

LASSEN COUNTY TRANSPORTATION COMMISSION

REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, *Executive Secretary*

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

P.O. Box 1028
Susanville, CA 96130

Date Posted: March 9, 2023

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Russ Brown, (City Council)

Quincy McCourt (City Council)

Kevin Stafford Vice-chair (City Council)

Tom Neely, (Co. Supervisor)

Chris Gallagher, (Co. Supervisor)

Aaron Albaugh, Chair (Co. Supervisor)

Subject: **REGULAR MEETING**

of the

LASSEN COUNTY TRANSPORTATION COMMISSION

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, March 13, 2023, at 1:30 p.m.**

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

You can join the meeting by zoom

<https://us06web.zoom.us/j/87620769683>

Meeting ID: 876 2076 9683

Passcode: 264188

One tap mobile

+12532158782,,87620769683# US (Tacoma)

+13462487799,,87620769683# US (Houston)

The Agenda is as follows:

(1) CONVENE

1.1 Pledge of Allegiance

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

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

1.3 Approval of the Minutes for January 9, 2023, Regular Meeting: **Motion Required**

1.31 Election of 2023 Officers: **Motion Required**

Elect a Chair and Vice-Chair to preside at meetings of the Commission for the balance of the calendar year 2023.

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

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

1.41 Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$32,165.94. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$32,165.94 as shown in Invoice #009-31 for November 2022.

1.42 Fiscal Year 2022/23 Overall Work Program and Budget Amendment #2. *

REQUESTED ACTION: Adopt Resolution 23-04 approving Amendment #2 to the Fiscal Year 2022/23 Overall Work Program and Budget.

1.43 Low Carbon Transit Operations Program (LCTOP) Exchange Request. *

REQUESTED ACTION: 1) Adopt Resolution 23-05 authorizing the request to exchange LCTOP funds and designating the Executive Secretary as the Authorized Agents on behalf of the Commission, and 2) authorize Executive Secretary to sign agreements, and submit all documentation necessary to negotiate for and receive LCTOP exchange funds.

(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 LCTC and LTSA Triennial Performance Audits

ACTION REQUESTED: BY MOTION: Accept the Triennial Performance Audit report as presented by your consultant, and direct staff to forward them to Caltrans as required by TDA guidelines.

4.12 Staffing Services Agreement Extension

ACTION REQUESTED: BY MOTION: approve Amendment No. 1 to the Agreement with Clerici Consulting for Staffing Services to approve the option period to extend the term of the agreement and to increase the not to exceed amount for continued staffing services to be performed by John Clerici as Executive Secretary.

4.13 Fiscal Year 2023/24 Draft Overall Work Program and Budget

REQUESTED ACTION: BY MOTION: Authorize staff to release the Draft Overall Work Program and Budget (OWP) for FY 2023/24 to the public for circulation, review, and comment.

4.14 An Update on Grants being pursued by the LCTC

REQUESTED ACTION: Provide comment, if any, on the current set of projects being submitted for grant funding.

(5) INFORMATION ITEMS

5.01 Executive Secretary Report

Updates:

- US 395 Coalition Building
- ZEV RFP process

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, May 8, 2023, at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS: Unmet transit needs determinations, update on trails program by county trails manager, update on outreach for various LCTC initiatives, presentation on Road Mileage Tax proposal (vs gas tax).

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

January 9, 2023

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

1:30 P.M. Open Session

1:30 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 1:45 P.M.

Roll Call: **Present:** Albaugh, Bridges, Brown, Herrera, Stafford
 Absent: McCourt

1.1 Pledge of Allegiance

The Pledge of Allegiance to the Flag was deferred.

1.2 Adoption of Agenda:

It was moved by Commissioner Bridges and seconded by Commissioner Herrera that the Commission adopt the agenda as presented. The agenda was adopted by the following vote:

AYES: Albaugh, Bridges, Brown, Herrera, Stafford
NOES: None
ABSENT: McCourt
ABSTAIN: None

1.3 Approval of the December 12, 2022 Regular Meeting Minutes

The Commission was asked to adopt the Minutes of their December 12, 2022, Regular Meeting.

It was moved by Commissioner Bridges and seconded by Commissioner Herrera to approve the minutes as presented by staff with the following change: on all New

Business items requiring a vote show Hemphill as Absent, and Albaugh as voting. With that change the motion was passed by the following vote:

AYES: Albaugh, Bridges, Brown, Herrera, Stafford
NOES: None
ABSENT: McCourt
ABSTAIN: None

1.4 Approval of Consent Calendar

It was moved by Commissioner Stafford and seconded by Commissioner Herrera that the Commission approve the Consent Calendar as presented by staff. The motion was passed by the following vote:

AYES: Albaugh, Bridges, Brown, Herrera, Stafford
NOES: None
ABSENT: McCourt
ABSTAIN: None

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

Verbal communications:

Elizabeth Norton commented on the hard work Genevieve Evans put into the successful ATP grant for the Riverside Bike/Ped project. John Clerici commented that Elizabeth and other bike and ped advocates provided significant support throughout the effort.

3. REPORTS

3.1 Caltrans

Rick Scott from District 2 provided a brief update for the Commission. He reported that the final paperwork for the cities Gateway project are being finalized for construction this summer. Trail advocates have been in contact with D2 on the new location for the Secret Valley Rest Stop to help combine the stop with access to the Modoc Line trail.

3.2 CHP

No report was provided by CHP.

3.3 City of Susanville

No report was provided by the City of Susanville.

3.4 Lassen County

Public Works Director Pete Heimbigner reported that the county is preparing for the SB1 projects scheduled to be done later in the summer.

3.5 Susanville Indian Rancheria

No Report was provided the Susanville Indian Rancheria.

4 NEW BUSINESS

4.01 Announcement of Items to be Discussed in Closed Session

There was no closed session.

4.02 Announcement of Action Taken in Closed Session

There was no closed session.

4.10 Action/Discussion Items

4.11 Adopt Unmet Transit Needs Definition

The Commission was asked to adopt by motion Resolution 23-02 establishing the Unmet Transit Needs Definitions for FY 2023-24.

Genevieve Evans explained that the Unmet Transit Needs process is required by law before Transportation Development Act (TDA) Local Transportation Funds (LTF) can be allocated for streets and roads purposes. As part of this process, each year the Commission adopts definitions “Unmet Transit Needs” and “Reasonable to Meet” and also appoints members, as needed, to the Social Services Transportation Advisory Council (SSTAC), when vacancies existed. The process typically starts in January of the fiscal year and concludes in May or June, and culminates in a determination of what, if any, unmet needs identified during the process are reasonable to meet. If there are no unmet transit needs reasonable to meet, then extra LTF funds not currently allocated to the public transit operator can be allocated to the City of Susanville and County of Lassen for streets and roads purposes.

During the FY 2022/23 Unmet Transit Needs process, the commission adopted revised definitions of unmet transit needs and reasonable to meet criteria which were recommended by staff to clarify these definitions and keep the process current.

She pointed out one specific change that addresses the importance of out-of-county travel for non-emergency medical purposes for Lassen County residents, staff is recommending that the current unmet transit needs definitions be reviewed and that the commission consider eliminating the restriction that an unmet transit need be within the jurisdiction of the LCTC. She noted that an unmet transit need is still subject to reasonable to meet criteria (see Attachment A). The unmet transit needs definition also states: “The transportation desire of a small group of individuals or of the clients of

particular agencies shall not, in and of themselves, be sufficient to justify a finding of unmet transit need.” The unmet transit needs process is not a requirement to implementing new services or changing existing services.

