

# 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: August 6, 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, August 9, 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:**

June 21, 2021, Regular Meeting

1.22 Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$16,990.17. \*

**REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$16,990.17 as shown in Invoice #009-15 for May 2022.**

1.23 Federal Transit Administration Section 5311 Application.

**REQUESTED ACTION: BY MOTION Adopt Resolution 21-12 authorizing the Executive Director of the Lassen Transit Service Agency to sign all related documents for the FTA Section 5311 Application and Request for Reimbursement.**

1.24 Fiscal Year 2021/22 State of Good Repair (SGR) Projects.

**REQUESTED ACTION: Adopt Resolution 21-11 approving the list of projects for the FY 2021/22 State of Good Repair Program.**

**(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 Date change for October 2021 Regular Meeting

**ACTION REQUESTED: By Motion, direct staff to change the date of the of the LCTC's October 11, 2021, Regular Meeting to October 18, 2021.**

4.12 2022 State Transportation Improvement Program Update

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

4.13 Update on 2021 Transit Plan and Coordinated Public Transit Human Services Transportation Plan Update

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

**(5) INFORMATION ITEMS**

5.01 Executive Secretary Report

Updates:

- US 395 Coalition Building
- Infrastructure Legislation
- Economic Analysis CCC Closure

**(6) CORRESPONDENCE**

6.01 None

**(7) OTHER BUSINESS**

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, October 11, 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

**June 21, 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 1:45 P.M. and the Pledge of Allegiance to the Flag was deferred.*

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

**Absent:** McCourt

\*Commissioner Bridge was the alternate for Commissioner Hammond

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

*It was moved by Commissioner Hemphill 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, Bridge, Hemphill, Herrera, Schuster

NOES: None

ABSENT: McCourt

ABSTAIN: None

#### **1.21 Minutes Approval of the May 10, 2021 Regular Meeting**

*Adopted Minutes of the May 10, 2021 Regular Meeting*

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

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

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

*Authorized 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**

*No written communications were received.*

*No oral comment was received.*

**3. REPORTS**

**3.1 Caltrans**

*No report was provided by Caltrans.*

**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 2019/2020 Audit Reports**

*The Commission was asked to receive and file the Fiscal Year 2019/2020 Audit Reports and direct staff to forward Audits to Caltrans.*

*Ingrid Sheipline of Richardson & Company reported on the audit findings. She noted that significant progress had been made in meeting some of the challenges presented during previous audit efforts. She indicated that the Lassen County Auditor was working diligently to tie up any remain loose ends, and that our expectations are that future audits will proceed more smoothly.*

*Executive Secretary John Clerici noted that once received the audit findings will be transmitted to Caltrans.*

It was moved by Commissioner Hemphill and seconded by Commissioner Herrera to receive the FY 2019/2020 audit findings and direct staff to transmit those findings to Caltrans. The motion was passed with the following vote:

AYES: Albaugh, Bridge, Hemphill, Herrera, Schuster

NOES: None

ABSENT: McCourt

ABSTAIN: None

#### **4.12 LCTC Financial Update**

*Steve Borroum provided the Commission with a brief update on the commission's finances. He reported that many of our funding sources did better than we had expected, given the potential impacts of Covid restrictions. 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.*

*This was an information item only and no action was taken by the Commission.*

#### **4.13 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 that are reasonable to meet for implementation in FY 2021/22.*

*The Commission had been asked to approve staff findings at their May 10, 2021 Regular Meeting. During that discussion 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. That oversight was corrected in this agenda, and the Commissioners were provided with the competed staff report.*

It was moved by Commissioner Albaugh and seconded by Commissioner Schuster to approve the Unmet Needs Findings as requested and approve Resolution 21-05. The motion was passed with the following vote:

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

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

*The Commission was asked to adopt Resolution 21-10 approving the FY 2021/22 Overall Work Program and Budget.*

It was moved by Commissioner Bridge and seconded by Commissioner Herrera to adopt Resolution 20-06 and approve the Fiscal Year 2021/2022 Overall Work Program and Budget as presented by staff. The motion was passed with the following vote:

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

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

*Genevieve Evans provided the Commission with a brief update on the Draft Update of the Short-Range Transit Development Plan (2021 – 2026) for Lassen County. The Transit Development Plan (TDP) is a five-year business plan for the transit system. The purpose of the plan is to evaluate the specific needs for transit services, as well as develop recommendations for improvements and service revisions. She noted that it is accomplished through the review of existing transit conditions, evaluation of operations, and public outreach (via community-wide surveys and stakeholder interviews). A wide range of service alternatives were evaluated, and future transportation revenues and operating costs were projected so as to develop a financially constrained plan.*

*She provided the Commission with a list of draft recommendations which she, has provided to the transit agency for review and comment. She noted that the final TDP and Coordinated Public Transit Human Services Transportation Plan would be before the Commission at their Regular Meeting in August for adoption.*

