



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, August 20, 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: 864 8977 3752#

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

1. Call to order
2. Approval of May 21, 2020 Minutes
3. 2021 Active Transportation Program (ATP) Cycle 5 (*Speka*)
4. Discussion and Recommended Approval of the First Amendment to the 2020/21 Overall Work Program (*Pedrotti*) *First Amendment to be provided at a later date.*
5. Announcements and Reports
 - a. Lake APC
 - i. Sustainable Transportation Planning Grant and Other Planning Updates (*Speka*)
 - ii. Update on Strategic Partnerships Grant (*Casey*)
 - iii. Miscellaneous
 - b. Lake Transit Authority
 - i. CARES Act Update (*Davey-Bates*)
 - ii. Miscellaneous
 - c. Federal & State Grant Status Reports
 - i. Other Grant Updates (*All*)
 - d. Caltrans
 - i. Lake County Projects Update
 - ii. Other Updates
 - e. Local Agency Updates
6. Information Packet
 - i. 06/03/20 Draft Lake APC Minutes
 - ii. 08/05/20 Draft Lake APC Minutes

7. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
8. Next Proposed Meeting – **September 24, 2020**
9. 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: August 13, 2020

List of Attachments:

- Agenda Item #2 – 05/21/20 Draft Lake TAC Minutes*
- Agenda Item #4 – (Items will be distributed separately)*
- Agenda Item #5ai – Planning Grants and Other Updates Staff Report*
- Agenda Item #5aii – Update on Strategic Partnerships Grant Staff Report*
- Agenda Item #6i – 06/03/20 Draft Lake APC Minutes*
- Agenda Item #6ii – 08/05/20 Draft Lake APC Minutes*



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TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday, May 21, 2020
9 a.m.

Meeting held via Zoom

Present

Doug Grider, City of Lakeport
Kevin Ingram, City of Lakeport
Saskia Rymer-Burnett, Caltrans District 1
Kyle Finger, Caltrans District 1
Dale Goodman, City of Clearlake
James Sookne, Lake Transit Authority

Absent

Joel Skeen, California Highway Patrol
Scott DeLeon, County of Lake
Dave Swartz, City of Clearlake (Planning Consultant)

Also Present

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

1. Call to order

The meeting was called to order at 9:03 a.m.

2. Approval of March 19, 2020 Lake APC TAC Minutes

Motion by Doug Grider, seconded by Dale Goodman, and carried unanimously to approve the March 19, 2020 minutes as written.

3. Highway Infrastructure Program (HIP)

Danielle and Nephele explained that the HIP funding source has made \$68,616 available for a single project in Lake County, which they suggested putting toward the Main Street/Soda Bay Road project. Following discussion with Lisa and Doug, Doug made a motion to allocate the available HIP funds to the Main Street/Soda Bay Road project. James seconded. *Motion by Doug Grider, seconded by James Sookne, and carried unanimously to allocate HIP funds to the Main Street/Soda Bay Road project.*

4. **2021 Active Transportation Program (ATP) Cycle**

John reported that the following projects are under consideration for the ATP Call for Projects:

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.
 - 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.
 - 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.
 - This project involves sidewalks and bulb-outs along Highway 29 through Middletown.

He also pointed out that the June 15, 2020 deadline has been moved to September 15, 2020.

5. **Local Transportation Funds (LTF) 2% Bike and Pedestrian Call for Projects**

Lexi referred to her staff report and reported that 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. If approved in the Final Lake APC budget for 2020/21 will include another \$19,912, which would bring the total 2% Bike and Pedestrian funding to **\$128,857** on July 1, 2020. She suggested opening the funds for allocation. The TAC discussed possible projects that could use the funding, such as the 11th Street Corridor project, as well as the length of time that the funds will be available. Doug recommended submitting a call for projects.

6. **Discussion and Recommended Approval of the Draft 2020/21 Overall Work Program**

Lexi gave an overview of the final OWP with a total of \$693,192 for the entire program. Nephel explained that the proposed speed zone studies are going to be delayed by one year due to various obstacles such as the COVID-19 pandemic.

Motion by Doug Grider, seconded by Dale Goodman, and carried unanimously to present the OWP to the APC Board.

