

**LASSEN COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

Regular Commission Meeting

**March 13, 2023**

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

1:30 P.M. Open Session

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

**1. Convene**

*The Chair called the meeting to order at 2:25 P.M.*

**Roll Call: Present:** Albaugh, Bridges, Brown, Herrera, Neely, Stafford  
**Absent:** Gallagher, McCourt

**1.1 Pledge of Allegiance**

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

**1.2 Adoption of Agenda:**

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

AYES: Albaugh, Bridges, Brown, Herrera, Neely, Stafford  
NOES: None  
ABSENT: Gallagher, McCourt  
ABSTAIN: None

**1.3 Approval of the January 9, 2023 Regular Meeting Minutes**

*The Commission was asked to adopt the Minutes of their January 9, 2023, Regular Meeting.*

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

AYES: Albaugh, Bridges, Brown, Herrera, Neely, Stafford  
NOES: None  
ABSENT: Gallagher, McCourt  
ABSTAIN: None

### **1.31 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 2023.*

*It was moved by Commissioner Stafford and seconded by Commissioner Bridges to nominate Aaron Albaugh to remain chair for the remainder of 2023. No other nominations were made. The motion was passed with the following vote:*

AYES: Albaugh, Bridges, Brown, Herrera, Neely, Stafford  
NOES: None  
ABSENT: Gallagher, McCourt  
ABSTAIN: None

*The Commission was asked to elect a Vice-Chairperson for the balance of the calendar year 2023.*

*It was moved by Commissioner Neely and seconded by Commissioner Brown to nominate Kevin Stafford to remain as Vice-chairperson for the remainder of 2023. No other nominations were made. The motion was passed with the following vote:*

AYES: Albaugh, Bridges, Brown, Herrera, Neely, Stafford  
NOES: None  
ABSENT: Gallagher, McCourt  
ABSTAIN: None

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

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

AYES: Albaugh, Bridges, Brown, Herrera, Neely, Stafford  
NOES: None  
ABSENT: Gallagher, McCourt  
ABSTAIN: None

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

*No written communications were received.*

*Verbal communications:*

*Elizabeth Norton commented on the hard work Genevieve Evans put into the successful ATP grant for the Riverside Bike/Ped project. John Clerici commented that Elizabeth and other bike and ped advocates provided significant support throughout the effort.*

### **3. REPORTS**

#### **3.1 Caltrans**

*Rick Scott from District 2 provided a brief update for the Commission. He reported that the ITS elements on US 395, highway radio systems and closed-circuit video are one step closer to be implemented. He also reported that the analysis on the Secret Valley Rest Area continue, and that the CapM project on US 395 from Red Rock to Doyle will be combined with a safety project (from the US 395 Coalition safety analysis) developed by Caltrans.*

*Commissioner Albaugh asked why the CapM/Safety project was ending at Honey Lake. Rick replied that the original CapM project ended at Doyle and was extended by the safety project.*

*Commissioner Albaugh asked again about a tour of the Beiber Maintenance Station.*

*Rick also announced that he would be moving to another job, and that Michael Oguro would be replacing him.*

#### **3.2 CHP**

*No report was provided by CHP.*

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

*No report was provided by the City of Susanville.*

#### **3.4 Lassen County**

*No report was provided by Lassen County.*

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

*No Report was provided 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 LCTC and LTSA Triennial Performance Audits**

*The Commission was asked, by motion, to accept the Triennial Performance Audit report for Fiscal Years 2018/19 to 2021/22 as presented by your consultant, and direct staff to forward them to Caltrans as required by TDA guidelines.*

*Derek Wong and Rick Williams, AICP's, of Michael Baker International provided an overview of the Triennial Performance Audits for the Fiscal Years 2018/19 to 2021/22 for both the LCTC and LTSA. They noted that generally both LCTC and LTSA were in compliance with most audit standards, and had a plan for addressing deficient areas.*

*It was moved by Commissioner Bridges and seconded by Commissioner Herrera to receive the performance audits as presented, and direct staff to forward them to Caltrans. The motion was passed with the following vote:*

AYES: Albaugh, Bridges, Brown, Herrera, Neely, Stafford  
NOES: None  
ABSENT: Gallagher, McCourt  
ABSTAIN: None

##### **4.12 Staffing Services Agreement Extension**

*It was recommended to the Commission that they, by Resolution, approve Amendment No. 1 to the Agreement with Clerici Consulting for Staffing Services to increase the not to exceed amount for continued staffing services to be performed by John Clerici as Executive Secretary and to approve an option period to extend the term of the Staffing Services Agreement*

*DeeAnne Gillick, General Counsel to the LCTC, provided the Commissioners with background and option for extending the contract with Clerici Consulting for LCTC staffing services. She noted that in 2020, after a competitive request for proposals process, the Commission entered into an agreement with Clerici Consulting to provide staffing services to the Commission. The initial agreement provided a three-year term through June 30, 2023, with the option to extend the agreement for two additional one-year periods. She added that the Commission could extend the agreement for one or two years or direct staff to commence a competitive request for proposal process for Commission staffing services.*

