

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: October 13, 2022

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Russ Brown, (City Council)  
Quincy McCourt (City Council)  
Kevin Stafford (City Council)

Tom Hammond (Co. Supervisor)  
Jeff Hemphill (Co. Supervisor)  
Aaron Albaugh, Vice-chair (Co. Supervisor)

Subject: **REGULAR MEETING**

of the

**LASSEN COUNTY TRANSPORTATION COMMISSION**

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, October 17, 2022, at 1:30 p.m.**

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

**Call in number for participants who want to join by phone:**

**Call number: 302-202-1104**

**Access Code: 968698**

The Agenda is as follows:

**(1) CONVENE**

1.1 Pledge of Allegiance

1.2 Adoption of the Agenda: **Motion Required**

The Commission may make any necessary additions, deletions or corrections to the agenda including moving items to or from the agenda.

1.3 Approval of the Minutes for August 8, 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 \$29426.86. \*

**REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$29,426.86 as shown in Invoice #009-29 for September 2022.**

1.42 Fiscal Year 2022/23 Overall Work Program and Budget Amendment #1. \*

**REQUESTED ACTION: Adopt Resolution 22-09 approving Amendment #1 to the Fiscal Year 2022/23 Overall Work Program and Budget.**

**(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 Transportation Development Act Allocations for Local Transportation Fund (LTF) and State Transit Assistance (STA) and Financial Update

**ACTION REQUESTED: BY MOTION: Adopt Resolution 22-08 approving the Final Fiscal Year 2022/23 Transportation Development Act Allocations for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the allocations.**

4.12 US 395 Investment Plan

**REQUESTED ACTION: BY MOTION: Adopt the US 395 Investment Plan and direct staff to transmit the document to Caltrans in keeping with Strategic Partnership Grant Program.**

4.13 LCTC Draft Bylaws

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

4.14 Augmented ZEV Grant

**REQUESTED ACTION: BY MOTION: Grant permission to the Executive Secretary and staff to finalize the Request For Proposal (RFP), provide it to Caltrans for review and comment, finalize, and advertise.**

4.15 Draft Lassen County Active Transportation Plan

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

**(5) INFORMATION ITEMS**

5.01 Executive Secretary Report

Updates:

- US 395 Coalition Building

**(6) CORRESPONDENCE**

6.01 None

**(7) OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, December 12, 2022, at 1:30 p.m.**

7.3 Adjourn

\* Attachment

# Enclosure

^ Handout

**ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:**

- Final Active Transportation Plan
- Progress on on-going planning efforts
  - US 395 – Investment Plan Draft Report
  - City and County capital projects
- Identification and adoption of Commission By-laws

**LASSEN COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

Regular Commission Meeting

**August 8, 2022**

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

1:30 P.M. Open Session

---

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

**1. Convene**

*The Chair called the meeting to order at 2:10 P.M.*

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

**1.1 Pledge of Allegiance**

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

**1.2 Adoption of Agenda:**

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

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

**1.3 Approval of the June 20, 2022 Regular Meeting Minutes**

*The Commission was asked to adopt the Minutes of their June 20, 2022, Regular Meeting.*

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

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

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

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

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

#### **1.5 Election of Chairperson and Vice-Chairperson**

*The Commission was asked to elect a Chairperson to preside at meetings of the Commission for the balance of the calendar year 2022.*

*It was moved by Commissioner Hemphill and seconded by Commissioner Hammond to nominate Aaron Albaugh to be chair for the remainder of 2022. No other nominations were made. The motion was passed with the following vote:*

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

*The Commission was asked to elect a Vice-Chairperson for the balance of the calendar year 2022.*

*It was moved by Commissioner Albaugh and seconded by Commissioner McCourt to nominate Kevin Stafford to be Vice-chairperson for the remainder of 2022. No other nominations were made. The motion was passed with the following vote:*

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

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

*No written communications were received.*

*No public comment was offered.*

### **3. REPORTS**

#### **3.1 Caltrans**

*Mike Mogen introduced Scott Lewis as his replacement as District 2 Project Manager for Lassen County.*

*Mike reported that the Bordertown fencing project would be finished in August and acknowledged that there had been some challenges with the contractor on the job. He also reported that “Good Fred” will be done by the end of August. He noted that there was a problem with the striping but that it was being redone.*

*Scott reported that the Antelope project would be finishing up in September. The project includes a small amount of pavement and installing or replacing catchment screens (draperies) to keep rocks and other debris off the highway.*

#### **3.2 CHP**

*No report was provided by CHP.*

#### **3.3 City of Susanville**

*Bob Godman reported that their STIP project FD had started. The project includes: Rehabilitate roadway, construct drainage improvements, repair base isolation and construct pedestrian facilities.*

- *Richmond Rd-Main St. south to city limits*
- *Bunyan-From Hwy 139 to Skyline Rd*
- *Spring Ridge-From Hwy 139 East to Dave Anderson*

#### **3.4 Lassen County**

*No report was provided by Lassen County.*

#### **3.5 Susanville Indian Rancheria**

*No report was provided by the Susanville Indian Rancheria.*

### **4 NEW BUSINESS**

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

*There was no closed session.*

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

*There was no closed session.*

#### **4.10 Action/Discussion Items**

#### **4.11 Date change for October 2022 Regular Meeting**

*The Commission was asked to adopt by motion the staff's recommendation to direct staff to change the date of the of the LCTC's October 10, 2022, Regular Meeting to October 17, 2022.*

*It was moved by Commissioner Hammond and seconded by Commissioner McCourt to move the October Regular meeting to October 17, 2022 from October 10, 2022. The motion was passed by the following vote:*

AYES: Albaugh, Brown, Hammond, Hemphill, McCourt, Stafford  
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**

**US 395**

*Staff reported that the June 28 meeting of the US 395 Coalition built on the progress made at their May reboot meeting. There was healthy participation (both in person and on zoom) and a broader range of both public and private stakeholders were represented. Discussion items include getting a better understanding of traffic increases on US 395, their sources and what the private sector (large warehouse operators in the Reno area) see as the future of traffic in the corridor. In addition, LCTC staff committed to engaging Caltrans and other state actors on what types of projects are likely to be supported to address the corridors traffic and safety challenges. Participants committed to bring back information to the September 22 meeting.*

**6. CORRESPONDENCE**

*None.*

**7. OTHER BUSINESS**

**7.1 Matter brought forth by the Commission**

*Commissioner McCourt that there was a Lassen County Fish and Game Commission meeting scheduled for August 17 in Janesville and that Wes Stroud would be presenting on wildlife crossing and habitat issues in the US 395 corridor.*

*Commissioner Albaugh thanked Mike Mogen for his work as the District 2 Project Manager for Lassen County, and wished him well in his new job.*

**7.2 Next Commission Meeting**

*Next meeting of the LCTC will be on Monday, October 17, 2022, at 1:30 PM, at the City of Susanville, City Council Chambers, 66 North Lassen Street, Susanville, CA.*

**7.3 Adjourn**

*The meeting was adjourned at 2:55 p.m.*

*Submitted for approval by:*

A handwritten signature in blue ink, appearing to read "John Clerici", with a long horizontal flourish extending to the right.

---

John Clerici  
Executive Secretary



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

555 CAPITOL MALL, SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

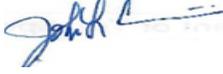
John L. Clerici, Executive Secretary

---

Staff Report

Date: October 12, 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 \$23,969.27

**REQUESTED ACTION**

Approve payment of Clerici Consulting fees and costs in the amount of \$29,426.86 as shown in Invoice #009-29 for September 2022.

**PAST ACTION**

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

**DISCUSSION**

Attached is Invoices #009-29, with supporting documentation, and a detailed Progress Report for the period beginning September 1, 2022, and ending September 30, 2022. This invoice includes a detailed invoice for charges for sub-consultant Borroum Engineering in the amount of \$17,100.48.

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

- Prioritized projects for final ATP
- Held US 395 Coalition Meeting - funding and grant applications
- Follow-up for August LCTC Commission and TAC meetings
- Developed and circulated draft US 395 Investment Strategy
- Participated in meetings for the US 395 Coalition on behalf of Lassen County

These charges are consistent with the billing trends for the FY 2022/23 OWP budget to date.

Attachments (1)

# INVOICE

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

**Date:** October 1, 2022  
**Invoice #** 009-029  
**Billing Cycle Ended:** 9/30/2022 (September 1, 2022 - September 30, 2022)

**Clerici Consulting**  
**1555 Sean Drive**  
**Placerville, CA 95667**  
**530-919-9739**  
**jlfclerici@gmail.com**

**To:** **Mr. Aaron Albaugh, Chairman**  
**Lassen County Transportation Commission**  
**PO Box 1028**  
**Susanville, CA 96130**

Staff Member	Total Hours	Payroll Rate	Overhead Rate	Profit (5%)	Total Rate	Total Cost
John Clerici	86.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 12,326.38
Borrow Engineering LSC Transportation Consultants	September					\$ 17,100.48
Printing, copies, reproduction						No Charge
Travel (Lodging, meals)						No Charge
					<b>TOTAL</b>	\$ 29,426.86
					Prior Balance	\$ 36,440.87
					Payment	\$ 36,440.87
					<b>Total Due</b>	\$ 29,426.86

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

8/1/2022

Billing Detail for Clerici Consulting --

		Hours										
Date	WE 100 - OWP Administration	WE 601A - General Planning	WE 601B - RTP Data Collection	WE 601C - Active Transportation Planning	WE 601D - Transit Planning	WE 602 - Programming	WE 603 - Outreach	WE 604 - TDA	WE 703 - US 395 Phase 2	WE 704 - LRSP	Labor Sub-Total	
July												
1	2	2				2	1	1			8	
2	1	1				1	2	1			6	
											0	
5	1	1				1		1	2		6	
6						1					1	
7		2	1			1					4	
8	3	1				1					5	
9			1								1	
											0	
											0	
12		1				1					2	
13											0	
14		1									1	
15	1	2				1			3		7	
16	2					1		1	1		5	
											0	
19						1			2		3	
20											0	
21	3	1				1					5	
22		1	1					1	3		6	
23	1	1	2					2	1		7	
											0	
											0	
26	1							1	1		3	
27						1					1	
28		2					1	1	2		6	
29			2				2	1	1		6	
30		1							2		3	
											0	
Total	13	19	7	0	0	13	6	10	18	0	86	
	\$ 1,863.29	\$ 2,723.27	\$ 1,003.31	\$ -	\$ -	\$ 1,863.29	\$ 859.98	\$ 1,433.30	\$ 2,579.94	\$ -	\$ 12,326.38	
						Billing Rate: \$143.33						

**PROGRESS REPORT**  
**CLERICI CONSULTING ACTIVITIES**

Project: Lassen County Transportation Commission  
Clerici Consulting Project 009-029  
Period: September 1, 2022 – September 30, 2022

