

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, Executive Secretary

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

Date Posted: May 7, 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, May 10, 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:

March 15, 2021 Regular Meeting

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

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$20,926.24, as shown in Invoice #009-12 for April 2021.

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

REQUESTED ACTION: BY MOTION, Adopt 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

REQUESTED ACTION: BY MOTION, Adopt resolution 21-08 authorizing supplemental funding for Fiscal Year 19/20 Audit.

(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 2021/22 Unmet Transit Needs Determinations *

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

4.12 Programming Highway Infrastructure Program (HIP) Funds

ACTION REQUESTED: Adopt Resolution 21-06: 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.

4.13 Programming of LCTC Regional Surface Transportation Program Exchange Funds

ACTION REQUESTED: Authorize staff to allocate the Fiscal Year 2020/21 RSTP Exchange funds in the amount of \$162,375.

4.14 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

ACTION REQUESTED: 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**
- **Authorize the Executive Secretary to work with the California Transportation Commission, Caltrans and Lassen County and to execute all appropriate actions and applications.**

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

ACTION REQUESTED: authorize staff to release the Draft Overall Work Program and Budget (OWP) to the public for circulation, review, and comment.

4.16 Fiscal Year 2021/22 Draft Overall Work Program and Budget

ACTION REQUESTED: Direction to staff on TDA funds provided to Lassen Transit Services Agency for senior services provided in FY 2020/21 and 2021/22.

(5) INFORMATION ITEMS

5.01 Executive Secretary Report – Covid Relief
Updates:

- LCTC Finances
- US 395 Economic Impact
- US 395 Safety Study

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, June 21, 2021 at 1:30 p.m.**

7.3 Adjourn

* Attachment
Enclosure
^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

- Final FY 2021/22 OWP and Budget
- TDA and STA draft and final allocation
- FY 2020/21 Activity close-out

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

March 15, 2021

Jensen Hall – Lassen County Fairgrounds
Susanville, CA

1:30 P.M. Open Session

1:30 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 1:40 P.M. and the Pledge of Allegiance to the Flag was recited.

Roll Call: Present: Albaugh, Hammond, Hemphill, McCourt,
Absent: Herrera, Schuster

1.2 Adoption of Agenda and Approval of Consent Calendar:

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

AYES: Albaugh, Hammond, Hemphill, McCourt

NOES: None

ABSENT: Herrera, Schuster

ABSTAIN: None

1.21 Minutes Approval of the January 11, 2021 Regular Meeting

Adopted Minutes of the January 11, 2021 Regular Meeting

1.22 Payment of Clerici Consulting Executive Secretary and LCTC staffing fees and costs in the amount of \$41,259.01.

Approved payment of Clerici Consulting fees and costs in the amount of \$41,259.01, as shown in Invoice #009-10 for February 2021. This invoice included separate invoices for sub-consultants Borroum Engineering in the amount of \$7,155.52 and LSC Transportation Consultants in the amount of \$22,293.75.

1.23 Low Carbon Transit Operations Program (LCTOP) Allocation Request

Adopted by motion, 1) Resolution 21-04 authorizing the request for funds from the LCTOP program and designating the Executive Secretary as the Authorized Agents on behalf of the Commission, and 2) authorize Executive Secretary to sign agreements, and submit all documentation necessary to receive LCTOP funding.

1.3 Election of Chairperson and Vice-Chairperson

REQUESTED ACTION: BY MOTION, elect a Chairman and Vice-Chairman to preside at meetings of the Commission during calendar year 2021 (ending in March 2022).

Commissioner Albaugh nominated Jeff Hemphill to continue as Chair. No other nominations were received. *The nomination was passed by the following vote:*

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

Commissioner Hemphill nominated Mendy Schuster for Vice-Chair. No other nominations were received. *The nomination was passed by the following vote:*

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

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 by city staff. Erik Edholm of the Lassen County Air Pollution Control District reported that there would be some additional funding

coming to the region as per some of the Covid relief efforts. As details became available, he would provide us with updates.

3.4 Lassen County

Pete Heimbigner, Lassen County Public Works Director, that they had two bridges (7C-12 & 7C-81) on Hackstaff Road, over Long Valley Creek and Long Valley Overflow (near Doyle), will be bid later this month for replacement. He also added that SB-1 funds would be used to do some chip and seal overlay on Hackstaff Road as well.

In addition, he added that STIP projects Rehab B (Bieber area road rehab projects) and Rehab C (Center Road rehab from Correctional Center to HWY 395) will bid late Spring and most likely both projects will be pushed to Spring 2022 to accommodate projects under construction this year.

3.5 Susanville Indian Rancheria

No report was provided.

4 NEW BUSINESS

4.01 Announcement of Items to be Discussed in Closed Session

There was no closed session.

4.02 Announcement of Action Taken in Closed Session

There was no closed session.

4.10 Action/Discussion Items

4.11 Fiscal Year 2021/22 Unmet Needs Process

Genevieve Evans provided the Commission with a brief update on this year's Unmet Needs process. She noted that the Social Service Transportation Advisory Council held a zoom public hearing on February 24, 2021, to gather comments regarding potential transit service needs that were not being met. She summarized the comments received during the hearing and reported that they would be used to develop an unmet needs requests, and then determine if they were reasonable to meet. She noted that COVID was mentioned frequently and its impacts to transit service (Modoc County suspending trips to Reno) and ridership (some riders not wanting to use the service).

John Clerici added that the unmet needs process informs the allocation of TDA and STA funds, and that the preliminary apportionments, as well as the findings of the evaluation will be brought back to the Commission at their May meeting.

4.12 Fiscal Year 2021/22 Overall Work Program Preview

The Executive Secretary provided a brief recap of this fiscal years Overall Work Program activities, and what the Commission should expect for FY 21/22. The update and preview were designed to show the Commission how the LCTC's work was building a solid foundation for access to future funding opportunities for its member jurisdictions.

Mr. Clerici provided the following information to the Commission:

In the FY 2020/21 OWP included:

- *Regional transportation planning and data collection*
- *Active Transportation Program planning – bicycle and pedestrian mobility*
- *Transit planning (Transit Development Plan)*
- *SR 36 Project Management*
- *US 395 Phase 1 completion*
- *US 395 Phase 2 management*

In FY 2020/21 the following studies and plans were either completed, or we anticipate will be completed by June 30, 2021:

- *Updated Countywide Bicycle and Pedestrian Master Plan*
- *SR 36/Main Street Complete Streets and Safe Mobility Plan*
- *US 395 Coalition Implementation Plan*
- *Transit Development Plan and Coordinated Public Transit Human Services Transportation Plan*

For Fiscal Year 2021/22 your staff is planning to engage in the following activities:

- *On-going administration of TDA and other Commission funds and mandated responsibilities*
- *Completion of the following studies and plans:*
 - *Grant funded US 395 Economic and Traffic Safety*
 - *Local Road Safety Plan*
- *In addition, Commission staff is expecting to execute a minor update to the Regional Transportation Plan*

He added that the draft FY 2021/22 OWP and Budget will be brought to the Commission at your May meeting for review and comment, with the final document being brought to you at you June meeting for adoption.

Commissioner Albaugh asked why we had contracted with CSUS and not University of Nevada Reno for example. Mr. Clerici responded that there were several reasons for dealing directly with CSUS.

- *As a state entity there are mechanisms in place to bring them on to projects where state funds are being used thus eliminating the administrative costs of the RFP process.*
- *These efforts are focused on the California side of the coalition, and so having a California based study group is appropriate.*
- *They are good at what they do.*

Commissioner McCourt expressed his desire that we get the full measure of data and analysis from the two teams. Mr. Clerici agreed, saying that it is always the focus of staff to get the most value from the funds we commit to any project.

5. INFORMATION ITEMS

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

COORDINATION, OUTREACH AND ADVOCACY

US 395 Coalition Building & Phase Two Studies

Phase 2 of the US 395 effort is underway well underway. Staff met (via zoom) with the consultants to set up another update for the Commission and potentially some outreach to the broader public and constituent groups. We are targeting May.

In addition, we will be developing a couple of information pieces for each study effort to coincide with a more robust focused stakeholder and coalition member outreach effort in the next few months.

STATE TRANSPORTATION LEGISLATION AND FUNDING

State Transportation Funding

Governor Newsom submitted his 2021-2022 State Budget proposal to the Legislature on January 8, 2021. The Governor's proposal includes a total of \$227.2 billion which is focused on pandemic response and relief combined with broader economic recovery.

Economic recovery is also a focus of the proposal to build upon the investments made to address pandemic relief. This includes \$777.5 million for a California jobs initiative for job creation, regional development, and climate innovation.

In conjunction with the 2021-2022 budget proposal, the Governor has also released a 2021 Five Year Infrastructure Investment Plan. This five-year plan is focused on strategic and targeted investments in infrastructure that can be leveraged to contribute to California's economic recovery.

State Transportation Policy

In addition to statewide legislation, LCTC is tracking statewide transportation policies which impact project planning, funding, and delivery. Some of the recent policies we

are currently tracking include Executive Order 79-20 (Sept 2020). Governor Newsom's order setting a target for 100% of all new cars, buses, and trucks sold in 2035 and beyond to be zero emission, and Executive Order N-19-19 (Sept 2019). Governor Newsom's order to address climate change through state investments, including CalPERS, and purchasing. Includes commitment to "accelerate" milestone of 5 million zero emission vehicle (ZEV) sales by 2025.

FEDERAL TRANSPORTATION LEGISLATION AND FUNDING

With the \$1.9 trillion stimulus package California is expected to receive over \$900 million. LCTC staff is now meeting with other state and regional agencies to advocate for a portion of the funding.

In addition, there is a likelihood that Federal earmarks will return after an 11-year absence for both the Fiscal Year 2022 federal appropriations process, as well as the reauthorization of the surface transportation bill. The House Appropriations Committee just released a factsheet on what they are calling Community Project Funding (see attachment). LCTC staff will be working closely with our partners, focusing on our efforts in the US 395 Coalition Building, to prepare projects which have potential to receive this Federal discretionary funding.

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commission

None.

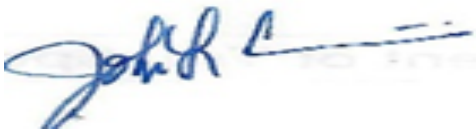
7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, May 10, 2021 at time 1:30 PM, at Jensen Hall, Lassen County Fairgrounds, Susanville.

7.3 Adjourn

The meeting was adjourned at 1:25 p.m.

Submitted for approval by:



John Clerici
Executive Secretary



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130


John L. Clerici, Executive Secretary

PH: (530) 919-9739

Staff Report

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

Date: May 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 \$20,926.24

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$20,926.24 as shown in Invoice #009-12 for April 2021.

PAST ACTION

This is the twelfth invoice under the contract with Clerici Consulting for Executive Secretary and staff services. Please note that Invoice #009-11 for Executive Secretary and staff services for March 2021, was signed by Chair Hemphill on April 15, 2021. Invoice #009-11 was for \$39,363.22, including \$10,551.36 for Borroum Engineering and \$19,208.75 to LSC Transportation Consultants.

DISCUSSION

Attached is Invoices #009-12, with supporting documentation, and a detailed Progress Report for the period beginning April 1, 2021 and ended April 30, 2021. This invoice includes invoices for sub-consultants Borroum Engineering in the amount of \$9,459.84.

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

- Follow-up for March LCTC Commission and TAC meetings
- Attended April 21 Sierra Alliance meeting via Zoom
- 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
- Held Unmet Needs public hearing – February 24, 2021



- Provided engineering oversight 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: May 5, 2021
Invoice # 009-012
Billing Cycle Ended: 4/30/2021 (April 1, 2021 - April 30, 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	80.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 11,466.40
Borroum Engineering LSC Transportation Consultants	April					\$ 9,459.84
Printing, copies, reproduction						No Charge
Travel (Lodging, meals)						No Charge
TOTAL						\$ 20,926.24
Prior Balance						\$ 39,259.01
Payment						\$ 39,259.01
Total Due						\$ 20,926.24

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

John Clerici
 5/6/21

5/5/2021

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	
April													
	1	2				1		1		1		7	
	2	1								2	1	4	
												0	
												0	
	5	1		1		1				1		5	
	6									2		3	
	7										1	1	
	8	1		1		1	2	1				7	
	9						1					1	
												0	
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	12					2				1		4	
	13	2		1		1				1		5	
	14										1	1	
	15	2				2	1	1		1		8	
	16							1			1	2	
												0	
												0	
	19	1				1	1					4	
	20	1				1				1		3	
	21									1	1	3	
	22	1						1				3	
	23			1				1		2		4	
												0	
												0	
	26					1	1					3	
	27					1						1	
	28											0	
	29	1			1					2		4	
	30				1		1	1		1		7	
												0	
Total	13	13	0	4	2	13	7	7	0	16	5	80	
Billing Rate: \$143.33													
	\$ 1,863.29	\$ 1,863.29	\$ -	\$ 573.32	\$ 286.66	\$ 1,863.29	\$ 1,003.31	\$ 1,003.31	\$ -	\$ 2,293.28	\$ 716.65	\$ 11,466.40	

PROGRESS REPORT
CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission

Clerici Consulting Project 009-012

Period: April 1, 2021 – April 30, 2021

WORK COMPLETED (through April 30, 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 of the LCTC and TAC (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 April 15 and 22. (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 April 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 staff on March 9 & 10 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 April 14 and 26. Discussed proposed May public outreach with Economic and Safety Study Consultants. Participated in Sierra Alliance meeting April 28 (Work Element 704)

Steve Borroum

Work assignments

Invoice period for April 1, 2021 to May 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)


5/4/21



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

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John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 1.23

Date: May 5, 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: Fiscal Year 2020/21 Overall Work Program and Budget Amendment #4

REQUESTED ACTION: BY MOTION: Adopt Resolution 21-08 approving Amendment #4 to the Fiscal Year 2020/21 Overall Work Program and Budget.

