



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

367 North State Street, Ukiah, CA 95482
Administration: Suite 204 ~ 707-234-3314
Planning: Suite 206 ~ 707-263-7799

TECHNICAL ADVISORY COMMITTEE (TAC) MEETING AGENDA

DATE: Thursday, May 21, 2020
TIME: 9 a.m.
PLACE: Audioconference

In accordance with the modified Brown Act Requirements established by Governor Newsom's Executive Order N-29-20, and to facilitate Social Distancing due to COVID-19, Lake Area Planning Council's Technical Advisory Committee meeting will be by audioconference only. Public comments will be available during Thursday's meeting on any agenda item. Please send comments to our administrative assistant, Monica Galliani, at gallianim@dow-associates.com and note the agenda item number being addressed. Oral comments will also be accepted by telephone during the meeting when public comment is invited.

Dial-in number: 1 (669) 900-6833 / Meeting ID: 964 9797 1950#

****Zoom link provided to members in distribution email and to public by request***

1. Call to order
2. Approval of March 19, 2019 Minutes
3. Highway Infrastructure Program (HIP) *(Casey/Barrett)*
4. 2021 Active Transportation Program (ATP) Cycle 5 *(Speka)*
5. Local Transportation Funds (LTF) 2% Bike and Pedestrian Call for Projects *(Pedrotti/Davey-Bates)*
6. Discussion and Recommended Approval of the Draft 2020/21 Overall Work Program *(Pedrotti/Davey-Bates) OWP to be provided at a later date.*
7. Announcements and Reports
 - a. Lake APC
 - i. Update on Sustainable Transportation Planning Grants *(Speka)*
 - ii. Update on Strategic Partnerships Grant *(Casey)*
 - iii. Miscellaneous
 - b. Lake Transit Authority
 - i. CARES Act Update *(Davey-Bates)*
 - ii. HEROES Act Update *(Davey-Bates)*
 - iii. Lake County Community Food Drive *(Davey-Bates)*
 - iv. Miscellaneous
 - c. Federal & State Grant Status Reports
 - i. Wildfire Resiliency and Recovery Planning Grant *(Speka)*
 - ii. Other Grant Updates *(All)*

- d. Caltrans
 - i. Lake County Projects Update
 - ii. Other Updates
 - e. Local Agency Updates
8. Information Packet
 - i. 04/08/20 Final Lake APC Minutes
 - ii. 04/14/20 Draft SSTAC Minutes
 - iii. 05/06/20 Draft Lake APC Minutes
 9. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
 10. Next Proposed Meeting – **June 18, 2020**
 11. Adjourn meeting

Public Expression - The TAC welcomes participation in TAC meetings. Comments will be limited for items not on the agenda to three minutes per person, and not more than 10 minutes per subject, so that everyone may be heard. This time is limited to matters under TAC jurisdiction which have not already been considered by the TAC.

Americans with Disabilities Act (ADA) Requests - To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (*as allowed under Section 12132 of the ADA*) please contact the Lake APC office at 707-263-7799 at least 72 hours prior to the meeting.

Posted: May 15, 2020

List of Attachments:

- Agenda Item #2 – 03/19/20 Draft Lake TAC Minutes*
- Agenda Item #3 – Highway Infrastructure Program*
- Agenda Item #4 – 2021 ATP Program*
- Agenda Item #5 – LTF 2% Bike and Ped Funding*
- Agenda Item #6 – Staff Report (OWP will be distributed separately)*
- Agenda Item #7ai – Staff Report*
- Agenda Item #7aii – Staff Report*
- Agenda Item #7bi – CARES Act*
- Agenda Item #7bi – Food Drive Flyer*
- Agenda Item #8 – Information Packet*
 - * i – 04/08/20 Final Lake APC Minutes*
 - * ii – 04/14/20 Draft SSTAC Minutes*
 - * iii – 05/6/20 Draft Lake APC Minutes*



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TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday, March 19, 2020
9 a.m.

Audioconference (in response to “Shelter-in-Place” directive)

367 N. State St., Ste. 208
Ukiah, California

Present

Doug Grider, City of Lakeport
Kevin Ingram, City of Lakeport
Scott DeLeon, County of Lake
Dale Goodman, City of Clearlake
Saskia Rymer-Burnett, Caltrans District 1
James Sookne, Lake Transit Authority
Steve Weinberger, W-Trans Traffic Engineering Consultants
Dalene Whitlock, W-Trans Traffic Engineering Consultants
Barry Bergman, W-Trans Traffic Engineering Consultants
Cayla McDonell, Local Government Commission

Absent

Joel Skeen, California Highway Patrol

Also Present

Nephele Barrett, Lake Area Planning Council
Alexis Pedrotti, Lake Area Planning Council
Lisa Davey-Bates, Lake Area Planning Council
John Speka, Lake Area Planning Council
Danielle Casey, Lake Area Planning Council

1. Call to order

The meeting was called to order at 9:02 a.m.

2. Approval of February 20, 2020 Lake APC TAC Minutes

Motion by Kevin, seconded by Doug, and carried unanimously to approve the February 20, 2020 minutes as written.

3. Presentation and Possible Recommendation to Approve Draft Highway 20 Northshore Communities Traffic Calming Study

Steve Weinberger from W-Trans introduced the project through a screen-share (Go To Meeting) presentation. In general, the intent of the project was to evaluate the needs, priorities and feasibility of traffic calming measures along Highway 20 through four lake front communities along Clear Lake’s north shore: Nice, Lucerne, Glenhaven and Clearlake Oaks. The study analyzed current conditions and formulated potential projects such as

bicycle, pedestrian and transit friendly developments meant to improve the attractiveness and overall livability of the unincorporated towns. The project will be used to prioritize transportation improvements along the Highway 20 corridor and determine the feasibility of construction based on planning level cost estimates.

Several recommendations were discussed (e.g. pedestrian refuge islands, bike lanes, etc.) including colorized shoulders along portions of Highway 20 to visually narrow the paved roadway (traffic calming) and to also accommodate bicyclists and pedestrians by providing a visual separation between automobile and other uses. Doug Grider commented that colorized shoulders usually fade after a couple of years. Steve noted that certain materials or techniques last longer (although they are typically more expensive).

The project was in the final report stage and is expected to be completed over the next month or so. John noted that a list of comments was received from Caltrans the previous afternoon. While they were forwarded to W-Trans at the end of the day, they hadn't had a chance to review prior to today's presentation. Steve noted that they'd go through them and Lisa suggested a conference call with Caltrans in a week to address the issues raised. Scott De Leon deferred to Caltrans' comments as the recommended improvements were within their right-of-way. Doug Grider and Kevin Ingram from City of Lakeport had no comments to add. Saskia noted she'd discuss the comments with Alexis Kelso (who wrote them but was not at today's meeting to discuss). She'd also go over the issue raised by Doug earlier regarding the colorized shoulder treatments as well as some additional review of the cost estimates.

Due to the issues raised in the Caltrans comments, the TAC chose not to make a recommendation to the Board on the project, instead requesting that Caltrans' and other comments made at today's meeting be addressed by the consultant before moving forward to the Board for final adoption.

4. Presentation and Possible Recommendation to Approve Draft Eleventh Street Corridor Plan

Barry Bergman from W-Trans presented the project, again through Go To Meeting. The intent of the project was to analyze transportation alternatives along the Eleventh Street corridor within the City of Lakeport. It examined costs and options related to potential street widening projects as well the feasibility of other bicycle, pedestrian or transit facility improvements within the corridor. The focus of the study was on multimodal use and improving safety for non-motorized users of the street, which is one the City's primary east-west arteries to the downtown and lakefront areas.

The three segments that were analyzed were 1) from SR 29 to the Post Office (westernmost end of Safeway shopping center), 2) Post Office to Pool Street, and 3) Pool Street to Main Street. The third segment was the most challenging due to the narrowness of the street, the lack of accessible sidewalks and the residential neighborhoods which border Eleventh in this area. A good part of the online feedback suggested residents wanted bike lanes installed along this segment of the street, which led to the two alternatives focused on by W-Trans. The first was for bike lanes and widened sidewalks within the right-of-way and the second was for an option without bike lanes but a center left turn lane instead along this segment of Eleventh Street. A "bicycle boulevard" along Tenth Street (parallel to the south) was added to the proposed designs of both options, considered a safer bike route with or without bike

lanes on Eleventh. Doug Grider preferred the center turn lane option and believed that the bike boulevard concept to be sufficient, without the need for bike lanes on Eleventh. He also noted that many of those providing public comments seeking bike lanes on Eleventh were unaware that the Tenth Street bike boulevard was included in both designs. He believed that many would not have sought bike lanes on Eleventh had they known that the bike boulevard was to be included.

Recommendations were included in the draft plan for each of the three segments, which include sidewalks, bike lanes, bike lane buffers (where feasible), and also a mini-roundabout at Eleventh Street and Forbes Street where the most collisions had been recorded over the years. Lakeport City staff (Doug and Kevin) made their preference known, that being for left turn lanes along the residential segment of Eleventh Street. The next steps would involve the City's Traffic Safety Advisory Committee (TSAC) with a meeting on April 6.

Doug made the motion that the TAC accept the draft Eleventh Street Corridor Plan, move it forward to the Lakeport Traffic Safety Advisory Committee, incorporate any comments/modifications as needed, and bring the final draft before the Lakeport City Council for adoption. Kevin seconded the motion and it was approved unanimously.

5. Discussion and Recommended Approval of the Fourth Amendment of the 2019/20 Overall Work Program

Lexi noted that the item was meant to be removed from the agenda and instead to be taken up administratively, as it was only a small amount of funds to be transferred from one work element to another. No discussion or action was therefore needed by the TAC.

