

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, *Interim Executive Secretary*

Office:
555 Capitol Mall, Suite 600
Sacramento, CA 95814

P.O. Box 1028
Susanville, CA 96130

Phone: (530) 919-9739

Date Posted: June 13, 2019

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Brian Moore (City Council)
Brian Wilson (City Council)
Joe Franco, Chair (City Council)

Tom Hammond, Vice Chair (Co. Supervisor)
Jeff Hemphill (Co. Supervisor)
David Teeter (Co. Supervisor)

Subject:

REGULAR MEETING

of the

LASSEN COUNTY TRANSPORTATION COMMISSION

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, June 17, 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:

May 13, 2019 Regular Meeting

1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7398.08. *

REQUESTED ACTION: Approve payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7398.08, shown in Invoice #3.

1.23 Payment of Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$7309.83. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$7309.83, shown in Invoice #008-03.

(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 54956.9(d)(2) significant exposure to litigation (2 cases)

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 Fiscal Year 2019/20 Unmet Transit Needs Determinations *

ACTION REQUESTED: BY MOTION, Adopt Resolution 19-12 finding that there are no new unmet transit needs in that are reasonable to meet for implementation in FY 2019/20.

4.12 FY 2018/19 OWP Budget Adjustments for Auditing and Legal Services *

ACTION REQUESTED: BY MOTION, Adopt Resolution 19-14 authorizing a budget amendment to the FY 2018/19 Overall Work Program in the amount of \$27,801 to pay for unbudgeted expenditures accrued by the Lassen County Auditor (\$12,801) and the LCTC Attorney – SloanSakai (\$15,000).

4.13 Fiscal Year 2019/20 Transportation Development Act Apportionments for Local Transportation Fund (LTF) and State Transit Assistance (STA)

REQUESTED ACTIONS BY MOTION,

- 1. Adopt Resolution 19-15 approving the Final Fiscal Year 2019/20 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.**

2. **Approve claims from the Lassen Transit Services Agency for STA funds and LFT Article 4 funds for transit services and transit capital replacement.**
3. **Authorize staff to transmit allocation instructions to the Lassen County Auditor for disbursement of LTF and STA funds in Fiscal Year 2019/20**

4.14 Programming of LCTC Regional Surface Transportation Program Exchange Funds for FY 2018/19

ACTION REQUESTED: BY SEPARATE MOTIONS, Authorize staff to allocate the Fiscal Year 2018/19 RSTP Exchange funds in the amount of \$122,494.

4.15 Fiscal Year 2019/20 Overall Work Program and Budget

ACTION REQUESTED: BY MOTION, adopt Resolution 19-16 approving the FY 2019/20 Overall Work Program and Budget.

4.16 Schedule of Meetings for the first 6 months of Fiscal Year 2019/20

ACTION REQUESTED: BY MOTION, Adopt the proposed schedule of meetings for the first half of FY 2019/20.

(5) INFORMATION ITEMS

5.01 Updates on US 395 Coalition Building

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, July (TBD), 2019 at 1:00 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

July 2019

- Local Transportation Fund and State Transit Assistance Fund Claims
-

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

May 13, 2019

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

1:00 P.M. Open Session

Note: The Closed Session, and Action Item 4.15 were moved to the end of the agenda.

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 Hammond and seconded by Commissioner Hemphill that the Commission adopt the agenda (with the Closed Session moved to the end of the meeting) 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 April 8, 2019 Special Meeting

Adopted Minutes of the April 8 Special Meeting.

1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$6549.12.

Approved payment of Steve Borroum Acting Engineer fees and costs in the amount of \$6549.12.

1.23 Approve payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$6736.51.

Approved payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$6736.51.

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

No public comment was received.

3. REPORTS

3.1 Caltrans

Mike Mogen – Shared Lassen County map showing expected Caltrans projects for the upcoming construction year. He also shared traffic count information for US 395. Indicated that traffic data shows an increase in overall traffic up approximately 15% in last three years. Will work with staff to develop additional information breaking out truck traffic and through traffic.

CAPM – Shared the current lane striping proposal for the City of Susanville. Said that there was time for folks to comment on the striping proposal and that striping probably would not happen until later in July once the paving is completed. Commission Teeter stated his skepticism that the issues of traffic and safety, and the communities overall feelings about the project in the upper Main Street area can be solved with paint.

Mike added that grinding and paving will happen in early July, should not interfere with parade on the 20th. Commissioner Hammond asked about night paving. Mike responded that night paving was not in the contract.

For the ADA work, the contractor will continue to work during the days until Memorial Day, and then work will commence at night. Likely done by the end of June.

3.2 CHP

No report was provided.

3.3 City of Susanville

Dan Newton, Public Works Director, reported that the bids for two STIP road rehabilitation projects (SC 4 and SC 5 – state only projects) had just been opened. The work would be in the Old Mill District, and the northern part of town near the casino. They expect to award the contracts on June 5.

He added that the design phase for the FD project was beginning, and this would include preparation plans and specifications. He noted that this project was about three years out on the calendar. Also the Gateway and Paul Bunyan projects were also going to design, but that construction money had not been identified.

