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

Phone: (530) 919-9739

Date Posted: November 6, 2020

To: THE LASSEN COUNTY TRANSPORATION COMMISSION:

Mendy Schuster (City Council)
Quincy McCourt (City Council)
Thomas Herrera (City Council)
Tom Hammond (Co. Supervisor)
Jeff Hemphill, Chair (Co. Supervisor)
David Teeter, 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, November 9, 2020 at 1:30 p.m.**

Special Note: The meeting will be held at the Veterans Memorial Hall, 1205 Main 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.

Page **(1) CONVENE**

1.1 Pledge of Allegiance

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

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

1.21 Minutes Approval:

September 14, 2020 Regular Meeting

1.22 Payment of Clerici Consulting Executive Secretary and LCTC staffing fees and costs in the amount of $38,068.35. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of $38,068.35, as shown in Invoice #009-6 for October 2020.

(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 20120/21 Overall Work Program and Budget Amendment #2

ACTION REQUESTED: BY MOTION: Adopt Resolution 20-13 approving Amendment #2 to the Fiscal Year 2020/21 Overall Work Program and Budget.

4.12 Modification of CalOES FY 16/17 Project

ACTION REQUESTED: BY MOTION, authorize the Executive Secretary of the Lassen County Transportation Commission to request a modification of the FY 16/17 CalOES "Security Enhancement for Paratransit Contractors" project.

4.13 Local Roadway Safety Plan

ACTION REQUESTED: None, this is an information item for the Commission.

4.14 SR 36 Complete Streets and Safe Mobility Report

ACTION REQUESTED: None, this is an information item for the Commission.

4.15 Transit Development Plan/Coordinated Plan Update

ACTION REQUESTED: None, this is an information item for the Commission.

4.16 US 395 Phase 2 Update

ACTION REQUESTED: None, this is an information item for the Commission.

4.17 Active Transportation Plan Update

ACTION REQUESTED: None, this is an information item for the Commission.

4.18 2020 State Transportation Improvement Program – Kick-off

ACTION REQUESTED: None, this is an information item for the Commission.

4.19 LCTC Finances Status Report

ACTION REQUESTED: None, this is an information item for the Commission

(5) INFORMATION ITEMS

5.01 Executive Secretary Report

- Pending Legislation
- Infrastructure Financing from the State and Feds
- Updates

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, January 11, 2021 at 1:30 p.m.**

7.3 Adjourn

* Attachment
# Enclosure
^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

January/February 2021

- Receive SR 36 Report for filing with Caltrans
- Presentation on US 395 Coalition Building Efforts

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

September 14, 2020

Veterans Memorial Hall
1205 Main 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 1:46 P.M. and the Pledge of Allegiance to the Flag was recited.

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

1.2 Adoption of Agenda and Approval of Consent Calendar:

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

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

1.21 Minutes Approval of the August 10, 2020 Regular Meeting

Adopted Minutes of the August 10, 2020 Regular Meeting

1.22 Request to Extend Contract for Legal Services with Sloan Sakai, LLP.

Authorized the Executive Secretary to prepare and execute documents to extend the contract with Sloan Sakai, LLP for legal services through June 2022 in accord with the contract signed June 18, 2018.

1.23 Authorization to Sign Proposal for Special Liability Insurance for the LCTC.

Authorized the Executive Secretary to sign the proposal with Allied Insurance Services Inc for Special Liability Insurance for the Lassen County Transportation Commission.

1.24 Payment of Clerici Consulting Executive Secretary and LCTC staffing fees and costs in the amount of $21,161.43.

Approved payment of Clerici Consulting fees and costs in the amount of $21,161.43, as shown in Invoice #009-4 for August 2020.

1.25 Request to extend professional services contracts with Mark Thomas for work being done on the SR 36 Complete Streets Plan and for work on the US 395 Coalition Building Effort.

Authorized the Executive Secretary to prepare and sign contract extensions with Mark Thomas for planning and engineering work being performed on SR 36 and US 395.

2. CORRESPENDENCE/PUBLIC COMMENT

No written communications were received.

No oral comment was received.

3. REPORTS

3.1 Caltrans

No report was provided.

3.2 CHP

No report was provided.

3.3 City of Susanville

No report was provided. Dan Newton announced that he was back working for the City of Susanville.

3.4 Lassen County

No report was provided. The new Public Works Director for Lassen County, Pete Heimbigner, introduced himself.

3.5 Susanville Indian Rancheria

No report was provided.

4. NEW BUSINESS

4.01 Announcement of Items to be Discussed in Closed

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 Request for Proposals (RFP) for Auditing Services

The Commission was asked to authorize by motion, to authorize the Executive Secretary to prepare and release a Request for Proposals for External Auditing Services for the three-year period from July 1, 2021 through June 30, 202.

The Executive Secretary noted that the current contract runs through the end of the fiscal year, but that given the time frames required to prepare and distribute the RFP, and then respond to the proposals takes time. Starting now would allow for a thorough, comprehensive consultant search.

It was moved by Commissioner Hammond and seconded by Commissioner McCourt to provide the authorization as requested. The motion was passed with the following vote:

AYES: Hammond, Hemphill, Herrera, McCourt, Schuster, Teeter
NOES:
ABSENT:
ABSTIAN:

4.12 Fiscal Year 2020/21 Transportation Development Act Apportionments for Local Transportation Fund (LTF) and State Transit Assistance (STA)

(Commissioner McCourt had to leave the meeting during this agenda item)

The Commission was asked to adopt by motion Resolution 20-10 approving the Final Fiscal Year 2020/21 Transportation Development Act Apportionments for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the apportionments.