6. Discussion of Regional Early Action Planning (REAP) Grant

Nephele noted that staff had spoken with the Lake APC Executive Committee regarding the item. It involved housing related planning funds that the State was making available to the regional agencies (RTPAs) for use on local housing matters. In the essence of time (many TAC members were needing to leave due to Coronavirus related matters in their individual jurisdictions), Nephele was to solicit feedback from the agencies via email prior to bringing before the APC Board at their next meeting.

7. Discussion on Local Road Safety Plans

Nephele discussed briefly that each of the three jurisdictions had received funding to prepare Local Road Safety Plans (LRSPs). Both Lakeport and Clearlake had indicated that they'd like Lake APC to help prepare an RFP and hire a consultant to prepare plans for each jurisdiction. The County had at one time expressed a desire to prepare their own in-house plan. Nephele again extended the offer to include them in APC's consultant led plan preparation, which would begin next fiscal year (July 1). Scott De Leon noted that the County would like to be included, but would like to discuss some of the details. Lisa mentioned that no action is needed immediately, so details could be ironed out over the next month or so prior to including any work in next year's Work Program.

8. Announcements and Reports

a. Lake APC

i. Update on Sustainable Transportation Planning Grants

Updates were to be tabled on this item in the interest of time.

ii. Update on Strategic Partnerships Grant

An update was tabled on this item in the interest of time.

iii. Update on Unincorporated County Tax Polling

Because this was a time sensitive item, Danielle provided a quick update. The results of the surveys were to be presented to the County Board of Supervisors on April 7 so that they could be used to determine whether or not to have a measure placed on the November 2020 ballot. The consultant was to present to the Lake APC Board on April 8.

iv. Miscellaneous- None

b. Lake Transit Authority

i. Miscellaneous

Lisa noted briefly that routes and schedules are still in place as of today, although ridership was down significantly and the situation was continuing to change rapidly due to the coronavirus crisis.

c. Federal & State Grant Status Reports

i. Wildfire Resiliency and Recovery Planning Grant

John mentioned that the deadline was being extended at least three weeks given the current circumstances. It can be discussed more at a later date.

ii. Other Grant Updates

No other grants were discussed.

d. Caltrans

i. Lake County Projects Update

Saskia Rymer-Burnett noted that most Caltrans staff is currently working remotely, so the best contact method at this point is email. They are making every attempt to remain accessible.

ii. Other Updates

No other updates were provided.

9. Information Packet – None

10. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda - None

11. Next Proposed Meeting – April 16, 2020

12. Adjourn Meeting - Meeting adjourned at 11:05 a.m.

Respectfully Submitted,

John Speka
Lake APC Planning



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: Award of FFY 2019/20 Highway Infrastructure
Program Funding

DATE PREPARED: 5/14/2020
MEETING DATE: 5/21/2020

SUBMITTED BY: Danielle Casey, Project Coordinator

BACKGROUND: The Highway Infrastructure Program (HIP) is a federal funding source available for award by the RTPA for road/street/highway construction projects. The Lake County region has an available apportionment of \$68,616 for FFY 2019/20. Funds must be used on facilities that are on the Federal Aid System, classified higher than a rural minor collector. These funds can be combined to be used on one single project. FFY 2019/20 funds must be obligated by September 30, 2023 and expended by September 30, 2028. There is a 20% non-federal match required.

Based on TAC recommendation, at the April 2020 meeting the APC awarded FFY 2017/18 and 2018/19 HIP funding to the County of Lake's South Main Street and Soda Bay Road Projects, given the limitations on use of funds and the timeline for obligation. The project, which is programmed in two segments, is in the final stages of project development, with award of a construction contract in 2021. This project is currently funded through a combination of STIP funds awarded by the APC, federal Demonstration (earmark) funding, and local funds.

At this time, it is recommended that the TAC consider recommending programming of the available FFY 2019/20 HIP funds for the County's South Main & Soda Bay Road Project due to restrictions associated with the funding source. Following approval by the Board, staff will submit a request to Caltrans to have the funding programmed in the Federal State Transportation Improvement Program (FSTIP). Once the FSTIP programming is complete, the County will be able to request authorization of the funding as soon as they are ready. The TAC may also wish to consider other uses for the funding.

ACTION REQUIRED: Recommend programming of the available HIP funding for the County of Lake's South Main Street and Soda Bay Road Projects.

ALTERNATIVES:

1. Continue this item to a later meeting.
 2. Award funding to a different project.
-

RECOMMENDATION: APC Staff recommends the following:

Recommend the FFY 2019/20 Highway Infrastructure Program (HIP) funding totaling \$68,616 to the County of Lake for their South Main Street and Soda Bay road Projects.

Highway Infrastructure Program - Fact Sheet

BACKGROUND

- Made up of three apportionments
 - 2018: <http://www.fhwa.dot.gov/legsregs/directives/notices/n4510826/>
 - 2019: www.fhwa.dot.gov/legsregs/directives/notices/n4510835/
 - 2020: <https://www.fhwa.dot.gov/legsregs/directives/notices/n4510842/>
- Total of \$6.875 billion appropriated for distribution to the States by formula
- Suballocated within State by Population:
 - Urbanized areas > 200,000
 - Areas > 5,000 to 200,000
 - Areas 5,000 or less
- FHWA Highway Infrastructure Program (HIP) Guidance: www.fhwa.dot.gov/federalaid/projects.pdf#page=78

AVAILABILITY OF FUNDS

- The **2018 Apportioned HIP funds** must **obligate by September 30, 2021** and **expend by September 30, 2026**.
- The **2019 Apportioned HIP funds** must **obligate by September 30, 2022** and **expend by September 30, 2027**.
- The **2020 Apportioned HIP funds** must **obligate by September 30, 2023** and **expend by September 30, 2028**.
- Funds are not subject to Obligation Limitation; HIP obligations do not count against the Region's/State's balance of formula OA.
- Federal share according to 23 USC 120 is 88.53% for California, except when:
 - on the interstate (90%)
 - meets certain safety project conditions (100%)

ELIGIBILITY

- Eligible work defined by 23 USC 133(b)(1) and (b)(4)
- PROJECTS MUST BE ON THE FEDERAL-AID SYSTEM. No projects on roads classified as a local road or rural minor collector unless:
 - on a Federal-aid highway system on January 1, 1991
 - for bridges or tunnels (except new bridge or tunnel at new location)
 - highway and transit safety infrastructure improvements and programs, including railway-highway grade crossings
 - to provide necessary charging infrastructure along corridor-ready or corridor-pending alternative fuel corridors designated pursuant to 23 U.S.C. 151
 - approved by the Secretary
- Rural Minor Collectors (not eligible) are differentiated from Urban Minor Collectors (HIP eligible) using the latest U.S. Census Maps: www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-areas.html

REQUIREMENTS

- Programming and expenditure of funds must be consistent with 23 U.S.C. 134 and 135.
 - Projects must be consistent with the Long-Range Statewide Transportation Plan & Metropolitan Transportation Plans.
 - Projects must be identified in the FTIP/FSTIP prior to obligation.
- Disadvantaged Business Enterprises (DBE) rules apply.
- States must coordinate with relevant metropolitan planning organizations or rural planning organizations as required under section 133(d)(3) of title 23, U.S.C.
- Follow Local Assistance Procedures Manual to process HIP funding requests.

Highway Infrastructure Program - Fact Sheet

Useful Definitions

Construction Source: 23 U.S.C. 101(a)(4)

The term “construction” means the supervising, inspecting, actual building, and incurrence of all costs incidental to the construction or reconstruction of a highway or any project eligible for assistance under this title, including bond costs and other costs relating to the issuance in accordance with section 122 of bonds or other debt financing instruments and costs incurred by the State in performing Federal-aid project related audits that directly benefit the Federal-aid highway program. Such terms include—

- (A) preliminary engineering, engineering, and design-related services directly relating to the construction of a highway project, including engineering, design, project development and management, construction project management and inspection, surveying, mapping (including the establishment of temporary and permanent geodetic control in accordance with specifications of the National Oceanic and Atmospheric Administration), and architectural-related services;
- (B) reconstruction, resurfacing, restoration, rehabilitation, and preservation;
- (C) acquisition of right-of-way;
- (D) relocation assistance, acquisition of replacement housing sites, and acquisition and rehabilitation, relocation, and construction of replacement housing;
- (E) elimination of hazards of railway-highway grade crossings;
- (F) elimination of roadside hazards;
- (G) improvements that directly facilitate and control traffic flow, such as grade separation of intersections, widening of lanes, channelization of traffic, traffic control systems, and passenger loading and unloading areas; and
- (H) capital improvements that directly facilitate an effective vehicle weight enforcement program, such as scales (fixed and portable), scale pits, scale installation, and scale houses.

Highway Source: 23 U.S.C. 101(a)(11)

The term “highway” includes—

- (A) a road, street, and parkway;
- (B) a right-of-way, bridge, railroad-highway crossing, tunnel, drainage structure including public roads on dams, sign, guardrail, and protective structure, in connection with a highway; and
- (C) a portion of any interstate or international bridge or tunnel and the approaches thereto, the cost of which is assumed by a State transportation department, including such facilities as may be required by the United States Customs and Immigration Services in connection with the operation of an international bridge or tunnel.

Highway Infrastructure Program - Fact Sheet

FAQs

Eligibility

1. What types of projects are eligible for HIP funds?

- a. Construction of—
 - highways, bridges, tunnels, including designated routes of the Appalachian Development Highway System and local access roads under section 14501 of title 40, U.S.C.;
 - ferry boats and terminal facilities eligible for funding under section 129(c) of title 23, U.S.C.;
 - transit capital projects eligible for assistance under chapter 53 of title 49, U.S.C.;
 - infrastructure-based intelligent transportation systems capital improvements, including the installation of vehicle-to-infrastructure communication equipment;
 - truck parking facilities eligible for funding under section 1401 of the Moving Ahead for Progress in the 21st Century Act; and
 - border infrastructure projects eligible for funding under section 1303 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users.
- b. Highway and transit safety infrastructure improvements and programs, including railway-highway grade crossings.
- c. The funds may also be obligated to provide necessary charging infrastructure along corridor-ready or corridor-pending alternative fuel corridors designated pursuant to 23 U.S.C. 151.