She also noted that no changes had been made to the SSTAC in the past year, and that a date of February 22, 2023 had been tentatively identified for the Unmet Needs hearing.

Commissioner Albaugh asked if any of the anticipated unmet needs were a response to potential ADA litigation. Genevieve responded that they were not.

It was moved by Commissioner Herrera and seconded by Commissioner Bridges to adopt Resolution 23-02 as requested by staff. The motion was passed by the following vote:

AYES: Albaugh, Bridges, Brown, Herrera, Stafford
NOES: None
ABSENT: McCourt
ABSTAIN: None

4.12 Final Lassen County Active Transportation Plan

The Commission was asked to Adopt Resolution 23-03 accepting the Lassen County Active Transportation Plan.

The goal of the Lassen County Active Transportation Plan (ATP) is to enhance walking, biking and multimodal mobility through Lassen County. The plan identifies and prioritizes infrastructure improvements and programs which have the potential to increase the safety, access and health of residents.

Genevieve Evans reported that after input from both the City and County, trail, bike and ped advocates, the final ATP was ready for adoption. She also urged both the city and county individually adopt the plan as well. She noted that this would better position future ATP projects when they are proposed for funding.

It was moved by Commissioner Herrera and seconded by Commissioner Bridges to adopt Resolution 23-03 and adopt the Final ATP as presented by staff. The motion was passed by the following vote:

AYES: Albaugh, Bridges, Brown, Herrera, Stafford
NOES: None
ABSENT: McCourt
ABSTAIN: None

5. INFORMATION ITEMS

The following is an overview of some of the issues, projects, and coordination currently being advanced by LCTC.

5.01 Executive Summary Report

The Executive Secretary reported the following:

- *US 395 Update – There will be two meetings related to Coalition activities were scheduled for the following week and that he would be attending both. He noted that they were working closely with the SAID Resiliency study (the subject of the first meeting) and that the Coalition was meeting the following day in Reno.*
- *Zero Emission Vehicle Request for Proposal – Response to the RFP was not satisfactory and that the RFP would be re-released.*
- *As part of tracking legislation being proposed in Sacramento, two pieces of legislation SB6 and 7 were brought to the attention of the Commission. SB 6 has the potential to impact capacity increasing projects on the state highway system and therefore some of the proposals for US 395 being considered by the Coalition.*

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commission

No issues were brought forth by the Commission.

7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, March 13, 2023, at 1:30 PM, at the City of Susanville, City Council Chambers, 66 North Lassen Street, Susanville, CA.

7.3 Adjourn

The meeting was adjourned at 2:55 p.m.

Submitted for approval by:



John Clerici
Executive Secretary



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

Date: March 8, 2023

AGENDA ITEM 1.30

To: Lassen County Transportation Commission

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: Election of 2023 Officers

Staff Report

REQUESTED ACTION

Elect a Chair and Vice-Chair to preside at meetings of the Commission for the balance of the calendar year 2023.

PAST ACTION

Each year the Commission elects a Chair and Vice-Chair from its 6-member board.

DISCUSSION

At your December 12, 2022 Regular Meeting, you adopted new by-laws which called for the election of a chair and vice-chair to serve for one year. The election is to be held at the January Regular Meeting. By the time of the 2023 January (January 9, 2023) meeting, the Lassen County had not yet sworn in their new Supervisors, or made their committee assignments. In addition, two of the Counties Commission designees were leaving the Board of Supervisors, and therefore there were two open Commission seats at the time of the January 9 meeting.

Rather than hold the election with an incomplete Commission, the chair elected to hold the elections at the next regular meeting of the Commission (March 13, 2023).

The last election of Chair and Vice-chair were held on March 14, 2022. Currently Supervisor Albaugh is serving as Chair, and Councilmember Stafford is serving as Vice-chair. There are no limits on how many times a Commissioner can serve as Chair or Vice-chair nor on a Commissioner serving consecutive terms.

For the purposes of this exercise staff recommends that the position of Chair be voted on first, and then the position of Vice-chair.

ALTERNATIVES

Commission to provide direction to staff.



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814


P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

Date: March 8, 2023 **AGENDA ITEM 1.41**

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary 

Subject: Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$35,242.98

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$24,873.36 as shown in Invoice #009-34 for February 2023.

PAST ACTION

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

DISCUSSION

Attached is Invoices #009-34, with supporting documentation, and a detailed Progress Report for the period beginning February 1, 2023 and ending February 28, 2023. This invoice includes a detailed invoice for charges for sub-consultants Borroum Engineering in the amount of \$14,674.88, and for LSC Transportation Consultants, Inc in the amount of 10,535.00.

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

- Follow up to LCTC January Commission and TAC meetings
- Participated in meetings for the US 395 Coalition on behalf of Lassen County
- Worked with City and County public works to identify priority transportation projects for RTP update
- Planned and executed Unmet Transit Needs Hearing with SSTAC
- Closed out two grant fund planning efforts:
 - Local Road Safety Plan
 - US 395 Safety Analysis (US 395 Coalition)

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

Attachments (1)

INVOICE

Project Title:

Lassen County Transportation Commission
Executive Secretary and Staffing Services

Date: March 1, 2023**Invoice #** 009-034**Billing Cycle Ended:** 2/28/2022 (February 1, 2023 - February 28, 2023)

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

To:

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

Staff Member	Total Hours	Payroll Rate	Overhead Rate	Profit (5%)	Total Rate	Total Cost
John Clerici	70.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 10,033.10
Borroum Engineering	February					\$ 14,674.88
LSC Transportation Consultants	February					\$ 10,535.00
Printing, copies, reproduction						No Charge
Travel (Lodging, meals)						No Charge
TOTAL						\$ 35,242.98
Prior Balance						\$ 36,161.33
Payment						\$ 36,161.33
Total Due						\$ 35,242.98

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

John Clerici, Clerici Constulting



3/1/2023

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 705 - ZEV Grant	Labor Sub-Total		
February												
1									1	1		
2	1	1	1			2		1		6		
3								1		1		
										0		
							1			1		
6	1	2	1			1	1			6		
7									3	3		
8		2								2		
9	2	3				1				6		
10		1				2				3		
										0		
										0		
13	1	2	1				2			6		
14										0		
15							2			2		
16		1	2			1	1			5		
17		1				3			1	5		
										0		
										0		
										0		
20		1	1				4	1		7		
21	1						1			2		
22			2			1				3		
23		1	1			1			1	4		
24		1				1			2	4		
										0		
										0		
27		1							1	2		
28		1					1			1		
										0		
										0		
										0		
Total	6	18	9	0	0	13	12	3	9	70		
	Billing Rate: \$143.33											
\$	859.98	\$ 2,579.94	\$ 1,289.97	\$ -	\$ -	\$ 1,863.29	\$ 1,719.96	\$ 429.99	\$ 1,289.97	\$ 10,033.10		

PROGRESS REPORT

CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission

Clerici Consulting Project 009-034

Period: February 1, 2023 – February 28, 2023

WORK COMPLETED (through February 28, 2023)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- **Work Element 100 – Administration**
 - Developed agenda materials for the Commissions March TAC and LCTC meetings.
 - Provided follow-up for the January 2022 Regular Commission meeting
- **Work Element 601A – General Planning**
 - Participated in Caltrans workshop for STP Grant Application Workshop (2/6)
 - Participated in MTC Partnership meeting (2/8)
 - Continued to monitor regional and statewide transportation issues
- **Work Element 601B – RTP Data Collection**
 - Continued process to update regional transportation needs assessment – list updates
 - Met with City and County staff to assess and prioritize transportation project lists for RTP revise. Also discussed methodologies for selecting and ranking projects (2/22)
 - Shared US 395 Nevada side highway widening proposals with Coalition
- **Work Element 601C – Active Transportation Programming**
 - No work was done in this Work Element
- **Work Element 601D – Transit Planning**
 - No work was done in this Work Element
- **Work Element 602 – Programming**
 - Participated in Caltrans training on Rural Transportation funding options (
 - Continued to monitor 2022 STIP activities and respond to CTC comments and requirements for final adoption by the CTC