**WORK COMPLETED (through September 30, 2022)**

**SPECIFIC WORK ELEMENT RELATED ACTIVITIES**

- **Work Element 100 – Administration**
  - Provided follow-up for the August 2022 Regular Commission meeting
  - Met with LCTC Chair (9/21)
  
- **Work Element 601A – General Planning**
  - Coordinate with Caltrans on information meetings that discuss impacts of State Route Development/System Management Plans
    - D2 Local Agency Management Meeting (9/15)
  - Participated in NSSR ZEV meeting (9/28)
  - Participated in Rural Counties Task Force meeting (9/16)
  - Continued to monitor regional and statewide transportation issues
  
- **Work Element 601B – RTP Data Collection**
  - Continued updates to RTP Sections 1 and 2
  
- **Work Element 601C – Active Transportation Programming**
  - Reviewed draft project lists for prioritization
  
- **Work Element 601D – Transit Planning**
  - No work was done in this Work Element
  
- **Work Element 602 – Programming**
  - Continued to monitor 2022 STIP activities and respond to CTC comments and requirements for final adoption by the CTC – Prepared PPM Funds Transfer
  - Worked with City and County staff to develop CTC materials to apply for CRSSA program funds
  
- **Work Element 603 – Outreach**

- Provided interagency outreach through the LCTC Technical Advisory Committee
  - Provided follow-up to August TAC meeting
  - Updated LCTC Website as needed
  - Met with Governors Office of Planning and Research related to issues for Lassen County
- **Work Element 604 – TDA**
  - Processed other TDA related claims and transfers as needed
  - Engaged City of Susanville on TDA allocation issues (9/121)
- **Work Element 703 – US 395 Phase 2**
  - Continued support of US 395 coalition building efforts
  - Planned and attended US 395 Coalition Meeting (9/22)
  - Met with D2 staff to discuss support for safety projects for US 395 (9/23)
  - Meet with Sierra Alliance (9/28)
  - Worked with Sierra Alliance for letters of support for D2 application for safety projects on US 395
- **Work Element 704 – Local Road Safety Plan**
  - Helped secure letters of support for HSIP projects for Lassen County
- **Work Element 705 – Zero Emission Infrastructure**
  - No work was done in this Work Element



**Steve Borroum**

**Work assignments**

**Invoice period for September 1, 2022 to October 1, 2022**

- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on data collection, planning Rt 36 and 395, non-vehicular transportation, and transit systems. This also includes work to analysis the County demographic changes. (OWP work element 601A and 601B)
- With the local transit operator, Caltrans, the County, the City, and the County Auditor to identify available funding, and assist the Commission's project prioritization and programming processes. (OWP work element 602)
- With the independent auditor and the County Auditor addressing audit findings, address claims for ensuing year, preparing year end audit reports (OWP work element 604)
- Administration support for the grant (contracts, budgets and schedules, and invoicing) (OWP work element 703, 704, and 705)
- Management and engineering oversight/support (OWP work element 703, 704 and 705)

*Steve R  
10/24/22*



John L. Clerici, Executive Secretary

Staff Report

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

Date: October 13, 2022

From: John L Clerici, Executive Secretary 

Subject: Fiscal Year 2022/23 Overall Work Program and Budget Amendment #1

**REQUESTED ACTION**

**BY MOTION: Adopt Resolution 22-09 approving Amendment #1 to the Fiscal Year 2022/23 Overall Work Program and Budget.**

**PAST ACTION & DISCUSSION**

At your June 20, 2022, meeting you approved the FY22/23 Overall Work Program and Budget (OWP) for the Lassen County Transportation Commission. The OWP was subsequently received and approved by Caltrans and notification of such was sent to the Executive Secretary by email on June 27, 2022.

Since then, there have been several developments that require this mid-year amendment to the FY 21/22 OWP. The changes include:

*Rural Planning Assistance Carryover Funds*

In any given fiscal year, the LCTC receives \$230,000 in RPA funds. This funding allows LCTC staff to perform many of the critical tasks described in the OWP. Most of these tasks are focused on regional transportation planning and the maintenance of the Regional Transportation Plan. In most years the funds are expended completely. Occasionally they are not, and there is a formula for returning a portion of the unused RPA funds as carryover to the next FY. These funds can be used to augment existing OWP activities or be used to initiate new work not anticipated when the OWP was originally developed. For this fiscal year we will be spreading the RPA carryover (\$29,045) to existing OWP work elements. They include:

- 601B – Regional Transportation Planning (\$12,958)
- 704 – Local Road Safety Plan Development (\$3,130)
- 705 – ZEV Feasibility Study (\$12,957)

In addition to the allocation of Carryover RPA funds staff is making the following additions:

### *WE 704 – Local Road Safety Plan*

The LCTC adopted the local Road Safety plan at your August 8 Regular meeting. The document itself had been completed in FY 21/22 in accordance with the FY 21/22 OWP and Budget, but because of a loss of Quorum at the June 2022 Regular meeting, the agenda adopting the LRSP was not acted on. At the completion of the document, a small portion of the funding grant remained unspent (\$10,170). Staff inquired with the granting agency (Caltrans) and received permission to use the remaining grant funds to prepare two Highway Safety Improvement Grants, on behalf of Lassen County. The grants were prepared and submitted in September. Since the work of preparing the grants was done in the current fiscal year, the FY 22/23 OWP needs to be updated, and WE 704 reinserted in the OWP with the appropriated changes to task, deliverables and budget.

### *WE 705 – ZEV Infrastructure Feasibility Study*

Staff anticipates additional work being done on this study during the remainder of the fiscal year requiring moving funding from FY 23/24 to FY 22/23. In addition, staff is making a small change to the project schedule moving Consultant Procurement from November 2022, to October 2022.

### *Other Minor OWP Edits*

There are other minor edits to the OWP to address grammatical and typing errors, small adjustments to deliverable dates, and generally to clean up the document.

The revised budget (with changes) and the revised Work Element pages are provided with this report. A fully revised OWP with accompanying resolution (21-09) and other documentation will be forwarded to Caltrans D2 staff.

### **ALTERNATIVES**

Provide direction to staff.

Attachments (2)

Fiscal Year 2022/23 Working Budget - 2nd Version

Work Element Name	WORK ELEMENT NUMBER										Total			
	100		601			602		603	604	703		704	705	
	Administration and Coordination	A. General Planning	B. Regional Transportation Planning	C. Active Transportation Planning	D. Transit Planning	Regional Transportation Programming	Community Engagement and Outreach	Transportation Development Act	Strategic Partnership Grant - 395	Local Roadway Safety Plan (LSRP)		EV Feasibility Study	Total	
<b>Executive Team</b>														
John	\$ 15,000	\$ 31,000	\$ 16,000	\$ 350	\$ 350	\$ 24,800	\$ 16,000	\$ 12,000	\$ 4,000	\$ 300	\$ 8,378	\$ 128,178		
Steve		\$ 50,000	\$ 11,000	\$ 150	\$ 150	\$ 19,800		\$ 33,000	\$ 3,000	\$ 1,700	\$ 28,000	\$ 146,800		
LSC		\$ 9,900	\$ 63,558	\$ 4,500	\$ 4,500		\$ 12,020		\$ 20,000	\$ 11,300	\$ 7,000	\$ 132,778		
<b>Total</b>	\$ 15,000	\$ 90,900	\$ 90,558	\$ 5,000	\$ 5,000	\$ 44,600	\$ 28,020	\$ 45,000	\$ 27,000	\$ 13,300	\$ 43,378	\$ 407,756		
<b>Expenditures</b>														
Professional Services - Consultant Executive Secretary and Staff	\$ 15,000	\$ 90,900	\$ 90,558	\$ 5,000	\$ 5,000	\$ 44,600	\$ 28,020	\$ 45,000	\$ 27,000	\$ 13,300	\$ 43,378	\$ 407,756		
Professional Services - CSUS														
Professional Services - Legal Counsel	\$ 15,000	\$ 13,000					\$ 2,000					\$ 15,000		
Professional Services - Independent Audit		\$ 40,000					\$ 40,000					\$ 40,000		
Plumas County EV Feasibility		\$ 10,000								\$ 10,000		\$ 10,000		
Professional Services - Consultants	\$ 40,980								\$ 7,980		\$ 33,000	\$ 40,980		
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>	\$ 113,683	\$ 90,900	\$ 90,558	\$ 5,000	\$ 5,000	\$ 46,100	\$ 32,020	\$ 92,200	\$ 27,000	\$ 13,300	\$ 86,378	\$ 610,119		
<b>Revenues</b>														
Rural Planning Assistance (FY 22/23 RPA)		\$ 90,900	\$ 77,600	\$ 5,000	\$ 5,000	\$ 46,100			\$ 5,400			\$ 230,000		
Rural Planning Assistance (carryover from FY 21/22 RPA)			\$ 12,958							\$ 3,130	\$ 12,957	\$ 29,045		
Local Transportation Fund (LTF)	\$ 113,683							\$ 92,200				\$ 205,883		
PPM Funds							\$ 32,020					\$ 40,000		
Strategic Planning Grant (carryover from FY 21/22)									\$ 21,600			\$ 21,600		
LSRP Grant										\$ 10,170		\$ 10,170		
EV Feasibility Grant											\$ 68,954	\$ 68,954		
Plumas County EV Match											\$ 4,467	\$ 4,467		
<b>Total Revenues</b>	\$ 113,683	\$ 90,900	\$ 90,558	\$ 5,000	\$ 5,000	\$ 46,100	\$ 32,020	\$ 92,200	\$ 27,000	\$ 13,300	\$ 86,378	\$ 610,119		

## **Work Element 704 Local Road Safety Program**

### **Background, Purpose and Goal**

An LRSP identifies and analyzes safety problems and recommends safety improvements. An LRSP will be required to obtain Highway Safety Improvement Program (HSIP) funding in the future. The plan will include 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.

An LRSP provides a framework for organizing stakeholders to identify, analyze, and prioritize roadway safety improvements on local and rural roads. The process of developing an LRSP can be tailored to local protocols, needs, and issues.

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.

### **Nexus to Regional Transportation Planning Process**

As with all the work done by the LCTC, the LRSP as a document, and the process that result in its development, that will directly, effect regional transportation planning. These include but are not limited to:

- Information developed in the LRSP will be used to inform the update of the Regional Transportation Plan scheduled for FY 21/22 (WE 601B). This will include challenges and recommendation that can be implemented in the RTP but are not eligible for HSIP funds.
- Data gathered to date is showing and increase in bike and pedestrian related accidents. This information will help inform the update to the Lassen County Bike Plan (WE 601C). And will provide valuable information for Active Transportation and Safe Route to Schools grant applications.
- Data and results derived from the LRSP are already being used to augment more focused highway safety analysis being done in the Phase 2 US 395 effort (WE 703).
- Stakeholder outreach and workshops being anticipated for the LRSP will be leveraged to help with similar efforts for RTP, ATP and transit planning during FY 21/22.