*This was an information item, and the Commission took no action.*

#### **4.16 LCTC Schedule of Meetings for Fiscal Year 2021/22**

*The Commission was asked to adopt the staff's recommendation for a proposed schedule of meetings for FY 2021/22.*

*Meeting dates include:*

- 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*

It was moved by Commissioner Bridge and seconded by Commissioner Hemphill to adopt the schedule of meetings for the LCTC for FY 2021/22 as presented by staff. The motion was passed with the following vote:

AYES: Albaugh, Bridge, Hemphill, Herrera, Schuster

NOES: None

ABSENT: McCourt

ABSTAIN: None

## **5. INFORMATION ITEMS**

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

### **5.01 Executive Summary Report**

*Covid Relief – The Executive Secretary reported that the California Transportation Commission be acting on their process for distributing Federal Covid relief funds at their next meeting (June 24/25). In addition, CTC staff would be identifying the STIP allocations for action by the CTC at that meeting as well. 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*** – *Related to the proposed closure of the California Correctional Center, staff has requested that the CSUS team prepare an estimate of the economic (economic output and jobs) impact of that closure. Staff estimates that the evaluation should be completed in July.*



**Safety Evaluation of US 395** – The Executive Secretary informed the Commission that the data gathering and analysis phase of the safety evaluation will be done in the fall, and that concurrent with that staff would be bringing stakeholders together to begin the process of identifying potential improvements to US 395. This would likely happen in September.

He reported back on Commissioner Albaugh's question about re-routing US 395 east of Honey Lake. Commissioner Albaugh also asked about whether there was sufficient ROW in the current alignment to address four-laning the highway from SR 70 to Susanville. As to the ROW there is not sufficient width to accommodate the complete widening of the highway as discussed. However there was sufficient ROW to accommodate most if not all of the likely safety projects being considered by the coalition. As to moving the highway, there were not sufficient traffic on the highway north of Susanville to support this alternative.

**6. CORRESPONDENCE**

*None.*

**7. OTHER BUSINESS**

**7.1 Matter brought forth by the Commission**

*None.*

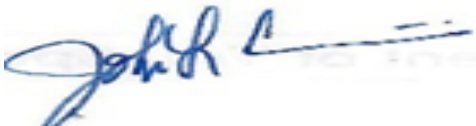
**7.2 Next Commission Meeting**

*Next meeting of the LCTC will be on Monday, August 9, 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 3:19 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: August 6, 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 \$16,990.17

**REQUESTED ACTION**

Approve payment of Clerici Consulting fees and costs in the amount of \$16,990.17 as shown in Invoice #009-15 for July 2021.

**PAST ACTION**

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

**DISCUSSION**

Attached is Invoices #009-15, with supporting documentation, and a detailed Progress Report for the period beginning July 1, 2021 and ended July 31, 2021. This invoice includes a detailed invoice for charges for sub-consultant Borroum Engineering in the amount of \$8,2437.04.

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

- Follow-up for June LCTC Commission and TAC meetings
- 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 engineering oversite for the US 395 Coalition Building effort

These charges are consistent with the billing trends for the FY 2021/22 OWP budget to date.

Attachments (1)

# INVOICE

Project Title:

Lassen County Transportation Commission  
Executive Secretary and Staffing Services

Date: August 4, 2021

Invoice # 009-015

Billing Cycle Ended: 7/31/2021 (July 1, 2021 - July 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	61.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 8,743.13

Borroum Engineering July \$ 8,247.04  
LSC Transportation Consultants

Printing, copies, reproduction  
Travel (Lodging, meals)

No Charge  
No Charge

 8/5/21

TOTAL \$ 16,990.17

Prior Balance \$ 35,924.55

Payment \$ 35,924.55

Total Due \$ 16,990.17

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

8/4/2021

Billing Detail for Clerici Consulting --

Date	Hours										
	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 703 - US 395 Phase 2	WE 704 - LRSP	Labor Sub-Total
July											
1		1				2	1	1	1		6
2		2				2		1	2		7
											0
											0
5											0
6											0
7			1			1	3				5
8		1				1					2
9		2				1			1		4
											0
											0
12											0
13									2		2
14											0
15											0
16			2								2
								1			1
											0
19		1	2			1			1		5
20		1				1					2
21		2									2
22		1				2					3
23									1		1
											0
											0
26	6	1	1								8
27		1						1			2
28	1	1				1		1	1		5
29						1	1		1		3
30						1					1
											0
Total	7	14	6	0	0	14	5	5	10	0	61
	Billing Rate: \$143.33										
	\$ 1,003.31	\$ 2,006.62	\$ 859.98	\$ -	\$ -	\$ 2,006.62	\$ 716.65	\$ 716.65	\$ 1,433.30	\$ -	\$ 8,743.13