- Provided project information to the CTC for CRSSAA program for funding at their March meeting.
- Participated in programming and planning workshops
- Work Element 603 – Outreach
 - Provided interagency outreach through the LCTC Technical Advisory Committee
 - Provided follow-up to January TAC meeting
 - Updated LCTC Website as needed
 -
 - Participated in North State Super Region meeting (2/28)
 - Participated in SSTAC Unmet Needs Hearing (2/22)
 - Participated in NSSR ZEV Working Group (2/22)
 - Participated in Rural Counties Task Force meeting (2/20)
- Work Element 604 – TDA
 - Processed other TDA related claims and transfers as needed
- Work Element 703 – US 395 Phase 2
 - No work was done in this Work Element
- Work Element 704 – Local Road Safety Plan
 - No work was done in this Work Element
- Work Element 705 – Zero Emission Infrastructure
 - Participated in ZEV consultant selection process (2/1, 2/7)
 - Participated in ZEV kick-off meeting with consultant team (2/24)

3/7/23

Steve Borroum

Work assignments

Invoice period for February 1, 2023 to March 1, 2023

- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on data collection, planning Rt 36 and 395, non-vehicular transportation, and transit systems. This also includes work to analysis the County demographic changes. (OWP work element 601A and 601B)
- With the local transit operator, Caltrans, the County, the City, and the County Auditor to identify available funding, and assist the Commission's project prioritization and programming processes. (OWP work element 602)
- With the independent auditor and the County Auditor addressing audit findings, address claims for ensuing year, preparing year end audit reports (OWP work element 604)
- Administration support for the grant (contracts, budgets and schedules, and invoicing) (OWP work element 703, 704, and 705)
- Management and engineering oversight/support (OWP work element 703, 704 and 705)


3/1/23



**TRANSPORTATION PLANNING AND
TRAFFIC ENGINEERING CONSULTANTS**

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

Date: March 6, 2023

John Clerici
1555 Sean Drive
Placerville, CA 95667

Project: FY 2022-23 LCTC Staffing Assistance

Dear Mr. Clerici:

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

- Monthly staff team call
- General project coordination and regional transportation planning
- Discussions with transit operator regarding Sustainable Transportation Planning Grant application
- Conducting SSTAC meeting and Unmet Transit Needs Process
- Meeting with local jurisdictions regarding RTP Project Lists
- Continued work on Regional Transportation Plan Update

Work performed for each OWP Work Element is as follows:

Work Element 601 – Total \$6,705

- A) General Planning - \$1,695
- B) Regional Transportation Planning and Data Collection - \$5,010
- C) Active Transportation Planning - \$0
- D) Transit Planning - \$0

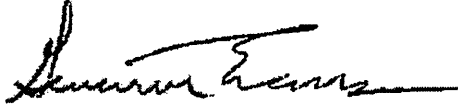
Work Element 603 – Community Outreach and Engagement - \$2,480

Work Element 705 – ZEV Study - \$1,350

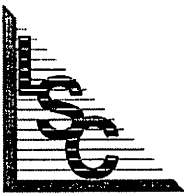
Grand Total for February: \$10,535

Please find more detail in the attached pages.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Genevieve Evans", with a long horizontal flourish extending to the right.

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 63340
Date 03/08/2023

Project 207081A LCTC On Call Assistance Work
Element 601

Professional Services rendered through 02/24/2023
Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Acadia W. Davis	4.00	105.00	420.00
Genevieve A. Evans	19.50	150.00	2,925.00
Gordon R. Shaw	7.00	210.00	1,470.00
Justine E. Marmesh	18.00	105.00	1,890.00
Professional Fees subtotal	48.50		6,705.00

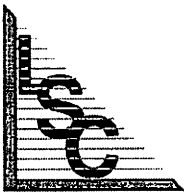
Invoice total **6,705.00**

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	25,440.00	21,995.00	1,695.00	1,750.00
Regional Transp. Planning, Data Collection	115,043.00	57,782.90	5,010.00	52,250.10
Active Transportation	18,000.00	21,576.97	0.00	-3,576.97
Transit Planning	9,000.00	7,500.00	0.00	1,500.00
.	0.00	0.00	0.00	0.00
Total	167,483.00	108,854.87	6,705.00	51,923.13

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
63036	01/11/2023	7,530.00		7,530.00			
63183	02/06/2023	4,470.00		4,470.00			
63340	03/08/2023	6,705.00	6,705.00				
Total		18,705.00	6,705.00	12,000.00	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 63324
Date 03/07/2023

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

Professional Services rendered through 02/24/2023
Project Manager: Genevieve A. Evans

Professional Fees

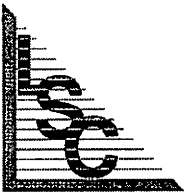
	Hours	Rate	Billed Amount
Ariana Keplinger	2.50	80.00	200.00
Genevieve A. Evans	11.00	150.00	1,650.00
Justine E. Marmesh	6.00	105.00	630.00
Professional Fees subtotal	19.50		2,480.00
Invoice total			2,480.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement	12,020.00	6,040.00	2,480.00	3,500.00
Total	12,020.00	6,040.00	2,480.00	3,500.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
63184	02/06/2023	600.00	600.00				
63324	03/07/2023	2,480.00	2,480.00				
Total		3,080.00	3,080.00	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 63341
Date 03/08/2023
Project **207085A Zero Emission Vehicle Plan**

Professional Services rendered through 02/24/2023
Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Genevieve A. Evans	9.00	150.00	1,350.00
Invoice total			1,350.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Work Element - 705 ZEV Study	7,000.00	0.00	1,350.00	5,650.00
Total	7,000.00	0.00	1,350.00	5,650.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
63341	03/08/2023	1,350.00	1,350.00				
	Total	1,350.00	1,350.00	0.00	0.00	0.00	0.00



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.42

Date: March 8, 2023

From: John L Clerici, Executive Secretary

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

Subject: Fiscal Year 2022/23 Overall Work Program and Budget Amendment #2

REQUESTED ACTION

BY MOTION: Adopt Resolution 23-04 approving Amendment #2 to the Fiscal Year 2022/23 Overall Work Program and Budget.

PAST ACTION & DISCUSSION

At your June 20, 2022, meeting you approved the FY22/23 Overall Work Program and Budget (OWP) for the Lassen County Transportation Commission. The OWP was subsequently received and approved by Caltrans and notification of such was sent to the Executive Secretary by email on June 27, 2022.

Following that action, at your October 17 regular meeting, you approved Amendment #1 to the FY 22/23 OWP and Budget to allocated Rural Planning Assistance Carryover Funds from FY the FY 21/22 OWP. The amount of the RPA Carryover was approximately \$29,000. Those funds were added to Work Elements:

- 601B – Regional Transportation Planning
- 704 – Local Road Safety Plan Development
- 705 – ZEV Feasibility Study

These funds have been used to augment existing OWP activities in those Work Elements to initiate new work not anticipated when the OWP was originally developed.

