

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY



Matthew C. Boyer, Executive Secretary

Office:
1631 Alhambra Boulevard, Suite 100
Sacramento, CA 95816

Phone: (916) 759-2268

Date Posted: April 4, 2019

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Brian Moore (City Council)

Tom Hammond (Co. Supervisor)

Brian Wilson (City Council)

Jeff Hemphill (Co. Supervisor)

Joe Franco (City Council)

David Teeter (Co. Supervisor)

Subject: **SPECIAL MEETING**

of the

LASSEN COUNTY TRANSPORTATION COMMISSION

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, April 8, 2019 at 1:00 p.m.** The meeting will be held at the City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

The Agenda is as follows.

Page **(1) CONVENE**

1.1 Pledge of Allegiance

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

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

1.21 Minutes Approval:

March 11, 2019 Regular Meeting *

March 14, 2019 Special Meeting *

1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$8974.72 and Authorize the Chairperson to Approve Future Invoices. *

REQUESTED ACTION: Approve payment of Steve Borroum Acting Engineer fees and costs in the amount of \$8974.72, shown in Invoice #1.

1.23 Payment of Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$9136.45. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$9136.45, shown in Invoice #008-01.

(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
- Interim Executive Secretary Report (LCTC Staff)

(4) **NEW BUSINESS**

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- Pursuant to Government Code section 54957
Public Employment: Executive Secretary
- Pursuant to Government Code section 54957
Public Employee Discipline/Dismissal/Release
- Pursuant to Government Code section 54957
Public Employee Appointment: Acting Executive Secretary
- Pursuant to Government Code section 54956.9(d)(2) significant exposure to litigation
(1 case)

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 Draft Fiscal Year 2018/19 Overall Work Program and Budget

ACTION REQUESTED: BY MOTION, authorize staff to release the Draft Overall Work Program and Budget (OWP) to Caltrans for circulation, review, and comment.

4.12 Preliminary Fiscal Year 2018/19 Local Transportation Fund and State Transit Assistance Fund Apportionments*

ACTION REQUESTED: BY MOTION, accept the preliminary Fiscal Year 2018/19 Local Transportation Fund and State Transit Assistance Fund Apportionments.

4.13 Vehicle Speed Feed Back Signs*

ACTION REQUESTED: BY MOTION, approve Resolution 19-12 identifying Lassen County LTF in the amount of \$1500 to pay for the evaluation of 9 VSFS in the unincorporated part of Lassen County. And, approve a letter from the Interim Executive Secretary to the Lassen County Public Works Director confirming that the LCTC has no ownership stake in afore mentioned signs.

4.14 Authorization to Sign Fiscal Year 2019/29 Regional Surface Transportation Program Exchange Agreement

REQUESTED ACTION: By MOTION, authorize staff to executive the Fiscal Year 2018/19 RSTP Exchange Agreement.

4.15 Consider the status of and potential action on Agreement between the Lassen County Transportation Commission and Matthew Boyer & Associates dated September 11, 2017.

(5) INFORMATION ITEMS

5.01

(6) CORRESPONDENCE

6.01

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Regular Commission Meeting – **Monday, May 13, 2019 at 1:00 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

May 2019

- Update to Conflict of Interest Policy to Include New Staff and Consultants
- Summary of All Prior Programming Actions for Commission-Controlled Funds

- Final Local Transportation Fund and State Transit Assistance Fund Apportionments
- Local Transportation Fund and State Transit Assistance Fund Claims
- Approval of Fiscal Year 2019/2020 Overall Work Program and Budget
- Approval of County-Format Budgets
- Unmet Transit Needs Determinations
- Inter-Agency Agreement between LCTC and Lassen County Auditor's Office
- FY 2017/18 Local Transportation Fund – Article 8

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

March 11, 2019

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

1:00 P.M. Open Session

Note: Items 4.11 and 4.12 were removed from the agenda following closed session.

1:00 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 1:00 P.M. and the Pledge of Allegiance to the Flag was recited.

Roll Call: Present: Franco, Hammond, Hemphill, Moore, Teeter, Wilson
Absent:

1.2 Adoption of Agenda and Approval of Consent Calendar:

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

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

1.21 Minutes Approval of January 10, 2018 Regular Meeting

Adopted Minutes of the January 10, 2018 Regular Meeting.

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

Public Comment: Trevor Albertson with Lassen Community College commented that recent changes to Lassen Rural Bus schedules made it difficult for students to make it to 8:00 am classes on time. He said they were still quantify exactly how many students are impacted, and the severity of the impact. Matt Boyer commented that he would reach out to Mr. Albertson and the transit district to see if an accommodation was needed.

3. REPORTS

3.1 Caltrans

Mike Mogen – CAPM – Work on eliminating curb islands is mostly done. This included removing the ones that have been poured, and providing a smooth surface. He is pleased with the product so far.

He reported that with the improving weather, drainage work and pot hole repair will be starting soon. Paving will begin in late April.

Regarding sidewalks, he reiterated Caltrans position that this is a local issue. H did add that discussions between the City and Don Anderson (Caltrans) to see if there is a way for the state and the city to work together on this issue. He noted that sidewalks were not part of the CAPM effort, just the ADA ramps for now.