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

Project: Lassen County Transportation Commission

Clerici Consulting Project 009-015

Period: July 1, 2021 – July 31, 2021

**WORK COMPLETED (through July 31, 2021)**

**SPECIFIC WORK ELEMENT RELATED ACTIVITIES**

- Provide support to Commission, stakeholders and public. Provided follow-up for the June 2021 Regular Meeting of the LCTC and TAC. Prepared documents and staff reports for the August 2021 Regular Meeting (August 9) of the LCTC and TAC (August 2) (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 COVED relief funding July 16. (OWP Work Element 601A & 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. North State EV Infrastructure Task Force meeting (July 26). Attended RCTF meeting (July 16). 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 on July 19 in support of local STIP projects.
- 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 (July 13 and July 28). Discussed proposed Summer 2021 public outreach with Economic and Safety Study Consultants (requested meetings with Washoe and Lassen County and posted information to LCTC website). Participated in US 395 conference call with Safety Study team to discuss next steps in identifying potential safety projects (July 13) (WE 703)

8/4/2021

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

Borroum Engineering  
633 Tamarindo Way  
Roseville, CA 95678

Invoice #15: Invoice Period: July 1, 2021 to August 1, 2021

HOURS										
DATE	OWP Task 100- Administration	OWP Task 601A - Transportation Planning - General	OWP Task 601B - Regional Transportation Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	OWP Task 703 - Rt 395 Grant Study	OWP Task 704- Local Roadway Safety Plan (LRSP)	Labor Sub-Total	
July										
1		2				4			6	
2									0	
5									0	
6		3							3	
7		2		2		2			6	
8		4				4			8	
9		2							2	
12									0	
13									0	
14									0	
15		1							1	
4		1							1	
19			2	1		4		1	8	
20		3	3						6	
21		3		1					4	
22		2					2		4	
23		2					2		4	
26				3					3	
27				5					5	
28		3	1						4	
29		2					1		3	
30									0	
TOTAL	0	30	6	12		14	5	1	68	
Rate: \$121.28/hour										
\$	-	\$ 3,395.84	\$ 1,212.80	\$ 3,113.28	\$ -	\$ 2,061.76	\$ 242.56	\$ 363.84	\$ 8,247.04	

Total this invoice: \$ 10,793.92


*[Signature]*  
7/30/21

**Steve Borroum**

**Work assignments**

**Invoice period for July 1, 2021 to August 1, 2021**

- 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 601A and 601B)
- With the local transit operator, Caltrans, the County, the City, and the County Auditor to identify available funding, and assist the Commission's project prioritization and programming processes. (OWP work element 602)
- With the independent auditor and the County Auditor addressing audit findings, address claims for ensuing year, preparing year end audit reports (OWP work element 604)
- Administration support for the grant (contracts, budgets and schedules, and invoicing) (OWP work element 703, and 704)
- Engineering oversight (OWP work element 703 and 704)

  
2/8/21



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

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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: August 9, 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: Federal Transit Administration Section 5311 Application

**REQUESTED ACTION**

**BY MOTION, Adopt Resolution 21-12 authorizing the Executive Director of the Lassen Transit Service Agency to sign all related documents for the FTA Section 5311 Application and Request for Reimbursement.**

**PAST ACTION**

Each year the Commission approves the Federal Transit Administration Section 5311 application for rural operation assistance funds.

**BACKGROUND**

The Federal Transit Administration (FTA) Section 5311 formula funding program is authorized by 49 United States Code (U.S.C) Section 5311. The 5311 program provides supplemental funding for public transit service in non-urbanized areas which have populations of fewer than 50,000 residents, as quantified by the United States Census Bureau. These funds can be used for operating assistance, capital vehicle and equipment acquisition, preventative maintenance, capital construction, real estate acquisition, or planning assistance.

**DISCUSSION**

The Lassen Transit Service Agency (LTSA) was informed that funding for the FFY 2022 application cycle under section 5311 are available. For Fiscal Year 2021/2022 the LTSA will be receiving **\$219,336.00**. The application requires the Authorized Agent of the Regional Transportation Planning Agency to approve the forms. To streamline the process, LCTC staff recommends authorizing the Executive Director of the LTSA to become the signing agent for all 5311 application and request for reimbursement forms

**ALTERNATIVES**

Provide direction to staff.



LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 21-12

Resolution Authorizing the Federal Funding Under FTA Section 5311 (49 U.S.C. Section 5311) with  
California Department of Transportation

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the Lassen Transit Service Agency as the institutional organization that provides public transportation services under the jurisdiction of the Lassen County Transportation Commission, the Regional Transportation Planning Agency for Lassen County, desires to apply for said financial assistance to permit operation of service in Lassen County; and

WHEREAS, the Lassen Transit Service Agency has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies); and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Lassen County Transportation Commission as the Regional Transportation Planning Agency for Lassen County does hereby authorize the Executive Director of the Lassen Transit Service Agency (LTSA) to file and execute applications on behalf of the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G), as amended.

