

LASSEN COUNTY TRANSPORTATION COMMISSION  
REGIONAL TRANSPORTATION PLANNING AGENCY



Matthew C. Boyer, Executive Secretary

Office:  
1631 Alhambra Boulevard,  
Suite 100

Date Posted: June 15, 2018

Phone: (530) 953-8857

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Kathie Garnier (City Council)  
Brian Wilson (City Council)  
Joe Franco (City Council)

Tom Hammond (Co. Supervisor)  
Jeff Hemphill (Co. Supervisor)  
David Teeter (Co. Supervisor)

Subject: **SPECIAL MEETING**

of the

**LASSEN COUNTY TRANSPORTATION COMMISSION**

A special meeting of the Lassen County Transportation Commission has been scheduled for **Monday, June 25, 2018 at 1:30 p.m.** The meeting will be held at the Lassen County Board of Supervisors Chambers, 707 Nevada Street, Susanville, CA.

The Agenda is as follows.

Page **(1) CONVENE**

1.1 Pledge of Allegiance

1.2 Adoption of the Agenda and Approval of the Consent Calendar: **Motion Required**

The Commission may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Commission member may request an item be removed from the Consent Calendar for discussion and separate Commission action. At the appropriate time as called by the Board Chair, members of the public may make a comment on matters on the Consent Calendar prior to Commission action.

1.21 Minutes Approval:

May 14, 2018 Regular Meeting

1.22 US 395 Corridor Transportation Concept Report for Caltrans District 2.

**REQUESTED ACTION: Adopt Resolution 18-09 generally concurring with the vision and strategies for future improvements to the US 395 corridor within Lassen County, as identified in the Transportation Concept Report.**

1.23 Payment of Matthew C. Boyer & Associates fees and costs in the amount of \$40,014.50 and Authorize the Chairperson to Approve Future Invoices. \*

**REQUESTED ACTION: Approve payment of Matthew C. Boyer & Associates fees and costs in the amount of \$40,014.50, shown in Invoice #17-46-008 and authorize the Chairperson to approve future invoices for Executive Secretary and staffing services.**

1.24 Approval of Contract for Outside Legal Services with Sloan Sakai in the Amount of \$30,000.00 \*

**REQUESTED ACTION: Approve professional services contract with Sloan Sakai in the Amount of \$30,000.00 and authorize the Executive Secretary to execute the contract.**

**(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
- Executive Secretary Report (LCTC Staff)
- Summary of Commission Financial Activities

**(4) NEW BUSINESS**

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 Presentation from Inter-Agency Trail Coordinator

**ACTION REQUESTED: Receive and file.**

4.12 Funding for Trail Coordinator Position in Fiscal Year 2017/18 and Fiscal Year 2018/19 \*

**ACTIONS REQUESTED: BY MOTION:**

- 1. Affirm staff recommendation make a Fiscal Year 2017/18 contribution of \$35,000 to this position.**
- 2. Direct staff to work with the County of Lassen and Bureau of Land Management to discuss potential revisions to the existing agreement, particularly with respect to annual, respective financial contributions, and return to the Commission by October 2018 with a recommendation.**

4.13 Request to County of Lassen Regarding Vehicle Speed Feedback Signs \*

**ACTION REQUESTED: BY MOTION, direct staff to work with County of Lassen staff to present a status report to the Board of Supervisors, with one option being the County assuming responsibility for the on-going maintenance and operation of the existing unincorporated vehicle speed feedback signs.**

4.14 Planning, Programming and Monitoring (PPM) Funding Allocations (Fiscal Years 2016/17, 2017/18, 2018/19)

**ACTION REQUESTED: BY MOTION, approve the programming of projects for Fiscal Years 2016/17, 2017/18, and 2018/19.**

4.15 Fiscal Year 2018/19 Transportation Development Act Apportionments for Local Transportation Fund (LTF) and State Transit Assistance (STA) funds

**ACTIONS REQUESTED: BY MOTION,**

- (1) Adopt Resolution 18-10 approving the Final Fiscal Year 2018/19 Transportation Development Act Apportionments for Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the apportionments.**
- (2) Approve claims from the County of Lassen for Article 3 funds and the Lassen Transit Services Agency for STA funds.**
- (3) Authorize staff to transmit allocation instructions to the Lassen County Auditor for disbursement of LTF and STA funds in Fiscal Year 2018/19.**

4.16 Fiscal Year 2018/19 Overall Work Program and Budget \*#

**ACTION REQUESTED: BY MOTION, adopt Resolution 18-11 approving the FY 2018/19 Overall Work Program and Budget.**

4.17 Federal Transit Administration 5311 Application

**ACTION REQUESTED: BY MOTION, adopt Resolution 18-12 authorizing the Executive Director of the Lassen Transit Service Agency to sign all related documents for the 5311 Application and Request for Reimbursement.**

4.18 Authorization to Sign Fiscal Year 2018/19 Regional Surface Transportation Program Exchange Agreement \*

**REQUESTED ACTION: By MOTION, authorize staff to executive the Fiscal Year 2017/18 RSTP Exchange Agreement in the amount of \$122,494**

**(5) INFORMATION ITEMS**

None

**(6) CORRESPONDENCE**

None

(7) **OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Regular Commission Meeting – **Monday, July 9, 2018 at 1:00 p.m., if needed**

7.3 Adjourn

\* Attachment

# Enclosure

ITEMS SCHEDULED FOR FUTURE MEETINGS:

July, 2018

*Tentatively, no meeting scheduled, although Lassen Transit Services Agency meetings are on odd numbered months and LCTC may want to move to a similar schedule*

August, 2018

*Tentatively, no meeting scheduled*

September, 2018

- LTF Article 8 Apportionments
- Programming of Regional Surface Transportation Program (RSTP) funds
- Policy Requiring Commission Concurrence on State Transportation Improvement Program Requests
- Update on US 395 Corridor Improvements
- Authorization to submit Senate Bill 1 Planning Grant Application for US 395 Corridor Improvements
- Update – Skyline Boulevard Phase 2 Project
- Re-Programming of Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)
- Professional Services Contract Award – State Route 36 Complete Street and Safe Mobility Study
- Professional Services Contract Award – U.S. 395 Coalition and Implementation Plan

October, 2018

- FY 2018/19 Financial Contribution to Trail Coordinator Position

**LASSEN COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

Regular Commission Meeting

**May 14, 2018**

Lassen County Board of Supervisor Chambers  
707 Nevada Street, Susanville, CA

1:00 P.M. Open Session

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**1:00 P.M. OPEN SESSION**

**1. Convene**

*Chair Teeter called the meeting to order at 1:01 P.M. and the Pledge of Allegiance to the Flag was recited.*

**Roll Call: Present:** Franco, Garnier, Hammond, Hemphill, Teeter, Wilson  
**Absent:** Wilson

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

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

AYES: Franco, Garnier, Hammond, Hemphill, Teeter  
NOES: None  
ABSENT: Wilson  
ABSTAIN: None

1.21 Minutes Approval of April 9, 2018 Meeting

**Adopted Minutes of the April 9, 2018 Regular Meeting.**

1.22 Local Transportation Fund Article 3 Claim – County of Lassen

**Adopted Resolution 18-07 approving the County of Lassen’s Local Transportation Fund claim in the amount of \$8,252.00.**

1.23 Payment of Matthew C. Boyer & Associates fees and costs in the amount of \$18,238.82

**Approved payment of Matthew C. Boyer & Associates fees and costs in the amount of \$ 18,238.82, as shown in Invoice #17-46-007.**

**2. CORRESPONDENCE/PUBLIC COMMENT**

*None.*

**3. REPORTS**

**3.1 Caltrans**

*Mike Mogen reported on upcoming construction of the State Route 36 Capital Maintenance (CAPM) project.*

**3.2 CHP**

*No report was provided.*

**3.3 City of Susanville**

*No report was provided.*

**3.4 Lassen County**

*No report was provided.*

**3.5 Susanville Indian Rancheria**

*No report was provided.*

**3.6 Executive Secretary**

*Matt Boyer provided an update to the Commission on the U.S. 395 Community Meetings.*

**Summary of Commission Financial Activities**

*No items of note.*

**4. New Business**

**4.01 Announcement of Items to be Discussed in Closed Session**

*No items were identified for closed session.*

**4.02 Announcement of Action Taken in Closed Session**

*No action was taken.*

**4.10 Action/Discussion Items**

**4.11 Presentation from Inter-Agency Trail Coordinator**

*This item was tabled to the June 11, 2018 meeting.*

**4.12 Preliminary Approval Towards FY 2017/2018 Trail Coordinator Position**

*This item was tabled to the June 11, 2018 meeting.*

**4.13 Adoption of Purchasing Policy**

*This item was tabled indefinitely.*

**4.14 Fiscal Year 2018/19 Unmet Transit Needs Determinations**

*It was moved by Commissioner Hemphill and seconded by Commissioner Franco, to Adopt Resolution 18-08 finding that there are no new unmet transit needs in that are reasonable to meet for implementation in FY 2018/19.*

