

LASSEN COUNTY TRANSPORTATION COMMISSION  
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, Executive Secretary

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

P.O. Box 1028  
Susanville, CA 96130

Date Posted: June 16, 2022

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Mendy Schuster, Chair (City Council)  
Quincy McCourt (City Council)  
Thomas Herrera (City Council)

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

Subject: **REGULAR MEETING**

of the

**LASSEN COUNTY TRANSPORTATION COMMISSION**

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, June 20, 2022, at 1:30 p.m.**

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

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

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

**Access Code: 968698**

The Agenda is as follows:

**(1) CONVENE**

1.1 Pledge of Allegiance

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

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

1.3 Approval of the Minutes for May 9, 2022, Regular Meeting: **Motion Required**

1.4 Approval of the Consent Calendar: **Motion Required**

**NOTE:** All matters listed under the Consent Calendar are considered routine and will be enacted by one motion by roll call vote unless any member of the Commission wishes to remove an item for discussion. The reading of the full text of all Resolutions will be waived unless a Commissioner requests otherwise.

1.41 Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$44,868.38. \*

**REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$44,868.38 as shown in Invoice #009-25 for May 2022.**

**(2) CORRESPONDENCE/PUBLIC COMMENT**

**(3) REPORTS**

3.1 Reports from Caltrans, CHP, City of Susanville, County of Lassen, and LCTC Staff

- Caltrans Report
- California Highway Patrol (CHP) Report
- City of Susanville Report
- County of Lassen Report
- Susanville Indian Rancheria Report

**(4) NEW BUSINESS**

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- There are no closed session items.

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 Local Road Safety Plan

**ACTION REQUESTED: BY MOTION, Accept the Final Local Road Safety Plan for Lassen County.**

4.12 LCTC Financial Update

**ACTION REQUESTED: None. This is an informational item.**

4.13 LCTC Schedule of Meetings for Fiscal Year 2022/23

**ACTION REQUESTED: BY MOTION, Adopt the proposed schedule of meetings for FY 2022/23.**

4.14 Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA)

**ACTION REQUESTED: By Motion: Approve the Executive Secretary to work with the City and County to develop a list of projects eligible for the CRRSAA program,**

**and execute the appropriate paperwork with Caltrans to receive CRRSAA funds identified for Lassen County**

**(5) INFORMATION ITEMS**

5.01 Executive Secretary Report

Updates:

- US 395 Coalition Building
- ATP Public Meetings and ATP Grant Application
- Wildlife Highway Safety

**(6) CORRESPONDENCE**

6.01 None

**(7) OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, August 8, 2022, at 1:30 p.m.**

7.3 Adjourn

\* Attachment

# Enclosure

^ Handout

**ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:**

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

**LASSEN COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

Regular Commission Meeting

**May 9, 2022**

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

1:30 P.M. Open Session

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

**1. Convene**

*The Chair called the meeting to order at 1:43 P.M.*

**Roll Call: Present:** Albaugh, Bridges (alternate), Hemphill, Herrera, McCourt, Schuster  
**Absent:** Hammond

**1.1 Pledge of Allegiance**

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

**1.2 Adoption of Agenda:**

*It was moved by Commissioner Albaugh and seconded by Commissioner Hemphill that the Commission adopt the agenda with the following changes:*

- *Move Item 4.11 Fiscal Year 2020/21 Audit Reports before Item 3 Reports*

*With the changes the Agenda was adopted by the following vote:*

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

**1.3 Approval of the March 14, 2022 Regular Meeting Minutes**

*The Commission was asked to adopt the Minutes of their March 14, 2022, Regular Meeting.*

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

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

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

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

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

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

*No written communications were received.*

*No public comment was offered.*

### **4.11 Fiscal Year 2020/2021 Audit Reports**

*The Commission was asked to receive and file the Fiscal Year 2020/2021 Audit Reports and direct staff to forward Audits to Caltrans.*

*Ingrid Sheipline of Richardson & Company reported on the audit findings. She noted that continued progress had been made in meeting some of the challenges presented during previous audit efforts. Though there were some small items that needed to be addressed, there were no significant audit findings for this FY. In response to a question when the audits would be “normal” she commented that it was their expectation that next year’s audit would see a continuation of the improvements made to date, and that things were much improved from previous years reports.*

*Executive Secretary John Clerici noted that once received the audit findings will be transmitted to Caltrans. He also noted the hard work of his staff, the transit agency, and the Lassen County Auditor and her staff, in helping with this audit effort.*

It was moved by Commissioner Albaugh and seconded by Commissioner Bridges to receive the FY 2020/2021 audit findings and direct staff to transmit those findings to Caltrans. The motion was passed with the following vote:

