

# LASSEN COUNTY TRANSPORTATION COMMISSION

## MINUTES

Regular Commission Meeting

**September 14, 2020**

Veterans Memorial Hall  
1205 Main Street, Susanville, CA

1:30 P.M. Open Session

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### 1:30 P.M. OPEN SESSION

#### 1. **Convene**

*The Chair called the meeting to order at 1:46 P.M. and the Pledge of Allegiance to the Flag was recited.*

**Roll Call:**    **Present:** Hammond, Hemphill, Herrera, McCourt, Schuster, Teeter  
**Absent:**

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

*It was moved by Commissioner Schuster and seconded by Commissioner Thomas that the Commission adopt the agenda as posted and approve the Consent Calendar. The motion was passed by the following vote:*

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

#### **1.21 Minutes Approval of the August 10, 2020 Regular Meeting**

*Adopted Minutes of the August 10, 2020 Regular Meeting*

#### **1.22 Request to Extend Contract for Legal Services with Sloan Sakai, LLP.**

*Authorized the Executive Secretary to prepare and execute documents to extend the contract with Sloan Sakai, LLP for legal services through June 2022 in accord with the contract signed June 18, 2018.*

### **1.23 Authorization to Sign Proposal for Special Liability Insurance for the LCTC.**

*Authorized the Executive Secretary to sign the proposal with Allied Insurance Services Inc for Special Liability Insurance for the Lassen County Transportation Commission.*

### **1.24 Payment of Clerici Consulting Executive Secretary and LCTC staffing fees and costs in the amount of \$21,161.43.**

*Approved payment of Clerici Consulting fees and costs in the amount of \$21,161.43, as shown in Invoice #009-4 for August 2020.*

### **1.25 Request to extend professional services contracts with Mark Thomas for work being done on the SR 36 Complete Streets Plan and for work on the US 395 Coalition Building Effort.**

*Authorized the Executive Secretary to prepare and sign contract extensions with Mark Thomas for planning and engineering work being performed on SR 36 and US 395.*

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

*No written communications were received.*

*No oral comment was received.*

## **3. REPORTS**

### **3.1 Caltrans**

*No report was provided.*

### **3.2 CHP**

*No report was provided.*

### **3.3 City of Susanville**

*No report was provided. Dan Newton announced that he was back working for the City of Susanville.*

### **3.4 Lassen County**

*No report was provided. The new Public Works Director for Lassen County, Pete Heimbigner, introduced himself.*

### **3.5 Susanville Indian Rancheria**

*No report was provided.*

#### **4. NEW BUSINESS**

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

*There was no closed session.*

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

*There was no closed session.*

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

##### **4.11 Request for Proposals (RFP) for Auditing Services**

*The Commission was asked to authorize by motion, to authorize the Executive Secretary to prepare and release a Request for Proposals for External Auditing Services for the three-year period from July 1, 2021 through June 30, 202.*

*The Executive Secretary noted that the current contract runs through the end of the fiscal year, but that given the time frames required to prepare and distribute the RFP, and then respond to the proposals takes time. Starting now would allow for a thorough, comprehensive consultant search.*

It was moved by Commissioner Hammond and seconded by Commissioner McCourt to provide the authorization as requested. The motion was passed with the following vote:

AYES: Hammond, Hemphill, Herrera, McCourt, Schuster, Teeter

NOES:

ABSENT:

ABSTIAN:

##### **4.12 Fiscal Year 2020/21 Transportation Development Act Apportionments for Local Transportation Fund (LTF) and State Transit Assistance (STA)**

*(Commissioner McCourt had to leave the meeting during this agenda item)*

*The Commission was asked to adopt by motion Resolution 20-10 approving the Final Fiscal Year 2020/21 Transportation Development Act Apportionments for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the apportionments.*

*Staff provided the following information to the Commission. The allocation of TDA funds from the State for the 4th quarter of FY 19/20 was approximately \$100,000 more than anticipated. This brought our fiscal year income up to \$809,921. Consequently, our estimate of the FY 20/21 TDA income was increased to \$750,000. The TDA fund carryover includes the \$410,000 recently received from the County from Fund 128.*

