

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: MARCH 7, 2024

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Russ Brown, (City Council)

Quincy McCourt (City Council)

Kevin Stafford Vice-chair (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, March 11, 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/85616040025>

Meeting ID: 856 1604 0025

Passcode: 134058

One tap mobile

+ 12532050468,,85616040025# 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 January 8, 2024, Regular Meeting: **Motion Required**

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 \$33,516.46. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$33,516.46 as shown in Invoice #009-45 for February 2024.

1.42 Low Carbon Transit Operations Program (LCTOP) Exchange Request. *

REQUESTED ACTION: 1) Adopt Resolution 24-01 authorizing the request to exchange LCTOP funds 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 negotiate for and receive LCTOP exchange funds.

1.43 Professional Services Agreement – Triennial Performance Audits. *

REQUESTED ACTION: Authorize the Executive Secretary to circulate an RFP for professional services to prepare the Triennial Performance Audits for the Lassen County Transportation Commission and the public transit operator, Lassen Transit Service Agency (LTSA) in Lassen County, for the three-year period ending June 30, 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 Fiscal Year 2024/25 Draft Overall Work Program and Budget *

REQUESTED ACTION: BY MOTION: Authorize staff to release the Draft Overall Work Program and Budget (OWP) for FY 2024/25 to the public for circulation, review, and comment.

4.12 Transportation Development Act Citizens Participation Process for Public Transportation *

REQUESTED ACTION: Receive comment from the public regarding public transportation, and refer any comments received to staff and the Social Services Transportation Advisory Council for review.

(5) INFORMATION ITEMS

5.01 Executive Secretary Report

Updates:

- Lassen County Road Workshop
- First Quarter LTF update
- Legislation

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, May 13 2024, at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS: FY 2024/25 OWP and Budget Approval, report on City/County/SIR road and transportation workshop/Update on US 395 projects

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

January 8, 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 1:35 P.M.

Roll Call: Present: Albaugh, Brown, Gallagher, Neely, Stafford
Absent: McCourt

1.1 Pledge of Allegiance

The Pledge of Allegiance to the Flag was waived.

1.2 Adoption of Agenda:

Chairman Albaugh asked that agenda item 1.31: Election of Commission Officers, be postponed to the April meeting. This is to accommodate the March elections for the Susanville City Council that could impact Commission membership.

It was moved by Commissioner Gallagher and seconded by Commissioner Safford that the Commission adopt the agenda with the suggested change as presented by Commissioner Albaugh. The revised agenda was adopted by the following vote:

AYES: Albaugh, Brown, Gallagher, Neely, Stafford
NOES: None
ABSENT: McCourt
ABSTAIN: None

1.3 Approval of the December 11, 2023 Regular Meeting Minutes

The Commission was asked to adopt the Minutes of their December 11, 2023, Regular Meeting, as presented by staff.

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

AYES: Albaugh, Brown, Gallagher, Neely, Stafford
NOES: None
ABSENT: McCourt
ABSTAIN: None

1.4 Approval of Consent Calendar

It was moved by Commissioner Brown 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, Neely, Stafford
NOES: None
ABSENT: McCourt
ABSTAIN: None

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

Verbal communications:

No verbal comments were received.

3. REPORTS

3.1 Caltrans

Mike Oguro reported that repair work on SR 139 on the grade above Susanville (outside the city limits) will be performed in the 2025 construction year. The project will likely include road closures/detours prompting impacts to the motoring public. He added that as the project develops Caltrans will be engaging the community to describe the project, get input on best traffic mitigation strategies, and work with local agencies to minimize overall impacts.

3.2 CHP

No report was provided by CHP.

3.3 City of Susanville

No Report was provided for the City of Susanville.

3.4 Lassen County

Pete Heimbigner reported that the most recent storm was the first big test of road crews and that they performed well keeping ahead of the snow. Commissioner Gallagher noted that the roads in Westwood were good. Commissioner Neely made a similar comment.

