

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: March 10, 2022

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Mendy Schuster, Vice-chair (City Council)  
Quincy McCourt (City Council)  
Thomas Herrera (City Council)

Tom Hammond (Co. Supervisor)  
Jeff Hemphill, Chair (Co. Supervisor)  
Aaron Albaugh (Co. Supervisor)

Subject: **REGULAR MEETING**

of the

**LASSEN COUNTY TRANSPORTATION COMMISSION**

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, March 14, 2022, at 1:30 p.m.**

**Special Note: The meeting will be held at the City Council Chambers, 66 North Lassen Street, Susanville, CA.**

**Zoom Link: <https://us06web.zoom.us/j/86423730201>**

**Meeting ID: 864 2373 0201 Passcode: 026487**

**Call in number: 1-253-215-8782**

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 January 10, 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 \$28,468.18. \*

**REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$28,468.18 as shown in Invoice #009-22 for February 2022.**

1.42 Low Carbon Transit Operations Program (LCTOP) Allocation Request. \*

**REQUESTED ACTION: Adopt Resolution 22-02 authorizing the request to exchange LCTOP funds and designating the Executive Secretary as the Authorized Agents on behalf of the Commission, and 2) authorize Executive Secretary to sign agreements, and submit all documentation necessary to negotiate for and receive LCTOP exchange funds.**

1.43 Authorization for LTSA Executive Director to sign FTA Consolidated Application for FFY 2022 and FFY 2023. \*

**REQUESTED ACTION: Adopt Resolution 22-03 authorizing the Executive Director of the Lassen Transit Service Agency (LTSA) to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G), as amended, and pursuant to Section 5339 of the Federal Transit Act (FTA C 5100.1), as amended.**

1.44 Professional Services Agreement – Triennial Performance Audits.

**REQUESTED ACTION: Authorize the Executive Secretary to enter into a professional services agreement between the Lassen County Transportation Commission (LCTC) and Michael Baker International (MBI), to prepare triennial performance audits of the Lassen County Transportation Commission and the public transit operator, Lassen Transit Service Agency (LTSA) in Lassen County, for the three-year period ending June 30, 2021.**

1.5 Election of Chairperson and Vice-Chairperson

**REQUESTED ACTION: BY MOTION, elect a Chairman and Vice-Chairman to preside at meetings of the Commission for the balance of the calendar year 2022.**

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

**ACTION REQUESTED: BY MOTION, authorize staff to release the Draft Overall Work Program and Budget (OWP) for FY 2022/23 to the public for circulation, review, and comment.**

4.12 FY 2022/23 Unmet Transit Needs – SSTAC Meeting

**ACTION REQUESTED: None. This is an informational item only.**

4.13 Local Road Safety Plan (LRSP) Update

**ACTION REQUESTED: None. This is an informational item only**

**(5) INFORMATION ITEMS**

5.01 Mid-year LCTC Financial Update  
Executive Secretary Report

Updates:

- US 395 Coalition Building
- ATP Public Meetings
- RTP update
- Infrastructure Legislation

**(6) CORRESPONDENCE**

6.01 None

**(7) OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, May 9, 2022, at 1:30 p.m.**

7.3 Adjourn

\* Attachment

# Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

- Unmet Transit Needs Reports and Determination
- Progress on on-going planning efforts
  - US 395 – Investment Plan Draft Report
  - City and County capital projects
  - ATP Public Meetings and Progress
- Identification and adoption of Commission By-laws

**LASSEN COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

Regular Commission Meeting

**January 10, 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 1:38 P.M. and the Pledge of Allegiance to the Flag was deferred.*

**Roll Call: Present:** Albaugh, Hammond, Hemphill, Herrera, McCourt, Schuster  
**Absent:**

**1.2 Adoption of Agenda and Approval of Consent Calendar:**

*It was moved by Commissioner Schuster and seconded by Commissioner Herrera that that the Commission adopt the agenda and approve the Consent Calendar. The motion was passed by the following vote:*

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

**1.21 Minutes Approval of the December 13, 2021 Regular Meeting**

*Adopted Minutes of the December 13, 2021, Regular Meeting.*

**1.22 Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$24,509.51.**

*Approved payment of Clerici Consulting fees and costs in the amount of \$24,509.51 as shown in Invoice #009-20 for December 2021. This invoice includes a detailed invoice for charges for sub-consultant Borroum Engineering in the amount of \$12,618.12.*

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

*No written communications were received.*

*Paul Smith of the Lassen County Fish and Game Commission asked that his group be included in any efforts the Commission was exploring about animal strikes on county highways. Mr. Smith had reached out to Caltrans for some data on animal strikes on US 395 and received some, but very limited, data sets. Executive Secretary Clerici mentioned that they had more complete data sets and they would be made available to Mr. Smith. He also mentioned that he was proceeding with earlier direction to develop a workshop/presentation for the Commission on this subject at their March meeting. This would include presentation from Caltrans from staff involved with this issue. He also mentioned that wildlife fencing was part of the suite of improvements in the US 395 Coalition Building effort. They agreed to work together as this discussion proceeds. Paul commented that he wants to make sure that we are all pulling in the same direction on this issue, and suggested that a public awareness campaign regarding animal strike hotspots might be in order.*

## **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**

*No report was provided by City Staff.*

### **3.4 Lassen County**

*Commissioner Hammond asked about the status of the “Good Fred” project. He acknowledged that this is a Caltrans project, but he asked Pete Heimbigner if he knew about the deterioration of the pavement in the project area.*

*Pete Heimbigner reported that Caltrans was only able to put down the first of two lifts of asphalt prior to wet weather, and it is deteriorating quickly. If it gets worse Caltrans has asked that they use A21 as bypass. Pete said that would be OK, but they would need to keep it open when it snows.*

### **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 Fiscal Year 2022/23 Unmet Needs Process**

*Genevieve Evans provided a recap of staff efforts to address questions and comments provided at the December meeting during their Unmet Needs Workshop. Those efforts focused on comments made resulting in updating the definitions for unmet transit needs and reasonable to meet. She outlined proposed to the reasonable to meet definitions adopted in the prior year. This includes:*

- *Clarifications to the performance standards section*
- *Providing additional explanation of farebox ratio standard and how it is calculated*
- *Providing an explanation of TDA mandated state farebox ratio standard*
- *Deleting duplicative and not relevant criteria*

*She noted that the definitions are used to evaluate transit service requests and other items of public comment that are received. Any items that are determined to be “unmet needs” that are “reasonable to meet” would typically be required to be funded with TDA funds and provided in the upcoming 2022/23 Fiscal Year.*

*Genevieve also noted that a hearing with the SSTAC would be held on February 23, 2022. Commissioner Albaugh asked if there would be notes from the hearing provided to the Commission. Ms. Evans explained that the minutes from the hearing are part of the formal documentation for the process. These would be provided to the Commission as part of the unmet needs process.*

It was moved by Commissioner Herrera and seconded by Commissioner Albaugh to adopt the staff recommendations as follows:

- Adopt Resolution 22-01 approving definitions of “Unmet Transit Needs” and “Reasonable to Meet”.
- Approve recommended membership of the Social Services Transportation Advisory Council.
- Set February 23, 2022, at 2:00 PM via Zoom and in person at the City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA, for a public hearing regarding unmet transit needs. Those without internet access can participate via telephone

The motion was passed with the following vote:

AYES: Albaugh, Hammond, Hemphill, Herrera, McCourt, Schuster  
NOES: None  
ABSENT: None  
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 lengthy update for the Commission. It included the accomplishments of the first six months of FY 2021/22:*

- Transit Development Plan
- Coordinated Public Transit Human Services Transportation Plan
- 2022 Regional Transportation Improvement Program
- US 395 Coalition
  - Safety Study
  - Economic Benefit Analysis
  - Identified short-term safety and traffic improvements for infrastructure funding
- Assisted City in receiving first round of Clean California grant money
- Worked with Caltrans to identify new location for Secret Valley Rest Area

#### **Next six months**

- Finish Local Road Safety Program and apply for HSIP funds where needed
- Begin Regional Transportation Plan update process (will continue into FY 22/23)
- Identify bike and ped projects for ATP grant funding
- Develop FY 22/23 OWP and Budget
- Adopt LCTC By-Laws
- Provide technical assistance to the City and County as needed

*In addition, the Executive Director provided updates on the following projects:*

- *US 395 Improvements Technical Memo*
- *Local Road Safety Program*
- *Lassen County Bike and Pedestrian Planning*
- *Highway Wildlife Barriers and Passage*
- *Regional Transportation Plan Update*
- *Proposed Senator Dahle Legislation to adopt certain county roads in the State Highway System*

## **6. CORRESPONDENCE**

*None.*

## **7. OTHER BUSINESS**

**7.1 Matter brought forth by the Commission**

*None.*

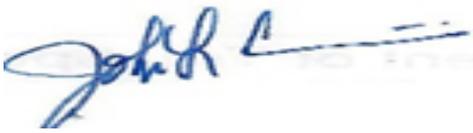
**7.2 Next Commission Meeting**

*Next meeting of the LCTC will be on Monday, March 14, 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 2:30 p.m.*

*Submitted for approval by:*



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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

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Staff Report

Date: March 7, 2022 **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 \$28,468.18

**REQUESTED ACTION**

Approve payment of Clerici Consulting fees and costs in the amount of \$28,468.18 as shown in Invoice #009-22 for February 2022.

**PAST ACTION**

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

**DISCUSSION**

Attached is Invoices #009-22, with supporting documentation, and a detailed Progress Report for the period beginning February 1, 2022 and ended February 28, 2022. This invoice includes a detailed invoice for charges for sub-consultant Borroum Engineering in the amount of \$5,093.76. and for sub-consultant LSC Transportation Consultants in the amount of \$12,768.00.

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

- Began update to Regional Transportation Plan Existing Conditions
- Follow-up for January LCTC Commission and TAC meetings
- Engaged ATP stakeholders to coordinate public comment on Lassen County Bike and Pedestrian Plan
- Provided engineering oversight for the US 395 Coalition Building effort – engaged Coalition TAC in Workshop to identify potential projects
- Solicited consultant proposals to prepare Triennial Performance Audit

These charges are consistent with the billing trends for the FY 2021/22 OWP budget to date.

