | \$ 47,000.53 | | | | |
| TOTAL | \$ 52,999.47 | | | | |
| RETURN TO CALTRANS | | | | | |
| City of Susanville | | | | | |
| STIP planning and system monitoring | \$ 13,553.50 | | | | |
| Hwy 395 and 36 advance planning - May 2018 | \$ 2,053.55 | | | | |
| Mark Thomas | \$ 870.47 | | | | |
| Hwy 395 and 36 advance planning - June 2018 | \$ 25,236.91 | | | | |
| Mark Thomas | \$ 7,748.68 | | | | |
| Hwy 395 advance planning - Dec '18 thru May '19 | \$ 5,423.86 | | | | |
| Mark Thomas | \$ 12,894.59 | | | | |
| Hwy 36 advance planning - Nov '18 thru May '19 (Grant Match) | \$ 67,781.56 | | | | |
| Lassen County DPW | | | | | |
| System monitoring - traffic counting | | | | | |
| City of Susanville | | | | | |
| STIP planning and system monitoring | | | | | |
| TOTAL | \$ 43,218.44 | | | | |
| RETURN TO CALTRANS | | | | | |
| Mark Thomas and LCTC | | | | | |
| Hwy 395 advance planning | \$ 64,657.93 | | | | |
| Mark Thomas and LCTC | \$ 9,528.20 | | | | |
| FY 19/20 OWP | \$ 31,025.44 | | | | |
| Community engagement and outreach | \$ 105,211.57 | | | | |
| TOTAL | \$ 5,788.43 | | | | |
| RETURN TO CALTRANS | | | | | |
| Encumbrances | | | | | |
| Activity | | | | | |
| Mark Thomas | | | | | |
| Hwy 395 advance planning - remainder | \$ 12,786.00 | | | | |
| Mark Thomas | \$ 5,000.00 | | | | |
| Hwy 395 advance planning - extension | \$ 5,653.00 | | | | |
| Mark Thomas and LCTC | \$ 21,921.00 | | | | |
| LCTC/GSUS | \$ 64,640.00 | | | | |
| FY 20/21 OWP | | | | | |
| Hwy 395 advance planning - Grant Match | | | | | |
| Community engagement and outreach | | | | | |
| TOTAL | \$ 110,000.00 | | | | |
| PPM REMAINDER | | | | | |
| | | | | | |



County of Lassen
ADMINISTRATIVE SERVICES
 221 S. Roop St., Ste. 4
 Susanville, CA 96130-4339
 (530) 251-8333 Fax (530) 251-2663

INVOICE

| | |
|---|---|
| BILL TO: Lassen County Transportation Commission 555 Capitol Mall, Suite 600 Sacramento, CA 95814 | Invoice No.: 200818 Date: 08/18/2020 |
|---|---|

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|---|---------------|----------------------|
| | Reimbursement for Unpaid Pension Liabilities attributed to the LTF Administration Fund 128. Period: As of October 25, 2019 | \$ 275,657.35 | \$ 275,657.35 |
| | Reimbursement for Unfunded Other Post-Employment Benefits (OPEB) attributed to the LTF Administration Fund 128. Period: As of October 25, 2019 | \$ 6,125.87 | \$ 6,125.87 |
| | | Sub Total | \$ 281,783.22 |
| | | Taxes @ 7.25% | |
| | | TOTAL | \$ 281,783.22 |

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 20-10

Resolution Approving the Transportation Development Act Fiscal Year 2020/21 Transportation Development Act
Apportionment of Local Transportation Funds and State Transit Assistance Funds

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

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

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

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

WHEREAS, the County Auditor issued a report of estimated revenues for LTF for Fiscal Year (FY) 2020/21 and the State Controller's Office issued a report of estimated revenues for STA Funds for the same fiscal year; and

WHEREAS, the LTSA has submitted an annual claim form for funding the transit system during FY 20/21; and

WHEREAS, the claim has been found to meet all the stipulated requirements of Code; and

WHEREAS, the Commission desires to continue funding of the of the transit system as requested by the LTSA; and

WHEREAS, the Commission desires to reserve 2% of the available funds for pedestrian and bicycle facilities to be allocated at a future date; and

WHEREAS, the Commission understands that the noted Article 8 allocations will be reduced when the State bills for the unused PPM funds and potentially to reflect the Commission's desires relative to the request from the County for retirement and post-employment benefits,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the attached estimated FY 20/21 allocations be so allocated as directed by the LCTC.