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

### **3. REPORTS**

#### **3.1 Caltrans**

*Mike Mogen reported that “Good Fred” will be starting up soon, and expected to be done during this construction year. He also commented that the Town Hill brake check area project would also be starting this year and will include a number of elements including: new electrical for the curve warning system and a larger area for the trucks to stop. The brake check is mandatory and those that do not comply will be cited. Mike described a number of other projects that are either in construction phase or planning phase in the Lassen region. Commissioners asked about project costs, details of construction elements, and construction timing. Mike also mentioned that it was not likely that there would be a ribbon cutting for the new maintenance facility near Adin. He suggested that a tour could be arranged for interested members.*

*Wes Stroud Supervising Environmental Planner for Caltrans provided an overview of his work to help the state highway system implement Wildlife Connectivity Projects. These include:*

- o Creating barriers to keep wildlife off busy roads – for example deer fencing*
- o Building passages that allow safe passage over or under a roadway*
- o Ecosystem restoration – building facilities near highways, and improving highway design, to facilitate and improve habitat at or near roadways.*

*Wes also provided examples of facilities and methods to achieve these goals, and that the Bass Hill area (including Janesville) would be a great place to study and implement some of these ideas. He added that using existing crossing (cattle culverts for example) was also something they would look into. Commissioners asked about potential costs, and timelines when projects could be developed and built. Wes responded that it depended on the scope of the effort, but that some remedies were relatively inexpensive. He added that he wanted to work with local citizens, farmers, and county staff to help identify existing facilities that could be improved. Commission staff will work with Wes and the relevant parties to begin these talks in the summer.*

#### **3.2 CHP**

*No report was provided by CHP.*

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

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

### **3.4 Lassen County**

*Pete Heimbigner reported that STIP project Rehab C would begin within the week and be completed in about two weeks. Commissioner Hemphill asked about weed abatement at Kramer Road. Pete commented that he would have his crews look into it.*

### **3.5 Susanville Indian Rancheria**

*No report was provided by Rancheria staff.*

## **4 NEW BUSINESS**

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

*There was no closed session.*

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

*There was no closed session.*

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

### **4.11 Draft Fiscal Year 2022/23 Draft Overall Work Program and Budget**

*John Clerici reminded that 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.*

*John provided an update of the major differences from the current OWP and the Draft OWP for next fiscal year. He noted that the primary difference was that the current OWP focused more on finishing some significant planning documents, next years would be more oriented to implementation.*

*John added that the Administrative Draft FY 2022/23 OWP and Budget was provided to Caltrans on February 28 (as required by statute) for review and comment. Lassen County, the City of Susanville, the Susanville Indian Rancheria, and other stakeholders were provided an overview of the proposed OWP and Budget at their March 7 TAC meeting. He noted that once Caltrans and agency review is complete, a revised Public Draft will be distributed for review and comment to a broader audience. The revised Draft FY 2022/23 OWP and Budget will be brought back to the Commission for comment and adoption at their May meeting.*

*It was moved by Commissioner Hemphill and seconded by Commissioner Bridges to adopt the staff recommendations to circulate the Draft FY 22/23 OWP and Budget for public review and comment. The motion was passed with the following vote:*

*AYES: Albaugh, Bridges, Hemphill, Herrera, McCourt, Schuster*

*NOES: None*

*ABSENT: Hammond*

*ABSTAIN: None*

#### **4.12 FY 2022/23 Unmet Transit Needs Determinations**

*Genevieve Evans provided a brief report the annual unmet transit needs process (which she had explained in previous meetings), and 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.*

*She explained that 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.*

*After careful consultation with the Social Services Transportation Advisory Committee, the Lassen County transit providers, and based on the definitions adopted by the LCTC, it was determined that there were no unmet transit needs that were reasonable to meet. She added however, that there were a number of transit issues in the community, and the Lassen Rural Bus, the LTSA, and other community transit providers were trying to address.*

*It was moved by Commissioner Bridges and seconded by Commissioner Albaugh to adopt Resolution 22-05 finding that there are no new unmet transit needs in that is reasonable to meet for implementation in FY 2022/23. The motion was passed with the following vote:*

*AYES: Albaugh, Bridges, Hemphill, Herrera, McCourt, Schuster*

*NOES: None*

*ABSENT: Hammond*

*ABSTAIN: None*

#### **4.13 Fiscal Year 2022/23 Overall Work Program and Budget**

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

*He added that This OWP and budget reflects the transportation/mobility needs of the region, the interaction between Commission, City and County staff, the Susanville Indian Rancheria, collaboration with neighboring RTPA's, and our on-going partnership with Caltrans, Washoe County and the State of Nevada. It also contains the core work described in the staff services contract with Clerici Consulting in the amount of approximately \$203,000, with additional work provided for in the expanded scope of work of approximately \$154,000. The expanded scope of work includes:*