2. Can HIP funds be added to existing projects?

Yes, eligibility and programming requirements apply.

3. Are there any restrictions on the location of the project in which HIP funds are used?

Yes, the HIP funds must be used in the Metropolitan Planning Organization (MPO) designated by the Apportionment Distribution.

4. Can HIP be used for projects off the Fed-Aid system?

No, the 2020 guidelines say the funds cannot be used on local roads and rural minor collectors (off fed-aid system). "Pursuant to section 133(c) of title 23, U.S.C., projects may not be undertaken on a road functionally classified as a local road or a rural minor collector unless the road was on a Federal-aid highway system on January 1, 1991, except; (1) for a bridge or tunnel project (other than the construction of a new bridge or tunnel at a new location); (2) highway and transit safety infrastructure improvements and programs, including railway-highway grade crossings; (3) to provide necessary charging infrastructure along corridor-ready or corridor-pending alternative fuel corridors designated pursuant to 23 U.S.C. 151; and (4) as approved by the Secretary. Further, 23 U.S.C. 133(g)(1), allowing a portion of Surface Transportation Block Grant funds to be obligated on roads functionally classified as minor collectors, does not apply to these funds.

5. What type of safety projects are reimbursable at 100%?

Must be approved by FHWA

- a. Each year the amount of funds used for safety improvements that FHWA can allow to be 100% reimbursable is legally constrained.
- b. Typically, California uses its allotted amount of 100% reimbursement for safety work on the projects in the Highway Safety Improvement Program (HSIP). As a result, the 100% safety project reimbursement is not available for other federal funding programs such as HIP.
- c. If there was some left over capacity from the 100% safety reimbursement allotment and to be applied to a HIP project, the project would have to consist of only one or more of the below safety components.
 - i. Safety components allowed on 100% reimbursed safety projects are:

Highway Infrastructure Program - Fact Sheet

- traffic control signalization,
- maintaining minimum levels of retro-reflectivity of highway signs or pavement markings,
- traffic circles (also known as “roundabouts”),
- Safety Rest Areas*
- pavement marking,
- shoulder and centerline rumble strips and stripes,
- commuter carpooling and vanpooling,
- rail-highway crossing closure, or
- installation of:
 - traffic signs,
 - traffic lights,
 - guardrails,
 - impact attenuators,
 - concrete barrier end-treatments,
 - breakaway utility poles, or
 - priority control systems for emergency or transit vehicles at signalized intersections
- Safety Rest Areas [“Safety Rest Area” is defined as an area where motor vehicle operators can park their vehicles and rest; where food, fuel, and lodging services are not available; and is located on a segment of highway that FHWA agrees has a shortage of public and private areas where motor vehicle operators may park their vehicles and rest

If project has a mix of eligible safety components and non-eligible safety components the lower reimbursement ratio must be used.

6. Are bicycle and pedestrian projects eligible for HIP funding?

No, projects primarily focused on bicycle and pedestrian construction, rehabilitation or improvements are not HIP eligible. Based on the respective definitions of "transit" and "capital projects" in 49 U.S.C. Chapter 53, bicycle and pedestrian projects are only allowed as tangential work on projects developed to improve the availability of public mass transit. See question 1 for eligible projects.

7. Is bicycle and/or pedestrian paths included, but incidental to, a HIP eligible highway (e.g. HIP eligible fed-aid road), bridge or tunnel project eligible for HIP funding?

When a HIP eligible highway, bridge, or tunnel is constructed, replaced, or undergoing major reconstruction; the construction, replacement or reconstruction of bicycle and/or pedestrian path(s) may be eligible if the bicycle and/or pedestrian path(s) cost is incidental to the estimated total cost to construct the project (e.g. construction contract total amount) and:

- If the path(s) is/are existing, is adversely impacted by the HIP eligible highway, bridge, or tunnel work and will be replaced in-kind
- If the path(s) is/are proposed, the new path(s) is/are required to maintain consistency with the existing roadway corridor, as indicated by existing paths directly adjacent to the HIP eligible highway, bridge, or tunnel project work
- If the path(s) is/are proposed, the new path(s) is/are required as part of an adopted bicycle and/or pedestrian plan and the path connection end points are either existing or to be constructed as part of a project with CON programmed in the current FTIP/STIP cycle.
- If HIP eligible, the HIP reimbursement of the pathway(s) is limited to the minimum AASHTO Standard Specification for Highway Bridges, or Caltrans Highway Design Manual design standards for bicycle and pedestrian facilities.
- If a local agency disagrees with an eligibility determination and is unable to reach agreement with the HIP Program Manager. The local agency may appeal HIP eligibility determination by following the dispute resolution process as outlined in Section 20.4 of Chapter 20 of the LAPM.

Highway Infrastructure Program - Fact Sheet

8. Are operational improvement projects eligible for HIP funds, such as traffic signal installation?

Yes, traffic signal installation is eligible for HIP funding. Eligible HIP work includes construction of highways, bridges, and tunnels. [23 USC 133(b)(1)(A)] Construction includes “improvements that directly facilitate and control traffic flow, such as grade separation of intersections, widening of lanes, channelization of traffic, traffic control systems, and passenger loading and unloading areas...” [23 USC 101(a)(4)(G)]

9. Are Toll Credits allowed to be used?

Yes, toll credits can be used for the non-federal share. However, the decision to use Toll Credits on a specific project resides with the programming entity (MPO/RTPAs, Bridge/Safety Program coordinators). With the relatively short time frame for which these funds are available, toll credits will help use them faster.

10. Do the Apportionments set aside include additional HIP funds for other purposes? If so, who may qualify for those funds?

Yes, some HIP funds are set aside for other special purposes including the Puerto Rico Highway Program, Nationally Significant Federal Lands and Tribal Projects, competitive grants for activities described in 23 U.S.C. 130(a), Regional Infrastructure Accelerator Demonstration Program, and for a National Road Network Pilot Program.

11. Are HIP funds only for the Construction phase of work?

No, HIP funds may also be used on PE, RW, and ENV phases of work, so long as the work leads directly to a constructed project.

12. Can HIP funds be obligated just for PE or RW phases of work without having any Construction funds obligated yet?

Projects that are not fully programmed in the FTIP, and cannot provide proof the project is fully funded for all future phases of work, require separate FHWA approval for HIP funds.

13. Can HIP funds be used for a Planning Report or Planning Study?

No, HIP funds must be used to construct a project; hence HIP funds cannot be used for planning reports or planning studies for future projects.

Funding

1. How are HIP funds awarded to local agencies?

The HIP funding distribution among the states is determined by FHWA. Once California receives its distribution, Caltrans Programming further apportions the funding per the population distribution, as required by the HIP. MPOs or RTPAs award the specific HIP projects, in accordance with 133(d)(3) of title 23, U.S.C. MPOs and RTPAs are responsible for programming the HIP projects within their jurisdictions into the FTIP/FSTIP prior to fund obligation.

2. What is the reimbursement Ratio for HIP?

The reimbursement ratio for HIP projects depends on the location and type of project:

- a. Most projects will have a reimbursement ratio of 88.53%; this is based on the percentage of nontaxable Indian lands, public domain lands, national forests, and national parks and monuments, within the State.
- b. For projects on the Interstate, the reimbursement ratio is 90%, unless the project adds non-high-occupancy-vehicle or auxiliary lanes. For projects that add single occupancy vehicle capacity, that portion of the project will revert to the 88.53% percent level.
- c. The Federal share for projects on the Interstate System is 90 percent.
- d. For certain types of safety projects, the reimbursement ratio is 100%.

3. What happens to HIP funds if they are not used by the deadline?

Highway Infrastructure Program - Fact Sheet

- a. Any amounts not obligated by the deadline shall lapse. Once the period for obligation has expired, funds will not be permitted to be re-obligated.
- b. A project has five years from the obligation deadline to expend HIP funds. For example, for funds that were apportioned in FY 2018, the obligation deadline is September 30, 2021 and are available for expenses incurred until September 30, 2026.
- c. The 10 year rule also applies to projects using HIP funds. If a project does not acquire right of way or begin construction by the close of the tenth fiscal year following the fiscal year in which the project is authorized, the local agency will need to repay federal funds expended to FHWA. This includes repayment of HIP funds.

4. When the funds lapse, do they return to the State and Region?

Once the deadline to obligate funds has passed, the funds expire and are lost.

5. After funds are obligated, is there a certain date the project must issue its first invoice by?

Projects should reference their individual Program Supplemental Agreements (PSA) with Caltrans for the first date they must invoice by.

6. How often do projects need to invoice?

All projects using federal funds must invoice, at a minimum, every six months or they will be marked "inactive." Projects that are deemed inactive risk becoming deobligated.

7. Will we have to end up segregating the costs on projects for reporting purposes?

Yes, costs will need to be segregated on engineer's estimates for dissimilar fund eligibilities as applicable. No special reporting requirements have identified. Separate fund line entries for the HIP funds will be required on the E-76s, Finance Letters, invoices, etc., to allow tracking of the funds usage.

General

1. What is the purpose of the HIP?

On March 23, 2018 the Consolidated Appropriations Act of 2018 was passed and signed into law. This omnibus 2018 FFY spending bill to fund the US federal government included the Department of Transportation Appropriations Act for that same FFY (DOT Appropriations Act, 2018, title I of division L, Pub. L. 115-141). The following year, the Department of Transportation Appropriations Act for the 2019 FFY was passed (DOT Appropriations Act, 2018, title I of division G, Public Law (Pub. L.) 116-6). These two appropriation Acts set aside funds for the Highway Infrastructure Program (HIP).

