

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: October 15, 2021

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

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, October 18, 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:

August 9, 2021, Regular Meeting

1.22 Payment of Clerici Consulting for Executive Secretary and LCTC staffing fees and costs in the amount of \$27,891.46. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$27,891.46 as shown in Invoice #009-17 for September 2021.

(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 Update and Adoption of the 2021 Transit Plan and Coordinated Public Transit Human Services Transportation Plan Update

ACTION REQUESTED: By Motion, Adopt the Transit Development Plan and Coordinated Public Transit Human Services Transportation Plan, and direct staff to transmit the final document to Caltrans.

4.12 Fiscal Year 2021/22 Transportation Development Act Apportionments for Local Transportation Fund (LTF) and State Transit Assistance (STA) and Financial Update

ACTION REQUESTED: Adopt Resolution 21-13 approving the Final Fiscal Year 2021/22 Transportation Development Act Apportionments for the estimates of Local Transportation Fund (LTF) and State Transit Assistance (STA) funds, and authorizing staff to approve claims consistent with the apportionments.

4.13 Sustainable Transportation Planning Grant Program – EV Electrification Feasibility Study

ACTION REQUESTED: BY MOTION: Direct staff to submit an application to the Sustainable Transportation Grant Program to develop a multi-agency, multi-jurisdictional EV Electrification Feasibility Study.

(5) INFORMATION ITEMS

5.01 Executive Secretary Report

Updates:

- US 395 Coalition Building
- Infrastructure Legislation
- LRSP Update

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, November 8, 2021, at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS:

- Workshop on Unmet Needs process and determinations
- Final Presentations on SCUS Economic and Safety Studies
- Proposed STIP Allocations

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

August 9, 2021

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

1:30 P.M. Open Session

2:08 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 2:08 P.M. and the Pledge of Allegiance to the Flag was deferred.

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

Absent: McCourt

*Commissioner Bridge was the alternate for Commissioner Hammond

1.2 Adoption of Agenda and Approval of Consent Calendar:

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

AYES: Albaugh, Bridge, Hemphill, Herrera, Schuster

NOES: None

ABSENT: McCourt

ABSTAIN: None

1.21 Minutes Approval of the June 21, 2021 Regular Meeting

Adopted Minutes of the June 21, 2021 Regular Meeting

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

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

This invoice includes invoices for sub-consultants Borroum Engineering in the amount of \$8,743.04.

1.23 Federal Transit Administration Section 5311 Application

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

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

Adopted Resolution 21-11 approving the list of projects for the FY 2021/22 State of Good Repair Program.

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

No oral comment was received.

3. REPORTS

3.1 Caltrans

Mike Mogen from District 2 provided an update on the following:

- The “Good Fred” project is back on. The contractor had shut down due to fires in the area, but had returned. There are two-lanes in both directions, and some of it was dirt. Traffic delays will be kept to a minimum.*
- Wildlife Fencing – Project will continue focusing on extending existing section north from SR 70. It will take some time. Commissioner Hemphill noted that there are lot of deer strikes in and around Janesville, and the local herd was being severely impacted. Mike responded that their safety team is evaluating other location and that fencing will provided where needed. He will bring this concern to them. Responding to a question about the cost and origin of the deer fencing used in the mitigation, Mike responded that the fence is designed with a twenty-year life-cycle so was more expensive, and that the fencing material was made in the United States.*
- Commissioner Albaugh asked about the cost of the new maintenance station in Adin. It seemed a bit excessive. Mike noted that there was quite a bit of work done rehabilitating the site, and adding new infrastructure including maintenance and administrative structures.*
- Commissioner Albaugh noted that some maintenance projects for Caltrans were getting FEMA money from the Gold Fire, but that the County and City had not been able to get money for roads for the same fire. Mike noted that District 2 had staff dedicated to identifying projects for FEMA reimbursement, and that helped get the funding. The City and County do not have those resources. The Executive Secretary suggested that it might be possible to ask Caltrans to help local agencies with these processes for future FEMA funding.*

3.2 CHP

No report was provided by CHP.

3.3 City of Susanville

No report was provided by city staff.

3.4 Lassen County

Pete Heimbigner, Lassen County Public Works Director, reported that bids for the Hackstaff Road bridges project, with an anticipated construction next year. Some concern about getting bids that are outside the funds allocated to the project. Had a similar issue with bids on our STIP projects.