*The motion was passed by the following vote:*

AYES: Franco, Garnier, Hammond, Hemphill, Teeter  
NOES: None  
ABSENT: Wilson

**4.15 Possible Re-Programming of Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Funds**

*This item was tabled indefinitely.*

**5. Information Items**

*5.01 Assembly Bill No. 1969 (Salas) Transit Fare Revenues*

*5.02 Assembly Bill No. 2877 (Mathis) Non-Emergency Medical Transport*

*5.03 US 395 Community Meeting Flyer (May 8, May 9)*

*5.04 2019 California Freight Mobility Plan Focus Groups*

5.05 Update: Vehicle Speed Feedback Signs

**6. Correspondence**

*None.*

**7. Other Business**

**7.1 Matters Brought Forth by the Commission**

*None*

**7.2 Set Date for the Next Regular Meeting of the Lassen County Transportation Commission**

*Next Regular meeting of the LCTC will be June 11, 2018 at 1:00 p.m.*

**7.3 Adjourn**

*The meeting was adjourned at 3:04 p.m.*

*Submitted for approval by:*



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*Matthew C. Boyer, Executive Secretary*



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

1631 ALHAMBRA BOULEVARD  
SUITE 100  
SACRAMENTO, CA 95816

Matthew C. Boyer, Executive Secretary  
Matthew C. Boyer & Associates

PH: (530) 953-8857

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.22**

Date: June 17, 2018

From: Matthew C. Boyer, Executive Secretary

A handwritten signature in blue ink, appearing to read "Matt Boyer", is placed to the right of the "From:" line.

Subject: US 395 Corridor Transportation Concept Report for Caltrans District 2

**REQUESTED ACTION**

**BY MOTION, Adopt Resolution 18-09 generally concurring with the vision and strategies for future improvements to the US 395 corridor within Lassen County, as identified in the Transportation Concept Report.**

**PAST ACTION**

On February 9, 2017 meeting the Commission received a presentation by Caltrans on their Draft Transportation Concept Report for US 395.

**DISCUSSION**

Caltrans is completing the Final US 395 Transportation Concept Report and is requesting Resolutions from the affected regional transportation planning agencies that concur with the District's work.

Over the last several weeks Commission staff have held a series of community meetings throughout the corridor. The final meeting was June 11, 2018 in Susanville.

Overwhelmingly, the response from each community has been positive and supporting of the concept for the entire corridor.

**ALTERNATIVES**

Provide direction to staff.

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LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 18-09

Generally Concurring with the Vision and Strategies for Future Improvements to the US 395 Corridor Within Lassen County

WHEREAS, the Lassen County Transportation Commission (LCTC) serves as the Regional Transportation Planning Agency for Lassen County and is responsible for regional transportation planning, which includes the functional relationship between the local road system and State highway system; and

WHEREAS, the California Department of Transportation, District 2 (District) is responsible for the planning, construction and operation of the State highway system and local road system; and

WHEREAS, District 2 in cooperation with the LCTC has prepared a Transportation Concept Report (TCR) for the United States Route 395 from LAS 0.0 to LAS 139.0; and

WHEREAS, the TCR sets forth a conceptual plan for the development, operation and management of the route for the next twenty years; and

WHEREAS, the TCR identifies management, operational and improvement strategies that will be necessary to maintain desired operating conditions/level of service over the twenty-year planning horizon; and

WHEREAS, the TCR provides a framework for coordinated planning and funding decisions between the District and its local and regional partners; and

WHEREAS, completion and implementation of the TCR will better position the District and its partner agencies for future funding opportunities.

NOW, THEREFORE, BE IT RESOLVED by the LCTC that the TCR presents a balanced and logical concept for the development and operation of the United States Route 395 over the next twenty-years;

BE IT FURTHER RESOLVED that the Executive Director of the LCTC is hereby authorized to sign the signature sheet of the U.S. 395 TCR;

BE IT FURTHER RESOLVED that the LCTC should work to develop and lead a broad coalition of public, private and non-profit partners in order to develop additional planning and preliminary engineering studies that lead to the identification and implementation of a series of projects that implement the general vision and strategies identified in the U.S. 395 TCR for future consideration during preparation of the Regional Transportation Plan, Regional Transportation Improvement Program and Interregional Transportation Improvement Program.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its June 25, 2018, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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DAVID TEETER, 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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Matthew C. Boyer, Executive Secretary

June 25, 2018



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

1631 ALHAMBRA BOULEVARD  
SUITE 100  
SACRAMENTO, CA 95816

Matthew C. Boyer, Executive Secretary  
Matthew C. Boyer & Associates


PH: (530) 953-8857

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 1.23**

Date: June 15, 2018

From: Matthew C. Boyer, Executive Secretary 

Subject: Payment of Matthew C. Boyer & Associates fees and costs in the amount of \$40,014.50 and authorize the Chairperson to approve future invoices

**REQUESTED ACTION**

Approve payment of Matthew C. Boyer & Associates fees and costs in the amount of \$40,014.50, as shown in Invoice #17-46-008 and authorize the Chairperson to approve future invoices for Executive Secretary and staffing services.

**PAST ACTION**

Monthly approvals of invoices, as submitted, consistent with professional services agreement.

**DISCUSSION**

Attached is Invoice #17-46-08, with supporting documentation, and a detailed Progress Report for the period ended June 18, 2018 and including 1 day of work on June 25, 2018 for the June LCTC special meeting. No further invoices will be submitted for the remainder of June 2018 to accommodate fiscal year-end financial close out.

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

- Several meetings with Caltrans, Legislators, Commissioner's, adjacent regions and others to advance the Commission's vision for improvements to the US 395 corridor between Hallelujah Junction and State Route 36, and six communities meetings in the Lassen County portion of the US 395 corridor.
- Preparing final Fiscal Year 2018/19 Overall Work Program and Budget.
- Closing out Fiscal Year 2017/18 financials, payables, receivables, and initiating Fiscal Year 2018/19 financial preparations.

We are trending to complete the current fiscal year with staffing expenditures just over \$194,000, under our contract maximum (\$200,000 per calendar year), despite the unusually busy first six months.

**ALTERNATIVES**

Commission to provide direction to staff.

Attachments (4)

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# INVOICE



## Lassen County Transportation Commission Executive Secretary and Staffing Services

**Project Title:**

**Date:** June 15, 2018  
**MCB Invoice #** 17-46-008  
**Billing Cycle Ended:** 6/15/2018 (May 1, 2018 - June 25, 2018))

**Matthew C. Boyer & Associates**  
1631 Alhambra Boulevard, Suite 100  
Sacramento, CA 95816  
916-759-2268  
matt@MCBandAssociates.com

**To:** Mr. David Teeter, Chairman  
Lassen County Transportation Commission  
1631 Alhambra Blvd., Ste. 120  
Sacramento, CA 95816

Staff Member	Total Hours	Payroll Rate	Overhead Rate	Profit (5%)	Total Rate	Total Cost
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Matt Boyer	170.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 24,365.25
Brenda Hernandez	235.50	\$ 20.75	\$ 22.83	\$ 2.18	\$ 45.75	\$ 10,775.01
Cynthia Lou	32.00	\$ 11.50	\$ 12.65	\$ 1.21	\$ 25.36	\$ 811.44
John Clerici	8.00	\$ 55.00	\$ 60.50	\$ 5.78	\$ 121.28	\$ 970.20

Direct Costs (receipts attached)

LSC Transportation Consultants (subconsultant working on Unmet Transit Needs)

\$3,092.60

Printing, copies, reproduction  
Travel (Lodging, meals)

No Charge  
No Charge

<b>TOTAL</b>	<b>\$</b>	<b>40,014.50</b>
Prior Balance	\$	18,238.82
Payment	\$	(18,238.82)
<b>Total Due</b>	<b>\$</b>	<b>40,014.50</b>

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



LSC TRANSPORTATION CONSULTANTS, INC.  
 1889 York Street  
 Denver, CO 80206  
 (303) 333-1105  
 FAX:(303) 333-1107  
 E-mail: lsc@lscdenver.com

To: Matthew Boyer & Associates  
 Attn: Accounts Payable  
 1631 Alhambra  
 Sacramento, CA 95816

Invoice Number: 54700  
 Invoice Date: May 09, 2018

RE: Project: 187030  
 Lassen County Transportation Commission  
 Assistance  
 Client Id: 03251  
 Manager: Evans, G.  
 Professional Services for the Period: 3/31/2018 to 4/27/2018

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Assistance with unmet Transit needs. Process, including recruitment of SSTAC members.

