

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: May 4, 2023

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Russ Brown, (City Council)

Tom Neely, (Co. Supervisor)

Quincy McCourt (City Council)

Chris Gallagher, (Co. Supervisor)

Kevin Stafford Vice-chair (City Council)

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, May 8, 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/84733495001>

Meeting ID: 847 3349 5001

Passcode: 264188

One tap mobile

+12532158782,,84733495001# US (Tacoma)

+13462487799,,84733495001# 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 March 13, 2023, Regular Meeting: **Motion Required**

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 \$9,889.77. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$9,889.77 as shown in Invoice #009-36 for April 2023.

(2) **CORRESPONDENCE/PUBLIC COMMENT**

(3) **REPORTS**

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

- Caltrans Report
 - Michael Webb - Deputy District Director – Caltrans District 2
- California Highway Patrol (CHP) Report
- City of Susanville Report
- County of Lassen Report
 - Matt McClain – Interagency Trail Coordinator
- 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 Fiscal Year 2021/2022 Audit Reports

ACTION REQUESTED: BY MOTION: Receive and file the Fiscal Year 2021/2022 Audit Reports and direct staff to forward Audits to Caltrans.

4.12 Fiscal Year 2022/23 Unmet Transit Needs Determinations

ACTION REQUESTED: BY MOTION: Adopt Resolution 23-07 the findings of the Unmet Transit Needs Process for FY 22/23 for implementation in FY 2023/24.

4.13 Fiscal Year 2023/24 Overall Work Program and Budget – Final

REQUESTED ACTION: BY MOTION, adopt Resolution 23-08 approving the FY 2023/24 Overall Work Program and Budget.

(5) INFORMATION ITEMS

5.01 Executive Secretary Report

Updates:

- US 395 Coalition Building
- Upcoming meetings and outreach

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, June 19, 2023, at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS: Update on outreach for various LCTC initiatives, presentation on Road Mileage Tax proposal (vs gas tax), Draft RTP discussion

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

March 13, 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 2:25 P.M.

Roll Call: Present: Albaugh, Bridges, Brown, Herrera, Neely, Stafford
Absent: Gallagher, 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, Neely, Stafford
NOES: None
ABSENT: Gallagher, McCourt
ABSTAIN: None

1.3 Approval of the January 9, 2023 Regular Meeting Minutes

The Commission was asked to adopt the Minutes of their January 9, 2023, Regular Meeting.

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

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

1.31 Election of Chairperson and Vice-Chairperson

The Commission was asked to elect a Chairperson to preside at meetings of the Commission for the balance of the calendar year 2023.

It was moved by Commissioner Stafford and seconded by Commissioner Bridges to nominate Aaron Albaugh to remain chair for the remainder of 2023. No other nominations were made. The motion was passed with the following vote:

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

The Commission was asked to elect a Vice-Chairperson for the balance of the calendar year 2023.

It was moved by Commissioner Neely and seconded by Commissioner Brown to nominate Kevin Stafford to remain as Vice-chairperson for the remainder of 2023. No other nominations were made. The motion was passed with the following vote:

AYES: Albaugh, Bridges, Brown, Herrera, Neely, Stafford
NOES: None
ABSENT: Gallagher, 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, Neely, Stafford
NOES: None
ABSENT: Gallagher, 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 ITS elements on US 395, highway radio systems and closed-circuit video are one step closer to be implemented. He also reported that the analysis on the Secret Valley Rest Area continue, and that the CapM project on US 395 from Red Rock to Doyle will be combined with a safety project (from the US 395 Coalition safety analysis) developed by Caltrans.

Commissioner Albaugh asked why the CapM/Safety project was ending at Honey Lake. Rick replied that the original CapM project ended at Doyle and was extended by the safety project.

Commissioner Albaugh asked again about a tour of the Beiber Maintenance Station.

Rick also announced that he would be moving to another job, and that Michael Oguro would be replacing him.

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

No report was provided by Lassen County.

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 LCTC and LTSA Triennial Performance Audits

The Commission was asked, by motion, to accept the Triennial Performance Audit report for Fiscal Years 2018/19 to 2021/22 as presented by your consultant, and direct staff to forward them to Caltrans as required by TDA guidelines.

Derek Wong and Rick Williams, AICP's, of Michael Baker International provided an overview of the Triennial Performance Audits for the Fiscal Years 2018/19 to 2021/22 for both the LCTC and LTSA. They noted that generally both LCTC and LTSA were in compliance with most audit standards, and had a plan for addressing deficient areas.

It was moved by Commissioner Bridges and seconded by Commissioner Herrera to receive the performance audits as presented, and direct staff to forward them to Caltrans. The motion was passed with the following vote:

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

4.12 Staffing Services Agreement Extension

It was recommended to the Commission that they, 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

DeeAnne Gillick, General Counsel to the LCTC, provided the Commissioners with background and option for extending the contract with Clerici Consulting for LCTC staffing services. She noted that 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. She added that the Commission could extend the agreement for one or two years or direct staff to commence a competitive request for proposal process for Commission staffing services.