3.5 Susanville Indian Rancheria

No report was provided Rancheria staff.

4 NEW BUSINESS

4.01 Announcement of Items to be Discussed in Closed Session

There was no closed session.

4.02 Announcement of Action Taken in Closed Session

There was no closed session.

4.10 Action/Discussion Items

4.11 Date change for October 2021 Regular Meeting

The Commission was asked to adopt, by motion, to direct staff to change the date of the of the LCTC's October 11, 2021, Regular Meeting to October 18, 2021.

Executive Secretary John Clerici noted that October 11 is a holiday for both the City and the County, and that LTSA had agreed to move the meeting.

It was moved by Commissioner Bridge and seconded by Commissioner Herrera to adopt staff recommendation and move the meeting to October 18, 2021. The motion was passed with the following vote:

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

4.12 2022 State Transportation Improvement Program Update

Executive Secretary John Clerici updated the Commission of the status of the 2022 State Transportation Improvement Program. He noted that the current fund estimate for the 2022 STIP for Lassen County is approximately \$3,621,000 (\$620,000 in unprogrammed carryover, and \$3,001,000 of new programmable capacity). In addition, there is approximately \$807,855 in supplemental covid relief money available for programming in this cycle.

He added that staff will be meeting with the City and the County to identify suitable projects for the 2022 cycle on August 23.

Next steps would include the August 23 meeting, then a preliminary list being submitted to the Commission for review and comment at their October meeting. Final action will be taken on the 2022 STIP at the Commissions December meeting.

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

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

The Commission was provided a brief update on the Draft Update of the Short-Range Transit Development Plan (2021 – 2026) for Lassen County. The Transit Development Plan (TDP) and the Coordinated Public Transit Human Services Transportation Plan. The Commission had been given a more comprehensive update on these two planning efforts at their June Regular Meeting.

The Commission was informed that the two documents were in the final draft updates (with additional comments from the transit provider) and would be brought back to the commission for final adoption at their October meeting.

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

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

Federal Action – The Executive Secretary reported that Congress is close to voting on a trillion-dollar infrastructure bill. He noted that he is working with Congressman LaMalfa’s office to get improvements to US 395 and other infrastructure needs on the radar. He added that developments in the next few months related to the US 395 Coalition effort would help with this.

State Action – There are no new developments on state infrastructure discussions.

COORDINATION, OUTREACH AND ADVOCACY

US 395 Coalition Building & Phase Two Studies

Economic Base Analysis and Preliminary Economic Impacts – At the Commissions June meeting, the Executive Secretary reported that staff had requested the CSUS team prepare an estimate of the economic (economic output and jobs) impact of the closure of the California Correctional Center. The report was delivered to the City and County in July. Its findings were in line with other reports prepared on the subject.

Safety Evaluation of US 395 – The Executive Secretary informed the Commission that the data gathering and analysis phase of the safety evaluation is mostly done, and that the consultants, staff from the City and County, Caltrans, and our teaming partners in Nevada, will be meeting in early September to begin the process of identifying potential improvements to US 395.

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commission

None.

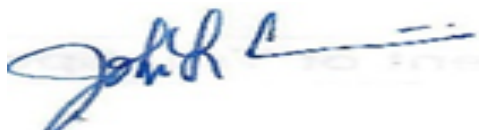
7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, October 18, 2021, at time 1:30 PM, at the City of Susanville, City Council Chambers, 66 North Lassen Street, Susanville, CA.

7.3 Adjourn

The meeting was adjourned at 3:19 p.m.

Submitted for approval by:



John Clerici
Executive Secretary




John L. Clerici, Executive Secretary

Staff Report

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

Date: August 11, 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 \$27,891.46

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$27,891.46 as shown in Invoice #009-17 for September 2021.

PAST ACTION

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

DISCUSSION

Attached is Invoices #009-17, with supporting documentation, and a detailed Progress Report for the period beginning September 1, 2021 and ended September 30, 2021. This invoice includes a detailed invoice for charges for sub-consultant Borroum Engineering in the amount of \$9,944.96, and for sub-consultant LSC Transportation Consultants in the amount of \$10,780.00.