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

The foregoing resolution was adopted by the Lassen County Transportation Commission at its September 14, 2020 regular meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Jeff Hemphill, Chairman
Lassen County Transportation Commission

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

John L. Clerici, Executive Secretary

September 14, 2020



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 4.13

Date: September 14, 2020

From: John L Clerici, 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: Fiscal Year 20120/21 Overall Work Program and Budget Amendment #1

REQUESTED ACTION

BY MOTION: Adopt Resolution 20-11 approving Amendment #1 to the Fiscal Year 2020/21 Overall Work Program and Budget.

PAST ACTION & DISCUSSION

At your June 22, 2020 meeting, the Commission approved the Fiscal Year (FY) Overall Work Program and Budget for FY 2020/21. At that time, it was acknowledged that an amendment to the OWP would be required early in FY 2020/21 to address a few issues identified in correspondence from Caltrans staff dated June 11, 2020. Most of the issues discussed in the letter from Caltrans were addressed in the OWP and Budget passed by the Commission in June.

The one remaining item requested that sub elements be developed in Work Element 601, recommending separating this work element by major task/activity. Revised Work Element 601 now has four sub-elements:

- General Planning
- Regional Transportation Planning – Data Collection
- Active Transportation Planning
- Transit Planning

The budget has also been modified to reflect these sub-elements. In addition, the revised budget reflects a shift in emphasis. Staff is now planning to finish the Transit Development Plan and the Coordinated Public Transit Human Services Transportation Plan all in FY 20/21.

In addition WE 601B has been expanded to include the development of Countywide Traffic Safety Assessment, and 60C has been modified to include a revision to the Countywide Bicycle Plan to more closely align with the Active Transportation Program goals and objectives. None of the changes to WE 601 require a change in budget.

Attachment A is the revised FY 2020/21 OWP and Budget (excluding attachments). Given the significant number of revisions to the document, it is shown in its final text version, not in a track changes version. Staff is happy to explain specific changes to the document if desired.

If approved, the revised OWP and Budget and accompanying documents will be forwarded to Caltrans District 2 staff prior to the end of September.

ALTERNATIVES

Provide direction to staff.

Attachments (a)

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 20-11
Amendment #1 (Formal) to the Fiscal Year 2020/21 Overall Work Program and Budget

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

WHEREAS, the LCTC previously adopted a Fiscal Year 2020/21 Overall Work Program (OWP); and,

WHEREAS, Caltrans notified the LCTC in an email dated June 11, 2020 of conditional approval of the FY 2020/21 OWP and Budget, outlining a series of conditions requiring a revision to the OWP and budget, and

WHEREAS, Commission staff and Caltrans have worked collaboratively to revise the FY 2020/21 OWP and Budget, and that the revised document satisfies the issues raised in the June 11 email and in a follow-up meeting on September 10, 2020, and

WHEREAS, All but one issue raised in the June 11 email were satisfied in the OWP and Budget adopted in June 2020, some revisions were still needed, and

WHEREAS, those revisions include:

- Revision of Work Elements 601 to provide more detail to the tasks being performed in the WE 601
These new sub-categories include:
 - General Planning
 - Regional Transportation Planning – Data Collection
 - Active Transportation Planning
 - Transit Planning
- Revision to the OWP budget to better align funding sources with the new sub-categories identified in WE 601
- Rebalanced budgets to reflect minor changes to work load identified in the first two months of FY 2020/21

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission (LCTC) hereby adopts Amendment #1 to the Fiscal Year 2020/21 Overall Work Program and Budget.

The foregoing resolution was passed and adopted at the September 14, 2020 meeting of the Lassen County Transportation Commission by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Jeff Hemphill

Chair, Lassen County Transportation Commission

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

September 14, 2020

John Clerici, Executive Secretary