In addition to extending the term of the contract, Ms Gillick noted that the existing agreement also needed 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 had the discretion to direct Clerici Consulting 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 revised not to exceed value was estimated at \$1,978,083.

The Commission was also provided with observations from the recently adopted Triennial Performance Audit for the LCTC, where auditors highlighted some of the contributions and successes provided by Clerici Consulting to date.

After some discussion it was moved by Commissioner Brown and seconded by Commissioner Bridges to adopt Resolution 23-06 extending the term of the contract with Clerici Consulting to June 30, 2025, and revise the not to exceed value of the extended contract as recommended by General Counsel. The motion was passed by the following vote:

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

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

The Commission was asked to authorize, by motion, staff to release the Draft Overall Work Program and Budget (OWP) for FY 2023/24 to the public for circulation, review, and comment.

John Clerici reminded the Commission that the Overall Work Program and Budget (OWP) 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, tasks and deliverables.

John provided an update of the major differences from the current OWP and the Draft OWP for fiscal year 23/24. He noted that one significant difference was that in the current fiscal year both the US 395 Coalition Funding Strategy and the Local Road Safety Plan (Work Elements 703 and 704 respectively had been completed. He added that work on both would continue in other parts of the OWP.

It was moved by Commissioner Bridges and seconded by Commissioner Brown to adopt the staff recommendations to circulate the Draft FY 23/24 OWP and Budget for public review and comment. The motion was passed with the following vote:

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

4.14 An Update on Grants being pursued by the LCTC

The was an informational item, no Commission action was requested.

The Executive Secretary provided the Commissioners with a brief description and update on grants currently be pursued by staff. They include:

- **SUSTAINABLE COMMUNITIES GRANT**

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

The LCTC would conduct a survey of the existing conditions along the byway in Lassen, Plumas and Shasta Counties as a prelude to developing a plan to maximize the economic benefit to the region.

- **SUSTAINABLE COMMUNITIES GRANT – COMPETITIVE TECHNICAL**

Lassen GIS Plan

The LCTC will provide administrative support to Lassen County and the City of Susanville as they improve their GIS capabilities.

- **WILDLIFE CONSERVATION GRANT**

US-395 Wildlife Overpass Planning Project

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.

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** – Lassen and Washoe Counties are pursuing an MOU and have set a target date of May 1 to be completed.
- **Zero Emission Vehicle Request for Proposal** – The re-release of the RFP for consulting services provided 5 proposals, 3 interviews, and one consultant selected. Work has begun and periodic reports will be provide to the Commission.
- **HR 6607** – Identifying roads adjacent to the Sierra Army Depot to be evaluated for improvements and potentially identifying funding for same.

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, May 8, 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 3:40 p.m.

Submitted for approval by:

A handwritten signature in blue ink, appearing to be "John Clerici", written over a horizontal line.

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: May 3, 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 \$9,889.77

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$9,889.77 as shown in Invoice #009-36 for April 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 #009-36, with supporting documentation, and a detailed Progress Report for the period beginning April 1, 2023 and ending April 30, 2023.

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
- Planned and attended North State Super Region workshop with the California Transportation Commission
- Provided administrative support to the ZEV Infrastructure Feasibility study

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: May 1, 2023
Invoice #: 009-036
Billing Cycle Ended: 4/30/2022 (April 1, 2023 - April 30, 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	69.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 9,889.77

Borroum Engineering April
LSC Transportation Consultants April

Printing, copies, reproduction
Travel (Lodging, meals)

No Charge
No Charge

TOTAL \$ 9,889.77

Prior Balance \$ 38,069.20

Payment \$ 38,069.20

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

Total Due \$ 9,889.77

5/1/2023

Billing Detail for Clerici Consulting --

Date	Hours										
	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	
March											
			1								0
				1							3
3	1										2
4			1								1
5			1								3
6	1		2								6
7											2
											0
											0
											0
											0
10			2								5
11											1
12			2								6
13	1		2								7
14											4
											0
											0
											0
17			1								6
18	1										1
19											3
20			1								3
21											0
											0
											0
24			2								4
25											0
26											1
27	1		1								4
28	1		2								7
											0
											0
											0
Total	6	18	8	0	0	14	13	3	7		69

Billing Rate: \$143.33

\$	859.98	\$	2,579.94	\$	1,146.64	\$	-	\$	-	\$	2,006.62	\$	1,863.29	\$	429.99	\$	1,003.31	\$	9,889.77
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PROGRESS REPORT
CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission
Clerici Consulting Project 009-036
Period: April 1, 2023 – April 30, 2023

WORK COMPLETED (through April 30, 2023)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- **Work Element 100 – Administration**
 - Provided follow-up for the March 2023 Regular Commission meeting
 - Prepared draft agenda and materials for May 2023 Regular Commission Meeting and TAC meeting