Staff provided the following information to the Commission. The allocation of TDA funds from the State for the 4th quarter of FY 19/20 was approximately $100,000 more than anticipated. This brought our fiscal year income up to $809,921. Consequently, our estimate of the FY 20/21 TDA income was increased to $750,000. The TDA fund carryover includes the $410,000 recently received from the County from Fund 128.

The State's estimate of STA fund income for FY 20/21 was approximately $100,000 lower than expected.

The FY 19/20 allocations to the County, City and the LTSA have been all completed as noted. The estimated FY 20/21 allocations are noted.

The Commission owes to the State $102,006.34 of unused PPM funds (see attached) dating back to FY 15/16. Additionally, the Commission has received a request from the County to reimburse $281,783.22 to the County for "unpaid pension liabilities" and "other post-employment benefits" related to when the County provided for the administrative functions of the Commission (see attached). As the Commission is billed for the unused PPM funds, and if the Commission elects to reimburse the County as requested, the noted Article 8 allocations for roads would be reduced from $624,639 total ($388,525 County, $236,114 City) to $240,849 total ($149,808.35 County, $91,041.09 City).

The LTSA has submitted its annual allocation request and claim form. On review, the claim request fulfills all the terms and conditions stipulated by Code. In addition, staff reported that there is some concern about the long-term financial viability of the current transit operation, and that this would be the subject of the upcoming Transit Development Plan update.

There was substantial conversation about Lassen Counties PERS claim (the Commission has accepted the validity of the claim at a previous meeting), the necessity to pay it all now, or in installments, or to accept the claim but defer payment.

It was moved by Commissioner Hammond to approve the full payment to Lassen County for their PERS Claim ($281,783.22). There was no second.

It was moved by Commissioner Teeter and seconded by Commissioner Herrera to approve a partial payment of $100,000 in FY 20/21, with two more payments ($100,000 in FY 21/22, and the balance in FY 22/23 – pending available funds) to Lassen County for Their PERS Claim ($281,783.22). The motion was passed with the following vote:

AYES: Hemphill, Herrera, Teeter
NOES: Hammond, Schuster
ABSENT: McCourt
ABSTIAN:

It was moved by Commissioner Teeter and seconded by Commissioner Herrara to approve the FY 2020/21 TDA and STA allocations and claims as requested by staff, with the approved payment of $100,000 to Lassen County for their PERS claim. The motion passed with the following vote:

AYES: Hammond, Hemphill, Herrera, Schuster, Teeter
NOES:
ABSENT: McCourt
ABSTIAN:

4.13 Fiscal Year 20120/21 Overall Work Program and Budget Amendment #1

The Commission was asked to adopt by motion Resolution 20-11 approving Amendment #1 to the Fiscal Year 2020/21 Overall Work Program and Budget

Staff provided the following background information. At their June 22, 2020 meeting, the Commission approved the Fiscal Year (FY) Overall Work Program and Budget for FY 2020/21. The amendment being considered was a response to a letter from Caltrans staff dated June 11, 2020. They noted that most of the issues discussed in the letter from Caltrans were addressed in the OWP and Budget passed by the Commission in June.

The one remaining item requested that sub elements be developed in Work Element 601, recommending separating this work element by major task/activity. Revised Work Element 601 now has four sub-elements:

- *General Planning*
- *Regional Transportation Planning – Data Collection*
- *Active Transportation Planning*
- *Transit Planning*

Staff also pointed out that the budget has also been modified to reflect these sub-elements. In addition, the revised budget reflects a shift in emphasis. Staff is now planning to finish the Transit Development Plan and the Coordinated Public Transit Human Services Transportation Plan all in FY 20/21.

In addition, WE 601B has been expanded to include the development of Countywide Traffic Safety Assessment, and 60C has been modified to include a revision to the Countywide Bicycle Plan to more closely align with the Active Transportation Program goals and objectives. None of the changes to WE 601

It was moved by Commissioner Herrera and seconded by Commissioner Schuster to approve the motion as requested. The motion was passed with the following vote:

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

5. INFORMATION ITEMS

The Executive Secretary provided the Commission with an update of all commission activities focusing on the following areas:

US 395 Coalition Building
The Coalition Building effort continues. However, with the summer, fires, Covid and a variety of other issues, it has been challenging to get folks to focus on our efforts for US 395 in both Lassen County and Washoe County. Last month's Coalition video

conference was postponed because we did not have sufficient participation. Prior calls had been well attended. It is not because the effort is losing steam, but rather just the number of hours in the day for our participants. Follow-up contact with some of our regular participants confirmed this. We expect that in the fall, when hopefully some of these emergencies ease, participation will be robust once again.

In order to maintain some momentum, The Furgeson Group is organizing some zoom meetings, designed so that Coalition members like Supervisor Hammond, can "hit the virtual road" and start reaching out to other coalition members, potential members for recruitment, and government leaders.

In addition, the second phase of the US 395 is underway, with and engineering safety analysis designed to conduct a detailed safety analysis of the current roadway conditions in the corridor and evaluate the safety impact of the corridor expansion in the future. In addition, a corridor investment economic analysis will look at the economic effects on the Lassen County (including Susanville) economy, of widening US 395 from a 2-lane highway to a 4-lane highway from Hallelujah Junction (interchange with SR 70) to the SR 36 intersection (Susanville, CA) which is approximately 57 miles.

