

# LASSEN COUNTY TRANSPORTATION COMMISSION

## REGIONAL TRANSPORTATION PLANNING AGENCY

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**John L. Clerici**, *Executive Secretary*

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

Date Posted: June 16, 2021

P.O. Box 1028  
Susanville, CA 96130

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Phone: (530) 919-9739

Mendy Schuster, Vice-chair (City Council)  
Quincy McCourt (City Council)  
Thomas Herrera (City Council)

Tom Hammond (Co. Supervisor)  
Jeff Hemphill, Chair (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 21, 2021 at 1:30 p.m.**

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

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

**Call number: 302-202-1104**  
**Access Code: 968698**

The Agenda is as follows.

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:**

May 10, 2021 Regular Meeting

1.22 Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$55,709.63. \*

**REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$55,709.63 as shown in Invoice #009-13 for May 2021.**

1.23 Request to extend professional services contracts with Mark Thomas for work being done on the US 395 Coalition Building Effort.

**REQUESTED ACTION: BY MOTION, Authorize the Executive Secretary to prepare and sign contract extensions (not to exceed 12 months) with Mark Thomas for planning and engineering work being performed on the coalition building efforts for US 395 to June 31, 2022.**

**(2) CORRESPONDENCE/PUBLIC COMMENT**

**(3) REPORTS**

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

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

**(4) NEW BUSINESS**

4.01 ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- There are no closed session items.

4.02 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

4.10 ACTION/DISCUSSION ITEMS

4.11 Fiscal Year 2019/2020 Audit Reports \*

**ACTION REQUESTED: Receive and file the Fiscal Year 2019/2020 Audit Reports and direct staff to forward Audits to Caltrans.**

4.12 LCTC Financial Update

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

4.13 Fiscal Year 2021/22 Unmet Transit Needs Determinations

**ACTION REQUESTED: BY MOTION, adopt Resolution 21-05 finding that there is no new unmet transit needs that are reasonable to meet for implementation in FY 2021/22.**

4.14 Fiscal Year 2021/22 Overall Work Program and Budget

**ACTION REQUESTED: BY MOTION, adopt Resolution 21-10 approving the FY 2021/22 Overall Work Program and Budget.**

4.15 2021 Transit Plan and Coordinated Public Transit Human Services Transportation Plan Update

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

4.16 LCTC Schedule of Meetings for Fiscal Year 2021/22

**ACTION REQUESTED: BY MOTION, Adopt the proposed schedule of meetings for FY 2021/22.**

**(5) INFORMATION ITEMS**

5.01 Executive Secretary Report

Updates:

- US 395 Coalition Building
- Infrastructure Legislation
- FY 20-21 Activity Close-out

**(6) CORRESPONDENCE**

6.01 None

**(7) OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, August 9, 2021 at 1:30 p.m.**

7.3 Adjourn

\* Attachment

# Enclosure

^ Handout

**ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:**

- Workshop on Unmet Needs process and determinations
- TDA and STA draft and final allocation
- Proposed STIP Allocations

# LASSEN COUNTY TRANSPORTATION COMMISSION

## MINUTES

Regular Commission Meeting

**May 10, 2021**

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

1:30 P.M. Open Session

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### 1:50 P.M. OPEN SESSION

#### 1. **Convene**

*The Chair called the meeting to order at 1:50 P.M. and the Pledge of Allegiance to the Flag was deferred.*

**Roll Call:**   **Present:** Albaugh, Hemphill, Herrera, McCourt, Schuster

**Absent:** Hammond\*

\*Commissioner Hammond joined by phone at 2:40 pm

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

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

AYES:           Albaugh, Hemphill, Herrera, McCourt, Schuster

NOES:          None

ABSENT:       Hammond

ABSTAIN:      None

#### **1.21 Minutes Approval of the March 15, 2021 Regular Meeting**

*Adopted Minutes of the March 15, 2021 Regular Meeting*

**1.22 Payment of Clerici Consulting Executive Secretary and LCTC staffing fees and costs in the amount of \$20,926.24.**

*Approved payment of Clerici Consulting fees and costs in the amount of \$20,926.24, as shown in Invoice #009-12 for April 2021. This invoice included separate invoices for sub-consultants Borroum Engineering in the amount of \$9,459.84.*

### **1.23 Fiscal Year 2020/21 Overall Work Program and Budget Amendment #4**

*Adopted by motion, Resolution 21-08 approving Amendment #4 to the Fiscal Year 2020/21 Overall Work Program and Budget.*

### **1.24 Supplemental Funding for FY 2019/20 Independent Audit**

*Adopted by motion, Resolution 21-09 authorizing supplemental funding for Fiscal Year 19/20 Audit.*

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

*No written communications were received.*

*No oral comment was received.*

## **3. REPORTS**

### **3.1 Caltrans**

*Mike Mogen, D2 Project Manager, provided the Commission with an overview of the most current traffic counts for US 395 and SR 36. He also provided insight on the methodology for collecting traffic count data, and some of the hardware used in that regard. The report included traffic data from 2019. Mike reported that 2020 traffic counts were available but needed to be organized. He would share the new data as soon as practicable.*

*Though details of the report will be provided in an organized memo to the Commission, Mike reported that in general annual traffic on these two highways was either flat, or in some areas decreasing. However overall large truck traffic had increased substantially as a percent of total traffic. This information confirmed recent objective and subject observations within the community.*

### **3.2 CHP**

*No report was provided by CHP.*

### **3.3 City of Susanville**

*No report was provided by city staff.*

### **3.4 Lassen County**

*No report was provided by county staff.*

### **3.5 Susanville Indian Rancheria**

*No report was provided Rancheria staff.*

## **4 NEW BUSINESS**

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

*There was no closed session.*

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

*There was no closed session.*

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

### **4.11 Fiscal Year 2021/22 Unmet Transit Needs Determinations**

*The Commission was asked to adopt by motion, Resolution 21-05 finding that there is no new unmet transit needs in that is reasonable to meet for implementation in FY 2021/22.*

*During the discussion on this agenda item, it was determined that the definitions for reasonable to meet, adopted at the Commissions January 2021 meeting, had not been included in the agenda package. Commissioner Albaugh asked staff to provide the approved definitions and requested that the item be tabled until the June 2021 LCTC meeting.*

*In addition, Commissioner McCourt requested that Commissioner be provided a primer and be allowed more substantive discussion on the unmet needs process, how the definitions are developed, and how the unmet needs process informs transit operations. The Executive Secretary agreed to develop a workshop for the Commissioners early in FY 2021/22 on the unmet needs process.*

*It was moved by Commissioner McCourt and seconded by Commissioner Albaugh to table the item for consideration at the next LCTC Regular Meeting (June 21, 2021). The motion was passed with the following vote:*

AYES: Albaugh, Hemphill, Herrera, McCourt, Schuster

NOES: None

ABSENT: Hammond

ABSTAIN: None

### **4.12 Programming Highway Infrastructure Program (HIP) Funds**

*The Commission was asked to adopt by motion, Resolution 21-06: Providing authorization to Program Federal Fiscal Year (FFY) 2018, 2019, 2020 and 2021 HIP Funding in Construction for the Lassen County Rehab C Project - Center Road (County Road 215) Rice Canyon Road to SR 395 at Litchfield, PPNO 02-2564.*

*The Executive Secretary described the HIP funds, what they can be used on, and that both the City and County had been consulted to see if either had eligible project. He added that the City had no eligible projects, and the County had two that two.*

*Pete Heimbigner, Lassen County Public Works Director, commented that he had worked with Commission, Caltrans and CTC to identify an appropriate project, and prepare the appropriate paperwork to move the project forward.*

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

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

#### **4.13 Programming of LCTC Regional Surface Transportation Program Exchange Funds**

*The Commission was asked to authorize staff to allocate the Fiscal Year 2020/21 RSTP Exchange funds in the amount of \$162,375.*

*The Executive Secretary described the RSTP program, what RSTP funds can be spent on, and previous Commission actions related to allocating the funds either to the City or the County.*

*Dan Newton, City of Susanville Interim City Manager, commented that he had been in discussions with Richard Egan, Lassen County CAO, and that they were working on an allocation split beneficial to both the city and the county.*

The Commission chose to table the item to the next meeting pending the conclusion of discussions between Lassen County and the City of Susanville.

