

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: November 14, 2019

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Brian Moore (City Council)

Tom Hammond, Vice Chair (Co. Supervisor)

Brian Wilson (City Council)

Jeff Hemphill (Co. Supervisor)

Joe Franco, Chair (City Council)

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, November 18, 2019 at 1:30 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:

September 16, 2019 Regular Meeting

- 1.22 Payment of Steve Borroum (Acting Engineer) fees and costs in the amount of \$13,704.64.*

REQUESTED ACTION: Approve payment of Steve Borroum Acting Engineer fees and costs in the amount of \$13,704.64, shown in Invoices #7 and #8.

- 1.23 Payment of Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$16,196.19. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$16,196.19, shown in Invoices #008-07 and #008-08.

- 1.24 Fiscal Year 2019/20 Transportation Development Act Apportionments for Local Transportation Fund (LTF) Adjustment to Article 4 – Administration

REQUESTED ACTION: Approve a one-time adjustment to the allocation to FY 2019/20 Article 4 – Administration, in the amount of \$3,137.

- 1.25 Fiscal Year 2018/19 State of Good Repair (SGR) Lassen Transit Service Agency Claim

REQUESTED ACTION: Approve the Claim from the Lassen Transit Services Agency (LTSA) for FY 2018/19 SGR program expenses.

(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)
- Pursuant to Government Code section 54957
 - Public Employment Appointment: Executive Secretary

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS/PUBLIC HEARINGS

4.11 Disposition of Planning Programing and Monitoring Funding for FY 2015/16 and FY 2016/17

ACTION REQUESTED: None at this time. Staff is updating the Commission on administrative and reporting duties under this program.

4.12 2020 State Transportation Improvement Program

ACTION REQUESTED: Provide direction to staff regarding regional priorities on projects for inclusion in the 2020 State Transportation Improvement Program on behalf of Lassen County.

4.13 Agreements with County and City for Planning and Programming Assistance*

ACTION REQUESTED: Adopt Resolution 19-21 authorizing the Acting Executive Secretary to sign these agreements, pending concurrence by the jurisdictions.

4.14 Lassen County Transportation Commission Staffing

ACTION REQUESTED: Discuss and receive update on possible action related to Commission's staffing and Request for Proposals to select consultant providing Commission staffing services.

(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, December 9, 2019 at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

September 16, 2019

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

1:30 P.M. Open Session

(Note: Closed Session item 4.01 and 4.02 moved to follow agenda item 4.14 and precede agenda item 4.15)

1:00 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 1:35 P.M. and the Pledge of Allegiance to the Flag was recited.

Roll Call: Present: Franco, Hammond, Hemphill, Moore, Teeter, Wilson
Absent: None

1.2 Adoption of Agenda and Approval of Consent Calendar:

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

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

1.21 Minutes Approval of July 15, 2019 Regular Meeting

Adopted Minutes of the July 15, 2019 Regular Meeting.

1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$21,830.40.

Approved payment of Steve Borroum Acting Engineer fees and costs in the amount of \$21,830.40, shown in Invoices #5 and #6.

1.23 Payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$15,192.98.

Approved payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$15,192.98, shown in Invoices #008-05 and #008-06.

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

Gary Felt addressed the Commission regarding the striping and restriping of Main Street (SR36) in Susanville. He noted both safety and congestion as a concern in addition of the merge just prior to climbing the hill out of town. He suggested that rather than take out the one lane, to keep two lanes and get rid of merge. Commissioner Wilson noted that it used to be that way, but assumed the barrier was the reason for the existing striping. Chair Franco noted as well that the idea was to slow traffic down in that particular area, which is what the striping is intended to do.

Mr. Felt also brought up concerns about pedestrian crossing issues, and accidents between vehicles and pedestrians crossing SR 36. Suggested that their might be low cost, potentially local service group funded, ways to make improvements at the crosswalks. He described a number of possible remedies spanning a wide range of potential costs. The included:

- Bollards to slow traffic down.*
- Posts with red flags that you could use to cross the street, and then leave on the other side.*
- Flashing lights in and on street to slow folks down.*

Staff offered to meet with Mr. Felt and report back to the Commission. Will include City staff in those discussion.

3. REPORTS

3.1 Caltrans

Mike Mogen from Caltrans District 2 provided the following updates.

- Hwy 44 - Worley Ranch – repairs to the curb -- on SR 44 (near the burn area) are nearly done.*

- SR 36/Main Street CAPM – In final phase. Final striping will be done this week (work to be conducted at night). Final electrical is continuing, as well as raising manholes to final grade. Mike asked if the Commission would be interested in participating in a formal ribbon cutting ceremony. He noted that one had not been planned, but thought he would ask. Commission responded that they were not interested in participating in one.
- SR 36 Fredonia to Goodrich Creek – Emergency work to repair a slip out. Will also be replacing the Goodrich Creek Bridge in that same area next summer.
- Chair Franco thanked Mike for the asphalt repair (there was a large drop in one location) at Weatherlow.
- Commissioner Hammond noted that Caltrans is doing a lot of tree clearing in their right of way, and he thinks that is a good idea.

3.2 CHP

Lieutenant Sarah Richards CHP reported on staffing changes - Linda Powell and Jeff Flores have retired. She also noted that she is down three officers.

3.3 City of Susanville

Dan Newton, City Engineer for Susanville, reported that two projects in the Old Mill District (SC 4 and 5, overlay work with ADA curb grades) are in process and that the asphalt work will be done before winter.

3.4 Lassen County

No report was provided.

3.5 Susanville Indian Rancheria

Tonya reported that the Spring Ridge bridge project was completed .

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 (2 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 2:00 P.M. - PUBLIC HEARING: Public Participation Plan and Title VI Plan

The Commission was asked to conduct a public hearing for the Public Participation and Title VI Plan and adopt by motion: Resolution No. 19-18, accepting as complete and adopting the Public Participation and Title VI Plan as the Civil Rights (Title VI) Program for Lassen County Transportation Commission (LCTC).

It was moved by Commissioner Hammond and seconded by Commissioner Teeter 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 Fiscal Year 2017/18 LCTC Audit Reports

The commission was asked to Receive and file the FY 2017/18 Audit Reports for the Lassen County Transportation Commission.

The Commission directed staff to prepare letter for the Chairman Franco's signature that would provide direction the Lassen County Chief Administrative Officer, regarding funds discovered in County Fund 128, and to expedite the year end valuation of the various accounts held by the Lassen County Auditor on behalf of the Commission, and to expedite the development of an agreement between the County and the Commission that would direct the execution future services provided by Lassen County for the Commission.

It was moved by Commissioner Hammond and seconded by Commissioner Teeter to receive the information as presented and direct staff to draft the letter as described. The motion was passed with the following vote:

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

ABSENT: None
ABSTAIN: None

4.13 Fiscal Year 2019/20 Overall Work Program and Budget Amendment #1

The Commission was asked to adopt, by motion, Resolution 19-19 approving Amendment #1 to the Fiscal Year 2019/20 Overall Work Program and Budget.

It was moved by Commissioner Hammond and seconded by Commissioner Teeter 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

4.14 Supplemental Funding for FY 2017/18 and FY 2018/19 Independent Audits

The Commission was asked to adopt, by motion, Approve resolution 19-20 authorizing supplemental funding for Fiscal Year 17/18 Audit and setting budget for Fiscal Year 18/19 Audit.

It was moved by Commissioner Hammond and seconded by Commissioner Teeter 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

4.01 The Commission adjourned to closed session at 3:25 p.m. and resumed open session at 3:50.

4.02 No reportable action was taken in closed session.

4.15 Lassen County Transportation Commission Future Staffing Options Discussion

Commission Attorney, DeeAnne Gillick, presented the staff report and requested direction from the Commission on future staffing. The Commission

discussion was for the Commission Attorney to prepare and facilitate an RFP to select a consultant to perform the Commission staffing needs consistent with the prior RFP documents and process pursued by the Commission in 2017. The Commission discussed the timing of the RFP and selection process and the anticipated schedule to release the RFP within approximately 30 days and have the response period open for 4 to 6 weeks with responses to be considered by the Commission in December or January with an anticipated transition period in the beginning of 2020.

It was moved by Commissioner Hemphill and seconded by Commissioner Hammond authorizing Ms. Gillick to prepare and facilitate an RFP for a consultant to provide staffing to the Commission.

The motion was passed with the following vote:

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

4.16 2020 State Transportation Improvement Program – Project update

The Interim Executive Secretary provided a brief update of activities related to the 2020 RTIP/STIP process, including meetings with both state, and City and County staff to review the status of existing 2018 STIP projects to be implemented, and potential new projects that might be considered for the 2020 STIP.

