

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 6, 2024

To: THE LASSEN COUNTY TRANSPORTATION COMMISSION:

Russ Brown Vice-chair, (City Council)
Mendy Schuster (City Council)
Dawn Miller (City Council)

Tom Neely, (Co. Supervisor)
Jason Ingram, (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 10, 2025, 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/86195210602>

Meeting ID: 861 9521 0602

Passcode: 543598

One tap mobile

+13462487799,,86195210602#,,,,*543598# US

+16694449171,,86195210602#,,,,*543598# 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 13, 2025, Regular Meeting and the Minutes from February 6, 2025 Special 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 \$26,348.28. *

REQUESTED ACTION: Approve payment of Clerici Consulting fees and costs in the amount of \$26,348.28 as shown in Invoice #009-57 for February 2025.

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

REQUESTED ACTION: 1) Adopt Resolution 25-02 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.

(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 2025/26 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 Fiscal Year 2024/25 LCTC Financial Mid-year Review *

REQUESTED ACTION: This is an informational item. No action is required.

(5) INFORMATION ITEMS

5.01 Executive Secretary Report

Updates:

- US 395 Coalition – Corridor projects
- Legislation & State Budget
- Federal Highway Funding

(6) CORRESPONDENCE

6.01 None

(7) OTHER BUSINESS

7.1 Matters brought forth by the Commission

7.2 Next Commission Meeting – **Monday, May 12, 2025, at 1:30 p.m.**

7.3 Adjourn

* Attachment

Enclosure

^ Handout

ITEMS TENTATIVELY SCHEDULED FOR FUTURE MEETINGS: FY 25/26 OWP and Budget, Fiscal Update, TDA/STA preliminary estimates for FY 25/26

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Regular Commission Meeting

January 13, 2025

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 1:30 P.M.

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

1.1 Pledge of Allegiance

The Pledge of Allegiance to the Flag was waived.

1.2 Adoption of Agenda:

It was moved by Commissioner Neely and seconded by Commissioner Bridgers that the Commission adopt the agenda as presented. The agenda was adopted by the following vote:

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

1.3 Approval of the November 4, 2024 Regular Meeting Minutes

The Commission was asked to adopt the Minutes of their November 4, 2024, Regular Meeting, as presented by staff.

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

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

1.4 Approval of Consent Calendar

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

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

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

Verbal communications:

No verbal communications.

3. REPORTS

3.1 Caltrans

Michael Oguro reported on a number of items from previous meetings.

- *US 395 near Diana Drive – No reported crashes in last 5 years.*
- *SR299 and County Road A2 – No crashes reported and no safety projects scheduled.*
- *Radio message in Beiber has been changed.*
- *Red Curb painting on Main Street/SR 36 – Still looking into it.*
- *SR 139 contract will be let in February. Once that is done outreach to the community will begin.*

3.2 CHP

Lacey Carney reported that they were at the end of the year data crunching time and that a more thorough report would be forthcoming. She noted that in 2024 there was one fatal accident in Lassen County. She also noted that they were experiencing significant staff turnover, but that they were reasonably well staffed with 19 of 24 positions filled.

3.3 City of Susanville

No update was provided.

3.4 Lassen County

Pete Heimbigner reported that the county was preparing to move forward with two STIP projects on A3. These will be pavement rehab projects. He noted that the projects are not large, and they will try to structure the bids in such a way to be manageable for local contractors.

He also noted that there was a project with Modoc County on Road 91 that will also be implemented this construction year.

3.5 Susanville Indian Rancheria

No update was provided.

4 NEW BUSINESS

4.01 Announcement of Items to be Discussed in Closed Session

There was no closed session.

4.02 Announcement of Action Taken in Closed Session

There was no closed session.

4.10 Action/Discussion Items

4.11 Staffing Services Agreement Amendment

The Commission was asked to direct by motion, approve Resolution (25-01) approve Amendment No. 2 to the Agreement with Clerici Consulting for Staffing Services to extend the term for an additional three years through June 30, 2028 and to increase the not to exceed amount for the extended term.