### **Work Tasks**

#### **Tasks completed in FY 2020/2021/2022**

##### **Task 1 – Study Management and Stakeholder Group**

As part of this task LSC will manage the progress of the LRSP and provide billing and coordination

documents to LCTC. We will develop a stakeholder group comprised of representatives of key groups concerned with highway/roadway safety in Lassen County. Invitations will be made to each of the following:

- 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

This stakeholder group will help to provide input and data resources, will review interim and final study products, and will provide input with regards to safety strategies. It will meet a minimum of three times over the course of the study (either in person or virtually, as conditions permit). LSC will prepare agendas, conduct the meetings and provide minutes of the meetings.

### **Task 2 – Data Collection**

LSC will collect available crash data for the last 10 available years, including SWITRS and TIMS data (at the collision level). In addition, we will contact the Lassen County Sheriff's Department, Susanville Police Department and California Highway Patrol to identify any available documented crash information not included in the statewide databases. This available data will be reviewed and, if found to be of sufficient quality, included in the analysis.

LSC will collect available daily traffic volume data for public roads throughout Lassen County, including data from Caltrans, Lassen County, City of Susanville, US Forest Service, US Bureau of Land Management and the Susanville Rancheria.

LSC will contact law enforcement agencies (City, County, CHP, USFS, BIA and the Susanville Indian Rancheria) to discuss traffic safety issues and the availability of data.

### **Task 3 – Data Analysis**

Once the crash database has been developed and reviewed, LSC will conduct the following data analysis tasks:

- Locations of crashes will be mapped for the most recent 10-year period. This will include separate maps for fatalities, for crashes involving bicyclists and for crashes involving pedestrians. In addition to countywide maps, maps focusing on the City of Susanville will be prepared. Other focus-area maps will be prepared as necessary to define specific issues.
- Traffic count data will be summarized and analyzed to identify the average daily traffic and 10-year total vehicle-movements (for intersections) or vehicle-miles of travel (for roadway segments).
- The crash data inventory will be analyzed to summarize crashes by severity, by type, and by contributing factor.
- Crash rates will be calculated by roadway segment and intersection (as traffic count data allows), for those intersections and roadway segments with two or more recorded crashes over a 10-year period.
- The type of crash and injury severity will be assessed to identify those that are

correctable through changes in the roadway design, as well as those that are related to excess speed or other factors.

We will identify crash patterns, crash trends, and primary contributing factors that most commonly recur in the crash data. These findings will be summarized using charts and graphs. In addition, as a basis for future Highway Safety Improvement Program (HSIP) funding, LSC will use the database established in Task 2 to identify trends, location characteristics, and contributing factors for the pertinent California Strategic Highway Safety Plan (SHSP) Challenge Areas. This work will be multimodal, documenting collisions and trends by mode as well as for the incorporated and unincorporated areas. We will conduct this work by considering descriptive statistics of the crash data as well as analyzing the crash data spatially. While LRSP guidelines require only a minimum of a 5-year data analysis, we will use the 10-years of crash data to identify the broader trends in crashes and roadway safety.

We will identify high priority locations to provide clarity on what locations have the greatest opportunity for safety improvements, based upon the costs associated with the crash history. These locations will be identified by mode (vehicle, pedestrian, bicyclist). A series of maps will identify these high priority locations.

We will document the work conducted in Tasks 2 and 3 in a memorandum. The memorandum will present the data analysis findings from the descriptive analysis, comparative analysis, and the spatial analysis. We will use visuals and graphics to support the text regarding the data analysis findings. The memorandum will also present the high-priority locations and risk factors associated with crashes. The content of the memorandum will serve as the basis from which the team will generate workshop materials for discussion with the Stakeholder Group in Task 4.

#### **Task 4: Workshops – Establish Goals, Priorities and Potential Countermeasures**

We propose to conduct a series of two workshops with the Stakeholder Group. We expect that these can be conducted with consultant staff on-site, with stakeholders participating either in person or virtually. Materials will be distributed in advance, and we will conduct the workshop so that all participants have a chance to fully engage. Each workshop would be up to two hours in duration. The two workshops would be organized as follows:

##### **Workshop #1 – Goals, Priorities and Data Review**

The first workshop will review in greater detail the data analysis findings from Task 3 and will spur the Stakeholders Group’s input regarding safety concerns. LSC will facilitate a discussion of goals and priorities for the LRSP. We will develop the proposed goals and priorities for discussion with the Stakeholder Group (based on the data analysis) and then update those based on the input received. We will also lead a discussion of the priorities regarding the locations of focus and the emphasis areas of types of crashes and conditions to address.

## **Workshop #2 – Countermeasures Workshop**

This workshop will focus on discussing the draft engineering countermeasures to address the priority locations, as well as comprehensive programmatic countermeasures. The pros and cons of various approaches will be discussed, and the input received from the Stakeholder Group will be used to refine the individual countermeasures as well as their prioritization.

### Workshop Documentation

As an outcome of each of the workshops, we will prepare a summary memorandum regarding input received on the following:

- Goals and Priorities
- Prioritized Engineering Countermeasures
- Input on Comprehensive Countermeasures
  - Identify promising education, enforcement, emergency services strategies
  - Document likely partners for promising comprehensive measures
  - Document next steps in follow-on effort to further develop and implement the comprehensive measures with its agency partners

The content of the summary memorandum would be integrated into the Town's LRSP in Task 8.

### **Task 5: Develop Safety Projects**

LSC will work with the County and City staffs to finalize the prioritized countermeasures, based on the input received in Task 4 from the Stakeholder Group. In finalizing the list and priorities, we will consider the local jurisdiction's ability to deploy and implement the countermeasures to arrive at a final set of countermeasures that are implementable and effective at improving roadway safety.

We will identify locations where the countermeasures are appropriate and effective. We will work with the City and County staffs to identify up to three competitive HSIP Cycle 11 grant applications that include high priority locations for safety improvements and potentially include systemic countermeasures that would benefit multiple locations. For up to six individual locations, LSC staff will visit the site and evaluate conditions for site-specific criteria such as driver sight distance and grades.

In finalizing the work under this task, we will prepare a final project listing capturing the locations and projects in the HSIP applications and/or others the local jurisdictions are confident in advancing. Other projects will be noted in the final LRSP but not included in the final project list.

Based on the crash analysis and professional standards, LSC will identify risk factors that are correlated to the most frequent occurrences of injury/fatal collisions. We will also identify safety

areas and locations on which to focus for the greatest potential safety benefits. We will consider the following comprehensive strategies:

- **Emerging technologies** that have the potential to enhance roadway safety, such as automated enforcement, dynamic engineering treatments (e.g., operational under specific weather conditions), and ways to leverage social media for education programs.
- **Education strategies** that include programs and strategies that can be used to address road user behavior across multiple age groups forums. For example, these can include messaging that can be incorporated into Safe Routes to School Programs, community-based programs, and community campaigns (e.g., messaging on social media, posted on buses, and distributed through other channels such as existing newsletters).
- **Enforcement strategies** will focus on best practices for improving roadway and community safety. As research has found that most enforcement strategies have limited long-term impacts for changing road user behavior, the most effective enforcement strategies tend to be those that can be done transparently and consistently. An example is education or outreach campaigns as part of enforcement in school zones during school hours.
- The **emergency services strategies** will focus on strategies and partnerships that could help reduce response times and sharing of real-time information to improve overall coordination.
- **Engineering strategies** will be organized in a toolbox type of form that describes the treatment, shows an image or photo of each treatment, the context in which it is applicable, the mode or road users that the treatment would benefit and/or impact, the specific type of crashes and/or priority areas it helps to address, a planning-level cost estimate, the expected degree of crash reduction (if known), and if it has typically been eligible for HSIP funding.

We will document the work in Task 5 in a memorandum. The memorandum will present the safety areas, high-priority locations or high-injury network, risk factors associated with crashes, and the draft multidisciplinary strategies and countermeasures. The content of the memorandum will serve as the basis from which the team will generate workshop materials for discussion with the Stakeholder Group in Task 6.

### ***Tasks Remaining for FY 2022/23***

#### **Task 6: Final Local Road Safety Plan**

We will prepare the final LRSP and supporting materials using the findings and information from the work in Tasks 2 through 7. The final set of deliverables will consist of the following:

- Local Road Safety Plan – Meeting the LCTC’s needs and requirements for Caltrans’ grant funding.
- Executive Summary – Stand-alone document that can be used share key elements of LRSP with local decision-makers and/or broader community.
- PowerPoint Presentation – Targeted towards sharing LRSP key elements with local decision-makers and/or broader community. This could potentially be hosted on the LCTC website.

The LRSP will include a discussion of the crash characteristics, data gathering, data analysis, countermeasures prioritization, and proposed projects. The report will also document the individuals who participated in the development of the LRSP.

We will tailor the LRSP to a format that is most useful for the LCTC, City and County to monitor and implement the recommendations. For each of the final deliverables, we will provide a draft version for the LCTC’s review and comment and a final version incorporating edits to respond to the LCTC’s comments. LSC will be available to make a presentation of the final report in Susanville, if desired.

**Task 6A: Assistance with HSIP Applications**

With available funds (after completion of the LRSP) staff will work with the City and County to develop and submit HSIP applications for projects identified in the LRSP and approved by the jurisdictions and the LCTC.

**Proposed Schedule**

The following schedule is intended to ensure that grant applications can be submitted for the Highway Safety Improvement Program (HSIP) Cycle 11, currently forecasted to occur in September 2022.

**Project Initiation – Completed in FY20/21**

**Completion of Task 3 (Crash Data Analysis Memo) – Completed in FY20/21**

**Workshop 1 (Goals, Priorities and Data Review) – Completed in FY20/21**

**Completion of Task 5 (Develop Safety Projects) – Completed in FY21/22**

**Workshop 2 (Countermeasures) – Completed in FY 21/22**

**Completion of Task 6 (Final Report) – August 2022**

**Completion of Task 6A (HSIP Applications) – September 2022**

Revenues		Expenditure	
RPA FY 2021/22 Carryover	\$3,130	LCTC Staff	\$13,300
HSIP Grant	\$10,170		
<b>Total:</b>	<b>\$13,300</b>	<b>Total:</b>	<b>\$13,300</b>

LASSEN COUNTY TRANSPORTATION COMMISSION  
Resolution 22-09  
Amendment #1 (Formal) to the Fiscal Year 2022/23 Overall Work Program and Budget

WHEREAS, the Lassen County Transportation Commission (LCTC) is the designated regional transportation planning agency for the Lassen County region, and an eligible recipient for transportation planning funds administered by the California Department of Transportation (Caltrans); and,

WHEREAS, the LCTC previously adopted a Fiscal Year 2022/23 Overall Work Program (OWP) on June 20,2022; and,

WHEREAS, on occasion it is necessary to amend the OWP to address changes in project scope for work elements within the OWP and or budget; and,

WHEREAS, the LCTC received notice from Caltrans that they were to receive \$29,045 of Rural Planning Assistance carry-over funds from the FY 21/22 OWP; and,

WHEREAS, Work Elements 704 Local Road Safety Plan had leftover grant funds that could be used to prepare Highway Safety Improvement Program grants for Lassen County and WE705 require re-scoping the delivery date for certain deliverables.