3.4 Lassen County

Larry Millar, Public Works Director, reported that for the Skyline Project Phase 2 Hat Creek (contractor) had started work in February. He noted that there had been some delays due to the weather, but would be back at it in the next few weeks. He noted that all the permits were in place and bridge construction would be started in June (depending on the weather and flows), and that underground utility work had been finished.

3.5 Susanville Indian Rancheria

Tonya Smith reported that work on Spring Ridge Road had begun and would be finished by July 31.

3.6 Executive Secretary

No report was provided.

4. New Business

4.01 Announcement of Items to be Discussed in Closed Session (item was moved to the end of the Agenda)

- Pursuant to Government Code section 54956.9(d)(2) significant exposure to litigation (1 case)

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

No reportable action was taken in closed session.

4.10 Action/Discussion Items

4.11 RTPA approval of letter of support for the LTSA amendment to Standard Agreement 64GC17-00489

The Commission was asked to authorize staff to sign a letter of support for the LTSA in their request to amend the standard agreement 64GC17-00489.

It was moved by Commissioner Hemphill and seconded by Commissioner Wilson 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

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

The commission was asked to accept the preliminary Fiscal Year 2018/19 Local Transportation Fund and State Transit Assistance Fund Apportionments. They were advised that these numbers may potentially be revised when staff provided them with the Overall Work Program for FYL 2019/20 at their June meeting.

It was moved by Commissioner Teeter and seconded by Commissioner Moore 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: No

4.13 Programming of LCTC Regional Surface Transportation Program Exchange Funds

The Commission was asked to make separate motions to authorize staff to allocate the Fiscal Year 2016/17 RSTP Exchange funds in the amount of \$80,561, the FY 2017/18 RSTP Exchange funds in the amount of \$122,494, and formally request the FY 2018/19 RSTP Exchange funds in the amount of \$122,494.

Allocation of FY 2016/17 RSTP Exchange Funds - \$80,561

It was moved by Commissioner Wilson and seconded by Commissioner Teeter to allocate all the FY 2017/18 RSTP Exchange Funds to the City of Susanville. The motion was passed with the following vote:

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

Allocation of FY 2017/18 RSTP Exchange Funds - \$122,494

It was moved by Commissioner Hemphill and seconded by Commissioner Hammond to allocate all the FY 2017/18 RSTP Exchange Funds to the Center Road project in Lassen County. The motion failed with the following vote:

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

It was moved by Commissioner Hammond and seconded by Commissioner Teeter to allocate all the FY 2017/18 RSTP Exchange Funds to the City of Susanville. The motion was passed with the following vote:

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

FY 2018/19 RSTP Exchange Funds - \$122,494

It was moved by Commissioner Hammond and seconded by Commissioner Hemphill to direct staff to request the FY 2018/19 RSTP Exchange Funds from Caltrans for allocation at their next meeting. The motion was passed with the following vote:

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

ABSENT: None
ABSTAIN: None

4.14 Select date and time for Special June LCTC meeting

It was moved by Commissioner Hemphill and seconded by Commissioner Teeter to set June 17, 2019 as the date for their June Special Meeting. The time of the meeting will be 1:00 pm, and be held at the City of Susanville Council Chambers at 66 North Lassen Street. The motion was passed with the following vote:

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

5. Information Items

The Interim Executive Secretary provided the Commission with an update of all commission activities related to the following:

- *Staff activities related to the change of leadership*
- *State and Federal funding initiatives for transportation*
- *Unmet Needs process for FY 2018/19*
- *SR 36 Complete Streets activities*
- *US 395 Coalition Building activities*

6. Correspondence

None.

7. Other Business

7.1 Matter brought forth by the Commission

None.

7.2 Next Special Commission Meeting

Next meeting of the LCTC will be Monday, June 17, 2019 at 10:00 a.m.

7.3 Adjourn

The meeting was adjourned at 3:00 p.m.

Submitted for approval by:



John Clerici
Senior Planner



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim 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: June 12, 2019

From: John L Clerici, Interim Executive Secretary

A handwritten signature in blue ink, appearing to read "John L. Clerici", is written over the printed name.

Subject: Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$ 7398.08 and authorize the Chairperson to approve future invoices

REQUESTED ACTION

Approve payment of Steve Borroum fees and costs in the amount of \$7398.08, as shown in Invoice #3.

PAST ACTION

This is the third invoice under this new consulting contract.

DISCUSSION

Attached is Invoice #3, with supporting documentation, and a detailed Progress Report for the period beginning May 1, 2019 and ended May 31.

