



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
[www.lakeapc.org](http://www.lakeapc.org)

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## LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) AGENDA

**DATE:** Wednesday, February 8, 2023

**TIME:** 9:00

**PLACE:** Lake Transit Authority

9240 Highway 53

Lower Lake, California

### Zoom Login:

**Dial-in number:** 1 (669) 900-6833 / **Meeting ID:** 862 5449 8213# **Passcode:** 527126

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

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 also 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](mailto: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.

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1. Call to Order/Roll Call
  2. Adjourn to Policy Advisory Committee
  3. Election of officers – Chair and Vice-Chair, Member-at-Large Vacancy and Standing Committees – Executive Committee and California Association of Councils of Governments (CalCOG)

### **PUBLIC EXPRESSION**

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

### **CONSENT CALENDAR**

5. Adoption of Resolution #22-23-13 to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361
6. Approval of December 14, 2022 Minutes

### **REGULAR CALENDAR**

7. Approval of Meeting Procedures Following Expiration of COVID-19 State of Emergency (*Davey-Bates*)
8. Discussion and Proposed Recommendation on Update to Travel Reimbursements (*Davey-Bates*)
9. Discussion and Recommended Approval of the Second Amendment of the 2022/23 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 Planning Staff
  - i. Project Updates (*Speka*)
  - ii. Regional Project Updates (*Villa*)
  - iii. Miscellaneous
- b. Lake APC Administration Staff
  - i. Next Meeting Date – **March 1, 2023 (Lakeport)**
  - ii. Miscellaneous
- c. Lake APC Directors
- d. Caltrans
  - i. SR 29 Project Update (*Pimentel*)
  - ii. Lake County Project Status Update (*Ahlstrand*)
  - iii. Miscellaneous
- e. Rural Counties Task Force
  - i. Next Meeting Date – **March 17, 2023 (Teleconference)**
- f. California Transportation Commission
  - i. Next Meeting Date – **March 22 – 23 (Los Angeles)**
- g. California Association of Councils of Governments (CalCOG)
  - i. CDAC Meeting – April 20, 2023 (*Virtual*)
  - ii. CalCOG Bill Tracker
  - ii. Regional Leadership Forum – March 5 - 7 (*Riverside*)
  - iii. CalCOG Board of Directors Meeting – March 7, 2023
- h. Miscellaneous

**INFORMATION PACKET**

- 13. a) Draft 1/19/23 Lake TAC Minutes

**ADJOURNMENT**

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**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: February 2, 2023

*Attachments:*

*Agenda Item #3 – Staff Report*

*Agenda Item #5 – Resolution #22-23-13*

*Agenda Item #6 – 12/14/22 Lake APC Draft Minutes*

*Agenda Item #7 – Staff Report*

*Agenda Item #8 – Staff Report*

*Agenda Item #9 – Staff Report, Summary & Claim Request*

*Agenda Item #12ai – Project Updates*

*Agenda Item #12aïi – TDP/PPM Update*

*Agenda Item #12dii – Project Status Update*

*Agenda Item #12gii = Bill Tracker*

*Information Packet – 13a) 1/19/23 Draft TAC Minutes*



## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** Election of Officers

**DATE PREPARED:** February 1, 2023

**MEETING DATE:** February 8, 2023

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**SUBMITTED BY:** Lisa Davey-Bates, Executive Director

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### **BACKGROUND:**

There are no set terms for members to serve on the Lake Area Planning Council (APC). Historically, both of the city councils and the Board of Supervisors make two appointments annually from their respective membership to serve on the Lake APC. During the first meeting of each year, the APC members nominate and approve members to serve as Chair and Vice-Chair to the Lake APC.

The Board of Supervisors also makes the appointments for the two Member-at-Large positions. Those seats are appointed every other year, or when a vacancy occurs. The Board of Supervisors also appoints an alternate Member-at-Large in the event that one of the other members is unable to attend. Unfortunately, a vacancy still exists for the Member-at-Large position.

Appointments to the Lake APC's Executive Committee are made annually during the first meeting of the year once appointments as Chair and Vice-Chair to the APC have been made. The Committee is comprised of three members: Chair, Vice-Chair, and a third representative to provide a regional balance. This committee meets on occasion when specific topics need more individualized dialogue before consideration by the full APC Board.

Lastly, a delegate and alternate are appointed to represent Lake APC on the California Association of Councils of Governments (CalCOG). CalCOG is a statewide association representing 50 regional planning agencies and council of governments. The delegate, or alternate, representing the APC is only expected to attend one or two meetings each year to provide local input on regional, State and Federal issues and policies being supported by CalCOG.

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### **ACTION REQUIRED:**

1. Hear all nominations of the office of Chair. A second is not required to nominate.
  2. Discuss any questions. Move, second and vote to close nominations.
  3. If multiple nominations are made, move, second and vote on each nomination until a motion carries.
  4. Repeat process for Vice-Chair to the Lake APC, Executive Committee Members, and appointments to CalCOG.
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### **ALTERNATIVES:**

None identified.

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### **RECOMMENDATION:**

I recommend the APC Board of Directors make the above-mentioned appointments to the Lake APC, Executive Committee and CalCOG. Once elections are made, the newly elected Chair presides over the meeting.

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 22-23-13

### RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY PURSUANT TO ASSEMBLY BILL 361

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

WHEREAS, The Area Planning Council (APC) is committed to preserving the Ralph M. Brown Act requirements that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

WHEREAS, A state of emergency was proclaimed by Governor's Executive Order N-33-20 on March 4, 2020, addressing the threat of the COVID-19 pandemic, and remains in effect;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and AB 361 remains in effect through January 1, 2024;

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

WHEREAS, COVID-19 and variants thereof remain a current threat to the health and safety of the general public, APC Staff, and members of this Board; and

WHEREAS, the APC has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of the APC legislative and advisory bodies subject to the Brown Act; and

WHEREAS, in response to the current threat to the public of the COVID-19 virus and its existing and potential variants, there is a desire to implement teleconference meetings pursuant to the requirements of the Brown Act so long as this State of and Emergency continues to exist.

#### NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference;
2. The Area Planning Council finds, by a majority vote, that there exists a proclaimed state of emergency; and
3. As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

In accordance with AB 361, based on the findings and determinations herein, meetings of APC's legislative and advisory bodies will be held remotely by virtual means, suspending Brown Act teleconferencing rules while providing for all feasible means of public participation.

This resolution shall be effective upon adoption and remain in effect until February 28, 2023, in accordance with AB 361.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 8<sup>th</sup> day of February 2023, by the following roll call vote:

AYES:  
NOES:  
ABSENT:

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

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ATTEST: Lisa Davey-Bates  
Executive Director

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Stacey Mattina, Chair  
APC Member



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

Wednesday, December 14, 2022

**Location:** City of Lakeport & Zoom (in response to “Shelter-in-Place” directive)

### **Present**

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

### **Absent**

Tim Warnement, Member at Large

### **Also Present**

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC  
Alexis Pedrotti, Admin Staff – Lake APC  
James Sookne, Admin Staff – Lake APC  
Charlene Parker, Admin Staff – Lake APC  
Jesus Rodriguez-Garcia, Admin Staff – Lake APC  
Gary McFarland, Project Manager – Paratransit Services  
Johnnie Lindsey, Operations Supervisor– Paratransit Service

### **Attending via Zoom**

Nephele Barrett, Planning Staff – Lake APC  
Jody Lowblad, Planning Staff – Lake APC  
Michael Green, Supervisor, County of Lake  
Rex Jackman, Caltrans District 1 (Policy Advisory Committee)  
Scott DeLeon, Public Works Director, County of Lake  
Adeline Leyba, City of Clearlake  
Jeff Pimentel, Caltrans Project Manager

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### **1. Call to Order/Roll Call**

Chair Mattina called the meeting to order at 9:06 a.m. Secretary Charlene Parker called roll.  
Members present: Sabatier, Simon, Perdock, Cremer, Mattina, Parlet

### **2. Adjourn to Policy Advisory Committee**

Chair Mattina adjourned to the Policy Advisory Committee (PAC) at 9:07 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.

### **CONSENT CALENDAR**

#### **4. Proposed Adoption of Resolution #22-23-12 to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361**

#### **5. Approval of August 10, 2022 Draft Minutes**

#### **6. Approval of Social Services Transportation Advisory Council (SSTAC) Roster**

Chair Mattina asked if the Board members would like to pull anything from the Consent Calendar for further discussion.

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

*Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, Rex Jackman for Tatiana Ablstrand (PAC), Noes (0); Abstain (0); Absent (2) Directors Leonard, Warnement*

Director Leonard joined the meeting at 9:08.