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission (LCTC) hereby adopts Amendment #1 to the Fiscal Year 2022/23 Overall Work Program and Budget.

The foregoing resolution was passed and adopted at the October 17, 2022 meeting of the Lassen County Transportation Commission by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

---

Aaron Albaugh  
Chair, Lassen County Transportation Commission

The foregoing instrument is a correct copy of the original on file in the office of the Executive Secretary of the Lassen County Transportation Commission.

---

John Clerici, Executive Secretary

October 17, 2022



John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.11**

Date: October 17, 2022

From: John L. Clerici, Executive Secretary 

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

**REQUESTED ACTIONS**

**BY MOTION: Adopt Resolution 22-08 approving the Final Fiscal Year 2022/23 Transportation Development Act Allocations for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the allocations.**

**PAST ACTION**

Each year the Commission approved final allocations for the upcoming fiscal year receipts of Local Transportation Funds and State Transit Assistance funds. In previous years the Commission would have taken action on these allocations in June as part of the OWP and Budget process. This year for a variety of reasons mostly having to do with Covid-19, information critical to this process was unavailable.

**BACKGROUND**

The Transportation Development Act (TDA) provides two funding sources:

1. Local Transportation Fund (LTF) from a quarter cent of the general sales tax collected statewide.
2. State Transit Assistance (STA) fund from the statewide sales tax on diesel fuel.

The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The State Controller's Office (SCO) allocates the STA, by formula, to planning agencies and other eligible agencies. Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to operator revenues from the prior fiscal year.

The Lassen County Transportation Commission is the Regional Transportation Planning Agency (RTPA) responsible for apportioning and administering these funds for this region. The attached Findings of Allocation summarizes the estimates for FY 2021/2022. The LTF allocation purposes, in order of priorities, as identified by law, are as follows:

1. Transportation Development Act fund administration (by LCTC and the County Auditor);
2. Planning and programming undertaken by LCTC (up to 3% of the fund);
3. Pedestrian and bicycle projects (optional, up to 2% of the funds remaining, after administration and planning);
4. Public transportation operations (including

new transit services that have been identified by the Commission as "unmet transit needs" that are "reasonable to meet"); and, 5. Other transportation purposes (including additional transit and bicycle facilities, and streets and roads). The Commission may only apportion (and subsequently may only approve claims for) "other transportation purposes" when all other uses of the funds, to the limits described above, have been exhausted.

## **DISCUSSION**

As with previous years we have approximations of the funds available to the Commission. These estimates are based on an accounting of what funds are available and the pre-existing restraints or restriction on these funds. The findings are attached.

The Commission's income has been steady over the recent years, with general upward trend, except for a slight dip during the pandemic. The trend would appear to continue into this fiscal year. As prudence would suggest, the County Auditor's estimate of this year's income is likely conservative. We are required to make our allocations based on this estimate.

Also, in previous years' discussion, given the accounting irregularities that were encountered when current staff was installed, a more detailed discussion of funds available, and outstanding issues was needed. Over the past three years, most of those irregularities have been eliminated and so this update will be focused on previous action, trends and our estimates for FY 22/23.

Page 1 shows LCTC Income from TDA, STA and State of Good Repair funds dating back to FY 14/15, including an estimate of income for FY 22/23.

Pages 2 and 4 describe the fiscal status of the three funds for the previous fiscal year – FY 21/22.

It should be noted that STA and State of Good Repair funds are used exclusively for transit. The LCTC acts as a pass-through agency. TDA funds are allocated using the formula described previously.

Page 5 shows the estimate for TDA funds for FY 22/23 and the allocations to the various sections described in the act. As you can see most of these are blank pending receipt of claims from the transit provider, or other action taken by the Commission.

Further, the independent auditor has informed us that TDA funds remaining after the needs of the transit system are satisfied, are to be apportioned to the City and County, and remain such in subsequent fiscal years. These funds may, at the discretion of the local agency, be used for transit purposes or other eligible purposes (i.e. roads, sidewalks, trails, etc.) without regard to subsequent unmet needs determinations.

Page 6 are the current commitments from past actions by the Commission. The PPM (Planning, Programming and Monitoring) funds are unused funds from a grant which are due back to Caltrans. The PERS funds are due to the County. The anticipation is that the final \$81,000 would be paid on the PERS obligation in FY 2022/23. On the ped and bike reserve, some is encumbered to the City and County, and some either the County or City could request.

There are TDA funds encumbered each to the County and City for road maintenance. In the past we have not been able to transfer these funds to the jurisdictions as neither had satisfied the audit requirements associated with prior such allocations. Progress has been made by the County and we are confident that these funds can be released for the productive uses for which they are intended. We are working with the City to get them to

a similar status. Presently, these encumbrances will remain in place until all audit requirements are fulfilled, or the local agencies elect to re-allocate these funds.

There are also funds allocated to the City and the County for any eligible transportation purposes (ped/bike uses, transit, or roads) as the City Council or County Board of Supervisors may elect.

In sum, the amount of TDA and STA funds to be allocated for FY 2022/23 appears to be more than adequate to fund transit purposes and other beneficial uses this fiscal year.

**RECOMMENDATION**

Staff recommends that the Commission allocate the noted FY 22/23 allocations based on the TDA and STA estimates provided in the staff report for FY 2022/23.

**ALTERNATIVES**

Commission to provide direction to staff.

Attachments (2)

## LASSEN COUNTY TRANSPORTATION COMMISSION INCOME

FISCAL YEAR	TDA FUNDS	STA FUNDS	STATE OF GOOD REPAIR FUNDS		TOTAL
			99313	99314	
FY 14/15	\$ 689,050	\$ 163,123			\$ 852,173
FY 15/16	\$ 721,029	\$ 128,760			\$ 849,789
FY 16/17	\$ 834,519	\$ 113,099			\$ 947,618
FY 17/18	\$ 920,022	\$ 205,855	\$ 43,421		\$ 1,169,298
FY 18/19	\$ 784,768	\$ 268,871	\$ 42,386		\$ 1,096,025
FY 19/20	\$ 809,921	\$ 262,685	\$ 42,689		\$ 1,115,295
FY 19/20 from Fund 128	\$ 410,000				NA
FY 20/21	\$ 900,454	\$ 206,351	\$ 41,335	\$ 1,871	\$ 1,150,012
FY 21/22	\$ 985,036	\$ 260,486	\$ 40,666	\$ 1,917	\$ 1,288,105
FY 22/23 EST.	\$ 1,034,625	\$ 386,097	\$ 42,271	\$ 1,985	\$ 1,464,978

<b>STATE TRANSIT ASSISTANCE (STA) FUNDS - CURRENT FISCAL STATUS</b>	
	<b>STA FUNDS *</b>
<b>CARRYOVER TO FY 21/22</b>	\$ 105,484
<b>INCOME IN FY 21/22</b>	\$ 260,486
<b>TOTAL AVAILABLE FY 21/22</b>	\$ 365,980
<b>TOTAL ALLOCATIONS / TRANSFER REQUESTS FY 21/22</b>	\$ 258,791
<b>TOTAL CARRYOVER TO FY 22/23</b>	\$ 107,189
<b>EST. INCOME IN FY 22/23</b>	\$ 386,097
<b>EST. AVAILABLE IN FY 22/23</b>	\$ 493,286

\* Allocated and transferred throughout the fiscal year.

<b>STATE OF GOOD REPAIR (SGR) FUNDS - CURRENT FISCAL STATUS</b>			
	<b>SGR FUNDS *</b>		<b>TOTAL</b>
	99313	99314	
<b>CARRYOVER TO FY 21/22</b>	\$ 41,808	\$ 1,891	\$ 43,699
<b>INCOME IN FY 21/22</b>	\$ 40,666	\$ 1,917	\$ 42,583
<b>TOTAL AVAILABLE FY 21/22</b>	\$ 41,808	\$ 1,891	\$ 43,699
<b>TOTAL ALLOCATIONS FY 21/22</b>	\$ 42,643	\$ 1,930	\$ 44,573
<b>TOTAL TRANSFER REQUESTS FY 21/22</b>	\$ 41,335	\$ 1,871	\$ 43,206
<b>TOTAL CARRYOVER TO FY 22/23</b>	\$ 41,139	\$ 1,937	\$ 43,076
<b>CARRYOVER COMMITMENTS TO FY 22/23</b>	\$ 1,308	\$ 59	\$ 1,367
<b>NET CARRYOVER TO FY 22/23</b>	\$ 39,831	\$ 1,878	\$ 41,709
<b>EST. INCOME IN FY 22/23</b>	\$ 42,271	\$ 1,985	\$ 44,256
<b>TOTAL AVAILABLE IN FY 22/23</b>	\$ 39,831	\$ 1,878	\$ 41,709

\* State of Good Repair Funds are allocated and transferred at offset of the fiscal year.

<b>TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS - FY 21/22 FISCAL STATUS</b>	
	<b>TDA FUNDS *</b>
<b>AVAILABLE NEW FUNDS IN FY 21/22</b>	\$ 925,036
<b>ADINISTRATION &amp; PLANNING ALLOCATIONS / TRANSFERS</b>	\$ 293,100
<b>PED &amp; BIKE RESERVE</b>	\$ 13,839
<b>TRANSIT ALLOCATIONS / TRANSFERS</b>	\$ 512,782
<b>REMAINDER DISTRIBUTED</b>	\$ 165,315
<b>TO COUNTY (59.2%)</b>	\$ 97,866
<b>TO CITY (40.8%)</b>	\$ 67,449

\* Allocated and transferred throughout the fiscal year.

<b>TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS - FY 22/23 FISCAL STATUS</b>	
	<b>TDA FUNDS *</b>
<b>EST. AVAILABLE NEW FUNDS IN FY 21/22</b>	\$ 1,034,625
<b>ADINISTRATION &amp; PLANNING ALLOCATIONS / TRANSFERS</b>	N/A \$205,883
<b>PED &amp; BIKE RESERVE</b>	N/A \$16,575
<b>TRANSIT ALLOCATIONS / TRANSFERS</b>	N/A \$632,911
<b>REMAINDER DISTRIBUTED</b>	N/A 179,256
<b>TO COUNTY (59.2%)</b>	\$106,120
<b>TO CITY (40.8%)</b>	\$73,136

\* Allocated and transferred throughout the fiscal year.

