



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

525 South Main Street, Ukiah, CA 95482
Administration: Suite G ~ 707-234-3314
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LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC)

AGENDA

DATE: Wednesday, December 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 6892 8829# Passcode: 844478
****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 November 4, 2020 Minutes
5. Approval of Social Services Transportation Advisory Council (SSTAC) Roster

REGULAR CALENDAR

6. Discussion and Recommended Approval of the 2020 Title VI Program (*Sookne*)
7. Approval of Draft Lake APC Meeting Calendar (*Davey-Bates*)
8. Discussion and Proposed Action on Resolution #20-21-12 Authorizing the Executive Director to Execute the Regional Early Action Planning (REAP) Grant Application on Behalf of the APC (*Speka*)
9. Discussion and Recommended Approval of the Second Amendment of the 2020/21 Lake APC Budget (*Pedrotti*)

RATIFY ACTION

10. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council
11. Consideration and Adoption of Recommendations of Policy Advisory Committee

REPORTS

12. Reports & Information
 - a. Lake APC Staff Summary of Meetings – Administration and Planning Services
 - b. Lake APC Planning Staff
 - i. Grant Updates
 - ii. SR 53 Corridor Local Circulation Plan
 - iii. Miscellaneous
 - c. Lake APC Administration Staff

- i. Next Meeting Date – *January 13, 2020*
- ii. Miscellaneous
- d. Lake APC Directors
- e. Caltrans
 - i. SR 29 Project Update
 - ii. Lake County Project Status Update
 - iii. Miscellaneous
- f. Rural Counties Task Force
 - i. Next Meeting Date – *(TBD)*
- g. California Transportation Commission
 - i. Next Meeting Date – *January 27 - 28 (Stockton/Teleconference)*
- h. California Association of Councils of Governments (CalCOG)
 - i. CalCOG Board of Directors Meeting – *(TBD)*
- i. Miscellaneous

INFORMATION PACKET

- 13. a) 11/10/20 (Draft) Lake SSTAC Minutes

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 agendized, 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: December 3, 2020

Attachments:

Agenda Item #4 – 11/4/20 Lake APC Draft Minutes

Agenda Item #5 – SSTAC Roster

Agenda Item #6 – Staff Report, Reso, & Title VI Program

Agenda Item #7 – Meeting Calendar

Agenda Item #8 – REAP Staff Report & Reso

Agenda Item #9 – APC Budget Update Staff Report

Agenda Item #12a – Summary of Meetings

Agenda Item #12bi – Grant Updates Staff Report

Agenda Item #12bii - SR 53 Staff Report

Information Packet: *11/10/20 (Draft) Lake SSTAC Minutes*



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

Wednesday, November 4, 2020

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

Present

Bruno Sabatier, Supervisor, County of Lake
Moke Simon, Supervisor, County of Lake
Russ Cremer, City Council, City of Clearlake
Russell Perdock, Council Member, City of Clearlake
Stacey Mattina, City Council Member, City of Lakeport
Kenneth Parlet, Council Member, City of Lakeport
Chuck Leonard, Member at Large

Absent

Vacant Position, Member at Large

Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC
James Sookne, Admin Staff – Lake APC
Alexis Pedrotti, Admin Staff – Lake APC
Charlene Parker, Admin Staff – Lake APC
Nephele Barrett, Planning Staff – Lake APC
John Speka, Planning Staff – Lake APC
Danielle Casey, Planning Staff – Lake APC
Rex Jackman, Caltrans District 1 (Policy Advisory Committee)
Jeff Pimentel, Caltrans Project Manager
Mike Khammash, Caltrans Project Manager
Robert King, Caltrans Project Manager
Clarissa Kincy, Mobility Manager – LTA
Wanda Gray, Paratransit Services – LTA
Johnnie Lyndsey, Paratransit Services – LTA

1. Call to Order/Roll Call

Chair Mattina called the meeting to order at 9:02 a.m. Secretary, Charlene Parker, called roll. Members present: Sabatier, Simon, Perdock, Mattina, Cremer, Parlet, Leonard.

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 September 9, 2020 Draft Minutes

Director Cremer made a motion to approve the September 9, 2020, as presented. The motion was seconded by Director Perdock and carried unanimously.

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

REGULAR CALENDAR

5. Presentation and Recommended Approval of the Vehicle Miles Traveled (VMT)

Regional Baseline Study

John Speka introduced the item, explaining that Senate Bill 743 Vehicle Miles Traveled Regional Baseline Study began with an award from the Sustainable Transportation Planning Grant Program in 2019. The intent of the project was to assist local jurisdictions to comply with the SB 743 legislation that changed the requirements to use Vehicle Miles Traveled (VMT) as the accepted metric for transportation impacts under the California Environmental Quality Act (CEQA). John introduced Cheryl Croshere, and Rod Brown, Fehr & Peers. Cheryl gave a detailed presentation, describing that the process of the VMT Baseline Study was to analyze existing traffic conditions in the region and arrive at a baseline standard to measure VMT impacts. The study would be used by agency officials from the County of Lake, as well as the cities of Lakeport and Clearlake, to make the appropriate environmental impact determinations under CEQA for projects within their respective jurisdictions. Cheryl noted that the memorandum that summarized Caltrans comments was provided and the comments would be incorporated into the final report. Cheryl asked if there were any questions.

Director Parlet questioned how the budget could stay at 6.5% over a thirty-year span, how the estimated budget was for two-person household and how the study incorporates for families. Cheryl replied that the 6.5% growth was derived from state goals for reducing VMT and emissions. Rod added that the state's target was to reduce greenhouse gases and emissions.

The group discussed their concerns regarding how the state goals were developed for cities and would not necessarily work for rural areas. The main concern was how the VMT process could potentially limit future development in rural areas. Cheryl stated that this VMT Baseline Study reflects the travel for rural areas and the requirements were a guideline and ultimately the jurisdiction can determine to approve a specific project or not. Rod clarified that the VMT Baseline Study models the travel between the areas of Lake, Napa, Mendocino, and Sonoma counties to reflect the rural aspect of Lake County. The California Governor's Office of Planning and Research (OPR) recommendation does give more flexibility for small towns and rural areas.

Director Sabatier questioned when the County updates the General Plan and the Climate Action Plan (CAP) can this plan revise the budget and will the new CEQA Environmental Impact Report (EIR) work for each jurisdiction within the County. Cheryl answered when the County updates the General Plan and the CAP, they should establish the thresholds to align with the CEQA goals for the County. Cheryl agreed that implementing CEQA in the General Plan would streamline the process for potential projects. Rod explained that because the process was new, and some jurisdictions are working on the development of General Plans and CAP there could be changes moving forward.

Chair Mattina requested any public comments regarding the Vehicle Miles Traveled (VMT) Regional Baseline Study. No comments were presented.

Director Sabatier made a motion to approve the SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study, with rural considerations. The motion was seconded by Director Simon and carried unanimously. Roll Call Vote: Ayes (8)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, Leonard and Rex Jackman (PAC) Noes (0); Abstain (0); Absent (1) – Vacant Member-at-Large

6. Discussion and Recommended Approval of the Local Agency Funding Formula for Regional Early Action Planning (REAP) Grant from California Department of Housing & Community Development

John Speka reported on the Local Government Planning Support Grants Program, intended to fund planning related to housing production and implementation of the Regional Housing Needs Allocation (RHNA). The Regional Early Action Planning (REAP) Program, provides one-time, formula-based funding, as part as the RHNA program. Under this program, Lake APC was eligible to receive a total of \$261,729 to be used for activities that increase housing planning and accelerate housing production. John explained that the eligible activities include providing technical assistance, performing infrastructure planning, and conducting feasibility studies. Additionally, staff provided three different distribution scenarios comparable to RHNA allocations. Each scenario would allot a certain percentage of the funds to the region's agencies to ensure that each agency receives a meaningful amount to be used towards a project. John explained that the first scenario used the full RHNA allocation for each agency. The second was based only on allocations for low-income housing units, as those types of housing tend to be higher density and, therefore, require greater levels of planning. The third scenario was for moderate income housing units. John stated that staff has reached out to each of the three agencies to discuss potential projects and was still waiting for a response from Clearlake.

Director Cremer asked to clarify the funding breakdown percentages between the County of Lake and the Cities. John replied that the breakdown was determined by the RHNA process and the total housing units for each scenario. Nephele Barrett explained that the RHNA process includes an assigned number of housing units set forth by the State to be allocated to each jurisdiction through a certain period. Staff worked with the agencies to come up with a fair and logical way to allocate the needed units across the jurisdictions. Additionally, the numbers staff used for the percentages were proportionate to the overall populations, however at the time of the development of RHNA it was decided that Clearlake already had a significant amount of lower income housing.

The group discussed the January deadline and the different scenarios.

Chair Mattina requested any public comments regarding the Local Agency Funding Formula for Regional Early Action Planning (REAP) Grant from California Department of Housing & Community Development. No comments were presented.

Director Simon made a motion to approve scenario #2 for the Local Agency Funding Formula for Regional Early Action Planning (REAP) Grant from California Department of Housing & Community Development, as presented. The motion was seconded by Director Parlet and carried. Roll Call Vote: Ayes (6)-Directors Simon, Perdock, Mattina, Parlet, Leonard and Rex Jackman (PAC) Noes (1) Director Cremer; Abstain (0); Absent (2) – Director Sabatier Vacant Member-at-Large

RATIFY ACTION

7. 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.

8. Consideration and Adoption of Recommendations of Policy Advisory Committee

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

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

REPORTS

9. 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. Update on Various Grant Programs

Active Transportation Program (ATP)

John reported that the City of Clearlake application for Active Transportation Program (ATP) was submitted. John explained that 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.

Highway Safety Improvement Program (HSIP)

John reported that City of Lakeport application for the Highway Safety Improvement Program (HSIP) was submitted. The application was to fund street sign replacements throughout the City. John explained that if successful, the program would fund the replacement of 532 signs and 15 damaged signposts.

Coordinated Plan Update

John reported that the Lake County Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) was last updated in 2015. John explained that the updates were approximately every five years to allow new projects to be included within the Coordinated Plan. Lake APC staff has provided assistance in developing the update and was included in a “group plan” consisting of ten other region’s that was underway with the University of the Pacific (UOP), contracting with Caltrans with the use of Caltrans funds. John stated that the draft would be presented in a public forum on November 10 via Zoom.

Potential New Sustainable Transportation Planning Grants

John reported that there was a new Sustainable Transportation planning grant cycle and staff would consider two possible applications. The first was an update to the Transportation Demand Model (TDM) for the Lake County region. The consultant preparing the VMT Regional Baseline Study recommended an update for the Transportation Demand Model (TDM). The second project would involve another attempt at securing funds for a wildfire evacuation plan for the region. While an

application submitted for a different grant program earlier this year was unsuccessful, staff still believed it to be an important study given the wildfire history of the County over the last several years.

John announced that staff recently found out that the application was unsuccessful for the Sustainable Transportation Equity Project (STEP) pilot program. John explained that the application was for the feasibility study for the car share program with a focus on the transportation needs of low-income residents for the Lake County region.

Chair Mattina requested any comments regarding the Grant Programs. No comments were presented.

ii. Strategic Partnerships Planning Grant Update

State Route 53 Corridor Project – Danielle Casey reported that there was some confusion by the consultant and therefore they had not started traffic counts at the intersections. Danielle asked the Board if they think the traffic was back to normal from the pandemic. Director Cremer stated that the intersections were busy, and Russell Perdock agreed. Lisa reminded Danielle to work around the holidays for more accurate traffic count data.

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 a detailed comparison of the funding for the last three years was provided in the packet. Alexis stated that staff has been monitoring the funds and even with the COVID-19 pandemic, there has been an unexpected increase with the Local Transportation Funds (LTF) in the first quarter. While the LTF Funds have increased, other funding sources have taken a hit during the pandemic. In August 2020, the State Controller's Office revised their estimate for the State Transit Assistance (STA) fund and decreased the original allocation by \$246,500. This decrease will surely impact the Lake Transit Authority; however, LTA has received CARES Funding to help cover reductions in revenues and service.

ii. Next Meeting Date – December 9, 2020

iii. Miscellaneous

d. Lake APC Directors:

e. Caltrans

Rex Jackman reported that the Board received an email handout of the current and future construction and planning grant projects updated from the ArcMaps tool. Rex explained that he was working on a more refined report for the future meetings. Rex reported that the final paving for the 175 Middletown shoulder widening project was completed and the correction grinding, and striping would be finished by November 21.

i. SR 29 Project Update:

Rex reported that the Lake 29 expressway project that the drainage work was finalized for the winter suspension, earth work and erosion control were completed for the winter, and the fencing was about two weeks out. The detour paving was scheduled for this week and once completed traffic will use it all winter. Director Cremer asked why on Lake 29 widening and truck lane just south of Lower Lake was down to one lane for

only about 100 ft when there was room for two lanes. Mike Khammash replied that he was new to the project and would look at the reasons and get back to him.

Jiff Pimentel stated he was the new Project Manager for the Lake 29 Segment 2A and 2B. Jeff reported that he was working with the team to familiarize himself with the project. Jeff reported that we need to schedule a meeting with Caltrans staff and Lisa to discuss the construction funding issues and how to proceed without going over budget.

ii. Lake County Project Status:

Robert King reported on the Lake 29 Hartmann Road and the Lake 20/53 roundabout. He said he was working with Scott DeLeon from the County of Lake on the relinquishment for both roundabout projects. Robert noted that there was an excess parcel on Lake 29 adjacent to the property that Caltrans was offering to the County. Robert reported that the bridge rehab on Hill Road (east overpass) on Lake 29 was going to construction next year.

Mike Khammash briefly discussed several projects Caltrans was currently working on in Lake County. Mike noted the Bachelor Valley project, and that construction on the Highway 20 Blue Lakes shoulder safety project should start in the spring or summer of 2021. Mike updated the Board on the three bridge projects (Morrison Creek in Lucerne, Kelsey Creek Highway 175, and Robertson on Highway 29).

iii. Miscellaneous

Rex announced that he has the Caltrans contact for the signage and would send the contact information to Director Sabatier. Director Sabatier thanked Rex for the information.

Director Parlet expressed his concerns regarding the manhole covers on Highway 20 close to Sentry Market between Nice and Lucerne. Rex stated that he would follow up on this and thanked him for bringing it to his attention.

