

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, Executive Secretary

555 Capitol Mall, Suite 600
Sacramento, CA 95814

P.O. Box 1028
Susanville, CA 96130

Date Posted: JUNE 11, 2026

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Russ Brown, Vice-Chair (City Council)
Mendy Schuster (City Council)
Dawn Miller, Chair (City Council)

Mike Scanlan, (Co. Supervisor)
Jason Ingram, (Co. Supervisor)
Aaron Albaugh (Co. Supervisor)

Subject: **REGULAR MEETING**

of the

LASSEN COUNTY TRANSPORTATION COMMISSION

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, June 15, 2026, at 1:30 p.m.**

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

The meeting will use zoom for remote viewers.

Join Zoom Meeting

<https://us06web.zoom.us/j/81618931162>

Meeting ID: 816 1893 1162

Passcode: 027535

One tap mobile

+16694449171,,81618931162#,,,,*027535# US

+17193594580,,81618931162#,,,,*027535# US

The Agenda is as follows:

(1) CONVENE

1.1 Pledge of Allegiance

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

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

- 1.3 Approval of the Minutes for April 13, 2025, Regular Meeting: **Motion Required**
- 1.4 Approval of the Consent Calendar: **Motion Required**

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

1.41 Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$ \$53,651.00. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$53,651.00 as shown in Invoice #009-72 for May 2026.

(2) CORRESPONDENCE/PUBLIC COMMENT

(3) REPORTS

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

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

(4) NEW BUSINESS

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- There are no closed session items.

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 Fiscal Year 2024/2025 Audit Reports *

REQUESTED ACTION: BY MOTION: Receive and file the Fiscal Year 2024/2025 Audit Reports and direct staff to forward Audits to Caltrans.

4.12 Fiscal Year 2026/27 Overall Work Program and Budget *

REQUESTED ACTION: BY MOTION, adopt Resolution 26-05 approving the FY 2026/27 Overall Work Program and Budget.

4.13 Fiscal Year 2026/27 Transportation Development Act Apportionment and Allocation for Local Transportation Fund (LTF) and State Transit Assistance (STA)*

REQUESTED ACTION: BY MOTION, Adopt Resolution 26-06 approving the Final Fiscal Year 2026/27 Transportation Development Act Allocations for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the allocations.

4.14 2026 Social Services Transportation Advisory Council (SSTAC) Meeting Summary

REQUESTED ACTION: None. This is an information item.

4.15 LCTC Schedule of Meetings for Fiscal Year 2026/27

REQUESTED ACTION: BY MOTION, Adopt the proposed schedule of meetings for FY 2026/27.

(5) INFORMATION ITEMS

5.01 Executive Secretary Report

Updates:

- US 395 Coalition – Corridor projects
- Wildlife Crossing
- Lassen County EV Plan
- Legislation

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, August 10, 2026, at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS: Update on all US 395 initiatives and on US 395 Freight Feasibility Study, Transit funding and planning update.

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

April 13, 2026

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

1:30 P.M. Open Session

1:30 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 1:34 P.M.

Roll Call: Present: Albaugh, Ingram, Miller, Scanlon, Schuster
Absent: Brown

1.1 Pledge of Allegiance

The Pledge of Allegiance to the Flag was waived.

1.2 Adoption of Agenda:

It was moved by Commissioner Albaugh and seconded by Commissioner Schuster that the Commission adopt the agenda as presented. The agenda was adopted by the following vote:

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None

1.3 Approval of the January 10, 2026 Regular Meeting Minutes

The Commission was asked to adopt the Minutes of their November 10, 2025, as presented by staff.

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

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None

1.4 Approval of Consent Calendar

Commissioner Albaugh requested that Items 1.43 and 1.44 be pulled from the consent calendar for discussion.

It was moved by Commissioner Albaugh and seconded by Commissioner Ingram that the Commission approve the Consent Calendar with Items 1.43 and 1.44 pulled for discussion. The motion was passed by the following vote:

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None

ITEMS PULLED FROM THE CONSENT CALENDAR

1.43 Request for Letter of Support – HLVRCD NFWF Western Big Game 2026 Proposal.*

REQUESTED ACTION: Approve the Chair to sign a letter of support for the Honey Lake Valley Resource Conservation District National Fish & Wildlife Foundation Western Big Game 2026 grant proposal.

Commissioner Albaugh wanted to clarify the language of the letter to focus on endangered plant species, not all endangered species in the area. Staff thought that the effort was focused on plant life but that he would make necessary changes to the letter in that regard.

It was moved by Commissioner Albaugh and seconded by Commissioner Schuster that the Commission approve the letter with the necessary changes for the Chairs signature. The motion was passed by the following vote:

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None

1.44 Staffing Services Agreement Amendment No. 3.*

REQUESTED ACTION: Approve Resolution 26-04 for Amendment No. 3 to the Agreement with Clerici Consulting for Staffing Services to add the position of Senior Advisor (with associated billing rate) to the Payment to the Contractor.

Commissioner asked for a clarification about the duties of the position and the pay rate. Staff responded that the individual (Wil Garner) for whom this position was created would soon be under contract with Lassen County to provide interim transit management services to the LTSA, but that in the interim there might be a need to have this person provide assistance. This addition would allow Mr. Garner to provide some help under the Clerici Consulting contract. It is not anticipated that this new designation will be used much if at all.

It was moved by Commissioner Albaugh and seconded by Commissioner Schuster that the Commission approve Resolution 26-04 as presented by staff. The motion was passed by the following vote:

- AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
- NOES: None
- ABSENT: Brown
- ABSTAIN: None

2. CORRESPONDENCE/PUBLIC COMMENT

No written communication was received.

Verbal communications:

3. REPORTS

3.1 Caltrans

Skip Clark reported that he and Commission staff were working on the FY 26/27 OWP and Budget and that a final version should be ready by the May LCTC meeting.