#### **4.14 Supplemental Rescoping/Reallocation for Lassen County Rehab B (PPNO 02-2356) and an Allocation Request for Lassen County Rehab C (PPNO 02-2564) in the 2020 State Transportation Improvement Program - STIP**

*The Commission was asked to Adopt Resolution 21- 07 approving the following:*

- Supplemental rescoping/reallocation for Lassen County Rehab B (PPNO 02-3356), and an allocation request for Lassen County Rehab C (PPNO 02-2564) in the 2020 State Transportation Improvement Program – STIP*
- Authorizing the Executive Secretary to work with the California Transportation Commission, Caltrans and Lassen County and to execute all appropriate actions and applications.*

It was moved by Commissioner Albaugh and seconded by Commissioner Herrera to approve the motion as requested. The motion was passed with the following vote:

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

ABSTAIN: None

#### **4.15 Fiscal Year 2021/22 Draft Overall Work Program and Budget**

*The Commission was asked to authorize staff to release the Draft Overall Work Program and Budget (OWP) to the public for circulation, review, and comment.*

It was moved by Commissioner Thomas and seconded by Commissioner Albaugh to approve the motion as requested. The motion was passed with the following vote:

AYES: Albaugh, Hemphill, Herrera, McCourt, Schuster

NOES: None

ABSENT: Hammond

ABSTAIN: None

#### **4.16 TDA Funding for Lassen Senior Services**

*The Commission was asked to provide direction to staff on TDA funds provided to Lassen Transit Services Agency for senior services provided in FY 2020/21 and 2021/22.*

*Commissioners discussed recent issues around the use of TDA funds by Lassen Senior Services, and independent audit findings of inadequate record keeping around a number of funding sources including TDA. The audit findings were based in large part on LSS's response to Covid 19, a decrease in ridership, and a shifting of uses of their vehicles that were not entirely within the scope of what TDA funds could be used for (most notably the delivery of meals to eligible seniors). Staff suggested that the use of funds in an emergency was not inconsistent with TDA guidelines, and that a limited exemption could be applied during the Covid crisis.*

*The Commission agreed to approve the use of TDA funds to augment meal deliveries to senior clients through June 30, 2022. The Commission requested that the contract with LSS include this language and that clear records of the use of TDA funds for this purpose be provided to the Commission if requested.*

### **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**

*Covid Relief – The Executive Secretary reported that the California Transportation Commission had settled on allocation/distribution method for Federal Covid relief funds. The LCTC would receive approximately \$900,000 in supplemental STIP funds, and \$200,000 dollars in exchanged RSTP funds. Both of these would be above and beyond funds that might be made available to Lassen County under regular funding cycles. Staff will work with Lassen County and City of Susanville staffs to identify potential projects for this funding.*



## **COORDINATION, OUTREACH AND ADVOCACY**

### US 395 Coalition Building & Phase Two Studies

**Economic Base Analysis and Preliminary Economic Impacts** – Kace Chalmers and Herman Li provided the Commission with an update on their efforts. The purpose of the update was to provide findings on the number and types of jobs in Lassen County. Distinguishing between Basic and Non-basic jobs. Basic jobs support non-basic jobs by a ratio of 1 to 1.6. And then providing an estimate of the job and economic benefits of making improvements to US 395 from SR 70 to Susanville. They work will be completed sometime in the late summer or early fall 2021.

Commissioners asked questions about the impacts of losing jobs (related to the proposed closure of one of the state prison facilities in Susanville. Suggested this information would be useful to the community.

**Safety Evaluation of US 395** – Ghazan Khan provided the Commission with an update on his efforts. The purpose of the update was to provide background on the types of accident data that had been collected, organizing it to show:

- Type of accident (single vehicle, car to car, car to truck, animal strike, etc)
- Severity of accident (non-injury, injury, fatal, etc)
- Time of day
- Weather conditions
- Location of accident

A preliminary estimate of safety benefits was provided to show what providing a four-lane highway from SR 70 to Susanville might reasonably be able to attain.

Ghazan added that this information would be further analyzed and then used to determine what if any safety improvements (access restrictions, passing lanes, turning pockets, etc) might be suggested.

The Executive Secretary added that this information would be shared with the Sierra Alliance, Washoe County and other stakeholders as a broader effort to gain support for the Coalitions goals.

Commissioner Albaugh suggested that it would make more sense to have the US 395 moved to the east side of Honey Lake to remove the “jog” in the highway as it proceeds north to Susanville in its current alignment (County Road A3). He also questioned whether there was enough right of way in the current alignment to accommodate providing a four-lane highway in its current alignment.

Staff commented that it would bring back information about the amount of right or way currently available, and what if any improvements it would accommodate.

## **6. CORRESPONDENCE**

None.

**7. OTHER BUSINESS**

**7.1 Matter brought forth by the Commission**

*None.*

**7.2 Next Commission Meeting**

*Next meeting of the LCTC will be on Monday, June 21, 2021, at time 1:30 PM, at the City of Susanville, City Council Chambers, 66 North Lassen Street, Susanville, CA.*

**7.3 Adjourn**

*The meeting was adjourned at 4:28 p.m.*

*Submitted for approval by:*



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John Clerici  
Executive Secretary



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

555 CAPITOL MALL, SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary


PH: (530) 919-9739

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 1.22**

Date: June 16, 2021

From: John L Clerici, Executive Secretary 

Subject: Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$55,709.63

**REQUESTED ACTION**

Approve payment of Clerici Consulting fees and costs in the amount of \$55,709.63 as shown in Invoice #009-13 for May 2021.

**PAST ACTION**

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

**DISCUSSION**

Attached is Invoices #009-13, with supporting documentation, and a detailed Progress Report for the period beginning May1, 2021 and ended May 31, 2021. This invoice includes invoices for sub-consultants Borroum Engineering in the amount of \$11,521.60 and for LSC Transportation Consultants in the amount of \$31,145.00 (April \$12,622.50 and May \$18,522.50).

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

- Follow-up for March LCTC Commission and TAC meetings
  - Attended May 26 Sierra Alliance meeting via Zoom – Presented on US 395 economic and safety studies
  - Met with Consulting staff to plan and execute additional coalition building efforts for the US 395 effort. Meetings included US 395 Coalition conference call. These efforts including coordinating efforts with CSUS consulting teams for the US 395 safety and economic studies.
  - Participated in the following video-meetings:
    - Rural Counties Task Force
  - Provided contract close out for the Main Street/SR 36 Complete Streets Report Grant
  - Provided engineering oversite for the US 395 Coalition Building effort
-

These charges are consistent with the billing trends for the FY 2020/21 OWP budget to date.

Attachments (1)

# INVOICE

**Project Title:**

Lassen County Transportation Commission  
Executive Secretary and Staffing Services

**Date:** June 11, 2021**Invoice #** 009-013**Billing Cycle Ended:** 5/31/2021 (May 1, 2021 - May 31, 2021)

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

**To:**

Mr. Jeff Hemphill, Chairman  
Lassen County Transportation Commission  
PO Box 1028  
Susanville, CA 96130

Staff Member	Total Hours	Payroll Rate	Overhead Rate	Profit (5%)	Total Rate	Total Cost
John Clerici	91.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 13,043.03
Borroum Engineering	May					\$ 11,521.60
LSC Transportation Consultants	April					\$ 12,622.50
LSC Transportation Consultants	May					\$ 18,522.50
Printing, copies, reproduction						No Charge
Travel (Lodging, meals)						No Charge
TOTAL						\$ 55,709.63
Prior Balance						\$ 20,926.24
Payment						\$ 20,926.24
Total Due						\$ 55,709.63

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

6/11/2021

Billing Detail for Clerici Consulting --

Hours												
Date	WE 100 - OWP Administration	WE 601A - General Planning	WE 601B - RTP Data Collection	WE 601C - Active Transportation Planning	WE 601D - Transit Planning	WE 602 - Programming	WE 603 - Outreach	WE 604 - TDA	WE 702 - US 395 Coalition Building	WE 703 - US 395 Phase 2	WE 704 - LRSP	Labor Sub-Total
May												
3	1					1		1		3		6
4	1			1			1			2		5
5	1	1		1		1	1			1		6
6		1						1		2		4
7						1	1				2	4
												0
												0
												0
10	5	2				1						8
11		1				1		1		2		5
12	1	1				2				2		6
13		1		1		1		1		2		6
14											1	1
												0
												0
17		1				1					1	3
18							1			2		3
19	1	1				1	1	1				5
20	1					1		1		1		4
21		1								1	1	3
												0
												0
24	1	1		1								3
25										3		3
26		1			1		1			5		8
27						1	1			2		4
28		1						1		2		4
												0
												0
												0
Total	12	13	0	4	1	12	7	7	0	30	5	91
	Billing Rate: \$143.33											
	\$ 1,719.96	\$ 1,863.29	\$ -	\$ 573.32	\$ 143.33	\$ 1,719.96	\$ 1,003.31	\$ 1,003.31	\$ -	\$ 4,299.90	\$ 716.65	\$ 13,043.03