Larry Millar, Lassen County Public Works Director, provided the following overview:

- Information/scope for the two projects in the 2018 STIP - County Rehab B which was updated for costs and CE was added for a new total of \$2.556 M and County Rehab. C where the scope was adjusted to match the programmed amount of \$3.375 M.*
- Two new projects for the County (Janesville Main Street for construction and CE in the amount of \$4M and County Rehab D for the Standish Buntingville Road for construction and CE in the amount of \$1.5 M).*

Dan Newton, reported that the City would be requesting the following:

- South East Gateway – a request for an additional \$50,000 for ROW, and \$256,000 for construction*
- Riverside Dr Trail/Bridge – reprogramming of funds previously identified for ROW to PS&E work*

- *Susanville FD (2) – Additional funds (\$1,176,000) for construction of a portion of the project removed from consideration at the behest of the Commission Staff in 2017. Would like to fold into existing FD project schedule for construction in 20/21 to take advantage of economies of scale.*

Commission staff stated that they would continue to work with the City and County to assemble the information for the above reference projects for consideration into the 2020 STIP. Staff noted that the current requests exceed the identified funds available for allocation in this cycle, but they would work with staff to help prioritize regional needs. In addition, staff will work with California Transportation Commission staff, as well as Caltrans D2 staff, in assessing the possibility of including the FD (2) request by the City of Susanville in the 20/21 construction year.

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 date*
- *State and Federal funding initiatives for transportation*
- *SR 36 Complete Streets activities*
- *US 395 Coalition Building activities – follow up activities with consultant and developing a path forward to complete this phase of coalition building work. He also mentioned that additional funds had been secured to begin the next phase of coalition building. Commissioner Hammond expressed his concern that the coalition building effort has not moved along as anticipated. Fears that momentum has been lost.*

6. Correspondence

None.

7. Other Business

7.1 Matter brought forth by the Commission

None

7.2 Next Regular Commission Meeting

Next meeting of the LCTC will be Monday, November 18, 2019 at 1:30, pm

7.3 Adjourn

The meeting was adjourned at 5:05 p.m.

Submitted for approval by:

John Clerici
Interim Executive Secretary



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: November 8, 2019

From: John L Clerici, Interim Executive Secretary

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

Subject: Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$13,704.64

REQUESTED ACTION

Approve payment of Steve Borroum fees and costs in the amount of \$13,704.64, as shown in Invoices #7 for September 2019 (\$6,670.40) and #8 for October 2019 (\$7,034.24).

PAST ACTION

This is the seventy and eighth invoice under this new consulting contract.

DISCUSSION

Attached is Invoices #7 and #8, with supporting documentation, and a detailed Progress Report for the period beginning September 1, 2019 and ended October 31, 2019.

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

- With Caltrans, the Commission, Lassen County and City of Susanville worked on updating the long-range transportation projects in the RTP, including amending the RTP as needed.
- Continued working with Lassen County Auditor to align LCTC – OWP – work element accounting needs with County accounting methods.
- Continued working with County Auditor, LCTC Independent auditor, and County, City and LTSA staff to compile and review information for Year Ending June 2018 LCTC audit review
- Prepared Q1 Request for Reimbursement to Caltrans D2

These charges are consistent with the billing trends for the FY 2019/20 OWP budget to date.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (1)

11/6/2019

INVOICE TO LASSEN COUNTY TRANSPORTATION COMMISSION

Steve Borroum
 Acting Engineer
 633 Tamarindo Way
 Roseville, CA 95678

Invoice #8: Invoice Period: October 1, 2019 to November 1, 2019

DATE	HOURS					Labor Sub-Total
	OWP Task 100- Administration	OWP Task 601 - Transportation Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	
October						
1						0
2		1				1
3		1	1			2
4	1		1		1	3
7	1	3			2	6
8	1	2			1	4
9			1		1	2
10			1			1
11		2			1	3
14	1	2			1	4
15		2				2
16			1		1	2
17		3			1	4
18		3				3
21		1				1
22		2	2			4
23		1	1		1	3
24		1	1		1	3
25		3				3
28		2	1		1	4
29		1				1
30	1	1				2
31						0
TOTAL	5	31	10		12	58
Rate: \$121.28 / hour						
	\$ 606.40	\$ 3,759.68	\$ 1,212.80		\$ 1,455.36	\$ 7,034.24
Totals	\$ 7,034.24					

Total this invoice: \$ 7,034.24

Steve Borroum

Work assignments

Invoice period for October 1, 2019 to November 1, 2019

- Gather, review and produce the fiscal records, invoices, quarterly reports, budget, and budget portion of the OWP (OWP work element 100)
- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on planning Rt 36 and 395, non-vehicular transportation, and transit systems. (OWP work element 601)
- With the local transit operator, Caltrans, the County, the City, and the County Auditor to identify available funding, and assist the Commission's project prioritization and programming processes. (OWP work element 602)
- 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)

10/6/2019

INVOICE TO LASSEN COUNTY TRANSPORATION COMMISSION

Steve Borroum
 Acting Engineer
 633 Tamarindo Way
 Roseville, CA 95678

Invoice #7: Invoice Period: September 1, 2019 to October 1, 2019

DATE	HOURS					Labor Sub-Total
	OWP Task 100- Adiministration	OWP Task 601 - Transporation Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	
September						
2						0
3	1	2	1			4
4		1	1			2
5		1	1			2
6	1	4	1			6
9	1	3	1		1	6
10		2	1			3
11						0
12		1				1
13		1				1
16	1	3	1		1	6
17		1				1
18		2				2
19		2				2
20						0
23		4	1			5
24		2	1			3
25		3	1			4
26		1	1			2
27		2				2
30		3				3
TOTAL	4	38	11		2	55
Rate: \$121.28 / hour						
	\$ 485.12	\$ 4,608.64	\$ 1,334.08		\$ 242.56	\$ 6,670.40
Totals	\$ 6,670.40					

Total this invoice: \$ 6,670.40

Steve Borroum

Work assignments

Invoice period for September 1, 2019 to October 1, 2019

- Gather, review and produce the fiscal records, invoices, quarterly reports, budget, and budget portion of the OWP (OWP work element 100)
- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on planning Rt 36 and 395, non-vehicular transportation, and transit systems. (OWP work element 601)
- With the local transit operator, Caltrans, the County, the City, and the County Auditor to identify available funding, and assist the Commission's project prioritization and programming processes. (OWP work element 602)
- 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)



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: November 8, 2019

From: John L Clerici, Interim Executive Secretary 

Subject: Payment of Clerici Consulting Interim Executive Secretary fees and costs in the amount of \$16,196.19.

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$16,196.19, as shown in Invoice #008-07 for September 2019 (\$8,743.03) and Invoice #008-8 for October 2019 (\$7,453.16).

PAST ACTION

This is the seventh and eighth invoice under this consulting contract.

DISCUSSION

Attached is Invoices #008-07 & #008-08, with supporting documentation, and a detailed Progress Report for the period beginning September 1, 2019 and ended October 31, 2019.

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

- Prepared Agendas and information items for September 16, LCTC and TAC Meetings
- Met with Consulting staff to plan and execute addition coalition building efforts for the US 395 effort.
 - Initiated first coalition building team conference call on October 17
- Continued outreach to Caltrans, Lassen County and the City of Susanville for the 2020 State Transportation Improvement Program (STIP)
 - Developed draft and revised draft 2020 RTIP

These charges are consistent with the billing trends for the FY 20019/20 OWP budget to date.

Attachments (2)

Clerici Consulting

Invoice Date: October 7, 2019

Invoice Number 7

Project Number 008

Clerici Consulting
1555 Sean Drive
Placerville, CA 95667
Ph 530.919.9739

Invoice

Tax ID XXX-XX-XXXX
Vendor Number: 15096
Contract Number: 2019-0235-CO200232

October 7, 2019
Number: 008
Invoice Number 7

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

Project: 008 Interim Executive Secretary

Professional services from September 1, 2019 to September 30, 2019

<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$2,293.28		\$2,293.28
Task 601 – Regional Transportation Planning	\$1,289.87		\$1,289.87
Task 602 – Regional Transportation Programing	\$4,013.24		\$4,013.24
Task 603 – Community Engagement & Outreach	\$143.33		\$143.33
Task 604 – TDA Administration	\$1,003.31		\$1,003.31
Total this invoice			\$8,743.03