The Coalition fully expects to be back to full participation during our September video call.

SR 36/Main Street

At your August meeting, staff provided a detailed report on the SR 36 Complete Streets and Safe Mobility Plan process, expected roll-out, including opportunities for public, agency and elected officials input. At the time we were anticipating presenting the Susanville City Council at their September 16 meeting. Since then, that date has changed to October 7. This has been done for a variety of reasons mostly having to do with the review of the administrative draft of the plan, and the consulting teams desire to provide the best presentation to the Council. The latter item was informed by comments made by commissioners at our last meeting.

The stated purpose of the SR 36 Complete Street and Safe Mobility Plan is to identify multi-modal and complete street improvements along the 2.5-mile corridor between Uptown (South Pine Street / Cottage Street) and the Susanville Gateway (Riverside Drive) and prioritize potential projects that would be competitive for grant eligible, complete streets improvements. This report will describe existing conditions, analyze current safety issues, identify opportunities and constraints for improvements, develop preliminary cost estimates, and provide a phased approach to construct the improvements. This plan will provide the City, LCTC, and other policy makers the tools necessary to make informed decisions in the future.

There is much history in this corridor, and there have been previous planning attempts to achieve all or some of the goals identified in this effort. For example, one of the striping schemes identified in the plan (reducing through lanes in the upper Main Street area) was considered and rejected by the City Council last year. There are significant funding hurtles to be considered, as well as the challenges of on-going operations and maintenance for facilities that might be built as a result of this plan. A detailed review

of the Plan and its contents will be provided at the City Council meeting. That will also be the start of the public comment period.

It is important to note that the City Council is not required to take any action on the plan. The only requirement is that the LCTC receive the final plan before the end of January 2021.

Bizz Johnson Trail Extension (ATP Grant application)
Since the August 10 LCTC meeting, it was determined by Lassen County that the ATP application for an extension of the Biz Johnson trail will be put on hold pending the resolution of right of way issues for that segment of the trail. LCTC staff is therefore re-orienting resources set aside to assist with the ATP application, and focusing them on an update on the Lassen County Bike Plan (see next item).

Bicycle, Pedestrian and Non-motorized Planning
With the cessation of activity on the ATP grant application for the Biz Johnson Trail extension, The LCTC will be turning their attention to engaging the city, county and regional stakeholders in an effort to update the bicycle master plan for Lassen County. The objective will be to better orient the existing plan (a solid foundational document) to current funding programs, most notably the Active Transportation Program, so that local projects can better compete for funds. The work is anticipated to be finished at the end of this fiscal year.

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commission

None.

7.2 Next Commission Meeting

Next meeting of the LCTC will on Monday, November 9, 2020 at time 1:30 PM, at the Veterans Memorial Hall, 1205 Main Street, Susanville.

7.3 Adjourn

The meeting was adjourned at 3:10 p.m.

Submitted for approval by:

_____
John Clerici
Executive Secretary

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

555 Capitol Mall
Suite 600
Sacramento, CA 95814

P.O. Box 1028
Susanville, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 1.22**

Date: November 4, 2020

From: John L Clerici, Executive Secretary

Subject: Payment of Clerici Consulting Executive Secretary and LCTC staffing fees and costs in the amount of $38,068.35.

REQUESTED ACTION
Approve payment of Clerici Consulting fees and costs in the amount of $21,161.43, as shown in Invoice #009-6 for October 2020.

PAST ACTION
This is the sixth invoice under the contract with Clerici Consulting for Executive Secretary and staff services.

DISCUSSION
Attached is Invoices #009-6, with supporting documentation, and a detailed Progress Report for the period beginning October 1, 2020 and ended October 31, 2020. This invoice includes invoices for sub-consultants Borroum Engineering in the amount of $7,761.92 and LSC Transportation Consultants in the amount of $20,130.00

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

- Prepared Agenda and information items for and September LCTC Meeting
- Attended September 10 LCTC Meeting
- Met with Consulting staff to plan and execute addition coalition building efforts for the US 395 effort. Meetings included US 395 Coalition conference call.
- Presented to the Sierra Alliance about efforts of the US 395 Coalition Building effort
- Participated in the following video-meetings:
    - LCTC TAC Meeting
    - Rural Counties Task Force

- North State Super Region/CTC Workshop
- SR 36 Complete Streets Report Consulting team update

- Provided input to administrative draft report for the Main Street/SR 36 Complete Streets Report
  - Presented to the Susanville City Council about public rollout of the Public Draft Main Street/SR 36 Complete Streets Report
- Provided engineering oversite for the US 395 Coalition Building effort

These charges are consistent with the billing trends for the FY 2020/21 OWP budget to date. A full update on Commission expenditures will be provided at the end of the first quarter of FY 2020/21

Attachments (1)

INVOICE

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

Date: November 2, 2020
Invoice # 009-006
Billing Cycle Ended: 10/31/2020 (October 1, 2020 - October 31, 2020)

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

To:
Mr. Jeff Hemphill, 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	71.00	$ 65.00	$ 71.50	$ 6.83	$ 143.33	$ 10,176.43

Borroum Engineering	October	$ 7,761.92
LSC Transportation Consultants	October	$ 20,130.00
Printing, copies, reproduction		No Charge
Travel (Lodging, meals)		No Charge