<b>Current Commitments from TDA funds/Fund 571</b>	
<b>Not subject to unmet needs determination</b>	
<b>Due to Caltrans - PPM Funds</b>	\$ 52,999.47
<b>Due to County - PERS</b>	\$ 81,783.22
<b>Pedestrian and Bike Reserve</b>	
FY 19/20 Encumbered to City	\$ 6,324.94
FY 19/20 Encumbered to County	\$ 9,769.06
FY 20/21 Encumbered to City or County	\$ 12,727.10
FY 21/22 Encumbered to City or County	\$ 13,839.00
<b>Other Reserves</b>	
FY 20/21 Encumbered to City road maintenance	\$ 185,586.00
FY 20/21 Encumbered to County road maintenance	\$ 305,382.00
FY 20/21 Allocated to City for eligible transportation purposes	\$ 83,960.00
FY 20/21 Allocated to County for eligible transportation purposes	\$ 138,158.00
FY 21/22 Allocated to County for eligible transportation purposes	\$ 97,866.00
FY 21/22 Allocated to City for eligible transportation purposes	\$ 67,449.00
<b>TOTAL</b>	<b>\$ 1,055,843.79</b>

LASSEN COUNTY TRANSPORTATION COMMISSION  
Resolution 22-08

Resolution Approving the Transportation Development Act Fiscal Year 2022/23 Transportation Development Act  
Allocation of Local Transportation Funds and State Transit Assistance Funds

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

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

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

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

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

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

WHEREAS, the LTSA submitted an annual claim form for funding the transit system during FY 22/23; and

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

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

WHEREAS, the Commission desires to reserve 2% of the available funds for pedestrian and bicycle facilities to be allocated at a future date; and

WHEREAS, the Commission understands that the noted Article 8 allocations will be reduced when the State bills for the unused PPM funds and potentially to reflect the Commission's desires relative to the request from the County for retirement and post-employment benefits,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the attached estimated FY 21/22 allocations be so allocated as directed by the LCTC, including \$632,911 in TDA funds \$386,097 in STA funds to allocate to LTSA.

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

The foregoing resolution was adopted by the Lassen County Transportation Commission at its October 17, 2022 regular meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

---

Aaron Albaugh, Chairman  
Lassen County Transportation Commission

The foregoing instrument is a correct copy of the original on file in the office of the Executive Secretary of the Lassen County Transportation Commission.

---

John L. Clerici, Executive Secretary

October 17, 2022



John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.12**

Date: October 13, 2022

From: John L. Clerici, Executive Secretary

Subject: US 395 Investment Plan

**REQUESTED ACTION**

**BY MOTION: Adopt the US 395 Investment Plan and direct staff to transmit the document to Caltrans in keeping with Strategic Partnership Grant Program**

**BACKGROUND**

US 395 is the primary north-south corridor through eastern California and is the only north-south route through Southern Lassen County. US 395 from 20 miles north of Reno, Nevada to Susanville, California is a conventional two-lane highway, with limited passing opportunities. In addition, US 395 is the fastest trucking connection between Reno and the Pacific Northwest. This segment of US 395 is the focus of this plan and is herein referred to as the “Study Corridor” throughout the rest of this report.

This funding plan and project implementation strategy is the culmination of a multi-year effort to identify improvements to the US 395 Corridor from Hallelujah Junction to SR 36 near Susanville and provide a baseline project definition.

The first significant step in this effort was the development of a *Transportation Concept Report* (TCR) completed by Caltrans District 2 in 2017 (see Attachment 1), which recommends widening US 395 to a four-lane divided expressway from in the study corridor.

Based on the TCR, the Lassen County Transportation Commission funded the *US 395 Coalition and Implementation Plan* to form a multi-jurisdiction, multi-state Coalition advocating for the improvement of US 395 Corridor from Hallelujah Junction to SR 36 near Susanville and provide baseline analysis for the improvements described in the TCR. It included the following elements:

- Coalition Members and Commitments
- Goals and Objectives
- Existing Conditions: Analysis of existing conditions, land use, plans, safety data, studies
- Summary of Community Engagement

- Environmental Opportunities and Constraints, including a map
- Existing Right of Way and Potential Needs
- Cross Section and Intersection Design Options
- Cost Estimates for Project Development, Right of Way and Construction
- Financial Analysis
- Political Analysis

The Implementation Plan was finished in August 2020.

Concurrent with the development of the Implementation Plan, regional stakeholder critical to forming the US 395 Coalition were contacted and engaged in a series of meetings. In addition, community workshops were held along the US 395 corridor in the study area. To help promote and build the coalition, stakeholder calls and meetings were held starting on December 6, 2018. Following that meeting, organizational calls culminating in workshops and meetings have occurred between key original stakeholders on a monthly basis.

## **DISCUSSION**

In 2019 the LCTC received a Strategic Partnership grant to continue the efforts to study US 395. There were two principal studies to be undertaken as part of the second phase effort. They consisted of a safety analysis and an economic analysis, both based on the concept of developing the four-lane highway described in the US 395 Coalition and Implementation Plan. Both were intended to further build the foundational elements necessary to seek funding for the improvements.

The *Safety & Current Conditions Analysis and Evaluation of Future Expansion of US 395* was conducted by the Engineering Department at California State University of Sacramento. It examined in detail the existing and predicted safety along US 395 in the project area. The study compares these results with similar roadway like State Route 70 in Butte County which recently received State funding for improvements like those anticipated for US 395.

The *US 395 Strategic Corridor Investment Analysis* was conducted by the Department of Economics at California State University of Sacramento. It examined the existing and predicted economic costs and more importantly benefits along US 395 associated with improvements described in Caltrans Highway Concept Report.

Both studies were completed in early 2021.

One outcome of the safety study was the development of a second, safety related proposal that would build 11 additional passing lanes in the project area. The passing lane proposal was seen as a shorter-term solution to address the increasing safety issues on US 395, with the intention of providing frequent and regular passing opportunities that reduce the need for passing in the oncoming travel lane. The *US 395 Passing Lane Technical Memorandum* was finished in early 2022 and include basic descriptions of the passing lane locations, length, typical cross-section, and cost.

## **US 395 INVESTMENT PLAN**

The purpose of this Investment Plan is to identify appropriate revenue sources necessary to implement all or part of the projects identified as part of the US 395 Coalition process. In addition, this plan will identify the planning steps required to bring a project from concept to construction. This plan builds on significant work done on the US 395 corridor to date and inform the Investment Plan. They include:

- *US 395 Coalition and Implementation Plan* – Mark Thomas – August 2020
- *US 395 Strategic Corridor Investment Analysis* – California State University Sacramento Department of Economics – November 2021
- *Safety Analysis and Evaluation of Current Conditions and Future Expansion of US 395 in Lassen County* – California State University Sacramento Department of Engineering – November 2021
- *US 395 Passing Lanes Technical Memorandum (Nevada border to SR 36 junction)* – Mark Thomas – January 2022

Combined, these documents represent a wealth of technical data and analysis on which to identify and promote any of a number of projects on the US 395 corridor in Lassen County. By reference these documents provide ample information on:

- Coalition Members and Commitments
- Goals and Objectives
- Existing Conditions: Analysis of existing conditions, land use, plans, safety data, studies
- Summary of Community Engagement
- Environmental Opportunities and Constraints, including a map
- Existing Right of Way and Potential Needs
- Cross Section and Intersection Design Options
- Cost Estimates for Project Development, Right of Way and Construction

This investment plan focuses on the available financing instruments available to fund all or some of the projects identified, as well as the political/institutional pathways that will need to be navigated.

The Investment Plan has been reviewed by the LCTC Technical Advisory Committee, as well as the US 395 Coalition. Portions of it have also been shared with stakeholders such as the Sierra Alliance as well as the LCTC during the 2 plus years of its development.

The adoption of this plan today will not mean the end of its review and development. The Investment Plan is a living document and therefore will evolve over time. More importantly, strategies described in this plan have already been implemented to pursue funding for projects in the US 395 corridor.

## **RECOMMENDATION**

Staff recommends that the Commission

## **ALTERNATIVES**

Commission to provide direction to staff.

Attachments (1)



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

555 CAPITOL MALL, SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

---

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.13**

Date: October 17, 2022

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: LCTC Draft Bylaws

**REQUESTED ACTION**

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

**BACKGROUND**

Prior to 2017 (since 1972) the LCTC was staffed by Lassen County. In 2017 the Commission moved to relinquish Lassen County of its management responsibilities and hired a consultant, through competitive contract, to provide staff services. As part of this transition the LCTC adopted the bylaws utilized by Lassen County.

To date these by-laws have adequately served the LCTC and its staff. However, staff has recognized for some time that there were some discrepancies in the by-laws and the actual operation of the LCTC under its current staffing model. These are fairly minor issues that include:

- **REGULAR MEETINGS:**  
Existing - A Regular Meeting of the Commission shall be held on the second Monday of every odd numbered month (January, March, May, July, September, and November) in the Lassen County Board of Supervisors Meeting Room located at 707 Nevada Street, in the City of Susanville, the County Seat.  
Proposed - A schedule of the Regular Meetings of the Commission for the next fiscal year will be adopted at the last meeting of the previous fiscal year by the Commission. Commission meetings will be held on the second Monday of the month at a location selected by the Commission.
- **TIME OF BUSINESS**  
Existing - Time of business for a regular meeting shall normally be conducted from 1:00 P.M. unless another start time is timely published on any agenda in accord with the Ralph M. Brown Act.  
Proposed - Time of business for a regular meeting shall normally be conducted from 1:30 P.M. unless another start time is timely published on any agenda in accord with the Ralph M. Brown Act.
- Other changes include renaming the Executive Director to Executive Secretary, and reorient the responsibilities to meet the current staffing structure.

**DISCUSSION**

LCTC staff has shared these revised by-laws with LCTC counsel for review and comment. Staff intends to share the by-laws with your Technical Advisory Committee, as well as Commissioners, for review and comment. The goal is to bring the revised by-laws back to the Commission for adoption at your December meeting.

**RECOMMENDATION**

None. This is an information item.

