



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

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Administration: Suite 204 ~ 707-234-3314
Planning: Suite 206 ~ 707-263-7799

LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC)

AGENDA

DATE: Wednesday, September 9, 2020

TIME: 9:00

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 Board meeting will be by audioconference. Public comments will be available during Wednesday's meeting on any agenda item. Please send comments to our Board Secretary, Charlene Parker, at cparker@dbcteam.net and note the agenda item number being addressed. Oral comments will also be accepted by telephone during the meeting when public comment is invited by the Chair.

Dial-in number: 1 (669) 900-6833 / Meeting ID: #933 7349 2135#

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

1. Call to Order/Roll Call
2. Adjourn to Policy Advisory Committee

PUBLIC EXPRESSION

3. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda

CONSENT CALENDAR

4. Approval of August 5, 2020 Minutes
5. Approval of the Appointments to the Social Services Transportation Advisory Council

REGULAR CALENDAR

6. Discussion and Recommended Approval of the First Amendment to the 2020/21 Final Overall Work Program (*Pedrotti*)
7. Discussion and Recommended Approval of the First Amendment of the 2020/21 Lake APC Budget (*Pedrotti*)
8. Discussion and Recommended Approval of Change in Legal Counsel (*Davey-Bates/Sookne*)
9. Discussion and Proposed Action of Resolution #20-21-10 Approving the Project List for FY 2020-21 for the California State of Good Repair Program (*Sookne*)
10. Road Classification and Postmiles Presentation – Caltrans District 1 (*Jackman*)
11. ArcMap Planning Portal Presentation – Caltrans District 1 (*Jackman*)

RATIFY ACTION

12. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council
13. Consideration and Adoption of Recommendations of Policy Advisory Committee

REPORTS

14. Reports & Information

- a. Lake APC Staff Summary of Meetings – Administration and Planning Services
- b. Lake APC Planning Staff
 - i. Sustainable Communities Transportation Planning Grant Update (*Speka*)
 - a. Vehicle Miles Traveled (VMT) Regional Baseline Study
 - ii. Strategic Partnerships Planning Grant Update (*Casey*)
 - a. SR 53 Corridor Local Circulation Plan
 - iii. Miscellaneous
- c. Lake APC Administration Staff
 - i. Next Meeting Date – *October 14, 2020 (Fieldtrip / Teleconference?)*
 - ii. Miscellaneous
- d. Lake APC Directors
- e. Caltrans
 - i. SR 29 Project Update
 - ii. Lake County Project Status Update
 - iii. Trade Corridor Enhancement Program – Cycle 2
 - iv. Miscellaneous
- f. Rural Counties Task Force
 - i. Next Meeting Date – *September 18 (Teleconference)*
- g. California Transportation Commission
 - i. Next Meeting Date – *October 21 - 22 (Santa Barbara/Teleconference)*
- h. California Association of Councils of Governments (CalCOG)
 - i. CDAC Meeting – (*September 29*)
 - ii. CalCOG Board of Directors Meeting – (*TBD*)
- i. Miscellaneous

INFORMATION PACKET

- 15. a) Grant funding Summary
- b) 8/13/20 (Draft) Lake SSTAC Minutes
- c) 8/20/20 (Draft) Lake TAC Minutes
- d) California Transportation Plan 2050 (CTP)

ADJOURNMENT

PUBLIC EXPRESSION

Any member of the public may speak on any agenda item when recognized by the Chair for a time period, not to exceed 3 minutes per person and not more than 10 minutes per subject, prior to the Public Agency taking action on that agenda item.

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 Area Planning Council office at (707) 263-7799, at least 5 days' notice before the meeting.

ADDITIONS TO AGENDA

The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when:

- a) a majority vote determines that an “emergency situation” exists as defined in Section 54956.5, **or**
- b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, **or**
- c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

CLOSED SESSION

If agendaized, Lake County/City Area Planning Council may adjourn to a closed session to consider litigation or personnel matters (i.e. contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED: September 3, 2020

Attachments:

- Agenda Item #4 – 8/5/20 Lake APC Draft Minutes*
- Agenda Item #5 – SSTAC Roster*
- Agenda Item #6 – 1st Amendment Staff Report & OWP*
- Agenda Item #7 – 1st Amendment Staff Report & Budget Summary*
- Agenda Item #8 – Staff Report & Contract*
- Agenda Item #9 – Staff Report, Resolution, Project List*
- Agenda Item #10 – Road Classification Handout*
- Agenda Item #14a – Summary of Meetings*
- Agenda Item #14bi – Sustainable Communities Staff Report*
- Agenda Item #14bii – Strategic Partnership Staff Report*
- Agenda Item #14eiii – TCEP Application Log*

Information Packet:

- a) Grant Funding Summary*
- b) 8/13/20 (Draft) Lake SSTAC Minutes*
- c) 8/20/20 Draft Lake TAC Minutes*
- d) CTP 2050 Invitation to comment*



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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

**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)
MEMBERSHIP ROSTER - 2020**

		<u>TERM</u>
1. Potential Transit User 60 Years or Older	Vacant	Nov. 2018 – Oct. 2021
2. Potential Transit User Disabled	Vacant	Nov. 2020 – Oct. 2023
3. Social Services Provider Seniors	Tavi Granger Manager for County Adult Services P.O. Box 9000 Lower Lake, CA 95457 Phone: 707-995-5677 / E-mail: tavi.granger@lakecountyca.gov	Nov. 2019 – Oct. 2022
4. Transportation Provider	Holly Goetz, MSW, ASW Sutter Lakeside Hospital 5176 Hill Rd. E. Lakeport, CA 95453 E-mail: GoetzHR@sutterhealth.org	Nov. 2018 – Oct. 2021
5. Social Services Provider Disabled	Rev. Shannon Kimbell-Auth Adventist Health Clear Lake 15322 Lakeshore Drive, Suite 201 Clearlake, CA 95422 Phone: 707-461-4426 / E-mail: kimbels@ah.org	Nov. 2018 – Oct. 2021
6. Transportation Provider Disabled	Karen Dakari People Services 4195 Lakeshore Boulevard Lakeport, CA 95453 Phone: 263-3810 / E-mail: karendakari@yahoo.com	Nov. 2019 – Oct. 2022
7. Social Services Provider Limited Means	Michele Dibble Lake County Department of Social Services P.O. Box 9000 Lower Lake, CA 95457 Phone: 707-995-4364 / E-mail: mdibble@dss.co.lake.ca.us	Nov. 2020 – Oct. 2023
8. Consolidated Transportation Services Agency	Paul Branson P.O. Box 1355 Clearlake Oaks, CA 95423 Phone: 925-286-5494 / E-mail: shapingmobility@gmail.com	Nov. 2020 – Oct. 2023
9. Consolidated Transportation Services Agency	Clarissa Kincy Lake Links 14420 Lakeshore Drive Clearlake, CA 95422 Phone: 707-995-3330 / E-mail: clarissa.kincy@lakelinks.org	Nov. 2019 – Oct. 2022



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: 2020/21 (Proposed) OWP 1st Amendment

DATE PREPARED: September 2, 2020

MEETING DATE: September 9, 2020

SUBMITTED BY: Alexis Pedrotti, Project Manager

BACKGROUND:

Amendments to the Overall Work Program (OWP) are often needed within the first few months of a new Fiscal Year to adjust work elements requiring carryover funding, and other minor edits requested by Caltrans staff. Typically, carry over funds are re-allocated to the entity they were originally allocated to in the previous fiscal year. The first amendment to the 2020/21 Overall Work Program (attached) incorporates carryover funding on several works from the 2019/20 Fiscal Year.

The Final FY 2020/21 Overall Work Program (*totaling \$693,192*) was adopted by the Lake APC Board on June 3, 2020. Now that the FY 2019/20 books have been reconciled, there is a need to carryover and reprogram unexpended planning funds, some of which expire 6/30/21. This amendment includes modifications to Rural Planning Assistance (RPA) Funds, Planning, Programming and Monitoring (PPM) Funds, Local Transportation Funds (LTF) and State/Federal Planning Grant Funding. Unexpended RPA funds have been included in this proposed amendment but will not become official until RPA fund balances are certified by Caltrans.

The total amount being carried over into the FY 2020/21 OWP is \$348,869 (\$68,078 - RPA; \$13,899 – PPM; \$68,491 – LTF; \$126,680 – FHWA/Strategic Partnership Grant Funds; \$71,721-SHA State Grant Funds), bringing the new total 2020/21 Overall Work Program total to \$868,869. The Final OWP provided estimates for RPA and grant funding. This amendment reflects actual carryover amounts, which are broken down by agency below:

- APC Staff Consultant: \$25,369
- City of Clearlake: \$15,098
- City of Lakeport: \$5000
- County of Lake DPW: \$7,661
- Consultant / Other Direct Costs: \$295,741

Much of the carryover that came from the FY 2019/20 OWP has been added to the ongoing elements in the FY 2020/21 OWP. A few changes worth noting were related to four of the six grant projects that closed out in FY 2019/20. Remaining LTF funds were added to Work Element 604: Project Reserve, since no further expenditures and/or work would take place in FY 2020/21. Additionally, the consultant came in under the projected budget for Work Element 621: Transportation Voter Opinion Survey leaving \$9,250 of Planning, Programming and Monitoring (PPM) Funds available. These PPM funds were also added to the reserve.

I am requesting the Lake APC consider the recommended changes and take action to approve the 2020/21 OWP Amendment as proposed. A digital copy of the proposed 1st amendment is provided for your review. Hard copies will be provided upon request.

ACTION REQUIRED:

Approve 2020/21 Work Program First Amendment as proposed.

ALTERNATIVES:

Do not approve amended Work Program and provide alternative suggestions.

RECOMMENDATION:

Recommend APC Board approve the First Amendment to the Overall Work Program at their regularly scheduled board meeting on September 9, 2020.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: Lake APC's 2020/21 1st Budget Amendment

DATE PREPARED: September 2, 2020

MEETING DATE: September 9, 2020

SUBMITTED BY: Alexis Pedrotti, Project Manager

BACKGROUND:

After the approval of the Final Budget each June, it is very common to see an amendment to the Lake APC Budget in the following months. At the end of the fiscal year several accounts have unprocessed claims that must be incorporated into the budget for the new fiscal year. The amendment allows for carryover funds to be captured and adjustments be made to preliminary fund estimates provided in the final document.

The first amendment (column dated 9/9/20) identifies funding adjustments made to each line item of the adopted 2020/21 Lake APC Budget needed to capture carry over funds and other funding adjustments from the 2019/20 OWP. The budget amendment provides consistency with the planning funds identified in the first amendment of the OWP, as well as all other funding sources that are administered in the Lake APC's Budget.

If there are questions, I'd be happy to answer them.

ACTION REQUIRED:

Approval of 1st amendment to the Lake APC Budget incorporating carryover balances and remaining unallocated funds from 2019/20 from the Overall Work Program.

ALTERNATIVES:

None identified.

RECOMMENDATION:

Approval of 1st amendment to the Lake APC Budget incorporating carryover balances and remaining unallocated funds from 2019/20 from the Overall Work Program.



