



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

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

TECHNICAL ADVISORY COMMITTEE MEETING AGENDA

DATE: Thursday, August 20, 2015
TIME: 9 a.m.
PLACE:

| | | |
|-------------------------|-------------------------------|-----------------------------|
| <u>City of Lakeport</u> | <u>Lake Transit Authority</u> | <u>Caltrans-District 1</u> |
| Small Conference Room | Mark Wall | Teleconference |
| 225 Park Street | 1445 S. Silvertale Street | 2430 6 th Street |
| Lakeport, California | Visalia, California | Eureka, California |

Teleconference Dial-In #: 866-576-7975 Passcode: 961240

1. Call to order
2. Review and Approval of February 19, 2015 Minutes
3. Discussion of State Transportation Improvement Fund (STIP) Fund Estimate (*Barrett*)
4. Announcements and Reports
 - a. Lake APC
 - i. Transportation Funding (*Don*)
 - ii. 2015-16 Overall Work Plan (OWP) First Amendment (*Davey-Bates*)
 - b. Lake Transit Authority (*Wall*)
 - i. CTSA Update
 - ii. Non-Emergency Medical Transportation Update
 - iii. Lake County Energy Use Reduction Plan
 - iv. Transit Development Plan
 - v. Human Services Coordinated Plan
 - vi. Miscellaneous
 - c. Federal & State Grant Status Reports
 - i. Highway Safety Improvement Program (HSIP) (*Davey-Bates*)
 - ii. Active Transportation Program (*Robertson*)
 - iii. Other Grant Updates (*All*)
 - d. Caltrans
 - i. Caltrans District 1 Transportation Corridor Report for Route 20
 - ii. Lake County Projects Update
 - iii. Other Updates
 - e. Miscellaneous
5. Information Packet
 - a. 2/11/15 Final Lake APC Minutes
 - b. 4/8/15 Final Lake APC Minutes
 - c. 5/12/15 Final SSTAC Minutes
 - d. 5/13/15 Final Lake APC Minutes
 - e. 6/10/15 Draft Lake APC Minutes

6. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
7. Next Proposed Meeting – **September 17, 2015**
8. Adjourn meeting

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

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

Posted: August 14, 2015

List of Attachments:

Agenda Item #2 – (Draft) 2/19/15 Lake TAC Minutes
Agenda Item #3 – STIP Fund Estimate Update
Agenda Item #4ai – Transportation Funding
Agenda Item #4aii – 1st Amended OWP
Agenda Item #4ci – Highway Safety Improvement Program
Agenda Item #4di – Transportation Corridor Report for Route 20
Agenda Item #5 – Information Packet



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

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

TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday February 19, 2015
9 a.m.

City of Lakeport
Small Conference Room
225 Park Street
Lakeport, California

Present

Lars Ewing, Assistant Public Works Director, County of Lake
Todd Mansell, Department of Public Works, County of Lake
Nathalie Antus, Associate Planner, County of Lake
Mark Acaba, City Engineer, City of Clearlake
Dave Carstensen, Caltrans District 1

Absent

Mark Wall, Lake Transit Authority
Doug Herren, Public Works Director, City of Clearlake
Mark Brannigan, Department of Public Works, City of Lakeport
Andrew Britton, Planning Manager, City of Lakeport
Kevin Ingram, Community Development Director, City of Lakeport
Bill Holcomb, California Highway Patrol

Also Present

Lisa Davey-Bates, Executive Director, Lake County/City Area Planning Council
Phil Dow, Transportation Planning, Lake County/City Area Planning Council
Nephele Barrett, Program Manager, Lake County/City Area Planning Council
Jesse Robertson, Transportation Planning, Lake County/City Area Planning Council
Alexis Pedrotti, Administrative Assistant, Lake County/City Area Planning Council (by phone)

1. Call to order

The meeting was called to order at 9:05 a.m.

Mark Acaba introduced himself as the new City Engineer for the City of Clearlake and may continue to act as the City Engineer for Lakeport on a limited basis (one day per week, until a replacement is found).

2. Review and Approval of January 15, 2015 Minutes

Dave Carstensen made a motion to approve the January 15, 2015 minutes. The motion was seconded by Lars Ewing and carried unanimously.

3. **Discussion of Geographic Information System (GIS) Training**

Lisa Davey-Bates introduced this agenda item, explaining that the 2014/15 Work Program has funding set aside for “other” training, which was intended specifically for GIS. ESRI, the maker of ArcGIS, is offering to provide a two-day local course for roughly 12 pupils. A discussion ensued about the target ability-level for the training. Lars Ewing suggested that a half-day executive level training be offered for managerial staff so that ArcGIS capabilities and products could be better understood. The remaining day and a half could be dedicated to the everyday users. After suggesting that TAC members poll their respective agencies for interest and ability level for the ESRI instruction, Lisa requested that she receive feedback in the next couple of weeks so that Lake APC staff could work with ESRI to schedule the training.

4. **Update on the Development of an Active Transportation (AT) Plan** (Robertson)

Jesse Robertson distributed an updated copy of the budget and timeline for the TAC’s review and updated the TAC of the APC Board’s approval for staff to proceed with the development of an Active Transportation Plan for Lake County during their February meeting. In addition to using funds that had been dedicated to Updating the RTP, APC staff was preparing an application to Caltrans for surplus RPA funds to supplement the project budget. Caltrans is expected to announce the award of grant RPA funds by March 31, 2015. If surplus RPA funds are not awarded to the project, additional funding from the 2015-16 Work Program will be needed. Jesse asked for questions.

Jesse explained that the bulk of the surplus RPA funds, or about \$25,000, will be spent to contract with a public outreach coordinator. Public outreach is targeted to include 4 communities and would extend to the County Public Health and the Tribes. The remaining funds, approximately \$15,000, will be made available to reimburse local agencies for their participation. Caltrans’ participation will be requested as well. Due to budget constraints, the scope of the project will be limited in terms of producing new, ground-truthed needs assessments.

A kick-off meeting will be scheduled for March to get the project underway. Todd Mansell has been designated as the County Public Works representative for the project. Mark Wall and Caltrans are also expected to participate. Lars Ewing inquired as to whether the ATP would duplicate any other existing plans. Phil Dow and Lisa Davey-Bates explained that the ATP would update and replace the Regional Bikeway Plan. Nephelie added that the ATP would become the non-motorized element of the next Regional Transportation Plan.

Over the next couple of weeks, invitations will be extended to Public Health, the Middletown Area Town Hall, Lake County GIS/Lon Sharpe and Caltrans. Dave Carstensen volunteered to be involved for Caltrans and would coordinate with Rex Jackman , with District 1 Caltrans. Jesse solicited the TAC members for the names of other potential Lake ATP participants.

5. **Discussion of Various Options of Projects to Be Included in the 2015/16 Overall Work Program** (Davey-Bates)

Lisa Davey-Bates presented four options for accommodating requests for Work Elements for the 2015-16 Overall Work Program (OWP). The first option included all of the requested Elements, which exceeded the available revenues by \$68,000. Option 2 has a balanced budget, drawing \$68,000 in reserve funds to accommodate all funding requests. Option 3 eliminates the Work Element to develop a Traffic Sign Inventory, which would not cause any withdrawal of reserve funds and leave \$16,000 unallocated and unexpended. Option 4 does not result in either a budget deficit or withdrawal of reserve funds; it fully funds the Traffic Sign Inventory and reduces other Work Elements, such as Special Studies, Planning, Programming and Monitoring, Federal and State Grant Preparation and reimbursement funds for Regional Planning and Intergovernmental Coordination.

A discussion of LTF reserves ensued where Lisa explained that the APC has not recently had the opportunity to maintain a funding reserve due to budget shortfalls. The proposed reserve fund was set at \$200,000. The County justified the Traffic Sign Inventory by asserting the County would be able to immediately utilize the resulting product even with the projected reduction in HUTA (Highway Users Tax Account) funds. Nephele Barrett suggested that a mix of Options 2 and 4 would fund the higher-priority sign inventory and both reduce the miscellaneous standing Work Elements to a lesser extent and reduce the withdrawal of reserve funds to a lesser extent than initially proposed.

Dave Carstensen made a motion to accept Option 2. Lars Ewing seconded the motion with a caveat. The motion passed.

6. **Discussion and Recommended Approval by TAC Members to support the County of Lake's application for 2% Bike and Pedestrian Funds** (Davey-Bates)

Lisa Davey-Bates announced that the only applicant for the LTF 2% Bike and Pedestrian Funds was the County of Lake and that the proposal was eligible under the guidelines of the program. Todd Mansell authored the application and presented his proposal to the members of the TAC. The proposal would expand the scope of an existing Safe Routes to School proposal that the County was awarded two years ago for the community of Kelseyville. The Safe Routes to School project included sidewalk improvements along Konocti Road in close proximity to the high school, on one end, and the middle school on the other end. The project omitted a central portion of sidewalk that would address the entire corridor. Once the County had received survey data for the project area, the need for additional improvements became apparent. The County then reapplied for Safe Routes to School funds, but was not awarded funding.

Lars Ewing made a motion to award the County's application for LTF 2% funds. Nathalie Antus seconded the motion. The motion was approved unanimously.

7. **Announcements and Reports**

a. Lake Transit Authority

No reports from Lake Transit Authority.

- i. Non-Emergency Medical Transportation Update
- ii. Transit Development Plant (TDP) Update
- iii. Lake County Energy Use Reduction Plan
- iv. Transit Hub Location Plan
- v. Miscellaneous

b. Federal & State Grant Status Reports

i. Active Transportation Program (ATP)

The Mendocino Council of Governments will be hosting a workshop on Tuesday, March 24 for the upcoming Active Transportation grant cycle. The ATP call for projects will be March 26, 2015. The workshop is scheduled for 1:30 pm in Ukiah. All Lake TAC members are invited to attend.

ii. Other Grant Updates (*All*)

The Highway Safety Improvement Program (HSIP) will be hosting a webinar the week of February 23rd.

c. Caltrans

i. Lake County Project Update

Dave discussed the status of the Lake County projects and provided a handout. Other Updates

No other updates reported.

d. Miscellaneous

9. **Information Packet** –

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

There was no public input.

11. **Next Proposed Meeting** – March 19, 2015

12. **Adjourn Meeting**

Meeting adjourned at 10:46 a.m.

Respectfully Submitted,

(Draft)

Jesse Robertson
Lake APC Transportation Planning



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: 2016 STIP – Upcoming Fund Estimate and Guidelines

DATE PREPARED: 08/13/15

MEETING DATE: 08/20/15

SUBMITTED BY: Nephele Barrett, Program Manager

BACKGROUND: The California Transportation Commission is scheduled to adopt the Fund Estimate (FE) for the 2016 State Transportation Improvement Program (STIP) at their August 26 meeting. There is a possibility that the Fund Estimate may be delayed to allow time for action on a new Federal transportation bill or extension of the existing bill, MAP-21. If that's the case, it will be delayed until October, which would result in the Regional Transportation Improvement (RTIP) process also being delayed approximately two months.

Given existing revenues, initial statewide estimates indicate that there will be no new STIP funding available for programming in the 2016 STIP. Not only will there be no new funding, but existing programming in the early years of the STIP (FY 16/17-18/19) will need to be delayed due to lower than anticipated revenues. The biggest reason for the shortfall in funding is due to the state's price based excise tax on fuel, which is used in part to fund the STIP. The tax is designed to mimic sales tax. The amount is set each year based on estimates of gasoline sales and prices. However, adjustments are made in following years to "true up" based on actual gas prices. In the last couple of years, gas prices have dropped dramatically. This drop wasn't accounted for in the estimates for the excise tax, and now the current rate has been adjusted downward to make up for that. The true up for previous years, combined with the reduced rate based on current year estimates, have resulted in an approximately 60% drop in revenues from the price based excise tax.

For local agencies, the projects that may be delayed include Lakeport's Lakeport Boulevard and South Main Street Intersection Improvement project, the county's South Main/Soda Bay Road project, and Clearlake's Phillips Avenue Extension project. The shortfall could also potentially impact the SR 29 project.

Also in preparation for the 2016 STIP, the CTC has released draft STIP guidelines. The most significant changes to the STIP guidelines are the addition of performance measures and the requirement that Project Study Reports (PSR) be submitted with the RTIP. Although the draft STIP guidelines include separate performance measures that are intended to be appropriate for rural areas, they still rely on data that, for the most part, we are not currently collecting. The proposed rural performance measures are attached for reference.

The change regarding PSR submittals won't have an impact in this STIP cycle, as we won't be able to program any new projects, but it will be a change for future cycles. PSRs have always been a requirement, but weren't required to be submitted to Caltrans. This allowed local agencies to complete their PSR after they knew they would receive STIP funding, since the RTIP is adopted in December, but the STIP isn't adopted until April. Now, however, local agencies will have to submit a PSR with their initial application.

If any additional information becomes available prior the APC meeting, staff will provide an updated verbal report.

ACTION REQUIRED: No action required – information and discussion only.

ALTERNATIVES: None identified

RECOMMENDATION: Discuss the STIP Guidelines and potential impacts of the Fund Estimate.

| B1(a) Evaluation | | | |
|--|---|--|--|
| Rural Specific Regional Level Performance Indicators and Measures | | | |
| Goal | Indicator/Measure | Current System Performance (Baseline) | Projected System Performance (indicate timeframe) |
| Congestion Reduction | Vehicle Miles Traveled per capita, area, by facility ownership, and/or local vs tourist | | |
| | Peak Volume/Capacity Ratio or Thresholds (threshold volumes based on HCM 2010) | | |
| | Commute mode share (travel to work or school) | | |
| Transit | Total operating cost per revenue mile | | |
| Infrastructure Condition | Distressed lane-miles, total and percent, by jurisdiction. | | |
| | Pavement Condition Index (local streets and roads). | | |
| Safety | Total accident cost per capita and VMT. | | |
| Environmental Sustainability | Land Use Efficiency (total developed land in acres per population) | | |



LAKE COUNTY/CITY AREA PLANNING COUNCIL TECHNICAL ADVISORY COMMITTEE STAFF REPORT

TITLE: Transportation Funding Update

DATE PREPARED: August 13 2015

MEETING DATE: August 20, 2015

SUBMITTED BY: Phil Dow, Transportation Planning

BACKGROUND:

Under a separate agenda item, Nephela explained that at this point, there is nothing expected for new projects in the 2016 STIP cycle and that we will very likely be forced to move existing projects to outer years due to the current shortfall of revenues.

Meanwhile Congress again extended MAP-21 on a short-term basis to keep existing programs and projects funded. They have yet to address long term extension (and the revenues needed to support it) or a replacement for MAP-21. Without congressional action, we can expect no funding to support new projects to be added to the 2016 Regional Transportation Improvement Program (RTIP).

There is good news to report on the California legislature side. A Special Session has been called to address local and State transportation maintenance and rehabilitation needs. Senate Bill 16, earlier this year introduced by Senator Beall has emerged as SBX1-1 which includes higher revenues. After “off the top” set asides for goods movement projects and a self-help incentive, 50% of the funding will go the State Highway operations and Protection Program (SHOPP) and 50% will go to cities and counties. It is expected that distribution to counties will be as per Proposition 1B (based on vehicle registration and road miles) and to cities by population (I had earlier made comments that a minimum threshold should apply to the population formula similar to Proposition 1B).

It appears there is no major opposition to proposals before the Legislature to provide meaningful funding for maintenance and rehabilitation. This would be very good news for local agencies, since HUTA revenues have fallen rapidly under existing conditions.

I am attaching the following:

- Copy of the letter signed by the “Fix Our Roads” Coalition to the Governor and Legislative leaders identifying priorities to be considered in development of legislation to deal with maintenance and rehabilitation.
- Copy of “Policy Brief” prepared by CalCOG that compares SB 16 with new SBX – 1 and identifies other Assembly and Senate transportation-related bills that may be considered in Special Session.

ACTION REQUIRED: This item is informational only.

ALTERNATIVES: None identified.

RECOMMENDATION: None.



July 30, 2015

Governor Jerry Brown
Senate President pro Tempore Kevin de León
Assembly Speaker Toni G. Atkins
Senate Minority Leader Bob Huff
Assembly Minority Leader Kristin Olsen



Re: **Coalition Framework to Increase Funding for Transportation in Special Session**

Dear Governor Brown and California Legislative Leaders:



Our organizations representing local government, business, labor and transportation advocates believe it is imperative that a legislative solution be reached during the special session that results in a robust and meaningful dent in California’s transportation funding shortfall. It is a critical issue that cannot wait to be addressed. Our roads continue to deteriorate as inadequate funding to deal with deficiencies creates safety hazards, costs motorists money and leaves Californians stuck in gridlock.



Our broad coalition has come together in support of the following priorities and funding sources inextricably linked with accountability and reform measures, which we believe should be the basis for legislation addressing this critical issue for California. We urge you to support these priorities as you debate policies and funding sources for California’s streets and roads.



1. Make a significant investment in transportation infrastructure.

If we are to make a meaningful dent that demonstrates tangible benefits to taxpayers and drivers, any package should seek to raise at least \$6 billion annually and should remain in place for at least 10 years or until an alternative method of funding our transportation system is agreed upon.



2. Focus on maintaining and rehabilitating the current system.

Repairing California’s streets and highways involves much more than fixing potholes. It requires major road pavement overlays, fixing unsafe bridges, providing safe access for bicyclists and pedestrians, replacing storm water culverts, as well as operational improvements that necessitate, among other things, the construction of auxiliary



(More)



lanes to relieve traffic congestion choke points and fixing design deficiencies that have created unsafe merging and other traffic hazards.

Efforts to supply funding for transit in addition to funding for roads should also focus on fixing the system first.



3. Invest a portion of diesel tax and/or cap & trade revenue to high-priority goods movement projects.

While the focus of a transportation funding package should be on maintaining and rehabilitating the existing system, California has a critical need to upgrade the goods movement infrastructure that is essential to our economic well-being. Establishing a framework to make appropriate investments in major goods movement arteries can lay the groundwork for greater investments in the future that will also improve air quality and reduce greenhouse gas emissions.



4. Raise revenues across a broad range of options.

Research by the California Alliance for Jobs and Transportation California shows that voters strongly support increased funding for transportation improvements. They are much more open to a package that spreads potential tax or fee increases across a broad range of options rather than just one source. Additionally, any package should move California toward an all-users pay structure in which everyone who benefits from the system contributes to maintaining it - from traditional gasoline-fueled vehicles, to hybrids, alternative fuel and electric vehicles, to commercial vehicles. Our coalition supports:



- Reasonable increases in:
 - Gasoline and diesel excise taxes.
 - Vehicle registration and vehicle license fees.
- Dedicating a portion of the cap and trade revenue paid by motorists at the pump to transportation projects that reduce greenhouse emissions.
- Ensuring existing transportation revenues are invested in transportation-related purposes (i.e. truck weight fees and fuel taxes for off-road vehicles that are currently being diverted into the general fund).
- User charge for electric and other non-fossil fuel powered vehicles that currently do not contribute to road upkeep.



5. Equal split between state and local projects.

We support sharing revenue for roadway maintenance equally (50/50) between the state and cities and counties. Funding to local governments should be provided directly (no intermediaries) to accelerate projects and ensure maximum accountability.

6. Strong accountability requirements to protect the taxpayers' investment.

Voters and taxpayers must be assured that all transportation revenues are spent responsibly. Authorizing legislation should:



(More)



- Constitutionally protect transportation revenues for transportation infrastructure only. Time and again (Prop 42, 2002; Prop 1A, 2006; Prop 22, 2010), voters have overwhelmingly supported dedicating and constitutionally protecting transportation dollars for those purposes. We strongly support protections that prohibit using transportation dollars for other purposes.
- Repay existing transportation loans and end ongoing diversions of transportation revenues, including approximately \$850 million in loans to the general fund and the annual loss of approximately \$140 million in off-highway vehicle fuel taxes.
- Establish performance and accountability criteria to ensure efficient and effective use of all funding. All tax dollars should be spent properly, and recipients of new revenues should be held accountable to the taxpayers, whether at the state or local level. Counties and cities should adopt project lists at public hearings and report annually to the State Controller's Office regarding all transportation revenues and expenditures. Local governments should also commit to ensuring any new revenues supplement revenues currently invested in transportation projects. Both Caltrans and local governments can demonstrate and publicize the benefits associated with new transportation investments.
- Caltrans reform and oversight. To increase Caltrans effectiveness, provide stronger oversight by the state transportation commission of the programs funded by new revenues and establish an Inspector General office to provide accountability. Reduce Caltrans administrative budgets through efficiency reviews with all savings to be spent on road improvements.
- Expedite project delivery. More should be done to streamline project delivery, including but not limited to:
 - Establishing timelines for actions required by state agencies and eliminating other permit delays.
 - Increased implementation of alternative delivery systems that encourage more investment from the private sector.
 - Reforms to speed project completion.

7. Provide Consistent Annual Funding Levels.

Under current statute, the annual gas tax adjustment by the Board of Equalization is creating extreme fluctuations in funding levels -- a \$900 million drop in this budget year alone. A transportation funding package should contain legislation that will create more consistent revenue projections and allow Caltrans and transportation agencies the certainty they need for longer term planning. While this change would not provide any new revenue to transportation, it would provide greater certainty for planning and project delivery purposes.

We believe these priorities represent a solution to begin to address our transportation funding shortfalls, resulting in real projects at both the state and local level. We look forward to working with you over the coming weeks as a transportation package is finalized.

Sincerely,

Jim Earp
Executive Consultant
California Alliance for Jobs

Matt Cate
Executive Director
California State Association of Counties

Chris McKenzie
Executive Director
League of California Cities

Cesar Diaz
Legislative Director
State Building and Construction Trades Council

Bob Alvarado
Executive Officer
Northern California Carpenters Regional Council

Oscar De La Torre
Business Manager
Northern California District Council of Laborers

Russ Burns
Business Manager
Operating Engineers Local 3

Brad Diede
Executive Director
American Council of Engineering Companies - California

Mark Watts
Interim Executive Director
Transportation California

Mark Breslin
CEO
United Contractors

Allan Zaremborg
President and CEO
California Chamber of Commerce

Robert Lapsley
President
California Business Roundtable

Rex Hime
President and CEO
California Business Properties Association

Richard Lyon
Senior Vice President
California Building Industry Association

Gary W. Hambly
President and CEO
California Construction and Industrial Materials Association

Tom Holsman
CEO
Associated General Contractors of California

James Camp
President
NAIOP CA, The Commercial Real Estate Development Association

Chuck Shaw
Western Regional Director
International Council of Shopping Centers

Lucy Dunn
President and CEO
Orange County Business Council

Carl Guardino
President and CEO
Silicon Valley Leadership Group

(More)

Jerry Barton
Chair
California Rural Counties Task Force

Bill Higgins
Executive Director
California Association of Councils of Governments

Lisa Davey-Bates
Chair
North State Super Region

Paul Smith
Senior Legislative Advocate
Rural County Representatives of California

Mike Ghilotti
President
Ghilotti Bros., Inc.

James Halloran
Manager, State Government Affairs –
Western Region
Caterpillar

Daryl K. Halls
Executive Director
Solano Transportation Authority

Dan Himick
Director
C.C. Myers, Inc.

Mike Fuller
CEO
Mountain Cascade

Craig Anderson
Director
Solar Turbines

Steve Clark
Vice President, Labor Relations
Granite Construction Co.