- Regional transportation planning and data collection – with enhanced assistance to the City and County for pavement management, traffic counts, assessment of safety needs, etc*
- Active Transportation Program execution – grant writing, program updates*
- US 395 Phase 2 management – Conclusion*
- Highway Safety Improvement Program implementation*
- Regional Transportation Plan – Update*
- Zero Emission Vehicle Infrastructure Study*

*He pointed out that the work being performed under the expanded scope is primarily work that would have been given to consultants, but that falls under the skill set of LCTC staff. In addition, much of the expanded scope of work is covered by grants procured or continued by LCTC staff (\$62,060).*

*Another important note for this OWP and budget, is that it includes the third and final installment payment to Lassen County for unfunded pension benefits associated for the period when Lassen County provided staffing services to the LCTC. That payment for \$81,783 (drawn from Transportation Development Act funds) is shown in Work Element 100.*

*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.*

*It was moved by Commissioner Albaugh and seconded by Commissioner Bridges to adopt Resolution 22-06 approving the FY 2022/23 Overall Work Program and Budget. The motion was passed with the following vote:*

*AYES: Albaugh, Bridges, Hemphill, Herrera, McCourt, Schuster  
NOES: None  
ABSENT: Hammond  
ABSTAIN: None*

## **5. INFORMATION ITEMS**

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

### **5.01 Executive Summary Report**

*The Executive Summary provided a brief update for the Commission. It included the following:*

#### **Active Transportation Plan (Bikes and Pedestrians)**

*LCTC staff held two (on-site) public workshops to gather input on the Active Transportation Plan and the Local Roadway Safety Plan. Meetings were held from 4:30 to 6:30 PM at the Depot in Westwood and Susanville. 11 people attended the Westwood meeting and 14 attended the Susanville meeting. At the workshops, staff gave an overview of the Active Transportation Plan and asked attendees for input on bicycle, pedestrian and general safety related issues. A variety of exhibits were available for attendees to view including a Draft list of Active Transportation Projects. At the end of the workshop, participants were asked to place colored dots on their top three priority projects. Comments from the meetings are summarized in Attachment A. High priority community issues discussed at the workshops included:*

- *Speeding and safety concerns on US 395 in Johnstonville near the school*
- *Narrow shoulders on county roads including Richmond Rd, Center Rd, Eagle Lake Rd and SR 139*
- *No shoulder and no safe area for bikes and peds on A21*
- *Pedestrian crossing at Highway 36 & A21*
- *Extend the Bizz Johnson Trail to Mason Station*
- *Trucks use A3 as a cut-off and this is narrow and unsafe for bikes and pedestrians*

*The next step is to use these community comments along with city/county staff comments to refine the list of active transportation projects for the Active Transportation Plan. The top five priority projects will be identified for the Draft Plan, which should be completed at the end of June.*

*At the same time, staff is working with City of Susanville staff to complete a new Active Transportation Program grant application for construction of the Riverside Dr. Bike Path project. This project includes construction of a Class I path from Riverside Park to the existing Susan River Path on the south side of Riverside Drive. The project requires a bike/pedestrian bridge over the Susan River. LCTC staff are coordinating with City staff to complete the grant application by June 15<sup>th</sup>.*

#### **Fire Relief**

*On April 26, staff briefed the Lassen County BOS on the draft LRSP as part of outreach efforts. At that meeting Commissioner Albaugh asked if staff could engage with the various groups responding to fire relief from the Beckwith and Dixie Fires and add our expertise and access to certain kinds of fund, in an effort to “think outside the box” to help the region.*

*After the meeting the Executive Secretary contacted the Lassen County CAO’s office for insight and advice on how the Commission might be of value in this effort. Tony Shaw’s response was particularly helpful, and provided a path forward for the LCTC. His comments included the LCTC helping with the following:*

- *Regarding a new wood pellet mill in Niebeber:*
  - *Assist in planning for transit, transportation/roads in Nubieber*
  - *Workforce related ZEV, multimodal, sustainable planning grant for ingress/egress.*

- *Immediate need for LCTC to track this process relative the environmental review NEPA/CEQA process currently underway*

### **US 395**

*Staff reported that Commissioner Hammond was coordinating a meeting of the US 395 Coalition on May 26. John reported that he would be out of town on vacation, but has asked Gordon Shaw to attend in his place.*

## **6. CORRESPONDENCE**

*None.*

## **7. OTHER BUSINESS**

### **7.1 Matter brought forth by the Commission**

*None.*

### **7.2 Next Commission Meeting**

*Next meeting of the LCTC will be on Monday, May 9, 2022, at time 1:30 PM, at the City of Susanville, City Council Chambers, 66 North Lassen Street, Susanville, CA.*

### **7.3 Adjourn**

*The meeting was adjourned at 3:22 p.m.*

*Submitted for approval by:*



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John Clerici  
Executive Secretary



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

555 CAPITOL MALL, SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

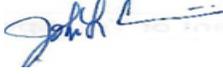
John L. Clerici, Executive Secretary

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Staff Report

Date: June 10, 2022 **AGENDA ITEM 1.41**

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary 

Subject: Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$44,868.38

**REQUESTED ACTION**

Approve payment of Clerici Consulting fees and costs in the amount of \$44,868.38 as shown in Invoice #009-25 for May 2022.