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

Project: Lassen County Transportation Commission

Clerici Consulting Project 009-013

Period: May 1, 2021 – May 31, 2021

**WORK COMPLETED (through May 31, 2020)**

**SPECIFIC WORK ELEMENT RELATED ACTIVITIES**

- Provide support to Commission, stakeholders and public. Provided follow-up for the March 2021 Regular Meeting of the LCTC and TAC. Prepared documents and staff reports for the May 2021 Regular Meeting (May 10) of the LCTC and TAC. Attended both the LCTC TAC and Commission meetings, and provided staff follow-up (Work Element 100, 601A & 603).
- 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. Conferred with D2 staff to discuss upcoming STIP, funding options, and impacts of COVID relief funding May 19 and 24. (OWP Work Element 601A, 601C, 601D & 602)
- Attend regional and community meetings to discuss plans and projects important to Lassen County and the City of Susanville, the Regional Transportation Plan, and transportation programming and planning for the LCTC. Participated in Rural Counties Task Force meeting on May 21. Participated in US 395 Coalition Building team and stakeholder phone calls to discuss possible planning and programming discussion relevant to the OWP and RTP. (OWP Work Element 601A, 602, 603, 703).
- Communicated Local Transportation Fund Apportionments, Notified Claimants, Prepared Claim Forms through interagency consultation (OWP Work Element 603). Teleconference with CTC staff on May 24 to discuss COVID relief funds.
- Working with staff, independent auditor and Lassen County Auditor assisted with addressing audit and accounting issues associated with LCTC finances and TDA administration (WE 604).
- Participated in US 395 Coalition workshop conference call on May 5 and May 12. Discussed proposed May public outreach with Economic and Safety Study Consultants (requested meetings with Washoe and Lassen County and posted information to LCTC website). Participated in Sierra Alliance meeting May 25 (Work Element 704).

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

**Borroum Engineering**  
633 Tamarindo Way  
Roseville, CA 95678

**Invoice #13: Invoice Period: May 1, 2021 to June 1, 2021**

HOURS																			
DATE	OWP Task 100- Administration	OWP Task 601 - Transportation Planning	OWP Task 601 - Transportation Planning - Data	OWP Task 601 - Transportation Planning - ATP	OWP Task 601 - Transportation Planning - Transit	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 701 - Rt 36 Study	OWP Task 702 - Rt 395 Corridor Advance Planning	OWP Task 703 - Rt 395 Grant Study	OWP Task 704 - Local Roadway Safety Plan (LRSP)	Labor Sub-Total							
May																			
3		1	1			3	3					8							
4			2			4	1				1	8							
5				1		4				1	1	7							
6		1	1			2						4							
7		3										3							
10		2				1						3							
11			1	1		1	2					5							
12		1	1			1	1					4							
13		1				2						3							
14		2				2						4							
17		1					3				1	5							
18					1	1	1					3							
19		1	1							1		3							
20		4										4							
21		3				1	2					6							
24		2	1			1						4							
25		2				1	2					5							
26		2	3								1	6							
27		2				1	2					5							
28		3	1			1						5							
TOTAL	0	31	12	2	1	26	0	0	0	2	4	95							
	Rate: \$121.28/hour																		
\$	-	\$	3,759.68	\$	1,455.36	\$	242.56	\$	121.28	\$	3,153.28	\$	-	\$	242.56	\$	485.12	\$	11,521.60

**Total this invoice: \$ 11,521.60**

6/6/21



**Steve Borroum**

**Work assignments**

**Invoice period for May 1, 2021 to June 1, 2021**

- 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 data collection, 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)
- Planning and involved with public outreach in support of the RTP planning processes. (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)
- Administration support for the grant (contracts, budgets and schedules, and invoicing) (OWP work element 701, 702, 703, and 704)
- Engineering oversight (OWP work element 701, 702, 703 and 704)

  
6/6/21



**TRANSPORTATION PLANNING AND  
TRAFFIC ENGINEERING CONSULTANTS**

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

Date: May 5, 2021

John Clerici  
1555 Sean Drive  
Placerville, CA 95667

Project: FY 2020-21 LCTC Staffing Assistance

Dear Mr. Clerici:

The following is a summary of work performed for the Lassen County Transportation Commission staffing team for the month of April 2021:

- Monthly staff team call
- General project coordination
- Development and discussion of alternatives for Transit Plan update
- Continued work on Active Transportation Plan
- Continue work on Local Roadway Safety Study – Completion of accident data summary memo

Work performed for each OWP Work Element is as follows:

Work Element 601 – Total \$5,315

A) General Planning - \$420

B) Regional Transportation Planning and Data Collection - \$537.50

C) Active Transportation Planning - \$971.25

D) Transit Planning - \$3,386.25

Work Element 603 – Engagement - Total \$640

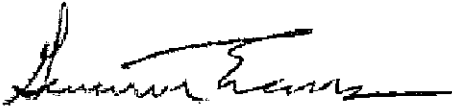
Work Element 703 – US 395 – Total \$210

Work Element 704 – Safety Study – Total \$6,457.50

**Grand Total for April: \$12,622.50**

Please find more detail in the attached pages.

Respectfully Submitted,

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

Genevieve Evans

Associate

LSC Transportation Consultants Inc.



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

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

Invoice number 60059  
Date 05/12/2021

Project **207081 LCTC FY 20-21 Assistance-  
Regional Transp. Planning, WE601**

Professional Services rendered through 04/30/2021  
Project Manager: Genevieve A. Evans

#### Professional Fees

	Hours	Rate	Billed Amount
Genevieve A. Evans	11.50	150.00	1,725.00
Gordon R. Shaw	6.00	210.00	1,260.00
Justine E. Marmesh	6.75	105.00	708.75
Patricia K. Eagan	10.00	65.00	650.00
Selena McKinney	9.25	105.00	971.25
Professional Fees subtotal	43.50		5,315.00

Invoice total **5,315.00**

#### Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	9,900.00	8,850.00	420.00	630.00
Regional Transp. Planning, Data Collection	22,500.00	5,672.50	537.50	16,290.00
Active Transportation	28,800.00	14,012.50	971.25	13,816.25
Transit Planning	60,000.00	48,532.50	3,386.25	8,081.25
Total	121,200.00	77,067.50	5,315.00	38,817.50

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
59910	04/06/2021	8,346.25		8,346.25			
60059	05/12/2021	5,315.00	5,315.00				
Total		13,661.25	5,315.00	8,346.25	0.00	0.00	0.00



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

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

Invoice number 60060  
Date 05/12/2021

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

Professional Services rendered through 04/30/2021  
Project Manager: Genevieve A. Evans

#### Professional Fees

	Hours	Rate	Billed Amount
Genevieve A. Evans	3.00	150.00	450.00

#### Reimbursables

	Billed Amount
Advertisement	190.00
Invoice total	<b>640.00</b>

#### Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement	45,640.00	30,000.20	640.00	14,999.80
Total	45,640.00	30,000.20	640.00	14,999.80

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
59911	04/06/2021	4,185.00		4,185.00			
60060	05/12/2021	640.00	640.00				
Total		4,825.00	640.00	4,185.00	0.00	0.00	0.00

# Advertising Invoice

Feather Publishing Company

1

P.O. Box B  
Quincy, CA 95971

Phone: (530)283-0800  
Fax: (530)283-3952

LSC TRANSPORTATION CONSULTANTS

1889 YORK ST  
DENVER, CO 80206

Cust #: 00018164

Phone

Post Date: 03/24/2021

Due Date: 04/28/2021

Invoice #: 1720731

Ad#	Start	Stop	Pub.	Description	Cols.	Inch	Days	Amount
00303267	03/24/2021	03/24/202	hcl	March 2/2...	0	0	1	95.00

Please return a copy with payment

**Total Due 95.00**

207683

# Advertising Invoice

**Feather Publishing Company**

1

P.O. Box B  
Quincy, CA 95971

Phone: (530)283-0800  
Fax: (530)283-3952

LSC TRANSPORTATION CONSULTANTS

1889 YORK ST  
DENVER, CO 80206

**Cust #:** 00018164

**Phone**

**Post Date:** 03/24/2021

**Due Date:** 04/28/2021

**Invoice #:** 1720730

Ad#	Start	Stop	Pub.	Description	Cols.	Inch	Days	Amount
00303266	03/24/2021	03/24/202	hcl	March 1/2...	1	2.25	1	95.00

Please return a copy with payment

**Total Due 95.00**

# Billing Report

LSC Transportation Consultants, Inc.

