

# LASSEN COUNTY TRANSPORTATION COMMISSION

## MINUTES

Regular Commission Meeting

**May 9, 2022**

City of Susanville Council Chambers  
66 North Lassen Street  
Susanville, CA

1:30 P.M. Open Session

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### 1:30 P.M. OPEN SESSION

#### 1. Convene

*The Chair called the meeting to order at 1:43 P.M.*

**Roll Call:** **Present:** Albaugh, Bridges (alternate), Hemphill, Herrera, McCourt, Schuster  
**Absent:** Hammond

#### 1.1 Pledge of Allegiance

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

#### 1.2 Adoption of Agenda:

*It was moved by Commissioner Albaugh and seconded by Commissioner Hemphill that the Commission adopt the agenda with the following changes:*

- *Move Item 4.11 Fiscal Year 2020/21 Audit Reports before Item 3 Reports*

*With the changes the Agenda was adopted by the following vote:*

AYES: Albaugh, Bridges, Hemphill, Herrera, McCourt, Schuster  
NOES: None  
ABSENT: Hammond  
ABSTAIN: None

#### 1.3 Approval of the March 14, 2022 Regular Meeting Minutes

*The Commission was asked to adopt the Minutes of their March 14, 2022, Regular Meeting.*

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

AYES: Albaugh, Bridges, Hemphill, Herrera, McCourt, Schuster  
NOES: None  
ABSENT: Hammond  
ABSTAIN: None

#### **1.4 Approval of Consent Calendar**

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

AYES: Albaugh, Bridges, Hemphill, Herrera, McCourt, Schuster  
NOES: None  
ABSENT: Hammond  
ABSTAIN: None

## **2. CORRESPONDENCE/PUBLIC COMMENT**

*No written communications were received.*

*No public comment was offered.*

### **4.11 Fiscal Year 2020/2021 Audit Reports**

*The Commission was asked to receive and file the Fiscal Year 2020/2021 Audit Reports and direct staff to forward Audits to Caltrans.*

*Ingrid Sheipline of Richardson & Company reported on the audit findings. She noted that continued progress had been made in meeting some of the challenges presented during previous audit efforts. Though there were some small items that needed to be addressed, there were no significant audit findings for this FY. In response to a question when the audits would be “normal” she commented that it was their expectation that next year’s audit would see a continuation of the improvements made to date, and that things were much improved from previous years reports.*

*Executive Secretary John Clerici noted that once received the audit findings will be transmitted to Caltrans. He also noted the hard work of his staff, the transit agency, and the Lassen County Auditor and her staff, in helping with this audit effort.*

It was moved by Commissioner Albaugh and seconded by Commissioner Bridges to receive the FY 2020/2021 audit findings and direct staff to transmit those findings to Caltrans. The motion was passed with the following vote:

AYES: Albaugh, Bridges, Hemphill, Herrera, McCourt, Schuster  
NOES: None  
ABSENT: Hammond  
ABSTAIN: None

### **3. REPORTS**

#### **3.1 Caltrans**

*Mike Mogen reported that “Good Fred” will be starting up soon, and expected to be done during this construction year. He also commented that the Town Hill brake check area project would also be starting this year and will include a number of elements including: new electrical for the curve warning system and a larger area for the trucks to stop. The brake check is mandatory and those that do not comply will be cited. Mike described a number of other projects that are either in construction phase or planning phase in the Lassen region. Commissioners asked about project costs, details of construction elements, and construction timing. Mike also mentioned that it was not likely that there would be a ribbon cutting for the new maintenance facility near Adin. He suggested that a tour could be arranged for interested members.*

*Wes Stroud Supervising Environmental Planner for Caltrans provided an overview of his work to help the state highway system implement Wildlife Connectivity Projects. These include:*

- o Creating barriers to keep wildlife off busy roads – for example deer fencing*
- o Building passages that allow safe passage over or under a roadway*
- o Ecosystem restoration – building facilities near highways, and improving highway design, to facilitate and improve habitat at or near roadways.*

