

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, Executive Secretary

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

Date Posted: March 10, 2021

P.O. Box 1028
Susanville, CA 96130

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Phone: (530) 919-9739

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

Tom Hammond (Co. Supervisor)
Jeff Hemphill, Chair (Co. Supervisor)
Aaron Albaugh - (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 15, 2021 at 1:30 p.m.**

Special Note: The meeting will be held at the Lassen County Fairgrounds, Jensen Hall, Susanville, CA.

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

Call number: 302-202-1104

Access Code: 968698

The Agenda is as follows.

Page **(1) CONVENE**

1.1 Pledge of Allegiance

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

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

1.21 Minutes Approval:

January 11, 2021 Regular Meeting

1.22 Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$41,259.01. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$41,259.01, as shown in Invoice #009-10 for February 2021.

1.23 Low Carbon Transit Operations Program (LCTOP) Allocation Request. *

REQUESTED ACTION: BY MOTION, 1) Adopt Resolution 21-04 authorizing the request for funds from the LCTOP program, 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 receive LCTOP funding.

1.3 Election of Chairperson and Vice-Chairperson

REQUESTED ACTION: BY MOTION, elect a Chairman and Vice-Chairman to preside at meetings of the Commission during calendar year 2021 (ending in March 2022).

(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 FY2020/21 Unmet Needs Update *

ACTION REQUESTED: None, this is an information item for the Commission

4.12 Fiscal Year 2021/22 Overall Work Program Preview

ACTION REQUESTED: None, this is an information item for the Commission

(5) **INFORMATION ITEMS**

5.01 Executive Secretary Report

- Infrastructure Financing from the State and Feds
- Updates

(6) **CORRESPONDENCE**

6.01 None

(7) **OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, May 10, 2021 at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

- Draft and Final FY 2021/22 OWP and Budget
- TDA and STA draft and final allocation
- FY 2020/21 Activity close-out

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

January 11, 2021

Jensen Hall – Lassen County Fairgrounds
Susanville, CA

1:30 P.M. Open Session

1:30 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 1:50 P.M. and the Pledge of Allegiance to the Flag was recited.

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

1.2 Adoption of Agenda and Approval of Consent Calendar:

It was moved by Commissioner Hammond and seconded by Commissioner Schuster that the Commission adopt the agenda with the following conditions, Agenda Items 4.13 and 4.14 were moved up in the agenda before Agenda item 4.11, and approve the Consent Calendar. The motion was passed by the following vote:

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

1.21 Minutes Approval of the November 9, 2020 Regular Meeting

Adopted Minutes of the November 9, 2020 Regular Meeting

1.22 Payment of Clerici Consulting Executive Secretary and LCTC staffing fees and costs in the amount of \$27,819.29.

Approved payment of Clerici Consulting fees and costs in the amount of \$27,819.29, as shown in Invoice #009-8 for December 2020. This invoice included separate invoices for

sub-consultants Borroum Engineering in the amount of \$7,883.20 and LSC Transportation Consultants in the amount of \$9,473.00.

1.23 Fiscal Year 2020/21 Overall Work Program and Budget Amendment #3.

Adopted Resolution 21-03 approving Amendment #3 to the Fiscal Year 2020/21 Overall Work Program and Budget.

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

No oral comment was received.

3. REPORTS

3.1 Caltrans

Mike Mogen provided the following update to the Commission:

- **Good Fred** project is on winter suspension on 11/10/2020. Project has one more construction year and should wrap up next year. Currently all the drainage is done, and only the pavement for the reroute is left. A commissioner asked if something could be done with the old store (empty) in that location. Maybe make it available for someone to run a business or something.
- Although it is in Plumas County, the Chester Causeway is getting rehabilitated including a roundabout. A question was asked about snow removal, and Mike responded that yes you can remove snow from one.

3.2 CHP

No report was provided.

3.3 City of Susanville

Dan Newton reported that they would be proceeding with their Rehab FC project (Richmond Road) will be commencing this summer. He added that there will be a water project as well in this area since the roads will be torn up.

He added that the Southeast Gateway project (Jack in the box east to the City limits) is in design with an anticipated building date in summer 2022.