**PAST ACTION**

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

**DISCUSSION**

Attached is Invoices #009-25, with supporting documentation, and a detailed Progress Report for the period beginning May 1, 2022 and ended May 31, 2022. This invoice includes a detailed invoice for charges for sub-consultant Borroum Engineering in the amount of \$18,313.28 and for sub-consultant LSC Transportation Consultants in the amount of 18,015.30 (months of April and May).

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

- Provided follow-up to two public ATP meetings, and worked with City staff to write an ATP grant for the Riverside Drive trail project
- Presented to the City of Susanville City Council on the LRSP
- Follow-up for May LCTC Commission and TAC meetings
- Provided engineering oversite for the US 395 Coalition Building effort
- Presented to Sierra Alliance at their May meeting

These charges are consistent with the billing trends for the FY 2021/22 OWP budget to date.

Attachments (1)

# INVOICE

**Project Title:**

**Lassen County Transportation Commission  
Executive Secretary and Staffing Services**

**Date:** June 1, 2022  
**Invoice #** 009-025  
**Billing Cycle Ended:** 5/31/2022 (May 1, 2022 - May 31, 2022)

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

**To:** **Ms. Mendy Schuster, Chairman**  
**Lassen County Transportation Commission**  
**PO Box 1028**  
**Susanville, CA 96130**

Staff Member	Total Hours	Payroll Rate	Overhead Rate	Profit (5%)	Total Rate	Total Cost
John Clerici	60.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 8,599.80
Borroum Engineering	May (22)					\$ 18,313.28
LSC Transportation Consultants	April (22)					\$ 6,511.97
	May (22)					\$ 11,443.33
Printing, copies, reproduction						No Charge
Travel (Lodging, meals)						No Charge
<b>TOTAL</b>						<b>\$ 44,868.38</b>
<b>Prior Balance</b>						<b>\$ 29,956.09</b>
<b>Payment</b>						<b>\$ 29,956.09</b>
<b>Total Due</b>						<b>\$ 44,868.38</b>

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



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

Project: Lassen County Transportation Commission  
Clerici Consulting Project 009-025  
Period: May 1, 2022 – May 31, 2022

**WORK COMPLETED (through May 31, 2022)**

**SPECIFIC WORK ELEMENT RELATED ACTIVITIES**

- **Work Element 100 – Administration**
  - Developed and distributed agenda materials for the Commissions May TAC and LCTC meetings.
  - Attended May TAC (5/2) and June LCTC (5/9) Regular meetings
  - Provided follow-up for the March 2022 Regular Commission meeting.
  
- **Work Element 601A – General Planning**
  - Coordinate with Caltrans on information meetings that discuss impacts of State Route Development/System Management Plans
    - Sustainable Transportation Planning Grant Webinar (5/4)
  - Participated in NSSR meeting (5/11)
  - Participated in RCTF meeting (5/20)
  - Continued to monitor regional and statewide transportation issues
  
- **Work Element 601B – RTP Data Collection**
  - Continued updates to RTP Sections 1 and 2.
  - Met with Lassen County (Pete Heimbigner) to discuss data collection needs as they relate to public safety and travel improvement and other support for County transportation efforts (601B)
  
- **Work Element 601C – Active Transportation Programming**
  - Provided follow-up to ATP public meetings held in March, including outreach and information to Johnstonville Elementary School Superintendent regarding school zone safety on US 395
  
- **Work Element 601D – Transit Planning**
  - Participated in Lassen County on demand transit discussion (5/4)
  
- **Work Element 602 – Programming**

- Continued to monitor 2022 STIP activities and respond to CTC comments and requirements for final adoption by the CTC
- Assisted City and County staff to develop CTC materials for project time extensions and project modifications
- **Work Element 603 – Outreach**
  - Provided interagency outreach through the LCTC Technical Advisory Committee
    - Provided follow-up to May TAC meeting
    - Updated LCTC Website as needed
- **Work Element 604 – TDA**
  - Processed other TDA related claims and transfers as needed
  - Engaged Lassen County on TDA allocation issues (5/16)
- **Work Element 703 – US 395 Phase 2**
  - Continued support of US 395 coalition building efforts
  - Participated in 395 Coalition management zoom meeting (5/7)
  - Updated concept outline for US 395 investment phasing
  - Presented to Sierra Alliance on project status (5/18)
  - Provided support for May Coalition meeting with Washoe County
- **Work Element 704 – Local Road Safety Plan**
  - Presented to the City of Susanville City Council the draft LRSP to receive public comment (5/16)

