

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: January 5, 2023

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Russ Brown, (City Council)	Vacant
Quincy McCourt (City Council)	Vacant
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, January 9, 2023, at 1:30 p.m.**

The meeting will be held at the City Council Chambers, 66 North Lassen Street, 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:

(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 December 12, 2022, 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 \$32,165.94. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$32,165.94 as shown in Invoice #009-31 for November 2022.

1.42 Amendment to the Fiscal Year 2022/23 Transportation Development Act Allocations for Local Transportation Fund (LTF) and State Transit Assistance (STA). *

REQUESTED ACTION: Adopt Resolution 23-01 amending the Fiscal Year 2022/23 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 revised allocations.

(2) CORRESPONDENCE/PUBLIC COMMENT

(3) REPORTS

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

- Caltrans Report
- California Highway Patrol (CHP) Report
- City of Susanville Report
- County of Lassen Report
- Susanville Indian Rancheria Report

(4) NEW BUSINESS

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- There are no closed session items.

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 Adopt Unmet Transit Needs Definition

ACTION REQUESTED: BY MOTION: Adopt Resolution 23-02 establishing the Unmet Transit Needs Definitions for FY 2023-24.

4.12 Final Lassen County Active Transportation Plan

REQUESTED ACTION: BY MOTION: Adopt Resolution 23-03 accepting the Lassen County Active Transportation Plan.

(5) INFORMATION ITEMS

5.01 Executive Secretary Report

Updates:

- US 395 Coalition Building
- ZEV RFP process

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, March 13, 2023, at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

- Contract of LCTC Staff Services
- Wildlife strikes and remediation

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

December 12, 2022

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 2:10 P.M.

Roll Call: Present: Albaugh, Bridges, Brown, Hammond, McCourt, Stafford
Absent: Hemphill

1.1 Pledge of Allegiance

The Pledge of Allegiance to the Flag was deferred.

1.2 Adoption of Agenda:

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

AYES: Albaugh, Bridges, Brown, Hammond, McCourt, Stafford
NOES: None
ABSENT: Hemphill
ABSTAIN: None

1.3 Approval of the October 17, 2022 Regular Meeting Minutes

The Commission was asked to adopt the Minutes of their October 17, 2022, Regular Meeting.

It was moved by Commissioner Stafford 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, Hammond, McCourt, Stafford
NOES: None
ABSENT: Hemphill
ABSTAIN: None

1.4 Approval of Consent Calendar

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

AYES: Albaugh, Bridges, Brown, Hammond, McCourt, Stafford
NOES: None
ABSENT: Hemphill
ABSTAIN: None

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

No public comment was offered.

3. REPORTS

3.1 Caltrans

No report was provided by Caltrans

3.2 CHP

No report was provided by CHP.

3.3 City of Susanville

Dan Newton reported on the recent success getting funding for the Riverside Bike and Ped project. He provided some background on the history of the project, and recognized Commission staff (Genevieve Evans) for their help in preparing the ATP grant application. John Clerici noted that City staff provided invaluable input into the grant process.

3.4 Lassen County

Public Works Director Pete Heimbigner reported County Road A1 was still open, but that Road A21 was closed due to the recent snowstorm. He added that there had been several equipment breakdowns, but that they were confident that A21 would be open soon (A 21 was re-opened several days after the meeting). Commissioner Bridges commended the Public Works Department on their hard work keeping roads open during the recent snowstorm.

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 Programming of LCTC Regional Surface Transportation Program (RSTP) Exchange Funds

The Commission was asked to authorize staff to:

- 1. Deprogram the FY 2018/19 and FY 2019/20 RSTP funds in the amount of \$150,221 and \$166,339 respectively, allocated to the City of Susanville (\$316,550 total) at your April 13, 2020, Special Meeting.*
- 2. Allocate the FY 2018/19 through FY 2021/22 RSTP funds (\$652,786) to the City and County based on the ratio agreed to by the jurisdictions (26.5% to the City and 73.5% to the County) in the amounts of:*
 - a. \$172,988 to the City of Susanville*
 - b. \$479,798 to Lassen County*

The Executive Secretary provided a brief history of the RSTP, how it had been administered in previous cycles, the discussions that produced the staff recommendations, and the current status of RTSP funds for the fiscal years from 2018/19 through 2021/22. He noted that county public works had expressed a need to purchase a new striping truck and that these funds could be used for that purpose.

