

LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANNING AGENCY



John L. Clerici, Executive Secretary

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

P.O. Box 1028
Susanville, CA 96130

Date Posted: JUNE 6, 2024

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Russ Brown, (City Council)
Mendy Schuster (City Council)
Dawn Miller (City Council)

Tom Neely, (Co. Supervisor)
Chris Gallagher, (Co. Supervisor)
Aaron Albaugh, Chair (Co. Supervisor)

Subject: **REGULAR MEETING**

of the

LASSEN COUNTY TRANSPORTATION COMMISSION

A meeting of the Lassen County Transportation Commission has been scheduled for **Monday, June 10, 2024, at 1:30 p.m.**

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

The meeting will use zoom for remote viewers.

Join Zoom Meeting

<https://us06web.zoom.us/j/83110159401>

Meeting ID: 831 1015 9401

Passcode: 652994

One tap mobile

+16694449171,,83110159401#,,,,*652994# US

+17207072699,,83110159401#,,,,*652994# US

The Agenda is as follows:

(1) CONVENE

1.1 Pledge of Allegiance

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

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

1.3 Approval of the Minutes for May 13, 2024, Regular Meeting: **Motion Required**

1.31 Election of 2024 Officers: Motion Required

Elect a Chair and Vice-Chair to preside at meetings of the Commission for the remainder of the calendar year 2024.

1.4 Approval of the Consent Calendar: **Motion Required**

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

1.41 Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$33,524.49. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$33,524.49 as shown in Invoice #009-48 for May 2024.

(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 Lassen Transit Service Agency FY 2024/25 Transportation Development Act Claim

REQUESTED ACTION: Adopt Resolution 24-04 approving the Lassen Transit Services Agency (LTSA) Fiscal Year (FY) 2024/25 Transportation Development Act Claim in the amount of \$1,077,673.

4.12 LCTC Schedule of Meetings for Fiscal Year 2024/25

REQUESTED ACTION: BY MOTION, Adopt the proposed schedule of meetings for FY 2024/25.

(5) INFORMATION ITEMS

5.01 Executive Secretary Report

Updates:

- US 395 Coalition – Corridor projects
- Wildlife Crossing
- Legislation & State Budget

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, August 12, 2024, at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS: Report on City/County/SIR road and transportation workshop, Update on US 395 projects, EV Charging Station (LMUD initiative)

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

May 13, 2024

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

1:30 P.M. Open Session

1:30 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 1:45 P.M.

Roll Call: Present: Albaugh, Brown, Gallagher, Miller, Neely, Schuster
Absent:

1.1 Pledge of Allegiance

The Pledge of Allegiance to the Flag was waived.

1.2 Adoption of Agenda:

It was moved by Commissioner Gallegher and seconded by Commissioner Schuster that the Commission adopt the agenda with the suggested change by the Executive Secretary to move item 4.11 to precede Item 3 Reports. The revised agenda was adopted by the following vote:

AYES: Albaugh, Brown, Gallagher, Miller, Neely, Schuster
NOES: None
ABSENT: None
ABSTAIN: None

1.3 Approval of the March 11, 2024 Regular Meeting Minutes

The Commission was asked to adopt the Minutes of their March 11, 2024, Regular Meeting, as presented by staff.

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

AYES: Albaugh, Brown, Gallagher, Miller, Neely, Schuster
NOES: None
ABSENT: None
ABSTAIN: None

1.4 Approval of Consent Calendar

It was moved by Commissioner Ingram and seconded by Commissioner Stafford that the Commission approve the Consent Calendar as presented by staff. The motion was passed by the following vote:

AYES: Albaugh, Brown, Gallagher, Miller, Neely, Schuster
NOES: None
ABSENT: None
ABSTAIN: None

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

Verbal communications:

Elizabeth Norton Bob Godman and the Susanville Public Works Department for helping with a local Susan River Clean up Day. She also commented on rumble strips recently “fixed” by Caltrans at Bass Hill that help accommodate cyclists who use the road shoulder.