**PROFESSIONAL SERVICES**

	<u>Bill Rate</u>	<u>Bill Hours</u>	<u>Charge</u>
Evans, G.	\$125.00	23.00	\$2,875.00
		23.00	\$2,875.00
<b>Professional Services Totals</b>			<b>\$2,875.00</b>

**REIMBURSABLES**

Advertisement	\$63.70
Mileage	\$153.90
<b>Total Reimbursables</b>	<b>\$217.60</b>

**Invoice Total: \$3,092.60**

Aged Receivables:					
Current	46- 60 Days	61-90 Days	91-120 Days	> 121 Days	
\$3,717.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ALL ACCOUNTS ARE DUE IN TOTAL UPON RECEIPT OF THIS INVOICE, ACCOUNTS NOT PAID IN FULL MAY BE CHARGED 1.5% INTEREST PER MONTH (18% PER YEAR) ON THE UNPAID BALANCE, BEGINNING 30 DAYS FROM THE DATE OF THIS INVOICE

# INVOICE



Matthew C. Boyer & Associates  
 1631 Alhambra Boulevard, Suite 100  
 Sacramento, CA 95816  
 916-759-2268  
 matt@MCBandAssociates.com

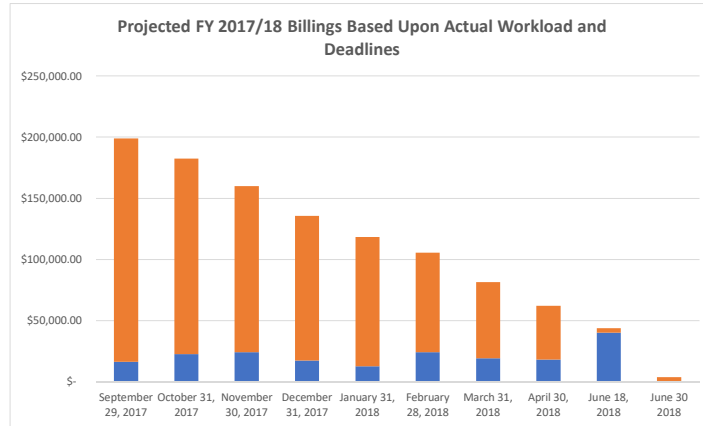
**Project Title:** Lassen County Transportation Commission  
 Executive Secretary and Staffing Services

**Date:** April 30, 2018  
**MCB Invoice #** 17-46-007  
**Billing Cycle Ended:** 4/30/2018

**To:** Mr. David Teeter, Chairman  
 Lassen County Transportation Commission  
 1631 Alhambra Blvd., Ste. 120  
 Sacramento, CA 95816

FY 2017/18 Contract Amount \$ 198,680.00 \$ 198,680.00

Invoice #	Date	Invoice Amount	Year to Date	Projected Balance	Notes
17-46-001	September 29, 2017	\$ 16,380.95	\$ 16,380.95	\$ 182,299.05	Half-month invoice
17-46-002	October 31, 2017	\$ 22,556.05	\$ 38,937.00	\$ 159,743.00	
17-46-003	November 30, 2017	\$ 24,087.97	\$ 63,024.97	\$ 135,655.03	
	December 31, 2017	\$ 17,464.15	\$ 56,401.15	\$ 118,190.88	2 month invoice, includes December 2017
17-46-004	January 31, 2018	\$ 12,717.38	\$ 75,742.35	\$ 105,473.50	
17-46-005	February 28, 2018	\$ 24,133.65	\$ 80,534.79	\$ 81,339.86	
17-46-006	March 31, 2018	\$ 19,342.49	\$ 95,084.84	\$ 61,997.37	
17-46-007	April 30, 2018	\$ 18,238.82	\$ 98,773.61	\$ 43,758.55	
17-46-008	June 18, 2018	\$ 40,014.50	\$ 135,099.34	\$ 3,744.05	2 month invoice, includes June 2018
No Invoice will be Submitted	June 30 2018	\$ -	\$ 98,773.61	\$ 3,744.05	



**Remaining Contract Balance (converting contract calendar years to fiscal years, for comparison)**  
**Actual/Project Monthly Billing**

## **PROGRESS REPORT**

**Project: Lassen County Transportation Commission**

**MCB Project #: 17-46**

**Period: May 1, 2018 – June 25, 2018**

### **WORK COMPLETED (Through May 31, 2018)**

#### **Meetings**

- Prepared materials for, attended, and facilitated May Technical Advisory Committee (TAC) meeting.
- Prepared materials for, attended and provided staff support during the May and June LCTC meetings.
- Multiple coordination meeting with City, County Public Works, County Auditor, and Transit staff.
- Hosted the May 2 STIC Roadway Departure Workshop in Susanville with the Federal Highway Administration (FHWA). Thanks to the Susanville Indian Rancheria for hosting this event! Conducted follow-up communications with the presenters and attendees.

#### **Administration**

- Processed invoices for Commission contractors and expenses.
- Prepared miscellaneous correspondence to Caltrans on various planning, project and grant administration matters.
- Maintained the LCTC website (LassenCTC.com) with updated agendas, minutes, documents, and other information.
- Independent Audit – finalized independent audits and transmitted audit document to Caltrans and the State Controller's Office.
- Finalized the Fiscal Year 18/19 Overall Work Program.

#### **Planning**

- Coordinated with the Susanville Indian Rancheria consultant on the Rancheria's tribal programs and plans that are being prepared separately.

#### **Programming**

- Continued researching options for programming Regional Surface Transportation Program (RSTP) exchange funds. Researching past Commission actions and will bring an item back to the LCTC with options for programming FY 16/17 and FY 17/18 RSTP funds.

- Continued to work with Lassen Transit staff to develop an approach to streamline agency funding.
- Continued to worked with Lassen Transit staff to develop an approach to future discretionary grant cycles.
- Completed Final Local Transportation Fund apportionment for Fiscal Year 18/19, and related claim forms, etc.
- Worked with City and County staff on a proposed programming of Planning, Programming, and Monitoring (PPM) funds.

#### **WORK PROJECTED (JULY 2018)**

- Prepare for next TAC and LCTC meetings.
- Continue working with the County Auditor to ensure seamless continuation of financial services, including end of Fiscal Year 17/18 activities and beginning of Fiscal Year 18/19 activities.
- Prepare invoice to Caltrans for FY 2017/18, fourth quarter, reimbursable grant work.
- Continue leading US 395 coalition-building activities.
- Prepare and issue Request for Proposals for State Route 36 Sustainable Communities Grant and for US 395 coalition building and preliminary planning.
- Process Local Transportation Fund Apportionment, Notify Claimants, Prepare Claim Forms.
- Execute agreement for new Outside Legal Counsel.
- Complete assessment of Vehicle Speed Feedback signs and obtain direction from the Commission.
- Provide information updates to the Volkswagen Settlement Group and assist in preparing applications, when available.
- Support/assist City and County in preparation of Active Transportation Program grants.
- Additional next steps to the work, as identified above.

#### **ISSUES REQUIRING RESOLUTION**

None.



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Matthew C. Boyer & Associates


PH: (530) 953-8857

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 1.24**

Date: June 17, 2018

From: Matthew C. Boyer, Executive Secretary 

Subject: Approval of Contract for Outside Legal Services with Sloan Sakai in the Amount of \$30,000.00

**REQUESTED ACTION**

Approve professional services contract with Sloan Sakai in the Amount of \$30,000.00 and authorize the Executive Secretary to execute the contract.

**PAST ACTION**

Previously, the Commission authorized the release of a Request for Proposals for Outside Legal Counsel. Two proposals were received. A committee of the Commission interviewed the two respondents on June 11, 2018 and recommends a contract with Sloan Sakai, with Ms. Nancy Miller as primary outside counsel.

**DISCUSSION**

Attached is a Draft Professional Services Agreement. Consistent with the Request for Proposals, the agreement is for a term of 3 years, with two options for the Commission to extend the agreement 1 year for each option.

It is estimated that the amount of services the Commission will need is no more than \$10,000 per year, so the not to exceed budget has been established at \$30,000.

**ALTERNATIVES**

Commission to provide direction to staff.

Attachment

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**LASSEN COUNTY TRANSPORTATION COMMISSION**  
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Matthew C. Boyer, Executive Secretary  
Matthew C. Boyer & Associates

PH: (530) 953-8857

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.12**  
Date: June 17, 2018  
From: Matthew C. Boyer, Executive Secretary   
Subject: Funding for Trail Coordinator Position in Fiscal Year 2017/18 and Fiscal Year 2018/19

**REQUESTED ACTION**

Provide direction to staff.

**PAST ACTION**

Annual financial contributions to the Inter-Agency Trail Coordinator Position.