- **Work Element 601A – General Planning**
 - Participated in Caltrans D2 Semi-annual meeting with local public agencies (4/11)
 - Participated in MTC Partnership meeting (4/17)
 - Continued to monitor regional and statewide transportation issues discussed with CTC Staff (4/12)
 - Met with LCTC Chair (4/24)

- **Work Element 601B – RTP Data Collection**
 - Continued process to update regional transportation needs assessment – list updates – Assisted county and city to update project lists

- **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**
 - Continued to monitor 2022 STIP activities and respond to CTC comments and requirements for final adoption by the CTC
 - Attended CTC/HCD/CARB transportation workshop (4/6)

- **Work Element 603 – Outreach**

- Provided interagency outreach through the LCTC Technical Advisory Committee
 - Followed up with TAC as needed to get input regional planning priorities
 - Provided follow-up to March TAC meeting
 - Updated LCTC Website as needed
- Participated in Sierra Alliance meeting (4/19)
- Participated in North State Super Region CTC/NSSR workshop in Redding (4/11,12,13)

- 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 the following ZEV study meetings
 - Data gathering meeting (4/5)
 - Follow up consultation with ZEV consulting team project manager



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: May 4, 2023

AGENDA ITEM 4.11

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 2021/2022 Audit Reports

REQUESTED ACTION: Receive and file the Fiscal Year 2021/2022 Audit Reports and direct staff to forward Audits to Caltrans.

BACKGROUND

According to the Transportation Development Act (TDA), Sections 6661, 6662, and 6751, LCTC is required to submit reports of fiscal and compliance audits to the California State Controller within 180 days following the close of each fiscal year. The fiscal and compliance audits of the financial statements of LCTC, the Local Transportation Fund, and State Transit Assistance funds have been completed by Richardson & Company, LLP. These audits are performed in accordance with Generally Accepted Auditing Standards by a certified public accountant and include a determination of compliance with TDA rules and regulations. Pursuant to TDA statute Section 99245, LCTC also contracts with an independent fiscal auditor to conduct certified fiscal audits of all TDA claimants in the LCTC jurisdiction.

For Fiscal Year 2020/2021, these audit reports include:

- Lassen County Transportation Commission
- Lassen County Transportation Commission – Local Transportation Fund
- Lassen County Transportation Commission – State Transit Assistance Fund

The approved LCTC FY 2021/2022 Overall Work Program and Budget includes the expenditure for the preparation of the fiscal year 2021/2022 audits and reports for the LCTC.

DISCUSSION

The audit reports included the Lassen County Transportation Commission, the Lassen County Transportation Commission Local Transportation Fund (LTF), and the Lassen County Transportation

Commission State Transit Assistance Fund (STA). This is the fourth financial audit of the LCTC since its administrative separation from Lassen County. This audit shows a steady improvement in the financial reporting and tracking of Commission funds. Despite changes in leadership and personnel at the County Auditor's office they continue to provide assistance that have facilitated these continued improvements.

Commission Staff has requested that Ingrid Sheipline of Richardson & Company provide a verbal report directly to the Commission on the audit findings. An outline of the topics Ms. Sheipline will be addressing are included in Attachment C. In addition, Steve Borroum, who worked with Ms. Sheipline, city and county staff, and the County Auditor during this process, will be available to provide additional insights.

The results of the audit as reported by Richardson & Company, LLP will be discussed by Ms. Sheipline. The Management's Discussion and Analysis presents a narrative overview and analysis of LCTC's financial statements during the fiscal year ending June 30, 2022, and is included as Attachment A. In addition to the Audit Report, independent audit firms are also required to submit communications regarding the audit directly to the governing board. This communication is included as Attachment B. The complete Audit is included as Attachment D. The FY 2021/22 Independent Audit, and supporting documents, once accepted by the Commission, will be available to the public upon request and will be available at LassenCTC.com.

Attachments (4)



550 Howe Avenue, Suite 210
Sacramento, California 95825
Telephone: (916) 564-8727
FAX: (916) 564-8728

MANAGEMENT LETTER

To the Commissioners and Management
Lassen County Transportation Commission
Susanville, California

In planning and performing our audit of the financial statements of the Lassen County Transportation Commission (the Commission) as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given those limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

We noted the following items that warrant consideration:

We noted that the allocation instructions did not include all of the required information as stated by section 6659 of the Transportation Development Act (TDA). We recommend the Commission convey allocation instructions to the County Auditor by written memorandum of its Executive Director accompanied by a certified copy of the resolution authorizing the action accordingly. According to the TDA, each allocation instruction shall be numbered, shall designate the section of the Act under which the allocation is authorized and any additional terms and conditions of the allocation. Allocation instructions should also include payment method, by single payment or as moneys become available.

* * * * *

This communication is intended solely for the information and use of management, the Board of Directors and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Richardson & Company, LLP

April 16, 2023



550 Howe Avenue, Suite 210
Sacramento, California 95825

Telephone: (916) 564-8727
FAX: (916) 564-8728

GOVERNANCE LETTER

To the Commissioners
Lassen County Transportation Commission
Susanville, California

We have audited the financial statements of the Lassen County Transportation Commission (the Commission) for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated July 25, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

We have been engaged to report on the Schedule of Allocations of Local Transportation Fund (LTF), State Transit Assistance (STA) Funds and State of Good Repair (SGR) Funds, which accompany the financial statements, but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

In planning and performing our audit, we will consider the Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Commission's compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors,

(2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Our findings are included in the Report on Internal Control and Compliance.