Attachments (1)



John L. Clerici, Executive Secretary

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Staff Report

Date: March 10, 2022

**AGENDA ITEM 1.42**

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: Low Carbon Transit Operations Program (LCTOP) Allocation Request

**REQUESTED ACTION**

By motion, 1) Adopt Resolution 22-02 authorizing the request to exchange LCTOP funds and designating the Executive Secretary as the Authorized Agents on behalf of the Commission, and 2) authorize Executive Secretary to sign agreements, and submit all documentation necessary to negotiate for and receive LCTOP exchange funds.

**BACKGROUND**

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.

Previously the LCTC has allocated LCTOP funds to projects that enhance or improve bus stops including benches, shelters, trash cans, solar lighting, bus shelter concrete pads, sidewalk, and curb gutter at stops and park and ride facilities within the County of Lassen.

**DISCUSSION**

Lassen County Transportation Commission staff was informed that funding in the amount of \$70,303 of LCTOP funds is available under the LCTOP FY 21-22 program. Per Public Resource Code 75230 (f) (1-3), moneys from the program shall be expended to provide transit operating or capital assistance that meets any of the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero emission buses.

For this year the Lassen Transit Services Agency (LTSA) management has determined that they have no eligible projects for this funding cycle. Rather than lose the funding, LTSA has inquired with nearby Regional Transportation Planning Agencies to see if a possible exchange of our current LCTOP funds for either a future allocation of LCTOP funds, or for an exchange of some other type of transit-oriented funds (for example LTF).

LTSA management has been in discussions with the Tehama County Transportation Commission and informally agreed to exchange our LCTOP funds for an equal number of LTF funds. This exchange would apply to this year's allocation only.

LTSA has inquired with Caltrans staff overseeing the LCTOP program, and they have confirmed that this exchange is allowed under statute.

**RECOMMENDATION**

Staff recommends that the Commission apply adopt Resolution 20-02 and direct the Executive Secretary to work with LTSA to prepare and sign all appropriate agreements to execute the exchange with Tehama County.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION  
Amended Resolution 22-02

AUTHORIZATION FOR THE EXECUTION OF AN EXCHANGE OF  
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FUNDS WITH  
THE TEHAMA COUNTY TRANSPORTATION COMMISSION

WHEREAS, the Lassen County Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Lassen Transit Services Agencies (LTSA) has no projects that fall within the allowable uses of LCTOP for this year's (FY 21-22) allocation of funds; and

WHEREAS, LTSA has agreed to exchange the LCTOP funds (\$70,303) with the Tehama County Transportation Commission (TCTC) for an equal amount of LTF funds from Tehama County; and

WHEREAS, and exchange of this type is allowed under the LCTOP guidelines.

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission that the fund recipient agrees to work with LTSA and TCTC prepare all necessary agreements to execute the exchange agreement.

BE IT FURTHER RESOLVED that the LCTC does hereby authorize the Executive Secretary to execute all documents necessary to obtain the LCTOP funds for Fiscal Year 2021/22 and exchange them with the TCTC on behalf of the LTSA.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its March 14, 2022, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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Jeff Hemphill, 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.

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John L. Clerici, Executive Secretary

March 14, 2022

JIM BACQUET, - City of Tehama  
DANIELE EYESTONE - City of Red Bluff,  
STEVE CHAMBLIN - Tehama County  
DENNIS GARTON - Tehama County  
ROBERT SNOW - City of Corning  
BOB WILLIAMS - Tehama County



JAMES N. SIMON, Executive Director  
JESSICA RISKE-GOMEZ, Transportation Manager

Red Bluff • Corning • Tehama • Tehama County  
9380 San Benito Avenue, Gerber, CA 96035-9701 • (530) 385-1462

March 28, 2022

Jackie Tse  
Low Carbon Transit Operations Program  
Department of Transportation  
1120 N Street (MS 39)  
Sacramento, CA 95814

RE: Letter of Understanding between the Tehama County Transportation Commission and the Lassen County Transportation Commission (LCTC) for LCTOP apportionment exchange

LCTOP Representative Tse,

This letter constitutes our understanding of an exchange of Low Carbon Transit Operations Program (LCTOP) apportionment between the Tehama County Transportation Commission (TCTC) and the Lassen County Transportation Commission (LCTC).

This letter is to formalize the exchange of \$70,303 in LCTOP apportionment from LCTC effective March 28, 2022, with an equivalent amount of Local Transportation Funds (LTF) from TCTC. LCTC has reviewed the LCTOP program guidelines and is unable to use the funds as required. TCTC has an existing project to which the LCTOP may be utilized. LCTC has recently partnered with TCTC to support their LCTOP project to expand TRAX services to connect Tehama County with Shasta County.

This Letter of Understanding will be in effect for the life of the TCTC Interregional Transit Route Operations project for an annual exchange of LCTOP funds. Project completion date is September 1, 2026. This exchange is contingent upon execution of this Letter of Understanding. This Letter of Understanding sets forth the LCTC and TCTC intent for the use of the identified LCTOP apportionment and requests Caltrans to adjust each region's apportionment balance as appropriate. This exchange benefits LCTC by preventing the region's loss of LCTOP apportionment, while providing TCTC with additional capacity to deliver transit projects. We are relying on our understanding that this exchange is allowed per Caltrans' Obligation Authority Management Policy.

We appreciate this opportunity to exchange fund apportionment and support our transportation partners. If you have questions, please contact James N. Simon, Executive Director TCTC at (530) 385-1462 or, John L. Clerici, Executive Secretary LCTC at (530) 919-9739.

Sincerely,

James N. Simon  
Executive Director, TCTC

Sincerely,

John L. Clerici  
Executive Secretary, LCTC



John L. Clerici, Executive Secretary

Staff Report

Date: March 10, 2022

**AGENDA ITEM 1.43**

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary

Subject: Authorization for LTSA Executive Director to sign FTA Consolidated Application for FFY 2022 and FFY 2023

**REQUESTED ACTION**

By motion, Adopt Resolution 22-03 authorizing the Executive Director of the Lassen Transit Service Agency (LTSA) to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G), as amended, and pursuant to Section 5339 of the Federal Transit Act (FTA C 5100.1), as amended.

**PAST ACTION**

Each year the Commission approves the Federal Transit Administration Section 5311 application for rural operation assistance funds.

**BACKGROUND**

On March 1, 2022, the division of Rail and Mass Transportation (DRMT) of the California Department of Transportation (Caltrans) announces the Call for Projects for the following grant programs:

- FFY 2022 & FFY 2023 FTA 5311 Formula – 2-year grant cycle
- FFY 2022 FTA 5311(f) Intercity Bus Discretionary (\$6.1 million) 1-year cycle
- Congestion Mitigation and Air Quality - Rural (CMAQ)
- FFY 2021 & 2022 FTA 5339(a) State Rural Discretionary Vehicle Replacement Program - \$7 million

Beginning with these applications, DRMT is launching a consolidated application process for the grant applications listed.

LTSA staff was informed that for the FFY 2022 the FTA estimates the regional 5311 apportionment at \$285,137 and for FFY 2023 at \$290,840. Staff recommends using the funds for operating assistance in the fiscal year 2021/22 and 2022/23.

Staff also would recommend applying for 5339(a) discretionary funds to replace two cutaway buses (vehicle 21 and 19), which have surpassed their useful life based on mileage and years as defined by FTA and one Gillig (vehicle 101), which has surpassed it useful live by years in 2023.

**DISCUSSION**

As the Regional Transportation Planning Agency for Lassen County, the Lassen County Transportation Commission is tasked with receiving and distributing certain federal and state funds. It can, when necessary, authorize the LTSA to directly apply for and administer these same funds. Since the LTSA desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Lassen Count, and has demonstrated a solid track record of receiving and managing these funds. It seems prudent to take this action.

**RECOMMENDATION**

Staff recommends that the Commission apply adopt Resolution 20-03 and permit the Executive Director of the LTSA to execute the applications described above and in the attached staff report from the LTSA.

**ALTERNATIVES**

Provide direction to staff

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION  
Amended Resolution 22-03

AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1G), and Section 5339 of the Federal Transit Act (FTA C 5100.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 and Section 5339 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the Lassen Transit Service Agency as the institutional organization that provides public transportation services under the jurisdiction of the Lassen County Transportation Commission, the Regional Transportation Planning Agency for Lassen County, desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Lassen County; and

WHEREAS, the Lassen Transit Service Agency has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Lassen County Transportation Commission as the Regional Transportation Planning Agency for Lassen County does hereby Authorize the Executive Director of the Lassen Transit Service Agency (LTSA) to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G), as amended, and pursuant to Section 5339 of the Federal Transit Act (FTA C 5100.1), as amended.

That Executive Director of the LTSA is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That Executive Director of the LTSA is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or Section 5339 projects.

That Executive Director of the LTSA is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 and or Section 5339 project(s).

The foregoing resolution was adopted by the Lassen County Transportation Commission at its March 14, 2022 meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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Jeff Hemphill, 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.

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John L. Clerici, Executive Secretary

March 14, 2022

**STAFF REPORT**

**DATE:** March 14, 2022  
**TO:** Lassen Transit Service Agency  
**FROM:** David Knaut  
**SUBJECT:** Federal Transit Administration Consolidated Application for FFY 2022 and FFY 2023

**REQUESTED ACTION**

1) By motion, adopt Resolution 22-002 authorizing the Executive Director to sign all related documents for the consolidated application for 5311 and 5339 or 2) provide direction to staff

**BACKGROUND**

On March 1, 2022, the division of Rail and Mass Transportation (DRMT) of the California Department of Transportation (Caltrans) announces the Call for Projects for the following grant programs:

- FFY 2022 & FFY 2023 FTA 5311 Formula – 2-year grant cycle
- FFY 2022 FTA 5311(f) Intercity Bus Discretionary (\$6.1 million) 1-year cycle
- Congestion Mitigation and Air Quality - Rural (CMAQ)
- FFY 2021 & 2022 FTA 5339(a) State Rural Discretionary Vehicle Replacement Program - \$7 million

Beginning with these applications, DRMT is launching a consolidated application process for the grant applications listed.