Drew Battle provided a detailed overview of the findings of the US 395 Freight Feasibility Study. He covered the methodology for developing the report, the updated traffic and accident statistics, potential remedies for improving safety in the corridor and next steps.

Michael Oguro demonstrated two new web based tools for finding information on planning and construction projects on the state highways system.

3.2 CHP

Lacey Carney provided a brief update on CHP activities in Lassen County. She noted that there were two fatal accidents on county highways. One was on Hwy 44 and the other on Hwy 139. Both were solo accidents and both appeared to be the result of distracted driving. She also noted that the recent snow storms did not result in any unusual incidents.

3.3 City of Susanville

Erik Edholm reported that the city had decided to not pursue development of the Riverside Drive ATP project. He noted that the project design bids had come in much

higher than budgeted. The city also had concerns regarding on-going maintenance costs once the project was completed. He mentioned that the Cities STIP FE project was in design and would likely go to construction in 2027.

3.4 Lassen County

No update was provided.

3.5 Susanville Indian Rancheria

No update was provided.

4 NEW BUSINESS

4.01 Announcement of Items to be Discussed in Closed Session

There was no closed session.

4.02 Announcement of Action Taken in Closed Session

There was no closed session.

4.10 Action/Discussion Items

4.11 Adoption of The Written Procurement Policy and Procedures for Federal Grant Awards and Caltrans Local Assistance Procedures Manual Chapter 10*

The Commission was asked to adopt, by motion, Resolution 26-01 Authorizing the Adoption of The Written Procurement Policy and Procedures for Federal Grant Awards and Caltrans Local Assistance Procedures Manual Chapter 10.

Goods and services must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. FTA Circular 4220.1F: The Common Grant Rule for non-governmental recipients requires the recipient to have written procurement procedures.

It was moved by Commissioner Scanlon and seconded by Commissioner Ingram To approve the staff recommendation. The motion was passed by the following vote:

AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None

4.12 Master Agreement, for Federal Aid Project *

The Commission was asked to adopt, by motion, the Master Agreement, for Federal Aid Project and the Administration of Transportation Funds, period of April 14, 2026 until superseded & Adopt Resolution 26-02 Authorizing the Executive Secretary to sign the Master Agreement and all related documents.

In the Master Agreement, a local agency agrees to comply with all federal and state laws, regulations, policies and procedures relative to the design, right of way acquisition, environmental compliance, construction and maintenance of the completed facility. It is normally processed once with the agency when it begins its first federal-aid or state funded project.

The Master Agreement is the contract between the Department of Transportation (Caltrans) and the Lassen County Transportation Commission to administer transportation funds, receive annual apportionments and state/federal grants; the current agreement only covers planning related activities necessitating an additional MA allowing when receiving federal funds for a designated project facility and the subsequent operation and maintenance of that completed facility.

Commissioner Albaugh had some concerns about obligating the Commission to federal priorities that were not in keeping with local opinions.

It was moved by Commissioner Schuster and seconded by Commissioner Scanlon that the Commission approve the staff recommendation. The motion was passed by the following vote:

*AYES: Ingram, Miller, Scanlon, Schuster
NOES: Albaugh
ABSENT: Brown
ABSTAIN: None*

4.13 Fiscal Year 2026/27 Draft Overall Work Program and Budget *

The Commission was asked to authorize, by motion, staff to release the Draft Overall Work Program and Budget (OWP) for FY 2026/27 to the public for circulation, review, and comment.

It was moved by Commissioner Schuster and seconded by Commissioner Scanlon that the Commission approve the staff recommendation. The motion was passed by the following vote:

*AYES: Albaugh, Ingram, Miller, Scanlon, Schuster
NOES: None
ABSENT: Brown
ABSTAIN: None*

5. INFORMATION ITEMS

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

5.01 Executive Summary Report

The Executive Secretary reported the following:

- *US 395 Update – Reported that projects in the US 395 corridor were continuing.*
- *Wildlife Crossing Grant –Staff hopes to have a publicly accessible version of the potential crossing locations by May 2026.*
- *Legislation – There were no updates on current state legislation.*

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commissioners

No items were brought forth by the Commissioners.

7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, May 11, 2026, at 1:30 PM, at the City of Susanville, City Council Chambers, 66 North Lassen Street, Susanville, CA.

7.3 Adjourn

The meeting was adjourned at 2:55 p.m.

Submitted for approval by:



John Clerici
Executive Secretary



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814


P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

Date: June 11, 2026 **AGENDA ITEM 1.41**

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary 

Subject: Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$ \$53,651.00

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$53,651.00 as shown in Invoice #009-72 for May 2026.

PAST ACTION

This is the Seventy-second invoice under the contract with Clerici Consulting for Executive Secretary and staff services. This invoice includes a detailed invoice for charges for sub-consultants Borroum Engineering in the amount of \$18,600.00 and for LSC Transportation Consultants in the amount of \$15,066.00.

DISCUSSION

Attached is Invoices #009-72, with supporting documentation, and a detailed Progress Report for the period beginning May 1, 2026, and ending May 31, 2026.

Note: This is the twenty-sixth invoice to include separate billing for the US 395 Wildlife Crossing grant effort. This grant is separate from our traditional Overall Work Program duties and will be addressed as a stand-alone item in LCTC staffing invoices.

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

- Followed up on LCTC April Commission meeting
- Closed out GIS grant
- Engaged stakeholders (US 395 Coalition) and provided update on all transportation activities on US 395
- Interviewed and selected consultant for Lassen County EV Master Plan grant

- Started initial Bizz Johnson Trail feasibility study outreach and planning.

Key items of work completed in the last month in support of the WCB Wildlife Crossing grant included the following:

- Prioritized three selected overcrossing locations (Doyle, Red Rock, Bass Hill)
- Provided administrative support to the US 395 Wildlife Crossing Study effort
- Planned and attended public meeting in Susanville (5/21)
- Reviewed Project Report and provided feedback

These charges are consistent with the billing trends for the FY 2025/26 OWP budget and the WCB Wildlife Crossing budget to date.