We performed the audit according to the planned scope previously communicated to you in our engagement letter dated July 25, 2022.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note A to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Commission's financial statements were the pension and OPEB liabilities billed by the County for past employee services in Note G.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Adjustments included four audit adjustments needed to correct balances of the accounts and transactions consisting of:

- Remove negative cash balance in the STA fund.
- Correct payable of SGR allocations to Lassen Transit Services Agency (LTSA).
- Correct payable of STA allocation to LTSA.
- Balance LCTOP revenue to amount received.

Management has agreed to correct all such misstatements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 16, 2023.

Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Commission’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of the Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Richardson & Company, LLP

April 16, 2023

Attachment C

LASSEN COUNTY TRANSPORTATION COMMISSION

SUMMARY OF 2021/22 AUDIT RESULTS

May 8, 2023

Presentation by Richardson & Company, LLP of the Audited Financial Statements, including the following communications required by Generally Accepted Auditing Standards:

Reports issued

- Audited Financial Statements with auditors opinion
- Internal Control and Compliance Reports
- Governance (required communications) letter
- Management letter

Independent Auditor's Report (page 1)

- Unmodified (clean) opinion (after adjustments were made)

Discussion of financial statements

Fund statements (page 6)

- Planning/General Fund has fund balance of \$111,909
- LTF has unapportioned balance of \$262,742
- STA/SGR has unapportioned balance for transit of \$17,248 and \$41,908
- Grant fund balance of \$645,085 available (state transportation funds)
- Note G – Amount owed to County for past pension/OPEB costs of \$81,783, being repaid at \$100,000 per year beginning in 2021/22

Reports on Internal Control and Compliance (pages 19 to 21)

- Internal control weaknesses – Internal tracking needs to be compared to County general ledger
- No compliance findings noted (prior year comments resolved)

Governance letter

- Audit adjustments
- 4 adjustments made to amounts in County's books

Management letter

- Other recommendations for improvement noted
- Allocation instructions to include items required by TDA (written memo, TDA Article number, payment method and frequency)



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: May 3, 2023

AGENDA ITEM 4.12

To: Lassen County Transportation Commission

From: John L. Clerici, Executive Secretary

Subject: Fiscal Year 2022/23 Unmet Transit Needs Determinations

REQUESTED ACTION

BY MOTION: Adopt Resolution 23-07 the findings of the Unmet Transit Needs Process for FY 22/23 for implementation in FY 2023/24.

BACKGROUND

The Annual Unmet Needs Process is required by Article 8, Section 99401.5 of the Transportation Development Act (TDA) for those regions that wish to spend Local Transportation Fund dollars on non-transit purposes such as streets and roads. The TDA requires that the transportation planning agency (such as the LCTC) shall hold at least one public hearing pursuant to Section 99238.5 for the purpose of soliciting comments on the unmet transit needs that may exist within the jurisdiction and that might be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services. The annual process involves adoption of “Unmet Transit Needs” and “Reasonable to Meet” definitions, consultation with the Social Service Transportation Advisory Council (SSTAC), consultation with the Regional Transportation Plan, the Transit Development Plan, and an unmet needs hearing. Through this process, deficiencies in the public transportation system are identified. “Unmet Transit Needs” and “Reasonable to Meet” definitions were adopted by the Commission as Resolution 23-02 at the January 9, 2023 meeting, *See Attachment A*.

Staff has since analyzed the identified deficiencies and applied the “Unmet Transit Needs” and “Reasonable to Meet” definitions to make a recommendation to the LCTC as to whether the identified deficiencies should be considered as unmet needs and whether those unmet needs are reasonable to meet.

DISCUSSION

On February 22nd, 2023, the Lassen County Transportation Commission (LCTC) SSTAC met to discuss potential unmet transit needs in Lassen County. The SSTAC and members of the public met both in person and virtually through Zoom (meeting notes include as *Attachment B*). The meeting was advertised to the public through notices in the local on-line publication, flyers on buses, notification on the LCTC Website (Lassenctc.com), LTSA website and through social media.

The following summarizes the potential transit needs which were brought up at the SSTAC meeting and analyzes whether or not they are an “unmet transit need” and “reasonable to meet” according to adopted definitions.

Out of County Transportation for Medical Appointments

Applying the Unmet Need Definition

Although Lassen County has a hospital, patients must travel to a more urbanized area such as Reno, Nevada or Redding, California for specialized medical care. For example, there are no dialysis centers in Lassen County. Lassen County residents may also need to travel to Reno to connect to intercity transportation services or do some shopping. The following describes out-of-county transportation options for Lassen County residents.

