LAKE COUNTY/CITY AREA PLANNING COUNCIL

LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC)

DRAFT MEETING MINUTES

Wednesday, April 9, 2014
9:30 am

Location: City of Lakeport
Council Chambers
225 Park Street
Lakeport, California

Caltrans-District 1
Teleconference
2460 6th Street
Eureka, California

Present
Jim Comstock, Supervisor, County of Lake
Chuck Leonard, Member at Large
Gina Fortino Dickson, City Council Member, City of Clearlake
Joey Luiz, City Council Member, City of Clearlake
Stacy Mattina, City Council Member, City of Lakeport
Martin Scheel, City Council Member, City of Lakeport
Marsha Wharff, Member at Large

Absent
Jeff Smith, Supervisor, County of Lake

Also Present
Lisa Davey-Bates, Executive Director, Lake County/City Area Planning Council (APC)
Terri Persons, Senior Transportation Planner, Lake County/City Area Planning Council (APC)
Rex Jackman, Caltrans District 1 (Policy Advisory Committee) (via teleconference)
Sebastian Cohen, Caltrans District 1 (via teleconference)
Lars Ewing, County of Lake, Department of Public Works
Johnie Burch, Record Bee

1. Call to Order/Roll Call
Chairperson Wharff called the meeting to order at 9:46 a.m. Terri Persons called roll. Members present: Comstock, Mattina, Scheel, Luiz, Fortino Dickson, Leonard, and Wharff. Members absent: Smith.

2. Adjourn to Policy Advisory Committee
Chairperson Wharff adjourned to the Policy Advisory Committee (PAC) at 9:47 a.m. to include Rex Jackman, Caltrans District 1, and allow him to participate as a voting member of the Lake APC.
CONSENT CALENDAR

3. Approval of February 12, 2014 (Draft) Minutes
   Director Mattina made a motion to approve the consent calendar as presented. The motion was seconded by 
   Director Leonard and carried unanimously. Full Roll Call: 6 Ayes – Comstock, Mattina, Scheel, Luiz, 
   Leonard and Wharff; 0 Noes; 2 Abstain – Fortino Dickson and Jackman; 1 Absent – Smith.

REGULAR CALENDAR

4. Discussion of 2nd Amendment (Administrative) to the 2013/14 Overall Work Program
   Lisa referenced the staff report and reviewed the proposed amendment. Lisa said there is no 
   action needed by the APC for an administrative amendment. The Directors did not have any 
   questions.

5. Discussion and Acceptance of the Annual Transportation Development Act (TDA) Fiscal 
   Audit for the Year Ending June 30, 2013
   Lisa referenced the staff report and noted that the audit was very positive, and there was only one 
   minor recommendation for the APC to adopt a fund balance policy. Lisa said this would be 
   included in the Policy and Procedures Manual. Lisa said she is waiting until the Rural Counties 
   Task Force completes the Policies and Procedures Handbook before developing the remainder of 
   the Lake APC Policies and Procedures Manual. The RTPA Handbook is expected to be 
   completed later this calendar year. Lisa said the draft audit was included in the agenda packet and 
   hard copies of the Final TDA Audit are available upon request. Chairperson Wharff asked if Lisa 
   was suggesting that the APC accept the TDA Audit. Lisa noted it was not required, but she 
   recommended they accept the Audit. Chairperson Wharff asked if there was any public comment 
   on the TDA Audit. There was no public comment.

   Director Leonard made a motion to accept the Annual Transportation Development Act (TDA) Fiscal 
   Audit for the Year Ending June 30, 2013. The motion was seconded by Director Luiz and approved unanimously. Full 
   Roll Call: 8 Ayes – Comstock, Mattina, Scheel, Luiz, Leonard, Fortino Dickson, Wharff and Jackman; 0 
   Noes; 0 Abstain ; 1 Absent – Smith.

