

**LASSEN COUNTY TRANSPORTATION COMMISSION  
REGIONAL TRANSPORTATION PLANNING AGENCY**



**John L. Clerici**, *Interim Executive Secretary*

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

Date Posted: May 9, 2019

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

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

Tom Hammond (Co. Supervisor)  
Jeff Hemphill (Co. Supervisor)  
David Teeter (Co. Supervisor)

P.O. Box 1028  
Susanville, CA 96130

Phone: (530) 919-9739

Subject:

**REGULAR MEETING**

of the

**LASSEN COUNTY TRANSPORTATION COMMISSION**

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, May 13, 2019 at 1:00 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:

April 8, 2019 Special Meeting \*

1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$6549.12 and Authorize the Chairperson to Approve Future Invoices. \*

**REQUESTED ACTION: Approve payment of Steve Borroum Acting Engineer fees and costs in the amount of \$6549.12, shown in Invoice #2.**

1.23 Payment of Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$6736.51. \*

**REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$6736.51, shown in Invoice #008-02.**

(2) **CORRESPONDENCE/PUBLIC COMMENT**

(3) **REPORTS**

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

- Caltrans Report
- California Highway Patrol (CHP) Report
- City of Susanville Report
- County of Lassen Report
- Susanville Indian Rancheria Report
- Interim Executive Secretary Report (LCTC Staff)

(4) **NEW BUSINESS**

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- Pursuant to Government Code section 54956.9(d)(2) significant exposure to litigation (1 case)

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 RTPA approval of letter of support for the LTSA amendment to Standard Agreement 64GC17-00489\*

**ACTION REQUESTED: BY MOTION, Authorize staff to sign a letter of support for the LTSA in their request to amend the standard agreement 64GC17-00489.**

4.12 Preliminary Fiscal Year 2018/19 Local Transportation Fund and State Transit Assistance Fund Apportionments\*

**ACTION REQUESTED: BY MOTION, accept the preliminary Fiscal Year 2019/20 Local Transportation Fund and State Transit Assistance Fund Apportionments.**

4.13 Programming of LCTC Regional Surface Transportation Program Exchange Funds

**ACTION REQUESTED: BY SEPARATE MOTIONS, Authorize staff to allocate the Fiscal Year 2016/17 RSTP Exchange funds in the amount of \$80,561, the FY**

**2017/18 RSTP Exchange funds in the amount of \$122,494, and formally request the FY 2018/19 RSTP Exchange funds in the amount of \$122,494.**

4.14 Select date and time for Special June LCTC meeting.

**ACTION REQUESTED: BY MOTION, identify date and time for a Special June, 2019 LCTC meeting.**

**(5) INFORMATION ITEMS**

5.01 Updates on US 395 Coalition Building and 36 Sustainable Communities efforts

**(6) CORRESPONDENCE**

6.01 None

**(7) OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, June (TBD), 2019 at 1:00 p.m.**

7.3 Adjourn

\* Attachment

# Enclosure

^ Handout

**ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:**

June 2019

- Final Local Transportation Fund and State Transit Assistance Fund Apportionments
- Local Transportation Fund and State Transit Assistance Fund Claims
- Approval of Fiscal Year 2019/2020 Overall Work Program and Budget
- Unmet Transit Needs Determinations

**LASSEN COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

Special Commission Meeting

**April 8, 2019**

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

1:00 P.M. Open Session

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**Note: The Closed Session, and Action Item 4.15 were moved to the end of the agenda.**

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

**1. Convene**

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

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

\*joined the meeting at 1:08 p.m.

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

*It was moved by Commissioner Wilson and seconded by Commissioner Hamond that the Commission adopt the agenda (with the Closed Session and Action Item 4.15 moved to the end of the agenda) and approve the Consent Calendar. The motion was passed by the following vote:*

AYES: Franco, Hammond, Hemphill, Moore, Wilson

NOES: None

ABSENT: Teeter

ABSTAIN: None

**1.21 Minutes Approval of March 11, 2019 Regular Meeting & March 14, 2019 Special Meeting**

Adopted Minutes of the March 11, 2019 Regular Meeting and March 14, 2019 Special Meeting.

**1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$8974.72.**

Approved payment of Steve Borroum Acting Engineer fees and costs in the amount of \$8974.72.

**1.23 Approve payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$9136.45.**

Approved payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$9136.45.