### **REGULAR CALENDAR**

#### **7. Approval of Draft Lake APC Meeting Calendar**

Lisa Davey-Bates briefly outlined the proposed adjustments to the 2023 Lake APC calendar to alleviate conflicts with the California Transportation Commission (CTC) meeting calendar and other regular statewide meetings and conferences.

Chair Mattina requested any public comments regarding the Draft Lake APC Meeting Calendar. No comments were presented.

*Director Perdock made a motion to approve the Draft Lake APC Meeting Calendar, as presented. The motion was seconded by Director Cremer and carried unanimously.*

*Roll Call Vote: Ayes (8)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, and Leonard, Rex Jackman for Tatiana Ablstrand (PAC), Noes (0); Abstain (0); Absent (1) Director Warnement*

#### **8. Discussion and Proposed Guidance on Withholding from Board Member Stipends**

Lisa gave a brief update about an issue she has been discussing with CalPERS, and that they contend that State Social Security Administration Office (SSSA) and Medi-Care should be deducted from Board Member travel stipends.

As directed by the Board, staff contacted Derek Cole, Lake APC's Attorney, who wrote a memo summarizing his assessment of the situation. The memo concluded that while there was the potential for gray area, under the employee/employer common law test, Lake APC members should not be subject to withholding requirements because Lake APC members were not employees of the Council. Derek's response was forwarded to Alexa Montecalvo, Account Manager at the State Social Security Administrator's Office. Alexa replied that staff did not provide formal determinations, but rather guidance, but the SSSA team advised that board



members be considered employees in terms of withholding retirement benefits. Alexa recommended submitting the Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding Form. Lisa noted that Alexa indicated that it was a lengthy and complicated process that could take 6-8 months. Lisa indicated that staff was looking for direction from the Board.

The group thoroughly discussed the travel stipend issue, and in the end, the board members agreed by consensus that they should not be considered employees and that the travel stipend was considered a reimbursement for expenses incurred traveling to and from meetings. Direction was given to Lisa that she continue to explore the situation and that the Board would not support moving in the direction of having expenses deducted from travel stipends.

*Director Sabatier made a motion for the Board to reach out to their individual attorneys for their opinions on the matter, and that Lisa Davey-Bates, Executive Director, pursue management at CalPERS for clarification. The motion was seconded by Director Cremer and carried unanimously.*

*Roll Call Vote: Ayes (8)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, and Leonard, Rex Jackman for Tatiana Ablstrand (PAC), Noes (0); Abstain (0); Absent (1) Director Warnement*

## **RATIFY ACTION**

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

Chair Mattina adjourned the Policy Advisory Committee at 9:18 a.m. and reconvened as the APC.

### **10. Consideration and Adoption of Recommendations of Policy Advisory Committee**

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

*Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, and Leonard Noes (0); Abstain (0); Absent (1) Director Warnement*

## **REPORTS**

### **11. Reports & Information**

#### **a. Lake APC Planning Staff**

##### *i. Konocti Corridor Vehicle Miles Traveled (VMT) Update*

John reported that Headway Transportation was chosen to lead the study. The Konocti VMT study was to show how the region, with the focus on reducing greenhouse gas (GHG) emissions and Vehicle Miles, Traveled (VMT) will be impacted by shifting interregional through traffic away from the Northshore and redirected south of the lake. John noted that staff was working with Caltrans District 1 on traffic modeling data, which is close to completion and should be ready in the coming months.

##### *Konocti Corridor Equity Analysis Study*

John reported that the study was similar to the Konocti Corridor VMT Study and will assist with potential grant application questions related to equity. The project was Initially part of the VMT Study scope of work, it has been separated as a stand-alone project and was being prepared in-house by APC staff. John noted that the traffic modeling data from Caltrans District 1 will be used to help complete this study.

##### *Lake 29 Improvement Project*

John reported that Lake APC and District 1 staff continue to seek out funding opportunities for Segments 2A and 2B of the Lake 29 Improvement Project. Caltrans

with some help from APC staff prepared and applied to the Trade Corridor Enhancement Program (TCEP) for the 2B portion of the needed right-of-way funds. The TCEP was a State-funded source that was initiated as part of SB1 in 2017 focusing on improving trade routes for freight movement through the Lake region.

#### Reconnecting Communities Program

John reported that Lake APC, City of Clearlake, and Caltrans District 1 staff were looking into possible funding sources that would provide a safe passage for bicyclists and pedestrians to cross the highway overpass on SR 53 near South Center Drive. The two competitive funding programs that may potentially work for the project. One is the Reconnecting Communities Program through the federal infrastructure bill, which had a 50% match requirement. The second program was State funding Reconnecting Communities Highways to Boulevards. A match would not be required for this program, which could potentially fund the project in its entirety, or be used as matching funds for the federal program. John noted that Caltrans would most likely need to be the applicant as much of the project would lie within State right-of-way.

#### Sustainable Transportation Planning Grant Program Update

John reported that the Sustainable Transportation Planning Grants were pushed out until January/February 2023. Lake APC staff were still considering applying for grants. The Zero Emission Vehicle (ZEV) and a Feasibility Study for Ferry Service. Another possible application was for a Wildfire Evacuation Plan. Staff had attempted unsuccessfully in the past; however, there was additional funding available for Adaptation Planning Grant for this cycle.

The group discussed the pros and cons of funding for the Ferry Service, which would be included in the Feasibility Study.

Director Simon suggested that the Lake County Risk and Reduction Authority write a letter of support for the Wildfire Evacuation Plan.

John introduced Michael Villa, Project Coordinator, and stated that Michael was going to take the lead on the Transit Development Plan.

#### Transit Development Plan (TDP) Update

Michael reported that the consultant, LSC, had recently conducted community-wide surveys to collect data on passenger habits, public perceptions, and overall preferences. The existing conditions and community outreach summaries were completed. The consultant developed the third technical memo analyzing alternatives and options designed to improve mobility and transit system efficiency. Michael noted that both staff and the public will have the chance to comment on the alternatives, which will be developed into recommendations for a final five-year service, capital, and financial plan for LTA.

#### *ii.* Pavement Management Program (PMP) Update

Michael Villa reported that the Pavement Management Program (PMP) Update conducted by Nichols Consulting Engineers (NCE) was still in process. NCE Staff was working on the final report for the City of Clearlake and the City of Lakeport's final report was completed. The 5-year County Pavement Project must be completed before completing the PMP update. Michael noted that the contract with NCE for this project had expired. Lake APC staff and NCE staff both agreed on a contract extension through March, which staff believes was a reasonable amount of time for completion. There was no increase in cost with the contract extension. NCE was prepared to do a presentation for the PMP following the completion of all the reports.

iii. Miscellaneous

None

b. Lake APC Administration Staff

i. Next Meeting Date – January 11, 2022 (*Lakeport*)

Lisa reported the January meeting would likely be cancelled.

Miscellaneous

Alexis Pedrotti gave a brief budget update, stating that staff was still monitoring the Local Transportation Fund (LTF) closely. Alexis noted that the LTF revenues were down 8 percent from last year. However, the LTF amounts have been steadily consistent with the lower estimated budgeted revenues.

Lake APC Directors:

Director Sabatier stated that he had emailed Rex regarding a large dip right before the stop light on Lakeshore and Highway 53. Director Sabatier stated that he appreciated that Caltrans staff got right back to him and fixed the situation quickly.

Chair Mattina reported that the Lakeport annexation was on the ballot and failed. There were only 15 registered voters. The City of Lakeport and the Local Agency Formation Commission (LAFCO) plan to bring it back again.

Director Cremer stated that to improve safety, he would like to see the lighting and the bicycle and pedestrian overpass on Highway 53 moving forward. Director Cremer reminded the group of the deaths in that area. The second safety concern was to proceed with the Bell Park Avenue left-turn pocket. The concern was that it was a blind corner, and he stated that he would appreciate it if that project progressed.

d. Caltrans

i. SR 29 Project Update:

Jeff Pimentel reported that staff had submitted Segment 2B right-of-way for the Trade Corridor Enhancement Program (TCEP). Jeff stated that the right-of-way timeline was the critical path to support the project's development schedule. Jeff thanked APC and Headway Transportation for their assistance with the application. Jeff mentioned that the CTC staff's recommendations should be available around the first week of June.

Lisa stated that a ribbon cutting for Segment 2C would take place in late spring and that she would notify everyone once the date was set.

ii. Lake County Project Status:

Rex Jackmon reported that he met with the City of Clearlake about the Roads to Boulevard Reconnecting Communities grant, which appears to be promising. The details and guidelines for the application process were eagerly anticipated by the staff. Director Cremer's safety concerns were noted, and Rex stated that he would follow up with Caltrans staff to determine the status of the projects.