PAST ACTION & DISCUSSION

At your June 22, 2020 meeting you approved the FY20/21 OWP and Budget. Since then the OWP has been amended 4 times to reflect changes in various work elements, the inclusion of new work precipitated by new grant funding and change in the budget as work was shifted among Work Elements.

Amendment #4 is reflecting new information regarding Rural Planning Assistance carryover from FY 2019/20. Originally the carryover amount had been set at \$60,500. After discussions with Caltrans D2 and Headquarters staff, the value was revised upwards to \$92,000.

The revised scope and budget will be included this additional funding in Work Elements 601C Active Transportation Planning, and 601D Transit Planning.

Once approved, the revised FY 20/21 OWP and Budget will be forwarded to Caltrans with all appropriate supporting documentation.

ALTERNATIVES

Provide direction to staff.

Attachments (1)

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 21-08
Amendment #4 (Formal) to the Fiscal Year 2020/21 Overall Work Program and Budget

WHEREAS, the Lassen County Transportation Commission (LCTC) is the designated regional transportation planning agency for the Lassen County region, and an eligible recipient for transportation planning funds administered by the California Department of Transportation (Caltrans); and,

WHEREAS, the LCTC previously adopted a Fiscal Year 2020/21 Overall Work Program (OWP); and,

WHEREAS, on June 22, 2020 meeting the LCTC approved the FY20/21 OWP and Budget, including an allocation of Rural Planning Assistance funds (\$60,500) to be carried over from FY 2019/20; and,

WHEREAS, LCTC staff, working with Caltrans discovered that the original amount of RPA Carryover funds was not accurate and the amount of carryover was actually more (\$92,000) and needed to be applied to the various Work Elements within the OWP; and

WHEREAS, the increase in RPA Carryover has been addressed in Amendment #4 of the FY 2020/21 OWP and Budget;

NOW, THEREFORE, BE IT RESOLVED that the Lassen County Transportation Commission (LCTC) hereby adopts Amendment #4 to the Fiscal Year 2020/21 Overall Work Program and Budget.

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

AYES:

NOES:

ABSTAINED:

ABSENT:

Jeff Hemphill
Chair, Lassen County Transportation Commission

The foregoing instrument is a correct copy of the original on file in the office of the Executive Secretary of the Lassen County Transportation Commission.

John Clerici, Executive Secretary

May 10, 2021



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

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John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 1.24**

Date: May 5, 2021

From: Steve Borroum, Commission Engineer

Subject: Supplemental Funding for FY 2019/20 Independent Audit

REQUESTED ACTION: BY MOTION, approve resolution 21-08 authorizing supplemental funding for Fiscal Year 19/20 Audit

BACKGROUND & DISCUSSION

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provided \$25 billion to transit agencies to help to prevent, prepare for and respond to the COVID-19 pandemic. It was signed into law in March 2020. The LTSA received approximately \$450,000 in CARES Act money.

Additionally, any agency expending more than \$750k of federal funds (defined by the Federal regs) in a fiscal year is required to have the federal grants tested for compliance. The reason for LTSA exceeding the \$750,000 threshold for federal funds expended is a combination of federal grant funds received for the purchase of buses, as well as CARES Act funding. It means an audit for federal grant compliance must be prepared in conjunction with our financial statement audit, and then extra reports will be included with the audited financials.

This was not anticipated and not include the fee for the FY 19/20 audit. The estimate from Richardson and Company (the Commission's independent auditor) for this added report is not exceed \$4,000. Staff is recommending that the Executive Secretary be authorized to sign off and approve a supplemental fee of not to exceed this \$4,000 to accomplish this federal audit for the LTSA.

Attachments (1)

LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 21-09

Resolution authorizing supplemental funding for Fiscal Year 19/20 Audit

WHEREAS, the LCTC is required to annually have an independent audit of its funds and of all claimants; and,

WHEREAS, the LCTC retained Richardson and Company to conduct this audit; and,

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act provided \$25 billion to transit agencies to help to prevent, prepare for and respond to the COVID-19 pandemic and the LTSA received an allocation of CARES Act funds, and

WHEREAS, LTSA received a combination of federal grant funds to purchase busses; and

WHEREAS, any agency expending more than \$750k of federal funds (defined by the Federal regs) in a fiscal year is required to have the federal grants tested for compliance; and

WHEREAS, the combination of CARES Act funds and federal grants provided to LTSA exceeds the \$750,000 threshold; and

WHEREAS, this requirement was not anticipated and not include the fee for the FY 19/20 audit. The estimate from Richardson and Company (the Commission's independent auditor) for this added report is not to exceed \$4,000;

NOW, THEREFORE, BE IT RESOLVED by the LCTC that an additional \$4,000 of TDA funds and contract authority be approved for the FY 19/20 audit bringing the total to \$35,000, and approve the Executive Secretary to sign all appropriate documents.

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

AYES:

NOES:

ABSTAINED:

ABSENT:

Jeff Hemphill, Chair
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.

May 10, 2021

John Clerici, Executive Secretary



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 4.11**

Date: May 1, 2021

From: John L. Clerici, Executive Secretary

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 in that is reasonable to meet for implementation in FY 2021/22.

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 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

STAFF REPORT

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

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 24th, 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:

John Clerici
Executive Secretary

Attachment A
Unmet Transit Needs and Reasonable to Meet Definitions

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.

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 (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
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.

John L. Clerici, Executive Secretary

May 10, 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

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.12

Date: May 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 in the "From:" field.

Subject: Programming Highway Infrastructure Program (HIP) Funds

REQUESTED ACTION

By MOTION, Adopt Resolution 21-06: 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.

BACKGROUND

HIP was created in Section 122 in Division A of the 2010 Consolidated Appropriations Act, which authorized \$650 million with the intent to specifically fund the “restoration, repair, construction, of federal aid eligible roads, bridges, and tunnels.”

Our FFY 2018 HIP funds need to be awarded before September 30, 2021 and expended by September 30, 2027. HIP funds work like any other Federal funding source and were originally intended to be a one-time source, however, in 2019, 2020 and 2021 more funding was made available to the agency. Funds are distributed to regions (MPOs/RTPAs) based on several formulas, somewhat similar to the State Transportation Improvement Program (STIP). To date no HIP funds have been disbursed to any agency within the Region, therefore the LCTC has up to four fiscal years of funds to allocate.

Lassen Region HIP Appointment		Obligate By	Expend By
FFY 2018	\$90,520	09/30/21	09/30/26
FFY 2019	\$127,536	09/30/22	09/30/27
FFY 2020	\$37,027	09/30/23	09/30/28
FFY 2021	\$30,178	09/30/24	09/30/29
Total	\$285,261		

The easiest way to add HIP funds would be to find a project with one or more of the following characteristics:

- A bridge project currently in construction or getting ready for construction.
- A bridge project that has overages and the HBP is unable to provide additional funding for now.
- A federal STIP on-system project that has cost increases; but putting HIP funds on a federal project, it frees up STIP funds to go on SOF STIP projects.
- An on-system HSIP project that has cost increases that the program doesn't have additional funds for.

Essentially, a project that qualifies for HIP and is near construction is best as it meets the construction within 5 years requirement.

DISCUSSION

Since January, LCTC staff has been working with Lassen County and the City of Susanville to identify a suitable project that met one or more of the criteria for HIP funds. As a result of this consultation the following were agreed too:

- The city has no current or anticipated projects that meet the HIP criteria
- Allocating the full four FFY funds to a single project would be the most efficient
- Lassen County had two STIP projects that are scheduled for construction this year and that meet the HIP criteria, and that required funding augmentation

The two projects identified for potential HIP funding were:

- County Rehab B – Which is three projects:
 - Pumpkin Center Road – County Road 417 (portions)
 - Ash Valley Road – County Road 527 (US 395 to end of A/C)
 - Mail Route – County Road 502 (portions)
- County Rehab C - Center Road (County Road 215) Rice Canyon Road to SR 395 at Litchfield

The deficit for County Rehab B is approximately \$1.8 million, and for County Rehab C the deficit is approximately \$532,000. After consultation between your staff, Caltrans D2 and Lassen County Public Works staff, County Rehab B was determined to be the best project to apply the HIP funds too.

As with all things having to do with Caltrans and the California Transportation Commission, there is a considerable process to work through in order to make this work.

- First is to approve the obligation of HIP funds to County Rehab Project C.
- Second is to make a request to the CTC (at their June meeting) to augment Rehab C with the HIP funds and request an additional allocation of STIP funds to the project to make up the difference – approximately \$247,000.
- Third (this has nothing to do with the HIP funds and will be addressed in another agenda item) is to make a request to the CTC to rescope the County Rehab B project (doing the Pumpkin Center Road Portion) so that the cost of the project fit within the funding currently identified in the STIP (actually this will free up approximately \$800,000 of STIP funding a portion of which will be used to augment Rehab C).

Your staff, County Staff and Caltrans are working together to prepare the appropriate request to the CTC should you choose to support this recommendation.

ALTERNATIVES

Provide direction to staff.

LASSEN COUNTY TRANSPORTATION COMMISSION
Amended Resolution 21-06

AUTHORIZATION TO OBLIGATE AND PROGRAM FFY 2018, 2019, 2020 AND 2021 HIGHWAY
INFRASTRUCTURE PROGRAM FUNDING

WHEREAS, the Lassen County Transportation Commission is the Regional Transportation Planning Agency (RTPA) for the County of Lassen and the City of Susanville; and

WHEREAS, Lassen County Transportation Commission is an eligible project recipient and may receive funding from the Highway Infrastructure Program (HIP) now or in the future for transportation projects; and

WHEREAS, the Federal Highway Administration (FHWA) administers HIP funding through the Department of Transportation (Department); and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing HIP funds to eligible project sponsors (local agencies); and

WHEREAS, the Lassen County Transportation Commission directs staff to obligate and program 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; and

WHEREAS, the Lassen County Transportation Commission delegates authorization to execute any documents to the Executive Secretary or his designee; and

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.

John L. Clerici, Executive Secretary

May 10, 2021



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
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P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.13

Date: May 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 in the "From:" field.

Subject: Programming of LCTC Regional Surface Transportation Program Exchange Funds

REQUESTED ACTION

By MOTION, Authorize staff to allocate the Fiscal Year 2020/21 RSTP Exchange funds in the amount of \$162,375

BACKGROUND

Congress comprehensively overhauled Federal transportation funds with the adoption of the Intermodal Surface Transportation Efficiency Act in 1991. Funding for local and regional roads was provided under the RSTP program since the adoption of ISTEA. Prior to ISTEA local and regional roads were funded through Federal-Aid Urban and Federal-Aid Secondary (FAS) programs.

The California Legislature adopted implementing legislation following ISTEA which provides that each County government receive an amount of RSTP funds equal to 110% of their final year of FAS funding.

In addition, the legislation provided for a source of RSTP funds that went to local transportation commissions to distribute regionally. This was done in large part to make funds available to cities that did not get a direct allocation of these funds. Because the County had a State-guaranteed amount of funding, it appears that this led the LCTC to program the regional apportionment for projects to the City since the inception of the program in the early 1990's, although City or County projects are both eligible.

Since the beginning of the RSTP Lassen County has received a separate amount of RSTP funds in two apportionments. This year the aggregate of those two apportionments amounts to approximately \$470,000. Although RSTP funds can be used for a variety of purposes, Lassen County uses them almost exclusively for road maintenance and rehabilitation. These are the primary uses for the City as well.

At your April 2020 meeting, the Commission agreed to allocate FY 2018/19 and FY 2019/20 RSTP funds in the amounts of \$150,221 and \$166,339 respectively, to the City of Susanville.

DISCUSSION

For several reasons, mostly having to do with covid, the paperwork required to process the FY 2018/19 and FY 2019/20 RSTP funds allocated in 2020 is still in process. However, we expect to be in receipt of those funds soon.

As has been previously mentioned, the RSTP funds received by the LCTC can be allocated to either the City or the County, but have historically always been allocated to the City.