- f. Rural Counties Task Force
 - i. Next Meeting Date – November 20 (*Teleconference*)
- g. California Transportation Commission
 - i. Next Meeting Date – December 2 - 3 (*Riverside/Teleconference*)
- h. California Association of Councils of Governments (CalCOG)
 - i. CalCOG Board of Directors Meeting – (TBD)
 - ii. Focus on the Future – November 16 -17 (Virtual)
- i. Miscellaneous

ADJOURNMENT

The meeting was adjourned by Chair Mattina at 10:56 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	Dena Eddings-Green Program Coordinator Area Agency on Aging of Lake & Mendocino Counties P.O. Box 9000 Lower Lake, CA 95457 Phone: 707-995-4298 E-mail: dena.eddings-green@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: Title VI Program Update

DATE PREPARED: December 2, 2020

MEETING DATE: December 9, 2020

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:

All programs receiving financial assistance from the Federal Transit Administration (FTA) are subject to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Department of Transportation's (DOT) implementing regulations. Title VI prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including the denial of meaningful access for limited English proficient (LEP) persons. Section 601 of Title VI of the Civil Rights Acts on 1964 states the following:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The term “program or activity” means all of the operations of a department, agency, special purpose district, or government; or the entity of such State or local government that distributes such assistance and each such department or agency to which the assistance is extended, in the case of assistance to a State or local government.

Since the Lake Area Planning Council (Lake APC) distributes FTA funds to the Lake Transit Authority, Lake APC is required to comply with Title VI and DOT's regulations. FTA requires that all direct and primary recipients document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including sub-recipients), the Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. Sub-recipients (Lake APC) shall submit Title VI Programs to the primary recipient (Caltrans) from whom they receive funding in order to assist the primary recipient in its compliance efforts.

The Lake APC Title VI Program was originally adopted by the Board on August 13, 2014 and updated on December 13, 2017. The program stipulates that it be updated every 3 years. Staff has reviewed the most current Census data available and included it in the attached updated 2020 Lake APC Title VI Program. The difference in data between the 2017 and the 2020 Programs is minimal and doesn't require the Lake APC to change any practices or policies. One thing to note is that Item #6 and Appendix E of the Title VI Program refer to the Lake APC Public Participation Plan (PPP), which was originally adopted in 2008. APC staff is in the process of updating the PPP and will bring the update before the Board for a public hearing and proposed adoption in February 2021.

Staff is proposing that the plan be adopted as presented, which includes the original PPP. However, staff is also seeking direction from the Board to amend the Title VI plan in February, following the adoption of the updated PPP. Staff will be prepared to discuss this topic further at the meeting.

ACTION REQUIRED:

Approval of the updated Title VI Program and direction to staff regarding the Public Participation Plan.

ALTERNATIVES:

The Board may choose not to approve the updated Title VI Program.

RECOMMENDATION:

Staff recommends the Board approves the updated Title VI Program as presented and direct staff to amend the Title VI Program following the adoption of the updated Public Participation Plan.

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 20-21-11

APPROVE THE UPDATED TITLE VI PROGRAM AND ASSOCIATED LIMITED ENGLISH PROFICIENCY PLAN; AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE SAID POLICY ON BEHALF OF THE LAKE COUNTY/CITY AREA PLANNING COUNCIL AND APPOINT A TITLE VI COORDINATOR

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

WHEREAS, the Lake County/City Area Planning Council (Lake APC) is the designated Regional Transportation Planning Agency (RTPA) for Lake County; and

WHEREAS, as the recipient of Federal Transit Administration (FTA) funding, Lake APC must establish and maintain a Title VI program, including a Limited English Proficiency Plan, pursuant to Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987; and,

WHEREAS, to ensure patrons of the Lake APC are protected from civil rights violations, the Lake APC established a Title VI program in 2014 and updated the program in 2017; and

WHEREAS, APC desires to update the Title VI program to continue ensuring patrons of APC are protected from civil rights violations; therefore, be it

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby approves the Title VI Program and associated Limited English Proficiency Plan; and authorizes the Executive Director to execute the Title VI Program and associated Limited English Proficiency Plan and appoint a Title VI Coordinator.

Adoption of this Resolution was moved by Director _____, seconded by Director ____, and carried on this 9th day of December 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

Lake County/City Area Planning Council

Title VI Program
&
Limited English Proficiency Plan

2020





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Lake County/City Area Planning Council Title VI Program

Introduction:

The Lake County/City Area Planning Council (Lake APC) was established in June 1972 by a Joint Powers Agreement. Subsequently, it was designated by the Secretary of Transportation as the Regional Transportation Planning Agency for Lake County. The member entities amended the Joint Powers Agreement in 1986 to change the membership of the APC.

The APC is comprised of the unincorporated County of Lake and the incorporated cities of Lakeport and Clearlake. 2020 California Department of Finance population estimates place Lake County population at 64,040. This figure includes an unincorporated population of 45,066, and an incorporated population of Clearlake (14,297) and Lakeport (4,677). The majority of the population of the county resides along the shores of Clear Lake, the most prominent geographical feature of Lake County.

Acting as the Regional Transportation Planning Agency (RTPA), Lake APC disburses state and federal funds for transportation and provides regional planning. Lake APC is responsible for preparing the Regional Transportation Plan, and funded projects are to be consistent with the Plan. Projects involve planning, capital improvements, rehabilitation and maintenance, public transit fleet replacement, and multi-modal facilities.

In addition to the RTPA, Lake APC also serves as the Service Authority for Freeway Emergencies (SAFE) of Lake County, administering the call box program since 1994. Lake APC also is involved with housing and economic development.

Plan Statement:

The following program was developed to guide Lake APC in its administration and management of Title VI-related activities, and details how Lake APC meets the requirements as set forth in FTA Circular 4702.1B.

Section 601 under Title VI of the Civil Rights Act of 1964 states the following:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Policy:

Lake APC is committed to ensuring that no person on the basis of race, color, or national origin will be excluded from participation or subjected to discrimination in the level and quality of services or related benefits provided by Lake APC's employees, affiliates, and contractors.



Governing Board:

Lake APC's Board of Directors is comprised of eight (8) members: two (2) members of the County Board of Supervisors, two (2) members from each of the city councils, and two (2) countywide representatives appointed by the Board of Supervisors.

General Reporting Requirements:

Chapter III of FTA Circular 4702.1B addresses the general reporting requirements for recipients and sub-recipients of Federal Transit Administration (FTA) funding to ensure that their activities comply with DOT Title VI regulations. Below are summaries of each requirement and how Lake APC's Title VI Program fulfills that requirement.

1. REQUIREMENT TO PROVIDE TITLE VI ASSURANCES.

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances to FTA.

Lake APC submits its Certifications and Assurances to Caltrans when they receive a grant.

2. REQUIREMENT TO PREPARE AND SUBMIT A TITLE VI PROGRAM.

FTA requires that all direct and primary recipients document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including sub-recipients), the Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. Sub-recipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

Lake APC's Board of Directors will approve this Title VI Program by resolution. The effective date will be the date of the resolution.

3. REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI

The Title VI Program shall include recipient's Title VI notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted.

Lake APC has developed a public Title VI Notice to Beneficiaries following the guidelines of Circular FTA C 4702.1B, Appendix B. A copy of this notice is found in Appendix A of this Title VI Program. The notice is displayed in Lake APC's office and on the following website:

<http://www.lakeapc.org/>.



4. REQUIREMENT TO HAVE TITLE VI COMPLAINT PROCEDURES AND A COMPLAINT FORM

All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the recipient's website.

Lake APC has developed a Title VI complaint procedure and form. In this Title VI Program, Appendix B outlines the Title VI Complaint Procedures, and Appendix C is a copy of the Title VI Complaint form.

The complaint procedures and form are available in English and Spanish in the Lake APC office and their website, <http://www.lakeapc.org/>. Individuals who do not have access to the internet may request that Lake APC mail them a paper copy of the procedures and form.

5. REQUIREMENT TO RECORD AND REPORT TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations conducted by entities other than FTA; lawsuits; and complaints naming the recipient. This list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to, the investigation, lawsuit, or complaint.

Lake APC will maintain a list of all investigations, lawsuits and complaints naming Lake APC according to the guidelines of Circular FTA C 4702.1B, Appendix E. A copy of this list is provided in Appendix F of this Title VI Program. In addition, Lake APC will maintain permanent records of all related documents. Lake APC has not received any Title VI complaints of discrimination and therefore does not have any investigations or lawsuits to report; however, the processes are in place in the instance that complaints are made.

6. REQUIREMENT TO PROMOTE INCLUSIVE PUBLIC PARTICIPATION

The content and considerations of Title VI, the Executive Order on LEP, and the DOT LEP Guidance shall be integrated into each recipient's established public participation plan or process (i.e., the document that explicitly describes the proactive strategies, procedures, and desired outcomes that underpin the recipient's public participation activities).

Lake APC's current public participation, adopted in 2008, is shown in Appendix G of this Title VI Program. Lake APC ensures that minority and LEP populations, as with all members of society, will be empowered to participate in Lake APC sponsored activities.



7. REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LEP PERSONS.

Consistent with Title VI of the Civil Rights Act of 1964, DOT's implementing regulations, and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (65 FR 50121, Aug. 11, 2000), recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited-English proficient (LEP).

Please see Lake APC's Limited English Proficiency Plan attached to this Title VI Program. Lake APC's Four Factor Analysis and action plan are contained therein.

8. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES.

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program." Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

Lake APC does not have a non-elected board or advisory council.

9. REQUIREMENT TO PROVIDE ASSISTANCE TO SUBRECIPIENTS

Title 49 CFR Section 21.9(b) states that if "a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part." Primary recipients should assist their subrecipients in complying with DOT's Title VI regulations, including the general reporting requirements. Assistance shall be provided to the subrecipient as necessary and appropriate by the primary recipient.

Caltrans only.

10. REQUIREMENT TO MONITOR SUBRECIPIENTS

In accordance with 49 CFR 21.9(b), and to ensure that subrecipients are complying with the DOT Title VI regulations, primary recipients must monitor their subrecipients for compliance with the regulations. Importantly, if a subrecipient is not in compliance with Title VI requirements, then the primary recipient is also not in compliance.

Caltrans only.



11. DETERMINATION OF SITE OR LOCATION OF FACILITIES.

Title 49 CFR Section 21.9(b)(3) states, "In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part." Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, "The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin." For the purposes of this requirement, "facilities" does not include bus shelters, as these are transit amenities and are covered in Chapter IV, nor does it include transit stations, power substations, etc. as those are evaluated during project development and the NEPA process. Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc.

Lake APC does not construct transit facilities.

12. REQUIREMENT TO PROVIDE ADDITIONAL INFORMATION UPON REQUEST.

FTA may request, at its discretion, information other than that required by this Circular from a recipient in order for FTA to investigate complaints of discrimination or to resolve concerns about possible noncompliance with DOT's Title VI regulations.

Lake APC will fully cooperate with any FTA investigation of discrimination complaints to the extent required by Title VI regulations.

Requirements for Fixed Route Transit Providers:

Chapter IV of FTA Circular 4702.1B addresses the reporting requirements for all fixed route public transportation providers who are recipients and sub-recipients of Federal Transit Administration (FTA) funding to ensure that their activities comply with DOT Title VI regulations. Lake APC provides FTA funds to Lake Transit Authority (LTA), the regional public transit provider. Since LTA is a fixed route provider and a sub-recipient of FTA funds, they are required to submit their Chapter IV information to Lake APC every three years. The only information that LTA must submit to Lake APC is their system-wide standards and policies. All other requirements of Chapter IV do not apply since LTA does not operate 50 or more vehicles in peak service and they are not located in a UZA with a population of 200,000 or more. That information will be submitted in conjunction with the update of this plan.

See Appendix M for LTA's current system-wide standards and policies.



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Lake County/City Area Planning Council Limited English Proficiency Plan

Introduction

The purpose of this Limited English Proficiency Plan is to clarify the responsibilities of Lake County/City Area Planning Council (Lake APC), as a recipient of federal financial assistance from the U.S. Department of Transportation (DOT), to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.

Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency," reprinted at 65 FR 50121 (August 11, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons With Limited English Proficiency." (See 65 FR 50123, August 16, 2000 DOJ's General LEP Guidance). Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies and governments (such as Lake APC), private and non-profit entities, and sub-recipients.

Plan Summary

Lake APC has developed this Limited English Proficiency (LEP) plan to help identify reasonable steps to provide language assistance for LEP persons who seek meaningful access to Lake APC services and activities as required by Executive Order 13166. As defined by this order, a person with Limited English Proficiency is one who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English.

This plan details procedures for identifying a person who may need language assistance, the ways in which assistance may be provided, staff training, how to notify LEP persons that assistance is available, and potential future updates to the plan.



Four Factor Analysis

The U. S. Department of Transportation (DOT) issued its Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons [Federal Register: December 14, 2005 (Volume 70, Number 239)]. This policy states that DOT recipients are required to take reasonable steps to ensure meaningful access to programs by LEP persons. This coverage extends to the recipient's entire program. There are four factors for agencies to consider when assessing language needs and determining what steps they should take to ensure access for LEP persons, regardless of whether or not the agency chooses not to prepare a written LEP plan. A brief description of the self-assessment undertaken in each of these areas follows.

In developing the plan, Lake APC undertook a Four Factor Analysis as required by U.S. DOT. This considers the following factors:

- 1) The number or proportion of LEP persons to be served or likely to be encountered by Lake APC.
- 2) The frequency with which LEP persons come into contact with Lake APC programs, activities, or services;
- 3) The nature and importance of the programs, activities or services provided by Lake APC to the population; and
- 4) The resources available to Lake APC for LEP outreach, as well as the costs associated with that outreach.

A summation of these considerations is provided in the following section.

1. The number or proportion of LEP persons to be served or likely to be encountered by Lake APC.

As Lake County's Regional Transportation Planning Agency, Lake APC's work affects the entire County. To determine the number or proportion of LEP persons to be served or likely to be encountered, Lake APC used Table B16004 from the 2011-2015 American Community Survey 5-Year Estimates.

Executive Order 13166 defines a LEP person as one who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English. The data found in Table B16004 is separated into three age groups: 5 to 17 years, 18 to 64 years, and age 65 plus. The data in each age group is broken down by the language spoken at home. Finally, for each language spoken at home, the data is separated into four categories based on how well the person speaks English: "very well", "well", "not well", and "not at all". For the purpose of identifying a LEP person, Lake APC examined data for those who speak English "well", "not well", or "not at all".

The table in Appendix K shows that for all people age 5 and over, there are 3,810 LEP people across the county who speak a language other than English at home and are not very proficient with the English language. This is approximately 6.30% of the total population.

DOT has adopted Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP populations.



“The ‘Safe Harbor Provision’ as defined by Department of Justice, stipulates that if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations.”

Lake APC further examined specific languages using the *2011-2015 American Community Survey 5-Year Estimates: Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over* (Table B16001). This data allowed Lake APC to determine which language groups fall under the ‘Safe Harbor Provision’. Please refer to Appendix L: 2011-15 American Community Survey 5-Year Estimates: Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over.

All language groups other than Spanish have estimated populations of less than 1,000 persons and 5% of the total population. There are no languages that may approach the Safe Harbor Provision threshold in the foreseeable future.