Rich Gates
President
DeSilva Gates Construction



POLICY BRIEF

TRANSPORTATION FUNDING UPDATE: EXTRAORDINARY SESSION

California Association of Councils of Governments

July 21, 2015

I. SB 16 and SBX1-1 (Beall) Transportation Funding

Senator Beall introduced SB 16 earlier this year. CALCOG took a “support” position on the version in print on April 15. Then, SB 16 was re-introduced in the Extraordinary Session as SB 1X-1. Significant new amendments went into print on July 14. See below.

| SB 16—SB X1-1 COMPARISON TABLE | | |
|--|---|---|
| Key Element | SB 16 (June 1) | SBX1-1 (July 14) |
| Effective Term | 5 years | Unlimited |
| Revenue | \$3.4 to \$3.9 Billion/Yr. | \$4.3 to \$4.6 Billion/Yr. |
| Sources | <ul style="list-style-type: none"> • 10¢/gal. tax increase on gasoline • 12¢/gal increase on diesel fuel • \$35 vehicle registration fee • \$100 zero emission vehicle fee • Loan repayments over 3 years • .65% vehicle license fee increase | <ul style="list-style-type: none"> • 12¢/gal. tax increase on gasoline • 22¢/gal. Increase on diesel fuel • \$35 vehicle registration fee • \$100 zero emission vehicle fee • Loan repayments over 3 years • \$35 road access fee |
| Truck Weight Fees | Transferred and backfilled with VLF | Not affected |
| Goods Movement (TCIF) | 2¢/gal. on diesel to TCIF (approx. \$50 million/yr.) | 12¢/gal. on diesel to TCIF (approx. \$300 million/yr.) |
| Self Help Incentive | 5% off-the top allocation | 5% of the top allocation-ongoing |
| Distribution of Remainder | <ul style="list-style-type: none"> • 50% to SHOPP • 50% to Local Streets & Roads | <ul style="list-style-type: none"> • 50% to SHOPP • 50% to Local Streets & Roads |
| Inflation Adjustment (CPI) | N/A | Excise tax adjusted every three years beginning 2019 |
| Local Streets and Road Fund Flexibility | N/A | “Other transportation priorities” allowed if PMI exceeds 85 |
| STIP | N/A | <ul style="list-style-type: none"> • Excise tax reset to 17.3 ¢/gal. • CPI applies to all excise tax |
| Active Transportation Eligibility | N/A | Pedestrian and bike safety in conjunction with other projects |
| Caltrans Accountability | CTC allocation required for SHOPP; Department plan to improve efficiency by 30% | CTC allocation required for SHOPP; Department plan to improve efficiency by 30% |
| Local Street and Roads Accountability | CTC estimates fund amount, develop performance criteria | CTC develops performance criteria |

II. Other Key Bills In the First Extraordinary Session

Assembly Bills:

- **AB X1-1 (Alejo). Weight fees.** Returns weight fees to the State Highway Fund; repays outstanding transportation loans over three years
- **AB X1-2 (Perea) Public Private Partnerships.** Extends P3 authority indefinitely; includes Santa Clara VTA in definition of regional agency.
- **AB X1-3 and ABX1-4 (Frazier, Atkins) Spot language.** Spot bills to establish permanent, sustainable sources of funding for highways, local roads, bridges, etc.
- **AB X1-6 (Hernandez) AHSC program.** Creates a 20% rural set aside in AHSC Program.
- **AB X1-7 (Nazarian). Public transit funding.** Doubles cap and trade appropriation for Transit and Intercity Rail Program (to 20%) and Local Carbon Transit Program (to 10%).
- **AB X1-8 (Chiu & Bloom) Diesel sales tax.** Increases sales and use tax on diesel from 1.75% to 5.25%. These revenues are appropriated by formula to public transit agencies.

Senate Bills:

- **SB X1-1 (Beall) Transportation Funding.** See previous page.
- **SB X1-2 (Huff) GHG reduction fund.** Dedicates cap and trade taxes paid from gasoline production to improving infrastructure, including streets and roads.
- **SB X1-3 (Vidak) HSR Bonds.** Amends HSR bond funding initiative (and requires a general vote) to redirect HSR Bone funds to repair or construct highways and local streets and roads.
- **SB X1-6 (Runner) GHG reduction fund; transportation.** Prohibits use of cap and trade proceeds on HSR and redirects funds to highways, local street and roads, and public transit.
- **SB X1-7 (Allen) Diesel sales tax.** Increases sales and use tax on diesel from 1.75% to 5.25%. These revenues are appropriated by formula to public transit agencies.
- **SB X1-8 (Hill) Public transit funding.** Doubles cap and trade appropriation for Transit and Intercity Rail Program (to 20%) and Local Carbon Transit Program (to 10%).
- **SB X1 9 (Moorlach) Department of Transportation.** Prohibits Caltrans from using temporary funding (e.g., bonds) to support permanent positions; encourages contracting.
- **SB X1 10 (Bates) Regional Capital Improvements.** Converts STIP to block grants based on county shares; eliminates CTC retains some oversight, but programming role discontinued
- **SB X1 11 (Berryhill) CEQA exemption, road improvements.** Exempts road repair and maintenance on existing rights of way from CEQA, including for areas over 100,000.
- **SB X1-12 (Runner) Transportation Commission.** Makes the CTC independent and authorizes CTC to approve the Department's individual repair and maintenance projects.
- **SB X1-13 (Vidak) Inspector General.** Creates an Inspector to assure that Caltrans and HSRA operates efficiently, effectively, and in compliance with federal and state laws.
- **SB X1 14 (Canella) Public Private Partnerships.** Eliminates the sunset provision that allowed RTPAs and Caltrans to enter into PPPs.

Senate Constitutional Amendments:

- **SCA X1-1 (Huff).** Guarantees that transportation taxes are used for transportation purposes.

- FINAL -

LAKE COUNTY/CITY AREA PLANNING COUNCIL
REGIONAL TRANSPORTATION PLANNING
WORK PROGRAM



FISCAL YEAR 2015/16

Adoption by Area Planning Council: June 10, 2015

1st Amendment: August 12, 2015

Prepared by:



Lisa Davey-Bates, Executive Director
367 N. State St., Suite 204
Ukiah, CA 95482
707.234.3314

TABLE OF CONTENTS

| <u>TOPIC</u> | Page |
|--|-------------|
| Lake County Area Profile..... | 2 |
| Lake APC Overview | 3 |
| Regional Planning Efforts..... | 4 |
| Introduction | 6 |
| Funding Needs | 11 |
| Summary of Funding Sources | 12 |
| Summary of 2014/15 Overall Work Program Carryover | 13 |
| Funding Sources by Work Element..... | 14 |
| Funding Sources by Claimant..... | 15 |
| Expenditure Summary | 17 |
| <u>SUMMARY OF WORK ELEMENTS:</u> | |
| ▪ Work Element 600: Regional Planning & Intergovernmental Coordination | 18 |
| ▪ Work Element 601: Transit Planning..... | 20 |
| ▪ Work Element 602: Transit Service Reliability & Performance Monitoring | 21 |
| ▪ Work Element 603: L.C. Active Transportation Plan (<i>Carryover</i>)..... | 22 |
| ▪ Work Element 604: Lake County Project Reserve Funds (NEW) | 24 |
| ▪ Work Element 605: Federal & State Grant Preparation & Monitoring Program..... | 25 |
| ▪ Work Element 606: Speed Zone Study – City of Lakeport (NEW) | 26 |
| ▪ Work Element 607: Special Studies..... | 27 |
| ▪ Work Element 608: Planning, Programming & Monitoring | 29 |
| ▪ Work Element 609: Lake Transit Hub Location Plan (NEW) | 31 |
| ▪ Work Element 610: Non-Motorized Transportation..... | 33 |
| ▪ Work Element 611: Pavement Management Program Inventory – Update (<i>Carryover</i>)..... | 34 |
| ▪ Work Element 612: Countywide Technology Support Services | 35 |
| ▪ Work Element 613: Transportation Information Outreach..... | 36 |
| ▪ Work Element 614: <i>Intentionally Left Blank</i> | 37 |
| ▪ Work Element 615: <i>Intentionally Left Blank</i> | 38 |
| ▪ Work Element 616: <i>Intentionally Left Blank</i> | 39 |
| ▪ Work Element 617: <i>Intentionally Left Blank</i> | 40 |
| ▪ Work Element 618: <i>Intentionally Left Blank</i> | 41 |
| ▪ Work Element 619: <i>Intentionally Left Blank</i> | 42 |
| ▪ Work Element 620: Training..... | 43 |
| ▪ Work Element 621: Lake County Energy Use Reduction Plan (<i>Carryover</i>)..... | 44 |
| 2015/16 Work Program Schedule | 43 |
| Information Element..... | 46 |
| Appendices | 47 |
| ▪ <u>Appendix A</u> – Project Status of 2014/15 Work Program | |
| ▪ <u>Appendix B</u> – Overall Work Program and Budget Revenue Summary FY 2015/16 | |
| ▪ <u>Appendix C</u> – Memorandum of Understanding | |
| ▪ <u>Appendix D</u> – Fiscal Year 2015/16 Federal Planning Factors | |

LAKE COUNTY AREA PROFILE

Lake County lies within the coastal range of mountains approximately 100 miles north of San Francisco and 35 miles east of the Pacific Ocean. It is surrounded 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 northern third of the county is largely unoccupied, much of it lying within the Mendocino National Forest.

According to the 2010 Census Data, the total population in Lake County was 64,665. This included the unincorporated population of 44,662 and the incorporated population of 20,003. Clearlake is the larger of the two incorporated cities, with a population of 15,250. Lakeport has a population of 4,753. The majority of the population of the county resides along the shores of Clear Lake, the most prominent geographical feature of Lake County.

Lake County, although rural in nature, has a number of transportation problems. The ground transportation network is impacted by topography, a growing resident population, declining financial resources and high nonresident recreational traffic use. The more important issues are identified in the 2010 Regional Transportation Plan, adopted October 11, 2010.

The largest income producing industries are agriculture, located in the lowlands to the west and southwest of Clear Lake, tourism, and geothermal development, located in the mountainous terrain in the southwestern portion of the County. In recent years, employment associated with tribal economic development has also become a significant factor.

Finally, another important factor facing the region is the steady increase of commuting traffic. To look at this issue more closely, a four-county Inter-Regional Partnership (IRP) Report was completed in June 2004 concerning jobs-housing imbalances in Mendocino, Lake, Napa, and Sonoma Counties. The report presented the case that, even though a jobs-housing imbalance crisis may not be apparent yet, indications are that if nothing is done this will be a serious issue in the near future. A County-Wide Micro Simulation Model was completed in FY 2012/13 to analyze projected traffic growth and prioritize transportation projects on the State Highways in Lake County. The Middletown Community Action Plan and Engineered Feasibility Study were also completed in FY 2013/14 to enhance interregional and regional travel while balancing the community of Middletown's needs.

LAKE APC OVERVIEW

The Lake County/City Area Planning Council 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 cooperative relationship between Caltrans and Area Planning Council was formalized by a Memorandum of Understanding.

The member entities amended the Joint Powers Agreement in 1986 to change the membership of the Area Planning Council. It is now composed of eight (8) members, including two (2) members of the Lake County Board of Supervisors, two (2) city council members from the City of Lakeport, two (2) city council members from the City of Clearlake, and two (2) citizen members selected at large by the Board of Supervisors. Two committees serve to advise the Area Planning Council.

The Policy Advisory Committee (PAC) is composed of the members of the Area Planning Council itself, together with the District One Director of Transportation, or his representative, from the Caltrans Office in Eureka. The Technical Advisory Committee (TAC) is composed of the Director of Public Works of Lake County, the Community Development Directors of Lake County and the cities of Clearlake and Lakeport, the City Engineers of Clearlake and Lakeport, the Commander of the Lake County Office of the California Highway Patrol, and a transportation planner from the Caltrans District One Office.

The Lake County/City Area Planning Council has an active Social Services Transportation Advisory Council (SSTAC). The SSTAC was established to meet the intent of Senate Bill 498 (1987). The SSTAC assists the Area Planning Council in the identification of transit needs that may be reasonable to meet by establishing or contracting for new public transportation services, or specialized transportation services, or by expanding existing services. Recently the SSTAC has been meeting more frequently and in conjunction with the Lake County Transportation Coalition to facilitate coordination of public transit and other transportation needs.

REGIONAL PLANNING EFFORTS

In October, 1995, the Area Planning Council adopted the Transit Improvement Plan. This Plan was the culmination of a comprehensive transit study performed by a consultant with extensive input from County and City representatives, local elected officials, transit providers, and a wide range of interests in Lake County. One of the major recommendations of the Plan was to form a Transit Authority to provide transit service in Lake County through a Joint Powers Agreement. Establishment of a Transit Authority was approved by the County and the two incorporated cities in December, 1995. In addition, a part-time Transit Manager was hired on a contract basis to oversee transit development and implementation of the Transit Plan.

MCOG, a partner of this four-county project, was instrumental in completing an Origin & Destination (O & D) Study, Phase II of the IRP project, to more accurately pin-point the flow of the traffic in and out of the regions. Funds to complete the Study were provided through a joint effort from participating agencies, including grant funds secured by the California Department of Transportation. This phase of the project was completed during the winter of 2006. A traffic demand modeling effort began in Fiscal Year 2008/09 and was concluded in the spring of 2011. This effort pragmatically plans for future growth and congestion in the four-county region.

The Lake APC in partnership with Caltrans received grant funding in Fiscal Year 2010/11 to develop a micro-simulation model that will expand on the Wine Country Interregional Partnership (WCIRP) project. Inputs that will be used to develop the micro-simulation model will be based on output data that was produced in the WCIRP. This project was completed in FY 2012/13. The model provides a tool to test the system-wide effect on capacity of multiple individual projects along a corridor, help quantify the impact of future north shore projects, identify impacts of the through traffic around the south shore (Principal Arterial Corridor), provide a tool to use in evaluating proposed traffic mitigation for major developments, and training.

Lake County 2030, a comprehensive planning tool, was completed under Work Element 618 of the Work Program. This project was partially funded with State Planning and Research and Rural Blueprint grant funds that were provided through Caltrans. Phase I of the project began in Fiscal Year 2007/08, and consisted of preliminary outreach to the local agencies and many other potential stakeholders of the project. This phase also included gathering and developing data to run the model for this project. The second phase of this project was completed in Fiscal Year 2008/09 and included an extensive outreach process by APC staff and MIG consultants to gain knowledge and input by the citizens, local elected officials, local agencies and other stakeholders of their “vision” for Lake County.

In February 2009, the Lake APC staff received word from the Department of Transportation (Caltrans) that the grant application to complete Phase III of the Blueprint Program in the amount of \$140,000 had been approved. During Fiscal Year 2009/10, the vision and principles, and draft alternative scenarios were developed that were derived from the Public Involvement (Phase II) of the Blueprint project. Further public outreach was conducted in the spring 2010 to determine the ultimate preferred “growth scenario” for the County. During Phase III of the Blueprint Program, staff coordinated with local agency planning staff in the development of the data used in the UPlan model. The Blueprint Advisory Committee (BPAC) developed four alternative growth scenarios that could be compared to each other in another series of community workshops, for the eventual consensus on a Preferred Growth Scenario. The five Phase III workshops were held in February and March of 2010, with two follow-up workshops on a draft Preferred Growth Scenario in June 2010. The Final Blueprint Plan was adopted in October 2010 and summarizes all three phases of the Lake 2030 Regional Blueprint process.

In 2011 Caltrans awarded the Lake APC funding to complete the fourth and fifth phases of the Regional Blueprint process. Phase IV developed tools and resources to help local agency staff and project designers, property owners and developers to incorporate Blueprint Principles into planning documents and development project plans. Phase V also conducted additional implementation activities from the tools that were developed in Phase IV.

In July 2011, the Lake APC received notification from Caltrans that we had been awarded Partnership Planning funds to complete a Community Action Plan (CAP) in Middletown. The purpose of the CAP is to conduct a comprehensive community outreach effort in Middletown to assist with the development of transportation alternatives along the corridor. Caltrans District 1 also received State Planning & Research funding in 2011 to complete an Engineered Feasibility Study (EFS) within the south portion of the SR 29 corridor to analyze potential transportation improvement alternatives to enhance interregional and regional travel while balancing community needs. The project was completed in FY 2013/14.

Lake Area Planning Council was awarded 5304 Rural Transit Planning funds in August 2012 to conduct a Transit Development Plan Update and Marketing Plan. The consultant and Lake APC are working in partnership with Lake Transit Authority to complete the Plan, which is expected to be finished by the end of the current fiscal year. Several of the project's tasks include public outreach, including completion of surveys and interviews of existing and potential riders of the transit system. The Plan will develop a five-year operating and capital plan including cost projections. The Marketing Plan will provide marketing strategies and tools to promote the transit system.

The Lake County/City Area Planning Council in partnership with Lake Transit Authority received Sustainable Communities Transportation Planning Grant funds to complete a Transit Hub Location Plan under this current Overall Work Program. This project will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake.

As requested by Moving Ahead for Progress in the 21st Century (MAP 21), the Lake County/City Area Planning Council will incorporate the eight planning factors while preparing and implementing planning projects throughout the region.

INTRODUCTION

The Area Planning Council's Transportation Planning Work Program is prepared annually to identify and focus the next year's transportation planning tasks. These tasks are envisioned and are to be fulfilled in accordance with the goals and policies of the Lake County Regional Transportation Plan (RTP). The primary goal is to develop a safe, balanced, practical and efficient regional transportation system. This entails timely maintenance as well as capital improvements to the transportation network, which includes the streets and highways.

Since the Fiscal Year 1986/87, the Lake County/City Area Planning Council (APC) has contracted with a consultant to do most of the technical planning efforts in the Work Programs. Dow & Associates entered into a contract with the Lake APC (effective October 1, 2006) to continue to perform planning duties. In December 2008 and again in April 2012, the APC Board acted to renew its contract with Dow & Associates for an additional three years.

In June 2014, the Lake APC advertised for an Administration/Fiscal Contractor, as well as the Planning duties to be conducted under the Overall Work Program. Dow and Associates was awarded the Planning contract for a five-year period (effective October 1, 2015). Grant funded work elements will likely be completed by consultants hired under this contract and administered through Dow & Associates.

PUBLIC PARTICIPATION

The Area Planning Council encourages public participation in the planning and decision making process and holds public hearings whenever an important decision concerning transportation is imminent. In addition to these public hearings which are announced in local newspapers, parties known to be interested in specific issues are invited to both the Technical Advisory Committee and the Area Planning Council meetings, when appropriate.

As required by SAFETEA-LU, the Lake APC developed a Public Participation Plan in Fiscal Year 2008/09 to enhance its public outreach efforts. The development of this Plan includes strategies to engage and notify the public when conducting planning activities. The plan provides a clear directive for public participation activities of the APC, particularly when they pertain to the development and implementation of the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), Overall Work Program (OWP), administration of the Transit Development Act (TDA), Federal and state grant programs, Coordinated Human Transportation Plan, transit studies, area transportation plans, blueprint planning and other special projects.

The Lake APC began the update of the Lake County Regional Transportation Plan in Fiscal Year 2008/09, which was adopted in October 2010. An extensive public outreach effort occurred during the development of this long-range transportation planning document. An update to the current document is scheduled to begin this FY 2015/16, with an expected plan adoption of October 2017.

As discussed in the previous section, the Lake APC conducted an extensive public outreach for multiple years as part of the development of the regional Blueprint plan, Lake County 2030.

The Lake APC also received two grants in July 2011, one of which included Community-Based Transportation Planning grant funding to complete a Downtown Corridor Plan in the City of Clearlake. The other included Partnership Planning grant funds to complete a Middletown Community Action Plan, which was conducted simultaneously with the SR 29 Engineered Feasibility Study. These planning projects included tasks to conduct extensive public outreach activities through a charrette process.

In Fiscal Year 2013/14 Lake APC provided funding in the Overall Work Program to conduct an update to the Human Services Coordinated Plan, which was last completed in 2008 by Nelson/Nygaard. The update conducted outreach, data collection and analysis to determine gaps in service and strategies to improve mobility to low-income, older adults and those with disabilities.

A Title VI Program was also conducted in 2013/14 which is required by Federal regulation to those who receive FTA funding. The Plan is required to be updated every three years and submitted to Caltrans. The Program requires a complaint procedure process, minority representation on advisory bodies (at times), interpretation opportunities and outreach to the limited English proficient (LEP) populations. Transit providers, such as Lake Transit Authority, who provide fixed-route service, must provide additional information.

COMPLETED PRODUCTS IN PRIOR WORK PROGRAM

Appendix A includes a brief synopsis of products that were completed in the 2014/15 Work Program.

2015/16 WORK ELEMENTS

The Lake County/City Area Planning Council is dedicated to working cooperatively with all agencies to provide comprehensive planning in the region. There are three *new* work elements included in the 2015/16 work program. The remaining elements are either ongoing work elements that appear repetitively in Work Programs or carryover projects that will be completed in this Overall Work Program. Several projects are also discussed below that are support planning efforts on a regional level.

Funding has fallen short of the requests submitted by local agencies and APC staff for many years. This Fiscal Year the Lake Technical Advisory Committee (TAC) took action to dedicate a work element to reserve funds to eventually accumulate enough funding to complete more projects. Currently the *reserve* funding is expected to be used to perform a Countywide Traffic Sign Inventory Project, the Pavement Management Program Update, or perhaps to provide additional funding for the development of the Active Transportation Program Plan.

Work Element 604 is a new element that establishes a reserve account for projects that will likely benefit all of the local agencies and require funding levels that are higher than those that are available in one fiscal year, i.e. the Pavement Management Update, or the Countywide Traffic Sign Inventory.

In the past, Lake APC Planning staff has completed Speed Zone Studies for the County and two cities under Work Element 606. The studies are completed on a five-year cycle. The County's update is conducted over a period of three fiscal years, and the cities of Clearlake and Lakeport are finalized in one year. There was a gap in the cycle last fiscal year, however the Work Element was reestablished this year to complete the City of Lakeport's Speed Zone Study.

Work Element 609 is a new grant funded project that was submitted by the Lake County/City Area Planning Council in cooperation with Lake Transit Authority for a Sustainable Transportation Planning Grant to complete a Transit Hub Location Plan. This project will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake.

Work Element 612 specifically relates to Geographic Information System (GIS) technology, which has become a valuable and necessary component of the day-to-day operations for various agencies within Lake County. This information is essential in the analysis and cataloging of data such as roadways, speed zones, bridges, sign inventory databases, the Pavement Management Program (PMP), and other transportation-related plans such as the Regional Transportation Plan, Regional Bikeway Plan, Transit Development Plan and the regional blueprint process.

The Lake County Transit Energy Use Reduction Plan, Lake County Active Transportation Plan (ATP), and Pavement Management Program Update have been identified as carry over projects in this work program to be completed this Fiscal Year.

The following work elements are included in the 2015/16 Work Program, and are briefly described below:

- ✓ Work Element 600 – This work element includes funding for general planning activities to be completed by the regional transportation planning agency (Lake APC), the transit agency (Lake Transit Authority), County and two cities.
- ✓ Work Element 601 – This work element will help determine the need for public

transportation in Lake County and strive to provide a reliable source of mobility for all citizens.

- ✓ Work Element 602 – An element initiated in Fiscal Year 2007/08 to provide transit service performance monitoring on an ongoing basis for Lake Transit Authority.
- ✓ Work Element 603 – This project will create an Active Transportation Plan (ATP) for the Lake County region. The ATP will identify and prioritize non-motorized and transit station/stop improvement projects and conduct public outreach to strengthen future grant applications for Active Transportation projects within the region.
- ✓ Work Element 604 – This element has been designated as a *reserve account* for planning projects to be completed by Lake County, City of Lakeport and City of Clearlake that are often not funded due to a lack of funding from year-to-year in the Overall Work Program.
- ✓ Work Element 605 – This work element continues to provide funding to assist agencies in the preparation of applications and monitoring of Federal and State grants to improve the transportation system in Lake County.
- ✓ Work Element 606 – This work element has been added to gather and interpret roadway, traffic, and accident data in the City of Lakeport in order to establish and enforce appropriate traffic speed limits in the community.
- ✓ Work Element 607 – Special Studies has been included in the past several work programs and will be used to perform studies, collect data, update the transportation data base, respond to local issues, and aid in implementation of the Regional Transportation Plan, and other projects as needed.
- ✓ Work Element 608 – Planning, Programming & Monitoring is an ongoing work element to provide assistance associated with project development for Regional Improvement Program projects and other planning activities
- ✓ Work Element 609 – This project will develop the Transit Hub Location Plan for the Lake Transit Authority. It will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake
- ✓ Work Element 610 – To encourage growth to bicycle and pedestrian travel to the region by integrating and promoting bicycle and pedestrian facilities and services with roadway and transit planning operations.
- ✓ Work Element 611 – Pavement Management Program Update, an ongoing project to provide a systematic method for determining roadway pavement maintenance, rehabilitation, and reconstruction needs. Triennial updates are conducted to provide an updated streets/roads inventory.
- ✓ Work Element 612 – Technology Support Services has been an ongoing project to provide GIS support services to agencies within Lake County involved with the roadway

transportation system, aviation, bike/pedestrian, and transit planning. The name has been changed to incorporate additional technology needs in the county.

- ✓ Work Element 613 – Transportation Information Outreach is a work element that informs and educates residents of Lake County on transportation related activities. This work element also maintains the agency’s website
- ✓ Work Element 614 – *Intentionally left blank*
- ✓ Work Element 615 – *Intentionally left blank*
- ✓ Work Element 616 – *Intentionally left blank*
- ✓ Work Element 617 – *Intentionally left blank*
- ✓ Work Element 618–*Intentionally left blank*
- ✓ Work Element 619 – *Intentionally left blank*
- ✓ Work Element 620 – This work element will provide training to staff of upcoming requirements for grant programs, changes in technologies relating to transportation planning, and other useful educational opportunities as needed.
- ✓ Work Element 621 – This element is carryover to the Lake County Transit Energy Use Reduction Plan.

FUNDING NEEDS

The amended 2015/16 Transportation Planning Work Program requires total funding of **\$627,289** and will be funded from a combination of Sustainable Transportation Planning Grant Funds, Rural Planning Assistance (RPA) funds, and Local Transportation Funds (LTF), Planning, Programming & Monitoring (PPM) funds.

FEDERAL

The Lake APC does not currently have any federal funds identified in the Fiscal Year's work program.

