

# LASSEN COUNTY TRANSPORTATION COMMISSION REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, *Interim Executive Secretary*

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

Date Posted: September 11, 2019

P.O. Box 1028  
Susanville, CA 96130

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Phone: (530) 919-9739

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

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

Subject:

## REGULAR MEETING

of the

## LASSEN COUNTY TRANSPORTATION COMMISSION

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, September 16, 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:

June 17, 2019 Special Meeting

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

**REQUESTED ACTION: Approve 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 Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$15,192.98. \*

**REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$15,192.98, shown in Invoices #008-05 and #008-06.**

(2) **CORRESPONDENCE/PUBLIC COMMENT**

(3) **REPORTS**

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

- Caltrans Report
- California Highway Patrol (CHP) Report
- City of Susanville Report
- County of Lassen Report
- Susanville Indian Rancheria Report
- Interim Executive Secretary Report (LCTC Staff)

(4) **NEW BUSINESS**

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

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

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS/PUBLIC HEARINGS

4.11 2:00 P.M. - PUBLIC HEARING: Public Participation Plan and Title VI Plan \*

**ACTION REQUESTED: Conduct a public hearing for the Public Participation and Title VI Plan and adopt 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).**

4.12 Fiscal Year 2017/18 LCTC Audit Reports

**ACTION REQUESTED: Receive and file the FY 2017/18 Audit Reports for the Lassen County Transportation Commission.**

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

**ACTION REQUESTED: Adopt Resolution 19-19 approving Amendment #1 to the Fiscal Year 2019/20 Overall Work Program and Budget**

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



**ACTION REQUESTED: BY MOTION, Approve resolution 19-20 authorizing supplemental funding for Fiscal Year 17/18 Audit and setting budget for Fiscal Year 18/19 Audit.**

4.15 Lassen County Transportation Commission Future Staffing Options Discussion\*

**ACTION REQUESTED: Discuss and take action to pursue Commission employee staff or to authorize a Request for Proposals to select consultant Commission staff.**

4.16 2020 State Transportation Improvement Program – Project update

**ACTION REQUESTED: Provide guidance on potential STIP projects nominated by Lassen County and the City of Susanville.**

**(5) INFORMATION ITEMS**

5.01 Updates on US 395 Coalition Building  
Update on SR 36 CAPM Project

**(6) CORRESPONDENCE**

6.01 None

**(7) OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, November 18, 2019 at 1:30 p.m.**

7.3 Adjourn

\* Attachment

# Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

**LASSEN COUNTY TRANSPORTATION COMMISSION**

**MINUTES**

Regular Commission Meeting

**July 15, 2019**

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

2:00 P.M. Open Session

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**(Note: Closed Session item 4.01 and 4.02 moved to end of agenda)**

**1:00 P.M. OPEN SESSION**

**1. Convene**

*The Chair called the meeting to order at 2:00 P.M. and the Pledge of Allegiance to the Flag was recited.*

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

**1.2 Adoption of Agenda and Approval of Consent Calendar:**

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

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

**1.21 Minutes Approval of June 17, 2019 Regular Meeting**

Adopted Minutes of the June 17, 2019 Regular Meeting.



**1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7034.24.**

Approved payment of Steve Borroum Acting Engineer fees and costs in the amount of \$7034.24.

**1.23 Payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$7023.17.**

Approved payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$7023.17.

**1.24 FY 2019/20 Local Transportation Fund Claim for Article 4 Apportionment – LTSA.**

REQUESTED ACTION: Approved the Lassen Transit Service Agency's Fiscal Year 2019/20 Local Transportation Fund Claim for funds under Article 4, Public Transportation in the amount of \$715,000.

**1.25 FY 2019/20 Local Transportation Fund Claim for State Transit Assistance Apportionment - LTSA**

REQUESTED ACTION: Approved the Lassen Transit Service Agency's Fiscal Year 2019/20 Local Transportation Fund Claim for funds under the State Transit Assistance program in the amount of \$353,091.

**1.26 FY 2019/20 Local Transportation Fund Claim for Article 3 Apportionment – Lassen County.**

REQUESTED ACTION: Approved the Lassen County Fiscal Year 2019/20 Local Transportation Fund Claim for funds under Article 3, Bicycle and Pedestrian Facilities in the amount of \$9,769.06.

**1.27 FY 2019/20 Local Transportation Fund Claim for Article 8 Apportionment – Lassen County.**

REQUESTED ACTION: Approved the Lassen County Fiscal Year 2019/20 Local Transportation Fund Claim for funds under Article 8, Other Transportation (streets and roads) in the amount of \$775,718.

**1.28 FY 2019/20 Local Transportation Fund Claim for Article 8 Apportionment – City of Susanville.**

REQUESTED ACTION: Approved the City of Susanville Fiscal Year 2019/20 Local Transportation Fund Claim for funds under Article 8, Other Transportation (streets and roads) in the amount of \$502,236.

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

*No written communications were received.*

*Marilyn Kress addressed the Commission regarding inadequate road maintenance on the roads in here area. She was referred to Lassen County Public Works.*

## **3. REPORTS**

### **3.1 Caltrans**

*Members of the public were invited to comment on the current situation around the SR 36 CAPM project in Susanville. A number of people spoke to their concerns about:*

- *Taking a lane in the upper Main Street Area.*
  - *Emergency response vehicles may be impacted*
  - *During snow conditions a truck or other vehicle may get stuck and you will not be able to get around it*
  - *Parking may be impacted with a bike lane/take a lane concept*
  - *Not good for tourists wanting to park in the area*
  - *Is this supposed to be utilitarian, a beautification plan, or some combination?*
- *Some commenters want to know what basis Caltrans used to justify taking the lane. Is there more or less traffic in this area?*
- *What prompted the building of the bump outs. They seem to get in the way.*
- *Not a lot of support for bulbouts or any of the proposed striping plans for SR 36*

*Jim Wood of Caltrans continued his update on the SR 36 CAPM effort. He acknowledged officials (and the publics) concern about the extensive grinding of the existing pavement without replacing the pavement every evening as was originally planned for. He noted that the change in the plan was approved by the resident engineer (not present for the meeting). He said that the striping on the first lift was done as per the plan, but it does not appear to work, and will be replaced by the old striping pattern with the second lift.*

*The Commission registered its dissatisfaction with the bulbouts as built (and rebuilt) and question the original rationale about them being for Public safety, and now ADA.*

### **3.2 CHP**

*No report was provided.*



**3.3 City of Susanville**

*No report was provided*

**3.4 Lassen County**

*No report was provided.*

**3.5 Susanville Indian Rancheria**

*No report was provided.*

**3.6 Executive Secretary**

*No report was provided.*

**4. New Business**

**4.01 Announcement of Items to be Discussed in Closed Session (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 Fiscal Year 2019/20 State of Good Repair (SGR) Projects**

*The Commission was asked to approve by motion, Resolution 19-17 approving the list of projects for the FY 2019/20 State of Good Repair Program.*

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

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

**4.12 Clarification to Independent Auditing Services contract with Richardson and Company for Fiscal Year 2019/20**

*The commission was asked to affirm by motion that the contract with Richardson and Company for Independent Auditing Services executed in January 2019 and signed by the Executive Secretary extends through the end of FY 2019/20.*