Attachments (1)

INVOICE

Project Title:

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

Date: June 1, 2026
Invoice # 009-072
Billing Cycle Ended: 5/31/2026 (May 1, 2026 - May 31, 2026)

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

To: **Ms. Dawn Miller, Chair**
Lassen County Transportation Commission
PO Box 1028
Susanville, CA 96130

Staff Member	Hours OWP	Hours WCB	Total Hours	Total Cost
John Clerici	95.00	29.00	124.00	\$ 19,985.00
Borroum Engineering May				\$ 18,600.00
LSC Transportation Consultants May				\$ 15,066.00
Misc Charges				No Charge
Travel (Lodging, meals)				No Charge
TOTAL				\$ 53,651.00
Prior Balance				\$ 66,743.30
Payment				\$ 66,743.30
Total Due				\$ 53,651.00

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

6/1/2026

Billing Detail for Clerici Consulting --

Date	Hours										Labor Sub-Total OWP hours only
	WE 100 - OWP Administration	WE 601A - General/General Transportation Planning	WE 601B - Active Transportation Planning	WE 601C - Transit Planning	WE 602 - Programming	WE 603 - Outreach	WE 604 - TDA	WE 607 - ZEV	WE 706 - GIS	Wildlife Crossing	
May											
1	1	2	1	2	2					1	8
										1	0
										1	0
4		1			1						2
5		2			1						3
6	1	2			2		1			4	6
7		2					1			1	3
8		2				1					3
										1	0
										1	0
11	1	2			1						4
12	2	2						1			5
13	1	2			2	2		1		1	8
14		2		2							4
15		1		1						1	2
										1	0
										2	0
18		3			2						5
19		3			1						4
20	1	6	1	1							9
21		1			1	1	1			8	4
22		1			1	1					3
										1	0
										1	0
25	1	1	1		1	1					5
26	1	1			1						3
27		2	2	1	2					1	7
28		3			1	1				1	5
29		2								1	2
										1	0
											0
Total OWP	9	43	5	7	19	7	3	2	0		95
Billing Rate: \$160											
	\$ 1,440.00	\$ 6,880.00	\$ 800.00	\$ 1,120.00	\$ 3,040.00	\$ 1,120.00	\$ 480.00	\$ 320.00	\$ -		\$ 15,200.00

WCB Hours		29
Total WCB	WCB Billing Rate: \$165.00	\$ 4,785.00

Total Labor \$ 19,985.00

PROGRESS REPORT
CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission
Clerici Consulting Project 009-072
Period: May 1, 2026 – May 31, 2026

WORK COMPLETED (through May 31, 2026)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- **Work Element 100 – Administration**
 - Provided follow-up for the April 2026 Regular Commission meeting
 - Prepared agenda and materials for June 15, 2026 LCTC Meeting

- **Work Element 601A – General/General Transportation Planning**
 - Developed and delivered Information materials for Washington DC trip (5/6)
 - Attended May 27 Sierra Alliance Meeting and provided follow-up to meeting attendees
 - Attended Caltrans Sustainable Grants workshop (5/12)
 - Attended Caltrans Carbon Reduction Program workshop (5/19)
 - Participated in California Federal Programming Group (5/21)
 - Attended CTC meeting (5/14-5/15)
 - Met with Lassen Municipal Utility District staff to discuss utility plans for SR 36 charging facility (5/29)

- **Work Element 601B – Active Transportation Programming**
 - Followed up on ATP grant with Caltrans D2 staff and City of Susanville

- **Work Element 601C – Transit Planning**
 - Assisted in development of transit planning help for LTSA (May, 2026)

- **Work Element 602 – Programming**
 - Provided follow-up with member jurisdictions for April CTC actions
 - Attended May CTC
 - Provided assistance in programing additional Carbon Reduction Program funds to LTSA
 - Processed RSTP Claim for FY 25/26
 - Provided comment on US 395 Feasibility Study
 - Attended ITSIP Caltrans training (5/27)

- **Work Element 603 – Outreach**
 - Provided interagency outreach through the LCTC Technical Advisory Committee
 - Provided follow-up to April TAC meeting
 - Prepared draft agenda and materials for the June 8, 2026 TAC Meeting
 - Attended:
 - Updated US 395 project materials and briefed Sierra Alliance meeting attendees (5/27)
 - Rural Counties Task Force meeting (5/8)
 - Continued updated to Lassen CTC website with new information on highway projects and reformatted pages for agenda and meeting information

- **Work Element 604 – TDA**
 - Processed other TDA related claims and transfers as needed

- **Work Element 607 – Lassen County Electric Vehicle Charging Master Plan**
 - Negotiated contract with selected EV consultant (May 2026)

- **Work Element 706 – GIS Lassen County**
 - No work was performed in this work element.

- **WCB - Wildlife Crossing**
 - Participated in wildlife crossing technical group meeting and site selection meeting (5/8)
 - Participated in Wildlife Crossing Public Meeting (5/21)
 - Participated in project development meeting (5/15)
 - Participated in Wildlife Crossing quarterly stakeholder meeting (5/13)
 - Provided updates to stakeholders as required
 - Sierra Alliance (5/27)
 - Provided information materials to Susanville Indian Rancheria
 - Reviewed and edited draft informational materials for public meetings
 - Updated project webpage
 - Performed administrative duties as required to implement grant