*The State's estimate of STA fund income for FY 20/21 was approximately \$100,000 lower than expected.*

*The FY 19/20 allocations to the County, City and the LTSA have been all completed as noted. The estimated FY 20/21 allocations are noted.*

*The Commission owes to the State \$102,006.34 of unused PPM funds (see attached) dating back to FY 15/16. Additionally, the Commission has received a request from the County to reimburse \$281,783.22 to the County for “unpaid pension liabilities” and “other post-employment benefits” related to when the County provided for the administrative functions of the Commission (see attached). As the Commission is billed for the unused PPM funds, and if the Commission elects to reimburse the County as requested, the noted Article 8 allocations for roads would be reduced from \$624,639 total (\$388,525 County, \$236,114 City) to \$240,849 total (\$149,808.35 County, \$91,041.09 City).*

*The LTSA has submitted its annual allocation request and claim form. On review, the claim request fulfills all the terms and conditions stipulated by Code. In addition, staff reported that there is some concern about the long-term financial viability of the current transit operation, and that this would be the subject of the upcoming Transit Development Plan update.*

*There was substantial conversation about Lassen Counties PERS claim (the Commission has accepted the validity of the claim at a previous meeting), the necessity to pay it all now, or in installments, or to accept the claim but defer payment.*

It was moved by Commissioner Hammond to approve the full payment to Lassen County for their PERS Claim (\$281,783.22). There was no second.

It was moved by Commissioner Teeter and seconded by Commissioner Herrera to approve a partial payment of \$100,000 in FY 20/21, with two more payments (\$100,000 in FY 21/22, and the balance in FY 22/23 – pending available funds) to Lassen County for Their PERS Claim (\$281,783.22). The motion was passed with the following vote:

AYES: Hemphill, Herrera, Teeter

NOES: Hammond, Schuster

ABSENT: McCourt

ABSTIAN:

It was moved by Commissioner Teeter and seconded by Commissioner Herrera to approve the FY 2020/21 TDA and STA allocations and claims as requested by staff, with the approved payment of \$100,000 to Lassen County for their PERS claim. The motion passed with the following vote:

AYES: Hammond, Hemphill, Herrera, Schuster, Teeter

NOES:

ABSENT: McCourt

ABSTIAN:

#### **4.13 Fiscal Year 20120/21 Overall Work Program and Budget Amendment #1**

*The Commission was asked to adopt by motion Resolution 20-11 approving Amendment #1 to the Fiscal Year 2020/21 Overall Work Program and Budget*

*Staff provided the following background information. At their June 22, 2020 meeting, the Commission approved the Fiscal Year (FY) Overall Work Program and Budget for FY 2020/21. The amendment being considered was a response to a letter from Caltrans staff dated June 11, 2020. They noted that most of the issues discussed in the letter from Caltrans were addressed in the OWP and Budget passed by the Commission in June.*

*The one remaining item requested that sub elements be developed in Work Element 601, recommending separating this work element by major task/activity. Revised Work Element 601 now has four sub-elements:*

- *General Planning*
- *Regional Transportation Planning – Data Collection*
- *Active Transportation Planning*
- *Transit Planning*

*Staff also pointed out that the budget has also been modified to reflect these sub-elements. In addition, the revised budget reflects a shift in emphasis. Staff is now planning to finish the Transit Development Plan and the Coordinated Public Transit Human Services Transportation Plan all in FY 20/21.*

*In addition, WE 601B has been expanded to include the development of Countywide Traffic Safety Assessment, and 60C has been modified to include a revision to the Countywide Bicycle Plan to more closely align with the Active Transportation Program goals and objectives. None of the changes to WE 601*

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

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

#### **5. INFORMATION ITEMS**

*The Executive Secretary provided the Commission with an update of all commission activities focusing on the following areas:*

##### ***US 395 Coalition Building***

*The Coalition Building effort continues. However, with the summer, fires, Covid and a variety of other issues, it has been challenging to get folks to focus on our efforts for US 395 in both Lassen County and Washoe County. Last month's Coalition video*

conference was postponed because we did not have sufficient participation. Prior calls had been well attended. It is not because the effort is losing steam, but rather just the number of hours in the day for our participants. Follow-up contact with some of our regular participants confirmed this. We expect that in the fall, when hopefully some of these emergencies ease, participation will be robust once again.