STATE

Estimated Rural Planning Assistance (RPA) funds in the amount of **\$294,000** are expected for FY 2015/16. These funds are only available after the passage of the State Budget and on a reimbursement basis. As of July 1, 2009, it is permissible to carry over up to 25% of RPA funding from the prior year's Work Program. The Lake APC was successful in receiving a grant from Caltrans for excess RPA Funds in the amount of **\$40,000** that will be added to the Lake County Active Transportation Plan work element. Carryover RPA Funds from the 2014/15 Work Program total **\$30,015**. Total RPA Funds programmed in the 2015/16 Work Program are **\$364,015**. Work Program products funded by RPA funds must be received by Caltrans District 1 staff prior to requesting full reimbursement of funds.

Lake APC was successful in receiving a State Transportation Planning Grant for FY 2015/16 from Caltrans. The State Highway Account - Sustainable Communities grant funds will be used to complete the Lake Transit Hub Location Plan for a total grant amount of **\$84,095**.

Also included in this Overall Work Program are carryover State Highway Account Transit Planning (SHA-TP) funds in the amount of **\$44,722**. These funds were awarded to the Lake APC through the FTA Section 5304 Technical Transit Grant Program, but have been funded by Caltrans with SHA-TP Funding. These funds will be used to complete the Lake Transit Authority Energy Use Reduction Plan.

LOCAL

The total new Local Transportation Funds (LTF) commitment will be **\$60,905** in the 2015/16 Work Program. LTF Funds carried over from the 2014/15 Work Program in the amount of **\$25,296** are being carried over to be used under several work elements in the 2015/16 Work Program. Total LTF Funds committed to the 2015/16 Work Program total **\$86,201**.

Planning, Programming & Monitoring Funds in the amount of **\$41,000** were allocated for FY 2015/16. PPM Funds from the 2014/15 Work Program in the amount of **\$7,256** are being carried over to be used under several work elements in this Work Program. Total PPM Funds committed to the 2015/16 Work Program total **\$48,256**.

The total commitment from **local funding** sources totals **\$134,457 (19%)**

LAKE COUNTY WORK PROGRAM
SUMMARY OF FUNDING SOURCES
 Fiscal Year 2015/16

| FUNDING SOURCE | AMOUNT | FUNDING % |
|---|------------------|-------------|
| Federal Funding Sources | | |
| None | | |
| Total Federal Funds: | \$0 | 0% |
| State Funding Sources | | |
| Rural Planning Assistance - 2015/16 | \$294,000 | 47% |
| Rural Planning Assistance Grant - 2015/16 | \$40,000 | 6% |
| Rural Planning Assistance - (2014/15 Carryover) | \$30,015 | 0% |
| State Transit Account - Sustainable Communities (SHA-SC) (15/16) | \$84,095 | 0% |
| State Highway Account Transit Planning (SHA-TP)- (2013/14 Carryover) | \$44,722 | 0% |
| Total State Funds: | \$492,832 | 53% |
| Federal and State Funding: | \$492,832 | 79% |
| Local Funding Sources | | |
| Local Transportation Funds - 2015/16 | \$60,905 | 10% |
| Local Transportation Funds - (Carryover-See Page 14 for Breakdown by Fiscal Year) | \$25,296 | 0% |
| Total Local Transportation Funds: | \$86,201 | 14% |
| Planning, Programming & Monitoring (PPM) - 2015/16 | \$41,000 | 7% |
| Planning, Programming & Monitoring - (Carryover-See Page 14 for Breakdown by Fiscal Year) | \$7,256 | 0% |
| Total Planning, Programming & Monitoring Funds: | \$48,256 | 7% |
| Local Funding: | \$134,457 | 21% |
| TOTAL PROGRAM FUNDING REVENUES | \$627,289 | 100% |

SUMMARY OF 2014/15 CARRYOVER BY FUNDING SOURCE

| Funding Source | Work Element | Carryover Amount | Fiscal Year | Use of Carryover |
|---|-----------------------------|------------------|----------------|--|
| LOCAL | | | | |
| LTF | | | | |
| <div style="border: 1px solid black; padding: 5px;"> <p>12 RES = \$2 10/11 = \$136 12/13 = \$580 13/14 = \$8,680 14/15 = \$15,898 Total LTF = \$25,296</p> </div> | 600 | \$892 | 14/15 | Funds to be used for Direct Expenses under various WE's. |
| | | \$136 | 10/11 | Funds to be used for Direct Expenses under various WE's. |
| | 602 | \$4,918 | 14/15 | Actual Carryover amount for Transit Manager & RouteMatch. |
| | 603 | \$1,000 | 14/15 | Actual Carryover amount for APC Staff Consultant |
| | 606 | \$2 | 12 RES | Project Complete. Moved to WE 600. |
| | 608 | \$108 | 14/15 | Funds to be used for Direct Expenses under various WE's. |
| | 609 | \$1,100 | 13/14 | Funds to be used for Direct Expenses under various WE's. |
| | 611 | \$848 | 14/15 | Funds will be carried over into the work element for software. |
| | 612 | \$1,426 | 14/15 | Actual Carryover amount for APC Staff Consultant. |
| | | \$1,286 | 13/14 | Actual Carryover amount for City of Clearlake. |
| | 613 | \$2,732 | 14/15 | Actual Carryover amount for APC Staff/Direct Expenses. |
| | | \$500 | 13/14 | Actual Carryover amount for Direct Expenses. |
| | | \$580 | 12/13 | Funds to be used for Direct Expenses under various WE's. |
| | 620 | \$3,974 | 14/15 | Actual Carryover amount for APC Staff Consultant. |
| | 621 | \$5,794 | 13/14 | These funds have been carried over to complete this Project. |
| TOTAL LTF CARRYOVER: | | \$25,296 | | |
| PPM | | | | |
| <div style="border: 1px solid black; padding: 5px;"> <p>13/14 = \$2,098 14/15 = \$5,158 Total PPM = \$7,256</p> </div> | 600 | \$500 | 14/15 | Actual Carryover amount for APC Staff Consultant. |
| | 607 | \$3,045 | 14/15 | Actual Carryover amount for City of Clearlake. |
| | | \$2,098 | 13/14 | Actual Carryover amount for City of Clearlake. |
| | 612 | \$1,000 | 14/15 | Actual Carryover amount for APC Staff Consultant. |
| | 615 | \$613 | 14/15 | Project Complete. Moved to WE 604. |
| | TOTAL PPM CARRYOVER: | | \$7,256 | |
| STATE | | | | |
| Rural Planning Assistance (RPA) | | | | |
| | 600 | \$1 | 14/15 | Actual Carryover amount for APC Staff Consultant. |
| | 603 | \$13,021 | 14/15 | Actual Carryover amount for APC Staff Consultant. |
| | 605 | \$210 | 14/15 | Actual Carryover amount for APC Staff Consultant. |
| | 607 | \$2,877 | 14/15 | Actual Carryover amount for City of Clearlake. |
| | 611 | \$2,414 | 14/15 | Actual Carryover amount, will be used for Software. |
| | 612 | \$11,492 | 14/15 | Actual Carryover amount, scheduled for GIS Training. |
| State Hwy Acct Transit Plng.(SHA-TP) | | | | |
| | 621 | \$44,722 | 13/14 | These funds have been carried over to complete this Project. |
| TOTAL STATE CARRYOVER: | | \$74,737 | | |
| FEDERAL | | | | |
| TOTAL FEDERAL CARRYOVER: | | \$0 | | |
| TOTAL CARRYOVER: | | \$107,289 | | |

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

| WE | Work Element Project Description | RPA | LTF | PPM | Other | Total |
|------------------------------|--|------------|------------|------------|--------------|--------------|
| 600 | Regional Planning & Intergovernmental Coordination | \$ 127,501 | \$ 3,028 | \$ 8,000 | \$ - | \$ 138,529 |
| 601 | Transit Planning | \$ 15,000 | \$ - | \$ - | \$ - | \$ 15,000 |
| 602 | Transit Service Reliability & Performance Monitoring | \$ 25,000 | \$ 4,918 | \$ - | \$ - | \$ 29,918 |
| 603 | L.C Active Transportation Program Plan (<i>Carryover</i>) | \$ 76,021 | \$ 1,500 | \$ - | \$ - | \$ 77,521 |
| 604 | Lake County Project Reserve Funds (New) | \$ - | \$ 16,960 | \$ 22,113 | \$ - | \$ 39,073 |
| 605 | Federal & State Grant Preparation | \$ 20,210 | \$ 1,824 | \$ 13,000 | \$ - | \$ 35,034 |
| 606 | Speed Zone Studies- City of Lakeport (NEW) | \$ 12,500 | \$ 464 | \$ - | \$ - | \$ 12,964 |
| 607 | Special Studies | \$ 33,877 | \$ 17,026 | \$ 5,143 | \$ - | \$ 56,046 |
| 608 | Planning, Programming, & Monitoring | \$ 30,000 | \$ 2,500 | \$ - | \$ - | \$ 32,500 |
| 609 | Lake Transit Hub Location Plan (NEW) | \$ - | \$ 11,305 | \$ - | \$ 84,095 | \$ 95,400 |
| 610 | Non-Motorized Transportation | \$ 10,000 | \$ - | \$ - | \$ - | \$ 10,000 |
| 611 | Pavement Management Program Inventory Update (<i>Carryover</i>) | \$ 3,906 | \$ 594 | \$ - | \$ - | \$ 4,500 |
| 612 | Technology Support Services | \$ 10,000 | \$ 4,286 | \$ - | \$ - | \$ 14,286 |
| 613 | Transportation Information Outreach | \$ - | \$ 7,732 | \$ - | \$ - | \$ 7,732 |
| 614 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - |
| 615 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - |
| 616 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - |
| 617 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - |
| 618 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - |
| 619 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - |
| 620 | Training | \$ - | \$ 7,690 | \$ - | \$ - | \$ 7,690 |
| 621 | Lake County Transit Energy Use Reduction Plan (<i>Carryover</i>) | \$ - | \$ 6,374 | \$ - | \$ 44,722 | \$ 51,096 |
| Total Funding Sources | | \$ 364,015 | \$ 86,201 | \$ 48,256 | \$ 128,817 | \$ 627,289 |

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

Local Transportation Fund (LTF)

| WE | WE Project Description | County Png | Lake DPW | Lakeport | Clearlake | APC Staff Consultant | Transit Manager | Other | Total |
|--------------------------------------|---|------------|----------|----------|-----------|----------------------|-----------------|-----------|-----------|
| 600 | Regional Planning & Intergovernmental Coordination | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,028 | \$ 3,028 |
| 602 | Transit Service Reliability & Performance Monitoring | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,918 | \$ 4,918 |
| 603 | L.C. Active Transportation Plan | \$ - | \$ - | \$ - | \$ - | \$ 1,000 | \$ - | \$ 500 | \$ 1,500 |
| 604 | Lake County Project Reserve Funds (New) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 16,960 | \$ 16,960 |
| 605 | Federal & State Grant Preparation | \$ - | \$ - | \$ - | \$ - | \$ 1,324 | \$ - | \$ 500 | \$ 1,824 |
| 606 | Speed Zone Studies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 464 | \$ 464 |
| 607 | Special Studies | \$ - | \$ 6,500 | \$ - | \$ 5,000 | \$ 5,000 | \$ - | \$ 526 | \$ 17,026 |
| 608 | Planning, Programming & Monitoring | \$ - | \$ - | \$ - | \$ 2,500 | \$ - | \$ - | \$ - | \$ 2,500 |
| 609 | Lake Transit Hub Location Plan (New) | \$ - | \$ - | \$ - | \$ - | \$ 1,041 | \$ 1,663 | \$ 8,601 | \$ 11,305 |
| 611 | Pavement Management Program Update | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 594 | \$ 594 |
| 612 | Technology Support Services | \$ - | \$ - | \$ - | \$ 2,500 | \$ 1,286 | \$ - | \$ 500 | \$ 4,286 |
| 613 | Transportation Information Outreach | \$ - | \$ - | \$ - | \$ - | \$ 6,732 | \$ - | \$ 1,000 | \$ 7,732 |
| 620 | Training | \$ - | \$ - | \$ - | \$ - | \$ 7,690 | \$ - | \$ - | \$ 7,690 |
| 621 | Lake Co. Transit Energy Use Reduction Plan (<i>Carryover</i>) | \$ - | \$ - | \$ - | \$ - | \$ 52 | \$ 413 | \$ 5,909 | \$ 6,374 |
| Total LTF Funding by Claimant | | \$ - | \$ 6,500 | \$ - | \$ 10,000 | \$ 24,125 | \$ 2,076 | \$ 43,500 | \$ 86,201 |

Planning, Programming & Monitoring (PPM)

| WE | WE Project Description | County Png | Lake DPW | Public Health | Lakeport | Clearlake | APC Staff Consultant | Transit Manager | Other | Total |
|------------------------------------|--|------------|----------|---------------|----------|-----------|----------------------|-----------------|-----------|-----------|
| 600 | Regional Planning & Intergovernmental Coordination | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,000 | \$ - | \$ - | \$ 8,000 |
| 604 | Lake County Project Reserve Funds (New) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 22,113 | \$ 22,113 |
| 605 | Federal & State Grant Preparation & Monitoring | \$ - | \$ 7,000 | \$ - | \$ - | \$ 3,000 | \$ 3,000 | \$ - | \$ - | \$ 13,000 |
| 607 | Special Studies | \$ - | \$ 45 | \$ - | \$ - | \$ 5,098 | \$ - | \$ - | \$ - | \$ 5,143 |
| Total PPM Funds by Claimant | | \$ - | \$ 7,045 | \$ - | \$ - | \$ 8,098 | \$ 11,000 | \$ - | \$ 22,113 | \$ 48,256 |

| Rural Planning Assistance (RPA) | | | | | | | | | |
|--|--|-------------------|-----------------|-----------------|------------------|-----------------------------|------------------------|--------------|--------------|
| WE | WE Project Description | County Png | Lake DPW | Lakeport | Clearlake | APC Staff Consultant | Transit Manager | Other | Total |
| 600 | Regional Png & Intergovernmental Coordination | \$ - | \$ 5,000 | \$ - | \$ 3,000 | \$ 119,501 | \$ - | \$ - | \$ 127,501 |
| 601 | Transit Planning | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ 5,000 | \$ - | \$ 15,000 |
| 602 | Transit Service Reliability & Performance Monitoring | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 25,000 | \$ 25,000 |
| 603 | L.C. Active Transportation Plan (<i>Carryover</i>) | \$ - | \$ 6,000 | \$ 4,000 | \$ 4,000 | \$ 33,021 | \$ 4,000 | \$ 25,000 | \$ 76,021 |
| 605 | Federal & State Grant Preparation & Monitoring | \$ - | \$ 10,000 | \$ - | \$ - | \$ 10,210 | \$ - | \$ - | \$ 20,210 |
| 606 | Speed Zone Studies - City of Lakeport (NEW) | \$ - | \$ - | \$ - | \$ - | \$ 12,500 | \$ - | \$ - | \$ 12,500 |
| 607 | Special Studies | \$ - | \$ 13,500 | \$ - | \$ 2,877 | \$ 17,500 | \$ - | \$ - | \$ 33,877 |
| 608 | Planning, Programming & Monitoring | \$ - | \$ 20,000 | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ 30,000 |
| 610 | Non-Motorized Transportation | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| 611 | Pavement Management Program Update | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,906 | \$ 3,906 |
| 612 | Technology Support Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ 10,000 |
| Total RPA Funding by Claimant | | \$ - | \$ 54,500 | \$ 4,000 | \$ 9,877 | \$ 222,732 | \$ 9,000 | \$ 63,906 | \$ 364,015 |

| Other Funding: | | | | | | | | | | |
|--------------------------------|--|--------------------|-----------------|----------------------|-----------------|------------------|-----------------------------|------------------------|--------------|--------------|
| WE | WE Project Description | CDD/ Admin. | Lake DPW | Public Health | Lakeport | Clearlake | APC Staff Consultant | Transit Manager | Other | Total |
| | Federal: | | | | | | | | | |
| 609 | Lake Transit Hub Location Plan (NEW) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,959 | \$ 12,837 | \$ 63,299 | \$84,095 |
| 621 | L.C Transit Energy Use Reduction Plan (<i>Carryover - TBD</i>) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 397 | \$ 3,189 | \$ 41,136 | \$44,722 |
| Total Funds by Claimant | | \$0 | \$0 | \$0 | \$0 | \$0 | \$8,356 | \$16,026 | \$104,435 | \$128,817 |

Total Funds Available: \$627,289

**LAKE COUNTY WORK PROGRAM
SUMMARY OF EXPENDITURES
BY WORK ELEMENT**

| WE | Title | County Planning | Lake DPW | Lakeport | Clearlake | APC Staff Consultant | Transit Manager | Other | Total Costs |
|---------------|--|-----------------|-----------|----------|-----------|----------------------|-----------------|------------|-------------------|
| 600 | Regional Planning & Intergovernmental Coordination | \$ - | \$ 5,000 | \$ - | \$ 3,000 | \$ 127,501 | \$ - | \$ 3,028 | \$ 138,529 |
| 601 | Transit Planning | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ 5,000 | \$ - | \$ 15,000 |
| 602 | Transit Service Reliability & Performance Monitoring | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 29,918 | \$ 29,918 |
| 603 | L.C. Active Transportation Plan | \$ - | \$ 6,000 | \$ 4,000 | \$ 4,000 | \$ 34,021 | \$ 4,000 | \$ 25,500 | \$ 77,521 |
| 604 | Lake County Project Reserve Funds (New) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 39,073 | \$ 39,073 |
| 605 | Federal & State Grant Preparation | \$ - | \$ 17,000 | \$ - | \$ 3,000 | \$ 14,534 | \$ - | \$ 500 | \$ 35,034 |
| 606 | Speed Zone Studies - City of Lakeport (NEW) | \$ - | \$ - | \$ - | \$ - | \$ 12,500 | \$ - | \$ 464 | \$ 12,964 |
| 607 | Special Studies | \$ - | \$ 20,045 | \$ - | \$ 12,975 | \$ 22,500 | \$ - | \$ 526 | \$ 56,046 |
| 608 | Planning, Programming, & Monitoring | \$ - | \$ 20,000 | \$ - | \$ 2,500 | \$ 10,000 | \$ - | \$ - | \$ 32,500 |
| 609 | Lake Transit Location Plan (NEW) | \$ - | \$ - | \$ - | \$ - | \$ 9,000 | \$ 14,500 | \$ 71,900 | \$ 95,400 |
| 610 | Non-Motorized Transportation | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| 611 | Pavement Management Program (<i>Carryover</i>) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,500 | \$ 4,500 |
| 612 | Technology Support Services | \$ - | \$ - | \$ - | \$ 2,500 | \$ 1,286 | \$ - | \$ 10,500 | \$ 14,286 |
| 613 | Transportation Information Outreach | \$ - | \$ - | \$ - | \$ - | \$ 6,732 | \$ - | \$ 1,000 | \$ 7,732 |
| 614 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 615 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 616 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 617 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 618 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 619 | <i>Intentionally Left Blank</i> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 620 | Training | \$ - | \$ - | \$ - | \$ - | \$ 7,690 | \$ - | \$ - | \$ 7,690 |
| 621 | Lake County Transit Energy Use Reduction Plan (<i>Carryover</i>) | \$ - | \$ - | \$ - | \$ - | \$ 448 | \$ 3,602 | \$ 47,046 | \$ 51,096 |
| Totals | | \$ - | \$ 68,045 | \$ 4,000 | \$ 27,975 | \$ 266,212 | \$ 27,102 | \$ 233,955 | \$ 627,289 |

WORK ELEMENT 600 – REGIONAL PLANNING & INTERGOVERNMENTAL COORDINATION

PURPOSE: Provide ongoing coordination with outside agencies and jurisdictions on current and long-range planning, programming and funding, and make policy and technical recommendations to the Area Planning Council.

PREVIOUS WORK: This work element provides ongoing planning duties. Work completed varies each year according to planning needs, yet consistently includes completion of work programs, amendments, and quarterly reports, involvement in and completion/updates of planning projects such as the Regional Transportation Plan, Regional Bikeway Plan, Blueprint Plan, Human Services Coordinated Plan, Transit Plans and other special studies, participation in local, regional, statewide and committee meetings, and responding to legislative requirements and changes.

TASKS:

1. Coordinate with APC Administration Staff, local agencies (including tribal governments) and Caltrans to assist in preparing the draft and final work programs and amendments. (APC Staff: Ongoing/Products: Draft & Final Work Programs)
2. Manage work program throughout the year, which includes coordinating with local agency staff, preparing quarterly reports to Caltrans on status of work program and developing an annual report defining work program expenses by element. (APC Staff: Ongoing/Products: Quarterly Status Reports)
3. Prepare, attend and follow-up to Lake County/City Area Planning Council (APC), Social Services Transportation Advisory Council (SSTAC), Technical Advisory Committee (TAC) meetings, and conduct public hearings as necessary. (APC Staff: Ongoing/Products: Meeting agendas, minutes, resolutions, technical reports, staff reports, public outreach materials, etc.)
4. Provide ongoing planning duties which include participation in California Transportation Commission (CTC), and other meetings as necessary; travel and work assignments; and evaluation of regional planning issues as directed by APC and TAC. (APC Staff: As needed/Products: Meeting materials, staff reports, CTC meeting materials such as allocation requests, etc.)
5. Review/comment on transportation planning documents provided by Caltrans and local agencies. (APC Staff: Ongoing/Products: Examples of work products are included under previous work above.)
6. Prepare and update regional planning documents and coordinated plans as needed (APC Staff: Ongoing/Products: Examples of work products are included under previous work above.)
7. Cooperate with Caltrans in development of system planning products. (APC Staff: As needed/Products: Examples may include Transportation Concept Reports, Interregional Transportation Strategic Plan, California State Freight Mobility Plan, etc.)
8. Respond, as necessary, to legislative requirements and changes in transportation planning process. (APC Staff: Ongoing/Products: Letters, resolutions, etc.)
9. Coordinate and consult with Native American Tribal governments during the planning process, and document Tribal government-to-government relations. (APC Staff: Ongoing/Products: Correspondence, public outreach materials, meeting materials)
10. Identify and review correspondence brought about by the Federal transportation bill and respond to associated planning-related duties such as project status reports and other required reporting and monitoring and communication with local agencies of projects, and Federal planning factors. (APC Staff: As needed/Products: Correspondence, reports, resolutions, etc.)
11. Conduct and document outreach efforts to all segments of the community, including tribal governments and Native American Communities in accordance with the Introduction – Public Participation section of this OWP. (APC Staff: Ongoing/Products: Public outreach materials,

- meeting materials)
12. Review and comment on environmental documents that are regional and/or interregional in nature. (APC Staff: As needed/Products: Neg Decs, Environmental Impact Reports, etc.) *–only Local Funding will be used to complete this task.*
 13. Provide \$2,000 local funding contribution to Rural Counties Task Force for the purpose of assisting in costs related to meetings. (RCTF: Annually/Product: Meeting materials, workshop and forum materials, other materials relating to transportation issues of regional/state significance.

PRODUCTS:

Meeting agendas and minutes, resolutions, technical reports to the Area Planning Council and Technical Advisory Committee, quarterly work program status reports, draft and final work programs, and amendments as necessary, final report defining work program expenses, updates to APC on statewide and other meetings attended as necessary, written reports on issues of concern to APC and TAC and other status reports as necessary.

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|----------------------|---------------------|------------------|-------------------|----------------|
| County of Lake-DPW | 7 | \$5,000 | 15/16 | RPA |
| City of Clearlake | 5 | \$3,000 | 15/16 | RPA |
| APC Staff Consultant | 154 | \$119,500 | 15/16 | RPA |
| | 10 | \$8,000 | 15/16 | PPM |
| | 0 | \$1.27 | 14/15 | RPA |
| RCTF Dues | N/A | \$2,000 | 15/16 | LTF |
| Direct Expenses | N/A | \$892 | 14/15 | LTF |
| | N/A | \$136 | 10/11 | LTF |
| TOTAL: | 176 | \$138,529 | \$127,500 - 15/16 | RPA |
| | | | \$8,000 - 15/16 | PPM |
| | | | \$2,000 - 15/16 | LTF |
| | | | \$1.27 - 14/15 | RPA |
| | | | \$892 - 14/15 | LTF |
| | | | \$136 - 10/11 | LTF |

WORK ELEMENT 601 – TRANSIT PLANNING

PURPOSE: Determine the need for public transportation in Lake County and strive to provide a reliable source of mobility for all citizens.

PREVIOUS WORK: Review of social service agency coordination; Section 5310, 5311, 5316, 5317 and other federal funding review, ranking and project support, workshops; preparation of monthly transit summary and evaluation reports; participation on Social Services Transportation Advisory Council (SSTAC); consultation and coordination with tribal governments on transit-related planning and project programming activities.