3.4 Lassen County

Pete Heimbigner, Lassen County, reported that their two rehabilitation projects, Rehab B and Rehab C, will go to construction this summer. He noted that the Rehab C project continues repairs on Center Road.

It was also reported that the Sierra Army Depot received funds to rehabilitate the road in Patton Village.

3.5 Susanville Indian Rancheria

No report was provided.

4 NEW BUSINESS

4.01 Announcement of Items to be Discussed in Closed

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 Fiscal Year 2021/22 Unmet Needs Process

The Commission was asked to, by motion, take the following actions:

- *Adopt Resolution 21-01 approving definitions of “Unmet Transit Needs” and “Reasonable to Meet”.*
- *Approve recommended membership of the Social Services Transportation Advisory Council.*
- *Set February 24, 2021 at 2:00 PM via Zoom for a public hearing regarding unmet transit needs. Those without internet access can participate via telephone.*

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

AYES: Hammond, Hemphill, Herrera, McCourt, Schuster

NOES: None

ABSENT: None

ABSTIAN: None

4.12 Authorization for Chair or Executive Secretary to Temporarily Assign Executive Secretary Duties

The Commission was asked to adopt by motion, Resolution 21-02 giving authority to the LCTC Chair, or the Executive Secretary, to temporarily assign Executive Secretary responsibilities to LCTC staff member as needed.

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

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

4.13 SR 36/Main Street Complete Streets and Safe Mobility Report

The Commission was asked to receive and file, by motion, the SR 36/Main Street Complete Streets and Safe Mobility Report. Direct staff to transmit the SR 36/Main Street Complete Streets and Safe Mobility Report to Caltrans.

Genevieve Evans provided the Commission with a brief history and update on the SR 36/Main Street project. She reminded the Commission that goal of report was to develop a plan to create a more vibrant corridor which will improve existing businesses, attract new businesses, and increase safety for motorists, bicyclists, pedestrians and transit users. The report combines work conducted through previous studies with current public input. The report includes a list of priority roadway projects for State Route 36 along with a funding and implementation plan. The report divides recommended improvements into sections and identifies grant funding sources which could pay for the improvements.

She noted that a Draft report was completed and presented by Mark Thomas Consultants to the Susanville City Council on October 7th.

Public outreach began on October 8th and consisted of the following:

- *Project website*
- *On-line survey*
- *Voice-over Power Point presentation (similar to City Council presentation) – 75 views*

Public input closed on November 13th. The LCTC Team compiled a summary of input and public participation plan by November 20th, allowing sufficient time for Mark Thomas to complete a Final Report by January (grant deadline).

Ms. Evans reported that total of 383 responses to the survey were received. She noted that Attachment 15 of the main report presents summaries of all public comment including the on-line survey (Attachment A). Respondents ranked all SR 36 improvement concepts in terms of priority as follows:

- Priority 1: Street lighting*
- Priority 2: Rectangular Rapid Flashing Beacons (RRFBs)*
- Priority 3: Sidewalk repair*
- Priority 4: Street trees*
- Priority 5: Colored concrete banding*
- Priority 6: Wayfinding signage*
- Priority 7: Gateway feature*
- Priority 8: Lane reallocation*

Many respondents saw the proposed concepts as an effective way of increasing safety along SR 36. Others were concerned that the improvements would only increase maintenance costs. A number of specific suggestions were made for locations for RRFBs and streetlights.

John Clerici added that assuming the Commission takes action the recommended action, the Final Report will be transmitted to Caltrans as required by the grant. In addition, the report will be transmitted to the City of Susanville for their consideration and potential action. The City is not obligated to take any action on the report in order for the Commission to fulfil its obligations under the grant.

Commissioner Herrera commented that he appreciated the thoroughness of the Report and thinks that it should be taken up by the City Council. Commissioner McCourt supported this idea.

Elizabeth Norton commented that she thought that the report was well done and agreed that the community (The City) should discuss the various elements suggested.

4.14 SR Presentation on the US 395 Coalition Development and Phase Two Engineering and Economic Study

Members of the California State University Sacramento consulting teams provided updates on their US 395 study efforts.

Economic Impact Analysis

Dr Herman Li and Dr Katherine Chalmers, provided the Commission with an update on their efforts to determine the economic impacts of implementing substantive improvements to US 395 between Hallelujah Junction and Susanville. They provided the Commission with background on the types of analysis and data they would be using, and the kinds of outcomes the Commission might expect from their work.