Both Dan Newton and Pete Heimbigner reported that they had spoken on the topic and were in agreement on the proposed split. Dan Newton added that future funds should be considered on an annual basis. John Clerici added that the next increment of funds should become available sometime in the summer.

It was moved by Commissioner Hemphill and seconded by Commissioner Bridges to adopt Resolution 22-08 as requested by staff. The motion was passed by the following vote:

AYES: Bridges, Brown, Hammond, Hemphill, McCourt, Stafford
NOES: None
ABSENT: Albaugh
ABSTAIN: None

4.12 LCTC Draft Bylaws

The Commission was asked to adopt Resolution 22-10 establishing the Rules of Procedures (By-laws) for the Lassen County Transportation Commission.

The Executive Secretary gave a brief overview of the document, the history of using the by-laws that were in place when the Commission shifted administrative duties, and the need for adopting by-laws specific to the current structure of the Commission.

Commissioner Albaugh noted that the structure of the agenda provided in the proposed by-laws were not exactly as the current structure of the agenda. The Executive Secretary noted that the proposed by-laws could be adopted with language to have the discrepancy addressed.

It was moved by Commissioner McCourt, with the stipulation that the changes be made to Rule 1 (D) Order of Business as described by Commissioner Albaugh and seconded by Commissioner Bridges to adopt Resolution 22-10 establishing the Rules of Procedures (By-laws) for the Lassen County Transportation Commission. The motion was passed by the following vote:

AYES: Bridges, Brown, Hammond, Hemphill, McCourt, Stafford

NOES: None

ABSENT: Albaugh

ABSTAIN: None

4.13 Unmet Transit Needs Update

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

Genevieve Evans provided an update of the Unmet Transit Needs Process for FY 22/23. She provided background on recent meetings of the Social Services Transportation Advisory Committee, current trends in transit needs (most notably non-emergency medical transport outside of the county), and the process for bringing this item back to the Commission for action at their January meeting. She noted that final action on any unmet transit needs would be before the Commission at their May meeting.

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 – The Commission adopted the US 395 Investment Plan at their October Regular meeting. Having done that, the next steps for the US 395 Coalition is to identify a more reliable*

funding source to support and promote its work. The work being contemplated includes advocacy for whatever projects are developed for the corridor, that may require Coalition support. In addition the Coalition can help guide and support the development and sharing of critical traffic information in the corridor. The Executive Secretary noted that he would be presenting to the Lassen County Board of Supervisors at their meeting on December 13 to update them.

- *Zero Emission Vehicle Request for Proposal - A Request for Proposal to develop a ZEV Infrastructure Plan for Lassen and Plumas Counties was released on November 9, 2022. Responses are due back to the LCTC by December 16, 2022. The results of that process will be reported back to their Commission at their meeting in January.*
- *Recognition of Commissioners Hammond and Hemphill – Outgoing Commissioners Hemphill and Hammond were thanked for their service on the Commission. Chairman Albaugh added his appreciation as well.*

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commission

Commissioner McCourt asked if an update on roadway animal strikes could be provided to the Commission. The Executive Secretary said that it could be brought back for the March meeting. He added that he had been engaged with a number of folks investigating animal strikes and methods to reduce them on public roadways.

7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, January 9, 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 3:10 p.m.

Submitted for approval by:



John Clerici
Executive Secretary



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

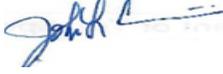
P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

Date: January 5, 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 \$24,873.36

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$24,873.36 as shown in Invoice #009-32 for December 2022.

PAST ACTION

This is the Thirty-second invoice under the contract with Clerici Consulting for Executive Secretary and staff services.

DISCUSSION

Attached is Invoices #009-32, with supporting documentation, and a detailed Progress Report for the period beginning December 1, 2022 and ending December 31, 2022. This invoice includes a detailed invoice for charges for sub-consultant Borroum Engineering in the amount of \$14,553.60.