Commissioner Albaugh asked about the potential impacts to SR 139 (from Caltrans update). Pete responded that the county would work with Caltrans to identify appropriate detours and that it was likely that A21 would be an appropriate candidate.

3.5 Susanville Indian Rancheria

No Report was provided by the Susanville Indian Rancheria.

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 Zero Emission Vehicle Infrastructure Feasibility Study Roll-out Plan

The Commission was asked to adopt, by motion, Adopt Resolution 23-18, adopting the Final ICT and ZEB Roll-out Plan for Lassen County and direct staff to transmit the plan to the California Air Resources Board.

The Commission received a report by the consultant which confirmed most of the takeaways provided at the November 13, 2023 regular meeting. The determinations specific to Lassen County (and major challenges to ZEV bus transitioning in the short-term) included:

- LTSA has a limited driver pool which limits electric vehicle swaps (require by the current range of most EV buses)*
- No EV maintenance availability in the region*
- Full conversion to EV busses that maintains the same level of service will require increasing the size of the fleet*
- Conversion process will start after 2032 to account for technology improvements that will better fit the operational needs of Lassen County transit service providers*

The Executive Director added that the analysis demonstrates that it is impractical at this time, given the number of challenges currently attributed to EV buses, to contemplate the conversion of the existing fleet as per CARB’s mandate. This conversion plan and its supporting documentation, will demonstrate to CARB that Lassen County has done their due diligence, using CARB approved methods, to address the mandate and has developed an implementation strategy that allows for a practical implementation in Lassen County.

Commissioners were informed that this would be the only official action that they would be taking on this issue presently. The consultant and staff would engage in follow-up data gathering to close out the project. In addition, annual reports will be made to CARB to update them on any changes to the roll-out plan.

It was moved by Commissioner Gallagher and seconded by Commissioner Neely to approve Resolution 23-18, adopting the Final ICT and ZEB Roll-out Plan for Lassen County and direct staff to transmit the plan to the California Air Resources Board. The motion was passed by the following vote:

AYES: Albaugh, Brown, Gallagher, Neely, Stafford
NOES: None
ABSENT: McCourt
ABSTAIN: None

5. INFORMATION ITEMS

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

5.01 Executive Summary Report

The Executive Secretary reported the following:

- **US 395 Update** – *The Coalition met on November 15 to review highway projects currently being developed for US 395 in Nevada, and the recently approved wildlife crossing planning and design effort being developed by LCTC using a grant from the Wildlife Conservation Board. Commissioner Gallagher commented that he thought the meeting was well done.*
- **First Quarter LTF Update** – *LTF revenue for the first quarter of FY 23/24 was up about 4%. This was consistent across the state, and in keeping with other sales tax reports.*
- **Legislation** – *The legislature is out of session, returning in early January 2024.*
- **Road/Mobility Workshop** – *Staff would be meeting with County, City and Tribal staff to begin identifying specific projects to work on develop funding strategies. The meeting was scheduled for January 18.*

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commissioners

No items were brought forth by Commissioners.

7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, March 11, 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 2:35 p.m.

Submitted for approval by:

A handwritten signature in blue ink, appearing to be 'John Clerici', written over a horizontal line.

John Clerici
Executive Secretary




John L. Clerici, Executive Secretary

Staff Report

Date: March 4, 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 \$33,516.46

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$33,516.46 as shown in Invoice #009-45 for February 2024.

PAST ACTION

This is the Forty-fifth 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 \$14,129.04, and LSC Transportation Consultants in the amount of 4,781.00.

DISCUSSION

Attached is Invoices #009-45, with supporting documentation, and a detailed Progress Report for the period beginning February 1, 2024, and ending February 29, 2024.