Attachments (1)

**RESOLUTION NO. 22-XX**

**RESOLUTION SETTING FORTH THE LASSEN COUNTY TRANSPORTATION  
COMMISSION RULES OF PROCEDURE**

WHEREAS, The Lassen County Transportation Commission (Commission) was formed on May 8, 1972, by the Lassen County Board of Supervisors by the adoption of Resolution No. 2119 and pursuant to Article 11, Chapter 2 of Division 3 of Title 3 of the California Government Codes to comply with the provisions of California Senate Bill 325, the Mills-Alquist-Deddeh Act, better known as the Transportation Development Act (TDA); and

WHEREAS, the Commission has specific duties pursuant to state and federal statute as the Local Transportation Commission for administering the provisions of the Transportation Development Act for allocating Local Transportation Funds and State Transit Assistance Funds and as the state designated Regional Transportation Planning Agency to perform transportation planning activities for its member entities; and,

WHEREAS, the Commission is established as a public entity separate and distinct from its member entities of the County of Lassen and City of Susanville; and,

WHEREAS, California Government Code Section 29535 governs the composition of a local transportation commission's governing board to be comprised of six appointed regular members and six appointed alternative members; and,

WHEREAS, the Lassen County Board of Supervisors and the Susanville City Council shall each appoint three regular members to serve on the Commission; and

WHEREAS, each appointing authority, for each regular member it appoints, may appoint an alternate member to serve and vote in the place of the regular member when the regular member is absent or disqualified from participating in a meeting of the commission; and

WHEREAS, the term of office for each regular member or alternative member is at pleasure of the member's appointing member agency, and it may be affirmed at any frequency, from time to time, at the discretion of its member agency; and,

NOW THEREFORE, BE IT RESOLVED by the Commission that the Commission is authorized to exercise the common powers provided for in these Rules of Procedure (Rules) and to administer and otherwise execute the provisions of these Rules.

BE IT FURTHER RESOLVED that it is the intention of the Commission that these Rules shall supersede any prior guidelines, agreements, discussions, commitments, representations, resolutions, actions or agreements, written or oral, of the Commission pertaining to commission proceedings and Rules.

## RULES OF PROCEDURE

### RULE 1. MEETINGS

- A. Regular Meeting: A Regular Meeting of the Commission shall be held on the second Monday of every odd numbered month (January, March, May, July, September, and November) in the Lassen County Board of Supervisors Meeting Room located at 707 Nevada Street, in the City of Susanville, the County Seat. A schedule of the Regular Meetings of the Commission for the next fiscal year will be adopted at the last meeting of the previous fiscal year by the Commission. Commission meeting will be held on the second Monday of the month at a location selected by the Commission.
- B. Special Meeting: A Special Meeting of the Commission may be held at any time or place, if notice of such meeting is given consistent with the Ralph M. Brown Act. The Chairman of the Commission, the Vice Chairman, or the Executive Director may call a special meeting, including the time and date of business to be conducted. It shall be the responsibility of the Executive Director to prepare, post and provide notice and agenda of the special meeting consistent with the Ralph M. Brown Act.
- C. Time Business: Time of business for a regular meeting shall normally be conducted from 1:~~00~~30 P.M. unless another start time is timely published on any agenda in accord with the Ralph M. Brown Act.
- D. Adjournment: Whoever is present, even if they are less than a quorum, may so adjourn a regular or special meeting if no member of the Commission is present, the Clerk or Executive ~~Director~~Secretary may adjourn the meeting. Notices and agendas for adjourned and continued meetings and hearings shall follow the Ralph M. Brown Act.
- E. Order of Business: The Order of Business at regular and special meetings shall be as arranged by the Chairman, except for matters set for a specific time by the agenda or action of the Commission. The Order of Business at regular meetings shall be identified on the agenda as follows:

AGENDA

**Commented [JC1]:** We actually vote on the schedule of meetings at the last meeting of the FY (June)

**Commented [JC2]:** I need to make this conform to our current agenda format.

- Closed Session (Optional), if needed, and may be held at any time as permitted by the Ralph M. Brown Act and as allowed by the agenda schedule.

- Announcement of Items Discussed in Closed Section

1. Convene/Call to Order (Re-adjournment, if necessary)

1.1 Pledge of Allegiance

1.2 Agenda Approval, Additions and/or Deletions

1.3 Minutes Approval

2. Correspondence/Public Comment

2.1 Public Comment (Non-Agenda Items)

2.2 Correspondence

3. Reports

3.1 Executive ~~Director~~ Secretary

3.2 Caltrans

3.3 California Highway Patrol

3.4 Susanville Indian Rancheria

3.5 City of Susanville

3.6 County of Lassen

3.7 Technical Advisory Committee

3.8 Summary of Commission Financial Activities

4. New Business

5. Other Business

6. Matters brought forth by Commission members

7. Recess (as necessary)

8. Adjournment

F. Matters not on the Agenda: It is the policy of the Commission to discourage adding items not listed on the posted agenda unless there is a substantial urgency to add such item. Items may be added to the agenda only if:

1. A majority of the Commission determines a genuine emergency situation exists (as defined in Government Code §54956.5); or
2. The Commission, by a 2/3 (i.e. 4/6 vote of the Commission members present) or by unanimous vote of 4 members when only 4 members are present to determine both that:
  - a. There is a need to take immediate action, **and**
  - b. That the need for action came to the attention of the County subsequent to the agenda being posted.

## RULE 2. OFFICERS

A. Officers: The Commission Officers shall consist of a Chairman and a Vice Chairman.

The duties of the Chairman include:

1. Presiding at all meetings of the Commission
2. Ruling on points of procedure
3. Setting the order of business on the Agenda
4. Establishing ad hoc committees
5. Appointing members to standing and temporary (ad hoc) committees

**Commented [TS3]:** This is new. Historically, the LCTC has had an Executive Secretary

**Commented [JC4R3]:** I need to make this conform to our current agenda format

**Commented [TS5]:** Do they get funding from the LCTC and are they on the TAC?

**Commented [JC6R5]:** Yes

6. Executing documents on behalf of the Commission where the underlying action has been approved by the Commission
7. Calling Special Meetings of the Commission, as authorized pursuant to SECTION 2, above

The Duty of the Vice Chairman includes:

1. Fulfilling the duties of the Chairman when the Chairman is absent
- B. Election of Officers: At the first regular meeting of the calendar year, the Chairman and Vice Chairman shall be elected by majority vote of the Commission. In the event that in any given year, the first regular meeting of the year shall occur before any newly elected Commission member (or members) is seated, the election of the Chairman and Vice Chairman shall be postponed until all new Commission members are seated or until the second regular meeting of the year.
- C. Term: The Chairman and Vice Chairman shall preside for one year, or until their successors are installed, respectively, whichever last occurs.
- D. Chairman Pro Tem: In the absence or inability of the Chairman and the Vice Chairman to attend any meeting, a Chairman pro tem shall be selected by the members present to serve in such capacity at that meeting.
- E. Vacancies: If the Chairmanship becomes vacant for any reason, the office is to be filled by the Vice Chairman, irrespective of the length of time the Vice Chairman has held such office. If the Vice Chairman succeeds to the office of the Chairman, the Commission shall elect a new Vice Chairman at the earliest opportunity.
- F. Removal: Any officer may be removed from office by a majority vote of the Commission of Supervisors.

### RULE 3. ATTENDANCE

- A. Commission Members: All regular and alternate Commission members are expected to attend the meetings of the Commission unless such member is ill, subjected to a business or family emergency, or official business. Members are required to let the Executive ~~Director~~ Secretary and Chairman of know of any planned absences.
- B. Clerk (Executive Secretary): The Executive Secretary or designee shall serve as the Clerk (Executive Secretary) of the Commission. The Clerk shall maintain a public record of the Commission's resolutions, transactions, findings, and determinations, and shall prepare agendas and minutes of each regular and special meeting of the Commission.
- C. Legal Counsel: The Commission may proceed with Agenda matters for which Counsel's presence is unlikely to be required. The Executive Director or Chairman shall make prior arrangements with Counsel to be present at a meeting or available to the Commission by

telephone.

- D. Executive Secretary: The Executive Secretary or designee shall attend all meetings of the Commission. Occasional absences for the purposes of a vacation are recognized. The Executive Secretary shall advise the Commission of any planned absences.

#### RULE 4. AGENDA MANAGEMENT

- A. Preparation: Agendas for regular and special meetings will be prepared by the Executive ~~Director~~Secretary or designee based on items submitted by regular or alternative members, the City Administrator, the County Administrative Officer, the City Director of Public Works, the County Director of Public Works/Transportation Director, and written requests from affiliated agencies (i.e. Caltrans, California Highway Patrol, Federal Highway Administration) or the public.

1. Requests from members of the public to place an item on a regular or special agenda shall either be sponsored by a regular member or alternative member or the Executive ~~Director~~Secretary before being placed on the agenda for discussion. Issues or conflicts pertaining to the sponsorship on an agenda items that are not resolved among the foregoing shall be submitted to and resolved by the Chairman of the Commission or by majority vote at a regular or special meeting.

B-a. Legal Documents: Any formal contract or agreement shall be submitted to the Commission in final form as "approved to form" by legal counsel together with any proposed adopting resolution.

~~C-B.~~ Correspondence: Any item of correspondence requiring discussion and action by the Commission shall be noticed correctly for the item to be acted upon by the Commission.

~~D-C.~~ Reconsideration: Any matter which has been decided by vote can be reconsidered by the Commission when a regular or alternative member, who 1) was on the prevailing side of the vote, and 2) who has changed position or view requests reconsideration of the matter. \_\_\_\_\_

#### RULE 5. PROCEDURE

- A. Motion: When a member makes a motion, the motion shall be stated to the Chairman by the moving member. Upon being recognized by the Chairman, anyone may ask the Chairman to ask the Clerk to repeat the motion.
- B. Second: No question on a motion shall be debated or put to vote unless the motion has been seconded. When a motion is seconded, it may be stated by the Chairman or the Chairman's designee before the debate.
- C. Possession and Withdrawal: A motion having been stated by the Chair, it shall be deemed to

be in possession by the Commission, but it may be withdrawn at any time by the maker of the motion before decision or amendment with the assent of the second.

D. Incidental Motions: When a question is under debate, no motion shall be received unless:

To adjourn

*A motion to adjourn shall be decided without debate.*

To take a recess

To adjourn at a fixed time

*A motion to fix time of adjournment shall be decided without debate.*

To lay on the table

To take from the table

To consider the previous question

To postpone to a certain time and date

To commit to committee

*A motion to commit to committee shall specify the purpose of the committee, the length of time the committee shall serve, and the times and methods by which the committee shall report to the Commission*

To amend

To postpone indefinitely

E. Call to Order: A member called to order shall relinquish the floor unless permitted to explain, and the Commission, if appealed to, shall decide on the case, but without debate. If there is no appeal, the decision of the Chair shall be final.

F. Roll Call Vote: Upon demand of any Commission member, or at the discretion of the Chair, the vote shall be by roll call.

G. Quorum: A quorum for the transaction of business shall be four members comprised of 1) regular members, or 2) any combination of regular and alternate member(s) serving in the absence or vacancy of a regular member from the same jurisdiction. If less than a quorum is present, the only action which may be taken is to note for the record that a quorum is lacking. Without a quorum, a meeting may not be scheduled or rescheduled.