6. Review and Discussion of Draft 2014/15 APC Budget
   Lisa referenced the staff report and the draft budget summary included in the agenda packet. 
   Lisa noted there are three issues discussed in the staff report which are the LTF revenues, the 
   Administration costs, and the possible allocation of 5% of LTF to the CTSA.

   Lisa reviewed the sources of funding and explained that the Local Transportation Fund (LTF) 
   revenues are generated by ¼ cent of the general sales tax. Lisa said the LTF revenues for the 
   2014/15 fiscal year are expected to be similar to the current year at approximately $1.3 million.

   Lisa said the funds for the Administration contract with Dow & Associates come out of the 
   LTF funding. Lisa said currently Dow & Associates has both the Administrative and the 
   Planning contract. Lisa said the administrative costs are likely to increase when the contract is 
   split into two contracts, and a new contract is developed.

   Lisa said that she wanted to discuss the 5% of the LTF that is proposed to be set aside for the 
   Consolidated Transportation Service Agency (CTSA) to assist the implementation of the Non- 
   Emergency Medical Transportation (NEMT) program. Lisa said in 2012/13 the 5% was set 
   aside, but it was not allocated due to delays in hiring the Mobility Manager to implement and 
   coordinate the program. Lisa presented three options outlined in the staff report. Lisa said the
Request for Proposals (RFP) for the Mobility Manager position will be distributed soon. Lisa said the LTF funds set aside for the CTSA, combined with New Freedom federal grant funds, will provide $66,000 per year for two years for the Mobility Manager position. Lisa asked the Directors for their comments and questions.

Director Scheel asked if the program is starting now, and once the grant funding is spent will additional funding be needed to continue the program. Lisa noted the Mobility Program Coordinator would like start the beginning of the next fiscal year, and funding was not identified beyond the two year period. Director Mattina asked if both years (13/14 and 14/15) of LTF funding were allocated to the CTSA, would that help the Mobility Management program continue? Lisa said yes it would. Chairperson Wharff asked if 5% of the LTF was set aside in last year's budget. Lisa said yes, it was set aside but hadn’t been allocated due to the delay in getting the NEMT program started. Lisa said she wanted direction for the Board on how to allocate the 5% LTF. The Directors provided direction to allocate 5% of the LTF to the CTSA for both years. Director Scheel noted that this helps leverage other funding sources.

Lisa said the Planning, Programming and Monitoring (PPM) funding is the second source of funding and expected to be approximately $64,000. Lisa said the Rural Planning Assistance (RPA) funds are expected to increase by about $20,000 for a total of $294,000. Lisa said cost for the Administration and Planning contracts are likely to increase when the two contracts are bid and awarded separately. Lisa asked the Directors if they had any additional questions. The Directors did not have any questions. Lisa noted she'd present the final budget for approval in May or June.

7. **Review and Discussion of Draft 2014/15 Overall Work Program**

Lisa referenced the staff report and spreadsheet included in the agenda packet. Lisa said there are three new projects for the 2014/15 fiscal year which are the Pavement Management Program update, the Regional Transportation Plan update, and the Roundabout feasibility study for the Dam Road intersection in the City of Clearlake. Lisa said she worked with the TAC to discuss a number of options for how to allocate the funding since the demand for new projects was higher than the amount of available funding. Lisa said the TAC supports the draft OWP. Lisa said there was no action needed today by the APC, but that approval of the Final OWP would be needed in May or June.

8. **Discussion and Proposed Approval of Amendment to Professional Services Agreement Between Lake APC and Dow & Associates**

Chairperson Wharff reported that she spoke to Phil Dow and developed the amendment for the Professional Services Agreement between lake APC and Dow & Associates. Chairperson Wharff said the amendment to the PSA changes the written notice to terminate the agreement to a minimum of thirty (30) days.

Director Scheel made a motion to approve the Amendment to Professional Services Agreement between Lake APC and Dow & Associates as presented. The motion was seconded by Director Mattina and carried unanimously. Full Roll Call: 8 Ayes – Comstock, Mattina, Scheel, Luiz, Leonard, Fortino Dickson, Wharff and Jackman; 0 Noes; 0 Abstain; 1 Absent – Smith.