TASKS:

1. Evaluate social services coordination as required and meet with Social Services Transportation Advisory Council and other community-based groups to obtain input on coordination issues, review and comment on SSTAC recommendations. (Transit Manager: As needed)
2. Participate in Section 5310 and 5311 grant funding and other transit grant funding opportunities, as appropriate. (Transit Manager: As needed) *–only Local Funding will be used to complete this task.*
3. Review Federal legislation and FTA guidance to determine how to utilize programs and consider necessary involvement, including completion and updates of the coordinated human service transportation plan. (APC Staff, Transit Manager: As needed)
4. Review and comment on technical correspondence, report on other transit issues as assigned by the APC or TAC. (APC Staff, Transit Manager: Ongoing)
5. Prepare grants/request for proposals as needed to support transit planning efforts (Transit Manager, APC staff, Consultant: As required and/or as needed.)
6. Maintain ongoing consultation process with tribal governments regarding tribal transit needs to enable their participation in transportation planning and programming activities. (Transit Manager: Ongoing)
7. Coordinate with local agencies (including tribal governments) and Caltrans to prepare draft and final work programs and amendments. (APC Staff: As needed)
8. Prepare, attend and follow-up to Lake Transit Authority (LTA), and Social Services Transportation Advisory Council (SSTAC) meetings, and conduct public hearings as necessary. (APC Staff, Transit Manager: Ongoing)

PRODUCTS: LTA meeting agendas and minutes, resolutions, technical reports to the Area Planning Council and Technical Advisory Committee, quarterly work program status reports, draft and final work programs, and amendments as necessary, monthly transit summary and evaluation reports, staff reports, reporting pertaining to SAFETEA-LU & MAP-21, written reports on issues of concern to APC and TAC and other status reports as necessary.

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|--------------------|---------------------|-----------------|------------------|----------------|
| APC Staff | 18 | \$10,000 | 15/16 | RPA |
| Transit Manager | 7 | \$5,000 | 15/16 | RPA |
| TOTAL: | 25 | \$15,000 | \$15,000 – 15/16 | RPA |
| | | | | |
| | | | | |

WORK ELEMENT 602 – TRANSIT SERVICE RELIABILITY & PERFORMANCE MONITORING

PURPOSE: Responds to performance audit recommendations to improve monitoring and quarterly and annual assessments of schedule reliability, passenger loads, and other operating characteristics through on-board sampling. Facilitates more efficient transit routes, more accurate schedules, and greater security through tools to provide more effective operations monitoring.

PREVIOUS WORK: 2015 Transit Development Plan, 2006 Passenger Facilities Development Plan

TASKS:

1. Collect Dial-A-Ride call, reservation, pick-up, and drop-off data from driver and dispatcher log. (Operations Contractor, Transit Manager: Ongoing)
2. Collect fixed route sample data utilizing AVL/GPS data and on board data collection. (Operations Contractor, Transit Manager: Ongoing)
3. Compile and analyze sample data (Operations Contractor, Transit Manager: Ongoing).
4. Prepare quarterly reports based on performance measures. (Operations Contractor, Transit Manager: Quarterly Basis)
5. Prepare annual report based on performance measures. (Operations Contractor, Transit Manager: Annually)
6. Prepare updates to Transit Development Plans and other transit planning documents as required and/or needed. (Transit Manager/Consultant: As required and/or needed.)
7. Provide software maintenance and technical support to transit authority on Route Match Software. (Consultant: Ongoing)

PRODUCTS:

At the conclusion of the project, the APC and LTA will have a sampling format and methodology based on partial automation of the performance measure data collection requirements, a working paper; compiled data, three quarterly reports, an annual report, and an implementation plan, specifications, and budget to fully automate (Phase II) data collection.

FUNDING AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|------------------------------|---------------------|-----------------|------------------|----------------|
| Consultant | n/a | \$25,000 | 15/16 | RPA |
| <i>(RouteMatch Software)</i> | n/a | \$4,918 | 14/15 | LTF |
| TOTAL: | | \$29,918 | \$25,000 - 15/16 | RPA |
| | | | \$4,918 - 14/15 | LTF |

WORK ELEMENT 603 – LAKE COUNTY ACTIVE TRANSPORTATION PLAN (NEW)

PURPOSE: This project will create an Active Transportation Plan (ATP) for the Lake County region. The ATP will identify and prioritize non-motorized and transit station/stop improvement projects and conduct public outreach to strengthen future grant applications for Active Transportation projects within the region.

PREVIOUS WORK: The ATP will be consistent with the 2010 Lake County Regional Transportation Plan, the 2011 Lake County Regional Transportation Bikeway Plan, the 2009 Lake County Safe Routes to School Plan, the Lake County 2030 Regional Blueprint, the Middletown Community Action Plan, the Konocti Regional Trails (KRT) Master Plan, the Human Services Coordinated Plan and the 2015 Transit Development and Marketing Plan, time permitting.

TASKS:

1. Research and review local, regional, state and federal guidelines, plans and policies for the Active Transportation Program. (APC staff)
2. Establish an Active Transportation Advisory Committee (ATAC) and convene meetings of the ATAC to discuss and identify challenges, priorities and strategies, and obtain input over the course of developing the Active Transportation Plan. (APC staff)
3. Provide Project Mapping and GIS Database, research data and assess existing condition, and identify route segments and options. (APC Staff, County, Cities: Ongoing)
4. Provide regular updates to the APC Directors, Lake APC TAC and SSTAC, including background information, draft documents for review, and opportunities to discuss and provide input on the development of the ATP. (APC staff)
5. Coordinate with appropriate federal, state, and local agencies to solicit their input and obtain relevant information. (APC staff)
6. Conduct consultation with Tribal Communities. (APC staff)
7. Conduct public participation and outreach consistent with the 2008 Public Participation Plan. Outreach efforts may include communication with key stakeholder groups, distribution of information to the public through local media, community events and the Lake APC website, and presentations to community organizations. Conduct a public review of the Active Transportation Plan. (APC staff)
8. Attend meetings, public workshops, and training sessions relevant to the development of the ATP. (APC staff)
9. Prepare an Administrative Draft and Draft ATP. (APC staff)
10. Review Draft ATP. (ATAC, Lake TAC, SSTAC, APC, Caltrans)
11. Prepare Final ATP. (APC staff)
12. Present Final ATP for approval and adoption by APC. (APC staff)

PRODUCTS:

Documentation and notes from discussions with APC, ATAC, Lake TAC, SSTAC, LTA, and other entities; public participation and outreach materials, Administrative Draft, Draft, and Final ATP. (CEQA documents, if necessary.)

FUNDING AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|--------------------|---------------------|-----------------|------------------|----------------|
| APC Staff | 26 | \$20,000 | 15/16 | RPA |
| | 17 | \$13,021 | 14/15 | RPA |
| | 1 | \$1,000 | 14/15 | LTF |
| Tranit Manager | 6 | \$3,000 | 15/16 | RPA |
| | 6 | \$1,000 | 15/16 | RPA Grant |
| City of Clearlake | 6 | \$4,000 | 15/16 | RPA Grant |
| City of Lakeport | 6 | \$4,000 | 15/16 | RPA Grant |
| County of Lake | 6 | \$6,000 | 15/16 | RPA Grant |
| Consultant | 25 | \$25,000 | 15/16 | RPA Grant |
| Direct Expenses | N/A | \$108 | 14/15 | LTF |
| | N/A | \$390 | 13/14 | LTF |
| | N/A | \$2 | 2012 - RES | LTF |
| TOTAL: | 1 | \$77,521 | \$23,000 - 15/16 | RPA |
| | | | \$40,000 - 15/16 | RPA Grant |
| | | | \$13,021 - 14/15 | RPA |
| | | | \$1,108 - 14/15 | LTF |
| | | | \$390 - 13/14 | LTF |
| | | | \$2 - 12 RES | LTF |

WORK ELEMENT 604 –LAKE COUNTY PROJECT RESERVE FUNDS (NEW)

Purpose: To reserve funding to perform projects that are not typically funded in Lake County because of the lack of funding available in any “one” given fiscal year. The reserve account will allow the opportunity to accumulate funding to complete projects that have been needed for many years. Initial projects being considered for completion may be a Countywide Traffic Sign Inventory, an update to the Pavement Management Program, or additional funding to complete the first Active Transportation Program (ATP) Plan

PREVIOUS WORK:

None to date.

TASKS:

No tasks will be initiated in FY 2015/16. Funding is **reserved** for a future project, which is anticipated to be programmed in FY 2016/17.

PRODUCTS:

No products will be produced in FY 2015/16.

FUNDING AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|--------------------|---------------------|-----------------|-------------|----------------|
| Reserve | N/A | \$16,960 | 15/16 | LTF |
| | N/A | \$20,000 | 15/16 | PPM |
| | N/A | \$2,113 | 14/15 | PPM |
| TOTAL: | N/A | \$39,073 | | |
| | | | | |
| | | | | |
| | | | | |

WORK ELEMENT 605 – FEDERAL & STATE GRANT PREPARATION & MONITORING

PURPOSE: Maximize federal and State sources that may be available to improve all modes of transportation in Lake County.

PREVIOUS WORK: DPW gathered and analyzed accident data, then prepared applications for HES funding. Bicycle Transportation Account (BTA) application and Safe Routes to School applications have also been submitted.

TASKS:

1. Establish entity priorities for the current fiscal year. (County & cities: Ongoing)
2. Review available federal and State transportation grants that may be available to meet local priorities. Caltrans planning grant opportunities can be accessed at www.dot.ca.gov/hq/tpp/grants.htm (County, Cities, APC Staff: Ongoing) –*only Local Funding will be used to complete this task.*
3. Prioritize grants by purpose, funding source, matching requirements, granting authority, and availability. (County, Cities, APC Staff: Ongoing)
4. Utilize entity staff or consultants to gather required information and prepare grant documents. (County & cities, APC Staff: Ongoing)
5. Submit grant applications to appropriate agencies including but not limited to the Active Transportation Program (ATP), grant applications pertaining to the Federal Transportation Bill and other programs. (County, Cities, APC Staff: Ongoing) –*only Local Funding will be used to complete this task.*
6. As necessary, coordinate and consult with all tribal governments on grant process and development of grants. (Local Agencies, APC Staff: Ongoing)

PRODUCTS:

Copies of grant applications will be prepared on behalf of APC, cities of Lakeport, and Clearlake, and Lake County.

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|----------------------|---------------------|-----------------|------------------|----------------|
| County of Lake-DPW | 10 | \$7,000 | 15/16 | PPM |
| | 15 | \$10,000 | 15/16 | RPA |
| City of Clearlake | 5 | \$3,000 | 15/16 | PPM |
| APC Staff Consultant | 13 | \$10,000 | 15/16 | RPA |
| | 0 | \$210 | 14/15 | RPA |
| | 4 | \$3,000 | 15/16 | PPM |
| | 2 | \$1,324 | 15/16 | LTF |
| Direct Expenses | N/A | \$500 | 13/14 | LTF |
| TOTAL: | 49 | \$35,034 | \$13,000 - 15/16 | PPM |
| | | | \$20,000- 15/16 | RPA |
| | | | \$210 - 14/15 | RPA |
| | | | \$1,324 - 15/16 | LTF |
| | | | \$500 - 13/14 | LTF |

WORK ELEMENT 606 – SPEED ZONE STUDIES – CITY OF LAKEPORT (NEW)

PURPOSE: To gather and interpret roadway, traffic, and accident data in order to establish and enforce appropriate traffic speed limits in the community, to improve safety for automobiles, bicycles and pedestrian use.

PREVIOUS WORK: Speed Zone Studies for City of Lakeport are typically done on a five to seven year cycle.

TASKS:

1. Meet with Local Agency staff to determine scope of study effort. (Local Agency Staff, APC Staff: July-December)
2. Develop a data collection plan to ensure appropriate speed sampling. (Staff Consultant)
3. Collect spot speed data at selected locations. (APC Staff: July-December)
4. Research accident history of streets selected for speed sampling. (APC Staff: July-December)
5. Coordinate study with data from WE 607 Special Studies; and WE 608 Planning, Programming and Monitoring, to reduce duplication of work and analysis, as appropriate. (APC Staff: Ongoing)
6. Collect field data regarding traffic and roadway characteristics. (APC Staff: March-June)
7. Analyze data and prepare report of findings, including recommendations for implementation. (APC Staff: May-June)
8. Present document to Local Agencies for consideration. (APC Staff: May-June)

PRODUCT:

Final Speed Zone Study Report

FUNDING AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|----------------------|---------------------|-----------------|------------------|----------------|
| APC Staff Consultant | 16 | \$12,500 | 15/16 | RPA |
| Direct Expenses | n/a | \$210 | 13/14 | LTF |
| | n/a | \$254 | 14/15 | LTF |
| TOTAL: | 16 | \$12,964 | \$12,500 - 15/16 | RPA |
| | | | \$254 - 14/15 | LTF |
| | | | \$210 - 13/14 | LTF |
| | | | | |
| | | | | |

WORK ELEMENT 607 – SPECIAL STUDIES

PURPOSE: Collect data and perform studies for the County and two cities which will be useful to update the transportation data base, respond to local issues, aid in implementation of the Regional Transportation Plan, Active Transportation Program and other projects as needed.

PREVIOUS WORK: Previous work performed under this element has included: traffic studies in the County of Lake and City of Clearlake; roundabout review in City of Lakeport; crosswalk reviews in the City of Clearlake and Middletown; purchased traffic counters and performed traffic counts countywide to prepare Traffic Monitoring Program, purchased equipment for City of Lakeport, GIS equipment and technical support for Cities of Lakeport & Clearlake, and Roadway Safety Analysis. This is an ongoing project which was initiated several years ago and will continue in this fiscal year.

TASKS:

1. Perform studies, volume monitoring, inventories, analyses, and evaluations to ensure adequate data is available for County roads and City streets in Clearlake and Lakeport. (APC Staff, Lake County DPW, cities & Consultant: Ongoing)
2. Provide timely transportation related data and technical support to aid in the evaluation of local issues, including the development of and updates to transportation planning documents. (APC Staff, Lake County DPW, cities & Consultant: Ongoing)
3. Prepare grants/RFPs and coordinate studies consistent with data from Speed Zone Studies, Federal & State Grant Preparation and Monitoring, and Planning, Programming & Monitoring to reduce duplication of work and analysis. (APC Staff: Ongoing)
4. Preparation and implementation of the Regional Transportation Plan and other regional planning documents. (APC Staff, Lake County DPW, cities & Consultant: Ongoing)
5. Coordination and consultation with Native American Tribal Governments as appropriate, and document Tribal government-to-government relations. (APC Staff, County DPW and Cities: Ongoing)
6. Perform county-wide speed/volume surveys and traffic counts to support a variety of planning documents/studies that may not be completed through WE 603. (Lake County DPW & cities, APC Staff, Consultant: Annually)
7. Evaluate high accident roadway segments; the options for repair, and preparation of cost estimates for desired alternatives. (APC Staff, Lake County DPW, cities & Consultant: Ongoing)
8. Perform updates to sign inventory programs, and pavement marking & sign inventories, and conduct traffic safety inspections. (Consultant, APC Staff, Lake County DPW and Cities: Ongoing) *–only Local Funding will be used to complete this task.*

PRODUCTS:

1. Special Studies Summary which outlines scope, recipient agency, cost, and completion date of projects. (APC Staff, Consultants, Lake County DPW & Cities)
2. Report of final results of speed and volume studies on County Maintained Roads and City Streets. (APC Staff)
3. Report that identifies the top ten accident producing roadway segments. (Lake County DPW, cities)
4. Proposed corrective measures and cost estimates. (Consultants, Lake County DPW and Cities)
5. Updates to transportation planning projects such as sign inventory programs, traffic counting programs, bikeway and pedestrian projects, and other data bases. (Consultants, Lake County DPW and Cities)

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|----------------------|---------------------|-----------------|------------------|----------------|
| County of Lake-DPW | 20 | \$13,500 | 15/16 | RPA |
| | 10 | \$6,500 | 15/16 | LTF |
| | 0 | \$45 | 14/15 | PPM |
| City of Clearlake | 4 | \$2,877 | 14/15 | RPA |
| | 8 | \$5,000 | 15/16 | LTF |
| | 5 | \$3,000 | 14/15 | PPM |
| | 3 | \$2,098 | 13/14 | PPM |
| APC Staff Consultant | 23 | \$17,500 | 15/16 | RPA |
| | 6 | \$5,000 | 15/16 | LTF |
| Direct Expenses | n/a | \$526 | 14/15 | LTF |
| TOTAL: | 78 | \$56,046 | \$31,000 – 15/16 | RPA |
| | | | \$2,877 - 14/15 | RPA |
| | | | \$16,500 - 15/16 | LTF |
| | | | \$3,045 - 14/15 | PPM |
| | | | \$526 - 14/15 | LTF |
| | | | \$2,098 - 13/14 | PPM |

WORK ELEMENT 608 - PLANNING, PROGRAMMING & MONITORING

PURPOSE: This element will provide planning, programming, and monitoring activities associated with project development for RTIP (Regional Transportation Improvement Program) projects; coordination of ITIP (Interregional Transportation Improvement Projects) and the STIP (State Transportation Improvement Program); maintain Countywide Traffic Monitoring Program and provide implementation of, and response to, major changes in transportation planning process.

PREVIOUS WORK: Implementation of SB 45 legislative requirements; development of SB 45 funding distribution formula; and participation in SB 45 Guidelines development; development of RTIPs and Amendments; coordination with Caltrans and local agencies on various Planning, Programming & Monitoring (PPM) activities.

TASKS:

1. Attendance at STIP related meetings at the statewide, regional and local level; coordination with local Cities and County. (APC Staff: Ongoing)
2. Ongoing implementation of STIP Guidelines. (APC Staff: Ongoing)
3. Ongoing review/response to STIP related correspondence as needed. (APC Staff: Ongoing)
4. Development of policy issues for the APC's consideration. (APC Staff: Ongoing)
5. Development of state and local project funding priorities for the APC's consideration. (APC Staff: Ongoing)
6. Review new and existing funding plans, program sources and develop/update a priority list for each improvement type and funding source. (Lake County DPW and Cities: Ongoing)
7. Prepare and update a five-year improvement plan. (Lake County DPW: Ongoing)
8. Maintain/develop cost estimates for existing and proposed improvement projects (Consultant, County and Cities: As needed)
9. Planning, programming, and monitoring activities associated with RTIPs, ITIPs, STIPs and Amendments; coordination with Caltrans and CTC, and provide assistance to local agencies. (APC Staff, Lake County DPW and Cities: Ongoing)
10. Monitor progress of Federal Transportation Bill activities and candidate projects; provide assistance and coordination with local agencies regarding implementation of projects. (APC Staff: Ongoing - PPM Funds Only)
11. Prepare preliminary engineering reports to include projects' scope of work, costs and timelines. (Lake County DPW, Cities & Consultant: As needed – PPM Funds Only)
12. Update traffic counts and maintain traffic monitoring program (Consultant, County and Cities: As needed/Ongoing)
13. Coordinate and consult with Tribal governments on planning, programming and monitoring activities, and document Tribal government-to-government relations. (Lake Staff, Lake County DPW and Cities: Ongoing)
14. Coordinate with local agencies and Caltrans as necessary to implement the American Recovery and Reinvestment Act. (APC Staff: Ongoing)
15. Purchase software/annual license and provide training for Streetsaver for County & both cities. (Software) –only Local Funding will be used to complete this task.

PRODUCTS: Products may include staff comments, reports, and recommendations on STIP correspondence and guidelines; possible RTIP Amendments, extension requests, or other STIP documents, and Project Study Reports and maintenance of Traffic Monitoring Program.

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|----------------------|---------------------|-----------------|------------------|----------------|
| City of Clearlake | 4 | \$2,500 | 15/16 | LTF |
| County of Lake-DPW | 29 | \$20,000 | 15/16 | RPA |
| APC Staff Consultant | 13 | \$10,000 | 15/16 | RPA |
| TOTAL: | 107 | \$32,500 | \$30,000 - 15/16 | RPA |
| | | | \$2,500 - 15/16 | LTF |

WORK ELEMENT 609 - LAKE TRANSIT HUB LOCATION PLAN (NEW)

PURPOSE: To develop the Transit Hub Location Plan for the Lake Transit Authority. This project will involve extensive, interactive community engagement with a broad range of stakeholders to identify locations and options for a new transit hub in the City of Clearlake. A consultant team will translate community input into design concepts, assess their feasibility, and prepare a final prioritized plan and cost estimates.

PREVIOUS WORK: 2008 and 2015 Transit Development Plan,

TASKS:**1. Project Planning & Coordination**

- 1.1 Conduct Kickoff Meeting (APC Staff & Transit Manager: July 2015)
- 1.2 Procure Consultant Team (APC Staff & Transit Manager: August - September 2015)
- 1.3 On-going Coordination (APC Staff, Transit Manager & Consultant: August 2015 - May 2016)
- 1.4 Document Conditions and Prepare Base Maps (Consultant: October – December 2015)

2. Community Outreach & Engagement

- 2.1 Develop and Disseminate Media and Publicity Materials (APC Staff, Transit Manager & Consultant: January – February 2016)
- 2.2 Agenda Development and Logistics (APC Staff, Transit Manager & Consultant: January – February 2016)
- 2.3 One-day Charrette (APC Staff, Transit Manager & Consultant: March 2016)

3. Draft & Final Plan

- 3.1 Prepare Administrative Draft Plan (APC Staff, Transit Manager & Consultant: March - April 2016)
- 3.2 Public Review of Draft Plan (APC Staff, Transit Manager & Consultant: May 2016)
- 3.3 Final Draft (Consultant: June 2016)
- 3.4 Board Adoption (Consultant: June 2016)

4. Grant Management

- 4.1 Quarterly Reporting (APC Staff & Transit Manager: Ongoing)
- 4.2 Invoicing (APC Staff & Transit Manager: Ongoing)

PRODUCTS:

Consultant RFP, Distribution List, Executed Contract, list of Advisory Group Members, Meeting Agendas and Minutes, Existing Conditions Report, Base Maps, Outreach materials, Presentations, review of Public Input, Administrative Draft Plan, Public Review Document, Final Draft Report, Final Plan and Presentation, Quarterly Reports, and Invoicing Packages.

FUNDING AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|----------------------|---------------------|-----------------|------------------|-------------------|
| APC Staff Consultant | 1 | \$1,041 | 15/16 | LTF |
| | 10 | \$7,959 | 15/16 | Sustainable Grant |
| Transit Manager | 2 | \$1,663 | 15/16 | LTF |
| | 17 | \$12,837 | 15/16 | Sustainable Grant |
| Consultant | 11 | \$8,201 | 15/16 | LTF |
| | 82 | \$63,299 | 15/16 | Sustainable Grant |
| Direct Expenses | n/a | \$400 | 14/15 | LTF |
| TOTAL: | 123 | \$95,400 | \$10,905 - 15/16 | LTF |
| | | | \$84,095 - 15/16 | Sustainable Grant |
| | | | \$400 - 14/15 | LTF |

WORK ELEMENT 610 – NON-MOTORIZED TRANSPORTATION

PURPOSE: To encourage growth to bicycle and pedestrian travel in the region by integrating and promoting bicycle and pedestrian facilities and services with roadway and transit planning operations.

PREVIOUS WORK: Regional Bikeway Plan, Non-Motorized Element of Regional Bikeway Plan, successful Safe Routes to School, Bicycle Transportation Account (BTA) and Active Transportation Program (ATP) Grants, Safe Routes to School Plan, Lake County 2030 Blueprint Plan.

TASKS:

1. Coordinate bicycle and pedestrian transportation planning, including coordination with local, regional and state agencies (including tribal governments) regarding various funding sources. (APC Staff: Ongoing)
2. Promote input and assistance to local, regional and state agencies on how to integrate bicycle and pedestrian features into roadway and land use development. (APC Staff: Ongoing)
3. Assist local jurisdictions in the development of regional plans and blueprint program. (APC Staff: Ongoing)
4. Investigate methods to reduce vehicle travel by expanding and enhancing bicycle and pedestrian travel by implementing, when possible, features of the California Complete Streets Act. (APC Staff: Ongoing)
5. Encourage and assist in the submittal of grant applications to support the development of bike and pedestrian planning projects through Work Element 605 of this Work Program. (APC Staff: Ongoing)
6. Coordinate and consult with Native American Tribal governments during the planning process, and document Tribal government-to-government relations. (APC Staff: Ongoing)
7. As necessary, conduct and document outreach efforts to all segments of the community, including tribal governments and Native American Communities in accordance with the Introduction – Public Participation section of this OWP. (APC Staff: Ongoing)

PRODUCTS: Updated bicycle and pedestrian elements of the Regional Transportation Plan, Regional Bikeway Plans, and grant applications and projects.

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|----------------------|---------------------|-----------------|-------------|----------------|
| APC Staff Consultant | 20 | \$10,000 | 15/16 | RPA |
| TOTAL: | 20 | \$10,000 | | RPA |

WORK ELEMENT 611 – PAVEMENT MANAGEMENT PROGRAM INVENTORY UPDATE (CARRYOVER)

PURPOSE: To update the County of Lake’s, City of Clearlake’s and the City of Lakeport’s Pavement Management Program (PMP) to provide a systematic method for determining roadway pavement maintenance, rehabilitation, reconstruction needs to lead to improving safety for automobiles, bikes and pedestrians use. This project includes a component to link the PMP database to the County and the Cities’ Geographic Information System (GIS) street centerlines.

