LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY

RICHARD EGAN, *Executive Secretary*

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LCTC/T-2
2017/207

Date Posted: June 2, 2017

To: **THE LASSEN COUNTY TRANSPORTATION COMMISSION:**

Kathie Garnier, Chairman (City Council)
Brian Wilson (City Council)
Joe Franco (City Council)
Jeff Hemphill Vice Chairman (Co. Supervisor)
David Teeter (Co. Supervisor)
Aaron Albaugh (Co. Supervisor)

From: Richard Egan, Executive Secretary

Subject: SPECIAL MEETING OF THE LASSEN COUNTY TRANSPORTATION COMMISSION

The special meeting of the Lassen County Transportation Commission has been scheduled for **Monday, June 5, 2017, at 2:00 p.m.** The meeting will be held at the Lassen County Board of Supervisors Chambers, 707 Nevada Street, Susanville, CA. The agenda is as follows:

Page **(1) CONVENE**

1.1 Public Comment

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1.2 Closed Session

A. Public Employee Evaluation: Legal Counsel

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 Correspondence

A. Green Dot Transportation Solutions RE: LCTC Request For Proposals for Staffing Services

2.2 Public Comment

(3) REPORTS

3.1 Caltrans, CHP, City of Susanville, County of Lassen, Susanville Indian Rancheria

A. Caltrans – Closure of U.S. 395 Rest Area, Janesville (Commissioner Hemphill)

1. 3.2 Executive Secretary Report

A. Skyline Extension

(4) NEW BUSINESS

4. 4.1 Report on RFP for Staffing Services to the Lassen County Transportation Commission

ACTION REQUESTED: Provide Direction to Staff

8. 4.2 Addendum to Letter of Engagement by and between the Lassen County Transportation Commission and Prentice, Long and Epperson establishing a not to exceed maximum cost of $15,000, and setting the duration of the Agreement to terminate on June 30, 2018, unless extended by mutual agreement

ACTION REQUESTED: Approve agreement and authorize Chairperson to sign

10. 4.3 Designation of Interim Executive Secretary effective July 1, 2017, to perform all necessary executive, administrative, fiscal, procurement and project management functions and responsibilities of the Lassen County Transportation Commission, including but not limited to executing any and all fiscal and administrative documents required and necessary to conduct LCTC business with Caltrans, City of Susanville, County of Lassen, Susanville Indian Rancheria, Lassen Transit Services Agency, and other individuals and agencies.

ACTION REQUESTED: Designate Executive Secretary

11. 4.4 Resolution No. 17-09 approving the 2017/18 Overall Work Program

ACTION REQUESTED: Adopt Resolution

38. 4.5 2017/2018 fiscal year proposed budgets for Local Transportation Fund (571-5711); State Transit Assistance Fund (572-5721); and LCTC Proposition 1B (573-5731)

ACTION REQUESTED: Approve budgets

50. 4.6 Resolution No. 17-10 providing budget instructions to the County Auditor for Fund 571 for the 2017/2018 fiscal year.

ACTION REQUESTED: Adopt Resolution

53. 4.7 Resolution No. 17-11 providing budget instructions to the County Auditor for Fund 572 for the 2017/2018 fiscal year.

ACTION REQUESTED: Adopt Resolution

55. 4.8 Comment letter from the Lassen County Transportation Commission to Caltrans regarding the US 395 Transportation Concept Report under Caltrans Authority

ACTION REQUESTED: Approve letter and authorize Chairperson to sign and/or provide direction to staff

58. 4.9 Independent Audit Report on LCTC Financial Statements for year ending June 30, 2016

ACTION REQUESTED: Receive Report and/or provide direction to staff

61. 4.10 Regional Transportation Surface Program (RSTP) Agency Exchange Funds Agreement No. X17-6137(038)

ACTION REQUESTED: Approve Agreement and Authorize Executive Secretary to sign the

agreement and submit any and all necessary documentation

68. 4.11 Transit Development Plan Update

ACTION REQUESTED: Receive Report and/or provide direction to staff

(5) OTHER BUSINESS

5.1 Matters brought forth by the Commission

5.2 Consideration of Cancellation of Regular Commission meeting for June 12, 2017

5.3 Adjourn

cc: Board of Supervisors (Chris Gallagher, alternate for Albaugh & Teeter; Tom Hammond, alternate for Hemphill); City Council members (Joe Franco, Alternate; Kevin Stafford, Alternate); Caltrans District 2 (Dave Moore, Kathy Grah, Tamara Rich); Caltrans Susanville Office (Cliff Bettencourt); CHP (Joe Micheletti); Lassen County (Richard Egan, Larry Millar, Cynthia Raschein, Bob Burns, Nancy Summers, Cheryl Strange, Melody Brawley, Diana Wemple, Julie Bustamante, Susan Osgood, Maurice Anderson); City of Susanville (Jared Hancock, Craig Sanders, Gwenna MacDonald, Dan Newton, Dan Gibbs, John King); Lassen Rural Bus (Ron Leal, Wanda Gray, Christie Scheffer); Susanville Indian Rancheria (Jim Mackay, Wanda Brown); Lassen Land and Trails Trust; BLM (Stan Bales); Lassen County Times; KSUE/JDX; Lassen Senior Services (Penny Artz); Sierra Army Depot (Lori McDonald); Lassen Community College (Dr. Marlon Hall, Dave Clausen)

ITEMS SCHEDULED FOR FUTURE MEETINGS:

- ~~2015/16 final audit~~
- Award Audit Agreement
- ~~17/18 Budget Report~~
- Transit Development Plan Update
- Lassen County Regional Transportation Plan Update
- Approve minutes for May 8, 2017