9. **Discussion of Next Steps on Preparation and Distribution of Request for Proposals (RFPs) to Provide Administrative and Planning Services to the Lake APC**

Chairperson Wharff reported that she received a copy of the draft Mendocino Council of Governments Request for Proposals for both the administrative and planning services contracts on March 3. Lars Ewing with the County of Lake said he is currently reviewing the draft RFP
along with County Counsel. Lars said he will be coordinating with Alan Flora and expects they will use the MCOG RFPs as an example and make changes as needed for the Lake APC RFPs. Lars said he expects the two RFPs to be distributed in about a month and to have the same deadline as the MCOG RFPs. Chairperson Wharff said MCOG is likely going to extend the current contract with Dow & Associates since the current contract is set to end on June 30, 2014.

RATIFY ACTION

10. **Adjourn Policy Advisory Committee and Reconvene as Area Planning Council**  
Chairperson Wharff adjourned the Policy Advisory Committee and reconvened the Area Planning Council at 10:12 a.m.

11. **Consideration and Adoption of Recommendations of Policy Advisory Committee**  
Director Comstock made a motion to adopt the recommendations of the Policy Advisory Committee. The motion was seconded by Director Leonard and carried unanimously. Full Roll Call: 7 Ayes – Comstock, Mattina, Scheel, Luiz, Leonard, Fortino Dickson, and Wharff; 0 Noes; 0 Abstain; 1 Absent – Smith.

REPORTS

12. **Reports & Information**  
a. **Lake APC Administration & Planning Staff**  
   1. **Summary of Meetings**  
      Lisa referenced the summary of meetings included in the agenda packet.

   2. **Active Transportation Program (ATP)**  
      Lisa reported that the ATP call for projects has been issued, and applications are due on May 21, 2014. Lisa said she discussed potential projects with the TAC members. She said there are some potential projects that include a Safe Routes to School project for sidewalks in Upper Lake, the Bridge Arbor Trail, and a possible pedestrian project in Lakeport.

   3. **Middletown CAP/ State Route EFS Update**  
      Lisa reported that the Middletown Community Action Plan (MCAP) and the State Route 29 Engineered Feasibility Study (EFS) have been completed.

   4. **Regional Blueprint Program – Phase V Implementation Update**  
      Terri reported that the contract with MIG, Inc. has been extended to May 15th to allow time to conduct a customized training on Zoning Ordinances for local agency staff. Terri said the grant timeframe allows for the extension, and that the local agencies were interested in the Zoning Ordinance training. Terri explained that the instructor that teaching the Zoning Ordinance workshop through the UC Davis Extension program also works for MIG, Inc. and that she will be customizing the training for Lake County jurisdictions. Terri said the training is scheduled for May 12th in Lakeport.

   5. **Next Meeting Date – May 14\textsuperscript{th} (Middletown)**  
      **Note: May 14\textsuperscript{th} is a proposed Field Trip Meeting**  
      Lisa said the next APC meeting is scheduled to take place in Middletown and will include a field trip. Chairperson Wharff said she will not be able to attend the meeting. Director Luiz said he would be able to Chair the May meeting. Lisa discussed the schedule of meetings, and noted that usually the APC does not meet in July. Lisa said that during
the meeting in May, she expects the Directors will review the draft RFPs for the Planning contract and Administrative contract. Lisa said she suggests the APC not meet in June and instead meet in July to review the proposals received and possibly select and approve the new contracts for Administrative Services and Planning Services. Director Mattina said she may be out of town in July. Lisa discussed options for the scheduling of the May meeting in Middletown. Director Comstock suggested holding the meeting at the Senior Center community room. Lisa and the Directors discussed the May meeting. Lisa discussed the schedule for the MCOG RFPs. Lisa said she thinks the MCOG Board may hold a special meeting in July to sign the new contracts for Administrative Services and Planning Services.

b. Lake APC Directors
There were no reports from the Lake APC Directors

c. Caltrans
1. Lake County Project Status Report
   Rex Jackman and Sebastian Cohen (Caltrans, District 1) participated in the meeting via teleconference. Rex referenced the status report in the agenda packet. Sebastian said most projects are just coming out of winter suspension so work will begin again on a number of projects. Director Comstock asked about the one month delay on the SR 29/Hartmann Road project. Sebastian said that delay was due to staffing issues, and will not impact the project.