**2. CORRESPONDENCE/PUBLIC COMMENT**

*No written communications were received.*

*No public comment was received.*

**3. REPORTS**

**3.1 Caltrans**

*Mike Mogen – CAPM – Work to begin April 29<sup>th</sup>. Paving begins May 1. Caltrans still coming up with alternatives for striping which they will share with the City, then the Commission. Still possible to provide some help with wayfinding and other signage. Signage and striping will not happen until June. Entire project should be done by end of June.*

*Commissioner Teeter mentioned meeting with District 2 management, and that he was displeased with response. Frustrated by process.*

*Commission discussed traffic count and safety data on US 395. Mike confirmed that their safety data was almost updated, and that by the summer the updating process will be completed. He confirmed that commercial traffic, and traffic overall, have seen an increase, as well as traffic accidents and fatal traffic accidents. A more complete report on these would be available by the end of summer. The supervisors asked if worsening accident and fatality numbers would move safety improvements on US 395. Mike responded that accident and fatal accident information are factors in making decisions about roadway improvements.*

### **3.2 CHP**

*No report was provided.*

### **3.3 City of Susanville**

*Dan Newton, Public Works Director, reported that the Main Street project is nearly finished. Waterline work will be done today. Trench will be repaired with slurry and cold patch, eventually will be filled with not mix as a better repair until the CAPM project repaves entire area. RFP is out for design of Gateway project. Project limits are roughly from McDonalds to Jack in the Box, and will include sidewalks, curbs and landscaping. This is one of the Cities STIP projects. They do not have money for construction yet. He added that it will not encroach into the CAPM project.*

### **3.4 Lassen County**

*No Report was provided.*

### **3.5 Susanville Indian Rancheria**

*Russ Briggs, Public Works Director, reported that work on Spring Ridge Road is begin May 5. They anticipate the road be closed for approximately 60-days.*

### **3.6 Executive Secretary**

*Interim Executive Secretary John Clerici reported that the annual Unmet Transit Needs hearing had been held on March 22<sup>nd</sup>. He noted that a full report with recommendations would be brought to the Commission for their action at their June meeting.*

*John also reported that after an unfortunate lag in activities the US 395 Coalition Building efforts would be re-energized. Supervisor Hammond commented that he was heading to Washington DC to talk to transportation committee members, and others, about the project, and would like consulting team support to make sure the trip is as impactful as possible.*

## **4. New Business**

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

- Pursuant to Government Code section 54957  
Public Employment: Executive Secretary

- Pursuant to Government Code section 54957  
Public Employee Discipline/Dismissal/Release
- Pursuant to Government Code section 54957  
Public Employee Appointment: Acting Executive Secretary
- Pursuant to Government Code section 54956.9(d)(2) significant exposure to litigation (1 case)

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

*No reportable action was taken in closed session.*

**4.10 Action/Discussion Items**

**4.11 Draft Fiscal Year 2018/19 Overall Work Program and Budget**

*The Commission was asked to authorize staff to release the Draft Overall Work Program and Budget (OWP) to Caltrans for circulation, review, and comment.*

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

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

**4.12 Preliminary Fiscal Year 2018/19 Local Transportation Fund and State Transit Assistance Fund Apportionments\***

*The commission was asked to accept the preliminary Fiscal Year 2018/19 Local Transportation Fund and State Transit Assistance Fund Apportionments. They were advised that these numbers would be revised as discussions with the City, County and County Auditor progressed over the next month.*

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

AYES: Franco, Hammond, Hemphill, Moore, Teeter, Wilson

NOES: None  
ABSENT: None  
ABSTAIN: No

#### **4.13 Vehicle Speed Feedback Signs \***

*The Commission was asked to approve Resolution 19-12 identifying Lassen County LTF in the amount of \$1500 to pay for the evaluation of 9 VSFS in the unincorporated part of Lassen County. And, approve a letter from the Interim Executive Secretary to the Lassen County Public Works Director confirming that the LCTC has no ownership stake in afore mentioned signs.*

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

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

#### **4.14 Authorization to Sign Fiscal Year 2019/29 Regional Surface Transportation Program Exchange Agreement \***

*The Interim Executive Secretary informed the Commission informed the Commission that this item had been included as a placeholder to make sure that if any of the RSTP funds currently being held by the state were in jeopardy of lapsing, that they could take action. After researching the issue it was determined that no action was necessary at this meeting. The commission will take up the issue of the disposition of RSTP at their next meeting.*