- Out-of-county transportation for seniors – Until recently Lassen Senior Services provided transportation to Reno for seniors by reservation. Lassen Senior Services has essentially disbanded.
- Medi-Cal recipients - Medi-Cal recipients are eligible for free transportation to medical appointments out of the county through qualified transportation brokers. This type of transportation is typically available 24 hours a day with advance reservation. It should be noted that Medi-Cal patients must stay in California for medical appointments and therefore, cannot go to Reno for these services. The general public may use these services but it can be quite costly.
- Veterans Affairs (VA) – The Department of Veterans Affairs provides transportation from Susanville to larger VA medical facilities on Tuesdays and Thursdays for veterans.
- Medicare recipients - Unfortunately, Medicare does not typically pay for transportation to medical appointments. Therefore, there is a certain sector of the transit dependent population who is over 65 but not eligible for Medi-Cal and requires transportation to medical appointments outside of Lassen County.
- Out-of-county transportation for the general public – The only out-of-county transportation available to the general public, who are not eligible for Medi-Cal or a veteran, is an intercity route operated by Sage Stage out of Alturas. The Sage Stage Intercity Reno Route operates one round trip per day from Alturas to Reno with a stop in Susanville, three days per week. LTSA shares the cost of this service with Sage Stage. Reservations are required in advance.

The need for transportation to medical appointments in urban areas is likely to grow as the community ages. This also has been a transit need identified in SSTAC meetings for at least the past five years.

Given the above, the need for out-of-county transportation for medical appointments for Lassen County residents is a deficiency in the system of public transit services which has clearly been identified by community members and does not represent the desire of a small group of individuals nor does it duplicate existing transportation services. Therefore, out-of-county transportation for medical appointments is considered an unmet transit need.

Reasonable to Meet Determination

The 2021 Lassen County Transit Development Plan recommended implementing a Non-Emergency Medical Transportation Service (NEMT) between Susanville and Reno one day per week. The service would require 48-hours advance reservation and a minimum of 2 passengers before running. The service would be open to the general public and would pick up passengers at their home in Susanville and take them to their destination

in Reno (within defined limits). The TDP estimated that around 210 passenger-trips could be served annually. If a \$10 per one-way trip fare is charged (which is comparable to other NEMT services), the annual operating subsidy would be around \$18,770. This represents a farebox ratio of 10 percent.

Lassen County adopted reasonable-to-meet criteria which states that an unmet transit need considered to be a fixed route service must meet a 10 percent farebox ratio (fare revenues divided by operating costs) to be considered reasonable to meet. However, the Reno NEMT service is more of a demand-response or special route, in which case it is subject to fare revenue ratio and passenger productivity standards established in the TDP. There are no specific standards in the TDP for a NEMT service. The closest standards would be for Special Routes such as the Eagle Lake Route:

- Special Routes – Farebox ratio – 5 percent, Passengers per Hour - 2

Although a Reno NEMT service would meet the farebox ratio standard (assuming a \$10 per one-way trip fare is charged) it would not meet productivity standard for Special Routes as it is projected to carry 0.6 trips per vehicle service hour.

The final reasonable to meet criteria is that the unmet transit need must not cause the transit system to fail to meet the systemwide performance standards. A Reno NEMT service would meet this criteria.

PROPOSED FINDING: It is staff's recommendation that NEMT transportation to Reno is an unmet transit need which is not reasonable to meet. However, specific standards for NEMT transportation should be developed. LTSA is in the process of implementing a Transportation Reimbursement Program. This type of program has been implemented in other counties such as Tuolumne and Placer. Qualified passengers recruit a friend or family member to drive them to a pre-approved destination. The passenger then requests reimbursement for gas mileage from LTSA. This program is a way to provide some type of financial assistance to those with no other transportation options and could fill some of the NEMT medical transportation unmet transit needs.

Transportation to Medical Appointments and Other Errands for Residents of Outlying Communities Within Lassen County

Around the time of the SSTAC meeting, Lassen Senior Services ceased providing services such as meal delivery or transportation for seniors within or outside of Lassen County. The agency has essentially disbanded. SSTAC members identified transportation for seniors from outlying communities into Susanville for shopping or appointments as an unmet transit need, as a result of Lassen Senior Services no longer being available. Although there is fixed route service between some of these communities such as Herlong or Doyle and Susanville, it requires a 7-hour layover in Susanville. This is a long layover for someone not working in Susanville and only needing to be in Susanville for a doctor's appointment or shopping. East County residents have a similar situation. In the past, the East County Route provided additional service (beyond the South County Route) to the Standish, Litchfield and Leavitt Lake area but this route was discontinued due to low ridership.

Applying the Unmet Need Definition

According to the LCTC adopted definition, providing additional transportation options to residents of outlying Lassen County residents is a deficiency in the system of public transit services which has been identified by community members and does not represent the desire of a small group of individuals nor does it duplicate existing transportation services. Therefore, transportation options from outlying communities to Susanville is considered an unmet transit need.