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

- Helped prepare draft and revised draft OWP and budget.
- Continued working with Lassen County Auditor to align LCTC – OWP – work element accounting needs with County accounting methods.
- Prepared Q2 Request for Reimbursement to Caltrans D2

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 (1)

5/3/2019

INVOICE TO LASSEN COUNTY TRANSPORATION COMMISSION

Steve Borroum ([REDACTED])
 Acting Engineer
 633 Tamarindo Way
 Roseville, CA 95678

Invoice #3: Invoice Period: May 1, 2019 to June 1, 2019

DATE	HOURS				Expenses
	OWP Task 100- Adiministration	OWP Task 601 - Transporation Planning	OWP Task 602 - Programming	Labor Sub-Total	
May					
1				0	
2				0	
3		1		1	
6		4		4	
7		6		6	
8		6	2	8	
9					
10		2		2	
13	4			4	
14	1	2	1	4	
15		3	2	5	
16		4		4	
17		3		3	
20		3		3	
21		2		2	
22		4		4	
23	2	1		3	
24	1	1		2	
27		2		2	
28		1		1	
29		2		2	
30		1		1	
31					
TOTAL	8	48	5	61	
	8	48	5	61	
Rate: \$121.28 / hour					
	\$ 970.24	\$ 5,821.44	\$ 606.40	\$ 7,398.08	\$ -
Totals	\$ 7,398.08				

Total this invoice: \$ 7,398.08

[Handwritten Signature]
 6/5/19

Steve Borroum

General work assignments

Invoice period for May 1, 2019 to June 1, 2019

- Continued work with Caltrans, the Commission and the City of Susanville on Route 36 in Downtown Susanville.
- Continued work to gather fiscal records, invoices, etc of the Commission.
- Continued work with Caltrans and the County Auditor to establish track-able fiscal records for the Commission.
- Work to assist Commission's fiscal auditor.
- Work to prepare invoices to Caltrans for work efforts being accomplished under the Commission's Grants and OWP.
- Updating and drafting OWP for FY 19/20.
- Working with County, City of Susanville and transit operator to form allocation requests for next year.
- Assisting County and City to develop transportation planning processes for FY 19/20.
- Technical support for local agencies and Commission Ex Officer.
- Work to secure and process for payment invoiced for consultants to the Commission.
- Work to begin scoping an update of the transit development plan.
- Continued 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 PLANING AGENCY

John L. Clerici, Interim 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 1.23

Date: June 5, 2019

From: John L Clerici, Interim Executive Secretary

Subject: Payment of Clerici Consulting Interim Executive Secretary fees and costs in the amount of \$7,309.83.

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$7309.83, as shown in Invoice #008-03.

PAST ACTION

This is the third invoice under this consulting contract.

DISCUSSION

Attached is Invoice #008-03, with supporting documentation, and a detailed Progress Report for the period beginning May 1, 2019 and ended May 31, 2019.

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

- Prepared Agendas and information items for April 8, LCTC Meetings.
- Prepared draft and revised draft OWP and budget, and 018/19 Unmet Needs Findings.
- Helped prepare strategy and information document for Commissioner Hammond visit to Washington DC on behalf of the bi-state US 395 Coalition Building effort

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 (1)

Clerici Consulting

Invoice Date: June 5, 2019

Invoice Number 3

Project Number 008

Clerici Consulting
1555 Sean Drive
Placerville, CA 95667
Ph 530.919.9739

Invoice

Tax ID [REDACTED]

June 5, 2019
Number: 0008
Invoice Number 3

Lassen County Transportation Commission
Attn: Joe Franco, Chair
PO Box 1028
Susanville CA 96130

Project: 008 Interim Executive Secretary

Professional services from May 1, 2019 to May 31, 2019

.....

<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$1146.64		\$1146.64
Task 601 – Regional Transportation Planning	\$6019.86		\$6019.86
Task 602 – Regional Transportation Programing	\$143.33		\$143.33
Task 603 – Community Engagement & Outreach	\$0		\$0
Total this invoice			\$7309.83

Clerici Consulting

Invoice Date: June 5, 2019

Invoice Number 3

Project Number 008

Professional Personal

Task: 100 – Administration and Coordination

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	8	\$143.33	\$1146.64
Subtotal:	<u>8</u>		<u>\$1146.64</u>

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

Clerici Consulting

Invoice Date: June 5, 2019

Invoice Number 3

Project Number 008

Task: 601 – Regional Transportation Planning

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	42	\$143.33	\$6019.86

Clerici Consulting

Invoice Date: June 5, 2019

Invoice Number 3

Project Number 008

Task: 602 – Regional Transportation Programming

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	1	\$143.33	143.33\$
	Subtotal:	<hr/>	<hr/>
		1	143.33\$

Clerici Consulting

Invoice Date: June 5, 2019

Invoice Number 3

Project Number 008

Task: 603 – Community Engagement and Outreach

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	0	\$143.33	\$0
	Subtotal:	<hr/>	<hr/>
		0	\$0

John Clerici

PROGRESS REPORT

Project: Lassen County Transportation Commission

Clerici Consulting Project 008-03

Period: May 13, 2019 – May 31, 2019

WORK COMPLETED (through April 30, 2019)

Meetings

- Prepared May 13 Meeting Agenda
- Presented staff reports and other information at the May 13, 2019 Lassen County Transportation Commission meeting.
- Participated in May 6, 2019 TAC Meetings

Administration

- Processed invoices for Commission contractors and expenses.
- Prepared miscellaneous correspondence to Caltrans on various planning, project and grant administration matters.
- Continued working closely with Commission Council in the orderly transition from Matthew C. Boyer and Associates as staff to the Commission.