6/8/2026

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

Borroum Engineering
633 Tamarindo Way
Roseville, CA 95678

May 1, 2026 to May 31, 2026

DATE	HOURS											Labor Sub-Total OWP Hours	OWP Task 707- Wildlife	
	OWP Task 100- Administration	OWP Task 601A - Transportation Planning - General	OWP Task 601B - Active Transportation Planning	OWP Task 601C - Transit Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	SB 125	OWP Task 607- EV Charging	OWP Task 608- Bizz Johnson	OWP Task 706- GIS			
May 1		3											3	
2W													0	
3W													0	
4		5			2								7	
5						1							1	5
6		4			5				2				11	
7						2			4				6	
8		6											6	
9W													0	
10W													0	
11						4							8	
12		5				2							7	
13						2							2	5
14		6				1							7	
15		6											6	
16W													0	
17W													0	
18		4				3							7	
19		5				2							7	
20		6				3							9	
21						1							5	
22		6											6	
23W													0	
24W													0	
25		4				2							4	2
26		3				3							7	
27		6				3							9	
28						5							8	
29		5											5	
31W													0	
31W													0	
TOTAL	0	74	0	0	7	13	0	0	8	0	0	0	131	12
Engineer					7		29						36	
Planner	0	74	0	0	0	13	0	0	8	0	0	0	95	
													Total	
Rate: Engineer \$150/Hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Rate: Planner \$120/Hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Totals	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
WCBC Hours														12
Total WCBC														\$ 1,800.00

WCBC Billing Rate: \$150.00

Total this invoice: \$ 18,600.00

[Handwritten Signature]
6/8/26

Borroum Engineering

OWP Work assignments

Invoice period for May 1, 2026 to June 1, 2026

- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on data collection, planning Rt 36 and 395, non-vehicular transportation, transit systems. This also includes work to analysis the County demographic changes. (OWP work element 601A, 601B, 601C, 706)
- 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 local partners, work on refining an outreach plan. Prepare materials for workshop and outreach and for website (OWP work element 603)
- 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)
- Initiate the triannual performance audit (OWP work element 604)
- Administration support for the grant (contracts, budgets and schedules, and invoicing) (OWP work element 706)

Borroum Engineering

Work assignments – Wildlife O/C

Invoice period for May 1, 2026 to June 1, 2026

- Review consultant work status
- Review with consultant work schedule
- Revise invoicing process
- Prepare invoice
- Review alternative identification products
- Prepare materials for outreach and workshops

for 12
6/3/20



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

John Clerici Consulting
 John Clerici
 1555 Sean Dr.
 Placerville, CA 95667

Invoice number 83119
 Date 06/10/2026

Project **P256090 LCTC FY 25-26 Staffing Assistance**

Professional Services rendered through 05/31/2026
 Project Manager: Acadia W. Davis

Professional Fees

	Hours	Rate	Billed Amount
Acadia W. Davis	6.00	153.00	918.00
Alexandra C. Silverman	29.50	104.00	3,068.00
Ariana Keplinger	0.50	104.00	52.00
Christopher R. Sterner	14.00	133.00	1,862.00
Genevieve A. Evans	19.00	286.00	5,434.00
Judy Crum	7.00	91.00	637.00
Professional Fees subtotal	76.00		11,971.00

Consultant

	Billed Amount
Lefrancois Engineering	3,095.00

Invoice total 15,066.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Task 1: WE 601 General Planning	39,000.00	38,490.00	509.08	0.92
Task 2: WE 601 Active Transportation Planning	5,000.00	4,999.80	0.00	0.20
Task 3: WE 601 Transit Planning	22,500.00	12,685.50	5,417.32	4,397.18
Task 4: WE 602 Regional Transportation Planning	10,000.00	8,482.00	1,365.00	153.00
Task 5: WE 603 Community Engagement / Outreach	18,000.00	17,846.32	145.60	8.08
Task 6: WE 605 SB 125	5,000.00	1,657.50	0.00	3,342.50
Task 7: WE 607 EV Charging Plan	1,200.00	798.68	286.00	115.32
Task 8: WE 608 Bizz Johnson	122,320.00	33,799.50	7,343.00	81,177.50
Task 9: WE 707 US 395 Wildlife Crossing	20,000.00	270.00	0.00	19,730.00
Total	243,020.00	119,029.30	15,066.00	108,924.70



John Clerici Consulting
Project **P266090 LCTC FY 25-26 Staffing Assistance**

Invoice number **83119**
Date **06/10/2026**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
83119	06/10/2026	15,066.00	15,066.00				
	Total	15,066.00	15,066.00	0.00	0.00	0.00	0.00



**TRANSPORTATION PLANNING AND
TRAFFIC ENGINEERING CONSULTANTS**

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

Date: June 9, 2026

John Clerici
1555 Sean Drive
Placerville, CA 95667

Project: FY 2025-26 LCTC Staffing Assistance

Dear Mr. Clerici:

The following is a summary of work performed for the Lassen County Transportation Commission staffing team for the month of May 2026 for each OWP Work Element:

Work Element 601 – Total \$5,926.40

- A) General Planning - \$509.08
 - Attended regularly scheduled Commission and LCTC Team meetings
- B) Active Transportation Planning - \$0
- C) Transit Planning - \$5,417.32
 - Attended regularly scheduled Commission and LCTC Team meetings
 - Developed LCTC meeting reports
 - Updated TDP Existing Conditions

Work Element 602 – Regional Transportation Programming - \$1,365.00

- Research future project development
- Coordination with regional transportation entities

Work Element 603 – Community Outreach and Engagement - \$145.60

- Developed regional bikeways map

Work Element 605 – SB 125 - \$0

Work Element 607 – EV Charging Plan - \$286.00

- Participated in RFP process

Work Element 608 – Bizz Johnson - \$7,343.00

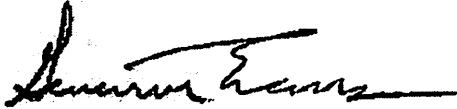
- Existing Conditions analysis and background research
- Stakeholder coordination and engagement
- Planning outreach events and developing materials
- Coordinating and planning for bike and pedestrian count effort
- Developed graphics

Work Element 707 – US 395 Wildlife Crossing - \$0

Grand Total for May: \$15,066.00

Please find more detail in the attached pages.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Genevieve Evans", written in a cursive style.

Genevieve Evans
Principal
LSC Transportation Consultants Inc.