Clerici Consulting

Invoice Date: October 7, 2019

Invoice Number 7

Project Number 008

Professional Personal

Task: 100 – Administration and Coordination

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	16	\$143.33	\$2,293.28

Task: 601 – Regional Transportation Planning

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	9	\$143.33	\$1,289.97

Task: 602 – Regional Transportation Programming

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	28	\$143.33	\$4,013.24

Task: 603 – Community Engagement and Outreach

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	1	\$143.33	\$143.33

Task: 604 – TDA Administration

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	7	\$143.33	\$1003.31

John Clerici

PROGRESS REPORT

Project: Lassen County Transportation Commission

Clerici Consulting Project 008-07

Period: September 1, 2019 – September 30, 2019

WORK COMPLETED (through September 30, 2019)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- Provide support to Commission, stakeholders and public (OWP Work Element 100)
- Prepare for and coordinate meetings (including follow-up) of the Commission and for the Commissioners: LCTC Agendas with staff reports September 16, 2019 (OWP Work Element 100)
- Prepare and monitor budget: Prepared Final FY 2019/20 OWP and Budget for adoption at the September 16, LCTC meeting (OWP Work Element 100)
- Met with Caltrans staff to discuss revisions to FY 2019/20 OWP and September 9 (OWP Work Element 100)
- With Caltrans, the Commission, the City of Susanville, and Lassen County work on the long-range transportation projects in the RTP, including amending the RTP as needed. (OWP Work Element 601)
- With the local transit operator (Lassen Transit Service Agency), Lassen County, City of Susanville, and the County Auditor worked to identify available funding, and assist the Commission's project prioritization and programming process. (OWP Work Element 602)
- Began drafting 2020 RTIP/STIP, worked with Lassen County and City of Susanville Staff to begin collecting project specific data for inclusion in 2020 RTIP (OWP Work Element 602)
- Attend regional and community meetings to discuss plans and projects important to Lassen County and the City of Susanville, the Regional Transportation Plan, and transportation programming and planning for the LCTC. Participated in monthly Rural County Task Force Meetings (September 27), highlighting on planning and programming discussions relevant to the OWP, RTP, ATP and upcoming 2020 STIP (OWP Work Element 603)
- Processed Local Transportation Fund Apportionment, Notified Claimants, Prepared Claim Forms (OWP Work Element 604)

Clerici Consulting

Invoice Date: November 7, 2019
Invoice Number 8
Project Number 008

Clerici Consulting
1555 Sean Drive
Placerville, CA 95667
Ph 530.919.9739

Invoice

Tax ID XXX-XX-XXXX
Vendor Number: 15096
Contract Number: 2019-0235-CO200232

November 7, 2019
Number: 008
Invoice Number 8

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

Project: 008 Interim Executive Secretary

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

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<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$1,433.30		\$1,433.30
Task 601 – Regional Transportation Planning	\$1,003.31		\$1,003.31
Task 602 – Regional Transportation Programing	\$3,869.91		\$3,869.91
Task 603 – Community Engagement & Outreach	\$286.66		\$286.66
Task 604 – TDA Administration	\$859.98		\$859.98
Total this invoice			\$7453.16

Professional Personal*Task: 100 – Administration and Coordination*

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	10	\$143.33	\$1,433.30

Task: 601 – Regional Transportation Planning

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	7	\$143.33	\$1,003.31

Task: 602 – Regional Transportation Programming

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	27	\$143.33	\$3,869.91

Task: 603 – Community Engagement and Outreach

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	2	\$143.33	\$286.66

Task: 604 – TDA Administration

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	6	\$143.33	\$859.98

John Clerici

PROGRESS REPORT

Project: Lassen County Transportation Commission

Clerici Consulting Project 008-08

Period: October 1, 2019 – October 31, 2019

WORK COMPLETED (through October 31, 2019)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- Provide support to Commission, stakeholders and public (OWP Work Element 100)
- Prepare for and coordinate meetings (including follow-up) of the Commission and for the Commissioners: Followed up with City and County Staff, Commissioners and Caltrans staff on issues raised in September 16, 2019 Commission Agenda (OWP Work Element 100)
- Prepare and monitor budget (OWP Work Element 100)
- Met with Caltrans staff to discuss revisions to FY 2019/20 OWP (OWP Work Element 100)
- With Caltrans, the Commission, the City of Susanville, and Lassen County work on the long-range transportation projects in the RTP, including amending the RTP as needed. (OWP Work Element 601)
- Prepared draft 2020 RTIP/STIP, worked with Lassen County and City of Susanville Staff to begin collecting project specific data for inclusion in 2020 RTIP (OWP Work Element 602)
- Attend regional and community meetings to discuss plans and projects important to Lassen County and the City of Susanville, the Regional Transportation Plan, and transportation programming and planning for the LCTC. Participated in DEAL East Meeting with D2 Administrator (October 10), highlighting on planning and programming discussions relevant to the OWP, RTP, ATP and upcoming 2020 STIP and issues important to regional transportation (OWP Work Element 603)
- Processed Local Transportation Fund Apportionment, Notified Claimants, Prepared Claim Forms (OWP Work Element 604)



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL
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SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.24

Date: November 8, 2019

From: John L Clerici, Interim Executive Secretary

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

Subject: Fiscal Year 2019/20 Transportation Development Act Apportionments for Local Transportation Fund (LTF) Adjustment to Article 4 - Administration

REQUESTED ACTION

By Motion: approve a one-time increase to the allocation to FY 2019/20 Article 4 – Transit Administration and Operations, in the amount of \$3,137.

DISCUSSION

Each year the Commission is asked to approve apportionments for the upcoming fiscal year receipts of Local Transportation Funds. At your June 16, 2019 Regular Meeting, in accordance with PUC Sections 99233.8, 99260(a), 99262 – Article 4 Transit, you passed Resolution 19-15 authorizing an apportionment of \$532,000 for transit administration and operations. That value was based on estimates provided by Lassen County and the Lassen Transit Services Agency. Since then Lassen County has completed its budgeting process for FY 2019/20, and it was determined that the amount should be \$574,137. An increase of \$3,137.

A claim for the full amount of the Article 4 transit administration and operation allocation reflecting the revised value was received from Lassen County on October 16, 2019.

Commission staff has reviewed the claim and the revised value, and support the request for the higher allocation request. Once approved, the claim for the full amount will be forwarded to the Lassen County Auditor, with allocation instructions, for disbursement providing the requisite funds are available.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (1)

CLAIM
Transportation Development Act
For Fiscal Year 2019/2020 Funds

TO: LASSEN COUNTY TRANSPORTATION COMMISSION
555 Capitol Mall, Suite 600
Sacramento, CA 95814


FROM: Lassen Transit Service Agency
707 Nevada Street
Susanville, CA 96130

The Lassen Transit Service Agency hereby requests, in accordance with the State of California Public Utilities Code, commencing with section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2019/2020, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with the Lassen County Treasurer into fund 128:

Article and Section of TDA	Purpose	Amount
Article 4, Section 99260	Transit Administration	\$174,137
	Total:	\$174,137

When approved by the LCTC, this claim will be transmitted to the Lassen Transit Service Agency for payment. Approval of this claim, this application, and payment by the County Auditor is subject to such moneys being on hand and available for distribution and is subject to the provisions that such moneys will only be used in accordance with the terms of the approved annual financial plan.

APPROVED

By: 
John Clerici
LCTC Acting Executive
Secretary

Approval Date: 10/22/19

SUBMITTED

By: 
Larry Millar
Executive Director

Submittal Date: 10/16/19

FISCAL YEAR 2019-2020 ESTIMATED

Summary

Fund: 128
Department : LOCAL TRANSPORTATION
Budget Unit Name: LTSA ADMINISTRATION
Budget Unit Number: 5701

Account Name	FY 2018/19 Budgeted	FY 2019/20 Preliminary	Expansion/ (Reduction)
Total FTE Employees	1.57	1.57	0.00
Salaries & Benefits	\$ 122,533	\$ 135,733	13,200
Services & Supplies	\$ 51,994	\$ 38,401	(13,593)
Other Charges			0
Capital Outlay	\$ -	\$ -	0
Other Financing Uses			0
TOTAL BUDGET REQUEST	\$ 174,527	\$ 174,134 ✓	(393)
Revenues Available	\$ 175,759	\$ 174,134	(1,625)
Fund Balance (if applicable)	\$ -	\$ -	0
TOTAL REVENUES AVAILABLE	\$ 175,759	\$ 174,134	(1,625)
NET GENERAL FUND REQUIRED	\$ (1,232)	\$ 0	1,232

