

LASSEN COUNTY TRANSPORTATION COMMISSION

REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, Executive Secretary

Office:
555 Capitol Mall, Suite 600
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Susanville, CA 96130

Phone: (530) 919-9739

Date Posted: May 7, 2020

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

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

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

Subject: **REGULAR MEETING**

of the

LASSEN COUNTY TRANSPORTATION COMMISSION

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, May 11, 2020 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:

April 13, 2020 Special Meeting

- 1.22 Payment of Steve Borroum (Commission Engineer) fees and costs in the amount of \$7,398.08. *

REQUESTED ACTION: Approve payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7,398.08, shown in Invoice #14.

- 1.23 Payment of Clerici Consulting (John Clerici as Executive Secretary) fees and costs in the amount of \$7,883.15. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$7,883.15, shown in Invoice #08-014.

- 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 for the balance of the calendar year 2020.

(2) CORRESPONDENCE/PUBLIC COMMENT

- Written Communications
- Oral Communications

(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
- Executive Secretary Report (LCTC Staff)

(4) NEW BUSINESS

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- No items to be discussed in closed session

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS/PUBLIC HEARINGS

4.11 Fiscal Year 2018/2019 Independent Audit Reports

ACTION REQUESTED: By Motion, receive and file the Fiscal Year 2018/2019 Audit Reports and direct staff to forward Audits to Caltrans

4.12 SR 36 Complete Streets and Safe Mobility Study Change of Grant Oversight

ACTION REQUESTED: By MOTION, approve staffs request to change project oversight responsibilities for the SR 36 Complete Streets and Safe Mobility Study from Susanville City Staff to LCTC Commission Staff, and revise the FY 19/20 OWP and Budget as needed.

4.13 Disposition of Fund 128

ACTION REQUESTED: By MOTION, approve staff recommendation to Close Out Fund 128 as per the independent audit recommendation for FY 2018/19.

4.14 Lassen County Claim for Unfunded PERS Contributions Owed by the LCTC

ACTION REQUESTED: BY MOTION, provide direction to staff regarding the disposition of Lassen County's letter dated October 25, 2019 regarding the claim of unfunded pension liability and OPEB costs attributed to staffing services to the LCTC prior 2017.

4.15 Safety & Current Conditions Analysis and Evaluation of Future Expansion of US 395 by California State University of Sacramento (CSUS) Department of Engineering

ACTION REQUESTED: BY MOTION, authorize the Executive Secretary to sign the prepared agreement with CSUS for conducting the Hwy 395 safety analysis.

(5) INFORMATION ITEMS

5.01 Update on US 395 Coalition Building

5.02 Update on SR 36 Complete Streets

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, June 22, 2020 at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Special Commission Meeting

April 13, 2020

Jensen Hall
Lassen County Fairgrounds, Susanville, CA

2:00 P.M. Open Session

2:00 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 2:00 P.M. and the Pledge of Allegiance to the Flag was recited.

Roll Call: **Present:** Hammond, Hemphill, Moore, Schuster, Teeter
 Absent:

1.2 Adoption of Agenda and Approval of Consent Calendar:

It was moved by Commissioner Hammond and seconded by Commissioner Hemphill that the Commission adopt the agenda, with item 4.01 Closed Session moved to the end of the agenda and approve the Consent Calendar. The motion was passed by the following vote:

AYES: Hammond, Hemphill, Moore, Teeter
NOES: None
ABSENT: None
ABSTAIN: Schuster

1.21 Minutes Approval of March 9, 2020 Regular Meeting, and the February 10, 2020 Special Meeting

Adopted Minutes of the March 9, 2020 Regular Meeting

1.22 Payment of Steve Borroum (Acting Engineer) fees and costs in the amount of \$10,066.24.

Approved payment of Steve Borroum fees and costs in the amount of \$10,066.24, as shown in Invoice #13 for March 2020.

1.23 Payment of Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$7,596.49.

Approved payment of Clerici Consulting fees and costs in the amount of \$7,596.49, shown in Invoice #08-013 for March 2020.

1.24 Authorization to Sign Agreements with Caltrans on Behalf of the LCTC.

Adopted Resolution 20-05 authorizing the Executive Secretary to Execute All Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and/or Any Amendments thereto with the California Department of Transportation on Behalf of the Lassen County Transportation Commission.

2. CORRESPONDENCE/PUBLIC COMMENT

Written communications were received by Elizabeth Norton regarding trails issues in Lassen County. Comments were distributed to the Commission.

3. REPORTS

3.1 Caltrans

Mike Mogen from Caltrans District 2 provided the following updates.

Sr 139/Ash Street – District is looking at changing truck restrictions so that STAA trucks allowed on the road up to the college and the hospital. The range might be extended further up the route over time.

Corsswalks at Lassen High School – They will be making some improvements at the crosswalk, including replacing a missing sign, adding a sing on each approach to the crosswalk, and adding reflective coating to the sign posts. The work will probably not be done before the beginning of the next school year.