Note: This is the fourth 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:

- Follow up to LCTC January 2024 Commission and TAC meetings
- Prepared Draft FY 2024/25 OWP and Budget for distribution by Caltrans and regional stakeholders
- Provided follow-up to comments on 2024 RTIP received from CTC staff
- Provided administrative support to the ZEV Infrastructure Feasibility study and document review and feed back.
- Provided follow-up to January Road/Mobility workshop held January 18, 2024

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: March 1, 2024
Invoice # 009-045
Billing Cycle Ended: 2/29/2024 (February 1, 2024 - February 29, 2024)

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

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

Staff Member	Hours OWP	Hours WCB	Total Hours	Total Cost
John Clerici	74.00	25.00	99.00	\$ 14,606.42
Borroum Engineering February				\$ 14,129.04
LSC Transportation Consultants February				\$ 4,781.00
2023 RTP Environmental Doc Filing Fee				No Charge
Travel (Lodging, meals)				No Charge
TOTAL				\$ 33,516.46
Prior Balance				\$ 49,820.08
Payment				\$ 49,820.08
Total Due				\$ 33,516.46



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

3/1/2024

Billing Detail for Clerici Consulting --

Date	Hours										Wildlife Crossing	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				
February														
	1	1			1					1			2	5
	2	1									1		2	2
														0
	5	1			1					2	1		2	5
	6	2			1					1			1	3
	7				1					1	1		3	3
	8	2			2					1	1		3	6
	9				1					1				3
														0
														0
	12	1			1									4
	13	1			1									3
	14	2			1					2	1		2	6
	15	1			1					2	1		2	6
	16				1					1			2	2
														0
										1				1
	19												2	1
	20													2
	21									1				2
	22	1			1					1	1		2	6
	23	1			1								4	4
														0
														0
	26									1			2	4
	27													1
	28									1				2
	29									1	1		3	3
														0
														0
Total OWP	9	26	0	0	15	12	6	6	0	74				
	\$ 1,289.97	\$ 3,726.58	\$ -	\$ -	\$ 2,149.95	\$ 1,719.96	\$ 859.98	\$ 859.98	\$ -	\$ 10,606.42				
						Billing Rate: \$143.33								

WCB Hours	25
Total WCB	\$ 4,000.00
	Total Labor \$ 14,606.42

PROGRESS REPORT
CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission
Clerici Consulting Project 009-045
Period: February 1, 2024 – February 29, 2024

WORK COMPLETED (through February 29, 2024)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

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

- **Work Element 601A – General/General Transportation Planning**
 - Supported countywide GIS effort
 - Provided 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**
 - No work was done in this work element.

- **Work Element 602 – Programming**
 - Responded to CTC staff comments and revised 2024 RTIP for adoption into 2024 STIP

- **Work Element 603 – Outreach**
 - Provided interagency outreach through the LCTC Technical Advisory Committee
 - Followed up with TAC as needed to get input regional planning priorities
 - Provided follow-up to January TAC meeting
 - Prepared and distributed Agenda for March 4, TAC meeting
 - Reviewed and provided comment on revised LCTC website proposal
 - Updated information on LCTC website as needed

- **Work Element 604 – TDA**
 - Processed other TDA related claims and transfers as needed
 - Prepared draft and final RFP to secure consulting services for Triennial Performance Audits as required in the FY 24/25 OWP

- **Work Element 705 – Zero Emission Infrastructure**
 - Participated in the following ZEV study meeting (2/7)

- **WCB - Wildlife Crossing**
 - Participated in project development meetings (2/16 & 2/26)
 - Reviewed and edited draft informational materials for public meetings
 - Develop draft outreach plan for project team to consider
 - Performed administrative duties as required to implement grant

3/4/2024

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

Borroum Engineering
 633 Tamarindo Way
 Roseville, CA 95678

Invoice #41: February 1, 2024 to March 1, 2024

HOURS										
DATE	OWP Task 100- Administration	OWP Task 601A - Transportation 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
February										
1		2								2
2		2								2
3w										0
4w										0
5		2								2
6		2						2		4
7		2						2		4
8		5								5
9							3			3
10w										0
11w										0
12				3			3			6
13				2			3			5
14		4		1			1			5
15							4			4
16										0
17w										0
18w										0
19h		5								5
20										0
21							4			4
22							4			4
23							5			5
24w										0
25w										0
26							8			8
27							8			8
28							8			8
29							8			8
TOTAL	0	24	0	6	0	0	59	4	0	93
	\$ -	\$ 2,910.72	\$ -	\$ 727.68	\$ -	\$ -	\$ 7,155.52	\$ 485.12	\$ -	\$ 11,279.04
Rate: \$121.28										