The Federal Transit Administration (FTA) Section 5311 formula funding program is authorized by 49 United States Code (U.S.C) Section 5311. The 5311 program provides supplemental funding for public transit service in non-urbanized areas which have populations of fewer than 50,000 residents, as quantified by the United States Census Bureau. These funds can be used for operating assistance, capital vehicle and equipment acquisition, preventative maintenance, capital construction, real estate acquisition, or planning assistance.

Section 5339 is a grant program authorized by 49 United States Code (U.S.C) Section 5339. The 5339 Program provides capital funding to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities. Discretionary funding is generally available to rural population under 50,000. FTA 5339(a) - The State Rural Discretionary Vehicle Replacement Program will include an estimated amount of \$7 million to be available for distribution throughout the state. This amount represents apportionments from FFYs 2021 and 2022. Eligible applicants include rural transit providers and small urban providers that also serve rural areas. The project types are limited to vehicle replacements and vehicle expansions. Applications for facility projects are not being accepted at this time. There is a share of 85% federal and 15% local (toll credits can be used for local share),

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**DISCUSSION**

LTSA staff was informed that for the FFY 2022 the FTA estimates the regional 5311 apportionment at \$285,137 and for FFY 2023 at \$290,840. Staff recommends using the funds for operating assistance in the fiscal year 2021/22 and 2022/23.

Staff also would recommend to apply for 5339(a) discretionary funds to replace two cutaway buses (vehicle 21 and 19), which have surpassed their useful life based on mileage and years as defined by FTA and one Gillig (vehicle 101), which has surpassed its useful life by years in 2023.

Staff would recommend to replace the cutaway buses with the same low floor cutaway bus that was purchased in this current fiscal year and the estimated costs would be \$168,000.00 per bus. For the replacement of the Gillig, staff would recommend to purchase a transit van similar to the one that was purchased in the last fiscal year and the estimated costs would be \$90,000.

Approved by:

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Peter Heimbigner  
Executive Director



John L. Clerici, Executive Secretary

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Staff Report

Date: March 10, 2022

**AGENDA ITEM 1.44**

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: Professional Services Agreement – Triennial Performance Audits

**REQUESTED ACTION**

By motion, Authorize the Executive Secretary to enter into a professional services agreement between the Lassen County Transportation Commission (LCTC) and Michael Baker International (MBI), to prepare triennial performance audits of the Lassen County Transportation Commission and the public transit operator, Lassen Transit Service Agency (LTSA) in Lassen County, for the three-year period ending June 30, 2021.

**BACKGROUND**

Triennial Performance Audits (TPA) are required pursuant to PUC Section 99246. The audit is conducted in accordance with Caltrans Performance Audit Guidebook and related laws and regulations. The purpose of the performance audit is to describe how LCTC is meeting its administrative and planning obligations under TDA, as well as to present a description of its organizational management and efficiency. The audit will also provide an independent, constructive and objective evaluation of the efficiency, effectiveness, and economy of the operation of the LCTC and LTSA. Development of the TPA is part of this fiscal years OWP and budget in Work Element 604. The OWP identified a budget amount not to exceed \$30,000 to perform the TPA.

**DISCUSSION**

LCTC staff distributed the Request for Proposals (RFP) for the Triennial Performance Audits on January 18, 2022. Notice of the RFP was distributed via email to a list of qualified consultants and was made available online via Facebook and the LCTC website.

Staff received two proposals by the February 21, 2022, deadline. The proposals were received from Moore and Associates and MBI and were evaluated according to the criteria specified in the RFP by LCTC staff. The evaluation criteria included:

- Firms Qualifications, Experience, and References
- Project Manager and Staff Qualifications
- Work Plan (Technical Approach)
- Quality and Responsiveness of the Proposal

Based upon review of the proposals and their history of working in Lassen County, MBI demonstrated expertise in delivering a TPA that would meet our goals, staff recommends MBI for this contract. Key factors considered by the review panel in making this recommendation are as follows:

- The firm has extensive experience in preparing TPA's
- The firm has a very strong understanding of the project needs
- The firm is knowledgeable about and the various elements of the TPA
- The firm is providing a highly qualified project team with specific knowledge of the LCTC and LTSA
- The firm provided a scope of work that detailed the steps and approach for completion of tasks necessary to deliver a TPA in the time frames described in the RFP

Derek Wong will be the project manager for this effort. Staff has worked with Mr. Wong and his team on the previous TPA. Mr. Wong has 26 years of direct TDA performance audit experience and knowledge of TDA guidelines. Derek was also the project lead for the previous TPA audit completed in 2021. Copies of the RFP and the two proposals are available upon request.

### **RECOMMENDATION**

Staff recommends that the Commission direct the Executive Secretary to execute the contract as requested.

### **ALTERNATIVES**

Provide direction to staff

Attachments



**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

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Staff Report

Date: March 10, 2022

**AGENDA ITEM 1.50**

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary

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

Subject: Election of 2022 Officers

Staff Report

**REQUESTED ACTION**

Elect a Chair and Vice-Chair to preside at meetings of the Commission for the balance of the calendar year 2022.

**PAST ACTION**

Each year the Commission elects a Chair and Vice-Chair from its 6-member board.

**DISCUSSION**

At their May 11, 2020 meeting, Commissioners selected a Chair and Vice-chair to preside over LCTC meeting for calendar year 2020. This situation was maintained through 2021. To get back to a more typical annual rotation staff is suggesting that the Commission take action on selecting a Chair and Vice-chair for the remainder of 2022. There are no limits on how many times a Commissioner can serve as Chair or Vice-chair nor on a Commissioner serving consecutive terms.

For the purposes of this exercise staff recommends that the position of Chair be voted on first, and then the position of Vice-chair.

**ALTERNATIVES**

Commission to provide direction to staff.



**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: March 8, 2022

**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 2022/23 Draft Overall Work Program and Budget

**REQUESTED ACTION:**

**BY MOTION, authorize staff to release the Draft Overall Work Program and Budget (OWP) for FY 2022/23 to the public for circulation, review, and comment.**

**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.

**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.

In previous fiscal years the OWP has included management responsibilities that include both mandated activities (administration of TDA funds and the Regional Transportation Plan) and discretionary activities (SR36/Main Street Project Management and developing the Local Road Safety Plan).

In the FY 2021/22 OWP included:

- Regional transportation planning and data collection
- Active Transportation Program planning – bicycle and pedestrian mobility
- Transit planning and funding
- US 395 Phase 2 completion
- Local Road Safety Plan completion
- Grant funded US 395 Economic and Traffic Safety plan

- Countywide Bicycle and Pedestrian Master Plan
- Regional Transportation Plan Update - Begun

For Fiscal Year 2022/23 your staff is planning to engage in the following activities:

- On-going administration of TDA and other Commission funds and mandated responsibilities
- Completion of the following studies and plans:
  - Regional Transportation Plan Update - completed
- Implementation of the planning objectives identified in recently completed regional planning documents

In addition, it is possible LCTC staff will be administering and EV Infrastructure grant beginning in FY 22/23. LCTC will find out if it has been awarded the grant in mid-March.

An 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. Once Caltrans and agency review is complete, a revised Public Draft will be distributed for review and comment. The revised Draft FY 2022/23 OWP and Budget will be brought back to the Commission for comment and adoption at their May meeting.

**ALTERNATIVES**

Provide direction to staff.

Attachments - 1

**LASSEN COUNTY**  
**TRANSPORTATION COMMISSION**



**DRAFT FISCAL YEAR 2022/2023**  
**OVERALL WORK PROGRAM**

For the  
Continuous Regional Transportation  
Planning Process

June XX, 2022

John Clerici  
Executive Secretary

## **Lassen County Transportation Commission**

Arron Albaugh, Lassen County Board of Supervisors  
Tom Hammond, Lassen County Board of Supervisors  
Jeff Hemphill, Lassen County Board of Supervisors  
Thomas Herrera, City of Susanville City Council  
Quincy McCourt, City of Susanville City Council  
Mendy Schuster, City of Susanville City Council

### Staff

John Clerici  
Steve Borroum  
Genevieve Evans  
Gordon Shaw  
Cheri Martin

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## **OVERALL WORK PROGRAM 2022/2023 FISCAL YEAR**

### **INTRODUCTION**

Lassen County lies in northeastern California situated at the north end of the Sierra Nevada Range. It is bounded by the State of Nevada to the east and by the Counties of Modoc, Shasta, Sierra and Plumas to the north, west and south, respectively. It is the eighth largest of California's 58 counties with its lower valleys generally above 4,000 feet and mountains rise to heights of 8,200 feet. The population of Lassen County in the 2020 was 32,730 down from 34,895 in the 2010 census.

Lassen County is 4,690 square miles in total area. The Federal government owns more than half of Lassen County's landmass, including Lassen National Forest to the west, the Sierra Army Depot to the east, and large range and timber tracts that are administered by the Bureau of Land Management. A lesser portion of the county's land resources is State-owned. A small section of Lassen National Volcanic Park lies in the western region of the County.

The City of Susanville is the County Seat and the only incorporated city in Lassen County. Unincorporated community centers include Westwood, Clear Creek, Bieber, Johnstonville, Janesville, Standish, Litchfield, Herlong, Doyle, Milford, Leavitt Lake, Little Valley, Ravendale, Termo and Madeline.

Major highways within the County are U.S. 395 and State Routes (SR) 36, 44, and 139. In addition, State Routes 70, 147, and 299 extend across parts of the County.

### **ORGANIZATION**

The purpose of the FY 2022/2023 Overall Work Program for the Regional Transportation Planning Agency (RTPA), the Lassen County Transportation Commission (LCTC), is to advance short- and long-range transportation plans and projects, and to prioritize transportation planning projects when using State and Federal transportation funds. This Overall Work Program responds to Federal, State and local mandates, establishes regional goals, objectives, assesses regional transportation needs, and defines work with other agencies, organizations, and individuals on transportation planning issues.

LCTC was formed in 1971 to allocate funds created by Senate Bill 325 (1972). It is made up of three members of the Susanville City Council and three members of the Lassen County Board of Supervisors. Assembly Bill 69 gave the LCTC responsibility for adopting the Regional Transportation Plan (RTP) and AB 402 of 1977 defined elements required in the RTP. AB 620 gave the LCTC responsibility for disbursing State Transit Assistance (STA) Funds. SB 45, effective January 1, 1998, gave the LCTC the responsibility to prioritize projects eligible for State Transportation Improvement Program (STIP) funds. Over the years, the role and responsibilities of the LCTC have grown.