ALTERNATIVES

The range of alternatives that the Commission might consider include:

- Allocate the entire amount of either or both fiscal years to the City or the County.
- Split the money between the two jurisdictions in a manner similar to the allocation of TDA funds (approximately 40% to the City, 60% to the County). As a reference point to consider, if you took the entire amount of RSTP funds for FY 2020/21 allocated to Lassen County, \$470,000, and added it to the \$162,000 the LCTC is responsible for, the total of the two is approximately \$632,000. If the entire amount of the \$162,000 was apportioned to the City that would be a split of approximately 26% to the City, and 74% to the County.

In the past, and this year as well, both City and County staff provided reasonable evidence to claim a need for all or part of these funds. They include:

- The significant disparity of lane miles requiring maintenance in the County as opposed to the City.
- County sourced traffic that comes into the City to conduct business, shop, avail themselves of Lassen County services, work, etc. that impacts City roads more so than might be expected on many County roads in the more sparsely travelled areas of Lassen County.
- The discontinuous parts of Susanville which require travel over County maintained roads to connect, and so on.

As was mentioned last year, I am sure all of these reasons, and more, are known to the Commission. Any, all, or none of these might be considered by the Commission when allocating these funds.

So to clarify the Commission has the following options for allocating the FY 2020/2021:

- 100% - to Lassen County – \$162,375
- 100% - to the City of Susanville -- \$162,375
- Allocate a portion, determined by the Commission to both the City and the County, the sum of which equals \$162,375

ALTERNATIVES

Provide direction to staff.



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

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P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

PH: (530) 919-9739

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.14**

Date: May 5, 2021

From: John L Clerici, Executive Secretary 

Subject: **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**

REQUESTED ACTION

By Motion, 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
- Authorize the Executive Secretary to work with the California Transportation Commission, Caltrans and Lassen County and to execute all appropriate actions and applications

PAST ACTION

At your December 9, 2019 meeting, the Commission took action to adopt the Regional Transportation Improvement Program (RTIP) as a prelude to inclusion in the 2020 State Transportation Improvement Program (STIP). Included in the 2020 STIP were two projects:

- County Rehab B (PPNO 02-3356) – Which has three locations in various locations of Lassen County:
 - Pumpkin Center Road – County Road 417 (portions)
 - Ash Valley Road – County Road 527 (US 395 to end of A/C)
 - Mail Route – County Road 502 (portions)
- County Rehab C (PPNO 02-2564) - Center Road (County Road 215), Rice Canyon Road to SR 395 at Litchfield

County Rehab B was programmed to receive \$2,556,000 in STIP funds; County Rehab C was programmed to receive \$3,375,000 in STIP funds. Both projects were scheduled for construction in 2021.

DISCUSSION

Since the inclusion of these projects in the 2020 STIP, and in preparing to construct both projects this summer, Lassen County has updated their cost estimates to deliver both. The reevaluation shows that the STIP funds set aside to fund both projects is inadequate to deliver them as described.

The deficit for County Rehab B is approximately \$1.8 million, and for County Rehab C the deficit is approximately \$532,000. Options left to the Commission include:

- Rescope the projects so that they fit under the funds allocated in the 2020 STIP
- Ask for a time extension to secure other funding and construct the project in a subsequent year
- Secure additional funding immediately and construct this year

In addition, the LCTC is anticipating to program \$285,000 in federal Highway Infrastructure Program (HIP) funds. It was determined in previous discussions with Caltrans staff that both Rehab B and Rehab C would be eligible for these funds. The LCTC was required to program a portion or all of the HIP funds by September 2021.

In discussions with Caltrans and Lassen County, staff is recommending the following:

- Make Rehab C whole, by using the aforementioned HIP funds, and requesting the balance from STIP, of approximately \$247,000, from the CTC at the time of construction allocation.
- For Rehab B (which is actually three separate projects, due to the locations all in various parts of Lassen County) we will be separating out one project – (Pumpkin Center Road approximately \$1.99 million) for construction, and then reprogramming the remaining two projects for construction in the 2022 STIP cycle.

By taking this approach the region will be left with an un-programmed balance of approximately \$620,000. \$285,000 or so will be used to make Rehab C whole as recommended, and the remainder will be reprogrammed in the upcoming STIP cycle. In addition, Lassen County will deliver a revised version of Rehab B.

If approved, LCTC staff will be working with the various stakeholders to prepare the needed applications to submit to the CTC for a revision to the 2020 STIP by their June 2021 deadline.

ALTERNATIVES

Direct staff to consider an alternative list of projects.

LASSEN COUNTY TRANSPORTATION COMMISSION

Resolution 21-07

Requesting a budget allocation for Lassen County Rehab B (PPNO 02-3356) Lassen County Rehab C (PPNO 02-2564) in the 2020 State Transportation Improvement Program

WHEREAS, the Lassen County Transportation Commission (LCTC) is the Regional Transportation Planning Agency (RTPA) for Lassen County and the incorporated City of Susanville; and,

WHEREAS, the LCTC has the responsibility under State law to program projects in the Regional Improvement Program funds by adopting a program of projects in the RTIP, which is to be programmed as part of the State Transportation Improvement Program (STIP) by the California Transportation Commission; and,

WHEREAS, the LCTC programmed \$2,556,000 to County Rehab B and \$3,375,000 to County Rehab C in the 2020 STIP, and target of \$6,356,000 and a maximum estimated share of \$9,180,000; and,

WHEREAS, LCTC staff has been informed by Lassen County that there are insufficient STIP allocations to construct Rehab B and Rehab C as described in the 2020 STIP; and

WHEREAS, Lassen County has determined that a supplemental allocation of not more than \$300,000 would provide enough funds to deliver Rehab C, and that a reduction in the scope of Rehab C would provide a project within the funding described in the 2020 STIP; and

NOW THEREFORE BE IT RESOLVED, that the Lassen County Transportation Commission hereby request a supplemental allocation of STIP funds for Lassen County Rehab C, and a reduction of scope of Lassen County Rehab B from the California Transportation Commission; and,

THEREFORE BE IT FURTHER RESOLVED, that any remaining STIP funds be reserved by the CTC for allocation by the LCTC during the 2022 STIP cycle.

The foregoing resolution was passed and adopted at the May 10, 2021 meeting of the Lassen County Transportation Commission 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.

John L. Clerici, Executive Secretary

May 10, 2021



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

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.15

Date: May 5, 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: Fiscal Year 2021/22 Draft Overall Work Program and Budget

REQUESTED ACTION:

BY MOTION, authorize staff to release the Draft Overall Work Program and Budget (OWP) to the public for circulation, review, and comment.

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.

In previous fiscal years the OWP has included management responsibilities that include both mandated activities (administration of TDA funds and the Regional Transportation Plan) and discretionary activities (SR36/Main Street Project Management and developing the Local Road Safety Plan).

In the FY 2020/21 OWP included:

- Regional transportation planning and data collection
- Active Transportation Program planning – bicycle and pedestrian mobility
- Transit planning (Transit Development Plan)
- SR 36 Project Management
- US 395 Phase 1 completion



- US 395 Phase 2 management

In FY 2020/21 the following studies and plans were either completed, or we anticipate will be completed by June 30, 2021:

- SR 36/Main Street Complete Streets and Safe Mobility Plan
- US 395 Coalition Implementation Plan
- Transit Development Plan and Coordinated Public Transit Human Services Transportation Plan

For Fiscal Year 2021/22 your staff is planning to engage in the following activities:

- On-going administration of TDA and other Commission funds and mandated responsibilities
- Completion of the following studies and plans:
 - Grant funded US 395 Economic and Traffic Safety
 - Local Road Safety Plan
 - Countywide Bicycle and Pedestrian Master Plan
- In addition, Commission staff is expecting to execute a minor update to the Regional Transportation Plan

An Administrative Draft FY 2021/22 OWP and Budget was provided to Lassen County the City of Susanville, the Susanville Indian Rancheria and Caltrans for review and comment.

ALTERNATIVES

Provide direction to staff.

Attachments - 1

LASSEN COUNTY
TRANSPORTATION COMMISSION



FISCAL YEAR 2021/2022
OVERALL WORK PROGRAM

For the
Continuous Regional Transportation
Planning Process

Draft for Public Review
May 10, 2021

John Clerici
Executive Secretary

Lassen County Transportation Commission

Allan Albaugh, Lassen County Board of Supervisors
Tom Hammond, Lassen County Board of Supervisors
Jeff Hemphill, Lassen County Board of Supervisors
Thomas Herrera, City of Susanville City Council
Quincy McCourt, City of Susanville City Council
Mendy Schuster, City of Susanville City Council

Staff

John Clerici
Steve Borroum
Genevieve Evans
Gordon Shaw

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OVERALL WORK PROGRAM 2021/2022 FISCAL YEAR

INTRODUCTION

Lassen County lies in northeastern California situated at the north end of the Sierra Nevada Range. It is bounded by the State of Nevada to the east and by the Counties of Modoc, Shasta, Sierra and Plumas to the north, west and south, respectively. It is the eighth largest of California's 58 counties with its lower valleys generally above 4,000 feet and mountains rise to heights of 8,200 feet.

Lassen County is 4,690 square miles in total area. The Federal government owns more than half of Lassen County's landmass, including Lassen National Forest to the west, the Sierra Army Depot to the east, and large range and timber tracts that are administered by the Bureau of Land Management. A lesser portion of the county's land resources is State-owned. A small section of Lassen National Volcanic Park lies in the western region of the County.

The City of Susanville is the County Seat and the only incorporated city in Lassen County. Unincorporated community centers include Westwood, Clear Creek, Bieber, Johnstonville, Janesville, Standish, Litchfield, Herlong, Doyle, Milford, Leavitt Lake, Little Valley, Ravendale, Termo and Madeline.

Major highways within the County are U.S. 395 and State Routes (SR) 36, 44, and 139. In addition, State Routes 70, 147, and 299 extend across parts of the County.

ORGANIZATION

The purpose of the FY 2021/2022 Overall Work Program for the Regional Transportation Planning Agency (RTPA), the Lassen County Transportation Commission (LCTC), is to advance short- and long-range transportation plans and projects, and to prioritize transportation planning projects when using State and Federal transportation funds. This Overall Work Program responds to Federal, State and local mandates, establishes regional goals, objectives, assesses regional transportation needs, and defines work with other agencies, organizations, and individuals on transportation planning issues.

LCTC was formed in 1971 to allocate funds created by Senate Bill 325 (1972). It is made up of three members of the Susanville City Council and three members of the Lassen County Board of Supervisors. Assembly Bill 69 gave the LCTC responsibility for adopting the Regional Transportation Plan (RTP) and AB 402 of 1977 defined elements required in the RTP. AB 620 gave the LCTC responsibility for disbursing State Transit Assistance (STA) Funds. SB 45, effective January 1, 1998, gave the LCTC the responsibility to prioritize projects eligible for State Transportation Improvement Program (STIP) funds. Over the years, the role and responsibilities of the LCTC have grown.

The LCTC coordinates its activities with the County of Lassen, City of Susanville, Susanville Indian Rancheria, and Caltrans, as well as with other State and Federal government entities. As needed, the LCTC coordinates specific projects with Lassen Community College, the Historic Uptown Susanville Association, Sierra Army Depot, and other organizations that are important stakeholders in the region.

In addition, citizens are encouraged to provide input to identify and solve transportation problems of community concern. Regular public meetings and/or hearings are conducted on an on-going basis.

The LCTC has a Social Service Transportation Advisory Council (SSTAC), which advises the LCTC on the annual unmet needs process. The appointments to the SSTAC occur as required by the Transportation Development Act.

Historically, the same members of the LCTC also comprise the Lassen Transit Service Agency (LTSA). The LTSA is responsible for overseeing the operation of the Lassen Rural Bus (LRB) public transit system.

The following organization chart outlines the members of the LCTC, LTSA, support staff and advisory committee.

Core Planning Functions

Federal planning agencies are reminded that their Overall Work Programs (OWP) must identify the Core Planning Functions and what work will be done during the program year to advance those functions.

The Core Functions typically include:

- Overall Work Program
- Public Participation and Education
- Regional Transportation Plan
- Federal Transportation Improvement Program
- Congestion Management Process (required for TMAs)
- Annual Listing of Projects

The Moving Ahead for Progress in the 21st Century (MAP-21) legislation provided metropolitan transportation planning program funding for the integration of transportation planning processes in the MPA (i.e. rail, airports, seaports, intermodal facilities, public highways and transit, bicycle and pedestrian, etc.) into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPA. The FHWA and FTA request that all Metropolitan Planning Organizations (MPOs) review the Overall Work Plan (OWP) development process to ensure all activities and products mandated by the metropolitan transportation planning regulations in 23 CFR 450 are a priority for FHWA and FTA combined planning grant funding available to the region. The MPO OWP work elements and subsequent work tasks must be developed in sufficient detail (i.e. activity description, products, schedule, cost, etc.) to clearly explain the purpose and results of the work to be accomplished, including how they support the Federal transportation planning process (see 23 CFR 420.111 for documentation requirements for FHWA Planning funds).