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

Date: June 10, 2026

AGENDA ITEM 4.11

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary

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

Subject: Fiscal Year 2024/2025 Audit Reports

REQUESTED ACTION: Receive and file the Fiscal Year 2024/2025 Audit Reports and direct staff to forward Audits to Caltrans.

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 2024/2025, 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 2025/2026 Overall Work Program and Budget includes the expenditure for the preparation of the fiscal year 2024/2025 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 sixth financial audit of the LCTC since its administrative separation from Lassen County. This audit shows an improvement in the financial reporting and tracking of Commission funds. Despite changes in leadership and personnel at the County Auditor's office (and it being combined with, and then separated from, the County Treasures office) they continue to provide assistance that has facilitated these continued improvements.

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 A. 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.

The results of the audit as reported by Richardson & Company, LLP will be discussed by Ms. Sheipline. The Management's Discussion and Analysis present a narrative overview and analysis of LCTC's financial statements during the fiscal year ending June 30, 2024, and is included as Attachment B. 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 C. The complete Audit is included as Attachment D. The FY 2024/25 Independent Audit, and supporting documents, once accepted by the Commission, will be available to the public upon request and will be available at LassenCTC.com.

Attachments (4)

LASSEN COUNTY TRANSPORTATION COMMISSION

SUMMARY OF 2024/25 AUDIT RESULTS

June 15, 2026

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 Report
- 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 fund balance of \$265,055 or 2.5 months of expenditures
- LTF has apportioned balance of \$326,630 (\$69,761 for ped/bike)
- LTF payables include \$519,788 apportioned to City and County that cannot be paid until delinquent audits are completed
- SB 125 – new funding for zero emissions allocation of \$4,106,698
- STA/SGR has unapportioned balance for transit of \$105,144 and \$42,510
- Grant fund balance of \$1,346,602 available (state transportation funds)
- Note F – Payable to County for past pension/OPEB costs have been fully repaid
- Note G – Grant for Hwy 395 overcrossing - \$4,502,634 remaining to be expended

Reports on Internal Control and Compliance (pages 22 to 26)

Internal control weaknesses

- Internal tracking of allocations to claimants needs to be compared to County general ledger
- LCTC accounting maintained by County not in accordance with generally accepted accounting principles and accrual basis accounting

Compliance findings

- Claimants to be notified of allocations prior to March 1

Governance letter

Audit adjustments

- 23 adjustments made to amounts in County's books, including accrual adjustments, and other corrections

Management letter

Other recommendations for improvement noted

- Tracking of allocations to be maintained to compare to County records



550 Howe Avenue, Suite 210
Sacramento, California 95825
Telephone: (916) 564-8727
FAX: (916) 564-8728

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, 2025, 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 opinions 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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

During our audit, we became aware of the following matters that have been included in this letter for your consideration, which are in addition to the material weaknesses discussed in the report on internal control and compliance in the audited financial statements.

We noted the following items that warrant consideration:

TDA Tracking

We recommend that the Commission develop a schedule that compares the approved allocation to each claimant to the actual disbursements made on an accrual basis that is updated as each allocation and disbursement is made to ensure that the Commission and the County's records can be reconciled.

To the Commissioners and Management
Page 2

* * * * *

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

June 8, 2026



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, 2025. 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 September 15, 2025, 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 Local Transportation Fund (LTF), State Transit Assistance (STA) Funds and State of Good Repair (SGR) 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 are required by the audit standards to identify potential risks of material misstatement during the audit process. We have identified the following significant risk of material misstatement as part of our audit planning: Management override of controls and revenue recognition. These are the areas that the audit standards require at a minimum to be identified as significant risks. Our audit disclosed no actual risks related to management override of controls, but revenue recognition was an area where adjustments were made during the audit and is discussed in Finding 2025-002.

We performed the audit according to the planned scope previously communicated to you in our engagement letter dated September 15, 2025.

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 that affected the financial statements, 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.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the Commission's financial statements were the pension and OPEB liabilities billed by the County for past employee services in Note F, which has been repaid. Note G discusses the remaining amount to be expended on the wildlife overpass grant.

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

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit other than the significant number of adjustments needed to comply with generally accepted accounting principles and the accrual basis of accounting.

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 23 audit adjustments needed to adjust balances to be in accordance with GAAP, which consisted of:

- Entries to roll forward fund balances for 5 of 6 funds for prior audit adjustments not made in County system
- Reclassification of revenue recovered from County general fund
- Reclassification of overpayment of FY22/23 allocations

- Accrual of additional STA revenue
- Recording of RSTP fund accrual
- Record full SB 125 accrual
- Record transfer from County to clear STA negative cash balance
- Reversal of negative interest allocation
- Reclassify and record additional LTF expenses to match allocations made to LTSA
- Recording of additional STA expenses to match allocations
- Accrual of SGR expenses to match allocations
- Accrue for consultant service related to fiscal year 2024/25
- Accrual of additional allocations STA revenue
- Reclassification of consultant invoice from legal expense to professional services
- Accrual of additional GIS, RPA and Wildlife Revenue not yet received as of June 30, 2025
- Reclassification of RPA and Wildlife Revenue recorded to incorrect revenue account

Management has agreed to correct all such misstatements.

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 June 8, 2026.

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

June 8, 2026




John L. Clerici, Executive Secretary

Staff Report

Date: June 10, 2026

AGENDA ITEM 4.12

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary 

Subject: Fiscal Year 2026/27 Overall Work Program and Budget

REQUESTED ACTION: BY MOTION, adopt Resolution 26-05 approving the FY 2026/27 Overall Work Program and Budget.

PAST ACTION

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

At your April 13, 2026 Regular Meeting, staff presented a draft of the FY 26/27 OWP and Budget for review and comment. Since then, staff received a letter from Caltrans District 2 outlining changes needed in the draft document. Those changes have been made to the district's satisfaction.