#### **4.15 Consider the status of and potential action on Agreement between the Lassen County Transportation Commission and Matthew Boyer & Associates dated September 11, 2017.**

*The Commission took action to sever the contract with Matthew C. Boyer and Associates.*

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

AYES: Franco, Hammond, Hemphill, Moore, Teeter, Wilson  
NOES: None



ABSENT: None  
ABSTAIN: None

**5. Information Items**

*No information items were provided.*

**6. Correspondence**

*None.*

**7. Other Business**

**7.1 Matter brought forth by the Commission**

*The Commission agreed to hold a special meeting on March 14 to discuss the Executive Secretary.*

**7.2 Next Regular Commission Meeting**

*Next meeting of the LCTC will be Thursday, May 13, 2019 at 10:00 a.m.*

**7.3 Adjourn**

*The meeting was adjourned at 2:57 p.m.*

*Submitted for approval by:*



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John Clerici  
Senior Planner



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

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL  
SUITE 600  
SACRAMENTO, CA 95814

P.O. BOX 1028  
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.22**

Date: May 8, 2019

From: John L. Clerici, Interim Executive Secretary

Subject: Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$6549.12 and authorize the Chairperson to approve future invoices

**REQUESTED ACTION**

Approve payment of Steve Borroum fees and costs in the amount of \$6549.12, as shown in Invoice #1.

**PAST ACTION**

This is the second invoice under this new consulting contract.

**DISCUSSION**

Attached is Invoice #2, with supporting documentation, and a detailed Progress Report for the period beginning April 1, 2019 and ended April 30.

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

- Helped prepare draft and revised draft OWP and budget.
- Continued working with Lassen County Auditor to align LCTC – OWP – work element accounting needs with County accounting methods.
- Worked to begin scoping an update of the transit development plan.

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

**ALTERNATIVES**

Commission to provide direction to staff.

Attachments (1)

5/3/2019

**INVOICE TO LASSEN COUNTY TRANSPORTATION COMMISSION**

Steve Borroum (Tax I.D. # 530-36-4907)

Acting Engineer  
633 Tamarindo Way  
Roseville, CA 95678

Invoice #2: Invoice Period: April 1, 2019 to May 1, 2019

DATE	HOURS				Expenses
	OWP Task 100- Adiministration	OWP Task 601 - Transporation	OWP Task 602 - RTP	Labor Sub-Total	
April					
1				0	
2				0	
3				0	
4				0	
5				0	
8	1	6		7	
9		4		4	
10		1		1	
11		1		1	
12		4		4	
15				0	
16				0	
17				0	
18		3		3	
19	1	6		7	
22		1.5	1.5	3	
23		2		2	
24	1	4		5	
25		4		4	
26		3		3	
29	3	2		5	
30	0	3	2	5	
<b>TOTAL</b>	<b>6</b>	<b>44.5</b>	<b>3.5</b>	<b>54</b>	
	Rate: \$121.28 / hour				
	\$ 727.68	\$ 5,396.96	\$ 424.48	\$ 6,549.12	\$ -
<b>Totals</b>	\$ 6,549.12				

Total this invoice: \$ 6,549.12

## **Steve Borroum**

### **General work assignments**

#### **Invoice period for April 1, 2019 to May 1, 2019**

- Continued work with Caltrans and the Commission on Route 36 in Downtown Susanville.
- Continued work to gather fiscal records, invoices, etc of the Commission.
- Continued work with Caltrans and the County Auditor to establish track-able fiscal records for the Commission.
- Work to assist Commission's fiscal auditor.
- Work to prepare invoices to Caltrans for work efforts being accomplished under the Commission's Grants and OWP.
- Work to secure and process for payment invoiced for consultants to the Commission.
- Work to begin scoping an update of the transit development plan.
- Continued work with the Acting Ex Director and the Commission's legal counsel to secure moving the Commission's work forward during an interim period till the close of the Fiscal Year.





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


John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL  
SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 1.23**  
Date: May 4, 2019  
From: John L Clerici, Interim Executive Secretary   
Subject: Payment of Clerici Consulting Interim Executive Secretary fees and costs in the amount of \$6736.51.

**REQUESTED ACTION**

Approve payment of Clerici Consulting fees and costs in the amount of \$6736.51, as shown in Invoice #008-02.