The Fixing America's Surface Transportation Act (FAST Act) identified the following planning principals that were also considered in developing this OWP.

- 1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;

- 2) Increase the safety of the transportation system for motorized and non-motorized users;
- 3) Increase the security of the transportation system for motorized and non-motorized users;
- 4) Increase accessibility and mobility of people and freight;
- 5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- 6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- 7) Promote efficient system management and operation;
- 8) Emphasize the preservation of the existing transportation system;
- 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts on surface transportation; and
- 10) Enhance travel and tourism.

Map-21/FAST Act Planning Factors							
	Work Elements						
	100	601*	602	603	604	703	704
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency		X	X	X		X	X
Increase the safety of the transportation system for motorized and non-motorized users		X	X			X	X
Increase the security of the transportation system for motorized and non-motorized users		X	X			X	X
Increase accessibility and mobility of people and freight		X				X	X
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns		X		X			
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight		X		X		X	X
Promote efficient system management and operation	X	X			X		X
Emphasize the preservation of the existing transportation system		X	X				
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts on surface transportation			X				X
Enhance travel and tourism		X	X	X		X	

Again, LCTC recognizes that although not mandated for non-Federal transportation planning agencies, and to an extent exceed our resources, these core functions are best practices we will strive to achieve.

*Work Element 601 is split into four sub-work elements. Each of these work elements promotes similar Fast Act Planning Factors

Performance Management

Since MAP-21 was passed in 2012, Caltrans and most of California's RTPA's have developed performance measures that inform their Regional Transportation Plans (RTPs) and Federal Transportation Improvement Programs (FTIPs). The objective of the performance- and outcome-based program is for States and MPOs to invest resources in projects that collectively will make progress toward the achievement of the national goals. MAP-21 requires the DOT, in consultation with States, RTPA's, and other stakeholders, to establish performance measures in the areas listed below.

- Safety - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- Infrastructure Condition - To maintain the highway infrastructure asset system in a state of good repair.
- Congestion Reduction - To achieve a significant reduction in congestion on the National Highway System.
- System Reliability - To improve the efficiency of the surface transportation system.
- Freight Movement and Economic Vitality - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- Environmental Sustainability - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- Reduced Project Delivery Delays - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

State of Good Repair

RTPA's are required to evaluate their transportation system to assess the capital investment needed to maintain a State of Good Repair for the region's transportation facilities and equipment. RTPA's shall coordinate with the transit providers in their region to incorporate the Transit Asset Management Plans (TAM's) prepared by the transit providers into the Region Transportation Plan (RTP). Analysis of State of Good Repair needs and investments shall be part of any RTP update and must be included in the Overall Work Program task for developing the Regional Transportation Plan. RTPA's are expected to regularly coordinate with transit operators to evaluate current information on the state of transit assets; to understand the transit operators transit asset management plans; and to ensure that the transit operators are continually providing transit asset information to support the RTPA planning process.

OVERALL WORK PROGRAM (OWP)

The Overall Work Program (OWP) is the primary management tool for the LCTC identifying the activities and a schedule of work for regional transportation planning in Lassen County.

In general, the OWP consists of three types of activities: State-mandated regional transportation planning programs undertaken concurrently throughout the State by the designated Regional Transportation Planning Agencies, discretionary transportation planning programs that are specific to the Lassen County region and are oriented to solving problems unique to this planning region, and

administration to support mandated and discretionary transportation planning programs.

LCTC is responsible for on-going administration and regional transportation planning for Lassen County. Transportation goals and objectives are considered during the planning and programming processes. Each federal reauthorization specifies planning factors to guide continuing, cooperative and comprehensive transportation planning as on-going activities rather than a single completed action. Typically, federal agencies encourage planning organizations to focus work activities on broad planning objectives as relevant to their respective regions and local communities. State and local interests align with those objectives by providing common ground for shared approaches. It is noted that LCTC receives State Regional Planning Assistance funds (no federal funds) and uses the federal planning factors to develop planning goals consistent with our rural needs.

The LCTC will amend the 2021/2022 work elements as necessary. The primary work efforts are targeted toward transportation systems management and transit system improvements. Major concerns of the LCTC are reflected in the elements and levels of funding in the OWP. The elements identify the overall degree of effort that will be expended to accomplish specific activities with the funds available.

LCTC participates in area task force meetings and is a member of the North State Super Region, the Rural Counties Task Force, and the Regional Transportation Planning Agency working group. The chief regional transportation concerns are to preserve, rehabilitate and improve safety on existing transportation facilities, and to coordinate project sequences and transportation services to maximize efficiency and effectiveness of all available funding.

The LCTC 2021/2022 OWP takes into consideration the Goals and Recommendations of the California Transportation Plan 2050, which are as follows.

1. Provide a safe and secure transportation system
2. Achieve statewide GHG emissions reduction targets and increase resilience to climate change
3. Eliminate transportation burdens for low-income communities, communities of color, people with disabilities, and other disadvantaged groups
4. Improve multimodal mobility and access to destinations for all users
5. Enable vibrant, healthy communities
6. Support a vibrant, resilient economy
7. Enhance environmental health and reduce negative transportation impacts
8. Maintain a high-quality, resilient transportation system

FY 2021/22 LCTC ORGANIZATIONAL CHART

Social Services Transportation Advisory Council

Potential Users 60 Years of Age or Older

Potential Users Who are Disabled
Bob Grundel

Social Service Provider for Seniors
Caleb Schortz, GM Lassen Rural Bus

Charlotte Roberts, Patient Advocate

Social Service Provider for Disabled
Michael Harding, Transportation Planner, FNRC

Local Social Services Provided for Seniors
Deborah Van Brunt

Penny Artz, Executive Director, LSS

Social Service Provider for Persons of Limited Means
Barbara Longo, Social Services

Russ Burriel, Susanville Indian Rancheria

Lassen County Transportation Commission (LCTC)

Jeff Hemphill (County Supervisor)
Mendy Schuster (City Council)
Tom Hammond (County Supervisor)
Allan Albaugh (County Supervisor)
Quincy McCourt (City Council)
Thomas Herrera (City Council)

LCTC Staff

Executive Secretary
John Clerici
Commission Engineer
Steve Borroum
Senior Planner
Gordon Shaw
Associate Planner
Genevieve Evans

Legal Counsel

Sloan Sakai Yeung & Wong LLP
DeeAnne Gillick

Technical Advisory Committee

Caltrans Kathy Grah Mike Mogen Michael Battles Kelly Zolotoff	Lassen Transit Service Agency David Knaut City of Susanville Dan Newton Bob Godman County of Lassen Richard Egan Peter Heimbigner Sam McMullen Julie Morgan Tony Shaw
Susanville Indian Rancheria Russ Burriel Chandra Jabbs Tonya Smith	

Lassen County Transportation Commission

Preliminary Fiscal Year 2021/22 Working Budget - 1st Version

Lassen County Transportation Commission												
Preliminary Fiscal Year 2021/22 Working Budget - 1st Version												
Work Element Name	Total	WORK ELEMENT NUMBER										Total
		100	601				602	603	604	703	704	
		Administration and Coordination	Regional Transportation Planning				Regional Transportation Programming	Community Engagement and Outreach	Transportation Development Act	Strategic Partnership Grant - 395	Local Roadway Safety Plan (LRSP)	
			A. General Planning	B. Regional Transportation Planning	C. Active Transportation Planning	D. Transit Planning						
Total	\$ 423,590	\$ 15,000	\$ 90,900	\$ 59,854	\$ 10,000	\$ 5,000	\$ 45,000	\$ 20,000	\$ 33,000	\$ 110,836	\$ 34,000	\$ 423,590
Expenditures												
Professional Services - Consultant Executive Secretary and Staff	\$ 408,590	\$ 15,000	\$ 90,900	\$ 59,854	\$ 10,000	\$ 5,000	\$ 45,000	\$ 20,000	\$ 33,000	\$ 110,836	\$ 34,000	\$ 423,590
Professional Services - CSUS	\$ 35,896									\$ 35,896		\$ 35,896
Professional Services - Legal Counsel	\$ 15,000	\$ 13,000							\$ 2,000			\$ 15,000
Professional Services - Independent Audit	\$ 40,000								\$ 40,000			\$ 40,000
Professional Services - Consultants (Encumbered)	\$ -											\$ -
Professional Services - Consultants	\$ -											\$ -
Professional Services - County Auditor	\$ 5,200								\$ 5,200			\$ 5,200
County PERS	\$ 100,000	\$ 100,000										\$ 100,000
Memberships	\$ 4,000							\$ 4,000				\$ 4,000
Insurance	\$ 3,400	\$ 3,400										\$ 3,400
Training / Conferences	\$ 2,000	\$ 500					\$ 1,500					\$ 2,000
Travel												
Total Expenditures	\$ 614,086	\$ 131,900	\$ 90,900	\$ 59,854	\$ 10,000	\$ 5,000	\$ 46,500	\$ 24,000	\$ 80,200	\$ 146,732	\$ 34,000	\$ 629,086
Revenues												
Rural Planning Assistance (FY 20/21 RPA)	\$ 230,000		\$ 90,900	\$ 59,854			\$ 46,500			\$ 29,346	\$ 3,400	\$ 230,000
Local Transportation Fund (LTF)	\$ 251,100	\$ 131,900			\$ 10,000	\$ 5,000		\$ 24,000	\$ 80,200			\$ 251,100
Strategic Planning Grant (carryover from FY 19/20)	\$ 117,386									\$ 117,386		\$ 117,386
LRSP Grant	\$ 30,600										\$ 30,600	\$ 30,600
Total Revenues	\$ 629,086	\$ 131,900	\$ 90,900	\$ 59,854	\$ 10,000	\$ 5,000	\$ 46,500	\$ 24,000	\$ 80,200	\$ 146,732	\$ 34,000	\$ 629,086

WORK ELEMENTS

Fiscal Year 2021/22 Work Elements are shown on the following pages.

Work Element 100 *Administration and Implementation of the Overall Work Program*

The purpose of this work element is to prepare and provide oversight to an annual work program and corresponding budget in accordance with state and federal requirements. The Overall Work Program describes the transportation planning activities that the LCTC will perform during the ensuing fiscal year as integral elements of regional transportation planning and programs. The budget is an estimate of the expenditures necessary to support the work program and the funding sources assigned to each element. The work program is a requirement of state and federal statutes and regulations in order for the work elements to be eligible for state and federal transportation planning funds. The document is assembled in coordination with Caltrans.

Purposes

1. To provide for efficient and effective administration and implementation of programs, projects and funds.
2. To provide clerical and administrative support to the LCTC and its advisory groups.
3. To manage day-to-day operations and ensure compliance with applicable laws, rules and regulations.
4. To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and Federal requirements.
5. To coordinate regional transportation planning through consultation and collaboration with the City of Susanville, the Susanville Indian Rancheria, and other agencies.

Tasks

1. Prepare OWP, amendments, invoices, and reports for 2021/2022.
2. Prepare LCTC agendas, legal notices (including publication costs) and staff reports.
3. Draft correspondence, resolutions and reports to communicate LCTC policies and positions.
4. Attend transportation planning workshops, meetings, conferences, and trainings focused on the development or implementation of the OWP and its work elements.
5. Prepare annual budget and monitor approved budget; prepare financial and management reports for the LCTC.

Products (Target due date are in parentheses)

1. Agendas, minutes, and notices to Transportation Commission. (Regularly/As required)
2. 21/22 OWP Quarterly invoices, reports and related documents. (10-21, 1-22, 4-22, 7-22)
3. Amendments to the FY 2021/22 OWP (Mid-year review, as needed)
4. Draft Overall Work Program, FY 22/23. (March 1, 2022)
5. Final Overall Work Program, FY 22/23. (June 31, 2022)
6. Independent audits (December 31, 2021)
7. Fiscal Audits for RTPA and Transit Operator to State Controller (December 31, 2021)

Revenues		Expenditure	
Local Transportation Fund	\$131,900.00	LCTC Staff	\$15,000.00
Rural Planning Assistance		Legal Counsel	\$13,000.00
		Insurance	\$3,400.00
		Training/Conferences/Travel	\$500.00
		County PERS Contribution	\$100,000
Total:	\$131,900.00	Total:	\$131,900.00

Work Element 601 Regional Transportation Planning - Overview

Purpose

To prepare and adopt a Regional Transportation Plan (RTP) directed at achieving a coordinated and balanced regional transportation system, including but not limited to, non-motorized transportation, public transportation, highway, goods movement and services, incorporating, as appropriate, the transportation plans of the county, special districts, private organization, Native American tribal governments, state and federal agencies. The RTP is the core document that outlines the County's transportation planning goals and the projects that will meet these goals.

The LCTC adopted the Regional Transportation plan in 2017 along with a Negative Declaration. LCTC staff will update the RTP in FY 2021/22 to accommodate planning studies, funding opportunities, or regional developments where compliance with the RTP is required.