Planning

- Prepared two revisions to the Draft FY 2019/2020 LCTC OWP and budget
- Attended Rural Counties Task Force and related inter-agency meetings.
- Worked with consultant and Commissioner Hammond for preparations for his trip to Washington DC on behalf of the US 395 coalition building effort

Programming

- Processed Local Transportation Fund Apportionment, Notified Claimants, Prepared Claim Forms.

WORK PROJECTED (JUNE 2019)

- 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)
- Prepare for implementation of second phase funding for US 395 Coalition building effort
- Planning, Programming and Monitoring Funds.
- Continue processing Local Transportation Fund claims, and oversee other funding sources.
- Continue to 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 PLANING AGENCY

John L. Clerici, Interim 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 4.11

Date: June 12, 2019

From: John L. Clerici, Interim Executive Secretary 

Subject: Fiscal Year 2019/20 Unmet Transit Needs Determinations

REQUESTED ACTION

BY MOTION:

Adopt Resolution 19-13 finding that there are no new unmet transit needs in that are reasonable to meet for implementation in FY 2019/20.

BACKGROUND

As the Regional Transportation Planning Agency for Lassen County, LCTC is responsible for the administration of Transportation Development Act (TDA) funds. This responsibility includes the annual unmet transit needs process, which has four key components:

- Soliciting testimony on unmet transit needs that may exist in Lassen County;
- Analyzing transit needs in accordance with adopted definitions of “unmet transit needs” and “reasonable to meet;”
- Consultation with the Social Services Transportation Advisory Council (SSTAC); and,
- Adoption of a finding regarding unmet transit needs that may exist for implementation next fiscal year.

Unmet transit needs may include establishing, contracting for, or expanding public transportation, in addition to services or measures required to comply with the Americans with Disabilities Act. If, based on the adopted definitions and criteria, any unmet transit needs are determined to be reasonable to meet by the LCTC they must be funded in the next fiscal year prior to any TDA funds being allocated for non-transit purposes.

DISCUSSION

An SSTAC Public Hearing was conducted on March 22, 2019, to solicit comments on unmet transit needs within the jurisdiction of the Lassen County Transportation Commission. The results of testimony and discussion are summarized in the attached report.

ALTERNATIVES

Provide direction to staff.

Attachment

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 19-13
Fiscal Year 2019/20 Unmet Transit Needs Determinations

WHEREAS, the Transportation Development Act (TDA) Statutes Section 99401.5 and 99401.6 requires the transportation planning agency to adopt its finding for unmet transit needs; and

WHEREAS, Section 99401.5 (a), (b), and (c) of the TDA requires that the identification of transit needs include the following: consultation with the Social Service Transportation Advisory Council, an assessment of the size and location of groups likely to be dependent upon transportation, an analysis of existing transportation services in meeting the transit demand, an analysis of potential alternate transportation services that would meet all or part of the demand, a public hearing for the purpose of soliciting comments on unmet transit needs, and a resolution defining "unmet transit needs" and "reasonable to meet"; and

WHEREAS, pursuant to the Transportation Development Act Statutes Section 99238, the Lassen County Transportation Commission has established a Social Service Transportation Advisory Council (SSTAC) for the purpose of annually participating in the identification of transit needs, review and recommended action by the transportation agency, and advise the transportation planning agency on any other major transit issues; and

WHEREAS, the size and location of identifiable groups likely to be dependent upon transit, an analysis of existing transportation services in meeting the transit demand, and an analysis of potential alternate transportation services that would meet all or part of the demand is included in Lassen County's Transit Development Plan and Regional Transportation Plan; and

WHEREAS, an SSTAC Public Hearing was conducted on March 22, 2019, to solicit comments on unmet transit needs within the jurisdiction of the Lassen County Transportation Commission; and

WHEREAS, the Lassen County Transportation Commission has considered all of the information compiled pursuant to Section 99401.5 of the TDA and evaluated all public comments against the adopted definitions of "unmet transit need" and "reasonable to meet"; and

NOW, THEREFORE BE IT RESOLVED, that the Lassen County Transportation Commission, based on definitions adopted by Resolution 19-6 finds that there are no unmet transit needs that are reasonable to meet within the jurisdiction of the Lassen County Transportation Commission.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its June 17, 2019 meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Joseph 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

June 17, 2019

STAFF REPORT

DATE: April 25, 2019
TO: Lassen County Transportation Commission
FROM: John Clerici, Interim Executive Secretary
SUBJECT: FY 2019/20 Unmet Transit Needs

REQUESTED ACTION

By motion, Adopt Resolution 19-13 adopting the findings of the Unmet Transit Needs process.

BACKGROUND

“Unmet Transit Needs” and “Reasonable to Meet” definitions were adopted by the Commission as Resolution 19-06 at the February 11, 2019 special meeting, See Attachment 1.

The Annual Unmet Needs Process is required by Article 8, Section 99401.5 of the Transportation Development Act for those regions that wish to spend Local Transportation Fund dollars on non-transit purposes such as streets and roads. The transportation planning agency shall hold at least one public hearing pursuant to Section 99238.5 for the purpose of soliciting comments on the unmet transit needs that may exist within the jurisdiction and that might be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services. The annual process involves adoption of “Unmet Transit Needs” and “Reasonable to Meet” definitions, consultation with the Social Service Transportation Advisory Council (SSTAC), consultation with the Regional Transportation Plan, the Transit Development Plan, and an unmet needs hearing. Through this process, deficiencies in the public transportation system are identified.