7. **Announcements and Reports**

a. **Lake APC**

i. **Update on Sustainable Transportation Planning Grants**

John gave a brief update of each of the following grants in progress:

- LTA Bus Passenger Facility Plan
- HWY 20 Northshore Communities Traffic Calming Plan
- Eleventh Street Corridor Multimodal and Engineered Feasibility Study. Kevin reported that the city is working towards obtaining a quorum for the next meeting to review projects.
- Vehicle Miles Travelled (VMT) Regional Baseline Study

ii. Update on Strategic Partnerships Grant

Danielle Casey reported that the only Strategic Partnership Grant currently in progress is the SR53 Corridor Local Circulation Study Project. TJKM had planned to conduct traffic studies, which have been postponed due to the COVID-19 pandemic. She referred to her staff report, which lists all intersections being studied.

iii. Miscellaneous

John told the TAC that Caltrans is looking for any interest in forming a TAG for a District 1 Active Transportation Plan. Saskia said Alexis Kelso will be a good contact person for this project, and that she will be in touch with Rex Jackman to find out more.

b. Lake Transit Authority

- i. CARES Act Update** – APC has received \$410,298 for allocation through the CARES Act. This will be transferred to the LTA to help with COVID-19 expenses.
- ii. HEROES Act Update** – A phase 4 of stimulus is being proposed through this act, though it is unlikely to pass as it is currently written. LTA will be sending a letter of support for the Act.
- iii. Lake County Community Food Drive** – LTA has been helping non-profit and social service agencies to help deliver meals to home-bound seniors during the pandemic. LTA is also helping the Meals on Wheels deliver with four buses. Doug Grider speculated that LTA may be able to be reimbursed for their efforts, which Lisa confirmed.
- iv. Miscellaneous** – None.

c. Federal & State Grant Status Reports

i. Wildfire Resiliency and Recovery Planning Grant – John reported that APC staff is applying for approximately \$240,000 to begin developing a fire evacuation plan for Lake County. He anticipates having an update later in June.

ii. Other Grant Updates

No other grants were discussed.

d. Caltrans

i. Lake County Projects Update

Saskia Rymer-Burnett noted that Rex has been working out the issues with the Caltrans online web portal to prepare for tutorials/presentation for the APC and MCOG boards. Caltrans is working to show the public that they are still open and available.

ii. Other Updates

No other updates were provided.

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 - None

10. Next Proposed Meeting – June 18, 2020

11. Adjourn Meeting - Meeting adjourned at 10:32 a.m.

Respectfully Submitted,

Monica Galliani
Lake APC Planning



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: Grant Status and Other Planning Updates

DATE PREPARED: 8/13/2020

MEETING DATE: 8/20/2020

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: One planning grant currently remains from the Sustainable Transportation Planning Grant program. Below is a summary of that project's status, followed by a description of other scheduled or potential projects on the horizon that staff will be pursuing in the coming months.

Vehicle Miles Traveled (VMT) Regional Baseline Study- This project addresses newly adopted guidelines for the California Environmental Quality Act (CEQA), which were officially put into effect on July 1, 2020. As of that date, development projects are now 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, when making the appropriate impact determinations for CEQA projects within local jurisdictions. The consultant has completed much of the study's work and is currently creating a "screening" tool for developers to determine whether a particular project can be screened out (in CEQA terms, this would mean it can be considered "less than significant") with respect to transportation related impacts. Two stakeholder meetings are scheduled for Friday, August 21 (2:00-3:30), and Thursday, September 3 (10:00-11:30), to explain the process to interested developers, community members, etc. As noted during past updates, this meeting will be held virtually due to the continuing Covid crisis.

Regional Transportation Plan (RTP)/Active Transportation Plan Updates- This year's Overall Work Program (OWP) includes updates to the Regional Transportation Plan (RTP) and the Countywide Active Transportation Plan. The last update to the RTP was adopted in early 2018 (2017 RTP) and is required to be updated every four years, with the newest update scheduled to be completed by the end of 2021. The Active Transportation Plan has been incorporated into the RTP update (serving as the "Non-Motorized Transportation Element"), although it is also considered a stand-alone document. It was initially adopted in December 2016, but will now be brought into line with the same four-year cycle of the RTP. Staff plans on initiating public outreach meetings (likely to be virtual) in the coming months to begin gathering community input into the process. The TAC will be updated once those begin.

Preparation of Applications for Current Grant Programs- Staff has currently been working on applications for three potential funding sources as follows:

Sustainable Transportation Equity Project (STEP)- The Sustainable Transportation Equity Project (STEP) is a pilot program funded by cap and trade revenues. APC staff is pursuing grant funds for a feasibility study for a zero emission (electric vehicle) car share program in the County with a focus on the transportation needs of low-income residents. The intention of the study would be to see how well such a program could fit in the rural Lake County region with the potential for future implementation (and funding) dependent on findings and recommendations of the completed project. The funding program stresses community engagement, and a list of partners for such a car share program could include Lake Transit, Lake Links, Air Quality Management Control, and selected Tribes. Applications are due August 31.

