

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: January 9, 2020

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

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

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

Subject: **REGULAR MEETING**

of the

LASSEN COUNTY TRANSPORTATION COMMISSION

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, January 13, 2020 at 2:00 p.m.** The meeting will be held at the City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

The Agenda is as follows.

Page **(1) CONVENE**

1.1 Pledge of Allegiance

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

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

1.21 Minutes Approval:

November 18, 2019 Regular Meeting

1.22 Payment of Steve Borroum (Acting Engineer) fees and costs in the amount of \$6,791.68. *

REQUESTED ACTION: Approve payment of Steve Borroum Acting Engineer fees and costs in the amount of \$6,791.68, shown in Invoice #10.

1.23 Payment of Clerici Consulting (John Clerici as Interim Executive Secretary) fees and costs in the amount of \$8,456.47. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$8,456.47, shown in Invoice #08-010.

1.3 Election of Chairperson and Vice-Chairperson

REQUESTED ACTION: BY MOTION, elect a Chairman and Vice-Chairman to preside at meetings of the Commission during calendar year 2020.

(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

- No items to be discussed in closed session

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS/PUBLIC HEARINGS

4.11 Fiscal Year 2020/21 Unmet Needs Process:

ACTION REQUESTED: By Motion:

- **Adopt Resolution 20-01 approving definitions of “Unmet Transit Needs” and “Reasonable to Meet”.**
- **Approve recommended membership of the Social Services Transportation Advisory Council.**

- **Set February XX, 2020 at 1:00 PM in the Susanville City Council Chambers for a public hearing regarding unmet transit needs.**

4.12 Lassen County Transportation Commission Staffing Services RFP Update

ACTION REQUESTED: Receive update and consider February Commission Meeting for RFP Proposal evaluations and interviews.

4.13 Update on Status of Commission Finances and Accounts

ACTION REQUESTED: Receive update on the status of the LCTC accounts and budgets.

(5) INFORMATION ITEMS

5.01 Update 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, March 9, 2020 at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Special Commission Meeting

December 9, 2019

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

2:00 P.M. Open Session

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, Hemphill, Teeter, Wilson
Absent: Moore

1.2 Adoption of Agenda and Approval of Consent Calendar:

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

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

1.21 Minutes Approval of November 18, 2019 Regular Meeting

Adopted Minutes of the November 18, 2019 Regular Meeting.

1.22 Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$8,368.32.

Approved payment of Steve Borroum Acting Engineer fees and costs in the amount of \$8,368.32, shown in Invoice #9

1.23 Payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$7,453.16.

Approved payment of John Clerici Interim Executive Secretary fees and costs in the amount of \$7,453.16, shown in Invoices #008-09.

1.24 FY 2019/20 OWP Budget Adjustments for Close out of audit services from Donald Reynolds CPA.

Adopted Resolution 19-22 authorizing a budget amendment to the FY 2019/20 Overall Work Program in the amount of \$3,055.59 to pay for unbudgeted expenditures accrued by the previous LCTC independent auditor Donald R. Reynolds, CPA.

1.25 Schedule of Meetings for the last 6 months of Fiscal Year 2019/20.

Adopted the proposed schedule of meetings for the second half of FY 2019/20.

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

No public comment was received.

3. REPORTS

3.1 Caltrans

Mike Mogen from Caltrans District 2 provided the following updates.

- *Secret Valley Rest Area – Mike reported that he has been incontact with someone who is willing to take over maintenance and clean-up at the rest area. He has put them into contact with the small business assistance folks at Caltrans, and is hopeful something will be in place in the spring.*
- *SR 36/ Main Street Snow Removal – Commissioner Teeter asked about snow removal during the recent storms and what if any impact the new bulbouts had on Caltrans crews. Mike responded that he had not heard anything about problems with snow removal, but that he would check with the maintenance crews to make sure.*
- *US 395 Snow Removal – Commissioner Hammond noted that snow removal near his business was very good.*

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

There was no closed session.

4.02 Announcement of Action Taken in Closed Session

There was no closed session.

4.10 Action/Discussion Items

4.11 2020 Regional Transportation Improvement Program

The Commission was asked to adopt, by motion, Resolution 19-23 approving the 2020 Regional Transportation Improvement Program (RTIP).

Commissioner Wilson voiced concern regarding the Riverside Drive Trail project, that because of funding constraints and timely use of funds criteria, that Commission action might put the City at risk of having to pay back funds if the project is ultimately not pursued through the STIP. Dan Newton shared that he had the same concern, and that the new RTIP request for the project, had that in mind.