PREVIOUS WORK: Development of the Pavement Management System was completed in 1997 and funded through the Lake County/City Area Planning Council Planning Work Program. Updates to the PMP are on a three-year cycle on a countywide basis. The first update was completed in FY 2004/05, again in FY 2007/08 and again in FY 2010/11.

TASKS:

1. Purchase software/annual license for Streetsaver Version 9 from MTC for County & both cities.
(Software)

PRODUCTS: PMP Streetsaver Software upgrades/Annual Licenses

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|--------------------|---------------------|----------------|-------------|----------------|
| Software | n/a | \$3,906 | 14/15 | RPA |
| | n/a | \$594 | 14/15 | LTF |
| TOTAL: | | \$4,500 | | |
| | | | | |

WORK ELEMENT 612 – COUNTYWIDE TECHNOLOGY SUPPORT SERVICES

PURPOSE: To provide support services to agencies within Lake County involved with the roadway transportation system, aviation, bike/pedestrian, and transit planning. Supported agencies may include: Area Planning Council (APC); Lake Transit Authority (LTA); cities of Lakeport and Clearlake, County of Lake, Caltrans (including Division of Aeronautics).

PREVIOUS WORK: Development of countywide roads database, accident database, culvert, sign and bridge inventories, speed zone/accident databases, bus stop & shelters database.

TASKS: Technology support services may include the following:

1. GIS Collection, input and manipulation of geographic information. (City of Clearlake, City of Lakeport, and Consultant: Ongoing)
2. GIS Facilitation and coordination of interagency and interdepartmental sharing of data. (APC Staff: Ongoing)
3. Assist in the development of GIS applications. (APC Staff, City of Clearlake, and City of Lakeport: Ongoing)
4. Provide multimedia support for public presentations. (APC Staff: Ongoing)
5. Conduct spatial analyses. (APC Staff: As needed)
6. Provide training and attend GIS related meetings. (APC Staff, Consultant/Others: As needed)
7. Purchase software upgrades, hardware and annual maintenance licenses to ensure compatibility of products with other agencies and consultants. (City of Clearlake, City of Lakeport, APC Staff)

PRODUCTS: Regional Transportation Plan/GIS Integration; Wine-Country Inter-Regional Partnership; Speed Zone Studies/Accident Analysis; Call Box Locations Database; Regional Bikeway Plan/GIS Integration, roadways database; Pathway/Multi-Use trails database; sign inventory databases; Pavement Management Program/GIS Integration, etc.

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|----------------------|---------------------|-----------------|-------------|----------------|
| City of Clearlake | 8 | \$2,500 | 15/16 | LTF |
| APC Staff Consultant | 4 | \$1,286 | 13/14 | LTF |
| Direct Expenses | n/a | \$500 | 14/15 | LTF |
| Other/ Consultant | 30 | \$10,000 | 14/15 | RPA |
| TOTAL: | 30 | \$14,286 | | |
| | | | | |
| | | | | |

WORK ELEMENT 613 – TRANSPORTATION INFORMATION OUTREACH AND PUBLIC PARTICIPATION

PURPOSE: To inform and educate Lake County residents and visitors on transportation issues, and provide opportunities for public input consistent with the 2008 Lake APC Public Participation Plan. Provide access to plans, reports and other information by facilitating public participation opportunities.

PREVIOUS WORK: The Lake APC website was developed in 2005 and is a useful tool that provides access to various reports, plans, on-line surveys, public notices, and upcoming meetings/workshops.

TASKS:

1. Coordinate with the County, Cities of Lakeport and Clearlake, Lake Transit Authority, Caltrans and other agencies/businesses when possible to develop informational materials. (APC Staff: Ongoing)
2. Coordinate and consult, as possible, with all potentially impacted Tribal Governments, and document Tribal government-to-government relations. (APC Staff: Ongoing)
3. As possible, conduct outreach to low income, disabled and elderly. (APC Staff: Ongoing)
4. Update Lake APC website as necessary to ensure transportation related materials are posted on a timely basis and available to the public. (APC Staff: As needed)
5. As necessary, conduct and document outreach efforts to all segments of the community in accordance with the Introduction – Public Participation section of this document and the 2008 Lake APC Public Participation Plan. (APC Staff: Ongoing)

PRODUCTS:

1. Website (LakeAPC.org) with current transportation outreach materials, plans and reports.
2. Outreach materials for specific projects

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|----------------------|---------------------|----------------|-----------------|----------------|
| APC Staff Consultant | 12 | \$4,000 | 15/16 | LTF |
| | 8 | \$2,732 | 14/15 | LTF |
| Direct Costs | n/a | \$500 | 15/16 | LTF |
| | n/a | \$500 | 13/14 | LTF |
| TOTAL: | 20 | \$7,732 | \$4,500 - 15/16 | LTF |
| | | | \$2,732 - 14/15 | LTF |
| | | | \$500 - 13/14 | LTF |
| | | | | |
| | | | | |

WORK ELEMENT 614 – *INTENTIONALLY LEFT BLANK*

WORK ELEMENT 615 – *INTENTIONALLY LEFT BLANK*

WORK ELEMENT 616 – *INTENTIONALLY LEFT BLANK*

WORK ELEMENT 617 – *INTENTIONALLY LEFT BLANK*

WORK ELEMENT 618 – *INTENTIONALLY LEFT BLANK*

WORK ELEMENT 619 – *INTENTIONALLY LEFT BLANK*

WORK ELEMENT 620 – TRAINING

PURPOSE: To provide funding for technical training in the transportation planning field to the Lake County/City Area Planning Council (APC) planning staff, to keep informed of changes in the field.

PREVIOUS WORK: CalCOG Leadership Forum, ITS Managing Transportation & Land Use Interactions, Fundamentals of Traffic Engineering, Regional Blueprint Planning Workshops & Trainings, California’s Brownfield’s Training, Focus on the Future Conference, CTA/CalACT Conferences

TASKS:

1. Attendance at transportation planning academies, conferences, seminars or workshops that may be offered through Caltrans or other agencies. (APC Staff: As needed)

PRODUCTS: Educational materials & resources, Trained staff

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|--|---------------------|----------------|-------------|----------------|
| APC Staff Consultant/ APC Members <i>(includes direct costs- registration, travel, hotel, meals, etc.)</i> | n/a | \$3,716 | 15/16 | LTF |
| | n/a | \$3,974 | 14/15 | LTF |
| TOTAL: | 0 | \$7,690 | | LTF |
| | | | | |
| | | | | |

WORK ELEMENT 621 – LAKE COUNTY TRANSIT ENERGY USE REDUCTION PLAN – (CARRYOVER)

Purpose: To evaluation current transit energy use, potential alternatives given the Lake County operating environment, and the potential cost/benefit of available alternatives including infrastructure, vehicle, fuel, maintenance, and other costs, and emissions reduction, safety and other benefits.

PREVIOUS WORK: 2004 Transit Development Plan

TASKS:

Task 1 was completed in FY 2013/14

1. Prepare for and hold Kick-Off Meeting, develop and distribute RFP and select consultant. Prepare invoicing, quarterly reports and project status reports. Communications and coordination between agency staff, Caltrans and Consultant (APC Staff, LTA, Consultant)

Tasks 2-3 were completed in FY 2014/15

2. Review existing facilities and services; participate in advisory committee and stakeholder outreach. Assess current and future fuel/energy needs. Review existing operations and maintenance practices and procedures. (APC Staff, LTA, Consultant)
3. Forecast and compare fuel/energy prices and potential use, estimate costs of alternatives and cost of mitigating risks. Forecast potential revenue from cap and trade bank credits; operations or fuel choices. Compare expected cost benefits over a 10-year cycle. (Consultant, LTA)

Task 4 will be completed in FY 2015/16

4. Develop recommendations and plan, and present to Lake APC and Lake Transit Authority (Consultant, LTA & APC Staff)

PRODUCTS: Capital expenditure plan, funding and management/training plan.

FUNDING SOURCES AND AGENCY PARTICIPATION:

| Responsible Agency | Approx. Person Days | Budget | Fiscal Year | Funding Source |
|----------------------|---------------------|-----------------|---------------------|----------------|
| APC Staff Consultant | | \$51.54 | 13/14 | LTF |
| | | \$396.74 | 13/14 | SHA-TP |
| Transit Manager | | \$413.25 | 13/14 | LTF |
| | | \$3,188.84 | 13/14 | SHA-TP |
| Consultant | | \$5,329.64 | 13/14 | LTF |
| | | \$41,136.47 | 13/14 | SHA-TP |
| Direct Expenses | | \$580.00 | 12/13 | LTF |
| TOTAL: | 0 | \$51,096 | \$5,794.43 - 13/14 | LTF |
| | | | \$44,722.05 - 13/14 | SHA-TP |
| | | | \$580 - 12/13 | LTF |

Note: These funds were awarded to the Lake APC through the FTA Section 5304 Technical Transit Grant Program, but have been funded by Caltrans with State Highway Account – Transit Planning (SHA-TP) Funds.

**LAKE COUNTY/CITY AREA PLANNING COUNCIL
2015/16 WORK PROGRAM SCHEDULE**

| Work Element | July | August | September | October | November | December | January | February | March | April | May | June |
|--------------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| 600 | | | | | | | | | | | | |
| 601 | | | | | | | | | | | | |
| 602 | | | | | | | | | | | | |
| 603 | | | | | | | | | | | | |
| 604 | | | | | | | | | | | | |
| 605 | | | | | | | | | | | | |
| 606 | | | | | | | | | | | | |
| 607 | | | | | | | | | | | | |
| 608 | | | | | | | | | | | | |
| 609 | | | | | | | | | | | | |
| 610 | | | | | | | | | | | | |
| 611 | | | | | | | | | | | | |
| 612 | | | | | | | | | | | | |
| 613 | | | | | | | | | | | | |
| 614 | | | | | | | | | | | | |
| 615 | | | | | | | | | | | | |
| 616 | | | | | | | | | | | | |
| 617 | | | | | | | | | | | | |
| 618 | | | | | | | | | | | | |
| 619 | | | | | | | | | | | | |
| 620 | | | | | | | | | | | | |
| 621 | | | | | | | | | | | | |

INFORMATION ELEMENT

Per the 2015/16 Overall Work Program Guidelines, the Lake County/City Area Planning Council was requested to include an Information Element to promote coordination in the region through awareness of Caltrans and RTPA planning activities and where they may compliment or intersect one another.

| <u>Products(s)</u> | <u>Project Description</u> |
|---|--|
| 1. Transportation Concept Report (TCR) for State Route 20 | A TCR is a 20 year planning concept document describing the current characteristics of the route and defines Caltrans' goals for the development of the route in terms of level of service, type of facilities, and broadly identifies the improvements needed to reach those goals. |

APPENDICES:

- ✓ Appendix A – Project Status of 2014/15 Work Program
- ✓ Appendix B – Overall Work Program and Budget Revenue Summary FY 2015/16
- ✓ Appendix C – Memorandum of Understanding
- ✓ Appendix D – FY 2015/16 Federal Planning Factors



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: Systemic Safety Analysis Report (SSAR) Program

DATE PREPARED: 08/13/15

MEETING DATE: 08/20/15

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

Last summer I volunteered to serve as an alternate for the Rural Counties Task Force on an ongoing Statewide Highway Safety Improvement Program (HSIP) Committee. I have learned a lot, and have had the opportunity to speak on behalf of the rural counties on a variety of programs, performance measures, HSIP grant cycles and most recently the Systemic Safety Analysis Report (SSAR) Program.

The SSAR Program is currently being developed to serve as a tool/plan to collect and analysis data to assist local agencies identify and prioritize potential HSIP projects on any public road, bicycle or pedestrian pathway or trail, or tribal lands.

The following is an overview of the key elements of the SSAR program:

- Federal HSIP funds are programmed into the FSTIP
- Complete a one page application requesting HSIP funds for completing the SSAR.
- Successful RTPA/MPO/ local agency submits a Request for Authorizations (RFA) to the Caltrans District Local Assistance Office.
- Agencies receive HSIP funding for the preparation of SSARs covering the following items
 - Crash data analysis, identifying highest occurring crash types, identifying high-risk corridors (crash history and roadway characteristics), identifying proven low-cost countermeasures to address these issues, defining potential scopes for future safety projects, and estimating benefit/cost (B/C) ratios to help prioritize those projects.
- The countermeasures (CMs) eligible to be studied are generally those that can be installed in a systemic approach.
- SSARs are only for preliminary engineering. A completed SSAR is the required final deliverable for the program. Environmental clearances, final design, right of way and construction activities are not included in these reports and are not an eligible for funding under this program
- The potential projects identified in the SSARs may compete for future local HSIP or other capital and/or maintenance funds.
- To maximize the number of highway miles and intersections analyzed, only one SSAR will be approved per agency annually and not the same type of SSAR every 3 years.

I've attached a copy of the draft SSAR Program guidelines for your review. The first call for projects will be within this Fiscal Year, and funds allocated for this program (approx. \$1m) will be on a first come, first served basis.

ACTION REQUIRED: No action required – information and discussion only.

ALTERNATIVES:

RECOMMENDATION:

CHAPTER 2

SYSTEMIC SAFETY ANALYSIS REPORT (SSAR) PROGRAM

CONTENTS

| SECTION/SUBJECT | PAGE NUMBER |
|--|-------------|
| 2-1 INTRODUCTION | 2-2 |
| 2-2 ELIGIBLE APPLICANTS AND CONSULTANT SUPPORT | 2-3 |
| 2-3 ELIGIBLE PROJECTS AND IMPROVEMENTS | 2-3 |
| 2-4 PROJECT SCOPE AND DELIVERABLES | 2-5 |
| 2-5 FUNDING | 2-7 |
| 2-6 PROGRAMMING | 2-8 |
| 2-7 DELIVERY | 2-8 |

2-1 INTRODUCTION

The following is guidance and instructions for the SSAR program in establishing oversight procedures and ensuring that HSIP and local funds are spent appropriately and timely. When the SSAR's funded by this program are complete, local agencies are encouraged to use the results documented in the SSAR to assist in addressing safety issues on their local roadway networks and help prepare future HSIP applications. A SSAR is not required before an agency can apply for HSIP grant funds, however, HSIP proposals developed from SSARs will be given a higher priority in call-for-HSIP project selection process.

Background

The Moving Ahead for Progress in the 21st Century Act (MAP-21) was signed into law on July 6, 2012. Under MAP-21, the Highway Safety Improvement Program (HSIP) is a core Federal-aid program to States for the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands. Specific provisions of the HSIP are defined in Section 1112 of MAP-21

The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance, and identifying safety problems either through a site analysis or systemic approach. A highway safety improvement project is any strategy, activity or project on a public road that is consistent with the data-driven State Strategic Highway Safety Plan (SHSP) and corrects or improves a hazardous road location or feature or addresses a highway safety problem. Section 148 of Title 23, United States Code [23 U.S.C. 148(a)(4)(B)] provides a list of twenty-four highway safety improvement project categories eligible for HSIP funding. As part of this SSAR program, Division of Local Assistance intends to focus on the following three categories from that list:

- xiv collection, analysis, and improvement of safety data
- xxi road safety audit
- xxiv systemic safety improvements

The systemic approach is a proactive safety approach that focuses on evaluating an entire roadway system using a defined set of criteria. It looks at crash history on an aggregate basis to identify high-risk roadway characteristics, rather than looking at high-collision concentration locations through site analysis. Systemic analysis acknowledges that crashes alone are not always sufficient to prioritize countermeasures across a system. This is particularly true for many local and/or rural streets and highways with low volumes where crash densities tend to be low and there are few high crash locations, and for crashes in urban areas where vehicles interact with vulnerable road users (pedestrians, bicyclists, and motorcycles). The SSAR program will enable local agencies to provide a more comprehensive approach to their safety programs and provide them the opportunity to include a systemic proactive approach for evaluating their local roadway systems. For more information on the systemic approach for roadway safety analysis, see the following FHWA website: <http://safety.fhwa.dot.gov/systemic/index.htm>.

SSAR Program Overview:

The following is an overview of the key elements of the SSAR program:

- Federal HSIP funds are programmed into the FSTIP
- Complete a one page application requesting HSIP funds for completing the SSAR.
- Successful RTPA/MPO/ local agency submits a Request for Authorizations (RFA) to the Caltrans District Local Assistance Office.

- **Agencies** receive HSIP funding for the preparation of SSARs covering the following items
 - Crash data analysis, identifying highest occurring crash types, identifying high-risk corridors (crash history and roadway characteristics), identifying proven low-cost countermeasures to address these issues, defining potential scopes for future safety projects, and estimating benefit/cost (B/C) ratios to help prioritize those projects.
- The countermeasures (CMs) eligible to be studied are generally those that can be installed in a systemic approach.
- SSARs are only for preliminary engineering. A completed SSAR is the required final deliverable for the program. Environmental clearances, final design, right of way and construction activities are not included in these reports and are not an eligible for funding under this program
- The potential projects identified in the SSARs may compete for future local HSIP or other capital and/or maintenance funds.
- To maximize the number of highway miles and intersections analyzed, only one SSAR will be approved per agency annually and not the same type of SSAR every 3 years.

Agencies should reference the Local Roadway Safety Manual (LRSM) to complete the studies and sections of the SSAR. The LRSM is available on the HSIP website at: <http://www.dot.ca.gov/hq/LocalPrograms/hsip.htm>

2-2 ELIGIBLE APPLICANTS AND CONSULTANT SUPPORT

A one-page application is required to be completed by each **RTPA/MPO/ local agency** that will be administering the SSAR. For an agency to be considered eligible, it must have an approved “Master Agreement” with the DLA. For efficiency in administering federal funds, it is encouraged to have one SSAR completed across multiple agencies so that the report can study multiple routes/intersections across a region and have one agency lead the effort.

Consultant Support:

The SSAR program will help local agencies focus on crash data, safety analysis, and systemic safety improvements and therefore the use of engineering consultants is encouraged if in-house expertise is not available. All Federal procurement requirements need to be followed as outlined in the Local Assistance Procedures Manual (LAPM) Chapter 10.

2-3 ELIGIBLE PROJECTS AND IMPROVEMENTS

Under MAP-21 and the California local HSIP, funds are eligible for work on any public road or publicly owned bicycle or pedestrian pathway or trail, or on tribal lands for general use of tribal members, that corrects or improves the safety for its users.

The SSAR is considered an engineering planning/scoping study and documents to assist in the identification and prioritization of future safety projects. SSARs must include specific elements which are defined in Section 9-B.4 “Project Scope and Deliverables”. **It is not intended to create/update maps or plans, e.g. bike route maps, future rehab/upgrades, etc., that don’t lead to identifying safety project proposals for future HSIP cycles.**

The SSAR program limits the types of infrastructure improvements (countermeasures) that can be studied and implemented at a relatively low cost per intersection or per mile. Some countermeasures in the list below have been combined so reference the Local Roadway Safety Manual (LRSM) for the individual countermeasures and their number. The LRSM is available on the HSIP website at: <http://www.dot.ca.gov/hq/LocalPrograms/hsip.htm>

Signalized Intersection Countermeasures:

- *Improve signal hardware: lenses, retro-reflective back-plates, mounting, size, and number
- *Provide protected left turn phase (left turn lane already exists)
- *Install flashing beacons as advance warning
- Create directional median openings to allow (and restrict) left-turns and u-turns
- *Install pedestrian countdown signal heads
- *Install advance stop bar before crosswalk (Bicycle Box)

Non-Signalized Intersection Countermeasures:

- *Add intersection lighting
- *Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs
- *Install flashing beacons as advance warning
- Create directional median openings to allow (and restrict) left-turns and u-turns
- Install raised medians / refuge islands (Pedestrian / Bike only)
- Install enhanced pedestrian crossing features, e.g. signs/markings, rapid rectangular flashing beacon or curb extensions, etc.

Roadway Segment Countermeasures:

- Road diet (striping only)
- High friction surface treatment
- *Upgrade signing through Roadway Safety Signing Audit
- *Upgrade pavement markings through Roadway Safety Pavement Marking Audit
- *Install delineators, reflectors and/or object markers
- *Install guardrail and impact attenuators
- *Install bike lanes (striping only)
- *Install centerline rumble strips/stripes
- *Install edgeline rumble strips/stripes

* Countermeasure is 100% federally funded

Prior exception from the DLAE and HQ-DLA will need to be granted before the following elements can be studied and/or documented in the SSARs (even as non-reimbursable work):

- Countermeasures that are not listed above
- Non-safety related infrastructure and non-infrastructure elements (such as landscaping, highway beautification features, capacity increasing roadway improvements, etc)
- Collision analysis on state highways
- Environmental approval, final design, right of way, or construction activities

Consult the DLAE for clarifications or questions on project categories and/or eligibility that are not answered by these HSIP Guidelines and the Safety Program website.

2-4 PROJECT SCOPE AND DELIVERABLES

In the SSAR program, the HSIP is only funding the preliminary engineering studies. The SSAR will act as the final deliverable. The completion of these reports can be **done by in-house local agency staff, MPOs/RTPAs, consultants or a combination thereof.**

Completed SSARs must include the following sections and discussions:

1. Executive Summary
2. Engineer's Seal
3. Statement of Protection of Data from Discovery and Admissions
4. Safety data utilized (Crashes, Volume and Roadway)
5. Data Analysis Techniques and Results
6. Highest Occurring Crash Types
7. High-risk Corridors and Intersections (crash history and roadway characteristics)
8. Countermeasures Identified to Address the Safety Issues
9. Viable Scopes and Prioritized List of Safety Projects
10. Attachments and Supporting Documentation

1. Executive Summary

This section should include the agency's objectives and focus for the SSAR and a brief summary of the major results. Include discussion on what methodologies were used to limit the data analysis and studies to stay within the funding limits. Other high-level discussions could include crash trends, corridors identified, countermeasures considered, conceptual projects identified, B/Cs for the projects, etc.

2. Engineer's Seal

Chapter 7; Article 3; Section 6735 of the Professional Engineer's Act of the State of California requires engineering calculation(s) or report(s) be either prepared by or under the responsible charge of a licensed civil engineer. SSARs shall be completed under this provision and the final report must be signed by the local agency transportation manager and signed/stamped by a licensed civil engineer.

The engineer's signature must be accompanied by a statement similar to the following:

By signing and stamping this systemic safety analysis report, the engineer is attesting to this report's technical information and engineering data upon which local agency's recommendations, conclusions, and decisions are made.

3. Statement of Protection of Data from Discovery and Admissions

It is recommended that agencies include the following language in the SSAR which is from Section 148 of Title 23, United States Code [23 U.S.C. §148(h) (4)] about reports prepared under state's Strategic Highway Safety Plan and HSIP:

REPORTS DISCOVERY AND ADMISSION INTO EVIDENCE OF CERTAIN REPORTS, SURVEYS, AND INFORMATION.—Notwithstanding any other provision of law, reports, surveys, schedules, lists, or data compiled or collected for any purpose relating to this section, shall not be subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location identified or addressed in the reports, surveys, schedules, lists, or other data.

4. Safety Data Utilized (Crash, Volume, Roadway)

Agencies are encouraged to use their own crash database, the California I-SWITRS database, or UC Berkeley TIMS crash data. It is recommended to analyze at least 5 years of crash data up to 10 years. At a minimum, agencies should analyze their fatal and serious injury crashes and can include other injury and property damage only crashes in their analysis.

Local agencies may or may not have access to reliable and timely volume and roadway data to incorporate into the SSAR. Each agency will have to assess the availability of this data and how they can use it in their studies.

Agencies should consider the guidance in Section 2 of the LRSM to complete this section of the report.

5. Data Analysis Techniques and Results

Crash trends and crash concentrations should be analyzed based on overall numbers; identifying the leading causes of fatalities and severe injuries. In addition, agencies are encouraged to identify crashes on a ‘rate’ basis and compare the results of numbers vs. rates.

Agencies are not expected to analyze all of the individual crashes, crash locations, and/or crash types. The following are examples of how agencies can focus the scope of the SSAR:

- Counties with a large percentage of HRRR eligible roadways could focus on identifying and prioritizing future HRRR eligible safety projects.
- Cities and Counties with primarily urban roadways could identify and prioritize future urban HSIP projects for motorized and/or non-motorized users.
- Cities and Counties with a wide mixture of roadways may choose to focus on only rural or urban roadways or may choose a mix of roadway and user types at a limited number of locations.

Agencies should consider the guidance in Section 3 of the LRSM to complete this section of the report.

6. Highest Occurring Crash Types

Agencies can focus on their top 3 to 10 crash types responsible for the fatalities and serious injuries occurring on their roadway network. If an agency chooses to focus on specific “high-risk corridors and intersection”, they are still expected to briefly review and discuss their top crash types occurring on the overall network.

Agencies should consider the guidance in Section 3 of the LRSM to complete this portion of the report.

7. High-risk Corridors and Intersections (crash history and roadway characteristics)

Agencies can choose to focus on their top 3 to 10 high-risk corridors and top 5 to 20 intersections responsible for the fatalities and serious injuries occurring on their roadway network. If an agency chooses to focus on specific “crash types”, they are still expected to briefly review and discuss their high-risk corridors and intersections on the overall network.