Staff has since analyzed the identified deficiencies and applied the “Unmet Transit Needs” and “Reasonable to Meet” definitions to make a recommendation to the LCTC as to whether the identified deficiencies should be considered as unmet needs and whether those unmet needs are reasonable to meet.

DISCUSSION

On March 22nd, the Lassen County Transportation Commission (LCTC) SSTAC met to discuss potential unmet transit needs in Lassen County. Six SSTAC members and LCTC staff attended as well as two other representatives from agencies with a vested interest in transportation for disadvantaged residents (meeting notes include as Attachment 2). The meeting was advertised to the public through notices in the paper, flyers on buses and a public service announcement.

The following summarizes the potential transit needs which were brought up at the SSTAC meeting and analyzes whether or not they are an “unmet transit need” and “reasonable to meet” according to adopted definitions. Table 1 summarizes transit need comments and analysis.

Comment	Unmet Need?	Reasonable to Meet?
Half-hour service on Susanville City Route	Yes	No
Transportation to Church on Sundays	Yes	No
Additional/more frequent service to Reno	No	--
Coordination with Regional Transit Operators	No	--

Half-hour Service on Susanville City Route

Applying the Unmet Need Definition:

In an effort to promote the use of city transit service decrease headways on the Susanville City Route from 1 hour to ½ hour. This would make the service more useful for shopping, getting to and from medical appointments, help with transit dependent workers find and keep employment.

Reasonable to Meet:

Increasing the frequency of service on the Susanville City Route would improve the utility of the service for all transit users, and might attract new users to the system. The concept is mentioned in the Transit Development Plan for LTSA and has been discussed during previous unmet needs cycles. Staff anticipates working with the SSTAC to identify and implement operational changes that could provide similar results.

PROPOSED FINDING: *It is staff’s recommendation that increasing the frequency of service on the Susanville City Route is an unmet need that is not reasonable to meet. However staff is planning to implement some changes to the existing service that may accommodate some of these needs, and is exploring funding sources that will allow capital replacement of busses more appropriate to city use.*

Transportation to Church on Sundays

Applying the Unmet Need Definition:

SSTAC members indicated that many transit dependent residents need transportation to church on Sunday. Lassen Rural Bus does not operate on Sundays. Access to church service can improve the quality of life for many Lassen residents, not just a small group of residents. As Sunday service is not available in Lassen County, this would be an unmet transit need.

Reasonable to Meet:

If transit service were operated on Sunday, providing DAR service instead of fixed route would reach the greatest number of people and meet accessibility standards for the Americans with Disability Act (ADA). One scenario would be to operate Sunday DAR service in Susanville for five hours using one vehicle. It is estimated that this would cost around \$13,800 annually for fuel, driver and dispatcher. Average daily ridership on LRB Saturday DAR is around 4 passenger trips per Saturday over the past 12 months. With an eight hour Saturday service span, this equates to less than 1 passenger trip per vehicle hour. Ridership numbers in other areas show that Sunday ridership is roughly 80 percent of Saturday ridership. For LRB, this would equate to 3.5 passenger trips per day in this Sunday service scenario. The operating cost per passenger trip of Sunday service would be roughly \$ 75 per trip. This is significantly higher than the existing cost per trip of the DAR service of \$6.00 per trip. Farebox ratio for this service would be on the order of two percent.

PROPOSED FINDING: *It is staff's recommendation that the suggestion for Sunday service be considered an unmet need that is not reasonable to meet due to the likely low ridership and impact on overall LRB farebox ratio and performance.*

Additional/more frequent service to Reno

Applying the Unmet Need Definition:

SSTAC members identified additional, or more frequent service, to Reno. The Reno area is a hub for employment, shopping, medical and other services and recreation. Though Lassen County contains sufficient shopping, recreation, medical, and other services, larger cities like Reno and Redding provide a broader array of these opportunities which residents of Lassen County find desirable.

There are a few regional services that provide transportation to Reno. Sage Stage operates a bus three times a week between Alturas and Reno with a stop in Susanville. The bus will drop off passengers at medical facilities in Reno at 11:45 AM and then begins the return trip at 1:30 PM.

In addition, the Susanville Indian Rancheria Public Transportation Program provides intercity bus service from Susanville Rancheria to Red Bluff, Redding, and Reno. Fare ranges from \$4 to \$20 according to distance traveled. At Red Bluff, Redding, and Reno, the bus connects with other transportation providers. Service is wheelchair accessible and is available for anyone not just tribal members. Reno service is demand response and available three days per week. Service hours run from 8:00 AM to 1:00 PM. Reservations are required at least 24 hours in advance.

Even with these services, for Lassen County residents outside of Susanville, it is more difficult to get transportation to out of area destinations.

The LCTC adopted unmet transit needs definition indicates an unmet transit need is a deficiency in the public transit system **within the jurisdiction** of the LCTC. Strictly speaking the service requested is out of Lassen County, and therefore would extend beyond the boundaries of the LCTC jurisdiction.