LAKE COUNTY/CITY AREA PLANNING COUNCIL
FY 2020/21
AMENDMENT #1 - BUDGET SUMMARY - 9/9/2020

REVENUES	Budget				Actual				Year-to-Date Total	COMMENTS:	
	Adopted: 6/3/2020	Amend. #1 9/9/20			Actual	1st Qtr.	2nd Qtr.	3rd Qtr.			4th Qtr.
LOCAL:											
<u>Local Transportation Funds (LTF)</u>											
Local Transportation Funds (LTF) Estimated-2020/21	\$ 1,561,560	\$ -	\$ -	\$ -	\$ 1,561,560						2020/21 LTF Estimates are slightly higher but no increase due to economic instability.
LTF Prior-Year Unallocated LTF Revenue	\$ -	\$ -	\$ -	\$ -	\$ -						
LTF Carry-Over from 2019/20 Work Program	\$ 30,883	\$ 37,608	\$ -	\$ -	\$ 68,491						2019/20 actual carryover in the OWP.
LTF Carry-Over from 2019/20 LTA Allocation	\$ -	\$ -	\$ -	\$ -	\$ -						No carryover expected from 2019/20.
LTF Carry-over -2% Bike & Ped - 2019/20 Allocation	\$ 175,126	\$ -	\$ -	\$ -	\$ 175,126						
LTF Carry-over - Administration - 2019/20 Allocation	\$ -	\$ -	\$ -	\$ -	\$ -						
LTF Carry-over -5% CTSA- 2019/20 Allocation	\$ -	\$ -	\$ -	\$ -	\$ -						
LTF Carry-Over - Exec Directors Reserve 2019/20	\$ -	\$ 408,570	\$ -	\$ -	\$ 408,570						Reserve Account Balance = \$708,570. \$300,000 LTA Advance paid in FY 2019/20.
LTF Carry-Over - OWP Planning Reserve Account	\$ -	\$ -	\$ -	\$ -	\$ -						
Total Local Transportation Funds:	\$ 1,767,569	\$ 446,178	\$ -	\$ -	\$ 2,213,747						
Total Local Revenues:	\$ 1,767,569	\$ 446,178	\$ -	\$ -	\$ 2,213,747						
STATE:											
<u>Planning Programming & Monitoring (PPM) Funds</u>											
Planning Programming & Monitoring (PPM) Funds-2020/21	\$ 46,000	\$ -	\$ -	\$ -	\$ 46,000						
PPM Carry-Over Funds from 2019/20 Work Program	\$ 190	\$ 13,709	\$ -	\$ -	\$ 13,899						2019/20 actual carryover in the OWP.
Total PPM Funds:	\$ 46,190	\$ 13,709	\$ -	\$ -	\$ 59,899						
<u>Rural Planning Assistance Funds (RPA)</u>											
Rural Planning Assistance (RPA) Funds programmed in 2020/21	\$ 294,000	\$ -	\$ -	\$ -	\$ 294,000						2020/21 Allocation
RPA Carryover Funds from 2019/20 OWP	\$ 25,000	\$ 43,078	\$ -	\$ -	\$ 68,078						2019/20 actual carryover in the OWP.
Total RPA Funds:	\$ 319,000	\$ 43,078	\$ -	\$ -	\$ 362,078						
<u>State Transit Assistance (STA) Funds</u>											
STA Allocation to Lake Transit Authority 2020/21	\$ 597,584	\$ (246,500)	\$ -	\$ -	\$ 351,084						2020/21 STA Alloc. - Allocation based on State Controllers Revised Estimate. 8/1/20
STA Carry-Over to Lake Transit Authority 2019/20	\$ -	\$ 166,499	\$ -	\$ -	\$ 166,499						2019/20 actual carryover. These funds will be applied to the remaining FY 19/20 balance due to LTA.
Total STA Funds:	\$ 597,584	\$ (80,001)	\$ -	\$ -	\$ 517,583						
<u>State of Good Repair (SGR) Program Funds</u>											
State of Good Repair Program Allocation 2020/21	\$ 95,601	\$ 4,266	\$ -	\$ -	\$ 99,867						2020/21 SGR Alloc. - Allocation based on State Controllers Revised Estimate. 8/1/20
State of Good Repair Program Carryover 2019/20	\$ -	\$ 111,840	\$ -	\$ -	\$ 111,840						2019/20 actual carryover
Total SGR Funds:	\$ 95,601	\$ 116,106	\$ -	\$ -	\$ 211,707						
<u>State Highway Account - Sustainable Communities Grant</u>											
SR 53 Corridor Local Circulation Study (WE 617)-FY 2019/20	\$ 64,000	\$ 62,680	\$ -	\$ -	\$ 126,680						2019/20 actual carryover in the OWP to complete the project.
Total SHA Funds:	\$ 64,000	\$ 62,680	\$ -	\$ -	\$ 126,680						
Total State Revenues:	\$ 1,122,375	\$ 155,572	\$ -	\$ -	\$ 1,277,947						
FEDERAL:											
<u>Regional Surface Transportation Program (RSTP)</u>											
RSTP Local Agency Distribution (2020/21):	\$ 687,991	\$ -	\$ -	\$ -	\$ 687,991						Passes through to cities/County
RSTP Carryover (2019/20):	\$ -	\$ 277,664	\$ -	\$ -	\$ 277,664						Apportionment for FY 2019/20. Allocation will be received in 2020/21
Total RSTP Funds for Distribution:	\$ 687,991	\$ 277,664	\$ -	\$ -	\$ 965,655						2019/20 actual carryover amount for the local agencies.
<u>FHWA - SPR Strategic Partnership Grant</u>											
VMT Regional Baseline Study (WE 620) - Carryover FY 2019/20	\$ 53,119	\$ 18,602	\$ -	\$ -	\$ 71,721						2019/20 actual carryover in the OWP to complete the project.
Total FHWA Funds:	\$ 53,119	\$ 18,602	\$ -	\$ -	\$ 71,721						
5311 Federal Funds - FFY 2020	\$ 391,469	\$ -	\$ -	\$ -	\$ 391,469						FFY 2020-Regional Apportionment to LTA
5311 CARES Allocation - FY 2020/21	\$ 957,362	\$ (170,722)	\$ -	\$ -	\$ 786,640						Total alloc = approx. \$1,367,660. 30% received in FY 2019/20.

5311 CARES(F) Carryover Allocation - FY 2019/20	\$ 243,503	\$ -	\$ -	\$ -	\$ 243,503						
Total Federal Revenues:	\$ 2,333,444	\$ 125,544	\$ -	\$ -	\$ 2,458,988						
GRAND TOTAL REVENUES	\$ 5,223,388	\$ 727,294	\$ -	\$ -	\$ 5,950,682						

ALLOCATIONS

COMMENTS:

	Budget					Actual				Year-to-Date Total		
	Adopted: 6/3/2020	Amend: #1 9/9/20	Adjustment	Adjustment	Estimated	Actual	1st Qtr.	2nd Qtr.	3rd Qtr.			4th Qtr.
LOCAL:												
Local Transportation Funds (LTF)												
Administration Breakdown:												
<i>DBC Contract Extension (July 1, 2020 to June 30, 2021)</i>	\$ 526,938	\$ -	\$ -	\$ -	\$ 526,938							APC & LTA Admin Contract Extension Approved 4/8/20.
<i>Board Member Reimbursement for Meetings</i>	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000							\$50 per diem reimbursement to board members for meeting attendance.
<i>Training/Travel Expenses (uncontracted)</i>	\$ 5,500	\$ -	\$ -	\$ -	\$ 5,500							Covers expenses for training/travel not included in contract or work program.
<i>Lake County Auditor/Controller</i>	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000							Accounting services by the County of Lake Auditor's Office
<i>Fiscal Audit</i>	\$ 9,500	\$ -	\$ -	\$ -	\$ 9,500							Annual requirement of TDA to audit LTF funds
<i>Performance Audit</i>	\$ -	\$ -	\$ -	\$ -	\$ -							
<i>Membership Dues - CalCOG, NARC, NSSR</i>	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000							Facilitates communication between COGs, local officials, state/federal agencies & public
<i>Contingency</i>	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000							Unexpected costs beyond typical annual LTF expenses
Total 2020/21 Administration Allocations	\$ 565,938	\$ -	\$ -	\$ -	\$ 565,938							
LTF Carry-Over - Administration - 2019/20 Allocation	\$ -	\$ -	\$ -	\$ -	\$ -							
Bicycle and Pedestrian Reserve Fund	\$ 19,912	\$ -	\$ -	\$ -	\$ 19,912							2% LTF Allocation for Bike and Pedestrian Purposes
LTF Carry-over -2% Bike & Ped - 2019/20 Allocation	\$ 175,126	\$ -	\$ -	\$ -	\$ 175,126							Lakeport Balance = \$15,000 + County Balance = \$51,181 + Available Balance = \$108,944.55
LTF 2020/21 Work Program Allocation	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000							New OWP Planning Amount for FY 2020/21.
LTF Carry-Over from 2019/20 Work Program	\$ 30,883	\$ 37,608	\$ -	\$ -	\$ 68,491							2019/20 Actual Carryover included in the 1st Amendment to the OWP.
LTF (Article 4.5) 5% Allocation to CTSA - 2020/21	\$ 49,781	\$ -	\$ -	\$ -	\$ 49,781							These funds will be allocated to Lake Links, CTSA for Lake County.
LTF Carry-over -5% CTSA- 2019/20 Allocation	\$ -	\$ -	\$ -	\$ -	\$ -							
LTF Allocation to Lake Transit Authority 2020/21	\$ 875,928	\$ -	\$ -	\$ -	\$ 875,928							\$300k of this allocation has been allocated to LTA, as approved by LTA Board.
LTF Carry-Over from 2019/20 LTA Allocation	\$ -	\$ -	\$ -	\$ -	\$ -							No expected carryover from FY 2019/20.
LTF Reserve Accounts												
LTF Carry-Over - Exec Directors Reserve 2019/20	\$ -	\$ 408,570	\$ -	\$ -	\$ 408,570							Executive Directors Reserve Account Balance
LTF Carry-Over - OWP Planning Reserve Account	\$ -	\$ -	\$ -	\$ -	\$ -							
Total LTF Allocations:	\$ 1,767,569	\$ 446,178	\$ -	\$ -	\$ 2,213,747							
Total Local Allocations:	\$ 1,767,569	\$ 446,178	\$ -	\$ -	\$ 2,213,747							
STATE:												
Planning Programming & Monitoring (PPM) Funds												
Planning Programming & Monitoring (PPM) Funds	\$ 46,000	\$ -	\$ -	\$ -	\$ 46,000							2020/21 PPM Allocation Amount
PPM Carry-Over from 2019/20 Work Program	\$ 190	\$ 13,709	\$ -	\$ -	\$ 13,899							2019/20 Actual Carryover included in the 1st Amendment to the OWP.
Total PPM Allocations:	\$ 46,190	\$ 13,709	\$ -	\$ -	\$ 59,899							
Rural Planning Assistance Funds (RPA)												
Rural Planning Assistance (RPA) Funds programmed in 2020/21	\$ 294,000	\$ -	\$ -	\$ -	\$ 294,000							
RPA Carryover Funds from 2019/20 OWP	\$ 25,000	\$ 43,078	\$ -	\$ -	\$ 68,078							2019/20 Actual Carryover included in the 1st Amendment to the OWP.
Total RPA Funds:	\$ 319,000	\$ 43,078	\$ -	\$ -	\$ 362,078							
State Transit Assistance (STA) Funds												
STA Allocation to Lake Transit Authority 2020/21	\$ 597,584	\$ (246,500)	\$ -	\$ -	\$ 351,084							2020/21 STA Alloc. - Allocation based on State Controllers Revised Estimate. 8/1/20
STA Carry-Over to Lake Transit Authority	\$ -	\$ 166,499	\$ -	\$ -	\$ 166,499							2019/20 actual carryover. These funds will be applied to the remaining FY 19/20 balance due to LTA.
Total STA Funds:	\$ 597,584	\$ (80,001)	\$ -	\$ -	\$ 517,583							
State of Good Repair (SGR) Program Funds												
State of Good Repair Program Allocation 2020/21	\$ 95,601	\$ 4,266	\$ -	\$ -	\$ 99,867							2020/21 SGR Alloc. - Allocation based on State Controllers Revised Estimate. 8/1/20
State of Good Repair Program Carryover	\$ -	\$ 111,840	\$ -	\$ -	\$ 111,840							2019/20 actual carryover
Total SGR Funds:	\$ 95,601	\$ 116,106	\$ -	\$ -	\$ 211,707							
State Highway Account - Sustainable Communities Grant												
SR 53 Corridor Local Circulation Study (WE 617)-FY 2019/20	\$ 64,000	\$ 62,680	\$ -	\$ -	\$ 126,680							2019/20 Actual Carryover included in the 1st Amendment to the OWP.