Wayfinding signs – These were not part of the CAPM project, but could be if City wants to pay for them. Signage will not be addressed until the end of summer so there is time to review the regulations and have a dialogue between the two parties.

US 395 Accident Data – Mike reported that they had made significant progress on getting their accident data up to date. He noted that with their current effort they are now about 6 months behind. He added that they may be caught up by mid-summer then planning around this can start.

Commissioner Teeter mentioned that he was less interested in another planning effort around Main Street, that they have been planning “forever”, and nothing gets done.

3.2 CHP

Lieutenant Richards provided the Commission with a variety of accident and enforcement information for the US 395 corridor along three contiguous segments from the intersection of SR36 to Red Rock Road. The information included

accident data and enforcement information. Detailed data will be forwarded to the Commission under separate cover.

3.3 City of Susanville

No report was provided.

3.4 Lassen County

No Report was provided.

3.5 Susanville Indian Rancheria

No report was provided.

3.6 Executive Secretary

No report was provided.

4. New Business

4.01 Announcement of Items to be Discussed in Closed Session

- Pursuant to Government Code section 54957
Public Employment: Executive Secretary
- Pursuant to Government Code section 54957
Public Employee Appointment: Interim Executive Secretary
- Pursuant to Government Code section 54957.6
Conference with Labor Negotiator:
Agency Negotiator: Chair
Employee: Interim Executive Secretary

4.02 Announcement of Action Taken in Closed Session (moved to end of Agenda)

No reportable action was taken in closed session.

4.10 Action/Discussion Items

4.11 Approve Appointment of Interim Executive Secretary

This item was removed from the agenda.

4.12 Approve Appointment of Interim Engineer

This item was removed from the agenda.

4.13 Low Carbon Transit Operation Program (LCTOP) Allocation Request *

The Commission was asked to: 1. Adopt Resolution 19-12 authorizing the request for funds from the LCTOP program, and 2. Authorize the Executive Secretary to sign agreements and submit all documentation necessary to receive LCTOP funding.

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

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

5. Information Items

5.01 SR36/CAPM Project Update – Steve Borroum provided the commission with a brief update regarding the dialogue between the Commission, City of Susanville staff, and Caltrans on the opportunities for including some enhancements (lighting, crosswalks, signage, etc) to the CAPM project. These items were not part of the original CAPM bid package, but could potentially be added to the project during the course of this summer’s construction season. A written report was provided to the Commission as part of Steve’s comments. In sum, although Caltrans is open to the idea of providing for additional enhancements to the SR 36 project, they do not have the funding to make them happen. Steve suggested that the Commission continue the dialogue with Caltrans D2 management, and continue to seek out funding sources for some of the ideas.

5.02 US 395 Coalition Building Update – John Clerici provided an update on the US 395 coalition building efforts with Washoe County, and specifically to the presentation made to the Washoe County Board of Commissioners on February 25. He noted that the presentation was well received and that the Commissioners provided significant input on potential teaming partners. John added that another meeting with Washoe County would be made for early/ mid-April to better identify teaming partners and potential critical issues.

5.03 *Unmet Transit Needs Update* – John Clerici informed the Commission that an unmet transit needs hearing would be held on March 22, 2019 at the City Council Chambers at 1:00.

6. Correspondence

None.

7. Other Business

7.1 Matter brought forth by the Commission

The Commission agreed to hold a special meeting on March 14 to discuss the Executive Secretary.

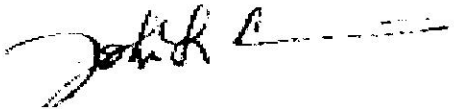
7.2 Next Regular Commission Meeting

Next meeting of the LCTC will be Thursday, March 14, 2019 at 10:00 a.m.

7.3 Adjourn

The meeting was adjourned at 3:20 p.m.

Submitted for approval by:



John Clerici
Senior Planner

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Special Commission Meeting

March 14, 2019

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

10:00 A.M. Open Session

1:00 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 10:15 A.M. and the Pledge of Allegiance to the Flag was recited.

Roll Call: Present: Franco, Hammond, Hemphill, Moore, Teeter, Wilson
Absent:

1.2 Adoption of Agenda:

It was moved by Commissioner Hemphill and seconded by Commissioner Hammond that the Commission adopt the agenda. The motion was passed by the following vote:

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

2. New Business

2.01 Announcement of Items to be Discussed in Closed Session

- *Pursuant to Government Code section 54957
Public Employment: Executive Secretary*
- *Pursuant to Government Code section 54957
Public Employee Discipline/Dismissal/Release*

- Pursuant to Government Code section 54957
Public Employee Appointment: Acting Executive Secretary
- Pursuant to Government Code section 54957
Conference with Labor Negotiator:
Agency Negotiator: Chair
Employee: Acting Executive Secretary

2.02 Announcement of Action Taken in Closed Session

No reportable action was taken in closed session.

3.10 Action/Discussion Items

3.11 Approve Appointment of Acting Executive Secretary

The Commission was asked to adopt resolution 19-10 appointing John Clerici as Acting Executive Secretary and approving Agreement for Professional Services with John Clerici. It was announced that the rate of pay for the services would be \$143 per hour.