Agencies should consider the guidance in Section 3 of the LRSM to complete this portion of the report.

8. Countermeasures Identified to Address the Safety Issues

Agencies are expected to identify potential low-cost systemic countermeasures that mitigate the agencies' primary crash type trends. In addition, agencies should use their crash concentrations (system-wide, corridors, and spot locations) to identify the countermeasures with a high likelihood of addressing the crashes and that are appropriate for the characteristics of the roadway. For example, the installation of rumble strips can be problematic on high speed roadways in urbanized areas due to noise impacts and therefore would not be appropriate for that location.

Agencies should consider the guidance in Section 4 of the LRSM to complete this section of the report.

9. Viable Project Scopes and Prioritized List of Safety Projects

Once the crash areas, trends and corresponding systemic countermeasures have been identified, agencies need to create preliminary safety project scopes. It is recommended to focus on finding the ideal balance between collision analyses on a systemic basis while also addressing high-crash locations. For the lowest cost improvements, like signing and striping, it may be an appropriate goal to have the entire roadway network eventually upgraded to a minimum level. In contrast, the costlier systemic countermeasures, like road-diets and flashing beacons, may only be feasible to install at higher crash locations /characteristics on a corridor-by-corridor basis. Estimating total-project costs and calculating benefit-to-cost (B/C) ratio are the next steps in prioritizing the list of safety projects. Cost estimates may be based on individual construction items or lump sum project costs per mile or per location. For calculating the B/C ratio of a project, the University of California, Berkeley Safe Transportation Research and Education Center (SafeTREC) website for their Transportation Injury Mapping System (TIMS) Benefit/Cost (B/C) Calculation Tool should be used. This tool relies on existing crashes to calculate a project's expected benefit.

Agencies should consider the guidance in Section 5 of the LRSM to complete this section of the report.

10. Attachments and Supporting Documentation

Attach and reference supporting documents as appropriate to meet their long-term intended use for the SSAR.

There will be two deliverables for this program. The first one is the completed SSAR in which two hard copies and an electronic file will be provided to Caltrans. The other deliverable will be a pre-formatted .pdf form to be filled in with pertinent information from the SSAR. Caltrans will use this data to evaluate the overall status of the SSAR program, assess the magnitude of the systemic safety funding needs identified and the types of countermeasures studied.

2-5 FUNDING

A one-page application is required to be filled out for each SSAR request. The application can include one or more agency's conceptual scope of work to be completed, timeline for the completion along with the funds requested. The DLAE and Headquarters Local HSIP Branch will review the application's scope and cost to ensure they meet the intent of the program. SSAR applications that do not meet the intent of the program will not be approved.

The maximum amount of funds that can be requested for each SSAR is \$250,000 or \$500,000 if SSAR covers 2 or more agencies. Funding will vary for each call and requests for the funds will be made on a first-come, first served basis.

2-6 PROGRAMMING

Caltrans Programming will program a group listing amount of Federal HSIP funds for the SSARs through the Federal Statewide Transportation Improvement Program. Successful agencies that received approval for their SSAR Funds Request will submit an RFA to the DLAE to be processed by DLA-HQ. Agencies should not proceed with any phase of reimbursable work until the DLAE provides the local agency with the written “Authorization to Proceed.” All costs associated with work prior to being approved will not be eligible for reimbursement.

SSAR work must be processed and implemented in accordance with the federal-aid procedures contained in the Local Assistance Procedures Manual (LAPM)

2-7 DELIVERY

Since the SSAR is considered to be the initial step in identifying systemic safety improvements, completing SSARs in a timely manner is important. Completing a SSAR should take no longer than 2 years from the date the E-76 is approved and is anticipated that the majority should be completed within 1 year. The DLAE should be notified as soon as it is known that it will take longer than 2 years to complete along with a revised completion date.

If an agency receives funding for the completion of a SSAR, but has not completed it within the 2 year timeframe, Caltrans will not accept HSIP applications for the next Call-for-Projects from that agency(s) until their SSAR is completed.

2-8 RESOURCES

1. FHWA Local and Rural Road Safety Program
❖ http://safety.fhwa.dot.gov/local_rural/
2. FHWA Road Diets Informational Guide
❖ http://safety.fhwa.dot.gov/road_diets/info_guide/
3. FHWA Systemic Project Selection Tool
❖ <http://safety.fhwa.dot.gov/systemic/fhwasa13019/>

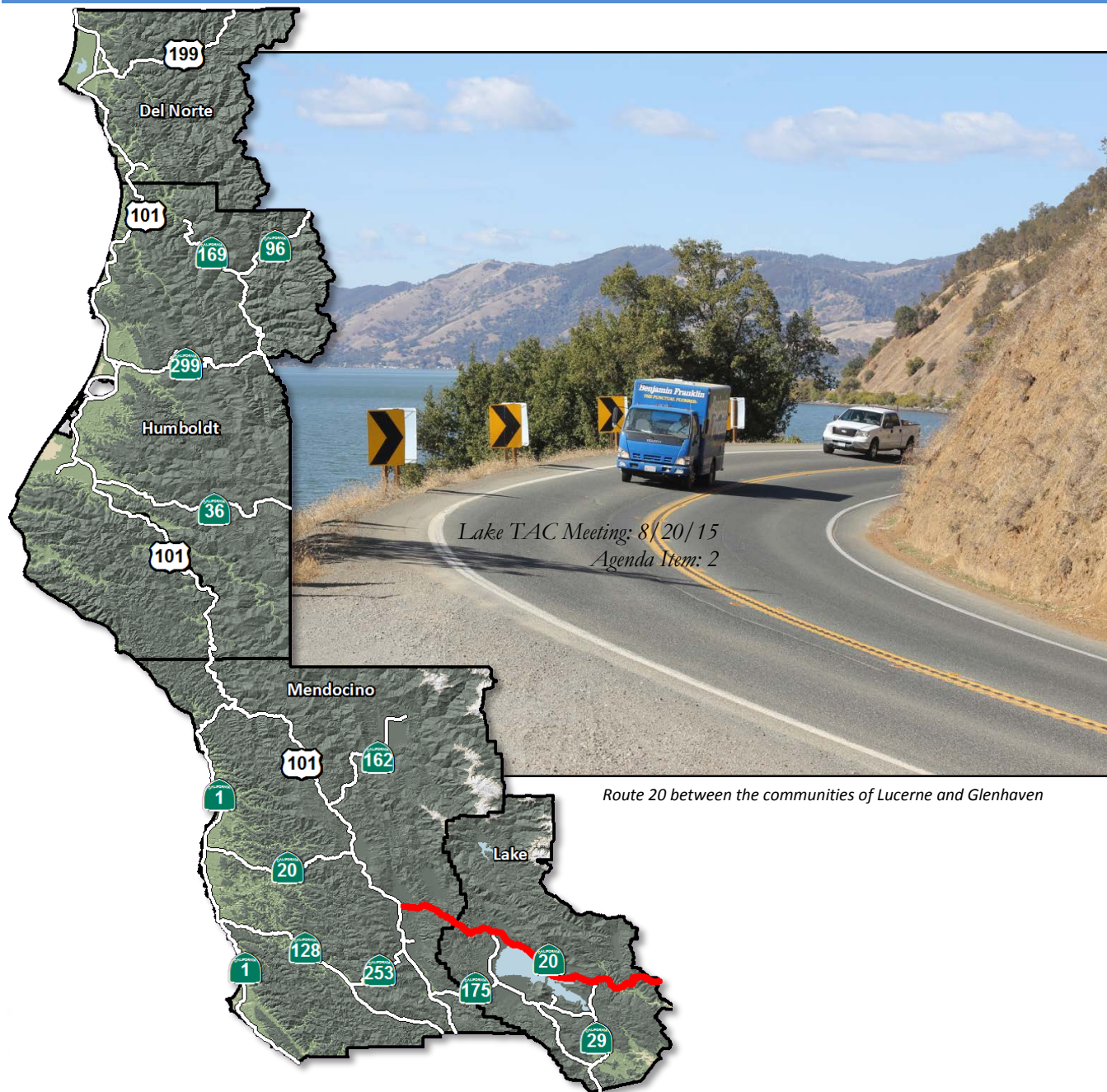


DRAFT Transportation Concept Report

State Route 20-East

District 01

August 2015



Route 20 between the communities of Lucerne and Glenhaven

Disclaimer: The information and data contained in this document are for planning purposes only and should not be relied upon for final design of any project. Any information in this Transportation Concept Report (TCR) is subject to modification as conditions change and new information is obtained. Although planning information is dynamic and continually changing, the District 1 System Planning Division makes every effort to ensure the accuracy and timeliness of the information contained in the TCR. The information in the TCR does not constitute a standard, specification, or regulation, nor is it intended to address design policies and procedures.

TABLE OF CONTENTS

| | |
|---|----|
| About the Transportation Concept Report | 1 |
| Stakeholder Participation | 1 |
| EXECUTIVE SUMMARY | 2 |
| Concept Summary | 2 |
| Proposed Projects and Strategies:..... | 2 |
| CORRIDOR OVERVIEW | 3 |
| Route Segmentation..... | 3 |
| Route Description..... | 4 |
| Community Characteristics | 5 |
| Land Use | 6 |
| System Characteristics..... | 7 |
| Bicycle Facility..... | 8 |
| Pedestrian Facility | 8 |
| Transit Facility..... | 9 |
| Freight..... | 9 |
| Environmental Considerations | 11 |
| CORRIDOR PERFORMANCE..... | 12 |
| KEY CORRIDOR ISSUES..... | 13 |
| CORRIDOR CONCEPT | 14 |
| Concept Rationale | 14 |
| Facility and Level of Service Concepts..... | 14 |
| Planned and Programmed Projects and Strategies..... | 14 |
| Projects and Strategies to Achieve Concept..... | 15 |
| Appendix..... | 16 |
| Appendix A Glossary of Terms and Acronyms..... | 16 |
| Appendix B Definitions | 17 |
| Appendix C Outreach to Stakeholders | 20 |
| Appendix D Resources..... | 21 |

ABOUT THE TRANSPORTATION CONCEPT REPORT

System Planning is the long-range transportation planning process for the California Department of Transportation (Caltrans). The System Planning process fulfills Caltrans' statutory responsibility as owner/operator of the State Highway System (SHS) (Gov. Code §65086) by evaluating conditions and proposing enhancements to the SHS. Through System Planning, Caltrans focuses on developing an integrated multimodal transportation system that meets Caltrans' goals of Safety & Health; Stewardship & Efficiency; Sustainability, Livability & Economy; System Performance; and Organizational Excellence.

The System Planning process for District 1 is primarily composed of three parts: the District System Management Plan (**DSMP**), the DSMP Project List, and the Transportation Concept Report (**TCR**). The district-wide DSMP is a strategic policy and planning document that focuses on maintaining, operating, managing, and developing the transportation system. The DSMP Project List is a list of planned and partially programmed transportation projects used to recommend projects for funding. The TCR is a planning document that identifies the existing and future route conditions as well as future needs for each route on the SHS. These System Planning products are also intended as resources for stakeholders, the public, regional agencies, and local agencies.

TCR Purpose

California's State Highway System needs long range planning documents to guide the logical development of transportation systems as required by CA Gov. Code §65086 and as necessitated by the public, stakeholders, and system users. The purpose of the TCR is to evaluate current and projected conditions along the route and communicate the vision for the development of each route in each Caltrans District during a 20-25 year planning horizon. The TCR is developed with the goals of increasing safety, improving mobility, providing excellent stewardship, and meeting community and environmental needs along the corridor through integrated management of the transportation network, including the highway, transit, pedestrian, bicycle, freight, operational improvements and travel demand management components of the corridor.

STAKEHOLDER PARTICIPATION

Stakeholder participation was sought throughout the development of the Route 20-East TCR. Outreach involved internal and external stakeholders including: District 1 functional units, Lake County/City Area Planning Council (LC/CAPC), the Mendocino Council of Governments (MCOG), Caltrans District 3, the Coyote Valley Reservation, the Habematolel Pomo of Upper Lake, the Robinson Rancheria, Middletown Rancheria, Big Valley Rancheria, Scotts Valley Rancheria, the Koi Nation, and the Elem Indian Colony. A preliminary site visit was conducted to study local highway/community conditions and to meet with regional partners. Draft copies of this TCR were circulated to both internal and external partners. District 3's 2009 SR 20 Transportation Corridor Concept Report and the 2013 Interregional Transportation Strategic Plan were reviewed for background and route concepts outside of District 1. The final document was presented to our regional partners in the area as a method of information sharing and to receive any additional comments.

EXECUTIVE SUMMARY

Route 20 is generally a curvilinear 2-lane conventional highway. Three of the four segments of Route 20-East are part of the North Coast – Northern Nevada Corridor identified in the 2015 Interregional Transportation Strategic Plan (ITSP) update. Segment 3, the Minor Arterial portion of Route 20 that is not a part of the Route 20 Corridor, traverses numerous small communities along the North Shore of Clear Lake. For the purpose of this TCR only Route 20 from U.S. 101 east will be covered. For information on Route 20 west of U.S. 101 please refer to the Route 20-West TCR.

Concept Summary

| Segment Post Miles | Segment Description | Existing Facility | 20-25 Year Capital Facility Concept | 20-25 Year System Operations and Management Concept | Ultimate Facility Concept |
|--------------------|--|----------------------------------|--|--|--|
| 1 33.2/44.1 | Junction US 101 to MEN/LAK county line | 2-lane, Conventional/ Expressway | 4-lane, Freeway or Expressway, "C" LOS | Safety improvements as identified, maintain and rehabilitate | 4-lane Freeway or Expressway, "C" LOS |
| 2 0.0/8.3 | MEN/LAK county line to Junction Rte. 29 | 2-lane, Conventional | 4-lane, Freeway or Expressway, "C" LOS | Safety improvements as identified, maintain and rehabilitate | 4-lane Freeway or Expressway, "C" LOS |
| 3 8.3/31.6 | Junction Rte. 29 to Junction Rte. 53 | 2-lane, Conventional | 2-lane, Conventional, no concept LOS | Safety improvements as identified, maintain and rehabilitate | 2-lane Conventional, no concept LOS |
| 4 31.6/46.5 | Junction Route 53 to LAK/COL county line | 2-lane, Conventional | 2-lane, Conventional with Passing Lanes, "D" LOS | Safety improvements as identified, maintain and rehabilitate | 2-lane, Conventional with Passing Lanes, "D" LOS |

Concept Rationale

The corridor concept serves as a guide for the long range planning of route improvements. It protects the State's investment in Route 20, while recognizing financial and environmental constraints, which will not allow the programming of extensive improvements on all State Highways.

Proposed Projects and Strategies:

PROJECTS TO ACHIEVE CONCEPT TABLE – ROUTE 20-EAST

| Seg. | Description | Location | Source | Purpose | Implementation Phase |
|---------|--|--|----------------------------------|-----------------------------|----------------------|
| 1 and 2 | 4-lane Freeway or Expressway** | All | Caltrans District 1 and LC/CAPC* | Achieve Concept | Long Term |
| 3 | Additional traffic calming measures in developed areas, "Complete Streets" improvements in communities | Upper Lake, Nice, Lucerne, Glenhaven, Clearlake Oaks | Caltrans District 1 | Safety/ Livable Communities | Short Term |

*LC/CAPC: Lake County/City Area Planning Council

** The Route 29 portion of the Route 20 ITSP Corridor, between the Cities of Lakeport and Clearlake, is a priority to development to 4-lane freeway or expressway standards.

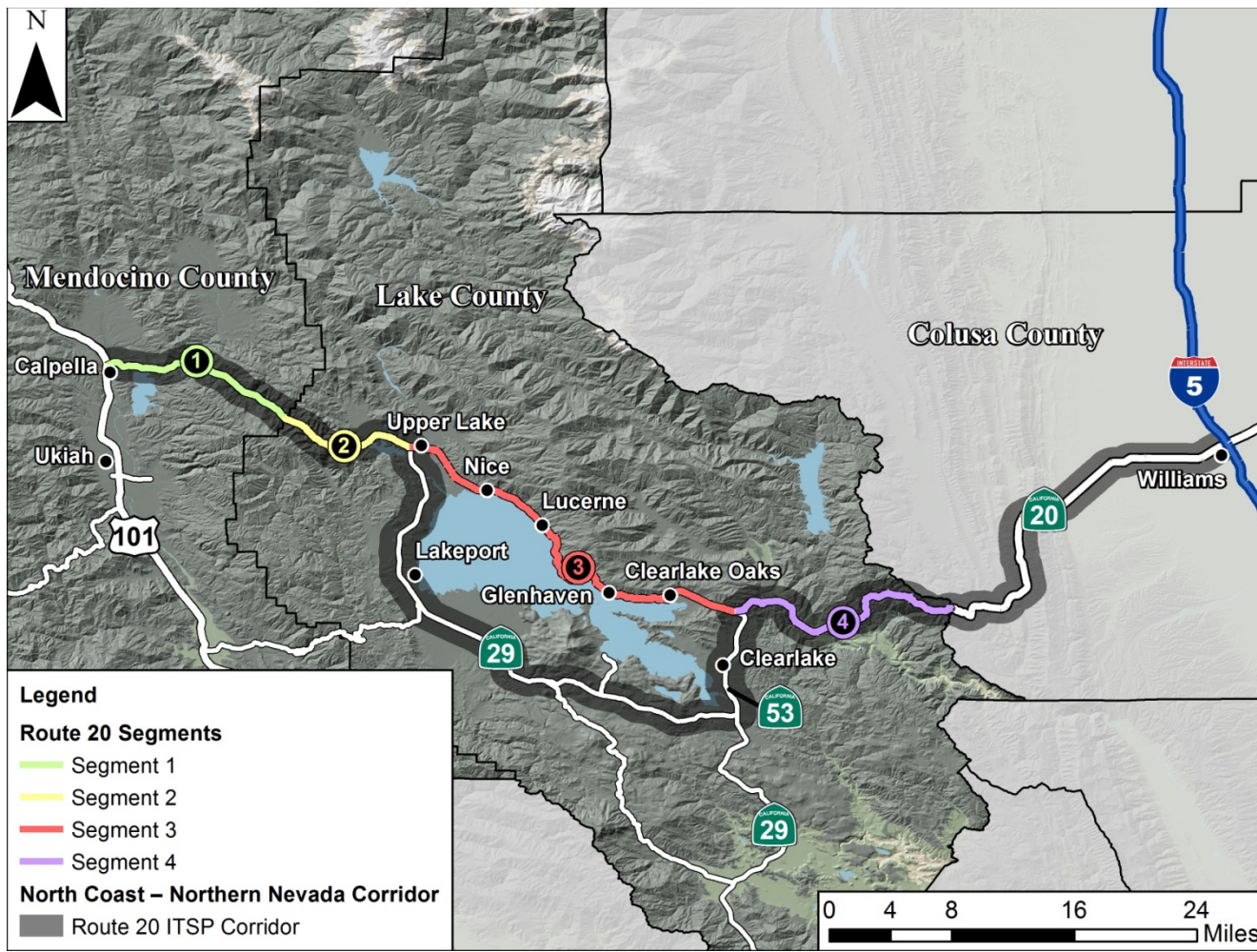
CORRIDOR OVERVIEW

ROUTE SEGMENTATION

The following table and map shows the segmentation of Route 20 for the purposes of this Transportation Concept Report.

ROUTE SEGMENTATION TABLE AND MAP – ROUTE 20-EAST

| Segment | Location Description | County_Route_Beginning PM | County_Route_End PM |
|---------|--|---------------------------|---------------------|
| 1 | Junction US 101 to MEN/LAK county line | MEN_020_33.217E | MEN_020_44.114 |
| 2 | MEN/LAK county line to Junction Rte. 29 | LAK_020_0.000 | LAK_020_8.337 |
| 3 | Junction Rte. 29 to Junction Rte. 53 | LAK_020_8.337 | LAK_020_31.618 |
| 4 | Junction Route 53 to LAK/COL county line | LAK_020_31.618 | LAK_020_46.475 |



ROUTE DESCRIPTION

Route Location:

State Route 20 begins on the coast of Mendocino County at its junction with Route 1 (postmile MEN-20-0.00) south of Fort Bragg and proceeds eastward, intersecting with US 101 in the City of Willits (postmile MEN-20-33.16). From Willits there is a break in the route until approximately 5-miles north of the City of Ukiah where Route 20 continues east. East of U.S. 101 Route 20 passes through Mendocino County into Lake County and along the North Shore of Clear Lake before continuing into Colusa County in District 3. Route 20 continues to I-5 through the Central Valley and then to the Sierra Nevada mountain range. Route 20 passes through Yuba City, Grass Valley and Nevada City before terminating at its junction with Interstate 80.

Route 20 within District 1 is approximately 90 miles in length; and the easterly portion, the subject of this Transportation Concept Report (TCR), is just over 57 miles in length. Due to the break in the route and the substantially different operational characteristics between the portion of Route 20 west of Route 101 and the portion east of Route 101, this TCR addresses only Route 20-East (Route 20 from U.S. 101 to the Colusa County line). A separate Transportation Concept Report addresses the Route 20-West corridor (MEN-20-0.00/33.16).

Within District 1, Route 20-East traverses primarily rural areas. However, the North Shore segment passes through the communities of Upper Lake, Nice, Lucerne, Glenhaven, and Clearlake Oaks. In Lake County, Route 20 intersects with both Route 29 (PM 8.3) and Route 53 (PM 31.6).

Route Purpose:

Route 20 serves a variety of traffic including local traffic, commuters, interregional freight and seasonal tourism. Along the North Shore of Clear Lake, Route 20 functions as “Main Street” for the communities of Nice, Lucerne, Glenhaven and Clearlake Oaks. Through these communities the route is widely used by pedestrians, cyclists and transit services. Route 20 is important to local Lake County traffic, regional traffic traveling to and from Lake County, and interregional traffic traveling between Route 101 and I-5.

Major Route Features:

The principal arterial portion (Segments 1,2 and 4) of Route 20 are identified as part of the North Coast – Northern Nevada Corridor in the 2015 Interregional Transportation Strategic Plan (ITSP). The ITSP Corridors represent interregional corridors that are the State’s highest priority for completion to the facility concept. They serve as a system of high-volume principal arterials connecting State Highway routes. The Route 20 ITSP Corridor provides important east/west connectivity between Route 101 and Interstate 5. The Route 20 ITSP Corridor starts on Route 20 at the junction with US 101, continues on Route 29, travels north along Route 53, and finally returns to Route 20. Segment 3 of Route 20, along the North Shore of Clear Lake, is not a part of the Route 20 ITSP Corridor due to restrictions on the transport of hazardous waste as well as physical and environmental constraints to the route. A large portion Segment 3 lies directly against rock cliffs and Clear Lake. Consequently expansion of Route 20 through Segment 3 is not practical. Despite the curvilinear nature of Segment 3, most through and truck traffic continues to use the segment as Route 29 and Route 53 are less desirable in their current configuration.

Route Designations and Characteristics:

ROUTE DESIGNATIONS AND CHARACTERISTICS TABLE – ROUTE 20-EAST

| Segment # and Description | 1 Junct. US 101 to MEN/LAK Co. line | 2 MEN/LAK Co. line to Junct. Rte. 29 | 3 Junct. Rte. 29 to Junct. Rte. 53 | 4 Junct. Rte. 53 to LAK/COL Co. line |
|--|---|--|---|--|
| Freeway & Expressway | Yes | Yes | Yes | Yes |
| National Highway System | Yes | Yes | No | Yes |
| Strategic Highway Network | No | No | No | No |
| Scenic Highway | Eligible | Eligible | Eligible | Eligible |
| Interregional Road System | Yes | Yes | Yes | Yes |
| ITSP Corridor | Yes | Yes | No | Yes |
| Functional Classification | Principal Arterial | Principal Arterial | Minor Arterial | Principal Arterial |
| Goods Movement Route | Yes – STAA terminal Access Route | Yes – STAA terminal Access Route | No | Yes – STAA terminal Access Route |
| Truck Designation | Terminal Access | Terminal Access | Special Restrictions | Terminal Access |
| Rural/Urban/Urbanized | Rural | Rural | Rural | Rural |
| Regional Transportation Planning Agency | Mendocino Council of Governments | Lake County/City Area Planning Council | Lake County/City Area Planning Council | Lake County/City Area Planning Council |
| Local Agency | Mendocino County | Lake County | Lake County | Lake County |
| Tribes | Coyote Valley Band of Pomo Indians | Habematolel Pomo of Upper Lake | Robinson Rancheria Pomo Indians | Sulfur Bank Rancheria |
| Air District | NCUAQMD | LCAQMD | LCAQMD | LCAQMD |
| OTerrain | Mountainous | Rolling | Rolling | Mountainous |

NCUAQMD - North Coast Unified Air Quality Management District

LCAQMD - Lake County Air Quality Management District

COMMUNITY CHARACTERISTICS

Virtually all of the communities traversed by Route 20-East are in Lake County. According to the 2010 U.S. Census, Lake County had a population of 64,665 in 2010. The current Census estimate for Lake County (2013) is 63,860.