Since then, LCTC Staff have completed two critical tasks in this fiscal year's OWP. Staff completed the Local Road Safety Plan and submitted two HSIP applications on behalf of Lassen County (WE 704). Staff also completed the US 395 Investment Strategy (WE 703). Both efforts were funded through grants provided by Caltrans. Both grants required a local match identified in the FY 22/23 OWP of \$3,130 for the Local Road Safety Plan, and \$7,165 for the US 395 Investment Strategy.

With the work on these two documents completed, there is some remaining match money that can be reallocated to other Work Elements within the OWP.

Staff is recommending the following:

- Move \$7,439 in Planning Programming and Monitoring (PPM) funds from WE 703 – US 395 Coalition Strategic Partnership Grant to WE 603 – Community Engagement and Outreach. Staff anticipates additional outreach required for the ZEV Infrastructure work (WE 705) that will not be covered by the grant outreach task. There will likely be additional outreach to the SSTAC as well as a gearing up of outreach for staff inquiries to the Volcanic Scenic Byway, as well as staff support to on-going work on the US 395 Coalition and related efforts.
- Move \$2,350 in Rural Planning Assistance (FY 21/22 Carryover) funds from WE 704 – Local Road Safety Plan (LRSP) to WE 603 – Community Engagement and Outreach. These funds will augment the funds PPM funds described above and will provide additional outreach to engage the public as we finalize the RTP and begin the 2024 RTIP process. This will include outreach to local agencies and service groups.

Other Minor OWP Edits

There are other minor edits to the OWP to address grammatical and typing errors, provide an updated organizational chart, small adjustments to deliverable dates, and generally to clean up the document.

The revised budget (with changes) and the revised Work Element pages are provided with this report. A fully revised OWP with accompanying resolution (22-04) and other documentation will be forwarded to Caltrans D2 staff.

ALTERNATIVES

Provide direction to staff.

Attachments (2)

Fiscal Year 2022/23 Working Budget - Revised 3-1-23

Fiscal Year 2022/23 Working Budget - Revised 3-1-23														
		WORK ELEMENT NUMBER												
		100	601				602	603	604	703		704	705	
Work Element Name	Total	Administration and Coordination	Regional Transportation Planning				Regional Transportation Programming	Community Engagement and Outreach	Transportation Development Act	Strategic Partnership Grant - 395		Local Roadway Safety Plan (LRSP)	Zero Emission Vehicle Feasibility Study	Total
			A. General Planning	B. Regional Transportation Planning	C. Active Transportation Planing	D. Transit Planning				Grant (80/20)	Outreach (PPM)			
Professional Services - Consultant Executive Secretary and Staff	\$ 411,621	\$ 15,000	\$ 94,000	\$ 85,041	\$ 9,500	\$ 5,000	\$ 44,600	\$ 37,809	\$ 50,200	\$ 19,289		\$ 7,804	\$ 43,378	\$ 411,621
Professional Services - CSUS	\$ -													\$ -
Professional Services - Legal Counsel	\$ 15,000	\$ 13,000							\$ 2,000					\$ 15,000
Professional Services - Indep Audit	\$ 40,000								\$ 40,000					\$ 40,000
Plumas County EV Feasibility	\$ 10,000												\$ 10,000	\$ 10,000
Professional Services - Consultants	\$ 33,000												\$ 33,000	\$ 33,000
Professional Services - County Auditor	\$ -													\$ -
Zero Emission Vehicle Feasibility Study (SHA Grant) Reserves	\$ 101,852												\$ 101,852	\$ 101,852
County PERS	\$ 81,783	\$ 81,783												\$ 81,783
Memberships	\$ 4,000							\$ 4,000						\$ 4,000
Insurance	\$ 3,400	\$ 3,400												\$ 3,400
Training / Conferences	\$ 2,000	\$ 500					\$ 1,500							\$ 2,000
Travel	\$ -													\$ -
Total Expenditures	\$ 702,656	\$ 113,683	\$ 94,000	\$ 85,041	\$ 9,500	\$ 5,000	\$ 46,100	\$ 41,809	\$ 92,200	\$ 19,289	\$ -	\$ 7,804	\$ 188,230	\$ 702,656
Revenues														
Rural Planning Assistance (FY 22/23 RPA)	\$ 230,000		\$ 94,000	\$ 72,083	\$ 9,500	\$ 5,000	\$ 46,100			\$ 3,317				\$ 230,000
Rural Planning Assistance (carryover from FY 21/22 RPA)	\$ 29,045			\$ 12,958				\$ 2,350				\$ 780	\$ 12,957	\$ 29,045
Local Transportation Fund (LTF)	\$ 205,883	\$ 113,683							\$ 92,200					\$ 205,883
PPM Funds	\$ 40,000							\$ 39,459		\$ 541				\$ 40,000
Strategic Planning Grant (carryover from FY 21/22)	\$ 15,431									\$ 15,431				\$ 15,431
LRSP Grant	\$ 7,024											\$ 7,024		\$ 7,024
SHA Grant	\$ 166,640												\$ 166,640	\$ 166,640
Plumas County EV Match	\$ 8,633												\$ 8,633	\$ 8,633
Total Revenues	\$ 702,656	\$ 113,683	\$ 94,000	\$ 85,041	\$ 9,500	\$ 5,000	\$ 46,100	\$ 41,809	\$ 92,200	\$ 19,289	\$ -	\$ 7,804	\$ 188,230	\$ 702,656

Work Element 603 Community Engagement, Outreach and Interagency Coordination

Revised 3-1-23

Purpose

To support LCTC's project delivery, planning, and consensus-building programs by providing information on transportation and related issues and by seeking input on these issues from interested parties.

On September 16, 2019 the LCTC adopted their Title VI & Public Participation Plan. The PPP states in part:

LCTC strives to promote inclusive public participation in all of its efforts. The agency believes firmly that consistent communication with Lassen County residents, businesses, and visitors is key to the success of LCTC's planning and project development efforts. To that end, LCTC has developed three goals for public participation:

1. Increase awareness of transportation projects in Lassen County and the public's involvement in planning and implementation.
2. Foster greater partnerships with local public agencies, social service organizations, and other community groups throughout Lassen County.
3. Engage minority, low-income, and limited-English-proficiency populations to improve communication with traditionally underserved groups.

It described the Commissions reliance on traditional outreach measures but did include a desire to utilize modern electronic means of communication, as well as social media, and other web-based platforms. It also described providing the public with Commission planning documents as well as up to date information, and opportunities to engage the public, through its web platform.

This OWP will continue to adapt its public outreach and communications strategies to address the limitation in public gathering associated with COVID-19. Staff will monitor the latest information on public gatherings and adjust outreach accordingly as the epidemic evolves during FY2022/23. Rather than change the structure of this Work Element, LCTC staff will adapt our stated goals for outreach, communications, and interagency coordination to the circumstances as they exist during this next FY. LCTC staff is hopeful that COVIC restrictions will abate during the course of the fiscal year.

The LCTC, has conducted community meetings, issued press releases, created a website to be compliant with amendments to the Brown Act effective January 1, 2019, and undertaken other outreach activities as required to capture public input on the RTP and regional transportation issues as they relate to LCTC activities. These efforts are provided:

1. To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and federal requirements; and
2. To coordinate regional transportation planning through consultation and collaboration in

these ways:

- a. Integrate local land use and regional transportation planning.
 - b. Promote cooperation among regional, State and Federal agencies to enhance transportation planning; consult and coordinate with Caltrans, neighboring jurisdictions, and agencies to undertake transportation planning studies (e.g. corridor studies, project study reports, special studies, coordinated research, etc.).
 - c. Coordinate and consult with regional goods movement and freight providers.
 - d. Coordinate and consult with regional bicycle groups and promote walk-able communities.
 - e. Review local agency goods movement and freight planning policies.
 - f. Work with partners to enhance movements of people, goods, services and information.
 - g. Coordinate local transportation services with regional and interregional providers to improve connections, interregional mobility and access to basic life activities.
 - h. Consult with and consider interests of community, Native Americans (individuals), in general and the Susanville Indian Rancheria (sovereign nation) in particular, and any and all under-represented groups.
3. Support the outreach and engagement efforts of the LCTC related to the Annual Transit Unmet Needs Process.