*Wes also provided examples of facilities and methods to achieve these goals, and that the Bass Hill area (including Janesville) would be a great place to study and implement some of these ideas. He added that using existing crossing (cattle culverts for example) was also something they would look into. Commissioners asked about potential costs, and timelines when projects could be developed and built. Wes responded that it depended on the scope of the effort, but that some remedies were relatively inexpensive. He added that he wanted to work with local citizens, farmers, and county staff to help identify existing facilities that could be improved. Commission staff will work with Wes and the relevant parties to begin these talks in the summer.*

#### **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**

*Pete Heimbigner reported that STIP project Rehab C would begin within the week and be completed in about two weeks. Commissioner Hemphill asked about weed abatement at Kramer Road. Pete commented that he would have his crews look into it.*

### **3.5 Susanville Indian Rancheria**

*No report was provided by Rancheria staff.*

## **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 Draft Fiscal Year 2022/23 Draft Overall Work Program and Budget**

*John Clerici reminded that the Overall Work Program (OWP) and Budget is the primary management tool for the Commission and its staff. The OWP contains a description of the activities to be undertaken by the Commission in the coming fiscal year along with detailed budget information.*

*John provided an update of the major differences from the current OWP and the Draft OWP for next fiscal year. He noted that the primary difference was that the current OWP focused more on finishing some significant planning documents, next years would be more oriented to implementation.*

*John added that the Administrative Draft FY 2022/23 OWP and Budget was provided to Caltrans on February 28 (as required by statute) for review and comment. Lassen County, the City of Susanville, the Susanville Indian Rancheria, and other stakeholders were provided an overview of the proposed OWP and Budget at their March 7 TAC meeting. He noted that once Caltrans and agency review is complete, a revised Public Draft will be distributed for review and comment to a broader audience. The revised Draft FY 2022/23 OWP and Budget will be brought back to the Commission for comment and adoption at their May meeting.*

*It was moved by Commissioner Hemphill and seconded by Commissioner Bridges to adopt the staff recommendations to circulate the Draft FY 22/23 OWP and Budget for public review and comment. The motion was passed with the following vote:*

*AYES: Albaugh, Bridges, Hemphill, Herrera, McCourt, Schuster*

*NOES: None*

*ABSENT: Hammond*

*ABSTAIN: None*

#### **4.12 FY 2022/23 Unmet Transit Needs Determinations**

*Genevieve Evans provided a brief report the annual unmet transit needs process (which she had explained in previous meetings), and has four key components:*

- Soliciting testimony on unmet transit needs that may exist in Lassen County;*
- Analyzing transit needs in accordance with adopted definitions of “unmet transit needs” and “reasonable to meet;”*
- Consultation with the Social Services Transportation Advisory Council (SSTAC); and,*
- Adoption of a finding regarding unmet transit needs that may exist for implementation next fiscal year.*

*She explained that unmet transit needs may include establishing, contracting for, or expanding public transportation, in addition to services or measures required to comply with the Americans with Disabilities Act. If, based on the adopted definitions and criteria, any unmet transit needs are determined to be reasonable to meet by the LCTC they must be funded in the next fiscal year prior to any TDA funds being allocated for non-transit purposes.*

*After careful consultation with the Social Services Transportation Advisory Committee, the Lassen County transit providers, and based on the definitions adopted by the LCTC, it was determined that there were no unmet transit needs that were reasonable to meet. She added however, that there were a number of transit issues in the community, and the Lassen Rural Bus, the LTSA, and other community transit providers were trying to address.*

*It was moved by Commissioner Bridges and seconded by Commissioner Albaugh to adopt Resolution 22-05 finding that there are no new unmet transit needs in that is reasonable to meet for implementation in FY 2022/23. The motion was passed with the following vote:*

*AYES: Albaugh, Bridges, Hemphill, Herrera, McCourt, Schuster*

*NOES: None*

*ABSENT: Hammond*

*ABSTAIN: None*

#### **4.13 Fiscal Year 2022/23 Overall Work Program and Budget**

*John Clerici provided a brief overview of the Overall Work Program (OWP) and Budget to the Commission. He reminded them that the 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.*