3. REPORTS

3.1 Caltrans

Mike Mogen provided an update to the Commission on a variety of projects and other initiatives:

- SR 44 – Shalas – Pavement Rehabilitation project will begin soon. Pavement grind and new overlay, improvements to the weather station, some tree removal, as well as a curve correction at Poison Lake (safety project).*
- SR 36 a portion at milestone 26.5 to 29.5 will get new rumble strip (at fog line). Consideration will be given to leaving some shoulder for bicyclists.*
- SR 139 pavement project (on grade just outside city limit) is still on schedule for 2025 construction year. Working out coordination with all jurisdictions on potential road closures and delays. Several Commissioners mentioned this as priority.*
- US 395 Horizontal curve warning update. Upgrade various curve warning signs along SR 395.*

- *Broadband middle mile installed or to be installed on SR 36 is in progress. Commissioners commented on the need to get the work done, and working with other providers.*

Chair Albaugh asked about the various bridge projects listed in the Caltrans information. Mike said they were all completed.

3.2 CHP

Sergeant Lacy Carney reported the following:

- *0 fatal accidents in the county so far in 2024*
- *Collisions are on about the same trajectory as previous years*
- *Should be a new Commander in the unit by mid summer*
- *Getting 2 new officers soon*
- *Gearing up for summer highway activity*

Commissioner Gallagher noted that someone dumped a trailer at Dellwood Road and SR 36. Commissioner Neely thanked CHP for supporting the UTV ride at Eagle Lake.

3.3 City of Susanville

Bob Godman highlighted his public works crews for helping with Susan River clean-up. Also noted that the bid to complete work on the Gateway project goes out to bid at the end of the month.

3.4 Lassen County

Pete Heimbigner reported that chipseal work on A2 (Susanville Road) and Bassett Road will begin soon.

3.5 Susanville Indian Rancheria

Russ Burriel reported that they are still working on the Tribal Transportation Plan. He also mentioned that they were in the process of negotiating an MOU with the County that would allow them to distribute some tribal funds for local projects.

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 Receive and file the Fiscal Year 2022/2023 Audit Reports and direct staff to forward Audits to Caltrans

The Commission was asked to receive and file the Fiscal Year 2022/2023 Independent Audit Reports and direct staff to forward audits to Caltrans.

Ingrid Sheipline of Richardson & Company reported on the audit findings. She noted that continued progress had been made in meeting some of the challenges presented during previous audit efforts. There were no significant audit findings for this FY.

Executive Secretary John Clerici noted that once received the audit findings will be transmitted to Caltrans. He also noted the hard work of his staff, the transit agency, and the Lassen County Auditor and staff (noting turnover in the Auditors office and the recent combining of the Auditors office and the County Treasurers over the last FY), in helping with this audit effort.

4.12 Fiscal Year 2024/25 Overall Work Program and Budget

The Commission was asked to adopt, by motion, Resolution 24-02 approving the FY 2024/25 Overall Work Program and Budget.

John Clerici provided a brief overview of the Overall Work Program (OWP) and Budget to the Commission. He reminded them that the OWP 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.

He added that this OWP and budget (as with previous years) reflects the transportation/mobility needs of the region, the interaction between Commission, City and County staff, the Susanville Indian Rancheria, collaboration with neighboring RTPA's, and our on-going partnership with Caltrans, Washoe County and the State of Nevada. It also contains the core work described in the staff services contract with Clerici Consulting in the amount of approximately \$485,500, with additional work provided for in the expanded scope of work of approximately \$106,000. The expanded scope of work includes:

- *Regional transportation planning and data collection – with enhanced assistance to the City and County for pavement management, traffic counts, assessment of safety needs, etc*
- *Active Transportation Program execution – grant writing, program updates*
- *US 395 Phase 2 Participation*
- *Compliance with the recently adopted SB 125 funds for transit and EV infrastructure*
- *Supporting consultant work for the state mandated Triennial Performance Audits for the LCTC and the LTSA*

- *Support for the Lassen County GIS update*
- *US 395 Wildlife Crossing Evaluation funded by the Wildlife Conservation Board*

It was moved by Commissioner Gallagher and seconded by Commissioner Schuster to adopt Resolution 24-02 adopting the FY 2024/25 Overall Work Program and Budget. The motion was passed with the following vote:

AYES: Albaugh, Brown, Gallagher, Miller, Neely, Schuster
 NOES: None
 ABSENT: None
 ABSTAIN: None

4.13 Date change for June 17, 2024 Regular Meeting

The Commission was asked to change, by motion, the date of the of the LCTC’s June 17, 2024, Regular Meeting to June 10, 2024.