**DISCUSSION**

Attached is a copy of the original Cooperative Agreement between Lassen County, LCTC, and the Bureau of Land Management (BLM). This agreement dates back to 2001.

Larry Millar provided the key historic points related to how the agreement has been implemented.

- The original annual obligation was \$15,000 from each party.
- In 2006 the amount was raised to \$20,000 each when the BLM had to update their funding document. The \$20,000 amount has been continuing since.
- In 2017 the LCTC elected to contribute \$35,000 since they had some surplus OWP funding.

It appears that at the time the Commission elected to hire an outside staff, it was not fully reconciled how historic and new financial obligations would be integrated.

**ALTERNATIVES**

Commission to provide direction to staff.

Attachment

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**Cooperative Agreement  
for  
Interagency Trail Coordinator**

among

**Lassen County, the Lassen County transportation Commission  
and Bureau of Land Management, California**

**Agreement No. BCA992010**

**I. Statement of Joint Objectives**

**A. Purpose.** This agreement is made and entered into by the Department of the Interior, Bureau of Land Management, Eagle Lake Field Office, Lassen County and Lassen County Transportation Commission (LCTC) for the purpose of cooperatively managing existing and developing new trails in each party's jurisdiction to provide an interconnected system of trails and greenways that will:

- 1) link neighborhoods, schools, businesses, commercial areas, parks and public lands together in an integrated network of trails, pathways and open space for use by local residents and visitors;
- 2) increase trail management efficiency among trail management jurisdictions by sharing limited resources;
- 3) involve trail users in the operation of their trail system to help increase users sense of ownership of local trails and to involve trail users in helping provide safe and well cared for trails
- 4) provide trail users improved service by improving trail information, signing and management responsiveness to trail issues.

**B. Objective.**

The objective of this agreement is to work together to utilize the resources within BLM, Lassen County, and Lassen County Transportation Commission to:

1) cooperatively implement trails elements of the Susanville Ranch Regional Recreation Area Master Plan, the Bizz Johnson Trail Management Plan, BLM land use plans, Lassen County Bikeway Master Plan and to provide and manage a safe, high quality integrated trail system on lands managed by BLM and Lassen County.

2) establish relationships with other land management jurisdictions and community trails groups to promote the

continued development and management of an interconnected system of public trails that provide recreational trail experiences and alternative transportation routes between residential, business, school, commercial area and recreational areas.

3) improve the public awareness of the interconnected trail system through the development and distribution of local and regional trail maps, signing and other information as appropriate.

4) foster community trail stewardship by involving the public with trail development and management.

5) promote trail care and trail courtesy through signing, publicity and trail user education including "Tread Lightly," "Leave No Trace" and "Share the Trail" messages.

6) promote improved trail management through pursuit of grants, agreements and other means of support for trail development and operations.

7) cooperatively work on projects that implement approved land use policies to provide a healthy land base to support trails and open space in conjunction with trails.

C. Authority (BLM Specific - see Appendix)

D. Benefits.

Benefits of this agreement to BLM will be the establishment and hiring of an Interagency Trails Coordinator through Lassen County who will be responsible for coordinating and managing the BLM trails at Susanville Ranch and for organizing volunteers to assist in the operation and maintenance of BLM trails at Susanville Ranch, volunteer trail patrols on the Bizz Johnson Trail, and on other BLM trails as agreed to in the annual operating plan to be established under this agreement.

Benefits to Lassen County will be the establishment of the Interagency Trails Coordinator position to operate the trails and natural resources at Susanville Ranch, and to organize and manage volunteers and other crews to develop and care for the trails at Susanville Ranch as it is developed and trails on other lands administered by Lassen County as agreed to in the annual operating plan to be established under this agreement.

Benefits to LCTC will be the pursuit of funding opportunities for capital improvements and operation and

maintenance of pedestrian and bicycle trails for all eligible Lassen County agencies and organizations.

Benefits to the public will be an interconnected network of trails that provide opportunities for health, fitness, recreation and transportation at Susanville Ranch, on the Bizz Johnson Trail and on other BLM and Lassen County trails as authorized through this agreement.

II. Definitions: (BLM specific - see Appendix)

III. Project Management Plan

A. Lassen County, the recipient agency, agrees to:

1. be responsible for hiring and supervision of an Interagency Trails Coordinator subject to funding availability from each party to this agreement.
2. work with the parties to this agreement to establish an annual operating plan to specify the work to be accomplished by the Interagency Trail Coordinator.
3. direct the Interagency Trail Coordinator to:
  - a. Conduct annual spring and fall trail condition surveys to inventory trail conditions and establish priorities for spring, summer and fall trail maintenance work. (Trail improvement priorities beyond annual maintenance will be set in the annual operating plan.)
  - b. schedule, train and supervise hand crews to properly maintain the existing trails agreed to in the annual operating plan including Susanville Ranch and BLM trails (Training is to include trail maintenance standards specified in professional trails maintenance hand books such as the USFS Trails Construction and Maintenance Notebook.)
  - c. recruit, organize and supervise volunteers to care for trails through regular trail patrols at Susanville Ranch Regional Recreation Area and the Bizz Johnson Trail Special Recreation Management Area to observe and report trail use and conditions, clean up trail litter, conduct light maintenance as directed by the trails coordinator, assist visitors as needed with trail information, promote Share the Trail use ethics, Tread Lightly and Leave No Trace programs.

d. plan and schedule heavy equipment work needed to accomplish trail work that cannot be completed by hand crews when budgeted and approved by the landowner.

e. pursue funds such as grants and other sources to implement trail development specified in the annual operating plan

f. seek new participants to pursue funds to help provide for quality annual trail operation and maintenance.

g. provide year end report of accomplishments during previous funding cycle and field season to include name, location and miles of trails maintained, volunteers utilized, volunteer patrol days, projects completed, grants applied for, grants administered.

h. Undertake projects that include protection and enhancement of greenbelt corridors and open space areas where established or proposed trails are located.

B. All parties agree to:

1. Provide partial funding as available to off-set a portion of the annual expenses relating to the Trails Coordinator position.

2. Provide partial funding as available to off-set a portion of the annual expenses relating to the annual Interagency Trails Operation and Maintenance Plan supervised by the Interagency Trail Coordinator.

3. Assist with the selection of the Interagency Trail Coordinator.

4. Cooperate in the development, monitoring and year end review of the annual operating plan.

5. When agency capability and staff are available, provide technical assistance such as trails inventory and mapping using GPS and GIS equipment, design support, assessment of impacts to wildlife, soils, rare plants and environmental education support.

6. Provide equipment and labor as available to assist in project implementation. This may include power tools, heavy equipment and equipment operators, subject to approval of the respective agencies.

7. Provide guidance in the development of a volunteer trail care program.

8. Provide assistance in development of an interconnected trails system map and visitor brochure.
9. Provide equipment and labor to complete certain jobs agreed to by BLM and Lassen County at Susanville Ranch as agreed to in the annual operating plan.
10. Acknowledge that the responsibility and authority for lands owned or within the jurisdiction of each participating agency will remain unaffected by this agreement.
11. Include additional agency parties upon the approval of the parties to this agreement.
12. Payment Procedure Reference (BLM Specific - see Appendix)

C. All Parties providing funding to this agreement agree to:

1. Appoint a representative to serve on an Interagency Trails Executive Committee. Committee will set priorities through the annual operating plan and budget and will review progress quarterly. The Executive Committee will work through Lassen County as the recipient agency to provide direction to the person in the trail coordinator position.

IV. - XII. BLM Specific References (see Appendix).

XIII. Term of Agreement. This agreement shall become effective when signed by all parties. If any one party to this agreement terminates their involvement they shall provide the other parties with at least 60 days notification to allow time for adjustments to the agreement.

APPROVALS

Interagency Trails Coordinator Cooperative Agreement

**Lassen County:**

Robert F. Pyle Date: 1-29-01  
Robert F. Pyle, Chairman  
Lassen County Board of Supervisors

Robert K. Sorvaag Date: 1-29-01  
Robert K. Sorvaag  
Lassen County Community Development Director

William D. Bixby Date: 1/29/01  
William D. Bixby,  
Lassen County Administrative Officer

**Lassen County Transportation Commission:**

Mary Fahlen Date: 1-29-01  
Mary Fahlen, Chairman

Scott Maas Date: 1-29-01  
Scott Maas  
Transportation Planner

Larry D. Millar Date: 1/29/01  
Larry Millar  
Executive Secretary

**Bureau of Land Management:**

Linda D. Hansen Date: 1-30-01  
Linda D. Hansen  
Eagle Lake Field Office Manager

Stanley J. Bales Date: 1-30-01  
Stanley J. Bales  
Outdoor Recreation Planner

Leona B. Parker Date: 1/30/01  
Leona Parker  
Contract Specialist

APPENDIX

Cooperative Agreement  
BCA992010  
(Expires 9-30-05)

for

Interagency Trail Coordinator

Between Lassen County  
Lassen County Transportation Commission  
Bureau of Land Management, California

The following are Bureau of Land Management Specific references required as part of BLM Cooperative Agreements which are the legal instruments through which funding is transferred from BLM to cooperating partners.