Rex announced that the traffic safety staff was investigating the safety concern raised by the 4th district supervisor about Soda Bay Road.

Director Parlet mentioned that since the bridge heading south/east into Lucerne was widened, traffic speeds have increased and suggested a traffic calming project for Lucerne was needed. Director Parlet stated that the lighting issue has been a constant issue. Finally, he questioned why the electronic signs on the highway were single-sided, and having the ability to advise traveling public in both directions would have been more cost-effective. He also noted that more local messaging should occur.

The group agreed that the messages on the signs had been a missed opportunity and wondered who was in charge of the messaging on the signs. Caltrans District 1 managed the messaging and noted that collaborating with the local public works departments would be beneficial. Rex responded that he would add that to his list of items to convey to traffic safety personnel.

Gary McFarland, Project Manager, Paratransit Services, stated that he has noticed a large number of pedestrians with dark clothing crossing Highway 53 and has been giving them safety vests that staff no longer used. He stated that he was working with local agencies to fund more safety vests because he noticed that the ones he distributed were being used. Gary offered to have the bus drivers hand them out.

- iii. Miscellaneous
- e. Rural Counties Task Force
  - i. Next Meeting Date – January 20, 2023
- f. California Transportation Commission
  - i. Next Meeting Date – January 25 – 26 (Rocklin)
- g. California Association of Councils of Governments (CalCOG)
  - i. CDAC Meeting – *(TBD)*
  - ii. Regional Leadership Forum – March 5 - 7 (*Riverside*)
  - iii. CalCOG Board of Directors Meeting – *March 7, 2023*
- h. Miscellaneous

#### **INFORMATION PACKET**

- 12. a) Draft 10/20/22 Lake TAC Minutes
- b) Draft 3/22/22 Lake SSTAC Minutes

#### **ADJOURNMENT**

The meeting was adjourned by Chair Mattina at 10:14 a.m.

Respectfully Submitted,

***DRAFT***

Charlene Parker  
Administrative Associate



## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** Brown Act Updates for 2023

**DATE PREPARED:** 2/1/23

**MEETING DATE:** 2/8/23

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**SUBMITTED BY:** Lisa Davey-Bates, Executive Director

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### UPDATE:

In response to the COVID-19 pandemic, Governor Newsome issued Executive Orders lifting several requirements, allowing agencies to hold public meetings while complying with shelter-in-place orders and social distancing recommendations. In September 2021, the Governor signed AB 361, authorizing an agency to hold fully remote or hybrid teleconference meetings without meeting the access and noticing requirements.

The COVID State of Emergency declaration will be lifted on February 28, 2023. At that time agencies will no longer have the authority to hold AB 361 remote meetings as a result of COVID-19. Former Brown Act requirements will resume, which require the following when hybrid and/or teleconference meeting are held:

- At least a quorum of the board must participate from locations within the agency's jurisdiction.
- Each teleconference location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at each teleconference location.
- Each location must be accessible to the public.
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.
- All votes must be taken by roll call.

Although traditional Brown Act requirements will resume, AB 2449 took effect January 1, 2023, giving individual members the flexibility to participate in meetings by teleconference in the event of a personal emergency or just cause, providing a quorum of the Board still meets in person at a single location that is identified in the meeting agenda and that it is open to the public.

An emergency circumstance is defined as a physical or family emergency that prevents the member from attending in person. If a member requests to participate in a meeting remotely for emergency purposes, AB 2449 would be invoked, and Board action would be necessary, even if there was not sufficient time to place the request formally on the agenda.

A member of the Lake APC can also participate remotely for just cause in the following circumstances: A family childcare or caregiving need; a contagious illness; a need related to a physical or mental disability that is not otherwise accommodated; or travel while on official business. Members must give adequate notice, however action to allow the Member to attend virtually is not required. A member participating virtually is limited to two remote meetings per year.

In either case, the member must provide a general description of the reason they are not able to attend in person. Those exceptions may not exceed more than three consecutive months, or 20 percent of the meetings, or more than two meetings per year (if the Agency meets fewer than 10 times per year).

Additional legislation is expected that could provide alternative meeting options, but for the time being staff would recommend the Board take action to resume the Brown Act teleconferencing requirements, with Board action of AB 2449 when emergency or just cause circumstances arise.

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**ACTION REQUIRED:** Provide direction on how the Lake APC Board would like to proceed with conducting future meetings.

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**ALTERNATIVES:** None recommended.

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**RECOMMENDATION:** 1) Resume traditional Brown Act meeting hybrid/teleconferencing requirements where a quorum may attend from multiple posted locations, or 2) Follow AB 2449 procedures which require a quorum in one location and emergency or just cause circumstances are permitted.



## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** Lake APC Board Member Travel Reimbursement Update

**DATE PREPARED:** 1/31/23

**MEETING DATE:** 02/08/23

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**SUBMITTED BY:** Lisa Davey-Bates, Executive Director

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**UPDATE:**

During the September 2022 Board Meeting, I informed members of an issue that was brought to the attention of our staff by CalPERS, who had made the determination that Social Security and Medicare benefits should be deducted from payments made to Lake APC Board Members, even if it was a stipend for travel costs and meals to and from meetings. In their opinion, members of the Lake APC were “employees” of the agency and would be subject to withholding practices.

Based on direction from the Board, I then reached out to our attorney, Derek Cole, who concluded that, while there was the potential of a gray area, he felt Lake APC members should not be subject to withholding requirements, and that Lake APC members were not employees based on the employee/employer common law test.

After multiple conversations with Alexa Montcalvo, Account Manager, State Social Security Administrator’s Office, she concluded that their purpose was to provide guidance and while the Lake APC Board Members may not consider themselves employees, for the purposes of IRS and Social Security withholding practices adherent to federal law, board members were not classified as independent contractors, but rather employees and should pay those benefits. She further suggested that if our agency disagreed with the determination that we could submit the “Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding” Form She stated that it was a long and involved process and could take 6-8 months.

At the December 2022 meeting Members directed me to elevate the issue at CalPERS. After further conversations with a CalPERS Team Leader, we were told that, “...if the Board Members are receiving a stipend per meeting that they attend, that amount would be considered compensation and therefore subject to social security and Medicare tax withholding. If the agency reimburses board members for actual expenses incurred, then the reimbursement of expenses would not be considered a stipend or compensation. I would recommend keeping all receipts and expense reports as requested.” We were told in previous conversations that both of those scenarios would require a deduction.

At this point, I would suggest that we move towards a process that provides reimbursement for mileage, and possibly meals, for Lake APC travel. If there is consensus that that is the best path forward, I will present a newly drafted travel policy for your review and potential approval at the March meeting. If Members only request mileage reimbursement, that could be done immediately based on the IRS reimbursement rate, which is currently 65.5 cents per mile, and a travel policy would not be necessary. In the event that members travel on longer trips related to Lake APC, additional costs such as hotel, taxi, parking, etc. would be reimbursed in either scenario (with receipts to backup expenses).

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**ACTION REQUIRED:** 1) Pursue an exemption through the process described above, or 2) Pursue a process to reimburse Board Member travel and possibly meals for actual expenses incurred, in lieu of a stipend.

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**ALTERNATIVES:** Discontinue receiving travel stipends to avoid such withholdings.

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**RECOMMENDATION:** Move towards method of travel reimbursement for actual incurred expenses.



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## STAFF REPORT

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**TITLE:** Lake APC's 2022/23 2<sup>nd</sup> Budget Amendment

**DATE PREPARED:** February 2, 2023

**MEETING DATE:** February 8, 2023

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**SUBMITTED BY:** Alexis Pedrotti, Project Manager

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### **BACKGROUND:**

After the approval of the Final Budget each June, it is very common to see an amendment or two to the Lake APC Budget in the following months to include remaining unprocessed claims and other adjustments that were not incorporated prior to the close of the fiscal year.

The first amendment (column dated 8/10/22) identifies adjustments made to each line item of the adopted 2022/23 Lake APC Budget needed to capture carry over funds and other funding adjustments from the 2021/22 OWP. The budget amendment provides consistency with the planning funds identified in the first amendment of the OWP, as well as all other funding sources that are administered in the Lake APC's Budget.

The second amendment (column dated 2/8/23) identifies one adjustment. This modification includes previous years carryover funding for the Consolidated Transportation Services Agency (CTSA) that had not been previously allocated. Since the designated CTSA Agency is Lake Links, Lake APC is requesting to release these funds to the CTSA. Lake Links has submitted a claim for these funds (attached), as required by the Transportation Development Act (TDA). This amendment is minor, but necessary in administering the carryover funding to Lake Links.