LCTC Legal Counsel provided background on the current status of staffing services to the Commission. She noted that at their November 4, 2024 meeting she presented the commission with three options to address staffing services provided by Clerici Consulting beyond June, 2024. They included:

- 1. Amend the existing Staffing Services Agreement with Clerici Consulting for continued staffing services.*
- 2. Issue a new Request for Proposal for an Agreement with a consultant for staffing services.*
- 3. Establish and hire a part-time Commission Employee.*
- 4. Consider the prior staffing model with a City or County employee serving as Commission staff.*

The Commission directed staff to implement option 1 and bring a contract back for Commission consideration at their January 2025 Regular Meeting. The contract extension would end June 30, 2028.

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

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

4.12 Transportation Development Act Citizen’s Participation Process For Public Transportation

The Commission was asked to receive public comment on unmet transit needs for FY 25/26.

Staff explained that TDA requires annual inquires to the community, regarding potential unmet transit needs. To this end notice was provided on the LCTC Website, and on various local and regional social media platforms, and fliers were made available online at the LCTC and LTSA web pages and were placed on LTSA buses soliciting both verbal and written comments. Comments received during the 30-day comment period will be forwarded to the SSTAC for review and consideration, and, as appropriate, to the LCTC.

The Chair opened public comment. One comment was received suggesting that non-emergency medical transport to Reno be considered. Public comment was closed.

4.13 Request for approval to submit applications to Caltrans Sustainable Communities Grant Program

The Commission was asked to by motion, direct staff to submit the following grants to the Caltrans Sustainable Communities Grant Program:

- 1. Lassen County Vehicle Charging Master Plan
- 2. Bizz Johnson Rail Trail Connectivity Plan

Significant discussion regarding the Bizz Johnson Trail effort regarding adjacent property, graffiti, and maintenance responsibilities. Commissioners were reminded that this was a planning grant, and that most operational issues would be addressed when construction funds were pursued.

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

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

4.14 Preliminary Assessment of the Visual Record of the Volcanic Legacy Scenic Byway All American Road

In the LCTC's FY 24/25 OWP and Budget, the Commission approved the expenditure of PPM funds to provide for a visual assessment of the byway and provide a written report to the Commission. An agreement was entered into between the LCTC and the National Travel Center, to provide the assessment.

Features of the work provided by the National Travel Center include:

- *Produce visual/video documentation of the entire route of the Volcanic Legacy Scenic Byway All American Road using three cameras to obtain an expansive view*
- *Enhance the video with images, notes and geo tags as applicable*
- *Review of the entire visual record, images, notes, and geo-tags to determine the total scope of the full project to evaluate conditions along the entire Byway.*

Maree Forbes Gaughan of the National Travel Center presented on the findings of their work and was available for questions from the Commission and public.

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

The Executive Secretary reported the following:

- **US 395 Update** – *Reported that projects in the US 395 corridor were continuing. The LCTC is awaiting the release of the US 395 Freight Movement Feasibility Study as well as details about the Red Rock Safety Project.*
- **Wildlife Crossing Grant** – *Staff hope to have a publicly accessible version of the potential crossing locations early in 2025.*
- **Legislation** – *There were no updates on current state legislation.*

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commissioners

No items were brought forth by the Commissioners.

7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, March 10, 2025, 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 2:57 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

LASSEN COUNTY TRANSPORTATION COMMISSION

MINUTES

Special Commission Meeting

February 6, 2025

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

11:30 A.M. Open Session

1:30 P.M. OPEN SESSION

1. Convene

The Chair called the meeting to order at 1:30 P.M.

Roll Call: Present: Bridges, Brown, Ingram, Miller, Neely, Schuster
Absent: Albaugh

1.1 Pledge of Allegiance

The Pledge of Allegiance to the Flag was waived.