The provides federal funds to construct highways, bridges, and tunnels. The 2019 HIP fund apportionment may also be used for the elimination of hazards and installation of protective devices at railway-highway crossings. The 2020 HIP fund apportionment may also be used for charging infrastructure along corridor-ready or corridor-pending alternative fuel corridors.

2. Will the HIP be continued into 2021 and beyond?

The HIP has been approved, so far, in single year increments for three FFYs (e.g. 2018, 2019, and 2020). As of March 2020, it is not known if the HIP will be continued with additional funding via future legislation.



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: 2021 Active Transportation Program Cycle 5

DATE PREPARED: 5/14/2020

MEETING DATE: 5/21/2020

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: As most of you are aware, a Call for Projects was released several weeks ago for Cycle 5 of the Active Transportation Program (ATP). Based on recent talks with local jurisdictions, the following projects are under consideration:

1. Clearlake- Construction of pedestrian and bicycle facilities on Dam Road Extension and South Center Drive, complementing the proposed Transit Hub development in that area.
2. Lakeport- Potential interest in construction of pedestrian and bicycle facilities on the western half of the Eleventh Street corridor, following recommendations in the Eleventh Street Corridor Plan (nearing completion) as well as the recently completed Pedestrian Facilities Needs Inventory Plan.
3. Unincorporated Areas- One of three potential projects within unincorporated areas of State Highway right-of-way. Lake APC staff has been in discussions with Caltrans regarding its participation as the implementing agency were one of these to be applied for.
 - a. The first would involve a project on Highway 20 in the town of Lucerne to construct sidewalks, bulb-outs, crosswalks and bicycle lanes from 3rd Avenue to County Club Drive.
 - b. The second would be in the community of Nice and would include sidewalks, bulb-outs, crosswalks and bicycle lanes from the western boundary of the U.S. Post Office to Sayre Avenue.
 - c. This project involves sidewalks and bulb-outs along Highway 29 through Middletown.

Originally, set for June 15, 2020, the California Transportation Commission (CTC) has extended the deadline to September 15 for agencies to submit applications to accommodate delays related to the COVID-19 crisis.

ACTION REQUIRED: For information and discussion purposes

ALTERNATIVES: None

RECOMMENDATION: None



LAKE COUNTY/CITY AREA PLANNING COUNCIL

LAKE TAC STAFF REPORT

TITLE: Availability of 2015/16 thru 2020/21
2% Bike and Pedestrian Funds (LTF)

DATE PREPARED: 5/15/20
MEETING DATE: 5/21/20

SUBMITTED BY: Alexis Pedrotti, Project Manager

BACKGROUND:

Each year 2% of Local Transportation Funds (LTF) are set aside for bicycle and pedestrian purposes once administration has been funded in the Lake APC's budget.

This year (FY 2019/20) a total of \$20,500 was allocated to the 2% Bike and Pedestrian Account. In addition, funding from the previous years in the amount of \$88,445 was not allocated to a specific project or local jurisdiction. Therefore, a total of \$108,945 is currently available for bike and pedestrian purposes. In addition, the Lake APC Board reviewed the draft FY 2020/21 Budget at their May 6th meeting, which included an additional \$19,912 allocation to the 2% Bike and Pedestrian account. If approved in the Final Lake APC budget, the total 2% Bike and Pedestrian funding available July 1, 2020 will be **\$128,857** for bike and pedestrian purposes.

For the past few years, the Lake TAC has elected to reserve the funding until a specific project need arises, but also to have a measurable amount of local funding to apply to a project. TAC Members may choose to open the Call for Projects or recommend the funding remain in the 2% Bike and Pedestrian Account. If the TAC chooses to move forward with a call for projects, I recommend selecting a deadline for submittals to the Lake APC. If multiple projects are submitted, they can be reviewed and ranked during a future meeting. If TAC members choose to delay the call for projects, it may be reasonable to remove the 2% Bike and Pedestrian allocation from this year's budget. The annual allocation is not mandatory, and staff expects there will be a huge reduction in LTF revenues due to lower sales tax revenues related to the pandemic.

Typically, these funds have been used as local match to other grant applications, or to enhance transportation projects within the region to include bike and pedestrian facilities. These funds could also be used so support the Active Transportation Program which created by Senate Bill 99 and Assembly Bill 101 in 2013. The ATP is a competitive grant program which encourages increased use of active modes of transportation such as biking and walking. Deadline for the call for projects for Quick-Build projects is July 15, 2020 and all other projects September 15, 2020.

To provide a bit of history, the following allocations have occurred over the past several fiscal years. Also note that funds were rescinded in Fiscal Year 2009/10 due to the recession.

2012/13 to 2014/15: County of Lake - \$51,181 (full balance remaining)
2012/13 to 2014/15: City of Lakeport - \$15,000 (full balance remaining)
2011/12: City of Clearlake – \$20,728
2010/11: City of Clearlake – \$20,751
2009/10: Bike and Ped Funds in the amount of \$54,038 Rescinded and used for transit purposes
2007/08: County of Lake – \$29,202
2006/07: City of Clearlake – \$80,334

ACTION REQUIRED: Moving forward with call for projects for 2% Bicycle and Pedestrian purposes, continue reserving funding for future projects, or do not allocate funding in FY 2020/21.

ALTERNATIVES: None.

RECOMMENDATION: Discuss potential projects and determine whether or not to move forward with the call for projects for 2% Bicycle and Pedestrian purposes, continue reserving funding for future projects, or recommend allocation does not occur in FY 2020/21.



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: Final 2020/21 Overall Work Program (OWP)

DATE PREPARED: 5/15/20

MEETING DATE: 5/21/20

SUBMITTED BY: Alexis Pedrotti, Project Manager

BACKGROUND:

Each January Lake APC staff solicits local agencies, and others for potential planning projects to be included in the upcoming Overall Work Program (OWP). Last year the Lake Area Planning Council's (APC) Overall Work Program included \$1,086,795 in transportation-planning projects. Rural Planning Assistance (RPA) funds, Planning Programming & Monitoring (PPM) funds, Local Transportation Funds (LTF) State and Federal Grant funds were the combined sources of funding. The range of funding is consistent and typically averages in the neighborhood of \$400,000 annually. This figure fluctuates slightly depending on the State Transportation Improvement Program's (STIP) fund estimate from which PPM are derived, the need for Local Transportation Funds for administration, transit and 2% of the bike and pedestrian allocation, and the allocation of RPA by the State.

Planning, Programming and Monitoring (PPM) Funds are slightly up from last year's allocation of \$40,000 to a mere \$46,000 in Fiscal Year 2020/21. The RPA allocation is steady at \$294,000 for FY 2020/21. Those funding sources (PPM & RPA) are not adjustable, therefore approximately \$50,000 of LTF funding will be needed to fund planning projects proposed in the upcoming OWP.

On February 20, 2020, the Technical Advisory Committee (TAC) met and reviewed the draft OWP proposed projects that were included and submitted to Caltrans for Fiscal Year 2020/21. In past years, typically the requests for funding are more than the available amount. This year, however that was not the case. There was \$34,190 of local funding still available after all the requests were met. These funds were set aside in the reserve element to accommodate a local match requirement or need in the upcoming fiscal year.

Caltrans District 1 Planning Staff and several departments from Caltrans Headquarters received the Draft OWP in March, and District 1 staff submitted their comments back to the Lake APC in April 2020. Caltrans has some minor comments that will be incorporated into the final document.

To summarize, approximately \$693,190 is needed to fund the projects that have been proposed by the Lake Technical Advisory Committee in FY 2020/21. This, of course, does not consider actual carryover or grant funding for projects that were initiated in the prior year's OWP. Lake APC members reviewed the proposed Draft 2020/21 OWP document at their meeting on May 6th. No action was taken; however they supported the Overall Work Program document as it was written. I am recommending Lake TAC recommend Lake APC Directors approve the Final 2020/21 Work Program at the June 6, 2020 meeting.

ACTION REQUIRED: Recommend Lake TAC members support approval of proposed Final 2020/21 document.

ALTERNATIVES: Do not support proposed final document and recommend changes to Lake APC Staff.

RECOMMENDATION: Recommend Lake APC Directors approve the proposed Final 2020/21 Overall Work Program at their June 6, 2020 meeting.