It was moved by Commissioner Schuster and seconded by Commissioner Ross to change the date of the June Regular meeting from June 17 to June 10, 2024. The motion was passed with the following vote:

AYES: Albaugh, Brown, Gallagher, Miller, Neely, Schuster
 NOES: None
 ABSENT: None
 ABSTAIN: None

4.14 Fiscal Year 2024/25 Transportation Development Act Apportionment and Allocation for Local Transportation Fund (LTF) and State Transit Assistance (STA).

The Commission was asked, by motion, Adopt Resolution 24-03 approving the Final Fiscal Year 2024/25 Transportation Development Act Allocations for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the allocations.

It was moved by Commissioner Gallagher and seconded by Commissioner Miller to adopt Resolution 24-03 as presented by staff. The motion was passed with the following vote:

AYES: Albaugh, Brown, Gallagher, Miller, Neely, Schuster
 NOES: None
 ABSENT: None
 ABSTAIN: None

5. INFORMATION ITEMS

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

5.01 Executive Summary Report

The Executive Secretary reported the following:

- **US 395 Update** – Staff provided an update on the most recent US 395 Coalition meeting held on April 14 in Reno. He mentioned that a more detailed briefing was provided on the three projects currently underway in the corridor. The updates included a more detailed look at the safety project Caltrans D2 has developed for the area north of Hallelujah Junction to about Honey Lake, the Wildlife Crossing grant recently awarded the LCTC by the Wildlife Conservation Board, and the Red Rock CapM project. Staff also reported on a new effort, the US 395 Freight Integrated Mobility Opportunities Feasibility Study. Staff reported that he would be providing and update to the Lassen County BOS at their meeting on May 14 on the same four initiatives.
- **Legislation** – There were no updates on current state legislation. However, there was good news on the status of SB 125 funds and the state budget, and that for the moment the first round of funding will be provided.

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commissioners

At various times in the meeting Chair Albaugh and the other commissioners welcomed the two new members from the city, Mendy Schuster and Dawn Miller.

7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, May 13, 2024, at 1:30 PM, at the City of Susanville, City Council Chambers, 66 North Lassen Street, Susanville, CA.

7.3 Adjourn

The meeting was adjourned at 3:13 p.m.

Submitted for approval by:



John Clerici
Executive Secretary



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

Date: June 6, 2024

AGENDA ITEM 1.31

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary

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

Subject: Election of 2024 Officers

Staff Report

REQUESTED ACTION

Elect a Chair and Vice-Chair to preside at meetings of the Commission for the remainder of the calendar year 2024.

PAST ACTION

Each year the Commission elects a Chair and Vice-Chair from its 6-member board. The last election was held on March 13, 2023.

DISCUSSION

At your December 12, 2022 Regular Meeting, you adopted new by-laws which called for the election of a chair and vice-chair to serve for one year. The election was to be held at the January 2024 Regular Meeting. However, the election was postponed to the April meeting to accommodate the March elections for the Susanville City Council that could impact Commission membership. At the time of the April meeting the city council election had not been certified, and so the election was moved to the June Regular meeting.

Currently Supervisor Albaugh is serving as Chair, and Councilmember Stafford is serving as Vice-chair. There are no limits on how many times a Commissioner can serve as Chair or Vice-chair nor on a Commissioner serving consecutive terms.

For the purposes of this exercise staff recommends that the position of Chair be voted on first, and then the position of Vice-chair.

ALTERNATIVES

Commission to provide direction to staff.

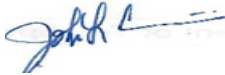


John L. Clerici, Executive Secretary

Staff Report

Date: June 6, 2024 **AGENDA ITEM 1.41**

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary 

Subject: Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$33,524.49

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$33,524.49 as shown in Invoice #009-48 for May 2024.

PAST ACTION

This is the Forty-eighth invoice under the contract with Clerici Consulting for Executive Secretary and staff services. This invoice includes a detailed invoice for charges for sub-consultant Borroum Engineering in the amount of \$12,871.60.

DISCUSSION

Attached is Invoices #009-48, with supporting documentation, and a detailed Progress Report for the period beginning May 1, 2024, and ending May 31, 2024.