TOTAL **$ 38,068.35**

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

Prior Balance Payment **$ -**

Total Due **$ 38,068.35**

10/6/20
LLTC - Executive Secretary

11/2/2020

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 701 - SR 36 Study	WE 702 - US 395 Coalition Building	WE 703 - US 395 Phase 2	Labor Sub-Total
October												
1	1	1				1		1				4
2		1				1	1					3
												0
												0
5		1										1
6		1						1				2
7	2			2				1	1	2		8
8						1			1		1	3
9					1	1	1	1				4
												0
												0
12		1										1
13	1											1
14	2	1										3
15		2				1						3
16	1				1	1		1				4
												0
												0
19		1										1
20		1					1		1			3
21				1		1	1	1				4
22		2				1	1		1			5
23		2		1	1	1	1				1	7
												0
												0
26								1				1
27	1											1
28		1				1	1			3	1	7
29						2						2
30					1		2					3
Total	8	15	0	4	4	12	9	7	4	5	3	71
	Billing Rate: $143.33											
	$ 1,146.64	$ 2,149.95	$ -	$ 573.32	$ 573.32	$ 1,719.96	$ 1,289.97	$ 1,003.31	$ 573.32	$ 716.65	$ 429.99	**$ 10,176.43**

PROGRESS REPORT

CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission
Clerici Consulting Project 009-006
Period: October 1, 2020 – October 31, 2020

WORK COMPLETED (through October 31, 2020)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- Provide support to Commission, stakeholders and public. Provided support and follow-up for September and December LCTC Regular meeting and LCTC and TAC meetings. (Work Element 100, 601A & 603)
- With Caltrans, the Commission, the City of Susanville, and Lassen County work on the long-range transportation projects in the RTP, including amending the RTP as needed. (OWP Work Element 601A, 601B & 602)
- Attend regional and community meetings to discuss plans and projects important to Lassen County and the City of Susanville, the Regional Transportation Plan, and transportation programming and planning for the LCTC. Participated in US 395 Coalition Building team and stakeholder phone calls to discuss possible planning and programming discussion relevant to the OWP and RTP. Attended and made a presentation to the Sierra Alliance on October 28 regarding the US 395 Coalition and proposed studies (Work Element 702 and 703) Engaged with local members of trails advocacy group to develop plans for including regional trail segments into Regional Transportation Plan. (OWP Work Element 601A, 603, 701, 702)
- Communicated Local Transportation Fund Apportionments, Notified Claimants, Prepared Claim Forms through interagency consultation (OWP Work Element 603)
- Provided administrative support for the RT 36/Main Street Complete Streets Study (OWP Work Element 701)
  - Reviewed and provided comment on Public Draft Report
  - Reviewed and provided comment on presentation prepared for the Susanville City Council
  - Presented the Draft SR 36/Main Street Report to the Susanville City Council (October 7)
- Participated in US 395 Coalition workshop conference call (Work Element 702)
- Reviewed preliminary documents related to contracting services for US 395 Phase 2 effort (Work Element 703)

11/5/2020

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

Borroum Engineering
633 Tamarindo Way
Roseville, CA 95678

Invoice #6: Invoice Period: October 1, 2020 to November 1, 2020

	HOURS											
DATE	OWP Task 100-Adiministration	OWP Task 601 - Transporation Planning	OWP Task 601 - Transportation Planning - Data	OWP Task 601 - Transportation Planning - ATP	OWP Task 601 - Transportation Planning - Transit	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	OWP Task 701 - Rt 36 Study	OWP Task 702 - Rt 395 Corridor Advance Planning	OWP Task 703 - Rt 395 Grant Study	Labor Sub-Total
October												
1												0
2												0
5												0
6			2									2
7			1			2						3
8					1	1			1		1	4
9			1		1						1	3
12		1	1		1							3
13				1	1	2					1	5
14		2		1		1						4
15		3		1								4
16		4	1	1								6
19		3										3
20		1										1
21												0
22		2										2
23		2										2
26						1		2				3
27		1				1		3				5
28		3				1		3				7
29		5						2				7
30												0
TOTAL	0	27	6	4	4	9	0	10	1	0	3	64
	$ -	$ 3,274.56	$ 727.68	$ 485.12	$ 485.12	$ 1,091.52	$ -	$ 1,212.80	$ 121.28	$ -	$ 363.84	$ 7,761.92
Totals	**$ 7,761.92**											

Total this invoice: $ 7,761.92

11/5/20

Steve Borroum

Work assignments

Invoice period for October 1, 2020 to November 1, 2020

- Gather, review and produce the fiscal records, invoices, quarterly reports, budget, and budget portion of the OWP (OWP work element 100)
- 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. (OWP work element 601)
- 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)
- Planning and involved with public outreach in support of the RTP planning processes. (OWP work element 603)
- 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 701, 702, and 703)
- Engineering oversight (OWP work element 701, 702, and 703)

11/5/20

TRANSPORTATION CONSULTANTS, INC.