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

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

**4.13 2020 State Transportation Improvement Program**

*The Executive Secretary provided a brief update on the 2020 STIP cycle, how staff would engage the County and City to solicit new projects to be include in the STIP, the status of current STIP projects, and the Commissions role in reviewing and adopting the 2020 Regional TIP. He noted to them that the RTIP would be brought to them for adoption at their November meeting.*

*Chair Franco suggested that Center Road be considered for possible STIP funding in this or a future cycle.*

*No action was taken by the Commission on this item.*

**4.14 FY 2019/20 LCTC Starting of the FY Fund Balances**

*The Commission was asked to adopt, by motion, the fund balances provided by the Lassen County Auditor at the beginning of the year balances for FY 2019/20.*

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

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



#### **4.15 Lassen County Transportation Commission Staffing Options Discussion**

*Commission Attorney, DeeAnne Gillick, asked them to consider and discuss staffing options and provide possible direction for further information or action related to future staffing options for the Commission. She noted that the Commission received a letter from Caltrans regarding the procurement of professional services for staffing the Commission. Caltrans acknowledged the emergency situation and need for immediate Interim Executive Secretary services and recommended the Commission immediately begin the competitive recruitment process for continued consulting services. Caltrans requests that the Commission respond to Caltrans by August 9, 2019 with a letter identifying a plan to address the concerns regarding the procurement process.*

*She described three potential options for them to consider:*

- Prepare and release an RFP to identify and engage a Consultant under terms similar to those currently being used*
- Hire directly a part-time commission employee*
- Contract with a third party (ie. City or County) to hire an employee which the Commission reimburses all employee associated costs*

*The Commission directed Ms Gillick to respond to Caltrans' letter within the time specified, and to bring back additional details for the three options for the consideration at a future meeting.*

#### **5. Information Items**

*SR 36 – Update – Taken up in Reports – 3.1*

*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.*

#### **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, September 16, 2019 at 1:30, pm*

**7.3 Adjourn**

*The meeting was adjourned at 3:55 p.m.*

*Submitted for approval by:*



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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: September 11, 2019

From: John L Clerici, Interim Executive Secretary

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

**REQUESTED ACTION**

Approve payment of Steve Borroum fees and costs in the amount of \$21,830.40, as shown in Invoices #5 for July 2019 (\$9,702.40) and #6 for August 2019 (\$12,128.00).

**PAST ACTION**

This is the fifth and sixth invoice under this new consulting contract.

**DISCUSSION**

Attached is Invoices #5 and #6, with supporting documentation, and a detailed Progress Report for the period beginning July 1, 2019 and ended August 31, 2019.

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

- Helped prepare revised and final FY 2019/20 OWP and budget – as per agreement with Caltrans District 2.
- Continued working with Lassen County Auditor to align LCTC – OWP – work element accounting needs with County accounting methods.
- Worked 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 Q4 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)

8/5/2019

**INVOICE TO LASSEN COUNTY TRANSPORATION COMMISSION**

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

Invoice #5: Invoice Period: July 1, 2019 to August 1, 2019

DATE	HOURS				Expenses
	OWP Task 100- Adiministration	OWP Task 601 - Transporation Planning	OWP Task 602 - Programming	Labor Sub-Total	
July					
1	1	2		3	
2		1	2	3	
3	1	1		2	
4				0	
5	1	3		4	
8	1	4	1	6	
9	2	4	2	8	
10	1	1	2	4	
11		1		1	
12				0	
15		3	1	4	
16	1	4		5	
17	1	1		2	
18	1	2	1	4	
19		2		2	
22	1	3		4	
23	3	4	2	9	
24		1	4	5	
25	1	1		2	
26		1		1	
27	1	2		3	
29		1		1	
30	1	1		2	
31	1	3	1	5	
TOTAL	18	46	16	80	
	Rate: \$121.28 / hour				
	\$ 2,183.04	\$ 5,578.88	\$ 1,940.48	\$ 9,702.40	\$ -
<b>Totals</b>	\$ 9,702.40				

Total this invoice: \$ 9,702.40



**Steve Borroum**

**Work assignments**

**Invoice period for July 30, 2019 to August 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 City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. (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)

9/5/2019

**INVOICE TO LASSEN COUNTY TRANSPORTATION COMMISSION**

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

Invoice #6: Invoice Period: August 1, 2019 to September 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	
August						
1	1	4	1		1	7
2	2	3	1		1	7
5	1	2	1			4
6	2	1				3
7	1		1		2	4
8	1	4	2			7
9	2	4	2			8
12		5	1		2	8
13	1	4	1		1	7
14	1		1		1	3
15					1	1
16	1					1
19	1					1
20						0
21		2	2		1	5
22	1	3	2		2	8
23	1		1			2
26	3	2	1		2	8
27	1	2	1		1	5
28	1	2	2		1	6
29					1	1
30	1	1			2	4
TOTAL	22	39	20		19	100
Rate: \$121.28 / hour						
	\$ 2,668.16	\$ 4,729.92	\$ 2,425.60		\$ 2,304.32	\$ 12,128.00
<b>Totals</b>	\$ 12,128.00					

Total this invoice: \$ 12,128.00



**Steve Borroum**

**Work assignments**

**Invoice period for August 1, 2019 to September 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: September 11, 2019  
From: John L Clerici, Interim Executive Secretary   
Subject: Payment of Clerici Consulting Interim Executive Secretary fees and costs in the amount of \$15,192.98.

**REQUESTED ACTION**

Approve payment of Clerici Consulting fees and costs in the amount of \$15,192.98, as shown in Invoice #008-05 for July 2019 (\$7,023.17) and Invoice #008-6 for August 2019 (\$8,169.81).

**PAST ACTION**

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

**DISCUSSION**

Attached is Invoices #008-05 & #008-06, with supporting documentation, and a detailed Progress Report for the period beginning July 1, 2019 and ended August 31, 2019.

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

- Prepared Agendas and information items for July 17, LCTC Meetings.
- Prepared Revised and Final FY 2019/20 OWP and budget as per our agreement with Caltrans D2.
- Met with Consulting staff to plan and execute addition coalition building efforts for the US 395 effort.
- Began initial outreach to Caltrans, Lassen County and the City of Susanville for the 2020 State Transportation Improvement Program (STIP)
- Prepared draft and final LCTC Title VI and Outreach Plan for approval at the September 16 meeting

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

Attachments (2)



Clerici Consulting

Invoice Date: September 5, 2019

Invoice Number 5

Project Number 008

**Clerici Consulting**  
**1555 Sean Drive**  
**Placerville, CA 95667**  
**Ph 530.919.9739**

**Invoice**

**Tax ID 552-27-8753**  
**Vendor Number: 15096**  
**Contract Number: 2019-0235-CO200232**

September 5, 2019  
Number: 008  
Invoice Number 5

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

Project: 008                      Interim Executive Secretary

**Professional services from July 1, 2019 to July 31, 2019**

<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$1,146.64		\$1,146.64
Task 601 – Regional Transportation Planning	\$3,869.91		\$1,003.31
Task 602 – Regional Transportation Programing	\$1,003.31		\$3,869.91
Task 603 – Community Engagement & Outreach	\$429.99		\$429.99
Task 604 – TDA Administration	\$573.32		\$573.32
<b>Total this invoice</b>			<b>\$7023.17</b>