Active Transportation Program (ATP)- Staff is also assisting the City of Clearlake in preparing an application for Active Transportation Program (ATP) funds. If successful, the project would complement the newly funded transit center in the area by extending sidewalks and bike lanes along Dam Road Extension and South Center Drive, increasing access throughout that section of the City. The project would include sidewalks on either side of the newly constructed road between Dam Road Extension and 18th Avenue, further connecting one of the City's largest residential areas with the transit hub, schools, shopping opportunities, fast food dining and County services. ATP applications are due on September 15.

Highway Safety Improvement Program (HSIP)- Lakeport City staff has requested APC assistance in preparing an application through the Highway Safety Improvement Program (HSIP) to fund street sign replacements throughout City. The needed sign replacements were identified in a recently adopted Countywide Sign Inventory. The applications deadline has been extended from September 4 to October 19 to qualify for the Cycle 10 competitive funding.

Potential New Sustainable Transportation Planning Grants- Caltrans is expected to release a Sustainable Transportation Planning Grant call-for-projects by the end of the summer for the 2021-22 fiscal year. Staff will be looking into at least two possible applications. The first would consist of an update to the Transportation Demand Model (TDM) for the Lake County region. The consultant preparing the VMT Regional Baseline Study (see above) has already indicated that an updated TDM will likely be recommended as a result of that project. The previous TDM for the region was completed in 2009 as part of the Wine Country Interregional Partnership, which included the four-county area of Lake, Napa, Mendocino and Sonoma counties, and reliance on the outdated model could present "defensibility" issues for future CEQA VMT analyses. The second project would involve another attempt at securing funds for a wildfire evacuation plan for the region. While an application submitted for a different grant program earlier this year was unsuccessful, it is still believed to be an important study given the wildfire history of the County over the last several years.

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: 8/14/2020
MEETING DATE: 8/20/2020

SUBMITTED BY: Danielle Casey, Project Coordinator

UPDATE:

The SR53 Corridor Local Circulation Study conducted by TJKM is proceeding at its new abbreviated pace. While in pandemic conditions TJKM staff has reviewed our prior studies, documents, and computer data as needed for preliminary research.

As discussed in previous meetings the step that the consultants would be working on currently is traffic counts, turning counts and intersection observations. Because of Shelter-in-Place orders, this field research is not taking place. APC Staff and TJKM are monitoring the current pandemic situation closely and will be in conference to determine the best course of action when it is safe to conduct field research. 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. APC Staff recently requested a revised schedule for work to be completed. This schedule will likely need to be revised again if Shelter-in-Place orders extend into the fall season as expected.

Task/Deliverables	Old Schedule	Updated Schedule
Contract Begins	November 15, 2019	November 15, 2019
Project Kick-Off Meeting	January 8, 2020	January 8, 2020
Data Collection/ Determine Existing and Future Year Traffic Conditions	April 2020	September 2020
Analysis of Existing and Future Traffic Impacts	June 2021	June 2021
Identify Needed Improvements on Corridor and Local Streets & Prepared Draft Corridor CIP	April 2020	February 2021
Prepare Policy Recommendations	June 2021	June 2021
Prepare SR 53 Corridor Local Circulation Study	June 2021	June 2021

Lake APC has received an encroachment permit from Caltrans. The encroachment permit is valid for work performed until November 1, 2020. Staff has researched the required steps to extend the end date on the encroachment permit and will take the necessary steps when the end date approaches.

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



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

Wednesday, June 3, 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
Kenneth Parlet, Council Member, City of Lakeport
Chuck Leonard, Member at Large
Rex Jackman, Caltrans District 1

Absent

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
Mark Wall, Independent Contractor – LTA
Sally Peterson, Vice-Chairwoman – Middletown Rancheria of Pomo Indians
Christie Scheffer, EVP/Chief Operating Officer – Paratransit Services
Wanda Gray, Operations Manager – Paratransit Services
Steve Weinberger, Principal, W-Trans

1. Call to Order/Roll Call

Chair Mattina called the meeting to order at 9:03 a.m. Secretary, Charlene Parker, called roll. Members present: Sabatier, Simon, Perdock, Mattina, Parlet, Leonard.

Lisa Davey-Bates thanked the Board Members for attending the Zoom/Audioconference meeting and asked that they 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 9:05 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 May 6, 2020 Draft Minutes

Director Sabatier made a motion to approve the May 6, 2020 Minutes, as presented. The motion was seconded by Director Cremer and carried unanimously.