That Executive Director of the LTSA is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

The Executive Director of the LTSA is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

The Executive Director of the LTSA is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 projects(s).

The foregoing resolution was adopted by the Lassen County Transportation Commission at its August 9, 2021, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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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

August 9, 2021



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

555 CAPITOL MALL, SUITE 600  
SACRAMENTO, CA 95814

P.O. Box 1028  
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PH: (530) 919-9739

John L. Clerici, Executive Secretary

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 1.24**

Date: August 9, 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 State of Good Repair (SGR) Projects

**REQUESTED ACTION**

**BY MOTION, Adopt Resolution 21-11 approving the list of projects for the FY 2021/22 State of Good Repair Program.**

**PAST ACTION**

Previously the Commission approved the project list recommended by the Lassen Transit Service Agency for the initial funding cycle and the FY 2020/21 funding cycle of the State of Good Repair (SGR) Program.

**DISCUSSION**

The SGR program is one program created under Senate Bill 1, which raised fuel and vehicle license fees in California, and was reaffirmed by the voters in defeating Proposition 6 on the November ballot. The SGR provides approximately \$110 million annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects. The SGR Program benefits the public by providing public transportation agencies with a consistent and dependable revenue source to invest in the upgrade, repair and improvement of their agency's transportation infrastructure and in turn improve transportation services.

SGR funds are made available for capital projects that maintain the public transit system in a state of good repair. PUC section 99212.1 (c) lists the projects eligible for SGR funding, which are:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities.
- The design, acquisition and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Examples include, but are not limited to, the following:

- Replacement or rehabilitation of:
  - Rolling stock
  - Passenger stations and terminals
  - Security equipment and systems
  - Maintenance facilities and equipment
  - Ferry vessels
  - Rail
- Transit Preventative Maintenance
  - Public and Staff Safety
- New transit facilities or equipment needed to maintain the existing transit service(s)

To the extent possible and cost effective, and where feasible, the State of Good Repair Program encourages eligible recipients to promote “fix-it-first” transit capital projects that reduce greenhouse gases and help achieve the state’s environmental goals. Examples of such projects may include replacement of vehicles with partial and/or zero emission vehicles, green technology equipment enhancements, or transit facility upgrades to improve energy efficiency.

The California State Controller released the estimated allocation amount of SGR funds available to each Transportation Planning Agency. The estimated allocation amount for Lassen County is \$42,967 for Fiscal Year 2021/22. The funds will be distributed in quarterly amounts through the California State Controller.

Statewide, 50% of SGR funds are allocated according to population (using a formula under Section 99313 of the Public Utilities Code [PUC]) and half according to transit operator revenues (PUC 99314).

The Lassen Transit Service Agency and Commission staff recommends the projects shown in the attached list for the Fiscal Year 2021/22 State of Good Repair Program. The LTSA is expected to approve the list at their August 9, 2021 Regular meeting.

Project Title	Project Description	Total SGR Costs 21/22 99313	Total SGR Costs 21/22 99314	Total All Other Funds	Total Project Costs
Renewal of Lassen Rural Bus Office and Maintenance Facility Roof	The Roof Renewal project for Lassen Rural Bus will use SGR funds to pay part of the cost to renew the roof of the original facility that was last renovated in 2001. The roof is in a state of disrepair with several small leaks and broken gutters.	\$ 26,537.00	\$ 1,927.00	\$ 71,536.00	\$100,000.00
Rehabilitation of Bus Wash facility	The rehabilitation of the bus wash facility will use SGR funds to replace two brushes of the bush wash system, which was installed in 2001. The two brushes of the system are in a state of disrepair and the replacement will assure the continuous use of the facility, which is used to keep the fleet in a state of good repair.	\$ 14,503.00		\$ 15,497.00	\$ 30,000.00

Both projects are included in the draft Transit Development Plan for this year and both projects are in LTSA's Transit Asset Management plan for 2020

## ALTERNATIVES

Provide direction to staff.

LASSEN COUNTY TRANSPORTATION COMMISSION  
Resolution 21-11  
Resolution Approving the Project List for FY 2021-22 for the  
California State of Good Repair Program

WHEREAS, Senate Bill (SB1), the Road Repair and Accountability Act of 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, SGR funds are allocated by the Lassen County Transportation Commission; and

WHEREAS, the Lassen Transit Service Agency's share of SGR funds for fiscal year 2021-22 is estimated to be \$44,503; and

WHEREAS, these funds will be used for the following list of projects; and

Project Title	Project Description	Total SGR Costs 21/22 99313	Total SGR Costs 21/22 99314	Total All Other Funds	Total Project Costs
Renewal of Lassen Rural Bus Office and Maintenance Facility Roof	The Roof Renewal project for Lassen Rural Bus will use SGR funds to pay part of the cost to renew the roof of the original facility that was last renovated in 2001. The roof is in a state of disrepair with several small leaks and broken gutters.	\$ 26,537.00	\$ 1,927.00	\$ 71,536.00	\$100,000.00
Rehabilitation of Bus Wash facility	The rehabilitation of the bus wash facility will use SGR funds to replace two brushes of the bush wash system, which was installed in 2001. The two brushes of the system are in a state of disrepair and the replacement will assure the continuous use of the facility, which is used to keep the fleet in a state of good repair.	\$ 14,503.00		\$ 15,497.00	\$ 30,000.00