2. The frequency with which LEP persons come into contact with Lake APC programs, activities, or services.

According to the *2011-2015 American Community Survey 5-Year Estimates*, the largest geographic concentration of LEP individuals in Lake County is Spanish-speaking. This population is approximately 12.9% of the population over 5 years of age, or an estimated population of 7,801. Those that speak English less than “very well” are 5.7% of the population or an estimated 3,444 people. Lake APC regularly assesses the frequency at which staff has or could possibly have contact with LEP persons. This includes documenting phone inquiries and verbally surveying staff. Lake APC staff has infrequent interactions with Spanish speakers.

3. The nature and importance of the programs, activities or services provided by Lake APC to the population.

All Lake APC activities and programs are likely to affect some LEP individuals in Lake County.

4. The resources available to Lake APC for LEP outreach, as well as the costs associated with that outreach.

Lake APC has assessed its available resources that could be used for providing LEP assistance. Interpretation and translation services in Spanish are available through agencies such as Lake Family Resource Center, North Coast Opportunities, and Migrant Education. Language interpretation may be available for other languages in cooperation with Lake County Social Services. In addition, Lake APC’s Title VI Notice and Complaint Procedures and Form (Appendices A – C) are available in both English and Spanish and can be found at Lake APC’s office and on the website. More complex professional interpretation or translation services are done on an as-needed basis.



Language Assistance Plan

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to Lake APC's services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How Lake APC staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand
- All Lake APC staff will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.
- All Lake APC staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When Lake APC sponsors an informational meeting or event, an advanced public notice of the event should be published including special needs related to offering a translator (LEP) or interpreter (sign language for hearing impaired individuals). Lake APC will handout a Title VI survey (See Appendix I) in an effort to collect LEP data. Additionally, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event, it will help identify the need for future events.

Language Assistance Measures

Although there are a low percentage of LEP individuals within Lake APC's service area, it will strive to offer the following measures:

1. Lake APC staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
2. The following resources will be available to accommodate LEP persons:
 - a. If an individual is a Spanish-speaker, interpretation and translation services are available through agencies such as Lake Family Resource Center, North Coast Opportunities, and Migrant Education.
 - b. Language interpretation may be available for other languages in cooperation with Lake County Social Services.
3. Lake APC will publish meeting notices and minutes in Spanish and other languages upon request.



Staff Training

Lake APC has and will continue to be trained annually on the following:

- Information on the Title VI policy and LEP responsibilities.
- The policy and procedures for interaction with LEP persons
- Description of language assistance services offered to the public.
- Use of the "I Speak" cards.
- Documentation of language assistance requests.
- How to handle a Title VI/LEP complaint.

See Appendix L for Training Materials.

Monitoring and Updating

Lake APC's Language Assistance Plan is designed to be easily updated. At a minimum, Lake APC will follow the Title VI Program update schedule of submission every 3 years.

Each update of the LEP Plan will examine plan components including, but not limited to:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether Lake APC fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

Dissemination of the LEP Plan

Lake APC will include the Limited English Proficiency Plan along with the Title VI Program on their website (<http://www.lakeapc.org/>). Any person, including social service, non-profit, and law enforcement agencies and other community partners with internet access will be able to access the plan. Copies of the Limited English Proficiency Plan will be provided, on request, to any person(s) requesting the document via phone, in person, by mail or email. LEP persons may obtain copies/translations of the plan upon request.

Any questions regarding this plan should be directed to the Lake APC Title VI Coordinator:

Lake APC Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482
Phone: (707) 263-7799



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Appendix A: Title VI Notice to Beneficiaries

Lake County/City Area Planning Council (Lake APC) operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Lake APC.

For more information on Lake APC's civil rights program and the procedures to file a complaint, contact (707) 263-7799; go online at <http://www.lakeapc.org/>; or visit our office at 525 S. Main Street, Suite G, Ukiah, CA 95482.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

If information is needed in another language, contact (707) 263-7799.

Si se necesita información en otro idioma, llame al (707) 263-7799.



Appendix A: Título VI Aviso a los beneficiarios

Lake County/City Area Planning Council (Lake APC) opera sus programas y servicios sin tener en cuenta raza, color y origen nacional, de conformidad con el Título VI del Acta de Derechos Civiles. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante Lake APC.

Para obtener más información sobre el programa de derechos civiles de Lake APC y los procedimientos para presentar una queja, contacte a (707) 263-7799; ir en línea en <http://www.lakeapc.org/>, o visite nuestra oficina administrativa en 525 S. Main Street, Suite G, Ukiah, CA 95482.

Un demandante puede presentar una queja directamente con la Administración Federal de Tránsito mediante la presentación de una queja ante la Oficina de Tránsito Administration Federal de Derechos Civiles, Atención:. Coordinador del Programa del Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., NW, Washington DC 20590.

Si se necesita información en otro idioma, llame al (707) 263-7799.



Appendix B: Title VI Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Lake County/City Area Planning Council (Lake APC) may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Lake APC investigates complaints received no more than 180 days after the alleged incident. Lake APC will process complaints that are complete.

All Title VI and related statute complaints are considered formal- there is no informal process. Complaints must be in writing and signed by the complainant on the form provided. Complaints must include the complainant's name, address and phone number and be detailed to specify all issues and circumstances of the alleged discrimination. Allegations must be based on issues involving race, color or national origin. Title VI Complaints of discrimination may be filed with:

Lake County/City Area Planning Council
Attn: Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482

Once the complaint is received, Lake APC will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by Lake APC.

Lake APC has 30 days to investigate the complaint. If more information is needed to resolve the case, Lake APC may contact the complainant. The complainant has 15 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 15 business days, Lake APC can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.



Appendix B: Procedimientos de Quejas del Título VI

Cualquier persona que cree que él o ella ha sido víctima de discriminación en base a raza, color, u origen nacional por el sistema de tránsito de Lake County/City Area Planning Council (Lake APC) puede presentar una queja del Título VI, completando y enviando el Formulario de Quejas del Título VI de la agencia. Lake APC investiga las quejas recibidas no más tardar 180 días después del supuesto incidente. Lake APC procesará las denuncias que son completos.

Todos Título VI y las quejas de estatutos relacionados son considerados formales-no existe un proceso informal. Las quejas deben ser por escrito y firmado por el demandante en la forma proporcionada. Las quejas deben incluir el nombre del autor, dirección y número de teléfono y se detalla para especificar todas las cuestiones y circunstancias de la supuesta discriminación. Las denuncias deben basarse en cuestiones relacionadas con la raza, el color o el origen nacional. Quejas del Título VI de discriminación se pueden presentar con:

Lake County/City Area Planning Council
Attn: Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482

Una vez recibida la denuncia, Lake APC lo revisará para determinar si nuestra oficina tiene jurisdicción. El demandante recibirá una carta de acuse de recibo informando a él / ella si la queja será investigada por Lake APC.

Lake APC tiene 30 días para investigar la denuncia. Si se necesita más información para resolver el caso, Lake APC puede ponerse en contacto con el demandante. El demandante tiene 15 días hábiles desde la fecha de la carta a enviar la información solicitada para el investigador asignado al caso. Si el investigador no está en contacto con el reclamante o no reciba la información adicional dentro de los 15 días hábiles, Lake APC puede cerrar administrativamente el caso. Un caso puede ser cerrado administrativamente también si el autor ya no desea seguir su caso.

Después de que el investigador revisa la queja, él / ella va a emitir una de las dos cartas a la denunciante: una carta de cierre o una carta de la búsqueda (LOF). Una carta de conclusión resume los hechos denunciados, y afirma que no hubo una violación del Título VI, y que el caso se cerrará. Un LOF resume los hechos denunciados y las entrevistas sobre el supuesto incidente y explica si alguna acción disciplinaria, la formación adicional del miembro del personal, u otra acción ocurrirá. Si el demandante desea apelar la decisión, él / ella tiene 30 días después de la fecha de la carta o el LOF para hacerlo.

Una persona también puede presentar una queja directamente con la Administración Federal de Tránsito, al TLC Oficina de Derechos Civiles, Atención: Coordinador de Programa del Título VI, Edificio Este, 5 ° Piso-TCR, 1200 New Jersey Avenue NW, Washington, DC 20590.



Appendix C: Title VI Complaint Form

Section 601 under Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” **If you feel you have been discriminated against, please provide the following information in order to assist Lake County/City Area Planning Council in processing your complaint.**

SECTION 1 (Please print clearly):

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____(Home) _____(Work)

Accessible format requirements? ____ (Large print) ____ (Audiotape) ____ (TDD) ____ (Other)

SECTION 2

Are you filing this complaint on your own behalf? ____ (Yes) ____ (No)

If you answered yes to this question, go to Section 3.

If not, please supply the name and relationship of the person for whom you are complaining:

Name: _____ Relationship: _____

Please explain why you have filed for a third party: _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of the third party. ____ (Yes) ____ (No)

SECTION 3

I believe the discrimination I experienced was based on (check all that apply):

_____ Race _____ Color _____ National Origin

Date and Place of Occurrence: _____

Name (s) and Title(s) of the person (s) who I believe discriminated against me:

The action or decision which caused me to believe I was discriminated against is as follows:

(Please include a description of what happened and how your benefits were denied, delayed or affected):

Please list any and all witnesses’ names and phone numbers:



What type of corrective action would you like to see taken?

SECTION 4

Have you previously filed a Title VI complaint with this agency? ____ (Yes) ____ (No)

SECTION 5

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court? ____ (Yes) ____ (No)

If yes, check all that apply:

Federal Agency ____ Federal Court ____ State Agency ____ State Court ____ Local Agency ____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____ Title: _____

Agency: _____

Address: _____

Telephone Number: _____

You may attach any written materials or other information that you think is relevant to your complaint.

I believe the above information is true and correct to the best of my knowledge.

Signature and date required below:

Signature

Printed Name

Date

Please submit this form in person at the address below or mail this form to:

Lake County/City Area Planning Council
Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482



Appendix C: Formulario de Quejas del Título VI

Sección 601 del Título VI del Acta de Derechos Civiles de 1964 establece que "Ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional, ser excluida de participar en, ser negado los beneficios de, o ser sometido a la discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal. **"Si usted siente que ha sido discriminado, por favor proporcione la siguiente información con el fin de asistir a Lake County/City Area Planning Council en el procesamiento de su queja.**

SECCIÓN 1 (Por favor escriba claramente):

Nombre: _____
Dirección: _____
Ciudad, Estado, Código Postal: _____
Número de teléfono: _____ (Casa) _____ (Trabajo)
Requisitos de formato accesible? ____ (Tipografía grande) ____ (Cinta de audio) ____ (TDD) ____ (Otros)

SECCION 2

¿Está usted presentando esta queja en su propio nombre? ____ (Sí) ____ (No)
Si usted contestó sí a esta pregunta, pase a la Sección 3.
Si no es así, por favor proporcione el nombre y la relación de la persona a la que usted se queja:
Nombre: _____ Relación: _____
Por favor, explique por qué usted ha presentado para un tercero: _____
Por favor, confirme que ha obtenido el permiso de la parte perjudicada, si usted está presentando en nombre de la tercera parte. ____ (Sí) ____ (No)

SECCIÓN 3

Creo que la discriminación que experimenté fue basada en (marque todo lo que corresponda):
_____ Raza _____ Color _____ Origen Nacional
Fecha y lugar del accidente: _____

Nombre (s) y cargo (s) de la persona (s) que creo que me discriminó:

La acción o decisión que me hizo creer que fui discriminado es el siguiente:
(Por favor, incluya una descripción de lo que pasó y cómo se les negaba sus beneficios, retraso o afectados):

Por favor escriba los nombres de todas y todos los testigos y los números de teléfono:



¿Qué tipo de acción correctiva le gustaría que se tomar?

SECCIÓN 4

¿Ha presentado anteriormente una queja del Título VI con esta agencia? ____ (Sí) ____ (No)

SECCIÓN 5

¿Ha presentado esta queja con cualquier otro federal, estatal o local, o ante cualquier tribunal federal o estatal? ____ (Sí) ____ (No)

En caso afirmativo, marque todo lo que corresponda:

Agencia Federal ____ Tribunal Federal ____ Agencia Estatal ____ Tribunal Estatal ____ Agencia Local ____

Sírvanse proporcionar información acerca de una persona de contacto en la agencia / tribunal donde se presentó la queja.

Nombre: _____ Título: _____

Agencia: _____

Dirección: _____

Teléfono: _____

Puede adjuntar cualquier material escrito o cualquier otra información que usted considere relevante para su queja.

Creo que la información anterior es verdadera y correcta a lo mejor de mi conocimiento.

Firma y fecha requerida a continuación:

Firma

Nombre Impreso

Fecha

Por favor, envíe este formulario en persona en la dirección indicada más abajo o envíe por correo este formulario a:

Lake County/City Area Planning Council
Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482



Appendix D: List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

Per FTA Circular 4702.1B, “all recipients are required to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin”:

- Active investigations conducted by FTA and entities other than FTA
- Lawsuits; and
- Complaints naming the recipient

Thus far, Lake County/City Area Planning Council has not received Title VI Investigations, Complaints or Lawsuits. Below is the list that will be used for tracking these incidents:

Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.	N/A			
2.	N/A			
Lawsuits				
1.	N/A			
2.	N/A			
Complaints				
1.	N/A			
2.	N/A			



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Appendix E

Public Participation Plan
For
Lake County/City Area Planning Council



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Lake County/City Area Planning Council

Final Public Participation Plan

November 2008



Prepared by:

Lake County/City Area Planning Council
367 N. State Street, Suite 206
Ukiah, CA 95482
707-263-7799

INTRODUCTION

Background

The Lake County/City Area Planning Council (APC) is the Regional Transportation Planning Agency (RTPA) for the Lake County region. First established in 1972 by a Joint Powers Agreement, the LC/CAPC now consists of eight members—two members of the Lake County Board of Supervisors, two council members from the City of Lakeport, two council members from the City of Clearlake, and two at large citizen members appointed by the Board of Supervisors.

Region

The region served by the Lake County/City Area Planning Council transportation planning activities exists totally within the boundaries of Lake County. Lake County lies within the northern extension of California's Coastal Ranges. These mountains are characterized by a series of southeast to northwest trending ridges which are separated occasionally by narrow valleys. Lake County is bounded by Mendocino County on the west, Sonoma and Napa Counties to the south and Yolo, Colusa and Glenn Counties on the east. State Highway 20 connects the area with both U.S. 101 and Interstate 5. The County's most prominent geographical feature is Clear Lake, which covers approximately five percent of the county's land area. The northern third of the county is largely unoccupied, much of it lying within the Mendocino National Forest. Mountains are also predominant in the southern one third of Lake County.