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

- Follow-up for August LCTC Commission and TAC meetings
- Met with Consulting staff to plan and execute additional coalition building efforts for the US 395 effort. Meetings included US 395 Coalition conference call. These efforts including coordinating efforts with CSUS consulting teams for the US 395 safety and economic studies.
- Participated in the following video-meetings:
 - Rural Counties Task Force
 - NSSR EV Infrastructure Working Group
- Provided engineering oversite for the US 395 Coalition Building effort – engaged Coalition TAC in Workshop to identify potential projects

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

Attachments (1)

INVOICE

Project Title: Lassen County Transportation Commission
Executive Secretary and Staffing Services

Date: October 9, 2021
Invoice # 009-017
Billing Cycle Ended: 9/30/2021 (September 1, 2021 - September 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	50.00	\$ 65.00	\$ 71.50	\$ 6.83	\$ 143.33	\$ 7,166.50
Borroum Engineering	September					\$ 9,944.96
LSC Transportation Consultants	September					\$ 10,780.00
Printing, copies, reproduction						No Charge
Travel (Lodging, meals)						No Charge
TOTAL						\$ 27,891.46
Prior Balance						\$ 46,169.53
Payment						\$ 46,169.53
Total Due						\$ 27,891.46

John L. Clerici
John L. Clerici
 12/2/21

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

PROGRESS REPORT
CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission
Clerici Consulting Project 009-017
Period: September 1, 2021 – September 30, 2021

WORK COMPLETED (through September 30, 2021)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- Provide support to Commission, stakeholders and public. Provided follow-up for the August 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, and funding options August 19. (OWP Work Element 601A & 602)
- Attend regional and community meetings to discuss plans and projects important to Lassen County and the City of Susanville, the Regional Transportation Plan, and transportation programming and planning for the LCTC. Participated in Rural Counties Task Force meeting – September 17. Participated in US 395 Coalition Building team and stakeholder phone calls to discuss possible planning and programming discussion relevant to the OWP and RTP September 8. (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 Caltrans D2 staff on September 11 in support of local STIP projects.
- Working with staff, independent auditor and Lassen County Auditor assisted with addressing audit and accounting issues associated with LCTC finances and TDA administration (WE 604).
- Participated in US 395 Coalition workshop conference call (September 7). Participated in Coalition TAC Workshop (September 8) to identify projects for the Lassen County portion of US 395. Participated in US 395 conference call with Safety

10/8/2021

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

Borroum Engineering
633 Tamarindo Way
Roseville, CA 95678

Invoice #17: Invoice Period: September 1, 2021 to October 1, 2021

DATE	HOURS										Labor Sub-Total				
	OWP Task 100- Administration	OWP Task 601A - Transportation Planning - General	OWP Task 601B - Regional Transportation Planning	OWP Task 602 - Programming	OWP Task 603 - Outreach	OWP Task 604 - TDA	OWP Task 703 - Rt 395 Grant Study	OWP Task 704- Local Roadway Safety Plan (LRSP)							
August															
1				1											
2															
3															
6															
7				1		3									
8				1		2									
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TOTAL	0	18	9	19		24	9				3			82	
\$	-	\$ 2,183.04	\$ 1,091.52	\$ 2,304.32	\$ -	\$ 2,910.72	\$ 1,091.52	\$ 363.84	\$ 9,944.96						

Rate: \$121.28/hour

Total this invoice: \$ 9,944.96

Steve Borroum

Work assignments

Invoice period for September 1, 2021 to October 1, 2021

- With Caltrans, the Commission, the County and the City of Susanville work on updating the long-range transportation projects in the RTP, including amending the RTP as needed. This includes work on data collection, planning Rt 36 and 395, non-vehicular transportation, and transit systems. (OWP work element 601A and 601B)
- With the local transit operator, Caltrans, the County, the City, and the County Auditor to identify available funding, and assist the Commission's project prioritization and programming processes. (OWP work element 602)
- With the independent auditor and the County Auditor addressing audit findings, address claims for ensuing year, preparing year end audit reports (OWP work element 604)
- Administration support for the grant (contracts, budgets and schedules, and invoicing) (OWP work element 703, and 704)
- Engineering oversight (OWP work element 703 and 704)



**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: October 8, 2021

John Clerici
1555 Sean Drive
Placerville, CA 95667

Project: FY 2021-22 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 September 2021:

- General project coordination and discussion
- US 395 Coalition TAC meeting
- Coordination with Sac State teams for US 395 Strategic Plan
- Continued work on the Local Roadway Safety Plan