The LCTC coordinates its activities with the County of Lassen, City of Susanville, Susanville Indian Rancheria, and Caltrans, as well as with other State and Federal government entities. As needed, the LCTC coordinates specific projects with Lassen Community College, the Historic Uptown Susanville

Association, Sierra Army Depot, and other organizations that are important stakeholders in the region. In addition, citizens are encouraged to provide input to identify and solve transportation problems of community concern. Regular public meetings and/or hearings are conducted on an on-going basis.

The LCTC has a Social Service Transportation Advisory Council (SSTAC), which advises the LCTC on the annual unmet needs process. The appointments to the SSTAC occur as required by the Transportation Development Act.

Historically, the same members of the LCTC also comprise the Lassen Transit Service Agency (LTSA). The LTSA is responsible for overseeing the operation of the Lassen Rural Bus (LRB) public transit system.

The following organization chart outlines the members of the LCTC, LTSA, support staff and advisory committee.

### **Core Planning Functions**

Federal planning agencies are reminded that their Overall Work Programs (OWP) must identify the Core Planning Functions and what work will be done during the program year to advance those functions.

The Core Functions typically include:

- Overall Work Program
- Public Participation and Education
- Regional Transportation Plan
- Federal Transportation Improvement Program
- Congestion Management Process (required for TMAs)
- Annual Listing of Projects

The Moving Ahead for Progress in the 21st Century (MAP-21) legislation provided metropolitan transportation planning program funding for the integration of transportation planning processes in the MPA (i.e. rail, airports, seaports, intermodal facilities, public highways and transit, bicycle and pedestrian, etc.) into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPA. The FHWA and FTA request that all Metropolitan Planning Organizations (MPOs) review the Overall Work Plan (OWP) development process to ensure all activities and products mandated by the metropolitan transportation planning regulations in 23 CFR 450 are a priority for FHWA and FTA combined planning grant funding available to the region. The MPO OWP work elements and subsequent work tasks must be developed in sufficient detail (i.e. activity description, products, schedule, cost, etc.) to clearly explain the purpose and results of the work to be accomplished, including how they support the Federal transportation planning process (see 23 CFR 420.111 for documentation requirements for FHWA Planning funds).

The Fixing America's Surface Transportation Act (FAST Act) identified the following planning principals that were also considered in developing this OWP.

- 1) Support the economic vitality of the metropolitan area, especially by enabling global

- competitiveness, productivity, and efficiency;
- 2) Increase the safety of the transportation system for motorized and non-motorized users;
  - 3) Increase the security of the transportation system for motorized and non-motorized users;
  - 4) Increase accessibility and mobility of people and freight;
  - 5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
  - 6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
  - 7) Promote efficient system management and operation;
  - 8) Emphasize the preservation of the existing transportation system;
  - 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts on surface transportation; and
  - 10) Enhance travel and tourism.

Map-21/FAST Act Planning Factors							
	Work Elements						
	100	601*	602	603	604		
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency		X	X	X			
Increase the safety of the transportation system for motorized and non-motorized users		X	X				
Increase the security of the transportation system for motorized and non-motorized users		X	X				
Increase accessibility and mobility of people and freight		X					
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns		X		X			
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight		X		X			
Promote efficient system management and operation	X	X			X		
Emphasize the preservation of the existing transportation system		X	X				
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts on surface transportation			X				
Enhance travel and tourism		X	X	X			

***Again, LCTC recognizes that although not mandated for non-Federal transportation planning agencies, and to an extent exceed our resources, these core functions are best practices we will strive to achieve.***

\*Work Element 601 is split into four sub-work elements. Each of these work elements promotes similar Fast Act Planning Factors

## **Performance Management**

Since MAP-21 was passed in 2012, Caltrans and most of California's RTPA's have developed performance measures that inform their Regional Transportation Plans (RTPs) and Federal Transportation Improvement Programs (FTIPs). The objective of the performance- and outcome-based program is for States and MPOs to invest resources in projects that collectively will make progress toward the achievement of the national goals. MAP-21 requires the DOT, in consultation with States, RTPA's, and other stakeholders, to establish performance measures in the areas listed below.

- Safety - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- Infrastructure Condition - To maintain the highway infrastructure asset system in a state of good repair.
- Congestion Reduction - To achieve a significant reduction in congestion on the National Highway System.
- System Reliability - To improve the efficiency of the surface transportation system.
- Freight Movement and Economic Vitality - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- Environmental Sustainability - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- Reduced Project Delivery Delays - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

## **State of Good Repair**

RTPA's are required to evaluate their transportation system to assess the capital investment needed to maintain a State of Good Repair for the region's transportation facilities and equipment. RTPA's shall coordinate with the transit providers in their region to incorporate the Transit Asset Management Plans (TAM's) prepared by the transit providers into the Region Transportation Plan (RTP). Analysis of State of Good Repair needs and investments shall be part of any RTP update and must be included in the Overall Work Program task for developing the Regional Transportation Plan. RTPA's are expected to regularly coordinate with transit operators to evaluate current information on the state of transit assets; to understand the transit operators transit asset management plans; and to ensure that the transit operators are continually providing transit asset information to support the RTPA planning process.

## **OVERALL WORK PROGRAM (OWP)**

The Overall Work Program (OWP) is the primary management tool for the LCTC identifying the activities and a schedule of work for regional transportation planning in Lassen County.

In general, the OWP consists of three types of activities: State-mandated regional transportation planning programs undertaken concurrently throughout the State by the designated Regional Transportation Planning Agencies, discretionary transportation planning programs that are specific to the Lassen County region and are oriented to solving problems unique to this planning region, and

administration to support mandated and discretionary transportation planning programs.

LCTC is responsible for on-going administration and regional transportation planning for Lassen County. Transportation goals and objectives are considered during the planning and programming processes. Each federal reauthorization specifies planning factors to guide continuing, cooperative and comprehensive transportation planning as on-going activities rather than a single completed action. Typically, federal agencies encourage planning organizations to focus work activities on broad planning objectives as relevant to their respective regions and local communities. State and local interests align with those objectives by providing common ground for shared approaches. It is noted that LCTC receives State Regional Planning Assistance funds (no federal funds) and uses the federal planning factors to develop planning goals consistent with our rural needs.

The LCTC will amend the 2022/2023 work elements as necessary. The primary work efforts are targeted toward transportation systems management and transit system improvements. Major concerns of the LCTC are reflected in the elements and levels of funding in the OWP. The elements identify the overall degree of effort that will be expended to accomplish specific activities with the funds available.

LCTC participates in area task force meetings and is a member of the North State Super Region, the Rural Counties Task Force, and the Regional Transportation Planning Agency working group. The chief regional transportation concerns are to preserve, rehabilitate and improve safety on existing transportation facilities, and to coordinate project sequences and transportation services to maximize efficiency and effectiveness of all available funding.

The LCTC 2022/2023 OWP takes into consideration the Goals and Recommendations of the California Transportation Plan 2050, which are as follows.

1. Provide a safe and secure transportation system
2. Achieve statewide GHG emissions reduction targets and increase resilience to climate change
3. Eliminate transportation burdens for low-income communities, communities of color, people with disabilities, and other disadvantaged groups
4. Improve multimodal mobility and access to destinations for all users
5. Enable vibrant, healthy communities
6. Support a vibrant, resilient economy
7. Enhance environmental health and reduce negative transportation impacts
8. Maintain a high-quality, resilient transportation system

**FY 2022/23 LCTC ORGANIZATIONAL CHART (needs updating)**

**Social Services Transportation Advisory Council**

Potential Users 60 Years of Age or Older

Potential Users Who are Disabled  
**Bob Grundel**

Social Service Provider for Seniors  
**Caleb Schortz**, GM Lassen Rural Bus

**Charlotte Roberts** Patient Advocate

Social Service Provider for Disabled  
**Michael Harding**, Transportation Planner, FNRC

Local Social Services Provided for Seniors  
**Deborah Van Brunt**

**Penny Artz**, Executive Director, LSS

Social Service Provider for Persons of Limited Means  
**Barbara Longo**, Social Services

**Russ Burriel**, Susanville Indian Rancheria

**Lassen County Transportation Commission (LCTC)**

**Jeff Hemphill** (County Supervisor)  
**Mendy Schuster** (City Council)  
**Tom Hammond** (County Supervisor)  
**Aaron Albaugh** (County Supervisor)  
**Quincy McCourt** (City Council)  
**Thomas Herrera** (City Council)

**LCTC Staff**

Executive Secretary  
**John Clerici**  
Commission Engineer  
**Steve Borroum**  
Senior Planner  
**Gordon Shaw**  
Senior Planner  
**Genevieve Evans**

**Legal Counsel**

Sloan Sakai Yeung & Wong LLP  
**DeeAnne Gillick**

**Technical Advisory Committee**

Caltrans <b>Kathy Grah</b> <b>Mike Mogen</b> <b>Michael Battles</b> <b>Kelly Zolotoff</b>	Lassen Transit Service Agency <b>David Knaut</b>  City of Susanville <b>Dan Newton</b> <b>Bob Godman</b>
Susanville Indian Rancheria <b>Russ Burriel</b> <b>Tonya Smith</b>	County of Lassen <b>Richard Egan</b> <b>Peter Heimbigner</b> <b>Steve Stehrenberger</b> <b>Sam McMullen</b> <b>Julie Morgan</b> <b>Tony Shaw</b>