Their analysis would include:

- *Assessment of current economic conditions in Lassen County
 - *Industry specific analyses of employment and income*
 - *Economic Base Analysis to capture trade flows**
- *Estimate of construction's economic impacts
 - *Changes in jobs and economic activity due to transportation improvement*
 - *Direct, Indirect, Induced effects**
- *Estimate operational economic impacts
 - *Changes in accident rates and operating costs**
- *Development of an economic analysis report identifying expected economic benefits and potential drawbacks of making the improvements*

Traffic Safety Analysis

Dr Ghazan Kahn and Arsalan Gharachorloo PE, provided the Commission with and update on their efforts to develop a safety evaluation of current conditions and future expansion of US 395.

They explained the project description and objects as a way to conduct a safety analysis of the current conditions and evaluate the safety impact of the corridor expansion in the future. This included:

- Analysis of historic crash data, trends, and traffic data including heavy vehicle traffic to identify and understand safety deficiencies, crash hotspots, and potential improvements.*
- The use of state-of-the-art methods from the ASSHTO Highway Safety Manual to compare the safety of a “no-build” scenario versus the proposed corridor expansion. This includes comparing the future expected crash frequency of the two-lane highway versus the predicted crash frequency of the four-lane divided highway.*

Both efforts will report back to the Commission at critical intervals. Both are expected to be done by the Fall of 2021.

5. INFORMATION ITEMS

Due to time constraints the Executive Secretary provided a brief update on both transportation funding initiatives at the state and federal level (both in flux and waiting for the new administration), and efforts to disseminate previously approved covid relief funds for transportation. He mentioned that the US 395 Coalition Building was moving ahead, and that a more formal presentation would be provided at the May meeting.

He also mentioned that he would be going in for a medical procedure that would require some significant recovery time, and that he would be vesting Steve Borroum with temporary executive authority starting January 15 (2021) and extending for at least two weeks.

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commission

None.

7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, March 15, 2021 at time 1:30 PM, at Jensen Hall, Lassen County Fairgrounds, Susanville.

7.3 Adjourn

The meeting was adjourned at 4:05 p.m.

Submitted for approval by:

A handwritten signature in blue ink, appearing to read "John Clerici". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 1.22**

Date: March 10, 2021

From: John L Clerici, Executive Secretary 

Subject: Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$41,259.01

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$41,259.01 as shown in Invoice #009-10 for February 2021.

PAST ACTION

This is the tenth invoice under the contract with Clerici Consulting for Executive Secretary and staff services. Please note that Invoice #009-09 for Executive Secretary and staff services for January 2021, was signed by Chair Hemphill on February 28, 2021. Invoice #009-09 was for \$40,499.90, including \$8274.04 for Borroum Engineering and \$26,233.00 to LSC Transportation Consultants.

DISCUSSION

Attached is Invoices #009-10, with supporting documentation, and a detailed Progress Report for the period beginning February 1, 2021 and ended February 28, 2021. This invoice includes invoices for sub-consultants Borroum Engineering in the amount of \$7,155.52 and LSC Transportation Consultants in the amount of \$22,293.75.

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

- Follow-up for January LCTC Commission and TAC meetings
- Attended February 24 Sierra Alliance meeting via Zoom
- Met with Consulting staff to plan and execute additional coalition building efforts for the US 395 effort. Meetings included US 395 Coalition conference call. These efforts including coordinating efforts with CSUS consulting teams for the US 395 safety and economic studies.
- Attended webinars for federal and state funding programs for transportation and mobility and December COVID relief funding workshops.
- Participated in the following video-meetings:
 - Rural Counties Task Force



- North State Super Region

- Provided contract close out for the Main Street/SR 36 Complete Streets Report Grant
- Held Unmet Needs public hearing – February 24, 2021
- Provided engineering oversight for the US 395 Coalition Building effort

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

Attachments (1)

INVOICE

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

Date: March 5, 2021
Invoice # 009-010
Billing Cycle Ended: 2/28/2021 (February 1, 2021 - February 28, 2021)