*He added that This OWP and budget 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 \$203,000, with additional work provided for in the expanded scope of work of approximately \$154,000. 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 Phase 2 management – Conclusion*
- Highway Safety Improvement Program implementation*
- Regional Transportation Plan – Update*
- Zero Emission Vehicle Infrastructure Study*

*He pointed out that 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 (\$62,060).*

*Another important note for this OWP and budget, is that it includes the third and final installment payment to Lassen County for unfunded pension benefits associated for the period when Lassen County provided staffing services to the LCTC. That payment for \$81,783 (drawn from Transportation Development Act funds) is shown in Work Element 100.*

*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.*

*It was moved by Commissioner Albaugh and seconded by Commissioner Bridges to adopt Resolution 22-06 approving the FY 2022/23 Overall Work Program and Budget. The motion was passed with the following vote:*

*AYES: Albaugh, Bridges, Hemphill, Herrera, McCourt, Schuster  
NOES: None  
ABSENT: Hammond  
ABSTAIN: None*

## **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 Summary provided a brief update for the Commission. It included the following:*

#### **Active Transportation Plan (Bikes and Pedestrians)**

*LCTC staff held two (on-site) public workshops 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. At the workshops, staff gave an overview of the Active Transportation Plan and asked attendees for input on bicycle, pedestrian and general safety related issues. A variety of exhibits were available for attendees to view including a Draft list of Active Transportation Projects. At the end of the workshop, participants were asked to place colored dots on their top three priority projects. Comments from the meetings are summarized in Attachment A. High priority community issues discussed at the workshops included:*

- *Speeding and safety concerns on US 395 in Johnstonville near the school*
- *Narrow shoulders on county roads including Richmond Rd, Center Rd, Eagle Lake Rd and SR 139*
- *No shoulder and no safe area for bikes and peds on A21*
- *Pedestrian crossing at Highway 36 & A21*
- *Extend the Bizz Johnson Trail to Mason Station*
- *Trucks use A3 as a cut-off and this is narrow and unsafe for bikes and pedestrians*

*The next step is to use these community comments along with city/county staff comments to refine the list of active transportation projects for the Active Transportation Plan. The top five priority projects will be identified for the Draft Plan, which should be completed at the end of June.*

*At the same time, staff is working with City of Susanville staff to complete a new Active Transportation Program grant application for construction of the Riverside Dr. Bike Path project. This project includes construction of a Class I path from Riverside Park to the existing Susan River Path on the south side of Riverside Drive. The project requires a bike/pedestrian bridge over the Susan River. LCTC staff are coordinating with City staff to complete the grant application by June 15<sup>th</sup>.*

#### **Fire Relief**

*On April 26, staff briefed the Lassen County BOS on the draft LRSP as part of outreach efforts. At that meeting Commissioner Albaugh asked if staff could engage with the various groups responding to fire relief from the Beckwith and Dixie Fires and add our expertise and access to certain kinds of fund, in an effort to “think outside the box” to help the region.*

*After the meeting the Executive Secretary contacted the Lassen County CAO’s office for insight and advice on how the Commission might be of value in this effort. Tony Shaw’s response was particularly helpful, and provided a path forward for the LCTC. His comments included the LCTC helping with the following:*

- *Regarding a new wood pellet mill in Niebeber:*
  - *Assist in planning for transit, transportation/roads in Nubieber*
  - *Workforce related ZEV, multimodal, sustainable planning grant for ingress/egress.*

- *Immediate need for LCTC to track this process relative the environmental review NEPA/CEQA process currently underway*

### **US 395**

*Staff reported that Commissioner Hammond was coordinating a meeting of the US 395 Coalition on May 26. John reported that he would be out of town on vacation, but has asked Gordon Shaw to attend in his place.*

## **6. CORRESPONDENCE**

*None.*

## **7. OTHER BUSINESS**

### **7.1 Matter brought forth by the Commission**

*None.*

### **7.2 Next Commission Meeting**

*Next meeting of the LCTC will be on Monday, May 9, 2022, at time 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 3:22 p.m.*

*Submitted for approval by:*



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John Clerici  
Executive Secretary