PROPOSED FINDING: *It is staff's recommendation that additional Out-of-County service to*

Reno is not an unmet transit need. However, the conversation warrants further study at the staff level, and perhaps more intense coordination with other regional transit providers to explore creative solutions to this issue.

Improve Coordination among Regional Transit Operators

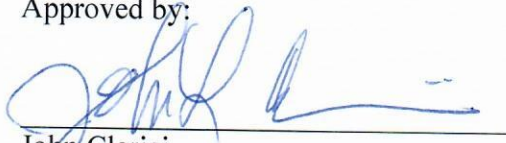
Applying the Unmet Need Definition:

As with previous years, another idea discussed by SSTAC members was the need for improved coordination between the various regional transit services. The northeastern California counties (Lassen, Modoc and Plumas) have limited financial resources and therefore it would be helpful to coordinate and/or pool resources. As an example, it is not cost efficient for both Sage Stage and the Susanville Rancheria to be providing trips to Reno for one or two people at a time when one vehicle/service could be used to carry everyone. Human service agencies and non-profit organizations also provide various forms of transportation for their clients. These include but are not limited to the Big Valley 50 Southern Cascade Community District and the Lassen Senior Services. Simple coordination methods such as a regional transit operator contact list could be employed. A more extensive option is to implement some sort of transit clearinghouse or mobility manager position. Under this scenario, the public or human service agencies could contact the mobility manager who would match the client/passenger with available services. More detailed study and discussion would be required to determine the nature of a mobility manager position. Additionally, specific rules regarding the use of certain human service agency grant funding to subsidize rides would need to be considered.

Although improved coordination will increase mobility for Lassen County residents, this is not considered a deficiency in the public transit system.

PROPOSED FINDING: *This is not an unmet transit need. Discussion should continue at the staff level. Staff is suggesting that the SSTAC meet more frequently, at least twice a year, and more likely quarterly (if the need is there) to flesh out the potential benefits of regional coordination of transit services. In addition, staff is recommending that the LCTC and LTSA engage in an update of the Short Range Transit Plan beginning with planning and coordination in FY 2019/20, resulting in document preparation in FY 2020/21.*

Approved by:


John Clerici
Interim Executive Secretary

6/2/19



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim 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 4.12

Date: June 10, 2019

From: John L. Clerici, Interim Executive Secretary

Subject: FY 2018/19 OWP Budget Adjustments for Auditing and Legal Services

REQUESTED ACTIONS

BY MOTION, Adopt Resolution 19-14 authorizing a budget amendment to the FY 2018/19 Overall Work Program in the amount of \$27,801 to pay for unbudgeted expenditures accrued by the Lassen County Auditor (\$12,801) and the LCTC Attorney – SloanSakai (\$15,000).

BACKGROUND/DISCUSSION

In its current FY 2018/19 OWP (adopted in June, 2018), the LCTC budgeted \$0 towards the Lassen County Auditor, and \$10,000 for legal services representing the Commission. The circumstances at the time the FY 18/19 OWP was adopted are substantively different than they are presently.

Lassen County Auditor

The previous LCTC Executive Secretary did not include any budget in the FY 2018/19 OWP for the County Auditor, and it would be pure speculation on our part as to why this was the case. Since current staff has assumed management of the Commission, we have worked closely with the Auditors office, requiring them to expend staff resources. Working with the Auditor, LCTC staff has determined that a budget augmentation of \$12,801 is appropriate to satisfy work that has been performed by the Lassen County Auditor for FY 2018/19. Please note that the draft FY 2019/20 OWP and Budget you will be adopting later in the meeting has set aside a similar amount of money for the Lassen County Auditor.

LCTC Attorney

In the FY 2018/19 OWP the LCTC allocated \$10,000 for legal services. This is typically more than enough resources to address most Commission activities. However, with the dismissal of the previous executive secretary in March, the Commission has needed to access legal assistance more frequently (assistance in



closed session, providing legal opinion on staff contracting, and interaction with the previous executive secretary) which has produced billings beyond the \$10,000 originally budgeted. To date invoices from SloanSakai (through April, 2019) are in excess of \$19,000. Staff has discussed estimated billings for May and June and feel that a budget augmentation of \$15,000 should be more than adequate.

Resources for both budget amendments will be taken from allocated FY 2018/19 TDA funds.

ALTERNATIVES

Provide alternative direction to staff.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 19-14

Resolution Approving the Allocation of \$27,801 from the Commissions LTF Apportionment to augment the FY 2018/19 Overall Work Program and Budget for service provided by the Lassen County Auditor and the LCTC Attorney – SloanSaki – for services rendered in FY 2018/19

WHEREAS, the Lassen County Transportation Commission adopted its FY 2018/19 Overall Work Program and Budget (OWP) in June, 2108; and

WHEREAS, that budget identified \$0 money to be allocated to pay expenses incurred by the Lassen County Auditor, and \$10,000 to pay for legal services rendered to the LCTC by the Commission Attorney (SloanSaki); and

WHEREAS, services provide by the Lassen County Auditor, and SloanSaki on behalf of the LCTC have exceeded the budgeted amounts identified in the FY 2018/19 OWP and Budget, and

WHEREAS, the LTF had unallocated Transportation Development Act funds that can accommodate this request;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that \$27,801 (\$12,801 for the County Auditor, and \$15,000 for the Commission attorney) of Local Transportation Funds be allocated from the Commissions apportionment to pay the invoices presented by the Lassen County Auditor, and SloanSaki through the end of FY 2018/19.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its June 17, 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

June 17, 2019



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim 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 4.13

Date: June 12, 2019

From: John L. Clerici, Interim Executive Secretary

A handwritten signature in blue ink, appearing to read "John L. Clerici", is written over the printed name.