1.2 Adoption of Agenda:

It was moved by Commissioner Schuster and seconded by Commissioner Bridgers that the Commission adopt the agenda as presented. The agenda was adopted by the following vote:

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

1.3 Approval of the Meeting Minutes

No minutes were included in this agenda.

1.4 Approval of Consent Calendar

There were no items on consent.

2. CORRESPONDENCE/PUBLIC COMMENT

No written communications were received.

Verbal communications:

No verbal communications.

3. REPORTS

3.1 Caltrans

No update was provided.

3.2 CHP

No update was provided.

3.3 City of Susanville

No update was provided.

3.4 Lassen County

No update was provided.

3.5 Susanville Indian Rancheria

No update was provided.

4 NEW BUSINESS

4.01 Announcement of Items to be Discussed in Closed Session

There was no closed session.

4.02 Announcement of Action Taken in Closed Session

There was no closed session.

4.10 Action/Discussion Items

4.11 Discussion of Safety Planning and Projects on US 395 from Susanville to the Sierra County Line

In the light of two recent fatal accidents the Commission was asked to provide discussion and direct to the safety efforts both planned and proposed for US 395 between Susanville and the Sierra County line Current safety efforts include a

significant investment (planned for construction year 2027) between approximately Doyle and the Sierra County Line. In addition, LCTC staff commissioned a technical memo to locate a number of passing lanes between the US 395/SR 36 junction and the Sierra County Line. The memo described what the passing lanes would look like and assigned a rough value for their construction.

Dave Moore, Caltrans District 2 Director, and members of his staff provided an overview of some of the elements of the Red Rock Safety Project, as well as other potential safety enhancements (e.g. Passing Lanes) that could be utilized to improve safety in the corridor. Perhaps the most prominent feature of the safety project is a planned center-line continuous concrete barrier from approximately Hallelujah Junction and Doyle. Mr. Moore noted that a scoping document describing all the safety project elements was forthcoming.

The following are questions and comments provided by Commissioners, the public as well as Caltrans and LCTC staff.

Is it possible to put temporary center-line barriers in place north of the Doyle until a permanent barrier can be installed? Are there regulatory barriers (CEQA) that can be modified for this purpose? Anything to streamline the process. Temporary barriers are available they are also a maintenance issue and can be costly to place and keep in place.

Speed differential between cars and large trucks was also mentioned. This has been a topic for some time. However it is not unique to US 395. Across the state the speed limit for large trucks is 55. The only way to change it would be to lower the over all speed limit, and most agreed that it would not be practical. Some observed that very few large trucks observed the 55 mph speed limit presently. Changing the speed limit for trucks would require legislation, and it was noted that few people wanted to be seen as advocating for higher speeds on the highway.

Speeding and taking unnecessary risks was also cited as a cause for accidents on the highway. Suggested that a greater CHP presence and enforcement might be needed.

Passing lanes were discussed by the group. Passing lanes are not part of the safety project, but are not excluded from future safety efforts.

Caltrans staff agreed to engage stakeholders when the details of the Red Rock Safety Project were made available. They also agreed to work with LCTC staff and the jurisdictions to identify and implement safety projects throughout the US 395 corridor.

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

The was no Executive Secretary report provided.

6. CORRESPONDENCE

None.

7. OTHER BUSINESS

7.1 Matter brought forth by the Commissioners

No items were brought forth by the Commissioners.

7.2 Next Commission Meeting

Next meeting of the LCTC will be on Monday, March 10, 2025, 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 12:57 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: March 6, 2025 **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 \$ \$26,348.28.

REQUESTED ACTION

Approve payment of Clerici Consulting fees and costs in the amount of \$ \$26,348.28 as shown in Invoice #009-57 for February 2025.

PAST ACTION

This is the Fifty-seventh invoice under the contract with Clerici Consulting for Executive Secretary and staff services. This invoice includes a detailed invoice for charges for sub-consultants Borroum Engineering in the amount of \$13,241.84.