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

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

4.12 Lassen County Transportation Commission Contracts Policy

The Commission was asked to adopt, by motion, Resolution 19-24 approving Commission Contracts Policy.

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

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

5. Information Items

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

- *US 395 Coalition Building activities – follow up activities with consultant and developing a path forward to complete this phase of coalition building work. He noted that serious work had been done to re-energize the coalition building effort with monthly meeting between Supervisor Hammond, Commissioner Herman (Washoe County), the consulting team, and staff. He noted that the focus of the efforts was to engage all stakeholders in a meeting/forum to discuss the results of the first phase of the US 395 effort, and establish the groundwork for the next phase.*

6. Correspondence

None.

7. Other Business

7.1 Matter brought forth by the Commission

None

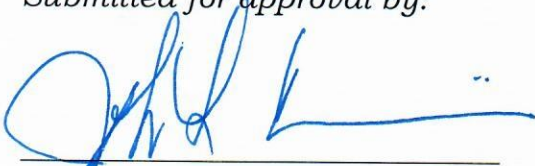
7.2 Next Regular Commission Meeting

Next meeting of the LCTC will on Monday, January 13, 2020 at time 1:30 PM, in the City of Susanville, City Council Chambers.

7.3 Adjourn

The meeting was adjourned at 2:50 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: January 9, 2020

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: Payment of Steve Borroum Acting Engineer fees and costs in the amount of \$6,791.68

REQUESTED ACTION

Approve payment of Steve Borroum fees and costs in the amount of \$6,791.68, as shown in Invoice #10 for December 2019.

PAST ACTION

This is the tenth invoice under this new consulting contract.

DISCUSSION

Attached is Invoice #10, with supporting documentation, and a detailed Progress Report for the period beginning December 1, 2019 and ended December 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 County Auditor, LCTC Independent auditor, and County, City and LTSA staff to compile and review information for Year Ending June 2018 LCTC audit review.

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)

1/3/2020

INVOICE TO LASSEN COUNTY TRANSPORTATION COMMISSION

Steve Borroum
 Acting Engineer
 633 Tamarindo Way
 Roseville, CA 95678

Invoice #10: Invoice Period: December 1, 2019 to January 1, 2020

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	
December						
2	1	3	1		1	6
3	1	4			2	7
4		4			1	5
5		3			1	4
6		3				3
9	1	1	1		1	4
10		1				1
11		1				1
12		2				2
13	1	4			1	6
16		1				1
17		2				2
18						0
19		2				2
20		1				1
23		3				3
24		1				1
25						0
26						0
27						0
30		2				2
31		3			1	4
TOTAL	4	41	2	0	9	56
Rate: \$121.28 / hour						
	\$ 485.12	\$ 4,972.48	\$ 242.56	\$ -	\$ 1,091.52	\$ 6,791.68
Totals	\$ 6,791.68					

Total this invoice: \$ 6,791.68

Steve Borroum

Work assignments

Invoice period for December 1, 2019 to January 1, 2020

- 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)



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SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.23

Date: January 9, 2020

From: John L Clerici, Interim Executive Secretary

Subject: Payment of Clerici Consulting Interim Executive Secretary fees and costs in the amount of \$8,456.47.

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$8,456.47, as shown in Invoice #008-10 for December 2019.

PAST ACTION

This is the tenth invoice under this consulting contract.

DISCUSSION

Attached is Invoice #008-10, with supporting documentation, and a detailed Progress Report for the period beginning December 1, 2019 and ended December 31, 2019.

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

- Prepared Agendas and information items for December 9, LCTC Meeting and December 2, TAC Conference Call
- Met with Consulting staff to plan and execute additional coalition building efforts for the US 395 effort.
 - Initiated second coalition building team conference call on December 19
- Organized and held meeting of the SSTAC to discuss regional transit issues, and begin Unmet Needs process for the current year.
- Finished and delivered 2020 Regional Transportation Improvement Program to the CTC

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

Attachments (1)

Clerici Consulting

Invoice Date: January 2, 2020

Invoice Number 10

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

January 2, 2020
Number: 008
Invoice Number 10

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

Project: 008 Interim Executive Secretary

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

<u>Task</u>	<u>Services</u>	<u>Expenses</u>	<u>Amount</u>
Task 100 – Administration and Coordination	\$143.33		\$143.33
Task 601 – Regional Transportation Planning	\$1,146.64		\$1,146.64
Task 602 – Regional Transportation Programing	\$4,299.90		\$4,299.90
Task 603 – Community Engagement & Outreach	\$2,723.27		\$2,723.27
Task 604 – TDA Administration	\$143.33		\$143.33
Total this invoice			\$8,456.47