2. State Route 29 Progress Report
   Sebastian said the project team for the Lake 29 project (Section 2C in the Kelseyville area north of Kit’s Corner/SR 281) is having weekly team meetings with the full project team. Sebastian said there are some concerns of the Big Valley tribe related to plants identified near the auto salvage business. Sebastian said he met with the tribal representatives and they are working to address the issue. Sebastian said that so far the Koi Nation has not identified any issues with the project.

   Sebastian said the Draft EIR from 2007 for the Lake 29 Expressway Project was circulated and there are a few issues that changed with Fish and Wildlife Service that need to be addressed, one of which has to do with the big-eared bat. Sebastian said cumulative impacts may also be an issue due to vineyard development in the area that has occurred since 2007. Sebastian said the date for the PA&ED might get pushed, but they will try to do some early right-of-way work if possible. Sebastian said an exception would be needed for early right-of-way work since right-of-way cannot be purchased before PA&ED is completed. Sebastian said the project team is aware of the recent double fatal accident that occurred near the end of the 2C segment on a straight portion of the roadway. Director Comstock asked what plants were of concern. Sebastian said there are three plants, including the Burke’s goldfield flower and the Lake County stone crop, all of which are located in the Manning Flat area. Sebastian said the development located north of Manning Flat is of concern to Fish & Wildlife Service.

3. Highway 20/29 Roundabout Progress Report
   Sebastian reported that the project to install a roundabout at SR 20/SR 29 intersection has completed the design and environmental phases, and that the condemnation process is underway for two parcels in the southwest corner of the intersection. Sebastian said that by mid-June they expect to have the right-of-way and all of the permits. Sebastian
said they expect to demolish the feed store structure and move utilities this construction season. Sebastian said the roundabout will be constructed in one season in 2015. The Directors did not have any questions. Rex said he plans to attend the May 14th APC meeting in person.

4. Miscellaneous
   No miscellaneous reports.

d. California Association of Councils of Governments (CalCOG)
   1. CalCOG Regional Issues Forum (Monterey) – March 12-14th
   Director Leonard reported that he attended the CalCOG Regional Issue Forum in March. He said the most interesting presentation was the “Road Use Charge” in Washington and Oregon. He explained that a number of ideas were discussed for generating funding for roads including a flat fee, tracking odometer readings, and an automated distance charge, all ways for people to pay fees based on the miles they drive. Lisa said funding for roads is a big issue, and noted that the gas tax had not increased since the early 1990’s and cars continue to become more efficient, using less fuel. Lisa said there was a lot of discussion about this issue at the CalCOG Regional Issues Forum.

e. Rural Counties Task Force
   1. Next Meeting Date – May 16, 2014

f. Miscellaneous
   Lisa reported that she had a conference call with David Lake regarding the Lake APC website. Lisa said David was the consultant that redesigned the Lake Transit Authority website. Lisa said she is considering ending the existing contract with Eric Schlange and working with David Lake to use “WordPress” in-house to redesign the Lake APC website. Lisa said she want to complete this by the end of June.

INFORMATION PACKET

13. Information Packet
   Lisa noted that an information packet was not included in the agenda packet.

PUBLIC EXPRESSION

14. Public Input
   No public input was received.

ADJOURNMENT

15. Adjourn Meeting
   The meeting was adjourned at 10:47 a.m.

Respectfully Submitted,

DRAFT

Terri Persons
Senior Transportation Planner