Total this invoice: \$11,279.04

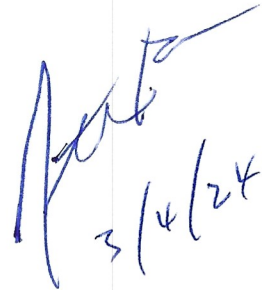
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 3/1/24

Borroum Engineering

Work assignments

Invoice period for February 1, 2024 to March 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)


3/4/24

Invoice Period: February 1, 2024 to March 1, 2024

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

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3/4/24

Total Invoice \$2,850.00

Borroum Engineering

Work assignments – Wildlife O/C

Invoice period for February 1, 2023 to March 1, 2024

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

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3/4/24



**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@lsc Tahoe.com

Date: March 5, 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 February 2024:

- Monthly staff team meeting
- General project coordination and regional transportation planning
- Coordination with LTSA staff regarding procurement of new vehicles
- Work and coordination on the LCTC and Wildlife Project website

Work performed for each OWP Work Element is as follows:

Work Element 601 – Total \$3,718

- A) General Planning - \$1,646.50
- B) Active Transportation Planning - \$0
- C) Transit Planning - \$2,071.50

Work Element 603 – Community Outreach and Engagement - \$227

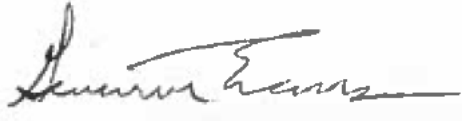
Work Element 705 – ZEV Study - \$0

Wildlife Grant - \$836

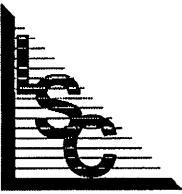
Grand Total for February: \$4,781

Please find more detail in the attached pages.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Genevieve Evans", written over a light gray rectangular background.

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 70044
 Date 03/05/2024

Project 207081A LCTC On Call Assistance Work
 Element 601

Professional Services rendered through 02/25/2024
 Project Manager: Genevieve A. Evans

Professional Fees

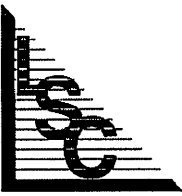
	Hours	Rate	Billed Amount
Acadia W. Davis	5.50	114.00	627.00
Ariana Keplinger	2.00	70.00	140.00
Genevieve A. Evans	13.00	227.00	2,951.00
Professional Fees subtotal	20.50		3,718.00
		Invoice total	3,718.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	57,430.10	44,923.85	1,646.50	10,859.75
Regional Transp. Planning, Data Collection	80,970.40	80,970.40	0.00	0.00
Active Transportation	24,786.97	22,911.97	0.00	1,875.00
Transit Planning	22,050.00	17,621.25	2,071.50	2,357.25
.	0.00	0.00	0.00	0.00
Total	185,237.47	166,427.47	3,718.00	15,092.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
69790	01/16/2024	5,688.75		5,688.75			
69841	02/06/2024	2,471.25	2,471.25				
70044	03/05/2024	3,718.00	3,718.00				
Total		11,878.00	6,189.25	5,688.75	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 70045
 Date 03/05/2024

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

Professional Services rendered through 02/25/2024
 Project Manager: Genevieve A. Evans

Professional Fees

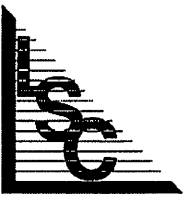
	Hours	Rate	Billed Amount
Genevieve A. Evans	1.00	227.00	227.00
		Invoice total	227.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
Community Outreach and Engagement	23,936.50	17,935.72	227.00	5,773.78
Total	23,936.50	17,935.72	227.00	5,773.78

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
69791	01/16/2024	525.00		525.00			
70045	03/05/2024	227.00	227.00				
	Total	752.00	227.00	525.00	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 70046
 Date 03/05/2024