I. Statement of Joint Objectives:

C. Authority.

1. Federal Land Policy and Management Act of 1976 (Public Law 94-579, Section 307 (b)).

II. Definitions.

A. Agreement: means this cooperative agreement.

B. Assistance Officer (AO): means the BLM's Assistance Officer, who is the local BLM contract specialist. The AO is the only individual authorized to obligate funds, award, modify or terminate the agreement or any task order (TO) thereto. The AO is responsible for issuing TOs, monitoring the agreement and TOs for compliance, enforcing the agreement provisions, issuing timely performance and payment approvals, terminating the agreement or any TO thereto and closing out the agreement.

C. Assistance Representative (AR): means the BLM's Assistance Representative, who is the lead Outdoor Recreation Planner for the Eagle Lake Field Office. The AR will be designated for the purpose of administering the technical aspect of the agreement. The AR is authorized to

clarify technical requirements, and to review and approve work which is clearly within the scope of the work specified in this agreement. The AR is not authorized to issue changes or in any other way modify this agreement.

D. BLM: means the Bureau of Land Management. May also be referred to as Bureau.

E. CFR: means Code of Federal Regulations.

F. Fiscal Year (FY): means the Federal fiscal year which extends from October 1 of one year through September 30 of the following year.

G. Lassen County is the recipient organization under this agreement. Lassen County is a county under the laws of the State of California.

H. Not-to-Exceed (NTE) Amount: means the maximum Federal funding amount. For this Cooperative Agreement the NTE shall be \$15,000/year for up to 5 years totaling \$75,000/5 years.

I. OMB: means Office of Management and Budget.

J. Project Coordinator: means the recipient's Project Coordinator. The project coordinator is responsible for implementing the task orders that are specified and jointly agreed to under this agreement and completing all reports required in this agreement. Project Coordinator will be the Lassen County Community Development Director.

K. Responsible Official: means the recipient's Responsible Official. The responsible official is the individual who is authorized to act for the recipients organization and commit the recipient to compliance with the terms and conditions of this agreement. Responsible Official will be the Lassen County Administrative Officer.

M. Task Order (TO): means the annual operating plan which will serve as the order issued against the agreement to obligate funds for specific services or work to be accomplished.

### III. Project Management Plan:

#### B. All Parties Agree to:

12. Provide payments to Lassen County in accordance with Section VI, Financial Support, and Section VII, Payments, of this agreement and applicable OMB and Treasury Regulations.

IV. Term of Agreement. This agreement shall become effective on the date of signature of the BLM Assistance Officer and shall remain in effect until 9-30-2005, unless terminated in accordance with the provisions of 43 CFR, Subpart F, Section 12.961 or by failure of one or more parties to comply with the terms of this agreement. If any one party to this agreement terminates their involvement they shall provide the other parties with at least 60 days notification to allow time for adjustments to the agreement.

V. Task Orders (TO).

A. Issuance. If any task orders are issued they will be issued in writing by the Assistance Officer and must be signed by both the authorized responsible official and the AO to be effective.

B. Contents. A task order will contain:

1. The specifications or statement of work that will be performed under that specific task order.
2. A list of any deliverable items that are required.
3. Any necessary drawings and/or location maps.
4. The delivery schedule or completion time which has been negotiated based on the level of difficulty, site location, etc.
5. A not to exceed (NTE) amount for the task.
6. Any other detail or information necessary.

VI. Financial Support.

A. The BLM portion of this agreement shall be funded by issuance of task orders based on the availability of BLM funding. Lassen County hereby releases the BLM from all liability due to failure of Congress to appropriate funds for this agreement.

B. Funds obligated for a specific Task Order but not expended in that FY (October 1 - September 30) can be carried forward and expended in the subsequent FY.

C. Task Orders will specify the not to exceed (NTE) amounts. The BLM shall not be obligated to pay for nor shall Lassen County be obligated to perform any effort that will require the expenditure of Federal funds above the NTE amount specified in that task order.

D. Cost sharing for this agreement shall be in accordance with 43 CFR, Subpart F,

Section 12.923.

VII. Payments.

A. Electronic Funds Transfer Payments

1. Payment under this agreement will be made by the Government by electronic funds transfer (through the Treasury Fedline Payment System (FEDLINE) or the Automated Clearing House (ACH)).

2. After award, but no later than 14 days before an invoice or agreement financing request is submitted, the Recipient shall designate a financial institution for receipt of electronic funds transfer payments (use federal standard form #SF-3881), and shall submit this designation to the following address:

Bureau of Land Management  
National Business Center, BC-630  
Denver Federal Center, Bldg. 50  
PO Box 25047  
Denver, CO 80225-0047

3. If a designation has been submitted to the BLM under a previous agreement it is not necessary to complete another SF-3881 unless you are changing your designation of financial institution.

B. Lassen County shall be entitled to reimbursement or at least quarterly upon submission of an original invoice. Payments shall be governed by the provisions of 43 CFR Subpart F, Section 12.922 and 12.952.

VIII. Property Management and Disposition.

Any BLM property used or other property acquired under this agreement, including intangible property such as copyrights and patents shall be governed by the provisions of 43 CFR, Subpart F, Section 12.931 through 12.937.

IX. Deliverables and Reports.

Submit one copy of an annual performance report to the Assistance Representative at the end of the federal fiscal year that ends on September 30th. The performance report must be prepared in accordance with 43 CFR, Subpart F, Section 12.951 and address items such as a

comparison of actual accomplishments with established goals, reasons why goals may not have been met, cost overruns and any other pertinent information.

X. Key Officials.

A. Assistance Officer (AO)

Leona Parker  
Contract Specialist  
Bureau of Land Management  
Eagle Lake Field Office  
2950 Riverside Drive  
Susanville, CA 96130

Telephone Number (530)257-0456

B. Assistance Representative (AR)

Stan Bales  
Outdoor Recreation Planner  
Bureau of Land Management  
Eagle Lake Field Office  
2950 Riverside Drive  
Susanville, CA 96130

Telephone Number (530)257-0456

C. Responsible Official

William D. Bixby  
County Administrative Officer  
Lassen County  
221 South Roop Street  
Susanville, CA 96130

(530)-251-8333

D. Project Coordinator

Robert K Sorvaag  
Community Development Director  
Lassen County  
707 Nevada Street  
Susanville, CA 96130

530-251-8269

## XI. Special Terms and Conditions.

### A. Order of Precedence

Any inconsistency in this agreement shall be resolved by giving precedence in the following order: (a) Any national policy requirements and administrative management standards; (b) requirements of the applicable OMB Circulars and Treasury regulations; (c) 43 CFR Part 12; (d) special terms and conditions; (e) all Agreement sections, documents, exhibits, and attachments; and (f) all TO sections, documents, exhibits, and attachments.

### B. Modifications

This agreement may be modified by written agreement signed by both a Lassen County official (project coordinator) and the Assistance Officer. Administrative changes (i.e. AO name change) which do not change the project management plan, not to exceed amount, etc. or otherwise affect the recipient may be signed unilaterally by the AO.

### C. Procurement Procedures

It is a national policy to place a fair share of purchases with minority business firms. The Department of the Interior is strongly committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness. Positive efforts shall be made by recipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of Federal awards shall take all of the following steps to further this goal:

1. Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.

3. Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.

4. Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.

5. Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women's business enterprises.

## XII. General Provisions.

A. National Policy Requirements and Administrative Management Standards. All applicable national policy requirements and administrative management standards as set forth in the Office of Management and Budget, Financial Management Division, Directory of Policy Requirements and Administrative Standards for Federal Aid Programs are incorporated by reference.

B. 43 CFR Part 12, Administrative and Audit Requirements and Cost Principles for Assistance Programs is incorporated by reference.

C. Federal Acquisition Regulation (FAR) at 48 CFR Part 31 is incorporated by reference.

D. 43 Code of Federal Regulations (CFR) Part 12, Appendix A to Subpart D, Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transaction and completed Form DI-2010 are incorporated by reference.

E. 43 CFR Part 12, Appendix C to Subpart D, Certification Regarding Drug-Free Workplace Requirements, Alternate I (Grantees other than individuals) and completed Form DI-2010 are incorporated by reference.

F. Single Audit Act Amendments of 1996, Public Law 104-156, 110 Stat. 1396, 31 U.S.C. 750 1-7 and 43 CFR, Part 12, is incorporated by reference.