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**Professional Personal****Task: 100 – Administration and Coordination**

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

**Task: 601 – Regional Transportation Planning**

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

**Task: 602 – Regional Transportation Programming**


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

**Task: 603 – Community Engagement and Outreach**

<b>LABOR</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>
Interim Executive Secretary John Clerici	3	\$143.33	\$429.99

**Task: 604 – TDA Administration**

<b>LABOR</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>
Interim Executive Secretary John Clerici	4	\$1289.97	\$573.32

  
John Clerici



## **PROGRESS REPORT**

Project: Lassen County Transportation Commission

Clerici Consulting Project 008-05

Period: July 1, 2019 – July 31, 2019

### **WORK COMPLETED (through July 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: LCTC Agendas with staff reports July 17, 2019 meetings (OWP Work Element 100)
- Prepare and monitor budget: Prepared revised draft FY 2019/20 OWP and Budget for adoption at the September 16, LCTC meeting (OWP Work Element 100)
- Reviewed and finalized FY 2018/19 Q4 RFR for approval by Caltrans (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)
- Met with Caltrans staff to discuss 2020 STIP process guidelines, funding targets for the LCTC and timelines for preparing the 2020 RTIP (July 8). Met with Caltrans, City, and County Staff to discuss funding targets, status of projects included in the STIP, and potential new projects to be nominated to the 2020 STIP (July 24) (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, 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: September 5, 2019

Invoice Number 6

Project Number 008

**Clerici Consulting**  
1555 Sean Drive  
Placerville, CA 95667  
Ph 530.919.9739

**Invoice**

**Tax ID 552-27-8753**  
**Vendor Number: 15096**  
**Contract Number: 2019-0235-CO200232**

September 5, 2019  
Number: 008  
Invoice Number 6

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

Project: 008                      Interim Executive Secretary

**Professional services from August 1, 2019 to August 31, 2019**

<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$1,146.64		\$2,293.28
Task 601 – Regional Transportation Planning	\$3,869.91		\$1,003.31
Task 602 – Regional Transportation Programing	\$1,003.31		\$3,869.91
Task 603 – Community Engagement & Outreach	\$429.99		\$286.66
Task 604 – TDA Administration	\$573.32		\$716.65
<b>Total this invoice</b>			<b>\$8,169.81</b>



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**Professional Personal****Task: 100 – Administration and Coordination**

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

**Task: 601 – Regional Transportation Planning**

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

**Task: 602 – Regional Transportation Programming**


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

**Task: 603 – Community Engagement and Outreach**

<b>LABOR</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>
Interim Executive Secretary John Clerici	2	\$143.33	\$286.66

**Task: 604 – TDA Administration**

<b>LABOR</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>
Interim Executive Secretary John Clerici	5	\$1289.97	\$716.65



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John Clerici

## **PROGRESS REPORT**

**Project: Lassen County Transportation Commission**

**Clerici Consulting Project 008-07**

**Period: August 1, 2019 – August 31, 2019**

### **WORK COMPLETED (through August 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 (OWP Work Element 100)
- Prepare and monitor budget: Prepared revised draft and 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 Budget – August 5 (OWP Work Element 100)
- Reviewed and finalized FY 2018/19 Q4 RFR for approval by Caltrans (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)
- Met with Lassen County Trail Coordinator (August 14) to assist in pedestrian and bicycle planning studies leading toward new and/or maintaining existing routes that might be adopted into the RTP.
- 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 (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, 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)





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

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL  
SUITE 600  
SACRAMENTO, CA 95814

P.O. BOX 1028  
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.11**

Date: September 11, 2019

From: John L Clerici, Interim Executive Secretary

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

**REQUESTED ACTION: Conduct a public hearing for the Public Participation and Title VI Plan and adopt 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**

**BACKGROUND**

LCTC is eligible to receive federal transportation funds. To this end LCTC is required to ensure that its services, activities and programs are distributed in an equitable manner; and conform to Title VI of the Civil Rights Act of 1964 as amended, as well as Presidential Executive Orders 12898 and 13166. To our knowledge LCTC does not have an adopted Title VI Program. If this plan is adopted it must be updated every three years.

Title VI requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. In furtherance of Title VI, Presidential Executive Orders 12898 addresses environmental justice in minority and low-income populations; and 13166 addresses services to those individuals with limited English proficiency.

**DISCUSSION**

As mentioned above this is the first Title VI Plan to be adopted by the LCTC as a stand-alone agency. As such it becomes the benchmark for all future iterations of the Plan. In addition staff felt the need to begin formulating a more organized approach to public participation and outreach, building on previous efforts by Commission, City and County staff. This Public Participation Plan is the first effort to organize and recognize outreach methods that might reasonably be utilized by the Commission and our partners.

After consulting with Caltrans staff, the LCTC through its Technical Advisory Committee (TAC) and the Social Services Technical Advisory Committee (SSTAC) opened the Participation Plan and Title VI planning process to the public on August 22, 2019. During that process, LCTC staff provided an explanation of Title

VI and requested members of the public provide feedback on LCTC's Title VI policies and public outreach efforts.

**RECOMMENDATIONS**

Staff recommends that the Board accept as complete and adopt the attached LCTC Public Participation and Title VI Plan. The TAC concurs with this recommendation.



LASSEN COUNTY TRANSPORTATION COMMISSION  
Resolution 19-18

Resolution Adopting a Civil Rights (Title VI) Program  
for the Lassen County Transportation Commission

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

WHEREAS, Lassen County Transportation Commission is required to ensure that its federally supported transportation services, activities and programs are distributed in an equitable manner; and conform to Title VI of the Civil Rights Act of 1964 as amended, as well as Presidential Executive Orders 12898 and 13166; and

WHEREAS, a Title VI Program meeting federal requirements is required to be submitted to the Federal Transit Administration to receive federal transportation funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Lassen County Transportation Commission hereby:

1. Accepts as complete the final Public Participation and Title VI Plan
2. Adopts the Public Participation and Title VI Plan as the Civil Rights (Title VI) Program for the Lassen County Transportation Commission, attached hereto and incorporated herein by reference.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its September 16, 2019, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

---

Joe Franco, Chairman  
Lassen County Transportation Commission

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

---

John L. Clerici, Interim Executive Secretary

September 16, 2019



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

John L. Clerici, Interim Executive Secretary

555 CAPITOL MALL  
SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.12**

Date: September 11, 2019

From: John L Clerici, Interim Executive Secretary

Subject: Fiscal Year 2017/2018 Audit Reports

**REQUESTED ACTION: Receive and file the Fiscal Year 2017/2018 Audit Reports**

**BACKGROUND**

According to the Transportation Development Act (TDA), Sections 6661, 6662, and 6751, LCTC is required to submit reports of fiscal and compliance audits to the California State Controller within 180 days following the close of each fiscal year. The fiscal and compliance audits of the financial statements of LCTC, the Local Transportation Fund, and State Transit Assistance funds have been completed by Richardson & Company, LLP. These audits are performed in accordance with Generally Accepted Auditing Standards by a certified public accountant and include a determination of compliance with TDA rules and regulations. Pursuant to TDA statute Section 99245, LCTC also contracts with an independent fiscal auditor to conduct certified fiscal audits of all TDA claimants in the LCTC jurisdiction.