WHEREAS, in order to qualify for these funds, the Lassen County Transportation Commission is required to submit a proposed project list to California Department of Transportation (Caltrans) on an annual basis;

NOW, THEREFORE, BE IT RESOLVED that the Lassen County Transportation Commission hereby approves the SB1 State of Good Repair Project List for FY 2021-22; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Lassen County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulation and guidelines for all SGR funded transit capital projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Executive Secretary is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms and agreements.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its August 9, 2021, meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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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

August 9, 2021



**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: August 6, 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: Date change for October 2021 Regular Meeting

**REQUESTED ACTION**

**By Motion, direct staff to change the date of the of the LCTC's October 11, 2021, Regular Meeting to October 18, 2021.**

**BACKGROUND AND DISSCUSSION**

At your June 21, 2021, Regular Meeting the Commission adopted its schedule for Fiscal Year 2021/22. In that schedule the October meeting was scheduled to fall on the eleventh. October 11 is Columbus Day and is a scheduled holiday for both the City of Susanville, and Lassen County employees. In addition, City offices will be closed and therefore the Council Chambers will be closed as well.

Staff is requesting that the meeting date from October 11 to October 18. Staff has confirmed with LTSA staff on this, and they agree with the change. The venue and time will remain the same.

**ALTERNATIVES**

Provide direction to staff.



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

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John L. Clerici, Executive Secretary

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Staff Report

To: Lassen County Transportation Commission

**AGENDA ITEM 4.12**

Date: August 9, 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 in the "From:" field.

Subject: 2022 State Transportation Improvement Program Update

**REQUESTED ACTION**

**None, this is an information item.**

**BACKGROUND AND DISSCUSSION**

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

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

Local agencies work through their Regional Transportation Planning Agency (RTPA), County Transportation Commission, or Metropolitan Transportation Organization (MPO), as appropriate, to nominate projects for inclusion in the STIP. In our case the LCTC is responsible for working with the City of Susanville, Lassen County, and the Susanville Indian Rancheria, to identify and nominate a list of projects for inclusion in the Lassen County RTIP.

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



Locally the RTIP can include capital projects associated with the state highway system. The Gateway and Skyline projects associated with US 395 are examples of this type of project. In addition capital projects on local streets and roads are allowed for some jurisdictions like Lassen County. Any project that is nominated through the RTIP/STIP process must be consistent with the Lassen County Regional Transportation Plan.

Your Technical Advisory Committee discussed the upcoming RTIP/STIP cycle at their June 14 and August 2 meetings. They agreed to meet again in late August to begin the process of identifying and nominating projects to be included in the 2022 STIP. Staff's goal is to bring back a list of projects for your consideration at your October meeting, and if appropriate adopt the 2022 RTIP at that time. If not we will use our November meeting to adopt the RTIP. We are currently in the process of evaluating projects already included in the 2020 STIP to make sure that they are still on track for implementation as described. This is an important exercise, since as you know two county projects had to be re-scoped to adapt to both scheduling and budgeting constraints.

The current fund estimate for the 2022 STIP for Lassen County is approximately \$3,621,000 (\$620,000 in unprogrammed carryover, and \$3,001,000 of new programmable capacity). In addition, there is approximately \$807,855 in supplemental covid relief money available for programming in this cycle.

Attached you will find the Lassen County page from the 2021 STIP.

## **ALTERNATIVES**

Provide direction to staff.

# SUMMARY OF STIP SHARE BALANCES Through June 30, 2021 (\$1,000's)

Total County Share, June 30, 2020 (from 2020 Report)	15,065
Less 2019-20 Allocations and closed projects	0
Less Projects Lapsed, July 1, 2020-June 30, 2021	0
Total County Share, June 30, 2021	15,065