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

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

Staff Member	Total Hours	Payroll Rate	Overhead Rate	Profit (5%)	Total Rate	Total Cost
John Clerici	78.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 11,179.74
Borroum Engineering	February					\$ 7,155.52
LSC Transportation Consultants	February					\$ 22,923.75
Printing, copies, reproduction						No Charge
Travel (Lodging, meals)						No Charge
TOTAL						\$ 41,259.01
<i>Thank you for your history of prompt payment! As a small business, we greatly appreciate it!</i>						
Prior Balance						\$ 40,499.90
Payment						\$ 40,499.90
Total Due						\$ 41,259.01

12/2/2020

Billing Detail for Clerici Consulting --

Date	Hours											Labor Sub-Total
	WE 100 - OWP Administration	WE 601A - General Planning	WE 601B - RTP Data Collection	WE 601C - Active Transportation Planning	WE 601D - Transit Planning	WE 602 - Programming	WE 603 - Outreach	WE 604 - TDA	WE 701 - SR 36 Study	WE 702 - US 395 Coalition Building	WE 703 - US 395 Phase 2	
February												
1		2						1				3
2	2					1						3
3						1					2	3
4	1	2		1		1	2	1				8
5	1	1		1		1					2	6
						2						2
								1				1
8		2					1	1			2	6
9												0
10		3									2	5
11	2	1				2	1	1				7
12	1					1		1				3
					1		1					2
					1	1						2
15				1								1
16	1	2										3
17	1					1						2
18		1				2					2	5
19		1				1						2
												0
												0
22	1	2				1						4
23												0
24					1							1
25		1				1	2				1	5
26		3				1						4
												0
												0
												0
												0
Total	10	21	0	3	3	17	7	6	0	0	11	78
	Billing Rate: \$143.33											
	\$ 1,433.30	\$ 3,009.93	\$ -	\$ 429.99	\$ 429.99	\$ 2,436.61	\$ 1,003.31	\$ 859.98	\$ -	\$ -	\$ 1,576.63	\$ 11,179.74

PROGRESS REPORT
CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission
Clerici Consulting Project 009-0010
Period: February 1, 2021 – February 28, 2021

WORK COMPLETED (through February 28, 2020)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- Provide support to Commission, stakeholders and public. Provided follow-up for the January 2021 Regular Meeting of the LCTC and TAC. (Work Element 100, 601A & 603)
- With Caltrans, the Commission, the City of Susanville, and Lassen County work on the long-range transportation projects in the RTP, including amending the RTP as needed. Met with D2 Executive Staff on February 22, to discuss D2 goals and objectives, and two specific projects important to Lassen County. Discussed upcoming STIP cycle. (OWP Work Element 601A, 601C, 601D & 602)
- Attend regional and community meetings to discuss plans and projects important to Lassen County and the City of Susanville, the Regional Transportation Plan, and transportation programming and planning for the LCTC. Participated in US 395 Coalition Building team and stakeholder phone calls to discuss possible planning and programming discussion relevant to the OWP and RTP. (OWP Work Element 601A, 602, 603, 703).
- Communicated Local Transportation Fund Apportionments, Notified Claimants, Prepared Claim Forms through interagency consultation (OWP Work Element 603). Teleconference with CTC staff on February 26 to discuss COVID relief funds.
- Working with staff, independent auditor and Lassen County Auditor assisted with addressing audit and accounting issues associated with LCTC finances and TDA administration (WE 604).
- Participated in US 395 Coalition workshop conference call on February 3, 4, 10, and 18. Updated Sierra Alliance on US 395 activities. Worked with consultants on follow-up to presentations to the LCTC at their January meeting. (Work Element 703)

Steve Borroum

Work assignments

Invoice period for February 1, 2021 to March 1, 2021

- Gather, review and produce the fiscal records, invoices, quarterly reports, budget, and budget portion of the OWP (OWP work element 100)
- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on data collection, planning Rt 36 and 395, non-vehicular transportation, and transit systems. (OWP work element 601)
- With the local transit operator, Caltrans, the County, the City, and the County Auditor to identify available funding, and assist the Commission's project prioritization and programming processes. (OWP work element 602)
- Planning and involved with public outreach in support of the RTP planning processes. (OWP work element 603)
- With the independent auditor and the County Auditor addressing audit findings, address claims for ensuing year, preparing year end audit reports (OWP work element 604)
- Administration support for the grant (contracts, budgets and schedules, and invoicing) (OWP work element 701, 702, and 703)
- Engineering oversight (OWP work element 701, 702, and 703)