For Fiscal Year 2017/2018, these audit reports include:

- Lassen County Transportation Commission
- Lassen County Transportation Commission – Local Transportation Fund
- Lassen County Transportation Commission – State Transit Assistance Fund

The approved LCTC FY 2018/2019 Overall Work Program and Budget includes the expenditure for the preparation of the fiscal year 2017/2018 audits and reports for the LCTC.



## **DISCUSSION**

The audit reports included the Lassen County Transportation Commission, the Lassen County Transportation Commission Local Transportation Fund (LTF), and the Lassen County Transportation Commission State Transit Assistance Fund (STA). This is the first financial audit of the LCTC since its administrative separation from Lassen County. As such a number of findings were identified. Rather than outline the findings in this staff report, Commission Staff has requested that Ingrid Sheipline of Richardson & Company provide a verbal report directly to the Commission on the audit findings. An outline of the topics Ms. Sheipline will be addressing are included in Attachment C. In addition Steve Borroum, who worked with Ms. Sheipline, city and county staff, and the County Auditor during this process, will be available to provide additional insights. It is staffs intention that future Audits will be shared with the Chair and Vice-chair, prior to a report to the full Commission.

The results of the audit as reported by Richardson & Company, LLP will be discussed by Ms Sheipline. The Management's Discussion and Analysis presents a narrative overview and analysis of LCTC's financial statements during the fiscal year ending June 30, 2018, and is included as Attachment A. In addition to the Audit Report, independent audit firms are also required to submit communications regarding the audit directly to the governing board. This communication is included as Attachment B. The audit reports are available for public review upon request and will be available at LassenCTC.com.

Attachments (3)

ATTACHMENT A



550 Howe Avenue, Suite 210  
Sacramento, California 95825

Telephone: (916) 564-8727  
FAX: (916) 564-8728

GOVERNANCE LETTER

To the Commissioners  
Lassen County Transportation Commission  
Susanville, California

We have audited the financial statements of the Lassen County Transportation Commission (the Commission) for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated January 9, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

We have been engaged to report on the Schedule of Allocations of LTF and STA Funds, which accompany the financial statements, but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

In planning and performing our audit, we will consider the Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Commission's compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.



Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Our findings are included in the Report on Internal Control and Compliance.

We performed the audit according to the planned scope previously communicated to you in our engagement letter dated January 9, 2019.

#### Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note A to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

The financial statement disclosures are neutral, consistent, and clear.

As indicated in the Independent Auditor's Report and Finding 2018-001 on the Schedule of Findings, we qualified our opinion on the Commission's financial statements due to the commingling of certain administrative expenses and revenues with Lassen Transit Services Agency in the County's Fund 128 in fiscal years 2016/17 and prior. This issue could result in the understatement or overstatement of cash and net position reported in the Commission's financial statements; however, we are unable to determine the amount of potential misstatement.

#### Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Adjustments included fourteen audit adjustments needed to correct balances of the accounts and transactions consisting of:

- Transfer transit revenue and expenses from the Commission to Lassen Transit Services Agency's general ledger.
- Transfer State of Good Repair Funds reported in grant fund to State Transit Assistance Fund.
- Transfer pedestrian and bicycle fund activity from General Fund to Local Transportation Fund.
- Record accrual for amounts owed to claimants for 2017/18 State of Good Repair funds.
- Record accruals for amounts owed to claimants for 2017/18 LTF pedestrian and bicycle funds.
- Reclassify restricted cash and fund balance related to state grant revenue.
- Reclassify pedestrian and bicycle expenses allocated to the City in a separate account.
- Record accrual for 2017/18 RSTP revenue.



- Reclassify revenue received outside the Commission's availability period to unavailable revenue in the governmental funds.
- Reclassify due to/from balances to cash.
- Accrue additional 2017/18 STA revenue for revised State allocations.

Management has agreed to correct all such misstatements.

The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

#### Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 16, 2019.

#### Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Restriction on Use

This information is intended solely for the use of the Board of Directors and management of the Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

*Richardson & Company, LLP*

July 16, 2019



**LASSEN COUNTY TRANSPORTATION COMMISSION**  
**SUMMARY OF UNADJUSTED DIFFERENCES**  
**YEAR ENDED JUNE 30, 2018**

Description (Nature) of Audit Difference	Financial Statement Effect - Amount of Overstatement (Understatement) of:			Total Change in Net Position
	Total Assets	Total Liabilities	Total Net Position	

**Governmental Activities**

Effect of not recording accruing for grants payable at 6/30/2017

\$ 4,962

Net Unadjusted Audit Differences - This Year

4,962

Financial Statement Caption Totals

\$ 3,234,816 \$ 134,996 3,099,820 1,197,318

Net Audit Differences as % of F/S Captions

0.00% 0.00% 0.00% 0.41%

**General Fund**

Effect of not recording accruing for grants payable at 6/30/2017

\$ 4,962

Net Unadjusted Audit Differences - This Year

4,962

Financial Statement Caption Totals

\$ 472,127 0 \$ 472,127 \$ 47,133

Net Audit Differences as % of F/S Captions

0.00% 0.00% 0.00% 10.53%

ATTACHMENT B



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MANAGEMENT LETTER

To the Commissioners and Management  
Lassen County Transportation Commission  
Susanville, California

In planning and performing our audit of the financial statements of the Lassen County Transportation Commission (the Commission) as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and matters that are opportunities for strengthening internal controls and operating efficiency. The items below summarize our comments and suggestions regarding those matters. A separate report dated July 16, 2019, contains our report on significant deficiencies or material weaknesses in the Commission's internal control. This letter does not affect our report dated July 16, 2019, on the financial statements of the Commission.

Recording of State of Good Repair

The Commission should ensure that for State of Good Repair Funds that are passed through to LTSA an expense be recorded equal to the amount of funds recognized, the same as for LTF and STA.

Fund Classification

The Commission needs to ensure that revenues are recorded in the proper fund and that separate revenue general ledger accounts are set up to account for restricted revenue sources, such as PTMISEA, LCTOP and CalOES. A number of adjustments were made during the audit process to record revenues in the proper fund.

The Commission should record distributions of TDA funds allocated for pedestrian and bicycle projects in the Local Transportation Funds (LTF) instead of in the General Fund. Also, the Commission should record State of Good Repair funds allocations in the State Transit Assistance Fund. Adjustments were made during the audit to reclassify these funds, but the County needs to ensure these items are recorded in the proper fund going forward.

Compliance

We noted that the Commission was missing copies of several documents relating to compliance standards and general business record keeping.



- Allocations - The Commission should retain copies of claims submitted by claimants, allocation instruction resolutions and letters to claimants on amounts awarded.
- LTF Estimate – The Commission should retain a copy of the County Auditors letter in regard to the estimated LTF available to be allocated in the fiscal year, to ensure compliance with the Transportation Development Act.
- Minutes - The Commission should maintain copies of all approved board meetings and signed copies of any resolutions passed by the Commission board.