TRANSPORTATION PLANNING AND TRAFFIC ENGINEERING CONSULTANTS

2690 Lake Forest Road, Suite C
Post Office Box 5875
Tahoe City, California 96145
(530) 583-4053 FAX: (530) 583-5966
info@lsctahoe.com

Date: November 4, 2020

John Clerici
1555 Sean Drive
Placerville, CA 95667

Project: FY 2020-21 LCTC Staffing Assistance

Dear Mr. Clerici:

The following is a summary of work performed for the Lassen County Transportation Commission staffing team for the month of October 2020:

- Monthly staff team call
- Lassen Active Transportation Plan Kick-off Meeting
- US 395 Phase II Kick-off Meeting
- General project coordination
- Public input for the SR 36 Complete Streets Project
- Work with LTSA staff to develop operating and capital projections for Transit Development Plan Update

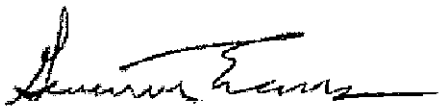
Work performed for each OWP Work Element is as follows:

Work Element 601 – Total $10,260
A) General Planning - $1,890
B) Regional Transportation Planning and Data Collection - $0
C) Active Transportation Planning - $2,250
D) Transit Planning - $6,120
Work Element 603 – Engagement - Total $8,415
Work Element 701 – SR 36 – Total $210
Work Element 703 – US 395 – Total $1,245

Grand Total for September: $20,130

Please find more detail in the attached pages.

Respectfully Submitted,



Genevieve Evans
Associate
LSC Transportation Consultants Inc.

LSC Transportation Consultants, Inc.
1889 York St.
Denver, CO 80206
303-333-1105

John Clerici Consulting
Attn: Accounts Payable
1555 Sean Dr.
Placerville, CA 95667

Invoice number 59156
Date 11/04/2020

Project **207081 LCTC FY 20-21 Assistance-Regional Transp. Planning, WE601**

Professional Services rendered through 10/30/2020
Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Genevieve A. Evans	49.50	150.00	7,425.00
Gordon R. Shaw	4.00	210.00	840.00
Justine E. Marmesh	19.00	105.00	1,995.00
Professional Fees subtotal	72.50		10,260.00
		Invoice total	**10,260.00**

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	9,900.00	4,320.00	1,890.00	3,690.00
Regional Transp. Planning, Data Collection	22,500.00	2,717.50	0.00	19,782.50
Active Transportation	28,800.00	150.00	2,250.00	26,400.00
Transit Planning	37,800.00	7,087.50	6,120.00	24,592.50
Total	99,000.00	14,275.00	10,260.00	74,465.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
58974	09/11/2020	2,820.00		2,820.00			
59103	10/04/2020	8,695.00		8,695.00			
59156	11/04/2020	10,260.00	10,260.00				
	Total	21,775.00	10,260.00	11,515.00	0.00	0.00	0.00

LSC Transportation Consultants, Inc.
1889 York St.
Denver, CO 80206
303-333-1105

John Clerici Consulting
Attn: Accounts Payable
1555 Sean Dr.
Placerville, CA 95667

Invoice number 59157
Date 11/04/2020

Project **207082 LCTC FY 20-21 Assistance-Regional Transp. Planning, WE603**

Professional Services rendered through 10/30/2020
Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Alexandra C. Silverman	22.00	80.00	1,760.00
Genevieve A. Evans	29.50	150.00	4,425.00
Gordon R. Shaw	6.00	210.00	1,260.00
Justine E. Marmesh	8.00	105.00	840.00
Patricia K. Eagan	2.00	65.00	130.00
Professional Fees subtotal	67.50		8,415.00
		Invoice total	**8,415.00**

Invoice Summary

Description		Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement		45,640.00	6,570.00	8,415.00	30,655.00
	Total	45,640.00	6,570.00	8,415.00	30,655.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
58975	09/11/2020	1,050.00		1,050.00			
59104	10/04/2020	5,220.00		5,220.00			
59157	11/04/2020	8,415.00	8,415.00				
	Total	14,685.00	8,415.00	6,270.00	0.00	0.00	0.00

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303-333-1105

John Clerici Consulting
Attn: Accounts Payable
1555 Sean Dr.
Placerville, CA 95667

Invoice number 59158
Date 11/04/2020

Project **207083 LCTC FY 20-21 Assistance-Regional Transp. Planning, WE701**

Professional Services rendered through 10/30/2020
Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Gordon R. Shaw	1.00	210.00	210.00
		Invoice total	**210.00**

Invoice Summary

Description		Contract Maximum	Prior Billed	Current Billed	Remaining
SR 36 Complete Street Study		2,000.00	1,290.00	210.00	500.00
	Total	2,000.00	1,290.00	210.00	500.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
59105	10/04/2020	870.00		870.00			
59158	11/04/2020	210.00	210.00				
	Total	1,080.00	210.00	870.00	0.00	0.00	0.00

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1889 York St.
Denver, CO 80206
303-333-1105

John Clerici Consulting
Attn: Accounts Payable
1555 Sean Dr.
Placerville, CA 95667

Invoice number 59159
Date 11/04/2020

Project 207084 LCTC FY 20-21 ASSISTANCE-REGIONAL TRANSP. PLANNING, WE703

Professional Services rendered through 10/30/2020
Project Manager: Genevieve A. Evans

Professional Fees

	Date	Hours	Rate	Billed Amount
Associate				
Genevieve A. Evans				
	10/02/2020	0.50	150.00	75.00
	10/16/2020	5.00	150.00	750.00
	Subtotal	5.50		825.00
Principal				
Gordon R. Shaw				
	10/16/2020	2.00	210.00	420.00
	Professional Fees subtotal	7.50		1,245.00

Invoice total 1,245.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
59159	11/04/2020	1,245.00	1,245.00				
	Total	1,245.00	1,245.00	0.00	0.00	0.00	0.00

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

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Staff Report

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

Date: November 4, 2020

From: John L Clerici, Executive Secretary

Subject: Fiscal Year 20120/21 Overall Work Program and Budget Amendment #2

REQUESTED ACTION BY MOTION: Adopt Resolution 20-13 approving Amendment #2 to the Fiscal Year 2020/21 Overall Work Program and Budget.