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

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

3.12 Approve Appointment of Acting Engineer

The Commission was asked to adopt resolution 19-11 appointing Steve Borroum as Acting Engineer and approving Agreement for Professional Services with Steve Borroum.

It was moved by Commissioner Teeter and seconded by Commissioner Hammond to approve the item as presented. The motion was passed with the following vote:

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

4. Other Business

4.1 Matter brought forth by the Commission

The Commission decided to hold a special meeting on April 8, 2019 at 1:00 P.M.

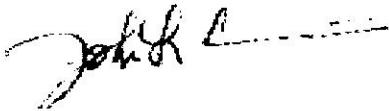
4.2 Next Regular Commission Meeting

Next Regular meeting of the LCTC will be Monday, April 8, 2019 at 1:00 P.M.

4.3 Adjourn

The meeting was adjourned at 2:46 p.m.

Submitted for approval by:



John L. Clerici
Interim Executive Secretary



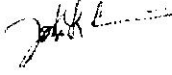
LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY

1001 AIRMARK BLVD. STE. 100
SACRAMENTO, CA 95816

Matthew L. Payer, Executive Secretary
Matthew L. Payer & Associates

PH: (916) 953-1887

Staff Report

To: Lassen County Transportation Commission AGENDA ITEM 1.22
Date: April 4, 2019
From: John L Clerici, Interim Executive Secretary 
Subject: Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$8974.72 and authorize the Chairperson to approve future invoices

REQUESTED ACTION

Approve payment of Steve Borroum fees and costs in the amount of \$8974.72, as shown in Invoice #1.

PAST ACTION

This is the first invoice under this new consulting contract.

DISCUSSION

Attached is Invoice #1, with supporting documentation, and a detailed Progress Report for the period beginning February 25, 2019 and ended March 31.

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

- Resolving Q1 and Q2 Requests for Reimbursement to Caltrans D2.
- Working with Lassen County Auditor to align LCTC – OWP – work element accounting needs with County accounting methods.
- Met numerous times with City and State staff, as well as consulting team members, to identify potential add on projects for the SR 36 CAPM project.

Although not a complete accounting to date, these charges are consistent with the billing trends for the OWP budget to date.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (3)

4/1/2019

INVOICE TO LASSEN COUNTY TRANSPORTATION COMMISSION

Steve Borroum (Tax I.D. # 530-36-4907)
 Acting Engineer
 633 Tamarindo Way
 Roseville, CA 95678

Invoice #1: Invoice Period: February 25, 2019 to April 1, 2019

DATE	HOURS			Expenses
	OWP Task 100- Administration	OWP Task 601 - Transportation	Labor Sub-Total	
February				
25	0	6	6	
26	0	2	2	
27	0	2	2	
28	0	1	1	
29	0	1	1	
March				
4	0	2	2	
5	0	2	2	
6	0	0	0	
7	0	1	1	
8	0	1	1	
11	1	1	2	
12	1	1	2	
13		1	1	
14	1	1	2	
15	3	4	7	
18	1	5	6	
19	1	6	7	
20	2	5	7	
21	2	4	6	
22	1	1	2	
25	1	1	2	
26	1	3	4	
27	1	3	4	
28	1	3	4	
29	0	0	0	
	17	57	74	
Rate: \$121.28 / hour				
Totals	\$ 2,061.76	\$ 6,912.96	\$ 8,974.72	\$ -

Total this invoice: \$ 8,974.72

Steve Borroum

General work assignments

Invoice period for February 25, 2019 to April 1, 2019

- Continued work with Caltrans and the Commission on Route 36 in Downtown Susanville.
- Work to gather fiscal records, invoices, etc of the Commission.
- Work with Caltrans and the County Auditor to establish track-able fiscal records for the Commission.
- Work to prepare invoices to Caltrans for work efforts being accomplished under the Commission's OWP.
- Work to secure and process for payment invoiced for consultants to the Commission.
- Work with the Acting Ex Director and the Commission's legal counsel to secure moving the Commission's work forward during an interim period till the close of the Fiscal Year.



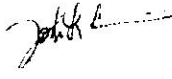
LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY

1431 ARDENWAY BOULEVARD
SUITE 100
SACRAMENTO, CA 95816

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

TEL: (916) 953-0857

Staff Report

To: Lassen County Transportation Commission AGENDA ITEM 1.23
Date: April 4, 2019
From: John L Clerici, Interim Executive Secretary 
Subject: Payment of Clerici Consulting Interim Executive Secretary fees and costs in the amount of \$9136.45.

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$9136.45, as shown in Invoice #008-01.

PAST ACTION

This is the first invoice under this new consulting contract.

DISCUSSION

Attached is Invoice #008-01, with supporting documentation, and a detailed Progress Report for the period beginning February 25, 2019 and ended March 31.

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

- Appointed Interim Executive Secretary.
- Prepared Agendas and information items for March 11 and March 14 LCTC Meetings.
- Worked with consultant team, transit staff and Caltrans D2 staff to prepare for and hold Unmet Transit Needs Public Hearing.