Total SHA Funds:	\$ 64,000	\$ 62,680	\$ -	\$ -	\$ 126,680						
Total State Allocations:	\$ 1,122,375	\$ 155,572	\$ -	\$ -	\$ 1,277,947						
FEDERAL:											
<u>Regional Surface Transportation Program (RSTP)</u>											
RSTP Local Agency Distribution (2020/21):	\$ 687,991	\$ -	\$ -	\$ -	\$ 687,991						Passes through to LA's by population formula. Apport. for FY 2019/20 - Allocation received in 2020/21.
Lakeport (8%)	\$ 74,629	\$ -	\$ -	\$ -	\$ 74,629						Population Formula = \$687,991+\$244,876 (Co Sep Allocation) = \$932,867 * LA %
Clearlake (22%)	\$ 205,230	\$ -	\$ -	\$ -	\$ 205,230						
Lake County (70%)	\$ 408,132	\$ -	\$ -	\$ -	\$ 408,132						County's separate RSTP 182.6(d2) apport. -\$244,873 included in formula
RSTP Carryover (2019/20):	\$ -	\$ 277,664	\$ -	\$ -	\$ 277,664						2019/20 atual carryover amount for the local agencies.
Total RSTP Funds for Distribution:	\$ 687,991	\$ 277,664	\$ -	\$ -	\$ 965,655						
<u>FHWA - SPR Strategic Partnership Grant</u>											
VMT Regional Baseline Study (WE 620) - NEW	\$ 53,119	\$ 18,602	\$ -	\$ -	\$ 71,721						
Total FHWA Funds:	\$ 53,119	\$ 18,602	\$ -	\$ -	\$ 71,721						
<u>5311 Federal Funds - FFY 2020</u>											
<u>5311 CARES Allocation - FY 2020/21</u>	\$ 957,362	\$ (170,722)	\$ -	\$ -	\$ 786,640						FFY 2020-Regional Apportionment to LTA
<u>5311 CARES(F) Carryover Allocation - FY 2019/20</u>	\$ 243,503	\$ -	\$ -	\$ -	\$ 243,503						Total alloc = approx. \$1,367,660. 30% received in FY 2019/20.
Total Federal Allocations:	\$ 2,333,444	\$ 125,544	\$ -	\$ -	\$ 2,458,988						
GRAND TOTAL ALLOCATIONS	\$ 5,223,388	\$ 727,294	\$ -	\$ -	\$ 5,950,682						Updated: 9/3/20 AJP



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Lake APC Legal Counsel Changes

DATE PREPARED: September 2, 2020

MEETING DATE: September 9, 2020

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

In March 2007, a discussion occurred regarding the need to have an attorney available to approve various types of agreements and other documents requiring legal consent upon William “Bill” Kranz’ retirement as Executive Director from the Lake Area Planning Council. For years the APC benefited from the fact that Mr. Kranz was also an Attorney at Law and could sign documents requiring legal approval. When Bill retired, the Lake APC Board Members discussed the pros and cons of continuing to use Bill Kranz or County Counsel for such legal services. County Counsel was not enthusiastic about providing legal counsel to the APC, and Bill Kranz was very familiar with the Agency and therefore the Lake APC continued using Bill Kranz. For years the arrangement has worked perfectly, but as with most good things, this is now coming to an end. Mr. Kranz will be entering into a well-deserved full-time retirement effective immediately.

Staff has been considering various options for Mr. Kranz’ replacement. Mendocino Council of Governments has had the opportunity to work with Derek Cole, of Cole Huber LLP, on a project in Mendocino County and has been very satisfied with his work.

On August 26th, James Sookne, who has been working directly with Mr. Cole, and I met to discuss the possibility of hiring him for legal counsel for the Lake Area Planning Council. During the meeting we discussed our needs. He assured us he was quite familiar with working with municipalities and agencies similar to the APC and felt he would be able to get up to speed with our needs quickly.

He is willing to bill with 1/10th hour increments and therefore on most routine matters the cost to the APC would be minimal.

The draft contract is provided for your discussion and consideration.

ACTION REQUIRED:

None, however it is recommended that members discuss, amend if necessary and approve the attached contract to allow for continued legal counsel to the Lake APC

ALTERNATIVES:

Take no action and continue to search for other options.

RECOMMENDATION:

Approve the attached contract between Cole Huber LLP and Lake APC to allow for continued legal counsel to the Lake APC.

Derek P. Cole
dcole@colehuber.com

REPLY TO:
 ROSEVILLE ONTARIO

August 31, 2020

VIA E-MAIL AND U.S. MAIL
ldaveybates@dbcteam.net

Lisa Davey-Bates
Executive Director
Lake Area Planning Council
367 N. State Street, Suite 204
Ukiah, CA 95482

Re: Legal Services Agreement with Cole Huber LLP

Dear Ms. Davey-Bates:

ABOUT OUR REPRESENTATION

Cole Huber LLP is pleased to represent the Lake Area Planning Council (the “Council”) in the above-captioned matter. Specifically, our representation will include serving as general counsel to the Lake Area Planning Council. This letter constitutes our agreement setting forth the terms of our representation.

CONFIDENTIALITY AND ABSENCE OF CONFLICTS

An attorney-client relationship requires mutual trust between the client and the attorney. It is understood that communications exclusively between counsel and the client are confidential and protected by the attorney-client privilege.

To also assure mutuality of trust, we have maintained a conflict of interest index. The California Rules of Professional Conduct defines whether a past or present relationship with any party prevents us from representing you. Similarly, your names will be included in our list of clients to ensure we comply with the Rules of Professional Conduct.

We have checked the following names against our client index: Lake Area Planning Council. Based on that check, we can represent the Council’s interests in the above-described transaction. Please review the list to see if any other persons or entities should be included. If you do not tell us to the contrary, we will assume that this list is complete and accurate. We request that you update this list for us if there are any changes in the future.

YOUR OBLIGATIONS ABOUT FEES AND BILLINGS

My current billing rate, and the billing rate for all attorneys, is \$250.00 per hour, and paralegals are billed at \$140.00 per hour. We will bill you monthly for all services provided.

The memorandum attached to this letter describes the other aspects of our firm's billing policies. You should consider this memorandum part of this Agreement as it binds both of us. For that reason, you should read it carefully.

FIRM STATUS

Cole Huber LLP is a limited liability partnership organized under California law. Derek P. Cole and Scott E. Huber are the equity partners of the firm. All other attorneys who may work on your matter are employees of the firm.

INSURANCE

We understand that you are not now insured or have any insurance that may cover potential liability or attorneys' fees in this case. If you think you may have such insurance, please notify me immediately.

We are also pleased to let you know that Cole Huber LLP carries errors and omissions insurance with Lloyds of London. After a standard deductible, this insurance provides coverage beyond what is required by the State of California.

DISCLAIMER OF GUARANTEE AND ESTIMATES

Nothing in this Agreement and nothing in any attorneys' statements to you will be construed as a promise or guarantee about the outcome of the subject of our representation. Attorney statements are expressions of opinion only, are neither promises nor guarantees, and will not be construed as promises or guarantees. Any deposits made by you, or estimate of fees given by the attorney, are not a representation of a flat fee and will not be a limitation on fees or a guarantee that fees and costs will not exceed the amount of the deposit or estimate. Actual fees may vary significantly from estimates given.

CLIENT'S DUTIES

You agree to be truthful with our attorneys and the firm and not withhold information. Further, you agree to cooperate, to keep our attorneys informed of any information or developments which may come to your attention, to abide by this Agreement, to pay the firm's bills on time, and to keep our attorneys advised of your address, telephone number, and whereabouts. You will assist our attorneys by timely providing necessary information and documents. You agree to appear at all legal proceedings when our attorneys deem it necessary, and generally to cooperate fully with our attorneys in all matters related to the preparation and presentation of your claims.

NO TAX ADVICE

The firm has not been retained to provide the Council with any tax advice concerning any of the services described in this Agreement. Any documents prepared by attorneys may have specific tax ramifications. To be sure you understand and are certain of all the potential tax consequences, the Council should consult with tax advisors regarding these matters.

NEW MATTERS

When we are engaged by a new client on a particular matter, we are often later asked to work on additional matters. You should know that such new matters will be the subject of a new signed supplement to this agreement. Similarly, this Agreement does not cover and is not a commitment by either of us that we will undertake any appeals or collection procedures. Any such future work would also have to be agreed upon in a signed supplement.

CIVILITY IN LITIGATION

In litigation, courtesy is customarily honored with opposing counsel, such as extensions to file pleadings or responses to other deadlines. In our experience, the reciprocal extension of such courtesies saves our clients time and money. By signing this Agreement, the Council will be confirming its approval of this practice in your case.

HOW THIS AGREEMENT MAY BE TERMINATED

The Council, of course, has the right to end our services at any time. If it does so, it will be responsible for the payment of fees and costs accrued but not yet paid, plus reasonable fees and costs in transferring the case to you or your new counsel. By the same token, we reserve the right to terminate our services to you upon written notice, order of the court, or in accordance with our attached memorandum. This could happen if the Council fails to pay our fees and costs as agreed, fail to cooperate with us in this matter, or if we determine we cannot continue to represent the Council for ethical or practical concerns.

CLIENT FILE

If the Council does not request the return of your file, we will retain your file for five years. After five years, we may have your file destroyed. If you would like your file maintained for more than five years or returned, you must make separate arrangements with us.

ENTIRE AGREEMENT

This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

Lisa Davey-Bates
Lake Area Planning Council
August 31, 2020
Page 4

THANK YOU

We are pleased that the Lake Area Planning Council has selected Cole Huber LLP to serve as general council. If you have any questions at any time about our services or billings, please do not hesitate to call me.

If this letter meets with your approval, please sign and date it, and return the original to us. Unless you sign, date, and return the original, by September 25, 2020, we will not represent you in any capacity, and we will assume that you have made other arrangements for legal representation. We have enclosed a separate signed copy of this Agreement for your records.

Sincerely,

Derek P. Cole
COLE HUBER LLP

DPC/kgm
Enclosure: Billing Policy

AGREED AND ACCEPTED

By: _____

Dated: _____

COLE HUBER LLP – BILLING POLICIES

Our experience has shown that the attorney-client relationship works best when there is mutual understanding about fees, expenses, billing, and payment terms. Therefore, this statement is intended to explain our billing policies and procedures. Clients are encouraged to discuss with us any questions they have about these policies and procedures. Clients may direct specific questions about a bill to the attorney with whom the client works. Any specific billing arrangements different from those set forth below will be confirmed in a separate written agreement between the client and the firm.

Fees for Professional Services

Unless a flat fee is set forth in our engagement letter with a client, our fees for the legal work we will undertake will be based, in substantial part, on time spent by personnel in our office on that client's behalf. In special circumstances, which will be discussed with the client and agreed upon in writing, fees will be based upon the novelty or difficulty of the matter or the time or other special limitations imposed by the client.

Hourly rates are set to reflect the skill and experience of the attorney or other legal personnel rendering services on the client's behalf. Time is accrued on an incremental basis for such matters as telephone calls (minimum .3 hour) and letters (minimum .5 hour), and on an actual basis for all other work. Our rates for services are set forth in the retainer letter that accompanies these policies, but are customarily billed at rates from \$250 to \$400 per hour, and our research assistants, paralegals and law clerks are billed at the rate of \$125 to \$175 per hour. These hourly rates are reviewed annually to accommodate rising firm costs and to reflect changes in attorney status as lawyers attain new levels of legal experience. Any increases resulting from such reviews will be instituted automatically and will apply to each affected client, after advance notice.

Fees for Other Services, Costs and Expenses

We attempt to serve all our clients with the most effective support systems available. Therefore, in addition to fees for professional legal services, we also charge separately for some other services and expenses to the extent of their use by individual clients. These charges include, but are not limited to, mileage at the current IRS-approved rate per mile, extraordinary telephone and document delivery charges, copying charges, computerized research, court filing fees and other court-related expenditures including court reporter and transcription fees. No separate charge is made for secretarial or word processing services; those costs are included within the above hourly rates.

We may need to advance costs and incur expenses on your behalf on an ongoing basis. These items are separate and apart from attorneys' fees and, as they are out-of-pocket charges, we need to have sufficient funds on hand from you to pay them when due. We will advise the client from time to time when we expect items of significant cost to be incurred, and it is required that the client send us advances to cover those costs before they are due.

Advance Deposit Toward Fees and Costs

Because new client matters involve both a substantial undertaking by our firm and the establishment of client credit with our accounting office, we require an advance payment from clients. The amount of this advance deposit is determined on a case-by-case basis discussed first with the client and is specified in our engagement letter.

Upon receipt, the advance deposit will be deposited into the firm's client trust account. Our monthly billings will reflect such applications of the advance deposit to costs and not to attorneys' fees. At the end of engagement, we will apply any remaining balance first to costs and then to fees. We also reserve the right to require increases or renewals of these advanced deposits.

By signing the initial engagement letter, each client is agreeing that the trust account balances may be withdrawn and applied to costs as they are incurred and to our billings, after presentation to the client. If we succeed in resolving your matter before the amounts deposited are used, any balance will be promptly refunded.

Monthly Invoices and Payment

Cole Huber LLP provides our clients with monthly invoices for legal services performed and expenses incurred. Invoices are due and payable upon receipt.