DISCUSSION

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

- Article 2 Planning Funding is derived from TDA funds, and can be used by staff for specific TDA administrative purposes. The amount of Article 2 funds claimed by the LCTC can vary from year to year depending on OWP needs. The allocation of FY 26/27 is \$133,800 representing a nearly \$12,000 decrease from FY 25/26.
- Rural Planning Assistance funds are received directly from Caltrans by the LCTC and are intended to support staff work on the OWP. The current allocation of RPA funds to local agencies is \$315,500.
- We also receive funding depending on our roll from direct activity to providing administrative oversight as in Work Elements 607, 608 and 707.

This OWP and budget has evolved from its previous versions, and more accurately reflects the transportation/mobility needs of the region, the interaction between Commission, City and County staff, the Susanville Indian Rancheria, collaboration with neighboring RTPA's, and our on-going partnership with Caltrans, Washoe County and the State of Nevada. It also contains the core work described in the staff services

contract with Clerici Consulting in the amount of approximately \$480,000, with additional work provided for in the expanded scope of work of approximately \$28,000.

The remaining costs include specialized planning and grant funding. The expanded scope of work includes:

- Regional transportation planning and data collection – with enhanced assistance to the City and County for pavement management, traffic counts, assessment of safety needs, etc
- Providing enhanced assistance to Lassen Transit Services Agency
- Planning associated with the Bizz Johnson Extension Feasibility Study
- US 395 Coalition support and coordination
- Compliance with SB 125 funds for transit and EV infrastructure
- Management and public outreach for the US 395 Wildlife Crossing evaluation for which the LCTC received a grant from the Wildlife Conservation Board (\$5.3 million)
- Supporting consultant work for the state mandated audits for the LCTC and the LTSA

The work being performed under the expanded scope is primarily work that would have been given to consultants, but that falls under the skill set of LCTC staff. In addition, much of the expanded scope of work is covered by grants procured or continued by LCTC staff (approx. \$5.5 Million).

As always, I want to acknowledge Caltrans District 2 staff who have provided critical support in our efforts to create this OWP as well as Steve Borroum and his team who work on our budget issues.

The work elements in the OWP include on-going operations and grant-funded projects. The primary funding source is Rural Planning Assistance (RPA) from the State, and Planning, Programming and Monitoring (PPM) funds from the State Transportation Improvement Program.

ALTERNATIVES

Provide direction to staff.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 26-05

Resolution Approving Fiscal Year 2026/27 Overall Work Program and Budget

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

WHEREAS, the Fiscal Year (FY) 2026/2027 Overall Work Program, Budget and Goals and Objectives (OWP) is the primary management tool for the Lassen County Transportation Commission, identifies the activities and a schedule of work for regional transportation planning in Lassen County, and is a requirement of the agreement between the Lassen County Transportation Commission and Caltrans; and

WHEREAS, the Draft OWP was presented at the April 13, 2026 Regular Commission meeting and staff has been working with Caltrans to address comments received; and

WHEREAS, LCTC staff anticipates using \$133,800 of Transportation Development Act funds to perform work detailed in the OWP; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Lassen County Transportation Commission hereby approves the FY 2026/2027 Final Overall Work Program and Budget and authorizes the Executive Secretary, Chairperson, and Legal Counsel to execute all applications, certifications and assurances, and other related documents.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its June 15, 2026, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Dawn Miller, 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, Executive Secretary

June 15, 2026



John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.13

Date: June 10, 2026

From: John L. Clerici, Executive Secretary

Subject: Fiscal Year 2026/27 Transportation Development Act Apportionment and Allocation for Local Transportation Fund (LTF) and State Transit Assistance (STA)

REQUESTED ACTIONS

BY MOTION: Adopt Resolution 26-06 approving the Final Fiscal Year 2026/27 Transportation Development Act Allocations for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the allocations.

PAST ACTION

Each year the Commission approved final allocations for the upcoming fiscal year receipts of Local Transportation Funds and State Transit Assistance funds. In previous years the Commission would have taken action on these allocations in May as part of the OWP and Budget process.

BACKGROUND

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

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

The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The State Controller's Office (SCO) allocates the STA, by formula, to planning agencies and other eligible agencies. Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to operator revenues from the prior fiscal year.

The Lassen County Transportation Commission is the Regional Transportation Planning Agency (RTPA) responsible for apportioning and administering these funds for this region. The attached Findings of Allocation summarizes the estimates for FY 2026/2027. The LTF allocation purposes, in order of priorities, as identified by law, are as follows:

1. Article 1 - Transportation Development Act fund administration (by LCTC and the County Auditor) and;
2. Article 2 - Planning and programming undertaken by LCTC and;
3. Article 3 - Pedestrian and bicycle projects (optional, up to 2% of the funds remaining, after administration and planning) and;

4. Article 4 - Public transportation operations (including new transit services that have been identified by the Commission as "unmet transit needs" that are "reasonable to meet"); and,
5. Articles 8 - Other transportation purposes (including additional transit and bicycle facilities, and streets and roads). The Commission may only apportion (and subsequently may only approve claims for) "other transportation purposes" when all other uses of the funds, to the limits described above, have been exhausted.

LCTC allocates LTF funds, as determined by population, for the entirety of Lassen County. For FY 2026/27 the County Auditor (with assistance from LCTC Staff) estimates LCTC’s share of LTF revenues available to program is \$900,000.

ADMINISTRATION, PLANNING AND PROGRAMMING (Articles 1 and 2)

The County Auditor has estimated \$20,000 for overhead from the estimated FY 2065/27 LTF revenue total.

The LCTC FY 2025/26 Overall Work Program and Budget includes administration, planning, and programming for a total of \$150,000. LCTC LTF funds are used throughout the work program to support planning and at times as a required local match for state and federal grant funds.

Non-Motorized – Pedestrian and Bicycle Facilities (Article 3)

State law offers LCTC an option to apportion up to 2% of the LTF or \$15,000 (after administration and planning) to the City and County for facilities provided for the exclusive use of pedestrians and bicycles. The Commission primarily suggests that these non-motorized funds provide matching funds for federal and state grants Active Transportation Program (ATP) and Clean California grants.