H. Voting Requirements: Each regular member appointed to the LCTC, or alternate member serving in the absence or vacancy of a regular member, shall have one vote on matters brought before the LCTC.

1. The minimum vote required to pass an item shall be four (4) affirmative votes unless a greater number is otherwise required by law or by prior action of the Commission. If only four (4) members of the Commission are present, any action shall require a unanimous vote of such four members.

I. Abstentions: Any Commission member may abstain from voting. An abstention shall not be counted as a vote for or against an item. An abstention from voting on the merits of any matter shall be announced audibly. The Commission member should state the reason for the

abstention.

- J. Minute Order: A Commission Minute Order applies as a directive to the Executive Secretary. It need not be reviewed in writing, as it generally applies to one specific act only (e.g. investigate funding opportunities and report back to the Commission at the next regular meeting).

#### RULE 6. CONFLICTS OF INTEREST

- A. Procedure: Any Commission member who has a financial interest in a decision (see Government Code § 87100, et. seq.) shall do the following:
  - 1. Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, and
  - 2. Recuse himself or herself from discussing and voting on the matter
  - 3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the consent agenda.

*While there is some legal authority which allows an individual Commission member to address the Commission on an issue with which they have a conflict, it is incumbent on that individual Commission member to correctly apprise themselves to what degree they are legally permitted to do so. Such activity should be exercised with caution not only to reduce the likelihood of a violation by the individual Commission member of the Political Reform Act, Government Code section 1090, or any other applicable law, but also to mitigate any perception of impropriety by the Commission as a whole.*

#### RULE 7. PUBLIC COMMENT

- A. Closed Session and Non-Agenized Items of Commission Business: The Order of Business on the Commission's Agenda shall provide a time for public comment to allow members of the public to speak 1) at prior to any closed session, if any, and 2) during each regular and each special meeting on any item of interest within the subject matter jurisdiction of the Commission, however, the Commission is prohibited from taking any action on any item not listed on the Agenda.
- B. Public Comment on Agenda Items: The public shall have the right to speak on a specific item of business before or during the Commission's consideration of the item on the agenda.
- C. "Public" Defined: The term "Public" includes everyone except members of the Commission, members of the Technical Advisory Committee, Elected Officials or their designees (collectively referred to as "staff"), Commission Staff, representatives to the Commission from the California Highway Patrol, CalTrans, Federal Highway Administration, Commission's independent contractor(s) and any authorized signatory party to a contract agendized and pending before the Commission.

#### RULE 8. PROCEDURE FOR HEARINGS

The order of procedure for hearings before the Commission shall follow the County of Lassen's procedures for hearings, as contained in the Board of Supervisors Rules of Procedures.

#### RULE 9. ADOPTION OF RESOLUTIONS

Resolutions shall be adopted by a majority vote of the members upon motion duly made and seconded. A resolution shall take effect immediately. A resolution may be adopted by a voice vote except where the law requires a specific number of votes.

#### RULE 10. DIRECTION OF COMMISSION PERSONNEL AND CONTRACTORS

All direction to Commission employees and independent contractors should be given through the Executive ~~Director~~ Secretary or as provided by agreement. Individual commission members shall not give direction to commission employees or independent contractors.

#### RULE 11. AMENDMENTS

Amendments to these rules of procedure shall be by majority vote of the Commission, and the amendment shall become active at the Commission's next regular meeting.

#### RULE 12. COMMITTEES

A. Creation: The Chairman, Executive ~~Director~~ Secretary, or the Commission has the power to establish committees for addressing items of Commission interest or authority. A motion from the Commission to commit an item or to create a committee shall specify the purpose of the committee, the length of time the committee shall serve, and the times and methods by which the committee shall report to the Commission. The types of committees shall be as follows:

1. Standing Committees: By resolution or formal action of the Commission, the Commission may create a standing committee of the Commission for the purpose of having continuing subject matter jurisdiction (e.g. budget, policy, planning) and a fixed meeting schedule. A standing committee shall comply with the Ralph M. Brown Act.
2. Temporary Advisory or Ad Hoc Committees: A temporary advisory (i.e. ad hoc) committee may be designated by an informal action of the Chairman, or at any time under the implied authority of the Executive ~~Director~~ Secretary. In either occurrence, a temporary advisory committee may be exempt from the Ralph M. Brown Act, and shall only perform under these conditions: (1) a limited term (2) be comprised of less than a quorum of the Commission; (3) serve in a limited or single purpose (i.e. specific task), (4) is not perpetual, and (5) it will be dissolved once its specific task is completed.

#### RULE 13. INTERPRETATION

In the absence of rules, herein, or if interpretation is necessary of these Rules, the Chairman and the Commission shall refer and adhere to Rosenberg's Rules of Order<sup>1</sup> in effect at any given time.

The foregoing Resolution was passed and adopted at a regular meeting of the Lassen County Transportation Commission, County of Lassen, State of California, held the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ by the following vote:

**Commented [JC7]:** I need to make this conform to our current resolution format.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Lassen County Transportation

Commission

ATTEST:  
Executive ~~Director/Clerk~~Secretary of the Commission

BY: \_\_\_\_\_  
\_\_\_\_\_, Deputy Clerk of the Commission

I, \_\_\_\_\_, Deputy Clerk of the Commission of the Commission of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Commission of Supervisors at a regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

<sup>1</sup> [https://www.cacities.org/Resources/Open-Government/RosenbergText\\_2011.aspx](https://www.cacities.org/Resources/Open-Government/RosenbergText_2011.aspx)

|

Deputy Clerk of the Commission

DRAFT

10



John L. Clerici, Executive Secretary

---

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.14**

Date: October 12, 2022

From: Glenn Moeller, LCTC Staff

Subject: Augmented ZEV Grant

**REQUESTED ACTIONS:**

**BY MOTION: Grant permission to the Executive Secretary and staff to finalize the Request For Proposal (RFP), provide it to Caltrans for review and comment, finalize, and advertise.**

**PAST ACTION**

In April 2022, the LCTC received a grant from Caltrans to prepare Transit Fleet Electrification Studies for both LCTC and Plumas County Transportation Commission.

**BACKGROUND/DISCUSSION**

The purpose of the original grant application was for LCTC to hire a consultant to prepare Lassen/Plumas County Electric Vehicle (EV) Electrification Feasibility Studies. Subsequent discussions among LCTC staff and with outside entities, most notably the North State ZEV Working Group, questioned the base assumption that electric-battery-based (EB) buses would be the technology of choice, precluding examination of hydrogen-fuel-cell-based (HFC) buses. HFC was mentioned in the application, but the details of that need to be worked out in the RFP.

While the limited description given to HFC buses may have been warranted when applying for the grant, concerns about the availability and reliability of electricity, coupled with the seemingly ever-increasing availability of HFC vehicles in general and busses in particular, and the resources California is expending on developing hydrogen as an energy carrier through the California Hydrogen Strategy, argue that an examination of technology choices is instead prudent.

Toward that end, the Scope of Work (SOW) from the original grant application has been augmented and redirected to focus on providing the base information needed to determine which technology is more appropriate for each particular transit need across the LCTC and PCTC systems. The ultimate deliverable being the calculated cost per ton of CO<sub>2</sub> saved relative to diesel buses as a function of miles travelled for each technology.

Prior to finalizing and advertising the RFP, staff believes consultation with and review by both Caltrans and PCTC is needed.

**RECOMMENDATION** – Grant permission to the Executive Secretary and LCTC staff to finalize the RFP, provide it to Caltrans for review, finalize, and advertise for potential vendors.



Staff Report

To: Lassen County Transportation Commission  
Date: October 11, 2022  
From: Genevieve Evans, LCTC Staff  
Subject: Draft Lassen County Active Transportation Plan

**AGENDA ITEM 4.15**

**REQUESTED ACTIONS: None**

**PAST ACTION**

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

**BACKGROUND/DISCUSSION**

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

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

Chapter 4 of the Draft Lassen County Active Transportation Plan summarizes bicycle and pedestrian issues identified through the input process and review of existing conditions. Next, criteria are

identified with which to prioritize a long list of potential capital improvements to improve safety and mobility for non-motorized users.

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

**NEXT STEPS** – After the commission has provided input, LCTC staff will organize a meeting with stakeholders and local jurisdiction staff to develop a simple short-term implementation plan. The Final Active Transportation Plan along with the implementation plan will be brought forward to the commission at the December meeting.

**RECOMMENDATION** – Review the project lists in Appendix B of the Draft plan and provide staff with suggestions and input.

Appendix B  
**ACTIVE TRANSPORTATION IMPROVEMENT PROJECTS**

---

## **ACTIVE TRANSPORTATION IMPROVEMENT PROJECTS**

---

### **ACTIVE TRANSPORTATION IMPROVEMENT PROJECTS**

This Appendix contains tables summarizing high, medium, and low priority active transportation projects for both the City of Susanville and Lassen County that were developed based on feedback from stakeholders and public input. The process for identifying and prioritizing these projects is outlined in Chapter 4. Each table contains details about the project types, the facilities being worked on, and the estimated costs.

**Table B-1: Susanville High Priority Active Transportation Improvement Projects**

Project Name/Location	Project Description	Project Type	Facility	Estimated Cost (\$1,000s)
<b>Susanville</b>				
Riverside Drive Bike Path	Class I facility on the south side of Riverside Dr. from Fruit growers Park to where the Susan River Trail crosses Riverside Drive. Includes pedestrian bridge.	Bike/ped	Class I	\$2,300
Skyline Bike Path Extension	Continuation of Class I facility to Bizz Johnson Trail with additional connections to Lassen Community College, Fairgrounds, Walmart, and Safeway	Bike/ped	Class I	\$1,388
Skyline to Susanville Ranch Park Connection	Class I/II facility from Skyline Trail terminus along Skyline Rd, Paul Bunyan Logging Rd and Cherry Terrace to Susanville Ranch Park	Bike	Class I	\$690
SR 36 Complete Streets Projects	A variety of improvements to increase safety and mobility along SR 36 in downtown Susanville. This includes bulbouts, raised pedestrian refuge islands and rectangular rapid flashing beacons (RRFB). A particularly dangerous area is near Mesa St.	Ped	Various	Up to \$16,000
Paul Bunyan Road	Proposed bike route along Paul Bunyan Road, from Chestnut Street (N) to Derek Drive	Bike	Class III	\$30
SR 139 bicycle lanes in Susanville	Class I/II facility along SR 139 (Ash) between downtown and the Hospital, also connecting to the college	Bike/Ped	Class II	\$247
Richmond Road	Crosswalk between Bizz Johnson Trail and Depot parking lot	Ped	Crosswalk	\$5
Skyline Bike Path Access from College	Provide a paved path behind the college and Banner/Lassen Hospital on roads already cleared of brush between the Skyline North path on Anderson Street.	Bike/ped	Class I	\$923
North Street	Proposed bike route along North Street, from N Roop Street (W) to Ash Street (E).	Bike	Class III	\$28
Richmond Road Bike Lanes	Class II bicycle lanes - from Depot to High School Driveway	Bike	Class II	\$58