Tasks

1. Administer public notification in accordance with the Brown Act.
2. Proactively solicit input from the public, local government, Tribes, advisory groups and organizations as they may assist the LCTC administer the RTP.
3. Monitor local government and agency meeting agenda, such as City Council, County Board of Supervisors, social service agencies, Tribal Councils; attend meetings for topics related to regional transportation and multimodal issues.
4. Regularly consult and coordinate and communicate with Tribal councils, disadvantaged and ethnic communities, and organizations to maintain good working relationships.
5. Conduct outreach to community bicycle groups to promote and foster partnerships. Work with public health departments to support walk-able communities as it relates to developing workable non-motorized mobility plans.
6. Participate in local economic development meetings to help integrate transportation and community goals for land use, economic vitality, social welfare and environmental preservation.
7. Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, programs and action to plan the regional transportation infrastructure.
8. Provide information and documents about regional transportation issues to interested parties and organizations.
9. Draft newspaper articles, fact sheets, press releases, display ads and other informational materials related to project planning, workshops, program development, preparation of RTIP
10. Join and participate in regional coordinating entities like the North State Super Region (NSSR), and other appropriate transportation planning groups and associations as needed.
11. Government-to-Government Outreach to include the Susanville Indian Rancheria, City of

- Susanville, etc. (Through monthly TAC meetings and specific focused meetings)
12. Community Meetings. (9-22, 1-23, 5-23, and/or as needed)
 13. Prepare press releases, public service announcements, public notices, and public meeting/hearing flyers. (As needed)
 14. Maintain website. (Monthly to advertise LCTC meetings, workshops, and other community engagement)
 15. Provide regular updates to local media and social media on transportation issues, developments in specific projects, and as required to engage stakeholders.
 16. Update the 2019 Public Participation Plan to respond to current circumstances.
 17. Develop and implement outreach to local service groups, agencies, and the public in coordination with contract required outreach for the Lassen/Plumas Zero Emission Vehicle Infrastructure Analysis.
 18. Additional SSTAC outreach as needed to discuss and advise on TDA and other revenue projections and potential impacts to transit service.
 19. Outreach to tourist and economic advocacy groups (chamber of commerce, recreation providers, etc) regarding the Volcanic Scenic Byway. Evaluate transportation related deficiencies for inclusion in a regional analysis of the byway in FY 23/24.

Products (Target due dates are in parentheses)

1. Inter-agency outreach, to include the Susanville Indian Rancheria, City of Susanville, etc. (Through the TAC 8-22, 10-22, 12-22 1-23, 3-23, 5-23, 6-23 and ad hoc meetings)
2. Materials for public hearings, workshops and meetings, including surveys and fact sheets for community meetings. (9-22, 1-23, 5-23, and/or as needed)
3. Press Releases, public service announcements, public notices, and public meeting/hearing flyers. (As needed)
4. Community and focused meetings to support the Transit Unmet Needs process, and the Transit Development Plan and a Coordinated Public Transit Human Services Transportation Plan (as needed but completed in 6-23).
5. Maintain website.
6. Update Public Participation Plan as required.
7. Social media information items – (8-22, 10-22, 12-22, 2-23, 4-23, 6-23)
8. ZEV stakeholder outreach (4-23, 5-23, 6-23)
9. Scenic Byway stakeholder outreach (5-23 and 6-23)

Revenues		Expenditure	
PPM	\$39,459.00	LCTC Staff	\$37,809.00
FY 21/22 RPA Carryover	\$2,350.00	Memberships - including NSSR	\$4,000.00
Total: \$41,809.00		Total: \$41,809.00	

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 23-04
Amendment #2 (Formal) to the Fiscal Year 2022/23 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 2022/23 Overall Work Program (OWP) on June 20, 2022; and,

WHEREAS, on occasion it is necessary to amend the OWP to address changes in project scope for work elements within the OWP and or budget; and,

WHEREAS, the LCTC recently completed two efforts, Work Element 703 US 395 Coalition Funding Strategy, and Work Element 704 Local Road Safety Plan; and,

WHEREAS, both of these efforts were grant funded requiring a local match; and,

WHEREAS, the local match in both Work Elements were not expended and are available for redistribution (\$9,789) to other Work Elements; and,

WHEREAS, LCTC staff has determined that there is a need to augment Work Element 603 Community Engagement and Outreach and wishes to move these funds to WE 603.

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission (LCTC) hereby adopts Amendment #2 to the Fiscal Year 2022/23 Overall Work Program and Budget.

The foregoing resolution was passed and adopted at the March 13, 2023 meeting of the Lassen County Transportation Commission by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Aaron Albaugh
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.

John Clerici, Executive Secretary

March 13, 2023



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

Date: March 8, 2023

AGENDA ITEM 1.43

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary

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

Subject: Low Carbon Transit Operations Program (LCTOP) Exchange Request

REQUESTED ACTION

By motion, 1) Adopt Resolution 23-05 authorizing the request to exchange LCTOP funds and designating the Executive Secretary as the Authorized Agents on behalf of the Commission, and 2) authorize Executive Secretary to sign agreements, and submit all documentation necessary to negotiate for and receive LCTOP exchange funds.

BACKGROUND

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.

Previously the LCTC has allocated LCTOP funds to projects that enhance or improve bus stops including benches, shelters, trash cans, solar lighting, bus shelter concrete pads, sidewalk, and curb gutter at stops and park and ride facilities within the County of Lassen. In 2022, LCTC and LTSA agreed to exchange the LCTOP funds with the Tehama County Transportation Commission because our region did not have good enough project and TCTC had a project, which could use the funds.

DISCUSSION

Lassen County Transportation Commission staff was informed that funding in the amount of \$77,466 of LCTOP funds is available under the LCTOP FY 22-23 program. Per Public Resource Code 75230 (f) (1-3), moneys from the program shall be expended to provide transit operating or capital assistance that meets any of the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
 2. Operational expenditures that increase transit mode share.
-

3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero emission buses.

For this year, as they did last year, the Lassen Transit Services Agency (LTSA) management has determined that they have no eligible projects for this funding cycle. As they did last year, LTSA has inquired with the Tehama County Transportation Commission to see if they would be interested in exchanging the FY 22/23 allocation of LCTOP funds for an equal amount of LTF funds. As it did last year, this exchange would apply to this year's allocation only.

LTSA has inquired with Caltrans staff overseeing the LCTOP program, and they have confirmed that this exchange is allowed under statute.

RECOMMENDATION

Staff recommends that the Commission apply adopt Resolution 23-05 and direct the Executive Secretary to work with LTSA to prepare and sign all appropriate agreements to execute the exchange with Tehama County.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION
Amended Resolution 23-05

AUTHORIZATION FOR THE EXECUTION OF AN EXCHANGE OF
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FUNDS WITH
THE TEHAMA COUNTY TRANSPORTATION COMMISSION

WHEREAS, the Lassen County Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Lassen Transit Services Agencies (LTSA) has no projects that fall within the allowable uses of LCTOP for this year's (FY 22-23) allocation of funds; and

WHEREAS, LTSA has agreed to exchange the LCTOP funds (\$77,466) with the Tehama County Transportation Commission (TCTC) for an equal amount of LTF funds from Tehama County; and

WHEREAS, and exchange of this type is allowed under the LCTOP guidelines.