Professional Personal

Task: 100 – Administration and Coordination

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

Task: 601 – Regional Transportation Planning

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	8	\$143.33	\$1,146.64

Task: 602 – Regional Transportation Programming

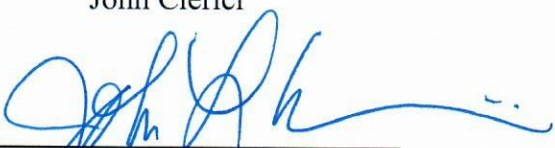
LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	30	\$143.33	\$4,299.90

Task: 603 – Community Engagement and Outreach

LABOR	HOURS	RATE	AMOUNT
Interim Executive Secretary John Clerici	19	\$143.33	\$2,723.27

Task: 604 – TDA Administration

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



John Clerici

PROGRESS REPORT

Project: Lassen County Transportation Commission

Clerici Consulting Project 008-10

Period: December 1, 2019 – December 31, 2019

WORK COMPLETED (through December 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 December 9, 2019 (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 and final 2020 RTIP/STIP, worked with Lassen County and City of Susanville Staff to finalize project specific data for inclusion in 2020 RTIP. Delivered 2020 Lassen County RTIP to CTC headquarters in Sacramento on December 13, 2019 (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. Met with transit and para transit providers in Lassen County in anticipation of Unmet Needs process for FY 19/20, and to prepare for development of revised Transit Development Plan in FY 20/21. (OWP Work Element 603)
- Processed Local Transportation Fund Apportionment, Notified Claimants, Prepared Claim Forms (OWP Work Element 604)



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Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.11

Date: January 9, 2020

From: John Clerici, Interim Executive Secretary

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

Subject: Fiscal Year 2020/21 Unmet Needs Process:

- Approval of Definitions of "Unmet Transit Needs" and "Reasonable to Meet,"
- Approval of the Social Services Transportation Advisory Council Membership
- Establishing February 26, 2020 as the Date of the Unmet Transit Needs Hearing

REQUESTED ACTIONS

1. Adopt Resolution 20-01 approving definitions of "Unmet Transit Needs" and "Reasonable to Meet".
2. Approve recommended membership of the Social Services Transportation Advisory Council.
3. Set February 26, 2020 at 1:00 PM in the Susanville City Council Chambers for a public hearing regarding unmet transit needs.

PAST ACTION

Each year the Commission has adopted definitions "Unmet Transit Needs" and "Reasonable to Meet" and has also appointed members, as needed, to the Social Services Transportation Advisory Council, when vacancies existed.

Under Public Utility Code (PUC) Section 99238, each year the Commission has recruited and appointed candidates from a broad representation of social service and transportation providers representing the elderly, disabled and limited means for the Social Services Transportation Advisory Council (SSTAC).

DISCUSSION

Definitions of Unmet Transit Needs and Reasonable to Meet

No changes are proposed from the definitions adopted in the prior year. The proposed definitions are shown in Attachment A.



The definitions are used to evaluate transit service requests and other items of public comment that are received. Any items that are determined to be “unmet needs” that are “reasonable to meet” would typically be required to be funded with TDA funds and provided in the upcoming 2020/21 Fiscal Year.

The Local Transportation Fund (LTF) within TDA provides funding for streets and roads for county regions with a population of 500,000 or less, to the extent that LTF remain after and ‘unmet transit needs’ are met. LTF is derived from ¼ cent of the existing retail sales tax and was created in the early 1970s. LTF funds that are available for roads are split on a population basis between the City of Susanville and County of Lassen, in accordance with State law.

Social Services Transportation Advisory Council Membership

As part of the process of apportioning the Local Transportation Fund (LTF) portion of Transportation Development Act (TDA) Funds, LCTC is required to establish and implement a process of citizen participation including a Social Services Transportation Advisory Council (SSTAC) to hear public input on the transit needs of transit dependent or disadvantaged persons. State law requires that this process provide for at least one public hearing annually. It has been the LCTC’s practice to hold two opportunities for public comment.

- A publicly noticed hearing of the SSTAC.
- The LCTC meeting at which recommendations from the SSTAC are considered and action taken.

By law, the SSTAC is comprised of the following membership:

- One representative of potential transit users who is 60 years of age or older.
- One representative of potential transit users who is disabled.
- Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
- Two representatives of local social service providers for the disabled, including one representative of a social service transportation provider, if one exists
- One representative of a local social service provider for persons of limited means.
- Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists including one representative from an operator, if one exists.