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

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### **ACTION REQUIRED:**

Approval of Second Amendment to the Lake APC Budget incorporating the carryover balance for the designated CTSA Account and allowing for Lake Links claim to be submitted for processing.

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### **ALTERNATIVES:**

Do not approve amended Lake APC Budget and provide alternative suggestions.

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### **RECOMMENDATION:**

Approval of Second Amendment to the Lake APC Budget incorporating the carryover balance for the designated CTSA Account and allowing for Lake Links claim to be submitted for processing.





LAKE COUNTY/CITY AREA PLANNING COUNCIL

FY 2022/23

AMENDMENT #2 - BUDGET SUMMARY - 2/8/23

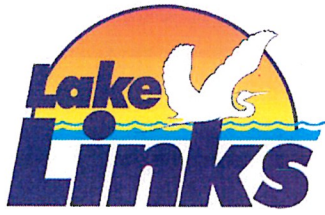
REVENUES COMMENTS:

	Budget				Actual				Year-to-Date Total	COMMENTS:		
	Adopted: 6/1/22	1st Amend: 8-10-22	2nd Amend: 2-8-23	Adjustment	Estimated	Actual	1st Qtr.	2nd Qtr.			3rd Qtr.	4th Qtr.
<b>LOCAL:</b>												
<b>Local Transportation Funds (LTF)</b>												
Local Transportation Funds (LTF) Estimated-2022/23	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000						2022/23 LTF Estimate - Slight Decrease based on Executive Committee Meeting
LTF Prior-Year Unallocated LTF Revenue	\$ -	\$ 246,244	\$ -	\$ -	\$ -	\$ 246,244						
LTF Carry-Over from 2021/22 Work Program	\$ 117,502	\$ 57,765	\$ -	\$ -	\$ -	\$ 175,267						Reflects 2022/23 Actual LTF Carryover for the Overall Work Program.
LTF - OWP Planning Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
LTF Carry-Over from 2021/22 LTA Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						No carryover remains unallocated from 2021/22.
LTF Carry-over -2% Bike & Ped - 2021/22 Allocation	\$ 219,451	\$ -	\$ -	\$ -	\$ -	\$ 219,451						Lakeport Balance = \$143,857+ County Balance = \$51,181 + 21/22 Allocation
LTF Carry-over - Administration - 2021/22 Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
LTF Carry-over -5% CTSA- 2021/22 Allocation	\$ -	\$ -	\$ 50,130	\$ -	\$ -	\$ 50,130						CTSA Account Carryover from previous year allocations. Funds will be released to Lake Links.
LTF Carry-Over - Unrestricted Account 2021/22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
LTF - Reserve Fund	\$ 469,780	\$ -	\$ -	\$ -	\$ -	\$ 469,780						
Total Local Transportation Funds:	\$ 2,506,733	\$ 304,009	\$ 50,130	\$ -	\$ -	\$ 2,860,872						
<b>Total Local Revenues:</b>	<b>\$ 2,506,733</b>	<b>\$ 304,009</b>	<b>\$ 50,130</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,860,872</b>						
<b>STATE:</b>												
<b>Planning Programming &amp; Monitoring (PPM) Funds</b>												
Planning Programming & Monitoring (PPM) Funds-2022/23	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ 47,000						
PPM Carry-Over Funds from 2021/22 Work Program	\$ 15,000	\$ 15,457	\$ -	\$ -	\$ -	\$ 30,457						Reflects 2022/23 Actual PPM Carryover for the Overall Work Program. (\$19,000 - FY 20.21 + \$11,457 - FY 21.22)
Total PPM Funds:	\$ 62,000	\$ 15,457	\$ -	\$ -	\$ -	\$ 77,457						
<b>Rural Planning Assistance Funds (RPA)</b>												
Rural Planning Assistance (RPA) Funds programmed in 2022/23	\$ 294,000	\$ -	\$ -	\$ -	\$ -	\$ 294,000						2022/23 Allocation for Planning
RPA Carryover Funds from 2021/22 OWP	\$ 10,000	\$ 18,422	\$ -	\$ -	\$ -	\$ 28,422						Reflects 2022/23 Actual RPA Carryover for the Overall Work Program.
Total RPA Funds:	\$ 304,000	\$ 18,422	\$ -	\$ -	\$ -	\$ 322,422						
<b>State Transit Assistance (STA) Funds</b>												
STA Allocation to Lake Transit Authority 2022/23	\$ 627,325	\$ 239,310	\$ -	\$ -	\$ -	\$ 866,635						2022/23 STA Alloc. - (REVISED) Allocation based on 8/1/22 Estimate.
STA Carry-Over to Lake Transit Authority 2021/22	\$ -	\$ 167,209	\$ -	\$ -	\$ -	\$ 167,209						2021/22 Actual Carryover amount.
Total STA Funds:	\$ 627,325	\$ 406,519	\$ -	\$ -	\$ -	\$ 1,033,844						
<b>State of Good Repair (SGR) Program Funds</b>												
State of Good Repair Program Allocation 2022/23	\$ 103,325	\$ 6,057	\$ -	\$ -	\$ -	\$ 109,382						2022/23 SGR Alloc. - (REVISED) Allocation based on 8/1/22 Estimate.
State of Good Repair Program Carryover 2021/22	\$ -	\$ 100,904	\$ -	\$ -	\$ -	\$ 100,904						2021/22 Actual Carryover amount.
Total SGR Funds:	\$ 103,325	\$ 106,961	\$ -	\$ -	\$ -	\$ 210,286						
<b>Total State Revenues:</b>	<b>\$ 1,096,650</b>	<b>\$ 547,359</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,644,009</b>						
<b>FEDERAL:</b>												
<b>Regional Surface Transportation Program (RSTP)</b>												
RSTP Local Agency Distribution (2022/23):	\$ 700,917	\$ -	\$ -	\$ -	\$ -	\$ 700,917						Passes through to cities/County
RSTP Carryover (2021/22):	\$ -	\$ 280,424	\$ -	\$ -	\$ -	\$ 280,424						Apportionment for FY 2021/22. Allocation will be received in 2022/23
Total RSTP Funds for Distribution:	\$ 700,917	\$ 280,424	\$ -	\$ -	\$ -	\$ 981,341						2021/22 Actual Carryover amount.
<b>FTA - Sustainable Communities Grant</b>												
Transit Development Plan Update (WE 615)-FY 2021/22	\$ 75,250	\$ (328)	\$ -	\$ -	\$ -	\$ 74,922						Reflects 2022/23 Actual Carryover for the Overall Work Program.
Total FTA Funds:	\$ 75,250	\$ (328)	\$ -	\$ -	\$ -	\$ 74,922						
5311 Federal Funds - FFY 2021	\$ 406,458	\$ -	\$ -	\$ -	\$ -	\$ 406,458						FFY 2021-Regional Apportionment to LTA
5311 CARES Phase II Carryover - FY 2021/22	\$ 277,496	\$ -	\$ -	\$ -	\$ -	\$ 277,496						(Phase 2) -Coronavirus Aid Relief and Economic Security Funding - Approved March 2020 - Pass through funding for LTA
5311 (F) CARES Phase I Carryover - FY 2021/22	\$ 90,767	\$ -	\$ -	\$ -	\$ -	\$ 90,767						
5311 (F) CARES Phase II Carryover - FY 2021/22	\$ 495,482	\$ -	\$ -	\$ -	\$ -	\$ 495,482						
5311 CRRSAA Carryover - FY 2021/22	\$ 1,074,575	\$ -	\$ -	\$ -	\$ -	\$ 1,074,575						Coronavirus Response and Relief Supplemental Appropriations Act - Pass through funding to LTA
<b>Total Federal Revenues:</b>	<b>\$ 3,120,945</b>	<b>\$ 280,096</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,401,041</b>						
<b>GRAND TOTAL REVENUES</b>	<b>\$ 6,724,328</b>	<b>\$ 1,131,464</b>	<b>\$ 50,130</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,905,922</b>						

ALLOCATIONS COMMENTS:

Adopted:	Budget				Actual				Year-to-Date Total
	1st Amend: 8-10-22	2nd Amend: 2-8-23	Adjustment	Estimated	Actual	1st Qtr.	2nd Qtr.	3rd Qtr.	