Although not a complete accounting to date, these charges are consistent with the billing trends for the OWP budget to date.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (3)

Clerici Consulting

Invoice Date: April 3, 2019

Invoice Number 1

Project Number 008

Clerici Consulting
1555 Sean Drive
Placerville, CA 95667
Ph 530.919.9739

Invoice

Tax ID 552-27-8753

April 3, 2019

Number: 0008

Invoice Number 1

Lassen County Transportation Commission
Attn: Joe Franco, Chair
1631 Alhambra Blvd., Suite 120
Sacramento CA 95816

Project: 008 Interim Executive Secretary

Professional services from February 25, 2019 to March 31, 2019

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<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$716.65		\$716.65
Task 601 – Regional Transportation Planning	\$7883.15		\$7883.15
Task 602 – Regional Transportation Programing			
Task 603 – Community Engagement & Outreach	\$716.65		\$716.65
Total this invoice			\$9136.45

Clerici Consulting

Invoice Date: April 3, 2019

Invoice Number 1

Project Number 008

Professional Personal

Task: 100 – Administration and Coordination

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	5	\$143.33	\$716.65
Subtotal:	<u>5</u>		<u>\$716.65</u>

EXPENSE	DATE	AMOUNT
Subtotal:		<u> </u>

Clerici Consulting

Invoice Date: April 3, 2019

Invoice Number 1

Project Number 008

Task: 601 – Regional Transportation Planning

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	55	\$7883.15	\$7883.15

Clerici Consulting

Invoice Date: April 3, 2019

Invoice Number 1

Project Number 008

Task: 602 – Regional Transportation Programming

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	0	\$143.33	\$
	Subtotal:	0	\$

Clerici Consulting

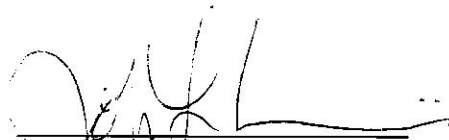
Invoice Date: April 3, 2019

Invoice Number 1

Project Number 008

Task: 603 – Community Engagement and Outreach

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	5	\$143.33	\$716.65
	Subtotal:	<u>5</u>	<u>\$716.65</u>



John Clerici

PROGRESS REPORT

Project: Lassen County Transportation Commission

Clerici Consulting Project 008-01

Period: February 25, 2019 – March 31, 2019

WORK COMPLETED (through March 31, 2019)

Meetings

- Prepared March 11 Regular Meeting Agenda and supporting documents
- Prepared March 14 Special Meeting Agenda
- Presented staff reports and other information at the March 11 and March 14, 2019 Lassen County Transportation Commission meeting.
- Participated in February 25 and March 25 TAC Meetings
- Attended March 22 SSTAC Unmet Needs Hearing

Administration

- Processed invoices for Commission contractors and expenses.
- Prepared miscellaneous correspondence to Caltrans on various planning, project and grant administration matters.

Planning

- Prepare for inter-agency meeting with Washoe County on the US 395 Coalition. Follow-ups as needed.
- Presented at February 26 Washoe County BOC meeting on behalf of US 395 Coalition.
- Attended Rural Counties Task Force and related inter-agency meetings.

Programming

- Processed Local Transportation Fund Apportionment, Notified Claimants, Prepared Claim Forms.
- In coordination with Lassen Transit Services Agency staff administered funding for the Low Carbon Transit Operations Program (LCTOP), Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA), and other funding.

WORK PROJECTED (APRIL 2019)

- Finalize menu of items regarding SR 36 CAPM supplemental items.
- Finalize provision of data to the Triennial Performance Audit consultant.
- Begin collecting financial data for the independent audits.

- **Prepare summary of simple summaries of prior LCTC programming of each funding source, including the following.**
 - **Low Carbon Transit Operations Program**
 - **SB 1 Transit State of Good Repair**
 - **Proposition 1B Transit (PTMISEA)**
 - **Proposition 1B Transit Security (CalOES)**
 - **Regional Surface Transportation Exchange Program**
 - **Planning, Programming and Monitoring Funds.**
- **Continue processing Local Transportation Fund claims, and oversee other funding sources.**
- **Draft and refine FY 2019/20 Overall Work Program and Budget**
- **Additional next steps to the work, as identified above.**

ISSUES REQUIRING RESOLUTION

None.

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY

1631 ARHWYDRS BLVD. EAST
SUITE 100
SACRAMENTO, CA 95816

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

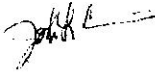
PH: (916) 953-0057

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.11

Date: April 1, 2019

From: John L. Clerici, Acting Executive Secretary 

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

REQUESTED ACTION

BY MOTION, authorize staff to release the Draft Overall Work Program and Budget (OWP) to Caltrans for circulation, review, and comment.

PAST ACTION

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

DISCUSSION

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

The work elements in the OWP include on-going operations and grant-funded projects. The primary funding source is Rural Planning Assistance (RPA) from the State. The Commission can also apply for competitive (discretionary) grant funds through Caltrans' Division of Transportation Planning. The Commission submitted one application for Sustainable Communities Grant application for the State Route 36 Complete Street and Safe Mobility Study.

ALTERNATIVES

Provide direction to staff.