Department Head Signature Lay D. Smith

Date: 5/9/19

**LASSEN COUNTY
2019/20 RECOMMENDED EXPENDITURES**

		ACCOUNT NAME	FY 2016/17 ACTUALS	FY 2017/18 ACTUALS	FY 2018/19 FINAL BUDGET	FY 2018/19 ESTIMATED ACTUALS	FY 2019/20 DEPARTMENT REQUEST	FY 2019/20 RECOMMENDED
FUND	128	LOCAL TRANSPORTATION						
BUDGET-UNIT	5701	LTSA ADMINISTRATION						
COST-CENTER								
ACCOUNT	3000100	SALARIES AND WAGES	22,640	76,195	84,109	77,920	91,025	91,025
	3000110	OVERTIME						
	3000130	EXTRA HELP						
	3000160	FURLOUGH SAVINGS						
	3000161	VACANCY SAVINGS						
	3000200	RETIREMENT	3,325	6,093	6,774	6,347	7,918	7,916
	3000202	MEDICARE	340	1,133	1,220	1,197	1,320	1,320
	3000205	PERS UNFUNDED RETIREMENT LIABILITY		14,118	6,975	6,975	9,407	9,407
	3000210	SOCIAL SECURITY	1,455	4,847	5,215	5,117	5,844	5,844
	3000300	GROUP INSURANCE - HEALTH	4,365	9,365	3,724	7,919	3,949	3,949
	3000310	GROUP INSURANCE - CAFETERIA	924	3,372	11,672	6,016	11,717	11,717
	3000320	GROUP INSURANCE - DENTAL	408	860	46	866	646	646
	3000330	GROUP INSURANCE- LIFE	101	223	225	219	225	225
	3000340	GROUP INSURANCE- VISION		176		179		
	3000400	WORKERS COMPENSATION INSURANCE	88	4,920	1,695	1,695	1,885	1,885
	3000501	OTHER POST EMPLOYMENT BENEFITS	833	874	879	879	2,002	2,002
	3000510	UNEMPLOYMENT INSURANCE	22					
	3000750	YEAR END SALARIES AND EMPLOYEE BENEFITS	2,801	1,268		(337)		
	3000760	CHANGE IN COMPENSATED ABSENSES		516		(503)		
		SALARIES AND EMPLOYEE BENEFITS	37,303	123,960	122,534	114,489	135,736	135,736 ✓
	3001200	COMMUNICATIONS	46	285	150	247	150	150
	3001500	INSURANCE		10,800	17,983	17,983	18,728	18,728
	3001700	MAINTENANCE - OFFICE EQUIP			100		100	100
	3001701	MAINTENANCE-COUNTY VEHICLES			100		100	100
	3002000	MEMBERSHIPS		485	500	510	550	550
	3002200	OFFICE EXPENSE			500	356	500	500
	3002201	POSTAGE		219	250	36	250	250
	3002300	PROFESSIONAL & SPECIALIZED SV	353	1,799		2,718	2,000	2,000
	3002302	IT DIRECT BILL		2,061	2,000	2,000	2,000	2,000
	3002400	PUBLICATIONS AND LEGAL NOTICES	56		100	35	100	100
	3002600	RENTS & LEASES-BLDGS & IMPROVEMENTS	1,622	1,622	3,150		3,150	3,150
	3002701	NON-CAPITAL EQUIPMENT						
	3002800	SPECIAL DEPARTMENT EXPENSE						
	3002801	SPECIAL DEPARTMENTAL EXPENSE A-87		19,663	26,411	26,411	10,023	10,023
	3002900	TRANSPORTATION AND TRAVEL		266	250	225	250	250
	3002901	CONFERENCES & TRAINING	58	12	500		500	500
	3004900	DEPRECIATION						
		SERVICES AND SUPPLIES	2,134	37,212	51,994	50,521	38,401	38,401 ✓
	3006200	EQUIPMENT						
		FIXED ASSETS						
	3007000	OPERATING TRANSFERS OUT						
		OPERATING TRANSFERS OUT						
		LTSA ADMINISTRATION	39,438	161,172	174,528	165,010	174,137	174,137 ✓
		FTEs	1.62	1.57	1.57	1.57	1.57	1.57 ✓
		LOCAL TRANSPORTATION	633,192	177,540	174,528	165,010	174,137	174,137

2019/20 RECOMMENDED REVENUES & FINANCING SOURCES

FUND	BUDGET UNIT	OBJECT	ACCOUNT-NAME	FY 2016/17 ACTUALS	FY 2017/18 ACTUALS	FY 2018/19 FINAL BUDGET	FY 2018/19 ESTIMATED ACTUALS	FY 2019/20 DEPT REQUESTS	FY 2019/20 RECOMMENDED
AVIATION									
124	1241	2003000	INTEREST	(575)	4,045	2,000	7,822	5,000	5,000
124	0071	2003900	FAIR MKT VLU/INTEREST REV ADJ	(1,161)	(4,815)				
124	1241	2011200	MISCELLANEOUS - HANGER RENTAL/OTHER		1,941	4,688			7,041
124	9001	2000100	PROPERTY TAX CURRENT SECURED		50,000				
124	9001	2000200	PROPERTY TAX CURRENT UNSECURED		2,500				
124	9001	2000400	PROPERTY TAXES - PRIOR UNSECURED		50				
124	9001	2000600	SUPPLEMENTAL PROP TAX - CURRENT		250				
124	9001	2000900	STATE FISH & GAME INLIEU						
124	9001	2000901	OTHER TAXES - TIMBER TAX		250				
124	9001	2006000	STATE - HOMEOWNER PROP TAX RELIEF		500				
124	1241	2006200	STATE - OTHER (CAAP)	722,065	404,096	346,500		346,500	346,500
AVIATION				720,329	458,817	353,188	7,822	351,500	358,541
TRIAL COURT FUNDING									
125	0071	2003900	FAIR MKT VLU/INTEREST REV ADJ	(689)	(27)				
125	0442	2006215	STATE-PS REALIGNMENT SALES TAX	282,497	289,097	284,541	265,909	284,541	284,541
125	0442	2007400	OTHER-GOVERNMENTAL AGENCIES						
125	0442	2010713	PRISON REIMBURSEMENT			25,000			25,000
125	0442	2011200	MISCELLANEOUS		913	21,753	54,775	20,000	23,105
125	0442	2012200	OPERATING TRANSFER IN - FROM 130				505		
125	0442	2009400	LAW ENFORCEMENT SERVICES	293,836	293,836	293,836	293,836	293,836	293,836
TRIAL COURT FUNDING				575,644	583,819	625,130	615,025	598,377	626,482
CRIMINAL JUSTICE FACILITY CONSTRUCTION									
126	0071	2003000	INTEREST	513	2,287	2,000	4,049		4,000
126	0071	2003900	FAIR MKT VLU/INTEREST REV ADJ		(2,667)				
126	1261	2012200	MISCELLANEOUS		749	5			420
126	1261	2002100	OTHER COURT FINES	44,273	55,502	55,000	45,716		45,000
126	1261	2012200	OPERATING TRANSFER IN - (FROM 127-1271)	110,000	110,000	110,000	110,000		
CRIMINAL JUSTICE FACILITY CONSTRUCTION				154,786	165,871	167,005	159,765	0	49,420
COURTHOUSE CONSTRUCTION FUND									
127	0071	2003900	FAIR MKT VLU/INTEREST REV ADJ		(6,363)				
127	1271	2003000	INTEREST	4,912	5,358	5,000	6,833		6,800
127	1271	2002100	COURT FINES	77,443	77,342	75,000	78,754		77,000
COURTHOUSE CONSTRUCTION FUND				82,355	76,337	80,000	85,587	0	83,800
TRANSPORTATION ADMIN/PLANNING									
128	3093	2003000	INTEREST	3,687	5,006		6,760		
128	3093	2003900	FAIR MKT VLU/INTEREST REV ADJ		(5,838)				
128	3093	2006200	STATE - OTHER (RPA/OWP/TRI-COUNTY)	202,214					
128	3093	2011200	MISCELLANEOUS		3,816				
128	3093	2012200	OPERATING TRANSFER IN	220,745					
TRANSPORTATION ADMIN/PLANNING				426,646	2,984	0	6,760	0	0
LTSA ADMINISTRATION									
128	5701	2003000	INTEREST			5,000			5,000
128	5701	2006200	STATE - OTHER	89,041	(25,303)	162,949			
128	5701	2007401	OTHER GOVT - LCTC		142,730		174,527	174,137	174,137
128	5701	2011200	MISCELLANEOUS			7,810			18,666
LTSA ADMINISTRATION				89,041	117,427	170,759	174,527	174,137	192,803
PROP 56 TOBACCO-SHERIFF									
129	0538	2006215	STATE - OTHER			132,494		371,328	371,328
PROP 56 TOBACCO-SHERIFF				0	0	132,494	0	371,328	371,328
LOCAL PUBLIC SAFETY FUND									
COURT APPOINTED COUNSEL									
130	0071	2003000	INTEREST	4,784	867		(2,439)		



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim Executive Secretary

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PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.25

Date: November 14, 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 2018/19 State of Good Repair (SGR) Lassen Transit Service Agency Claim

REQUESTED ACTION

By Motion: Approve the Claim from the Lassen Transit Services Agency (LTSA) for FY 2018/19 SGR program expenses

PAST ACTION

Previously the Commission adopt Resolution 19-04 approving the list of projects for the FY 2018/19 State of Good Repair Program.

DISCUSSION

The SGR program is one program created under Senate Bill 1, which raised fuel and vehicle license fees in California, and that is the subject of Proposition 6 on the November ballot.