Other Crosswalks:

- Adding a crosswalk at Robbs or Laurel Streets. Need to do some pedestrian counts first, but want to wait on those until some of the restrictions on travel and commerce have been lifted.*

- *Removing one of the crosswalks at Sacramento Street and Main Street. There will still be three crosswalks at the intersection, but only one crossing Main Street.*
- *Piano Key striping will be added at six other crosswalks along Main Street.*

SR 36/Main Street CapM Follow-up: Project is in winter suspension, will resume soon for warranty work. Hat creek will be back out to fix pavement and curb ramps as well as striping that has already failed. This will be day work with lane closures.

Fredonyer Summit Project/ SR 36 aka Good Fred – Bridge and road realign/rehabilitation project, bids will be open on April 15th, with contract award about a month later. Summer construction anticipated. Current budget is approximately \$13 million.

3.2 CHP

No report was provided.

3.3 City of Susanville

No report was provided.

3.4 Lassen County

Lassen Rural Bus reported that they have initiated reverse service on their town service as well as service Doyle, Herlong and Milford. This is in response to Covid – 19 and helping out at risk populations in the region. Use has been limited, but more folks are asking about it, and they anticipate use will go up.

3.5 Susanville Indian Rancheria

No report was provided.

3.6 Executive Secretary

The Executive Secretary provided the Commissioners with a written update.

4. New Business

4.01 Announcement of Items to be Discussed in Closed

No items were discussed in closed session.

4.02 Announcement of Action Taken in Closed Session

There was no closed session.

4.10 Action/Discussion Items

4.11 Staffing Services RFP Contract Award

The Commission was asked to adopt, by motion Resolution 20-06 approving the Agreement with Clerici Consulting for Staffing Services and appoint John Clerici as Executive Secretary.

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

AYES: Hammond, Hemphill, Moore, Schuster, Teeter
NOES: None
ABSENT: None
ABSTAIN: None

4.12 SR 36 Complete Streets and Safe Mobility Study Change of Grant Oversight

The Commission was asked to approve, by motion staffs request to change project oversight responsibilities for the SR 36 Complete Streets and Safe Mobility Study from Susanville City Staff to LCTC Commission Staff and revise the FY 19/20 OWP and Budget as needed.

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

AYES: Hammond, Hemphill, Moore, Schuster, Teeter
NOES: None
ABSENT: None
ABSTAIN: None

4.13 Programming of LCTC Regional Surface Transportation Program Exchange Funds

The Commission was asked to approve, by motion Authorize staff to allocate the Fiscal Year 2018/19 RSTP Exchange funds in the amount of \$150,221, the FY 2019/20 RSTP Exchange funds in the amount of \$166,339.

Commissioner Teeter reminded the Commission that the RSTP funds provided to the LCTC for allocation were originally meant to be distributed to cities, since they could not take RSTP funds directly like the counties can. Executive Secretary affirmed this observation. However, he noted that it is also true that the Commission can allocate the funds to either the City or the County, but that historically the City had received these funds.

Richard Egan, Lassen County CAO, suggested that the Commission should break from this tradition, and consider allocating the funds to the County, or both the City and County.

Daniel Gibbs, City of Susanville Engineer, suggested that for future allocations, the City might support combining Lassen Counties RSTP share, with the share allocated to the LCTC, and selecting regionally significant projects to fund.

Elizabeth Norton asked if the Counties RSTP funds could be used to leverage ATP, or other bike/pedestrian projects. Mr. Clerici answered in the affirmative.

It was moved by Commissioner Moore and seconded by Commissioner Schuster to allocate the Fiscal Year 2018/19 RSTP Exchange funds in the amount of \$150,221, the FY 2019/20 RSTP Exchange funds in the amount of \$166,339 to the City of Susanville. The motion was passed with the following vote:

AYES: Moore, Schuster, Teeter
NOES: Hammond, Hemphill
ABSENT: None
ABSTAIN: None

4.14 Draft Fiscal Year 2020/21 Overall Work Program and Budget

The Commission was asked to authorize, by motion staff to release the Draft FY 2020/21 Overall Work Program and Budget (OWP) to Caltrans, The City of Susanville, Lassen County, and the Susanville Indian Rancheria for circulation, review, and comment.

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

AYES: Hammond, Hemphill, Moore, Schuster, Teeter
NOES: None
ABSENT: None

ABSTAIN: None

4.15 LCTC Historic and Current Income & Fiscal Status Report

The Commission was provided and update on the primary sources of income to the LCTC – TDA, STA, and State of Good Repair – our actual accruals for each compared to our FY 2019/20 estimates, and what we might expect for the third and fourth quarter. Staff also discussed the ramification of the current COVID 19 actions on those revenues.

No action was taken by the Commission on this item.

5. Information Items

The Interim Executive Secretary provided the Commission with an update of all commission activities related to the following:

- US 395 -- Despite the restrictions on meeting in both Nevada and California, we are continuing to advance the efforts of identifying and meeting with potential private sector partners in the Washoe County, as well as monitoring federal relief legislation that may provide resources for projects associated with our effort. In addition, The Furgeson Group is continuing to develop a coalition website, and other social media. In late March LCTC staff, working with Lassen County Public Works, responded to a call for projects from Governor Newsom's Office of Planning and Research, for projects associated with Army Depot for potential stimulus funding. The project was improvements to A26 and A27 leading into the Depot off of US 395.*
- SR36/ Main Street -- We continue to work towards finishing the Complete Street and Safe Mobility Study, melding the objectives of the study (complete street and safety enhancement implementation along the SR 36 corridor to improve overall health and safety) with more immediate actions being taken by Caltrans in the wake of two fatal accidents in January. A full report on this effort will be brought back to the Commission at its May meeting.*

6. Correspondence

See public comment.