Roll Call Vote: Ayes (8)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet Leonard and Rex Jackman (PAC) Noes (0); Abstain (0); Absent (1) – Vacant Member-at-Large

REGULAR CALENDAR

5. Discussion and Recommended Approval of Final Transportation Development Act (TDA) Annual Fiscal Audit ending June 30, 2019

Lisa Davey-Bates reported that Smith & Newell completed the Transportation Development Act (TDA) Annual Fiscal Audit year ending June 30, 2019. Overall, as mentioned in the staff report, the auditor’s comments were positive with only one minor finding. The finding identified that the Lake APC did not adopt a special revenue budget for the Service Authority for Freeway Emergencies (SAFE). Lisa explained that the corrective action plan letter was included in the packet and stated that the recommended action for this finding was that all major special revenue funds have individual legally adopted revenue budgets.

Sally Peterson, Tribal Council Vice-Chairwoman, Middletown Rancheria of Pomo Indians introduced herself into the meeting.

Director Sabatier stated how important the audits are to keep everything working efficiently and thought it was good that there was only one minor finding.

Chair Mattina requested any public comments regarding the Transportation Development Act Annual Fiscal Audit ending June 30, 2019. No comments were presented.

Director Parlet made a motion to approve the Transportation Development Act Annual Fiscal Audit ending June 30, 2019, as presented. The motion was seconded by Director Sabatier and carried unanimously.

Roll Call Vote: Ayes (8)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet Leonard and Rex Jackman (PAC) Noes (0); Abstain (0); Absent (1) – Vacant Member-at-Large

6. Presentation and Recommended Approval of the 2020/21 Lake Area Planning Council’s Budget and adoption of resolutions

Alexis Pedrotti presented the FY 2020/21 Final Budget document to the Lake APC Board. Alexis reminded the Directors that the Draft 2020/21 Budget was presented at the May Board meeting and no issues or changes were recommended at this time. The budget document for discussion today included the Transportation development Act Calendar, a letter from the Executive Director, explanatory notes on funding sources included in the budget, as well as draft copies of the Resolutions up for adoption. The DBC Administration and Dow & Associates Planning contracts were included for reference.

- Resolution No. 20-21-1 Allocating 2020/21 Local Transportation Funds for Administrative Purposes
- Resolution No. 20-21-2 Allocating 2020/21 Local Transportation Funds for Bicycle and Pedestrian Facilities
- Resolution No. 20-21-3 Allocating 2020/21 Local Transportation Funds and Carryover Funds for Planning Projects Included in the Work Program
- Resolution No. 20-21-4 Allocating 2020/21 Local Transportation Funds to Lake Transit Authority
- Resolution No. 20-21-5 Allocating State Transit Assistance Funds to Lake Transit Authority
- Resolution No. 20-21-6 Approving State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring Fund Transfer Agreement
- Resolution No. 20-21-7 Allocation of 2019/20 Local Transportation Funds (5%) to the Consolidated Transportation Service Agency (CTSA) for Non-Emergency Medical Transportation (NEMT) Purposes
- Resolution No. 20-21-8 Allocating State of Good Repair Program Funding to Lake Transit Authority

Director Sabatier stated that the funds appear to be stable and questioned if we should anticipate an amendment due to the COVID-19 crisis.

Alexis replied that staff would monitor the Board of Equalization deposits and compare them to last year's revenues. Alexis stated that if we see the Local Transportation funds (LTF) decline staff would need to present an amendment that would reduce the LTF allocation to the Lake Transit Authority.

Lisa agreed that due to the COVID-19 crisis there was a high probability that the LTF, which are generated by ¼ cent of the sales tax revenues, was estimated to decline approximately a 30% due to COVID-19. Lisa announced that the Lake Transit Authority received \$410,298 of Aid, relief, and Economic Security (CARES) funding. Additionally, it is anticipated that another \$957,352 of CARES Act revenues will be available in FY 2020/21. The CARES Act funds are allocated on a reimbursable basis and will assist Lake Transit maintain the transit system through the COVID-19 crisis and provide hazard pay bonuses to LTA staff.

Director Cremer asked if the amount on the Resolution No. 20-21-7 the funds will be used for the Consolidated Transportation Service Agency (CTSA). Lisa replied that the Allocation of the 5% Local Transportation Funds would be allocated to Lake Links, as the CTSA. She noted that the CTSA also receives FTA 5310 funding for staffing purposes.

Chair Mattina requested any public comments regarding the Lake APC FY 20/21 Lake APC Budget. No comments were presented.

Director Parlet made a motion to approve the Lake County/City Area Planning Council's Fiscal Year 2020/21 Budget, therefore also approving Resolutions 20-21-1 through 20-21-8, as presented. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (8)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet Leonard and Rex Jackman (PAC) Noes (0); Abstain (0); Absent (1) – Vacant Member-at-Large

7. **Presentation and Recommended Approval of 2020/21 Final Overall Work Program**

Alexis Pedrotti explained that the Draft 2020/21 Overall Work Program (OWP) was presented to the Board in May. Alexis reported that the changes to the Final Overall Work Program (OWP) included carryover funds for the Transit Passenger Survey, State Route Corridor Local Circulation Study, and the Vehicle Miles Traveled Regional Baseline Study. The Transit Passenger Survey was expected to be finished in the current OWP, however due to the COVID-19 crisis for obvious reasons the survey was postponed.