Project 207085B Wildlife Overcrossing Grant

Professional Services rendered through 02/25/2024
 Project Manager: Genevieve A. Evans

Professional Fees

	Hours	Rate	Billed Amount
Alexandra C. Silverman	7.00	87.00	609.00
Genevieve A. Evans	1.00	227.00	227.00
Professional Fees subtotal	8.00		836.00
		Invoice total	836.00

Invoice Summary

Description	Contract Maximum	Prior Billed	Current Billed	Remaining
General Planning	40,000.00	3,072.50	836.00	36,091.50
.	0.00	0.00	0.00	0.00
Total	40,000.00	3,072.50	836.00	36,091.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
69793	01/16/2024	542.50		542.50			
69842	02/06/2024	2,530.00	2,530.00				
70046	03/05/2024	836.00	836.00				
Total		3,908.50	3,366.00	542.50	0.00	0.00	0.00




John L. Clerici, Executive Secretary

Staff Report

Date: March 5, 2024 **AGENDA ITEM 1.42**

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary 

Subject: Low Carbon Transit Operations Program (LCTOP) Exchange Request

REQUESTED ACTION

By motion, 1) Adopt Resolution 24-01 authorizing the request to exchange LCTOP funds 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 negotiate for and receive LCTOP exchange funds.

BACKGROUND

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.

Previously the LCTC has allocated LCTOP funds to projects that enhance or improve bus stops including benches, shelters, trash cans, solar lighting, bus shelter concrete pads, sidewalk, and curb gutter at stops and park and ride facilities within the County of Lassen. In 2022 and 2023, LCTC and LTSA agreed to exchange the LCTOP funds with the Tehama County Transportation Commission because our region did not have good enough project and TCTC had a project, which could use the funds.

DISCUSSION

Lassen County Transportation Commission staff was informed that funding in the amount of \$78,278 of LCTOP funds is available under the LCTOP FY 23-24 program. Per Public Resource Code 75230 (f) (1-3), moneys from the program shall be expended to provide transit operating or capital assistance that meets any of the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share.

3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero emission buses.

For this year, as they did the previous two years, the Lassen Transit Services Agency (LTSA) management has determined that they have no eligible projects for this funding cycle. As they did in the previous two funding cycles, LTSA has inquired with the Tehama County Transportation Commission to see if they would be interested in exchanging the FY 23/24 allocation of LCTOP funds for an equal amount of LTF funds. As it did in previous years, this exchange would apply to this year's allocation only.

LTSA has inquired with Caltrans staff overseeing the LCTOP program, and they have confirmed that this exchange is allowed under statute.

RECOMMENDATION

Staff recommends that the Commission apply adopt Resolution 24-01 and direct the Executive Secretary to work with LTSA to prepare and sign all appropriate agreements to execute the exchange with Tehama County.

Attachments (2)

LASSEN COUNTY TRANSPORTATION COMMISSION
Amended Resolution 24-01

AUTHORIZATION FOR THE EXECUTION OF AN EXCHANGE OF
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FUNDS WITH
THE TEHAMA COUNTY TRANSPORTATION COMMISSION

WHEREAS, the Lassen County Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, the Lassen Transit Services Agencies (LTSA) has no projects that fall within the allowable uses of LCTOP for this year's (FY 23/24) allocation of funds; and

WHEREAS, LTSA has agreed to exchange the LCTOP funds (\$78,278) with the Tehama County Transportation Commission (TCTC) for an equal amount of LTF funds from Tehama County; and

WHEREAS, and exchange of this type is allowed under the LCTOP guidelines.

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission that the fund recipient agrees to work with LTSA and TCTC prepare all necessary agreements to execute the exchange agreement.