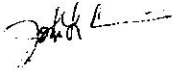
LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY

1631 Agricultural Center Blvd
Ste. 200
Sacramento, CA 95816

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

PH: (916) 953-8857

Staff Report

To: Lassen County Transportation Commission AGENDA ITEM 4.12
Date: April 1, 2019
From: John L. Clerici, Acting Executive Secretary 
Subject: Preliminary Fiscal Year 2019/20 Local Transportation Fund and State Transit Assistance Fund Apportionments

REQUESTED ACTION

BY MOTION, accept the preliminary Fiscal Year 2019/20 Local Transportation Fund and State Transit Assistance Fund Apportionments.

PAST ACTION

Each year the Commission apportions Local Transportation Funds and State Transit Assistance Funds.

DISCUSSION

The Transportation Development Act (TDA) provides two funding sources: Local Transportation Fund (LTF) and State Transit Assistance (STA). Revenues of the LTF are derived from a ¼ cent of general sales tax collected statewide and revenues of the STA are derived from the statewide sales tax on diesel fuel. The STA provides funding for allocation to local transit service for operations and capital associated with local mass transportation programs. The LTF funds a wide variety of transportation programs, including planning and programing activities, pedestrian and bicycle facilities, public transportation and bus and rail projects. Providing certain conditions are met, counties with a population under 500,000 may also use the LTF for local streets and roads construction and maintenance.

As the administrator of the Transportation Development Act (TDA) for Lassen County, LCTC is responsible for apportioning these two funds to the jurisdictions in support of public transit and regional transportation plans.

- The apportionment of the Local Transportation Funds (LTF) is based on the county auditor's estimate of sales tax revenues for the upcoming year, plus or minus any available fund balance.
 - The State Transit Assistance (STA) apportionment is based on a fixed amount in the adopted state budget.
-
-

Local Transportation Fund (LTF)

LTF apportionments will be allocated to and claimed by jurisdictions based on the priorities identified in the TDA regulations, which generally is as follows.

- TDA Administration by the County Auditor and the LCTC
- Transportation Planning by the LCTC
- Bicycle and Pedestrian projects (by local agencies)
- Transit services (by Lassen Transit Service Agency)
- Street and road purposes (by local agencies)

The preliminary apportionments allow each agency to prepare draft budgets. Final apportionments will be presented to the Commission in May for approval. Agencies will submit claims to the LCTC for approval, consistent with the final apportionment.

As shown in the preliminary LTF apportionment, in 2019/20 fiscal year, staff is proposing the following.

- This item is carried over from last year. A one-time, lump sum apportionment (*proposed \$600,000*) to LSTA of LTF funds that have been left previously unapportioned to serve as a future bus replacement fund. It is more appropriate to have these funds kept in trust by LTSA. ***It also is expected to reduce the total amount of reserves (LSTA operating and LTF bus replacement), getting more funding put to use in the coming months.***

State Transit Assistance (STA)

Attachment 2 is the 2019-20 State Transit Assistance Allocation Preliminary Estimate. The total funds available to the Lassen region are projected to be as follows.

Population Share (Public Utilities Code 99313)	\$299,927
Revenue Share (Public Utilities Code 99314)	<u>\$ 11,927</u>
Total	\$311,854

These funds are available for public transportation services, and apportioned to Lassen Transit Service Agency.

ALTERNATIVES

Provide direction to staff.

Attachments (2)



BETTY T. YEE
California State Controller

January 31, 2019

County Auditors Responsible for State Transit Assistance funds
Transportation Planning Agencies
County Transportation Commissions
San Diego Metropolitan Transit System

SUBJECT: 2019-20 State Transit Assistance Allocation Preliminary Estimate

Enclosed is a preliminary summary schedule of State Transit Assistance (STA) funds estimated to be allocated for fiscal year (FY) 2019-20 to each Transportation Planning Agency (TPA), county transportation commission, and the San Diego Metropolitan Transit System for the purposes of Public Utilities Code (PUC) sections 99313 and 99314. Also enclosed is a schedule detailing the amount of the PUC section 99314 allocation for each TPA by operator.

PUC section 99313 allocations are based on the latest available annual population estimates from the Department of Finance. PUC section 99314 allocations are based on the revenue amount for each STA-eligible operator, determined from annual reports submitted to the Controller pursuant to Section 99243. Pursuant to PUC section 99314.3, each TPA is required to allocate funds to the STA-eligible operators in the area of its jurisdiction.

The estimated amount of STA funds budgeted, according to the FY 2019-20 proposed California Budget, is \$772,541,000. We anticipate that the first quarter's allocation will be paid in November 2019. Please refer to the schedule for the amounts that relate to your agency.

Please contact Mike Silvera by telephone at (916) 323-0704 or email at msilvera@sco.ca.gov with any questions, or for additional information.