H. Pursuant to Sec. 307 of the Department of the Interior and Related Agencies Appropriations Act of 1998, Public Law 105-83, 111 Stat. 1590, be advised of the following:

In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available in this Act, it is the sense of the Congress that entities receiving the assistance should, in expending the assistance,

purchase only American-made equipment and products.

Recipient agrees to follow the procedures in 43 CFR Part 12, Subpart E, Section 12.700 - Buy American Requirements for Assistance Programs.

**J. Grant/Cooperative Agreement Provision**

Recipient shall not use any part of the appropriated funds from the Interior and Related Agencies Appropriation Act, FY 1998, for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.



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

1631 ALHAMBRA BOULEVARD  
SUITE 100  
SACRAMENTO, CA 95816

Matthew C. Boyer, Executive Secretary  
Matthew C. Boyer & Associates

PH: (530) 953-8857

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.13**

Date: June 5, 2018

From: Matthew C. Boyer, Executive Secretary

A handwritten signature in blue ink, appearing to read "Matthew C. Boyer", is placed over the printed name.

Subject: Vehicle Speed Feedback Signs

**REQUESTED ACTIONS**

**BY MOTION, direct staff to work with County of Lassen staff to present a status report to the Board of Supervisors, with one option being the County assuming responsibility for the on-going maintenance and operation of the existing unincorporated vehicle speed feedback signs.**

**PAST ACTION**

Initial funding for the purchase and installation of vehicle speed feedback signs including funding from the LCTC, local agencies, school districts, and the Lassen Municipal Utility District.

Last Fall County staff presented the LCTC with correspondence from Caltrans, District 2 regarding inoperable VLF signs in the State highway (US 395) right-of-way.

**DISCUSSION**

Over the last several months, Commission staff have met with each of the school districts that have VLF signs installed at campuses in the unincorporated areas. Based upon those meetings, without exception, the schools generally favored retaining the signs. However, it also is apparent that the facilities staff each school lack the resources and expertise needed to reasonably expect that they would be able to conduct most of the potential future maintenance.

After several weeks of contacting electrical engineering companies with experience maintaining traffic devices the Commission negotiate a \$1,500 purchase order with Titan Electronic from Reno Nevada. Titan evaluated each of the signs and is preparing a summary work order with a total cost to repair the devices and return them to working order. This summary work order will be presented to your Commission at your June 11, 2018 meeting.

Staff also contacted the City. The City is willing to continue to maintain similar devices installed within the City limited.

There are two issues that will need resolution in the coming weeks.

- What funding source is available to fund the deferred repair work?
-

- Should one or more signs be removed? And, what agency will accept legal responsibility for the maintenance and operation of any unincorporated area signs that are not removed.

One potentially-lower cost option would be to remove all the signs and purchase a similar trailer-mounted sign that can be taken to various locations.

- The benefit to this approach is both a cost savings, and the general principle that temporary signs have a greater impact on drivers, relative to permanently-installed signs that tend to become part of the background to frequent motorists.
- The primary disbenefit is the resources needed to tow the sign to various locations.

### **ALTERNATIVES**

Commission to provide direction to staff from the alternative identified above.

Attachment

# Vehicle Speed Feedback Signs

Vehicle Speed Feedback Signs - Lassen County						
	Location	Functioning	Contact	Original Funding	Status	
1	Shaffer Elementary School SR 395 E	No	Diane Paarday, District CBO (530) 254 6577	Shaffer Elementary \$2,000	Signs are not functioning. School wants to keep them due to students walking home and sharp turn located near school. Will often have staff directing traffic to slow down.	
2	Shaffer Elementary School SR 395 W	No	Ed Brown, Superintendent (530) 253-3551	Keefer \$2,000	Signs are functioning most of the year but don't work well in the winter time due to angle of the sun. Otherwise, signs are fully functioning.	
3	Janesville Elementary School Main St. SW	Sometimes	Vicky Leitaker, Superintendent (530) 256-3235	Richmond \$2,000	Signs function sometimes, but need constant repair. Maintenance crew can sometimes get signs to work but needs a separate key to open the cabinet. Willing to learn how to fix. Need to track down who has those keys.	
4	Janesville Elementary School Main St. NW	Sometimes				
5	Richmond Elementary School Richmond Rd. E	No				
6	Richmond Elementary School Richmond Rd. W	No				
7	Westwood High School 3rd St. E	Sometimes	Randy Bobby, Superintendent (530) 256-2311	Westwood High \$2,000	Both signs will flash telling drivers to slow down, but do not display the radar speed.	
8	Westwood High School 3rd St. W	Sometimes				
9	Fletcher-Walker-Elementary Delwood St. S	No	District (530) 256-2311		School officially closed (will not reopen) but signs are still up and are not functioning. No longer needed... should be taken down.	
	Westwood-Horizon-High Mooney Rd. E	Removed		Board of Supervisors \$3,000	These signs were removed and confirmed by Kim Walker	
	Westwood-Horizon-High Mooney Rd. W	Removed				

## General Notes



## Lassen Vehicle Feedback Sign Repairs

Lassen County, California

Bid Prepared for

**Contractor: MCB & Associates**

**Address:** 1631 Alhambra Boulevard, Suite 100  
Sacramento, CA 95816

**Phone No:** (916) 594-7077

**E-Mail:** [matt@mcbandassociates.com](mailto:matt@mcbandassociates.com)

**Contact: Matt Boyer**

**Date:** 6/8/2018

### **Project Scope**

Provide the Following Electrical Materials and Labor to Make Site Specific Make Repairs:

**Richmond Elementary Eastbound:** Clean solar panel and cabinet, replace battery, replace solar controller. Flasher is not working.

**Richmond Elementary Westbound:** Clean solar panel and cabinet & replace battery, re-align/aim solar panel. Flashers are not working.

**Fletcher Walker Elementary Southbound:** Clean solar panel and cabinet, replace battery, replace solar controller.

**Westwood High School Eastbound:** Clean solar panel and cabinet, replace battery, replace battery mount inside cabinet. Static sign is damaged.

**Westwood High School Westbound:** Clean solar panel and cabinet, replace battery, fuse, and solar controller.

**Schaffer Elementary School Westbound:** Clean solar panel and cabinet & replace battery.

**Schaffer Elementary School Eastbound:** Based on evaluation, it is believed the entire system need to be replaced.

**Janesville Elementary Northbound:** Clean solar panel and cabinet & replace battery. Suggest landscaping to un-obstruct solar panel.

**Janesville Elementary Southbound:** Clean solar panel and cabinet, replace battery, replace solar controller. Suggest landscaping to un-obstruct solar panel.

### **Exclusions**

- 1 Flasher replacement or repair; direct bury investigation to identify power issues.
- 2 Landscaping or cutting back or landscaping to provide clear view for solar panels.
- 3 Surveying, traffic control



**Bid Pricing**

Bid Item #	Pay Item Number	Bid Item Description	Bid Quantity	Unit	Bid Amount
0	0	Mobilization	1	LS	\$ 400.00
0	0	Richmond Elementary Eastbound VSFS	1	LS	\$ 610.00
0	0	Richmond Elementary Westbound VSFS	1	LS	\$ 450.00
0	0	Fletcher Walker Elementary Southbound VSFS	1	LS	\$ 630.00
0	0	Westwood High School Eastbound VSFS	1	LS	\$ 450.00
0	0	Westwood High School Westbound VSFS	1	LS	\$ 650.00
0	0	Schaeffer Elementary School Westbound VSFS	1	LS	\$ 390.00
0	0	Schaeffer Elementary School Eastbound VSFS	1	LS	\$ 5,200.00
0	0	Janesville Elementary Northbound VSFS	1	Each	\$ 390.00
0	0	Janesville Elementary Southbound VSFS	1	Each	\$ 630.00
		<b>Total</b>			<b>\$ 9,800.00</b>

Please do not hesitate to call me at 691-3759 with any questions.

Respectfully Submitted

**Titan Electrical Contracting**

Ryan Greenhalgh  
Project Manager



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

1631 ALHAMBRA BOULEVARD  
SUITE 100  
SACRAMENTO, CA 95816

Matthew C. Boyer, Executive Secretary  
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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.14**

Date: June 15, 2018

From: Matthew C. Boyer, Executive Secretary 

Subject: Planning, Programming and Monitoring (PPM) Funding Allocations (Fiscal Years 2016/17, 2017/18, 2018/19)

**REQUESTED ACTIONS**

**BY MOTION, approve the programming of projects for Fiscal Years 2016/17, 2017/18, and 2018/19.**

**PAST ACTION**

Previously, the Commission has programming specific projects and planning activities to be funded with Planning, Programming, and Monitoring (PPM) funds.