**LAKE COUNTY WORK PROGRAM
SUMMARY OF FUNDING SOURCES
BY WORK ELEMENT**

WE	Work Element Project Description	RPA	LTF	PPM	Other	Total
600	Regional Planning & Intergovernmental Coordination	\$ 124,500	\$ -	\$ -	\$ -	\$ 124,500
601	TDA Activities & Coordination	\$ -	\$ 33,500	\$ -	\$ -	\$ 33,500
602	Transit Planning & Performance Monitoring	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
603	Transit Passenger Survey <i>(Carryover)</i>	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ 34,190	\$ -	\$ 34,190
605	Federal & State Grant Preparation, Monitoring & Assistance	\$ 25,000	\$ 7,000	\$ 5,500	\$ -	\$ 37,500
606	Speed Zone Studies	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ 20,500	\$ 5,000	\$ -	\$ -	\$ 25,500
608	Planning, Programming, & Monitoring	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
609	Sustainable Transportation Planning (NEW)	\$ 7,500	\$ -	\$ -	\$ -	\$ 7,500
610	Active Transportation	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
611	Pavement Management Program Inventory Update <i>(Carryover)</i>	\$ -	\$ -	\$ 6,500	\$ -	\$ 6,500
612	Technology Support Services	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
613	Transportation Information Outreach	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
614	Regional and Active Transportation Plans Update (NEW)	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
615	<i>Intentionally Left Blank</i>	\$ -	\$ -	\$ -	\$ -	\$ -
616	Training	\$ -	\$ 7,500	\$ -	\$ -	\$ 7,500
617	State Route 53 Corridor Local Circulation Study <i>(Carryover)</i>	\$ -	\$ 16,000	\$ -	\$ 64,000	\$ 80,000
618	Local Road Safety Plans (NEW)	\$ -	\$ 5,000	\$ -	\$ 130,000	\$ 135,000
619	<i>Intentionally Left Blank</i>	\$ -	\$ -	\$ -	\$ -	\$ -
620	Vehicle Miles Traveled Regional Baseline Study <i>(Carryover)</i>	\$ -	\$ 6,882	\$ -	\$ 53,118	\$ 60,000
Total Funding Sources		\$ 319,000	\$ 80,882	\$ 46,190	\$ 247,118	\$ 693,190



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: Sustainable Transportation Planning Grant Update

DATE PREPARED: 5/14/2020

MEETING DATE: 5/21/2020

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: The following is a summary of four planning projects funded by the Sustainable Transportation Planning Grant program currently administered by planning staff:

Lake Transit Authority Bus Passenger Facility Plan – The Plan was adopted by the Lake APC Board in December 2019, determining bus stop improvement needs that could help with the overall performance of LTA services such as new or replacement signs, shelters, benches or Americans with Disabilities (ADA) amenities. It includes an inventory of current LTA facilities with a list of short- and long-term priorities to be implemented as funding allows. The final phase of the project involves a signed Memorandum of Agreement (MOA) between LTA and the local member jurisdictions to implement and/or maintain improvements identified within the Plan. A draft MOA was approved by the APC last month, and has since been sent to individual public works directors for review prior to approval by the County Board and city councils.

Hwy 20 Northshore Communities Traffic Calming Plan - The project evaluates the needs, priorities and feasibility of traffic calming measures through four lake front communities along Clear Lake's north shore: Nice, Lucerne, Glenhaven and Clearlake Oaks. Potential projects stemming from the Plan include bicycle, pedestrian and transit friendly options intended to improve the attractiveness and overall livability of the unincorporated towns. Staff is currently working with the consultant to address comments on a final draft received by Caltrans. The final draft is expected to come before the APC Board at its June meeting.

Eleventh Street Corridor Multimodal and Engineered Feasibility Study - The project examines options for potential multimodal (bicycle and pedestrian) improvements within the corridor. Three segments of Eleventh Street were analyzed for the study including: 1) from SR 29 to the Post Office (westernmost end of Safeway shopping center), 2) Post Office to Pool Street, and 3) Pool Street to Main Street. The draft document was to be presented to the Lakeport City Council for approval at its May 19 meeting. Assuming approval by the City Council, a report to the APC Board will follow at the June Board meeting.

Vehicle Miles Traveled (VMT) Regional Baseline Study - This project addresses newly adopted guidelines for the California Environmental Quality Act (CEQA) set to take effect on January 1, 2020. As of that date, development projects will be required to analyze traffic impacts in terms of Vehicle Miles Traveled (VMT), as opposed to the currently used method of evaluating Level of Service (LOS) impacts, as a means of reducing Greenhouse Gas (GHG) emissions. The study can be used by agency officials in the region to make appropriate impact determinations for CEQA projects within their respective jurisdictions. The consultant is currently looking at screening thresholds as well as developing potential mitigation measures for individual agencies based on its findings to date.

ACTION REQUIRED: For information and discussion purposes

ALTERNATIVES: None

RECOMMENDATION: None



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: Strategic Partnerships Planning Grant Update
SR53 Corridor Local Circulation Study Project

DATE PREPARED: 5/14/2020

MEETING DATE: 5/21/2020

SUBMITTED BY: Danielle Casey, Project Coordinator

UPDATE:

The SR53 Corridor Local Circulation Study conducted by TJKM is proceeding. TJKM staff is reviewing our prior studies, documents, and computer data as needed for preliminary research.

On April 28, 2020 APC Staff participated in a teleconference with TJKM Staff about next steps in light of the Shelter-in-Place orders. TJKM is gathering additional traffic counts and further reviewing studies for the most recent data gathered. We understand that even when Shelter-in-Place orders are lifted, it will take an extended period of time for traffic to return to the levels that we have previously experienced as normal. APC Staff and TJKM are monitoring the current pandemic situation closely and will be in conference on a regular basis, to determine the best course of action regarding which traffic count data to use in the final product. Because the grant funds do not expire until June 30, 2022, we believe that we will have enough time to do an accurate and effective study, including conducting traffic counts.

Lake APC has received the applied for encroachment permit from Caltrans. The encroachment permit is valid for work performed until November 1, 2020. APC Staff is currently in conversation with Caltrans staff about the process to extend the expiration of the permit in light of the Shelter-in-Place order and changed traffic conditions as a result.

At the April 28, teleconference with TJKM, APC Staff did reiterate that the stakeholders in Clearlake are most interested in seeing a frontage road from Polk Avenue to Ogulin Canyon Road in the finished report. TJKM acknowledged the request and said that they will include the best options for this route in the finished report.

Below is a list of all intersections being studied:

1. SR 53 / SR 20 (All-Way Stop)
2. SR 53 / Ogulin Canyon Road North (One-Way Stop)
3. SR 53 / Ogulin Canyon Road South (One-Way Stop)
4. SR 53 / Old Highway 53 (One-Way Stop)
5. SR 53 / Olympic Drive (Signalized)
6. SR 53 / Polk Avenue (Two-Way Stop)
7. SR 53 / 40th Avenue-Lakeshore Drive (Signalized)
8. SR 53 / 18th Avenue (Signalized)
9. SR 53 / Dam Road-Old Highway 53 (Signalized)
10. SR 53 / Anderson Ranch Parkway (One-Way Stop)
11. SR 53 / State Route 29 (Signalized)
12. SR 53 at Kugelman St (4-lane segment)
13. SR 53 at Jessie St (4-lane segment)

ACTION REQUIRED: For information and discussion purposes

ALTERNATIVES: None

RECOMMENDATION: None



Funding Update

March 27, 2020

House Passes \$2 Trillion Emergency Funding Package, Sends Bill to President

Earlier this morning, the United States House of Representatives passed the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#), the \$2 trillion economic aid package that includes \$25 billion in emergency funding for public transportation. The President is expected to sign the funding package upon receipt.

Based on [preliminary](#) estimates, transit funding is expected to flow to California as follows:

- FTA 5307 – Urbanized Area Formula Grants: \$2,360,301,615
- FTA 5311 – Formula Grants for Rural Areas: \$86,790,829
- FTA 5337 – State of Good Repair Grants: \$1,175,496,694
- FTA 5340 – Growing States/High Density States: \$127,690,194

Funding for California is expected to total more than \$3.75 billion.**

Funding from the package will be apportioned no later than 7 days after its enactment. Funding can be used for “operating costs to maintain service and lost revenue due to the coronavirus public health emergency, including the purchase of personal protective equipment, and paying the administrative leave of operations personnel due to reductions in service.” Critically, funding from this funding package does not require matching funds and will be available to transit agencies until expended.

In response to the passage of the funding package, state leaders thanked Congress for their actions and highlighted the importance of the emergency funding to local entities.

Governor Gavin Newsom issued a press release stating “[t]he stimulus bill passed today...provides direct aid to state and local governments so that we can respond to this emergency and aid communities and families during this time...[s]tates and local governments are on the front lines of fighting this pandemic -- scaling up the capacity of our health system, supporting first responders, providing food aid, and supporting workers as they seek to make ends meet amid massive job losses. State and local governments will need additional and flexible funding to ensure they can continue responding to this crisis and continue critical services...California will work closely with our federal partners for more help to ensure that Californians can quickly recover from the economic, health, and humanitarian impacts from COVID-19.”

Senate President pro Tem Toni Atkins similarly applauded the passage of the funding package, noting “I applaud our federal government for reaching consensus on Phase 3 efforts to combat the economic effects of COVID-19...critically important to California, **this package includes billions of dollars to support states, local governments, schools and universities, and public transit systems, which have all been hard hit by this emergency.**”

We thank California’s Congressional delegation, the American Public Transportation Association, and all of our members who stepped up to fight for the nation’s transit riders during these uncertain times.

Congratulations, and thanks to all of you for your tireless work!

**Note: The preliminary estimates include \$187.5 million for Federal Transit Administration oversight nationwide. Per the language of the bill, FTA oversight is capped at \$75 million. We are exploring this discrepancy, which will ultimately impact the program-by-program estimates.

For questions about this Funding Update, please contact Executive Director Joshua W. Shaw (josh@caltransit.org), Deputy Executive Director Michael Pimentel (michael@caltransit.org) or Legislative Advocate Matt Robinson (matt@caltransit.org).

Community Food Drive Project

(707) 993-4644



Call to see if you qualify to have groceries delivered to you.

Phone lines will be available in English and Spanish

The community food drive is a collaborative effort to bring food to the most vulnerable in our Lake County communities

Brought to you by:

-  Catholic Charities
-  Hope Crisis Response Network
-  Hope Rising Lake County
-  Lake County Department of Social Services
-  Lake County Office of Education
-  Lake County Tribal Health
-  Lake Transit
-  North Coast Opportunities
-  Partnership Health Plan



* Lake County Residents only

Information Packet



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

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LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) MEETING MINUTES

Wednesday, April 8, 2020

Location: Audioconference (in response to “Shelter-in-Place” directive)

Present

Bruno Sabatier, Supervisor, County of Lake
Moke Simon, Supervisor, County of Lake
Russ Cremer, City Council, City of Clearlake
Russell Perdock, Council Member, City of Clearlake
Stacey Mattina, City Council Member, City of Lakeport
Chuck Leonard, Member at Large
Rex Jackman, Caltrans District 1

Absent

Kenneth Parlet, Council Member, City of Lakeport
Vacant Position, Member at Large

Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC
James Sookne, Admin Staff – Lake APC
Alexis Pedrotti, Admin Staff – Lake APC
Charlene Parker, Admin Staff – Lake APC
Nephele Barrett, Planning Staff – Lake APC
John Speka, Planning Staff – Lake APC
Danielle Casey, Planning Staff – Lake APC
Cathy McKeon, Caltrans District 1
Miranda Everitt, Senior Researcher – FM3 Research

1. Call to Order/Roll Call

Chair Mattina called the meeting to order at 9:01 a.m. Secretary, Charlene Parker, called roll. Members present: Sabatier, Simon, Perdock, Mattina, Leonard and Jackman (PAC).