Subject: Fiscal Year 2019/20 Transportation Development Act Apportionments for Local Transportation Fund (LTF) and State Transit Assistance (STA)

**REQUESTED ACTIONS
BY MOTION,**

- (1) **Adopt Resolution 19-15 approving the Final Fiscal Year 2019/20 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.**
- (2) **Approve claims from the Lassen Transit Services Agency for STA funds and LFT Article 4 funds for transit services and transit capital replacement.**
- (3) **Authorize staff to transmit allocation instructions to the Lassen County Auditor for disbursement of LTF and STA funds in Fiscal Year 2019/20.**

PAST ACTION

Each year the Commission approved final apportionments for the upcoming fiscal year receipts of Local Transportation Funds and State Transit Assistance funds. In both your April and May Commission meetings we have provided information on first the estimates for both the LTF and STA funds available for disbursement, and then a draft allocation estimate for each funding source.

DISCUSSION

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

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

The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The State Controller's Office (SCO) allocates the STA, by formula, to

planning agencies and other eligible agencies. Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to operator revenues from the prior fiscal year.

The Lassen County Transportation Commission is the Regional Transportation Planning Agency (RTPA) responsible for apportioning and administering these funds for this region. The attached Findings of Apportionment summarizes the estimates for FY 2019/2020. The LTF allocation purposes, in order of priorities, as identified by law, are as follows:

1. Transportation Development Act fund administration (by LCTC and the County Auditor);
2. Planning and programming undertaken by LCTC (up to 3% of the fund);
3. Pedestrian and bicycle projects (optional, up to 2% of the funds remaining, after administration and planning);
4. Public transportation operations (including new transit services that have been identified by the Commission as "unmet transit needs" that are "reasonable to meet"); and,
5. Other transportation purposes (including additional transit and bicycle facilities, and streets and roads). The Commission may only apportion (and subsequently may only approve claims for) "other transportation purposes" when all other uses of the funds, to the limits described above, have been exhausted.

For FY 2019/2020, the County Auditor estimates LTF revenues for apportionment to be \$885,000.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (2)

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

DRAFT FY 2019/20 APPORTIONMENT AND ALLOCATION (Preliminary May 8, 2019)

FY 2019/20 AVAILABLE FOR ALLOCATION

Projected Carryover from Fiscal Year 2018/19	\$	1,375,358		
Estimated FY 2019/20 TDA Receipts	\$	885,000		
Total FY 2019/20 balance available			\$	2,260,358

FY 2019/20 CLAIMANT ALLOCATIONS

TDA Administration and Planning (PUC Section 99233.1)(FY 18/19 \$73,810)

County Auditor TDA Administration	\$	12,810		
LCTC Administration, Planning, and Programming	\$	67,500		
TDA Administration Subtotal			\$	80,310

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

(Note: up to 2% of annual receipts after administration and planning/programming)

Bicycle/Pedestrian Facilities Subtotal			\$	16,094
---	--	--	-----------	---------------

Total available for apportionment

\$ 2,163,954

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
\$ 1,313,520	\$ 850,434

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

Lassen County Transit Agency (LTSA)			
Administration (FY 18/19 \$175,000)	\$	171,000	
Operations (FY 18/19 \$582,000)	\$	361,000	
Bus replacement fund (FY 18/19 \$296,000)	\$	254,000	
One time allocation to operational reserve	\$	100,000	
Total transit allocations			\$ 886,000

Allocations per apportionment %'s			\$	537,802	\$	348,198
-----------------------------------	--	--	-----------	----------------	-----------	----------------

Other Transportation (Article 8) (PUC Sections 99233.9, 99400(a), 99402, 99407)

Total available for Article 8 allocations			\$	775,718	\$	502,236
--	--	--	-----------	----------------	-----------	----------------

TRANSPORTATION DEVELOPMENT ACT (TDA)
STATE TRANSIT ASSISTANCE (STA)
FINDINGS OF APPORTIONMENT

FY 2019/20 APPORTIONMENT AND ALLOCATION (June 12, 2019)

FY 2019/20 STA AVAILABLE FOR ALLOCATION

Projected Carryover from Fiscal Year 2018/19	\$	41,237
Estimated FY 2019/20 TDA Receipts (PUC Section 99313 & 99314 combined)	\$	311,854

Total FY 2019/20 balance available \$ **353,091**

FY 2019/20 CLAIMANT ALLOCATIONS

Lassen Transit Services Agency	\$	353,901
--------------------------------	----	---------