6/14/2022

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

Borroum Engineering  
633 Tamarindo Way  
Roseville, CA 95678

Invoice #25: Invoice Period: May 1, 2022 to June 1, 2022

DATE	HOURS										Labor Sub-Total			
	OWP Task 100- Administration	OWP Task 601A - Transportation Planning - General	OWP Task 601B - Regional Transportation Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	OWP Task 703 - Rt 395 Grant Study	OWP Task 704- Local Roadway Safety Plan (LRSP)						
May 1											0			
2		6				4					10			
3		10									10			
4		9					1				10			
5		4				4	2				10			
6		5				3	2				10			
7														
8														
9		4									4			
10		5									5			
11		5	1			1	2				9			
12			3			4	2				9			
13						3					3			
14														
15														
16		2					1				6			
17											3			
18		2	3			1		1			8			
19		2				2					6			
20		1				2		2			6			
21								2			2			
22														
23		3	3								6			
24		1	6			1					8			
25						2		2			5			
26						1		1			4			
27						1		3			5			
28														
29														
30		6									6			
31		6									6			
TOTAL	0	71	16	16	16	32	15	1			151			
	\$	8,610.88	\$	1,940.48	\$	1,940.48	\$	1,940.48	\$	3,880.96	\$	121.28	\$	18,313.28

Rate: \$121.28/hour

Total this invoice: \$ 18,313.28

*APR 14/2022*

**Steve Borroum**

**Work assignments**

**Invoice period for May 1, 2022 to June 1, 2022**

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

Jan 14/2022



**TRANSPORTATION PLANNING AND  
TRAFFIC ENGINEERING CONSULTANTS**

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

Date: May 9, 2022

John Clerici  
1555 Sean Drive  
Placerville, CA 95667

Project: FY 2021-22 LCTC Staffing Assistance

Dear Mr. Clerici:

The following is a summary of work performed for the Lassen County Transportation Commission staffing team for the month of April 2022:

- Monthly staff team call
- General project coordination and regional transportation planning
- Continued work on the Active Transportation Plan including conducting two on-site public workshops, including mileage and hotel reimbursement
- Beginning work and coordination with other team members for the update of the background conditions section of the Regional Transportation Plan
- Continued work on the Local Roadway Safety Plan

Work performed for each OWP Work Element is as follows:

Work Element 601 – Total \$6,121

A) General Planning - \$450

B) Regional Transportation Planning and Data Collection - \$3,375

C) Active Transportation Planning - \$1,846

D) Transit Planning - \$450

Work Element 603 – Engagement - Total \$450

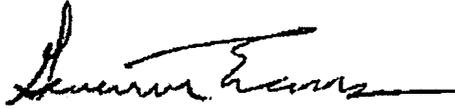
Work Element 703 – US 395 – Total \$0

Work Element 704 – Safety Study – Total \$0

**Grand Total for April: \$6,571.97**

Please find more detail in the attached pages.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Genevieve Evans", with a long horizontal flourish extending to the right.

Genevieve Evans  
Associate  
LSC Transportation Consultants Inc.



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

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

Invoice number 61921  
 Date 05/10/2022  
 Project 207081A LCTC On Call Assistance Work  
 Element 601

Professional Services rendered through 04/29/2022  
 Project Manager: Genevieve A. Evans

**Professional Fees**

	Hours	Rate	Billed Amount
Genevieve A. Evans	35.50	150.00	5,325.00
Patricia K. Eagan	6.00	65.00	390.00
<b>Professional Fees subtotal</b>	<b>41.50</b>		<b>5,715.00</b>

**Reimbursables**

	Billed Amount
Hotel	217.00
Mileage	189.97
<b>Reimbursables subtotal</b>	<b>406.97</b>

**Invoice total 6,121.97**

**Invoice Summary**

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	9,900.00	8,630.00	450.00	820.00
Regional Transp. Planning, Data Collection	38,079.00	18,856.25	3,375.00	15,847.75
Active Transportation	19,000.00	10,260.00	1,846.97	6,893.03
Transit Planning	9,500.00	5,025.00	450.00	4,025.00
<b>Total</b>	<b>76,479.00</b>	<b>42,771.25</b>	<b>6,121.97</b>	<b>27,585.78</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
61769	04/12/2022	5,435.00	5,435.00				
61921	05/10/2022	6,121.97	6,121.97				
<b>Total</b>		<b>11,556.97</b>	<b>11,556.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



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

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

Invoice number 61922  
 Date 05/10/2022

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

Professional Services rendered through 04/29/2022  
 Project Manager: Genevieve A. Evans

**Professional Fees**

	Hours	Rate	Billed Amount
Genevieve A. Evans	3.00	150.00	450.00
		<b>Invoice total</b>	<b>450.00</b>