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

- Development of the final ATP
- Presented to the Lassen County BOS on the status of the US 395 Coalition effort
- Attended December LCTC Commission and TAC meetings
- Participated in meetings for the US 395 Coalition on behalf of Lassen County
- Met with Governors Office of Planning and Research, and GoBiz to discuss funding opportunities associated with US 395 improvement efforts

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: January 1, 2023

Invoice #: 009-032

Billing Cycle Ended: 12/31/2022 (December 1, 2022 - December 31, 2022)

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	72.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 10,319.76
Borrow Engineering LSC Transportation Consultants	December					\$ 14,553.60
Printing, copies, reproduction						No Charge
Travel (Lodging, meals)						No Charge
					TOTAL	\$ 24,873.36
					Prior Balance	\$ 32,165.94
					Payment	\$ 32,165.94
					Total Due	\$ 24,873.36

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

12/15/2022

INVOICE TO CLERICI CONSULTING (re. Lassen County Transportation Commission)

Borroum Engineering
 633 Tamarindo Way
 Roseville, CA 95678

Invoice #30: Invoice Period: December 1, 2022 - January 1, 2023

DATE	HOURS										Labor Sub-Total	
	OWP Task 100- Administration	OWP Task 601A - Transportation Planning - General	OWP Task 601B - Regional Transportation Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	OWP Task 703 - Rt 395 Grant Study	OWP Task 704 Local Roadway Safety Plan	OWP Task 705-EV Feasibility Study			
December												
1		4									4	8
2		4									4	8
3												
4												
5			6									6
6				5								5
7		8										8
8		8										8
9		8										8
10												
11		1										6
12				5								
13												
14			4								4	8
15		3		5							4	8
16		4										8
17												
18												
19												
20												
21				5						3		8
22				5						2		7
23										5		5
24												
25												
26												
27				5						5		5
28				5						3		8
29										2		6
30												
TOTAL	0	40	10	30	0	20	20	0	0	20	20	120
	\$ -	\$ 4,851.20	\$ 1,212.80	\$ 3,638.40	\$ -	\$ 2,425.60	\$ 2,425.60	\$ -	\$ -	\$ 2,425.60	\$ -	\$ 14,553.60
												121.28

Rate: \$121.28/hour

[Handwritten signature]
 1/4/23

Total this invoice: \$14,553.60

Steve Borroum

Work assignments

Invoice period December 1, 2022 – January 1, 2023

- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on data collection, planning Rt 36 and 395, non-vehicular transportation, and transit systems. This also includes work to analysis the County demographic changes. (OWP work element 601A and 601B)
- 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 (contracts, budgets and schedules, and invoicing) (OWP work element 703, 704, and 705)
- Management and engineering oversight/support (OWP work element 703, 704 and 705)


1/4/23



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

To: Lassen County Transportation Commission **AGENDA ITEM 1.42**

Date: January 4, 2023

From: John L. Clerici, Executive Secretary 

Subject: Amendment to the Fiscal Year 2022/23 Transportation Development Act Allocations for Local Transportation Fund (LTF) and State Transit Assistance (STA)

REQUESTED ACTIONS

BY MOTION: Adopt Resolution 23-01 amending the Fiscal Year 2022/23 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 revised allocations.

PAST ACTION & DISCUSSION

Each year the Commission approved final allocations for the upcoming fiscal year receipts of Local Transportation Funds and State Transit Assistance funds. At your October 17, 2023 Regular Meeting you passed by motion Resolution 22-08 finding the Fiscal Year 2022/23 Transportation Development Act Allocations for Local Transportation Fund (LTF) and State Transit Assistance (STA) and authorized staff to approve claims consistent with the allocations.

As with previous years LCTC staff approximates the funds available to the Commission. These estimates are based on an accounting of what funds are available and the pre-existing restraints or restriction on these funds. These funds are then distributed to claimants (LTSA and potentially Lassen County and the City of Susanville) over the course of the fiscal year as prescribed by TDA law and the direction of the LCTC.

Resolution 22-08 identified \$632,911 in TDA funds and \$386,097 in STA funds to allocate to LTSA for their operations. Since then, LTSA has revised their budget needs, and will require additional TDA funds. The LTSA approved the revised operations budget for transit services at their December 12, 2022 Regular Meeting. The revised budget needs require an increase in the TDA allocation from \$632,911 to \$697,752.

Staff has reviewed their previous assessment of available TDA and STA funds and find that the requested increase can be accommodated.