PAST ACTION & DISCUSSION

At your June 22, 2020 meeting, the Commission approved the Fiscal Year (FY) Overall Work Program and Budget for FY 2020/21. At that time, it was acknowledged that an amendment to the OWP would be required early in FY 2020/21 to address a few issues identified in correspondence from Caltrans staff dated June 11, 2020 and reiterated on October 7.

As was the case at your September 14 meeting, the one remaining item requiring attention is Work Element 601 (Regional Transportation Planning). In September staff had suggested making four sub elements within 601 and brought that to the Commission for adoption. Since then, Caltrans requested that we split WE 601 into four separate work elements. Staff complied, but instead of renumbering all the work elements to accommodate what would be 32 new work elements, the new work elements are labeled as follows:

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

The scope and budget for the revised elements has not changed since September. The remainder of the OWP work elements and budget also remains the same.

Attachment A is the revised FY 2020/21 OWP and Budget. Staff is happy to explain specific changes to the document if desired.

If approved, the revised OWP and Budget and accompanying documents will be forwarded to Caltrans District 2 staff prior to the end of November.

ALTERNATIVES
Provide direction to staff.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 20-13
Amendment #2 (Formal) to the Fiscal Year 2020/21 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 2020/21 Overall Work Program (OWP); and,

WHEREAS, Caltrans notified the LCTC in an email dated June 11, 2020 of conditional approval of the FY 2020/21 OWP and Budget, outlining a series of conditions requiring a revision to the OWP and budget, and

WHEREAS, Commission staff and Caltrans have worked collaboratively to revise the FY 2020/21 OWP and Budget, and that the revised document satisfies the issues raised in the June 11 and a follow-up correspondence on October 7, 2020, and

WHEREAS, All but one issue raised in the June 11email were satisfied in the OWP and Budget adopted in June 2020, some revisions were still needed, and

WHEREAS, those revisions include:

- Revision of Work Elements 601 to provide more detail to the tasks being performed and splitting of the Work Element into four discrete work elements. These new work elements include:
    - 601A - General Planning
    - 601B - Regional Transportation Planning – Data Collection
    - 601C - Active Transportation Planning
    - 601D - Transit Planning
- There are no changes to the overall budget from the FY 2020/21 OWP and Budget approved by the Commission at their September 14, 2020 meeting
- There are no changes to the remaining work elements in the OWP

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission (LCTC) hereby adopts Amendment #2 to the Fiscal Year 2020/21 Overall Work Program and Budget.

The foregoing resolution was passed and adopted at the November 9, 2020 meeting of the Lassen County Transportation Commission by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____

Jeff Hemphill

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.

_____ November 9, 2020

John Clerici, Executive Secretary

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

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Staff Report

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

Date: November 4, 2020

From: John Clerici, Executive Secretary

Subject: Modification of CalOES FY 16/17 Project

REQUESTED ACTIONS: BY MOTION, authorize the Executive Secretary of the Lassen County Transportation Commission to request a modification of the FY 16/17 CalOES "Security Enhancement for Paratransit Contractors" project

BACKGROUND

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, approved by the voters as Proposition 1B at the November 7, 2006, general election, authorizes the issuance of $19,925,000,000 in general obligation bonds for specified purposes, including grants for transit system safety, security and disaster response projects, for a period of ten years.

The Lassen County Transportation Commission (LCTC) allocated $24,124 for Fiscal Year 2016/2017 and its regular scheduled meeting on November 13, 2017 the LCTC approved a project for security enhancements for paratransit contractors by adopting resolution 17-23.

The Commission has utilized this type of grant funding for projects such as the Security Fencing that surrounds the LRB facility, the Back-Up Generator that now helps serve the LRB facility in time of inclement weather or power failure, security lighting and security cameras on the vehicles.

The FYs 2016-2018 triennial performance audit of the Lassen Transit Service Agency (LTSA) recommended the implementation of greater security measures for storing farebox vaults.

DISCUSSION

These funds are available for security improvements to transit systems, not for operations.

Eligible Expenditures:

A. A capital project that provides increased protection against a security or safety threat including, but not limited to, the following:

    a. Construction or renovation projects that are designed to enhance the security of public transit stations, tunnels, guideways, elevated structures or other transit facilities and equipment;

    b. Explosive device mitigation and remediation equipment;

    c. Chemical, biological, radiological and nuclear explosives search, rescue or response equipment;

    d. Interoperable communications equipment;

    e. Physical security enhancement equipment;

    f. The installation of fencing, barriers, gates or related security enhancements that are designed to improve the physical security of transit station, tunnels, guideways, elevated structures or other transit facilities and equipment; and

    g. Other security and safety-related projects approved by Cal OES.

B. A capital project that increases the capacity of transit operators to prepare for disaster-response transportation systems that can move people, goods, emergency personnel, and equipment in the aftermath of a disaster.

C. Other allowable costs under California Government Code Section 16727 (a) include costs incidentally, but directly related to construction or acquisition including, but not limited to, planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, necessary easements, and warranties, as approved by Cal OES. Indirect costs and Management and Administration are not allowable costs with Prop 1B funds.