In order to maintain some momentum, The Furgeson Group is organizing some zoom meetings, designed so that Coalition members like Supervisor Hammond, can “hit the virtual road” and start reaching out to other coalition members, potential members for recruitment, and government leaders.

In addition, the second phase of the US 395 is underway, with an engineering safety analysis designed to conduct a detailed safety analysis of the current roadway conditions in the corridor and evaluate the safety impact of the corridor expansion in the future. In addition, a corridor investment economic analysis will look at the economic effects on the Lassen County (including Susanville) economy, of widening US 395 from a 2-lane highway to a 4-lane highway from Hallelujah Junction (interchange with SR 70) to the SR 36 intersection (Susanville, CA) which is approximately 57 miles.

The Coalition fully expects to be back to full participation during our September video call.

### **SR 36/Main Street**

At your August meeting, staff provided a detailed report on the SR 36 Complete Streets and Safe Mobility Plan process, expected roll-out, including opportunities for public, agency and elected officials input. At the time we were anticipating presenting the Susanville City Council at their September 16 meeting. Since then, that date has changed to October 7. This has been done for a variety of reasons mostly having to do with the review of the administrative draft of the plan, and the consulting teams desire to provide the best presentation to the Council. The latter item was informed by comments made by commissioners at our last meeting.

The stated purpose of the SR 36 Complete Street and Safe Mobility Plan is to identify multi-modal and complete street improvements along the 2.5-mile corridor between Uptown (South Pine Street / Cottage Street) and the Susanville Gateway (Riverside Drive) and prioritize potential projects that would be competitive for grant eligible, complete streets improvements. This report will describe existing conditions, analyze current safety issues, identify opportunities and constraints for improvements, develop preliminary cost estimates, and provide a phased approach to construct the improvements. This plan will provide the City, LCTC, and other policy makers the tools necessary to make informed decisions in the future.

There is much history in this corridor, and there have been previous planning attempts to achieve all or some of the goals identified in this effort. For example, one of the striping schemes identified in the plan (reducing through lanes in the upper Main Street area) was considered and rejected by the City Council last year. There are significant funding hurdles to be considered, as well as the challenges of on-going operations and maintenance for facilities that might be built as a result of this plan. A detailed review

*of the Plan and its contents will be provided at the City Council meeting. That will also be the start of the public comment period.*

*It is important to note that the City Council is not required to take any action on the plan. The only requirement is that the LCTC receive the final plan before the end of January 2021.*

***Bizz Johnson Trail Extension (ATP Grant application)***

*Since the August 10 LCTC meeting, it was determined by Lassen County that the ATP application for an extension of the Biz Johnson trail will be put on hold pending the resolution of right of way issues for that segment of the trail. LCTC staff is therefore re-orienting resources set aside to assist with the ATP application, and focusing them on an update on the Lassen County Bike Plan (see next item).*

***Bicycle, Pedestrian and Non-motorized Planning***

*With the cessation of activity on the ATP grant application for the Biz Johnson Trail extension, The LCTC will be turning their attention to engaging the city, county and regional stakeholders in an effort to update the bicycle master plan for Lassen County. The objective will be to better orient the existing plan (a solid foundational document) to current funding programs, most notably the Active Transportation Program, so that local projects can better compete for funds. The work is anticipated to be finished at the end of this fiscal year.*

**6. CORRESPONDENCE**

*None.*

**7. OTHER BUSINESS**

**7.1 Matter brought forth by the Commission**

*None.*

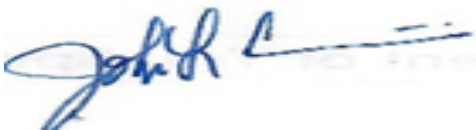
**7.2 Next Commission Meeting**

*Next meeting of the LCTC will on Monday, November 9, 2020 at time 1:30 PM, at the Veterans Memorial Hall, 1205 Main Street, Susanville.*

**7.3 Adjourn**

*The meeting was adjourned at 3:10 p.m.*

*Submitted for approval by:*



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John Clerici  
Executive Secretary