Each monthly invoice reflects both professional and other fees for services rendered through the end of the prior month, as well as expenses incurred on the client's behalf that have been processed by the end of the prior month. Processing of some expenses is delayed until the next month and billed thereafter.

Our fees are not contingent upon any aspect of the matter and are due upon receipt. All billings are due and payable within ten days of presentation unless the full amount is covered by the balance of an advance held in our trust account. If a bill is not paid within 60 days, a late charge of one and a half percent per month on the unpaid invoice shall be added to the balance owed, commencing with the next statement and continuing until paid.

It is our policy to treat every question about a bill promptly and fairly. It is also our policy that if a client does not pay an invoice within 60 days of mailing, we assume the client is, for whatever reason, refusing to pay. We will then advise the client by letter that the client may pay the invoice within 14 days or the firm will take appropriate steps to withdraw as attorney of record. If the delay is caused by a problem in the invoice, we must rely upon the client to raise that with us during the 14-day period. This same policy applies to fee arrangements which require the client to replenish fee deposits or make deposits for anticipated costs.

From time to time clients have questions about the format of the bill or description of work performed. If you have any such questions, please ask them when you receive the bill so we may address them on a current basis.

Changes in Fee Arrangements and Budgets

It may be necessary under certain circumstances for a client to increase the size of required advances for fees after the commencement of our engagement and depending upon the scope of the work. For example, prior to a protracted trial or hearing, the firm may require a further advance payment to the firm's trust account sufficient to cover expected fees. Any such changes in fee arrangements will be discussed with the client and mutually agreed upon in writing.

Because of the uncertainties involved, any estimates of anticipated fees that we provide at the request of a client for budgeting purposes, or otherwise, can only be an approximation of potential fees.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: State of Good Repair FY 20/21 Project List

DATE PREPARED: September 1, 2020

MEETING DATE: September 9, 2020

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:

The State of Good Repair (SGR) program is a product of The Road Repair and Accountability Act of 2017, also known as Senate Bill (SB) 1. This funding source is derived from a transportation improvement fee on vehicle registrations. The estimated SGR funds available for this fiscal year to Lake County is \$99,867. These funds are allocated quarterly, and receipt of the first quarter revenue depends on submitting approved SGR projects to Caltrans. The deadline for submission of the FY 20/21 SGR Project List was September 1, 2020. As part of the project submittal process, the regional entity (RTPA) must approve and submit all proposed projects from operators (LTA) to Caltrans. In years past, LTA was able to approve and submit projects on their own.

In June 2020, the APC and LTA Boards approved the original FY 20/21 SGR Project List. The list presented to the Boards at that time only had the re-allocation of previously approved SGR funds towards the Lakeshore Drive Bus Pull-Out project. The proposed projects for FY 20/21 are described in the attached revised project list. Staff is recommending that the FY 20/21 funds be allocated towards the purchase of three new buses.

Staff will be available at the Board meeting to answer any questions.

ACTION REQUIRED: Approval of the revised State of Good Repair Project List for FY 20/21

ALTERNATIVES: None

RECOMMENDATION: Approve the revised State of Good Repair Project List for FY 20/21 and Resolution 20-21-10.

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 20-21-10

APPROVING THE PROJECT LIST FOR FY 2020-21
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, the Lake County/City Area Planning Council is an eligible project sponsor and may receive and distribute State Transit Assistance – State of Good Repair funds to eligible project sponsors (local agencies) for eligible transit capital projects; and

WHEREAS, the Lake County/City Area Planning Council distributing SGR funds to eligible project sponsors (local agencies) under its regional jurisdiction; and

WHEREAS, the Lake County/City Area Planning Council concurs with and approves the attached project list for the State of Good Repair Program funds; and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors hereby approves the SB1 State of Good Repair Project List for FY 2020-21.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 9th day of September 2020, by the following roll call vote:

AYES:

NOES:

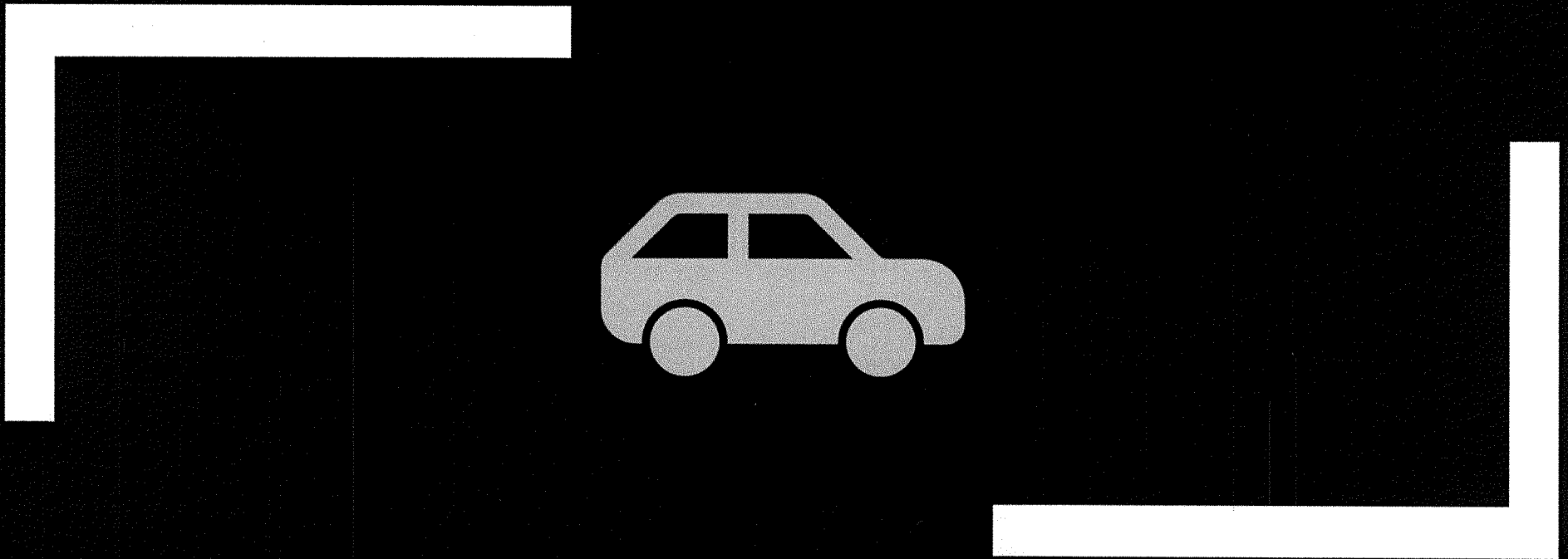
ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Stacey Mattina, Chair
APC Member