Wednesday, May 5, 2021

Page 6 of 9

As of date: 4/30/2021

## 207084 LCTC FY 20-21 Assistance-Regional Transp. Planning, WE703

Project Status: Active

John Clerici Consulting  
Contact: Attn: Accounts Payable

### 703 Strategic Partnership Grant 395

Phase Status: Active

WIP - Bill As Time & Expense

Billing Type: Time & Expense

Billing Cutoff: 04/30/2021

To Bill

Date	Units	Rate	Amount
------	-------	------	--------

Units	Amount
-------	--------

#### Labor

WIP Status: Billable

Principal

Gordon R. Shaw

Project Time	04/30/2021	1.00	210.00	210.00	1.00	210.00
Subtotal		1.00		210.00	1.00	210.00
Labor total		1.00		210.00	1.00	210.00
Phase Total				210.00		210.00

#### Project Summary

Reported % Complete

Date Entered:

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
Labor	10,800.00	3,405.00	32	3,195.00	30	7,605.00	70	210.00	210.00
Expense									
Consultant									
Total	10,800.00	3,405.00	32	3,195.00	30	7,605.00	70	210.00	210.00



**LSC Transportation Consultants, Inc.**

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

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

Invoice number 60061  
Date 05/12/2021

Project 207084 LCTC FY 20-21 ASSISTANCE-  
REGIONAL TRANSP. PLANNING, WE703

Professional Services rendered through 04/30/2021  
Project Manager: Genevieve A. Evans

**Professional Fees**

	Date	Hours	Rate	Billed Amount
Principal				
Gordon R. Shaw				
	04/30/2021	1.00	210.00	210.00
Invoice total				210.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
59912	04/06/2021	300.00		300.00			
60061	05/12/2021	210.00	210.00				
	Total	510.00	210.00	300.00	0.00	0.00	0.00



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

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

Invoice number 60050  
 Date 05/12/2021

Project **T217010 Lassen County Local Roadway  
 Safety Plan**

Professional Services rendered through 04/30/2021  
 Project Manager: Gordon R. Shaw

#### Professional Fees

	Hours	Rate	Billed Amount
Alexandra C. Silverman	7.50	80.00	600.00
Gordon R. Shaw	9.00	210.00	1,890.00
Sierra M. Brown	12.50	115.00	1,437.50
William C. Suen	22.00	115.00	2,530.00
Professional Fees subtotal	51.00		6,457.50
Invoice total			<b>6,457.50</b>

#### Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Safety Study	82,330.00	25,185.00	6,457.50	50,687.50
Total	82,330.00	25,185.00	6,457.50	50,687.50

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
59837	04/05/2021	6,377.50		6,377.50			
60050	05/12/2021	6,457.50	6,457.50				
Total		12,835.00	6,457.50	6,377.50	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 8, 2021

John Clerici  
1555 Sean Drive  
Placerville, CA 95667

Project: FY 2020-21 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 2021:

- Monthly staff team meeting
- General project coordination
- Development and discussion of alternatives, financial plan and capital for Transit Plan update
- Continued work on Active Transportation Plan
- Attendance at Caltrans Active Transportation Plan Advisory Committee Meeting
- Continue work on Local Roadway Safety Study – Completion of accident data summary memo

Work performed for each OWP Work Element is as follows:

Work Element 601 – Total \$13,667.50

- A) General Planning - \$150
- B) Regional Transportation Planning and Data Collection - \$850
- C) Active Transportation Planning - \$1,182.50
- D) Transit Planning - \$11,485

Work Element 603 – Engagement - Total \$2,490

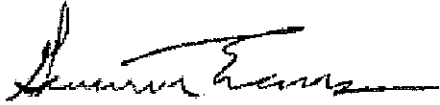
Work Element 703 – US 395 – Total \$930

Work Element 704 – Safety Study – Total \$1,435

**Grand Total for May: \$18,522.50**

Please find more detail in the attached pages.

Respectfully Submitted,

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

Genevieve Evans  
Associate  
LSC Transportation Consultants Inc.



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

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

Invoice number 60224  
Date 06/09/2021

Project 207081 LCTC FY 20-21 Assistance-  
Regional Transp. Planning, WE601

Professional Services rendered through 05/28/2021  
Project Manager: Genevieve A. Evans

#### Professional Fees

	Hours	Rate	Billed Amount
Alexandra C. Silverman	14.00	80.00	1,120.00
Genevieve A. Evans	65.00	150.00	9,750.00
Justine E. Marmesh	14.50	105.00	1,522.50
Selena McKinney	10.50	105.00	1,102.50
Sierra M. Brown	1.50	115.00	172.50
Professional Fees subtotal	105.50		13,667.50

Invoice total **13,667.50**

#### Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	9,900.00	9,270.00	150.00	480.00
Regional Transp. Planning, Data Collection	14,000.00	6,210.00	850.00	6,940.00
Active Transportation	40,300.00	14,983.75	1,182.50	24,133.75
Transit Planning	84,200.00	51,918.75	11,485.00	20,796.25
Total	148,400.00	82,382.50	13,667.50	52,350.00

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
60059	05/12/2021	5,315.00	5,315.00				
60224	06/09/2021	13,667.50	13,667.50				
Total		18,982.50	18,982.50	0.00	0.00	0.00	0.00



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

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

Invoice number 60225  
Date 06/09/2021

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

Professional Services rendered through 05/28/2021  
Project Manager: Genevieve A. Evans

#### Professional Fees

	Hours	Rate	Billed Amount
Genevieve A. Evans	11.00	150.00	1,650.00
Gordon R. Shaw	4.00	210.00	840.00
Professional Fees subtotal	15.00		2,490.00
Invoice total			<b>2,490.00</b>

#### Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement	44,131.00	30,640.20	2,490.00	11,000.80
Total	44,131.00	30,640.20	2,490.00	11,000.80

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
60060	05/12/2021	640.00	640.00				
60225	06/09/2021	2,490.00	2,490.00				
Total		3,130.00	3,130.00	0.00	0.00	0.00	0.00

**LSC Transportation Consultants, Inc.**

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

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

Invoice number 60226  
Date 06/09/2021

Project 207084 LCTC FY 20-21 ASSISTANCE-  
REGIONAL TRANSP. PLANNING, WE703

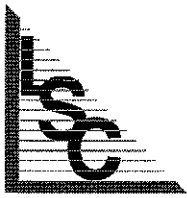
Professional Services rendered through 05/28/2021  
Project Manager: Genevieve A. Evans

**Professional Fees**

	Date	Hours	Rate	Billed Amount
Associate				
Genevieve A. Evans	05/07/2021	2.00	150.00	300.00
Principal				
Gordon R. Shaw	05/14/2021	2.00	210.00	420.00
	05/28/2021	1.00	210.00	210.00
	Subtotal	3.00		630.00
Professional Fees subtotal		5.00		930.00
Invoice total				930.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
60061	05/12/2021	210.00	210.00				
60226	06/09/2021	930.00	930.00				
Total		1,140.00	1,140.00	0.00	0.00	0.00	0.00



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

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

Invoice number 60214  
Date 06/08/2021

Project **T217010 Lassen County Local Roadway  
Safety Plan**

Professional Services rendered through 05/28/2021  
Project Manager: Gordon R. Shaw

#### Professional Fees

	Hours	Rate	Billed Amount
Gordon R. Shaw	3.00	210.00	630.00
Sierra M. Brown	6.00	115.00	690.00
William C. Suen	1.00	115.00	115.00
Professional Fees subtotal	10.00		1,435.00
Invoice total			<b>1,435.00</b>

#### Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Safety Study	49,398.00	31,642.50	1,435.00	16,320.50
Total	49,398.00	31,642.50	1,435.00	16,320.50

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
60050	05/12/2021	6,457.50	6,457.50				
60214	06/08/2021	1,435.00	1,435.00				
Total		7,892.50	7,892.50	0.00	0.00	0.00	0.00





**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

PH: (530) 919-9739

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.23**

Date: June 11, 2021

From: John L. Clerici, Executive Secretary

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

Subject: Request to extend professional services contracts with Mark Thomas for work being done on the US 395 Coalition Building Effort

**REQUESTED ACTION**

**BY MOTION**, authorize the Executive Secretary to prepare and sign contract extensions (not to exceed 12 months) with Mark Thomas for planning and engineering work being performed on the coalition building efforts for US 395 to June 31, 2022.

**DISCUSSION**

Mark Thomas is a multi-disciplinary engineering and planning consulting firm based in San Jose. Recently Mark Thomas has been engaged in two LCTC funded projects. One is the SR 36 Complete Streets and Safe Mobility Study. The other is the US 395 Coalition and Implementation Plan. The SR 36 Complete Streets and Safe Mobility Study was completed in January of this year. The contract for the US 395 Coalition Building effort expires on June 30, 2021.

The technical work provided by Mark Thomas for the US 395 effort has been completed. However, the contracting instrument allows access to The Furgeson Group (TFG) one of the subconsultants to Mark Thomas. TFG was leading coalition building efforts, and Coalition stakeholders and LCTC staff find access to, and participation with, TFG vital to the success of those coalition building efforts.