Discussion

The RTP represents a 20-year planning horizon and is prepared in compliance with state and federal regulations governing regional transportation planning. Regional trends such as population growth, demographics, housing characteristics, and all modes of transportation are discussed and considered as part of the RTP. It must be updated every 5 (five) years and contains a discussion of regional transportation issues, problems, and possible solutions accompanied by respective goals, objectives, and policies.

Development and update of the RTP is a process that builds on the previous document and takes into consideration recent efforts and completed projects. Important to the LCTC RTP is the public vetting process. Through a combination of community meetings, direct outreach and on-line surveys, LCTC will review transportation issues, the current project list and discuss new projects currently proposed with the public and stakeholders such as Tribal entities, natural resource agencies and adjacent RTPAs. The draft list of priority projects from the outreach process will be introduced to the LCTC in an open public workshop to discuss and make recommendations for the draft RTP.

After the meetings are completed, an environmental (CEQA) document is prepared based on the projects generated through the public process. The CEQA document and Draft RTP are available for a thirty-day public review. At the same time, it is reviewed by Caltrans, and other agencies as required. The LCTC considers adoption of the RTP in a public hearing after the public circulation is complete and changes have been made to the draft document.

Previous Work

The LCTC adopted the 2017 Regional Transportation Plan (RTP) with the assistance of a consultant. The LCTC supports the maintenance of data, such as Pavement Management Systems, traffic counts, transit data, and other programs to assist in the development of performance measures and the next RTP.

Because the scope of the RTP encompasses a number of transportation topics, disciplines, and activities, the FY 2020/21 WE 601 was divided into four subsections:

- 601A General Planning – RTP Planning
- 601B Regional Transportation Planning – Data Gathering
- 601C Active Transportation Planning
- 601D Transit Planning

During FY 20/21 an update to the Transit Development Plan and Coordinated Public Transit Human Services Transportation Plan (WE 601D) were completed. An update to the Lassen County Bike Plan (WE 601C) was expected to be done by the end of FY 20/21 has been carried over into FY 21/22. In addition, tasks associated with WE 601B (Data Gathering) were transferred to WE 704 Local Road Safety Program.

Monitoring and Updating the RTP

Recognizing the work accomplished in FY 20/21 and anticipating a minor update to the Regional Transportation Plan, and completion of the Lassen County Bike Plan, this OWP and Budget will have the same four sub-elements within WE 601. They will include:

- 601A General Planning – General Planning
- 601B Regional Transportation Planning – RTP Update
- 601C Active Transportation Planning
- 601D Transit Planning

Work Element 601A Regional Transportation Planning – General Planning

Purposes

1. To determine policies, safety needs, deficiencies and improvement programs for streets, roads and highways in the region, coordinating with local partners and Caltrans.
2. To assure the coordination of all modes of transportation within the planning process of Lassen County is accomplished.
3. To perform regional planning activities necessary to ensure safety and security in the transportation planning process.

Tasks

1. Review Goals and Policies set forth in the Regional Transportation Plan (RTP), including long-range (20 year) transportation projects.
2. Engage various stakeholders (LCTC, City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, and the public) in public meetings specifically focused on identifying and aligning on-going mobility/transportation needs of the community with the direction of the RTP, and the implementation of current regional and local transportation/mobility projects/initiatives.
3. Monitor and amend the RTP to reflect changing regional mobility needs, impacts of SB1 on transportation funding, implementation of the US 395 coalition building effort, and other regional developments.
4. Coordinate with Caltrans on information meetings that discuss impacts of State Route Development/System Management Plans (i.e., Susanville Relief Route, US 395)
5. Participate, review, and comment on Transportation Concept Reports (TCRs), submitted by Caltrans (RPA).
6. Coordinate meetings, programs, and activities between County, City, Tribal Governments, and State and Federal agencies to achieve comprehensive planning (RPA).
7. Participate in, and pay annual membership to, the Rural Counties Task Force. Provide input on RCTF initiatives as they relate to rural transportation issues, and report back to the Commission and TAC on on-going discussions and outcomes.
8. Identify and enroll in training and conferences for staff or Commissioners providing general or in-depth information on regional transportation planning, traffic mitigation, traffic safety, transit or multi-modal transportation.
9. Update capital improvement needs, and monitor roadway rehabilitation needs to preserve existing infrastructure and facilities.
10. Conduct a comprehensive, cooperative and ongoing regional planning process.
11. Conduct corridor studies – General.
12. Develop joint work program with transit operator.
13. Develop partnerships with local agencies to facilitate coordination of planning efforts.
14. Ensure that the projects developed are compatible with statewide and interregional transportation.

Products (Target due dates are in parentheses)

1. Report on participation, including advocacy for LCTC positions, in periodic/monthly Rural Counties Task Force meetings as scheduled by the chair of the RCTF. (Monthly, or as scheduled)
2. Report on participation, including advocacy for LCTC positions, in periodic North State Super Region meetings as scheduled by the chair of the NSSR. (Quarterly, or as scheduled)
3. Properly monitored, current, and effective Regional Transportation Plan. (Quarterly reviews and updates 9-20, 12-20, 3-21, 6-21)
4. Updated inventory catalog for trails in County as new trails are added. (2-22)
5. Report to LCTC the status of the Trail Maintenance Plan. (10-21, 4-22)
6. Prepare OWP and Budget for FY 2022/21
7. Transit Fleet Electrification Feasibility Study Grant Application (4-22)

Revenues		Expenditure	
Rural Planning Assistance (RPA)	\$90,900.00	LCTC Staff	\$90,900.00
Total:	\$90,900.00	Total:	\$90,900.00

Work Element 601B Regional Transportation Planning – RTP Update

The RTP is the core document that outlines the County's transportation planning goals and the projects that will meet these goals.

The LCTC adopted the Regional Transportation plan in 2017 along with a Negative Declaration. LCTC staff will update the RTP in FY 2021/22 to accommodate planning studies, funding opportunities, or regional developments where compliance with the RTP is required. In addition, the RTP will reflect studies finished in FY 2020/21 (the Transit Development Plan and the Lassen County Bike Plan), as well as efforts that will be concluded during FY2021/22.

Purposes

1. Update the 2017 Regional Transportation Plan (RTP), to ensure compliance with changing requirements, the results of planning studies for State Route 36 and US 395, and other needs.
2. Update the environmental document supporting the RTP.

Tasks

1. Update the 2017 Regional Transportation Plan and environmental compliance. Tasks to be pursued as part of the update include:
 - a. Update Existing Conditions
 - b. Public/Stakeholder Consultation
 - i. Outreach to community stakeholders include: City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, local non-motorized transportation advocates, and the public.
 - ii. Depending on Covid restrictions outreach may include: public meetings, online surveys, outreach to social media platforms, etc.
 - c. Update Future Conditions
 - d. Discuss Transportation Issues
 - e. Update Policy Element
 - f. Update Action Element
 - g. Update Financial Element
 - h. Prepare appropriate environmental document
 - i. Prepare Draft and Final RTP
2. Ensure environmental compliance of the RTP and Programs.

Products (Target due dates are in parentheses)

1. RTP focused stakeholder engagement (Summer of 2021)
2. Draft RTP (January 2022)
3. Final RTP (February 2022)

Revenues		Expenditure	
Rural Planning Assistance (RPA)	\$59,854.00	LCTC Staff	\$59,854.00
Total:	\$59,854.00	Total:	\$59,854.00

Work Element 601C Regional Transportation Planning – Active Transportation Planning

Purposes

1. Review Goals and Policies set forth in the Regional Transportation Plan (RTP), including long-range (20 year) transportation projects.
2. Engage various stakeholders (LCTC, City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, and the public) in public engagements specifically focused on identifying and aligning on-going mobility/transportation needs of the community with the direction of the RTP, and the implementation of current regional and local transportation/mobility projects/initiatives.
3. To coordinate among public, private, Tribal and social service transportation providers to improve connectivity, enhance passenger safety, operating efficiency and regional mobility.
4. To assist in pedestrian and bicycle planning studies leading toward new and/or maintaining existing routes

Tasks

1. Meet periodically with county trail coordinator, city and federal staff responsible for trail and multi-modal transportation to discuss and plan trail development in Lassen County. Engage regional trail and non-motorized transportation advocates to help shape trails, bike/ped and other non-motorized transportation in the region. Provide for one annual update to the county Trail Maintenance Plan as required.
2. Amend the RTP to update the trails and bikeways component.
3. Update the Lassen County Bicycle Plan
 - a. Update existing facilities description
 - b. Review of Goals to ensure they are consistent with latest Regional Transportation Plan and General Plans
 - c. Equity/Demographic Analysis – Tables/graphics showing disadvantaged census tracts in Lassen County
 - d. Update mode split for Lassen County residents using current Census and Household Travel survey data. Then estimate the number of trips resulting from implementation of the plan. Conduct surveys to attempt to approximate mode split for all trips in Lassen County and how that might change if projects were constructed. Also, conduct bike counts on existing facilities.
 - e. Community and Stakeholder Engagement
 - f. Coordination with Other Agencies – Contact other regional entities/jurisdictions to discuss coordination opportunities for bicycle projects
 - g. Implementation Plan – Identify the steps and responsible parties for implementing top priority bicycle improvement projects
 - h. Maintenance – Discuss funding sources available to fund the maintenance of new facilities
 - i. Draft and Final Plan

Products (Target due dates are in parentheses)

1. Monitor progress on and update Bicycle Master Plan in coordination with City and County staff. Assist with Active Transportation Program grants. (Quarterly, As needed)
2. Updated inventory catalog for trails in County as new trails are added. (2-21)
3. Report to LCTC the status of the Trail Maintenance Plan. (10-21, 4-22)

4. Updated Countywide Bicycle and Pedestrian Master Plan (9-21)

Revenues		Expenditure	
Local Transportation Funds (LTF)	\$10,000.00	LCTC Staff	\$10,000.00
Total:	\$10,000.00	Total:	\$10,000.00

Work Element 601D Regional Transportation Planning – Transit Planning (RTP)

Purposes

1. To assure the coordination of all modes of transportation within the planning process of Lassen County is accomplished.
2. Improve mobility and access using available mass transportation resources.
3. To coordinate among public, private, Tribal and social service transportation providers to improve connectivity, enhance passenger safety, operating efficiency and regional mobility.
4. To provide an efficient transit system responsive to the needs of County residents.

Tasks

1. Monitor and coordinate the operations of the Lassen Rural Bus (LRB) public transit system to ensure goals are consistent with the RTP.

Products (Target due dates are in parentheses)

1. Periodic updates to the LCTC on transit planning and coordination (1-23, 6-23)

Revenues		Expenditure	
Local Transportation Funds (LTF)	\$5,000.00	LCTC Staff	\$5,000.00
Total:	\$5,000.00	Total:	\$5,000.00

Work Element 602 Programming

Purpose

Recurring tasks and activities including Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP) and development of the Regional Transportation Plan.

Objective

To identify and develop projects for the region's transportation programming needs that are consistent with the Regional Transportation Plan for future allocations.

Discussion

Financial planning and programming the RTIP and STIP for local road construction and multi-modal transportation projects involves coordination with state, federal, local agencies and local tribal representatives. This process also includes developing and preparing various project study reports, allocation requests, amendments, and monitoring implementation. One such coordination effort involves the Federal Highway Administration (FHWA) Central Federal Lands (CFL) division, as well as the US Forest Service (USFS) The Bureau of Land Management (BLM).

Activities

1. Prepare the 2022 Regional Transportation Improvement Program (RTIP), consistent with the RTP and 2020 RTIP, including amendments to ensure that projects are delivered in a timely manner.
2. Planning and Programming the Regional Transportation Improvement Program.
3. Planning and Programming the Low Carbon Transit Operations Program (LCTOP).
4. Planning and Programming LCTC-proposed STIP projects, including Planning, Programming, and Monitoring.
5. Planning and Programming Proposition 1B Funds.

Previous Work

LCTC prepared the 2018 Regional Transportation Improvement Program and programmed and monitored State and Federal funds including RSTP exchange, LCTOP, and Proposition 1B funds.

Tasks

1. Support the development of Project Study Reports, STIP Amendments, and monitor timely use of funds.
2. Plan, program and monitor the Regional Transportation Improvement Program (RTIP) consistent with RTP.
3. Conduct interagency and public outreach during the development of the RTIP.
4. Provide information to local partners about STIP estimates and programming policies; prepare and solicit input on RTIPs

5. Participate during CTC, Caltrans HQ and D2, RCTF, and RTPA group meetings /workshops regarding RTIP / STIP preparation, adoption, guidelines development, project criteria, etc.
6. Coordinate with CTC staff to process STIP amendments and assess funding options; support agency projects and address project issues.
7. Prepare STIP amendments and allocation requests. (As needed)
8. Coordinate, consult, and collaborate with the Susanville Indian Rancheria. (On-going, as needed)

Products (Target due dates are in parentheses)

1. RTIP/STIP amendments, allocation requests, time extensions (As needed)
2. Confirm consistency between the RTP and regional projects programmed with various State and Federal Funds (On-going)
3. Review the draft and final Fund Estimate (June/July/Aug 2021)
4. Set targets for agencies; review programming documents for consistency with STIP Guidelines (Aug/Sept 2021)
5. LCTC develop and submit the 2020 Lassen County Draft 2020 RTIP. (Sept/Oct 2021)
6. Final 2020 RTIP adoption. (Oct/Nov 2021)
7. Respond to CTC/Caltrans comments (Jan/Feb/March 2022)

Revenues		Expenditure	
RPA	\$46,500.00	LCTC Staff	\$45,000.00
		Training and Conferences	\$1,500.00
Total:	\$46,500.00	Total:	\$46,500.00

Work Element 603 Community Engagement, Outreach and Interagency Coordination

Purpose

To support LCTC's project delivery, planning, and consensus-building programs by providing information on transportation and related issues and by seeking input on these issues from interested parties.