DISCUSSION

Attached is Invoices #009-57, with supporting documentation, and a detailed Progress Report for the period beginning February 1, 2025, and ending February 28, 2025.

Note: This is the thirteenth 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:

- Followed up on LCTC January Commission meeting
- Prepared draft agenda and staff reports LCTC March 2025 Commission and TAC meetings
- Prepared and submitted to Caltrans FY 2025/26 Draft OWP and Budget
- Provided administrative support to the GIS study project

- Engaged the Sierra Alliance and other stakeholders and provided update on all transportation activities on US 395

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
- Reviewed project alternatives with project team

These charges are consistent with the billing trends for the FY 2024/25 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, 2025
Invoice # 009-057
Billing Cycle Ended: 2/28/2025 (February 1, 2025 - February 28, 2025)

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	68.00	21.00	89.00	\$ 13,106.44
Borroum Engineering February				\$ 13,241.84
LSC Transportation Consultants February				
Misc Charges				No Charge
Travel (Lodging, meals)				No Charge
				
TOTAL				\$ 26,348.28
Prior Balance				\$ 34,456.32
Payment				\$ 34,456.32
Total Due				\$ 26,348.28

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

3/1/2025

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	
February											
											0
											0
3	1	2			1	1				1	5
4		1			1	1				1	3
5		1									1
6	2	3			1	1				2	7
7					1					2	1
											0
											0
10		2				1				2	3
11					1	1					2
12					2					2	2
13	2	3				2	1				8
14	1	1			1					1	3
											0
											0
17	1	1			1	1	1			1	5
18		1								1	1
19		1							1	1	2
20	1	2			2	2	1			2	8
21		2			2	1				1	5
											0
											0
24		1			1	1				2	3
25									1	1	1
26		2			1						3
27		3			2					1	5
28											0
											0
											0
											0
Total OWP	8	26	0	0	17	8	7	0	2		68
Billing Rate: \$143.33											
	\$ 1,146.64	\$ 3,726.58	\$ -	\$ -	\$ 2,436.61	\$ 1,146.64	\$ 1,003.31	\$ -	\$ 286.66		\$ 9,746.44

WCB Hours		21
Total WCB	WCB Billing Rate: \$160.00	\$ 3,360.00

Total Labor \$ 13,106.44

PROGRESS REPORT
CLERICI CONSULTING ACTIVITIES

Project: Lassen County Transportation Commission
Clerici Consulting Project 009-057
Period: February 1, 2025 – February 28, 2025

WORK COMPLETED (through February 28, 2025)

SPECIFIC WORK ELEMENT RELATED ACTIVITIES

- **Work Element 100 – Administration**
 - Provided follow-up for the January 2025 Regular Commission meeting
 - Developed and distributed LCTC agenda for February 2025 Special Commission meeting
 - Attended February 2025 Regular Commission meeting

- **Work Element 601A – General/General Transportation Planning**
 - Supported countywide GIS effort
 - Engaged Scenic Byway proponent in strategy meeting – received final report and processed invoice

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

- **Work Element 601C – Transit Planning**
 - No work was provided in this work element.

- **Work Element 602 – Programming**
 - Provided follow-up with member jurisdictions for January 2025 CTC actions

- **Work Element 603 – Outreach**
 - Provided interagency outreach through the LCTC Technical Advisory Committee
 - Provided follow-up to January TAC meeting
 - Prepared and attended TAC meeting for February Special Meeting
 - Attended MTC legislative update meeting (2/10)
 - Attended Seirra Alliance Meeting (2/26)
 - Updated Lassen CTC website with new information on highway projects and reformatted pages for agenda and meeting information.

- **Work Element 604 – TDA**
 - Processed other TDA related claims and transfers as needed

- **Work Element 705 – Zero Emission Infrastructure**
 - No work was done in this work element.