Lassen

Agency	Rte	PPNO	Project	Ext	Del.	Voted	Total	Prior	Project Totals by Fiscal Year				R/W	Project Totals by Component					
									20-21	21-22	22-23	23-24	24-25		Const	E & P	PS&E	RW sup	Con sup
Highway Projects:																			
Susanville	loc	3492	Rt 36, Johnstonville-Riverside, Southeast Gateway ped			Jun-21	161	0	161	0	0	0	0	161	0	0	0	0	0
Lassen County	loc	2356	County Rehab B (Punkin Center Rd)/(\$561 decr)			Jun-21	1,995	0	1,995	0	0	0	0	0	1,995	0	0	0	0
Lassen County	loc	2564	County Rehab C, Center Rd PM 5.94-11.69, reconstr (\$247 incr)			Jun-21	3,622	0	3,622	0	0	0	0	0	3,622	0	0	0	0
Susanville	loc	2561	City street rehab (FD) (ext 6-21)	Dec-21			2,777	0	2,777	0	0	0	0	0	2,777	0	0	0	0
Susanville	loc	2480	Riverside Dr, reconstruct/Class I ped/bike lane (ext 6-21)	Jun-22			50	0	50	0	0	0	0	50	0	0	0	0	0
Susanville	loc	2480	Riverside Dr, reconstruct/Class I ped/bike lane				300	0	0	300	0	0	0	0	0	0	300	0	0
Susanville	loc	3492	Rt 36, Johnstonville-Riverside, Southeast Gateway ped				2,277	0	2,277	0	0	0	0	0	2,277	0	0	0	0
Lassen County	loc	2261	Janesville Main St, bike path and rehab				75	0	75	0	0	0	0	0	0	0	75	0	0
Lassen County	loc	2562	Beaver Creek Bridge 7C-82 (HBP match), replace				254	0	0	254	0	0	0	0	254	0	0	0	0
Lassen County	loc	2600	County Rehab D, on CR 301, RT 395-Honey Girl				1,550	0	0	0	1,550	0	0	0	1,550	0	0	0	0
Lassen County	loc	2601	County Rehab E, on CR 301, Mapes Lane-RT 395				1,550	0	0	0	0	0	1,550	0	1,550	0	0	0	0
			Subtotal, Highway Projects				14,611	0	8,605	2,352	554	1,550	1,550	211	14,025	0	375	0	0
			Total Programmed or Voted since July 1, 2020				14,611												
COVID Projects																			
			Total 2021 Mid-Cycle STIP Programming				0	0	0	0	0	0	0	0	0	0	0	0	0
Balance of STIP County Share, Lassen																			
			Total County Share, June 30, 2021				15,065												
			Total Now Programmed or Voted Since July 1, 2020				14,611												
			Unprogrammed Share Balance				454												
			Share Balance Advanced or Overdrawn				0												
COVID Programming																			
			Target				808												
			Under /Over) Target				808												



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

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John L. Clerici, Executive Secretary

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Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.13**

Date: August 3, 2021

From: John L. Clerici, Executive Secretary

Subject: Update on 2021 Transit Plan and Coordinated Public Transit Human Services Transportation Plan Update

**REQUESTED ACTION**

**None, this is an information item.**

**BACKGROUND**

LCTC staff have completed the Draft Update of the Short-Range Transit Development Plan (2021 – 2026) for Lassen County. A Transit Development Plan (TDP) is a five-year business plan for the transit system. The purpose of the plan is to evaluate the specific needs for transit services, as well as develop recommendations for improvements and service revisions. This is accomplished through the review of existing transit conditions, evaluation of operations, and public outreach (via community-wide surveys and stakeholder interviews). A wide range of service alternatives were evaluated, and future transportation revenues and operating costs were projected so as to develop a financially constrained plan.

Simultaneously, LCTC staff completed an update to the Coordinated Public Transit Human Services Transportation Plan. This plan is required to receive certain funding sources available through the Federal Transit Administration (FTA). The primary focus of the “Coordinated Plan” is to develop and refine existing implementable strategies that increase mobility for individuals with disabilities, older adults, and people with low incomes. The strategies update the current Coordinated Public Transit-Human Services Transportation Plan and involve the public transit operator Lassen Transit Services Agency (LTSA), private transportation providers, non-profit transportation providers or tribal transportation providers. A Coordinated Plan is broader in nature and does not include the detailed level of analysis as the TDP.

**DISCUSSION**

At the last LCTC meeting, staff presented the findings from the TDP and Draft recommendations. Since then, staff have discussed the plan with LTSA staff and the LCTC TAC. Staff is currently making adjustments to the plan to reflect LTSA comments.