On July 25th the Lassen Transit Service Agency provided the LCTC with a claim (attached) for \$46,451.60 for FY 2018/19 on the above referenced list of projects. Included in the claim is a State of Good Repair Annual Expenditure Report with detail.

Commission staff has reviewed the claim and is recommending approval.

ALTERNATIVES

Provide direction to staff.

CLAIM
State of Good Repair (SGR)
For Fiscal Year 2018/2019 Funds

TO: LASSEN COUNTY TRANSPORTATION COMMISSION
555 Capitol Mall, Suite 600
Sacramento, CA 95814

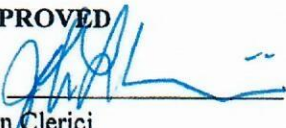
FROM: Lassen Transit Service Agency
707 Nevada Street
Susanville, CA 96130

The Lassen Transit Service Agency hereby requests, in accordance with applicable rules and regulations that its annual claim for FY 2018/2019 State of Good Repair funds be approved by the Lassen County Transportation Commission, in the amount of \$46,451.60 (Forty-Six Thousand Four Hundred Fifty One Dollars and 60 Cents) to be drawn from the State of Good Repair fund for the Lassen County Transportation Commission.

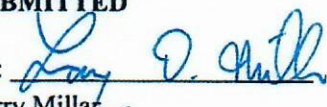
Public Utilities Code	Amount
FY 18/19 Section 99313	\$40,490.68
FY 18/19 Section 99314	\$1,620
Carryover from FY 17/18 (Section 99313)	\$4,340.92

When approved by the LCTC, this claim will be transmitted to the Lassen Transit Service Agency for payment and deposited into fund 570-5701-2012200. Approval of this claim, this application, and payment by the County Auditor is subject to such moneys being on hand and available for distribution and is subject to the provisions that such moneys will only be used in accordance with the terms of the approved SGR project list for Fiscal year 18/19. Attached is an expenditure summary report showing the amounts per project.

APPROVED

By: 
John Clerici
LCTC Acting Executive Secretary

SUBMITTED

By: 
Larry Millar
Executive Director

Approval Date: 11/12/19

Submittal Date: 7/25/19

State of Good Repair Annual Expenditure Report FY 2018/19 Lassen County

Date: 7/25/2019

#	Project Title	Project Location	Total Expenditures	Usefull Life	Project Description	Outcome	Budgeted cost	Balance
1	Preventative Maintenance for Lassen Rural Bus	Susanville, CA	\$ 36,060.04	N/A	The Preventative Maintenance for Lassen Rural Bus project will use SGR funds to pay the part of our maintenance and operation contract with Paratransit which is used to pay for repair of revenue vehicles.	The funds were used as part of the contract payment for parts that were used for maintenance of the current fleet. The project helped to keep the fleet of Lassen Rural Bus in state of good repair which allow a safe usage and performance of the vehicles.	\$ 37,952.92	\$ 1,892.88
2	Preventative Maintenance for LSS	Susanville, CA	\$ 5,686.17	N/A	The Preventative Maintenance for LSS project will use SGR funds to pay for repair costs of our subcontractor Lassen Senior Services.	The project assured that the vehicles of the Lassen Senior Service stayed in a state of good repair, thus allowing our subcontractor to provide safe and efficient service for seniors in Susanville and surrounding communities.	\$ 2,500.00	\$ (3,186.17)
3	Preventative Maintenance for Big Valley	Bieber, CA	\$ 4,705.39	N/A	The Preventative Maintenance for Big Valley project will use SGR funds to pay for repair costs of our subcontractor Big Valley 50 Plus.	The project assured that the vehicles of Big Valley 50 Plus stayed in a state of good repair, thus allowing our subcontractor to provide safe and efficient service for seniors, persons with disabilities and the general public in the northern part of Lassen County.	\$ 2,500.00	\$ (2,205.39)
4	Contributions to Vehicle Replacement Fund	Susanville, CA			Funds to be used to match other local, state, and federal grants for replacing vehicle #16		\$ 3,774.00	\$ 3,774.00
Total			\$ 46,451.60				\$ 46,726.92	\$ 275.32

Allocated Amount:	\$ 42,386.00	Balance:	\$ 275.32
Balance 17/18	\$ 4,340.92		
Total	\$ 46,726.92		



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Interim Executive Secretary

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Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.11

Date: November 8, 2019

From: John L Clerici, Interim Executive Secretary

Subject: Disposition of Planning Programing and Monitoring Funding for FY 2015/16 and FY 2016/17

REQUESTED ACTION

None at this time. Staff is updating the Commission on administrative and reporting duties under this program.

DISCUSSION

Planning Programming and Monitoring (PPM) Funding is derived from the state gasoline excise tax and is allocated by the California Transportation Commission (CTC) through the State Transportation Improvement Program (STIP).

The CTC STIP Guidelines describe the following eligible PPM activities:

- Regional transportation planning – includes development and preparation of the regional transportation plan;
- Project planning – includes the development of project study reports or major investment studies conducted by regional agencies or by local agencies, in cooperation with regional agencies;
- Program development – includes the preparation of regional transportation improvement programs (RTIPs) and studies supporting them; and
- Monitoring the implementation of STIP projects – includes project delivery, timely use of funds, and compliance with state law and CTC guidelines.

PPM is one of LCTC’s staple funding source for planning activities, in addition to FHWA PL and FTA 5303 revenue. PPM is also used for activities required by the state that are not eligible for the use of federal funds. PPM funds are allocated for a specific year, but can be spent over a longer period of time. For example PPM funds identified in FY 2015/16 have an expenditure deadline of June, 2018. Once the deadline is reached, the Commission needs to show how much of the funds have been spent, provide documentation for those expenditures, and if all allocated funds are not spent, return the balance to the state.

In fiscal years 2015/16, 2016/17 and 2017/18; \$110,000, \$111,000 and \$111,000 respectively of PPM funding have been allocated for LCTC use. The expenditure deadline for fiscal years 2015/16 and 2016/17 have passed.

Commission staff has been researching previous years PPM allocations, documented expenditures against the funds, and whether an outstanding, unspent balance exists. The attached spreadsheet was prepared by your Acting Engineer, Steve Borroum.

As you can see, for Fiscal Years 15/16 and 16/17, significant unspent PPM funding balance remain -- \$82,677.66 and \$78,014.41 respectively.

During our recently completed FY 15/16 independent audit, County Fund 128 was found to have a bit over \$400,000 in an "old Commission fund" which seems to be a remnant of the time when Lassen County was Commission staff. The auditor has identified Fund 128 as the likely repository of the unused PPM funds.

Significant discussions have been had around the disposition of these funds. Irrespective of those conversations, it is staffs assertion given the likely source of some of these fund being PPM, which the first priority for their use will be to reimburse Caltrans for unused PPM funds, once the final balances are determined. For the two years mentioned above, and with the understanding that new information may to one degree or another change the eventual amounts refunded back to the State, the combined value has the value to be as much as \$161,000.

In addition, given the large sums of money being returned to Caltrans from this program, staff is re-evaluating (in consultation with City and County staff) the allocation of PPM funding in future fiscal years as part of the 2020 STIP process. Staff believes that more modest, and focused allocations of PPM may be in order, with the balance of the funds being made available for allocation to specific STIP projects.

NEXT STEPS

Commission Staff is in the process of completing the necessary documentation to close out FY 2015/16 and FY 2016/17 PPM funding. Once the paperwork is filed with Caltrans, we anticipate getting an invoice for the remaining balance, which we will forward to the County Auditor for payment. The entire process takes 60-90 days. In addition we have taken the liberty of informing the County Auditor of the impending claim to Fund 128.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (1)

PLANNING, PROGRAMMING AND MONITORING FUNDS - LASSEN COUNTY

Fiscal Year of PPM Grant	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
Amount	\$ 100,000.00	\$ 111,000.00	\$ 111,000.00	\$ 110,000.00	\$ -	\$ 111,000.00	\$ 111,000.00	\$ 34,000.00
Expenditure Deadline	6/30/2018	6/30/2019	6/30/2020	6/30/2021		6/30/2023	6/30/2024	6/30/2025
Expenditures								
Lassen County DPW	\$ 844.82							
City of Susanville	\$ 13,553.50							
Mark Thomas	\$ 870.47							
Mark Thomas	\$ 2,053.55							
TOTAL	\$ 17,322.34							
RETURN TO CALTRANS	\$ 82,677.66							
Mark Thomas		\$ 25,236.91						
Mark Thomas		\$ 7,748.68						
TOTAL		\$ 32,985.59						
RETURN TO CALTRANS		\$ 78,014.41						
Encumbrances								
Mark Thomas			\$ 74,434.09					
Mark Thomas and City of Susanville			\$ 15,196.32					
TOTAL			\$ 89,630.41					
PPM REMAINDER			\$ 21,369.59					
Proposed Encumbrances								
Unknown			\$ 21,369.59	\$ 27,073.65				
PPM REMAINDER			0	\$ 82,926.35				



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY


John L. Clerici, Interim Executive Secretary

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SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission
Date: November 8, 2019
From: John L Clerici, Interim Executive Secretary 
Subject: 2020 State Transportation Improvement Program

AGENDA ITEM 4.12

REQUESTED ACTION

Provide direction to staff regarding regional priorities on projects for inclusion in the 2020 State Transportation Improvement Program on behalf of Lassen County.