Lisa Davey-Bates thanked the Board Members for attending the meeting by audioconference and asked that they are self-muted when not speaking and identify themselves when they speak for the record.

2. Adjourn to Policy Advisory Committee

Chair Mattina adjourned to the Policy Advisory Committee (PAC) at 9:03 a.m. to include Caltrans District 1 staff and allow participation as a voting member of the Lake APC.

3. PUBLIC EXPRESSION

Lisa Davey-Bates provided brief instructions for public expression.
Chair Mattina requested Public Comments including any written comments.

No public comments were presented to the council.

CONSENT CALENDAR

4. **Approval of February 12, 2020 Draft Minutes**
5. **Approval of Resolution #19-20-12 – Authorizing the Executive Director of the Lake County/City Area Planning Council to Prepare and Execute Agreements**

Chair Mattina requested any comments regarding the Consent Calendar.
No comments were presented.

Director Perdock made a motion to approve the Consent Calendar, as presented. The motion was seconded by Director Sabatier and carried unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Perdock, Mattina, Leonard and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (3) – Director Cremer, Parlet, and Vacant Member-at-Large

REGULAR CALENDAR

6. **Public Hearing: Unmet Transit Needs for Fiscal Year 2020/21**

James Sookne referenced the staff report provided in their packet and reported that both proof of public notice and a revised public notice in response to Covid-19 pandemic shelter-in-place was included with the packet. James stated that he is currently at the Lake Transit Center in Lower Lake and requested a motion that proper notice has been provided.

Director Cremer announced himself into the meeting.

Chair Mattina announced all Proof of Publication had been provided.

Director Simon made a motion to accept the provided documentation as proper proof of required publication, as presented. The motion was seconded by Director Cremer and carried unanimously.

Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Leonard and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (2) – Director, Parlet, and Vacant Member-at-Large

James reported that the current Unmet Needs process began at the November meeting of the SSTAC, where the 19/20 list of unmet needs was reviewed. Following the completion of the Bus Passenger Facility Plan Public Survey, the process continued at the January SSTAC meeting where a list of potential unmet transit needs was developed. James noted the only new potential unmet need was the Individualized, flexible transportation to meet the transportation need of seniors, person with disabilities, or low-income person who are unable to utilize the existing public transportation system such as on-demand (Uber or Lyft) type of service for non-medical needs.

Chair Mattina opened the Public Hearing
No public comments were presented to the council.
Chair Mattina closed the Public Hearing

Director Sabatier made a finding that the testimony includes “unmet transit needs” according to the APC’s adopted definition, and those needs are directed to the APC and LTA staff for analysis and further review by the SSTAC, as presented. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Cremer, Perdock, Mattina, Leonard and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (2) – Director Parlet, and Vacant Member-at-Large

7. Presentation and Recommended Acceptance of the Lake County Transportation Voter Survey

Danielle Casey introduced this item, explaining that the Transportation Voter Opinion Survey for the Unincorporated Lake County was conducted February 10th through the 18th by the consultant FM3 Research. Daniele explained that the survey questions were developed by a committee that consisted of the consultant, APC, and County Staff. Danielle was happy to report that the consultant implemented the additional transit related question that was discussed at the previous meeting. Danielle noted that due to the current Covid-19 pandemic shelter-in-place the Lake County Board of Supervisors has requested to table the presentation until a later date. Danielle introduced Miranda Everitt, Senior Researcher, FM3 Research. Marinda gave a detailed presentation of the survey data and identified that two-thirds of Lake County Voters see a need for additional funding for basic repairs and maintenance of streets and roads. Additionally, the top-ranking issues were wildfire, road conditions, transit - Americans Disabilities Act (ADA), and safety concerns. Miranda explained that the voter percentage increases from 68% to 73% when the voter was asked if they'd support the tax measure if it included funding for transportation for elderly and disabled. In conclusion, the possibility for a road repair sales tax measure for unincorporated Lake County was possible and worth pursuing additional surveying for once the shelter-in-place orders are lifted.

The group discussed how much they appreciated the consultant and the work that went into the report and hoped the uncertainty of the Covid-19 pandemic will not delay the sales tax measure too long.

Chair Mattina requested any comments regarding the Transportation Voter Survey. No comments were presented.

Director Cremer made a motion to accept the Lake County Transportation Voter Survey Report and Presentation, as presented. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Leonard and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (2) – Director, Parlet, and Vacant Member-at-Large

8. Discussion and Recommend Approval of Project Requests for Highway Improvements Program (HIP) Funds

Nephele Barrett reported that the Highway Infrastructure Program (HIP) is a federal funding source. The funds must be used on facilities that are on the Federal Aid System, classified higher than a rural minor collector. The apportionment of \$167,746 for FY 17/18 funds must be obligated by September 30, 2021, and \$236,342 for FY 18/19 funds by September 30, 2022. The TAC discussed potential projects and ultimately recommended that the \$404,088 in HIP funding be awarded to the County of Lake's South Main & Soda Bay Road Project. This project is currently funded through a combination of STIP, federal, and local funds. Staff recently learned that there will be a third year of funding available in the amount of \$68,616, which will be discussed with the TAC at a future meeting. Once the APC Board awards the programming of the available HIP funds for the County' South Main & Soda Bay Road Project, staff will submit a request to Caltrans to have the funding programmed in the Federal State Transportation Improvement Program (FSTIP). When the FSTIP programming is complete, the County will be able to request authorization of the funding as soon as they are ready.

Director Sabatier asked for the specifics regarding what the \$404,088 HIP funds will be used for design or construction.

Nephele replied that HIP funding can be used for project development and construction. The rules for this funding are that you cannot use these funds for only project development. However, because of where the County project is currently the funds will be added to what they already have committed for construction.

Chair Mattina requested any comments regarding the Highway Improvement Program (HIP) Funds.

No comments were presented.

Director Sabatier made a motion to award the Highway infrastructure program finding totaling \$404,088 to the County of Lake for their South Main Street & Soda Bay Road Projects, as presented. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Leonard and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (2) – Director, Parlet, and Vacant Member-at-Large

9. Report from the Executive Committee Meeting

- a. **Recommended Approval of Contract Extension between Lake APC and Davey-Bates Consulting for Administrative and Fiscal Services and Service Authority for Freeway Emergencies SAFE Services for the period of October 1, 2020 through September 30, 2021**
- b. **Recommended Approval of Contract Extension between Lake APC and Dow & Associates for Planning Services and Service Authority for Freeway Emergencies (SAFE) for the period of October 1, 2020 through September 30, 2021.**

Director Simon was the designated Executive Committee Representative to report the outcome and recommendation of the Executive Committee. Director Simon reported the Executive Committee (Directors Mattina, Simon and Perdock) unanimously agreed to continue with the five – one-year contract extensions as we move forward. The Executive Committee commended DBC and Dow & Associates for doing a great job.

Lisa Davey-Bates referenced that staff report summarizing the progress that was included for Board review, along with the Executive Committee Meeting Minutes. The Executive Committee met with staff in March to review options, and after the discussion, agreed to recommend extending the existing Lake APC contracts with Davey-Bates Consulting and Dow & Associates.

Nephele Barrett added that the extension agreements and the cost proposals are included in the packet and thanked the Executive Committee for their support.

Chair Mattina requested any comments regarding the Contract Extensions.
No comments were presented.

Director Cremer made a motion to approve the Contract Extension for Lake APC for Administrative and Fiscal Services, Planning Services and Service Authority for Freeway Emergencies SAFE Services for the period of October 1, 2020 through September 30, 2021; with anticipation of continuation for the next five years, as presented. The motion was seconded by Director Perdock and carried unanimously.

Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Leonard and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (2) – Director, Parlet, and Vacant Member-at-Large

RATIFY ACTION

10. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council

Chair Mattina adjourned the Policy Advisory Committee at 9.59 a.m. and reconvened as the APC.

11. Consideration and Adoption of Recommendations of Policy Advisory Committee

Director Sabatier made a motion to adopt the recommendations of the Policy Advisory Committee and reconvene as the APC. The motion was seconded by Director Cremer and carried unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Perdock, Cremer, Mattina and Leonard; Noes (0); Abstain (0); Absent (2) – Director, Parlet, and Vacant Member-at-Large

REPORTS

Lisa Davey-Bates announced that staff has provide written reports for agenda items #12. a. through 12.h.i. and will answer any questions at this time.

12. Reports & Information

a. Lake APC Staff Summary of Meetings

b. Lake APC Planning Staff

i. Sustainable Communities Transportation Planning Grant Update

Bus Passenger Facilities Plan

Highway 20 Northshore Communities Traffic Calming Plan

Eleventh Street Corridor Study

Vehicle Miles Traveled (VMT) Regional Baseline Study

ii. Strategic Partnerships Planning Grant Update

Director Sabatier asked for a verbal updated on State Route 53 Corridor Project

Director Sabatier reminded staff that at the last meeting he requested the projected schedule for the overgrown vegetation on Highway 53. Rex replied that there was some miscommunication and stated that he would track down the schedule and email it to him directly.