*In addition to extending the term of the contract, Ms Gillick noted that the existing agreement also needed to be amended to increase the not to exceed amount to allow for continued services to be performed for this fiscal year and for any extension periods. The existing agreement authorizes staffing services in an amount not to exceed \$970,020.00. This amount included \$680,020 for general staffing services with optional tasks identified totaling \$290,000 as directed by the Commission. The Commission had the discretion to direct Clerici Consulting to perform additional work*

*and extend the option term of the agreement at the rates approved by the original agreement and submitted in response to the original RFP process. The services to be performed by Clerici consistent with the Overall Work Programs for this fiscal year will exceed the original Agreement amount. The revised not to exceed value was estimated at \$1,978,083.*

*The Commission was also provided with observations from the recently adopted Triennial Performance Audit for the LCTC, where auditors highlighted some of the contributions and successes provided by Clerici Consulting to date.*

*After some discussion it was moved by Commissioner Brown and seconded by Commissioner Bridges to adopt Resolution 23-06 extending the term of the contract with Clerici Consulting to June 30, 2025, and revise the not to exceed value of the extended contract as recommended by General Counsel. The motion was passed by the following vote:*

AYES: Albaugh, Bridges, Brown, Herrera, Neely, Stafford  
NOES: None  
ABSENT: Gallagher, McCourt  
ABSTAIN: None

#### **4.13 Fiscal Year 2023/24 Draft Overall Work Program and Budget**

*The Commission was asked to authorize, by motion, staff to release the Draft Overall Work Program and Budget (OWP) for FY 2023/24 to the public for circulation, review, and comment.*

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

*John provided an update of the major differences from the current OWP and the Draft OWP for fiscal year 23/24. He noted that one significant difference was that in the current fiscal year both the US 395 Coalition Funding Strategy and the Local Road Safety Plan (Work Elements 703 and 704 respectively had been completed. He added that work on both would continue in other parts of the OWP.*

*It was moved by Commissioner Bridges and seconded by Commissioner Brown to adopt the staff recommendations to circulate the Draft FY 23/24 OWP and Budget for public review and comment. The motion was passed with the following vote:*

AYES: Albaugh, Bridges, Brown, Herrera, Neely, Stafford  
NOES: None  
ABSENT: Gallagher, McCourt  
ABSTAIN: None

#### **4.14 An Update on Grants being pursued by the LCTC**

*The was an informational item, no Commission action was requested.*

*The Executive Secretary provided the Commissioners with a brief description and update on grants currently be pursued by staff. They include:*

- **SUSTAINABLE COMMUNITIES GRANT**

*A Plan to Increase the Economic Contribution of the Volcanic Legacy Scenic Byway All American Road to Underserved Communities*

*The LCTC would conduct a survey of the existing conditions along the byway in Lassen, Plumas and Shasta Counties as a prelude to developing a plan to maximize the economic benefit to the region.*

- **SUSTAINABLE COMMUNITIES GRANT – COMPETITIVE TECHNICAL**

*Lassen GIS Plan*

*The LCTC will provide administrative support to Lassen County and the City of Susanville as they improve their GIS capabilities.*

- **WILDLIFE CONSERVATION GRANT**

*US-395 Wildlife Overpass Planning Project*

*For this effort LCTC will be providing contract administration. Since this is on the state highway system, we will enter into an agreement where they will have complete responsibility for reviewing and approving all environmental, planning and engineering documentation. The total budget for this effort will be approximately \$3.6 million and will span approximately 4 years.*

## **5. INFORMATION ITEMS**

*The following is an overview of some of the issues, projects, and coordination currently being advanced by LCTC.*

### **5.01 Executive Summary Report**

*The Executive Secretary reported the following:*

- **US 395 Update** – Lassen and Washoe Counties are pursuing an MOU and have set a target date of May 1 to be completed.
- **Zero Emission Vehicle Request for Proposal** – The re-release of the RFP for consulting services provided 5 proposals, 3 interviews, and one consultant selected. Work has begun and periodic reports will be provide to the Commission.
- **HR 6607** – Identifying roads adjacent to the Sierra Army Depot to be evaluated for improvements and potentially identifying funding for same.

## **6. CORRESPONDENCE**

*None.*

**7. OTHER BUSINESS**

**7.1 Matter brought forth by the Commission**

*No issues were brought forth by the Commission.*

**7.2 Next Commission Meeting**

*Next meeting of the LCTC will be on Monday, May 8, 2023, 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 3:40 p.m.*

*Submitted for approval by:*

A handwritten signature in blue ink, appearing to be 'John Clerici', written over a horizontal line.

John Clerici  
Executive Secretary