LCTC staff has determined that a time extension is allowable given that the funding originally used for the coalition building effort has been exhausted, and existing Commission funding sources would allow the time extension.

**ALTERNATIVES**

Commission to provide direction to staff.

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**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

PH: (530) 919-9739

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.11**

Date: June 7, 2021

From: John L Clerici, Executive Secretary

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

Subject: Fiscal Year 2019/2020 Audit Reports

**REQUESTED ACTION: Receive and file the Fiscal Year 2019/2020 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 2019/2020, 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 2020/2021 Overall Work Program and Budget includes the expenditure for the preparation of the fiscal year 2019/2020 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

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Commission State Transit Assistance Fund (STA). This is the third financial audit of the LCTC since its administrative separation from Lassen County. This audit shows a steady improvement in the financial reporting and tracking of Commission funds. Changes in leadership and personnel at the County Auditor's office have facilitated these improvements. It continues to build on findings that were identified in the previous year's audits, however there is still room for improvement.

Commission Staff has requested that Ingrid Sheipline of Richardson & Company provide a verbal report directly to the Commission on the audit findings. An outline of the topics Ms. Sheipline will be addressing are included in Attachment C. In addition, Steve Borroum, who worked with Ms. Sheipline, city and county staff, and the County Auditor during this process, will be available to provide additional insights. It is staffs intention that future Audits will be shared with the Chair and Vice-chair, prior to a report to the full Commission.

The results of the audit as reported by Richardson & Company, LLP will be discussed by Ms. Sheipline. The Management's Discussion and Analysis presents a narrative overview and analysis of LCTC's financial statements during the fiscal year ending June 30, 2020, and is included as Attachment A. In addition to the Audit Report, independent audit firms are also required to submit communications regarding the audit directly to the governing board. This communication is included as Attachment B. The complete Audit is included as Attachment D. The FY 2019/20 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](http://LassenCTC.com).

Attachments (4)



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, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and matters that are opportunities for strengthening internal controls and operating efficiency. The items below summarize our comments and suggestions regarding those matters. A separate report dated June 1, 2021 contains our report on significant deficiencies or material weaknesses in the Commission's internal control. This letter does not affect our report dated June 1, 2021 on the financial statements of the Commission.

We noted the following items that warrant consideration:

### State Transit Assistance (STA) Efficiency Standards

We noted that a STA efficiency standard calculation was performed by both LTSA staff and Commission consultants. The efficiency standard that was used was performed by the Commission. We recommend that the efficiency standard calculation be submitted as part of the claim packet to the Commission and that capital revenues should agree with amounts in the claim.

### Revisions to Future Claims

The Commission has overallocated STA and various state grant funds, causing those funds to have a negative fund balance. Future allocations will need to be adjusted to take into effect these negative fund balances.

### Fund Classification

The Commission should record State of Good Repair fund allocations in a separate State of Good repair fund going forward so available balances can be tracked. Adjustments were made during the audit to reclassify these funds, but the County needs to ensure these items are recorded in the proper fund going forward.

Compliance

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

- LTF Estimate – The Commission should request and retain a copy of the County Auditors letter in regard to the estimated LTF available to be allocated in the fiscal year, to ensure compliance with the Transportation Development Act (TDA). These communications appear to be done verbally instead of by a formal letter as required by the TDA.
- TDA Reporting Requirements – According to Section 6622 of the Administrative Code, the County Auditor is to provide to the Commission quarterly fund status reports noting for each fund type the beginning fund balance, the amount and source of revenues received, the amount and recipient of payments made per allocation instructions, the ending fund balance, and any other information specified by the Commission, including portions of the fund balance held in reserve. The necessary reports for the Commission to track these funds are not being provided by the County.

\* \* \* \* \*

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 1, 2021



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, 2020. 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 August 17, 2020, 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) and State Transit Assistance (STA) Funds, which accompany the financial statements, but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

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

### Planned Scope and Timing of the Audit

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

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors,

(2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Our findings are included in the Report on Internal Control and Compliance.

We performed the audit according to the planned scope previously communicated to you in our engagement letter dated August 17, 2020.

#### Qualitative Aspects of Accounting Practices

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

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Commission's financial statements were the pension and OPEB liabilities billed by the County for past employee services in Note G.

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.

#### 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 nineteen audit adjustments needed to correct balances of the accounts and transactions consisting of:

- To roll forward fund balances in fund 128, 572
- Create a new fund to separate State of Good Repair (SGR) Funds previously recorded in the STA Fund.
- Transfer transit revenue and expenses from the Commission's Fund 128 to LTSA's general ledger.
- Accrue 4<sup>th</sup> quarter STA revenue and to accrue additional allocations made.
- Accrue 4<sup>th</sup> quarter SGR revenue.
- Accrual amounts owed to claimants for 2019/20 LTF allocations.
- Reclassify restricted cash and fund balance related to state grant revenue.
- Segregate LTF allocations by claimant.
- Reclassify revenue received outside the Commission's availability period to unavailable revenue in the governmental funds.

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 1, 2021.

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 1, 2021



LASSEN COUNTY TRANSPORTATION COMMISSION

SUMMARY OF 2019/20 AUDIT RESULTS

June 21, 2021

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

Reports issued

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

Independent Auditor's Report (page 1)

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

Discussion of financial statements

Fund statements (page 6)

- Planning/General Fund has negative fund balance of \$222,338
- LTF has unapportioned balance of \$530,443
- STA/SGR has unapportioned balance for transit of \$(7,733) and \$42,964
- Grant fund unexpended Prop 1B funds and other funds restricted for transit were transferred to LTSA
- Note G – Amount owed to County for past pension/OPEB costs of \$281,783, to be repaid at \$100,000 per year beginning in 2020/21

Reports on Internal Control and Compliance (pages 21 to 25)

Internal control weaknesses noted

- Issue of commingled LCTC/LTSA funds (County fund 128) in progress
- Numerous entries needed to correct balances

Compliance findings noted

- LCTC to advise claimants of apportionments by March 1
- Revisions to allocations to be supported by resolutions
- LTF disbursements to County need to be supported by a claim

Governance letter

Audit adjustments

- 19 adjustments made to amounts in County's books

Management letter

Other recommendations for improvement noted

- STA efficiency calculation to be included with claim
- Overallocation of STA funds (revised allocation not approved by Commission)
- State of Good Repair funds to be recorded in separate County fund
- County auditor required to provide letter with LTF estimate
- County required to provide quarterly status reports of TDA funds



**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

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.12**

Date: June 11, 2021

From: Steve Borroum, Commission Engineer

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

Subject: LCTC Financial Update

**REQUESTED ACTION**

None. This is an informational item.

**DISCUSSION**

***FINANCIAL STATUS REPORT***

Although the Commission handles a variety of Federal and State sourced funds, one of its primary purposes is to receive and allocate three specific types of funds. The Commission's primary three fund types include Transportation Development Act (TDA), State Transit Assistance (STA) and State of Good Repair (SGR). Attached is the latest fiscal status report for these three funds.

Thru three quarters of this fiscal year, the Commission's TDA funds are running approximately 14% over the estimated income. The STA funds are running approximately 30% over the estimate. The SGR funds are running approximately 7% over the estimate.

Please note that the bike and ped funds and the road maintenance funds are on hold as the City and County have not made available sufficient fiscal records to audit the previously allocated funds. The Commission is required to hold on future allocations till these audits are complete.

***ANNUAL AUDIT***

Attached with the agenda are copies of the FY 19/20 audit prepared by our independent auditor, Richardson and Company CPA. The firm is represented by Ingrid Shepline, who will be available at the meeting to answer any question.



Over the last year plus, we have reported to the Commission that there are accounting issues between the Auditor's Office records and the Commission's records. Each of the last two years has been a real challenge to "close the books" at the fiscal year end. And, in doing so, there even yet have been questions arising. At present, there are yet significant differences between the County Auditor, the independent auditor and the Commission staff over the "close-out" fund balances going into the current fiscal year. Efforts continue to resolve these differences.

Attached is a summary of the more significant audit findings, and the management responses thereto. Most significantly, it is recommended that staff be directed to examine alternatives for a potential work around relative to the County Auditor's office continuing to maintain the official "books" of the Commission. If the Commission so directs, findings and potential options and the costs thereof will be brought back to the Commission for consideration.

Meanwhile, the Commission, by the attached resolution, should accept this audit and direct that the audit as prepared by Richardson and Company be submitted to the State as the required annual audit.