\* \* \* \* \*

This communication is intended solely for the information and use of management, the Board of Directors and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

*Richardson & Company, LLP*

July 16, 2019

# Attachment C

## LASSEN COUNTY TRANSPORTATION COMMISSION

### SUMMARY OF 2017/18 AUDIT RESULTS

September 16, 2019

Presentation by Richardson & Company, LLP of the Audited Financial Statements, including the following communications required by Generally Accepted Auditing Standards:

#### Reports issued

- Audited Financial Statements with auditors opinion
- Internal Control and Compliance Reports
- Governance (required communications) letter
- Management letter

#### Independent Auditor's Report (page 1)

- Unmodified (clean) opinion (after adjustments were made)

#### Discussion of financial statements

##### Fund statements (page 6)

- Planning/General Fund has reserves of \$472,127
- LTF has unapportioned balance of \$1,589,757
- STA/SGR has unapportioned balance of \$59,040
- Grant fund has mostly unexpended Prop 1B funds totaling \$495,660, and other restricted funds

#### Reports on Internal Control and Compliance (pages 26 to 29)

##### Internal control weaknesses noted

- Resolve issue of commingle LCTC/LTSA funds (County fund 128)
- Record revenue in proper year and fund

##### Compliance findings noted

- Claims filed by TDA recipients did not comply with the TDA
- State Controller Report not filed timely

#### Governance letter

##### Audit adjustments

- 14 adjustments made to County books
- County auditor concurs and will record in County's books

#### Management letter

##### Recommendations for improvement noted

- SGR funds passed through to LTSA to be recorded as expense
- Separate revenue accounts for different grants to be established
- Consistency needed in recording revenues into funds
- Missing documents: claims, LTF estimate, meeting minutes and resolutions





**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 4.13**

Date: September 11, 2019

From: John L Clerici, Interim Executive Secretary

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

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

**REQUESTED ACTION**

Adopt Resolution 19-19 approving Amendment #1 to the Fiscal Year 2019/20 Overall Work Program and Budget.

**PAST ACTION**

At your June, 17 2019 meeting, the Commission approved the Fiscal Year (FY) Overall Work Program and Budget for FY 2019/20. At that time it was acknowledged that an amendment to the OWP would be required early in FY 2019/20 to address a number of structural issues, both in the text and budget, portions of the document. Apparently Caltrans District 2 had approached the previous Executive Secretary to make these changes, and it seemed appropriate to continue that discussion at this time. The LCTC FY 2019/20 OWP and Budget was given conditional approval by District 2, and a letter from Kathy Grah, Chief Office of Community and Regional Planning, was issued to the LCTC on June 28, 2019 to the Interim Executive Secretary. Besides granting conditional approval, the letter identified a number of recommendations and suggestions to help bring the OWP into compliance with state and federal guidelines. That letter is shown as Attachment A.

Since then LCTC staff has worked with District 2 to address the recommendations in the letter. These efforts have included a meeting with Caltrans staff in Sacramento on August 5, and the subsequent development of two draft revised OWP's for Caltrans review.

Staff is confident that they have addressed the concerns identified in the June 28 letter.

**DISCUSSION**

Though the essential structure of the OWP remains intact, a number of corrections were made to both the text and budget portions. With the assistance of Caltrans, staff has more precisely described tasks and outcomes within each Work Element so they align better with the descriptions in Caltrans' Regional Planning Handbook (2017). This entailed rewriting sections within each Work Element, and then moving some tasks, products

---

and descriptions from one Work Element to another. Doing this triggered a corresponding shift in applying revenue sources and expenditures within each Work Element as well.

Attachments B show both the approved and revised FY 2019/20 OWP Budget. The first spreadsheet shows the FY 2019/20 Budget as presented to the Commission at their June meeting. The second spreadsheet shows the revised budget for your consideration with this Amendment #1. Values in red text are those that have been changed from the approved OWP. Red shading in a cell shows where allocations were deleted. The overall budget has increased in the proposed amended budget from \$646,317.00 to \$867,606.88. The increase is due almost entirely to the addition of Work Element 703 Sustainable Communities Grant – US 395 Strategic Corridor Investment Analysis.

Attachment C is the revised FY 2019/20 OWP and Budget (excluding attachments). Given the significant number of revisions to the document, it is shown in its final text version, not in a track changes version. Staff is happy to explain specific changes to the document if desired.

If approved, the revised OWP and Budget and accompanying documents will be forwarded to Caltrans District 2 staff prior to the end of September.

#### **ALTERNATIVES**

Provide direction to staff.

Attachments (3)



**DEPARTMENT OF TRANSPORTATION**  
OFFICE OF COMMUNITY & REGIONAL PLANNING  
1657 RIVERSIDE DRIVE  
REDDING, CA 96001  
PHONE (530) 229-0517  
FAX (530) 225-3578  
TTY 711  
www.dot.ca.gov



*Making Conservation  
a California Way of Life.*

June 28, 2019

Mr. John Clerici  
Interim Executive Secretary  
Lassen County Transportation Commission  
P.O. Box 1028  
Susanville, CA 96130

Dear Mr. Clerici:

This letter is to inform you of Caltrans conditional approval of the Lassen County Transportation Commission's FY 2019/20 Overall Work Program (OWP). Enclosed are copies of the documents confirming this conditional approval:

- FY 2019/20 Overall Work Program
- Lassen County Transportation Commission Resolution to Adopt FY 2019/20 OWP
- FY 2019/20 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification
- FY 2019/20 State Debarment and Suspension Certification
- FY 2019 FTA Certifications and Assurances

Caltrans encourages Lassen County Transportation Commission to incorporate the following comments into the 2019/20 OWP through the OWP Amendment process:

- We encourage a matrix displaying Fast Act Planning Factors emphasized in each Work Element.
- We encourage LCTC to develop documented procedures that outline the roles, responsibilities and key decision points for consulting with Indian Tribal Governments and Federal Land Management Agencies pursuant to 23 CFR 450.316 (e). Please refer to the Regional Planning website (<http://www.dot.ca.gov/hq/tpp/offices/orip/owp/index.html>) for a template of documented procedures for consultation with Indian Tribal Governments.