BACKGROUND

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

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

Local agencies work through their Regional Transportation Planning Agency (RTPA), County Transportation Commission, or Metropolitan Planning Organization (MPO), as appropriate, to nominate projects for inclusion in the STIP. In our case the Lassen County Transportation Commission (LCTC) is responsible for

working with the City of Susanville, Lassen County, and the Susanville Indian Rancheria, to identify and nominate a list of projects for inclusion in the Lassen County RTIP.

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

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

DISCUSSION

Over the past three months Commission staff has met with City of Susanville, Lassen County, Caltrans and CTC staff to determine the best mix of projects to be included in the 2020 STIP. This has included detailed re-evaluation of projects being carried over from the 2018 STIP, and potential new projects to be nominated as part of the 2020 cycle. Caltrans District 2 staff have been consulted to make sure that our actions conform to the most current STIP guidelines. CTC staff are being apprised of our evolving proposals to ensure that the 2020 LCTC RTIP will garner Commission support.

The draft 2020 Regional Transportation Improvement Program which you will be asked to adopt at a special December 9, 2019 meeting will contain detailed information on all projects being considered below. However, the fundamental proposals you are being asked to move forward are as follows:

Projects Carried Over from the 2018 RTIP

- **Janesville Main Street Bike path and Overlay (PPNO 2261)** - In Janesville, along Main Street from the intersection of Route 395 to the intersection of Route 36. Rehabilitate roadway, shoulders, drainage and bike path
 - Programmed \$75,000 for PS&E in FY 20/21.
 - Requested action – move \$75,000 for PS&E in FY 21/20
- **County Rehab B (PPNO 2356)** – In Lassen County at Pumpkin Center Road, Ash Valley Road and Mail Route County Roads. Rehabilitate roadway.
 - Programmed \$2,225,000 for construction in FY 20/21
 - Requested action – an additional \$331,000 for construction
- **County Rehab C (PPNO 2264)** – On Center Road (County Road 215), from Johnstonville Road North to US 395.
 - Programmed \$3,375,000 for Construction in FY 20/21

- **Beaver Creek Bridge Replacement (PPNO 2562)** -- Near the town of Bieber on Pittville Road over Beaver Creek
 - Programmed \$254, 000 as match money Highway Bridge Program to replace bridge in FY 18/19
 - Requested action – move to FY 20/23 to accommodate changes in construction planning
- **City Rehab FD (PPNO 2561)** -- In Susanville on various streets. Rehabilitate roadway, construct drainage improvements, repair base isolation and construct pedestrian facilities.
 - Richmond Rd-Main St. south to city limits
 - Bunyan-From Hwy 139 to Skyline Rd
 - Spring Ridge-From Hwy 139 East to Dave Anderson
 - Programmed \$2,167,000 for construction in FY 20/21
- **Southeast Gateway Project (PPNO 3492)** -- In the City of Susanville on State Route 36
 - Construct curb gutter and sidewalk
 - ADA compliant ramps
 - Widen shoulders
 - Safety lighting
 - Landscaping and irrigation
 - Programmed \$161,000 for ROW in FY 20-21
 - Requested action – \$2,738,000 for construction in FY 21/22
- **Riverside Trail Drive (PPNO 2480)** – Build class 1 bike path and bridge
 - Programmed \$450,000 for ROW (\$150,000) and PS&E (\$300,000) in FY 20/21
 - Move \$450,000 to FY 21/22
- **Planning Programming and Monitoring (2124)** – STIP monitoring and various planning activities
 - Programmed \$256,000 for FY 20/21 to 22/23

New Projects proposed for 2020 RTIP

- **County Rehab D** – Standish Road, Mapes Lane to US 395 North. Rehabilitate roadway
 - Requested action – \$1,550,000 for construction in FY 23/24
- **County Rehab E** – Standish Road, US 395 to Honey Girl Road East. Rehabilitate roadway
 - Requested action – \$1,550,000 for construction in FY 24/25
- **City Street Rehab FD (2)** – In the city of Susan on Paul Bunyon Road from Skyline to Chestnut Street. Rehabilitate roadway

- Requested action -- \$1276 for construction in FY 20/21

Special Notes

It is important to note that the current programming target for either augmenting or new projects for the 2020 STIP is \$6.2 million. The current requests for either augmentation to currently programmed projects, or for new projects comes to \$7.5 million. However City staff are reviewing the costs associated with the City Street Rehab FD and Gateway projects, and it is likely that they will be revising their construction costs downward.

In addition both staff at the City and County are re-evaluating the Janesville Road and Riverside Drive Trail projects to determine if either they are still relevant given their priorities (Janesville Road) or can be funded through other programs outside the STIP (Riverside Drive).

It is likely that City staff will request that City Rehab FD (2) be merged with the existing FD projects scheduled for construction in FY 20/21.

Commission Staff will be re-evaluating their PPM requirements as programmed in the 2018 STIP and may be downsizing those allocations.

NEXT STEPS

Staff will finalize cost and scheduling for each proposed projects and include it into the draft 2020 RTIP for adoption at your December 9 Special Meeting.

ALTERNATIVES

Direct staff to consider an alternative list of projects.



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: November 13, 2019

From: Steve Borroum, Acting Commission Engineer

A handwritten signature in blue ink, appearing to read "Steve Borroum", is written over the name in the "From:" field.

Subject: Agreements with County and City for Planning and Programming Assistance

REQUESTED ACTION

By Resolution: Authorize the Acting Executive Officer to sign these agreements, provided the local agency attorney reviews do not result in substantive changes.

BACKGROUND

At your September 16th meeting, the Commission gave final approval to an Overall Work Plan and Budget for FY 19/20. This budget allocated \$40,000 of Rural Planning Assistance (RPA) funds to the City and \$111,730.52 to the County to assist the Commission with planning and programming duties.

Going into this fiscal year, the Commission has \$82,926 of currently available Planning and Programming funds from the STIP, \$43,289 of RPA carryover funds, and \$230,000 of new RPA funds. This last Spring, Commission staff proposed that these funds be shared with the City and County to supplement the Commission staff with planning and programming duties.

Discussed activities include undertaking traffic studies, including traffic counts, identifying accident locations, and general traffic reviews ... all of which will assist us collectively in reviewing our RTP and prioritizing / programming projects. This might also involve culvert and small structure reviews to identify needs and set priorities.

Additionally, discussions have included refining and updating the non-vehicular element within the RTP, and better preparing for submitting grant applications to undertake improvements/expansions of our non-vehicular transportation system.

And lastly, engaging the transit staff in planning to undertake an update of our Transit Development Plan (TDP) commonly recognized as being in need of updating. There is a deadline coming up for submitting grant applications which are proposed to fund the actual updating of the TDP. However, available rural planning assistance funds would be used to better scope the proposed grant application.

These funds can be used to support existing County or City staff or as the agencies may wish to hire consultant(s), either collectively or singularly. However, Commission staff is proposing that use of consultants be the "fall back" approach, with these funds being used to pay for existing staff that would otherwise take other funds which may have other purposes.

The draft agreements (attached) have been reviewed by City and County staff, and the Commission's attorney. Currently, the agreements have been submitted by both jurisdictions to their respective attorneys and from there they will go to the Council and Board of Supervisors for final approval.

In order to expedite the process, it is requested at this point that the Commission authorize the Acting Executive Officer to sign these agreements, provided the local agency attorney reviews do not result in substantive changes.

ALTERNATIVES

Direct staff to consider an alternatives to signing the proposed agreements.

Attachments (2)

DRAFT
AGREEMENT BETWEEN THE
LASSEN COUNTY TRANSPORTATION COMMISSION
AND
CITY OF SUSANVILLE
FOR THE ALLOCATION OF FUNDING APPROVED
BY THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION

THIS AGREEMENT is made this ____ day of _____, 2019 by and between the Lassen County Transportation Commission (LCTC) and City of Susanville (City).

WHEREAS, the LCTC can route the Caltrans Rural Planning Assistance funds through their Overall Work Program (OWP); and

WHEREAS, the LCTC desires to engage the City to assist with updating and refining the LCTC's transportation plans and programs; and

NOW, THEREFORE, the parties agree as follows:

LCTC agrees as follows:

1. Reimburse City for conducting transportation studies as identified in Exhibit A (hereinafter, the "Project").
2. Reimburse City for allowable Project funds within thirty (30) working days of receipt of the funds from Caltrans.