5/28/2021

## LASSEN COUNTY TRANSPORTATION COMMISSION INCOME

FISCAL YEAR	TDA FUNDS	STA FUNDS	STATE OF GOOD REPAIR FUNDS	TOTAL
<b>FY 14/15</b>	\$ 689,050	\$ 163,123		\$ 852,173
<b>FY 15/16</b>	\$ 721,029	\$ 128,760		\$ 849,789
<b>FY 16/17</b>	\$ 834,519	\$ 113,099		\$ 947,618
<b>FY 17/18</b>	\$ 920,022	\$ 205,855	\$ 43,421	\$ 1,169,298
<b>FY 18/19</b>	\$ 784,768	\$ 268,871	\$ 42,386	\$ 1,096,025
<b>FY 19/20</b>	\$ 809,921	\$ 262,685	\$ 42,689	\$ 1,115,295
<b>FY 19/20 from Fund 128</b>	\$ 410,000			
<b>FY 20/21 EST.</b>	\$ 750,000	\$ 156,700	\$ 44,573	\$ 951,273
<b>FY 21/22 EST.</b>	\$ 795,000	\$ 208,077	\$ 44,503	\$ 1,047,580

# **FINAL FY 19/20 ALLOCATIONS and TRANSFER REQUESTS**

		<b>TDA FUND ALLOCATIONS</b>	<b>TDA FUND TRANSFER REQUESTS</b>	<b>STA FUND ALLOCATION</b>	<b>STA FUNDS TRANSFER REQUESTS</b>	<b>STATE OF GOOD REPAIR FUND ALLOCATIONS</b>	<b>STATE OF GOOD REPAIR FUND TRANSFER REQUESTS</b>
<b>ADMINISTRATION AND PLANNING</b>		\$ 101,385	\$ 101,385	\$ -	\$ -	\$ -	\$ -
<b>ADMINISTRATIVE ADDS</b>		\$ 75,216	\$ 75,216	\$ -	\$ -	\$ -	\$ -
<b>PED AND BIKE RESERVE (2% of income after adm)</b>		\$ 12,867	held in reserve	\$ -	\$ -	\$ -	\$ -
<b>TRANSIT</b>							
	<b>Administration &amp; Operation</b>	\$ 535,137	\$ 535,137	\$ 335,083	\$ 291,967	\$ 42,678	\$ 46,452
	<b>Capital</b>	\$ 254,000	\$ 254,000	\$ 18,008	\$ 15,674	\$ 3,774	\$ -
	<b>Operational Reserve</b>	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	\$ 889,137	\$ 889,137	\$ 353,091	\$ 307,641	\$ 46,452	\$ 46,452
<b>ARTICLE 8</b>							
	<b>County road maintenance</b>	\$ 522,175	\$ 522,175	\$ -	\$ -	\$ -	\$ -
	<b>Susanville road maintenance</b>	\$ 338,081	\$ 338,081	\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	\$ 860,256	\$ 860,256	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 1,938,861	\$ 1,925,994	\$ 353,091	\$ 307,641	\$ 46,452	\$ 46,452

Approved project list includes \$3,774 for capital project

Capital project funds transferred to operating fund

## CURRENT FY 20/21 ALLOCATIONS and TRANSFER REQUESTS

		TDA FUND ALLOCATIONS	TDA FUND TRANSFER REQUESTS	STA FUND ALLOCATIONS	STA FUND TRANSFER REQUESTS	STATE OF GOOD REPAIR FUND ALLOCATIONS	STATE OF GOOD REPAIR FUND TRANSFER REQUESTS
ADMINISTRATION AND PLANNING		\$ 260,099	\$ 107,100	\$ -	\$ -	\$ -	\$ -
ADMINISTRATIVE ADDS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PED AND BIKE RESERVE (2% of income after adm)		\$ 9,798	held in reserve	\$ -	\$ -	\$ -	\$ -
TRANSIT							
	Administration & Operation	\$ 500,056	\$ 375,042	\$ 175,988	\$ 131,990	\$ -	\$ -
	Capital	\$ -	\$ -	\$ 7,907	\$ 5,931	\$ 42,471	\$ 42,471
	Total	\$ 500,056	\$ 375,042	\$ 183,895	\$ 137,921	\$ 42,471	\$ 42,471
ARTICLE 8							
	County road maintenance	\$ 305,382	WITH HELD	\$ -	\$ -	\$ -	\$ -
	Susanville road maintenance	\$ 185,586	WITH HELD	\$ -	\$ -	\$ -	\$ -
	Total	\$ 490,968	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 1,260,921	\$ 482,142	\$ 183,895	\$ 137,921	\$ 42,471	\$ 42,471

FY 21/22 ALLOCATIONS and TRANSFER REQUESTS						
	TDA FUND ALLOCATIONS	TDA FUND TRANSFER REQUESTS	STA FUND ALLOCATIONS	STA FUND TRANSFER REQUESTS	STATE OF GOOD REPAIR FUND ALLOCATIONS	STATE OF GOOD REPAIR FUND TRANSFER REQUESTS
ADMINISTRATION AND PLANNING	\$ 251,100					
PED AND BIKE RESERVE (2% of income after adm)	\$ 10,878	held in reserve				
TRANSIT						
Administration & Operation						
Capital						
Total						
ARTICLE 8						
County road maintenance		WITH HELD				
Susanville road maintenance		WITH HELD				
Total						
TOTAL						



5/28/2021

## LASSEN COUNTY TRANSPORTATION COMMISSION FISCAL STATUS

FISCAL YEAR	TDA FUNDS	STA FUNDS	STATE OF GOOD REPAIR FUNDS	TOTAL
<b>CARRYOVER TO FY 19/20 (per 18/19 audit)</b>	\$ 1,229,861	\$ 82,020	\$ 46,727	\$ 1,358,608
<b>TOTAL INCOME IN FY 19/20</b>	\$ 1,219,921	\$ 262,685	\$ 42,689	\$ 1,525,295
<b>TOTAL AVAILABLE FY 19/20</b>	\$ 2,449,782	\$ 344,705	\$ 89,416	\$ 2,883,903
<b>CARRYOVER TO FY 20/21</b>	\$ 510,921	\$ (7,733)	\$ 42,964	\$ 546,152
<b>EST. TOTAL INCOME IN FY 20/21</b>	\$ 750,000	\$ 156,700	\$ 44,573	\$ 951,273
<b>TOTAL AVAILABLE FY 20/21</b>	\$ 1,260,921	\$ 148,967	\$ 87,537	\$ 1,497,425
<b>EST. CARRYOVER TO FY 21/22</b>	\$ 490,968	\$ (34,928)	\$ 45,066	\$ 501,106
<b>EST. TOTAL INCOME IN FY 21/22</b>	\$ 795,000	\$ 208,077	\$ 44,503	\$ 1,047,580
<b>EST. TOTAL AVAILABLE FY 21/22</b>	\$ 1,285,968	\$ 173,149	\$ 89,569	\$ 1,548,686



## MANAGEMENT RESPONSES TO FY 19/20 AUDIT FINDINGS

**1. Condition:** The County combined administrative costs of the Commission and some revenues of the LTSA within one County fund, Fund 128. Commission owes County (LTSA) \$283,783 for pension and OPEB liabilities. It was not possible to determine how much of the cash balance of \$410,000 related to the LTSA and how much to the Commission. The balance was transferred to the Commission.

**Management response:** The Commission has acknowledged the need to the paid off \$283,783 of unfunded pension and retirement benefit liability. The Commission paid off \$100,000 of this liability in FY 20/21, with added payments to follow.

**2. Condition:** The County Auditor Office's accounting practices are not sufficient to identify and accurately track restricted fund balances by fund type.

**Management response:** This is an on-going situation. The Commission staff has been unable to secure the minimally required separate tracking for each fund type, and secure accurate fund posting and fiscal year end closing reports. The Commission staff will research and report to the Commission options for the Commission to potentially establish its own internal accounting system.

**3. Condition:** The allocations as were initially approved by the Commission were not able to be fully transferred due to income shortfalls during the pandemic. The STA funds income were significantly effected by the pandemic. Commission staff withheld the full allocation due to this funding short fall. The difference between the allocation and the amount distributed can be either carried forward as an unfilled allocation or the original allocation can be taken back to the Commission for "correction" of the amount allocated.

**Management response:** The unfilled allocation (\$45,450.00) is being carried over to FY 21/22 and accounted for within the FY 21/22 STA allocation.

**4. Condition:** Commission to ensure that all claimants be advised of funds available for the ensuing year by March 1<sup>st</sup>.

**Management response:** In recent years the County Auditor has not officially made an estimate of the future year's anticipated TDA income as prescribed by the Code to be done by February 1<sup>st</sup>. Additionally, the County Auditor's accounting records are not sufficient to make an accurate projection in the Spring of the carryover amounts which are necessary to provide reliable estimates of funds available in the following fiscal year.

**5. Condition:** The Commission staff has not ensured that the required sequence of events happen prior to asking the Commission to make an allocation of funds.