Alexis also explained that the OWP includes several ongoing work elements and 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. Caltrans reviewed and Submitted comments of the OWP, and Staff has incorporated them into the final OWP.

Director Sabatier asked if the Middletown Trail project was completed. Lisa stated that the Middletown Multi-Use-Trail was funded by the Active Transportation Program and is in progress. Director Simon stated that the project builds a sideroad from Central Park towards the Casino and the project was currently still ongoing. Nephelie Barrett clarified that the Middletown Multi-Use-Trail project originated from a planning project, but was being constructed with another funding source and will not be in the Work Program.

Chair Mattina requested any public comments regarding the Lake APC FY 20/21 Lake APC Overall Work Program. No comments were presented.

Director Leonard made a motion to approve the Lake County/City Area Planning Council's Fiscal Year 2020/21 Overall Work Program, as presented. The motion was seconded by Director Cremer and carried unanimously.

Roll Call Vote: Ayes (8)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet Leonard and Rex Jackman (PAC) Noes (0); Abstain (0); Absent (1) – Vacant Member-at-Large

8. **Presentation and Recommended Approval of the Eleventh Street Corridor Multimodal and Engineered Feasibility Study**

Chair Stacey Mattina announced that Vice-Chair Simon would take this item since her property was within 500 feet of the project and recused herself and Director Parlet from the agenda item. John Speka reported that the Eleventh Street Corridor Multimodal Engineered Feasibility Study began with an award from the Sustainable Transportation Planning Grant Program in 2018. Lake APC contracted with traffic consultants W-Trans to prepare the study. The focus of the study was on multimodal use and improving safety for non-motorized users of the Eleventh street to the downtown and lakefront areas. The consultant developed a priority list and examined the cost options of bicycle and pedestrian facility and transit facility improvements projects through a review of current conditions in the focus area, planning documents and had extensive amounts of public outreach. On May 26, the final draft of the study was to be presented to the Lakeport City Council. The City Council were asked to approve the report along with recommendations. The primary decision for the Council involved the Pool Street to Main Street segment and its relatively narrow right-of-way with a choice between a center turn lane or, alternatively, bike lanes along the stretch. Both options included a parallel “bike boulevard” along Tenth Street which would extend from Main Street to Pool Street, accessing the shopping center and connecting with the bike route extending west on Eleventh Street. The City Public Works staff favored the “center turn lane” option, which was ultimately chosen by the Council for that segment of the corridor. The Lake APC TAC and the Lakeport Traffic Safety Advisory Committee (TSAC) have recommended

approval of the project.

Director Sabatier asked if there would be a center turn lane though out Eleventh Street to Main street. John replied that the center turn lane would be from Main Street to Pool Street. The group discussed their concerns, costs, and other options for the project.

Vice-Chair Simon requested any comments regarding the Eleventh Street Corridor Multimodal and Engineered Feasibility Study. No comments were presented.

Mark Wall, Independent Contractor, LTA, introduced himself into the meeting.

Director Sabatier made a motion to approve the Eleventh Street Corridor Multimodal and Engineered Feasibility Study, as presented. The motion was seconded by Director Cremer and carried unanimously.

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

9. Presentation and Recommended Approval of the Highway 20 Northshore Communities Traffic Calming and Engineered Feasibility Study

John Speka introduced the project and gave a brief summary of the study, then introduced Steve Weinberger, Principal, W-Trans. Director Parlet announced that he has a business located in the service area and recused himself from the agenda item.

Steve Weinberger gave a detailed presentation of the Highway 20 Northshore Communities Traffic Calming and Engineered Feasibility Study. The focus of the study was to evaluate the needs, priorities, and feasibility of traffic calming measures for pedestrian, bicyclist, transit access and safety within the communities of Nice, Lucerne, Glenhaven, and Clearlake Oaks. The consultant developed a priority list of bicycle and pedestrian facility projects through a review of current conditions in the focus area, planning documents and extensive amounts of public outreach. Steve noted that based on the community comments the consensus the priorities and recommendations included in the report were for unsafe crossing for pedestrians, improve and add sidewalks and bicycle facilities, lighting for crosswalks, and drivers use of the 2-way left turning lane as a passing lane.

The group discussed how much they appreciated the work that went into the study and hoped as the long-term plans were implemented it will help to discourage large trucks from using Highway 20 as a through route.