The 2000 U.S. Census placed Lake County's population at 58,309. This includes a population of 40,347 within the unincorporated areas of the county and an incorporated population of 17,962. Clearlake is the larger of the two incorporated cities, with a population of 13,142. The City of Lakeport has a population of 4,820.

Lake County is a sparsely developed rural area. The bulk of the population is clustered in small areas around the shores of Clear Lake and in the Middletown/Hidden Valley Lake area in the south of the county.

SAFETEA-LU requirements

The federal transportation bill, Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), emphasizes the importance of public participation as part of the transportation planning process. The bill established the requirement for a public participation plan to be used by Regional Transportation Planning Agencies in their planning processes.

Purpose of This Plan

The APC recognizes the importance of public participation as well as interagency and intergovernmental participation. Without input and involvement from members of the public,

affected agencies, community groups, and other interested parties it would be difficult to develop a transportation program that effectively meets the needs of the county and its communities.

This plan will provide a clear directive for the public participation activities of the APC, particularly as they pertain to the agency's primary responsibilities, which include development and implementation of the following:

- Regional Transportation Plan (RTP)
- Regional Transportation Improvement Program (RTIP)
- Annual Overall Work Program (OWP)
- Administration of Transit Development Act (TDA) funds
- Federal and state grant programs
- Coordinated Human Transportation Plan
- Transit studies
- Area transportation plans
- Blueprint planning
- Special projects

ADVISORY COMMITTEES

Three standing committees aid the Area Planning Council in performing its transportation planning functions.

The **Policy Advisory Committee** (PAC) is composed of Area Planning Council members and a Caltrans District 1 representative. At each APC Board meeting, the board members adjourn as the APC and reconvene as the PAC. Most items on the agenda are considered and voted on by the PAC, then ratified by the APC. This allows Caltrans to participate in voting. The PAC typically meets once a month in conjunction with the APC Board meetings.

The **Technical Advisory Committee** is composed of the Lake County Public Works Director, the Lake County Community Development Director, the Clearlake City Planner, the Clearlake City Engineer, the Lakeport City Engineer, the Lakeport City Planner, the local California Highway Patrol Commander, a representative of the Lake County Airport Advisory Committee, and a Caltrans District 1 Transportation Planner. The TAC considers and votes on matters of a technical nature. The TAC also makes recommendations to the APC Board on matters that will appear on their agendas. The TAC typically meets once a month.

Senate Bill 498, approved in 1987, established the **Social Services Transportation Advisory Council** (SSTAC) which represents interests of the elderly, handicapped, and persons of limited means. The SSTAC is typically involved in transit related projects and plans, including the Coordinated Human Services Transportation Plan and FTA grant programs. The SSTAC does not have regularly scheduled meetings, but meets on an approximately quarterly basis.

Additional committees are formed on an as needed basis, typically to advise on a particular project or serve a specific function, such as a study advisory group.

PUBLIC & AGENCY PARTICIPATION GOALS & STRATEGIES

Goal 1: Provide all interested parties and agencies reasonable opportunities for involvement in the transportation planning process.

Strategy 1.1: Provide adequate public notice of public participation opportunities and activities and time for public review of regionally significant plans and documents.

Strategy 1.2: Utilize the APC's newsletter as a means to alert the public of the opportunity for public involvement in the transportation planning process when appropriate.

Strategy 1.3: Evaluate plans, programs, and projects to determine the most appropriate and effective tools and strategies for public and agency involvement and outreach.

Strategy 1.4: Provide the opportunity to comment on draft planning documents to affected local, state and federal agencies.

Strategy 1.5: Make transportation planning documents available for viewing on the APC website. Regionally significant documents, such as the RTP, shall also be made available at key locations throughout the County including public libraries.

Strategy 1.6: In developing the RTP and other regionally significant plans, the APC will consult with state, federal and local agencies and officials that may be affected by proposed planning activities, including planning, transportation, environmental, economic development, housing, private industry, and resource agencies, as appropriate.

Strategy 1.7: Prior to adoption, provide additional opportunity for public and agency review and comment if a regionally significant plan, including the RTP, differs significantly from the draft that was made available for public review and raises new material issues which could not reasonably have been foreseen from the public involvement efforts.

Strategy 1.8: During the transportation planning process, the APC and its advisory bodies shall conduct open public meetings in accordance with the Brown Act (CGC Sec. 54950 et seq).

Strategy 1.9: Agendas for all APC board meetings and meetings of standing advisory bodies shall be posted a minimum of 72 hours prior to the meeting.

Goal 2: Increase public awareness and understanding of the transportation planning process in Lake County.

Strategy 2.1: Utilize the APC's newsletter to increase awareness of current transportation planning activities, and when appropriate, to communicate with the public about specific projects and plans in a non-technical, easily understood format.

Strategy 2.2: Employ visualization techniques as part of public involvement when appropriate.

Strategy 2.3: Provide information on regionally significant plans and projects to the local media for inclusion in their publications and/or reports.

Strategy 2.4: Maintain the APC website with current transportation planning activities, including reports and plans, as well as agendas and minutes for APC Board meetings.

Strategy 2.5: When appropriate, present information about specific plans and projects at public forums, such as City Council and Board of Supervisors meetings for increased public and governmental awareness.

Goal 3: Ensure accessibility to the transportation planning process and information for all members of the community.

Strategy 3.1: Hold public meetings at locations that are convenient and accessible to the public.

Strategy 3.2: When selecting meeting locations for community outreach activities, prioritize those locations that are accessible by means of public transit.

Strategy 3.3: Make transportation planning documents available for viewing on the APC website. Regionally significant documents, such as the RTP, shall also be made available at key locations throughout the County including public libraries.

Strategy 3.4: Make every effort to accommodate requests for accessibility opportunities, including physical accessibility to public meetings as well as accessibility to information.

Goal 4: Maintain contact with interested individuals and agencies throughout the process of developing plans and projects.

Strategy 4.1: Encourage early involvement in the transportation planning process by providing timely notification and access to information regarding the development of plans and projects.

Strategy 4.2: Utilize citizen and/or agency advisory groups as a means of providing input to the transportation planning process.

Strategy 4.3: Maintain a contact list of agencies and individuals that may be interested in a specific project or plan.

Strategy 4.4: Identify key individuals and organizations, including small community organizations, that may be interested in or affected by a plan or program. Examples of community organization that may be included in the planning process are local senior

centers, the Middletown Area Town Hall (MATH), Clearlake Vision Task Force, business associations, and others.

Strategy 4.5: Prior to adoption, provide additional opportunity for public and agency review and comment if a regionally significant plan, including the RTP, differs significantly from the draft that was made available for public review and raises new material issues which could not reasonably have been foreseen from the public involvement efforts.

Goal 5: Increase opportunities for those traditionally under-served, including the elderly, low income, disabled, and minority households, to participate in the transportation planning process.

Strategy 5.1: Utilize the Social Services Transportation Advisory Council (SSTAC) as a means of obtaining input and recommendations for plans and programs impacting the elderly, disabled and low income communities, including the RTP and Coordinated Human Services Transportation Plan.

Strategy 5.2: Ensure that representation on the SSTAC is reflective of the underserved communities within Lake County.

Strategy 5.3: Attempt to offer key information, such as notices and announcements, in alternative languages when appropriate or requested.

Strategy 5.4: Provide the opportunity for alternative forms of public input (website, email, etc.) for individuals who are unable to be physically present at public meetings or workshops.

Strategy 5.5: When appropriate, utilize alternative media outlets that may target minority or underserved segments of the community.

Goal 6: Consider public and agency input and comments as an integral part of the APC's decision making process.

Strategy 6.1: Utilize citizen and/or agency advisory groups as a means of providing input to the transportation planning process.

Strategy 6.2: Conduct public opinion surveys to help identify the needs, interests and concerns of the population when appropriate.

Strategy 6.3: Consider the input of federal, state and local agencies during the decision making process.

Strategy 6.4: As appropriate, incorporate concerns, issues, and suggestions of the public and agencies when developing plans and projects.

Goal 7: Consult with tribal governments within Lake County and provide opportunities for

tribal government input into the transportation planning process.

Strategy 7.1: Provide early notice of the development of transportation plans and programs to all tribal governments within Lake County.

Strategy 7.2: Provide the opportunity for direct consultation with tribal councils and/or administrators as part of the transportation planning process.

Strategy 7.3: Provide the opportunity for tribal governments and the tribal community to review significant plans and programs, including the Regional Transportation Plan and the Regional Transportation Improvement Program.

PUBLIC PARTICIPATION TOOLS

This section contains descriptions of public participation tools currently used by the APC.

Most Common Public Participation Tools:

APC Website: The APC's website, www.lakeapc.org, provides information about APC contact information, public notices, meeting agendas and minutes. The site also includes transportation plans and programs, local transportation studies, and documents for public review and comment.

Contact Lists: APC staff maintains a master list of all contacts, including public agencies, businesses, community groups, and members of the public. The list is used to establish and maintain a list of e-mail and regular mail contacts for general communications, electronic meeting notifications, and announcements.

Legal Advertisements: Legal notices are required to be published in a newspaper of countywide circulation. The APC typically publishes notices in the Record Bee. Notices for items that may be of greater regional concern may also be published in Clearlake Observer. Notices may advertise meetings, agendas, or public comment periods on proposed plans, programs, or documents. The timeframe required for publication of legal notices varies depending on the type of project or plan being considered.

APC Newsletter: The APC produces a biannual newsletter that is mailed to every household in the County. This has proven to be a very effective way of communicating with the public that may not otherwise be tuned in to what is happening in transportation. Development of the newsletter can be timed to correspond with an event or public review of a document to be most effective.

Project Workshops/Open-Houses: Public and agency workshops are often held during development of various transportation plans. Workshops may be held at the initial stage of plan development and later on in the process to allow the public opportunity to comment on a draft plan or project concept. These are typically casual, open meeting formats. Notices of workshops may be advertised in the newspaper and on the website and often promoted through direct mailings or emails as well.

Small Group Meetings: These types of meetings would typically be with study or project advisory groups convened for specific projects. Meetings of these groups would take place during project development and for project or plan review.

Public Hearings: Public hearings are used to solicit public comments on a project or issue being considered by the APC. Hearings provide a formal setting for citizens to provide comments to APC or another decision-making body. The requirement for a formal public hearing is usually statutorily established as is the need to publish a legal notice for the public hearing.

Press Releases: Press releases are sent to local media (newspaper, television, and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the APC or its committees.

Availability of Plans and Documents: Documents at all stages will be available for review by the public at the APC office and on the APC website. A copy of key regional draft documents, such as the RTP, may also be made available at other locations throughout the County, such as the public libraries.

Other Possible Tools for Public Outreach

Display Ads: Display ads in newspapers may be used to promote meetings that are not regularly scheduled or agenda items that may be of wide public interest. They are used to reach a larger audience than those that typically read legal ads. Display ads may also be used to advertise public comment periods on proposed plans, programs, or documents.

Direct Mailings: Letters or announcements may be mailed to lists of individuals or agencies regarding a specific project. Typically, the mailing list will be customized for a specific project.

Posters and Flyers: This tool would typically be used to promote a public workshop or meeting. The posters and flyers would be distributed at public places, such as city halls, libraries, and community centers for display. The announcement may contain a brief description of the purpose of the meeting/event, the time(s) and location(s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailings and/or newsletters.

Telephone Surveys: Telephone surveys may be used to gauge public opinion on certain issues. This tool has been used in the past to measure public support of a sales tax measure for transportation.

Radio and Television Ads: Paid radio and television ads may be used to generate public interest and involvement.

PUBLIC PARTICIPATION PERFORMANCE MEASURES

The strategies and goals contains in this plan will be reviewed periodically to analyze their effectiveness and determine if modification to this plan is necessary. Strategies may be modified and additional strategies may be added to improve the public participation process.

The following indicators may be used in reviewing and determining the effectiveness of this plan:

Public Awareness:

- Number of newspaper ads, public notices
- Number of press releases, public service announcements, and new articles
- Number of newsletters

Opportunities for Public Participation:

- Number of public meetings and workshops
- Number and origin of participants at public meetings and workshops
- Number of hits to the APC website
- Number of comments received during the public comment period for projects and programs

Result of Public and Agency Input:

- Revisions to plans or projects based on citizen and agency input

REVIEW OF PUBLIC PARTICIPATION PLAN

As required by SAFETEA-LU, this public participation plan will be made available for public review and comment for 45 days prior to adoption at a public hearing. Comments on the plan may be submitted to the APC offices by mail at 367 N. State Street, Suite 206, Ukiah, California, 95482. Comments may also be submitted via email to barrettn@dow-associates.com, or by fax 707-463-2212. Oral comments may be provided at APC Board meetings or via telephone at 707-263-7799.



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Appendix F: Letter Acknowledging Receipt of Title VI Complaint

Today's Date

Ms. Jane Doe
1234 Main St.
Ukiah, CA 95482

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against Lake County/City Area Planning Council alleging _____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning (707) 263-7799, or write to:

Lake County/City Area Planning Council
Attn: Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482

Sincerely,

Lake County/City Area Planning Council Title VI Coordinator



Appendix G: Letter of Finding (Notifying Complainant that Complaint Is Substantiated)

Today's Date

Ms. Jane Doe
1234 Main St.
Ukiah, CA 95482

Dear Ms. Doe:

The matter referenced in your letter of _____ (date) against Lake County/City Area Planning Council alleging a Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of this matter. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from Federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Lake County/City Area Planning Council Title VI Coordinator



Appendix H: Closure Letter (Notifying Complainant that the Complaint Is Not Substantiated)

Today's Date

Ms. Jane Doe
1234 Main St.
Ukiah, CA 95482

Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against Lake County/City Area Planning Council alleging _____ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, have in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving Federal financial assistance.

Lake County/City Area Planning Council has analyzed the materials and facts pertaining to your case for evidence of Lake County/City Area Planning Council's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to appeal this decision within thirty calendar days of receipt of this final written decision from Lake County/City Area Planning Council.

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to contact me.

Sincerely,

Lake County/City Area Planning Council Title VI Coordinator



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Appendix I

Caltrans Public Participation Survey

Participating Agency: Lake County/City Area Planning Council

The following information is being collected by the California Department of Transportation (Caltrans) in order to comply with Title VI of the Civil Rights Act of 1964, *Nondiscrimination in Federally Assisted Programs*. Please take a few moments to complete the following questions. The data you provide will enable Caltrans to identify residents and communities impacted by federally funded projects/or activities. Please check the appropriate boxes with an "X" that best describes you and return the completed survey to the event coordinator. Submittal of this information is *voluntary*.