**DISCUSSION**

PPM funds are programming by the Commission as part of the Regional Transportation Improvement Program, also know as the Lassen region's portion of the State Transportation Improvement Program (STIP). The Commission can program up to 5% of its Regional Improvement Program funds (RIP) for PPM activities.

Attachment 1 is a list of the previous projects suggested for PPM funds, including those not funded.

In meeting with the City and County staff, it appears that preliminary work for the Skyline Boulevard Phase 3 project may no longer be a priority but that the other projects should be considered for programming.

Attachment 2 is a table that shows staff's recommended programming of PPM funds.

The Commission staff are proposing to use \$151,500 in PPM funds for core transportation planning activities, and to further US 395 work while additional grant funds are being applied for.

**ALTERNATIVES**

Commission to provide direction to staff.

Attachments (2)

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July 28, 2016

Description	In Thousands				
	14/15	15/16	16/17	17/18*	18/19*
Programmed PPM	70	100	111	111	110
PPM Used	0	0	0		
PPM Available			281	111	110

City Request					
Town Hill Entrance			110		
STIP Monitoring/PMS Maintenance			25	25	25
Sidewalk Needs Study			21	11	
Bunyan East to Skyline Extension					52
Skyline South PSR Update				50	8
Total City Request			156	86	85
Commission/Agency Request					
TDP Update			40	0	0
RTP Update			60	0	0
Total Commission/Agency Request			100	0	0
County Request					
STIP Monitoring/PMS Maintenance			25	25	25
Total County Request			25	25	25

Total PPM Request All Agencies	281	111	110
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\*Programmed but not yet received

**Lassen County Transportation Commission  
 Planning, Programming, and Monitoring Funds**

**Attachment 2**

Project	Agency	FY 2016/17	FY 2017/18	FY 2018/19	3-Year Total	Future
State Route 36 Town Hill Entrance Project Study Report	City of Susanville			\$30,000	\$30,000	\$50,000
STIP Project Monitoring and Pavement Management System	City of Susanville	\$10,000	\$15,250	\$25,000	\$50,250	
STIP Project Monitoring and Pavement Management System	County of Lassen	\$10,000	\$15,250	\$25,000	\$50,250	
Sidewalk Needs Study	City of Susanville	\$5,000	\$5,000		\$10,000	
Bunyan East to Skyline Extension	City of Susanville				\$0	\$50,000
<del>Skyline South PSR Update</del>	City of Susanville					
Traffic Counting Devices	Joint City / County	\$20,000	\$20,000		\$40,000	
Transportation Planning	LCTC	\$66,000	\$55,500	\$30,000	\$151,500	
Total Available Remaining		\$111,000	\$111,000	\$110,000	\$332,000	
		\$111,000	\$111,000	\$110,000	\$332,000	
		\$0	\$0	\$0	\$0	

**Authorized**

Project Study Reports, RTP Update, Planning Documents \$ 86,000  
 Project Prioritization and Data Collection \$ 25,000

STIP Project Monitoring \$ 30,500 \$ 30,000 \$60,500  
 Project Management/Data Collection \$ 50,000 \$ 50,000 \$100,000  
 Project Planning/Project Study Reports \$ 30,500 \$ 30,000 \$60,500

Expenditure Deadline 6/30/2019 6/30/2020 6/30/2021

TRANSPORTATION DEVELOPMENT ACT (TDA) LOCAL TRANSPORTATION FUND (LTF) FINDINGS OF APPORTIONMENT <b>FINAL FY 2018/19 APPORTIONMENT AND ALLOCATION</b>
--

**FY 2018/19 LTF AVAILABLE FOR ALLOCATION**

Projected Carryover from Fiscal Year 2017/18	\$1,100,000.00	
Estimated 2018/19 TDA Receipts	\$875,000.00	
<b>Total FY 2018/19 balance available for apportionment</b>		<b>\$1,975,000.00</b>

**FY 2018/19 CLAIMANT ALLOCATIONS**

**TDA Administration (PUC Section 99233.1)**

<b>County Auditor TDA Administration</b>		<b>\$0.00</b>
LCTC TDA Administration		\$40,000.00

TDA Administration subtotal \$40,000.00

**Planning / Programming (PUC Section 99233.2)**

LCTC Planning and Programming (up to 3% of Revenue)		\$0.00
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Planning / Programming subtotal \$0.00

**Pedestrian and Bicycle Facilities-Discretionary (PUC Section 99233.3 and 99262)**

Bicycle and Pedestrian Facilities		\$16,700.00
(Note: up to 2% of remainig funds after Adminstration and Planning/Programing)		

City of Susanville (37.48%)	\$	6,259.16
County of Lassen (62.52%)	\$	10,440.84

Pedestrian/Bicycle Facilitie subtotal \$ 16,700.00

**Public Transportation - Transit (Article 4) (PUC Sections 99233.8, 99260(a) and 99262)**

Lassen County Transit Agency (LTSA) Administration and Operations		\$757,646.00
LTSA (Capital Bus Replacement / equivalent) - from prior year balance		\$296,000.00

Transit subtotal \$757,646.00

One-Time Apportionment of Accumulated Capital Replacement subtotal \$296,000.00

Other Transportation (Article 8 - Streets and Roads) (PUC 99233.9, 99400(a), 99402 and 99407)

City of Susanville  
Lassen County Unincorporated

**Other Transportation subtotal \$0.00**

**Total FY 2018/19 claimant allocations \$1,110,346.00**

**Total Apportionment \$1,110,346.00**

Total Contingency\* \$864,654.00

TRANSPORTATION DEVELOPMENT ACT (TDA) STATE TRANSIT ASSISTANCE (STA) FINDINGS OF ALLOCATION <b>FY 2018/19 APPORTIONMENT AND ALLOCATION</b>
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**FY 2018/19 STA AVAILABLE FOR ALLOCATION**

	Public Utilities Code Section 99313 (population share)	Public Utilities Code Section 99314 (revenue share)	
Projected Carryover from Fiscal Year 2017/18	\$0.00	\$0.00	
Estimated 2018/19 STA Allocation per State Controller	\$216,698.00	\$11,358.00	
Total	<b>\$216,698.00</b>	<b>\$11,358.00</b>	
<b>Total FY 2018/19 balance available for apportionment</b>			<b>\$228,056.00</b>

**FY 2018/19 CLAIMANT ALLOCATIONS**

Lassen County Transportation Agency	\$216,698.00	\$11,358.00	
<b>Total FY 2018/19 claimant allocations</b>	<b>\$216,698.00</b>	<b>\$11,358.00</b>	
		<b>Total Allocations</b>	<b>\$228,056.00</b>
	<b>Total Contingency and Projected Carryover</b>		<b>\$0.00</b>

LASSEN COUNTY TRANSPORTATION COMMISSION  
Resolution 18-10

Resolution Approving the Transportation Development Act Fiscal Year 2018/19 Transportation Development  
Act Apportionment of Local Transportation Funds and State Transit Assistance Funds

WHEREAS, pursuant to California Government Code, Title 7.95, Section 67950, the Lassen County Transportation Commission (LCTC) was created as a local planning agency to provide regional transportation planning for the area of Lassen County; and

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

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

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

WHEREAS, the County Auditor issued a report of estimated revenues for LTF for Fiscal Year (FY) 2018/19 and the State Controller's Office issued a report of estimated revenues for STA Funds.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Lassen County Transportation shall review the claims as they are received, approve same for the FY 2018/19 funds estimated to be available in the LTF, and STA funds, and make the following allocations:

1. To the Lassen County Transportation Commission for TDA administration and for planning and programming in the amount of \$40,000.00, per Section 99233.2.
2. To be reserved by the Lassen County Auditor's Office for future reimbursements to the City and County for pedestrian and bicycle facilities as programmed and claimed in the amounts of \$6,259.161 and \$10,440.84, respectively, per Sections 99233.3 and 99234.
3. To the Lassen Transit Services Agency in the amount of \$757,646.00 for transit administration and operations.
4. To the Lassen Transit Services Agency in the amount of \$296,000.00 for future purchase of replacement rolling stock.
5. State Transit Assistance Funds – to the the Lassen Transit Services Agency for State Transit Assistance Funds in the estimated amount of \$228,056.00 plus interest, per Section 99314.6. This allocation is to be paid out as FY 2018/19 revenues are received and available for payment by the County Auditor.