Work performed for each OWP Work Element is as follows:

Work Element 601 – Total \$965

- A) General Planning - \$965
- B) Regional Transportation Planning and Data Collection - \$0
- C) Active Transportation Planning - \$0
- D) Transit Planning - \$0

Work Element 603 – Engagement - Total \$300

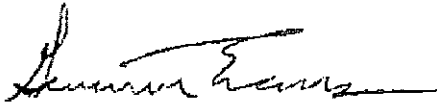
Work Element 703 – US 395 – Total \$8,445

Work Element 704 – Safety Study – Total \$1,070

Grand Total for September \$10,780

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 at the end.

Genevieve Evans
Associate
LSC Transportation Consultants Inc.



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

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

Invoice number 60870
 Date 10/11/2021

Project **207081A LCTC On Call Assistance Work Element 601**

Professional Services rendered through 09/24/2021
 Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Genevieve A. Evans	6.00	150.00	900.00
Patricia K. Eagan	1.00	65.00	65.00
Professional Fees subtotal	7.00		965.00
		Invoice total	965.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	9,900.00	420.00	965.00	8,515.00
Regional Transp. Planning, Data Collection	34,854.00	1,938.75	0.00	32,915.25
Active Transportation	9,000.00	1,680.00	0.00	7,320.00
Transit Planning	4,500.00	4,500.00	0.00	0.00
Total	58,254.00	8,538.75	965.00	48,750.25

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
60560	08/12/2021	1,700.00			1,700.00		
60717	09/13/2021	6,838.75	6,838.75				
60870	10/11/2021	965.00	965.00				
Total		9,503.75	7,803.75	0.00	1,700.00	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 60871
 Date 10/11/2021

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

Professional Services rendered through 09/24/2021
 Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Genevieve A. Evans	2.00	150.00	300.00
		Invoice total	300.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement	5,000.00	1,350.00	300.00	3,350.00
Total	5,000.00	1,350.00	300.00	3,350.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
60718	09/13/2021	1,350.00	1,350.00				
60871	10/11/2021	300.00	300.00				
Total		1,650.00	1,650.00	0.00	0.00	0.00	0.00



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

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

Invoice number 60872
 Date 10/11/2021
 Project 207084A LCTC FY 21-22 Assistance-
 Regional Transp. Planning, WE703 US
 395

Professional Services rendered through 09/24/2021
 Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Alexandra C. Silverman	37.00	80.00	2,960.00
Alexandra J. Schwartz	0.25	40.00	10.00
Genevieve A. Evans	3.00	150.00	450.00
Gordon R. Shaw	19.00	210.00	3,990.00
Sierra M. Brown	9.00	115.00	1,035.00
Professional Fees subtotal	68.25		8,445.00
Invoice total			8,445.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Strategic Partnership Grant 395	79,549.00	5,002.50	8,445.00	66,101.50
Total	79,549.00	5,002.50	8,445.00	66,101.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
60561	08/12/2021	1,535.00			1,535.00		
60719	09/13/2021	3,467.50	3,467.50				
60872	10/11/2021	8,445.00	8,445.00				
	Total	13,447.50	11,912.50	0.00	1,535.00	0.00	0.00



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

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

Invoice number 60848
 Date 10/07/2021

Project **T217010A Lassen County Local
 Roadway Safety Plan 704**

Professional Services rendered through 09/24/2021
 Project Manager: Gordon R. Shaw

Professional Fees

	Hours	Rate	Billed Amount
Gordon R. Shaw	4.00	210.00	840.00
William C. Suen	2.00	115.00	230.00
Professional Fees subtotal	6.00		1,070.00
		Invoice total	1,070.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Safety Study	32,932.00	6,567.50	1,070.00	25,294.50
Total	32,932.00	6,567.50	1,070.00	25,294.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
60558	08/12/2021	5,082.50		5,082.50			
60689	09/09/2021	1,485.00	1,485.00				
60848	10/07/2021	1,070.00	1,070.00				
Total		7,637.50	2,555.00	5,082.50	0.00	0.00	0.00



LASSEN COUNTY TRANSPORTATION COMMISSION
REGIONAL TRANSPORTATION PLANING AGENCY

John L. Clerici, Executive Secretary

P.O. Box 1028
SUSANVILLE, CA 96130

PH: (530) 919-9739

Staff Report

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

Date: October 10, 2021

From: John L. Clerici, Executive Secretary

Subject: Update and Adoption of the 2021 Transit Plan and Coordinated Public Transit Human Services Transportation Plan Update

REQUESTED ACTION

BY MOTION: Adopt the Transit Development Plan and Coordinated Public Transit Human Services Transportation Plan, and direct staff to transmit the final document to Caltrans.