**PAST ACTION**

This is the second invoice under this new consulting contract.

**DISCUSSION**

Attached is Invoice #008-02, with supporting documentation, and a detailed Progress Report for the period beginning April 1, 2019 and ended April 30, 2019.

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

- Represented LCTC at North State Super Region meeting and Workshop with CTC members.
- Prepared Agendas and information items for April 8, LCTC Meetings.
- Prepared draft and revised draft OWP and budget, and 018/19 Unmet Needs Findings.

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

**ALTERNATIVES**

Commission to provide direction to staff.

Attachments (1)

Clerici Consulting

Invoice Date: May 3, 2019

Invoice Number 2

Project Number 008

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

**Invoice**

**Tax ID 552-27-8753**

May 3, 2019  
Number: 0008  
Invoice Number 2

Lassen County Transportation Commission  
Attn: Joe Franco, Chair  
1631 Alhambra Blvd., Suite 120  
Sacramento CA 95816

Project: 008                      Interim Executive Secretary

**Professional services from February 25, 2019 to March 31, 2019**

<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$716.65		\$716.65
Task 601 – Regional Transportation Planning	\$5159.88		\$5159.88
Task 602 – Regional Transportation Programing	\$143.33		\$143.33
Task 603 – Community Engagement & Outreach	\$716.65		\$716.65
<b>Total this invoice</b>			<b>\$6736.51</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	5	\$143.33	\$716.65
	Subtotal:	<u>5</u>	<u>\$716.65</u>

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

*Task: 601 – Regional Transportation Planning*

<b>LABOR</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>
Interim Executive Secretary John Clerici	36	\$5159.88	\$7883.15

*Task: 602 – Regional Transportation Programming*

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



Clerici Consulting

Invoice Date: May 3, 2019

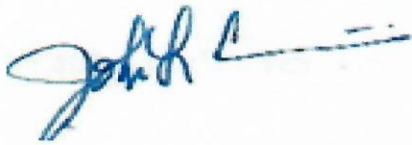
Invoice Number 2

Project Number 008

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

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



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John Clerici

## **PROGRESS REPORT**

Project: Lassen County Transportation Commission

Clerici Consulting Project 008-02

Period: April 1, 2019 – April 30, 2019

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

#### **Meetings**

- Prepared April 8 Special Meeting Agenda
- Presented staff reports and other information at the April 8, 2019 Lassen County Transportation Commission meeting.
- Participated in April 1, 2019 TAC Meetings
- Attended the North State Super Region April 9, 2019 meeting in Chico on behalf of Lassen County
- Attended and presented to, the California Transportation Commission workshop on April 10, 2019 and advocated on behalf of Lassen County for the US 395 coalition building and SR 36 complete street efforts

#### **Administration**

- Processed invoices for Commission contractors and expenses.
- Prepared miscellaneous correspondence to Caltrans on various planning, project and grant administration matters.
- Worked closely with Commission Council in the orderly transition from Matthew C. Boyer and Associates as staff to the Commission.

#### **Planning**

- Prepared Draft FY 2019/2020 LCTC OWP and budget
- Attended Rural Counties Task Force and related inter-agency meetings.

#### **Programming**

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

### **WORK PROJECTED (MAY 2019)**

- Finalize provision of data to the Triennial Performance Audit consultant.
- Begin collecting financial data for the independent audits.

- Prepare summary of simple summaries of prior LCTC programming of each funding source, including the following.
  - Low Carbon Transit Operations Program
  - SB 1 Transit State of Good Repair
  - Proposition 1B Transit (PTMISEA)
  - Proposition 1B Transit Security (CalOES)
  - Regional Surface Transportation Exchange Program
  - Planning, Programming and Monitoring Funds.
- Continue processing Local Transportation Fund claims, and oversee other funding sources.
- Continue to refine FY 2019/20 Overall Work Program and Budget
- Additional next steps to the work, as identified above.

**ISSUES REQUIRING RESOLUTION**

None.



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

John L. Clerici, Interim Executive Secretary

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SUSANVILLE, CA 96130

PH: (530) 919-9739

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.11**

Date: May 8, 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: RTPA approval of proposed LTSA amendment to Standard Agreement 64GC17-00489

**REQUESTED ACTION**

By **MOTION**, Authorize staff to sign a letter of support for the LTSA in their request to amend the standard agreement 64GC17-00489

**DISCUSSION**

At their regular scheduled meeting on May 8, 2017, the LTSA board unanimously adopted Resolution 17-004 authorizing the Executive Director to sign all related documents for the 5339 application for replacement purchases of two busses that had surpassed their useful lives in years and mileage.