Sex

Male Female

Ethnicity

Hispanic or Latino Not Hispanic or Latino

Race

American Indian or Alaska Native
 Black or African American
 Native Hawaiian or other Pacific Islander
 Asian
 White
 Other: _____

Disability

Yes No

Age

Under 40 Over 40

Income

\$22,050 or Less
 Over \$22,051

Language

What language is primarily spoken in your household? _____



Categories and Definitions

The minimum categories for data on race and ethnicity for federal statistics, program administrative reporting, and civil rights compliance reporting are defined as follows:

- a. **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- b. **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- c. **Black or African American:** A person having origins in any of the black racial groups of Africa.
- d. **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- e. **Native Hawaiian or other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- f. **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



Appendix I

Caltrans Encuesta de Participación Pública

Agencia participante: Lake County/City Area Planning Council

La siguiente información está siendo recopilada por el Departamento de Transporte de California (Caltrans) con el fin de cumplir con el Título VI del Acta de Derechos Civiles de 1964, No discriminación en los programas de asistencia federal. Por favor tómese unos minutos para completar las siguientes preguntas. Los datos que proporcione permitirá Caltrans para identificar los residentes y las comunidades afectadas por los proyectos financiados por el gobierno federal / o actividades. Por favor, marque las casillas correspondientes wiht una "X" que mejor te describes y devuelva la encuesta completada a la coordinadora del evento. La presentación de esta información es voluntario.

Sexo

Hombre Mujer

Etnicidad

Hispano or Latino No Hispano or Latino

Raza

- Indio Americano o Nativo de Alaska
- Americano Negro o Africano
- Hawaiano Nativo o otra Isla del Pacifico
- Asiático
- Blanco
- Otro: _____

Discapacidad

Sí No

Edad

Menos de 40 Más de 40

Ingresos

- \$22.050 o Menos
- Más de \$22.051

Idioma

¿Qué idioma se habla principalmente en su hogar? _____



Categorías y Definiciones

Las categorías mínimas para datos de raza y origen étnico de las estadísticas federales, informes administrativos del programa, y los informes de cumplimiento de los derechos civiles se definen como sigue:

- a. **Indio Americano o Nativo de Alaska:** Una persona que tiene orígenes en cualquiera de los pueblos originales de Norte y Sudamérica (incluyendo América Central), y que mantiene una afiliación tribal o de comunidad.
- b. **Asiático:** Una persona que tiene orígenes en cualquiera de los pueblos originales del Lejano Oriente, Sureste de Asia o el subcontinente indio, incluyendo, por ejemplo, Camboya, China, India, Japón, Corea, Malasia, Pakistán, las Filipinas, Tailandia y Vietnam.
- c. **Americano Negro o Africano:** Una persona que tiene orígenes en cualquiera de los grupos raciales negros de África.
- d. **Hispano or Latino:** Una persona de origen Cubano, Mexicano, Puertorriqueño, Centro o Sudamericano o de otra cultura u origen Español, sin importar la raza.
- e. **Hawaiano Nativo o otra Isla del Pacífico:** Una persona que tiene orígenes en cualquiera de los pueblos originales de Hawaii, Guam, Samoa u otras Islas del Pacífico.
- f. **Blanco:** Una persona que tiene orígenes en cualquiera de los pueblos originales de Europa, el Medio Oriente o África del Norte.



Appendix J

Training Materials



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POLICY AND PROCEDURES FOR INTERACTIONS WITH LEP PERSONS

POLICY:

Lake County/City Area Planning Council (Lake APC) will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of Lake APC is to ensure meaningful communication with LEP clients and their representatives. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and clients will be informed of the availability of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff and arrangements with local organizations providing interpretation or translation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

Lake APC will promptly attempt to identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (the "I Speak" cards). In addition, when records are kept of past interactions with clients the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTERPRETER

Lake APC staff is responsible for maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual resources (including staff). Staff is also responsible for contacting the appropriate bilingual resource to interpret, in the event that an interpreter is needed;

If the LEP person's native language is not English, contact the Lake County Social Services for available resources. If no resources are available, document the interaction so that resources for the particular language will be available in the future.

3. DOCUMENTING INTERACTIONS WITH LEP PERSONS

When Lake APC staff interacts with a LEP person, they must document the encounter using the LEP Documentation Form. This will help the Center track which languages may be needed in the future to assist LEP clients.



LEP Documentation Form

Date of Contact: _____

Location of Contact: _____

Name of staff member filling out form: _____

Indicate language of LEP person: SPANISH Other: _____

How were the LEP language needs met? _____

Please describe the nature of the LEP person's visit: _____

Were their needs met by the end of the visit? Yes No



2004 Census Test		2010 Census	
LANGUAGE IDENTIFICATION FLASHCARD			
<input type="checkbox"/>	ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic	
<input type="checkbox"/>	Խոսողների կամ նշանակալից անձանց հետ հարցազրույցի ժամանակ:	2. Armenian	
<input type="checkbox"/>	যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বক্সে দাগ দিন।	3. Bengali	
<input type="checkbox"/>	ឈ្មោះបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian	
<input type="checkbox"/>	Motka i kahhon ya yangin ñntüñgnu' manaitai pat ñntüñgnu' kumentos Chamorro.	5. Chamorro	
<input type="checkbox"/>	如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese	
<input type="checkbox"/>	如果你能读中文或讲中文，请选择此框。	7. Traditional Chinese	
<input type="checkbox"/>	Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8. Croatian	
<input type="checkbox"/>	Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech	
<input type="checkbox"/>	Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch	
<input type="checkbox"/>	Mark this box if you read or speak English.	11. English	
<input type="checkbox"/>	اگر خواندن و نوشتن فارسی، بلد هستید این مربع را علامت بزنید.	12. Farsi	

DB-3309

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU



- | | |
|---|--------------------|
| <input type="checkbox"/> Cocher ici si vous lisez ou parlez le français. | 13. French |
| <input type="checkbox"/> Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. | 14. German |
| <input type="checkbox"/> Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά. | 15. Greek |
| <input type="checkbox"/> Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen. | 16. Haitian Creole |
| <input type="checkbox"/> अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ। | 17. Hindi |
| <input type="checkbox"/> Kos lub voj no yog koj paub twm thiab hais lus Hmoob. | 18. Hmong |
| <input type="checkbox"/> Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet. | 19. Hungarian |
| <input type="checkbox"/> Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. | 20. Ilocano |
| <input type="checkbox"/> Marchi questa casella se legge o parla italiano. | 21. Italian |
| <input type="checkbox"/> 日本語を話んだり、話せる場合はここに印を付けてください。 | 22. Japanese |
| <input type="checkbox"/> 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. | 23. Korean |
| <input type="checkbox"/> ພ້ອມເລື່ອງຢູ່ ຕຳນິທະນູນນີ້ເມື່ອທ່ານສາມາດ. | 24. Laotian |
| <input type="checkbox"/> Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish |

DB-3308

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Economics and Statistics Administration
U.S. CENSUS BUREAU

- | | | |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Assinale este quadrado se você lê ou fala português. | 26. Portuguese |
| <input type="checkbox"/> | Încercăți accesați câmpul dacă citiți sau vorbiți românește. | 27. Romanian |
| <input type="checkbox"/> | Пометьте этот квадратик, если вы читаете или говорите по-русски. | 28. Russian |
| <input type="checkbox"/> | Обележите ovaj kvadratić ukoliko čitate или говорите српски језик. | 29. Serbian |
| <input type="checkbox"/> | Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. | 30. Slovak |
| <input type="checkbox"/> | Marque esta casilla si lee o habla español. | 31. Spanish |
| <input type="checkbox"/> | Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. | 32. Tagalog |
| <input type="checkbox"/> | ใช้การคลิกวงกลมในช่องถ้าอ่านหรือพูดภาษาไทย. | 33. Thai |
| <input type="checkbox"/> | Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. | 34. Tongan |
| <input type="checkbox"/> | Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. | 35. Ukranian |
| <input type="checkbox"/> | اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ | 36. Urdu |
| <input type="checkbox"/> | Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. | 37. Vietnamese |
| <input type="checkbox"/> | באמצעות דעם קעסטל אויב איר לייענט אדער רעדט אידיש. | 38. Yiddish |





Appendix K: 2011-2015 American Community Survey 5-Year Estimates

2011-2015 American Community Survey 5-Year Estimates	
Language Spoken at Home	Total
Total:	60,522
5 to 17 Years	9,484
English only:	7,175
Spanish	2,213
<i>Speak English less than "very well"</i>	726
Other Indo-European languages:	67
<i>Speak English less than "very well"</i>	0
Asian and Pacific Island languages:	17
<i>Speak English less than "very well"</i>	0
Other languages:	12
<i>Speak English less than "very well"</i>	1
18 to 64 Years	38,355
English only:	32,520
Spanish	5,021
<i>Speak English less than "very well"</i>	2,546
Other Indo-European languages:	402
<i>Speak English less than "very well"</i>	66
Asian and Pacific Island languages:	327
<i>Speak English less than "very well"</i>	129
Other languages:	85
<i>Speak English less than "very well"</i>	32
65 Years and over	12,683
English only:	11,796
Spanish	567
<i>Speak English less than "very well"</i>	172
Other Indo-European languages:	263
<i>Speak English less than "very well"</i>	120
Asian and Pacific Island languages:	56
<i>Speak English less than "very well"</i>	18
Other languages:	1
<i>Speak English less than "very well"</i>	0

Sources:

"2011-2015 American Community Survey 5-Year Estimates: Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over" (Table B16004) for Lake County



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Appendix L

2011-2015 American Community Survey 5-year Estimates: Language Spoken at Home By Ability to Speak English for the Population 5 Years and Over

	Lake County	% of Population
Total:	60,522	100.0%
Speak only English	51,491	85.1%
Spanish or Spanish Creole:	7,801	12.9%
Speak English "very well"	4,357	7.2%
Speak English less than "very well"	3,444	5.7%
French (incl. Patois, Cajun):	115	0.2%
Speak English "very well"	95	0.2%
Speak English less than "very well"	20	0.0%
French Creole:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Italian:	73	0.1%
Speak English "very well"	64	0.1%
Speak English less than "very well"	9	0.0%
Portuguese or Portuguese Creole:	40	0.1%
Speak English "very well"	17	0.0%
Speak English less than "very well"	23	0.0%
German:	196	0.3%
Speak English "very well"	150	0.2%
Speak English less than "very well"	46	0.1%
Yiddish:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Other West Germanic languages:	36	0.1%
Speak English "very well"	23	0.0%
Speak English less than "very well"	13	0.0%
Scandinavian languages:	12	0.0%
Speak English "very well"	12	0.0%
Speak English less than "very well"	0	0.0%
Greek:	70	0.1%
Speak English "very well"	70	0.1%
Speak English less than "very well"	0	0.0%
Russian:	24	0.0%
Speak English "very well"	11	0.0%
Speak English less than "very well"	13	0.0%
Polish:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Serbo-Croatian:	26	0.0%
Speak English "very well"	26	0.0%



Speak English less than "very well"	0	0.0%
Other Slavic languages:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Armenian:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Persian:	35	0.1%
Speak English "very well"	10	0.0%
Speak English less than "very well"	25	0.0%
Gujarati:	27	0.0%
Speak English "very well"	27	0.0%
Speak English less than "very well"	0	0.0%
Hindi:	78	0.1%
Speak English "very well"	41	0.1%
Speak English less than "very well"	37	0.1%
Urdu:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Other Indic languages:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Other Indo-European languages:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Chinese:	93	0.2%
Speak English "very well"	60	0.1%
Speak English less than "very well"	33	0.1%
Japanese:	78	0.1%
Speak English "very well"	48	0.1%
Speak English less than "very well"	30	0.0%
Korean:	43	0.1%
Speak English "very well"	43	0.1%
Speak English less than "very well"	0	0.0%
Mon-Khmer, Cambodian:	27	0.0%
Speak English "very well"	15	0.0%
Speak English less than "very well"	12	0.0%
Hmong:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Thai:	11	0.0%
Speak English "very well"	11	0.0%
Speak English less than "very well"	0	0.0%
Laotian:	6	0.0%
Speak English "very well"	6	0.0%
Speak English less than "very well"	0	0.0%



Vietnamese:	8	0.0%
Speak English "very well"	8	0.0%
Speak English less than "very well"	0	0.0%
Other Asian languages:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Tagalog:	54	0.1%
Speak English "very well"	27	0.0%
Speak English less than "very well"	27	0.0%
Other Pacific Island languages:	80	0.1%
Speak English "very well"	35	0.1%
Speak English less than "very well"	45	0.1%
Navajo:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Other Native North American languages:	30	0.0%
Speak English "very well"	27	0.0%
Speak English less than "very well"	3	0.0%
Hungarian:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Arabic:	68	0.1%
Speak English "very well"	38	0.1%
Speak English less than "very well"	30	0.0%
Hebrew:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
African languages:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Other and unspecified languages:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%

Source:

“2011-2015 American Community Survey 5-Year Estimates: Language Spoken at Home By Ability to Speak English for the Population 5 Years and Over” (Table B16001) for Lake County



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Appendix M

Lake Transit Authority

System-Wide Standards & Policies

(Pages 35-38 of LTA's Title VI Program – Updated 6/3/20)



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Additional Information for Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000: System-Wide Policies and Service Standards

Effective Practices to Fulfill the Service Standard Requirement

Vehicle Load Standards

The average of all loads during the peak operating period should not exceed the following load factors for that type of service:

Local Routes 5, 10, 11, 12: Minimum Standard: Loads not to exceed 1.25 passengers/seat 95% of the time. Target Standard: Loads not to exceed 1.1 passengers/seat 99% of the time.

Regional Routes 1, 2, 4, 4A, 8: Minimum Standard: Loads not to exceed 1.10 passengers/seat 95% of the time. Target Standard: Loads not to exceed 1.0 passengers/seat 99% of time.

County-to-County Routes 3 and 7: Minimum Standard: Loads not to exceed 1.0 passenger/seat 95% of the time. Target Standard: Loads not to exceed 1.0 passenger/seat 100% of time.

Vehicle Headway Standards

City-based Routes 5,10, 11, 12: Minimum Standard: Service frequency of 60 minutes or better.

Intra Lake County Routes 1, 2,4,4A, 8: Minimum Standard: Three round trips daily. Target Standard: Service frequency based on ridership demand, distanced of trip, and transfer opportunities.

Intercity Route 3 and 7: Target Standard: Service frequency based on ridership demand, distanced of trip, and transfer opportunities. Connections with Greyhound and external transit systems should receive priority consideration.

On-Time Performance Standards

All Fixed Routes: Minimum Standard: 90% of all runs are on time (defined as from one minute early to 5 minutes late). Target Standard: 95% of all runs on time.