BACKGROUND

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

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

DISCUSSION

The following are the **Transit Development Plan Recommendations**:

- Operate at base case scenario this coming fiscal year (FY 2021-21).
 - Susanville Fixed Route – as currently operated.

- Susanville Express – with modifications proposed by LTSA to begin on July 1. This includes serving the City/County offices and the Meadowbrook Apartments. The schedule will also be tightened so as to operate on half-hourly headways.
 - Susanville DAR – as currently operated with request service along Richmond Rd for the general public.
 - West County Route – as currently operated with no West County Extension
 - South County Commuter – as currently operated.
 - South County to Susanville – as currently operated.
 - Eagle Lake – as currently operated on-demand.
- In FY 2022-23, the NEMT service to Reno is recommended to address a long standing and growing unmet transit need.
 - In FY 2023-24, LTSA should reevaluate the Susanville Express Service, regardless of the funding outlook. If ridership does not meet standards, it should be eliminated. It will also be in FY 2023-24 when LTSA will need to prepare another forecast of transit revenues to expenditures for at least a three to period, to determine if transit operations can be sustained at current levels. If necessary, LTSA could begin with the service reduction options listed in the Service Alternatives Section.

Coordinated Plan Draft Strategies

- Assist other transportation providers with obtaining FTA 5310 funds to purchase new vehicles.
- Allocate a small amount of funding to Lassen Senior Services to hire an accounting firm to prepare and track invoices and other grant related processes.
- Designate a Mobility Manager and/or purchase Mobility Management Application. Apply for FTA 5310 funding to support this strategy.
- Transportation Reimbursement Program
- Strengthen efforts to coordinate with Susanville Indian Rancheria

What has Changed since the Draft Version:

- Adjustments to service alternative hours, mile and cost to align with LRB schedule implemented in July 2021.
- Fixed clerical errors
- Adjust financial outlook to be consistent with most recent LTF carryover estimates and projections. LTSA's financial position for the next three years looks better.
- Identified using operating reserve instead of capital fund to cover financial deficit
- Revised performance standards to better reflect current conditions.
- Review an additional alternative (two bus loop for Susanville Route)

- Added plan element to provide by request DAR service to the Richmond Road corridor for the general public, as long as this does not cause capacity constraints in the regular DAR service area. There is sufficient downtime for the DAR vehicle to make these extra trips.

ALTERNATIVES

Adopt Transit Development Plan and Coordinated Public Transit Human Services Transportation Plan

Attachment (1)




John L. Clerici, Executive Secretary

Staff Report

To: Lassen County Transportation Commission **AGENDA ITEM 4.12**

Date: October 10, 2021

From: John L. Clerici, Executive Secretary 

Subject: Fiscal Year 2021/22 Transportation Development Act Allocations for Local Transportation Fund (LTF) and State Transit Assistance (STA) and Financial Update

REQUESTED ACTIONS

BY MOTION: Adopt Resolution 21-13 approving the Final Fiscal Year 2021/22 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.

PAST ACTION

Each year the Commission approved final allocations for the upcoming fiscal year receipts of Local Transportation Funds and State Transit Assistance funds. In previous years the Commission would have taken action on these allocations in June as part of the OWP and Budget process. This year for a variety of reasons mostly having to do with Covid-19, information critical to this process was unavailable.

BACKGROUND

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

1. Local Transportation Fund (LTF) from a quarter cent of the general sales tax collected statewide.
2. State Transit Assistance (STA) fund from the statewide sales tax on diesel fuel.

The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The State Controller's Office (SCO) allocates the STA, by formula, to planning agencies and other eligible agencies. Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to operator revenues from the prior fiscal year.