On September 16, 2019 the LCTC adopted their Title VI & Public Participation Plan. The PPP states in part:

LCTC strives to promote inclusive public participation in all of its efforts. The agency believes firmly that consistent communication with Lassen County residents, businesses, and visitors is key to the success of LCTC's planning and project development efforts. To that end, LCTC has developed three goals for public participation:

1. Increase awareness of transportation projects in Lassen County and the public's involvement in planning and implementation.
2. Foster greater partnerships with local public agencies, social service organizations, and other community groups throughout Lassen County.
3. Engage minority, low-income, and limited-English-proficiency populations to improve communication with traditionally underserved groups.

It described the Commissions reliance on traditional outreach measures but did include a desire to utilize modern electronic means of communication, as well as social media, and other web-based platforms. It also described providing the public with Commission planning documents as well as up to date information, and opportunities to engage the public, through its web platform.

This OWP will continue to adapt its public outreach and communications strategies to address the limitation in public gathering associated with COVID-19. Staff will monitor the latest information on public gatherings and adjust outreach accordingly as the epidemic evolves during Fy2021/22. Rather than change the structure of this Work Element, LCTC staff will adapt our stated goals for outreach, communications, and interagency coordination to the circumstances as they exist during this next FY.

The LCTC, has conducted community meetings, issued press releases, created a website to be compliant with amendments to the Brown Act effective January 1, 2019, and undertaken other outreach activities as required to capture public input on the RTP and regional transportation issues as they relate to LCTC activities. These efforts are provided:

1. To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and federal requirements; and
2. To coordinate regional transportation planning through consultation and collaboration in these ways:
 - a. Integrate local land use and regional transportation planning.
 - b. Promote cooperation among regional, State and Federal agencies to enhance transportation planning; consult and coordinate with Caltrans, neighboring

- jurisdictions, and agencies to undertake transportation planning studies (e.g. corridor studies, project study reports, special studies, coordinated research, etc.).
- c. Coordinate and consult with regional goods movement and freight providers.
 - d. Coordinate and consult with regional bicycle groups and promote walk-able communities.
 - e. Review local agency goods movement and freight planning policies.
 - f. Work with partners to enhance movements of people, goods, services and information.
 - g. Coordinate local transportation services with regional and interregional providers to improve connections, interregional mobility and access to basic life activities.
 - h. Consult with and consider interests of community, Native Americans (individuals), in general and the Susanville Indian Rancheria (sovereign nation) in particular, and any and all under-represented groups.
3. Support the outreach and engagement efforts of the LCTC related to the Annual Transit Unmet Needs Process.

Tasks

1. Administer public notification in accordance with the Brown Act.
2. Proactively solicit input from the public, local government, Tribes, advisory groups and organizations as they may assist the LCTC administer the RTP.
3. Monitor local government and agency meeting agenda, such as City Council, County Board of Supervisors, social service agencies, Tribal Councils; attend meetings for topics related to regional transportation and multimodal issues.
4. Regularly consult and coordinate and communicate with Tribal councils, disadvantaged and ethnic communities, and organizations to maintain good working relationships.
5. Conduct outreach to community bicycle groups to promote and foster partnerships. Work with public health departments to support walk-able communities as it relates to developing workable non-motorized mobility plans.
6. Participate in local economic development meetings to help integrate transportation and community goals for land use, economic vitality, social welfare and environmental preservation.
7. Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, programs and action to plan the regional transportation infrastructure.
8. Provide information and documents about regional transportation issues to interested parties and organizations.
9. Draft newspaper articles, fact sheets, press releases, display ads and other informational materials related to project planning, workshops, program development, preparation of RTIP
10. Join and participate in regional coordinating entities like the North State Super Region (NSSR), and other appropriate transportation planning groups and associations as needed.
11. Government-to-Government Outreach to include the Susanville Indian Rancheria, City of Susanville, etc. (Through monthly TAC meetings and specific focused meetings)
12. Community Meetings. (9-21, 1-22, 5-22, and/or as needed)
13. Prepare press releases, public service announcements, public notices, and public meeting/hearing flyers. (As needed)
14. Maintain website. (Monthly to advertise LCTC meetings, workshops, and other community engagement)
15. Provide regular updates to local media and social media on transportation issues, developments in

specific projects, and as required to engage stakeholders.
 16. Update the 2019 Public Participation Plan to respond to current circumstances.

Products (Target due dates are in parentheses)

1. Inter-agency outreach, to include the Susanville Indian Rancheria, City of Susanville, etc. (Through the TAC 8-21, 10-21, 12-21 1-22, 3-22, 5-22, 6-22 and ad hoc meetings)
2. Materials for public hearings, workshops and meetings, including surveys and fact sheets for community meetings.(9-21, 1-22, 5-22, and/or as needed)
3. Press Releases, public service announcements, public notices, and public meeting/hearing flyers. (As needed)
4. Community and focused meetings to support the Transit Unmet Needs process, and the Transit Development Plan and a Coordinated Public Transit Human Services Transportation Plan (as needed but completed in 6-22)
5. Maintain website.
6. Update Public Participation Plan as required.
7. Social media information items – (8-21, 10-21, 12-21, 2-22, 4-22, 6-22)

Revenues		Expenditure	
Local Transportation Fund	\$24,000.00	LCTC Staff	\$20,000.00
		Memberships - including NSSR	\$4,000.00
	Total: \$24,000.00	Total:	\$24,000.00

Work Element 604 Transportation Development Act

Purpose

To effectively administer the provisions of the Transportation Development Act (TDA), including receiving, reviewing, and approving claims for Local Transportation Funds and State Transit Assistance Funds for Lassen County.

To provide staff support to the Social Services Transportation Advisory Council (SSTAC).

Previous Work

Each year LCTC is responsible for administering TDA funds. These funds operate public transit, construct bicycle and pedestrian facilities, and may be used for streets and roads purposes only after all unmet transit needs that are reasonable to meet have been addressed. Under TDA statute, LCTC is responsible for preparing preliminary and final estimates of Local Transportation and State Transit Assistance Fund apportionments, conducting fiscal and performance audits, and transit coordination. LCTC has appointed members to a Social Services Transportation Advisory Council (SSTAC) in accordance with Transportation Development Act Statute 99238.

Tasks

1. Provide for the management of the Local Transportation Fund (LTF) and the State Transit Assistance (STA) Fund. (On-going)
2. Ensure that fiscal and compliance audits are performed in accordance with law and assist in the resolution of audit findings. (December 31, 2021)
3. Conduct the Unmet Transit Needs process, if warranted, or conduct in-lieu Citizen Participation Process Public Hearing. (Spring, 2022)
4. Prepare the Unmet Transit Needs Analysis and Findings, if warranted. (Spring 2022)
5. Prepare draft and final apportionments for FY 2019/2020 Transportation Development Act Funds. (February and June 2022)
6. Assist claimants with preparation of claims and local program administration. (On-going)
7. Provide instructions to the Lassen County Auditor for allocations to the jurisdictions. (June 2022)
8. Provide staff support to the LCTC SSTAC. (On-going)
9. Participate in meetings/workshops such as: Lassen County Transportation Commission; Social Services Technical Advisory Council; Caltrans, Regional Transportation Planning Agency working group, California Transportation Commission, CalACT (planning related activities), and the Rural Transit Assistance Program.

Products (Target due dates are in parentheses)

1. Preliminary and Final LTF and STA apportionments for Fiscal Year 2021/2022. (February and June 2022)
2. Unmet Transit Needs Analysis and Findings, if warranted, or conduct in-lieu Citizen Participation Process Public Hearing. (April-May 2022)
3. Allocation instructions to the County Auditor for LTF and STA funds. (June 2022)
4. Claim notifications to jurisdictions. (June 2022)

5. SSTAC agendas and minutes and related staff support. (Spring 2021)

Revenues		Expenditure	
Local Transportation Fund	\$80,200.00	LCTC - Staff	\$33,000.00
		Legal Council	\$2,000.00
		Independent Auditor	\$40,000.00
		Lassen County Auditor	\$5,200.00
Total:	\$80,200.00	Total:	\$80,200.00

Work Element 703 U.S. 395 Strategic Corridor Investment Analysis

Background & Purpose

US 395 Strategic Corridor Investment Analysis will build upon previous efforts by LCTC and Caltrans to prioritize investments on US 395. Caltrans has recently completed the Transportation Concept Report for the highway and LCTC has provided support through community engagement. Efforts for the project will include an economic analysis along the corridor, identify project segments based upon logical termini, prepare programming level cost estimates, and prioritize segments for future delivery. The project will continue the coalition building and coordination efforts currently underway by LCTC. The coalition consisting of local, regional, state, and federal governments as well as industry groups will steer project decisions on this regionally and nationally significant freight movement corridor. The result will be a corridor segment prioritization based upon technical data and stakeholder support to advance into the Project Development Process.

Caltrans District 2 recently completed a comprehensive new US 395 Transportation Concept Report (TCR). The TCR states that “two major changes to the existing US 395 facility type are recommended,” including upgrade of the existing two-lane conventional highway to a four-lane divided expressway from Hallelujah Junction to the SR 36 junction in Susanville. Since the 1980's, LCTC has identified the desire to widen US 395 to a four-lane divided expressway. This cross section presents delivery and funding challenges and may take upwards of 30 years to implement. The TCR also discusses additional non-capital strategies. LCTC believes that this vision is critical and overdue.

However, a variety of factors make it unlikely this vision can be achieved without a strong partnership between Caltrans District 2 and Headquarters, and the affected regional transportation planning agencies. It is also unlikely that progress can be made without a broad stakeholder coalition that includes additional public, private, and non-profit partners. To this end, LCTC has begun an effort to form a stakeholder coalition to build support for the widening of US 395. The coalition will consist of Caltrans, Nevada DOT, LCTC, Washoe RTC, counties of Lassen and Washoe, City of Susanville, California Governor's Military Council, California Governor's Office of Planning and Research, US Office of Economic Adjustment, Sierra Army Depot, Department of Defense, Federal Highway Administration, Amazon, FedEx, UPS, Tesla, California and Nevada state elected officials, the Susanville Indian Rancheria, and trucking associations. Many of these members have committed to join the coalition and have provided letters of support for the US 395 Strategic Corridor Investment Analysis

OVERALL PROJECT OBJECTIVES:

- Continue to engage with the stakeholders to drive the project direction.
- Develop segments based upon logical termini and associated capital investments and right of way and environmental constraints.
- Prepare an economic study to determine benefits of the corridor project.
- Revitalize the regional and local economy.
- Develop a funding plan.
- Identify priority segment(s) to advance to PID phase.

Task Completed FY 2020/2021

1. Consultant Procurement

Task 1.1 RFP for Consultant Services

LCTC will complete consultant procurement process for selection of a consultant(s) using Caltrans procurement procedures and forms.

- **Responsible Party:** LCTC

Task 1.2 Board Approval and Contract Execution

LCTC will schedule for a Board approval and contract execution.

- **Responsible Party:** LCTC

Task	Deliverable
1.1	<i>Procurement, Selection Checklist</i>
1.2	<i>Resolution Approving Consultant Contract, Executed Consultant Contract</i>

2. Project Initiation and Existing Conditions

Task 2.1 Project Kick-off and Monthly TAC Meetings

LCTC will meet with consultant to launch planning effort, review the project schedule, and identify TAC members, including Caltrans (District 2 Planning, Program/Project Management, and other functional units; Headquarter freight and other planning units; and, potentially, representatives from other Caltrans districts), LCTC, and other regional planning agencies. The consultant team will have monthly project team meetings with consultant and TAC as necessary to ensure good communication and coordination on upcoming tasks to ensure the project remains on schedule and within budget. The TAC will meet monthly to discuss the project, status of technical information, stakeholder coalition progress, and implementation plan.

Because the TAC is expected to include Caltrans representatives from a large geographic distance a conference call option will be provided to maximize participation. Caltrans staff will be invited to all TAC and stakeholder meetings.

For each monthly meeting, an agenda and supporting materials will be prepared and distributed in advance of each meeting. Meeting notes and action items will be prepared and distributed within one (1) week of the meeting.