Sincerely,

(Original Signed By)

DEBRA MORTON, Manager
Local Apportionments Section

Enclosures

STATE CONTROLLER'S OFFICE
2019-20 STATE TRANSIT ASSISTANCE FUND ALLOCATION ESTIMATE
SUMMARY
JANUARY 31, 2019

Regional Entity	PUC 99313 Funds from RTC sections 7102(a)(3), 6051.8(a), and 6201.8(a)		PUC 99313 Funds from RTC sections 6051.8(b), and 6201.8(b)		PUC 99314 Fiscal Year 2019-20 Estimate	Total Fiscal Year 2019-20 Estimate
	Fiscal Year 2019-20 Estimate		Fiscal Year 2019-20 Estimate			D= (A+B+C)
	A	B	C			
Metropolitan Transportation Commission	\$ 41,235,828	\$ 34,180,996	\$ 208,601,170	\$ 284,017,994		
Sacramento Area Council of Governments	10,200,674	8,455,491	6,955,283	25,611,448		
San Diego Association of Governments	5,115,314	4,240,160	2,447,624	11,803,098		
San Diego Metropolitan Transit System	12,590,861	10,436,753	9,799,127	32,826,741		
Tahoe Regional Planning Agency	551,899	457,477	44,075	1,053,451		
Alpine County Transportation Commission	6,122	5,075	463	11,660		
Amador County Transportation Commission	202,100	167,524	69,508	439,132		
Butte County Association of Governments	1,207,596	1,000,994	121,927	2,330,517		
Calaveras County Local Transportation Commission	239,571	198,584	6,897	445,052		
Colusa County Local Transportation Commission	117,236	97,179	9,689	224,104		
Del Norte County Local Transportation Commission	144,415	119,708	15,231	279,354		
El Dorado County Local Transportation Commission	889,167	737,044	116,619	1,742,830		
Fresno County Council of Governments	5,343,643	4,429,426	1,877,301	11,650,370		
Glenn County Local Transportation Commission	152,771	126,634	7,323	286,728		
Humboldt County Association of Governments	721,530	598,087	283,994	1,603,611		
Imperial County Transportation Commission	1,011,316	838,295	200,270	2,049,881		
Inyo County Local Transportation Commission	98,556	81,695	0	180,251		
Kern Council of Governments	4,805,538	3,983,382	554,511	9,343,431		
Kings County Association of Governments	804,611	666,954	67,236	1,538,801		
Lake County/City Council of Governments	345,274	286,202	39,168	670,644		
Lassen County Local Transportation Commission	163,992	135,935	11,927	311,854		
Los Angeles County Metropolitan Transportation Authority	54,558,172	45,224,087	127,399,812	227,182,071		
Madera County Local Transportation Commission	842,979	698,758	12,366	1,554,103		
Mariposa County Local Transportation Commission	96,180	79,725	5,681	181,586		
Mendocino Council of Governments	473,757	392,704	79,718	946,179		
Merced County Association of Governments	1,485,359	1,231,237	162,246	2,878,842		
Modoc County Local Transportation Commission	50,994	42,270	8,768	102,032		
Mono County Local Transportation Commission	73,330	60,784	194,856	328,970		
Transportation Agency for Monterey County	2,351,735	1,949,388	1,416,375	5,717,498		
Nevada County Local Transportation Commission	526,046	436,048	44,508	1,006,602		
Orange County Transportation Authority	17,088,887	14,165,235	9,805,353	41,059,475		
Placer County Transportation Planning Agency	1,625,027	1,347,009	560,663	3,532,699		
Plumas County Local Transportation Commission	104,902	86,954	13,612	205,468		
Riverside County Transportation Commission	12,817,344	10,624,488	3,811,988	27,253,820		
Council of San Benito County Governments	302,868	251,052	11,473	565,393		
San Bernardino County Transportation Authority	11,538,679	9,564,584	3,930,267	25,033,530		
San Joaquin Council of Governments	4,025,358	3,336,679	1,772,032	9,134,069		
San Luis Obispo Area Council of Governments	1,486,017	1,231,782	167,308	2,885,107		
Santa Barbara County Association of Governments	2,405,721	1,994,138	1,129,058	5,528,917		
Santa Cruz County Transportation Commission	1,468,844	1,217,547	2,247,537	4,933,928		
Shasta Regional Transportation Agency	945,780	783,971	99,705	1,829,456		
Sierra County Local Transportation Commission	17,014	14,103	2,263	33,380		
Siskiyou County Local Transportation Commission	236,680	196,187	12,766	445,633		
Stanislaus Council of Governments	2,947,747	2,443,432	286,491	5,677,670		
Tehama County Transportation Commission	339,746	281,620	13,762	635,128		
Trinity County Transportation Commission	72,338	59,962	6,058	138,358		
Tulare County Association of Governments	2,524,438	2,092,544	490,560	5,107,542		
Tuolumne County Transportation Council	290,412	240,727	18,790	549,929		
Ventura County Transportation Commission	4,557,632	3,777,890	1,337,141	9,672,663		
State Totals	\$ 211,202,000	\$ 175,068,500	\$ 386,270,500	\$ 772,541,000		

STATE CONTROLLER'S OFFICE
2019-20 STATE TRANSIT ASSISTANCE ALLOCATION ESTIMATE PUC 99314 ALLOCATION DETAIL
JANUARY 31, 2019