- **Work Element 706 – GIS Lassen County**
 - Reviewed and commented on GIS outputs.

- **WCB - Wildlife Crossing**
 - Participated in project development meetings (2/7, 2/18, 2/21, 2/25))
 - Provided updates to stakeholders as required
 - Reviewed and edited draft informational materials for public meetings
 - Updated project webpage
 - Performed administrative duties as required to implement grant
 - Provided evaluation of draft crossing locations

3/5/2025

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

Borroum Engineering
633 Tamarindo Way
Roseville, CA 95678

Invoice #52: Feb 1, 2025 to Feb 28, 2025

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	SB 125	OWP Task 706- GIS	Labor Sub-Total OWP Hours	OWP Task 707- Wildlife
February											
1w										0	
2w										0	
3		4			2					6	
4					2		4			6	
5							5			5	
6		4								4	
7		3								3	
8w										0	
9w										0	
10		3								3	
11		4								4	
12							4			5	
13							4		1	4	1
14										4	
15w		3								3	
16w										0	
17h										0	
18										0	
19		3			3		5			8	
20		2			2				1	6	
21		2			2				1	4	2
22w										5	1
23w										0	
24		4			3					7	
25		2								8	
26										6	
27		4			1		4			9	1
28		3			2		2			7	
TOTAL	0	41	0	0	19	0	40	0	3	103	5
\$	-	\$ 4,972.48	\$	-	\$ 2,504.32	\$	4,851.20	\$	363.84	\$ 12,491.84	
Rate: \$121.28											

WCB Hours	5
Total WCB	\$ 750.00
WCB Billing Rate: \$150.00	
Total this invoice:	\$ 13,241.84

Handwritten signature and date:
3/5/25

Borroum Engineering

Auter
3/5/25

OWP Work assignments

Invoice period for February 1, 2024 to March 1, 2025

- 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. This also includes work to analysis the County demographic changes. (OWP work element 601A, 601B, 601C, 706)
- 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)
- Initiate the triannual performance audit (OWP work element 604)
- Administration support for the grant (contracts, budgets and schedules, and invoicing) (OWP work element 706)

Borroum Engineering

Work assignments – Wildlife O/C

Invoice period for November 1, 2024 to December 1, 2024

- Review consultant work status
- Review with consultant work schedule
- Revise invoicing process
- Prepare invoice
- Review alternative identification products




John L. Clerici, Executive Secretary

Staff Report

Date: March 5, 2025 **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 25-02 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. Since 2022 the LCTC and LTSA agreed to exchange the LCTOP funds with the Tehama County Transportation Commission because our region did not have sufficient projects and TCTC has had projects, which could use the funds.

DISCUSSION

Lassen County Transportation Commission staff was informed that funding in the amount of \$76,199 of LCTOP funds is available under the LCTOP FY 24-25 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 three funding cycles, LTSA has inquired with the Tehama County Transportation Commission to see if they would be interested in exchanging the FY 24-25 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 25-02 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 25-02

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 24/25) allocation of funds; and

WHEREAS, LTSA has agreed to exchange the LCTOP funds (\$76,199) 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 2024/25 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 10, 2025, 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 10, 2025



**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: March 5, 2025

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 2025/26 Draft Overall Work Program and Budget

REQUESTED ACTION:

BY MOTION, authorize staff to release the Draft Overall Work Program and Budget (OWP) for FY 2025/26 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.

One interesting development for the FY 2025/26 OWP is an increase to the Rural Planning Assistance allocation to the LCTC from \$230,000 to \$315,500. This is the first increase in RPA funds since 2015. Staff is evaluating how to work this into our budget. In this draft FY 2025/26 OWP, we have used some of the increase to decrease our overall take of TDA funds. This will free up some TDA funding for other purposes.