**Management response:** The Code encourages the Commission to allocate the subsequent year funding prior to June 30<sup>th</sup>. The Code also requires that the Commission certify that the submitted claims are complete prior to approving allocations. However, the claims are typically submitted after final budget action by the claiming agencies. Commission staff will encourage the claiming agencies to submit claims after approval of the preliminary budget even though this might necessitate that the Commission revisit the claims in the Fall.



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

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SACRAMENTO, CA 95814

P.O. Box 1028  
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

PH: (530) 919-9739

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.13**

Date: June 1, 2021

From: John L. Clerici, Executive Secretary

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

Subject: Fiscal Year 2021/22 Unmet Transit Needs Determinations

**REQUESTED ACTION**

**BY MOTION: Adopt Resolution 21-05 finding that there is no new unmet transit needs that are reasonable to meet for implementation in FY 2021/22.**

**PREVIOUS ACTIONS**

This item was considered by the Commission at its May 10, 2021 Regular Meeting. At that time, it was determined that the definitions of “unmet transit needs” and “reasonable to meet” had not been included in the agenda packet. The definitions had been adopted in Resolution 21-01 at the January 11, 2021 Regular Meeting. Resolution 21-01 is provided as Attachment A within the staff memo (attached) from the May 10 meeting. All other aspects of this staff report and supporting documents remain the same.

In addition, Commissioners requested that a workshop explaining the unmet needs process, and how the unmet and reasonable to meet definitions are developed. Staff anticipates this workshop will be held during the August or October Regular Meetings.

**BACKGROUND**

As the Regional Transportation Planning Agency for Lassen County, LCTC is responsible for the administration of Transportation Development Act (TDA) funds. This responsibility includes the annual unmet transit needs process, which has four key components:

- Soliciting testimony on unmet transit needs that may exist in Lassen County;
- Analyzing transit needs in accordance with adopted definitions of “unmet transit needs” and “reasonable to meet;”
- Consultation with the Social Services Transportation Advisory Council (SSTAC); and,
- Adoption of a finding regarding unmet transit needs that may exist for implementation next fiscal year.

Unmet transit needs may include establishing, contracting for, or expanding public transportation, in addition to services or measures required to comply with the Americans with Disabilities Act. If, based on the adopted

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definitions and criteria, any unmet transit needs are determined to be reasonable to meet by the LCTC they must be funded in the next fiscal year prior to any TDA funds being allocated for non-transit purposes.

## **DISCUSSION**

An SSTAC Public Hearing was conducted on February 24, 2021, to solicit comments on unmet transit needs within the jurisdiction of the Lassen County Transportation Commission. The results of testimony and discussion are summarized in the attached report.

## **ALTERNATIVES**

Provide direction to staff.

Attachment (1)

## **STAFF REPORT**

**DATE:** May 1, 2021  
**TO:** Lassen County Transportation Commission  
**FROM:** John Clerici, Executive Secretary  
**SUBJECT:** FY 2021/22 Unmet Transit Needs

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## **REQUESTED ACTION**

By motion, Adopt Resolution 21-05 adopting the findings of the Unmet Transit Needs process.

## **BACKGROUND**

The Annual Unmet Needs Process is required by Article 8, Section 99401.5 of the Transportation Development Act (TDA) for those regions that wish to spend Local Transportation Fund dollars on non-transit purposes such as streets and roads. The TDA requires that the transportation planning agency (such as the LCTC) shall hold at least one public hearing pursuant to Section 99238.5 for the purpose of soliciting comments on the unmet transit needs that may exist within the jurisdiction and that might be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services. The annual process involves adoption of “Unmet Transit Needs” and “Reasonable to Meet” definitions, consultation with the Social Service Transportation Advisory Council (SSTAC), consultation with the Regional Transportation Plan, the Transit Development Plan, and an unmet needs hearing. Through this process, deficiencies in the public transportation system are identified. “Unmet Transit Needs” and “Reasonable to Meet” definitions were adopted by the Commission as Resolution 21-01 at the January 6, 2021 meeting, See Attachment A.

Staff has since analyzed the identified deficiencies and applied the “Unmet Transit Needs” and “Reasonable to Meet” definitions to make a recommendation to the LCTC as to whether the identified deficiencies should be considered as unmet needs and whether those unmet needs are reasonable to meet.

## **DISCUSSION**

On February 24<sup>th</sup>, 2021, the Lassen County Transportation Commission (LCTC) SSTAC met to discuss potential unmet transit needs in Lassen County. Six SSTAC members and one member of the public met virtually through Zoom (meeting notes include as Attachment B). The meeting was advertised to the public through notices in the local on-line publication, flyers on buses, notification on the LCTC Website (Lassenctc.com), LTSA website and through social media.

The following summarizes the potential transit needs which were brought up at the SSTAC meeting and analyzes whether or not they are an “unmet transit need” and “reasonable to meet” according to adopted definitions.

## **Transportation to Reno – Primarily for Medical Appointment Purposes**

### **Applying the Unmet Need Definition**

Although Lassen County has a hospital, patients must travel to Reno, Nevada for specialized medical care. For example, there are no dialysis centers in Lassen County. It is not uncommon for a patient to be rushed to a hospital in Reno (90 miles away) in an ambulance and then have no transportation home to Lassen County. Lassen County residents also need to travel to Reno to connect to intercity transportation services or do some shopping. Currently, Lassen Senior Services provides transportation to Reno for seniors one day per week. Reservations are required 48 hours in advance and a minimum of two passengers must be registered before the service will operate. In the past, the Susanville Rancheria also provided transportation to Reno, but this service was discontinued in 2020. Until the COVID-19 pandemic, Sage Stage operated intercity transportation between Alturas and Reno with a stop in Susanville, three days per week. LTSA shared the cost of this service with Sage Stage. Reservations were required in advance. This service has been temporarily suspended due to low demand during the pandemic. This leaves Lassen County residents under the age of 60 with no public transportation option to Reno currently. The need for transportation to medical appointments in urban areas such as Reno is likely to grow as the community ages. This also has been a transit need identified in SSTAC meetings for at least the past three years.

The LCTC adopted unmet transit needs definition indicates an unmet transit need is a deficiency in the public transit system **within the jurisdiction** of the LCTC. Transit service to Reno would extend beyond the boundaries of the LCTC jurisdiction.

**PROPOSED FINDING:** It is staff's recommendation that transportation to Reno is not an unmet transit need. However, transportation to Reno will be analyzed as part of the on-going transit plan update.

Approved by:

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John Clerici  
Executive Secretary

Attachment A  
Unmet Transit Needs and Reasonable to Meet Definitions

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.

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

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

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 of other entities (e. g., social service agencies, religious organizations, schools, carpools,



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

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 11, 2021 meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

---

JEFF HEMPHILL, 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.

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John L. Clerici, Interim Executive Secretary

January 11, 2021

LASSEN COUNTY TRANSPORTATION COMMISSION  
Resolution 21-05  
Fiscal Year 2021/22 Unmet Transit Needs Determinations

WHEREAS, the Transportation Development Act (TDA) Statutes Section 99401.5 and 99401.6 requires the transportation planning agency to adopt its finding for unmet transit needs; and

WHEREAS, Section 99401.5 (a), (b), and (c) of the TDA requires that the identification of transit needs include the following: consultation with the Social Service Transportation Advisory Council, an assessment of the size and location of groups likely to be dependent upon transportation, an analysis of existing transportation services in meeting the transit demand, an analysis of potential alternate transportation services that would meet all or part of the demand, a public hearing for the purpose of soliciting comments on unmet transit needs, and a resolution defining “unmet transit needs” and “reasonable to meet”; and

WHEREAS, pursuant to the Transportation Development Act Statutes Section 99238, the Lassen County Transportation Commission has established a Social Service Transportation Advisory Council (SSTAC) for the purpose of annually participating in the identification of transit needs, review and recommended action by the transportation agency, and advise the transportation planning agency on any other major transit issues; and

WHEREAS, the size and location of identifiable groups likely to be dependent upon transit, an analysis of existing transportation services in meeting the transit demand, and an analysis of potential alternate transportation services that would meet all or part of the demand is included in Lassen County’s Transit Development Plan and Regional Transportation Plan; and

WHEREAS, an SSTAC Public Hearing was conducted on February 24, 2021, to solicit comments on unmet transit needs within the jurisdiction of the Lassen County Transportation Commission; and

WHEREAS, the Lassen County Transportation Commission has considered all of the information compiled pursuant to Section 99401.5 of the TDA and evaluated all public comments against the adopted definitions of “unmet transit need” and “reasonable to meet”; and

NOW, THEREFORE BE IT RESOLVED, that the Lassen County Transportation Commission, based on definitions adopted by Resolution 21-05 finds that there are no unmet transit needs that are reasonable to meet within the jurisdiction of the Lassen County Transportation Commission:

The foregoing resolution was adopted by the Lassen County Transportation Commission at its May 10, 2021 meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

---

Jeff Hemphill, 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.