- **Responsible Party:** LCTC and Consultant

Task 2.2 Meeting with Caltrans

LCTC and the Consultant team will meet with Caltrans to kick-off the project, discuss their goals for the project, discuss previous studies and reports for the corridor, and identify operations and maintenance needs.

- **Responsible Party:** LCTC and Consultant

Task	Deliverable
2.1	<i>Kick-Off Meeting and Monthly Meeting Agendas and Notes</i>
2.2	<i>Caltrans Meeting Notes</i>

Tasks Partially Completed in FY 2020/21 and Will be Finished in FY 2021/2022

3. Stakeholder and Community Engagement

Task 3.1 Stakeholder Workshops

LCTC and the consultant team prepared and facilitated one stakeholder workshop during FY 20/21. This leaves two more stakeholder workshops during the project period. These meetings build on outreach efforts during FY 20/21. As with previous efforts the remaining workshops will be focused on key components to advance the corridor improvements. The remaining workshops will be to share the results of the economic study of the corridor, and will involve discussion of the corridor segments, rankings, and determine prioritization of the segments.

- **Responsible Party:** LCTC and Consultant

Task 3.2 Community Engagement

LCTC and the consultant team will hold two (2) community workshops. The workshops will be planned during key project development stages. The community will be invited through extensive public outreach including local newspapers, websites, local radio, notification on buses, emails to distribution lists from previous LCTC projects, stakeholder coalition member staff, emails to homeowner groups and existing community group distribution lists. The community workshops will give the public the opportunity to understand the project improvements and provide feedback.

Community workshops will be supplemented with written and on-line surveys. To support a related planning effort for District 2 to update a Park-and-Ride study in the next three years, participants at the meetings and the respondents to the survey will be asked to answer questions about existing and potential Park-and-Ride facility usage. Surveys will be left on vehicles parked at formal and informal Park-and-Ride facilities to maximize data gathering.

- **Responsible Party:** LCTC and Consultant

Task	Deliverable
3.1	<i>Summary Notes from Stakeholder Workshops</i>
3.2	<i>Summary Notes from Community Engagement</i>

4. Economic Analysis

4.1 Characterize Socioeconomic Conditions and Economic Development Initiatives

The Consultant Team will compile and analyze existing information on the current and expected future socioeconomic conditions in the study area. Using data from the US. Census, California state agencies, Lassen County, and other local agencies, they will analyze employment by industry, business establishments by industry, and wages – including current year, historic trends, and forecasts. To the extent possible given available data, the team will identify major employers in the study area, together with the number of employees and industry type of each business. The effort will identify “basic” and “non-basic” industries and firms, as the basic are considered the economic engines of the local economy.

The economic base analysis will be used to help understand how the study area communities interact in terms of employment and trade flows, which can then inform an assessment of the extent to which the transportation infrastructure supports these movements.

- **Responsible Party:** Consultant

4.2 Assess Construction Economic Impacts

Using the IMPLAN regional economic model, the consultant team will input data on investment amount, location, and duration. IMPLAN will be used to estimate the direct, indirect and induced impacts associated with the investments, including both the total jobs and economic activity. Employment results will be reported in annual job-years, (which are equivalent to full-time employees). Fiscal impacts will be reported in terms of gross state product and state and local taxes, on an annual basis.

- **Responsible Party:** Consultant

4.3 Operational Economic Impacts

The Consultant Team will estimate current and future travel speeds in the study area. Historic data on vehicle accidents and estimate future changes in accident rates that result from an improved facility will be developed. Future changes in vehicle operating costs, which are a function of vehicle speed, travel distance, and pavement condition will be estimated. If historic data is available on reliability (travel time variance), an estimate future changes in reliability that result from an improved facility will be developed.

Interviews with individuals such as planners, business owners, real estate agents, developers, or others with knowledge of local economic development issues. The stakeholder coalition members will contribute to the interviews as well. Interviews obtain first-hand predictions of the effects of transportation improvement projects. They are particularly useful for broadly assessing what impacts might be associated with a project.

The Consultant Team will use interviews and other methods to identify any economic development initiatives for the region. They will assess the transportation needs and investments relevant to each initiative.

- **Responsible Party:** Consultant

4.4 Economic Analysis Report

The Consultant Team will document the results of the Economic Analysis Report. The report will

present background information on the economic characteristics of the region and current economic development initiatives. The report will describe the economic impacts expected to result from the project construction phases in terms of jobs and fiscal metrics. The report will discuss the expected user benefits of the US 395 improvements in terms of travel time, safety, transportation costs, and reliability. The report will then discuss the expected economic development benefits of the improvements, and also identify opportunities for maximizing economic benefits through project phasing and design changes.

- **Responsible Party:** Consultant

Task	Deliverable
4.1 – 4.4	<i>Economic Analysis Report</i>

5. Technical Analysis

Task 5.1 Traffic and Safety Analysis

The Consultant Team will review and assess existing traffic data along the project limits. This includes the Caltrans Traffic Book, TCR, and additional data. Traffic and truck counts will be obtained at key locations along the corridor. Existing counts from Caltrans permanent count stations along US 395 will be obtained. The Consultant Team will review safety data along the corridor and identify common collision types, severities and where hot spot locations are discovered. A prioritization of segments will be developed by analyzing metrics, which includes crash rate and total number of collisions. The Consultant team will identify appropriate countermeasures to mitigate common collision types. The traffic analysis will position the project to move into the Project Initiation Document (PID) phase.

- **Responsible Party:** Consultant

Task 5.2 Environmental Constraints

The Consultant shall review readily available environmental information for the corridor. A wind shield survey shall also be conducted to understand the environmental opportunities and constraints along the corridor. This shall identify potential biological and cultural resources, including wildlife crossing areas of concern. This information will be included on maps to graphically document the environmental constraints which the project may encounter.

- **Responsible Party:** Consultant

Task 5.3 Right of Way Requirements

The Consultant shall prepare an exhibit of right of way along the US 395 corridor. This should focus on the Caltrans right of way boundary as well as identification of adjacent parcels within the rural areas of the highway alignment. This will be used to aid in the preparation of cost estimates and to aid in discussions with the stakeholder coalition.

- **Responsible Party:** Consultant

Task 5.4 Conceptual Design

The Consultant shall prepare conceptual level design of the project corridor. The design will be based upon the cross sections and intersection layouts from the US 395 Coalition and Implementation Plan effort.

- **Responsible Party:** Consultant

Task 5.5 Cost Estimates

The Consultant shall prepare program-level cost estimates per segment. Cost estimates will include project development, right of way, and construction.

- **Responsible Party:** Consultant

Task 5.6 Segment Phasing and Funding

The Consultant shall develop project segments based upon design, traffic, and safety information and must meet logical termini. The segments will then be analyzed based upon quantitative and qualitative data. This includes cost, right of way requirements, environmental impacts, safety, and input from the stakeholder coalition.

The Consultant will also prepare a listing of potential funding options for the segment phases. The funding options will be analyzed to determine the best fit for each segment and probably funding requests. Funding programs analyzed will consist of federal and state programs, including STIP, RSTP, SB 1 programs, BUILD, InFRA, and others.

- **Responsible Party:** Consultant

Task	Deliverable
5.1	<i>Traffic and Safety Memo</i>
5.2	<i>Environmental Constraints Map</i>
5.3	<i>Right of Way Map</i>
5.4	<i>Concept Design</i>
5.5	<i>Program Level Cost Estimates</i>
5.6	<i>Phasing and Funding Plan</i>

6. Investment Plan

Task 6.1 Draft Investment Plan

From Tasks 3, 4, and 5, Consultant will develop a strategic investment plan; identifying next steps needed to implement the Plan. The draft plan will include, at a minimum:

1. Goals and Objectives
2. Summary of Stakeholder and Community Engagement
3. Economic Analysis Report
4. Environmental Opportunities and Constraints, including a map
5. Right of Way
6. Conceptual Design
7. Cost Estimates for Project Development, Right of Way and Construction
8. Segment Phasing and Funding
9. Recommended Next Steps

The Consultant will provide 15 hard copies of the Draft Plan for distribution to the Project Team, Caltrans, LCTC Board, and Lassen County. Electronic copies will be provided to all participating

stakeholders in the coalition.

- **Responsible Party:** Consultant

Task 6.2 Final Implementation Plan

The Consultant team will incorporate feedback from the project stakeholder into a Final Plan. The Consultant will provide 1 CD of all final deliverables and 15 hard copies of the Final Plan for Project Team, Caltrans, LCTC Board, and Lassen County. Electronic copies will be provided to all participating stakeholders in the coalition.

- **Responsible Party:** Consultant

Task	Deliverable
6.1	<i>Draft Plan (15 hard copies); Project Team Review and Comments</i>
6.2	<i>Final Plan (1 CD of all final deliverables and 15 hard copies)</i>

7. Grant Management

Task 7.1 Invoice Package

LCTC will prepare and submit complete invoice packages to Caltrans staff based on milestone completion—at least quarterly, but no more frequently than monthly.

- **Responsible Party:** LCTC

Task 7.2 Quarterly Report

LCTC will prepare and submit quarterly reports to Caltrans staff providing a summary of project progress and grant/local match expenditures.

- **Responsible Party:** LCTC

Task	Deliverable
6.1	<i>Caltrans Invoice Packages</i>
6.2	<i>Quarterly Reports</i>

Revenues		Expenditure	
Rural Planning Assistance	\$29,346.00	Outside Consultant - CSUS	\$35,896.00
Sustainable Communities Grant	\$117,386.00	LCTC - Staff	\$110,386.00
Total:	\$146,732.00	Total:	\$146,732.00

Work Element 704 Local Road Safety Program

Background, Purpose and Goal

An LRSP identifies and analyzes safety problems and recommends safety improvements. An LRSP will be required to obtain Highway Safety Improvement Program (HSIP) funding in the future. The plan will include extensive data collection and analysis of crashes and other traffic data throughout the County, public/stakeholder workshops and identification of safety projects designed to reduce potential future crashes.

An LRSP provides a framework for organizing stakeholders to identify, analyze, and prioritize roadway safety improvements on local and rural roads. The process of developing an LRSP can be tailored to local protocols, needs, and issues.

The goal of this effort is to develop a LRSP for Lassen County (including the City of Susanville) and subsequently to identify community supported projects for HSIP funding that will enhance mobility safety for the travelling public.

Nexus to Regional Transportation Planning Process

As with all the work done by the LCTC, the LRSP as a document, and the process that result in its development, that will directly, effect regional transportation planning. These include but are not limited to:

- Information developed in the LRSP will be used to inform the update of the Regional Transportation Plan scheduled for FY 21/22 (WE 601B). This will include challenges and recommendation that can be implemented in the RTP but are not eligible for HSIP funds.
- Data gathered to date is showing and increase in bike and pedestrian related accidents. This information will help inform the update to the Lassen County Bike Plan (WE 601C). And will provide valuable information for Active Transportation and Safe Route to Schools grant applications.
- Data and results derived from the LRSP are already being used to augment more focused highway safety analysis being done in the Phase 2 US 395 effort (WE 703).
- Stakeholder outreach and workshops being anticipated for the LRSP will be leveraged to help with similar efforts for RTP, ATP and transit planning during FY 21/22.

Work Tasks

Tasks completed in FY 2020/2021

Task 1 – Study Management and Stakeholder Group

As part of this task LSC will manage the progress of the LRSP and provide billing and coordination documents to LCTC. We will develop a stakeholder group comprised of representatives of key groups concerned with highway/roadway safety in Lassen County. Invitations will be made to each of the following:

- Caltrans District 2
- Lassen County Public Works

- Lassen County Sheriff's Department
- California Highway Patrol
- City of Susanville Public Works
- City of Susanville Fire Department
- US Forest Service
- US Bureau of Land Management
- Susanville Indian Rancheria
- Lassen Lands and Trails Trust

This stakeholder group will help to provide input and data resources, will review interim and final study products, and will provide input with regards to safety strategies. It will meet a minimum of three times over the course of the study (either in person or virtually, as conditions permit). LSC will prepare agendas, conduct the meetings and provide minutes of the meetings.

Task 2 – Data Collection

LSC will collect available crash data for the last 10 available years, including SWITRS and TIMS data (at the collision level). In addition, we will contact the Lassen County Sheriff’s Department, Susanville Police Department and California Highway Patrol to identify any available documented crash information not included in the statewide databases. This available data will be reviewed and, if found to be of sufficient quality, included in the analysis.

LSC will collect available daily traffic volume data for public roads throughout Lassen County, including data from Caltrans, Lassen County, City of Susanville, US Forest Service, US Bureau of Land Management and the Susanville Rancheria.

LSC will contact law enforcement agencies (City, County, CHP, USFS, BIA and the Susanville Indian Rancheria) to discuss traffic safety issues and the availability of data.