**Invoice Summary**

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement	5,440.00	4,990.00	450.00	0.00
<b>Total</b>	<b>5,440.00</b>	<b>4,990.00</b>	<b>450.00</b>	<b>0.00</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
61793	04/12/2022	1,015.00	1,015.00				
61922	05/10/2022	450.00	450.00				
<b>Total</b>		<b>1,465.00</b>	<b>1,465.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**TRANSPORTATION PLANNING AND  
TRAFFIC ENGINEERING CONSULTANTS**

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

Date: June 9, 2022

John Clerici  
1555 Sean Drive  
Placerville, CA 95667

Project: FY 2021-22 LCTC Staffing Assistance

Dear Mr. Clerici:

The following is a summary of work performed for the Lassen County Transportation Commission staffing team for the month of May 2022:

- Monthly staff team call
- General project coordination on all LCTC projects
- Continued work on the Active Transportation Plan
- Begin work on assisting the City of Susanville with an ATP grant application
- Continued work on the update of the background conditions section of the Regional Transportation Plan
- Continued work on the Local Roadway Safety Plan

Work performed for each OWP Work Element is as follows:

Work Element 601 – Total \$6,143

A) General Planning - \$1,560

B) Regional Transportation Planning and Data Collection - \$3,653

C) Active Transportation Planning - \$780

D) Transit Planning - \$150

Work Element 603 – Engagement - Total \$0

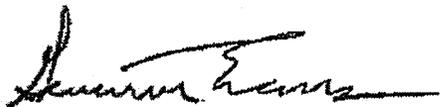
Work Element 703 – US 395 – Total \$4,889.29

Work Element 704 – Safety Study – Total \$411.04

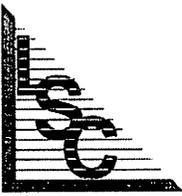
**Grand Total for May: \$11,443.33**

Please find more detail in the attached pages.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Genevieve Evans". The signature is fluid and cursive, with a long horizontal stroke at the end.

Genevieve Evans  
Associate  
LSC Transportation Consultants Inc.



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

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

Invoice number 62111  
 Date 06/13/2022  
 Project 207081A LCTC On Call Assistance Work  
 Element 601

Professional Services rendered through 06/13/2022  
 Project Manager: Genevieve A. Evans

**Professional Fees**

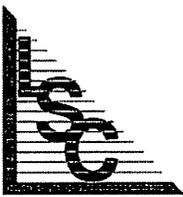
	Hours	Rate	Billed Amount
Alexandra C. Silverman	4.00	80.00	320.00
Genevieve A. Evans	11.00	150.00	1,650.00
Gordon R. Shaw	6.00	210.00	1,260.00
Justine E. Marmesh	25.00	105.00	2,625.00
Sierra M. Brown	2.50	115.00	287.50
Professional Fees subtotal	48.50		6,142.50
		Invoice total	<b>6,142.50</b>

**Invoice Summary**

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	9,900.00	9,080.00	1,560.00	-740.00
Regional Transp. Planning, Data Collection	38,079.00	22,231.25	3,652.50	12,195.25
Active Transportation	19,000.00	12,106.97	780.00	6,113.03
Transit Planning	9,500.00	5,475.00	150.00	3,875.00
Total	76,479.00	48,893.22	6,142.50	21,443.28

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
61921	05/10/2022	6,121.97		6,121.97			
62111	06/13/2022	6,142.50	6,142.50				
Total		12,264.47	6,142.50	6,121.97	0.00	0.00	0.00



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

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

Invoice number 62112  
 Date 06/13/2022  
 Project **207084A LCTC FY 21-22 Assistance-  
 Regional Transp. Planning, WE703 US  
 395**

Professional Services rendered through 05/27/2022  
 Project Manager: Genevieve A. Evans

**Professional Fees**

	Hours	Rate	Billed Amount
Gordon R. Shaw	23.00	210.00	4,830.00

**Reimbursables**

	Billed Amount
Mileage	59.29

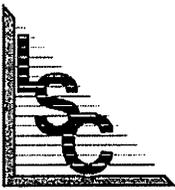
Invoice total **4,889.29**

**Invoice Summary**

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Strategic Partnership Grant 395	79,549.00	22,997.50	4,889.29	51,662.21
Total	79,549.00	22,997.50	4,889.29	51,662.21

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
62112	06/13/2022	4,889.29	4,889.29				
	Total	4,889.29	4,889.29	0.00	0.00	0.00	0.00



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

Lassen County Transportation Commission  
 John Clerici  
 P.O. Box 1028  
 Susanville, CA 96130

Invoice number 62022  
 Date 06/07/2022

Project **T217010A Lassen County Local  
 Roadway Safety Plan 704**

Professional Services rendered through 05/27/2022  
 Project Manager: Gordon R. Shaw