LCTC Fiscal Year 2022/23 Budget

Lassen County Transportation Commission												
Fiscal Year 2022/23 Budget - Draft												
Work Element Name	Total	WORK ELEMENT NUMBER										Total
		100	601				602	603	604	703	704	
		Administration and Coordination	Regional Transportation Planning				Regional Transportation Programming	Community Engagement and Outreach	Transportation Development Act	Strategic Partnership Grant - 395	Local Roadway Safety Plan (LRSP)	
			A. General Planning	B. Regional Transportation Planning	C. Active Transportation Planning	D. Transit Planning						
<b>Expenditures</b>												
Professional Services - Consultant Executive Secretary and Staff	\$ 323,500	\$ 15,000	\$ 96,300	\$ 69,854	\$ 17,000	\$ 5,000	\$ 45,000	\$ 30,346	\$ 45,000	\$ -	\$ -	\$ 323,500
Professional Services - Legal Counsel	\$ 15,000	\$ 13,000							\$ 2,000			\$ 15,000
Professional Services - Independent Audit and Tri-annual Performance Audit	\$ 70,000								\$ 70,000			\$ 70,000
Professional Services - Consultants (Encumbered)	\$ -											\$ -
Professional Services - Consultants	\$ -											\$ -
Professional Services - County Auditor	\$ 5,200								\$ 5,200			\$ 5,200
County PERS	\$ 81,783	\$ 81,783										\$ 81,783
Memberships	\$ 4,000							\$ 4,000				\$ 4,000
Insurance	\$ 3,400	\$ 3,400										\$ 3,400
Training / Conferences	\$ 2,000	\$ 500					\$ 1,500					\$ 2,000
Travel												\$ -
<b>Total Expenditures</b>	<b>\$ 504,883</b>	<b>\$ 113,683</b>	<b>\$ 96,300</b>	<b>\$ 69,854</b>	<b>\$ 17,000</b>	<b>\$ 5,000</b>	<b>\$ 46,500</b>	<b>\$ 34,346</b>	<b>\$ 122,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 504,883</b>
<b>Revenues</b>												
Rural Planning Assistance (FY 22/23 RPA)	\$ 230,000		\$ 96,300	\$ 69,854	\$ 7,000		\$ 46,500	\$ 10,346				\$ 230,000
Rural Planning Assistance (carryover from FY 21/22 RPA)	\$ -											\$ -
Local Transportation Fund (LTF)	\$ 274,883	\$ 113,683			\$ 10,000	\$ 5,000		\$ 24,000	\$ 122,200			\$ 274,883
	\$ -											\$ -
	\$ -											\$ -
<b>Total Revenues</b>	<b>\$ 504,883</b>	<b>\$ 113,683</b>	<b>\$ 96,300</b>	<b>\$ 69,854</b>	<b>\$ 17,000</b>	<b>\$ 5,000</b>	<b>\$ 46,500</b>	<b>\$ 34,346</b>	<b>\$ 122,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 504,883</b>

## **WORK ELEMENTS**

Fiscal Year 2022/23 Work Elements are shown on the following pages.

## **Work Element 100 *Administration and Implementation of the Overall Work Program***

The purpose of this work element is to prepare and provide oversight to an annual work program and corresponding budget in accordance with state and federal requirements. The Overall Work Program describes the transportation planning activities that the LCTC will perform during the ensuing fiscal year as integral elements of regional transportation planning and programs. The budget is an estimate of the expenditures necessary to support the work program and the funding sources assigned to each element. The work program is a requirement of state and federal statutes and regulations in order for the work elements to be eligible for state and federal transportation planning funds. The document is assembled in coordination with Caltrans.

### *Purposes*

1. To provide for efficient and effective administration and implementation of programs, projects and funds.
2. To provide clerical and administrative support to the LCTC and its advisory groups.
3. To manage day-to-day operations and ensure compliance with applicable laws, rules and regulations.
4. To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and Federal requirements.
5. To coordinate regional transportation planning through consultation and collaboration with the City of Susanville, the Susanville Indian Rancheria, and other agencies.

### *Tasks*

1. Prepare OWP, amendments, invoices, and reports for 2022/2023.
2. Prepare LCTC agendas, legal notices (including publication costs) and staff reports.
3. Draft correspondence, resolutions and reports to communicate LCTC policies and positions.
4. Attend transportation planning workshops, meetings, conferences, and trainings focused on the development or implementation of the OWP and its work elements.
5. Prepare annual budget and monitor approved budget; prepare financial and management reports for the LCTC.
6. Select Commission staff and administrative support for continued LCTC operations.

Products (Target due date are in parentheses)

1. Agendas, minutes, and notices to Transportation Commission. (Regularly/As required)
2. 22/23 OWP Quarterly invoices, reports and related documents. (10-22, 1-23, 4-23, 7-23)
3. Amendments to the FY 2022/23 OWP (Mid-year review, as needed)
4. Draft Overall Work Program, FY 22/23. (March 1, 2023)
5. Final Overall Work Program, FY 22/23. (June 31, 2023)
6. Independent audits (December 31, 2022)
7. Fiscal Audits for RTPA and Transit Operator to State Controller (December 31, 2022)
8. Execute staffing services agreements for Commission staff and administrative support.

Revenues		Expenditure	
Local Transportation Fund	\$113,683.00	LCTC Staff	\$15,000.00
Rural Planning Assistance*		Legal Counsel	\$13,000.00
		Insurance	\$3,400.00
		Training/Conferences/Travel	\$500.00
		County PERS Contribution**	\$ 81,783
<b>Total:</b>	<b>\$113,683.00</b>	<b>Total:</b>	<b>\$113,683</b>

\*Caltrans would also like to note that LCTC is welcome to use RPA funds to supplement WE 100 since the development of the OWP is a core planning function for which RPA funds should be used. LCTC will contemplate doing this in future OWP's.

\*\*This allocation of LTF funds is a negotiated payment to Lassen County to make whole unfunded PERS liabilities that accrued when Lassen County provided staff services to the LCTC. It is the third and final of 3 payments.

## **Work Element 601 Regional Transportation Planning - Overview**

### Purpose

To prepare and adopt a Regional Transportation Plan (RTP) directed at achieving a coordinated and balanced regional transportation system, including but not limited to, non-motorized transportation, public transportation, highway, goods movement and services, incorporating, as appropriate, the transportation plans of the county, special districts, private organization, Native American tribal governments, state and federal agencies. The RTP is the core document that outlines the County's transportation planning goals and the projects that will meet these goals.

The LCTC adopted the Regional Transportation plan in 2017 along with a Negative Declaration. LCTC staff began an update of the RTP updating the existing and future conditions, and regional transportation issues, and commenced stakeholder and community outreach by June 30, 2022. The full update of the RTP will be completed in FY 2022/23 to accommodate planning studies, funding opportunities, or regional developments where compliance with the RTP is required.

### Discussion

The RTP represents a 20-year planning horizon and is prepared in compliance with state and federal regulations governing regional transportation planning. Regional trends such as population growth, demographics, housing characteristics, and all modes of transportation are discussed and considered as part of the RTP. It must be updated every 5 (five) years and contains a discussion of regional transportation issues, problems, and possible solutions accompanied by respective goals, objectives, and policies.

Development and update of the RTP is a process that builds on the previous document and takes into consideration recent efforts and completed projects. Important to the LCTC RTP is the public vetting process. Through a combination of community meetings, direct outreach and on-line surveys, LCTC will review transportation issues, the current project list and discuss new projects currently proposed with the public and stakeholders such as Tribal entities, natural resource agencies and adjacent RTPAs. The draft list of priority projects from the outreach process will be introduced to the LCTC in an open public workshop to discuss and make recommendations for the draft RTP.

After the meetings are completed, an environmental (CEQA) document is prepared based on the projects generated through the public process. The CEQA document and Draft RTP are available for a thirty-day public review. At the same time, it is reviewed by Caltrans, and other agencies as required. The LCTC considers adoption of the RTP in a public hearing after the public circulation is complete and changes have been made to the draft document.

### Previous Work

The LCTC adopted the 2017 Regional Transportation Plan (RTP) with the assistance of a consultant. The LCTC supports the maintenance of data, such as Pavement Management Systems, traffic counts, transit data, and other programs to assist in the development of performance measures and the next RTP.

Because the scope of the RTP encompasses a number of transportation topics, disciplines, and activities,

the FY 2022/23 WE 601 was divided into four subsections:

- 601A General Planning – RTP Planning
- 601B Regional Transportation Planning – Data Gathering
- 601C Active Transportation Planning
- 601D Transit Planning

During FY 21/22 completed several updates to critical regional documents. These include:

- Transit Development Plan and Coordinated Public Transit Human Services Transportation Plan (WE 601D)
- Lassen County Bike Plan (WE 601C)
- Local Road Safety Program. (Including data gathering work transferred to WE 704 from WE 601B)

### Monitoring and Updating the RTP

Recognizing the work accomplished in FY 21/22 and anticipating an update to the Regional Transportation Plan and anticipating follow-up activities related to the above referenced planning efforts this OWP and Budget will have the same four sub-elements within WE 601. They will include:

- 601A General Planning – General Planning
- 601B Regional Transportation Planning – RTP Update
- 601C Active Transportation Planning
- 601D Transit Planning

## **Work Element 601A Regional Transportation Planning – General Planning**

### Purposes

1. To determine policies, safety needs, deficiencies and improvement programs for streets, roads and highways in the region, coordinating with local partners and Caltrans.
2. To assure the coordination of all modes of transportation within the planning process of Lassen County is accomplished.
3. To perform regional planning activities necessary to ensure safety and security in the transportation planning process.

### Tasks

1. Review Goals and Policies set forth in the Regional Transportation Plan (RTP), including long-range (20 year) transportation projects.
2. Engage various stakeholders (LCTC, City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, and the public) in public meetings specifically focused on identifying and aligning on-going mobility/transportation needs of the community with the direction of the RTP, and the implementation of current regional and local transportation/mobility projects/initiatives.
3. Monitor and amend the RTP to reflect changing regional mobility needs, impacts of SB1 on transportation funding, implementation of the US 395 coalition building effort, and other regional developments.
4. Coordinate with Caltrans on information meetings that discuss impacts of State Route Development/System Management Plans (i.e., US 395)
5. Participate, review, and comment on Transportation Concept Reports (TCRs), submitted by Caltrans (RPA).
6. Coordinate meetings, programs, and activities between County, City, Tribal Governments, and State and Federal agencies to achieve comprehensive planning (RPA).
7. Participate in, and pay annual membership to, the Rural Counties Task Force. Provide input on RCTF initiatives as they relate to rural transportation issues, and report back to the Commission and TAC on on-going discussions and outcomes.
8. Participate in, and pay annual membership to, the North State Super Region (NSSR). Provide input on NSSR initiatives as they relate to rural transportation issues, and report back to the Commission and TAC on on-going discussions and outcomes.
9. Identify and enroll in training and conferences for staff or Commissioners providing general or in-depth information on regional transportation planning, traffic mitigation, traffic safety, transit or multi-modal transportation.
10. Update capital improvement needs, and monitor roadway rehabilitation needs to preserve existing infrastructure and facilities.
11. Conduct a comprehensive, cooperative and ongoing regional planning process.
12. Conduct corridor studies – General.
13. Develop joint work program with transit operator.
14. Develop partnerships with local agencies to facilitate coordination of planning efforts.
15. Prepare grant applications to obtain discretionary funding for projects identified in the RTP
16. Ensure that the projects developed are compatible with statewide and interregional transportation.