Task 3 – Data Analysis

Once the crash database has been developed and reviewed, LSC will conduct the following data analysis tasks:

- Locations of crashes will be mapped for the most recent 10-year period. This will include separate maps for fatalities, for crashes involving bicyclists and for crashes involving pedestrians. In addition to countywide maps, maps focusing on the City of Susanville will be prepared. Other focus-area maps will be prepared as necessary to define specific issues.
- Traffic count data will be summarized and analyzed to identify the average daily traffic and 10-year total vehicle-movements (for intersections) or vehicle-miles of travel (for roadway segments).
- The crash data inventory will be analyzed to summarize crashes by severity, by type, and by contributing factor.
- Crash rates will be calculated by roadway segment and intersection (as traffic count data allows), for those intersections and roadway segments with two or more recorded crashes over a 10-year period.
- The type of crash and injury severity will be assessed to identify those that are correctable through changes in the roadway design, as well as those that are related to excess speed or other factors.

We will identify crash patterns, crash trends, and primary contributing factors that most commonly recur in the crash data. These findings will be summarized using charts and graphs. In addition, as a basis for future Highway Safety Improvement Program (HSIP) funding, LSC will use the database established in Task 2 to identify trends, location characteristics, and contributing factors for the pertinent California Strategic Highway Safety Plan (SHSP) Challenge Areas. This work will be multimodal, documenting collisions and trends by mode as well as for the incorporated and unincorporated areas. We will conduct this work by considering descriptive statistics of the crash data as well as analyzing the crash data spatially. While LRSP guidelines require only a minimum of a 5-year data analysis, we will use the 10-years of crash data to identify the broader trends in crashes and roadway safety.

We will identify high priority locations to provide clarity on what locations have the greatest opportunity for safety improvements, based upon the costs associated with the crash history. These locations will be identified by mode (vehicle, pedestrian, bicyclist). A series of maps will identify these high priority locations.

We will document the work conducted in Tasks 2 and 3 in a memorandum. The memorandum will present the data analysis findings from the descriptive analysis, comparative analysis, and the spatial analysis. We will use visuals and graphics to support the text regarding the data analysis findings. The memorandum will also present the high-priority locations and risk factors associated with crashes. The content of the memorandum will serve as the basis from which the team will generate workshop materials for discussion with the Stakeholder Group in Task 4.

Task 4: Workshops – Establish Goals, Priorities and Potential Countermeasures

We propose to conduct a series of two workshops with the Stakeholder Group. We expect that these can be conducted with consultant staff on-site, with stakeholders participating either in person or virtually. Materials will be distributed in advance, and we will conduct the workshop so that all participants have a chance to fully engage. Each workshop would be up to two hours in duration. The two workshops would be organized as follows:

Workshop #1 – Goals, Priorities and Data Review

The first workshop will review in greater detail the data analysis findings from Task 3 and will spur the Stakeholders Group’s input regarding safety concerns. LSC will facilitate a discussion of goals and priorities for the LRSP. We will develop the proposed goals and priorities for discussion with the Stakeholder Group (based on the data analysis) and then update those based on the input received. We will also lead a discussion of the priorities regarding the locations of focus and the emphasis areas of types of crashes and conditions to address.

Tasks Remaining in FY 2021/2022

Workshop #2 – Countermeasures Workshop

This workshop will focus on discussing the draft engineering countermeasures to address the priority locations, as well as comprehensive programmatic countermeasures. The pros and cons of various approaches will be discussed, and the input received from the Stakeholder Group will be used to refine the individual countermeasures as well as their prioritization.

Workshop Documentation

As an outcome of each of the workshops, we will prepare a summary memorandum regarding input received on the following:

- Goals and Priorities
- Prioritized Engineering Countermeasures

- Input on Comprehensive Countermeasures
 - Identify promising education, enforcement, emergency services strategies
 - Document likely partners for promising comprehensive measures
 - Document next steps in follow-on effort to further develop and implement the comprehensive measures with its agency partners

The content of the summary memorandum would be integrated into the Town’s LRSP in Task 8.

Task 5: Develop Safety Projects

LSC will work with the County and City staffs to finalize the prioritized countermeasures, based on the input received in Task 4 from the Stakeholder Group. In finalizing the list and priorities, we will consider the local jurisdiction’s ability to deploy and implement the countermeasures to arrive at a final set of countermeasures that are implementable and effective at improving roadway safety.

We will identify locations where the countermeasures are appropriate and effective. We will work with the City and County staffs to identify up to three competitive HSIP Cycle 11 grant applications that include high priority locations for safety improvements and potentially include systemic countermeasures that would benefit multiple locations. For up to six individual locations, LSC staff will visit the site and evaluate conditions for site-specific criteria such as driver sight distance and grades.

In finalizing the work under this task, we will prepare a final project listing capturing the locations and projects in the HSIP applications and/or others the local jurisdictions are confident in advancing. Other projects will be noted in the final LRSP but not included in the final project list.

Based on the crash analysis and professional standards, LSC will identify risk factors that are correlated to the most frequent occurrences of injury/fatal collisions. We will also identify safety areas and locations on which to focus for the greatest potential safety benefits. We will consider the following comprehensive strategies:

- **Emerging technologies** that have the potential to enhance roadway safety, such as automated enforcement, dynamic engineering treatments (e.g., operational under specific weather conditions), and ways to leverage social media for education programs.
- **Education strategies** that include programs and strategies that can be used to address road user behavior across multiple age groups forums. For example, these can include messaging that can be incorporated into Safe Routes to School Programs, community-based programs, and community campaigns (e.g., messaging on social media, posted on buses, and distributed through other channels such as existing newsletters).
- **Enforcement strategies** will focus on best practices for improving roadway and community safety. As research has found that most enforcement strategies have limited long-term impacts for changing road user behavior, the most effective enforcement strategies tend to be those that can be done transparently and consistently. An example is education or outreach campaigns as part of enforcement in school zones during school hours.
- The **emergency services strategies** will focus on strategies and partnerships that could help reduce response times and sharing of real- time information to improve overall coordination.

- **Engineering strategies** will be organized in a toolbox type of form that describes the treatment, shows an image or photo of each treatment, the context in which it is applicable, the mode or road users that the treatment would benefit and/or impact, the specific type of crashes and/or priority areas it helps to address, a planning-level cost estimate, the expected degree of crash reduction (if known), and if it has typically been eligible for HSIP funding.

We will document the work in Task 5 in a memorandum. The memorandum will present the safety areas, high-priority locations or high-injury network, risk factors associated with crashes, and the draft multidisciplinary strategies and countermeasures. The content of the memorandum will serve as the basis from which the team will generate workshop materials for discussion with the Stakeholder Group in Task 6.

Task 6: Final Local Road Safety Plan

We will prepare the final LRSP and supporting materials using the findings and information from the work in Tasks 2 through 7. The final set of deliverables will consist of the following:

- Local Road Safety Plan – Meeting the LCTC’s needs and requirements for Caltrans’ grant funding.
- Executive Summary – Stand-alone document that can be used share key elements of LRSP with local decision-makers and/or broader community.
- PowerPoint Presentation – Targeted towards sharing LRSP key elements with local decision-makers and/or broader community. This could potentially be hosted on the LCTC website.

The LRSP will include a discussion of the crash characteristics, data gathering, data analysis, countermeasures prioritization, and proposed projects. The report will also document the individuals who participated in the development of the LRSP.

We will tailor the LRSP to a format that is most useful for the LCTC, City and County to monitor and implement the recommendations. For each of the final deliverables, we will provide a draft version for the LCTC’s review and comment and a final version incorporating edits to respond to the LCTC’s comments. LSC will be available to make a presentation of the final report in Susanville, if desired.

Proposed Schedule

The following schedule is intended to ensure that grant applications can be submitted for the Highway Safety Improvement Program (HSIP) Cycle 11, currently forecasted to occur in April 2022.

Project Initiation – Completed in FY20/21

Completion of Task 3 (Crash Data Analysis Memo) – Completed in FY20/21

Workshop 1 (Goals, Priorities and Data Review) – Completed in FY20/21

Completion of Task 5 (Develop Safety Projects) – August 2021

Workshop 2 (Countermeasures) – September 2021

Completion of Task 6 (Final Report) – December 2021

Revenues		Expenditure	
Rural Planning Assistance	\$3,400.00	LCTC Staff	\$34,000.00
HSIP Grant	\$30,600.00		
Total:	\$34,000.00	Total:	\$34,000.00

Attachments

- A. Fiscal Year 2020/2021 California Department of Transportation Debarment and Suspension Certification
- B. FTA Fiscal Year 2021 Certifications and Assurances
- C. FY 2020/2021 FHWA and FTA State and Metropolitan Transportation Planning Process Self Certification

Attachment A

Fiscal Year 2021/2022 California Department of Transportation Debarment and Suspension Certification



Fiscal Year 2021/2022 California Department of Transportation
Debarment and Suspension Certification

As required by U.S. DOT regulations on governmentwide Debarment and Suspension

(Nonprocurement), 49 CFR 29.100:

- 1) The Applicant certifies, to the best of its knowledge and belief, that it and its contractors, subcontractors and subrecipients:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
- 2) The Applicant also certifies that, if Applicant later becomes aware of any information contradicting the statements of paragraph (1) above, it will promptly provide that information to the State.
- 3) If the Applicant is unable to certify to all statements in paragraphs (1) and (2) of this certification, through those means available to Applicant, including the General Services Administration's *Excluded Parties List System (EPLS)*, Applicant shall indicate so in its applications, or in the transmittal letter or message accompanying its annual certifications and assurances, and will provide a written explanation to the State.

**DEPARTMENT OF TRANSPORTATION
DEBARMENT AND SUSPENSION CERTIFICATION
FISCAL YEAR 2021/2022**

SIGNATURE PAGE

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature _____ Date June XX, 2021

Printed Name John L. Clerici – Executive Secretary

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has the authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, these certifications and assurances have been legally made and constitute legal and binding obligations of the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances or of the performance of the described project.

AFFIRMATION OF APPLICANT’S ATTORNEY

For Lassen County Transportation Commission (Name of Applicant)

Signature _____ Date _____

Printed Name of Applicant’s Attorney _____

Attachment B

FTA Fiscal Year 2021 Certifications and Assurances

**FTA FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES
 FEDERAL FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES FOR
 FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____ Lassen County Transportation Commission _____

The Applicant certifies to the applicable provisions of categories 01–18.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

<u>Category</u>	<u>Certification</u>
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

FEDERAL FISCAL YEAR 2020 CERTIFICATION AND ASSURANCES
FEDERAL FISCAL YEAR 2020 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA in FY 2020)

AFFIRMATION OF APPLICANT

Name of the Applicant: **Lassen County Transportation Commission**
Name and Relationship of the Authorized Representative: **John L. Clerici, Interim Executive Secretary**

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2020, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2020.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____
Name: **John L. Clerici**
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): **Lassen County Transportation Commission**
As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____
Name Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

Attachment C

FY 2021/2022 FHWA and FTA State and Metropolitan Transportation Planning Process Self Certification

FY 2021/2022 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification

In accordance with 23 CFR part 450, the California Department of Transportation and the Lassen County Transportation Commission, Regional Transportation Planning Agency, hereby certify that the transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

RTPA Authorizing Signature

Executive Secretary _____
Title

June XX, 2021 _____
Date

Caltrans District Approval Signature

Title

Date



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

Staff Report

To: Lassen County Transportation Commission

AGENDA ITEM 4.16

Date: May 5, 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: TDA Funding for Lassen Senior Services

REQUESTED ACTION: Direction to staff on TDA funds provided to Lassen Transit Services Agency for senior services provided in FY 2020/21 and 2021/222

BACKGROUND & DISCUSSION

Lassen Senior Services is a 501(c)3 non-profit organization providing programs and services which enhance the health and wellbeing of the senior citizens of Lassen County. Among their many offerings is transportation to seniors for medical appointments, shopping and nutrition programs. These are offered at no cost to the user. These programs are popular with seniors and provide a vital link to the community.

However, due to COVID senior use of LSS transportation fell dramatically including trips to senior nutrition programs. In an effort to serve seniors who were homebound LSS began using vehicles funded by TDA, to deliver meals. Strictly speaking, TDA funds are for moving people not food. However, there is no clear statute that says that this kind of use of TDA funds is strictly not allowed. In discussions with Caltrans staff so far has been neutral on the issue.

LTSA is revieing their contract with LSS and will be contemplating a variety of actions in that regard. Their main discussion, and potential action, will be what the LTSA board would choose to do with the agreements with Lassen Senior Services. They may include: 1) Terminate all agreements with Lassen Senior Services (LSS) or 2) Terminate maintenance agreement with LSS and direct staff to work on new operation agreement with LSS or 3) Terminate maintenance agreement with LSS and leave current operation agreement in place.

LTSA staff is likely to pursue some iteration of option 2. They have asked that the LCTC discuss and provide guidance on whether food delivery is an eligible expense under TDA, under which article this would fall, and are there some additional guidelines we might wish to add. For example, the LCTC may say that TDA funds can be used for these purposes, that strict recording of these uses should be followed, and that the use will be allowed to the end of FY 21/22 (June 30, 2022).

ALTERNATIVES

Provide direction to staff.