Total FY 2019/20 Claimant Allocation \$ **353,091**

Total Contingency and Project Carryover \$ **-**

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 19-15

Resolution Approving the Transportation Development Act Fiscal Year 2019/20 Transportation Development Act
Apportionment of Local Transportation Funds and State Transit Assistance Funds

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

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

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

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

WHEREAS, the County Auditor issued a report of estimated revenues for LTF for Fiscal Year (FY) 2019/20 and the State Controller's Office issued a report of estimated revenues for STA Funds for the same fiscal year.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Lassen County Transportation Commission shall approve the following allocations from the FY 2019/20 funds estimated to be available in the LTF, and STA funds:

1. To the Lassen County Transportation Commission for TDA administration and for planning and programming in the amount of \$67,500, per Section 99233.2.
2. To the Lassen County Auditor for TDA administration in the amount of \$12,810, per Section 99233.2.
3. To be reserved by the Lassen County Auditor's Office for future reimbursements to the City and County for pedestrian and bicycle facilities as programmed and claimed in the amounts of \$6,324.94 and \$9,769.06, respectively, per Sections 99233.3 and 99234.
4. To the Lassen Transit Services Agency in the amount of \$532,000.00 for transit administration and operations.
5. To the Lassen Transit Services Agency in the amount of \$254,000.00 for future purchase of replacement rolling stock.
6. To the Lassen Transit Services Agency in the amount of \$100,000.00 as a one-time allocation to operational revenue.
7. To the Lassen Transit Services Agency for State Transit Assistance Funds in the estimated amount of \$353,091.00 plus interest (includes \$41,237 in FY 2018/19 carryover funds), per Section 99314.6. This

allocation is to be paid out as FY 2019/20 revenues are received and available for payment by the Lassen County Auditor.

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

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

AYES:

NOES:

ABSTAINED:

ABSENT:

Joseph 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

June 17, 2019



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim 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 4.14

Date: June 12, 2019

From: John L. Clerici, Interim Executive Secretary 

Subject: Allocation of LCTC Regional Surface Transportation Program Exchange Funds for FY 2018/19

REQUESTED ACTION: BY MOTION, direct staff to allocate FY 2018/19 RSTP Exchange funds in the amount of \$122,494.

BACKGROUND

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

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

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

Because the County had a State-guaranteed amount of funding, it appears that this led the Commission to program the regional apportionment for projects in the City, although City or County projects are both eligible. In addition, during that discussion, it was brought up that the funds being allocated by the LCTC were intended for the city, but because the city could not take them directly from the state, they had to flow through the Commission. Staff has done some research on this issue and finds that to be an accurate assessment.

At their May13, 2014 Regular Meeting took the following action under separate motions:

- Re-affirmed a previous allocation of FY 2016/17 RSTP Exchange funds to the City of Susanville (\$80,561)
-
-

- Directed staff to allocate FY 2017/18 RSTP Exchange funds to the City of Susanville (\$122,494)
- Directed staff to request from Caltrans FY 2018/19 RSTP Exchange funds (\$122,494) for allocation at their June, 2019 Special Meeting. No additional direction was provided for a methodology for allocating the FY 2018/19 funds.

DISCUSSION/ALTERNATIVES

Action on all three commission directives is underway. The question before the Commission presently is to provide direction on the allocation of the FY 2018/19. As was stated when considering the FY 2017/18 Exchange funds, the Commission may consider a range of alternatives. They include:

- Allocate the entire amount to the City or the County.
- Split the money between the two jurisdictions in a manner similar to the allocation of TDA funds (approximately 40% to the City, 60% to the County). As a reference point to consider, if you took the entire amount of RSTP funds allocated to Lassen County, \$470,000, and added it to the \$122,000 the LCTC is responsible for, the total of the two is approximately \$590,000. If the entire amount of the \$122,000 was apportioned to the City that would be a split of approximately 25% to the City, and 75% to the County.

So to clarify the Commission has the following options for allocating the FY 2017/18 RSTP funds:

- 100% - \$122,494 to Lassen County
- 100% - \$122,494 to the City of Susanville
- Allocate a portion, determined by the Commission to both the City and the County, the sum of which equals \$122,494



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

John L. Clerici, Interim 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 4.15

Date: June 17, 2019

From: John L. Clerici, Interim Executive Secretary

A handwritten signature in blue ink, appearing to read "John L. Clerici", is written over the printed name.

Subject: Fiscal Year 2019/20 Overall Work Program and Budget

REQUESTED ACTION BY MOTION, adopt Resolution 19-16 approving the FY 2019/20 Overall Work Program and Budget.

PAST ACTION

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

DISCUSSION

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

Staff considers this year's OWP as a transitional document to an OWP that more accurately reflects the transportation/mobility needs of the region, the interaction between Commission, City and County staff, collaboration with neighboring RTPA's, and our on-going partnership with Caltrans. As a transitional document, staff is already preparing to meet with Caltrans staff early in FY 19/20 to perfect this document, and begin the process of developing the substantially revised FY 20/21 OWP and Budget.

I want to acknowledge Caltrans District 2 staff who have provided critical support in our efforts to create this OWP.

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

ALTERNATIVES

Commission to provide direction to staff.

Attachment

Enclosure