Products (Target due dates are in parentheses)

1. Report on participation, including advocacy for LCTC positions, in periodic/monthly Rural Counties Task Force meetings as scheduled by the chair of the RCTF. (Monthly, or as scheduled)
2. Report on participation, including advocacy for LCTC positions, in periodic North State Super Region meetings as scheduled by the chair of the NSSR. (Quarterly, or as scheduled)
3. Properly monitored, current, and effective Regional Transportation Plan. (Quarterly reviews and updates 9-22, 12-22, 3-23, 6-23)
4. Grant applications (for example HSIP) for member jurisdictions. (as needed)

<b>Revenues</b>		<b>Expenditure</b>	
Rural Planning Assistance	\$96,300.00	LCTC Staff	\$96,300.00
<b>Total:</b>	<b>\$96,300.00</b>	<b>Total:</b>	<b>\$96,300.00</b>

## **Work Element 601B Regional Transportation Planning – RTP Update**

The RTP is the core document that outlines the County's transportation planning goals and the projects that will meet these goals.

The LCTC adopted the Regional Transportation plan in 2017 along with a Negative Declaration. LCTC staff will begin an update of the RTP in FY 2021/22 to accommodate planning studies, funding opportunities, or regional developments where compliance with the RTP is required. In addition, the RTP will reflect studies finished in FY 2021/22, (the Transit Development Plan, the Lassen County Bike Plan, the Local Road Safety Plan, and the US 395 Coalition effort).

### **Work Done in FY 2021/22**

1. Commenced RTP focused stakeholder engagement
2. Updates to the Existing and Future Conditions, and regional transportation issues

### **Purposes**

1. Building on the work completed in FY 21/22, update the 2017 Regional Transportation Plan (RTP), to ensure compliance with changing requirements, the results of planning studies for State Route 36, Local Roadway Safety Plan, Updated Transit Development Plan, US 395 studies, and other needs.
2. Update the environmental document supporting the RTP.

### **Tasks**

1. Update the 2017 Regional Transportation Plan and environmental compliance. Tasks to be pursued as part of the update include:
  - a. Continue Public/Stakeholder Consultation
    - i. Outreach to community stakeholders include: City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, local non-motorized transportation advocates, and the public.
    - ii. Depending on Covid restrictions outreach may include: public meetings, online surveys, outreach to social media platforms, etc.
  - b. Discuss Transportation Issues
  - c. Update Policy Element
  - d. Update Action Element
  - e. Update Financial Element
  - f. Prepare appropriate environmental document
  - g. Prepare Draft and Final RTP
2. Ensure environmental compliance of the RTP and Programs.

### **Products (Target due dates are in parentheses)**

1. Draft RTP (FY 22/23)
2. Final RTP (FY 22/23)

3. Updated environmental document that supports the RTP (FY 22/23)

<b>Revenues</b>		<b>Expenditure</b>	
Rural Planning Assistance	\$69,854.00	LCTC Staff	\$69,854.00
<b>Total:</b>	\$\69,854.00	<b>Total:</b>	\$69,854.00

**Work Element 601C Regional Transportation Planning – Active Transportation Planning**

Purposes

1. Review Goals and Policies set forth in the Regional Transportation Plan (RTP), including long-range (20 year) transportation projects.
2. Engage various stakeholders (LCTC, City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, and the public) in public engagements specifically focused on identifying and aligning on-going mobility/transportation needs of the community with the direction of the RTP, and the implementation of current regional and local transportation/mobility projects/initiatives.
3. To coordinate among public, private, Tribal and social service transportation providers to improve connectivity, enhance passenger safety, operating efficiency and regional mobility.
4. To assist in pedestrian and bicycle planning studies leading toward new and/or maintaining existing routes

Tasks

1. Meet periodically with county trail coordinator, city and federal staff responsible for trail and multi-modal transportation to discuss and plan trail development in Lassen County. Engage regional trail and non-motorized transportation advocates to help shape trails, bike/ped and other non-motorized transportation in the region. Provide for one annual update to the county Trail Maintenance Plan as required.
2. Amend the RTP to update the trails and bikeways component.
3. Implement recommendations and prioritized projects identified in the Active Transportation Plan updated in FY 22/22
  - a.

Products (Target due dates are in parentheses)

1. Monitor progress on the implementation of the recently completed Active Transportation Plan in coordination with City and County staff. Assist with Active Transportation Program grants. (Quarterly, As needed)
2. Updated inventory catalog for trails in County as new trails are added. (2-23)
3. Report to LCTC the status of the Trail Maintenance Plan. (10-22, 4-23)

Revenues		Expenditure	
Local Transportation Funds (LTF)	\$10,000.00	LCTC Staff	\$17,000.00
Rural Planning Assistance (RPA)	7,000.00		
<b>Total:</b>	<b>\$17,000.00</b>	<b>Total:</b>	<b>\$17,000.00</b>

**Work Element 601D Regional Transportation Planning – Transit Planning (RTP)**

Purposes

1. To assure the coordination of all modes of transportation within the planning process of Lassen County is accomplished.
2. Improve mobility and access using available mass transportation resources.
3. To coordinate among public, private, Tribal and social service transportation providers to improve connectivity, enhance passenger safety, operating efficiency and regional mobility.
4. To provide an efficient transit system responsive to the needs of County residents.

Tasks

1. Monitor and coordinate the operations of the Lassen Rural Bus (LRB) public transit system to ensure goals are consistent with the RTP.
2. Assist LRB or other transportation providers with grant writing for regionally important public transit needs.

Products (Target due dates are in parentheses)

1. Periodic updates to the LCTC on transit planning and coordination (12-22 6-23)
2. Grant applications for regionally important public transit providers (as needed)

<b>Revenues</b>		<b>Expenditure</b>	
Local Transportation Funds	\$5,000.00	LCTC Staff	\$5,000.00
<b>Total:</b>	<b>\$5,000.00</b>	<b>Total:</b>	<b>\$5,000.00</b>

## **Work Element 602 Programming**

### Purpose

Recurring tasks and activities including monitoring and implementation of provisions of the Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP) and development of the Regional Transportation Plan (RTP).

### Objective

To identify and develop projects for the region's transportation programming needs that are consistent with the Regional Transportation Plan for future allocations.

### Discussion

Financial planning and programming the RTIP and STIP for local road construction and multi-modal transportation projects involves coordination with state, federal, local agencies and local tribal representatives. This process also includes developing and preparing various project study reports, allocation requests, amendments, and monitoring implementation. One such coordination effort involves the Federal Highway Administration (FHWA) Central Federal Lands (CFL) division, as well as the US Forest Service (USFS) The Bureau of Land Management (BLM).

### Activities

1. Implement the 2022 RTIP, consistent with the RTP, including amendments to ensure that projects are delivered in a timely manner.
2. Planning and Programming the Regional Transportation Improvement Program.
3. Planning and Programming the Low Carbon Transit Operations Program (LCTOP).
4. Planning and Programming LCTC-proposed STIP projects, including Planning, Programming, and Monitoring.
5. Planning and Programming Proposition 1B Funds.

### Previous Work

LCTC prepared the 2022 Regional Transportation Improvement Program and programmed and monitored State and Federal funds including RSTP exchange, LCTOP, and Proposition 1B funds.

### Tasks

1. Support the development of Project Study Reports, STIP Amendments, and monitor timely use of funds.
2. Plan, program and monitor the Regional Transportation Improvement Program (RTIP) consistent with RTP.
3. Conduct interagency and public outreach during the development of the RTIP.
4. Provide information to local partners about STIP estimates and programming policies; prepare

- and solicit input on RTIPs
5. Participate during CTC, Caltrans HQ and D2, RCTF, and RTPA group meetings /workshops regarding RTIP / STIP implementation
  6. Coordinate with CTC staff to process STIP amendments and assess funding options, support agency projects and address project issues.
  7. Prepare STIP amendments and allocation requests. (As needed)
  8. Coordinate, consult, and collaborate with the Susanville Indian Rancheria. (On-going, as needed)

*Products (Target due dates are in parentheses)*

1. RTIP/STIP amendments, allocation requests, time extensions (As needed)
2. Confirm consistency between the RTP and regional projects programmed with various State and Federal Funds (On-going)

<b>Revenues</b>		<b>Expenditure</b>	
Rural Planning Assistance	\$46,500.00	LCTC Staff	\$45,000.00
		Training and Conferences	\$1,500.00
<b>Total:</b>	<b>\$46,500.00</b>	<b>Total:</b>	<b>\$46,500.00</b>

## **Work Element 603 Community Engagement, Outreach and Interagency Coordination**

### Purpose

To support LCTC's project delivery, planning, and consensus-building programs by providing information on transportation and related issues and by seeking input on these issues from interested parties.

On September 16, 2019 the LCTC adopted their Title VI & Public Participation Plan. The PPP states in part:

LCTC strives to promote inclusive public participation in all of its efforts. The agency believes firmly that consistent communication with Lassen County residents, businesses, and visitors is key to the success of LCTC's planning and project development efforts. To that end, LCTC has developed three goals for public participation:

1. Increase awareness of transportation projects in Lassen County and the public's involvement in planning and implementation.
2. Foster greater partnerships with local public agencies, social service organizations, and other community groups throughout Lassen County.
3. Engage minority, low-income, and limited-English-proficiency populations to improve communication with traditionally underserved groups.

It described the Commissions reliance on traditional outreach measures but did include a desire to utilize modern electronic means of communication, as well as social media, and other web-based platforms. It also described providing the public with Commission planning documents as well as up to date information, and opportunities to engage the public, through its web platform.