LOCAL:							
<b>Local Transportation Funds (LTF)</b>							
Administration Breakdown:							
DBC Contract Extension (July 1, 2022 to June 30, 2023)	\$ 566,267	\$ -	\$ -	\$ -	\$ -	566,267	APC & LTA Admin Contract Extension Approved 3/9/22.
Board Member Reimbursement for Meetings	\$ 4,000	\$ -	\$ -	\$ -	\$ -	4,000	\$50 per diem reimbursement to board members for meeting attendance.
Training/Travel Expenses (uncontracted)	\$ 5,000	\$ -	\$ -	\$ -	\$ -	5,000	Covers expenses for training/travel not included in contract or work program.
Lake County Auditor/Controller	\$ 6,000	\$ -	\$ -	\$ -	\$ -	6,000	Accounting services by the County of Lake Auditor's Office
Fiscal Audit	\$ 11,000	\$ -	\$ -	\$ -	\$ -	11,000	Annual requirement of TDA to audit LTF funds
Performance Audit	\$ -	\$ -	\$ -	\$ -	\$ -	-	No Triennial Performance Audit scheduled this year.
Membership Dues - CalCOG, NARC, NSSR	\$ 8,000	\$ -	\$ -	\$ -	\$ -	8,000	Facilitates communication between COGs, local officials, state/federal agencies & public
Contingency	\$ 6,000	\$ -	\$ -	\$ -	\$ -	6,000	Unexpected costs beyond typical annual LTF expenses
<b>Total 2022/23 Administration Allocations</b>	<b>\$ 606,267</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>606,267</b>	
LTF Carry-Over - Administration - 2021/22 Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	-	
<b>Bicycle and Pedestrian Reserve Fund</b>	<b>\$ 21,875</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>21,875</b>	2% LTF Allocation for Bike and Pedestrian Purposes
LTF Carry-over -2% Bike & Ped - 2021/22 Allocation	\$ 219,451	\$ -	\$ -	\$ -	\$ -	219,451	Lakeport Balance = \$143,857+ County Balance = \$51,181
<b>LTF 2022/23 Work Program Allocation</b>	<b>\$ 82,632</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>82,632</b>	New OWP Planning Amount for FY 2022/23.
LTF Carry-Over from 2021/22 Work Program	\$ 117,502	\$ 57,765	\$ -	\$ -	\$ -	175,267	Reflects 2022/23 Actual LTF Carryover for the Overall Work Program.
<b>LTF (Article 4.5) 5% Allocation to CTSA - 2022/23</b>	<b>\$ 54,687</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>54,687</b>	These funds will be allocated to Lake Links, CTSA for Lake County.
LTF Carry-over -5% CTSA- 2021/22 Allocation	\$ -	\$ -	\$ 50,130	\$ -	\$ -	50,130	CTSA Acct Carryover from previous year allocations. Funds will be released to Lake Links.
<b>LTF Allocation to Lake Transit Authority 2022/23</b>	<b>\$ 849,540</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>849,540</b>	FY 2022/23 Transit Allocation
LTF Carry-Over from 2021/22 LTA Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	-	No expected carryover from FY 2021/22.
<b>LTF Reserve Accounts</b>							
LTF 5% Reserve Allocation - 2022/23	\$ 85,000	\$ -	\$ -	\$ -	\$ -	85,000	LTF Policy approved in June 2019 - Allocated 5% to LTF Reserve Fund.
LTF Carry-Over - Unrestricted Account 2021/22	\$ -	\$ 246,244	\$ -	\$ -	\$ -	246,244	Prior year unallocated funds will be included in the FY 23/24 Apportionment Process.
LTF - RESERVE FUND	\$ 469,780	\$ -	\$ -	\$ -	\$ -	469,780	Reserve Account established based previous discussion and approval at 4/14/21 APC Board Meeting.
Total LTF Allocations:	\$ 2,506,733	\$ 304,009	\$ 50,130	\$ -	\$ -	2,860,872	
<b>Total Local Allocations:</b>	<b>\$ 2,506,733</b>	<b>\$ 304,009</b>	<b>\$ 50,130</b>	<b>\$ -</b>	<b>\$ -</b>	<b>2,860,872</b>	
<b>STATE:</b>							
<b>Planning Programming &amp; Monitoring (PPM) Funds</b>							
Planning Programming & Monitoring (PPM) Funds	\$ 47,000	\$ -	\$ -	\$ -	\$ -	47,000	2022/23 PPM Allocation Amount
PPM Carry-Over from 2021/22 Work Program	\$ 15,000	\$ 15,457	\$ -	\$ -	\$ -	30,457	Reflects 2022/23 Actual PPM Carryover for the Overall Work Program.
Total PPM Allocations:	\$ 62,000	\$ 15,457	\$ -	\$ -	\$ -	77,457	
<b>Rural Planning Assistance Funds (RPA)</b>							
Rural Planning Assistance (RPA) Funds programmed in 2022/23	\$ 294,000	\$ -	\$ -	\$ -	\$ -	294,000	
RPA Carryover Funds from 2021/22 OWP	\$ 10,000	\$ 18,422	\$ -	\$ -	\$ -	28,422	Reflects 2022/23 Actual RPA Carryover for the Overall Work Program.
Total RPA Funds:	\$ 304,000	\$ 18,422	\$ -	\$ -	\$ -	322,422	
<b>State Transit Assistance (STA) Funds</b>							
STA Allocation to Lake Transit Authority 2022/23	\$ 627,325	\$ 239,310	\$ -	\$ -	\$ -	866,635	2022/23 (REVISED) STA Alloc. - Additional funds require revised claim from LTA for Alloc.
STA Carry-Over to Lake Transit Authority	\$ -	\$ 167,209	\$ -	\$ -	\$ -	167,209	2021/22 Actual Carryover amount.
Total STA Funds:	\$ 627,325	\$ 406,519	\$ -	\$ -	\$ -	1,033,844	
<b>State of Good Repair (SGR) Program Funds</b>							
State of Good Repair Program Allocation 2022/23	\$ 103,325	\$ 6,057	\$ -	\$ -	\$ -	109,382	2022/23 (REVISED) SGR Alloc. - Allocation based on estimate - Aug 2022.
State of Good Repair Program Carryover	\$ -	\$ 100,904	\$ -	\$ -	\$ -	100,904	2021/22 Actual Carryover amount.
Total SGR Funds:	\$ 103,325	\$ 106,961	\$ -	\$ -	\$ -	210,286	
<b>Total State Allocations:</b>	<b>\$ 1,096,650</b>	<b>\$ 547,359</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,644,009</b>	
<b>FEDERAL:</b>							
<b>Regional Surface Transportation Program (RSTP)</b>							
RSTP Local Agency Distribution (2022/23):	\$ 700,917	\$ -	\$ -	\$ -	\$ -	700,917	Passes through to cities/County
Lakeport (8%)	\$ 75,663	\$ -	\$ -	\$ -	\$ -	75,663	Apportionment for FY 2020/21. Allocation will be received in 2022/23
Clearlake (22%)	\$ 208,074	\$ -	\$ -	\$ -	\$ -	208,074	
Lake County (70%)	\$ 417,180	\$ -	\$ -	\$ -	\$ -	417,180	County's separate RSTP 182.6(d)2 apportionment-\$244,873 included in formula
RSTP Carryover (2021/22):	\$ -	\$ 280,424	\$ -	\$ -	\$ -	280,424	2021/22 Actual RSTP Carryover Amount.
Total RSTP Funds for Distribution:	\$ 700,917	\$ 280,424	\$ -	\$ -	\$ -	981,341	
<b>FTA - Sustainable Communities Grant</b>							
Transit Development Plan Update (WE 615)-FY 2021/22	\$ 75,250	\$ (328)	\$ -	\$ -	\$ -	74,922	Reflects 2022/23 Actual Carryover for the Overall Work Program.
Total FTA Funds:	\$ 75,250	\$ (328)	\$ -	\$ -	\$ -	74,922	
<b>5311 Federal Funds - FFY 2021</b>	<b>\$ 406,458</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>406,458</b>	FFY 2021-Regional Apportionment to LTA
<b>5311 CARES Phase II Carryover - FY 2021/22</b>	<b>\$ 277,496</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>277,496</b>	(Phase 2) -Coronavirus Aid Relief and Economic Security Funding - Approved March 2020 - Pass through funding for LTA
<b>5311 (F) CARES Phase I Carryover - FY 2021/22</b>	<b>\$ 90,767</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>90,767</b>	
<b>5311 (F) CARES Phase II Carryover - FY 2021/22</b>	<b>\$ 495,482</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>495,482</b>	
<b>5311 CRRSAA Carryover - FY 2021/22</b>	<b>\$ 1,074,575</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,074,575</b>	Coronavirus Response and Relief Supplemental Appropriations Act - Pass through funding to LTA
<b>Total Federal Allocations:</b>	<b>\$ 3,120,945</b>	<b>\$ 280,096</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>3,401,041</b>	Updated: 2/23 AJJ
<b>GRAND TOTAL ALLOCATIONS</b>	<b>\$ 6,724,328</b>	<b>\$ 1,131,464</b>	<b>\$ 50,130</b>	<b>\$ -</b>	<b>\$ -</b>	<b>7,905,922</b>	



RECEIVED JAN 20 2023

14420 Lakeshore Drive, Suite C  
PO Box 3001  
Clearlake, CA 95422

January 9, 2023

Lisa Davey-Bates, Executive Director  
Lake County/City Area Planning Council  
525 S. Main St., Suite G  
Ukiah, CA 95482

Subject: Lake Links' Request/Claim for TDA Funds

Hi Lisa,

The following is Lake Links' claim for TDA funds in the amount of \$50,130.00 that are currently being held in an account for the benefit of the Consolidated Transportation Services Agency "CTSA." As the CTSA for Lake County we are requesting to have use of the funds to continue carrying out the duties of the CTSA.