**Table B-2: Lassen County Regional High Priority Active Transportation Improvement Projects**

Estimated Cost (\$1,000s)

Project Name Project Description Project Type Facility

**Lassen County**

Mooney Road (A 21)	Class I/II route on Mooney Road between SR 36 and downtown Westwood. Most importantly, between Old Town Road and Ash St.	Bike/Ped	Class II	\$82
Mooney Road (A 21)	Class II route on A 21 between Westwood and Clear Creek Park	Bike	Class II	\$330
Westwood	Sidewalks	Ped	Sidewalks	\$437
Westwood SR 36 and A 21	Pedestrian crossing at intersection	Ped	Crosswalk	\$5
Westwood to Clear Creek	Class II/III bicycle lanes between Westwood and Clear Creek along 3rd St/A 21 and 147	Bike	Class III	\$102
Richmond Road from Diamond View School to Johnstonville	Provide Class II facility from Susanville to Johnstonville (currently Class III)	Bike	Class II	\$814

**Table B-3: Susanville Medium Priority Active Transportation Improvement Projects**

Project Name/Location	Project Description	Project Type	Facility
<b>Susanville</b>			
Alexander Avenue	Proposed bike route along Alexander Avenue, from Main (NE) to Modoc (SW) streets.	Bike	Class III
Cherry Terrace	Proposed bike route beginning at the top of Cherry Terrace (Susanville Ranch Park), heading S to N Roop Street, and connecting to Main Street.	Bike	Class III
Cherry Terrace Bike/Ped facilities	Class II bicycle lanes or sidewalk along full length of roadway to connect to Susanville Ranch Park and Meadowview School	Bike/Ped	Class II
Gaps in sidewalk network in Susanville	Fill in gaps in sidewalk network	Ped	Sidewalk
Grand Avenue	Extend sidewalks along Grand Avenue toward five-way intersection with Chestnut and Paul Bunyan	Ped	Sidewalk
Numa Road	Proposed bike lane along Numa Road, from Skyline Road (S) up to Spring Ridge Road (N).	Bike	Class II
Paul Bunyan Bicycle Path	Class I trail from the intersection of Chestnut and Paul Bunyan north to Skyline Trail	Bike/ped	Class I
Paul Bunyan Rd to Casino Bicycle Lanes	Class II bicycle lane along Paul Bunyan Road from Chestnut to Diamond Mountain Casino	Bike	Class II
Riverside Drive Bike Lanes	Class II bicycle lane from Richmond Road to SR 36	Bike	Class II
Spring Ridge Road to Susanville Ranch Park	Class I connector trail from Spring Ridge Rd (near mobile home park) to Susanville Ranch Park	Bike/ped	Class I
SR 36 bicycle lanes in Susanville	Class II bicycle lanes through town	Bike	Class II
SR 36/Main Street	Proposed bikeway upgrade--from Class III to Class II--running from S Pine Street (W) and out of town on Hwy. 36.	Bike	Class II
Susan River Bike Path Extension	Continuation of Class I facility from Alexander Road to Richmond Road	Bike/ped	Class I
Wayfinding Plan Projects	Various	Bike/ped	Various
Weatherlow Street	Proposed bike route along Weatherlow Street, beginning at the Memorial Park (N) and ending at Riverside Drive (S).	Bike	Class III

**Table B-4: Lassen County Regional Medium Priority Active Transportation Improvement Projects**

Project Name	Project Description	Project Type	Facility
<b>Lassen County</b>			
SR 36 near Westwood	Widen Robbers Creek Bridge	Bike/Ped	Road
Standish-Buntingville (A3)	Widen shoulders	Bike	Road
Eagle Lake Road	Widen shoulders	Bike/Ped	Road
SR 299 from Shasta County Line to Modoc County Line	Bike lane on SR 299 from Shasta County Line to Modoc County Line	Bike	Class II
Center Road/A-27	Widen shoulders	Bike/Ped	Road
SR 36 from Plumas County Line to Jct with US 395 near Janesville	Class II bicycle lanes (Susanville section included in separate table)	Bike	Class II
SR 44 from Shasta County Line to SR 36	Existing Class III, proposed to become Class II, rom Shasta County line to SR 36	Bike	Class II
Janesville Bicycle Path	Class I bicycle path along Main Street from US 395 to SR 36	Bike	Class I
SR 139 from Susanville to Modoc County Line	Bike lane along SR 139 from Susanville City Limit to Modoc County Line	Bike	Class II
US 395 Litchfield to Jct SR 36	Bike lane along US 395 between Litchfield and SR 36	Bike	Class II
US 395 Sierra County Line to Jct SR 36	Bike lane from Sierra County line north to the junction with SR 36	Bike	Class II

**Table B-5: Susanville Low Priority Active Transportation Improvement Projects**

Project Name/Location	Project Description	Project Type	Facility
<b>Susanville</b>			
Alexander Avenue	Proposed bike route along Alexander Avenue, from Main (NE) to Modoc (SW) streets.	Bike	Class III
Cherry Terrace	Proposed bike route beginning at the top of Cherry Terrace (Susanville Ranch Park), heading S to N Roop Street, and connecting to Main Street.	Bike	Class III
Cherry Terrace Bike/Ped facilities	Class II bicycle lanes or sidewalk along full length of roadway to connect to Susanville Ranch Park and Meadowview School	Bike/Ped	Class II
Gaps in sidewalk network in Susanville	Fill in gaps in sidewalk network	Ped	Sidewalk
Grand Avenue	Extend sidewalks along Grand Avenue toward five-way intersection with Chestnut and Paul Bunyan	Ped	Sidewalk
Numa Road	Proposed bike lane along Numa Road, from Skyline Road (S) up to Spring Ridge Road (N).	Bike	Class II
Paul Bunyan Bicycle Path	Class I trail from the intersection of Chestnut and Paul Bunyan north to Skyline Trail	Bike/ped	Class I
Paul Bunyan Rd to Casino Bicycle Lanes	Class II bicycle lane along Paul Bunyan Road from Chestnut to Diamond Mountain Casino	Bike	Class II
Riverside Drive Bike Lanes	Class II bicycle lane from Richmond Road to SR 36	Bike	Class II
Spring Ridge Road to Susanville Ranch Park	Class I connector trail from Spring Ridge Rd (near mobile home park) to Susanville Ranch Park	Bike/ped	Class I
SR 36 bicycle lanes in Susanville	Class II bicycle lanes through town	Bike	Class II
SR 36/Main Street	Proposed bikeway upgrade--from Class III to Class II--running from S Pine Street (W) and out of town on Hwy. 36.	Bike	Class II
Susan River Bike Path Extension	Continuation of Class I facility from Alexander Road to Richmond Road	Bike/ped	Class I
Wayfinding Plan Projects	Various	Bike/ped	Various
Weatherlow Street	Proposed bike route along Weatherlow Street, beginning at the Memorial Park (N) and ending at Riverside Drive (S).	Bike	Class III

**Table B-6: Lassen County Regional Low Priority Active Transportation Improvement Projects**

Project Name	Project Description	Project Type	Facility
<b>Lassen County</b>			
139 -Termo-Ravendale	Bike route along Termo-Grasshopper Road from SR 139 to US 395, Juniper Ridge Rd to Chicken Ranch Road in Ravendale	Bike	Class III
Antola Road	Proposed bike route along Antola and Fish and Game roads through Wendell	Bike	Class III
Cheney Creek Road	Proposed bike route on Cheney Creek Road, running SW from Diamond View Middle School.	Bike	Class III
Doyle Loop and Constantina Rd	Proposed bike route running SE on Doyle Loop Rd and Constantina Rd from Doyle back to US 395	Bike	Class III
Gamier Road	Proposed bike route on Gamier Road, running S from Herlong Access Road to Hwy. 395	Bike	Class III
Herlong Access Road	Proposed bike route on Herlong Access Road, running NE from Hwy. 395 to Herlong	Bike	Class III
Janesville Grade	Proposed bike route on Janesville Grade, running from Hwy. 395 (NE) to Rd28N01	Bike	Class III
Little Valley Rd Bicycle Route	Class III bicycle route on Little Valley Road from Little Valley to Shasta County Line	Bike	Class III
Mapes Ln in Standish	Proposed bike route along Mapes Lane, running E-W from Standish Buntingville Road to US 395	Bike	Class III
Mooney Road (A 21)	Proposed bike route on Mooney Road, running from SR 44 (N) to SR 36 (S)	Bike	Class III
Nubieber - Foothill Road Bicycle Route	Class III bicycle route near Nubieber on Old Cemetery Route to Foothill Road to 4 Corners Road to Kramer Road	Bike	Class III
Nubieber - Kramer Road Bicycle Route	Class III bicycle route on Kramer Road from Nubieber to Modoc County Line	Bike	Class III
Pumpkin Center Rd	Proposed bike route NE of New Bieber, from Susanville Road (N) to the intersection of Thompson and Pumpkin Center roads (S)	Bike	Class III
Susanville Road	Proposed bike route NE of New Bieber, from Susanville Road (N) to the intersection of Thompson and Pumpkin Center roads (S)	Bike	Class III
US 395 Likely-to-Litchfield	Proposed bike lane from Modoc County line (near Likely) to Litchfield	Bike	Class II

**Table B-7: Lassen County Regional Recreational Trails Projects**

<b>Project Name</b>	<b>Project Description</b>	<b>Project Type</b>	<b>Facility</b>
<b>Recreational Trails</b>			
Modoc Rail Trail	Improve Access and Signage	Multi-use	Rec
Bizz Johnson Trail	Extend to Town of Westwood from Mason Station	Multi-use	Rec
Bizz Johnson Trail	Extension of Bizz Johnson Trail to Litchfield and Wendel along old railroad alignment	Multi-use	Rail Trail
Mountain Meadows Gateway Trailhead	Provide trailhead facilities	Multi-use	Rec
Eagle Lake to Spaulding Trail	Multi-use trail along east side of Eagle Lake through USFS land from the south side of Eagle Lake north to Spaulding	Multi-use	Rec
Connection to Almanor Rail Trail	Obtain an easement from private landowners to grade and gravel Big Springs Road to connect with the Almanor Rail Trail at Clear Creek Junction and Chester.	Multi-use	Rec
Fredonyer Pass	Construct an approximately 28-mile, stacked loop trail system at Fredonyer Pass off SR 36 that connects to the Bizz Johnson Trail in two places.	Multi-use	Rec
Diamond Mountain Trail	FS NEPA for 12-mile trail has been completed.	Multi-use	Rec
Susanville Ranch Master Plan	Master plan for Susanville Ranch Park	Plan	Rec