On May 10, 2017 LTSA staff submitted an application to Caltrans, requesting \$468,000 for funds to replace the two busses. On May 25, 2018, Caltrans approved the 5339 application including the replacement purchase of the two busses, and on July 24, 2018 the Executive Director signed Standard Agreement 64GC17-00489. The agreement expires on 12/31/2019.

After receiving Caltrans approval, the LTSA ordered the replacement on one bus (Chevy mini bus) in January 2019. On May 1, 2019 the LTSA received approval to purchase on 40' Gillig heavy duty low floor diesel bus through the Washington State DES State cooperative schedule. The anticipated delivery date is 15 months. This puts delivery beyond the expiration date of Standard Agreement 64GC17-00489.

LTSA is requesting from Caltrans an amendment to the Standard Agreement and is seeking support from the LCTC in that effort. Staff sees the replacement of rolling stock as critically important to the efficient operation of LTSA services, and recommends supporting the amendment request.

**ALTERNATIVES**

Commission to provide direction to staff.

Attachments (1)

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# Lassen Transit Service Agency



**LARRY MILLAR**, *Executive Director*  
**DAVID KNAUT**, *Associate Transportation Planner*

707 Nevada Street, Suite 4  
Susanville, CA 96130

☎ 530 / 251-8305  
FAX: 530 / 251-2675  
lassentransportation.com

May 3, 2019

Mr. John Clerici  
Executive Secretary  
Lassen County Transportation Commission  
PO Box 2018  
Susanville, CA 96130

## Re: RTPA approval of proposed amendment to Standard Agreement 64GC17-00489

Dear Mr. Clerici:

I write to formally request approval from the Lassen County Transportation Commission (LCTC) for the proposed amendment to standard agreement 64GC17-00489 between the Lassen Transit Service Agency (LTSa) and the California Department of Transportation (Caltrans).

At the regular scheduled LTSa meeting on May 8, 2017, it was unanimously passed to adopt Resolution 17-004 authorizing the Executive Director to sign all related documents for the 5339 application for replacement purchases of Bus 5 (Make: Bluebird) and Bus 16 (Make: Chevy), which have both surpassed their useful lives in years and mileage.

On May 10, 2017 staff submitted the application to Caltrans, requesting \$468,000 in funds to replace Bus 5 including toll credits of \$ 70,200 as local match and \$150,486 in funds to replace Bus 16 including \$22,573 in toll credits. The costs were based on estimates from the California Association for Coordinated Transportation (CALACT) purchasing cooperative at that time.

On May 25, 2018, Caltrans approved the 5339 projects, including the replacement purchase of Bus 5 and 16 and on July 24, 2018 the Executive Director signed Standard Agreement 64GC17-00489, which expires on 12/31/2019.

After receiving Caltrans approval, the LTSa ordered the replacement bus for Bus 16 in January 2019 through the CALACT purchasing cooperative. On May 1, 2019 the LTSa received approval to purchase one 40' Gillig heavy duty low floor diesel bus through the Washington State DES State cooperative schedule as the replacement for Bus 5. The anticipated production date of this bus is within 15 month of receiving the purchase order and thus not feasible within the current project schedule. Therefore, the LTSa requested an amendment of the Standard agreement, which extends the contract by two years and seeks the support of the LCTC as the overseeing regional transportation planning agency for an amendment.

We would appreciate if the LCTC supports our amendment request in order to replace a bus that has surpassed their useful live in years and mileage and be able to use federal funding for the purchase.

Please let me know if you have any further questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Knaut", is written over a light blue horizontal line.

David Knaut  
Transportation Planner



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

1631 ALHAMBRA BOULEVARD  
SUITE 100  
SACRAMENTO, CA 95816

Matthew C. Boyer, Executive Secretary  
Matthew C. Boyer & Associates

PH: (530) 953-8857

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.12**

Date: May 8, 2019

From: John L. Clerici, Acting Executive Secretary

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

Subject: Preliminary Fiscal Year 2019/20 Local Transportation Fund and State Transit Assistance Fund Apportionments

**REQUESTED ACTION**

**BY MOTION**, accept the preliminary Fiscal Year 2019/20 Local Transportation Fund and State Transit Assistance Fund Draft Apportionments.