Reasonable to Meet Determination

The TDP analyzed a South County Shopper service that would provide a public transit option into Susanville from South County with a shorter travel time and shorter layover time in Susanville than the existing South

County Route. Using the same bus as for the South County and South County Commuter Route one day per week only, the South County Shopper would depart Susanville at Riverside Drive around 10:00 AM and travel directly to Doyle with stops at the Susanville Mobile Home Park, Johnstonville, Janesville, Milford. The bus would arrive at the Doyle Senior Center around 10:45 AM. The return trip would serve the Herlong Resource Center, Lassen Community College and Northeastern Rural Health in Susanville and arrive at Riverside Drive around noon. The service could make ADA paratransit deviations within $\frac{3}{4}$ mile of the route for eligible passengers. This would give South County residents a three-hour layover in Susanville before the afternoon South County Route departs southbound. The TDP estimated that this service would carry 150 passenger-trips annually. The South County Shopper would cost around \$7,000 to operate annually.

PROPOSED FINDING: The South County Shopper is considered an extension of fixed route service. Therefore, it must achieve at least half of the system-wide performance standards, when considered separately or 5 percent. An exception can be made in the case of an extension of service determined to be a necessary lifeline service for transit dependent populations. As the South County area already has transit service, the South County Shopper could not be considered “lifeline service”. The South County Shopper service would meet the five percent farebox ratio if an average fare of \$2.50 per one-way trip was received. According to the existing zone fare policy, a one-way trip between Herlong and Susanville is \$4.00. If the same fare structure is applied to the South County Shopper, it is estimated that it would meet the five percent farebox ratio requirement. It is the staff’s recommendation that providing a South County Shopper service is an unmet transit need reasonable to meet as long as systemwide farebox ratio remains above 10 percent.

A similar type of service was considered for East County in the TDP. However, as the East County Route was discontinued due to low ridership, and it is not anticipated that an East County Shopper would meet reasonable to meet criteria. The Transportation Reimbursement Program would be a good way to serve these residents.

Further, staff recommends LTSA should conduct additional studies to meet transportation needs for residents of outlying communities, particularly those who are unable to use a fixed route service. This could be a special demand response type of service operated by LTSA or funding for social service agencies to provide more specialized transit services.

ALTERNATIVES

Provide direction to staff.

Attachment (2)

Attachment A

LASSEN COUNTY TRANSPORTATION COMMISSION
RESOLUTION 23-02
ADOPTING “UNMET TRANSIT NEEDS” AND “REASONABLE TO MEET”
DEFINITIONS

WHEREAS, the Transportation Development Act (TDA) provides funding for streets and roads under Article 8 for counties with a population of 500,000 or less, and

WHEREAS, Lassen County has a population of less than 500,000 thereby making Lassen County eligible for funding under Article 8, and

WHEREAS, Section 99401.5 of the TDA requires that transportation planning agencies identify unmet transit needs that are reasonable to meet prior to making any allocations for streets and roads, and

WHEREAS, the regional transportation planning agency is required to adopt definitions of the terms “unmet transit needs” and “reasonable to meet” by resolution as a component of the unmet needs process.

NOW THEREFORE BE IT RESOLVED, that the definition of “unmet transit needs” is deemed as follows:

An unmet transit need is any deficiency in the system of public transit services, specialized transit/paratransit services, and private transportation services for Lassen County residents which has been identified by community members or through a local or regional planning process and which has not been funded and implemented. At a minimum, this may include desirers for transportation services which are identified through the annual TDA Unmet Transit Needs public hearing, by the Social Service Transportation Advisory Council, in Lassen County’s Transportation Development Plan, in the Regional Transportation Plan, or in the compliance plan for the Americans with Disabilities Act as prepared by any public or private entity.

LCTC recognizes that public transportation includes a broad range of users, uses, and destination. Although, some services may be restricted or give priority to traditionally transit-dependent populations (such as elderly, disabled, low-income, or youth), all eligible users should have equivalent access or opportunity to use the service. 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.

Trips that would duplicate transportation services to the general public are not considered unmet transit needs. A need for transportation service beyond the fiscal year under consideration shall not be considered an unmet transit need at the present time. Provision of escorts or attendants is not a transit need.

BE IT FURTHER RESOLVED that the definition of “reasonable to meet” is deemed as follows:

LASSEN COUNTY TRANSPORTATION COMMISSION
RESOLUTION 23-02
ADOPTING “UNMET TRANSIT NEEDS” AND “REASONABLE TO MEET”
DEFINITIONS

BE IT FURTHER RESOLVED that the definition of “reasonable to meet” is deemed as follows:

An identified unmet transit need can be determined to be “reasonable to meet” if it is demonstrated, based upon LCTC staff analysis or other independent evidence, that the transit need can be met within the following performance and financial standards:

- For fixed route services data analysis must demonstrate that the unmet transit need will meet a 10% fare revenue ratio Farebox ratio is defined as fare revenue divided by operating costs or in other words the proportion of operating costs which are covered by passenger fares.
- For all other systems, data analysis must demonstrate that the unmet transit need shall achieve at least the fare revenue ratio and passenger productivity standards established in the Lassen County Transit Development Plan and the Regional Transportation Plan or as established by statute.
- Unmet transit needs which are an extension of service shall achieve at least half the system-wide performance standards, when considered separately. An exception can be made in the case of an extension of service determined to be a necessary lifeline service for transit dependent populations.
- Unmet transit needs shall not cause the transit system to fail to meet the systemwide farebox ratio standard set by the state through the Transportation Development Act (TDA) which is currently 10 percent for all Lassen Rural Bus transit services combined. The official farebox ratio used for TDA compliance is calculated annually by the Fiscal and Compliance Auditor.