Chair Mattina requested any public comments regarding the Highway 20 Northshore Communities Traffic Calming and Engineered Feasibility Study. No comments were presented.

Christie Scheffer, Chief Operating Officer, Paratransit Services introduced herself into the meeting.

Director Sabatier made a motion to approve the Highway 20 Northshore Communities Traffic Calming and Engineered Feasibility Study, 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 (1) – Director Parlet, and Vacant Member-at-Large

10. Discussion and Proposed Approval of the Countywide Sign Inventory

John Speka gave a summary of the Countywide Sign Inventory Plan. John explained that Lake APC staff contracted with TJKM and sub-consultants NDS and stated that the plan was intended to develop a current inventory of traffic signs for 750 miles within the systems of the County. The data collected was GPS coordinates, photos, sign retro-reflectivity, size, type, condition, and other attributes as needed were included in the inventory, for each sign and entered into an existing sign database for each of the jurisdictions. The draft Countywide Sign Inventory was approved and recommended for approval by the TAC at its February meeting.

Director Parlet stated the importance of the retro-reflectivity signs for deliveries to the rural areas of the community.

Director Sabatier made a motion to approve the Countywide Sign Inventory, as presented. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (8)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet Leonard and Rex Jackman (PAC) Noes (0); Abstain (0); Absent (1) – Vacant Member-at-Large

11. Discussion and Proposed Action of Resolution #19-20-14 Approving the Project List for FY 2020-21 for the California State of Good Repair Program

James Sookne reported that at the May Lake Transit Authority meeting, the Board directed staff to re-allocate State of Good Repair (SGR) funds for the current SGR project list. James clarified that the resolution was to formally add the Lakeshore Drive Bus Pull-Out project to the new FY 2020-21 SGR project list.

Director Cremer asked James to clarify if the Dial-A-Ride vehicles and the backup generator were included in this project list. James replied that he was correct those project funds were already approved by the Board.

Director Cremer made a motion to approve Resolution #19-20-14 Approving the Project List for FY 2020-21 for the California State of Good Repair Program, as presented. The motion was seconded by Director Leonard and carried unanimously.

Roll Call Vote: Ayes (8)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet Leonard and Rex Jackman (PAC) Noes (0); Abstain (0); Absent (1) – Vacant Member-at-Large

RATIFY ACTION

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

Chair Mattina adjourned the Policy Advisory Committee at 10.20 a.m. and reconvened as the APC.

13. 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 (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet and Leonard Noes (0); Abstain (0); Absent (1) – Vacant Member-at-Large

REPORTS

14. 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 MOA that was approved and sent to individual public works directors for review prior to approval by the County Board and city councils was delayed due to the COVID-19 crisis.

Highway 20 Northshore Communities Cities Traffic Calming Plan– John provided an update stating that the plan was approved today.

Eleventh Street Corridor Study – John gave a brief update stating that the Study was approved today.

Vehicle Miles Traveled (VMT) Regional Baseline Study– John reported that the consultant was looking into scheduling virtual public outreach meetings and mitigation measures that will reduce VMT that are acceptable for CEQA.

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 reported that the staff report was provided in the packet and stated that at this point the only change was a new extended schedule due to the COVID-19 crisis.

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_– July 8, 2020 if needed

ii. Miscellaneous

d. Lake APC Directors:

There were no items discussed.

e. Caltrans

i. SR 29 Project Update:

Rex Jackman reported that the Lake 29 Segment 2C general summary and the vegetation removal is ongoing, and the traffic delays will be around 5 to 10 minutes with one-way traffic control.

ii. Lake County Project Status:

Rex stated that the live presentation and instruction for the Lake County Project Status would likely be at the August meeting via Zoom if not an in-person meeting.

iii. Miscellaneous

Rex asked Director Sabatier if he was contacted by Caltrans staff regarding the projected schedule for the overgrown vegetation. Director Sabatier confirmed that he had and thanked Rex for his help with the connection and noted that even though a schedule was not available he was able to let Caltrans staff know his concerns.

Director Simon asked if Caltrans staff would keep them updated on the timeframe for the construction on the corridor. Rex replied that he would relay the message to Jamie Mattioli.

- f. Rural Counties Task Force
 - i. Next Meeting Date – June 17, 2020 (Teleconference)
- g. California Transportation Commission
 - i. Next Meeting Date – June 24, 2020 (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 10:48 a.m.