Public Transportation – Transit (Article 4)

The Lassen Transit Services Agency notified the Commission staff that their claim for FY 2025/26 LTF funds will be \$715,000 for operating expenses.

Other Transportation (Article 8)

No LTF funds remain available for Article 8 – Other Transportation purposes. If LTF funds were available for the fiscal year, the funds would be apportioned to the City of Susanville and Lassen County by population for all purposes necessary and convenient to the development and operation of the public transportation system, including road rehabilitation, maintenance, and repair.

State Transit Assistance Funds

The estimated FY 2026/27 STA funds available for the Lassen Transit Services Agency is \$272,790.

DISCUSSION

As with previous years we have approximations of the funds available to the Commission. These estimates are based on an accounting of what funds ae available and the pre-existing restraints or restriction on these funds. The findings are attached.

The Commission’s income has been steady over recent years, with a general upward trend, except for a slight dip during the pandemic. For this fiscal year income would appear to be flat, with a slight decline, generally

in line with overall economic activity in the state. As prudence would suggest, this estimate of this year's income is likely conservative. We are required to make our allocations based on this estimate.

In sum, the amount of TDA and STA funds to be allocated for FY 2026/27 appears to be adequate to fund most transit purposes and other beneficial uses this fiscal year.

RECOMMENDATION

Staff recommends that the Commission allocate the noted FY 26/27 allocations based on the TDA and STA estimates provided in the staff report.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (4)

TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS - FY 26/27 FISCAL STATUS	
AVAILABLE NEW FUNDS (est)	\$ 900,000
ADMINISTRATION & PLANNING ALLOCATIONS (est.)	\$ 150,000
EST. PED & BIKE RESERVE (est.) (2% after adm per PUC Section 99233.3)	\$ 15,000
CARRYOVER UNFUNDED ALLOCATION (from FY 25/26) (est.)	\$ 72,128
County Administrative Charges (est.)	\$ 20,000
NET NEW FUNDS AVAILABLE FOR ALLOCATION (est.)	\$ 642,872

STATE TRANSIT ASSISTANCE (STA) FUNDS - FY 26/27 FISCAL STATUS	
AVAILABLE NEW FUNDS (est.)	\$ 272,790
CARRYOVER UNFUNDED ALLOCATION (from FY 25/26)(est.)	\$ 73,475
NET NEW FUNDS AVAILABLE FOR ALLOCATION (est.)	\$ 199,315
TO BE DISTRIBUTED (est.)	\$ 272,790

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 26-06

Resolution Approving the Transportation Development Act Fiscal Year 2026/27 Transportation Development Act
Allocation of Local Transportation Funds and State Transit Assistance Funds

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

WHEREAS, California Government Code Section 29532.1(g) identifies LCTC as the designated Regional Transportation Planning Agency (RTPA) for Lassen County, and is responsible for the planning, allocating and/or programming of funds and administration of the Transportation Development Act of 1971 (TDA), as amended thereafter; and

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

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

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

WHEREAS, the Lassen County Auditor issued a report of estimated revenues for LTF for Fiscal Year (FY) 2026/27 and the State Controller's Office issued a report of estimated revenues for STA Funds for the same fiscal year; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, Lassen County Transportation Commission shall review the claims as they are received, approve same for the FY 2025/26 funds estimated to be available in the LTF and STA funds, and make the following allocations:

1. To the Lassen County for administrative costs in the amount of \$20,000, per Article 3.
2. To the Lassen County Transportation Commission for TDA administration and for planning and programming in the amount of \$150,000, per Article 2.
3. To the Bike and Pedestrian fund in the amount of \$15,000, per Article 3.
4. To the Lassen Transit Services Agency for Article 4 purposes, the total amount available of \$715,000.
5. State Transit Assistance Funds – To the Lassen Transit Services Agency for State Transit Assistance Funds in the estimated amount of \$272,790 plus interest.

BE IT FURTHER RESOLVED, the Lassen County Transportation Commission has requested that approved claims be paid in full, provided the funds are available.

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

BE IT FURTHER RESOLVED, that the claimants are to be notified by the Lassen County Transportation Commission of action on their claims.

The foregoing resolution was passed and adopted by the Lassen County Transportation Commission at its June 15, 2026 regular meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Dawn Miller, 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, Executive Secretary

June 15, 2026



Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.14**
Date: June 3, 2026
From: Acadia Davis, LCTC Staff
Subject: 2026 Social Services Transportation Advisory Council (SSTAC) Meeting Summary

REQUESTED ACTIONS: None, Informational item

BACKGROUND & DISCUSSION

Per the Transportation Development Act (TDA), the Unmet Transit Needs process is required before Local Transportation Funds (LTF) can be allocated for streets and roads purposes. The Unmet Transit Needs process typically requires defining both (1) what the unmet transit needs are and (2) whether they are reasonable to meet. During FY 2025-26, all TDA LTF funds received by Lassen County and the City of Susanville were needed to meet transit needs. As such, no funds were available to allocate for streets and roads purposes.

TDA also stipulates that regardless of an Unmet Transit Needs process the Regional Transportation Planning Agency must hold a Social Services Transportation Advisory Council (SSTAC) meeting at least once per year to discuss transit needs and advise the LCTC.

The TDA Statutes require that the SSTAC be comprised of a total of 9 persons, specifically including:

- 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

SSTAC FY 2025-26 membership is listed below in Table 1. Currently, the SSTAC has two vacancies.