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 2024/25 OWP included:

- Initial work on the Volcanic Scenic Byway evaluation
- Completion of the regionwide GIS update
- Transit planning and funding
- Evaluation of initial SB 125 implementation

For Fiscal Year 2025/26 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:
 - Investigations associated with the Volcanic Scenic Byway
- Adoption of the 2026 Regional Transportation Improvement Program
- Focused evaluation of City, County and Tribal road and mobility projects
- Continue implementation of transit funding outlined in SB 125
- Support for both city and county grant and funding application efforts

An Administrative Draft FY 2025/26 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 2025/26 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




John L. Clerici, Executive Secretary

Staff Report

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

Date: March 6, 2025

From: John L Clerici, Executive Secretary 

Subject: Fiscal Year 2024/25 LCTC Financial Mid-year Review

REQUESTED ACTION

This is a discussion item; no action is required.

DISCUSSION

Attached is a summary of the annual revenues received by the Commission from the three major sources designated primarily for funding the local transit system: Transportation Development Act (TDA) funds, State Transit Assistance (STA) funds, and State of Good Repair (SGR) funds.

The total income trend is flat, slightly downturned. Meanwhile, the local transit system's operating expenses over the last 6 years have increased by on average approximately 10% per year. This trend is not uncommon around the State.

Through the first half of this fiscal year, the TDA income is running right about the estimate at 50.7%. The STA income is running at only 44.7% of the estimate.

Responding to the changes in transit ridership throughout the state following Covid, the State Legislature this past year approved SB 125 which appropriates \$4 billion of General Funds and \$910 million of Greenhouse Gas Reduction Funds to supplement local transit budgets. A summary of these funds is also attached. In total, Lassen County is slated to receive approximately \$4.1 million. The first allocation of funds, approximately \$2.1 million, was received in 2024. None of these funds have been spent to date, and are available to augment transit operations and other program elements if desired.

ALTERNATIVES

Provide direction to staff.

LASSEN COUNTY TRANSPORTATION COMMISSION INCOME

FISCAL YEAR	TDA FUNDS	STA FUNDS		STATE OF GOOD REPAIR FUNDS		TOTAL
		99313	99314	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	\$ 985,036	\$	260,486	\$ 40,666	\$ 1,917	\$ 1,288,105
FY 22/23	\$ 928,155	\$ 397,798	\$ 16,892	\$ 46,592	\$ 1,987	\$ 1,391,424
FY 23/24	\$ 909,799	\$ 330,177	\$ 14,916	\$ 47,139	\$ 2,137	\$ 1,304,168
FY 24/25 EST.	\$ 900,000	\$ 332,249	\$ 15,124	\$ 49,707	\$ 2,263	\$ 1,299,343
FY 25/26 EST.	\$ 900,000	\$ 286,610	\$ 13,047	\$ 49,707	\$ 2,263	\$ 1,251,627

SB 125 Funds

Transit and Intercity Rail Capital Program (TIRCP)		Zero Emission Transit Capital Program (ZETCP)	
Fund source	State General Funds and Green House Gas Reduction Funds (GGRF) (extension of "cap and trade program")	Green House Gas Reduction Funds (GGRF)	Public Transportation Account funds (PTA)
	Eligible projects:	Eligible projects:	Eligible projects:
	"Must both increase ridership and reduce greenhouse gas emissions" OR "fund operating expenses that prevent service cuts and increase ridership"	"Expand or modernize zero-emission transit" OR "Fund operating expenses that prevent service reduction or elimination, or that increase services up to or above pre-pandemic service levels".	"Expand or modernize zero-emission transit" OR "Fund operating expenses that prevent service reduction or elimination, or that increase services up to or above pre-pandemic service levels". And, up to \$41,067 for program administrative costs
Initial FY 24/25 Distribution	\$1,829,937*	\$88,594.27	\$76,508.73
Allocations	\$0	\$0	\$0
Remaining Program Funds	\$1,833,800	\$277,857	

NOTE: * State General Funds Only