The unmet transit need will not require the expenditure of more than the affected jurisdiction(s) proportional share of Transportation Development Act funds that are apportioned by LCTC on the basis of population.

The determination of whether a transit need is reasonable to meet shall also take into account as appropriate:

1. Likely demand for service based on transit use rates per capita in comparable communities and/or observed use rates in Lassen County.
2. Opportunities for coordination among adjoining public entities or with private transportation provider and /or funding agencies. This shall include consideration of other existing resources (including financial), as well as the legal or customary responsibilities of other entities (e. g., social service agencies, religious organizations, schools, carpools,

LASSEN COUNTY TRANSPORTATION COMMISSION
RESOLUTION 23-02
ADOPTING "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"
DEFINITIONS

etc.) Duplication of other services or recourses is unnecessary and not a prudent use of public funds.

3. An unmet transit need may be determined to be unreasonable to meet because it is not feasible to initiate service within the coming fiscal year, due to the time required for vehicle acquisition, planning, or similar time factors, or because additional information is needed to determine whether or not the unmet needs is reasonable to meet. An unmet transit need shall not be determined unreasonable to meet more than once on these grounds.
4. The fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for a finding that a transit need is not reasonable to meet.
5. Comparing unmet transit needs with the need for streets and roads shall not make the determination of whether an unmet transit need is reasonable to meet.

The foregoing resolution of the Lassen County Transportation Commission was adopted at its January 9, 2023 meeting by the following vote:

AYES: Albaugh, Bridges, Brown, Herrera, Stafford

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

January 9, 2023



Attachment B

Lassen County Transportation Commission Social Services Transportation Advisory Council

Minutes

February 23, 2023 @ 2:00 PM

Susanville City Council Chambers
66 N. Lassen Street
Susanville, CA 96130

or

Virtual Meeting through Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/86148188135>

Meeting ID: 861 4818 8135

1 (253) 215-8782

Attendees

Genevieve Evans, LSC

Justine Marmesh, LSC

Amanda (Dispatcher), Lassen Rural Bus

Caleb Shortz, Lassen Rural Bus

David Knaut, Lassen Rural Bus

Charlotte Roberts, Eskaton

John Clerici, LCTC Executive Secretary

Karli Frye, Southern Cascades Community Service
District

Barbara Longo, Lassen County Human Services

1. Call to Order – Introductions
2. Overview of SSTAC and Unmet Needs Process
3. New Adopted Definition of Unmet Needs
4. Input from committee and community:
 - David Knaut (Lassen Rural Bus) – Ridership is returning. Many goals have been met or exceeded this last quarter. Farebox recovery is at about 10 percent however there has been a notable decline in ridership from seniors and k-12 students. Several bus stop improvements have been made and Spanish rider guide has been created.
 - o Lassen Senior Services has essentially stopped providing transportation. They are no longer invoicing LTSA.
 - o LRB is working on more signage and schedule holders on buses.
 - o Would like to implement a driver reimbursement program based on El Dorado or Tuolumne County programs. David is looking for input on rules for the program.
 - o Trips to Reno are still needed beyond Sage Stage as well as some to Redding.
 - o Local VA has a new bus so that has been helpful in getting that group to and from Reno.
 - Barbara Longo (Lassen County Health and Social Services) – The Dine Around Town program is getting going for seniors. Caleb said they have had several passengers using their coupons to take transit to Lumberjacks restaurant.

There is a future need to serve planned housing projects (North Mesa or Skyline or Johnsonville Rd). Nothing is set in stone but these should be served by public transit – Barbara to contact LRB (future community engagement meetings to come)

- Charlotte Roberts, Eskaton – Continued need for out-of-county medical trips but this is improving as VA and Sage Stage provide trips for non-MediCal residents.
- Karli Frye, Southern Cascades - Dan retired from the district at the end of the year, and Karli has taken the helm as the General Administrator. Right now, our greatest struggles as a district at the moment are finding staff and replacing some of our high mileage vehicles.

At prior meetings we had discussed on On-line Social Services Resource Guide which was being compiled by the Lassen Benevolent Society. This process has stalled.