Regional Entity and Operator(s)	Revenue Basis	Funds from RTC sections 7102(a)(3), 6051.8(a), and 6201.8(n)	Funds from RTC sections 6051.8(b), and 6201.8(b)	Total Fiscal Year 2019-20 Estimate
		Fiscal Year 2019-20 Estimate A	Fiscal Year 2019-20 Estimate B	C= (A+B)
Fresno County Council of Governments				
City of Clovis	1,602,042	63,110	52,312	115,422
City of Fresno	22,984,844	905,447	750,538	1,655,985
Fresno County Rural Transit Agency	1,469,792	57,000	47,994	105,894
Regional Entity Totals	26,056,678	1,026,457	850,844	1,877,301
Glenn County Local Transportation Commission				
County of Glenn Transit Service	101,636	4,004	3,319	7,323
Humboldt County Association of Governments				
City of Arcata	245,498	9,671	8,016	17,687
City of Blue Lake	0	0	0	0
City of Eureka	668,155	26,321	21,818	48,139
City of Fortuna - Specialized Service	26,278	1,035	858	1,893
Humboldt Transit Authority	3,001,863	118,253	98,022	216,275
Regional Entity Totals	3,941,794	155,280	128,714	283,994
Imperial County Transportation Commission				
Imperial County Transportation Commission	2,742,059	108,018	89,538	197,556
Quechan Indian Tribe	37,678	1,484	1,230	2,714
Regional Entity Totals	2,779,737	109,502	90,768	200,270
Inyo County Local Transportation Commission	None	None	None	None
Kern Council of Governments				
City of Arvin	54,160	2,134	1,769	3,903
City of California City	22,791	898	744	1,642
City of Delano	171,562	6,758	5,602	12,360
Golden Empire Transit District	5,216,607	205,499	170,341	375,840
County of Kern	1,265,929	49,869	41,337	91,206
City of McFarland	16,480	650	539	1,189
City of Ridgecrest	372,125	14,659	12,151	26,810
City of Shafter	57,040	2,247	1,863	4,110
City of Taft	354,385	13,960	11,572	25,532
City of Tehachapi	23,960	944	782	1,726
City of Wasco	141,482	5,573	4,620	10,193
Regional Entity Totals	7,696,521	303,191	251,320	554,511
Kings County Association of Governments				
City of Corcoran	90,008	3,546	2,939	6,485
Kings County Area Pubhe Transit Agency	843,214	33,217	27,534	60,751
Regional Entity Totals	933,222	36,763	30,473	67,236
Lake County City Council of Governments				
Lake Transit Authority	543,639	21,416	17,752	39,168
Lassen County Local Transportation Commission				
County of Lassen	165,544	6,521	5,406	11,927

TRANSPORTATION DEVELOPMENT ACT (TDA)
 LOCAL TRANSPORTATION FUND (LTF)
 FINDINGS OF APPORTIONMENT

DRAFT FY 2019/20 APPORTIONMENT AND ALLOCATION (Preliminary March 30, 2019)

FY 2019/20 AVAILABLE FOR ALLOCATION

Projected Carryover from Fiscal Year 2018/19	\$	1,340,000	
Estimated FY 2019/20 TDA Receipts	\$	845,000	
Total FY 2019/20 balance available			\$ 2,185,000

FY 2019/20 CLAIMANT ALLOCATIONS

TDA Administration (PUC Section 99233.1)(FY 18/19 \$74,000)

County Auditor TDA Administration	\$	15,000	
LCTC TDA Administration	\$	60,000	
TDA Administration Subtotal		\$ 75,000	

Pedestrian and Bicycle Facilities - Discretionary (PUC Sections 99233.3 and 99262)

(Note: up to 2% of remaining funds after administration and Planning/Programming)

Bicycle/Pedestrian Facilities Subtotal		\$ 17,000	
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Total available for apportionment **\$ 2,093,000**

City of Susanville: 39.3% of total county population (adjusted per state law)
 County of Lassen: 60.7% of total county population (adjusted per state law)

Apportionments

County	City
\$ 1,270,000	\$ 823,000

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

Lassen County Transit Agency (LTSA)			
Administration (FY 18/19 \$175,000)	\$	225,000	
Operations (FY 18/19 \$582,000)	\$	576,000	
Bus replacement fund (FY 18/19 \$296,000)	\$	254,000	
One time allocation to operational reserve	\$	100,000	
Total transit allocations		\$ 1,155,000	

Allocations per apportionment %'s		\$ 701,000	\$ 454,000
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Other Transportation (Article 8) (PUC Sections 99233.9, 99400(a), 99402, 99407)

Total available for Article 8 allocations		\$ 569,000	\$ 369,000
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LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY

1621 Ardenway Boulevard
Suite 100
Sacramento, CA 95816

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

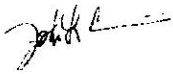
PH: (530) 953-0857

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.13

Date: April 4, 2019

From: John L. Clerici, Interim Executive Secretary 

Subject: Vehicle Speed Feedback Signs

REQUESTED ACTIONS

BY MOTION, Adopt Resolution 19-12 authorizing the use of LTF funds in the amount of \$1,500 to pay for the evaluation by Titan Electrical Contractors of Reno, Nevada of 9 vehicle speed feedback signs in the unincorporated part of Lassen County.

And, direct the Interim Executive Director to write a letter to the Public Works Director of Lassen County, indicating that the Lassen County Transportation Commission claims no ownership of the 9 vehicle speed feedback signs.

BACKGROUND

PAST ACTION

Although records are incomplete, it appears that initial funding for the purchase and installation of vehicle speed feedback signs included funding from the LCTC, local agencies, school districts, and the Lassen Municipal Utility District. This action took place sometime in 2005.