Director Cremer reminded staff that he requested Mike Dean a representative from Lower Lake be included in the committee for the State Route 53 Corridor Project and thanked staff for including Kugelman Street and Jessie Street in the study.

Danielle replied that she will add Mike Dean to the committee and asked Director Cremer to send her his contact information and stated that the committee meetings have been delayed due to the shelter-in-place order.

Director Cremer said he would send her Mike Dean's contact information and thanked her.

State Route 53 Corridor Project – Danielle Casey provided an update on the grant project. Lake APC Staff has applied for the encroachment permit that will allow traffic counters. Lake APC staff has not received word if the regularly scheduled turn-around time for an application will be increased due to the state shelter-in-place order. Danielle stated that after

concern was expressed by the Board, Danielle contacted the consultant and asked them to include Jessie Street and Kugelman Street intersections in the study. Danielle noted that with the shelter-in-place order the original timeline will need to be revised.

Director Sabatier questions if the study will include the frontage road to the landlock properties from Olympic to Ogulin Canyon Road, so we could have access to those properties. Danielle replied that the current study will include the immediate surrounding including the frontage roads landlock properties.

iii. Miscellaneous

Alexis Pedrotti announced that as discussed at the prior Board Meeting staff would hold a Service Authority Freeway Emergencies (SAFE) meeting after the shelter-in-place is lifted.

c. Lake APC Administration Staff

- i. Lake APC Operations During the Covid-19 Emergency
- ii. Coronavirus Aid, Relief and Economic Security (CARES) Act
- iii. Next Meeting Date – **May 6, 2020**

Lisa stated that the next APC Board Meeting will be a teleconference

ii. Miscellaneous –

Lisa Davey-Bates announced that staff has not heard anything regarding the Transit and Intercity Rail Capital Program (TIRCP) grant award announcements.

d. Lake APC Directors:

There were no items discussed.

e. Caltrans

i. SR 29 Project Update:

Rex announced that Caltrans staff applied for the Federal Grant Trade Corridor funding for Lake 29 Segment 2A and 2B. Staff was pleasantly surprised to hear that the project was currently still in the running for that funding.

ii. Lake County Project Status:

Rex Jackman reported that the project status interactive map is ready. It provides information on past, current, and future construction projects as well as planning projects in the area. Rex stated that he would provide a live demonstration of the program after the shelter-in-place is lifted.

Lisa asked Rex if the SR 29 is still on schedule to begin construction the first week in June.

Rex replied as far as he knows the project is on schedule

iii. Miscellaneous

f. Rural Counties Task Force

- i. Next Meeting Date – **May 15, 2020 (Teleconference)**

g. California Transportation Commission

- i. Next Meeting Date – **May 13 – 14 (Teleconference)**

h. California Association of Councils of Governments (CalCOG)

- i. Regional Leadership Forum – **April 5 – 7 (Cancelled)**
- ii. CalCOG Board of Directors Meeting – April 6 (Teleconference)

i. Miscellaneous

INFORMATION PACKET

- 13. a) 3/11/20 (Draft) Executive Committee Minutes
- b) 3/19/20 Lake TAC Minutes

c) Transportation Acronyms/Definitions

ADJOURNMENT

The meeting was adjourned by Chair Mattina at 10:26 a.m.

Respectfully Submitted,

Charlene Parker
Administrative Associate



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

367 North State Street, Ukiah, CA 95482
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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING Draft Meeting Minutes

Tuesday, April 14, 2020
1:30 p.m.

Audioconference

Present: Paul Branson – Chair, Karen Dakari, Holly Goetz, Karl Parker, Pastor Shannon Kimble-Auth

Absent: Michelle Dibble – Vice Chair, Tavi Granger

Staff Present: James Sookne

1. Call to Order and Introductions

The meeting was called to order at 1:40 p.m.

2. Public Input

None.

3. Approval of Draft February 11, 2020 SSTAC Meeting Minutes

Holly motioned, Paul seconded, to approve the February 11, 2020 minutes as presented. Approved unanimously.

4. FY 2020/21 Unmet Transit Needs Process

The list presented in this packet was developed by the SSTAC at the February meeting and was taken before the Lake Area Planning Council Board of Directors at their April meeting. The Board made a finding that at least one of the needs on the list met the adopted definition of a potential unmet need.

Pastor Shannon brought up how we can document whether or not there is an actual need for Sunday service. She mentioned that maybe we could reach out to the various churches across the County and do a survey of their congregations. James mentioned that there is a transit survey that is under development that will be conducted in the late summer/early fall of 2020. He suggested that a question about Sunday service could be included to see if there is an actual need. Pastor Shannon said that she has an email list for many of the churches and she could help distribute the survey to the churches.

Paul made a motion to recommend to the Lake APC Board that findings can be made that there are unmet transit needs which are reasonable to meet according to the adopted definitions. Holly seconded. Approved unanimously.

5. Update on Lake Links

a. Mobility Manager Report

Karl reported that there are now 119 clients enrolled in the Pay-Your-Pal program and 10 pending applications. In light of the COVID-19 pandemic, Lake Links mailed suggestions for safe use of the volunteer driver program during this time.

Hardester's in Middletown re-opened last week, therefore ending the need for the shuttle to the Hardester's in Hidden Valley. Lake Links is exploring the possibility of continuing a local shuttle service to assist those in need.

The joint project that Lake Links had been working on with the Clearlake Rotary and the Live Oaks Senior Center has been cancelled due to COVID-19. All future plans have been suspended due to the pandemic and are pending direction from the Lake County Department of Public Health.

LTA provided 271 rides to the warming shelter during the month of March, for an average of 10.4 rides per day.

The planned presentation to the Senior Summit has been cancelled due to COVID-19. There aren't any other planned presentations until more is known about what will be possible post-COVID-19.

6. Update on Lake Transit Projects and Grants

a. TIRCP Grant

LTA was supposed to find out about their pending TIRCP grant application on April 1, 2020 but that date was pushed back due to COVID-19. The date of award announcement is unknown at this time.

b. 5310 grants

LTA and Lake Links have been working with Caltrans to shift funds from the existing Out-of-County NEMT grant to Pay Your Pal program. Caltrans provided formal approval on April 14, 2020 allowing the transfer of \$100,000 to the Pay Your Pal program.

7. Update on Lake Transit Authority (LTA) Meetings

a. April 8, 2020 Meeting

James presented the LTA 2019/20 First Half Operating Statistics and Financial Status Report and explained that although the first half was quite positive and productive, the second half of the year would be quite different due to COVID-19.

The Board approved the proposed FY 19/20 LCTOP allocations towards the Solar Canopy and Free Fares projects. A draft Memorandum of Understanding between LTA and member jurisdictions for bus passenger facility improvements was presented to the Board, after which staff was directed to work with the member jurisdictions to get them executed.

8. Update on Human Services Transportation Programs

a. People Services

Everything is pretty much at a standstill due to COVID-19.

b. Other programs and plans

None

9. Discussion of Issues and/or Concerns of SSTAC Members

None.

10. **Next Proposed Meeting** – TBD – James to send out a poll to see if there is a better day/time that works for everyone
11. **Announcements/Good of the Order**
None.
12. **Adjourn Meeting** - Meeting adjourned at 2:31 p.m.

Respectfully Submitted,

James Sookne
Lake APC Administration



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
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LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) (DRAFT) MEETING MINUTES

Wednesday, May 6, 2020

Location: Audioconference (in response to “Shelter-in-Place” directive)

Present

Bruno Sabatier, Supervisor, County of Lake
Moke Simon, Supervisor, County of Lake
Russ Cremer, City Council, City of Clearlake
Russell Perdock, Council Member, City of Clearlake
Stacey Mattina, City Council Member, City of Lakeport
Chuck Leonard, Member at Large
Rex Jackman, Caltrans District 1

Absent

Kenneth Parlet, Council Member, City of Lakeport
Vacant Position, Member at Large

Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC
James Sookne, Admin Staff – Lake APC
Alexis Pedrotti, Admin Staff – Lake APC
Charlene Parker, Admin Staff – Lake APC
Nephele Barrett, Planning Staff – Lake APC
John Speka, Planning Staff – Lake APC
Danielle Casey, Planning Staff – Lake APC
Wanda Gray, Operations Manager – Paratransit Services

1. Call to Order/Roll Call

Chair Mattina called the meeting to order at 9:01 a.m. Secretary, Charlene Parker, called roll. Members present: Sabatier, Simon, Perdock, Mattina, Leonard.

Lisa Davey-Bates thanked the Board Members for attending the Zoom/Audioconference meeting and asked that they are self-mute when not speaking and identify themselves when speaking for the record.

2. Adjourn to Policy Advisory Committee

Chair Mattina adjourned to the Policy Advisory Committee (PAC) at 9:03 a.m. to include Caltrans District 1 staff and allow participation as a voting member of the Lake APC.

3. PUBLIC EXPRESSION

Chair Mattina requested Public Comments including any written comments.

No public comments were presented to the council.

CONSENT CALENDAR

4. Approval of April 8, 2020 Draft Minutes

Director Leonard made a motion to approve the April 8, 2020 Minutes, as presented. The motion was seconded by Director Cremer and carried unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, and Leonard, Noes (0); Abstain (0); Absent (3) – Director Parlet, Rex Jackman (PAC), and Vacant Member-at-Large

REGULAR CALENDAR

5. Discussion and Recommended Approval of Resolution # 19-20-13 to Determine if Unmet Transit Needs are Reasonable to Meet

James Sookne noted that his staff report outlined the annual Unmet Needs process. The Lake APC has been conducting the Unmet Needs process since 2014, to identify priority transit needs in Lake County. The Unmet Transit Needs process is a requirement of the Transportation Development Act (TDA), if any Local Transportation Funds (LTF) are used for streets and roads purposes. The APC does not use LTF for streets and roads purposes, but feels the process remains valuable and a useful tool to identify potential needs if feasible.