The TDA allocation will be used to provide and support Lake Link's existing and future programs and office operation (rent, utilities, office supplies and other program costs, etc.) which serve as the foundation for our staff to operate our transportation programs. Initially we propose to use a proportion of these funds to replace or upgrade our agency's website.

The Lake Links Board of Directors greatly appreciates your assistance and that of the Area Planning Council in supporting or efforts to provide expanded transportation options for those citizens of Lake County who are unable to utilize other mobility options.

Warm Regards,

*Laurie Fisher*

**Laurie Fisher**  
**Program Manager, Lake Links, Inc.**  
laurie.fisher@lakelinks.org

14420 LAKESHORE DR, STE C | PO BOX 3001 | CLEARLAKE, CA 95422  
707-995-3330

**Lake Links**  
**Summary of 2022/2023 Claim for Funds**

Source	Authority	Purpose	FY 2021/22 Amount	FY 2022/23 Amount
<b>Local Transportation Fund (LTF):</b>				
	PUC, Sec. 99275(a)	CTSA Operations	\$61,031	\$54,687
<b>Available LTF from Prior FYs:</b>				
	PUC, Sec. 99275(a)	CTSA Operations	\$0	\$50,130
<b>Total Claim</b>			<b>\$61,031</b>	<b>\$104,817</b>



## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** Regional Project Updates

**DATE PREPARED:** February 1, 2023

**MEETING DATE:** February 8, 2023

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**SUBMITTED BY:** John Speka, Senior Transportation Planner

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**BACKGROUND:** Since the previous meeting in December, little has changed with many of the projects. Below is a summary of current or potential projects staff has been monitoring:

**Konocti Corridor Vehicle Miles Traveled (VMT) Study-** Funded through the Overall Work Program, this project is intended to assist with potential grant funding opportunities for highway improvements including or related to the Lake 29 Improvement Project. Given the current State focus on reducing greenhouse gas (GHG) emissions, most grant funding applications now request a discussion of possible impacts related to GHG and Vehicle Miles Traveled (VMT). This project will look at the Konocti Corridor as a whole (including continuing improvements to Lake 29 or traffic calming improvements along the northshore of Clear Lake) and determine how the region will be impacted by shifting interregional through traffic away from the northshore and redirected south of the lake. Headway Transportation was hired to lead the study.

A background analysis (e.g. project and plan reviews, safety data, driveway density, roadway capacity, etc.) was completed in December summarizing existing conditions of both the north shore route and the preferred southern route (SR 20/53/29). As noted at the last APC meeting, a large part of the project will rely on traffic modeling data from an in-progress study led by Caltrans District 1, which is expected around March. At that point, the remaining parts of the study can be resumed.

**Konocti Corridor Equity Analysis Study-** Similar to the Konocti Corridor VMT Study, this project will assist in answering potential grant application questions related to issues of “equity.” Initially part of the VMT Study scope of work, it has been separated out as a stand-alone project and is being prepared in-house by APC staff. Again, traffic modeling data from Caltrans District 1 will also be used to help complete this study.

**Lake 29 Improvement Project-** Lake APC and District 1 staff continue to seek out appropriate funding opportunities for Segments 2A and 2B of the Lake 29 Improvement Project. A recent application was made through the Trade Corridor Enhancement Program (TCEP) for the 2B portion of the needed right-of-way funds (\$43.571 million). The TCEP is a State funded source that was initiated as part of SB1 in 2017 focusing on improving trade routes; in this case, for freight movement through the Lake region. Award announcements for the TCEP program are expected in June.

**Reconnecting Communities Program-** Lake APC, City of Clearlake, and Caltrans District 1 have been looking into possible funding sources for a bicycle/pedestrian overpass on SR 53 near South Center Drive. While not yet listed as part of the Regional Transportation Plan or Active Transportation Plan, the project was included in the recently completed SR 53 Corridor Study, and would provide a safe passage for bicyclists and pedestrians to cross the highway, including a safe path to reach the new transit center on Dam Road Extension currently in progress.

The next calendar year will have two competitive funding programs that may potentially work for the project. One is the Reconnecting Communities Program through the federal infrastructure bill that is expected to have a call for projects released in the summer of 2023. A 50% match would be required for

the project, which would likely cost over \$5 million.

The second program is through the State and is known as “Reconnecting Communities: Highways to Boulevards.” A match would not be required for this program, which could potentially be used 1) to fund the project in its entirety, or 2) for matching funds for the federal program. The State is currently working on guidelines for this program, but the call for projects is expected to be released in late Spring/early Summer (deadline late Summer/early Fall). Caltrans would need to be the applicant as much of the project would lie within State right-of-way. APC, Caltrans, and City staff have been discussing strategies for a potential application.

**Sustainable Transportation Planning Grant Program-** A Call for Projects for the newest round of Sustainable Transportation Planning Grants was recently released. Lake APC staff is working on three grants. The first is for a Zero Emission Vehicle (ZEV) Infrastructure Plan to study appropriate locations and corridors to accommodate future charging/alternative fueling stations.

A second application will be for a Ferry Service Feasibility Study for Clear Lake. A similar study was prepared in the late 80s/early 90s, which found the idea to be infeasible at that time. However, we believe that it is worth another look given the change in transportation and transit priorities since that time.

A third application will be made for a Wildfire Evacuation Plan. As mentioned before, unsuccessful attempts were made in the past few years for such a Plan. This cycle, however, will have additional funding available for Adaptation Planning grants, which the project would be better suited for.

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**ACTION REQUIRED:** None, informational only

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**ALTERNATIVES:** None

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**RECOMMENDATION:** None, informational only



## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** Regional Project Updates

**DATE PREPARED:** 1/30/2023

**MEETING DATE:** 2/8/2023

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**SUBMITTED BY:** Michael Villa, Project Coordinator

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**BACKGROUND:** Below is a summary of current projects staff has been monitoring.

**PAVEMENT MANAGEMENT PROGRAM (PMP) UPDATE:**

The Pavement Management Program (PMP) Update conducted by Nichols Consulting Engineers (NCE) is still in the process. NCE Staff have finalized reports for City of Clearlake and City of Lakeport.

NCE is still working on the first draft of the Lake County PMP update. The completion of the County Pavement Project which is a 5-year plan, compliments the PMP update which must be completed before completing the PMP update. With our contract with NCE set to expire 3/31/2023, we believe we still have adequate time to complete this project.

**TRANSIT DEVELOPMENT PLAN (TDP) UPDATE:**

Currently the only grant funded project administered by APC staff, the project was started in early spring 2022 and is led by LSC Transportation. After reviewing the demographics of Lake County, LSC conducted public outreach through surveys and by attending the Lake County Fair. Then, a detailed evaluation of LTA operations including looking at cost effectiveness and productivity of the entire system, as well as by route. After a clear understanding of current conditions, a service alternative was developed that would change existing public transit service to satisfy the requests received through surveys and public outreach as well as make the transit system more efficient. A presentation was presented to SSTAC on 1/23/2023 highlighting the developed service alternatives for LTA to improve mobility for residents, adjust to post-COVID world and increased efficiency. The next step is to conduct public outreach in February regarding the presented alternatives, draft a plan in March and present to the APC board in April with Final Draft completed in May.

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**ACTION REQUIRED:** For information and discussion purposes only.

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**ALTERNATIVES:** None

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**RECOMMENDATION:** None



## CALCOG Bill Tracker

### Transportation Related Legislation

#### **AB 6 (Friedman D) Transportation planning.**

**Position:** Watch

**Status:** 12/6/2022-From printer. May be heard in committee January 5.

**Summary:** Current law requires certain transportation planning agencies to prepare and adopt regional transportation plans directed at achieving a coordinated and balanced regional transportation system. Current law requires each regional transportation plan to also include a sustainable communities strategy prepared by each metropolitan planning organization in order to, among other things, achieve certain targets established by the State Air Resources Board for the reduction of greenhouse gas emissions from automobiles and light trucks in the region for 2020 and 2035, respectively. This bill would state the intent of the Legislature to enact subsequent legislation that would require regional transportation agencies to prioritize and fund transportation projects, including those funded by a local sales tax measure, that significantly contribute towards the goals outlined in a region's sustainable communities strategy and the state's climate goals.