Staff recommends the Executive Secretary request a modification of the current the FY 16/17 project for security enhancements for paratransit contractors to include security enhancements for the Lassen Rural Bus system. Following the recommendations of the 2018 triennial audit, staff recommends using the grant funding for building a vault room at the LRB facility and if there is left over funding purchase a camera security system for the LRB facility.

The quote for installing the farebox vault is attached.

Attachments (1)

bmh equipment inc

"distributing products that matter"

1217 Blumenfeld Drive Sacramento, CA. 95815

MAIN: (916) 922 - 8828 FAX: (916) 922 - 8820 FREE: (800) 350 - 8828

Quote Number: 0027289
Quote Date: 1/9/2020
Salesperson: Shane
Page: 1

QUOTE # 0027289

Bill To:CASHTX

Paratransit Services
1509 Schwab St
Caleb Schortz (530)252-7433
RED BLUFF, CA 96080

Ship To:

Paratransit Services
1509 Schwab St
Caleb Schortz (530)252-7433
RED BLUFF, CA 96080

EXPIRATION DATE: 4/9/2020	Comment:	**Confirm To:**TIM LUJAN 925-639-8347

Ship Via:	**F.O.B:**	**Terms**	***NOTICE:**
BESTWAY	FACTORY	50%DN 50%comp	**CREDIT CARD PAYMENTS ARE SUBJECT TO A 4% SURCHARGE**

Item Number	Unit	Ordered	Unit Price	Extended Price
*12AA CUSTOM Sentinal by Tiffin: CUSTOM - 12 Door Evidence Pass Thru Locker 39"H x 36"W x 24"D - Full submittal drawing packet with details, dimensions, color options, will be produced after receipt of order - approximately 5 to 10 business days to produce submittal packet, Manufacturing Time is 16 weeks after approved submittals are signed and dated with color selection.	EACH	2.00	4,571.43	9,142.86
*TRIM KIT Custom Trim Kit 2" x 2" steel angle painted to match to conceal rough out in wall.	EACH	1.00	535.71	535.71

NOTES: REVISED 1-9-20 - NOW CUSTOM PT EVIDENCE LOCKER
16 WEEK FAB TIME AFTER APPROVED SUBMITTALS.

Net Order:	9,678.57
Sales Tax:	725.90
Freight:	570.00
Order Total:	10,974.47
Less Deposit:	0.00
Order Balance:	10,974.47

LASSEN COUNTY TRANSPORTATION COMMISSION
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John L. Clerici, Executive Secretary

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.13**

Date: November 2, 2020

From: Genevieve Evans, LCTC Staff

Subject: Local Roadway Safety Plan

REQUESTED ACTIONS: None, this is an information item for the Commission.

PAST ACTION

At your June 22, 2020 meeting you approved the FY20/21 OWP and Budget. In Work Element 601 there was an element for RTP Data Collection with the goal of developing a Countywide Traffic Safety Assessment. Since then the LCTC applied for, and received, a grant from Caltrans to do a more extensive Local Roadway Safety Plan (LRSP). The LSRP will supersede the effort described in Work Element 601B. Staff is awaiting final confirmation of the funding before presenting the Commission with a formal amendment to the OWP reflecting the new funding.

BACKGROUND

The LCTC received a grant to prepare a Local Roadway Safety Plan (LRSP). 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.

DISCUSSION

Data collection and analysis will begin after a grant contract with Caltrans is finalized. A memorandum summarizing this effort will be prepared in January 2021. The project will not be complete until October 2021.

RECOMMENDATION - None

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Staff Report

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

Date: November 2, 2020

From: Genevieve Evans, LCTC Staff

Subject: SR 36 Complete Streets and Safe Mobility Report

REQUESTED ACTIONS: None, this is an information item for the Commission.

BACKGROUND

The goal of this effort is to develop a plan to create a more vibrant corridor which will improve existing businesses, attract new businesses and increase safety for motorists, bicyclists, pedestrians and transit users. The report combines work conducted through previous studies with current public input. The report includes a list of priority roadway projects for State Route 36 along with a funding and implementation plan.

DISCUSSION

A Draft report was completed and presented by Mark Thomas Consultants to the Susanville City Council on October 7th.

Public outreach began on October 8th and consists of the following:

- Project website
- On-line survey
- Voice-over Power Point presentation (similar to City Council presentation)

Links to the above were advertised in Susanvillestuff.com for two weeks, Lassen News for 1 month as well as sent to a variety of stakeholders (chamber, schools, Rancheria, local government). As of 11/2, over 339 responses to the survey have been received. Respondents are generally split on the lane reallocation issue (42% for it, 50% against, remainder are neutral). When asked to rank all types of improvements in terms of priority, streetlights and Rectangular Rapid Flashing Beacons (RRFB)s are top priority.

Public input will close on November 13th. The LCTC Team will compile a summary of input and public participation plan by November 20th. This should allow sufficient time for Mark Thomas to complete a Final Report by January (grant deadline).

RECOMMENDATION - None

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.16**

Date: November 2, 2020

From: Genevieve Evans, LCTC Staff

Subject: US 395 Phase 2 Update

REQUESTED ACTIONS: None, this is an information item for the Commission.

PAST ACTION: None

BACKGROUND

The purpose of this analysis is to build on previous efforts, to prioritize investments on US 395 with the ultimate goal of constructing a four lane facility between SR 36 in Susanville and Hallelujah Junction. This analysis will demonstrate the safety needs for the project along with potential economic benefits. The end result will be a corridor segment prioritization based upon technical data and stakeholder support to advance into the Project Development Process.