City agrees as follows:

1. City shall perform the duties and obligations described in Exhibit A.
2. Funds may only be used for costs and expenses that are directly related to the Project.
3. To timely and satisfactorily complete Project work described in Exhibit A within the project budget and in accordance with the items of this Agreement.

4. All services performed by City on this Project shall be in accordance with all applicable State and Federal laws.
5. Submit Project invoices to LCTC for reimbursement of allowable Project expenses.
6. During the performance of this Agreement, City and all of its sub-recipients and its sub-contractors, if any, shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and Aids), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, and denial of pregnancy disability leave. City, its sub-contractors, and sub-recipients shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
7. To maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line item that shall conform to Generally Accepted Accounting Principles (GAAP). All accounting records and other supporting papers for the Project shall be maintained for a minimum of three (3) years from the date of final payment from LCTC and shall be held open to inspection, copying, and audit by representatives of LCTC, Caltrans, the California State Auditor, and auditors representing the federal government.
8. To comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a Drug-Free workplace.

BE IT FURTHER RESOLVED, that either party may terminate this Agreement for any reason by giving written notice to the other party at least thirty (30) days in advance of the effective date of such termination. In the event of termination for convenience, LCTC will reimburse City for all allowable, authorized and non-cancelled costs up to the date of termination. City has sixty (60) days after the termination date to submit invoices to LCTC to make final allowable payments for Project costs in accordance with the terms of this Agreement. Failure to submit invoices within this period may result in a waiver by City of its right to reimbursement of expended costs.

BE IT ALSO FURTHER RESOLVED, that payment and invoicing shall be as follows:

1. The method of payment will be based on actual allowable costs. Caltrans will reimburse LCTC, who will in return reimburse City, for expended actual allowable direct costs including, but not limited to labor costs, travel, and contracted consultant services costs incurred by City in performance of the Project work. Indirect costs are reimbursable only if City has an approved Indirect Cost Rate Proposal. The total cost shall not exceed the cost reimbursement limitation of the grant award.
2. Reimbursement of City expenditures will be authorized only for those allowable costs actually incurred by City in the performance of the Project work. City must not only have incurred the expenditures on or after the date of this Agreement, but must have also paid for those costs to claim any reimbursement.
3. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Human Resources for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates were not then commercially available to City, its sub-recipients, contractors, and/or subcontractors, at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process at the following link:
http://www.dot.ca.gov/hq/asc/travel/ap_b/bu1.html. Also see website for summary of travel reimbursement rules.
4. City shall submit invoices to LCTC at least quarterly, but no more frequently than monthly.
5. Invoices shall include the following information:
 - a) Names of City personnel performing Project work
 - b) Dates and times of Project work
 - c) Locations of Project work
 - d) Itemized costs as set for in Exhibit A, including identification of each employee or subcontractor staff that provided services during the period of the invoice, the number of hours and hourly rates for each employee or subcontractor staff member, authorized travel expenses with receipts, receipts for authorized materials or supplies, and subcontractor invoices.
 - e) City shall submit written progress reports with each set of invoices to allow LCTC to submit to Caltrans' Contract Manager to determine if City is performing to expectations, is on schedule, is within funding cost limitations,

to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.

6. Incomplete or inaccurate invoices shall be returned to City unapproved for correction. Failure to submit invoices on a timely basis may be grounds for termination for material breach.
7. Caltrans will reimburse LCTC for allowable Project costs quarterly, in arrears as promptly as Caltrans fiscal procedures permit upon receipt of an itemized signed invoice.
8. The Agreement Expiration Date refers to the last date for City to incur valid Project costs or credits and is the date the Agreement expires. City has sixty (60) days after that Expiration Date to make final allowable payments to Project contractors or vendors, submit the Project's Final Products(s) as defined in Exhibit A and final invoice to LCTC for reimbursement of allowable Project costs. Any unexpended Project funds not invoiced by the sixtieth (60th) day will be reverted and will no longer be accessible to reimburse late Project invoices.

BE IT ALSO FURTHER RESOLVED, that the terms and conditions of this Agreement expire on June 30, 2020 ("Expiration Date").

BE IT ALSO FURTHER RESOLVED, that neither LCTC nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by City, its officers, employees, agents or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon City under this Agreement. It is understood and agreed that City, its officers, employees, agents, or subcontractors shall fully defend, indemnify and save harmless LCTC and all its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, torts, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by City, its officers, employees, agents or subcontractors under this Agreement.

BE IT ALSO FURTHER RESOLVED, that neither City nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by the LCTC, its officers, employees, agents or its subcontractors under or in connection with any work, authority or jurisdiction conferred under this Agreement. It is understood and agreed that the LCTC, its officers,

employees, agents, or subcontractors shall fully defend, indemnify and save harmless City and all its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, torts, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by LCTC, its officers, employees, agents or subcontractors under this Agreement.

BE IT FINALLY RESOLVED, that in recognition of the government-to-government relationship of the LCTC and City, the parties shall make their best efforts to resolve disputes that occur under this Agreement by good faith negotiations whenever possible. Both parties shall meet and confer in good faith in order to foster a spirit of cooperation and efficiency in the administration and monitoring of performance and compliance by each other with the terms, provisions and conditions of this Agreement.

By:

City of Susanville

Lassen County Transportation Commission

DRAFT

APPENDIX A

The scope of services includes:

Regional Transportation Planning (OWP work element 601)

Undertake traffic studies, including traffic counts, identifying accident locations, general traffic reviews, and review of minor structure (culvert) crossings to assist in reviewing the Regional Transportation Plan (RTP) and prioritizing / programming projects.

The maximum reimbursement for these Regional Transportation Planning services shall not exceed \$30,000.

Regional Transportation Programming (OWP work element 602)

Undertake to prioritize and program projects within the region.

The maximum reimbursement for these Regional Transportation Programming services shall not exceed \$10,000.

DRAFT
AGREEMENT BETWEEN THE
LASSEN COUNTY TRANSPORTATION COMMISSION
AND
LASSEN COUNTY
FOR THE ALLOCATION OF FUNDING APPROVED
BY THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION

THIS AGREEMENT is made this ____ day of _____, 2019 by and between the Lassen County Transportation Commission (LCTC) and Lassen County (County).

WHEREAS, the LCTC can route the Caltrans Rural Planning Assistance funds through their Overall Work Program (OWP); and

WHEREAS, the LCTC desires to engage County to assist with updating and refining the LCTC's transportation plans and programs; and

NOW, THEREFORE, the parties agree as follows:

LCTC agrees as follows:

1. Reimburse County for conducting transportation studies as identified in Exhibit A (hereinafter, the "Project").
2. Reimburse County for allowable Project funds within thirty (30) working days of receipt of the funds from Caltrans.

County agrees as follows:

1. County shall perform the duties and obligations described in Exhibit A.
2. Funds may only be used for costs and expenses that are directly related to the Project.
3. To timely and satisfactorily complete Project work described in Exhibit A within the project budget and in accordance with the items of this Agreement.

4. All services performed by County on this Project shall be in accordance with all applicable State and Federal laws.
5. Submit Project invoices to LCTC for reimbursement of allowable Project expenses.
6. During the performance of this Agreement, County and all of its sub-recipients and its sub-contractors, if any, shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and Aids), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, and denial of pregnancy disability leave. County, its sub-contractors, and sub-recipients shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
7. To maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line item that shall conform to Generally Accepted Accounting Principles (GAAP). All accounting records and other supporting papers for the Project shall be maintained for a minimum of three (3) years from the date of final payment from LCTC and shall be held open to inspection, copying, and audit by representatives of LCTC, Caltrans, the California State Auditor, and auditors representing the federal government.
8. To comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a Drug-Free workplace.

BE IT FURTHER RESOLVED, that either party may terminate this Agreement for any reason by giving written notice to the other party at least thirty (30) days in advance of the effective date of such termination. In the event of termination for convenience, LCTC will reimburse County for all allowable, authorized and non-cancelled costs up to the date of termination. County has sixty (60) days after the termination date to submit invoices to LCTC to make final allowable payments for Project costs in accordance with the terms of this Agreement. Failure to submit invoices within this period may result in a waiver by County of its right to reimbursement of expended costs.