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission that the fund recipient agrees to work with LTSA and TCTC prepare all necessary agreements to execute the exchange agreement.

BE IT FURTHER RESOLVED that the LCTC does hereby authorize the Executive Secretary to execute all documents necessary to obtain the LCTOP funds for Fiscal Year 2022/23 and exchange them with the TCTC on behalf of the LTSA.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its March 13, 2023, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Aaron Albaugh, Chairman
Lassen County Transportation Commission

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

John L. Clerici, Executive Secretary

March 13, 2023



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

John L. Clerici, Executive Secretary

P.O. Box 1028
SUSANVILLE, CA 96130

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.11

Date: March 9, 2023

From: John L Clerici, Executive Secretary

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

Subject: LCTC and LTSA Triennial Performance Audits

REQUESTED ACTION

BY MOTION, Accept the Triennial Performance Audit report as presented by your consultant, and direct staff to forward them to Caltrans as required by TDA guidelines.

BACKGROUND AND DISCUSSION

According to the Transportation Development Act (TDA), LCTC is required to "*designate an independent entity to make a performance audit*" of LCTC and LTSA every three years (Section 99246). The contractor, Michael Baker International, has released the draft report of its performance audit of LCTC and LTSA for the period ended June 30, 2021. The reports cover Fiscal Years 2018/19, 2019/20, and 2020/21.

Our consultant, Mr. Derek Wong, AICP, will provide a presentation at our meeting (by zoom). Highlights include the following:

LCTC Audit

The LCTC has satisfactorily complied with most applicable state legislative mandates for RTPAs. Partial compliance was made for bike and pedestrian claim procedures and recommending productivity improvements for the transit operator. The LCTC could summon the SSTAC for more than just unmet transit needs and discuss transit performance and work toward productivity and/or service improvements. Noncompliance was found in the submittal of the LTSA financial audits, which were submitted after the extension timeline. Also, while required TDA fiscal audits have been conducted for the LTSA and LCTC, there is no indication that the fiscal audits have been conducted for the City and County for receipt of TDA funding for bicycle and pedestrian projects during the performance audit period.

One compliance measure that did not apply to the LCTC pertains to adopting rules and regulations for TDA claims under Article 4.5. Nevertheless, to date, the LTSA has submitted its claim under Article 4.5 combined with its claim under Article 4 and it has been evaluated accordingly. Also, regarding allocations for bicycle and pedestrian projects under PUC Section 99234, there is no specificity in the use of the funds in the claim form submitted by the City and County. This makes it difficult for the LCTC to track how the funds were spent. The Commission has advised the County that the LCTC would require a letter of request accompanied

by a Board of Supervisors resolution requesting said funds. The claim forms submitted by the City and County should include greater detail for the purpose of the funds, such as identifying a specific project.

LTSA Audit

Of the nine compliance requirements pertaining to the LTSA, the operator satisfactorily complied with eight requirements. The operator was not in compliance with regard to the timely completion and submittal of its annual fiscal and compliance audits. Two additional compliance requirements did not apply (i.e., blended and urban farebox recovery ratios).

Based on the available data from the Lassen Transit Service Agency Audited Financial Statements and Compliance Reports, the LTSA's farebox recovery ratio remained above the required 10 percent throughout the audit period. For the three-year audit period, the farebox recovery ratio calculated by the performance auditor using audited data was 15.10 percent in FY 2019; 16.02 percent in FY 2020; and 13.52 percent in FY 2021. The average system-wide farebox recovery ratio was 14.88 percent for the three years.

Through its contract operator, LTSA participates in the CHP Transit Operator Compliance Program and received inspections of its transit vehicles within the 13 months prior to each TDA claim. Satisfactory ratings were made for all inspections conducted during the audit period.

The operating budget exhibited modest increases during each fiscal year of the audit period. The budget increased 2.5 percent in FY 2019 and 2.8 percent in FY 2020. For FY 2021, the budget increased 5.1 percent, which is attributed to higher contractor costs and a special department expense.

ALTERNATIVES

The Commission may delay or decline acceptance. Regardless of LCTC actions, the report must be submitted to Caltrans as required by TDA.

Handouts (2)



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

Date: March 8, 2023

AGENDA ITEM 4.12

To: Lassen County Transportation Commission

From: DeeAnne Gillick, General Counsel

Subject: Staffing Services Agreement Extension

REQUESTED ACTION

It is recommended that the Commission by Resolution approve Amendment No. 1 to the Agreement with Clerici Consulting for Staffing Services to increase the not to exceed amount for continued staffing services to be performed by John Clerici as Executive Secretary and to approve an option period to extend the term of the Staffing Services Agreement.

BACKGROUND

In April 2020 the Commission approved a Staffing Services Agreement with John Clerici Consulting with assistance from Steve Borroum and LSC Transportation Consultants to provide staffing services to the Commission and John Clerici was appointed Executive Secretary. The initial three-year agreement extends through June 30, 2023, with the option to extend the agreement for two additional one-year periods. At this time, it is recommended that the Commission increase the not to exceed agreement amount to allow for continued staffing services to be provided by Clerici Consulting for the remainder of this fiscal year and for the Commission to consider extending the Clerici staffing services agreement pursuant to the option periods for an additional one to two years. If the Staffing Services Agreement period is not extended the Commission should direct a Request for Proposal be prepared for staffing to the Commission.

STAFFING SERVICES AGREEMENT AMENDMENT

In 2020, after a competitive request for proposals process, the Commission entered into an agreement with Clerici Consulting to provide staffing services to the Commission. The initial agreement provided a three-year term through June 30, 2023, with the option to extend the agreement for two additional one- year periods. The Commission may extend the agreement for one or two years or direct staff to commence a competitive request for proposal process for Commission staffing services.

The existing agreement also needs to be amended to increase the not to exceed amount to allow for continued services to be performed for this fiscal year and for any extension periods. The existing agreement authorizes staffing services in an amount not to exceed \$970,020.00. This amount included \$680,020 for general staffing services with optional tasks identified totaling \$290,000 as directed by the Commission. The Commission may direct Clerici to perform additional work and extend the option term of the agreement at the rates approved by the original agreement and submitted in response to the original RFP process. The services to

be performed by Clerici consistent with the Overall Work Programs for this fiscal year will exceed the original Agreement amount.

The final Overall Work Program (OWP) approved by the Commission authorizing staffing services by Clerici Consulting and related subconsultants is as follows:

Overall Work Plan Staffing Services

Fiscal Year 2020-2021:	Approved May 10, 2021	\$ 509,454
Fiscal Year 2021-2022	Approved December 13, 2021	\$ 454,088
Fiscal Year 2000-2023	Recommended for Approval March 13, 2023	<u>\$ 421,579</u>

Three Year Approved Staffing Services in OWPs	Total	\$1,385,121
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The final services completed by Clerici Consulting and related subconsultants at the direction of the Commission were completed pursuant to the Staffing Services Agreement for the following amounts:

Fiscal Year 2020-2021	Total Amount Paid:	\$ 414,851
Fiscal Year 2021-2022	Total Amount Paid:	<u>\$ 416,653</u>
Total:		\$ 831,504

Although the projected budget and Overall Work Plan for the next fiscal year, Fiscal year 2023-24, remains uncertain, the projected budget for staffing services is approximately \$350,000, and it can be estimated that the following fiscal year 2024-25 would be similar.