DISCUSSION

A virtual Kick-off meeting was held on October 15th. Two separate Cal State University of Sacramento Teams are under contract to provide: 1) Traffic and Safety Evaluation and 2) Economic Analysis. A representative from Washoe RTC (Nevada) also attended the kick-off meeting and is happy to share data and information with the project.

Next Steps: Interim reports are not scheduled to be completed until next year. Stakeholder and community input will begin in 2021.

RECOMMENDATION - None

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.17**

Date: November 2, 2020

From: Genevieve Evans, LCTC Staff

Subject: Active Transportation Plan Update

REQUESTED ACTIONS: None, this is an information item for the Commission.

PAST ACTION: None

BACKGROUND

This plan will serve as an update to the 2011 Bicycle Plan and also include pedestrian improvement projects. The plan will help Lassen County to be more competitive when applying for Active Transportation Program grants.

DISCUSSION

A virtual Kick-off meeting was held on October 19th. Representatives from the City, County, LCTC, BLM and Lassen Land and Trails Trust attended. Bicycle/pedestrian needs and issues were discussed. Based on input from the meeting, a working list of non-motorized facility projects has been developed.

RECOMMENDATION - None

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.18**

Date: November 4, 2020

From: John L Clerici, Executive Secretary

Subject: 2020 State Transportation Improvement Program – Kick-off

REQUESTED ACTION: None, this is an information item for the Commission

DISCUSSION

The State Transportation Improvement Program (STIP) is a five-year capital improvement program of transportation projects on and off the State Highway System, funded with revenue from the State Highway Account and other funding sources (most notably SB1). STIP programming generally occurs every two years. The programming cycle begins with the release of a proposed fund estimate in July of odd-numbered years, followed by California Transportation Commission (CTC) adoption of the fund estimate in August (odd years). The fund estimate serves to identify the amount of new funds available for the programming of transportation projects.

Once the fund estimate is adopted, Caltrans and the regional planning agencies (the LCTC) prepare transportation improvement plans for submittal by December 15th (odd years). Caltrans prepares the Interregional Transportation Improvement Plan (ITIP) and regional agencies prepare Regional Transportation Improvement Plans (RTIP's). Public hearings are held in January (even years) in both northern and southern California. The STIP is adopted by the CTC by April (even years).

Local agencies work through their Regional Transportation Planning Agency (RTPA), County Transportation Commission, or Metropolitan Planning Organization (MPO), as appropriate, to nominate projects for inclusion in the STIP. In our case the Lassen County Transportation Commission (LCTC) is responsible for working with the City of Susanville, Lassen County, and the Susanville Indian Rancheria, to identify and nominate a list of projects for inclusion in the Lassen County RTIP.

Once projects are programmed, agencies may begin the project implementation process. It is important to note that there are timely use of funds rules associated with STIP projects that are established by statute and outlined in both the STIP Guidelines adopted by the CTC and Chapter 23 of the Local Assistance Program Guidelines.

Locally, the RTIP can include capital projects associated with the state highway system. The Gateway and Skyline projects associated with US 395 are an example of this type of project, as well as capital projects on local streets and roads. Any project that is nominated through the RTIP/STIP process must be consistent with the Lassen County Regional Transportation Plan.

Your Technical Advisory Committee (TAC) discussed the upcoming RTIP/STIP cycle at their November 2, 2020 meeting. They agreed to meet again in early December to begin the process of identifying and nominating projects to be included in the 2022 STIP. In addition, the TAC will discuss programming Planning Programming and Monitoring (PPM) funds to assist the city and county to perform planning activities in support of the RTIP/STIP. As you recall in the last STIP, all PPM funds (approximately $200,000) was deprogrammed because the jurisdictions had been challenged in spending those funds. Unspent PPM must be returned to Caltrans. A draft report on our progress will be presented at your September meeting, with the goal of approving the 2022 RTIP at your November meeting. We are also in the process of evaluating projects already included in the 2020 STIP to make sure that they are still on track to be implemented as described.

There is no current fund estimate for the 2022 STIP for Lassen County. The fund estimate will be provided by Caltrans in July 2021.

Attached you will find the Lassen County page from the 2020 STIP for your review.

Attachments (1)

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.19**

Date: November 4, 2020

From: John L Clerici, Executive Secretary

Subject: LCTC Financial Status Report

REQUESTED ACTION: None, this is an information item for the Commission

DISCUSSION

Over the last year plus, we have reported to the Commission that there are accounting issues between the Auditor's Office records and the Commission's records. Each of the last two years has been a real challenge to "close the books" at the fiscal year end. And, in doing so, there even yet have been questions arising. This year, with the new County Auditor, we are now in the process of a thorough review of the Commission's finances. This is a long overdue process, and we very much appreciate the County Auditor taking the time to work with the Commission's independent auditor and Commission staff to accomplish this. We are deeply in the process of developing and reviewing the background and status of each of the Commission's fund types and accounting funds. Several adjustments have thus far been found and accounted for. This process continues.

Meanwhile the Commission's FY 19/20 audit is being delayed so that this can be fully reflected in this year's audit. It may be that some of this year's allocations may in the end need adjustment. This fiscal year's transfer of funds to the LTSA has been delayed while this process continues. Fortunately, the Commission has set the LTSA up with essentially a $600,000 fund reserve which can be drawn from during this process.

We will keep the Commission informed as to the progress of this process. We are very encouraged.