3/1/21



**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 5, 2021

John Clerici
1555 Sean Drive
Placerville, CA 95667

Project: FY 2020-21 LCTC Staffing Assistance

Dear Mr. Clerici:

The following is a summary of work performed for the Lassen County Transportation Commission staffing team for the month of February 2021:

- Monthly staff team call
- General project coordination
- Continued work on existing conditions, financial plan and capital plan for transit plan update
- Continued work on Coordinated Public Transit Human Services Transportation Plan
- On-line community survey and passenger survey for Transit Plan went live
- Continued work on existing conditions for Active Transportation Plan
- On-line community survey for Active Transportation Plan went live
- Continue work on Local Roadway Safety Study – Accident data collection and evaluation
- Coordination with team to present progress on Strategic Partnership Grant US 395 Study

Work performed for each OWP Work Element is as follows:

Work Element 601 – Total \$12,616.25

A) General Planning - \$780

B) Regional Transportation Planning and Data Collection - \$840

C) Active Transportation Planning - \$2,111.25

D) Transit Planning - \$8,885

Work Element 603 – Engagement - Total \$1,847.50

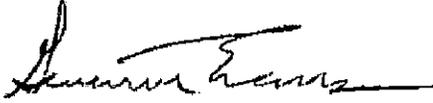
Work Element 703 – US 395 – Total \$225

Work Element 704 – Safety Study – Total \$8,235

Grand Total for February: \$22,923.75

Please find more detail in the attached pages.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Genevieve Evans". The signature is fluid and cursive, with a long horizontal stroke 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 59767
 Date 03/10/2021

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

Professional Services rendered through 02/26/2021
 Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Alexandra C. Silverman	8.50	80.00	680.00
Genevieve A. Evans	36.00	150.00	5,400.00
Gordon R. Shaw	3.00	210.00	630.00
Justine E. Marmesh	43.00	105.00	4,515.00
Selena McKinney	7.25	105.00	761.25
Professional Fees subtotal	97.75		11,986.25

Reimbursables

	Billed Amount
Advertisement	630.00

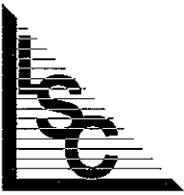
Invoice total **12,616.25**

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	9,900.00	8,070.00	780.00	1,050.00
Regional Transp. Planning, Data Collection	22,500.00	4,832.50	840.00	16,827.50
Active Transportation	28,800.00	10,657.50	2,111.25	16,031.25
Transit Planning	60,000.00	32,545.00	8,885.00	18,570.00
Total	121,200.00	56,105.00	12,616.25	52,478.75

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
59625	02/10/2021	10,932.50	10,932.50				
59767	03/10/2021	12,616.25	12,616.25				
Total		23,548.75	23,548.75	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 59768
 Date 03/10/2021

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

Professional Services rendered through 02/26/2021
 Project Manager: Genevieve A. Evans

Professional Fees

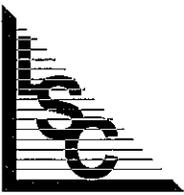
	Hours	Rate	Billed Amount
Genevieve A. Evans	9.50	150.00	1,425.00
Patricia K. Eagan	6.50	65.00	422.50
Professional Fees subtotal	16.00		1,847.50
		Invoice total	1,847.50

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement	45,640.00	23,967.70	1,847.50	19,824.80
Total	45,640.00	23,967.70	1,847.50	19,824.80

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
59626	02/10/2021	4,002.70	4,002.70				
59768	03/10/2021	1,847.50	1,847.50				
Total		5,850.20	5,850.20	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 59769
Date 03/10/2021
Project 207084 LCTC FY 20-21 ASSISTANCE-
REGIONAL TRANSP. PLANNING, WE703

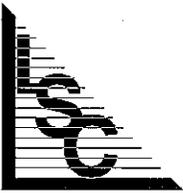
Professional Services rendered through 02/26/2021
Project Manager: Genevieve A. Evans