Respectfully Submitted,

DRAFT

Charlene Parker
Administrative Associate



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) (DRAFT) MEETING MINUTES

Wednesday, August 5, 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

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
John Speka, Planning Staff – Lake APC
Danielle Casey, Planning Staff – Lake APC
Rex Jackman, Caltrans District 1 (Policy Advisory Committee)
Robert King, Caltrans Project Manager
Adeline Brown, Engineering Technician – City of Clearlake
Clarissa Kincy, Mobility Manager – LTA
Johnnie Lindsey – Paratransit Services

1. Call to Order/Roll Call

Chair Mattina called the meeting to order at 9:00 a.m. Secretary, Charlene Parker, called roll. Members present: Sabatier, Simon, Perdock, Mattina, Cremer, Leonard.

Chair Mattina reminded the Board Members to 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 9:02 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 June 3, 2020 Draft Minutes

Director Cremer made a motion to approve the June 3, 2020 Minutes, as presented. The motion was seconded by Director Sabatier and carried unanimously.

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

REGULAR CALENDAR

5. Discussion and Recommended Approval of the Local Transportation Funds LTF 2% Bike & Pedestrian Projects

John Speka reported that each year 2% of Local Transportation Funds (LTF) were set aside for bicycle and pedestrian purposes. John referenced his staff report and gave a brief history of the LTF 2% funding allocations. John explained that 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 needed for a project. This year (FY 2020/21) a total of \$19,912 was allocated to the 2% Bike and Pedestrian Account. Combined with unallocated funding from previous years (in the amount of \$108,945), a total of \$128,857 of bicycle and pedestrian funds were discussed at the May TAC meeting. The TAC chose to open a call for projects, allowing interested jurisdictions to seek funding for applicable projects. The one application received was for the proposed project to create a bicycle boulevard on Tenth Street (between Main and Pool streets) from the City of Lakeport. This project was in the recently adopted Eleventh Street Corridor Study. In addition to the application request, the City of Lakeport is seeking to reallocate an existing balance of \$15,000 allocated during fiscal year 2014/15 to the proposed project. That would bring the total funding for the project to \$143,857. The application was emailed to TAC members for comment and/or recommendations for approval with no response.

Director Sabatier noted that the previous allocations were to the City of Clearlake and stated that it was nice to see the City of Lakeport added to the cycle. Director Sabatier asked if it was possible to use the 2% LTF for sidewalks within an existing city project. Lisa replied that these funds have been used to complement other projects.

Director Cremer stated that he supports the 2% LTF Bike and Pedestrian fund allocation to the City of Lakeport.

Chair Mattina requested any public comments regarding the Local Transportation Funds LTF 2% Bike & Pedestrian Projects. No comments were presented.

Director Cremer made a motion to approve the Local Transportation Funds LTF 2% Bike and Pedestrian Projects, as presented. The motion was seconded by Director Perdock and carried unanimously.

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

6. Discussion and Proposed Action of Resolution#20-21-9 Approving the Programming of FTA Section 5311 Non-Urbanized Program Funds for Lake Transit Authority Operation Assistance

James Sookne reported that on July 17, 2020, Caltrans' Division of Rail and Mass Transportation (DRMT) announced the call for projects for the Coronavirus Aid, Relief, and Economic Security

(CARES) Act for Federal Transit Administration (FTA) Section 5311 Program Phase 2. James explained that the regional apportionment to Lake County was \$786,640. James stated that staff has sent the call for project notice to other agencies such as the Tribes and Senior Centers. Currently, Lake Transit Authority was the only eligible applicant. As the RTPA, the APC's role in this process is to allocate the regional apportionment based on regional transportation needs. APC staff has drafted a resolution that programs the entire the entire CARES Act-Phase 2 funds for Lake Transit Authority (LTA) operating assistance since they were the only eligible claimant. Once the projects are selected, they will be submitted to Caltrans for reimbursement.

Chair Mattina requested any public comments regarding the FTA Section 5311 Non-Urbanized Program funds. No comments were presented.

Director Leonard made a motion to approve Resolution #20-21-9 Approving the Programming of FTA Section 5311 Non-Urbanized Program Funds for Lake Transit Authority Operation Assistance, as presented. The motion was seconded by Director Perdock and carried unanimously.

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

RATIFY ACTION

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

Chair Mattina adjourned the Policy Advisory Committee at 9:20 a.m. and reconvened as the APC.

13. Consideration and Adoption of Recommendations of Policy Advisory Committee

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

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

Rex Jackman, (PAC) and Robert King, Caltrans Project Manager joined the meeting (9:22 am)

REPORTS

14. 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

Vehicle Miles Traveled (VMT) Regional Baseline Study– John reported that the project addresses the adopted guidelines for the California Environmental Quality Act (CEQA). As of July 1, 2020, development projects were now required to analyze traffic impacts by Vehicle Miles Traveled when making the appropriate impact determination for CEQA projects. The consultant has completed most of the study and was now in the process of developing a screening tool to determine what projects can be screened out with respect to transportation related impacts. A virtual stakeholder meeting will be scheduled within the next couple weeks.