In Lake County a little over 73 percent of the population is white, about 18 percent is Hispanic, and the remaining 9 percent is made up primarily of Native Americans and African Americans. About 19 percent of the population is 65 years of age or older (the statewide average is about 12 percent) and both per capita and median household income are about 2/3 of the Statewide average.

The most populated area along SR 20-East is the North Shore of Clear Lake (Segment 3) in the communities of Clearlake Oaks, Lucerne, Nice and Upper Lake.



Route 20 through the community of Lucerne

LAND USE

As noted in the following table, the land use/placetype for most of Route 20-East (Segments 1,2, and 4) is undeveloped land, with some scattered rural residential development, agricultural, and recreational use. Segment 3 traverses a number of small communities and includes considerable residential and commercial development. Much of Segment 3 also includes access to recreational opportunities on Clear Lake.

Little development is occurring in the area of Route 20 at this time, but Segment 3 has historically experienced relatively rapid growth. Growth has been a result of generally low land prices, recreational opportunities, close proximity to Sonoma County and Napa County, and the reputation of Lake County as a good place to retire. Consequently, affordable housing and proximity to Napa County and Santa Rosa has spurred the development of bedroom communities in Lake County.

While all residential development is sensitive to noise and air quality issues, moderate traffic volumes and generally scattered residential development along the route helps to minimize these potential impacts.

The following table shows land use adjacent to Route 20.

Land Use/Place Types Table - Route 20-East

| Segment/Description | Land Use/Place Type |
|----------------------------|--|
| 1 | Scattered rural residential, recreational, agricultural, and undeveloped land (open space) |
| 2 | Scattered rural residential, recreational, and undeveloped land (open space) |
| 3 | Residential, mixed commercial development, and recreational (also some undeveloped and tribal lands) |
| 4 | Primarily agricultural (grazing) and undeveloped land (open space) |

SYSTEM CHARACTERISTICS

Route 20 is generally a curvilinear 2-lane conventional highway. A portion of Segment 1 in Mendocino County has been developed to expressway standards, and numerous passing lanes have been developed in Segment 4, east of the Route 20/53 Junction. Segment 3 traverses numerous small communities along the North Shore of Clear Lake, and both traffic volumes and traffic speeds have been a local concern as the route serves as a “Main Street” for many communities.

EXISTING AND CONCEPT FACILITY TABLE – ROUTE 20-EAST

| Segment # | 1 | 2 | 3 | 4 |
|-----------------------------------|---------------------------------|--|---|---|
| Existing Facility | | | | |
| Facility Type | Conventional/ Expressway | Conventional | Conventional | Conventional |
| General Purpose Lanes | 2 | 2 | 2 | 2 |
| Lane Miles | 23.55 | 16.6 | 46.6 | 30.3 |
| Centerline Miles | 10.9 | 8.3 | 23.3 | 14.9 |
| Passing Lanes (lane miles) | 2.64 | 1.01 | None | 8.05 |
| Median width | Most – None Some – 4’ to 12’ | None | Most – None Some – Two way Lt. Turn | None |
| Median characteristics | Paved | N/A | 60-180 ft | N/A |
| Concept Facility | | | | |
| Facility Type | E/F | E/F | C | C (with passing lanes) |
| General Purpose Lanes | 4 | 4 | 2 | 2 |
| Lane Miles | 43.6 | 33.2 | 46.6 | 59.6 |
| Centerline Miles | 10.9 | 8.3 | 23.3 | 14.9 |
| TMS Elements | | | | |
| TMS Elements (BY) | Mainline Detection, CMS | Mainline Detection, Traffic Camera | Mainline Detection, CMS, Traffic Camera | Mainline Detection, CMS, Traffic Camera |
| TMS Elements (HY) | Mainline Detection, CMS | Mainline Detection, Traffic Camera | Mainline Detection, CMS, Traffic Camera | Mainline Detection, CMS, Traffic Camera |

CMS: Changeable Message Sign

BY: Base Year

HY: Horizon Year, 2032, based on the 20 year planning period.

BICYCLE FACILITIES

Bicycles are allowed on all State Highways within District 1 including Route 20. The 2011 Lake County Regional Transportation Bikeway Plan includes a number of planned bikeway projects that connect with or include portions of Route 20.

BICYCLE FACILITIES TABLE – ROUTE 20-EAST

| Segment | Post Mile | Location Description | Bicycle Access Prohibited | Facility Type | Outside Paved Shoulder Width | Posted Speed Limit |
|---------|---------------|--|---------------------------|---------------|------------------------------|--------------------|
| 1 | MEN-33.2/44.1 | Junction US 101 to MEN/LAK county line | No | Shared | 2-10 ft. | 55 mph |
| 2 | LAK-0.0/8.3 | MEN/LAK county line to Junction Rte. 29 | No | Shared | 2-8 ft. | 45-55 mph |
| 3 | LAK-8.3/31.6 | Junction Rte. 29 to Junction Rte. 53 | No | Shared | 0-10 ft. | 35-55 mph |
| 4 | LAK-31.6/46.5 | Junction Route 53 to LAK/COL county line | No | Shared | 0-9 ft. | 55 mph |

PEDESTRIAN FACILITIES

Historically, pedestrian safety has been a concern in Segment 3, the North Shore. Relatively high traffic and pedestrian volumes in the numerous small communities along the North Shore were contributing to this concern. A “Pedestrian Safety Corridor” was designated, and Caltrans joined other agencies and local interests to enhance pedestrian safety in this corridor. Solutions implemented included interactive signing, pavement marking enhancements, and increased enforcement.

The Lake County/City Area Planning Council contracted for a “Highway 20 Traffic Calming and Beautification Plan” which was completed in 2005. The plan details traffic calming and beautification concepts for the North Shore Communities of Nice, Lucerne, and Clearlake Oaks.

PEDESTRIAN FACILITIES TABLE – ROUTE 20-EAST

| Segment | Post mile | Location Description | Ped. Access Prohibited | Sidewalk Present | Facility Description | Alt. Facility |
|---------|---------------|--|------------------------|------------------|---|-------------------|
| 1 | MEN-33.2/44.1 | Junction US 101 to MEN/LAK County line | No | No | Pedestrians use existing shoulders of varying widths. No crosswalks or signalized intersections | No |
| 2 | LAK-0.0/8.3 | MEN/LAK county line to Junction Rte. 29 | No | No | Pedestrians use existing shoulders of varying widths. No crosswalks or signalized intersections | No |
| 3 | LAK-8.3/31.6 | Junction Rte. 29 to Junction Rte. 53 | No | Varies | Pedestrians use shoulders of varying widths and sidewalks within communities. Marked crosswalks in communities and at Rte. 20/Nice-Lucerne Cutoff Intersection. | At some locations |
| 4 | LAK-31.6/46.5 | Junction Route 53 to LAK/COL County line | No | No | Pedestrians use existing shoulders of varying widths. No crosswalks or signalized intersections | No |

TRANSIT FACILITIES

Lake Transit Authority provides bus transit for Lake County. Two of Lake Transit’s bus routes serve portions of SR 20: bus route 1 from Lakeport to Clearlake, and bus route 7 from Lakeport to Ukiah via SR 29, SR 20, and U.S. 101. Lake Transit offers Dial-A-Ride service for eligible riders and “Flex Stop” service. A bus will travel up to one-mile off its regular route to provide curbside “Flex Stop” service.

TRANSIT FACILITIES TABLE – ROUTE 20-EAST

| Segment | Mode & Collateral Facility | Service Provider | Route End Points | Stations | |
|---------|----------------------------|------------------|--------------------|--|--------------------------------------|
| | | | | Cities/ Communities | Postmiles (all LAK) |
| 2 | Traditional Bus (Route 7) | Lake Transit | Ukiah/Lakeport | Ukiah (4), Blue Lakes, Upper Lake, Robinson Rancheria, Lakeport (2) | 2.5, 8.8 and 11.1 |
| 3 | Traditional Bus (Route 1) | Lake Transit | Lakeport/Clearlake | Lakeport (2), Upper Lake, Robinson Rancheria, Nice, Lucerne, Glenhaven, Clearlake Oaks and Clearlake (3) | 8.8, 11.1, 14.2, 16.9, 24.4 and 28.8 |

Traditional Bus: single deck 30-40 passenger bus

FREIGHT

Significant freight generators for Route 20 include agricultural products and general freight. In addition, the Route serves through freight traffic between Route 101 in Mendocino County, and Interstate 5 in the Sacramento Valley.

Truck volumes on Route 20 range from 9% to approximately 12% of total traffic volumes, with the higher percentages occurring in Segment 4.

FREIGHT FACILITIES TABLE – ROUTE 20-EAST

| Facility Type/Freight Generator | Location | Mode | Major Commodity/ Industry | Comments/Issues |
|---------------------------------|---------------------|-------|--|--|
| General Freight | Segments 1, 2 and 4 | Truck | General Freight | STAA Terminal Access Route |
| General Freight | Segment 3 | Truck | Agricultural products, General Freight | Hazardous materials/waste restriction - due to adjacent waters |
| Agriculture | Segments 1-4 | Truck | Fruit | Cities and communities along the Route also generate freight |

Route 20 STAA Access/Hazardous Material Restrictions



ENVIRONMENTAL CONSIDERATIONS

Biological Resources

The California Natural Diversity Database lists several species within one mile of Route 20 that have various endangered, threatened, or rare status. These species are listed in the summary table below.

CNDDDB SUMMARY TABLE – ROUTE 20-EAST

| Segment | Species |
|----------------|-----------------------------|
| 1,2,3 | glandular western flax |
| 1,3,4 | pallid bat |
| 1,2 | bristly sedge |
| 1,3 | osprey |
| 2,3 | Clear Lake hitch |
| 3 | silver-haired bat |
| 3 | Sacramento perch |
| 3 | tricolored blackbird |
| 3,4 | eel-grass pondweed |
| 3,4 | two-carpellate western flax |
| 3,4 | Colusa layia |
| 4 | Cobb Mountain lupine |
| 4 | adobe-lily |
| 4 | foothill yellow-legged frog |
| 4 | Jepson's milk-vetch |
| 4 | pappose tarplant |
| 4 | bent-flowered fiddleneck |

Summary table for planning purposes only

Cultural Resources

- The area that Route 20 travels through contains the traditional homeland of the Pomo People. Due to the high likelihood of archeologically sensitive areas existing at many locations along Route 20 the Coyote Valley Reservation, the Habematolel Pomo of Upper Lake, the Robinson Rancheria, Middletown Rancheria, Big Valley Rancheria, Scotts Valley Rancheria, the Koi Nation, and the Elem Indian Colony should be consulted early in the project planning process.

Hazardous Materials

- Naturally Occurring Asbestos (NOA) can be found in the rock formations that make up a portion of the geology along the Route 20 corridor, specifically in the vicinity of PM 40.1/41.
- Although lead was removed from fuel in the 1980s Aerially Deposited Lead (ADL) may still be present within soils in the Caltrans Right of Way.

Water and Air

- Impacts to wetlands or flood plains may be a concern at some locations, in addition to water quality impacts.
- While Lake County is not in a “non-attainment” area, mitigation for construction related air quality impacts may be required.

Visual Impacts

- The visual impact of improvements necessary to achieve the selected concept will need to be analyzed and mitigated as necessary.

CORRIDOR PERFORMANCE

Traffic volumes in the Route 20 corridor are moderate, with generally higher in the westerly segments, where the Route serves local, regional, and interregional traffic. Truck volumes are generally moderate throughout the route.

CORRIDOR PERFORMANCE TABLE – ROUTE 20-EAST

| Segment # and Description | 1 Junction US 101 to MEN/LAK County line | 2 MEN/LAK county line to Junction Rte. 29 | 3 Junction Rte. 29 to Junction Rte. 53 | 4 Junction Route 53 to LAK/COL County line |
|---|--|---|--|--|
| Basic System Operations | | | | |
| Base Year AADT | 10,800 | 8,400 | 7,800 | 5,800 |
| Horizon Year AADT | 15,660 | 12,180 | 10,140 | 7,830 |
| Growth Factor (20 year)* | 1.45 | 1.45 | 1.30 | 1.35 |
| LOS Method | HCM | HCM | HCM | HCM |
| LOS (Base Year)** | D | D | D | D |
| LOS (Horizon Year)** With no Improvements | E | E | E | D |
| LOS Concept | C | C | na † | D |
| DVMT (Base Year) | 118,300 | 69,900 | 181,700 | 86,200 |
| DVMT (Horizon Year) | 171,600 | 101,300 | 236,300 | 116,300 |
| Truck Traffic | | | | |
| Truck Average Annual Daily Traffic (TAADT) (BY) | 1,166 | 728 | 880 | 696 |
| Total Trucks (% of AADT) (BY) | 10.8% | 8.7% | 11% | 12% |
| 5+ Axle Truck Average Annual Daily Traffic (TAADT)(BY) | 388 | 298 | 369 | 256 |
| 5+ Axle Trucks (as % of TAADT)(BY) | 33.3% | 40.9% | 41.9% | 36.8% |
| Peak Hour Traffic Data | | | | |
| Peak Period Length | 1 | 1 | 1 | 1 |
| Peak Hour Direction | East | East | East | East |
| Peak Hour Time of Day | PM | PM | PM | PM |
| Peak Hour Directional Split (BY) | 60/40 | 60/40 | 60/40 | 60/40 |
| Peak Hour VMT (BY) | 12,560 | 7,200 | 19,300 | 12,000 |
| Peak Hour VMT (HY) | 18,210 | 10,460 | 25,100 | 16,200 |

* Caltrans District 1 2013 growth factors were used for traffic volume projections.

** AADT analysis obtained using HCM 2010 software

† No LOS Concept for segment 3 exists, as it is not part of the Route 20 ITSP Corridor, concept is further discussed in Concept Rational

KEY CORRIDOR ISSUES

Key Corridor issues include:

- The continued use of Route 20 Segment 3 by through traffic, rather than the designated Route 20 ITSP Corridor.
- Livable community issues exist in Segment 3, the North Shore. Continued use of Route 20 North Shore by relatively high volumes of through traffic reduces the function of route as a “Main Street” and detracts from a community sense of safety.
- The lack of an adequate funding source to develop Segments 1 and 2 of Route 20 to its 4-lane freeway or expressway concept.



Route 20/29 Junction looking east towards the community of Upper Lake

CORRIDOR CONCEPT

CONCEPT RATIONALE

The corridor concept for Route 20-East consists of a facility concept that identifies the ultimate concept facility for 20-years and beyond. In addition, a level of service concept has been identified for segments of Route 20 which are included in the Route 20 ITSP Corridor in Mendocino and Lake Counties.

The corridor concept serves as a guide for long range planning of route improvements. It functions to protect the State’s investment in Route 20, while recognizing financial and environmental constraints which will not allow the programming of extensive improvements for all State highways. Furthermore, Facility Concept for Route 20 recognizes improvement to Route 29 is the current regional priority. Consequently, capacity enhancing improvements to Route 20 may not be feasible within the 20 year planning period.

The concepts for Segments 1 and 2 were selected based on their inclusion in the Route 20 ITSP Corridor. The concept for Segment 3 was selected based on its functional classification as a Minor Arterial and as a “Main Street” as well as the District and Region’s goal of calming traffic through North Shore communities. Finally the concept for Segment 4 was selected based on its generally lower traffic volumes, which, combined with numerous passing lanes provide an acceptable level of service through the 20 year planning period.

FACILITY AND LEVEL OF SERVICE CONCEPTS

The facility concept for Segments 1 and 2 is a 4-lane freeway or expressway with a LOS C, or better.

The facility concept for Segment 3 is a 2-lane conventional highway. Additional Complete Streets treatments may be necessary in communities along Route 20-East. No LOS concept for Segment 3 has been established as no capacity enhancing projects are feasible nor would they be compatible with the function of the segment.

The facility concept for Segment 4 is a 2-lane conventional highway with passing lanes and a LOS D.

PLANNED AND PROGRAMMED PROJECTS AND STRATEGIES

PROJECTS TO ACHIEVE CONCEPT TABLE – ROUTE 20-EAST

Projects planned along Route 20 include projects to improve safety and function, and ADA improvements in conjunction with a Capital Maintenance project. Furthermore, Route 20 benefits from projects on routes included in the Route 20 ITSP Corridor. Currently a large scale project to upgrade Route 29 from postmile 23.80-31.60 to 4-lane expressway is programmed. This project is designed to improve safety and meet projected traffic volumes. Furthermore, the Route 29 expressway in concert with Complete Streets and traffic calming plans throughout the North Shore will work together to draw interregional traffic away from the North Shore¹

| Seg. | Description | Location | Source | Purpose | Implementation Phase |
|------|--------------------------------------|----------------|----------|---|----------------------|
| 2/3 | CAPM | PM 13.5-31.4 | SHOPP | Capital Preventative Maintenance | Construction |
| 2/3 | CAPM/ADA Portion | PM 13.5-31.4 | SHOPP | Upgrade 55 curb ramps and sidewalks, improve ADA access | Design |
| 2 | Route 20/29 Roundabout | PM 8.337 | SHOPP | Safety, improve intersection | Construction |
| 3 | Clearlake SRTS | PM 28.2-28.850 | Multiple | Safe Routes to School, CT oversite, installation of bulbouts, crosswalks, and construction of sidewalks | Planned |
| 4 | Route 20/53 Intersection Improvement | PM 31.318 | SHOPP | Safety, improve intersection | Programmed |
| 4 | Potter Valley Restriping | PM 37.80-38.37 | Safety | Restriping, lengthen eastbound passing lane, shorten westbound passing lane | Planned |

¹ 2006 Lake 20/29/53 Comprehensive Corridor Study

PROJECTS AND STRATEGIES TO ACHIEVE CONCEPT

The table below lists strategies to achieve the concept for Route 20 in District 1. In addition to the projects listed, it's anticipated that additional Complete Streets projects and strategies will be pursued in the numerous small communities in Segment 3, along the North Shore. While the concept for the first two segments of Route 20 is 4-lane freeway or expressway, the initial priority for development to 4-lane freeway or expressway standards is the Route 29 portion of the Route 20 ITSP Corridor.

PROJECTS TO ACHIEVE CONCEPT TABLE – ROUTE 20-EAST

| Seg. | Description | Location | Source | Purpose | Implementation Phase |
|-------------|--|--|---------------------------------|-----------------------------|-----------------------------|
| 1 and 2 | 4-lane Freeway or Expressway | All | Caltrans District 1 and LC/CAPC | Achieve ITSP concept | Long Term |
| 3 | Additional traffic calming measures in developed areas, "Complete Streets" improvements in communities | Upper Lake, Nice, Lucerne, Glenhaven, Clearlake Oaks | Caltrans District 1 | Safety/ Livable Communities | Short Term |

LC/CAPC: Lake County/City Area Planning Council

In addition to the projects listed in the above table, the following are strategies to be used to achieve and maintain the Corridor concept:

- **Safety:** Safety is the highest priority of Caltrans and our Regional partners. Safety improvements will be made as needs are identified.
- **Maintenance and Rehabilitation:** Maintain and rehabilitate as necessary. Consideration should be given to widening in conjunction with pavement rehabilitation projects where necessary to provide adequate paved shoulder width for both motorized and non-motorized traffic. Bridge replacement, storm damage and operational improvement projects will also be considered as necessary.
- **Access Management Strategy:** As residential and commercial development increases adjacent to the Route, whenever possible, access points should be consolidated and/or minimized. Safe access is a key component of the District's access management strategy.
- **Community Planning Strategy:** The District will cooperate with its regional and local partners to assure that the highway will be a community asset as well as provide for the safe movement of motorized and non-motorized traffic. The "Highway 20 Traffic Calming and Beautification Plan", prepared for the Lake County/City Area Planning Council by RRM Design Group and w-trans in August 2006, details Route 20 planning concepts for the north shore communities of Nice, Lucerne, and Clearlake Oaks, some of which have already been implemented.

APPENDIX

APPENDIX A GLOSSARY OF TERMS AND ACRONYMS

Acronyms

AADT- Annual Average Daily Traffic
ADA – Americans with Disabilities Act of 1990
ADT- Average Daily Traffic
CALTRANS – California Department of Transportation
CMA- Congestion Management Agencies
CEQA- California Environmental Quality Act
CSS – Context Sensitive Solutions
FHWA – Federal highway Administration
FSR – Feasibility Study Report
FSTIP- Federal Statewide Transportation Improvement Program
FTIP – Federal Transportation Improvement Program
GHG- Green House Gas
GIS – Geographic Information System
HCP- Habitat Conservation Plan
IGR-Intergovernmental Review
ITS – Intelligent Transportation System
LOS – Level of Service
MPO- Metropolitan Planning Organizations
NOA – Naturally Occurring Asbestos
NCCP- Natural Community Conservation Plan
NEPA- National Environmental Policy Act
PA&ED – Project Approval and Environmental Document
PID-Project Initiation Document
PS&E – Plans Specifications and Estimate
PSR- Project Study Report
RHNA- Regional Housing Needs Allocation
RTP- Regional Transportation Plan
RTIP – Regional Transportation Improvement Program
RTPA- Regional Transportation Planning Agencies
SAFETEA - Safe, Accountable, Flexible and Efficient Transportation Equity Act of 2005
SCS- Sustainable Community Strategies
SHOPP- State Highway Operation Protection Program
STIP – State Transportation Improvement Program
TEA-21 Transportation Equity Act for the 21st Century
TDM – Transportation Demand Management
TMS – Transportation Management System
TSN- Transportation System Network
VMT – Vehicle Miles Traveled

APPENDIX B DEFINITIONS

AADT – Annual Average Daily Traffic is the total volume for the year divided by 365 days. The traffic count year is from October 1st through September 30th. Traffic counting is generally performed by electronic counting instruments moved from location to location throughout the State in a program of continuous traffic count sampling. The resulting counts are adjusted to an estimate of annual average daily traffic by compensating for seasonal influence, weekly variation and other variables which may be present. Annual ADT is necessary for presenting a statewide picture of traffic flow, evaluating traffic trends, computing accident rates, planning and designing highways and other purposes.

Base year – The year that the most current data is available to the Districts

Bikeway Class I (Bike Path) – Provides a completely separated right of way for the exclusive use of bicycles and pedestrians with cross flow by motorists minimized.

Bikeway Class II (Bike Lane) – Provides a striped lane for one-way bike travel on a street or highway.

Bikeway Class III (Bike Route) – Provides for shared use with pedestrian or motor vehicle traffic.

Bottlenecks – A bottleneck is a location where traffic demand exceeds the effective carrying capacity of the roadway. In most cases, the cause of a bottleneck relates to a sudden reduction in capacity, such as a lane drop, merging and weaving, driver distractions, a surge in demand, or a combination of factors.

Capacity – The maximum sustainable hourly flow rate at which persons or vehicles reasonably can be expected to traverse a point or a uniform section of a lane or roadway during a given time period under prevailing roadway, environmental, traffic, and control conditions.

Capital Facility Concept – The 20-25 year vision of future development on the route to the capital facility. The capital facility can include capacity increasing, State Highway, bicycle facility, pedestrian facility, transit facility (Intercity Passenger Rail, Mass Transit Guideway etc.), grade separation, and new managed lanes.

Concept LOS – The minimum acceptable LOS over the next 20-25 years

Conceptual – A conceptual improvement or action is a project that is needed to maintain mobility or serve multimodal users, but is not currently included in a financially constrained plan and is not currently programmed.

Corridor – A broad geographical band that follows a general directional flow connecting major sources of trips that may contain a number of streets, highways, bicycle, pedestrian, and transit route alignments. Off system facilities are included as informational purposes and not analyzed in the TCR.

Facility Type – The facility type describes the state highway facility type. The facility could be freeway, expressway, conventional, or one-way city street.

Freight Generator – Any facility, business, manufacturing plant, distribution center, industrial development, or other location (convergence of commodity and transportation system) that produces significant commodity flow, measured in tonnage, weight, carload, or truck volume.

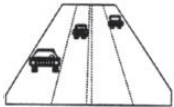
Headway – The time between two successive vehicles as they pass a point on the roadway, measured from the same common feature of both vehicles.

Horizon Year – The year that the future (20-25 years) data is based on.

Intermodal Freight Facility – Intermodal transport requires more than one mode of transportation. An intermodal freight facility is a location where different transportation modes and networks connect and freight is transferred (or “transloaded”) from one mode, such as rail, to another, such as truck.

ITS – Intelligent Transportation System improves transportation safety and mobility and enhances productivity through the integration of advanced communications technologies into the transportation infrastructure and in vehicles. Intelligent transportation systems encompass a broad range of wireless and wire line communications-based information and electronics technologies to collect information, process it, and take appropriate actions.

LOS – Level of Service is a qualitative measure describing operational conditions within a traffic stream and their perception by motorists. A LOS definition generally describes these conditions in terms of speed, travel time, freedom to maneuver, traffic interruption, comfort, and convenience. Six levels of LOS can generally be categorized as follows:



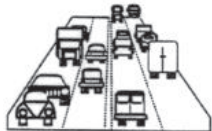
LOS A describes free flowing conditions. The operation of vehicles is virtually unaffected by the presence of other vehicles, and operations are constrained only by the geometric features of the highway.