**Professional Fees**

	Hours	Rate	Billed Amount
Gordon R. Shaw	5.00	210.00	1,050.00
William C. Suen	2.50	115.00	287.50
Professional Fees subtotal	7.50		1,337.50
Invoice subtotal			1,337.50
Billed to Contract Max:			-926.46
Invoice total			<b>411.04</b>

**Invoice Summary**

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Safety Study	32,932.00	32,520.96	1,337.50	-926.46
Billed to Contract Max:	0.00	0.00	-926.46	926.46
<b>Total</b>	<b>32,932.00</b>	<b>32,520.96</b>	<b>411.04</b>	<b>0.00</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
62022	06/07/2022	411.04	411.04				
	<b>Total</b>	<b>411.04</b>	<b>411.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



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

555 CAPITOL MALL  
SUITE 600  
SACRAMENTO, CA 95814

John L. Clerici, Executive Secretary

P.O. Box 1028  
SUSANVILLE, CA 96130

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.11**

Date: May 27, 2022

From: Gordon Shaw, LCTC Staff

Subject: Local Roadway Safety Plan

**REQUESTED ACTIONS: Accept the Final Local Road Safety Plan.**

**PAST ACTION**

In 2021, the LCTC received a grant from Caltrans to prepare a Local Roadway Safety Plan (LRSP). This study was conducted by LCTC staff. A presentation of the draft LRSP was made to the Board in April and in May of 2022.

**BACKGROUND/DISCUSSION**

An LRSP identifies and analyzes safety problems and recommends safety improvements. An LRSP is required to obtain Highway Safety Improvement Program (HSIP) funding in the future. The study included extensive data collection and analysis of crashes and other traffic data throughout the County, public/stakeholder workshops and identification of safety projects designed to reduce potential future crashes. Stakeholders that were invited to provide input to the plan included the following:

- Caltrans District 2
- Lassen County Public Works
- Lassen County Sheriff’s Department
- California Highway Patrol
- City of Susanville Public Works
- City of Susanville Fire Department
- US Forest Service
- US Bureau of Land Management
- Susanville Indian Rancheria
- Lassen Lands and Trails Trust

Presentations have been made at public meetings in Westwood and Susanville as well as to the Lassen County Board of Supervisors, the Susanville City Council, and the Sierra Alliance. All comments received in these meetings have been addressed and used to prepare a Final Report.

The final plan recommends specific improvements to three key roadways that have a high crash rate and a high potential for successful grant funding: Eagle Lake Road, Johnstonville/Center Road and Herlong Road. These improvements focus on measures that are relatively low cost but have a high potential to reduce crashes. These three projects as a whole are forecast over ten years to **avoid 135 crashes, including 52 crashes resulting in injuries and 2 crashes resulting in fatalities.** In Susanville, it includes a recommendation for a citywide signing and striping study. Finally, the study includes recommendations to increase speed enforcement, review of appropriate speed limits, increased bicycle and walking safety programs, improved pedestrian facilities, and expanded DUI efforts.

**RECOMMENDATION** – Adoption of the Final Lassen County Local Roadway Safety Plan.

Attachment - Separate Document



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

John L. Clerici, Executive Secretary

555 CAPITOL MALL, SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

Staff Report

To: Lassen County Transportation Commission  
Date: June 11, 2021  
From: Steve Borroum, Commission Engineer  
Subject: LCTC Financial Update

**AGENDA ITEM 4.12**

**REQUESTED ACTION**

None. This is an informational item.

**DISCUSSION**

In 1971, the California Legislature enacted SB 325, known as the Transportation Development Act (TDA) to provide funding to be allocated to transit and non-transit purposes that comply with Regional Transportation Plans (RTP) as adopted by regional planning agencies (the Lassen County Transportation Commission). By far and away, the largest source of funds made available for these transportation pursuits is the ¼ cent sales tax collected within each county, including on gasoline sales. These funds are known as TDA or Local Transportation Funds (LTF). Along with carrying out a comprehensive transportation planning process, the Commission is responsible for administering and distributing these funds in accordance with the Act.

The Act establishes a set priority for distributing these funds as follows:

- Administration of the regional planning agency
- Transportation planning and programing
- Up to 2% of the remaining funds may be set aside by the Commission for pedestrian and/or bicycle facilities
- For transit service needs to the extent determined to be reasonable by the Commission
- Local streets and roads, and pedestrian and /or bicycle facilities.

Each years funds, after moving thru the first three priorities, is then apportioned out by population to the County and City. In the case of Lassen County and the City of Susanville, they have entered into a Joint Powers Agreement creating the Lassen Transit Services Agency (the transit operator) for the whole of Lassen County. This agency annually determines the agency's budget and how to distribute the cost between the City

and the County. And, then this agency submits a claim for these funds to the Commission which considers for approval the amounts requested from the City and County's apportionments.

