**LASSEN COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

Regular Commission Meeting

**June 15, 2026**

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 1:40 P.M.*

**Roll Call:** **Present:** Albaugh, Brown, Ingram, Miller, Scanlon, Schuster
**Absent:** None

**1.1 Pledge of Allegiance**

*The Pledge of Allegiance to the Flag was waived.*

**1.2 Adoption of Agenda:**

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

AYES: Albaugh, Bown, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: None
ABSTAIN: None

**1.3 Approval of April 13, 2026 Regular Meeting Minutes**

*The Commission was asked to adopt the Minutes of their April 13, 2026, as presented by staff.*

*It was moved by Commissioner Scanlan and seconded by Commissioner Albaugh to approve the minutes as presented by staff. The motion was passed by the following vote:*

| | |
|---|---|
| AYES: | Albaugh, Brown, Ingram, Miller, Scanlon, Schuster |
| NOES: | None |
| ABSENT: | None |
| ABSTAIN: | None |

**1.4 Approval of Consent Calendar**

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

| | |
|---|---|
| AYES: | Albaugh, Brown, Ingram, Miller, Scanlon, Schuster |
| NOES: | None |
| ABSENT: | None |
| ABSTAIN: | None |

**2. CORRESPENDENCE/PUBLIC COMMENT**

*No written communication was received.*

*Verbal communications.*

**3. REPORTS**

**3.1 Caltrans**

*Michael Oguro reported that all Caltrans projects in the county are moving forward as previously described.*

**3.2 CHP**

*No update was provided.*

**3.3 City of Susanville**

*No update was provided.*

**3.4 Lassen County**

*No update was provided. Amy Schmidt was introduced to the Commission as the new Lassen County Public Works Director.*

**3.5 Susanville Indian Rancheria**

*No update was provided.*

**4 <u>NEW BUSINESS</u>**

**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 Fiscal Year 2024/2025 Audit Reports *

*The Commission was asked to adopt, by motion, Resolution 26-01 Authorizing the Adoption of The Written Procurement Policy and Procedures for Federal Grant Awards and Caltrans Local Assistance Procedures Manual Chapter 10.*

*Goods and services must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. FTA Circular 4220.1F: The Common Grant Rule for non-governmental recipients requires the recipient to have written procurement procedures.*

*It was moved by Commissioner Scanlon and seconded by Commissioner Ingram To approve the staff recommendation. The motion was passed by the following vote:*

| | |
|---|---|
| AYES: | Albaugh, Ingram, Miller, Scanlon, Schuster |
| NOES: | None |
| ABSENT: | Brown |
| ABSTAIN: | None |

### 4.12 Fiscal Year 2026/27 Draft Overall Work Program and Budget *

*The Commission was asked to adopt, by motion, Resolution 26-05 approving the FY 2026/27 Overall Work Program and Budget.*

*The Executive Secretary reminded the Commission that 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.*

*He also noted At their April 13, 2026 Regular Meeting, staff presented a draft of the FY 26/27 OWP and Budget for review and comment. Since then, staff received a letter from Caltrans District 2 outlining changes needed in the draft document. Those changes have been made to the district's satisfaction.*

*It was moved by Commissioner Schuster and seconded by Commissioner Brown that the Commission approve the staff recommendation. The motion was passed by the following vote:*

*AYES: Albaugh, Brown, Ingram, Miller, Scanlon, Schuster*
*NOES: None*
*ABSENT: None*
*ABSTAIN: None*

**4.13 Fiscal Year 2026/27 Transportation Development Act Apportionment and Allocation for Local Transportation Fund (LTF) and State Transit Assistance (STA)***

*The Commission was asked, by motion, Adopt Resolution 26-06 approving the Final Fiscal Year 2026/27 Transportation Development Act Allocations for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the allocations.*

*Each year the Commission approved final allocations for the upcoming fiscal year receipts of Local Transportation Funds and State Transit Assistance funds. In previous years the Commission would have taken action on these allocations in May as part of the OWP and Budget process. However given the events of early 2026 those items were delayed to the June meeting. He noted that since these are estimates the delay would not present any difficulties in distributing these funds to the LTSA when requested. He did note, and later Steve Borroum confirmed, that there was some concern that Lassen Transit Services Agency had not completed their FY 23/24 and FY 24/25 financial audits and therefore the LCTC was prevented from transferring any TDA funds until they were complete. Adding that no funds had been transferred in the last year and a half.*

*Commissioner Albaugh asked if Article 3 funds for Bike and Pedestrian projects had to be allocated with this action. Steve Borroum confirmed that the did not, and that the Commission had been accumulating Article 3 funds for several years and that there were now approximately $80,000 dollars available for distribution. Elizabeth Norton requested that the Article 3 funds remain in the allocation. Adding that these funds had the potential to be used for needed bike and ped projects.*

*It was moved by Commissioner Albaugh and seconded by Commissioner Brown that the Commission the allocation of TDA and STA funds be allocated as requested but that the Article 3 funs be removed. The motion was passed by the following vote:*

*AYES: Albaugh, Brown, Ingram, Miller, Scanlon, Schuster*
*NOES: None*
*ABSENT: None*
*ABSTAIN: None*

### 4.14 2026 Social Services Transportation Advisory Council (SSTAC) Meeting Summary *

*This was an information item only. No action was requested from the Commission*

*Genevieve Evans provided an update on the April meeting of the SSTAC. She noted that the SSTAC has a prescribed roster but that several positions were unfilled. Efforts to fill those positions are on-going.*

*She noted that transit needs that were discussed included:*

- *Periodic trips to Reno*
- *Non-emergency medical transport*
- *LTSA Trip Reimbursement Program*
- *Emergency Behavioral Health transportation*

*Ms Evans noted that the transit needs will be evaluated and that future actions may be brought to the LTSA for implementation. She also mentioned that providing new transit options may require teaming with existing services.*

*The Executive Secretary commented that he had participated in the meeting and was impressed by the discussion and hopeful that they might lead to improved service.*

### 4.15 LCTC Schedule of Meetings for Fiscal Year 2026/27

*The Commission was asked to adopt, by motion, the proposed schedule of meetings for FY 2026/27.*

*Every year at their June meeting, the LCTC approves the calendar of Regular Meetings for the next fiscal year.*

*It was moved by Commissioner Miller and seconded by Commissioner Schuster to adopt the fiscal year 2026/27 calendar of meetings as presented by staff. The motion was passed with the following vote:*

| | |
|---|---|
| AYES: | Albaugh, Brwon, Ingram, Miller, Scanlan, Schuster |
| NOES: | None |
| ABSENT: | None |
| ABSTAIN: | None |

## 5. <u>INFORMATION ITEMS</u>

*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** – Reported that projects in the US 395 corridor were continuing.*

- ***Wildlife Crossing Grant** –Staff hopes to have a publicly accessible version of the potential crossing locations by May 2026.*

- ***Legislation** – There were no updates on current state legislation.*

**6. <u>CORRESPONDENCE</u>**

*None.*

**7. <u>OTHER BUSINESS</u>**

**7.1 Matter brought forth by the Commissioners**

*No items were brought forth by the Commissioners.*

**7.2 Next Commission Meeting**

*Next meeting of the LCTC will be on Monday, August 10, 2026, 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 2:50 p.m.*

*Submitted for approval by:*

______________________________
John Clerici
Executive Secretary