**Changes being considered and incorporated into the Final TDP include:**

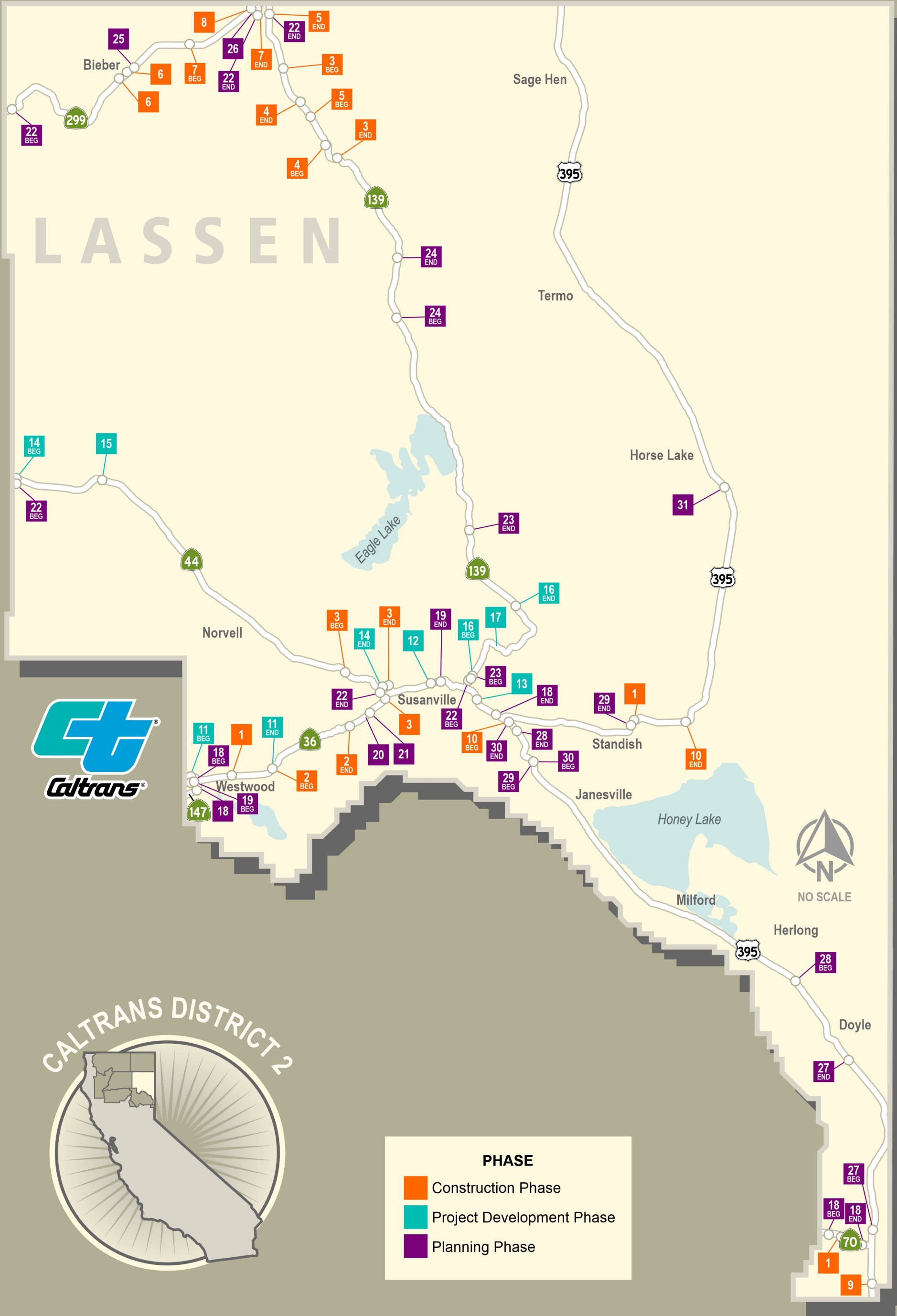
- Adjustments to service alternative hours, mile and cost to align with LRB schedule implemented in July 2021.
- Further analysis on several alternatives
- Clarification and changes to the development of performance standards
- Correct clerical errors
- Adjust financial outlook to ensure that LTF carryover amounts accurately represent FY 2021-22 numbers
- Identify using operating reserve instead of capital fund to cover financial deficit

### **Other Transit Related Matters to Note**

- TDP includes standards for farebox ratio, operating subsidy per trip and passenger trips per vehicle service hour which can be added to unmet transit needs discussion. This would be a good topic for the unmet transit needs board workshop this fall.
- Note that the state is suspending some TDA requirements such as farebox ratio requirement until 2023 (2 more years)