ROAD TYPES AND POST MILES

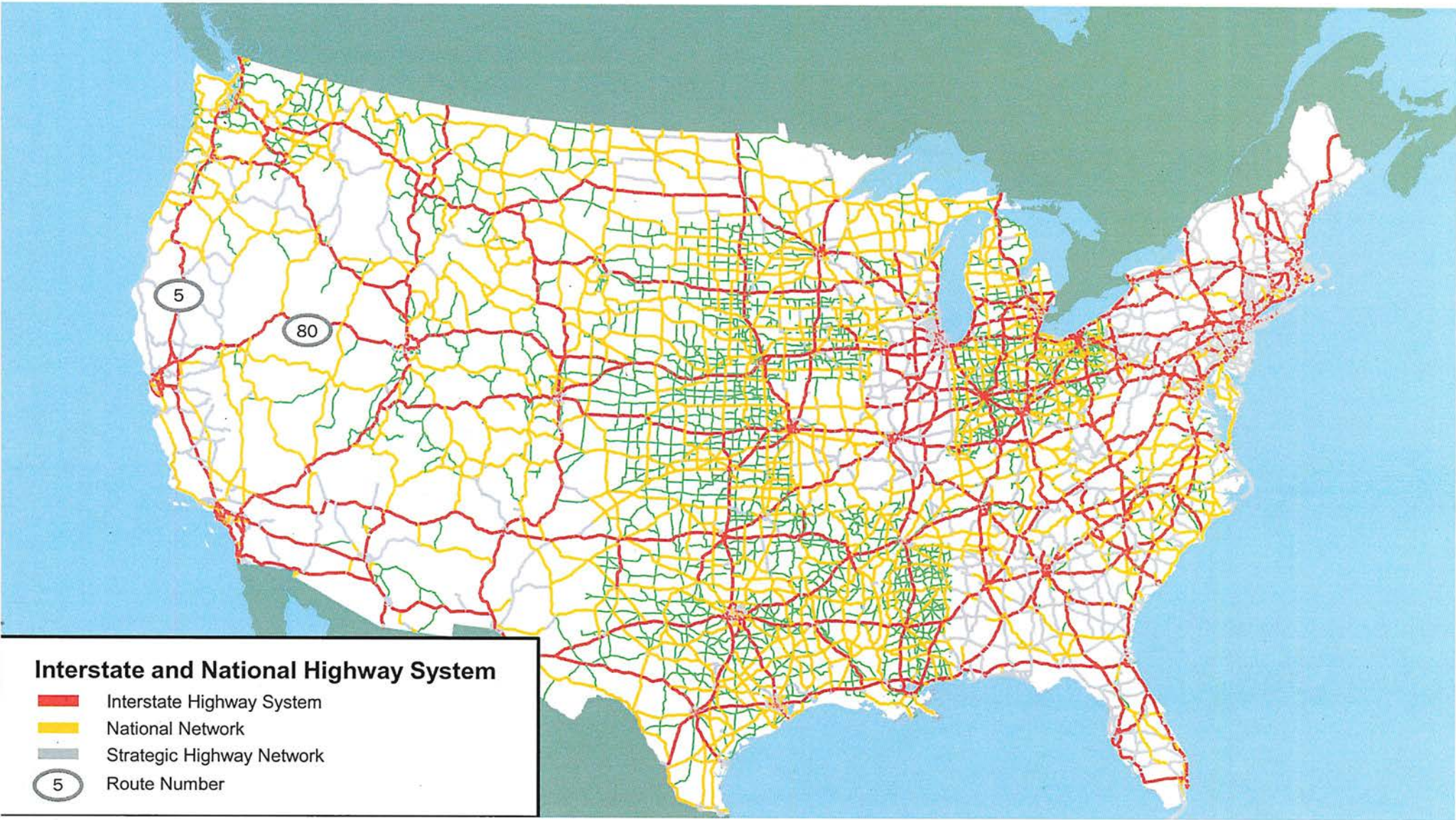


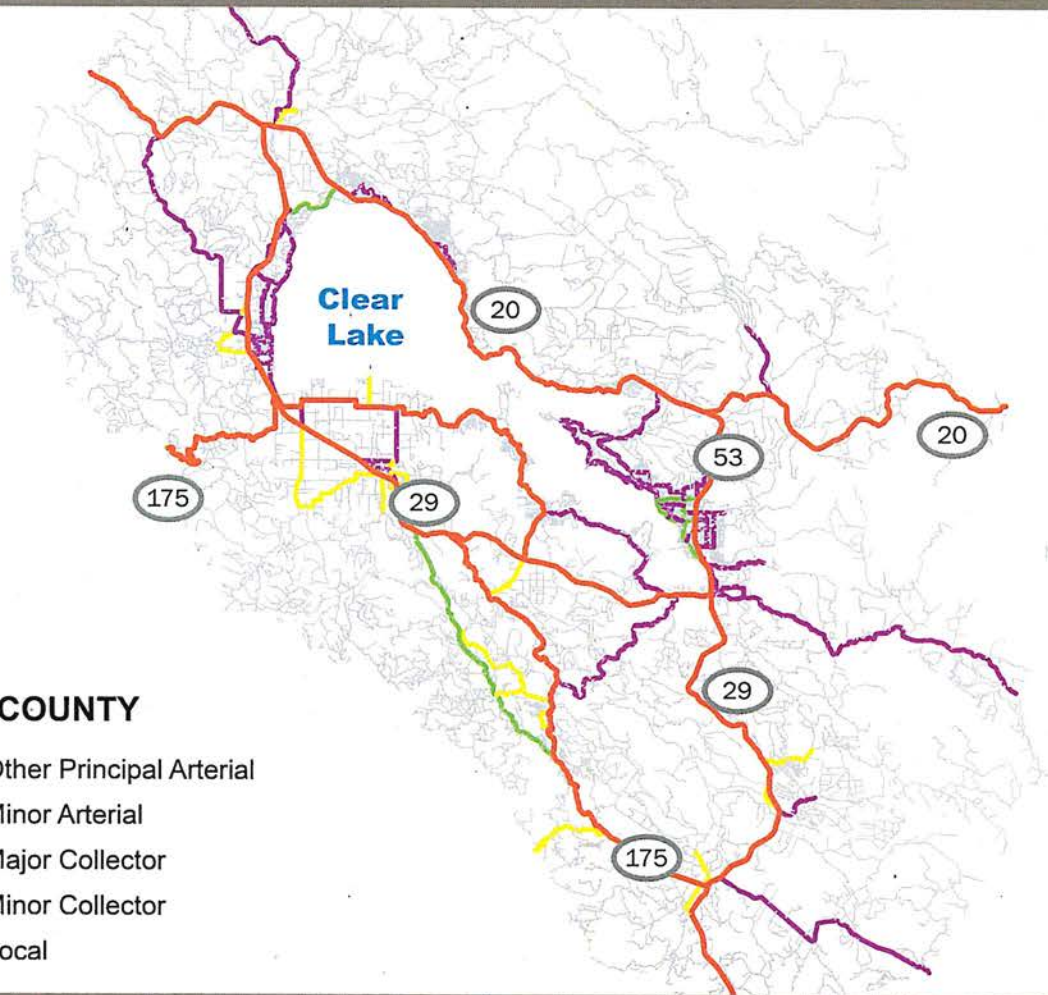
Types of Highways

def. as Public Right of Way for the Purpose of Transportation

FHWA Functional Classification Codes

1. Interstate
 2. Freeways and Expressways
 3. Principal Arterials
 4. Minor Arterial
 5. Major Collector
 6. Minor Collector
 7. Local
- Freeway: Divided high-capacity highway with controlled access and grade separations (overpasses and underpasses) at intersections.
 - Expressway: High-capacity highway with partial control of access.
 - Parkway: Non motor vehicle access within the park system boundaries.
 - Bypass: A highway that permits user to avoid part or all of city/town/urban area.
 - Business Routes: Local street or road in a city or urban area designated by the same route number as the through Interstate, U.S. or State highway.





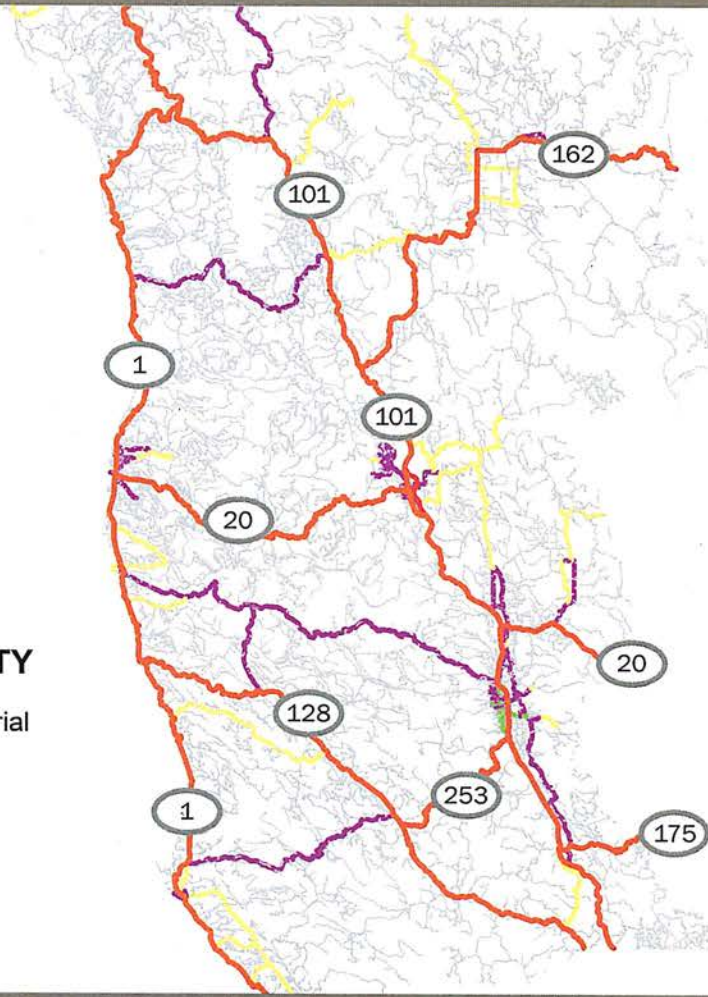
LAKE COUNTY

- 3 Other Principal Arterial
- 4 Minor Arterial
- 5 Major Collector
- 6 Minor Collector
- 7 Local

Ocean

MENDOCINO COUNTY

- 3 Other Principal Arterial
- 4 Minor Arterial
- 5 Major Collector
- 6 Minor Collector
- 7 Local



Highway Exits

- Starts at the State's Southern border or Western border
- Miles north and east on Interstate Highway have exit numbers that correspond to the mileage.
 - *EXIT 4 equals 4 miles of highway*

Post Miles

- Starts at County's Southern border or Western border
- Miles north and east increase in mile numbers.
- Post Mile paddles include the Route Number, the County, and the Miles.

“With this system the motorist can easily determine their location and distance.”

-FHWA

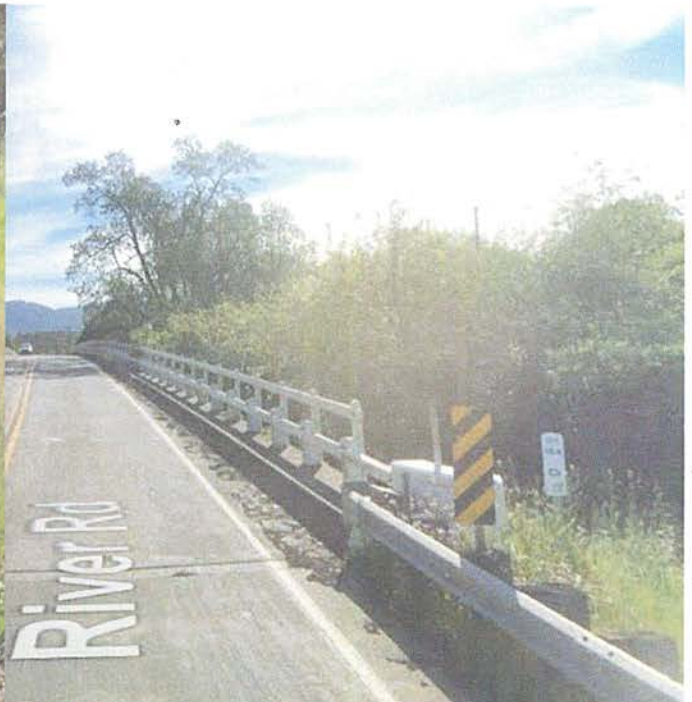
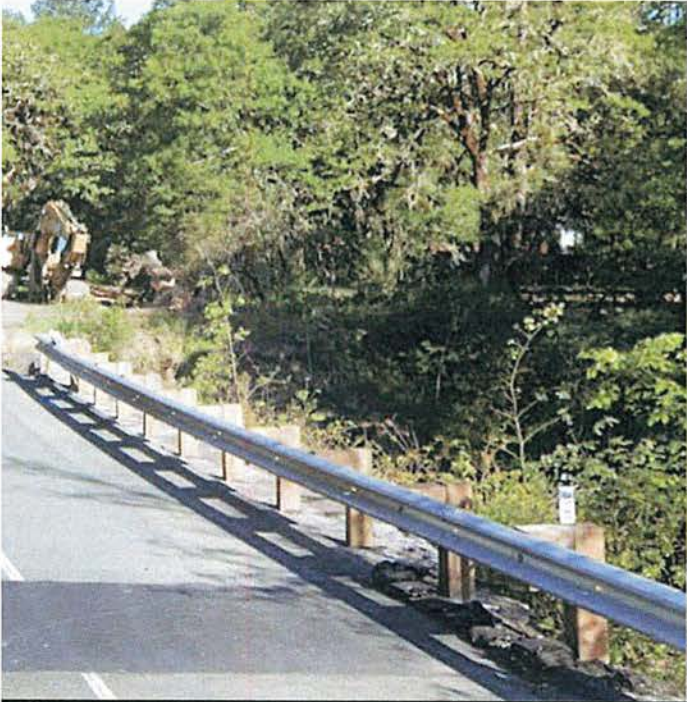
Post Miles

- Caltrans uses Post Mile markers to designate a specific location along a highway. Realignment and bypasses can create a break in the mileage (designated by letters, R for example).
- Other words for Post Mile markers include:
 - *Mile Markers*
 - *Mile Posts*
 - *Or the British version, a Bollard.*
- Structures such as bridges and culverts will always have Post Mile markers. This is to help with maintaining the infrastructure at these locations.

<https://postmile.dot.ca.gov/PMQT/PostmileQueryTool.html?>



IRL



IRL



[http://caltrans.maps.arcgis.com/apps/MapSeries/index.html?
appid=c40ca0c79eac4a9ca3e47c9aec55cb56](http://caltrans.maps.arcgis.com/apps/MapSeries/index.html?appid=c40ca0c79eac4a9ca3e47c9aec55cb56)



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Meetings Attended by APC Staff

DATE PREPARED: September 2, 2020

MEETING DATE: September 9, 2020

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

Since our last Lake County/City Area Planning Council (APC) meeting packet, Administration and Planning staff has attended (or will have attended) the following statewide and local meetings on behalf of APC:

1. Lake APC Meeting 8/5/20
Teleconference/Zoom
(Davey-Bates, Pedrotti, Sookne, Speka, Casey, Parker)
2. APC – Planning Coordination Meeting 8/6/20
Teleconference/Zoom
(All)
3. MOVE 2030 Forum 8/10/20
Teleconference
(Barrett)
4. Hwy 29 Expressway Update w/Jaime Matteoli 8/10/20
Teleconference
(Davey-Bates)
5. RTPA Group Meeting 8/11/20
Teleconference
(Davey-Bates, Barrett)
6. AB 101 Grant Monthly Call 8/12/20
Teleconference
(Davey-Bates, Barrett)
7. California Transportation Commission (CTC) 8/12 - 13/20
Teleconference/Webinar
(Davey-Bates, Barrett)
8. APC – Planning Coordination Meeting 8/13/20
Teleconference/Zoom
(All)
9. Active Transportation Program Grant Update w/Clearlake 8/13/20
Teleconference
(Sookne, Speka)
10. Lake SSTAC Meeting 8/13/20
Teleconference/Zoom
(Sookne, Speka)

11. Lucerne PID & Site View w/Caltrans
Lucerne
(Davey-Bates, Speka) 8/18/20
12. Active Transportation Program Grant Update w/Clearlake
Teleconference
(Sookne, Speka) 8/19/20
13. Lake TAC Meeting
Teleconference/Zoom
(Davey-Bates, Barrett, Pedrotti, Sookne, Speka, Casey, Galliani) 8/20/20
14. APC – Planning Coordination Meeting
Teleconference/Zoom
(All) 8/20/20
15. Rural Counties Task Force Meeting (RCTF) – Work Group
Zoom
(Barrett, Casey) 8/20/20
16. Vehicle Miles Traveled (VMT) Regional Baseline Study TAG
Teleconference
(Davey-Bates, Speka, Casey) 8/21/20
17. Lucerne PID Meeting w/Caltrans
Teleconference
(Davey-Bates, Speka) 8/24/20
18. Rural Counties Task Force Meeting (RCTF) – ITSP
Zoom
(Barrett, Casey) 8/24/20
19. MOVE 2030 Working Group
Teleconference
(Barrett) 8/25/20
20. S. Main Street / Soda Bay Meeting w/Lakeport
Teleconference
(Davey-Bates, Barrett, Sookne, Casey) 8/26/20
21. Active Transportation Program Grant Update w/Clearlake
Teleconference
(Sookne, Speka) 8/27/20
22. APC – Planning Coordination Meeting
Teleconference/Zoom
(All) 8/27/20

- | | |
|---|---------|
| 23. Sustainable Transportation Equity Project (STEP)
Teleconference
(Pedrotti, Sookne, Speka) | 8/28/20 |
| 24. Richard Mullen-Caltrans Projects
Teleconference
(Davey-Bates) | 9/2/20 |
| 25. Caltrans ATP Project Planning
Teleconference/Zoom
(Davey-Bates, Speka) | 9/2/20 |
| 26. SR 53 Corridor Study Update
Teleconference/Zoom
(Davey-Bates, Casey) | 9/2/20 |
| 27. Vehicle Miles Traveled (VMT) Regional Baseline Study TAG
Teleconference
(Speka, Casey) | 9/3/20 |

I will provide information to Board members regarding the outcome of any of these meetings as requested.