The Lassen County Transportation Commission is the Regional Transportation Planning Agency (RTPA) responsible for apportioning and administering these funds for this region. The attached Findings of Allocation summarizes the estimates for FY 2021/2022. The LTF allocation purposes, in order of priorities, as identified by law, are as follows:

1. Transportation Development Act fund administration (by LCTC and the County Auditor);
2. Planning and programming undertaken by LCTC (up to 3% of the fund);
3. Pedestrian and bicycle projects (optional, up to 2% of the funds remaining, after administration and planning);
4. Public transportation operations (including

new transit services that have been identified by the Commission as "unmet transit needs" that are "reasonable to meet"); and, 5. Other transportation purposes (including additional transit and bicycle facilities, and streets and roads). The Commission may only apportion (and subsequently may only approve claims for) "other transportation purposes" when all other uses of the funds, to the limits described above, have been exhausted.

DISCUSSION

The last three years we have had approximations of the funds available to the Commission. This year, after significant effort by the Commission’s independent auditor, the County Auditor, and Commission staff we now have a solid accounting of what funds are available and the pre-existing restraints or restriction on these funds. The findings are attached.

The Commission’s income has been steady over the recent years, with general upward trend, except for a slight dip during the pandemic. The County Auditor’s estimate of this year’s income is likely conservative. We are required to make our allocations based on this estimate.

Shown on pages 2 and 3 are the last two fiscal years allocation by the Commission and fund transfer requests sent to the County Auditor. The independent auditor has advised that allocations are in effect encumbrances on a given fund type. Which means, during the epidemic years where our income did not come up to expectations, the differences between the allocations and fund transfer requests, are remaining carryover encumbrances that must be accounted for.

Further, the independent auditor has informed us that TDA funds remaining after the needs of the transit system are satisfied, are to be apportioned to the City and County, and remain such in subsequent fiscal years. These funds may, at the discretion of the local agency, be used for transit purposes or other eligible purposes (i.e. roads, sidewalks, trails, etc.) without regard to subsequent unmet needs determinations.

The yellow highlight on page 4 indicates that the FY 2021/22 allocations of TDA and STA funds are not yet addressed by the Commission.

Pages 5 and 6 are the “walk through” calculations resulting in the highlighted amount of funds noted on page 6 which are currently available for allocation. The noted TDA funds are subject to an “unmet needs determination” before consideration of allocation for purposes other than transit (except for 2% of the annual income less administration costs which the Commission may reserve for pedestrian and bike related projects). The noted \$380,296 does not reflect reservation of this 2% as the Commission has not yet acted to reserve these funds for FY 2021/22.

Page 7 are the current commitments from past actions by the Commission. The PPM (Planning, Programing and Monitoring) funds are unused funds from a grant which are due back to Caltrans. The PERS funds are due to the County. The anticipation is that another \$100,000 would be paid on the PERS obligation in FY 2021/22, and the remainder paid in FY 2022/23. On the ped and bike reserve, some is encumbered to the City and County, and some either the County or City could request.

There are TDA funds encumbered each to the County and City for road maintenance. At present, we are not able to transfer these funds to the jurisdictions as neither has satisfied the audit requirements associated with prior such allocations. These encumbrances will remain in place until either the prior audit requirements are fulfilled, or the local agencies elect to re-allocate these funds.

There are also funds allocated to the City and the County for any eligible transportation purposes (ped/bike uses, transit, or roads) as the City Council or County Board of Supervisors may elect.

Lastly, there is a small amount of State of Good Repairs (SGR) funds allocated to the transit agency, but not yet distributed due to a funding short fall.

In sum, the amount of TDA and STA funds to be allocated for FY 2021/22 for transit purposes should be \$421,358 and \$258,791 respectively.

RECOMMENDATION

Staff recommends that the Commission allocate the noted FY 21/22 allocations based on the TDA and STA estimates provided in the staff report for FY 2021/22.

ALTERNATIVES

Commission to provide direction to staff.