Demand Response: Minimum Standard: Ninety percent (90%) of reservation trips will be served within a 30 minute window (plus or minus 15 minutes from the recorded reservation time) Target Standard: Ninety Five percent (95%) of reservation will be served within a 30 minute window (plus or minus 15 minutes from the recorded reservation time)

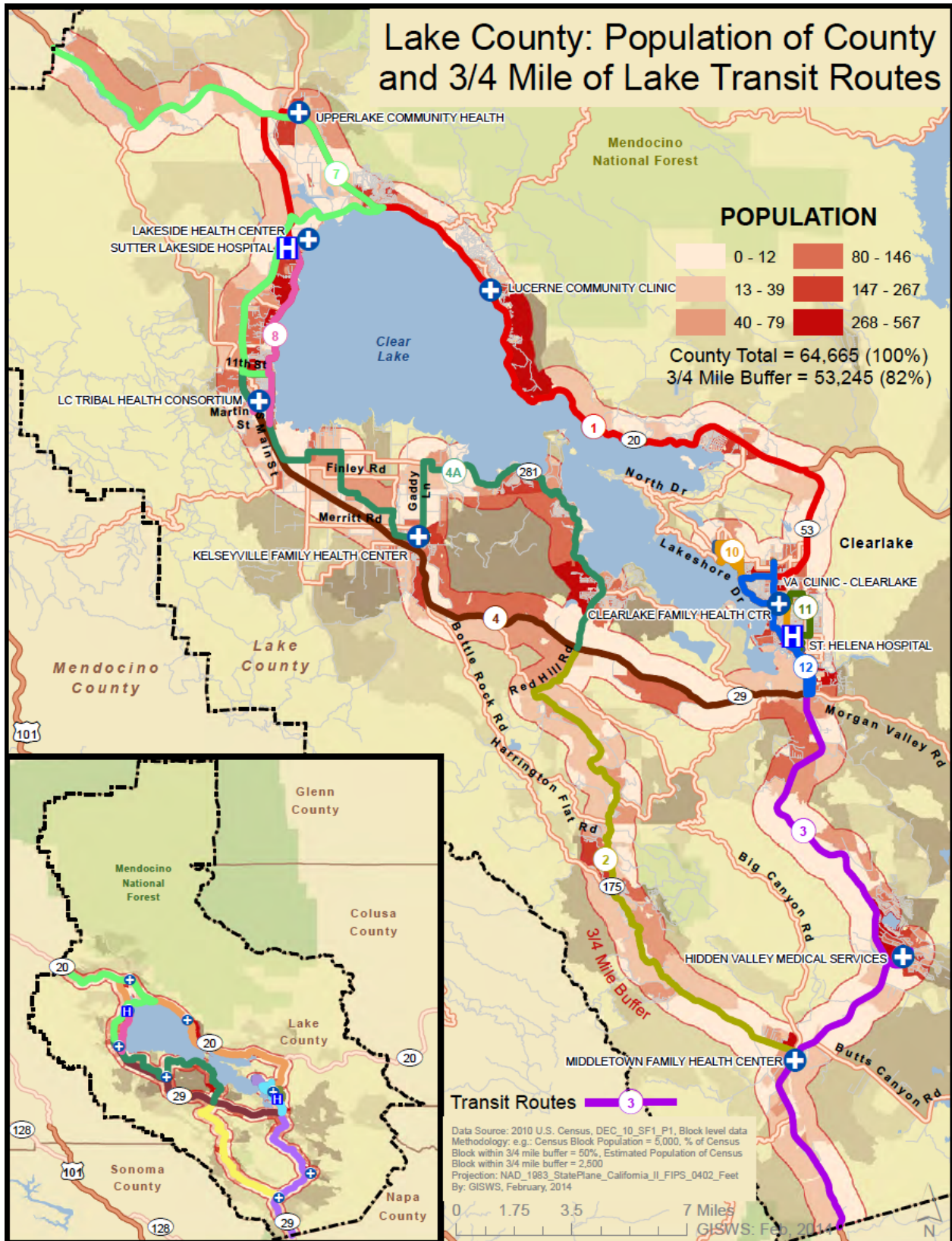
Service Availability Standards

All Fixed Routes: Minimum Standard: Throughout the County, 80 percent of the population should be within one mile of a bus stop. Target Standard: Throughout the County, 80 percent of the population should be within $\frac{3}{4}$ of a bus stop.

Demand Response: Target Standard: Paratransit service for ADA eligible and certified individuals shall be provided within one hour of the requested pickup or drop-off time, as appropriate, in response to a request for service made the previous day or up to seven days in advance.

The map on the following page demonstrates Lake Transit's current service availability. 53,245 individuals or 82% of the service area population (per the 2010 US census) are within $\frac{3}{4}$ miles of Lake Transit routes.

Lake Transit Service Availability



Effective Practices to Fulfill the Service Policy Requirement

Vehicle Assignment Policy

All Fixed Routes: Bus assignments take into account the operating characteristics of the various buses within the Lake Transit fixed route fleet, which are matched to the operating characteristics of the route. Vehicle assignments are made on a three tier priority basis based on the vehicle size and seating capacity needs for a particular route. Vehicle assignments are rotated to ensure equal usage of qualified vehicles for a particular route on a monthly basis based on the route need except for non-availability due to mechanical breakdown.

Transit Amenities Policy

Systemwide, bus stops should be provided at locations serving 5 or more passengers per day, and shelters should be provided at locations serving 10 or more passengers per day.



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

Draft

2021

Lake Transit Authority
&
Lake County/City Area Planning Council
Meeting Schedule

<u>DATE</u>	<u>LOCATION</u>	<u>NOTE:</u>
JANUARY 13	Lakeport	Typically do not meet
FEBRUARY 10	Lower Lake	
MARCH 10	Lakeport	
APRIL 14	Lower Lake	
MAY 6	Lakeport / Fieldtrip	Date change CTC 12 th & 13 th
JUNE 2	Clearlake	Date change Budget Hearings 9 th & 10 th
JULY 14	Lower Lake	Typically do not meet
AUGUST 11	Lakeport	
SEPTEMBER 8	Clearlake	
OCTOBER 6	TBD / Fieldtrip	Date change CTC 13 th & 14 th
NOVEMBER 10	Lower Lake	
DECEMBER 1	Lakeport	Date change CTC 8 th & 9 th

Notes:

League of California Cities Annual Conference September 22 – 24

Highlighted dates reflect meeting will be held on first Wednesday due to other meeting conflicts.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: Regional Early Action Planning (REAP) Grant

DATE PREPARED: November 24, 2020

MEETING DATE: December 9, 2020

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: In 2019, AB 101 (the budget trailer bill), established the Local Government Planning Support Grants Program (LGPSGP), intended to fund planning related to housing production and implementation of the Regional Housing Needs Allocation (RHNA). Part of this program is the Regional Early Action Planning (REAP) Program, providing one-time, formula-based funding to regional agencies responsible for RHNA. Under this program, APC is eligible to receive a total of \$261,729 to be used for activities that “increase housing planning and accelerate housing production.” Eligible activities include providing technical assistance, performing infrastructure planning, and conducting feasibility studies. Funds may also be suballocated to cities and counties for these activities.

Regions can apply for funding until January 31, 2021, and will have until August of 2023 to complete expenditure. Per our discussion from last month’s Board meeting, APC will be suballocating the majority of the funding to the three local jurisdictions, excluding a small portion for APC staff time. In November, the Board adopted the funding distribution formula recommended by staff.

Discussions with representatives from the local agency planning and community development departments have identified ideas for potential projects. The cities of Lakeport and Clearlake will likely be using the funds to help with costs related to zoning code updates, while the County has expressed an interest in putting their share towards work on an Accessory Dwelling Unit (ADU) ordinance. Eligible projects are required to “accommodate the development of housing and infrastructure that will accelerate housing production in a way that aligns with state planning priorities, housing, transportation, equity, and climate goals.”

One of the requirements to receive REAP funds is the submission of a fully executed resolution authorizing the Executive Director to execute grant applications and allocate funds. Staff is now requesting Board approval of the noted resolution (see attached), which will authorize staff to move forward with the application.

ACTION REQUIRED: By resolution, authorize the following:

1. The Executive Director to request an allocation of LGPSGP funds
2. The Executive Director to execute the Allocation Application on behalf of APC
3. The Executive Director to enter into, execute, and deliver a State of California Standard Agreement for a maximum amount of \$261,729, and any and all other documents necessary to secure funding.

ALTERNATIVES: The Board could elect to not apply for REAP funds.

RECOMMENDATION: Adopt the attached resolution authorizing the following:

1. The Executive Director to request an allocation of LGPSGP funds
2. The Executive Director to execute the Allocation Application on behalf of APC
3. The Executive Director to enter into, execute, and deliver a State of California Standard Agreement for a maximum amount of \$261,729, and any and all other documents necessary to secure funding.

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 20-21-12

AUTHORIZING RESOLUTION FOR REGIONAL EARLY ACTION PLANNING (REAP) FUNDS

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

WHEREAS, the California Department of Housing and Community Development (HCD) is authorized to provide up to \$125,000,000 under the Local Government Planning Support Grants Program (LGPSGP) to Councils of Governments and other Regional Entities ("Applicant") (as described in Health and Safety Code section 50515.02); and

WHEREAS, the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice and Opportunity for Funding Allocation Application (NOFA) on February 18, 2020 (Local Government Planning Support Grants Program); and

WHEREAS, Applicant is a Council of Governments or Regional Entity eligible to apply for an allocation pursuant to Health and Safety Code section 50515.02(a) to develop and accelerate the implementation of the requirements contained in the Council of Governments or Regional Entity's application pursuant to Health and Safety Code section 50515.02(d)(1) including the development of an education and outreach strategy related to the sixth cycle regional housing need allocation; and

WHEREAS, the Department shall approve the allocation request, subject to the terms and conditions of Eligibility, NOFA, which includes the guidelines and program requirements, and the Standard Agreement by and between the Department and Local Government Planning Support Grant Recipients;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Lake APC is hereby authorized pursuant to Health and Safety Code section 50515.02(a) and directs the Executive Director to request an allocation pursuant to the Department's calculation in accordance with the population estimates consistent with the methodology described in subdivision (a) of Section 50515.03. Each council of governments or other regional entity may, in consultation with the Department and consistent with program requirements, determine the appropriate use of funds or suballocations within its boundaries to appropriately address its unique housing and planning priorities.

2. The Executive Director is authorized to execute the Allocation Application, on behalf of the Lake APC as required by the Department for receipt of LGPSGP funds by submitting the following information:

(a) An allocation budget for the funds provided pursuant to this section.

(b) The amounts retained by the council of governments, regional entity, or county, and any suballocations to jurisdictions.

(c) An explanation of how proposed uses will increase housing planning and facilitate local housing production.

(d) Identification of current best practices at the regional and statewide level that promote sufficient supply of housing affordable to all income levels, and a strategy for increasing adoption of these practices at the regional level, where viable.

(e) An education and outreach strategy to inform local agencies of the need and benefits of taking early action related to the sixth cycle regional housing need allocation.

3. When Lake APC receives its allocation of LGPSP funds in the authorized maximum amount of \$261,729 from the Department pursuant to the above referenced Allocation Application, it represents and certifies that it will use all such funds only for eligible activities as set forth in Health and Safety Code section 50515.02(e), as approved by the Department and in accordance with all LGPSP requirements, NOFA guidelines, all applicable state and federal statutes, rules, regulations, and the Standard Agreement executed by and between the Applicant and the Department.

4. The Executive Director is authorized to enter into, execute and deliver a State of California Standard Agreement for the maximum amount of \$261,729, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LGPSP allocation, the Lake APC obligations related thereto and all amendments the Department deems necessary and in accordance with LGPSGP.

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

AYES:

NOES:

ABSENT:

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

ATTEST: Alexis Pedrotti
Administrator

Stacey Mattina, Chair
APC Member



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: 2nd Amended Lake APC FY 2020/21 Budget

DATE PREPARED: December 3, 2020

MEETING DATE: December 9, 2020

SUBMITTED BY: Alexis Pedrotti, Project Manager

BACKGROUND:

As previously mentioned, in 2019, AB 101 established the Local Government Planning Support Grants Program (LGPSGP), intended to fund planning related to housing production and implementation of the Regional Housing Needs Allocation (RHNA). Part of this program is the Regional Early Action Planning (REAP) Program, providing one-time, formula-based funding to regional agencies responsible for RHNA. Under this program, APC is eligible to receive a total of \$261,729 to be used for activities that “increase housing planning and accelerate housing production.”

This request to amend the Lake APC Budget for FY 2020/21 is solely related to the inclusion of the REAP Program funding totaling \$261,729. Most of this funding will be passed through to the local agencies, with a maximum of 10% be held for APC Planning and Administration. This amendment is merely a formality to include REAP funding as part of the Lake APC 2020/21 Budget.

ACTION REQUIRED: Approval of the Second Amendment to the Lake APC FY 2020/21 Budget.

ALTERNATIVES: The Board could elect to not approve the Second Amendment to the Lake APC FY 2020/21 Budget to add REAP Funding.

RECOMMENDATION: Approval of the Second Amendment to the Lake APC FY 2020/21 Budget to include the REAP Funding in the amount of \$261,729.