The Social Services Transportation Advisory Council (SSTAC) began the process in November 2019 by reviewing the 2019/20 Unmet Needs list for additions, deletions, and corrections. The SSTAC decided to seek more input from the community so the process was continued in January. After the SSTAC developed a proposed list, it was presented at a public hearing to the APC Board in April, at which a finding was made that the list contained needs that met the definition of Unmet Transit Needs and referred the list to the APC and LTA staff for further analysis.

James referenced the LTA's staff analysis and responses to the list provided in the packet. He identified that the one potential unmet need was the "on-demand" transportation need for non-medical need as reasonable to meet. However, without additional funding dedicated to this "on-demand" service, implementation of this service at this time could only be done by reducing existing fixed-route service. It would be beneficial to study this further in the next Transit Development Plan to determine the extent of the demand. If the demand were high enough, LTA and/or Lake Links could then pursue additional funding to implement the service.

Director Sabatier made a motion to approve Resolution #19-20-13 to Determine if Unmet Transit Needs are Reasonable to Meet, as presented. The motion was seconded by Director Cremer and carried unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Cremer, Perdock, Mattina, and Leonard; Noes (0); Abstain (0); Absent (3) – Director Parlet, Rex Jackman (PAC), and Vacant Member-at-Large

6. Presentation of the 2020/21 Draft lake APC Budget

Alexis Pedrotti reported that annually in May, APC staff presents a draft budget for the APC Board to review prior to adoption of the final document in June. The Local Transportation Fund (LTF) revenues were estimated to increase by approximately 6.65% in the upcoming fiscal year, but due to the current economic uncertainty due the COVID-19 crisis, staff has developed a conservative draft budget and recommends using last year's estimate of \$1,561,560. Alexis gave a brief review of the various funding sources and expenditures for the upcoming 2020/21 fiscal year. Alexis explained that the draft budget outlines revenues and expenditures by local, state, and

federal funding sources and includes some estimated carryover funds. The actual carryover amounts will be incorporated into the first amendment of the budget early in the new fiscal year. Alexis also called attention to the Coronavirus Aid, relief, and Economic Security (CARES) Act funding and stated that approximately 30% was allocated in 2019/20 Budget. Alexis reminded the Board that the Lake Area Planning Council was responsible for the Lake Transit Authority funding and acknowledged that the advance \$300,000 would be deducted from this year's LTF allocation.

Director Cremer asked why percentages on the Regional Surface Transportation Program (RSTP) funding do not match the amounts in the budget. Alexis responded that notes on the side, explaining that the County of Lake receives a separate apportionment that is also included into the percentages.

The group discussed how much they appreciated the details included in the Budget Summary and their concerns regarding the unknown certainty of funding due to Covid-19 crisis. Lisa stated that staff will discuss the CARES Act funding in more detail in the Lake Transit Authority's meeting.

Rex Jackman, (*PAC*) joined the meeting (9:25am)

Alexis reminded the Board that the draft budget was being presented today in draft, and the Final will be brought back in June for proposed approval.

Chair Mattina requested any comments regarding the 2020/21 Draft lake APC Budget. No comments were presented.

7. Presentation of the 2020/21 Draft Overall Work Program

Alexis Pedrotti reported that the Overall Work Program (OWP) was developed to identify and budget for various planning projects in the Lake County region. The OWP is consistently funded with three funding sources, Rural Planning Assistance (RPA) funds, Planning Programming and Monitoring (PPM) funds, and Local Transportation Funds (LTF). Grant funds also contribute to the OWP funding.

Annually, the process starts in January with APC staff distributing a call for planning projects to the Technical Advisory Committee (TAC). The Local Agencies submit requests for their projects. Those projects were discussed at the February TAC meeting. It is typical for the agencies' requests to come in higher than the funding available. However, this year the 2020/21 proposed project requests were under the available funding by \$34,190. These funds were set aside in the reserve work element to be utilized as local match for a grant funded project or the upcoming Pavement Management Program. The OWP also includes Dow & Associates' planning contract for the fiscal year.

Alexis also explained that the draft Overall Work Program includes several ongoing work elements that help support local agency staff to coordinate planning projects for all modes of transportation in coordination with the Lake APC. The upcoming OWP will include a total of three new work elements including the Sustainable Transportation Planning grant, the new location for a Speed Zone Study and the Regional and Active Transportation Plan Update.

Director Sabatier asked about the timeline of the work elements and wanted to know if only Work Element 611 would be completed in the upcoming year.

Alexis replied that some of the work elements are ongoing and those do not close out. Work

Element 611 was for software and would need funding annually. The final document will more accurately identify closeout dates for each of the work elements that are grant funded.

Alexis closed by saying the draft OWP was presented for review and discussion, and the Final will be brought back in June for proposed approval.

Chair Mattina requested any comments regarding the 2020/21 Draft Overall Work Program. No comments were presented.

8. Discussion and Proposed Approval of 3rd Amendment to 19/20 Lake APC Budget

Alexis reported that the proposed third amendment was to include the Lake Transit Authority funding allocation advance of \$300,000 from the Local Transportation Fund (LTF) Reserve Account. The revision also included a reduction to the State Transit Assistance (STA) funds. The budget amendment also reflects the carryover and interest for the Regional Surface Transportation Program (RSTP) funds, and the State of Good Repair funds. Alexis explained that 30% of the Federal Transit Administration (FTA) 5311 CARES Act funding was allocated in the Budget amendment as well.

Chair Mattina requested any comments regarding the 3rd Amendment to 19/20 Lake APC Budget.

No comments were presented.

Director Sabatier made a motion to approve the 3rd Amendment to 19/20 Lake APC Budget, as presented. The motion was seconded by Director Cremer and carried unanimously.

Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Leonard and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (2) – Director, Parlet, and Vacant Member-at-Large

RATIFY ACTION

9. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council

Chair Mattina adjourned the Policy Advisory Committee at 9.59 a.m. and reconvened as the APC.

10. Consideration and Adoption of Recommendations of Policy Advisory Committee

Director Leonard made a motion to adopt the recommendations of the Policy Advisory Committee and reconvene as the APC. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Perdock, Cremer, Mattina and Leonard; Noes (0); Abstain (0); Absent (2) – Director, Parlet, and Vacant Member-at-Large

REPORTS

12. Reports & Information

a. Lake APC Staff Summary of Meetings

The summary of meetings report was included for the Board's review, and staff was happy to answer any questions, however there were none.

b. Lake APC Planning Staff

i. Sustainable Communities Transportation Planning Grant Update

Bus Passenger Facilities Plan – John Speka reported that the MOA that was approved last month was sent to individual public works directors for review prior to approval by the County Board and city councils.

Highway 20 Northshore Communities Traffic Calming Plan– John provided an update on the project and stated that staff was working with the consultant to address comments received from the draft that was sent to Caltrans.

Eleventh Street Corridor Study – John gave a brief update stating that the Study will be brought to the Lakeport City Council on May 19.

Vehicle Miles Traveled (VMT) Regional Baseline Study– John reported that the consultant was looking at screening thresholds as well as developing potential mitigation measures for individual agencies.

Director Sabatier mentioned his concerns regarding the location on Hwy 20 where the trucks have continuously overturned and stated that hazardous materials will get in the lake.

Chair Mattina requested any comments regarding the Sustainable Communities Transportation Planning Grant Update

No comments were presented.

ii. Strategic Partnerships Planning Grant Update

State Route 53 Corridor Project – Danielle Casey stated that the staff report was provided in the packet. On April 28 staff participated in a teleconference with the consultant TJKM regarding the next steps. Danielle noted that Caltrans granted the traffic count encroachment permits and they are valid until November 1, 2020. She reiterated that even when shelter-in-place orders are lifted, it will take an extended period of time for traffic to return to normal. Danielle explained that currently staff discussed the process with Caltrans staff to extend the permit considering the shelter-in-place order, and that the consultant is gathering data from previous traffic counts studies for further review. Additionally, staff will continue to work with the consultant to monitor the current situation to determine the best course of action regarding which traffic count data to use in the final product. Lastly, TJKM staff said they will include the best options for an access route to the frontage road from Polk Avenue to Ogulin Canyon Road in the report. Danielle asked for input regarding what the ideal source would be for the access route the eastside or the westside.

Director Sabatier stated that he believes the best route would be on the eastside from Ogulin Canyon after Olympic and stated that they should check in with the city manager.

Danielle replied that she would reach out to Alan Flora and thanked Director Sabatier for his input.

Chair Mattina requested any comments regarding the Strategic Partnerships Planning Grant Update

No comments were presented.

iii. Miscellaneous

c. Lake APC Administration Staff

i. Next Meeting Date_– *June 3, 2020*

Lisa stated that the next APC Board Meeting will most likely be a Zoom meeting

ii. Miscellaneous

d. Lake APC Directors:

Director Sabatier asked about the projected schedule for the overgrown vegetation on Highway 53. Lisa replied that Rex was having phone trouble and had to leave the meeting, but stated that she would relay the message.

e. Caltrans

There were no items discussed.

- i. SR 29 Project Update:
- ii. Lake County Project Status:
- iii. Miscellaneous
- f. Rural Counties Task Force
 - i. Next Meeting Date – May 15, 2020 (Teleconference)
- g. California Transportation Commission
 - i. Next Meeting Date – May 13 (Teleconference)
- h. California Association of Councils of Governments (CalCOG)
 - i. CDAC Meeting – July 28
 - ii. CalCOG Board of Directors Meeting – (TBD)
- i. Miscellaneous

ADJOURNMENT

The meeting was adjourned by Chair Mattina at 9:55 a.m.

Respectfully Submitted,

DRAFT

Charlene Parker
Administrative Associate