In order to allow for continued staffing services by Clerici Consulting consistent with the past services provided and the approved Overall Work Plan it is recommended that the Staffing Services Agreement is amended for a total not to exceed amount as follows:

- To complete anticipated staffing services for Fiscal Year 2022-23: \$1,253,083
(Actual 2020-21 and 2021-22 services performed plus 2022-23 OWP
\$831,504 + \$421,579=\$1,253,083.)
- To extend Staffing Services Agreement one option year: \$1,603,083
(Services through 2022-23 plus anticipated \$350,000 OWP 2023-24 staffing services)
- To extend Staffing Services Agreement for both option years: \$1,978,083
(An additional \$375,000 for staffing services for final 2023-24 Fiscal Year.)

Clerici Consulting provides all staffing for the Commission and consistent with the Staffing Services Agreement Scope of Services includes serving as Executive Secretary and Clerk to the Commission; preparing all Commission documents and meeting materials; managing all administrative and fiscal matters; serving as the liaison with all local public agencies, Caltrans, the California Transportation Commission, and federal agencies; preparing and implementing the Overall Work Program; and pursuing and implementing grant and other funding and related projects.

Attached are pages 22-25 from the Final Draft Triennial Performance Audit describing the staffing services performed by Clerici Consulting.

Submitted by:

DeeAnne Gillick

General Counsel, Sloan, Sakai, Yeung & Wong

555 Capitol Mall, Suite 600 | Sacramento, CA 95814

t: 916-258-8811 | o: 916-258-8800 dgillick@sloansakai.com

Attachments (3)

LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 23-06

RESOLUTION OF THE LASSEN COUNTY TRANSPORTATION COMMISSION
APPROVING AMENDMENT NO. 1 TO STAFFING SERVICES AGREEMENT BETWEEN LASSEN
COUNTY TRANSPORTATION COMMISSION AND JOHN CLERICI

WHEREAS, the Lassen County Transportation Commission (“LCTC” or “Commission”) issued a request for proposals for staffing services on December 20, 2019; and

WHEREAS, on April 13, 2020, LCTC entered into an Agreement for Staffing Services (“Agreement”) with Clerici Consulting for John Clerici to provide staffing services to the Commission and to serve as Executive Secretary pursuant to the request for proposals process; and

WHEREAS, John Clerici and Clerici Consulting have been providing staffing services to the LCTC consistent with the Agreement and as directed by the Commission; and

WHEREAS, LCTC wishes to amend the Agreement to increase the not to exceed amount for continued staffing services consistent with the approved Overall Work Plans; and

WHEREAS, the Agreement provides for option period and LCTC wishes to further amend the Agreement to extend the Agreement consistent with the option period.

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission hereby approves Amendment No. 1 to the Staffing Services Agreement dated April 13, 2020 with Clerici Consulting in the form substantially set forth in the Amendment No. 1 attached hereto as Exhibit A.

The foregoing resolution was passed and adopted at the March 13, 2023 meeting of the Lassen County Transportation Commission by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Aaron Albaugh, 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.

John Clerici, Executive Secretary March 13, 2023

**AMENDMENT NO. 1 TO
STAFFING SERVICES AGREEMENT BETWEEN
LASSEN COUNTY TRANSPORTATION COMMISSION AND
CLERICI CONSULTING AMENDMENT**

THIS AMENDMENT No. 1 ("Amendment") to the Staffing Services Agreement dated April 2023 between the Lassen County Transportation Commission (hereinafter "LCTC"), and John Clerici, as Clerici Consulting, (hereinafter "Contractor") is entered into effective March 13, 2023.

RECITALS:

WHEREAS, LCTC and Contractor entered into an Agreement dated April 13, 2020 for staffing services to the Commission ("Agreement") for a three year term in the amount not to exceed \$970,020.

WHEREAS, the staffing services performed by Contractor consistent with the LCTC approved Overall Work Plan (OWP) for fiscal years 2020-21 through fiscal year 2022-23 will exceed the not to exceed amount of the Agreement and the parties desire to amend the Agreement to provide for continued staffing services consistent with the approved OWPs.

WHEREAS, the Agreement provides for option periods to extend the Agreement for an additional two one-year periods as approved by LCTC and Contractor.

WHEREAS, LCTC and Contractor desire to amend the Agreement to provide for additional staffing services to be performed by Contractor and to extend the Agreement pursuant to the option term.

NOW, THEREFORE, the parties agree as follows:

1. Time of Performance: The parties hereby exercise the time extension option to extend the Agreement an additional ____ [insert one or two] year period to extend the term of the Agreement through June 30, 2024 or 2025.

2. Consideration: Section 5 of the Agreement is amended to increase the total amount to be paid to the Contractor under this Agreement to an amount not to exceed _____, unless otherwise expressly authorized by the LCTC Board.

3. Except as expressly amended herein, all terms and conditions of the Agreement shall remain in full force and effect.

(Signature Page to Follow)

IN WITNESS WHEREOF, THE PARTIES HAVE ENTERED INTO THIS AMENDMENT
NO. 1 TO THE AGREEMENT AS OF THE DATE HEREIN ABOVE APPEARING:

LASSEN COUNTY TRANSPORTATION COMMISSION

AARON ALBAUGH CHAIR, LASSEN COUNTY TRANSPORTATION COMMISSION

APPROVED AS TO FORM:

SLOAN SAKAI YEUNG & WONG, LLP
Legal Counsel to LCTC

JOHN CLERICI, DBA, CLERICI CONSULTING

JOHN CLERICI

FY 2019-2021 TRIENNIAL PERFORMANCE AUDIT



LASSEN COUNTY TRANSPORTATION COMMISSION

Final Draft

January 2023

Submitted to:
Lassen County
Transportation Commission

Submitted by:

Michael Baker
INTERNATIONAL

The FY 2020–21 OWP and budget contained the core tasks and responsibilities described in the adopted staff services contract with Clerici Consulting in the amount of approximately \$203,000, with additional work provided for in the expanded scope of work of approximately \$165,000. The expanded scope of work included:

- Regional transportation planning and data collection
- Active transportation program planning
- Transit planning (including Phase 1 of the TDP)
- SR 36 Project Management
- US 395 Phase 1 completions
- US 395 Phase 2 management

The work being performed under the expanded scope is primarily work that would have been given to consultants but fell under the skill set of LCTC staff.

Internal Planning and Achievements

The issues and high-profile projects undertaken by the LCTC heighten its visibility in the region and engage local officials who want to be assigned to the Commission despite small funding shares received by the Commission relative to other planning agencies in the state. Project prioritization under limited funding constraints is a constant activity being worked on at the LCTC. LCTC staff work diligently to keep the community focused on prioritizing projects and being available to the public. These efforts demonstrate the collaboration between LCTC staff and the commissioners to efficiently use existing agency resources.

The Commission has been adept in its advocacy and implementation of vital transportation projects, programs, and studies in the county. These accomplishments are summarized below:

State Route 36 Complete Street and Safe Mobility Plan: In partnership with Caltrans, the LCTC commissioned a study of the SR 36 corridor through Susanville. The purpose of the plan is to identify potential future multimodal and complete street improvements along the 2.5-mile corridor between Uptown (South Pine Street/Cottage Street) and the Susanville Gateway (Riverside Drive) and prioritize potential projects that would be competitive for grant-eligible, complete streets improvements. The public draft was released in September 2020.