RECOMMENDATION

Staff recommends that the Commission approve the increase in FY 22/23TDA allocated to LTSA as requested.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (1)

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 23-01

Resolution to Amend Transportation Development Act (TDA) funds allocated to the LTSA for FY 22/23 in
Resolution 22-08 Approving the Transportation Development Act Fiscal Year 2022/23 Transportation
Development Act Allocation of Local Transportation Funds and State Transit Assistance Funds

WHEREAS, pursuant to California Government Code, Title 7.95, Section 67950, 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 County of Lassen, the City of Susanville, and the Lassen Transit Services are each required to
file annual transportation claims for the funds, if any, from the Local Transportation Fund (LTF), the State Transit
Assistance Fund (STA); and

WHEREAS, it is the responsibility of the LCTC, under the provisions of the TDA, to review the annual
transportation claims and to make allocations of monies from the LTF and STA, based on the estimated revenue
upon approving said claim; and

WHEREAS, the Auditor of said County is instructed to pay monies in the fund to the claimants pursuant to
allocation instructions received from the LCTC; and

WHEREAS, the County Auditor issued a report of estimated revenues for LTF for Fiscal Year (FY) 2022/23 and
the State Controller's Office issued a report of estimated revenues for STA Funds for the same fiscal year; and

WHEREAS, the LCTC allocated \$632,911 in TDA funds and \$386,097 in STA funds to the LTSA; and

WHEREAS, the LTSA submitted a revised annual claim form for funding the transit system during FY 22/23
requiring an increase the TDA allocation to \$697,752; and

WHEREAS, the revised claim has been found to meet all the stipulated requirements of Code; and

WHEREAS, the Commission desires to continue funding of the of the transit system as requested by the LTSA;
and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, to allocate to the LTSA \$697,752 in TDA funds \$386,097 in STA funds to allocate to LTSA.

BE IT FURTHER RESOLVED, that allocation instructions shall be prepared for each claimant in accordance with the above. The Executive Secretary, appointed by the Commission, is authorized to sign the allocation instructions and to issue the instructions to the County Auditor to pay the claimants in accordance with the above allocations.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its January 9, 2023 regular 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

January 9, 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

To: Lassen County Transportation Commission

AGENDA ITEM 4.11

Date: December 28, 2022

From: Genevieve Evans, LCTC Staff

A handwritten signature in black ink, appearing to read "Genevieve Evans", is written over a light blue rectangular background.

Subject: Adopt Unmet Transit Needs Definition

REQUESTED ACTIONS

BY MOTION: Adopt Resolution 23-02 establishing the Unmet Transit Needs Definitions for FY 23-24

BACKGROUND & DISCUSSION

The Unmet Transit Needs process is required by law before Transportation Development Act (TDA) Local Transportation Funds (LTF) can be allocated for streets and roads purposes. As part of this process, each year the Commission adopts definitions “Unmet Transit Needs” and “Reasonable to Meet” and also appoints members, as needed, to the Social Services Transportation Advisory Council (SSTAC), when vacancies existed. The process typically starts in January of the fiscal year and concludes in May or June, and culminates in a determination of what, if any, unmet needs identified during the process are reasonable to meet. If there are no unmet transit needs reasonable to meet, then extra LTF funds not currently allocated to the public transit operator can be allocated to the City of Susanville and County of Lassen for streets and roads purposes.

During the FY 2022/23 Unmet Transit Needs process, the commission adopted revised definitions of unmet transit needs and reasonable to meet criteria which were recommended by staff to clarify these definitions and keep the process current.

Input from the SSTAC is an important part of the unmet transit needs process, as identified in TDA law. For multiple years, transportation to out-of-county medical appointments has been cited by the SSTAC as an important transit need. As Lassen County residents are aware, there are limited medical facilities within the county, so many residents must travel out-of-county for appointments with specialists or for specialized services. For example, dialysis is not available in Lassen County. The current definition of an unmet transit need restricts an unmet transit need to “within the jurisdiction of the LCTC”.

Given the importance of out-of-county travel for medical purposes for Lassen County residents, staff is recommending that the current unmet transit needs definitions be reviewed and that the commission consider eliminating the restriction that an unmet transit need be within the jurisdiction of the LCTC. Staff



believes that this change is within the spirit of TDA law and consistent with other jurisdictions. Placer County's definition of an unmet transit need is quite simple and not restricted to within the county:

“An unmet transit need is an expressed or identified need, which is not currently being met through the existing system of public transportation services. Unmet transit needs are also those needs required to comply with the requirements of the Americans with Disabilities Act.”