Caltrans 2019/20 OWP approval is based on the understanding that LCTC staff ensures the following conditions are met in the form of a Formal OWP Amendment submitted no later than September 30, 2019 (the end of Q1). LCTC's 2019/20 OWP will not be eligible for Rural



Planning Assistance (RPA) funds reimbursement until these specific conditions are amended into LCTC's 2019/20 OWP:

### **Specific Conditions of 2019/20 OWP Approval**

- **Summary Budget/Funding Table** – Under Revenues, please display 2019/20 RPA allocation and 2018/19 RPA Carry-over on two separate funding lines.
- **Work Element 100** – Please break out the purposes/tasks/products into 2 separate Work Elements; one for RPA-eligible activities and one for LTF-funded activities.
- **Work Element 601** – Please separate this Work Element into two or more Work Elements that describe and address various and specific aspects of the LCTC's Regional Planning activities, tasks and deliverables with specific timeframes for completion. Task 7 references both RPA and LTF funding sources, however no LTF funds are allocated in the Work Element 601 budget table or on the Funding/Budget Summary page (p. 10). Please address this discrepancy; suggest moving the LTF portion of this task to Work Element 604.
- **Work Elements 601 & 602** - Please include narratives (background and context) for these Work Elements and provide clear connections to regional transportation planning requirements in the Work Elements' activities, tasks and deliverables to ensure eligibility. RPA eligible tasks and activities should consistently draw a strong link to regional transportation planning throughout the document.
- **Work Element 602** – Please move Purposes 3 and 5 to a different Work Element; suggest Work Element 604 (TDA/LTF). RPA-funded Tasks 3 and 4 seem redundant; please clarify the difference between these two tasks, or remove one of them, or consolidate these two tasks.
- **Work Element 603** - Please add a Previous Work section to Work Element 603, consistent with the format of the other planning-related Work Elements in LCTC's OWP. Tasks 10 and 11 and Products 2-5 still do not define a nexus to regional planning efforts. If these are planning activities/products, please include relevant, descriptive, planning language for each task and product. If not, these are considered indirect costs, and need to be moved to a non-RPA funded work element.
- **Work Element 701** – Please reference Attachment D in both the Task and Products section of Work Element 701. For example: "Please see Attachment D for Work Element 701's full scope of work and project tasks and deliverables timeline."

The original executed documents will now be forwarded to Caltrans' Office of Regional Planning for program activation in our accounting system. Per previous conversations with LCTC's Interim Executive Secretary, Caltrans District 2 and HQ Regional Planning Liaisons will schedule a teleconference or in-person meeting with LCTC staff during the first quarter of FY 2019/20 to collaborate on a Formal Amendment to LCTC's 2019/20 OWP that addresses the above conditions and to be submitted to District 02 Regional Planning no later than September



Mr. John Clerici  
June 28, 2019  
Page 3

30, 2019. If you have any questions, please do not hesitate to contact me at (530) 229-0517 or Tamara Rich at (530) 225-3553.

Sincerely,



KATHY GRAH, Chief  
Office of Community and Regional Planning  
Caltrans District 2

Enclosures

c: Joe Franco (LCTC Chair)  
Tom Hammond (LCTC Vice Chair)  
Tom Balkow, Caltrans D2 DDD, Planning and Local Assistance  
Gilbert Valencia, Caltrans ORP  
Tamara Rich, Caltrans District 2

Attachment B

**DRAFT FY 2019/20 BUDGET**

Tuesday, June 4, 2019

Lassen County Transportation Commission

**Fiscal Year (FY) 2019/20 Budget - Draft**

Work Element Name	Work Element #						Total
	100 Administration and Coordination	601 Regional Transportation Planning	602 Regional Transportation Programming	603 Community Engagement and Outreach	604 Transportation Development Act	701 Sustainable Communities Grant -SR36	
<b>Expenditures</b>							
Professional Services - Consultant Executive Secretary and Staff	\$ 15,000.00	\$ 104,000.00	\$ 40,000.00	\$ 21,000.00	\$ 20,000.00		\$ 200,000.00
Professional Services - Legal Counsel	\$ 5,000.00	\$ 8,000.00			\$ 2,000.00		\$ 15,000.00
Professional Services - Independent Audit					\$ 25,000.00		\$ 25,000.00
Professional Services - Consultants (Encumbered)						\$ 100,000.00	\$ 150,000.00
Professional Services - County Auditor					\$ 12,810.00		\$ 12,810.00
Professional Services - City of Susanville		\$ 50,000.00	\$ 40,000.00				\$ 90,000.00
Professional Services - Lassen County DPW		\$ 81,507.00	\$ 40,000.00				\$ 121,507.00
Professional Services - Lassen County DPW (trails coordinator)		\$ 25,000.00					\$ 25,000.00
Memberships				\$ 4,000.00			\$ 4,000.00
Training / Conferences		\$ 500.00	\$ 500.00				\$ 1,000.00
Travel	\$ 500.00	\$ 500.00	\$ 1,000.00				\$ 2,000.00
<b>Total Expenditures</b>	\$ 20,500.00	\$ 269,507.00	\$ 121,500.00	\$ 25,000.00	\$ 59,810.00	\$ 100,000.00	\$ 646,317.00

**Revenues**

Rural Planning Assistance (RPA)	\$ 177,007.00	\$ 31,500.00	\$ 25,000.00				\$ 233,507.00
Local Transportation Fund (LTF)	\$ 20,500.00				\$ 59,810.00		\$ 80,310.00
PPM	\$ 97,500.00	\$ 90,000.00					\$ 182,500.00
PPM Carryover from FY 18/19 (Encumbered)						\$ 11,469.00	\$ 61,469.00
Sustainable Communities Grant Carryover from FY 18/19 (Enc.)						\$ 88,531.00	\$ 88,531.00
<b>Total Revenues</b>	\$ 20,500.00	\$ 269,507.00	\$ 121,500.00	\$ 25,000.00	\$ 59,810.00	\$ 100,000.00	\$ 646,317.00

NOTE:

There is anticipated to be \$200,000 of RPA funds available next fiscal year plus \$3,507 of carryover.



Sunday, September 8, 2019

**Lassen County Transportation Commission  
Fiscal Year (FY) 2019/20 Budget - Final**

Work Element Name	WORK ELEMENT NUMBER							703 Sustainable Communities Grant - US 395 Corridor Study
	100 Administration and Coordination	601 Regional Transportation Planning	602 Regional Transportation Programming	603 Community Engagement and Outreach	604 Transportation Development Act	701 Sustainable Communities Grant - SR 36 Complete Street Study	702 US 395 Corridor Coalition and Advance Planning (initial)	
<b>Expenditures</b>								
Professional Services - Consultant Executive Secretary and Staff	\$ 15,000.00	\$ 89,059.24	\$ 30,000.00	\$ 45,459.00	\$ 20,000.00			\$ 199,518.24
Professional Services - Legal Counsel	\$ 13,000.00				\$ 2,000.00			\$ 15,000.00
Professional Services - Independent Audit					\$ 30,000.00			\$ 30,000.00
Professional Services - Consultants (Encumbered)								\$ 195,528.12
Professional Services - Consultants								\$ 224,625.00
Professional Services - County Auditor					\$ 12,810.00			\$ 12,810.00
Professional Services - City of Susanville		\$ 30,000.00	\$ 10,000.00			\$ 11,395.00		\$ 51,395.00
Professional Services - Lassen County DPW		\$ 36,730.52	\$ 10,000.00					\$ 66,730.52
Professional Services - Lassen County Transit		\$ 20,000.00	\$ 5,000.00					\$ 25,000.00
Professional Services - Lassen County DPW (trails coordinator)		\$ 40,000.00						\$ 40,000.00
Memberships				\$ 4,000.00				\$ 4,000.00
Training / Conferences	\$ 500.00	\$ 500.00	\$ 500.00					\$ 1,000.00
Travel	\$ 500.00	\$ 500.00	\$ 1,000.00					\$ 2,000.00
<b>Total Expenditures</b>	\$ 28,500.00	\$ 216,789.76	\$ 56,500.00	\$ 49,459.00	\$ 64,810.00	\$ 132,488.22	\$ 74,434.90	\$ 867,606.88
<b>Revenues</b>								
Rural Planning Assistance (2019/20 RPA)		\$ 216,789.76	\$ 13,210.24					\$ 230,000.00
Rural Planning Assistance (2018/19 RPA carryover)			\$ 43,289.76					\$ 43,289.76
Local Transportation Fund (LTF)	\$ 28,500.00				\$ 64,810.00			\$ 93,310.00
PPM				\$ 49,459.00				\$ 98,384.00
PPM (Encumbered)							\$ 74,434.90	\$ 89,616.09
Sustainable Communities Grant Carryover from FY 18/19 (Enc.)						\$ 117,307.03		\$ 117,307.03
Sustainable Communities Grant							\$ 195,700.00	\$ 195,700.00
<b>Total Revenues</b>	\$ 28,500.00	\$ 216,789.76	\$ 56,500.00	\$ 49,459.00	\$ 64,810.00	\$ 132,488.22	\$ 74,434.90	\$ 867,606.88