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

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

- Prepared agenda and staff reports and attended LCTC May 2024 Commission and TAC meetings
- Prepared final FY 2024/25 OWP and Budget
- Prepared TDA and STA fund estimates for LTSA budget process for FY 24/25 operations
- Provided administrative support to the ZEV Infrastructure Feasibility study project close-out
- Provided follow-up to January Road/Mobility workshop held January 18, 2024
- Engaged the US 395 Coalition

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

- Provided administrative support to the US 395 Wildlife Crossing Study effort
- Provided outreach to the US 395 region on the wildlife crossing effort as needed

These charges are consistent with the billing trends for the FY 2023/24 OWP budget and the WCB Wildlife Crossing budget to date.

Attachments (1)

INVOICE

Project Title:

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

Date: June 1, 2024
Invoice # 009-048
Billing Cycle Ended: 5/31/2024 (May 1, 2024 - May 31, 2024)

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

To: **Mr. Aaron Albaugh, Chairman**
Lassen County Transportation Commission
PO Box 1028
Susanville, CA 96130

Staff Member	Hours OWP	Hours WCB	Total Hours	Total Cost
John Clerici	83.00	30.00	113.00	\$ 16,696.39
Borroum Engineering	May			\$ 12,871.60
LSC Transportation Consultants	April			\$ 3,956.50
	May			
2023 RTP Environmental Doc Filing Fee				No Charge
Travel (Lodging, meals)				No Charge
TOTAL				\$ 33,524.49
Prior Balance				\$ 26,879.07
Payment				\$ 26,879.07
Total Due				\$ 33,524.49

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

6/1/2024

Billing Detail for Clerici Consulting --

Date	Hours											Labor Sub-Total OWP hours only								
	WE 100 - OWP Administration	WE 601A - General/General Transportation Planning	WE 601B - Active Transportation Planning	WE 601C - Transit Planning	WE 602 - Programming	WE 603 - Outreach	WE 604 - TDA	WE 705 - ZEV	WE 706 - GIS	Wildlife Crossing										
May																				
1	1	2			1	1		1						2	6					
2		1							1						2					
3						1				1					2					
														2	0					
6	1	1			1	2		2						2	2					
7		1			1										6					
8		1				1				1					2					
9		1													3					
10		2													1					
															4					
															0					
13	3	2			4						1				10					
14	1	1			1	3									6					
15														2	0					
16														5	0					
17														1	0					
															0					
															0					
20		1			1									1	3					
21		2			1	2					1				7					
22		2			1						2				0					
23	1				2			1							5					
24		2			1						1				3					
															0					
															0					
27		3													3					
28	1														1					
29		2			1	2									6					
30		2			1										3					
31		1													1					
Total OWP	8	29	0	4	14	14	5	7	2						83					
					Billing Rate: \$143.33															
	\$	1,146.64	\$	4,156.57	\$	-	\$	573.32	\$	2,006.62	\$	2,006.62	\$	716.65	\$	1,003.31	\$	286.66	\$	11,896.39

WCB Hours	30
Total WCB	\$ 4,800.00

Total Labor \$ 16,696.39

PROGRESS REPORT
CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission
Clerici Consulting Project 009-048
Period: May 1, 2024 – May 31, 2024

WORK COMPLETED (through May 31, 2024)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- **Work Element 100 – Administration**
 - Provided follow-up for the March 2024 Regular Commission meeting
 - Prepared and distributed agenda and handouts for May Regular Commission meeting
 - Attended May 2024 Regular Commission meeting

- **Work Element 601A – General/General Transportation Planning**
 - Participated in CalSTA SB 125 state budget update (5-10)
 - Participated in CALCOG Board Meeting representing regional transportation interests (5/22)
 - Supported countywide GIS effort
 - Continued follow up to regional Roads Workshop with City, County and SIR staff, and identified candidate projects, funding sources and planning needs for further development.

- **Work Element 601B – Active Transportation Programming**
 - No work was done in this work element.

- **Work Element 601C – Transit Planning**
 - Provided comment on LTSA FY 254/25 allocations and budget.