Attachments (2)

**LASSEN COUNTY TRANSPORTATION COMMISSION
INCOME**

FISCAL YEAR	TDA FUNDS	STA FUNDS	STATE OF GOOD REPAIR FUNDS		TOTAL
			99313	99314	
FY 14/15	\$ 689,050	\$ 163,123			\$ 852,173
FY 15/16	\$ 721,029	\$ 128,760			\$ 849,789
FY 16/17	\$ 834,519	\$ 113,099			\$ 947,618
FY 17/18	\$ 920,022	\$ 205,855	\$ 43,421		\$1,169,298
FY 18/19	\$ 784,768	\$ 268,871	\$ 42,386		\$1,096,025
FY 19/20	\$ 809,921	\$ 262,685	\$ 42,689		\$1,115,295
FY 19/20 from Fund 128	\$ 410,000				NA
FY 20/21	\$ 900,454	\$ 206,351	\$ 41,335	\$ 1,871	\$1,150,012
FY 21/22 EST.	\$ 795,000	\$ 244,721	\$ 41,040	\$ 1,927	\$1,082,688

FINAL FY 19/20 ALLOCATIONS and TRANSFER REQUESTS

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

Approved project list includes \$3,774 for capital project
Capital project funds transferred to operating fund

FINAL FY 20/21 ALLOCATIONS and TRANSFER REQUESTS

	TDA FUND ALLOCATIONS	TDA FUND TRANSFER REQUESTS	STA FUND ALLOCATIONS	STA FUND TRANSFER REQUESTS	STATE OF GOOD REPAIR FUND ALLOCATIONS	STATE OF GOOD REPAIR FUND TRANSFER REQUESTS
ADMINISTRATION AND PLANNING	\$ 264,099	\$ 211,100	\$ -	\$ -	\$ -	\$ -
ADMINISTRATIVE ADDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PED AND BIKE RESERVE (2% of income after adm)	\$ 9,798	held in reserve	\$ -	\$ -	\$ -	\$ -
TRANSIT						
Administration & Operation	\$ 500,056	\$ 500,056	\$ 175,988	\$ 131,990	\$ -	\$ -
Capital	\$ -	\$ -	\$ 7,907	\$ 5,931	\$ 42,471	\$ 42,471
Total	\$ 500,056	\$ 500,056	\$ 183,895	\$ 137,921	\$ 42,471	\$ 42,471
ARTICLE 8						
County road maintenance	\$ 305,382	WITH HELD	\$ -	\$ -	\$ -	\$ -
Susanville road maintenance	\$ 185,586	WITH HELD	\$ -	\$ -	\$ -	\$ -
Total	\$ 490,968	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,264,921	\$ 711,156	\$ 183,895	\$ 137,921	\$ 42,471	\$ 42,471

CURRENT FY 21/22 ALLOCATIONS and TRANSFER REQUESTS

	TDA FUND ALLOCATIONS	TDA FUND TRANSFER REQUESTS	STA FUND ALLOCATIONS	STA FUND TRANSFER REQUESTS	STATE OF GOOD REPAIR FUND ALLOCATIONS		STATE OF GOOD REPAIR FUND TRANSFER REQUESTS	
					99313	99314	99313	99314
ADMINISTRATION AND PLANNING	\$ 151,100	\$ 151,100			99313	99314	99313	99314
PED AND BIKE RESERVE (optional, 2% of income after adm)	N/A							
TRANSIT								
Administration & Operation	N/A		\$ 91,424	\$ 91,424				
Capital	N/A				\$ 42,643	\$ 1,930	\$ 41,335	\$ 1,871
Total	N/A				\$ 42,643	\$ 1,930	\$ 41,335	\$ 1,871
ARTICLE 8								
County road maintenance	N/A							
Susanville road maintenance	N/A							
Total	N/A							
TOTAL								

PAST YEARS CASH FLOW

FISCAL YEAR	TDA FUNDS	STA FUNDS	STATE OF GOOD REPAIR FUNDS	TOTAL
CARRYOVER TO FY 19/20 (per 18/19 audit)	\$ 1,229,861	\$ 82,020	\$ 46,727	\$ 1,358,608
TOTAL INCOME IN FY 19/20	\$ 1,219,921	\$ 262,685	\$ 42,689	\$ 1,525,295
TOTAL AVAILABLE FY 19/20	\$ 2,449,782	\$ 344,705	\$ 89,416	\$ 2,883,903
TOTAL TRANSFER REQUESTS FY 19/20	\$ 1,925,994	\$ 307,641	\$ 46,452	\$ 2,280,087
CARRYOVER TO FY 20/21	\$ 523,788	\$ 37,064	\$ 42,964	\$ 603,816
TOTAL INCOME IN FY 20/21	\$ 900,454	\$ 206,351	\$ 43,206	\$ 1,150,011
TOTAL AVAILABLE FY 20/21	\$ 1,424,242	\$ 243,415	\$ 86,170	\$ 1,753,827
TOTAL TRANSFER REQUESTS FY 20/21	\$ 711,156	\$ 137,921	\$ 42,471	\$ 891,548
CARRYOVER TO FY 21/22	\$ 713,086	\$ 105,494	\$ 43,699	\$ 862,279