Professional Fees

Associate	Date	Hours	Rate	Billed Amount
Genevieve A. Evans	02/26/2021	1.50	150.00	225.00
Invoice total				225.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
59628	02/10/2021	300.00	300.00				
59769	03/10/2021	225.00	225.00				
Total		525.00	525.00	0.00	0.00	0.00	0.00



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

Lassen County Transportation Commission
 John Clerici
 P.O. Box 1028
 Susanville, CA 96130

Invoice number 59753
 Date 03/09/2021

Project **T217010 Lassen County Local Roadway Safety Plan**

Professional Services rendered through 02/26/2021
 Project Manager: Gordon R. Shaw

Professional Fees

	Hours	Rate	Billed Amount
Gordon R. Shaw	8.00	210.00	1,680.00
Sierra M. Brown	45.00	115.00	5,175.00
William C. Suen	12.00	115.00	1,380.00
Professional Fees subtotal	65.00		8,235.00
Invoice total			8,235.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Safety Study	82,330.00	10,572.50	8,235.00	63,522.50
Total	82,330.00	10,572.50	8,235.00	63,522.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
59641	02/10/2021	10,572.50	10,572.50				
59753	03/09/2021	8,235.00	8,235.00				
	Total	18,807.50	18,807.50	0.00	0.00	0.00	0.00



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Portola Reporter • Indian Valley Record • Westwood PinePress

STATEMENT

BILLING DATE	TERMS OF PAYMENT
02/25/2021	Standard terms

BILLED ACCOUNT

LSC TRANSPORTATION CONSULTANTS
1889 YORK ST
DENVER, CO 80206

207083

BILLED ACCOUNT NO	AGENCY / CLIENT
00018224	
NAME OF AGENCY / CLIENT	
LSC TRANSPORTATION CONSULTANTS LASSEN CO. TRANSPORTATION COMMISSION	

DATE	REFERENCE #	CHARGE OR CREDITS DESCRIPTION	INS	SAU DIMENSIONS	BILLED UNITS	AMOUNT	TOTAL
		Balance Forward - 1/28/2021				50.00	50.00
02/03/2021	01711985	internet... WEB ADS	1			25.00	75.00
02/10/2021	01712766	internet- ATP ad WEB ADS	1			45.00	120.00
02/10/2021	01712765	internet- TDP ad WEB ADS	1			45.00	165.00
02/10/2021	01708675	PAYMENT-THANKS!				-50.00	115.00
02/10/2021	01712733	internet... WEB ADS	1			25.00	140.00
02/17/2021	01713513	internet- ATP ad WEB ADS	1			45.00	185.00
02/17/2021	01713512	internet- TDP ad WEB ADS	1			45.00	230.00

PAID
CK. NO. 44889 23000
DATE 3/4/21

CURRENT	AGING				TOTAL NET AMOUNT DUE
	31-60 DAYS	61-90 DAYS	91- 120 DAYS	OVER 120 DAYS	
230.00	0.00	0.00	0.00	0.00	230.00

Please return a copy with payment **Total Due 25.00**

Cause Technology & Design
115 South Roop St.
Susanville, CA 96130
mcouso@susanvillestuff.com

207081 Backup



INVOICE

BILL TO

LSC Transportation
Consultants, Inc.
PO Box 5875,
Tahoe City, CA 96145

INVOICE # 3242
DATE 02/11/2021
DUE DATE 02/26/2021
TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/10/2021	300x250 pixel Square Banner 300x250 pixel Square Banner = 10 cents per impression.	2,000	0.10	200.00
02/10/2021	300x250 pixel Square Banner 300x250 pixel Square Banner = 10 cents per impression.	2,000	0.10	200.00

Thank you for your business, we do appreciate you. Have a wonderful day.

BALANCE DUE

\$400.00





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

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.23

Date: March 10, 2021

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: Low Carbon Transit Operations Program (LCTOP) Allocation Request

REQUESTED ACTION

By motion, 1) Adopt Resolution 21-04 authorizing the request for funds from the LCTOP program 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 receive LCTOP funding.

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.

DISCUSSION

Lassen County Transportation Commission staff was informed that funding in the amount of \$31,005 of LCTOP funds is available under the LCTOP FY 20-21 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.