In June 2018, staff presented the LCTC with a proposal to have a licensed electrical contractor evaluate the eight vehicle speed feedback signs located in the unincorporated areas of Lassen County. Titan Electrical Contractors of Reno was chosen to do the work. That evaluation identified a cost of approximately \$9,800 to bring eight speed feedback signs to full operation. The cost of the evaluation was \$1,500. At that time no funding source within the Commission purview was identified to pay for the evaluation, however Titan Electrical Contractors have been paid for their work.

Additionally, at the Commission's June meeting, the LCTC directed staff to inquire with Caltrans District 2 to determine if they would take over maintenance of the signs at Shaffer Elementary School (US 395), prior to presenting to the Lassen County Board of Supervisors about the disposition of the remaining six signs.

On October 31, 2018 Caltrans District 2 Director, Dave Moore, responded that Caltrans would not be able to provide maintenance for the signs at Shaffer Elementary School.

With that response, the Commission directed staff to work with Larry Millar, Lassen County Public Works Director, to develop information for a presentation to the Board of Supervisors. The presentation should include the following.

- Background information detailing LCTC and County staff efforts regarding the feedback signs
- The current status of the eight signs
- Information from Titan Electric on the estimated cost to repair each
- Request for guidance from the Board of Supervisors regarding next steps

The presentation was made to the Lassen County Board of Supervisors on February 19, 2019. The Board of Supervisors agreed to repair the signs, but requested that the Transportation Commission relinquish any ownership position it may hold in the signs before proceeding.

During this process staff also contacted the City. The City is willing to continue to maintain similar devices installed within the City limits.

DISCUSSION

There are two issues the Commission being asked to consider today.

The first is identifying a funding source for the \$1500 dollars paid to Titan Electrical Contractors. Staff has reviewed the Commission budget and feels that Lassen County's apportionment of LTF is the most appropriate funding source for the services provided.

The second is to direct the Interim Executive Secretary to write a letter to the Lassen County Director of Public Works, relinquishing any responsibility/ownership of the vehicle speed feedback signs to Lassen County. Staff has reviewed all available records, and though the Lassen County Transportation Commission was instrumental in purchasing the signs in 2005, it does not appear that the Commission has ever recognized them as assets of the Commission. They appear in no Commission audit, or other LCTC records as such. Staff therefore has not issue writing a letter to Lassen County relinquishing any interest in the aforementioned signs.

ALTERNATIVES

Provide alternative direction to staff.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 19-12

Resolution Approving the Allocation of \$1500 from the Commissions LTF Apportionment for the Evaluation of Vehicle Speed Feedback Signs performed by Titan Electrical Contractors

WHEREAS, the Lassen County Transportation Commission has been a supporter of public safety in regards to promoting safe driving in school zones; and

WHEREAS, in 2005, working with a regional consortium consisting of Lassen County, the Lassen County Municipal Utility District, and four School Districts in the unincorporated areas of Lassen County, provided significant resources towards the purchase of nine Vehicle Speed Feedback Signs; and

WHEREAS, the Commission reiterated that commitment in June 2018, by approving and expenditure of \$1,500 to engage a licensed electrical contractor to evaluate the signs and provide an estimate for their rehabilitation to full working order; and

WHEREAS, the contractor, Titan Electrical Contractors of Reno, Nevada provided that evaluation to the Commission; and

WHEREAS, the activity falls generally within the scope of the Commissions Overall Work Program:

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that \$1,500 of Local Transportation Funds be allocated from the Commissions apportionment to pay the invoice presented by Titan Electrical Contractors.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its April 8, 2019, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

JOE FRANCO, 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, Interim Executive Secretary

February 11, 2019

April 8, 2019

Mr. Larry Millar, Director
Lassen County Public Works
707 Nevada Street, Suite 4
Susanville, CA 96130

Dear Mr. Millar

At their February 19, 2019 Board meeting, the Lassen County Board of Supervisors moved to repair/rehabilitate 9 Vehicle Speed Feedback Signs currently placed at four school sites in the unincorporated part of Lassen County. Originally these signs had been purchased (in 2005) with the assistance of the Lassen County Transportation Commission on behalf of a consortium of regional interests, including Lassen County.

Also, at their February 19th meeting the Board of Supervisors requested that the Commission, the only other entity that might have title to the signs, relinquish what if any ownership interests they might have before proceeding with the work.

Since 2005, the ownership of the signs has been in question, since documents from that time note the purchase of the signs, the various parties who provided funding, and the actual purchase order for the signs, but provide no information on which participating entity took final possession.

After additional searches of available records, I can say with a reasonable level of confidence that the Commission has no ownership interest in the signs. The signs do not appear as an asset of the Commission in any of our audited financial records, nor do they appear as such in any other Commission documents. Hopefully this declaration will leave the path clear for Lassen County to proceed with the work of rehabilitating these very important safety features at Lassen County schools.

If you have any questions, do not hesitate to contact me at 530-919-9739. I look forward to the Districts participation in this very worthwhile effort.

Sincerely,

John L. Clerici
Interim Executive Secretary
Lassen County Transportation Commission