US 395 Strategic Corridor Investment Analysis: This analysis builds upon previous efforts by the LCTC and Caltrans to prioritize investments along the US 395 corridor. The segment of the highway under study is from Hallelujah Junction at the intersection with SR 70 to SR 36 in Susanville. Efforts for the project have included economic analyses. The Commission discussed potentially emphasizing public safety and particular segments of the corridor as part of this effort, as it related to goods movement/parallel capacity. The LCTC provided support through community engagement and coalition building. The US 395 Investment Strategy was recently completed, which identified the appropriate revenue sources necessary to implement all or part of the projects identified as part of the US 395 Coalition process.

Lassen County Transit Development Plan (TDP) 2021-2026: The LCTC commissioned an update of the Lassen County TDP, which was adopted in September 2021. The TDP provides a five-year business plan for the transit system. The plan evaluates the specific needs for transit services, as well as developing recommendations for improvements and service revisions. The process involved a review of existing transit conditions, evaluation of operations, and public outreach (via community-wide surveys and stakeholder interviews).

Coordinated Public Transit Human Services Transportation Plan: Developed concurrently with the Lassen County TDP, the Coordinated Plan was adopted in August 2021. The plan identifies transportation goals and provides strategic solutions for improved coordination of mobility throughout the Lassen County region. The process involved a review of previous and existing transportation planning documents, an overview of existing transit services, public outreach (via community-wide surveys and stakeholder interviews), a transportation needs and gap assessment, and a prioritization of needs and strategies.



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

John L. Clerici, Executive Secretary

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

Staff Report

Date: March 8, 2023

AGENDA ITEM 4.13

To: Lassen County Transportation Commission

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 2023/24 Draft Overall Work Program and Budget

REQUESTED ACTION:

BY MOTION, authorize staff to release the Draft Overall Work Program and Budget (OWP) for FY 2023/24 to the public for circulation, review, and comment.

PAST ACTION

Each year the Commission prepares a Draft Overall Work Program and Budget and submits it to Caltrans. Following Caltrans comments, agency and public input, the Commission adopts an Overall Work Program and Budget in May for the upcoming fiscal year.

DISCUSSION

The Overall Work Program (OWP) and Budget is the primary management tool for the Commission and its staff. The OWP contains a description of the activities to be undertaken by the Commission in the coming fiscal year along with detailed budget information. No work is done, or commission revenue spent, outside of the OWP.

In previous fiscal years the OWP has included management responsibilities that include both mandated activities (administration of TDA funds and the Regional Transportation Plan) and discretionary activities (US 395 Coalition Building and Funding Strategy, Main Street Project Management and developing the Local Road Safety Plan).

In the FY 2022/23 OWP included:

- Five year update of the Regional Transportation Plan
- Adoption of the Active Transportation Program & successful ATP funding grant for the Riverside Trail
- Transit planning and funding



- Local Road Safety Plan completion and HSIP grant applications
- Grant funded US 395 Investment Strategy and continued support of the US 395 Coalition

For Fiscal Year 2023/24 your staff is planning to engage in the following activities:

- On-going administration of TDA and other Commission funds and mandated responsibilities
- Completion of the following studies and plans:
 - 2024 State Transportation Improvement Program
 - Zero Emission Vehicle Infrastructure Feasibility Plan
- Implementation of the planning objectives identified in recently completed regional planning documents
- Support for both city and county grant and funding application efforts

In addition, it is possible LCTC staff will be administering an expansive planning and engineering grant aimed at providing safe wildlife crossing in the US 395 corridor from SR 70 to Sr 36.

An Administrative Draft FY 2023/24 OWP and Budget was provided to Caltrans on March 1 (as required by statute) for review and comment. Lassen County, the City of Susanville, the Susanville Indian Rancheria, and other stakeholders were provided an overview of the proposed OWP and Budget at their March 7 TAC meeting. Once Caltrans and agency review is complete, a revised Public Draft will be distributed for review and comment. The revised Draft FY 2023/24 OWP and Budget will be brought back to the Commission for comment and adoption at their May meeting.

ALTERNATIVES

Provide direction to staff.

Attachments - 1



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

John L. Clerici, Executive Secretary

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

Staff Report

Date: March 8, 2023

AGENDA ITEM 4.14

To: Lassen County Transportation Commission

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: An Update on Grants being pursued by the LCTC

REQUESTED ACTION:

Provide comment, if any, on the current set of projects being submitted for grant funding.

DISCUSSION

Every year Commission staff pursue grant funds to implement both planning and capital projects that enhance mobility for the region. In the past few years grant funded projects included:

- *State Route 36 Complete Street and Safe Mobility Plan*
- *US 395 Strategic Corridor Investment Analysis*
- *Lassen County Local Road Safety Plan*

In addition, Commission Staff have written grants for to secure construction funding from the:

- *Active Transportation Program*
- *Highway Safety Improvement Program*
- *Clean California Program*

Currently, Commission staff is reviewing three grant applications that if successful, would be implemented in FY23/24. The following is a brief description of each:

SUSTAINABLE COMMUNITIES GRANT

A Plan to Increase the Economic Contribution of the Volcanic Legacy Scenic Byway All American Road to Underserved Communities

The Volcanic Legacy Scenic Byway All American Road (VLSBAAR) (the highest level of scenic road designation indicating special qualities found along the route, not found anywhere else in the United States) has the capability of serving as an economic driver in the region through which it progresses



delivering much needed visitors spending to rural communities in need of economic development. The Volcanic Legacy Community Partnership, the management entity of the VLSBAAR, is about to commence on an intensive program to bring more visitors into the region who will deliver this additional economic development. A plan to improve any conditions along the Byway which have deteriorated as a result of recent fires and other calamities, is imperative to bringing the Byway up to the standards most supportive of a good visitor experience. This project will serve to develop that plan, a budget and a timeline of priorities and implementation to bring the road back up to the level which best supports its Byway status.

For this effort the LCTC is partnering with the Volcanic Legacy Community Partnership, and will be providing contract administration. The budget for the project is \$100,000, and it is anticipated to be completed by June 30, 2024.

SUSTAINABLE COMMUNITIES GRANT – COMPETITIVE TECHNICAL

Lassen GIS Plan

The Lassen County Transportation Commission is the Regional Transportation Planning Agency for Lassen County that includes representatives from the City, the County, as well participation from the Susanville Indian Rancheria (SIR). As a rural, underserved community, Lassen County lacks the staffing capacity and funds to progress our GIS capabilities and therefore, the region lacks the tools to gather and represent data that showcase our current planning and transportation needs and areas of opportunity. A collaborative GIS Plan, which includes the county, city and SIR, would identify where the GIS database updates are needed and provide a framework for the implementation of a public facing web portal which would allow the public to access important planning and transportation information (e.g. addressing tool, road information, zoning and land use designations, etc). Furthermore, with more accurate records, the region can more easily plan for and implement multi-modal transportation projects listed in the Lassen County Active Transportation Plan and, the Caltrans District 2 Active Transportation Plan, and Assembly Bill No. 1150, which may reduce vehicle miles traveled and greenhouse gas emissions.

For this effort LCTC is partnering with Lassen County and the City of Susanville, and will be providing contract administration. The budget for this project is approximately \$150,000 and should be finished in early 2026.

WILDLIFE CONSERVATION GRANT

US-395 Wildlife Overpass Planning Project

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

For this effort LCTC will be providing contract administration. Since this is on the state highway system, we will enter into an agreement where they will have complete responsibility for reviewing and approving all environmental, planning and engineering documentation. The total budget for this effort will be approximately \$3.6 million and will span approximately 4 years.

ALTERNATIVES

Provide direction to staff.