- **Work Element 602 – Programming**
 - Attended (via zoom) May CTC meeting (5/16/17)
 - Attended CTC Road Charge Technical Advisory Committee (5/31)

- **Work Element 603 – Outreach**
 - Provided Lassen County update on Us 395 projects (5/14)
 - Provided interagency outreach through the LCTC Technical Advisory Committee

- Provided follow-up to April TAC meeting
 - Prepared agenda and materials for and attended May 6, 2024 TAC meeting
 - Participated in NSSR ZEV Working Group meeting (5/29)
 - Attended Rural Counties Task Force meeting (5/10)
 - Attended Sierra Alliance meeting (5/29)
- **Work Element 604 – TDA**
 - Processed other TDA related claims and transfers as needed
- **Work Element 705 – Zero Emission Infrastructure**
 - Provided project close-out guidance to consultant
- **Work Element 706 – GIS Lassen County**
 - Provided administrative support to Lassen County GIS effort
- **WCB - Wildlife Crossing**
 - Participated in project development meetings (5/17)
 - Participated in Wildlife Crossing meeting with Caltrans to discuss Cooperative Agreement (5/20 and 5/31)
 - Participated in regional wildlife quarterly update (5/22)
 - Provided project outreach to:
 - Lassen County Board of Supervisors (5/14)
 - Sierra Alliance (5/29)
 - Reviewed and edited draft informational materials for public meetings
 - Performed administrative duties as required to implement grant

6/5/2024

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

Borroum Engineering
 633 Tamarindo Way
 Roseville, CA 95678

Invoice #43: May 1, 2024 to June 1, 2024

HOURS										
DATE	OWP Task 100-Administration	OWP Task 601A - Transporation Planning - General	OWP Task 601B - Active Transportation Planning	OWP Task 601C - Transit Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	OWP Task 705-EV Feasibility Study	OWP Task 706-GIS	Labor Sub-Total
May										
1		3			1					4
2							4			4
3		3								3
4w										0
5w										0
6		1			2				2	5
7		3							2	5
8		3						1		4
9		2					1	1		4
10							3			3
11w										0
12w										0
13		1			2		2			5
14		2			2					4
15		3			2					5
16				1	2		1	3		7
17				1	2			4		7
18w										0
19w										0
20		3			2				2	7
21							1		3	4
22										0
23		3								3
24							3			3
25w										0
26w										0
27				2						2
28									4	4
29		3						1		4
30								2	2	4
31		4								4
TOTAL	0	34	0	4	15	0	15	12	15	95
Rate: \$121.28										
	\$ -	\$ 4,123.52	\$ -	\$ 485.12	\$ 1,819.20	\$ -	\$ 1,819.20	\$ 1,455.36	\$ 1,819.20	\$ 11,521.60

[Handwritten Signature]
 6/5/24

Total this invoice: \$ 11,521.60

Borroum Engineering

Work assignments

Invoice period for May 1, 2024 to June 1, 2024

- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on data collection, planning Rt 36 and 395, non-vehicular transportation, transit systems and in support of the ZEV project. This also includes work to analysis the County demographic changes. (OWP work element 601A, 601B, 601C,705)
- With the local transit operator, Caltrans, the County, the City, and the County Auditor to identify available funding, and assist the Commission's project prioritization and programming processes. (OWP work element 602)
- With the local partners, work on refining an outreach plan. (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 705)
- Management and engineering oversight/support (OWP work element 705)

6/5/2024

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

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

Invoice Number 8: May 1, 2024 to June 1,

	HOURS
DATE	Wildlife O/C
May	
1	
2	
3	
4w	
5w	
6	
7	
8	
9	
10	
11w	
12w	
13	1
14	2
15	
16	
17	1
18w	
19w	
20	
21	
22	4
23	1
24	
25w	
26w	
27	
28	
29	
30	
31	
TOTAL	9
	Rate: \$150.00

Handwritten signature
6/5/24

Total Invoice: \$1,350.00

Borroum Engineering

Work assignments – Wildlife O/C

Invoice period for May 1, 2023 to June 1, 2024

- Review consultant work status
- Review with consultant work schedule
- Revise invoicing process
- Prepare invoice
- Work on website



**TRANSPORTATION PLANNING AND
TRAFFIC ENGINEERING CONSULTANTS**

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

Date: May 10, 2024

John Clerici
1555 Sean Drive
Placerville, CA 95667

Project: FY 2023-24 LCTC Staffing Assistance

Dear Mr. Clerici:

The following is a summary of work performed for the Lassen County Transportation Commission staffing team for the month of April 2024:

- Monthly staff team meeting
- General project coordination and transportation planning
- Coordination with LTSA staff regarding FTA grant application
- Preparation for SSTAC meeting
- Work and coordination on the LCTC and Wildlife Project website

Work performed for each OWP Work Element is as follows:

Work Element 601 – Total \$1,647

- A) General Planning - \$340.50
- B) Active Transportation Planning - \$ 681
- C) Transit Planning - \$626

Work Element 603 – Community Outreach and Engagement - \$342

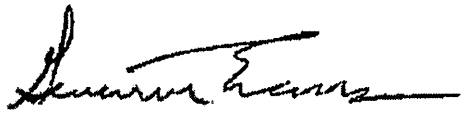
Work Element 705 – ZEV Study - \$0

Wildlife Grant - \$1,967

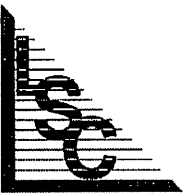
Grand Total for April: \$3,956.50

Please find more detail in the attached pages.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Genevieve Evans". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Genevieve Evans
Principal
LSC Transportation Consultants Inc.



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

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

Invoice number 70263
 Date 05/15/2024
 Project 207081A LCTC On Call Assistance Work
 Element 601

Professional Services rendered through 04/28/2024
 Project Manager: Genevieve A. Evans

Professional Fees

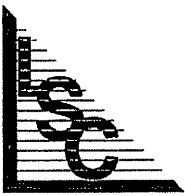
	Hours	Rate	Billed Amount
Acadia W. Davis	2.50	114.00	285.00
Genevieve A. Evans	6.00	227.00	1,362.00
Professional Fees subtotal	8.50		1,647.00
		Invoice total	1,647.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	57,430.10	48,534.85	340.50	8,554.75
Regional Transp. Planning, Data Collection	80,970.40	80,970.40	0.00	0.00
Active Transportation	24,786.97	22,911.97	681.00	1,194.00
Transit Planning	22,050.00	21,682.75	625.50	-258.25
	0.00	0.00	0.00	0.00
Total	185,237.47	174,099.97	1,647.00	9,490.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
70185	04/11/2024	3,954.50		3,954.50			
	Total	3,954.50	0.00	3,954.50	0.00	0.00	0.00



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

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

Invoice number 70265
 Date 05/15/2024
 Project 207082A LCTC FY 20-21 Assistance-
 Regional Transp. Plan, WE603

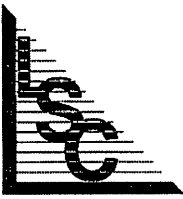
Professional Services rendered through 04/28/2024
 Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Acadia W. Davis	3.00	114.00	342.00
		Invoice total	342.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement	23,936.50	18,162.72	342.00	5,431.78
Total	23,936.50	18,162.72	342.00	5,431.78



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

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

Invoice number 70264
 Date 05/15/2024
 Project 207085B Wildlife Overcrossing Grant

Professional Services rendered through 04/28/2024
 Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Alexandra C. Silverman	20.00	87.00	1,740.00
Genevieve A. Evans	1.00	227.00	227.00
Professional Fees subtotal	21.00		1,967.00
		Invoice total	1,967.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	40,000.00	5,179.50	1,967.00	32,853.50
	0.00	0.00	0.00	0.00
Total	40,000.00	5,179.50	1,967.00	32,853.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
70186	04/11/2024	1,271.00		1,271.00			
	Total	1,271.00	0.00	1,271.00	0.00	0.00	0.00




John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.11**

Date: June 6, 2024

From: John L. Clerici, Executive Secretary 

Subject: Lassen Transit Services Agency FY 2024/25 Transportation Development Act Claim

REQUESTED ACTIONS

BY MOTION: Adopt Resolution 24-04 approving the Lassen Transit Services Agency (LTSA) Fiscal Year (FY) 2024/25 Transportation Development Act Claim in the amount of \$1,077,673.

BACKGROUND

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

1. Local Transportation Fund (LTF) from a quarter cent of the general sales tax collected statewide
2. State Transit Assistance fund (STA) from the statewide sales tax on diesel fuel
3. State of Good Repair (SGR) from a portion of the Transportation Improvement Fee included in Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017

The Lassen County Transportation Commission (LCTC) is the Regional Transportation Planning Agency responsible for apportioning and administering these funds for this region.