Humboldt County recently undertook an intensive Strategic Planning effort for their SSTAC. As part of this process the unmet transit needs definition was changed to eliminate the restriction that unmet transit needs must be within the county. Although TDA law identifies a few requirements for adopting unmet transit needs, the definitions are open to a large degree of interpretation.

It should be noted that an unmet transit need is still subject to reasonable to meet criteria (see Attachment A). The unmet transit needs definition also states: *“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.”* The unmet transit needs process is not a requirement to implementing new services or changing existing services. The unmet transit needs process is triggered if LTF is intended to be used for non-transit purposes.

Attachment A displays the current unmet transit needs definitions and reasonable to meet criteria with suggested staff changes.

RECOMMENDATIONS

Adopt the revised unmet transit needs definition per Resolution 23-02

Attachments(1)

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:

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



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

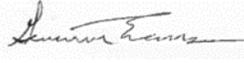
John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.12

Date: December 28, 2022

From: Genevieve Evans, LCTC Staff 

Subject: Final Lassen County Active Transportation Plan

REQUESTED ACTIONS:

BY MOTION: Adopt Resolution 23-03 accepting the Lassen County Active Transportation Plan

PAST ACTION

LCTC staff have completed the Lassen County Active Transportation Plan. The updated plan includes needs and projects for all types of non-motorized transportation as well as helps the region be more competitive for Active Transportation Program grants. The Final Report has been completed and is available for review.

BACKGROUND/DISCUSSION

The goal of the Lassen County Active Transportation Plan (ATP) is to enhance walking, biking and multimodal mobility through Lassen County. The plan identifies and prioritizes infrastructure improvements and programs which have the potential to increase the safety, access and health of residents.

The first section of the plan updates existing conditions including descriptions of existing bicycle and pedestrian facilities in Lassen County. A robust community participation effort was undertaken to gain input on needs and issues with respect to biking and walking in Lassen County and the City of Susanville. An on-line community survey was distributed at the beginning of the ATP update process which asked respondents to identify capital improvements they would like to see in the region. A total of 247 people participated in the survey. LCTC staff held two (on-site) public workshops this past Spring to gather input on the Active Transportation Plan and the Local Roadway Safety Plan. Meetings were held from 4:30 to 6:30 PM at the Depot in Westwood and Susanville. 11 people attended the Westwood meeting and 14 attended the Susanville meeting. Stakeholders such as Lassen Land Trails and Trust, the Bureau of Land Management, Lassen County and the Susanville Area Bicycle Association met with staff multiple times during the planning effort to discuss active transportation needs.

Chapter 4 of the Final Lassen County Active Transportation Plan summarizes bicycle and pedestrian issues identified through the input process and review of existing conditions. Next, criteria are identified with which to prioritize a long list of potential capital improvements to improve safety and mobility for non-motorized users.

Appendix B presents the ATP project lists in terms of high priority, medium priority and low priority projects for both Lassen County and the City of Susanville as well as recreational trails projects. High priority projects have been prioritized within the tables by staff and stakeholders, while medium and low priority projects are listed alphabetically (not prioritized).

RECOMMENDATION – Review the project lists in Appendix B of the Draft plan and provide staff with suggestions and input. Adopt the Final Active Transportation Plan per Resolution #23-03. Request that Susanville City County and Lassen County Board of Supervisors also adopt the plan separately.

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 23-03
Adoption of the Lassen County Active Transportation Plan

WHEREAS, the Lassen County Transportation Commission (LCTC) is the designated regional transportation planning agency for the Lassen County region, and,

WHEREAS, an Active Transportation Plan has been prepared which identifies needs and issues for non-motorized transportation in the region as well as capital improvement projects to meet those needs and increase active transportation within Lassen County and,

WHEREAS, a Draft Active Transportation Plan has been reviewed by local jurisdiction staff, regional stakeholders and the LCTC and,

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission (LCTC) hereby adopts the Lassen County Active Transportation Plan

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

AYES:

NOES:

ABSTAINED:

ABSENT:

Aaron Albaugh
Chair, 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.

January 9, 2023

John Clerici, Executive Secretary