**PAST ACTION**

Each year the Commission apportions Local Transportation Funds and State Transit Assistance Funds.

**DISCUSSION**

The Transportation Development Act (TDA) provides two funding sources: Local Transportation Fund (LTF) and State Transit Assistance (STA). Revenues of the LTF are derived from a ¼ cent of general sales tax collected statewide and revenues of the STA are derived from the statewide sales tax on diesel fuel. The STA provides funding for allocation to local transit service for operations and capital associated with local mass transportation programs. The LTF funds a wide variety of transportation programs, including planning and programing activities, pedestrian and bicycle facilities, public transportation and bus and rail projects. Providing certain conditions are met, counties with a population under 500,000 may also use the LTF for local streets and roads construction and maintenance.

As the administrator of the Transportation Development Act (TDA) for Lassen County, LCTC is responsible for apportioning these two funds to the jurisdictions in support of public transit and regional transportation plans.

- The apportionment of the Local Transportation Funds (LTF) is based on the county auditor's estimate of sales tax revenues for the upcoming year, plus or minus any available fund balance.
  - The State Transit Assistance (STA) apportionment is based on a fixed amount in the adopted state budget.
-

Local Transportation Fund (LTF)

LTF apportionments will be allocated to and claimed by jurisdictions based on the priorities identified in the TDA regulations, which generally is as follows.

- TDA Administration by the County Auditor and the LCTC
- Transportation Planning by the LCTC
- Bicycle and Pedestrian projects (by local agencies)
- Transit services (by Lassen Transit Service Agency)
- Street and road purposes (by local agencies)

The preliminary apportionments allow each agency to prepare draft budgets. Final apportionments will be presented to the Commission in June for approval. Agencies will submit claims to the LCTC for approval, consistent with the final apportionment.

These preliminary apportionments for FY 2019/20 are consistent with previous year's allocations with one noteworthy exception. Commission staff is recommending an apportionment of funds to Other Transportation (Article 8) (PUC Sections 99233.9, 99400a, 99402, 99407) to the City and County for streets and roads.

Once again please note, final apportionments will be made at the Commission June Special meeting (date TBD) following final disposition of the Transit Unmet Needs process, and requests for funding from the various TDA eligible entities.

State Transit Assistance (STA)

As mentioned at our April meeting, the 2019-20 State Transit Assistance Allocation Preliminary Estimate was released by the State Controller in March. The total funds available to the Lassen region are projected to be as follows.

Population Share (Public Utilities Code 99313)	\$299,927
Revenue Share (Public Utilities Code 99314)	<u>\$ 11,927</u>
Total	\$311,854

In addition, Commission staff working with the County Auditor and LTSA staff has determined that there will be a carryover from the FY of \$41,000, leaving a total of \$352,854 for allocation in FY 2019/20.

These funds are available for public transportation services, and apportioned to Lassen Transit Service Agency.

**ALTERNATIVES**

Provide direction to staff.

Attachments (1)

TRANSPORTATION DEVELOPMENT ACT (TDA)  
 LOCAL TRANSPORTATION FUND (LTF)  
 PRELIMINARY FINDINGS OF APPORTIONMENT

**DRAFT FY 2019/20 APPORTIONMENT AND ALLOCATION (Preliminary May 8, 2019)**

**FY 2019/20 AVAILABLE FOR ALLOCATION**

Projected Carryover from Fiscal Year 2018/19	\$	1,375,358		
Estimated FY 2019/20 TDA Receipts	\$	885,000		
<b>Total FY 2019/20 balance available</b>			<b>\$</b>	<b>2,260,358</b>

**FY 2019/20 CLAIMANT ALLOCATIONS**

**TDA Administration and Planning (PUC Section 99233.1)(FY 18/19 \$73,810)**

County Auditor TDA Administration	\$	12,810		
LCTC Administration, Planning, and Programming	\$	67,500		
<b>TDA Administration Subtotal</b>			<b>\$</b>	<b>80,310</b>

**Pedestrian and Bicycle Facilities - Discretionary (PUC Sections 99233.3 and 99262)**

(Note: up to 2% of annual receipts after administration and planning/programming)

<b>Bicycle/Pedestrian Facilities Subtotal</b>			<b>\$</b>	<b>16,094</b>
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**Total available for apportionment**