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John L. Clerici, Executive Secretary

May 10, 2021

Attachment B  
SSTAC Meeting Minutes and Outreach Material

LASSEN COUNTY TRANSPORTATION COMMISSION  
**SOCIAL SERVICES TRANSPORTATION  
ADVISORY COUNCIL MEETING**

## **IS THE BUS TAKING YOU WHERE YOU NEED TO GO?**

Share your thoughts on how to improve public transit in Lassen County at the Social Services Transportation Advisory Council Meeting (SSTAC)



**SSTAC Meeting**  
**Wednesday, February 24, 2021**  
**2:00 - 3:00 pm**

**Teleconference Remote  
Zoom Meeting**  
<https://zoom.us/j/99398475893>  
**Meeting ID: 993 9847 5893**  
**Call in number: (669) 900-9128**

**FOR QUESTIONS CONTACT: Genevieve Evans at LSC Transportation Consultants**  
**Email: [Genevieve@lsctahoe.com](mailto:Genevieve@lsctahoe.com) (530) 448-4083**

Lassen County Transportation Commission



**Lassen County Transportation Commission  
Social Services Transportation Advisory Council**

**Agenda**

February 24, 2020 @ 2:00 PM  
Virtual Meeting through Zoom

Join Zoom Meeting  
<https://zoom.us/j/99398475893>  
Meeting ID: 993 9847 5893  
1-669-900-9128

1. Call to Order – Introductions
2. Overview of SSTAC and Unmet Needs Process
3. SSTAC and public comment on unmet transit needs in Lassen County
4. Other SSTAC and public comments
5. Update on Transit Development Plan and Coordinated Public Transit Human Services Transportation Plan
6. Next Steps – Prepare analysis and report.

**Lassen County Transportation Commission**  
**Social Services Transportation Advisory Council**  
February 24, 2021 @ 2:00 PM

**Attendees:** John Clerici (LCTC), Genevieve Evans (LCTC/LSC), Justine Marmesh (LCTC/LSC), David Knaut (LTSA), Caleb Shortz (Paratransit Services), Penny Artz (Lassen Senior Services), Michael Harding (We Care A lot Foundation), Deborah (Big Valley 50 Plus), Charlotte Roberts (Eskaton), Kelly Grah (Caltrans), Mike Battles (Caltrans), Shar (General Public)

**Summary of Comments**

- David Knaut gave a presentation on the status of new/expanded services provided as a result of last year's unmet transit needs efforts. He also provided an update on bus stop improvements.
  - Susanville Express and West County Extension Pilot Projects not performing well but started during COVID in October of 2020 and the college is not open.
  - LTSA will make some adjustments to these routes to see if that helps.
  - Charlotte liked the idea of access to the Mason Station Bizz Johnson Trailhead. Sierra Buttes Trail Stewardship has a long term vision to connect all the Lost Sierra Community Trailheads with one network of trails for all users. Susanville would be one of those communities.
- Big Valley 50 numbers have dropped because of COVID. Main complaint is that people live too far off the route so they cannot get picked up.
- Charlotte (Eskaton) has heard good feedback about the Susanville Express Pilot Project because passengers do not have to wait as long for a bus. COVID has affected ridership generated from Eskaton as well. Some residents do not feel comfortable riding the bus. Medical transportation to Reno is a very important issue for residents.
- Michael – Programs are running at limited capacity. Have not heard anything good or bad. COVID is slowing things down.
- Lassen Senior Services – Delivering meals to seniors instead of transporting people to congregate lunches during COVID. Seniors need to get to medical appointments in Reno but do not want to make the reservation 48 hours in advance. There are enough Susanville residents needing dialysis in Reno to fill a bus.
- Group Discussion – Easy to get an ambulance ride to Reno but how do people get back to Lassen County? Both Sage Stage and the Susanville Rancheria have put service to Reno on hold.
- Shar – Thankful for services. Bus services has saved my life. Caleb and his staff are phenomenal. Ended up in Reno hospital once and used Sage Stage to return to Lassen County.
- Caleb (Paratransit Services) – Staff love the community and want to find ways to have services to Reno. Can we partner with Medi-Cal? Would also like to meet with residents of Eskaton to see what more LRB can provide. LRB can deliver groceries to Eskaton residents. A lot of Eskaton residents just

ride the bus to socialize. LRB sanitizes 11 times per day. Maybe education on LRB safety practices would be helpful. Charlotte mentioned that Eskaton residents have reported that they have seen drivers and passengers without masks on. So, residents are asking friends for rides. Most people are shopping less. Roughly 55% of Eskaton residents are vaccinated.

LRB has DAR passes now. Many seniors have arthritis and have trouble handling cash. LRB was unable to do Senior Light Tour this year.

- There may also be some requests for service to Redding.
- Kathy has heard similar problems with other agencies.
- David suggested partnering with Plumas County to provide service to Reno. There is also commuting from Reno to the prisons. Could we have a service that meets these commuting needs and medical transportation needs?



**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

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.14**

Date: June 11, 2021

From: John L. Clerici, Executive Secretary

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

Subject: Fiscal Year 2021/22 Overall Work Program and Budget

**REQUESTED ACTION BY MOTION, adopt Resolution 21-10 approving the FY 2021/22 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 or June for the upcoming fiscal year.

**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.

This OWP and budget more accurately reflects the transportation/mobility needs of the region, the interaction between Commission, City and County staff, collaboration with neighboring RTPA's, and our on-going partnership with Caltrans, Washoe County and the State of Nevada. It also contains the core work described in the staff services contract with Clerici Consulting in the amount of approximately \$203,000, with additional work provided for in the expanded scope of work of approximately \$220,509. The expanded scope of work includes:

- Regional transportation planning and data collection
- Active Transportation Program planning
- US 395 Phase 2 management
- Local Road Safety Plan Development
- Regional Transportation Plan - Update
- Regional Transportation Improvement Program





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 by LCTC staff (\$144,036).

Another important note for this OWP and budget, is that it includes the second installment payment to Lassen County for unfunded pension benefits associated for the period when Lassen County provided staffing services to the LCTC. That payment for \$100,000 (drawn from Transportation Development Act funds) is shown in Work Element 100.

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 tireless 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.

## **ALTERNATIVES**

Commission to provide direction to staff.

Attachment

Enclosure

LASSEN COUNTY TRANSPORTATION COMMISSION  
Resolution 21-10

Resolution Approving Fiscal Year 2021/22 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) 2021/2022 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 May 10, 2021 Regular Commission meeting and staff has been working with Caltrans to address comments received; and

WHEREAS, LCTC staff anticipates using \$151,000 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 2021/2022 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 21, 2021, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

---

Jeff Hemphill, 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.

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John L. Clerici, Executive Secretary

June 21, 2021

LASSEN COUNTY TRANSPORTATION COMMISSION  
Resolution 21-10

Resolution Approving Fiscal Year 2021/22 Overall Work Program and Budget

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Lassen County Transportation Commission

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John L. Clerici, Executive Secretary

June 21, 2021



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

John L. Clerici, Executive Secretary

555 CAPITOL MALL, SUITE 600  
SACRAMENTO, CA 95814

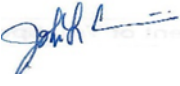
P.O. Box 1028  
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

Date: June 11, 2021

From: John L. Clerici, Executive Secretary 

Subject: LCTC Schedule of Meetings for Fiscal Year 2021/22

**AGENDA ITEM 4.16**

**REQUESTED ACTION**

BY MOTION: Adopt the proposed schedule of meetings for FY 2021/22

**PAST ACTION**

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

**DISCUSSION**

In FY 2020/21 the Commission was able to meet its legislated responsibilities in FY 20/21 using the meeting schedule approved at its June 2020 Regular Meeting. It is staffs desire to get back to the more traditional schedule established by the Commission. As noted above the LCTC has met six times a year, in odd-numbered months. This would necessitate meetings starting in July. However, Commission staff, in consultation with LTSA staff and others, has concluded that there is no compelling work reason to meet in July. Therefore, staff is recommending that the first meeting in FY 21/22 be in August. Meetings are scheduled in November and December to accommodate development of the Regional Transportation Improvement Program. It might be that both are not needed. The schedule for the second half of FY 21/22 will be the same as this fiscal year.

**ALTERNATIVES**

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

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

**Fiscal Year 2021/22**

**August 9, 2021**

**October 11, 2021 +**

**November 8, 2021**

**December 13, 2021**

**January 10, 2022**

**March 14, 2022**

**May 9, 2022**

**June 20, 2022 \***

**\*Third Monday of month**

**+Columbus Day – may move**