Table 1: FY 2025-26 LCTC Social Services Transportation Advisory Council Members

One representative of potential transit users who is 60 years of age or older.	Vacant	
One representative of potential transit users who is disabled.	Vacant	
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	Caleb Shortz	Lassen Rural Bus, Manager
	Ilgar Degirmenci	Lassen Transit Services Agency, Transportation Planner
Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.	Charlotte Roberts	Transportation Coordinator, Eskaton Lassen Manor
	Scarlett Soula	Transportation Coordinator, Lassen Indian Health Center
Two representatives of local social service providers for the disabled, including one representative of a social service transportation provider, if one exists.	Karli Frye	NEMT Provider, Southern Cascades Community Services
	Johanna Nordlund-Snider	Community Service Division, Far Northern Regional Center
One representative of a local social service provider for persons of limited means.	Jayson Vial	Community Social Services Director, Lassen County

The SSTAC meeting was a hybrid meeting, with in-person being held on April 16th, 2026, at Susanville City Hall and virtually via Zoom. It was advertised by email to SSTAC members directly, via Susanville Stuff, and on Lassen News. In addition, flyers for the meeting were posted on Lassen Rural Bus vehicles. In addition to the SSTAC members, it was attended by Caltrans and LCTC staff.

Key Takeaways

Key takeaways from the SSTAC meeting:

- **Lassen Rural Bus Reno Route** - Reno was previously identified as the primary out-of-county destination of interest, particularly for medical needs (e.g., dialysis, veteran services). LRB is exploring a potential service operating up to three days per week and has already procured a vehicle. Additional funding may be needed for insurance, fuel, and operations. Service expansion may exceed current budget allocations (notably driver hours and fleet capacity). Current services from Susanville to Reno are offered by Modoc County’s Sage Stage, but the service does not operate every day of the week, and the service has only a couple of hours of time between arriving in Reno and departing Reno to return to Modoc County. Many medical appointments do not align with this schedule.
- **Non-Emergency Medical Transportation** – A discrepancy in NEMT transportation available to Medicare versus Medi-Cal patients has been identified by the SSTAC in previous years, and this issue continues with little to no resolution in the Lassen County area. Medicare is health insurance offered by the federal government to those who are ages 65 or older and/or have specific disabilities, regardless of income. Medi-Cal is the State of California’s version of Medicaid, which provides health insurance to low-income adults, children, pregnant women, and people with disabilities. Partnership HealthPlan is Medi-Cal’s vendor and will arrange and manage NEMT transportation within California. For those with Medicare, there are currently very limited to no options for NEMT transportation to Reno for Nevada-based trips. This creates a burden on those who have incomes too high to qualify for Medi-Cal.

Additionally, transportation for veterans accessing care is very limited within Lassen County, and within neighboring counties as well. Most VA services are located in Reno, the distance and expense of fuel make this trip difficult for many veterans to make.

Tribal members are able to receive some transportation to medical appointments, including those at the Lassen Indian Health Clinic, however, many tribal members may have family members within their households who are not tribal members. These family members have limited transportation options, as only tribal members can use the transportation services offered by Lassen Indian Health Clinic.

- **LTSA Trip Reimbursement Program** is nearing implementation. This program would benefit Lassen residents, including those who are enrolled in Medicare, those who are veterans, and other low-income or disabled persons who struggle to get transportation for a variety of needs, including medical appointments in Reno, groceries or errands, or attending church. Many such residents may have access to a vehicle or know someone with a vehicle, but are unable to afford high fuel costs. The program would reimburse volunteer drivers for miles driven. LTSA staff need to finalize the program structure and rollout.
- **Emergency Behavioral Health Transportation (5150 Involuntary Hold Patients)** - There exists a gap in transportation services for Emergency Behavioral Health Transportation, even when NEMT providers are able and willing to provide services. Limited contractor authorization for such patient transports by Medi-Cal's Partnership HealthPlan often leaves county departments responsible for transporting patients, despite the need for immediate access to treatment

POTENTIAL NEXT STEPS

LCTC Staff should continue to recruit SSTAC members, focusing on the two vacant SSTAC positions and maintaining existing SSTAC members as much as possible. In addition, the recruitment efforts for future SSTAC membership should include attempts to include persons who provide services to veterans or those who provide services to veterans, persons requiring treatments like dialysis or methadone requiring frequent trips to medical appointments outside of Lassen County.

Identify and invite a representative of Medi-Cal/Partnership HealthPlan or Medicare for participation in SSTAC conversations or to discuss transportation issues related to NEMT coverage gaps. Although it may be difficult, collaboration with these insurance providers could be beneficial in the long run. It is worth attempting to make this connection.

LTSA staff should continue to take steps towards implementing and piloting both the LTSA Trip Reimbursement Program and the Lassen Rural Bus Reno Route. These two programs have the potential to provide a remedy to several of the issues that were identified and discussed during the SSTAC meeting.




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

John L. Clerici, Executive Secretary

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

Staff Report

To: Lassen County Transportation Commission
Date: June 11, 2026
From: John L. Clerici, Executive Secretary 
Subject: LCTC Schedule of Meetings for Fiscal Year 2026/27

AGENDA ITEM 4.15

REQUESTED ACTION

BY MOTION: Adopt the proposed schedule of meetings for FY 2026/27

DISCUSSION

Historically, the LCTC met approximately six times per year, in odd-numbered months, on the second Monday, typically at 1:30 p.m, or immediately after the Lassen Transit Services Agency. Over the past few years, the Commission has been meeting more frequently. For the past three fiscal years, the Commission has adopted a schedule of meetings for the next fiscal year at their June meeting.

In FY 2025/26, despite some tragic and unforeseen staff changes at Lassen County, the Commission was able to meet its legislated responsibilities using the meeting schedule approved at its June 2025 Regular Meeting. Staff is recommending that the first meeting in FY 25/26 be in August. The schedule for the second half of FY 26/27 will be the same as this fiscal year. As with any year meetings can be added or deleted as needed to meet the work needs of the Commission.

ALTERNATIVES

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

PROPOSED SCHEDULE OF LASSEN COUNTY TRANSPORTATION COMMISSION MEETINGS

Fiscal Year 2026/27

August 10, 2026

October 19, 2026 *

December 14, 2026

January 11, 2027

March 8, 2027

May 10, 2027

June 14, 2027

***Moved to third Monday for Columbus Day**