**\$ 2,163,954**

City of Susanville: 39.3% of total county population (adjusted per state law)  
 County of Lassen: 60.7% of total county population (adjusted per state law)

**Apportionments**  
 County                      City

**\$ 1,313,520    \$ 850,434**

**Public Transportation - Transit (Article 4) (PUC Sections 99233.8, 99260(a), 99262)**

Lassen County Transit Agency (LTSA)	
Administration (FY 18/19 \$175,000)	\$ 171,000
Operations (FY 18/19 \$582,000)	\$ 361,000
Bus replacement fund (FY 18/19 \$296,000)	\$ 254,000
One time allocation to operational reserve	\$ 100,000

**Total transit allocations                      \$ 886,000**

**Allocations per apportionment %'s                      \$ 537,802    \$ 348,198**

**Other Transportation (Article 8) (PUC Sections 99233.9, 99400(a), 99402, 99407)**

**Total available for Article 8 allocations                      \$ 775,718    \$ 502,236**





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

John L. Clerici, Interim Executive Secretary

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PH: (530) 919-9739

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.13**  
Date: May 8, 2019  
From: John L. Clerici, Interim Executive Secretary  
Subject: Programming of LCTC Regional Surface Transportation Program Exchange Funds

**REQUESTED ACTION**

**By SEPARATE MOTIONS, Authorize staff to allocate the Fiscal Year 2016/17 RSTP Exchange funds in the amount of \$80,561, the FY 2017/18 RSTP Exchange funds in the amount of \$122,494, and formally request the FY 2018/19 RSTP Exchange funds in the amount of \$122,494.**

**BACKGROUND**

Congress comprehensively overhauled Federal transportation funds with the adoption of the Intermodal Surface Transportation Efficiency Act in 1991. Funding for local and regional roads was provided under the RSTP program since the adopt of ISTEA. Prior to ISTEA local and regional roads were funded through Federal-Aid Urban and Federal-Aid Secondary (FAS) programs.

The California Legislature adopted implementing legislation following ISTEA which provides that each County government receive an amount of RSTP funds equal to 110% of their final year of FAS funding.

Since then Lassen County has received a separate amount of RSTP funds in two apportionments. This year the aggregate of those two apportionments amounts to approximately \$470,000. Although RSTP funds can be used for a variety of purposes, Lassen County uses them almost exclusively for road maintenance and rehabilitation. These are the primary uses for the City as well.

Previously, the Commission has programmed the regional apportionment of Surface Transportation Program Exchange Funds (those that come to the LCTC for distribution) for work and projects in the City of Susanville. It appears that this practice goes back to the inception of the RSTP program in the early 1990s.

Because the County had a State-guaranteed amount of funding, it appears that this led the Commission to program the regional apportionment for projects in the City, although City or County projects are both eligible.

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Over time the amount of regionally available funds has climbed from approximately \$30,000 to as much as approximately \$120,000. In recent years the County has asked to be considered for a portion of this programming.

The total available to the LCTC for action are:

FY 2016/17	\$ 80,561
FY 2017/18	\$ 122,494
Total	\$ 203,055

These funds are currently available to the Commission for allocation. In addition, for FY 2018/19 approximately \$122,000 will be available to program once a request to exchange those funds is made by this Commission. Another amount of RSTP funds is anticipated for FY 2019/2020 as well.

It is staffs intention to get Commission approval for an allocation of the FY 2016/17 and FY 2017/18 RSTP funds, as well as approval to request the FY 2018/19 RSTP funds as soon as practicable. Ultimately the Commission may want to formalize how this particular funding source is allocated for FY 2018/19 and beyond.

#### **DISCUSSION**

Staff has reviewed all the available LCTC meeting agendas (staff reports) and minutes for the last three fiscal years, to determine what, if any action was taken by the Commission regarding the above referenced RSTP funds. In addition, staff has discussed the issue with both Lassen County and the City of Susanville, and has heard the comments of individual Commissioners in open session, to garner additional information regarding the disposition of these funds. This was a major focus of discussion in our May 6, TAC meeting, where participants agreed as to the fate of the FY 2016/17 funds, and that they were allocated to the City of Susanville. There was no agreement on the disposition of the FY 2017/18 funds.