BE IT FURTHER RESOLVED that the LCTC does hereby authorize the Executive Secretary to execute all documents necessary to obtain the LCTOP funds for Fiscal Year 2023/24 and exchange them with the TCTC on behalf of the LTSA.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its March 11, 2024, 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

March 11, 2024



John L. Clerici, Executive Secretary

Staff Report

Date: March 10, 2024

AGENDA ITEM 1.43

To: Lassen County Transportation Commission

From: John L Clerici, Executive Secretary

Subject: Professional Services Agreement – Triennial Performance Audits

REQUESTED ACTION

Authorize the Executive Secretary to circulate an RFP for professional services to prepare the Triennial Performance Audits for the Lassen County Transportation Commission and the public transit operator, Lassen Transit Service Agency (LTSA) in Lassen County, for the three-year period ending June 30, 2024.

BACKGROUND & DISCUSSION

Triennial Performance Audits (TPA) are required pursuant to PUC Section 99246. The audit is conducted in accordance with Caltrans Performance Audit Guidebook and related laws and regulations. The purpose of the performance audit is to describe how LCTC is meeting its administrative and planning obligations under TDA, as well as to present a description of its organizational management and efficiency. The audit will also provide an independent, constructive and objective evaluation of the efficiency, effectiveness, and economy of the operation of the LCTC and LTSA.

While meeting the legal requirements for conducting a performance audit is important, a performance audit also provides an opportunity for an independent, objective, and comprehensive review of the economy, efficiency, and effectiveness of the entity being audited. The audit provides additional benefits as well:

- Provides management with useful information to assess past activities and provides insight for future planning efforts
- Provides management with a review and evaluation of an agency’s organization and operations
- Presents an opportunity to utilize auditor expertise which can supplement staff work
- Assures public accountability for the use of public funds

Development of the TPA is part of next fiscal years OWP and budget in Work Element 604. The OWP identified a budget amount not to exceed \$30,000 to perform the TPA. We are starting the recruitment process this year in order to have a consultant under contract by July 1, 2024, the beginning of the next fiscal year.

It is staff expectation that the audits will be done by April 2025, well in advance of the June 30, 2025 deadline.

ALTERNATIVES

Provide direction to staff.



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

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SUSANVILLE, CA 96130

John L. Clerici, Executive Secretary

Staff Report

Date: March 5, 2024

AGENDA ITEM 4.11

To: Lassen County Transportation Commission

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 2024/25 Draft Overall Work Program and Budget

REQUESTED ACTION:

BY MOTION, authorize staff to release the Draft Overall Work Program and Budget (OWP) for FY 2024/25 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, agency and public input, the Commission adopts an Overall Work Program and Budget in May 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. The majority of work performed by the LCTC staff is described in the OWP. Occasionally staff, at the direction of the Commission, will engage in work that falls outside the focus of the OWP, or is funded by non-traditional sources. An example of this is the recent effort to evaluate and design a wildlife crossing in the US 395 corridor between Susanville and the Nevada state line.

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 (US 395 Coalition Building and Funding Strategy, Main Street Project Management and revising the Active Transportation Plan).

In the FY 2023/24 OWP included:

- Adopting the 2023 Regional Transportation Plan

- Adoption of the 2024 Regional Transportation Improvement Program
- Completion of state mandated ZEV Infrastructure Feasibility investigation
- Transit planning and funding
- Grant funded US 395 Investment Strategy and continued support of the US 395 Coalition

For Fiscal Year 2024/25 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:
 - Lassen County GIS update effort
 - Investigations associated with the Volcanic Scenic Byway
- Focused evaluation of City, County and Tribal road and mobility projects
- Implementation of transit funding outlined in SB 125
- Support for both city and county grant and funding application efforts

An Administrative Draft FY 2024/25 OWP and Budget was provided to Caltrans on March 1 (as required by statute) for review and comment. Lassen County, the City of Susanville, the Susanville Indian Rancheria, and other stakeholders were provided an overview of the proposed OWP and Budget at their March 7 TAC meeting. Once Caltrans and agency review is complete, a revised Public Draft will be distributed for review and comment. The revised Draft FY 2024/25 OWP and Budget will be brought back to the Commission for comment and adoption at your May meeting.

ALTERNATIVES

Provide direction to staff.

Attachments - 1