BE IT ALSO FURTHER RESOLVED, that payment and invoicing shall be as follows:

1. The method of payment will be based on actual allowable costs. Caltrans will reimburse LCTC, who will in return reimburse County, for expended actual allowable direct costs including, but not limited to labor costs, travel, and contracted consultant services costs incurred by County in performance of the Project work. Indirect costs are reimbursable only if County has an approved Indirect Cost Rate Proposal. The total cost shall not exceed the cost reimbursement limitation of the grant award.
2. Reimbursement of County expenditures will be authorized only for those allowable costs actually incurred by County in the performance of the Project work. County must not only have incurred the expenditures on or after the date of this Agreement, but must have also paid for those costs to claim any reimbursement.
3. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Human Resources for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates were not then commercially available to County, its sub-recipients, contractors, and/or subcontractors, at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process at the following link:
http://www.dot.ca.gov/hq/asc/travel/ap_b/bul.html. Also see website for summary of travel reimbursement rules.
4. DPW shall submit invoices to LCTC at least quarterly, but no more frequently than monthly.
5. Invoices shall include the following information:
 - a) Names of County personnel performing Project work
 - b) Dates and times of Project work
 - c) Locations of Project work
 - d) Itemized costs as set forth in Exhibit A, including identification of each employee or subcontractor staff that provided services during the period of the invoice, the number of hours and hourly rates for each employee or subcontractor staff member, authorized travel expenses with receipts, receipts for authorized materials or supplies, and subcontractor invoices.
 - e) County shall submit written progress reports with each set of invoices to allow LCTC to submit to Caltrans' Contract Manager to determine if County is

performing to expectations, is on schedule, is within funding cost limitations, to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.

6. Incomplete or inaccurate invoices shall be returned to County unapproved for correction. Failure to submit invoices on a timely basis may be grounds for termination for material breach.
7. Caltrans will reimburse LCTC for allowable Project costs quarterly, in arrears as promptly as Caltrans fiscal procedures permit upon receipt of an itemized signed invoice.
8. The Agreement Expiration Date refers to the last date for County to incur valid Project costs or credits and is the date the Agreement expires. County has sixty (60) days after that Expiration Date to make final allowable payments to Project contractors or vendors, submit the Project's Final Products(s) as defined in Exhibit A and final invoice to LCTC for reimbursement of allowable Project costs. Any unexpended Project funds not invoiced by the sixtieth (60th) day will be reverted and will no longer be accessible to reimburse late Project invoices.

BE IT ALSO FURTHER RESOLVED, that the terms and conditions of this agreement expire on June 30, 2020 ("Expiration Date").

BE IT ALSO FURTHER RESOLVED, that neither LCTC nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by County, its officers, employees, agents or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon County under this Agreement. It is understood and agreed that County, its officers, employees, agents, or subcontractors shall fully defend, indemnify and save harmless LCTC and all its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, torts, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by County, its officers, employees, agents or subcontractors under this Agreement.

BE IT ALSO FURTHER RESOLVED, that neither County nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by the LCTC, its officers, employees, agents or its subcontractors under or in connection with any work, authority or jurisdiction conferred

under this Agreement. It is understood and agreed that the LCTC, its officers, employees, agents, or subcontractors shall fully defend, indemnify and save harmless County and all its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, torts, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by LCTC, its officers, employees, agents or subcontractors under this Agreement.

BE IT FINALLY RESOLVED, that in recognition of the government-to-government relationship of the LCTC and County, the parties shall make their best efforts to resolve disputes that occur under this Agreement by good faith negotiations whenever possible. Both parties shall meet and confer in good faith in order to foster a spirit of cooperation and efficiency in the administration and monitoring of performance and compliance by each other with the terms, provisions and conditions of this Agreement.

By:

Lassen County

Lassen County Transportation Commission

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DRAFT

APPENDIX A

The scope of services includes:

Regional Transportation Planning (OWP work element 601)

1. Undertake traffic studies, including traffic counts, identifying accident locations, general traffic reviews, and review of minor structure (culvert) crossings to assist in reviewing the Regional Transportation Plan (RTP) and prioritizing / programming projects.
2. Prepare a request for proposals to update of the Transit Development Plan (TDP), prepare a grant application for updating the TDP, identify potential trial service opportunities, and conducting a review of the bus stop plan.
3. Prepare an update of the RTP's non-vehicular element, including within the City limits.

The maximum reimbursement for these Regional Transportation Planning services shall not exceed \$96,730.52.

Regional Transportation Programming (OWP work element 602)

Undertake to prioritize and program projects within the region.

The maximum reimbursement for these Regional Transportation Programming services shall not exceed \$15,000.

LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 19-21

Resolution authorizing Interim Executive Secretary to sign agreements with Lassen County and the City of Susanville for planning and programming assistance

WHEREAS, the LCTC has approved an overall work plan and budget for FY 19/20, and

WHEREASE, funds are available beyond what the Commission staff can utilize to accomplish the Commission's planning and programming activities, an

WHEREAS, the LCTC staff is at it's limits in terms of time available for planning and programming activities, and

WHEREAS, it is oportune for the Commission to begin work efforts to update the Regional Transportation Plan and Transit Development Plan, and

WHEREAS, it is nearly a half year into the new fiscal year and these agreements need to be executed prior to the local agencies are authorized to undertake these activities,

NOW THEREFORE, BE IT RESOLVED THAT: the Interim Executive Secretary of the Lassen County Transportation Commission is authorized to sign the attached agreements, provided the local agency attorney reviews do not result in substantive changes.

The foregoing resolution was passed and adopted at the November 18, 2019 meeting of the Lassen County Transportation Commission by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Joseph Franco

Chair, Lassen County Transportation Commission

The foregoing instrument is a correct copy of the original on file in the office of the Executive Secretary of the Lassen County Transportation Commission.

November 18, 2019

John Clerici, Interim Executive Secretary



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: November 13, 2019
From: DeeAnne Gillick, General Counsel
Subject: Lassen County Transportation Commission Staffing

REQUESTED ACTION

Discuss and receive update on possible action related to Commission's staffing and Request for Proposals to select consultant providing Commission staffing services.

BACKGROUND

On September 16, 2019 the Commission considered potential options for ongoing Commission staffing services, and authorized General Counsel to prepare and pursue a Request for Proposals (RFP) for an Agreement with a Consultant for Commission staffing services for consideration of proposals in January 2020. The direction provided was to request a consultant to perform the services substantially similar to the Scope of Services and terms and conditions for the 2017 Staffing Services RFP.

During the preparation of the anticipated new RFP, several issues were identified that require further consideration and action prior to distribution of the RFP for staffing services. It is recommended that the Commission discuss and provide further direction for potential additional actions by the Commission at the anticipated Special Meeting on December 9, 2019 and distribution of the RFP immediately thereafter.

General Counsel has identified the following items for further discussion and direction by the Commission:

1. The 2017 RFP references the existence of certain Commission policies and procedures and the applicable Caltrans regulations require certain policies to be in place, such that the RFP and resulting agreement be implemented consistent with such policies. In order to comply
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with this regulatory requirement, it is recommended that the Commission consider and approve prior to the distribution of the RFP required policies related to such matters as purchasing and conflicts of interest. The 2017 RFP also refers to a Commission local preference policy which current Commission staff is not familiar with. It is recommended that Commission staff prepare basic policies for Commission consideration and approval prior to distribution of the RFP and that the RFP is prepared consistent with these anticipated policies in compliance with Caltrans requirements related to contracting.

2. The 2017 RFP and selection process used a conflict of interest standard that is more restrictive than California law and more restrictive than Caltrans requirements. The 2017 RFP disqualified any consultant that was providing any type of services to the County of Lassen, City of Susanville, Lassen Transit Services Agency (Lassen Rural Bus), Susanville Indian Rancheria, or to the Lassen County Transportation Commission. This is a more restrictive rule than required by California law. California law prohibits an existing contractor to influence or make a decision in which the contractor has a financial interest pursuant to Government Code section 1090 and prohibits certain financial interests and requires disclosures pursuant to the California Political Reform Act . It is recommended that the Commission consider a conflict of interest policy consistent with California law and distribute the RFP consistent with such.

3. On September 19, 2019 the Governor signed AB5 establishing new rules for classifying independent contractors and employees in part in response to the gig economy workers. General Counsel had previously evaluated the independent contractor status of the prior staffing services arrangement and advised it was consistent with prior California law. However, the new law is more restrictive in characterizing workers as independent contractors as compared to employees. Modifications to the RFP are anticipated in order to address the requirements of AB5. The potential recommendations will be discussed by the Commission and it is anticipated that revisions to the RFP will be considered at the December 9, 2019 Special Meeting.

It is anticipated that following the potential Commission actions on December 9, 2019 the RFP could be released immediately thereafter with consideration of proposals in January 2020 and early February 2020. Commission direction is requested.

Submitted by:
DeeAnne Gillick
General Counsel, Sloan, Sakai, Yeung & Wong
555 Capitol Mall, Suite 600 | Sacramento, CA 95814
t: 916-258-8811 | o: 916-258-8800 dgillick@sloansakai.com

ALTERNATIVES

Direct General Counsel to consider an alternative to the proposed staffing plan