### **NEXT STEPS**

Adopt Final TDP at October meeting





LASSEN COUNTY PROJECTS

	EA	CO	RT	POST MILES	PROJECT NAME	WORK DESCRIPTION	BEG CONST	END CONST	EST (\$1000)	PM*	MC*	SB1*
1	3H810	LAS	036	3.2/3.2	Bridge Maintenance	Bridge Preservation	06/20	11/21	3,250	JOS	X	
	3H810	LAS	070	1.2/1.2	Bridge Maintenance	Bridge Preservation	06/20	11/21		JOS	X	
	3H810	LAS	395	71.2/71.9	Bridge Maintenance	Bridge Preservation	06/20	11/21		JOS	X	
2	4E46U	LAS	036	6.0/14.6	Good Fred	Rehabilitate Roadway-Bridge Replace	06/20	04/22	29,755	MJM		X
3	1J900	LAS	036	16.5/18.7	Lassen County Fires Damage Repair	Fire Damage Restoration	08/21	03/22	2,000	CAB		X
	1J900	LAS	044	32.7/37.3	Lassen County Fires Damage Repair	Fire Damage Restoration	08/21	03/22		CAB		X
	1J900	LAS	139	53.2/61.5	Lassen County Fires Damage Repair	Fire Damage Restoration	08/21	03/22		CAB		X
4	2J120	LAS	139	54.8/58.3	Lassen 139 Fire Drainage Improvements	Drainage Restoration	10/20	12/21	2,750	CAB		X
5	1J510	LAS	139	57.0/66.6	Last Leg Cold In Place Recycle	Pavement Preservation	03/21	12/22	3,528	JOS	X	
6	4G530	LAS	299	12.3/12.3	District Wide Scour Counter Measures	Bridge Preservation	10/20	11/22	2,205	RPH	X	X
	4G530	LAS	299	13.1/13.1	Lassen County Fires Damage Repair	Bridge Preservation	10/20	11/22		RPH	X	X
7	4E450	LAS	299	18.5/25.6	Bieber to Adin Pavement	Pavement Rehabilitation	08/20	12/22	19,198	CAB	X	X
8	1H110	LAS	299	25.6/25.6	Adin Maintenace Station	Rehabilitate Maintenance Station	12/19	12/22	13,201	MJM		X
9	4H810	LAS	395	0.0/2.7	Bordertown Wildlife Crossing	Roadside Enhancement	07/21	12/22	1,180	MJM	X	
10	1J200	LAS	395	61.0/76.6	2020 Digouts	Pavement Preservation	07/21	12/22	310	JOS	X	
11	4H060	LAS	036	0.0/6.1	Chester Causeway Rehab	Roadway Rehabilitation	2024		25,370	MJM	X	X
12	OJ380	LAS	036	20.5/22.6	Townhill Brake Check	Expand Brake Check Area	2022		1,250	MJM		
13	4F360	LAS	036	26.2/26.6	South Susanville Gateway	Sidewalk, Curb & Gutter, Lights, Landsc	2022		2,300	MJM		
14	3H820	LAS	044	0.08/37.2	Shalas CAPM	Pavement Overlay	2023		36,940	MJM		X
15	1J570	LAS	044	6.5/7.1	Poison Lake Curve Improvement	Collision Reduction	2023		2,950	MEF		X
16	4H070	LAS	139	0.7/11.0	139 Susanville Paving	Pavement Overlay	2024		13,040	MJM		
17	4H980	LAS	139	4.9/5.3	Antelope Drapery	Install Rockfall Drapery	2022		1,100	MJM		
18	2J230	LAS	036	0.0/29.4	Curve Warning Signs	Safety Signs Improvements	2029			MEF	X	
	2J230	LAS	070	0.0/3.9	Curve Warning Signs	Safety Signs Improvements	2029			MEF	X	
	2J230	LAS	147	0.0/1.8	Curve Warning Signs	Safety Signs Improvements	2029			MEF	X	
19		LAS	036	0.5/22.2	Las 36 Fred to Susan Culverts	Drainage System Restoration	2027		5,400			
20	4H890	LAS	036	14.4/15.5	Las 36 Chain-On Safety Improvements	Improve Chain On/Off Area	2024		1,250	MEF		
21	1J750	LAS	036	14.5/16.8	Devil's Corral Safety	Collision Reduction	2024					
22	2J220	LAS	044	0.0/37.2	Curve Warning Signs	Safety Signs Improvements	2029			MEF	X	
	2J220	LAS	139	0.0/66.6	Curve Warning Signs	Safety Signs Improvements	2029			MEF	X	
	2J220	LAS	299	0.0/25.6	Curve Warning Signs	Safety Signs Improvements	2029			MEF	X	
23		LAS	139	0.7/R19.1	Near Susanville Culverts	Drainage System Restoration	2029		8,000			
24	2J440	LAS	139	38.0/43.0	Slate Creek Cold In Place Recycle	Pavement Preservation	2022		2,300	JOS		
25	1J320	LAS	299	13.4/14.1	Pit River Seismic	Bridge Seismic Retrofit	2026		1,315	MJM		X
26	1J630	LAS	299	25.6/25.6	Maintenance Station Security	Safety	2022		333			
27	1J360	LAS	395	5.8/R21.0	Red Rock CAPM	Pavement Overlay	2027		24,000			
28		LAS	395	28.5/59.0	Red Rock to Susan Culverts	Drainage System Restoration	2029		6,600			
29		LAS	395	56.5/R71.2	Lake Leavitt CAPM	Pavement Overlay	2028		20,400			
30	2J400	LAS	395	56.5/61.1	Bass Mountain Mill and Fill	Pavement Preservation	2022		1,120	JOS		
31		LAS	395	96.5/96.5	Secret Valley Water and Wastewater	Improve Rest Area	2028		6,451			

\*PROJECT MANAGER

EEA: Eric Akana (530) 605-8695 eric.akana@dot.ca.gov  
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\*MC:Project in multiple counties

SB1: Project receives Senate Bill 1 funding