DISCUSSION

LCTC anticipates the LTSA will submit a TDA claim for FY 2024/25 requesting \$724,300 in LTF and \$353,393 in STA. The budget items (showing anticipated operating revenues and costs for LTSA for FY 24/25), resolution and signature authority necessary to develop the claim were approved by the Lassen Transit Services Agency at their June 10, 2024, regular meeting. The LTF and STA funds will be paid by the Lassen County Auditor’s Office to LTSA as the funds are received.

RECOMMENDATION

Staff recommends that the Commission approve Resolution 24-4 approving the claim from LTSA for FY 2024/25 TDA funds.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (1)




John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.11**

Date: June 6, 2024

From: John L. Clerici, Executive Secretary 

Subject: Lassen Transit Services Agency FY 2024/25 Transportation Development Act Claim

REQUESTED ACTIONS

BY MOTION: Adopt Resolution 24-04 approving the Lassen Transit Services Agency (LTSA) Fiscal Year (FY) 2024/25 Transportation Development Act Claim in the amount of \$1,077,673.

BACKGROUND

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

1. Local Transportation Fund (LTF) from a quarter cent of the general sales tax collected statewide
2. State Transit Assistance fund (STA) from the statewide sales tax on diesel fuel
3. State of Good Repair (SGR) from a portion of the Transportation Improvement Fee included in Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017

The Lassen County Transportation Commission (LCTC) is the Regional Transportation Planning Agency responsible for apportioning and administering these funds for this region.

DISCUSSION

LTSA has submitted a TDA claim for FY 2024/25 requesting \$724,300 in LTF and \$353,393 in STA. The TDA claim was approved by the Lassen Transit Services Agency at their June 10, 2024, regular meeting. The LTF and STA funds will be paid by the Lassen County Auditor’s Office to LTSA as the funds are received.

RECOMMENDATION

Staff recommends that the Commission approve Resolution 24-4 approving the claim from LTSA for FY 2024/25 TDA funds.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 24-04

Resolution Approving the Lassen Transit Services Agency Fiscal Year 2024/25
Transportation Development Act Claim

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

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

WHEREAS, the County of Lassen, the City of Susanville, and the Lassen Transit Services are each required to file annual transportation claims for the funds, if any, from the Local Transportation Fund (LTF), State Transit Assistance Fund (STA) and the State of Good Repair Fund (SGR), as apportioned to them by LCTC, pursuant to the TDA; and

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

WHEREAS, the Lassen Transit Services Agency (LTSA) submitted a Transportation Development Act claim based on the Fiscal Year 2024/25 Apportionment and Allocation for LTF and STA.

NOW, THEREFORE, BE IT RESOLVED, LCTC has reviewed the claim received from LTSA and the amount to be paid is \$722,000 in LTF and \$376,571 in STA for a total claim in the amount of \$1,098,561.

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

The foregoing resolution was passed and adopted by the Lassen County Transportation Commission at its June 10, 2024 regular meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Aaron Albaugh, Chairman
Lassen County Transportation Commission

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

John L. Clerici, Executive Secretary

June 10, 2024




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

John L. Clerici, Executive Secretary

555 CAPITOL MALL, SUITE 600
SACRAMENTO, CA 95814

P.O. Box 1028
SUSANVILLE, CA 96130

Staff Report

To: Lassen County Transportation Commission
Date: June 6, 2024
From: John L. Clerici, Executive Secretary 
Subject: LCTC Schedule of Meetings for Fiscal Year 2024/25

AGENDA ITEM 4.12

REQUESTED ACTION

BY MOTION: Adopt the proposed schedule of meetings for FY 2024/25

DISCUSSION

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

In FY 2023/24 the Commission was able to meet its legislated responsibilities using the meeting schedule approved at its June 2023 Regular Meeting. Staff is recommending that the first meeting in FY 24/25 be in August. The schedule for the second half of FY 24/25 will be the same as this fiscal year. As with any year meetings can be added or deleted as needed to meet the work needs of the Commission.

ALTERNATIVES

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

PROPOSED SCHEDULE OF LASSEN COUNTY TRANSPORTATION COMMISSION MEETINGS

Fiscal Year 2024/25

August 12, 2024

October 21, 2024 *+

December 9, 2024

January 13, 2025

March 10, 2025

May 12, 2025

June 9, 2025

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