7. Other Business

7.1 Matter brought forth by the Commission

- Commissioner Wilson thanked Commissioner Franco for his years of service to the Commission.*

7.2 Next Commission Meeting

Next meeting of the LCTC will on Monday, May 11, 2020 at time 1:30 PM, in Jensen Hall at the Lassen County Fairgrounds.

7.3 Adjourn

The meeting was adjourned at 3:20 p.m.

Submitted for approval by:



John Clerici
Executive Secretary



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

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SUITE 600
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Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.22

Date: May 7, 2020

From: John L Clerici, Executive Secretary

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

Subject: Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7,398.08

REQUESTED ACTION

Approve payment of Steve Borroum fees and costs in the amount of \$7398.08, as shown in Invoice #14 for April 2020.

PAST ACTION

This is the fourteenth invoice under this new consulting contract.

DISCUSSION

Attached is Invoice #14, with supporting documentation, and a detailed Progress Report for the period beginning April 1, 2020 and ended April 30, 2020.

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

- Gather, review and produce the fiscal records, invoices, quarterly reports, budget and budget portions of the OWP.
- With the independent auditor and the County Auditor addressing audit findings, address claims, for ensuring year, preparing year end audit reports.

These charges are consistent with the billing trends for the FY 2019/20 OWP budget to date.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (1)

5/5/2020

INVOICE TO LASSEN COUNTY TRANSPORTATION COMMISSION

Steve Borroum
Acting Engineer
633 Tamarindo Way
Roseville, CA 95678

Invoice #14: Invoice Period: April 1, 2020 to May 1, 2020

DATE	HOURS						Labor Sub-Total
	OWP Task 100- Administration	OWP Task 601 - Transportation Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	OWP Task 701 - Rt 36 Study	
April							
1		1					1
2		2					2
3		1					1
6		1					1
7		3			1		4
8							
9		1					1
10		2					2
13		2			1		3
14		1					1
15		1					1
16		2			1		3
17		2					2
20		2					2
21		6				1	7
22		5				1	6
23		3				1	4
24		1				1	2
27		3			1	2	6
28		2				5	7
29						5	5
30							
TOTAL	0	41	0	0	4	16	61
Rate: \$121.28 / hour							
	\$ -	\$ 4,972.48	\$ -	\$ -	\$ 485.12	\$ 1,940.48	\$ 7,398.08
Totals	\$	7,398.08					

Total this invoice: \$ 7,398.08

Handwritten signature
5/6/20

Steve Borroum

Work assignments

Invoice period for April 1, 2020 to May 1, 2020

- Gather, review and produce the fiscal records, invoices, quarterly reports, budget, and budget portion of the OWP (OWP work element 100)
- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on 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)
- 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 (budget and schedule revise, and invoicing) (OWP work element 701)
- Engineering oversight for the Rt 36 complete streets study (OWP work element 701)

Professional Personal***Task: 100 – Administration and Coordination***

LABOR	HOURS	RATE	AMOUNT
Executive Secretary John Clerici	1	\$143.33	\$143.33

Task: 601 – Regional Transportation Planning

LABOR	HOURS	RATE	AMOUNT
Executive Secretary John Clerici	15	\$143.33	\$2,149.95

Task: 602 – Regional Transportation Programming

LABOR	HOURS	RATE	AMOUNT
Executive Secretary John Clerici	0	\$143.33	\$0

Task: 603 – Community Engagement and Outreach

LABOR	HOURS	RATE	AMOUNT
Executive Secretary John Clerici	32	\$143.33	\$4,586.56



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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 1.23**

Date: May 7, 2020

From: John L Clerici, Executive Secretary 

Subject: Payment of Clerici Consulting Interim Executive Secretary fees and costs in the amount of \$7,883.15.

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$7,883.15, as shown in Invoice #008-14 for April 2020.

PAST ACTION

This is the fourteenth invoice under this consulting contract.

DISCUSSION

Attached is Invoices #008-14, with supporting documentation, and a detailed Progress Report for the period beginning April 1, 2020 and ended April 30, 2020.

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

- Prepared Agendas and information items for April 13, LCTC and April 6, TAC Meetings
- Met with Consulting staff to plan and execute addition coalition building efforts for the US 395 effort.
- Participated in the following video-meetings:
 - Interim Policy of Timely Use of Funds
 - Local Streets and Road Program Eligibility
 - FY 2021-22 Caltrans Sustainable Transportation Planning Grant Update
- Based on Caltrans comments revised Draft OWP & Budget for FY 20/21

These charges are consistent with the billing trends for the FY 20019/20 OWP budget to date.

Attachments (2)