LAKE COUNTY/CITY AREA PLANNING COUNCIL
FY 2020/21
AMENDMENT #2 - BUDGET SUMMARY - 12/9/2020

REVENUES

COMMENTS:

	Budget				Actual	Actual				Year-to-Date Total		
	Adopted: 6/3/2020	Amend: #1 9/9/20	Amend: #2 12/9/20			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	\$552,735.00	\$385,952.00				#####	Revenues continue to come in slightly higher than the past few years.
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 SB 1- Sustainable Communities 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 SHA-SB 1 Funds:	\$ 53,119	\$ 18,602	\$ -	\$ -	\$ 71,721							
<u>Regional Early Action Planning (REAP) Program</u>												
Regional Early Action Planning (REAP) Program funding-FY 2020/21	\$ -	\$ -	\$ 261,729	\$ -	\$ 261,729							Authorized by AB 101 (2019) to provide funding to agencies responsible for RHNA to increase housing planning and accelerate housing production.
Total REAP Funds:	\$ -	\$ -	\$ 261,729	\$ -	\$ 261,729							
Total State Revenues:	\$ 1,111,494	\$ 111,494	\$ 261,729	\$ -	\$ 1,484,717							
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>												
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 FHWA Funds:	\$ 64,000	\$ 62,680	\$ -	\$ -	\$ 126,680							

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:	\$ 2,344,325	\$ 169,622	\$ -	\$ -	\$ 2,513,947							
GRAND TOTAL REVENUES	\$ 5,223,388	\$ 727,294	#####	\$ -	\$ 6,212,411							

ALLOCATIONS

COMMENTS:

	Budget					Actual				Year-to-Date Total		
	Adopted: 6/3/2020	Amend: #1 9/9/20	Amend: #2 12/9/20	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 SB 1- Sustainable Communities Grant												
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 SHA-SB 1 Funds:	\$ 53,119	\$ 18,602	\$ -	\$ -	\$ 71,721					
Regional Early Action Planning (REAP) Program										
Regional Early Action Planning (REAP) Program funding-FY 2020/	\$ -	\$ -	\$ 261,729	\$ -	\$ 261,729					Authorized by AB 101 (2019) to provide funding to agencies responsible for RHNA to increase housing planning and accelerate housing production.
Total REAP Funds:	\$ -	\$ -	\$ 261,729	\$ -	\$ 261,729					
Total State Allocations:	\$ 1,111,494	\$ 111,494	\$ 261,729	\$ -	\$ 1,484,717					
FEDERAL:										
Regional Surface Transportation Program (RSTP)										
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 = \$687991+\$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 actual carryover amount for the local agencies.
Total RSTP Funds for Distribution:	\$ 687,991	\$ 277,664	\$ -	\$ -	\$ 965,655					
FHWA - SPR Strategic Partnership Grant										
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 FHWA Funds:	\$ 64,000	\$ 62,680	\$ -	\$ -	\$ 126,680					
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 Allocations:	\$ 2,344,325	\$ 169,622	\$ -	\$ -	\$ 2,513,947					Updated: 12/3/20 AJP
GRAND TOTAL ALLOCATIONS	\$ 5,223,388	\$ 727,294	#####	\$ -	\$ 6,212,411					



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Meetings Attended by APC Staff

DATE PREPARED: December 3, 2020

MEETING DATE: December 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 11/4/20
Teleconference/Zoom
(Davey-Bates, Barrett, Pedrotti, Sookne, Speka, Casey, Parker)
2. Caltrans – Dam Road Roundabout w/Clearlake 11/5/20
Teleconference
(Casey)
3. APC – Planning Coordination Meeting 11/5/20
Teleconference/Zoom
(All)
4. Sustainable Transportation Planning Grant Workshop 11/9/20
Webinar
(Speka, Casey)
5. Lake County Draft Coordinated Plan Update 11/10/20
Zoom
(Davey-Bates, Sookne, Speka)
6. Lake SSTAC Meeting 11/10/20
Teleconference/Zoom
(Sookne, Speka)
7. Vehicle Miles Traveled (VMT) Regional Baseline Study TAG 11/12/20
Teleconference
(Davey-Bates Speka)
8. Survey Design Webinar 11/12/20
Webinar
(Speka, Casey)
9. APC – Planning Coordination Meeting 11/12/20
Teleconference/Zoom
(All)
10. Regional Transportation Planning (RTP) Check-In 11/17/20
Zoom
(Davey-Bates, Barrett, Sookne)

- | | |
|--|-------------|
| 11. Regional Early Action Plan (REAP) Meeting
Zoom
(Barrett) | 11/18/20 |
| 12. AB 101 Housing
Webinar
(Sookne, Speka) | 11/18/20 |
| 13. RTAP – Rural Mobility/Micro-Mobility
Webinar
(Speka) | 11/18/20 |
| 14. S. Main Street / Soda Bay Meeting w/Lakeport
Teleconference
(Barrett, Sookne, Casey) | 11/18/20 |
| 15. Rural Counties Task Force Meeting (RCTF)
Webinar
(Barrett) | 11/20/20 |
| 16. Sustainable Transportation Planning Car Sharing Program
Zoom
(Sookne, Speka) | 11/30/20 |
| 17. APC – Planning Coordination Meeting
Teleconference/Zoom
(All) | 12/1/20 |
| 18. RTPA Group Meeting
Teleconference
(Davey-Bates, Barrett) | 12/1/20 |
| 19. California Transportation Commission (CTC)
Access/Webinar
(Davey-Bates, Barrett) | 12/2 - 3/20 |
| 20. SR53 Corridor Local Circulation Study Project
Webinar
(Davey-Bates, Casey) | 12/3/20 |
| 21. Bay Area Legislative Priorities
Webinar
(Davey-Bates) | 12/4/20 |
| 22. SB 743 Tools Training
Webinar
(Davey-Bates, Speka) | 12/7/20 |

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: Update on Various Grant Programs

DATE PREPARED: November 30, 2020

MEETING DATE: December 9, 2020

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: Below is a summary of current or potential projects on the horizon that staff will be pursuing in the coming months.

Coordinated Plan Update- The Lake County Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) was last updated in 2015. Since 2005, Federal statute has required that meaningful planning and communication take place between public transportation sectors and human service systems, and that a coordinated public transit-human service transportation plan be developed accordingly. Periodic updates (approximately every five years) allow it to remain relevant, especially given the 2012 requirement that all projects supported by Federal Transit Administration (FTA) 5310 must be included within the Coordinated Plan.

A draft plan is being prepared by the University of the Pacific (UOP), through a contract with Caltrans to write the study for the Lake County region. On November 10, an online workshop was held with staff members from interested agencies, including Lake APC and Social Services Transportation Advisory Council members, where feedback was solicited from each. A survey has also been distributed for additional input on the plan, which was sent to Board and TAC members on November 20 and will remain open until December 11.

Potential New Sustainable Transportation Planning Grants- As noted in previous Board meetings, Caltrans is expected to release a Sustainable Transportation Planning Grant call-for-projects soon. Staff will be looking into at least two, or possibly three, applications, expected to be submitted sometime in January.

The first would consist of an update to the Transportation Demand Model (TDM) for the Lake County region. The consultant preparing the VMT Regional Baseline Study has already indicated that an updated Transportation Demand Model (TDM) will be recommended as a result of that project. The previous TDM for the region was completed in 2009 as part of the Wine Country Interregional Partnership, which included the four-county area of Lake, Napa, Mendocino and Sonoma counties, and reliance on the outdated model could present “defensibility” issues for future CEQA VMT analyses.

The second project would involve securing funds for a wildfire evacuation plan for the region. While an application submitted for a different grant program earlier this year was unsuccessful, it is still believed to be an important study given the wildfire history of the County over the last several years.

Finally, Lake Transit is interested in updating its 2015 Transit Development Plan (TDP). Both staff from LTA and APC have been discussing a need for flexible and on-demand transportation for seniors, disabled, or low-income residents unable to utilize existing public transportation services. The initial idea was to seek funding for a “micro-transit” feasibility plan to address the need which was first noted in last year’s unmet needs process. However, because it had been five years since the TDP was last updated, it was decided to combine efforts and seek funds for a TDP update that will include a micro-transit component to explore possibilities for non-traditional and on-demand services.

ACTION REQUIRED: None, informational only

ALTERNATIVES: N/A

RECOMMENDATION: N/A



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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

DATE PREPARED: 12/02/2020
MEETING DATE: 12/09/2020

SUBMITTED BY: Danielle Casey, Project Coordinator

UPDATE:

At the time of this writing on 12/2/2020, APC Staff has received word that TJKM has completed traffic data collection in the Clearlake area. A meeting is scheduled on 12/3/2020 to discuss the outcomes of the field research. A verbal update on that meeting will be given to the board at the upcoming meeting on the ninth.

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 previous Board Meetings 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.

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

Project Updates

South DEAL

December 2020

MENDOCINO COUNTY

MEN-1-PM 0.00/15.00 – Point Arena CAPM – This \$13.1 million SB1 pavement project will restore and preserve the drivability and serviceability of Route 1 PM 0.00 to 15.00. Granite Construction is the prime contractor. Construction started in August and is nearing completion.

MEN-1-PM 0.63/0.99 – Gualala Streetscape Enhancement Project – The purpose of this project is to improve traffic flow and create safe and comfortable facilities for pedestrian and bicycle travel downtown. The project is also intended to improve Gualala's visual character by incorporating landscape and hardscape features into the project. Caltrans and MCOG will be hosting a virtual public meeting on January 14, 2021 from 5pm – 7pm to present an alternative that seeks to balance the community's concerns with on-street parking. Depending on the community's support for the proposed alternative presented at the virtual public meeting and the success of an ATP grant application by MCOG, the project would be scheduled to begin construction in 2026

MEN-1-PM 6.50/9.50 – Widen Shoulders & Install Rumble Strip – This project proposes to improve southbound (SB) shoulder width along two curves on Highway 1. The project is split into two sections, post mile (PM) 6.55 to 6.75 and PM 9.30 to 9.45. The project elements include shoulder widening, edge-line rumble strip and metal beam guard rail (MBGR) wall. The SB shoulder will be widened to 4 feet with edge-line rumble strip. Widening the shoulder will require cut and fill in both sections and where fill slopes are infeasible, a MBGR wall will be constructed. The project scope now includes a super-elevation improvement which will require development of a second project alternative that will include 4-foot shoulders along the northbound lane. Construction is scheduled for summer 2023.

MEN-1-PM 31.35 – Elk Creek Bridge – The scope of the current programmed project for rail replacement has been revised to a bridge improvement project with an alternative for bridge replacement to address scour concerns. This project is scheduled to begin construction in summer 2024.

MEN-1-PM 42.44/43.20 – Navarro Ridge Safety – This shoulder widening project proposes to widen existing shoulders in both directions to 4 ft., install edge-line rumble strip, perpetuate the existing centerline rumble strip and install metal beam guardrail. Work will include replacement of four culverts, nine drainage inlets and the extension of three culverts. The project was initiated by District 1 Traffic Safety Office in response to a high incidence of run-off-road collisions. The construction capital estimate is \$3.96 million. Construction is scheduled for summer 2022 but may be delayed until summer 2023 if the local CDP is successfully appealed to the California Coastal Commission.

MEN-1-PM 42.30/42.50 – Navarro Drainage – The scope of this project is to abandon the existing culvert and to install a new 36-inch diameter culvert. The culvert inlet will remain at the same place and the outlet will be relocated approximately 30 ft. to the south for better alignment with natural channel. A 20 ft. by 9 ft. rock energy dissipater will be installed at the outlet. The roadway embankment side-slopes and the embankment of a private driveway will be repaired and revegetated. Shoulders will be widened to 4 ft. Additional items include restriping, installation of the edge-line and centerline rumble strip & dike replacement. The construction capital estimate is \$1.0 million. Construction is scheduled for summer 2022 but may be delayed until summer 2023 if the local CDP is successfully appealed to the California Coastal Commission.

MEN-1-PM 42.4/43.3 – Salmon Creek Bridge – This project proposes to improve the structural and geometric deficiencies of the bridge and approach roadways to ensure uninterrupted traffic movements in the event of an accident, seismic event, or other catastrophic failure; significantly reduce ongoing maintenance costs; provide wider shoulders for motorists experiencing breakdowns and provide safe bicycle and pedestrian movement across Salmon Creek. The District has requested programming for a separate lead-abatement project to address the lead impacted soils caused by sand blast waste created from past bridge maintenance activities. The lead abatement project will be scheduled to begin construction in 2023. Construction for the bridge replacement project will be delayed until 2030 due to fiscal constraints. The current construction capital estimate for the bridge replacement project is \$33.3 million.

MEN-1-PM 43.3/44.2 – Albion River Bridge Maintenance – The purpose of this maintenance project is to preserve the structural integrity, extend the life of the Albion River Bridge and to prevent further degradation of the existing wooden structure by repairing horizontal timber members that have areas of decay; replacing approximately 1,100 bolted connections throughout the entire timber sub-structure and removing the rusted and failed utility conduit along the right side of the bridge. Construction is scheduled to begin spring 2021. The construction capital estimate is \$690 thousand. A follow up maintenance project is planned for spring 2022 to repair 53 timber scabs and inspect three split ring connectors and one mole claw plate. Repair of the timber scabs was delayed one year due to permitting requirements due to the need to close the bridge at night for up to 20 non-consecutive days.

MEN-1-PM 43.3/44.2 – Albion River Bridge – This project proposes to improve function, geometrics and the seismic and structural integrity of the Albion River Bridge and approach roadway to ensure uninterrupted traffic movement in the event of a collision or emergency incident, seismic event or other catastrophic failure, significantly reduce ongoing maintenance costs, provide wider shoulders for motorists experiencing breakdowns and provide safe access for pedestrians and bicyclists across the bridge. The initial geotechnical investigations have been completed. Additional drilling for the geotechnical investigation will occur in the next phase of the project following the selection of a preferred alternative. Although construction is scheduled to begin in summer 2025, local opposition to the project may delay begin construction until 2026. The construction capital estimate is \$53.4 million.

MEN-1-PM 51.45 – Jack Peters Bridge Widening & Rail Upgrade – The purpose of these projects is to improve function by increasing bridge shoulder width

for bicyclists and to ensure uninterrupted traffic movement in the event of a collision or emergency incident, construct separated pedestrian walkways on both sides of the structure to provide safe access for pedestrians and upgrade bridge rails to meet current design standards. Construction on the Pudding Creek Bridge is scheduled to begin construction summer 2022.

MEN-1-PM 59.70 – Hare Creek Bridge – The purpose of this project is to improve function by increasing bridge shoulder width for bicyclists and to ensure uninterrupted traffic movement in the event of a collision or emergency incident, construct separated pedestrian walkways on both sides of the structure to provide safe access for pedestrians and upgrade bridge rails to meet current design standards. Construction is scheduled for summer 2024. The construction capital estimate is \$10.1 million.

MEN-1-PM 61.99 – Pudding Creek Bridge Bridge Widening & Rail Upgrade – The purpose of these projects is to improve function by increasing bridge shoulder width for bicyclists and to ensure uninterrupted traffic movement in the event of a collision or emergency incident, construct separated pedestrian walkways on both sides of the structure to provide safe access for pedestrians and upgrade bridge rails to meet current design standards. Construction on the Pudding Creek Bridge is scheduled to begin summer 2022.

MEN-1-PM 65.13/65.49 – Men-1 Widen Shoulders – The purpose of this \$2.1 million safety project is to reduce the frequency and severity of collisions by widening the shoulders near Nameless Rd. Widening will require drainage improvements. PA&ED is scheduled for November 20, 2020. Construction is scheduled for summer 2022.

MEN-1-PM 75.50/PM 76.5 – Westport Slide Complex – The purpose of this emergency project is to reduce the annual maintenance expenditures, alleviate safety concerns from the public, and prevent complete loss of this highway segment which has no reasonable detour. The project includes two walls, drainage repairs and roadway reconstruction. This is an emergency opening project, now under construction. Slide is continuing to move throughout construction. Target completion summer 2021.

MEN-1-PM 75.50/PM 76.5 – Westport Culverts – The purpose of this project is to replace and/or repair existing drainage structures that have either severely failed inverts or are separated and misaligned. Construction is scheduled for summer 2021.

MEN-1-PM 87.90/105.60 – Rockport to Leggett CAPM – This \$22.2 million SB1 pavement project will restore and preserve the drivability and serviceability of Route 1 PM 87.90 to 105.60. The project is in the Project Approval phase and should begin construction in 2023.

MEN-20-PM 19.1/19.6 – James Creek West Safety – The purpose of this \$2.9 million safety project is to reduce the frequency and severity of collisions with geometric improvements. PAED was met on 10/23/20 and construction is scheduled to begin in summer 2022.