This OWP will continue to adapt its public outreach and communications strategies to address the limitation in public gathering associated with COVID-19. Staff will monitor the latest information on public gatherings and adjust outreach accordingly as the epidemic evolves during FY2022/23. Rather than change the structure of this Work Element, LCTC staff will adapt our stated goals for outreach, communications, and interagency coordination to the circumstances as they exist during this next FY. LCTC staff is hopeful that COVID restrictions will abate during the course of the fiscal year.

The LCTC, has conducted community meetings, issued press releases, created a website to be compliant with amendments to the Brown Act effective January 1, 2019, and undertaken other outreach activities as required to capture public input on the RTP and regional transportation issues as they relate to LCTC activities. These efforts are provided:

1. To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and federal requirements; and
2. To coordinate regional transportation planning through consultation and collaboration in these ways:
  - a. Integrate local land use and regional transportation planning.
  - b. Promote cooperation among regional, State and Federal agencies to enhance

- transportation planning; consult and coordinate with Caltrans, neighboring jurisdictions, and agencies to undertake transportation planning studies (e.g. corridor studies, project study reports, special studies, coordinated research, etc.).
- c. Coordinate and consult with regional goods movement and freight providers.
  - d. Coordinate and consult with regional bicycle groups and promote walk-able communities.
  - e. Review local agency goods movement and freight planning policies.
  - f. Work with partners to enhance movements of people, goods, services and information.
  - g. Coordinate local transportation services with regional and interregional providers to improve connections, interregional mobility and access to basic life activities.
  - h. Consult with and consider interests of community, Native Americans (individuals), in general and the Susanville Indian Rancheria (sovereign nation) in particular, and all under-represented groups.
3. Support the outreach and engagement efforts of the LCTC related to the Annual Transit Unmet Needs Process.
  4. Support the outreach and engagement efforts for US 395 Coalition Building effort.

### Tasks

1. Administer public notification in accordance with the Brown Act.
2. Proactively solicit input from the public, local government, Tribes, advisory groups and organizations as they may assist the LCTC administer the RTP.
3. Monitor local government and agency meeting agenda, such as City Council, County Board of Supervisors, social service agencies, Tribal Councils; attend meetings for topics related to regional transportation and multimodal issues.
4. Regularly consult and coordinate and communicate with Tribal councils, disadvantaged and ethnic communities, and organizations to maintain good working relationships.
5. Conduct outreach to community bicycle groups to promote and foster partnerships. Work with public health departments to support walk-able communities as it relates to developing workable non-motorized mobility plans.
6. Participate in local economic development meetings to help integrate transportation and community goals for land use, economic vitality, social welfare and environmental preservation.
7. Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, programs and action to plan the regional transportation infrastructure.
8. Provide information and documents about regional transportation issues to interested parties and organizations.
9. Draft newspaper articles, fact sheets, press releases, display ads and other informational materials related to project planning, workshops, program development, preparation of RTIP
10. Coordinate with all transportation providers (public, private and non-profit) in the region.
11. Join and participate in regional coordinating entities like the North State Super Region (NSSR), and other appropriate transportation planning groups and associations as needed.
12. Government-to-Government Outreach to include the Susanville Indian Rancheria, City of Susanville, etc. (Through monthly TAC meetings and specific focused meetings)
13. Community Meetings. (9-22, 1-23, 5-23, and/or as needed)
14. Prepare press releases, public service announcements, public notices, and public meeting/hearing flyers. (As needed)

15. Maintain website. (Monthly to advertise LCTC meetings, workshops, and other community engagement)
16. Provide regular updates to local media and social media on transportation issues, developments in specific projects, and as required to engage stakeholders.
17. Update the 2019 Public Participation Plan to respond to current circumstances.
18. Community and stakeholder outreach and engagement meetings related to the US 395 Coalition Building effort.

*Products (Target due dates are in parentheses)*

1. Inter-agency outreach, to include the Susanville Indian Rancheria, City of Susanville, etc. (Through the TAC 8-22, 10-22, 12-22 1-23, 3-23, 5-23, 6-23 and ad hoc meetings)
2. Materials for public hearings, workshops and meetings, including surveys and fact sheets for community meetings. (9-22, 1-23, 5-23, and/or as needed)
3. Press Releases, public service announcements, public notices, and public meeting/hearing flyers. (As needed)
4. Community and focused meetings to support the Transit Unmet Needs process, and the Transit Development Plan and a Coordinated Public Transit Human Services Transportation Plan (as needed but completed in 6-23)
5. Maintain website.
6. Update Public Participation Plan as required.
7. US 395 Outreach meetings (as needed)
8. Social media information items – (8-22, 10-22, 12-22, 2-23, 4-23, 6-23)

<b>Revenues</b>		<b>Expenditure</b>	
Local Transportation Fund	\$24,000.00	LCTC Staff	\$30,346.00
Rural Planning Assistance	\$10,346.00	Memberships - including NSSR	\$4,000.00
<b>Total:</b>	<b>\$34,346.00</b>	<b>Total:</b>	<b>\$34,346.00</b>

## **Work Element 604 Transportation Development Act**

### Purpose

To effectively administer the provisions of the Transportation Development Act (TDA), including receiving, reviewing, and approving claims for Local Transportation Funds and State Transit Assistance Funds for Lassen County.

To provide staff support to the Social Services Transportation Advisory Council (SSTAC).

### Previous Work

Each year LCTC is responsible for administering TDA funds. These funds operate public transit, construct bicycle and pedestrian facilities, and may be used for streets and roads purposes only after all unmet transit needs that are reasonable to meet have been addressed. Under TDA statute, LCTC is responsible for preparing preliminary and final estimates of Local Transportation and State Transit Assistance Fund apportionments, conducting fiscal and performance audits, and transit coordination. LCTC has appointed members to a Social Services Transportation Advisory Council (SSTAC) in accordance with Transportation Development Act Statute 99238.

### Tasks

1. Provide for the management of the Local Transportation Fund (LTF) and the State Transit Assistance (STA) Fund. (On-going)
2. Ensure that fiscal and compliance audits are performed in accordance with law and assist in the resolution of audit findings. (December 31, 2022)
3. Conduct the Unmet Transit Needs process, if warranted, or conduct in-lieu Citizen Participation Process Public Hearing. (Spring, 2023)
4. Prepare the Unmet Transit Needs Analysis and Findings, if warranted. (Spring 2023)
5. Prepare draft and final apportionments for FY 2022/2023 Transportation Development Act Funds. (February and June 2023)
6. Assist claimants with preparation of claims and local program administration. (On-going)
7. Provide instructions to the Lassen County Auditor for allocations to the jurisdictions. (June 2023)
8. Provide staff support to the LCTC SSTAC. (On-going)
9. Participate in meetings/workshops such as: Lassen County Transportation Commission; Social Services Technical Advisory Council; Caltrans, Regional Transportation Planning Agency working group, California Transportation Commission, CalACT (planning related activities), and the Rural Transit Assistance Program.

### Products (Target due dates are in parentheses)

1. Preliminary and Final LTF and STA apportionments for Fiscal Year 2022/2023. (February and June 2023)
2. Unmet Transit Needs Analysis and Findings, if warranted, or conduct in-lieu Citizen Participation Process Public Hearing. (April-May 2023)
3. Allocation instructions to the County Auditor for LTF and STA funds. (June 2023)
4. Claim notifications to jurisdictions. (June 2023)

5. SSTAC agendas and minutes and related staff support. (Spring 2023)

<b>Revenues</b>		<b>Expenditure</b>	
Local Transportation Fund		LCTC Staff	\$45,000.00
Rural Planning Assistance	\$122,200.00	Legal Council	\$2,000.00
		Professional Services - Audits	\$70,000.00
		Lassen County Auditor	\$5,200.00
<b>Total:</b>	\$122,200.00	<b>Total:</b>	\$122,200.00

## **Attachments**

- A. Fiscal Year 2022/2023 California Department of Transportation Debarment and Suspension Certification
- B. FTA Fiscal Year 2022/2023 Certifications and Assurances
- C. FY 2022/2023 FHWA and FTA State and Metropolitan Transportation Planning Process Self Certification

# **Attachment A**

## **Fiscal Year 2022/2023 California Department of Transportation Debarment and Suspension Certification**

# **Attachment B**

## **FTA Fiscal Year 2022/23 Certifications and Assurances**

# **Attachment C**

## **FY 2022/2023 FHWA and FTA State and Metropolitan Transportation Planning Process Self Certification**



**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: March 8, 2022  
To: Lassen County Transportation Commission  
From: John L. Clerici, Executive Secretary   
Subject: FY 2022/23 Unmet Transit Needs – SSTAC Meeting

**AGENDA ITEM 4.12**

**REQUESTED ACTION:**

**None. This is an informational item only.**

**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 22-01 at the January 10, 2022 meeting, See Attachment A.

**DISCUSSION**

On February 23<sup>rd</sup>, 2022, the Lassen County Transportation Commission (LCTC) SSTAC met to discuss potential unmet transit needs in Lassen County. Eight SSTAC members and other representatives of transportation providers and members of the public met in person and virtually at the Susanville City Council Chambers (meeting notes include as Attachment B). The meeting was advertised to the public through notices in the local on-line publication, at City Hall, 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.

- Out of county medical trips for all residents but mainly for persons not eligible for Medi-Cal
- Transit service to outlying areas such as Spaulding or Bucks Bay
- Transportation back to homes for people who were transported to a hospital by ambulance. Discharge often occurs in the middle of the night.
- A “Dine around Town” program which would get homebound seniors out and about to socialize.

Education/information – Many residents, medical professionals and social workers are not aware of all the various transportation options in the area.

#### NEXT STEPS

Staff will analyze the identified deficiencies and apply 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. The Unmet Transit Needs Report will be brought to the commission at the May meeting.