CURRENT FISCAL STATUS					
FISCAL YEAR	TDA FUNDS **	STA FUNDS**	STATE OF GOOD REPAIR FUNDS *		TOTAL
			99313	99314	
CARRYOVER TO FY 21/22	\$ 713,086	\$ 105,494	\$ 41,808	\$ 1,891	\$ 862,279
EST. TOTAL INCOME IN FY 21/22	\$ 795,000	\$ 244,721	\$ 41,040	\$ 1,927	\$ 1,082,688
EST. TOTAL AVAILABLE FY 21/22	\$ 1,508,086	\$ 350,215		\$ 86,666	\$ 2,807,247
TOTAL TRANSFER REQUESTS FY 21/22	\$ 151,100	\$ 91,424	\$ 41,335	\$ 1,871	\$ 285,730
CURRENT COMMITMENTS	\$ 976,690	\$ -	\$ 1,308	\$ 59	\$ 978,057
CURRENT AVAILABLE FOR NEW ALLOCATIONS	\$ 380,296	\$ 258,791	\$ 40,205	\$ 1,888	\$ 681,180

* State of Good Repair Funds are to be accumulated thru FY 22/23 for allocation in FY 23/24

** TDA and STA funds are available for allocation in FY 21/22 and are distributed on an "as available" basis

Current Commitments from TDA funds/Fund 571	
Not subject to unmet needs determination	
Due to Caltrans - PPM Funds	\$ 52,999.47
Due to County - PERS	\$ 181,783.22
Pedestrian and Bike Reserve	
FY 19/20 Encumbered to City	\$ 6,324.94
FY 19/20 Encumbered to County	\$ 9,769.06
FY 20/21 Encumbered to City or County	\$ 12,727.10
Other Reserves	
FY 20/21 Encumbered to City road maintenance	\$ 185,586.00
FY 20/21 Encumbered to County road maintenance	\$ 305,382.00
FY 20/21 Allocated to City for eligible transportation purposes	\$ 83,960.00
FY 20/21 Allocated to County for eligible transportation purposes	\$ 138,158.00
TOTAL	\$ 976,689.79
Current Commitments from SGR funds/Fund 575	
FY 20/21 Allocated to LTSA 313 funds	\$ 1,308.00
FY 20/21 Allocated to LTSA 314 funds	\$ 59.00
TOTAL	\$ 1,367.00

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 21-13

Resolution Approving the Transportation Development Act Fiscal Year 2021/22 Transportation Development Act
Allocation of Local Transportation Funds and State Transit Assistance Funds

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, 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), the State Transit Assistance Fund (STA); 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 and STA, based on the estimated revenue upon approving said claim; and

WHEREAS, the Auditor of said County is instructed to pay monies in the fund to the claimants pursuant to allocation instructions received from the LCTC; and

WHEREAS, the County Auditor issued a report of estimated revenues for LTF for Fiscal Year (FY) 2021/22 and the State Controller's Office issued a report of estimated revenues for STA Funds for the same fiscal year; and

WHEREAS, the LCTC has \$421,358 in TDA funds \$258,791 in STA funds to allocate to LTSA; and

WHEREAS, the LTSA submitted an annual claim form for funding the transit system during FY 21/22; and

WHEREAS, the claim has been found to meet all the stipulated requirements of Code; and

WHEREAS, the Commission desires to continue funding of the of the transit system as requested by the LTSA; and

WHEREAS, the Commission desires to reserve 2% of the available funds for pedestrian and bicycle facilities to be allocated at a future date; and

WHEREAS, the Commission understands that the noted Article 8 allocations will be reduced when the State bills for the unused PPM funds and potentially to reflect the Commission's desires relative to the request from the County for retirement and post-employment benefits,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the attached estimated FY 21/22 allocations be so allocated as directed by the LCTC, including \$421,358 in TDA funds \$258,791 in STA funds to allocate to LTSA.

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

The foregoing resolution was adopted by the Lassen County Transportation Commission at its October 18, 2021 regular 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

October 18, 2020