#### **AB 7 (Friedman D) Transportation: funding: capacity projects.**

**Position:** Watch

**Status:** 12/6/2022-From printer. May be heard in committee January 5.

**Summary:** Current law requires the Department of Transportation to improve and maintain the state's highways, and establishes various programs to fund the development, construction, and repair of local roads, bridges, and other critical transportation infrastructure in the state. This bill would state the intent of the Legislature to enact subsequent legislation that would eliminate single occupancy vehicle freeway capacity projects, and allow capacity projects only for bus rapid transit, rail, active transportation purposes, projects that significantly add safety, and projects that significantly reduce congestion, without interfering with existing maintenance and rehabilitation needs.

#### **AB 16 (Dixon R) Motor Vehicle Fuel Tax Law: adjustment suspension.**

**Position:** Watch

**Status:** 12/6/2022-From printer. May be heard in committee January 5.

**Summary:** The Motor Vehicle Fuel Tax Law, administered by the California Department of Tax and Fee Administration, imposes a tax upon each gallon of motor vehicle fuel removed from a refinery or terminal rack in this state, entered into this state, or sold in this state, at a specified rate per gallon. Existing law requires the department to adjust the tax on July 1 each year by a percentage amount equal to the increase in the California Consumer Price Index, as calculated by the Department of Finance. Article XIX of the California Constitution restricts the expenditure of revenues from the Motor Vehicle Fuel Tax, Diesel Fuel Tax Law, and other taxes imposed by the state on fuels used in motor vehicles upon public streets and highways to street and highway and certain mass transit purposes. This bill would authorize the Governor to suspend an adjustment to the motor vehicle fuel tax, as described above, scheduled on or after July 1, 2024, upon making a determination that increasing the rate would impose an undue burden on low-income and middle-class families. The bill would require the Governor to notify the Legislature of an intent to suspend the rate adjustment on or before January 10 of that year, and would require the Department of Finance to submit to the Legislature a proposal by January 10 that would maintain the same level of funding for transportation purposes as would have been generated had the scheduled adjustment not been suspended.

#### **AB 53 (Fong, Vince R) Motor Vehicle Fuel Tax Law: suspension of tax.**

**Position:** Watch

**Status:** 12/6/2022-From printer. May be heard in committee January 5.

**Summary:** Would suspend the imposition of the tax on motor vehicle fuels for one year. The bill would require that all savings realized based on the suspension of the motor vehicle fuels tax by a person other than an end consumer, as defined, be passed on to the end consumer, and would make the violation of this requirement an unfair business practice, in violation of unfair competition laws, as provided. The bill would require a seller of motor vehicle fuels to provide a receipt to a purchaser that indicates the amount of tax that would have otherwise applied to the transaction.

#### **ABX1 2 (Fong, Vince R) Motor Vehicle Fuel Tax Law: suspension of tax.**

**Position:** Watch

**Status:** 12/5/2022-Read first time. To print.



**Summary:** Would suspend the imposition of the tax on motor vehicle fuels for one year. The bill would require that all savings realized based on the suspension of the motor vehicle fuels tax by a person other than an end consumer, as defined, be passed on to the end consumer, and would make the violation of this requirement an unfair business practice, in violation of unfair competition laws, as provided. The bill would require a seller of motor vehicle fuels to provide a receipt to a purchaser that indicates the amount of tax that would have otherwise applied to the transaction.

### **SB 5 (Nguyen R) Motor Vehicle Fuel Tax Law: limitation on adjustment.**

**Position:** Watch

**Status:** 1/18/2023-Referred to Com. on GOV. & F.

**Summary:** The Motor Vehicle Fuel Tax Law, administered by the California Department of Tax and Fee Administration, imposes a tax upon each gallon of motor vehicle fuel removed from a refinery or terminal rack in this state, entered into this state, or sold in this state, at a specified rate per gallon. Current law requires the department to annually adjust the tax imposed by increasing the rates based on the California Consumer Price Index, as specified. This bill would limit the above-described annual adjustment to a maximum of 2% for rate adjustments made on or after July 1, 2023. This bill contains other related provisions.

### **SB 32 (Jones R) Motor vehicle fuel tax: greenhouse gas reduction programs: suspension.**

**Position:** Watch

**Status:** 12/6/2022-From printer. May be acted upon on or after January 5.

**Summary:** The California Global Warming Solutions Act of 2006 requires the state board to adopt rules and regulations to achieve the maximum technologically feasible and cost-effective greenhouse gas emissions reductions to ensure that the statewide greenhouse gas emissions are reduced to at least 40% below the statewide greenhouse gas emissions limit, as defined, no later than December 31, 2030. Pursuant to the act, the State Air Resources Board has adopted the Low Carbon Fuel Standard regulations. The act authorizes the state board to include in its regulation of those emissions the use of market-based compliance mechanisms. Current law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund. This bill would suspend the Low Carbon Fuel Standard regulations for one year. The bill would also exempt suppliers of transportation fuels from regulations for the use of market-based compliance mechanisms for one year.

### **SBX1 1 (Jones R) Motor vehicle fuel tax: greenhouse gas reduction programs: suspension.**

**Position:** Watch

**Status:** 12/5/2022-Introduced. Read first time. Referred to Com. on RLS.

**Summary:** The California Global Warming Solutions Act of 2006 requires the State Air Resources Board to adopt rules and regulations to achieve the maximum technologically feasible and cost-effective greenhouse gas emissions reductions to ensure that the statewide greenhouse gas emissions are reduced to at least 40% below the statewide greenhouse gas emissions limit, as defined, no later than December 31, 2030. Pursuant to the act, the state board has adopted the Low Carbon Fuel Standard regulations. The act authorizes the state board to include in its regulation of those emissions the use of market-based compliance mechanisms. Current law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund. This bill would suspend the Low Carbon Fuel Standard regulations for one year. The bill would also exempt suppliers of transportation fuels from regulations for the use of market-based compliance mechanisms for one year.



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
[www.lakeapc.org](http://www.lakeapc.org)

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## TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday, January 19, 2023  
9 a.m.

Meeting held via Zoom

### Present

James Sookne, Lake Transit Authority  
Scott DeLeon, County of Lake, Public Works Director  
John Everett, County of Lake Public Works  
Olivia Grupp, City of Lakeport  
Tasha Ahlstrand, Caltrans District 1  
Blake Batten, Caltrans District 1  
Adeline Leyba, City of Clearlake, Public Works Director  
Dave Swartz, City of Clearlake (Engineering Consultant)

### Absent

Efrain Cortez, California Highway Patrol  
Ron Ladd, City of Lakeport  
Alan Flora, City of Clearlake  
Mireya Turner, County of Lake (Community Development Director)  
Kevin Ingram, City of Lakeport (Community Development Director)

### Also Present

Michael Villa, Lake Area Planning Council  
Alexis Pedrotti, Lake Area Planning Council  
John Speka, Lake Area Planning Council  
Jody Lowblad, Lake Area Planning Council  
Kyle Finger, Caltrans District 1  
Laurie Fisher, Lake Links

**1. Call to order**

The meeting was called to order at 9:01 a.m.

**2. Approval of October 20, 2022 Minutes**

*Motion by James, seconded by Tasha, and carried unanimously to approve the October 20, 2022, minutes as written.*

**3. 2023 (Proposed) Lake TAC Meeting Schedule**

John announced that the 2023 Lake TAC meeting schedule was attached for TAC members to add to their calendars.

4. **Review and Discussion of FY 2023/24 Overall Work Program (OWP) Planning Project Applications and Proposed Funding Allocation**

Alexis went over the following information for the FY 2023/24 OWP cycle; Rural Planning Assistance (RPA) funding will remain consistent with past year's allocations (\$294,000), while Planning, Programming and Monitoring (PPM) increased by \$28,000 to \$75,000. New Local Transportation Funds (LTF) in the amount of \$50,000 has been suggested, but that amount could be increased if needed. Additionally, \$50,000 of LTF Reserves has been added to bring the current OWP funding availability to \$469,000.

Lake APC is obligated to fulfill funding for the planning contract (plus estimated 4% CPI increase) in the amount of \$330,689 prior to programming funds for other uses. The initial summary of requests for all projects total \$548,689, which is \$79,689 over the estimated available funding included in the initial project list. Although the initial project list is over allocated, there remains a possibility of additional carryover funding from the current FY 2022/23 Work Program. Lake TAC may request additional support from the Local Transportation Funds (LTF) Reserve, if necessary, after further discussion at the TAC Meeting.