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 23-07
Fiscal Year 2023/24 Unmet Transit Needs Determinations

WHEREAS, the Transportation Development Act (TDA) Statutes Section 99401.5 and 99401.6 requires the transportation planning agency to adopt its finding for unmet transit needs; and

WHEREAS, Section 99401.5 (a), (b), and (c) of the TDA requires that the identification of transit needs include the following: consultation with the Social Service Transportation Advisory Council, an assessment of the size and location of groups likely to be dependent upon transportation, an analysis of existing transportation services in meeting the transit demand, an analysis of potential alternate transportation services that would meet all or part of the demand, a public hearing for the purpose of soliciting comments on unmet transit needs, and a resolution defining “unmet transit needs” and “reasonable to meet”; and

WHEREAS, pursuant to the Transportation Development Act Statutes Section 99238, the Lassen County Transportation Commission has established a Social Service Transportation Advisory Council (SSTAC) for the purpose of annually participating in the identification of transit needs, review and recommended action by the transportation agency, and advise the transportation planning agency on any other major transit issues; and

WHEREAS, the size and location of identifiable groups likely to be dependent upon transit, an analysis of existing transportation services in meeting the transit demand, and an analysis of potential alternate transportation services that would meet all or part of the demand is included in Lassen County’s Transit Development Plan and Regional Transportation Plan; and

WHEREAS, an SSTAC Public Hearing was conducted on February 22, 2023, to solicit comments on unmet transit needs within the jurisdiction of the Lassen County Transportation Commission; and

WHEREAS, the Lassen County Transportation Commission has considered all of the information compiled pursuant to Section 99401.5 of the TDA and evaluated all public comments against the adopted definitions of “unmet transit need” and “reasonable to meet”; and

NOW, THEREFORE BE IT RESOLVED, that the Lassen County Transportation Commission, based on definitions adopted by Resolution 23-02 finds that there are no unmet transit needs that are reasonable to meet within the jurisdiction of the Lassen County Transportation Commission:

The foregoing resolution was adopted by the Lassen County Transportation Commission at its May 8, 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

May 8, 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: May 5, 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 Overall Work Program and Budget

REQUESTED ACTION: BY MOTION, adopt Resolution 23-08 approving the FY 2023/24 Overall Work Program and Budget.

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 for the upcoming fiscal year.

At your March 13, 2023 Regular Meeting, staff presented a draft of the FY 23/24 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.

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.

This OWP and budget has evolved from its previous versions, and more accurately reflects the transportation/mobility needs of the region, the interaction between Commission, City and County staff, the Susanville Indian Rancheria, collaboration with neighboring RTPA's, and our on-going partnership with Caltrans, Washoe County and the State of Nevada. It also contains the core work described in the staff services contract with Clerici Consulting in the amount of approximately \$310,000, with additional work provided for in the expanded scope of work of approximately \$124,000.

The remaining costs include specialized planning and grant funding. The expanded scope of work includes:

- Regional transportation planning and data collection – with enhanced assistance to the City and County for pavement management, traffic counts, assessment of safety needs, etc
 - Active Transportation Program execution – grant writing, program updates
 - US 395 Coalition support and coordination
 - Regional Transportation Plan - Update
-
-

- Zero Emission Vehicle Infrastructure Study in collaboration with the Plumas County Transportation Commission

The work being performed under the expanded scope is primarily work that would have been given to consultants, but that falls under the skill set of LCTC staff. In addition, much of the expanded scope of work is covered by grants procured or continued by LCTC staff (\$123,057).

Another important note for this OWP and budget, is that for the first time in three years the budget does not include an installment payment to Lassen County for unfunded pension benefits associated for the period when Lassen County provided staffing services to the LCTC.

As always, I want to acknowledge Caltrans District 2 staff who have provided critical support in our efforts to create this OWP as well as Steve Borroum and his team who work on our budget issues.

The work elements in the OWP include on-going operations and grant-funded projects. The primary funding source is Rural Planning Assistance (RPA) from the State, and Planning, Programming and Monitoring funds from the State Transportation Improvement Program.

ALTERNATIVES

Provide direction to staff.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 23-08

Resolution Approving Fiscal Year 2023/24 Overall Work Program and Budget

WHEREAS, pursuant to California Government Code, the Lassen County Transportation Commission (LCTC) was created as a local planning agency to provide regional transportation planning for the area of Lassen County; and

WHEREAS, the Fiscal Year (FY) 2023/2024 Overall Work Program, Budget and Goals and Objectives (OWP) is the primary management tool for the Lassen County Transportation Commission, identifies the activities and a schedule of work for regional transportation planning in Lassen County, and is a requirement of the agreement between the Lassen County Transportation Commission and Caltrans; and

WHEREAS, the Draft OWP was presented at the March 13, 2023 Regular Commission meeting and staff has been working with Caltrans to address comments received; and

WHEREAS, LCTC staff anticipates using \$148,466 of Transportation Development Act funds to perform work detailed in the OWP; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Lassen County Transportation Commission hereby approves the FY 2023/2024 Final Overall Work Program and Budget and authorizes the Executive Secretary, Chairperson, and Legal Counsel to execute all applications, certifications and assurances, and other related documents.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its May 8, 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

May 8, 2023