**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 4.14**

Date: September 11, 2019

From: Steve Borroum, Acting Engineer

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

**REQUESTED ACTION: BY MOTION, Approve resolution 19-20 authorizing supplemental funding for Fiscal Year 17/18 Audit and setting budget for Fiscal Year 18/19 Audit**

**BACKGROUND**

Copies of Richardson and Company's independent audit report for Fiscal Year 17/18 have been distributed. As the Commission may recall, this audit report was late in starting due to the cancelation of the prior auditor's contract and having to seek proposals. At the Commission's November 19, 2018, meeting, the Executive Secretary was authorized to execute a contract for the independent audit in an amount not to exceed \$25,000. The contract was executed on January 15, 2019.

The auditor encountered numerous challenges, most notably a commingling of funds in various accounts, lack of a definitive closure of the "books" by the prior auditor, a need to accomplish several fund transfers and reclassifications, and missing records especially on the Commission's part. With cooperation of all involved parties, especially the County Auditor's Office, the audit was completed. There were several findings of significance:

1. There was found to be a \$430,000 cash balance in County Fund 128 which the auditor included in the financial statements of the Commission. Heretofore, this fund's existence was not known to the Commission staff. Apparently, this is comingled County and Commission funds remaining from when the County provided staff to the Commission. The auditor estimates that most of these funds belong to the Commission. The County has indicated that before returning control of these funds over to the Commission they wish to pay for "unfunded PERS liabilities" associated with the one-time County staff billing to the Commission. Currently, there is no estimate when this amount will be determined and the remaining funds transferred
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to control of the Commission. As it is, approximately \$90,000 of these funds are over due to be returned to Caltrans as an unexpended close out a FY 15/16 grant of Planning and Programming funds. The County Auditor is working to quantify the unfunded PERS liabilities.

2. The year-end closing process of the Commission's funds was incomplete and revenues were tracked in incorrect funds. And, the County Auditor had not tracked restricted funds in separate fund accounts, and regular reports of funds in and out, and month end fund balances by fund type are not reported to the Commission staff. New fund deposit and accounting practices have been collectively identified, and while there is presently some challenges within the County Auditor's office, the anticipation is that with these changes will be available starting approximately in November of this year. Additionally, due to these challenges, the County Auditor will be delayed in closing the County "books" on FY 18/19 till approximately October, therefore the Commission's independent auditor's start on auditing FY 18/19 is similarly delayed.
3. The claims for allocation of TDA and STA funds have not always contained the requisite information. Standard practices are being established, and future claims will be required to be accompanied with this information.
4. The Transit Operators Financial Transaction Report submission to the State was late. This report is prepared as part of the independent auditor's efforts. The tardiness is due to the late hiring of the auditor and that the financial information used to prepare the report want being available timely. Due to the delay in the closing of the County's books, there is a chance this next year's may be slightly late as well.
5. When allocations of STA funds are requested, certain efficiency standards are required to be demonstrated as being met. Such demonstrations have not always been provided. This requirement has been discussed, and documentation will accompany future allocation requests.

Among the general findings discussed, it was noted that the Commission needs to maintain a central file of all claim packages, and needs to establish standard formats for these claim forms. Additionally, all Commission minutes and resolutions similarly need to be in a central file. Again, note this was an audit of the FY 17/18 records.

Additionally, it was decided that as of FY 19/20, the annual "2%" bike and ped funds would be handled on a reimbursement basis, with the County and the City invoicing the Commission per actual expenses and the Commission reimbursing per the invoices up to the apportionments. The TDA Article 8 allocations (roads) would be advanced per the allocations of the Commission, and an annual fiscal audit would be conducted on these allocations.

The Commission's contract with the independent audit provides for a fee adjustment if unexpected difficulties were encountered. Such was the case for the FY 17/18 audit.

**STAFF RECOMMENATION:**

Staff recommends that:

1. An additional \$5,775 of TDA funds and contract authority be approved for the FY 17/18 audit bringing the total to \$30,775
2. FY 17/18 audit of the 2% bike and pedestrian allocations be rolled into the FY 18/19 audit
3. The budget for the FY 18/19 independent audit be approved for \$30,000

Attachments



LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 19-21

Resolution authorizing supplemental funding for Fiscal Year 17/18 Audit  
and setting budget for Fiscal Year 18/19 Audit

WHEREAS, the LCTC is required to annually have an independent audit of its funds and of all claimants; and,

WHEREAS, the LCTC retained Richardson and Company to conduct this audit; and,

WHEREAS, the LCTC staff has transitioned several times in recent years leaving records sometimes missing and incomplete, and

WHEREAS, Unexpected circumstances were encountered during the audit resulting in an extraordinary level of effort on the part of staff at Richardson and Company to finish the FY 17/18 Independent Audit, and

WHEREAS, LCTC staff recognizes that these circumstances are likely to be encountered doing the FY 18/19 independent audit,

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission (LCTC) that:

1. An additional \$5,775 of TDA funds and contract authority be approved for the FY 17/18 audit bringing the total to \$30,775;
2. FY 17/18 audit of the 2% bike and pedestrian allocations be rolled into the FY 18/19 audit; and
3. The budget for the FY 18/19 independent audit be approved for \$30,000.

The foregoing resolution was passed and adopted at the September 16, 2019 meeting of the Lassen County Transportation Commission by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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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.

September 16, 2019

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John Clerici, Interim Executive Secretary



**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 4.15**  
Date: September 11, 2019  
From: DeeAnne Gillick, General Counsel  
Subject: Lassen County Transportation Commission Staffing Options Discussion

**REQUESTED ACTION**

Discuss and take action to pursue Commission employee staff or to authorize a Request for Proposals to select consultant Commission staff.

**BACKGROUND**

On July 15, 2019 the Commission considered potential options for ongoing Commission staffing, which included the following:

- A. Pursue a Request for Proposals (RFP) for an Agreement with a Consultant for Commission staffing needs.
- B. Part-time Commission Employee paid as a part-time salary or an hourly rate.
- C. City or County employee which the Commission reimburses all employee associated costs.