However, staff has determined that the available official records of the Commission do not support the agreed upon recollection of the staff as it relates to specific allocation of funds to either the City or the County. It is unclear why the official record does not match the consensus recollection of city and county staff. Commission staff accepts the recollections of those individuals that were present during previous Commission actions on this subject. It is the basis for the staff recommendation for the FY 2016/17 RSTP funds, and informs the range of options available to the Commission to allocate the FY 2017/18 RSTP funds.

It is important to note, both the City and the County have far more needs for this kind of money, and could easily identify projects to use these (and considerably more) funds.

#### **ALTERNATIVES**

##### **ACTION 1 - STAFF RECOMMENATION FY 2016/17 RSTP FUNDS**

As mentioned above the FY 2016/17 RSTP funds are available for allocation, and as was discussed it seems relatively certain that the Commission had previously voted to allocate those funds - \$80,561 - to the City of Susanville. Thus our recommendation is to re-affirm this intention, by clear Commission action, and direct the Interim Executive Secretary to process the appropriate paperwork.

##### **ACTION 2 - STAFF RECOMMENDATION FY 2017/18 RSTP FUNDS with ALTERNATIVES**

As mentioned above the FY 2017/18 RSTP are also available for allocation. Also, as mentioned, unlike the FY 2016/17 there was no clear recollection of any Commission action to allocate these funds to a specific

jurisdiction. There is nothing in the official Commission record that clarifies the situation. Therefore the Commission can allocate all or a portion of these funds to both the City and/or the County. Staff strongly urges the Commission however to make sure that it allocates the entire amount of the funds available - \$122,494.

The range of alternatives that the Commission might consider include:

- Allocate the entire amount to the City or the County.
- Split the money between the two jurisdictions in a manner similar to the allocation of TDA funds (approximately 40% to the City, 60% to the County). As a reference point to consider, if you took the entire amount of RSTP funds allocated to Lassen County, \$470,000, and added it to the \$122,000 the LCTC is responsible for, the total of the two is approximately \$590,000. If the entire amount of the \$122,000 was apportioned to the City that would be a split of approximately 25% to the City, and 75% to the County.

Both City and County staff have provided reasonable evidence to claim a need for all or part of these funds. They include:

- The significant disparity of lane miles requiring maintenance in the County as opposed to the City.
- County sourced traffic that comes into the City to conduct business, shop, avail themselves of Lassen County services, work, etc. that impacts City roads more so than might be expected on many County roads in the more sparsely travelled areas of Lassen County.
- The discontinuous parts of Susanville which require travel over County maintained roads to connect, and so on.

I am sure all of these reasons, and more, are known to the Commission. Any, all, or none of these might be considered by the Commission when allocating these funds.

So to clarify the Commission has the following options for allocating the FY 2017/18 RSTP funds:

- 100% - \$122,494 to Lassen County
- 100% - \$122,494 to the City of Susanville
- Allocate a portion, determined by the Commission to both the City and the County, the sum of which equals \$122,494

### **ACTION 3 – STAFF RECOMMENDATION FY 2018/19 RSTP FUNDS**

Staff recognizes that whatever action taken in Action item 2, may inform the disposition of the FY 2018/19 funds. Staff suggest that for this meeting the Commission take action to request the exchange funds, and direct the Interim Executive Secretary to process the appropriate paperwork. Staff also suggests that the Commission direct them to develop a possible allocation process for discussion at our next meeting. This could take the form of a call for projects that both the City and the County could respond to.

Staff recommends that the Commission direct the Interim Executive Director to process the appropriate paperwork to receive the FY 2018/19 RSTP Exchange funds.



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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.14**

Date: May 4, 2019

From: John L. Clerici, Interim Executive Secretary

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

Subject: Selection of Date and Time for Special June, 2019 LCTC Meeting

**REQUESTED ACTION**

**BY MOTION: Select a date and time to hold a Special meeting of the LCTC in June, 2019**

**DISCUSSION**

Due to issues and actions beyond the control of the Commission, Commission staff, or its member agencies, the work of the commission will require a special meeting in June, 2019. This meeting is needed to finalize the following important LCTC activities.

- Final determination of the Unmet Transit Needs process
- Processing of Local Transportation Fund and State Transit Assistance Fund Claims
- Final apportionment of FY 2019/20 LTF and STA funds
- Adoption of the LTCT OWP for FY 2019/20

**ALTERNATIVES**

Commission to provide direction to staff.

No attachments

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