Regional Transportation Plan (RTP)/Active Transportation plan Updates

John reported that the Regional Transportation Plan (RTP) update was included in the current Overall Work Program (OWP) The Active Transportation Plan has been incorporated as a Non-Motorized Transportation Element into the RTP update and now will be in line with the same four-year cycle of the RTP. The last RTP update was in 2017 and required to be completed by the end of 2021.

Preparation of Applications for Current Grant Programs

John reported that staff will be working on grant applications for the Sustainable Transportation Equity Project (STEP), Highway Safety Improvements Program (HISP), and Active Transportation Program (ATP) through the next couple of months. John gave a brief description of each project and noted that Caltrans was expected to release a Sustainable Transportation Planning Grant call-for projects by the end of the summer of 2021-22.

Chair Mattina requested any comments regarding the Transportation Planning Grant Update. No comments were presented.

ii. Strategic Partnerships Planning Grant Update

State Route 53 Corridor Project – Danielle Casey reported that the consultant provided an updated schedule that was included in the staff report provided. Danielle noted that the funds do not expire until June 30, 2020 and believes that will have enough time to conduct the traffic counts.

Director Sabatier questioned the timeline stating that traffic was starting to be more normal again. Danielle replied that the schools have not opened, and we would like to incorporate the school traffic into the study.

Chair Mattina requested any more comments regarding the Strategic Partnerships Planning Grant Update. No comments were presented.

iii. Miscellaneous

c. Lake APC Administration Staff

i. APC Budget Update

Alexis Pedrotti reported that because of the COVID-19 crises staff will provide an update on the budget to the Board Members each month. Alexis stated that the fiscal year 2020/21 budget was discussed at the May Board Meeting and the final budget was adopted in June. Alexis advised the Board that staff used fiscal year 2019/20 Local Transportation Fund (LTF) estimate to prepare the 2020/2021 budget due to the current economic uncertainty from the COVID-19 crisis. The actual LTF revenues for fiscal year 2019/20 were \$1,639,549, which was \$77,989 over the estimated \$1,561,560. This will provide a little flexibility during the crisis. Alexis noted that the May Board of Equalization deposit of Local Transportation funds (LTF) was \$161,339 and last year was \$160,899 for an increase of \$440.00. Lisa Davey-Bates clarified that the LTF pays for the Administrative Services, 2% Bike and Pedestrian, Overall Work Program (OWP), and the remainder goes to the transit system. Alexis added that in the final budget included the January 2020 estimate of \$597,584 for the State Transit Assistance (STA) funds and those funds have decreased by \$246,500 from the new estimate in August. Alexis closed by saying the CARES Act Federal Transit Administration (FTA) Section 5311 revenues will help maintain the transit system through the COVID-19 crisis.

Director Sabatier stated that he appreciates the budget update and was happy to see that the funds did not decrease.

- ii. Next Meeting Date – September 9, 2020
- iii. Miscellaneous
 - Lisa announced that the APC office will be relocating to a new building in October.
- d. Lake APC Directors:
 - Director Sabatier thanked Caltrans staff for all the projects in Lake County and said it was changing the landscape and going to help with the circulation and traffic.
- e. Caltrans
 - i. SR 29 Project Update:
 - Rex Jackman introduced Robert King; Project Manager for the Lake County projects. Robert reported that the Lake 29 Segment 2A and 2b was early in design phase and staff was working with the Lake County Department of Public Works on the details for the frontage roads. Robert noted that design was funded, and they were pursuing other options for funding the right of way and construction funding. Construction on Segment 2C has begun and is on schedule. Board Members voiced their appreciation for the project and Caltrans.
 - ii. Lake County Project Status:
 - Robert briefly discussed several projects Caltrans was currently working on. Robert noted that we have combined the Bachelor Valley project, the Highway 20 Blue Lakes shoulder safety project and were on schedule for advertisement in August. Robert updated the Board on the three bridge projects (Morrison Creek in Lucerne, Kelsey Creek Highway 175, and Robertson on Highway 29). Robert concluded by stating that the Highway 20/29 roundabout was completed.
 - iii. Miscellaneous
- f. Rural Counties Task Force
 - i. Next Meeting Date – September 18, 2020 (Teleconference)
- g. California Transportation Commission
 - i. Next Meeting Date – August 12 -13
- h. California Association of Councils of Governments (CalCOG)
 - i. CDAC Meeting – September 29
 - ii. CalCOG Board of Directors Meeting – (TBD)
- i. Miscellaneous

ADJOURNMENT

The meeting was adjourned by Chair Mattina at 9:58 a.m.

Respectfully Submitted,

DRAFT

Charlene Parker
Administrative Associate