Eligible projects include:

A. Operational Projects

1. New expanded/enhanced transit service
2. Free or reduced fares
3. Network/fare integration
4. Alternative transportation services

B. Capital Projects

1. Purchase expansion zero-emission or low-emission vehicles and equipment in support of new expanded/enhanced transit service.
2. Purchase, construct, and/or install infrastructure to support zero-emission or low-emission vehicles in support of new expanded/enhanced transit service.
3. Purchase, construct, and/or install passenger amenities at transit stops/stations to encourage increased transit ridership.
4. Purchase, construct, and install renewable energy for transit facilities in support of new expanded/enhanced transit service.
5. Purchase and construct active transportation facilities that connect to stops/stations and encourage ridership.
6. Purchase, construct, and install equipment and facilities needed to provide expanded/enhanced transit service.
7. Purchase and install equipment on transit vehicles to encourage increased transit ridership.
8. Purchase Replacement zero-emission vehicles.
9. Purchase construct, and/or install infrastructure, equipment, or facilities to support zero-emission vehicles.

LTSA management has informed Commission staff that they wish to allocate this fiscal year's LCTOP funds to two projects. The first is the continued funding for bus stop improvements (\$24,777). The second is for a new project to implement contactless payment (\$6,228). This project would purchase and install validator devices for collecting contactless payments with the goal of increasing ridership, improving customer experience, environmental targets, lowering transportation-related costs for service providers and the traveling public, and promoting equity.

RECOMMENDATION

Both projects fall well within the guidelines of the LCTOP program, and fosters the potential for a more convenient, equitable, and therefore more accessible transit operation.

Staff recommends that the Commission apply the FY 20-21 LCTOP funds toward these very worthy projects.

Attachments (1)

LASSEN COUNTY TRANSPORTATION COMMISSION
Amended Resolution 21-04

AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT

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).

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

BE IT FURTHER RESOLVED that the LCTC does hereby authorize the Executive Secretary to execute all documents necessary to obtain funds through the LCTOP program for Fiscal Year 2020/2021 and to administer the following LCTOP projects:

Project name: Bus Stop Improvement

Amount of LCTOP funds requested: \$24,777.00

Short description of project: The proposed project would purchase, construct and install bus stop enhancements including but not limited to 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. The LCTC plans to roll funds over into the following year to create a more substantial project.

Project name: Contactless Payment Implementation

Amount of LCTOP funds requested: \$6,278.00

Short description of project: The proposed project would purchase and install validator devices for collecting contactless payments with the goal of increasing ridership, improving customer experience, environmental targets, lowering transportation-related costs for service providers and the traveling public, and promoting equity.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its March 15, 2021 meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Jeff Hemphill, Chairman
Lassen County Transportation Commission

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

John L. Clerici, Interim Executive Secretary

March 15, 2021



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

John L. Clerici, Executive Secretary

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission
Date: March 10, 2021
From: Genevieve Evans, Senior Planner
Subject: FY2020/21 Unmet Needs Update

AGENDA ITEM 4.12

REQUESTED ACTION: None, this is an information item only.

DISCUSSION

Each year the Commission engages the community to determine if there are unmet transit needs that are reasonable to meet. To do this the Commission has adopts definitions of “Unmet Transit Needs” and “Reasonable to Meet” and appoints members of the public, as needed, to a Social Services Transportation Advisory Council, when vacancies exist. Commission staff, with the help of the SSTAC, hold a public hearing to solicit comments from the SSTAC, but also the public at large. This year the Unmet Needs Hearing was held on February 24th, at 2:00 PM via video conference. Attendees included: John Clerici (LCTC), Genevieve Evans (LCTC/LSC), Justine Marmesh (LCTC/LSC), David Knaut (LTSA), Caleb Shortz (Paratransit Services), Penny Artz (Lassen Senior Services), Michael Harding (We Care A lot Foundation), Deborah (Big Valley 50 Plus), Charlotte Roberts (Eskaton), Kelly Grah (Caltrans), Mike Battles (Caltrans), Shar (General Public)

The following is the summary of public comment from that hearing.