ACTION REQUIRED: None.

ALTERNATIVES: None identified.

RECOMMENDATION: None. This is for your information only.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: Sustainable Transportation and Other Planning Grants

DATE PREPARED: September 1, 2020

MEETING DATE: September 9, 2020

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: Below is a summary of the one remaining Sustainable Transportation Planning Grant'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- As discussed in past meetings, 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. A virtual workshop was held on August 21 explaining the process to interested developers, community members, or other stakeholders. A second workshop will be held on September 3.

The consultant 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. A question that has come up involves unused travel expenses for the project (due to the COVID-19 pandemic) and how these could potentially be used. One possible solution was to consider what the Mendocino Council of Governments (MCOG) did in a similar situation. In that situation, the extra funds were used for the screening tool to be hosted on the consultant's website for a fixed period, and having them provide assistance to jurisdictions having questions on its use. The Lake APC website (again similar to MCOG) is currently unable to host the tool otherwise, although there is the potential for Caltrans to accommodate the tool in the future.

Sustainable Transportation Equity Project (STEP)- The Sustainable Transportation Equity Project (STEP) is a pilot program funded by cap and trade revenues. APC staff recently submitted an application to fund 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 application was submitted on August 31 and awards are to be announced on October 15.

Active Transportation Program (ATP)- Also as noted last month, staff is 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. 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 the 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.

ACTION REQUIRED: None, informational only

ALTERNATIVES: None

RECOMMENDATION: None



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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

DATE PREPARED: 9/2/2020
MEETING DATE: 9/9/2020

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.

On September 2, 2020, Executive Director Lisa Davey-Bates and Project Coordinator, Danielle Casey met with TJKM staff to re-evaluate next steps for the project. TJKM suggested using StreetLight Data, Inc. as a resource to evaluate 2019 traffic counts. StreetLight Data provides geospatial information such as cellphone navigation reports to generate analytic data used in Urban Planning. Because of the discussion at our last Board Meeting regarding traffic in the Clearlake area having increased since the start of Shelter-in-Place orders, we also suggested to the Consultant that it may be smart to do some traffic counts and see how those numbers compare to the StreetLight Data information. At the time of this writing TJKM will be reaching out the subconsultant Quincy Engineering to schedule the 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.

Below is the current schedule discussed previously.

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

2020 Trade Corridor Enhancement Program - Cycle 2
Application Receipt Log

County	Region	Applicant Agency	Implementing Agency	Project Title	Project Number	Total Requested (\$1,000s)	Total Project Cost (\$1,000)	
Calaveras	Other	Calaveras County/Calaveras County Council of Governments	Calaveras County/Caltrans (D10)	SR 4 Wagon Trail Shoulder Widening & Curve/Vertical Alignment	1	\$ 5,284	\$ 30,861	
Stanislaus	Central Valley	Stanislaus Council of Governments	Stanislaus County	North County Corridor Phase 1 Expressway	2	\$ 20,000	\$ 163,000	
Merced	Central Valley	Merced County	Merced County	Atwater Merced Phase 1B Expressway & Overcrossing	3	\$ 12,000	\$ 59,430	
Santa Barbara	Central Coast	Santa Barbara County Association of Governments/Caltrans (D5)	Santa Barbara County Association of Governments/Caltrans (D5)	US 101 4D/4E HOV Lane & Road Rehabilitation	4	\$ 5,560	\$ 320,315	
San Luis Obispo	Central Coast	San Luis Obispo Council of Governments	Caltrans (D5)	US 101 Pismo Managed Lane & Truck Lane Extension	5	\$ 5,568	\$ 68,915	
San Joaquin	Central Valley	San Joaquin County	San Joaquin County	Grant Line Road Realignment	6	\$ 14,577	\$ 38,655	
San Joaquin	Central Valley	San Joaquin Council of Governments	Port of Stockton	Port of Stockton Rail Improvements	7	\$ 32,205	\$ 46,007	
Imperial	San Diego/Border	Imperial County Transportation Commission	Imperial County Transportation Commission	Callexico East POE Bridge Widening	8	\$ 7,481	\$ 32,538	
San Diego	San Diego/Border	City of San Diego	City of San Diego	La Media Road Additional Lanes	9	\$ 22,700	\$ 42,700	
Placer	Central Valley	City of Roseville	City of Roseville	Washington Boulevard Underpass Replacement	10	\$ 18,811	\$ 30,573	
Sacramento	Central Valley	Capital South East Connector Joint Powers Authority	Capital South East Connector Joint Powers Authority	Grant Line Reconstruct Road, Structure for Mining Conveyor & Construct Intersection	11	\$ 4,650	\$ 8,909	
Contra Costa	Bay Area	Contra Costa Transportation Authority	Contra Costa Transportation Authority	I-680/SR4 Interchange Improvements	12	\$ 18,000	\$ 236,000	
Solano	Bay Area	Solano Transportation Authority	Solano Transportation Authority/Caltrans (D4)	Solano I-80 Managed Lanes	13	\$ 123,400	\$ 274,900	
Los Angeles	Los Angeles/Inland Empire	Port of Los Angeles	Port of Los Angeles	SR 47 Interchange Improvements	14	\$ 13,383	\$ 60,355	
Riverside	Los Angeles/Inland Empire	City of Coachella/Coachella Valley Association of Governments	City of Coachella	SR 86/Ave 50 New Interchange	15	\$ 53,763	\$ 105,999	
Riverside	Los Angeles/Inland Empire	City of Riverside	City of Riverside	Third Street Grade Separation	16	\$ 16,100	\$ 55,500	
Riverside	Los Angeles/Inland Empire	City of Corona	City of Corona	McKinley Street Grade Separation	17	\$ 10,300	\$ 108,300	
Orange	Los Angeles/Inland Empire	Orange County Transportation Authority	Orange County Transportation Authority/Caltrans (D12)	SR 55 HOV, Auxiliary & Mixed Flow Lanes & Fix Chokepoints	18	\$ 70,000	\$ 349,212	
Riverside	Los Angeles/Inland Empire	City of Beaumont	City of Beaumont	SR 60 Potrero Interchange Ramps and Realignment	19	\$ 33,500	\$ 61,530	
Ventura	Los Angeles/Inland Empire	Oxnard Harbor District/Southern California Association of Governments	Oxnard Harbor District	Port of Hueneme Automobile Transfer Facilitation	20	\$ 46,708	\$ 66,726	
Riverside	Los Angeles/Inland Empire	City of Murrieta	City of Murrieta	I-215 Roundabout Interchange with Auxiliary Lanes	21	\$ 10,000	\$ 47,000	
San Diego	San Diego/Border	San Diego Association of Governments/Caltrans (D11)	San Diego Association of Governments/Caltrans (D11)	Caltrans #1 Otay Mesa East Construct POE	22	\$ 42,520	\$ 944,800	
San Diego	San Diego/Border	San Diego Association of Governments/Caltrans (HQ)	San Diego Association of Governments	Caltrans #2 LOSSAN-SD Intermodal Improvement Program	23	\$ 106,405	\$ 202,407	
Los Angeles	Los Angeles/Inland Empire	City of Industry, LA Metro, San Gabriel Valley Council of Governments	City of Industry, LA Metro, San Gabriel Valley Council of Governments	Caltrans #3 57/60 Interchange & Other Improvements	24	\$ 217,900	\$ 420,200	
San Joaquin	Central Valley	LA Metro/Caltrans (HQ and D7)	San Joaquin Regional Rail Commission	Caltrans #4 Stockton Diamond Grade Separation	25	\$ 100,000	\$ 237,133	
Los Angeles	Los Angeles/Inland Empire	Caltrans (HQ)	San Joaquin Regional Rail Commission	Caltrans #5 Fourth Track Rail Expansion	26	\$ 8,000	\$ 24,800	
Los Angeles	Los Angeles/Inland Empire	City of Long Beach/Caltrans (D7)	Port of Long Beach	Caltrans #6 LA County Freight Rail Efficiency Project at Malabar Yard	27	\$ 65,200	\$ 84,738	
Los Angeles	Los Angeles/Inland Empire	LA Metro/Caltrans (HQ)	Los Angeles County Metropolitan Transportation Authority/Caltrans (HQ)	Caltrans #7 Fenix Terminal Rail Expansion	28	\$ 19,194	\$ 51,470	
Alameda	Bay Area	Port of Los Angeles/Caltrans (HQ)	Port of Los Angeles	Caltrans #8 Alameda Grade Crossing Improvements	29	\$ 26,000	\$ 57,555	
Monterey	Central Coast	Caltrans (D4)/Alameda County Transportation Commission	Alameda County Transportation Commission	Caltrans #9 SR 156 New Castroville Boulevard Interchange	30	\$ 20,000	\$ 55,200	
Solano	Bay Area	Caltrans (HQ)/Transportation Agency for Monterey County	Caltrans (D5)	Caltrans #10 I80 Cordelia Commercial Vehicle Enforcement Facility	31	\$ 24,002	\$ 250,770	
San Joaquin	Central Valley	Solano County Transportation Authority, Metropolitan Transportation Commission, Caltrans (D4)	Solano County Transportation Authority & Caltrans (D4)	Caltrans #11 I-580 Interchange Improvements	32	\$ 24,884	\$ 49,183	
Santa Clara	Bay Area	City of Tracy/Caltrans (HQ and D10)	City of Tracy	Caltrans #12 US 101/SR 25 Interchange Improvements	33	\$ 55,000	\$ 101,200	
Kern	Central Valley	Caltrans (D4)/Metropolitan Transportation Commission/Santa Clara Valley Transportation Authority	Santa Clara Valley Transportation Authority	Caltrans #13 SR 46 Widening Seg 4c	34	\$ 10,000	\$ 37,000	
Madera	Central Valley	Caltrans (D6)/Kern Council of Governments	Caltrans (D6)	Caltrans #14 SR 99 Widening, Drainage & Vertical Clearance	35	\$ 4,659	\$ 110,873	
Tulare	Central Valley	Caltrans (D6)/Madera County Transportation Commission	Caltrans (D6)	Caltrans #15 SR 99 Widening, Drainage, Vertical Clearance, & Ramp Improvements	36	\$ 18,643	\$ 150,521	
Shasta	Other	Caltrans (D6)/Tulare County Association of Governments	Caltrans (D6)	Caltrans #16 I-5 ITS Elements, Lanes, Bridge Widening & Other Improvements	37	\$ 1,873	\$ 80,235	
San Bernardino/Riverside	Los Angeles/Inland Empire	Caltrans (D2)	Caltrans (D2)	Caltrans #17 I-10 Truck Climbing Lane	38	\$ 24,074	\$ 36,487	
Los Angeles	Los Angeles/Inland Empire	San Bernardino County Transportation Authority/Caltrans (HQ)	San Bernardino County Transportation Authority	Caltrans #18 RT 91/605 Mixed Flow Lane, Interchange Modification & Auxiliary Lane	39	\$ 118,002	\$ 240,936	
Riverside	Los Angeles/Inland Empire	LA Metro/Caltrans (D7)	Los Angeles County Metropolitan Transportation Authority	Caltrans #19 Rt 71/91 Interchange Connector	40	\$ 58,108	\$ 148,208	
Sacramento/Placer	Central Valley	Riverside County Transportation Commission/Caltrans (D8)	Riverside County Transportation Commission	Caltrans #20 I-5 Merge Lanes, ITS Infrastructure, I80 Lane & Elkhorn Road	41	\$ 63,000	\$ 86,000	
San Bernardino/Riverside	Los Angeles/Inland Empire	Caltrans (HQ)/Placer County Transportation Planning Agency/Sacramento Area Council of Governments	Caltrans (D3)/Placer County Transportation Planning Agency/Sacramento County	Caltrans #21 I-15 Auxiliary & Express Lanes	42	\$ 87,000	\$ 307,167	
Los Angeles	Los Angeles/Inland Empire	San Bernardino County Transportation Authority/Caltrans (HQ)	San Bernardino County Transportation Authority	Caltrans #22 I-710 Traffic Management Systems	43	\$ 27,800	\$ 40,000	
Kern	Central Valley	LA Metro/Caltrans (D7)	Los Angeles County Metropolitan Transportation Authority	Caltrans #23 SR 58 Truck Climbing Lanes	44	\$ 5,739	\$ 179,469	
Orange	Los Angeles/Inland Empire	Caltrans (D9)	Caltrans (D9)	Caltrans #24 I-5 Managed Lanes	45	\$ 5,000	\$ 15,000	
San Luis Obispo/Various Counties	Central Coast	Caltrans (D12)	Caltrans (D12)	Caltrans #25 SR 46 Widening	46	\$ 7,300	\$ 101,300	
Lake	Other	Caltrans (D5)	Caltrans (D5)	Caltrans #26 SR 29 Expressway	47	\$ 33,375	\$ 132,580	
Total TCEP Applications Received: 47								
						Totals:	\$ 1,717,668	\$ 6,352,657

Disclaimer: With the exception of the Caltrans projects, where Caltrans' priority is included in the title, projects are not in priority order and have not been evaluated for program eligibility.