The Commission discussed that staffing for the Commission was evaluated extensively in 2017 when the request for proposals process was initiated in 2017 and the Commissioners indicated that they were inclined to issue a new request for proposals for a consulting agreement to provide Executive Secretary and staff support to the Commission similar to the 2017 request. However, the Commissioners requested additional time to consider the matter and evaluate the preferred staffing model. This office obtained the prior Request for Proposal documents from County staff which may be updated for a new solicitation for a Commission staff consultant agreement. The scope of services from the 2017 RFP is attached.

If an RFP is authorized it is requested that City and/or County staff assist the General Counsel to administer the RFP process and develop a selection process. It is recommended that the RFP is open for a six week period and that interviews occur within approximately two weeks thereafter

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with an interview panel that includes Commission members and staff from the interested agencies. Commission direction is requested.

Submitted by:

DeeAnne Gillick

General Counsel, Sloan, Sakai, Yeung & Wong

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## Lassen County Transportation Commission 2017 RFP Scope of Services

### **A. INTRODUCTION AND PURPOSE**

The Lassen County Transportation Commission (LCTC) was formed in 1971 with the establishment of the Transportation Development Act, otherwise known as the Mills-Alquist-Deddah Act (SB 325).

It is made up of three members selected by the Lassen County Board of Supervisors and three members selected by the Susanville City Council. The LCTC is the Regional Transportation Planning Agency (RTPA) for Lassen County. The LCTC is responsible for regional transportation planning in Lassen County.

Regional transportation planning activities are funded through the Local Transportation Fund (LTF), the State Transit Assistance Fund (STA), and a variety of grant type funding programs. The activities of the LCTC are defined in the annual Overall Work Program (OWP) and the Regional Transportation Plan (RTP) adopted every 4 years.

LCTC is seeking proposals from independent contractors (consultants) who are staffed to offer a wide-range of professional services to support the LCTC in fulfilling its administrative, fiscal and some statutory transportation planning responsibilities and mandates. The specific functional areas of work sought by the LCTC would require the selected consultant to perform as the LCTC's Executive Secretary, Clerk of the Commission, Fiscal Staff, and Planning Staff. The proposed starting date to begin supplying these services is July 1, 2017.

The LCTC does not have any employees. The County of Lassen has been providing executive secretary, clerk of the commission, fiscal, and planning staffing and services to the LCTC since 1971. The staffing and services agreement with the County will expire on June 30, 2017, and will not be renewed.

The purpose this request for proposals is to invite open competition from highly qualified firms and/or individual(s) who can offer staffing and services to the LCTC for the scope of services described below.

### **B. SCOPE OF SERVICES**

The LCTC is seeking an independent contractor (consultant) who can offer a complete range of executive, administrative, planning, and fiscal services. The performance of the consultant's work shall be done in a manner that is consistent with applicable federal, state, and local laws, rules, regulations, codes, agreements, and guidance and information from applicable sources, including but



not limited to the regional transportation plan guidelines for regional transportation planning agencies and the local assistance procedures manual.

**Requested Scope of Services:**

*Executive Secretary's Administrative and Fiscal Responsibilities, generally*

- 1) Serve the LCTC as its primary administration and fiscal liaison between the LCTC, local agencies, and Caltrans.
- 2) Serve as the LCTC as its primary administrative and fiscal liaison for tribal consultations with Native American Tribal officials and representatives within LCTC's jurisdiction (i.e. Susanville Indian Rancheria, City of Susanville, and County of Lassen)
- 3) Coordinate all functions of LCTC as required by the California Transportation Development Act, including but not limited to providing instructions to County Auditor for processing payment to eligible claimants; Unmet Transit Needs hearings and staff analysis; coordinate meetings of Social Service Transportation Advisory Council.
- 4) Monitor and evaluate legislation that is relevant to transportation and transit; if requested by the LCTC, engage with state and federal elected officials
- 5) Serve the LCTC as the primary liaison from the LCTC to California Department of Transportation (Caltrans) and California Transportation Commission (CTC) representatives
- 6) Attend all Lassen County Transportation Commission meetings
- 7) Attend all Lassen Transit Service Agency (LTSA) meetings
- 8) Attend California Transportation Commission (CTC) meetings
- 9) Attend and participate in local and regional transportation meetings, including the Rural Counties Task Force, Regional Transportation Planning Agency and North State Super Region meetings
- 10) Coordinate with local agencies in a lead capacity preparing the LCTC's Regional Transportation Improvement Program (RTIP).
- 11) Serve as the primary technical advisor to the LCTC on all matters that the LCTC must successfully perform; work effectively with LCTC Legal Counsel.
- 12) Prepare and update administrative and fiscal documents and budgets, including LCTC's overall work program budget and budgets for other related programs
- 13) Execute federal and state reimbursement agreements.
- 14) Perform state and federally required monitoring and reporting for all fund types granted to the LCTC
- 15) Execute fiscal and performance audits
- 16) Prepare and keep current LCTC policies and procedures

*Clerk of the Commission Responsibilities, generally*

- 17) Serve as the LCTC Clerk of the Commission by preparing and noticing LCTC meeting agendas, hosting LCTC meetings, clerking and recording proceedings, preparing minutes; prepare, submit and advertise all necessary legal notices
- 18) Provide for public access to LCTC meetings, documents and records; respond timely to requests for public information.
- 19) Maintain LCTC's legislative history
- 20) Create, maintain, and update regularly LCTC's website and web pages; meet with citizens and stakeholders; perform public relations functions, as requested.



*Planning Responsibilities, generally*

- 21) Seek, prepare and submit applications and requests for grant and other funding opportunities, and if successful, perform project administration, fiscal oversight, procurement and contract management to accomplish and implement the award
- 22) Perform procurement and contract management to fulfill LCTC's planning responsibilities to coordinate the preparation of updates and amendments (e.g. RTP Amendment) to the LCTC's planning documents, including but not limited to the Regional Transportation Plan, Bikeways Plan, Transit Development Plan, etc.)
- 23) Upon receiving guidance from Caltrans, prepare and complete minor revisions and administrative modifications to LCTC's planning documents.
- 24) Assume all contract management responsibilities for existing work being performed by independent consultants/contractors, as identified in Attachment I: Existing Professional Services Agreements and LCTC Work
- 25) Prepare the annual Overall Work Program
- 26) Coordinate public engagement for core planning work including work in this scope of services (RTIP, RTP, Bikeway Plan, etc.).
- 27) Analyze and make recommendations to the LCTC regarding transportation and transit funding requests.
- 28) Prepare and keep current LCTC policies and operating procedures; work effectively with LCTC Legal Council
- 29) Process all required agreements and distribute funds related to Regional Surface Transportation Program (RSTP)
- 30) Coordinate the planning, programming and monitoring for State Transportation Improvement Program (STIP)
- 31) Administer the Active Transportation Program (ATP) funds
- 32) Administer the Local Assistance funds
- 33) Administer Transportation Development Act and Regional Planning Assistance (RPA) funds

**C. TERM**

The duration of the contracting period is anticipated to have an initial term of 3 (three) years, with the LCTC reserving the right to offer an agreement modification to add up to two additional one-year terms