The responsibilities of the SSTAC are as follows.

1. Annually participate in the identification of transit needs in the jurisdiction, including unmet transit needs that may exist within the jurisdiction of the council and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.
2. Annually review and recommend action by the transportation-planning agency for the area within the jurisdiction of the council, which finds, by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.
3. Advise the transportation-planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.

All prior SSTAC members were contacted and agreed to serve on the SSTAC for 2020 and are recommended to be appointed.

- Caleb Schortz, Local Social Service Provider for Seniors
- Charlotte Roberts, Local Social Service Provider for Seniors
- Penny Artz, Representative of Consolidated Transportation Services Agency (CTSA)
- Michal Harding, Representative of Local Service Provider for Disabled
- Barbara Longo, Representative of Local Service Provider for Persons of Limited Means
- Deborah Van Brunt, Local Social Service Provider for Seniors
- Joyce Wright, Transit user who is 60 years or older
- Bob Gundel, Transit user who is disabled
- David Knaut, Local Transportation Service Provider for Disabled

As of this date the SSTAC has the requisite number of participants in the categories outlined in the staff report.

Date of Unmet Transit Needs Hearing

An SSTAC meeting, including a hearing on Unmet Transit Needs is being scheduled for February 26, 2020 at 1:00 PM in the Susanville City Council Chambers for a public hearing regarding unmet transit needs. With the Commission's approval, the hearing will be noticed for that date, time and location.

ALTERNATIVES

Commission to provide direction to staff.
Attachments (1)

LASSEN COUNTY TRANSPORTATION COMMISSION
RESOLUTION 20-01
ADOPTING "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"
DEFINITIONS

WHEREAS, the Transportation Development Act (TDA) provides funding for streets and roads under Article 8 for counties with a population of 500,000 or less, and

WHEREAS, Lassen County has a population of less than 500,000 thereby making Lassen County eligible for funding under Article 8, and

WHEREAS, Section 99401.5 of the TDA requires that transportation planning agencies identify unmet transit needs that are reasonable to meet prior to making any allocations for streets and roads, and

WHEREAS, the regional transportation planning agency is required to adopt definitions of the terms "unmet transit needs" and "reasonable to meet" by resolution as a component of the unmet needs process.

NOW THEREFORE BE IT RESOLVED, that the definition of "unmet transit needs" is deemed as follows:

An unmet transit need is any deficiency in the system of public transit services, specialized transit/paratransit services, and private transportation services within the jurisdiction of the Lassen County Transportation Commission (LCTC) which has been identified by community members or through a local or regional planning process and which has not been funded and implemented. At a minimum, this may include desires for transportation services which are identified through the annual TDA Unmet Transit Needs public hearing, by the Social Service Transportation Advisory Council, in Lassen County's Transportation Development Plan, in the Regional Transportation Plan, or in the compliance plan for the Americans with Disabilities Act as prepared by any public or private entity.

LCTC recognizes that public transportation includes a broad range of users, uses, and destination. Although, some services may be restricted or give priority to traditionally transit-dependent populations (such as elderly, disabled, low-income, or youth), all eligible users should have equivalent access or opportunity to use the service. The transportation desire of a small group of individuals or of the clients of particular agencies shall not, in and of themselves, be sufficient to justify a finding of unmet transit need.

Trips that would duplicate transportation services to the general public are not considered unmet transit needs. A need for transportation service beyond the fiscal year under consideration shall not be considered an unmet transit need at the present time. Provision of escorts or attendants is not a transit need.

LASSEN COUNTY TRANSPORTATION COMMISSION
RESOLUTION 20-01
ADOPTING “UNMET TRANSIT NEEDS” AND “REASONABLE TO MEET”
DEFINITIONS

BE IT FURTHER RESOLVED that the definition of “reasonable to meet” is deemed as follows:

An identified unmet transit need can be determined to be “reasonable to meet” if it is demonstrated, based upon LCTC staff analysis or other independent evidence, that the transit need can be met within the following performance and financial standards:

The performance standard for fixed-route systems is 10% fare revenue ratio.

All other systems shall achieve at least the fare revenue ratio and passenger productivity standards established in the Lassen County Transit Development Plan and the Regional Transportation Plan or as established by statute.

An extension of service shall not cause the system of which it is a part to fail to meet the system-wide performance standards. Considered separately, it shall achieve at least half the system-wide performance standards, except in case of an extension of service determined to be a necessary lifeline service for transit dependent populations.