Information

Packet

FUNDING PROGRAMS THAT MAY INCLUDE ACTIVE TRANSPORTATION ELEMENTS

PROGRAM	ADMINISTERING AGENCY	PURPOSE/DESCRIPTION	OVERLAP WITH ATP	ACTIVE TRANSPORTATION			PROJECT EXAMPLES	WEBSITE
				Inf.	NI	Plan		
Sustainable Communities Planning Grants	Caltrans Division of Transportation Planning	The program includes \$29.5 million to encourage local and regional planning that furthers state goals, including, but not limited to, the goals and best practices cited in the Regional Transportation Plan Guidelines adopted by the California Transportation Commission.	Eligible Types: <ul style="list-style-type: none"> Active Transportation Plan Bike Plan Pedestrian Plan Safe Routes to School Plan 			X	<ul style="list-style-type: none"> Safe Routes to School Plan Active Transportation Plan Bike/ped Trail/Path Feasibility Study Complete Streets Plan Sustainable Communities Plan Transit-Oriented Development Plan First/Last Mile Connectivity Plan 	https://dot.ca.gov/programs/transportation-planning/regional-planning/sustainable-transportation-planning-grants
Affordable Housing and Sustainable Communities Program (AHSC)	Strategic Growth Council and Department of Housing and Community Development	The Program funds land-use, housing, transportation, and land preservation projects to support infill and compact development that reduce greenhouse gas emissions. The Program included \$550M in its latest round. (California Climate Investments)	Eligible Types: <ul style="list-style-type: none"> Bike and pedestrian facilities NI Programs - Education <p><i>(Must connect with affordable housing component of the grant)</i></p>	X	X		<ul style="list-style-type: none"> Class I, II, III, & IV bike lanes Active transportation projects to encourage connectivity to transit networks Bikeways and sidewalks to affordable housing and transit center Install dedicated bicycle facilities Pedestrian facilities such as bulb-outs 	https://hcd.ca.gov/grants-funding/active-funding/ahsc.shtml
Urban Greening	California Natural Resources Agency	The Program supports the development of green infrastructure projects that reduce GHG emissions and provide multiple benefits. Must include at least one of the following: <ul style="list-style-type: none"> Sequester and store carbon by planting trees Reduce building energy use by strategically planting trees to shade buildings Reduce commute vehicle miles traveled by constructing bicycle paths, bicycle lanes or pedestrian facilities that provide safe routes for travel between residences, workplaces, commercial centers, and schools. (California Climate Investments)	Eligible Types: <ul style="list-style-type: none"> Bicycle and pedestrian facilities 	X			<ul style="list-style-type: none"> Non-motorized urban trails that provide safe routes for both recreation and travel between residences, workplaces, commercial centers, and schools Projects that expand or improve the usability of existing active transportation routes (e.g., walking or bicycle paths) or create new active transportation routes that are publicly accessible by walking Complete Green Streets 	https://resources.ca.gov/grants/urban-greening
Transformative Climate Communities (TCC)	Strategic Growth Council and Department of Conservation	The Program funds community-led development and infrastructure projects that achieve major environmental, health, and economic benefits in California's most disadvantaged communities. (California Climate Investments)	Eligible Types: <ul style="list-style-type: none"> Bicycle and pedestrian facilities Bike share programs <i>(However must be part of a larger place-based strategy)</i> 	X			<ul style="list-style-type: none"> Bike share program Creating and considering active transportation corridors for better non-motorized connections Multi-use paths Urban greening for pedestrian facilities 	http://www.sgc.ca.gov/programs/tcc/
Office of Traffic Safety Grant Program	Office of Traffic Safety	The Program provides annual funds to prevent serious injury and death resulting from motor vehicle crashes so	Eligible Types:		X		<ul style="list-style-type: none"> Safety education and encouragement Campaigns to promote safety SRTS safety programs 	https://www.ots.ca.gov/Grants/

PROGRAM	ADMINISTERING AGENCY	PURPOSE/DESCRIPTION	OVERLAP WITH ATP	ACTIVE TRANSPORTATION			PROJECT EXAMPLES	WEBSITE
				Inf.	NI	Plan		
		that all roadway users arrive at their destination safely. Funds can be used for bicycle and pedestrian safety	<ul style="list-style-type: none"> NI Programs – education, campaigns 					
Clean Mobility Options	Air Resources Board	The Program makes \$20 million available for zero-emissions shared mobility projects (such as car sharing, bike sharing, and on-demand sharing) in disadvantaged and low-income communities, including some tribal and affordable housing communities (California Climate Investments)	Eligible Types: <ul style="list-style-type: none"> Bike Share Infrastructure improvement projects 	X			<ul style="list-style-type: none"> Bikeshare programs “Quick build” right-of-way safety improvements for bicycles and scooters 	http://www.cleanmobilityoptions.org/
Sustainable Transportation Equity Project (STEP)	Air Resources Board	<p>The Program makes \$2 million available for planning and capacity building grants. Funding is intended to help low-income and disadvantaged communities identify residents’ transportation needs and prepare to implement clean transportation and land use projects.</p> <p>The Program makes \$20 million available for one to three implementation block grants to fund clean transportation and land use projects in disadvantaged communities. Funded projects will work together to increase community residents’ access to key destinations so they can get where they need to go without the use of a personal vehicle (California Climate Investments)</p>	Eligible Types: <ul style="list-style-type: none"> Bike or pedestrian facilities Active Transportation Plan Bike Plan Pedestrian Plan Safe Routes to School Plan Capacity Building (NI Programs– education, engagement, demo projects, campaigns) 	X	X	X	<ul style="list-style-type: none"> New bike routes (Class I, Class II, or Class IV) and supporting infrastructure Publicly-accessible bike parking, storage, and repair infrastructure (e.g., bike racks, bike lockers, bike repair kiosks) New walkways that improve mobility/access/safety of pedestrians (non-motorized users) Street crossing enhancements, including accessible pedestrian signals Plans 	https://ww3.arb.ca.gov/msprog/ct/opportunitiesgov/step.htm
Transit and Intercity Rail Capital Program (TIRCP)	CalSTA and Caltrans Division of Rail and Mass Transportation	The TIRCP provides grants from the Greenhouse Gas Reduction Fund (GGRF) to fund transformative capital improvements that will modernize California’s intercity, commuter, and urban rail systems, and bus and ferry transit systems, to significantly reduce emissions of greenhouse gases, vehicle miles traveled, and congestion.	Eligible Types: <ul style="list-style-type: none"> First/Last Mile NI Education and Outreach Bicycle and pedestrian facilities at Transit sites 	X	X	X	<ul style="list-style-type: none"> Pedestrian and bike trail First/last mile connections via bike lanes and separated paths Bike share programs Bike parking facilities Plans 	https://calsta.ca.gov/subject-areas/transit-intercity-rail-capital-prog https://dot.ca.gov/programs/rail-and-mass-transportation/transit-and-intercity-rail-capital-program
Local Partnership Program (LPP)	California Transportation Commission	The primary objective of this program is to provide funding to counties, cities, districts, and regional transportation agencies in which voters have approved fees or taxes dedicated solely to transportation improvements or that have imposed fees, including uniform developer fees, dedicated solely to transportation improvements. Funding includes \$200M/year to improve aging Infrastructure, Road Conditions, Active Transportation, Transit and rail, Health and Safety Benefits	Eligible Types: <ul style="list-style-type: none"> Bicycle and pedestrian facilities 	X			<ul style="list-style-type: none"> Close sidewalk gap, install class II bike lanes and cycle track, curb extensions, pedestrian enhancements, improvements to lighting and signage Construct 4 single-lane and 1 multi-lane roundabouts, and improvements to street, pedestrian and bicycle facilities Expressway pedestrian overcrossing 	https://catc.ca.gov/programs/sb1/local-partnership-program

PROGRAM	ADMINISTERING AGENCY	PURPOSE/DESCRIPTION	OVERLAP WITH ATP	ACTIVE TRANSPORTATION			PROJECT EXAMPLES	WEBSITE
				Inf.	NI	Plan		
Local Streets and Roads (LSR) Program	California Transportation Commission	The purpose of the program is to provide approximately \$1.5 billion per year to cities and counties for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.	Eligible Types: <ul style="list-style-type: none"> Complete Streets Components Safety Projects Bike Lanes 	X			<ul style="list-style-type: none"> Implement enhanced crosswalk signing and striping Create safety separation between motorists, bicyclists and pedestrians Design and construction of school access and safety improvements to six schools (SRTS) 	https://catc.ca.gov/programs/sb1/local-streets-roads-program
Solutions for Congested Corridors (SCCP)	California Transportation Commission	The purpose of the program is to provide funding to achieve a balanced set of transportation, environmental, and community access improvements to reduce congestion throughout the state. This statewide, competitive program makes \$250 million available annually for projects that implement specific transportation performance improvements and are part of a comprehensive corridor plan by providing more transportation choices while preserving the character of local communities and creating opportunities for neighborhood enhancement.	Eligible Types: <ul style="list-style-type: none"> Bike Lanes Ped Improvements 	X			<ul style="list-style-type: none"> Construct Class I and Class II bikeways Pedestrian improvements and plaza at a transit station Intersection improvements 	https://catc.ca.gov/programs/sb1/solutions-for-congested-corridors-program
Highway Safety Improvement Program (HSIP)	Caltrans Local Assistance/ FHWA	The Program funds work on any public road or publicly owned bicycle or pedestrian pathway or trail, or on tribal lands for general use of tribal members, that improves the safety for its users. Project maximum funding- \$10M. Solicitation varies from annually to semi-annually.	Eligible Types: <ul style="list-style-type: none"> Safety projects on Bike facilities Safety projects on Ped facilities 	X		X	<ul style="list-style-type: none"> Install hybrid pedestrian signals Improve pedestrian and bicycle safety at locations with uncontrolled crossings Plans 	https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program
State Highway Operations and Protection Program (SHOPP)	Caltrans Office of SHOPP Management	The Office of SHOPP Management is responsible for planning, developing, managing and reporting the four-year SHOPP portfolio of projects. The Program is the State Highway System's "fix it first" program that funds repairs and preservation, emergency repairs, safety improvements, and some highway operational improvements on the State Highway System.	Eligible Types: <ul style="list-style-type: none"> Bike & Pedestrian elements <i>(In the context of facility type, right of way, project scope, and quality of nearby alternative facilities)</i> 	X			<ul style="list-style-type: none"> Upgrade sidewalks to ADA compliance Reconstruct damaged pavement Add bike lanes to updated corridors Upgrade pedestrian push buttons, refresh striping, and improve pedestrian and bicycle access 	https://dot.ca.gov/programs/transportation-programming/state-highway-operation-protection-program-shopp-minor-program-shopp
State Transportation Improvement Program (STIP)	California Transportation Commission	The STIP is the biennial five-year plan adopted by the Commission for future allocations of certain state transportation funds for state highway improvements, intercity rail, and regional highway and transit improvements. Local agencies should work through their Regional Transportation Planning Agency (RTPA), County Transportation Commission, or Metropolitan Planning Organization (MPO), as appropriate, to nominate projects for inclusion in the STIP.	Eligible Types: <ul style="list-style-type: none"> Bicycle & Pedestrian projects <i>(Must be eligible for State Highway Account or Federal funds)</i> 	X			<ul style="list-style-type: none"> Bike/ped Overcrossing and Access Improvements and bicycle and pedestrian bridge Class I, II, III, & IV bike lanes Multi-Use paths Complete Streets improvements 	https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/state-transportation-improvement-program

PROGRAM	ADMINISTERING AGENCY	PURPOSE/DESCRIPTION	OVERLAP WITH ATP	ACTIVE TRANSPORTATION			PROJECT EXAMPLES	WEBSITE
				Inf.	NI	Plan		
Congestion Mitigation and Air Quality Improvement (CMAQ) Program	FHWA	The purpose of the CMAQ program is to provide a flexible funding source to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act. The program supports surface transportation projects and other related efforts that contribute air quality improvement and provide congestion relief.	Eligible Types: <ul style="list-style-type: none"> Bicycle facilities 	X			<ul style="list-style-type: none"> Travel Demand Management to promote clean commutes Public Education and Outreach Bicycle amenities; Class I, II, III, & IV bike lanes 	https://www.fhwa.dot.gov/environment/air_quality/cmaq/



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

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING Draft Meeting Minutes

Thursday, August 13, 2020

1:30 p.m.