BE IT FURTHER RESOLVED, the Lassen County Transportation Commission has requested that approved claims be paid in full, provided the funds are available,

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

The foregoing resolution was adopted by the Lassen County Transportation Commission at its June 25, 2018, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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DAVID TEETER, 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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Matthew C. Boyer, Executive Secretary

June 25, 2018

**CLAIM**  
**Transportation Development Act (TDA)**  
**For Fiscal Year 2018/2019 Funds**

TO: LASSEN COUNTY TRANSPORTATION COMMISSION  
 1631 Alhambra Blvd. Ste. 100  
 Sacramento, CA 95816

FROM: County of Lassen  
 221 S. Roop St.  
 Susanville, CA 96130

The County of Lassen hereby requests, in accordance with chapter 1400 Statutes 1971 and applicable rules, that this Local Transportation Fund (LTF) annual claim be approved for Fiscal Year 2018/2019, in the following amounts for the following purposes:

Article and Section of TDA	Purpose	Amount
Article 3, Section 99234	Pedestrian & Bicycle Facilities Construction/maintenance of bicycling trails, bicycle safety education programs, development of a comprehensive bicycle & pedestrian facilities plan.	\$10,440.84

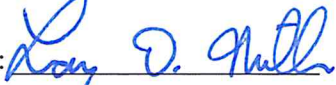
Pursuant to section 6630 of the Transportation Development Act, this Statement lists the purpose and amount for the claim and the article and section that authorizes the claim for the specified purpose.

Approval of this claim, this application, and payment by the County Auditor is subject to such moneys being on hand and available for distribution, and to the provisions that such moneys will only be used in accordance with the terms of the allocation instructions.

**APPROVED**

By: \_\_\_\_\_  
 Matthew C. Boyer  
 LCTC Executive Secretary  
 Approval Date: \_\_\_\_\_

**SUBMITTED**

By:   
 Larry D. Millar  
 County Public Works Director  
 Submittal Date: 6/6/18

**CLAIM**

**State Transit Assistance (STA)**

**For Fiscal Year 2018/2019 Funds**

TO: LASSEN COUNTY TRANSPORTATION COMMISSION  
1631 Alhambra Blvd. Ste. 100  
Sacramento, CA 95816

FROM: Lassen Transit Service Agency  
707 Nevada Street  
Susanville, CA 96130

The Lassen Transit Service Agency hereby requests, in accordance with Chapter 161, Statutes of 1979, as revised, and applicable rules and regulations that its annual claim for FY 2018/2019 State Transit Assistance funds be approved by the Lassen County Transportation Commission, in the amount of \$228,056 (Two Hundred Twenty-Eight Thousand Fifty-Six Dollars) to be drawn from the State Transit Assistance fund for the Lassen County Transportation Commission.

Public Utilities Code	Amount
Section 99313 (population share)	\$216,698
Section 99314 (revenue share)	\$11,358

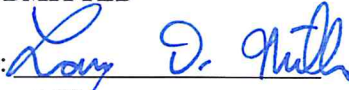
When approved by the LCTC, this claim will be transmitted to the Lassen Transit Service Agency for payment. Approval of this claim, this application, and payment by the County Auditor is subject to such moneys being on hand and available for distribution and is subject to the provisions that such moneys will only be used in accordance with the terms of the approved annual financial plan.

**APPROVED**

By: \_\_\_\_\_  
Matthew C. Boyer  
LCTC Executive Secretary

Approval Date: \_\_\_\_\_

**SUBMITTED**

By:   
Larry Miller  
Public Works Director

Submittal Date: 6/6/18



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

1631 ALHAMBRA BOULEVARD  
SUITE 100  
SACRAMENTO, CA 95816

Matthew C. Boyer, Executive Secretary  
Matthew C. Boyer & Associates

PH: (530) 953-8857

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.16**

Date: June 15, 2018

From: Matthew C. Boyer, Executive Secretary

A handwritten signature in blue ink, appearing to read "Matthew C. Boyer", is placed over the printed name.

Subject: Fiscal Year 2018/19 Overall Work Program and Budget

**REQUESTED ACTION**

**BY MOTION, adopt Resolution 18-11 approving the FY 2018/19 Overall Work Program and Budget.**

**PAST ACTION**

Each year the Commission prepares a Draft Overall Work Program and Budget and submits it to Caltrans. Following Caltrans comments, the Commission adopts an Overall Work Program and Budget in May or June 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.

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

**ALTERNATIVES**

Commission to provide direction to staff.

Attachment

Enclosure

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LASSEN COUNTY TRANSPORTATION COMMISSION  
Resolution 18-11  
Resolution Approving Fiscal Year 2018/19 Overall Work Program and Budget

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

WHEREAS, the Fiscal Year (FY) 2018/2019 Overall Work Program, Budget and Goals and Objectives (OWP) is the primary management tool for the Lassen County Transportation Commission, identifies the activities and a schedule of work for regional transportation planning in Lassen County, and is a requirement of the agreement between the Lassen County Transportation Commission and Caltrans; and

WHEREAS, the Draft OWP was presented at the March 12, 2018 Commission meeting and all comments received from Caltrans have been addressed.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the El Dorado County Transportation Commission hereby approves the FY 2018/2019 Final Overall Work Program and Budget and authorizes the Executive Secretary, Chairperson, and Legal Counsel to execute all applications, certifications and assurances, and other related documents.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its June 25, 2018, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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DAVID TEETER, 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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Matthew C. Boyer, Executive Secretary

June 25, 2018



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

2420 K STREET, SUITE 120  
SACRAMENTO, CA 95816

PH: (530) 953-8857

Matthew C. Boyer, Executive Secretary  
Matthew C. Boyer & Associates


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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.17**

Date: June 15, 2018

From: Brenda Hernandez, Transportation Planner  
Matthew C. Boyer, Executive Secretary 

Subject: Federal Transit Administration Section 5311 Application

**REQUESTED ACTION**

**BY MOTION:**

Adopt Resolution 18-12 authorizing the Executive Director of the Lassen Transit Service Agency to sign all related documents for the 5311 Application and Request for Reimbursement.

**PAST ACTION**

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

**BACKGROUND**

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.

**DISCUSSION**

The Lassen Transit Service Agency (LTSA) was informed that funding for the FFY 2019 application cycle under section 5311 are available. For Fiscal Year 2018/2019 the LTSA will be receiving **\$199,901.00**. The application requires the Authorized Agent of the Regional Transportation Planning Agency to approve the forms. To streamline the process, LCTC staff recommends authorizing the Executive Director of the LTSA to become the signing agent for all 5311 application and request for reimbursement forms

**ALTERNATIVES**

Provide direction to staff.

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LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 18-12

Resolution Authorizing the Federal Funding Under FTA Section 5311 (49 U.S.C. Section 5311) 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 9040.1F and FTA C 9050.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 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 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); and

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 the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1), 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.

The 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 projects.

The Executive Director of the LTSA is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 projects(s).

The foregoing resolution was adopted by the Lassen County Transportation Commission at its June 25, 2018, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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DAVID TEETER, 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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Matthew C. Boyer, Executive Secretary

June 25, 2018



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

1631 ALHAMBRA BLVD  
SUITE 100  
SACRAMENTO, CA 95816

Matthew C. Boyer, Executive Secretary  
Matthew C. Boyer & Associates

PH: (530) 953-8857

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.18**

Date: June 17, 2018

From: Matthew C. Boyer, Executive Secretary

A handwritten signature in blue ink, appearing to read "Matt Boyer", is placed to the right of the "From:" line.

Subject: Programming of Regional Surface Transportation Program Exchange Funds

**REQUESTED ACTION**

**By MOTION, Authorize staff to executive the Fiscal Year 2017/18 RSTP Exchange Agreement in the amount of \$122,494.**

**DISCUSSION**

Previously, the Commission has programmed the regional apportionment of Surface Transportation Program Exchange Funds for work and projects in the City of Susanville. It appears that this practice goes back to the inception of the RSTP program in the early 1990s.

Congress comprehensively overhauled Federal transportation funds with the adoption of the Intermodal Surface Transportation Efficiency Act in 1991. Funding for local and regional roads was provided under the RSTP program since the adopt of ISTEA. Prior to ISTEA local and regional roads were funded through Federal-Aid Urban and Federal-Aid Secondary (FAS) programs.

The California Legislature adopted implementing legislation following ISTEA which provides that each County government receive an amount of RSTP funds equal to 110% of their final year of FAS funding.

Because the County had a State-guaranteed amount of funding, it appears that this led the Commission to program the regional apportionment for projects in the City, although City or County projects are both eligible.

Overtime the amount regionally available funds has climbed from approximately \$30,000 to as much as approximately \$120,000. In recent years the County has asked to be considered for a portion of this programming.

For Fiscal Year 2016/17 funds (\$80,561) the Commission deferred action in programming. Fiscal Year 2017/18 Funds are available for exchange in the amount of \$122,494.00. The total available for programming at this time is as followings.

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Programming of Regional Surface Transportation Program Exchange Funds  
Page 2

FY 2016/17	\$ 80,561
FY 2017/18	\$ 122,494

Total \$ 203,055

Staff will bring an item to the Commission regarding programming of these funds at a future meeting.

**ALTERNATIVES**

Provide additional direction to staff related to developing additional alternatives.