MEN-20-PM 20.0/20.3 – James Creek East Safety – The purpose of this \$1.1 million safety project is to reduce the frequency and severity of collisions with geometric improvements. PAED was met on 7/24/20 and construction is scheduled to begin in spring 2022.

MEN-20-PM 24.7/24.9 – Shoulder Widening near Willits – This \$2.1 million safety project proposes to reduce the frequency and severity of run-off-the-road collisions by realigning the compound curve, widening the eastbound shoulder, improving sight distance and placing metal beam guardrails. The contract was awarded to Rege Construction, Inc. on 10/23/20 and construction is scheduled to begin in January 2021 with tree clearing.

MEN-20-PM 33.4/34.2 – Calpella Bridges – This \$30 million project, just east of Highway 101, proposes to replace the two bridges that span the Russian River, the railroad and East Side Road in Redwood Valley. The project will also make improvements to Road 144 (connector from Highway 20 to East Road) intersection. Bridge construction will be off alignment to reduce impacts to local communities and Highway 20 and 101. The project is currently in the Design phase. Construction is scheduled to begin in fall 2021.

MEN-101-PM 0/9.6 – Hopland CAPM – This \$11.1 million pavement preservation project will restore and preserve the drivability and serviceability of Route 101 from the county line to PM 9.6 near Hopland. Argonaut Constructors is the prime contractor. Project construction is nearing completion.

MEN-101-PM 1.4/1.7 – Comminsky Permanent Restoration – This \$7.4 million project proposes to construct a wall to restore the roadway to pre-storm damage conditions and reduce the risk of future damage. PAED was met on 9/29/20 and construction is planned for the 2022 season.

MEN-101-PM 3.7 & 5.3 – Peregrine Slides – This \$19.5 million storm damage restoration project is expected to stabilize substantial landslide areas and repair the damaged four-lane highway. The project includes construction of retaining walls, drainage, and roadway reconstruction. The project is currently in construction and is expected to be complete by winter 2021.

MEN- 101-PM 9.9/11.2 – HOPLAND ADA – This \$15.6 million project proposes to correct non-compliant ADA pedestrian features, rehabilitate pavement, and add traffic calming/complete streets features in the community of Hopland. Construction is currently expected to begin construction 2025.

MEN-101-PM 43.5/51.30 – Willits Bypass Mitigation Project – This project will mitigate the wetland, riparian, and oak woodland impacts resulting from constructing Phase 1 of the Willits Bypass. Completed work includes seven acres of wetland creation and erosion control repairs; fencing for rotational grazing and wetland/riparian corridor protection; project water supply infrastructure; and service contracts for seed collection and plant propagation. The initial planting and establishment is complete. The project will continue to be monitored per the MMPs (Mitigation Monitoring Plans) until 2028.

MEN-101-PM 46.3/47.5 – Willits Bypass Relinquishment – This \$6.2 million project brought the existing section of Route 101 from Route 20 to the northern Willits Interchange up to a state of good repair. This project is complete. This section of Highway 101 has been relinquished and is now the responsibility of the City of Willits. The relinquishment of the section of Old Highway 101 from the North end of the Willits city limits to the North Interchange of 101 is currently in progress. It is anticipated that the County of Mendocino will assume responsibility for this segment by January 1, 2021.

MEN-101-PM 47.2/47.3 – Sherwood Road Geometric Upgrades – This \$4.2 million project will make upgrades to the Route 101/Sherwood Road intersection in Willits by widening the left turn pocket on Sherwood Road and modifying the signal. The project was awarded to Granite Construction in spring 2018. The project is complete. This section of Highway 101 has been relinquished and is now the responsibility of the City of Willits.

MEN-101-PM 58.9/82.5 – Moss Cove, Irvine Lodge, & Empire Camp SRRA's – This \$12.3 million project will upgrade 3 rest areas along Highway 101 in Northern Mendocino County. Construction is anticipated to start in early 2021.

MEN-162- PM 0/25.7 – COVELO PAVEMENT – This \$45 million pavement project proposes to rehabilitate 50.73 miles of pavement, upgrade signs and guard railing. Construction is currently expected to begin construction 2024.

MEN-162-PM 8.2 – South Fork Eel River Bridge Seismic – This bridge has been identified as being seismically vulnerable and needing bridge rail upgrade. A bridge replacement alternative has been selected by the project team. This \$7.709 million project is currently scheduled to begin construction in 2022.

MEN-162-PM 29.18/30.67 – Covelo Trail Project – This trail project proposes to construct a Class I separated multi-use trail parallel to Highway 162 just north of the community of Covelo. The project is being administered by the Mendocino Council of Governments with oversight provided by Caltrans. Construction is expected in spring 2022 .

MEN-271-PM 19.6/20.0 – McCoy Creek Sinks – This \$4.2 million Permanent Restoration project proposes to construct a wall to restore the roadway to pre-storm damage conditions and reduce the risk of future damage. PAED was met on 10/30/20 and Construction is planned for the 2022 season.

LAKE COUNTY

LAK-VARIOUS – Lake County Traffic Management System (TMS) Projects – These two traffic management system projects propose to create a backbone wireless communication system in Lake County to improve the current capacity in order to provide accurate and timely data for traffic and travel conditions, including the installation of Changeable Message Signs to notify public during emergency conditions. The total construction costs between the two projects is \$4.4 million. The projects are currently in design. Construction is scheduled for spring 2022.

LAK-VARIOUS – Mannings and Polk Jones Cattle Pass Bridge Rails – This \$1.5 million project on Highway 20 and 29 proposes to replace bridge rails on two bridges. Approve contract was on 10/26/20 to begin construction in spring 2021.

LAK-VARIOUS – Morrison, Robinson and Kelsey Creek Bridge Widening and Replacement – This \$8.6 million project proposes to widen Morrison (Highway 20) and Robinson Creek Bridges (Highway 29) and replace Kelsey Creek Bridge (Highway 175). The project is currently in design and is expected to begin construction in late fall 2021.

LAK-20-PM 2.0/2.8 – Blue Lakes Safety Project – This \$15.7 million safety project on Highway 20, adjacent to Blue Lakes, proposes to widen shoulders, improve the horizontal curve, and to construct a sight bench. PAED was completed on 9/22/20 and Design is expected to start, pending CTC vote, December 2020; Construction is expected in summer 2022.

LAK-20-PM 5.0/5.8 – lake 20 Shoulders – This \$9.3 million safety project on Highway 20 proposes to widen shoulders, improve the horizontal curve, and to construct a left-turn pocket at Witter Springs Road. Environmental clearance was completed in May 2019. Construction is on schedule, spring 2021.

LAK-20-PM 5.8 – Bachelor Creek Bridge Rehabilitation – This \$4.0 million project will protect the integrity of the roadway by replacing 3-9' diameter culverts with 2-12' box culverts at Bachelor Creek Bridge, just east of Witter Springs Road on Highway 20. This project is combined with the Witter Springs Road Safety project. Construction is scheduled for spring 2021.

LAK-20-PM 28.4 – Zero Emission Charging Station – This project will provide for a public charging station for public use at the Clearlake Oaks Maintenance station. This project has been completed. Contract Acceptance was met on 10/26/20.

LAK-20-PM 31.2/32.0 – Lake 20/53 Roundabout – This project's roadwork is complete, and the plant establishment is ongoing. Relinquishment of Almond Lane to the County of Lake is currently in progress.

LAK-29-PM 4.15/5.14 – Middletown Multi-Use Path – This project proposes a Class I multi-use trail parallel to Highway 29 on the west side, from Rancheria Road to Central Park Road. The project is administered by the County of Lake with oversight provided by Caltrans. Construction is scheduled to begin spring of 2021.

LAK-29-PM 12.78/14.35 – Coyote Grade Shoulder Widening – This \$13.5 million safety project proposes to widen shoulders for 1.5 miles near Hidden Valley Lake. The contract was awarded to Ghillotti Construction Co at the end of July. Construction has begun with expected completion by the end of next season.

LAK-29-PM 17.70/20.70 – Lake 29 Truck Climbing Lane/Shoulder Widening – This \$5.7 million safety project proposes to widen shoulders at three locations and provide a truck climbing lane at one location. The project is located near Lower Lake. Construction contract is awarded and is currently under construction. Completion is anticipated in fall 2021.

LAK-29-PM 23.8/31.6 – Lake 29 Expressway – The scope of this project is to replace 8 miles of existing 2-lane conventional highway with new 4-lane divided expressway on a new alignment. The environmental document was completed in 2016 and covers the entire 8-mile project; however, the project will be constructed in three phases (segments) depending on availability of funding. The first phase (segment 2C = 28.5/31.6) of the project is under construction. The \$53.6 million construction contract was awarded to OC Jones & Sons in November 2019. Design work on the remaining two construction phases began in July 2018; however, construction and right of way funds have not been secured.

LAK-29-PM 34.9/35.23 – Kelsey Creek Road Left Turn Channelization – This \$2.9 million safety project proposes to widen the roadway and provide a left turn lane and acceleration lane for Kelsey Creek Road. The project is currently in the Project Approval stage and is expected to be constructed in winter 2022.

LAK-175-PM 0.2/0.4 – Curve realignment and shoulder widening – This \$5.77 million project proposes to realign the route to provide a single radius curve with two 12-foot lanes and 4-foot shoulders and pave an existing pullout area for slow moving vehicles. Construction currently targeted for the 2022 season.

LAK-175-PM 24.0/26.5 – Safety Project near Middletown – This \$12 million safety project near the intersection of Routes 175 & 29 proposes to improve the alignment of the roadway at critical curve locations, widen all shoulders, and repair or replace all the drainage systems. Construction is ongoing. Caltrans signed an MOU with Lake County Department of Public Works to allow Caltrans to replant 7 acres of oaks in the Middletown Trailside Park.

HUM/LAK-VAR-PM VAR – 4 Bridge Deck Preservation – This \$1.8 million project proposes to rehabilitate three bridge decks in Humboldt County and one in Lake County. Polyester Concrete overlays will be placed on the two Van Duzen River Bridges on SR 36 (HUM PM 17.9 & R23.9). The Salt River Bridge on SR 211 (HUM-36-17.9 & R75.2) will receive an Epoxy deck seal, while the Hill Road East Overpass on SR 29 (LAK-29-R43.75) will receive a methacrylate deck seal. This project was accelerated 3 months to allow construction to begin this season.

All Counties – Curve Warning Sign Replacement – This project proposes to meet current federal standards by replacing existing curve warning advisory signs on various routes in Lake, Mendocino, Humboldt, and Del Norte Counties. The update will include updating the retro-reflectivity of the signs. The new standard will increase advisory speeds on some but not all the signs. In addition, complete street elements were added, which consisted of updating school zone signs and crosswalks, as well as adding new crosswalks and Advance Warning Beacons at Blosser Lane in Willits. The project is in construction and is on schedule to be completed in 2021.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

Tuesday, November 10, 2020
1:30 p.m.

Zoom video/audio conference

Present: Paul Branson – Chair (1:59), Michelle Dibble – Vice Chair, Holly Goetz, Karen Dakari, Tavi Granger, Clarissa Kincy

Absent: Pastor Shannon Kimble-Auth

Non-SSTAC Attendees: Dena Eddings-Green (AAA), Wanda Gray (Paratransit Services/LTA), Saskia Rymer-Burnett (Caltrans)

Staff Present: James Sookne, John Speka, Lisa Davey-Bates

1. **Call to Order and Introductions**

The meeting was called to order at 1:36 p.m.

2. **Public Input**

None.

3. **Approval of Draft August 13, 2020 SSTAC Meeting Minutes**

Karen motioned, Tavi seconded, to approve the August 13, 2020 minutes as presented. Approved unanimously.

4. **SSTAC Membership Roster Update**

James reminded the SSTAC that there are still two open positions on the roster: the Potential Transit User 60 Years or Older and the Potential Transit User Disabled. Clarissa stated that she met a gentleman named Michael that could potentially fill the role of user 60 years or older. She will discuss it with him further and bring him to the next SSTAC meeting if he's interested.

Michelle informed the SSTAC that Tavi would be retiring from the County at the end of the year and she would need to be replaced on the SSTAC. Michelle asked if Dena Eddings-Green would be interested in filling that role. Dena said she would accept if nominated. Holly made a motion to nominate Dena to fill the role of Social Services Provider for Seniors. Clarissa seconded the motion and it passed unanimously.

James will take that nomination before the Lake APC Board at the December meeting for formal approval.

5. **FY 2021/22 Unmet Transit Needs Process**

James provided the SSTAC with a copy of the adopted definitions for the unmet needs process as well as last year's list. The group reviewed the FY 19/20 list to determine if any of the previous year's unmet needs have been met. While some planning has been done and service implemented to address

some of the unmet needs, the group determined that all needs identified last year should still be on the list. The SSTAC will meet again in late January/early February 2021 to formalize the list and send it to the Lake APC Board at a public hearing to determine whether any of the needs qualify as an “unmet transit need” consistent with the approved definitions.

6. Update on Lake Links

a. Mobility Manager Report

Clarissa gave updates on the Pay-Your-Pal (PYP) and the Out-of-County NEMT programs. Through the first quarter, the PYP program has been averaging 53 active riders per month and the NEMT program has 41 active riders. Lake Links has been focusing on reaching out to the inactive riders to discuss resuming the use of the service as most medical providers have re-opened.

On October 10th, Lake Links participated in the Heroes of Health & Safety Fair to promote the organization and their programs. Lake Links saw 175 participants and 141 requested more information on Lake Links’ services. Lake Links also developed partnerships with other county agencies and medical reps that were in attendance.

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 and that environmental funds will be allocated at the December CTC meeting.

Sustainable Transportation Equity Project (STEP)

John informed the SSTAC that the Lake APC’s Sustainable Transportation Equity Project (STEP) grant application was unsuccessful. The application was 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 was 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. John said that the APC may pursue a similar type project under the Sustainable Transportation Planning Grant this winter.

COVID-19 Update

James reported that ridership is still down approximately 65% with some routes as low as 84%. LTA is continuing to assist the Lakeport Senior Center with meal delivery as the pandemic continues.

8. Update on Lake Transit Authority (LTA) Meetings

a. November 4, 2020 Meeting

James stated that the only things of importance at the previous LTA meeting was the passage of Resolution 20-21-03, authorizing the Executive Director to submit any and all documents necessary for LTA’s TIRCP project.

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 Tavi for her service on the SSTAC and wished her well in retirement.

11. **Next Proposed Meeting** – TBD – the next meeting will be in the end of January/beginning February
12. **Announcements/Good of the Order**
None.
13. **Adjourn Meeting** - Meeting adjourned at 2:46 p.m.

Respectfully Submitted,

James Sookne
Lake APC Administration