The unmet transit need will not require the expenditure of more than the affected jurisdiction(s) proportional share of Transportation Development Act funds that are apportioned by LCTC on the basis of population.

The determination of whether a transit need is reasonable to meet shall also take into account as appropriate:

1. Likely demand for service based on transit use rates per capita in comparable communities.
2. Whether a service to meet the need would put the system of which it is a part in jeopardy of losing state or federal funding as a result of failing to meet mandated performance or efficiency standards.
3. In the case of any new general public transit services, potential Americans with Disabilities Act implications within that service area, including whether complementary paratransit service, if required, would impose an “undue financial burden” on the public entity.
4. In the case of a paratransit service providing complementary service to fixed-route service by a public entity, whether meeting the need would require spending a greater amount than that required by an undue financial burden waiver approved by the Federal Transit Administration under the Americans with Disabilities Act.
5. Opportunities for coordination among adjoining public entities or with private transportation provider and /or funding agencies. This shall include consideration of other existing resources (including financial), as well as the legal or customary responsibilities

LASSEN COUNTY TRANSPORTATION COMMISSION
RESOLUTION 20-01
ADOPTING "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"
DEFINITIONS

of other entities (e. g., social service agencies, religious organizations, schools, carpools, etc.) Duplication of other services or recourses is unnecessary and not a prudent use of public funds.

6. An unmet transit need may be determined to be unreasonable to meet because it is not feasible to initiate service within the coming fiscal year, due to the time required for vehicle acquisition, planning, or similar time factors, or because additional information is needed to determine whether or not the unmet needs is reasonable to meet. An unmet transit need shall not be determined unreasonable to meet more that once on these grounds.
7. The fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for a finding that a transit need is not reasonable to meet.
8. Comparing unmet transit needs with the need for streets and roads shall not make the determination of whether an unmet transit need is reasonable to meet.

The foregoing resolution of the Lassen County Transportation Commission was adopted at its January 13, 2020 special 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

January 13, 2020



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

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John L. Clerici, Interim Executive Secretary

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.12**
Date: January 9, 2010
From: DeeAnne Gillick, Lassen County Transportation Commission Staffing Services
Update General Counsel
Subject: Lassen County Transportation Commission Staffing Services RFP Update

REQUESTED ACTION

Receive update and consider February Commission Meeting for RFP Proposal evaluations and interviews

BACKGROUND

The Request for Proposals for Staffing Services to the Lassen County Transportation Commission was issued on December 20, 2019. The following schedule and deadlines are reflected in the RFP:

Release Request for Proposals	December 20, 2019
Last day to submit RFP Questions	January 10, 2020 5:00 pm
Responses/Answers to Questions	January 17, 2020
RFP Submission Deadline	January 31, 2020
Proposal Evaluation	TBD – as early as February 3, 2020
Proposal Interviews	TBD – as early as February 10, 2020
Selection	TBD – as early as February 10, 2020
LCTC Award	TBD – proposed March 9, 2020
Approximate Contract Start Date	TBD – as early as April 1, 2020

It is anticipated that the Commission should schedule a potential Commission meeting for a closed session evaluation of the proposals and interviews in February 2020.

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



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL
SUITE 600
SACRAMENTO, CA 95814

P.O. BOX 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

John L. Clerici, Interim Executive Secretary

Staff Report

Date: January 13, 2010
To: Lassen County Transportation Commission
From: John Clerici, Interim Executive Secretary
Subject: Update on Status of Commission Finances and Accounts

AGENDA ITEM 4.13

REQUESTED ACTION

Receive update on the status of the LCTC accounts and budgets.

BACKGROUND

Since the beginning of the fiscal year, Commission staff has provided you with updates on the status of our efforts to make current and track LCTC finances. Staff was anticipating that by this point in the fiscal year we would have been able to report that our accounts were in order, and that we had a tracking system that would provide for accurate financial tracking into the future. In addition, we were hoping that our FY 2018/19 audit was well underway, and that your staff was turning its attention to other Commission priorities.

Regrettably staff must report that we still do not have the close out information from FY 2018/19, nor do we have information on our revenue stream, including a comparison of actual revenue received against our budget projections.

Presently, staff and the independent auditor are arranging to engage with the County Auditor to develop the account information needed to bring the Commission accounts up to date. In the absence of that engagement, staff will provide options for the commission to consider and implement over the next few months.

Staff will provide a more complete report at your meeting.