- David Knaut gave a presentation on the status of new/expanded services provided as a result of last year’s unmet transit needs efforts. He also provided an update on bus stop improvements.
 - Susanville Express and West County Extension Pilot Projects not performing well but started during COVID in October of 2020 and the college is not open.
 - LTSA will make some adjustments to these routes to see if that helps.
 - Charlotte liked the idea of access to the Mason Station Bizz Johnson Trailhead. Sierra Buttes Trail Stewardship has a long-term vision to connect all the Lost



Sierra Community Trailheads with one network of trails for all users. Susanville would be one of those communities.

- Big Valley 50 numbers have dropped because of COVID. Main complaint is that people live too far off the route so they cannot get picked up.
- Charlotte (Eskaton) has heard good feedback about the Susanville Express Pilot Project because passengers do not have to wait as long for a bus. COVID has affected ridership generated from Eskaton as well. Some residents do not feel comfortable riding the bus. Medical transportation to Reno is a very important issue for residents.
- Michael – Programs are running at limited capacity. Have not heard anything good or bad. COVID is slowing things down.
- Lassen Senior Services – Delivering meals to seniors instead of transporting people to congregate lunches during COVID. Seniors need to get to medical appointments in Reno but do not want to make the reservation 48 hours in advance. There are enough Susanville residents needing dialysis in Reno to fill a bus.
- Group Discussion – Easy to get an ambulance ride to Reno but how do people get back to Lassen County? Both Sage Stage and the Susanville Rancheria have put service to Reno on hold.
- Shar – Thankful for services. Bus services has saved my life. Caleb and his staff are phenomenal. Ended up in Reno hospital once and used Sage Stage to return to Lassen County.
- Caleb (Paratransit Services) – Staff love the community and want to find ways to have services to Reno. Can we partner with Medi-Cal? Would also like to meet with residents of Eskaton to see what more LRB can provide. LRB can deliver groceries to Eskaton residents. A lot of Eskaton residents just ride the bus to socialize. LRB sanitizes 11 times per day. Maybe education on LRB safety practices would be helpful. Charlotte mentioned that Eskaton residents have reported that they have seen drivers and passengers without masks on. So, residents are asking friends for rides. Most people are shopping less. Roughly 55% of Eskaton residents are vaccinated.

LRB has DAR passes now. Many seniors have arthritis and have trouble handling cash. LRB was unable to do Senior Light Tour this year.

- There may also be some requests for service to Redding.
- Kathy has heard similar problems with other agencies.
- David suggested partnering with Plumas County to provide service to Reno. There is also commuting from Reno to the prisons. Could we have a service that meets these commuting needs and medical transportation needs?

These comments will be evaluated by staff to see how they conform to the unmet needs and reasonable definitions adopted by the Commission at their January meeting. Staff recommendations, including a full review of the hearing comments, will be presented to the Commission for action at its May, 2021 meeting.



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Staff Report

To: Lassen County Transportation Commission

Date: March 10, 2021

From: John L. Clerici, Executive Secretary 

Subject: Fiscal Year 2021/22 Overall Work Program Preview

AGENDA ITEM 4.12

REQUESTED ACTION: None, this is an information item only.

PAST ACTION

Each year the Commission prepares a Draft Overall Work Program and Budget and submits it to Caltrans. Following Caltrans comments, the Commission adopts an Overall Work Program and Budget in May or June 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.

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 (SR36/Main Street Project Management and developing the Local Road Safety Plan).

In the FY 2020/21 OWP included:

- Regional transportation planning and data collection
- Active Transportation Program planning – bicycle and pedestrian mobility
- Transit planning (Transit Development Plan)
- SR 36 Project Management
- US 395 Phase 1 completion
- US 395 Phase 2 management



In FY 2020/21 the following studies and plans were either completed, or we anticipate will be completed by June 30, 2021:

- Updated Countywide Bicycle and Pedestrian Master Plan
- SR 36/Main Street Complete Streets and Safe Mobility Plan
- US 395 Coalition Implementation Plan
- Transit Development Plan and Coordinated Public Transit Human Services Transportation Plan

For Fiscal Year 2021/22 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:
 - Grant funded US 395 Economic and Traffic Safety
 - Local Road Safety Plan
- In addition, Commission staff is expecting to execute a minor update to the Regional Transportation Plan

The draft FY 2021/22 OWP and Budget will be brought to the Commission at your May meeting for review and comment, with the final document being brought to you at your June meeting for adoption.