Alexis went over the planning applications that the four agencies submitted for the upcoming FY 2023/24 OWP. The County of Lake submitted five applications totaling \$53,500. The City of Lakeport submitted one priority application totaling \$40,000 for consulting services to prepare a Project Study Report (PSR) for a future Active Transportation Plan (ATP) application. Lakeport also submitted a secondary list of projects for a lesser amount if the TAC felt the priority request to be too much. The City of Clearlake submitted one application, for several work elements totaling \$25,000 in planning support. Finally, the Lake Transit Authority submitted an application for \$50,000 to complete an Infrastructure Cost & Bus Performance Analysis of Electric & Hydro Fuel Cell Buses.

Different options were discussed on how to reduce or eliminate the estimated \$79,689 shortfall between requested funds and available funds, including the possibility of each agency accepting 10% less than asked for. However, no decisions were made by the TAC during this meeting and it was agreed that the item would be further discussed at next month's meeting.

Other OWP items included LTF reserves for approximately \$20,000 needed as grant matches (depending on how successful three upcoming applications are), set asides for future Speed Zone Studies (\$12,500), Streetsaver licensing (\$7,500) costs, and web hosting fees for the Vehicle Miles Traveled (VMT) screening tool (\$5,000) currently done by Fehr and Peers consulting.

5. **Announcements and Reports**

a. **Lake APC**

i. **Update on Planning Grant**

John provided Lake TAC updates on several Projects/Grants that he is currently working on.

**The Transit Development Plan (TDP)** Most recently, a third technical memo was received analyzing alternatives and options developed by the consultant aimed at improving mobility and transit system efficiency. Both staff and the public will have the chance to comment on the alternatives from that memo, with the preferred

alternatives to be developed into recommendations for a final five-year service, capital, and financial plan for LTA.

**The Konocti Corridor Vehicle Miles Traveled (VMT)** To date, they have completed a background analysis (e.g. project and plan reviews, safety data, driveway density, roadway capacity, etc.) which includes a technical memorandum exploring the project's benefits. A large part of the project will rely on traffic modeling data from an in-progress study led by Caltrans District 1, which is nearing completion and should be ready in the coming months.

**Konocti Corridor Equity Analysis Study-** Similar to the Konocti Corridor VMT Study, this project will assist in answering potential grant application questions related to issues of "equity." Initially part of the VMT Study scope of work, it has been separated out as a stand-alone project and is being prepared in-house by APC staff. Traffic modeling data from Caltrans District 1 will also be used to help complete this study.

**Lake 29 Improvement Project-** Lake APC and District 1 staff continue to seek out appropriate funding opportunities for Segments 2A and 2B of the Lake 29 Improvement Project. Most recently, on November 18, District 1 (with assistance from APC staff) prepared and submitted an application through the Trade Corridor Enhancement Program (TCEP) for the 2B portion of the needed right-of-way funds (\$43.571 million).

**Reconnecting Communities Program-** Lake APC, City of Clearlake, and Caltrans District 1 have been looking for funding sources for a bicycle/pedestrian overpass on SR 53 near South Center Drive. There will be two competitive funding programs that may potentially work for the project. One is the Reconnecting Communities Program through the federal infrastructure bill; a 50% match would be required for the project, which would likely cost over \$2.5 million. The second program is through the State and is known as "Reconnecting Communities: Highways to Boulevards." A match would not be required for this program. Caltrans and City have been discussing strategies for a potential application.

**Rebuilding American Infrastructure with Sustainability and Equity (RAISE) -** Part of the federal infrastructure bill of 2021, RAISE discretionary grants are available for freight and passenger transportation infrastructure projects. Caltrans District 1 will be applying for the current cycle to fund its Complete Streets project in the community of Lucerne. The deadline to apply is February 28, 2023.

**Sustainable Transportation Planning Grant Program-** The next round of Grants was pushed out until January/February 2023. Lake APC is planning on submitting three applications. The first is for a Zero Emission Vehicle (ZEV) Infrastructure Plan to study appropriate locations and corridors to accommodate future charging/alternative fueling stations. A second application will be for a Ferry Service Feasibility Study for Clear Lake. A third application will be made for a Wildfire Evacuation Plan. Past attempts at funding an evacuation plan were unsuccessful, but this cycle will have additional funding available for Adaptation Planning grants, which the project would be better suited for.

## **ii. Pavement Management Plan (PMP) Update**

Michael reported the PMP project conducted by Nichols Consulting Engineers (NCE) is still in the process. NCE has finalized their reports for City of Clearlake and City of Lakeport, and is still working on the first draft of the report for Lake

County. The County Pavement Project, which is a 5-year plan being prepared by the County that compliments the PMP update, must be completed before the PMP update can be finalized for the County. Lake APC Staff and NCE Staff recently agreed on a contract extension that expires 3/31/2023. The contract extension did not include an increase in cost.

**iii. Miscellaneous – None**

**b. Lake Transit Authority**

**i. Transit Hub Update**

James reported that LTA has completed the environmental phase of the project and the next step will be to allocate funds for the designs and possible construction on both elements of the project, operations and maintenance of the yard in Lower Lake and the new transit center on South Center Drive. James will start working on the paperwork in March to go to the main meeting CTC.

**ii. Current Transit Projects**

James reported that starting on January 19<sup>th</sup> the contactless payment systems were being installed in the LTA buses for fixed and dial-a-ride services.

**iii. Miscellaneous. None**

**c. Caltrans**

**i. 2022-23 Information Element Update**

Blake reported that a new Deputy for Planning, Brandon Larsen, has been announced since Brad's retirement in December. The next quarterly meeting with D1 is anticipated for March 2023. Blake covered current projects of D1 including the following:

**The Non-Motorized Traffic Census Effort:** Data collecting by installing Miovison cameras for a few days at various locations, 72 regular locations measured over a three year period on rotating basis designed to cover the entire district. This next year is the third year of the cycle, which picks up important locations which don't get covered in the first two years of the cycle.

**The Active Transportation Census Design** This pilot study will help determine which equipment will be most successful in a fully implemented network and a draft final report will be available for review by late May 2024.

**Mendocino – Lake County Travel Demand Model Update:** Tasks 1 & 2 for the Mendocino & Lake County TDM have been completed. By the end of February the remaining tasks (3 through 5), including VMT tool development, training and documentation, will be finished.

**The District 1 Pedestrian and Bicycle Advisory Committee:** These meetings are held quarterly including members from Humboldt, Lake and Mendocino Counties.

**District System Management Plan** This will likely be revisited later in 2023 as Changes in Management/Priorities at Caltrans have pushed this Districtwide Plan out as a priority.

**Multi-Modal Corridor Management Plans:** This was finalized in December. Caltrans will take a detailed look at the feasibility of some of the concepts from the completed corridor study on the SR 53 Corridor Plan; this should be completed in 2024.

**Climate Change Vulnerability Assessment:** The contract for this is waiting final approval with DPAC then to be released for bids.

**ii. Lake County Projects Update-None**

**iii. Miscellaneous – None**

**d. Regional Housing Update - None**

**e. Local Agency Updates -**

**Scott DeLeon, County of Lake:** Currently they have a bridge project going to Board for approval on the 1<sup>st</sup> of February. They brought on a new Right of Way agent that started on Tuesday the 17<sup>th</sup> in hopes of getting the South Main Street Road project back on track. John Everett added that funding for the Middletown Multi-use Trail project along Hwy 29 have been awarded and construction will start as soon as the weather allows them to do so.

**Adeline Leyba, City of Clearlake:** ATP plans are at State architect waiting for approval then it will be going out to bid. The roundabout PSE allocation request was sent to CTC and hopefully they will know something regarding the status next week. The 18<sup>th</sup> Ave traffic signal project is out to bid.

**Oliva Grupp, City of Lakeport:** The Hartley Street Safe Routes to School project will be completed this week. An HSIP Sign Replacement Project is almost designed & the bid documents are ready to be submitted then the construction allocation for that. The City will be working on its Sustainable Community Planning grant that they received last year for an Active Transportation Plan; they are currently going over the contract with staff.

**6. Information Packet**

**i. Grant Opportunities**

John reported that there are several new grant programs available to apply for with a list provided in the information packet.

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

**8. Next Proposed Meeting – February 16, 2023**

**9. Adjourn Meeting – Meeting adjourned at 10:06 a.m.**

Respectfully Submitted,

Jody Lowblad  
Lake Area Planning Council