Audioconference

Present: Paul Branson – Chair, Michelle Dibble – Vice Chair, Karen Dakari, Tavi Granger (1:45), Pastor Shannon Kimble-Auth, Dena Eddings (AAA), Clarissa Kincy (Lake Links), Thomas Pogue (consultant)

Absent: Holly Goetz

Staff Present: James Sookne, John Speka,

1. Call to Order and Introductions

The meeting was called to order at 1:33 p.m.

2. Public Input

None.

3. Approval of Draft April 14, 2020 SSTAC Meeting Minutes

Karen motioned, Paul seconded, to approve the April 14, 2020 minutes as presented. Approved unanimously.

4. Partial Draft Lake County 2021 Coordinated Public Transit – Human Services Transportation Plan

Federal transit law requires that projects selected for funding under the Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program be “included in a locally developed, coordinated public transit-human services transportation plan,” and that the plan be “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public” utilizing transportation services. These coordinated plans identify transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting the needs, and prioritize transportation services for funding and implementation.

The Lake County 2021 Coordinated Public Transit – Human Services Transportation Plan is being prepared by the University of the Pacific’s (UoP) Center for Business and Policy Research. Thomas Pogue, from UoP, presented the partial draft that has been developed and gave a brief update on what has been done to date and what the next steps are. The process began by reviewing and updating the existing plan. Most of the introduction has been completed by the consultant is still waiting for Caltrans to provide updated information on the available funding streams. The demographic profile and existing transportation resources in the county have been updated. The next steps are to assess what progress has been made on the issues identified in the previous plans as well as identify and new issues that may have emerged since the completion of the last plan.

Thomas stated that they’re planning to meet with the SSTAC in October or November and hold a

public session to discuss the existing unmet needs and any new issues that have been identified. Following the public outreach, they'll need to determine what needs are reasonable and unreasonable to meet. They'll plan to draft a report for review in April and have the final report complete by the end of April or early May. Given the challenges of COVID, they're unable to do in-person meetings so all public outreach will be virtual. Since COVID has led to some major changes, the consultant plans to address those challenges in Section 8 of the plan. They're important issues but should be addressed separately since they're temporary.

Michelle suggested that the consultant issue an electronic press release to help advertise the upcoming public hearing. Michelle also asked if the coordinated plan will have an impact on the unmet needs process. Thomas stated that it's the opposite; the unmet needs process will have an impact on the development of the coordinated plan.

Paul stated that the Pay-Your-Pal section needed to be updated.

5. SSTAC Membership Roster Update

This past May, Karl Parker vacated his position on the Social Services Transportation Advisory Council (SSTAC) when he retired as the Mobility Manager of Lake Links. Following a thorough recruitment process, Clarissa Kincy was hired by the Lake Links Board of Directors to be the new CEO and Mobility Manager for Lake Links. As an employee of the CTSA, Clarissa is eligible to replace Karl as a member of the SSTAC. Additionally, the positions currently held by Michelle Dibble, Paul Branson, and Kaye Bohren are set to expire in October 2020.

Clarissa stated that she's willing to replace Karl on the SSTAC as a member of the CTSA. Michelle nominated Clarissa to fill the position vacated by Karl. Tavi seconded the nomination and it was approved unanimously.

Both Paul and Michelle stated that they would like to stay on the SSTAC. Paul nominated Michelle to remain on the SSTAC and Michelle nominated Paul to remain and both nominations were approved unanimously.

The SSTAC decided to let Kay's term lapse since she hasn't been involved with the SSTAC in a long time and the members will look for someone to fill that role.

6. Update on Lake Links

a. Mobility Manager Report

Clarissa Kincy introduced herself as the new Mobility Manager and CEO of Lake Links. She gave a brief overview of the impacts of the COVID-19 pandemic to the Pay-Your-Pal and Medi-Links programs. As a result of the pandemic, ridership on both programs has been lower than expected. Despite the pandemic, the Pay-Your-Pal program had its largest month to date as a result of a COVID-related expansion of the program. Medi-Links is currently averaging 5-10 trips (1-way) per week. Utilization of this program is expected to increase as COVID-restrictions ease. Lake Links is also developing a volunteer driver program. Development of this program is a bit COVID-dependent since many volunteers are also in some of the most medically-vulnerable populations.

7. Update on Lake Transit Projects and Grants

TIRCP Grant

James stated that LTA has been working with the County to close escrow on the property where the transit hub will be constructed. Staff has also been working with Caltrans to schedule the kick-off meeting with CalSTA ahead of an anticipated allocation of funds at the October CTC meeting.

Bus Pull-Out in Clearlake

James stated that LTA staff has been working with the City of Clearlake to construct the recently approved bus pull-out on Lakeshore Drive funded through the State of Good Repair Program. This project is set to go out to bid on July 30 with an opening date of August 20.

Sustainable Transportation Equity Project (STEP)

The Sustainable Transportation Equity Project (STEP) is a pilot program funded by cap and trade revenues. Lake APC staff, in partnership with LTA and Lake Links, 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.

COVID-19 Update

James provided an update on the effects of the COVID-19 pandemic to the LTA system. Ridership across the system has seen a weekly average decline of approximately 52%, with some routes decreases as low as 93% depending on the week. LTA has made two service reductions as a result of the pandemic which have resulted in a reduction in fixed route revenue hours of 54.5%. LTA has utilized some of those hours to work with the Community Food Drive Project and the Lakeport Senior Center to deliver meals to those in need during the pandemic.

8. Update on Lake Transit Authority (LTA) Meetings

a. August 5, 2020 Meeting

James stated that the only things of importance at the previous LTA meeting were the application of CARE Act Phase 2 funding and the 41% decrease in State Transit Assistance funding.

9. 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

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

Michelle thanked LTA for attending the impromptu disaster meetings.

11. Next Proposed Meeting – TBD – the next meeting will be in November

12. Announcements/Good of the Order

None.

13. Adjourn Meeting - Meeting adjourned at 2:37 p.m.

Respectfully Submitted,

James Sookne
Lake APC Administration



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TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday, August 20, 2020
9 a.m.

Meeting held via Zoom

Present

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

Absent

Joel Skeen, California Highway Patrol
Scott DeLeon, County of Lake
Dave Swartz, City of Clearlake (Engineering Consultant)
Dale Goodman, City of Clearlake
Doug Grider, City of Lakeport

Also Present

Nephele Barrett, Lake Area Planning Council
Alexis Pedrotti, Lake Area Planning Council
Lisa Davey-Bates, 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 9:18 a.m.
- 2. Approval of May 21, 2020 Lake APC TAC Minutes**
Motion by Kevin Ingram, seconded by James Sookne, and carried unanimously to approve the May 21, 2020 minutes as written.
- 3. 2021 Active Transportation Program (ATP) Cycle 5**
John reported that APC and Clearlake staff have been working on an ATP application for sidewalk and bicycle lane improvements along Dam Road Extension, which would complement the planned transit hub development in that area. Applications are due on September 15. Saskia and Kevin noted their approval.
- 4. Discussion and Recommended Approval of the First Amendment to the 2020/21 Overall Work Program**

Alexis reported that the First Amendment will carry over and reprogram unexpended planning funds. The total amount being carried over into the FY 2020/21 OWP is \$348,869 (\$68,078 – RPA; \$13,899 – PPM; \$68,491 – LTF; \$126,680 – FHWA/Strategic Partnership Grant Funds; \$71,721 – SHA State Grant Funds), bringing the new total to \$868,869. She also reviewed supplemental materials with the TAC. John speculated that there will most likely be leftover money from the Sustainable Transportation grant for the VMT Baseline study that can be carried over into the next fiscal year. The savings would be coming mainly from online correspondence as travel expenses aren't being expended during the COVID-19 pandemic. Nephele and John discussed the potential for the extra funds to be used for the screening tool to be hosted on the consultant's website for a fixed period and providing assistance to jurisdictions having questions on its use. The reason involves Lake APC's inability to host on its website. It was also something that the Mendocino Council of Governments did for the same reason. Saskia mentioned that Caltrans would might be able to host the screening tool in the future, although they too were unable to at this time.

Motion by James Sookne, seconded by Kevin Ingram, and carried unanimously to approve the First Amendment to the OWP.

5. Announcements and Reports

a. Lake APC

i. Sustainable Transportation Planning Grant and Other Planning Updates

John gave a brief update of the Vehicle Miles Travelled (VMT) Regional Baseline Study. Staff will be holding two stakeholder meetings in the near future where the consultant will be providing more information about the project. Kevin confirmed that his team will be attending. He hopes to have a new community development director up to speed by September. Saskia and Jesse also plan to attend both meetings.

John added that the Active Transportation Plan and Regional Transportation Plan are being updated soon. Staff is also working on a Sustainable Transportation Equity Project (STEP) application to fund a feasibility study for a low-income electric vehicle car-sharing program. Staff will be working on other grants in the upcoming months such as Active Transportation Plan (ATP) for Clearlake and Highway Safety Improvement Program (HSIP) for Lakeport. Saskia mentioned that Lisa Hockaday expressed interested in working with staff on the STEP application.

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. Staff worked with TJKM using previous studies to get more accurate counts. Staff is going to meet with consultants soon to have a TAG meeting. Saskia suggested holding a meeting with Rex Jackman and Brad Mettam.

iii. Miscellaneous

Lisa announced that she and Nephele will be moving the Dow & Associates and DBC offices in September to a new location in Ukiah.

b. Lake Transit Authority

i. CARES Act Update – Lisa reported that staff has received all necessary data for Blackcat entries. LTA is helping the Lakeport senior center by participating in the meals on wheels services. Staff is also helping the Clearlake senior center by augmenting mileage so they can continue to deliver meals. James added that the City of Clearlake will have a bid opening for a project for a new bus pullout by Austin Park on Lakeshore Blvd. Lisa and James have been attending meetings with Office of Emergency Services, Public Health and the Department of Social Services for evacuation preparedness planning.

ii. Miscellaneous. None.

c. Federal & State Grant Status Reports.

i. Other Grant Updates

d. Caltrans

Saskia reported that Richard Mullen will be coming on for Cathy McKeon, as she will be moving over to a different job.

i. Lake County Projects Update – None.

ii. Other Updates – None.

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 - None

8. Next Proposed Meeting – September 24, 2020

9. Adjourn Meeting - Meeting adjourned at 10:08 a.m.

Respectfully Submitted,

Monica Galliani
Lake APC Planning

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

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*Making Conservation
a California Way of Life.*

August 25, 2020

Our valued partners:

On behalf of the California Department of Transportation,

The Division of Transportation Planning is excited to announce that the California Transportation Plan 2050 (CTP 2050) is now live for a 60-day public comment period. It is crucial that we ensure the CTP 2050 benefits all communities equally. Federal and state law require the development of a state transportation plan that provides a common framework for guiding transportation decisions and investments by all levels of government. With that background in mind, it is essential that we receive your comments and perspective on issues impacting California's transportation system.

Furthermore, we'd like to offer you an opportunity to comment on the draft. Please feel free to share the document internally and with your stakeholders. Not only is your feedback greatly appreciated but it can be used to make a difference for how we move goods and people through all modes of travel for the next 30 years.

Please send all comments and questions to <CTP@dot.ca.gov> by October 22nd.

The draft and more information can be found here: www.CTP2050.com

Sincerely,

A handwritten signature in blue ink, appearing to read "Marlon Flournoy".

MARLON FLOURNOY
Division Chief, Transportation Planning