Attachments - 2

## Attachment A



LASSEN COUNTY TRANSPORTATION COMMISSION  
RESOLUTION 22-01  
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 within the jurisdiction of the Lassen County Transportation Commission (LCTC) 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 desires 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 22-01  
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 22-01  
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 10, 2022, meeting by the following vote:

AYES: Albaugh, Hammond, Hemphill, Herrera, McCourt, Schuster

NOES:

ABSTAINED:

ABSENT:

  
\_\_\_\_\_  
JEFF HEMPHILL, 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 10, 2022

## Attachment B





**Lassen County Transportation Commission  
Social Services Transportation Advisory Council**

**Minutes**

February 23, 2022 @ 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/88452989997>

Meeting ID: 884 5298 9997

1 (253) 215-8782

1. Call to Order – Introductions
2. Overview of SSTAC and Unmet Needs Process
3. Input from committee and community:

David Knaut (Lassen Rural Bus) – Would like to put a bus stop at Sleepy Hollow Mobile Home Park. There is a stop before and after. Would like a stop closer to entrance.

Have received comments from Plumas residents wanting service to Redding because the Susanville Indian Rancheria no longer has transit service.

Thoughts of changing to on-demand (microtransit type service) in 7-10 AM and later in the PM and all day on Saturdays. On-demand would replace fixed route service during non-peak hours when fewer passengers per hour are carried. LRB is meeting with a company regarding procuring an app in exchange for fare sharing.

Thinking of add a stop at Casino for the commuter route and having a park and ride there.

Bus stop improvement project is on-going.

Will have a newer bus for City Route with HEPA filter. Plans for electric vehicles.

Working with Lassen Senior Services to provide more out-of-county medical trips to Reno or Redding with one week advance notice. Early discussions but Lassen Senior Services would find drivers and could use LRB dispatch. This would primarily be for senior and disabled residents. This is partially because LSS can't use TDA funds to do meal delivery anymore.

There has been a little uptick in ridership. People going to college, Base will open March 1<sup>st</sup>. West County route ridership is down. Ridership has been increasing for Express Route.

Caleb Shortz (Paratransit Services)- In the spring, will start marking bus stops with signage, hopefully increase ridership. Handing out transit information. Looking into on-demand service as David mentioned. Think on-demand service will lessen the mileage, because won't be serving the stops people don't go to. Company in Reno and Truckee and looking for a share of fares. This would be instead of fixed route in mornings and evenings.

Elizabeth Karp (Transit User who is 60 or older) - The only change Elizabeth would make is the name. She would like it to be called the "Trolley". Transit is a blessing. Great drivers. Daughters are happy with it. Don't want to lose that. Look forward to riding the bus each week.

Jeff Farrington- NorthBay Transit. Take people who can't afford rides to doctors. Go up to 400 miles. Jeff is manager is Lassen. Hear complaints that drivers don't show up. Have a satellite office. Don't have a shortage of vehicles. Have vans and Priuses. Seems like there are needs. MTM is big client now we contract directly with Partnership Insurance (Medi-Cal). Wheelchair vans. 7 days a week. Go to Reno, Redding and San Francisco. Corporate Office in Vallejo. Trying to get the word out that NorthBay is available to meet medical transportation needs.

Dan Bouse Southern Cascades Community Services District - Have 11 vehicles on non-emergency size. Have a different contract with MTM. Do get rides from them. Have a contract directly with Partnership (Medi-Cal) for wheelchair and do gurney transports for non-emergency. In the world of transport, NMT is ambulatory. If Partnership member, they are part of HMO that manages Medicaid in northern counties. Plumas county is part of different HMO. Have a 24-hour dispatcher. There are needs on wheelchair and gurney side. Also hear that drivers don't pick passengers. MTM ties to put lowest cost provider to the trip they can. So some brokers are coming from a long ways a way and using GIG model. So drivers have driven 3 or 4 hours before they have a 6-8 hour driver with passenger. This is a safety issue. Health care side isn't as regulated. There are a lot of needs not getting met. Most of clientele that we have are never going to make it to the bus stop. Many people are immune compromised. If can double up, we will but can't always do that. Transported Covid positive patients. Have a protocol. Have the disinfecting equipment. Want to hear about unmet needs. The need is big here. In the process of hiring an outreach worker.

Jeff wants to hire people within Susanville. This is important. We are in North Bay Transit. Need to hire local people going forward.

Partnership is all Medical. Some of our rural counties were last counties where Medical was a PPO model. Southern Cascades gets interest in system from Medicare patients who are not MediCal. Tried to look at funding mechanisms. Do a deep discount if they don't have someone to transport them.

Clinton Davis (Southern Cascades/Big Valley 50) – AAA council of California. Medicare Advantage does do some transportation but have to be in a heavily populated area. So, there are people who make \$50 too much so can't get a ride. Made a run at PSA 2 to try and find money to transport these people but didn't work.

Penny Artz (Lassen Senior Services)– Need service to outlying areas. Spaulding and Bucks Bay are examples. This is greatest need. Have LRB for in town. Do have a van with a wheelchair but need a trip pass for the highway because the vehicle is overweight. Will transport people from far away areas. 7 vehicles.

Clinton Davis (Southern Cascades/Big Valley 50) – Outlying areas transportation is a need. Don't have uber or Lyft here. Getting people educated to call MTM or Southern Cascade. Big Valley 50 has a route that runs 3 days a week. Go to doctors, post office and stores. People are starting to come back after COVID. Biggest need is medial. Do trips on Monday to Redding. Getting people educated as to what is available. Another need is picking people up at 2 am from hospital after they are discharged. Rules are that we can not transport to ER they have to call a 911. Trying to work with powers that be to pick up ambulatory patients after discharge. Some hospitals are taking people home in an ambulance. Biggest thing is people don't know. Jeff can get discharge from hospital.

Lassen County Health Resource Guide (Charlotte has info about guide). The Health Department is updating this guide. In both physical and on-line

Medical rides go to California not Reno because is covered.

Charlotte Roberts (Eskaton) – people on Medicare and not MediCal need out of town transportation.

Lots of Eskaton residents are getting dropped from doctors because people are showing up for appointments because drivers (contracted through MTM or other brokerage) are no shows to transport them to medical appointments.

Stan Bayles (BLM) -More bike trailers, keep in in bikes.

Amanda (LRB dispatcher/driver) – We get calls for people to go to Burney and Redding. Maybe dental in Burney or Oroville.

Maybe there can be a google sheet to share information on passengers and where they need to go. Moving guide to on-line. Lassen County Benevolence Association is putting together some information.

Barbara Longo (Lassen County Health and Social Services) – Opportunity: project contemplated through PSA2, senior services program. Dine around town program where seniors can get meal vouchers. How can we get homebound seniors to dine at local restaurants? HHS has a small fleet of cars. Could we have a trolley for seniors? Waiting to see if get funding through this. This is in Susanville mainly but could be others. More information will be released by PSA2. So elderly population can get out and socialize. LRB DAR could provide the service if it were within service hours.

Michael Harding (We care a lot foundation) - Haven't heard of any regional center client needs. Agree one of the problems is that nobody knows what services are out there. Shasta County has a pamphlet. Could look at this as an example.

Need to reach out to doctors too. Renown needs to know. Patients need to know what is available. Talk to social workers.



**LASSEN COUNTY TRANSPORTATION  
COMMISSION**  
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

555 CAPITOL MALL, SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

Staff Report

Date: March 8, 2022  
To: Lassen County Transportation Commission  
From: Gordon Shaw, Principal Planner  
Subject: Local Road Safety Plan (LRSP) Update

**AGENDA ITEM 4.13**

**REQUESTED ACTION:**

**None. This is an informational item only.**

**BACKGROUND/ DISCUSSION**

The LRSP identifies and analyzes safety problems and recommends safety improvements. The LRSP is required to obtain Highway Safety Improvement Program (HSIP) funding. The LRSP includes extensive data collection and analysis of crashes and other traffic data throughout the County, public/stakeholder workshops and identification of safety projects designed to reduce potential future crashes.

The LRSP provides a framework for organizing stakeholders to identify, analyze, and prioritize roadway safety improvements on local and rural roads. The process of developing the LRSP has been tailored to local protocols, needs, and issues. Stakeholders who have been, or will be, asked to comment on the LRSP include:

- Caltrans District 2
- Lassen County Public Works
- Lassen County Sheriff's Department
- California Highway Patrol
- City of Susanville Public Works
- City of Susanville Fire Department
- US Forest Service
- US Bureau of Land Management
- Susanville Indian Rancheria
- Lassen Lands and Trails Trust

The goal of this effort is to develop a LRSP for Lassen County (including the City of Susanville) and subsequently to identify community supported projects for HSIP funding that will enhance mobility safety for the travelling public.

## **NEXT STEPS**

On March 7, 2022, the LCTC TAC received a status report on the LRSP beginning the review and comment phase of the effort. Staff plans informational presentation to the Lassen County Board of Supervisors and City of Susanville City Council. In addition, staff will provide access to the LRSP for public comment using social media platforms, as well as utilizing existing and expected outreach opportunities (for example public meetings on the Active Transportation Plan in late March).

Our goal is to have a final document ready to be adopted by the LCTC at their June meeting.

Attachments - 1



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Staff Report

Date: March 9, 2022  
To: Lassen County Transportation Commission  
From: Steve Borroum, Commission Engineer  
Subject: LCTC Mid-year Fiscal Status Report

**AGENDA ITEM 5.01A**

**BACKGROUND & DISCUSSION**

The three major sources of ongoing funds coming to the Commission are Transportation Development Act funds (TDA), State Transit Assistance funds (STA) and State of Good Repair funds (SGR).

During the first half of the current fiscal year, the Commission received \$446,548 of TDA funds. This is approximately 12% over the official estimate.

STA income has been \$116,377 or approximately 4% less than the official estimate.

SGR income had been \$24,681 or approximately 15% over the official estimate.

The LTSA submitted requests for this year's funding (TDA and STA funds) totaled approximately \$130,000 more than that which was estimated to be available. Therefore, fund distributions are being metered to reflect funds available. Based on the mid-year incomes, the Commission may be unable to fully fund the transit system as anticipated this fiscal year without shorting the anticipated \$100,000 FY 21/22 progress payment to the County for the unfunded PERS costs.

Before reducing the progress payment to the County, staff will report back to the Commission seeking direction, as under the State Code, administrative expenses such as the unfunded PERS costs have a higher priority for funding than the transit system. If the overall shortfall of funds remains as it presently appears, in order to fully fund the transit system for this fiscal year, the Commission will have to specifically approve a reduced progress payment to the County.