The funds, if any, left over from this process remain apportioned to the County and City to be used for eligible transportation purposes as determined by the Board of Supervisors and City Council, respectively.

**Status of FY 22/23 funds**

The County Auditor has estimated the TDA funds expected to be received in FY 22/23, and the Commission has approved a tentative administrative and planning budget. However, a just discovered \$50,000 overhead charge from the County is yet being discussed.

The next question to the Commission will be whether to reserve the 2% pedestrian / bicycle funds. Recognizing the need for upgraded pedestrian facilities in the Susanville area, Staff has recommended that in the past 3 years these funds be so reserved. Approximately \$40,000 has been reserved, but neither the County nor the City has taken steps to claim these funds for project(s). Therefore, staff is hesitate to again recommend further reservations of these funds.

After this will come consideration of the transit operator's budget. However, at this writing, claims for FY 22/23 have not been submitted.

Lastly, the City and the County have approximately \$700,000 of TDA funds sitting in the Commission's accounts available for road maintenance and / or construction.



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

John L. Clerici, Executive Secretary

555 CAPITOL MALL, SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

Staff Report

To: Lassen County Transportation Commission

Date: June 15, 2022

From: John L. Clerici, Executive Secretary 

Subject: LCTC Schedule of Meetings for Fiscal Year 2022/23

**AGENDA ITEM 4.13**

**REQUESTED ACTION**

BY MOTION: Adopt the proposed schedule of meetings for FY 2022/23

**PAST ACTION**

Historically, the LCTC met approximately six times per year, in odd-numbered months, on the second Monday, typically at 1:30 p.m. Over the past few years, the Commission has been meeting more frequently.

**DISCUSSION**

In FY 2021/22 the Commission was able to meet its legislated responsibilities in FY 21/22 using the meeting schedule approved at its June 2021 Regular Meeting. It is staffs desire to get back to the more traditional schedule established by the Commission. As noted above the LCTC has met six times a year, in odd-numbered months. This would necessitate meetings starting in July. However, Commission staff, in consultation with LTSA staff and others, has concluded that there is no compelling work reason to meet in July. Therefore, staff is recommending that the first meeting in FY 22/23 be in August. The schedule for the second half of FY 22/23 will be the same as this fiscal year.

**ALTERNATIVES**

The LCTC could choose any alternate schedule that meets its needs.

**PROPOSED SCHEDULE OF LASSEN COUNTY TRANSPORTATION COMMISSION MEETINGS**

**Fiscal Year 2022/23**

**August 8, 2022**

**October 10, 2022 +**

**December 12, 2022**

**January 9, 2023**

**March 13, 2023**

**May 8, 2023**

**June 19, 2024 \***

**\*Third Monday of month**

**+Columbus Day – may move**



John L. Clerici, Executive Secretary

Staff Report

Date: June 10, 2022 **AGENDA ITEM 1.44**

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary 

Subject: Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA)

**REQUESTED ACTION**

By Motion: Approve the Executive Secretary to work with the City and County to develop a list of projects eligible for the CRRSAA program and execute the appropriate paperwork with Caltrans to receive CRRSAA funds identified for Lassen County.

**DISCUSSION**

The Federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 apportioned \$911.8 million to California (COVID Relief Funds). Under the Act, the COVID Relief Funds may be used for a broad range of surface transportation purposes listed in Section 113(b) of Title 23 of the U.S. Code and are meant to “prevent, prepare for, and respond to coronavirus.”

Specifically, the Act allows states to cover revenue losses and allows COVID Relief Funds to be used on new or existing projects, and for preventive and routine maintenance; operations; personnel; salaries; contracts; debt service payments; and availability payments; as well as transfers to public tolling agencies.

The COVID Relief funds were apportioned to the State (60%) and Local Agencies (40%). The local funds were further apportioned to the local agencies in the STIP-COVID (Mid-Cycle STIP) and the new CRRSAA Program. The CRRSAA Program will make available approximately \$182 million beginning May 2021.

The apportionment distribution for the CRRSAA Program, approved on March 14, 2021 by the CTC, is consistent with the formula distribution of the Surface Transportation Block Grant Program; with a minimum guarantee of \$200,000 for each county per CTC Guidelines. The Division of Local Assistance (DLA) manages California’s local agency share of the CRRSAA funding.

The region, through the LCTC, is eligible to receive \$200,000. It can be split between the jurisdictions in any fashion the Commission chooses.

Eligible project types:

- Projects that are eligible under the Surface Transportation Block Grant Program (new and existing)

- Routine maintenance/rehabilitation projects (new and existing)
- Projects funding operations
- Projects funding personnel - including salaries of employees or contractors
- Debt service payments; availability payments and coverage for other revenue losses

Staff will work with the city and county to identify a suitable division of these funds, and identify eligible projects.