LOS B is also indicative of free-flow conditions. Average travel speeds are the same as in LOS A, but drivers have slightly less freedom to maneuver.



LOS C represents a range in which the influence of traffic density on operations becomes marked. The ability to maneuver with the traffic stream is now clearly affected by the presence of other vehicles.



LOS D demonstrates a range in which the ability to maneuver is severely restricted because of the traffic congestion. Travel speed begins to be reduced as traffic volume increases.



LOS E reflects operations at or near capacity and is quite unstable. Because the limits of the level of service are approached, service disruptions cannot be damped or readily dissipated.



LOS F a stop and go, low speed conditions with little or poor maneuverability. Speed and traffic flow may drop to zero and considerable delays occur. For intersections, LOS F describes operations with delay in excess of 60 seconds per vehicle. This level, considered by most drivers unacceptable often occurs with oversaturation, that is, when arrival flow rates exceed the capacity of the intersection.

Multi-modal – The availability of transportation options using different modes within a system or corridor, such as automobile, subway, bus, rail, or air.

System Operations and Management Concept – Describe the system operations and management elements that may be needed within 20-25 years. This can include Non-capacity increasing operational improvements (Aux. lanes, channelization's, turnouts, etc.), conversion of existing managed lanes to another managed lane type or characteristic (e.g. HOV lane to HOT lane), TMS Field Elements, Transportation Demand Management, and Incident Management.

Peak Hour – The hour of the day in which the maximum volume occurs across a point on the highway.

Peak Hour Volume – The hourly volume during the highest hour traffic volume of the day traversing a point on a highway segment. It is generally between 6 percent and 10 percent of the ADT. The lower values are generally found on roadways with low volumes.

Peak Period – Is a part of the day during which traffic congestion on the road is at its highest. Normally, this happens twice a day, once in the morning and once in the evening; the time periods when the most people commute. Peak Period is defined for individual routes, not a district or statewide standard.

Planned– A planned improvement or action is a project in a long-term financially constrained plan, such as an approved Regional Transportation Plan (RTP or MTP) or Capital Improvement Plan.

Post Mile – A post mile is an identified point on the State Highway System. The milepost values increase from the beginning of a route within a county to the next county line. The milepost values start over again at each county line. Milepost values usually increase from south to north or west to east depending upon the general direction the route follows within the state. The milepost at a given location will remain the same year after year. When a section of road is realigned, new milepost (usually noted by an alphabetical prefix such as "R" or "M") are established for it. If relocation results in a change in length, "milepost equations" are introduced at the end of each relocated portion so that mileposts on the remainder of the route within the county will remain unchanged.

Programmed – A programmed improvement or action is a project in a near-term programming document identifying funding amounts by year, such as the State Transportation Improvement Program or the State Highway Operations and Protection Program.

Railroad Class I – The Surface Transportation Board (STB) defines a Class I railroad in the U.S. as a carrier having annual operating revenues of \$250 million or more. This class includes the nation's major railroads. In California, Class I railroads include Union Pacific Railroad (UP) and Burlington Northern Santa Fe Railway (BNSF).

Railroad Class II – STB defines a Class II railroad in the U.S. as having annual carrier operating revenues of less than \$250 million but more than \$20 million. Class II railroads are considered mid-sized freight-hauling railroad in terms of operating revenues. They are considered "regional railroads" by the Association of American Railroads.

Railroad Class III – Railroads with annual carrier operating revenues of \$20 million or less. The typical Class III is a short line railroad, which feeds traffic to or delivers traffic from a Class I or Class II railroad.

Route Designation –A route's designation is adopted through legislation and identifies what system the route is associated with on the State Highway System. A designation denotes what design standards should apply during project development and design. Typical designations include but not limited to National Highway System (NHS), Interregional Route System (IRRS), Scenic Highway System,

Rural – Fewer than 5,000 in population designates a rural area. Limits are based upon population density.

**APPENDIX C
OUTREACH TO STAKEHOLDERS**

INTERNAL OUTREACH

Internal outreach included an announcement that the Route 20 Transportation Concept Report (TCR) was being updated, a summary of anticipated changes to the existing concept, and the opportunity to review the draft TCR prior to external circulation. Included in the internal outreach were the following:

- District 1 Executive Staff
- District 1 Functional Areas
- District 3 System Planning
- Headquarters System Planning

After external review, the revised draft was circulated to District 1 Executive Staff for review, with significant revisions noted.

EXTERNAL OUTREACH

External outreach included an announcement that the Route 20 Transportation Concept Report (TCR) was being updated, a summary of anticipated changes to the existing concept, and the opportunity to review the revised draft TCR after internal circulation. Included in the external outreach were the following:

- Lake County/City Area Planning Council
- Native American Tribes or Groups Identified by the District 1 Native American Liaison (Including: the Coyote Valley Reservation, the Habematolel Pomo of Upper Lake, the Robinson Rancheria, Middletown Rancheria, Big Valley Rancheria, Scotts Valley Rancheria, the Koi Nation, and the Elem Indian Colony)
- Clearlake Oaks Community Services District

APPENDIX D RESOURCES

WORKS REFERENCED

1. 2012 Transportation Concept Report Guidelines
2. September 1989 Route 1 Route Concept Report, Caltrans District 1
3. 2002 California State Highway Log, District 1
4. CRS Maps (functional classification) (http://www.dot.ca.gov/hq/tsip/hseb/crs_maps/)
5. 2012 Traffic Volumes on California State Highways
(<http://www.dot.ca.gov/hq/traffops/saferesr/trafdata/index.htm>)
6. Interregional Road System ((<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=shc&group=00001-01000&file=250-257>)
7. Freeway and Expressway System
(<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=shc&group=00001-01000&file=250-257>)
8. State Scenic Highways (<http://www.dot.ca.gov/hq/LandArch/scenic/cahisys.htm>)
9. Truck Network Map (<http://www.dot.ca.gov/hq/traffops/trucks/truckmap/truck-route-list.xlsx>)
10. 2010 Lake County Regional Transportation Plan
11. 2013 Interregional Transportation Strategic Plan Status Update
12. 2010 U.S. Census Bureau (quickfacts.census.gov/qfd/states/06/06045.html)
13. Land Use (<http://www.co.mendocino.ca.us/planning/ZoningMaps.htm>),
(<http://www.co.lake.ca.us/Assets/InfoTech/GIS/PDF+Maps/Base+Zoning+Districts.pdf>)
14. Lake Transit Authority webpage (<http://laketransit.org/>)
15. 2012 Truck Traffic on the California State Highway System
(<http://www.dot.ca.gov/hq/traffops/saferesr/trafdata/index.htm>)
16. Naturally Occurring Asbestos (http://onramp.dot.ca.gov/hq/maint/roadway_rehab/gis/nao.htm)
17. Climate Change (<http://www.climatechange.ca.gov/>)
18. CA Natural Diversity Database (<http://www.dfg.ca.gov/biogeodata/cnddb/mapsanddata.asp>)
19. Level of Service Methodology, Highway Capacity Manual, Transportation Research Board, 2010
20. State Highway Growth Factors, Caltrans District 1, Feb. 2014.
21. National Highway System
(http://www.dot.ca.gov/hq/tsip/hseb/highway_systems/NHS_statehighways.pdf)
22. 2012 State Transportation Improvement Program
23. 2012 State Highway Operation and Protection Program
24. Highway 20 Traffic Calming and Beautification Plan
(<http://www.lakeapc.org/docs/Hwy%2020%20Traffic%20Calming%20&%20Beautification%20Plan%20Final%20Report.pdf>)

Information

Packet



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

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

Wednesday, February 11, 2015

Location: Lakeport City Council Chambers
225 Park Street
Lakeport, California

Present

Jim Comstock, Supervisor, County of Lake
Jeff Smith, Supervisor, County of Lake
Denise Loustalot, Mayor, City of Clearlake
Bruno Sabatier, City Council, City of Clearlake (Alternate)
Stacy Mattina, City Council Member, City of Lakeport
Martin Scheel, Mayor, City of Lakeport
Chuck Leonard, Member at Large
Marsha Wharff, Member at Large

Absent

None

Also Present

Phil Dow, Planning Staff - Lake APC
Nephele Barrett, Program Manager, Admin Staff - Lake APC
Jesse Robertson, Planner, Planning Staff - Lake APC
Alexis Pedrotti, Admin. Staff - Lake APC
Rex Jackman, Caltrans District 1 (Policy Advisory Committee)
Sebastian Cohen, Project Manager, Caltrans District 1
Amber Kelley, Environmental Manager, Caltrans
Mark Sobota, Design Senior, Caltrans
Mark Wall, Transit Manager, Lake Transit Authority
Lars Ewing, Lake County Public Works Dept.
Scott DeLeon, Lake County Public Works Director

1. Call to Order/Roll Call

Chairperson Wharff called the meeting to order at 10:21 am. Alexis Pedrotti called roll.
Members present: Comstock, Smith, Loustalot, Sabatier (Alternate), Mattina, Scheel, Leonard,
and Wharff.

2. Adjourn to Policy Advisory Committee

Chairperson Wharff adjourned to the Policy Advisory Committee (PAC) at 10:22 a.m. to include
Rex Jackman, Caltrans District 1, and allow him to participate as a voting member of the Lake
APC.

CONSENT CALENDAR

3. Approval of December 10, 2014 (Draft) Minutes

4. Approval of Resolution #14-15-16

Director Leonard made a motion to approve the consent calendar. The motion was seconded by Director Smith and carried unanimously.

Full Roll Call: 9 Ayes – Comstock, Smith, Loustalot, Sabatier (Alternate), Mattina, Scheel, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 0 Absent

REGULAR CALENDAR

5. Election of Officers:

Phil Dow introduced himself and stated he would be participating on behalf of Lisa Davey-Bates at the Board Meeting. Lisa Davey-Bates was attending a National Association for Regional Councils (NARC) Conference in Washington DC.

Annually at the first Board Meeting every year this process is completed to elect new officers that will take office.

a. Chair and Vice-Chair

- Phil Dow opened the meeting to entertain any and all nominations for Chairperson to the Lake County/City Area Planning Council Board.
- Director Scheel nominated Marsha Wharff to continue to serve as the Chairperson.
Director Comstock made a motion to close the Chairperson nominations and elect Marsha Wharff as the Chairperson for the Lake County/City Area Planning Council for calendar year 2015. The motion was seconded by Director Smith and carried unanimously.
Full Roll Call: 9 Ayes – Comstock, Smith, Loustalot, Sabatier, Mattina, Scheel, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 0 Absent.
- Director Leonard nominated Denise Loustalot to serve as the Vice-Chair to the Lake County/City Area Planning Council.
Director Wharff made a motion to close the Vice-Chairperson Nominations and elect Denise Loustalot as the Vice-Chairperson for the Lake County/City Area Planning Council for calendar year 2015. The motion was seconded by Director Scheel and carried unanimously.
Full Roll Call: 9 Ayes – Comstock, Smith, Loustalot, Sabatier, Mattina, Scheel, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 0 Absent.

b. Executive Committee

The Executive Committee is typically composed of the current Chairperson and Vice-Chairperson, as well as one nominated Board Member. Director Smith nominated Director Comstock to participate on the Executive Committee.

By unanimous vote, Chairperson Wharff, Vice-Chairperson Loustalot and Director Comstock will be the elected Executive Committee to the Lake County/City Area Planning Council for calendar year 2015.

c. California Association of Councils of Governments (CalCOG)

- Director Wharff nominated Chuck Leonard to serve as the CalCOG Representative for the Lake County/City Area Planning Council.
Director Comstock made a motion to close the CalCOG Nominations and elect Chuck Leonard as the CalCOG Representative for the Lake County/City Area Planning Council for calendar year 2015. The motion was seconded by Director Smith and carried unanimously.
- Director Scheel volunteered to serve as the Alternate to the CalCOG Representative for the Lake County/City Area Planning Council.

Director Comstock made a motion to close the Alternate CalCOG Nominations and elect Martin Scheel as the Alternate to the CalCOG Representative for the Lake County/ City Area Planning Council for calendar year 2015. The motion was seconded by Director Wharff and carried unanimously.

6. Public Hearing: Unmet Transit Needs for Fiscal Year 2015/16

The Unmet Needs process is a requirement through the Transportation Development Act (TDA) when local funds are allocated for streets and roads. Local Transportation Funds (LTF) are local funds that are currently used for administration, bike & pedestrian, and transit purposes. The Lake APC currently does not allocate any Local Transportation Funds (LTF) for local streets and roads, but is conducting this process in order to formalize the identification of transit needs. This process was also included in the scope of work for the Administrative Contract. The last formal Unmet Needs Process took place in 1999.

Staff initiated the steps for beginning the process in November 2014, when staff brought initial information along with a schedule to the Board. The Board recommended proceeding with the Unmet Needs process and schedule. In December, the APC Board adopted definitions of “unmet transit needs” and “reasonable to meet” that will be used to validate the list of needs that was provided by the Social Services Transportation Advisory Council (SSTAC).

Nephele Barrett, Program Manager, met with the SSTAC and prepared a list of proposed Unmet Transit Needs that were included for the Lake APC Board’s review. After reviewing and discussing the provided list, the Board will need to make a finding of whether or not the list of unmet needs includes any unmet transit needs or not, based on the definitions previously adopted by the Board.

If the Board determines the list provided does in fact include unmet transit needs that meet the definition, the list will be referred back to staff where LTA and APC staff will complete analysis. Staff will need to determine whether any of the unmet needs are reasonable to meet, based on the approved definition. Staff’s analysis and findings will be presented to the SSTAC for recommendation and again come back to the APC Board in April for final review and to determine the finding of whether or not the unmet needs are reasonable to meet. After this process is complete, the unmet needs will become part of the budgeting process.

Today the Board is being requested to only determine and make a finding whether or not an Unmet Transit Need exists on the proposed list based on the definition.

For reference, Nephele Barrett read aloud the approved definition of an Unmet Transit Need: *“Whenever a need by a significant number of people to be transported by moderate or low cost transportation to specific destinations for necessary purposes is not being satisfied through existing public or private resources.”*

The list provided included three items that are not necessarily transit needs, but additional issues that were important to be identified. They will not be included as part of the analysis.

a.) Finding of Proper Notice

Chairperson Wharff confirmed with Nephele Barrett, that the proper 30-day notice was given to the Public Hearing.

Director Leonard made a finding that the proper 30-day notice was completed and proof was provided. The finding was seconded by Director Comstock and carried unanimously.

b.) Staff Report:

Staff report was received and accepted.

c.) Public Hearing

Chairperson Wharff opened the Public Hearing at 10:37am.

There were no Public Comments.

Chairperson Wharff closed the Public Hearing at 10:37am.

d.) Board Action

Director Scheel reported that the City of Lakeport is in the process of acquiring some property by Kmart, and would consider helping to facilitate a bus stop. If the property is acquired, the city also plans to build the new Police Department at that location.

Mark Wall, Transit Manager commented that service to that area of Lakeport has already been accomplished with Route 2. He also mentioned that everything on the list that is identified as an unmet need is currently in some way being worked on by the transit agency.

Director Comstock made a finding that the list provided by the Social Services Transportation Advisory Council (SSTAC) does include some "Unmet Transit Needs" according to the approved definition, and referred the list back to Staff for further analysis. The motion was seconded by Director Loustalot and carried unanimously.

7. Discussion and Proposed Support of an Active Transportation Plan

Jesse Robertson reported to the Board that staff intends to begin developing an Active Transportation Plan (ATP) for Lake County. Recent discussions with the Technical Advisory Committee (TAC) about completing the Active Transportation Plan have been supportive and positive. There are currently some funds available to begin the development of the plan from the Regional Transportation Plan (RTP) work element. The third Overall Work Program Amendment, up for discussion next on the agenda, will shift \$25,663 to the new Work Element 603 – L.C. Active Transportation Plan. This request will be made due to the fact that the update of the RTP will be delayed for approximately one year.

Staff intends to work with the cities and county staff to develop the Active Transportation Plan to best prepare the agencies to receive funding in upcoming call for projects. Several sources of grant funding have been combined into one and made available through the Active Transportation Program. The Program offers approx. \$120 million per year in funding opportunities. Staff included a copy of the proposed Work Element 603 to outline the tasks that will be completed under this project.

Jesse corrected the staff report included in the packet. It mentioned the upcoming application process and had an application deadline of May 31st, that due date has been delayed to June 1st.

Every year Caltrans has a portion of surplus Rural Planning Assistance (RPA) funds that were not expended during the last fiscal year. These funds are made available to other Regional Transportation Planning Agencies (RTPA) on a competitive basis. These RPA funds would be an excellent way to assist with the completion of the ATP Plan, and allow for local agencies to have some funding to assist in the process. APC Staff has been working to complete an application package requesting \$40,000 of additional RPA funds. Of the \$40,000 requested, \$15,000 will be divided up among the local agencies and the remaining \$25,000 will be spent to conduct public outreach using contracted public engagement professionals.

Phil Dow noted that Mendocino County applied for RPA funds through this grant program last

year and was successful. He also completed an ATP application for a project last year, as well as participated in reviewing of several applications for the Cycle 1 call for projects. With his experience in the program, Phil believes this plan will be very helpful in preparing the agencies for future funding opportunities.

Director Scheel had a concern about taking on the additional \$40,000. Phil noted that it is very rare for staff to have time to complete additional work this late in the year, and if it weren't for the Regional Transportation Plan being set back to the new schedule, staff wouldn't have time to complete it. The project and funding will roll over into the next year and, if granted the additional \$40,000, it will then allow for more of our local funding to be freed up for other projects.

Director Leonard made a motion supporting the Active Transportation Plan development, as well as the Rural Planning Assistance (RPA) grant fund application for \$40,000, to assist with the development of the ATP Plan. The motion was seconded by Director Smith and carried unanimously.

8. Discussion and Recommended Approval of 3rd Amendment to the Overall Work Program

Phil Dow referenced the staff report completed by Lisa Davey-Bates which was included in the packet. Throughout the year there are a variety of reasons for amending the work program. This amendment focused primarily on shifting funding from the work element to prepare the RTP update to a new work element to development the ATP Plan, once it was determined that since the RTP would be delayed.

Director Comstock made a motion to approve the 3rd Amendment to the Overall Work Program to remove funding from a variety of work elements as described in the table below (WE 601, 610 & 614) in the amount of \$25,663 to be used in Work Element 603 and shift \$35,000 from Work Element 608 to Work Element 600. The motion was seconded by Director Smith and carried unanimously.

Full Roll Call: 9 Ayes – Comstock, Smith, Loustalot, Sabatier, Mattina, Scheel, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 0 Absent.

RATIFY ACTION

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

Chairperson Wharff adjourned the Policy Advisory Committee at 11:08 am and reconvened as the APC.

10. Consideration and Adoption of Recommendations of Policy Advisory Committee

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

Full Roll Call: 6 Ayes – Comstock, Smith, Mattina, Scheel, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 2 Absent – Loustalot, Luiz.

REPORTS

11. Reports & Information

a. Lake APC Staff Summary of Meetings - Administration and Planning Services

A summary of meetings was provided in the packet for review.

b. Lake APC Planning Staff

1. Road User Charge Pilot Program

Phil included a staff report, on the Road User Charge Pilot Program. This has been a topic of discussion various times over the past 20 years; people may have referred to this

as the VMT or Vehicle Miles Travelled Tax. Unfortunately, this label got a bad reputation in Congress, so it has been renamed or redirected as the Road User Charge Pilot Program, with very similar ideas.

This tax is difficult to understand unless a person is working or involved in the transportation field. The taxes being paid at the pump are called an excise tax, and are based on the volume of the commodity, regardless of the value of gas. The cost of the commodity has nothing to do with the tax revenues generated for transportation. Only quantity of the product sold influences tax revenues. As it is now in California, the only way to increase transportation revenues is to consume more fuel. This is not necessarily a good model for a state with historic air quality issues. Since fuel prices have been a concern now since the Arab embargo in 1973; increasing gas taxes as the costs of the commodity has risen has not been popular with State and federal representatives. The effectiveness of gas tax as a revenue source for transportation maintenance and improvements has grown increasingly ineffective.

In recent discussions relating to cost effectiveness concerns, there is an increasing recognition that government should move away from the excise tax model to a more direct pay as you go model. A road user charge model will be able to capture revenue from electric vehicles, an expanding sector of the market. One additional contributing factor seen at the pump is that in more recent years, cars are becoming more and more fuel efficient, which again has a negative impact on taxes being collected at the pump. Setting up a program that would incorporate these contributing factors into the tax, would be more effective for the state and country.

In past years, the State of Oregon invested in a VMT program and completed a pilot study. They put transponders on selected vehicles and recorded miles traveled. A large amount of data was collected and caused an issue with violating the drivers' privacy. More recently they went back to the drawing board and first thing they did was rename the study to the Road User Charge. During this pilot study, some transponders were used by volunteers and but other less obtrusive means of data collection were also used.

A few months ago, the states of Oregon and Washington presented this study to the California Transportation Commission (CTC). The Commission as well as the Governor proved to be very supportive of the concept. Legislation has since authorized a pilot study that is now in its initial phase. Since this is a pilot study, there are many hurdles and issues that need to be addressed in the process. The goal for this program is to create a system to create a revenue source for California that is more directly tied to roadway use rather than commodity use and will increase revenues to close the gap in the maintenance and construction backlog.

Director Leonard mentioned he too has heard about the program at the CalCOG Meeting. He followed up by noting that this program is not intended to be an increase and that during the presentation it was explained that if a driver paid their user tax by miles traveled and could show they also paid additional at the pump, they would be issued a refund. As mentioned, there will be several obstacles to overcome.

2. Active Transportation Program (ATP) Update

Jesse Robertson mentioned apart from the ATP Plan that will be developed in house by APC Staff, the call for projects will be March 26, 2015, with the deadline of June 1, 2015.

The City of Clearlake received a grant funding in last year's cycle for Phillips Avenue. APC Staff has notified the Technical Advisory Committee of the Call for Projects, and has offered to assist with any application development.

c. Lake APC Administration Staff

1. Highway User Tax Account (HUTA) Projected Revenues

The Highway User Tax Account (HUTA) provides funding to the two cities and County of Lake. The funding is allocated in several different ways, with many different factors, including, but not limited to road miles, population, amount of snow fall, etc.

Unfortunately, Nephele reported that the monies being distributed for this year to the agencies will be much lower than the past. Nephele Barrett distributed a hand out for the board members that displayed some information on the way the monies came in before and after the 2010 Gas Tax swap.

As previously mentioned by Phil Dow, there are Federal and State Excise Taxes that are paid on volume of commodity. In the past, there was also a state sales tax paid on gasoline, which Proposition 42 required go to transportation. In 2010, the Legislature eliminated the state sales tax, and replaced with an additional variable excise tax, that was supposed to mimic the revenues from the previous state sales tax. These funds are projected based on what would have been expected to be collected through the tax for the year. The problems come in the following year, in what they call a "true up", where the difference of projected and actual is balanced. Unfortunately, with fuel efficient vehicles, electric vehicles and an overall decrease in gas prices, this year's funding will be lower due to the "true up" for the previous year as well as a lower projection for the current year.

The portion of funding that comes in from Section 2103: Streets and Highway Code (resulting from the Gas Tax Swap), is projected to be down 50% overall. When this is factored into all the additional funding received, it will be approximately a 25% decrease overall.

County (unincorporated area):

| | |
|----------------|---------------|
| Last Year: | Current Year: |
| \$3.36 million | \$2.69 mil |

City of Clearlake:

| | |
|------------|---------------|
| Last Year: | Current Year: |
| \$440,000 | \$336,000 |

City of Lakeport:

| | |
|------------|---------------|
| Last Year: | Current Year: |
| \$152,000 | \$117,000 |

This money offers the agencies flexibility with these funds and will potentially impact them in the coming year. This topic has been brought to the agencies' attention and is expected that all elected officials will be hearing more.

2. Miscellaneous -None

3. Next Meeting Date – March 11th, 2015

d. Lake APC Directors

No reports were received from any Directors.

e. Caltrans

1. Lake 29 Expressway Presentation

Caltrans representative Sebastian Cohen, Project Manager for the Lake 29 Expressway Project attended the meeting. Also attending the presentation was Amber Kelley, Environmental Manager and Mark Sobota, Design Senior from Caltrans to answer any questions.

To begin the presentation, Sebastian reported on the overview page as requested by Lisa Davey-Bates for the new Board Members in attendance. This page explains the difference between the Existing Conventional Highway (0ft. – 4ft. shoulders) compared to the proposed 4-Lane Expressway (8 ft. shoulders).

Sebastian continued into the History, Background and Scope of the project. This project was initiated in 1988, and over the years, 29 different alignments have been reviewed and studied. In 2010, Caltrans had to take a big step back, and re-initiate environmental studies, and even more recently had to look into environmental issues. The complete overall project will span 8.0 miles of a 4-lane expressway with a 46-foot median. The current project that has funding available to deliver is 3.1 miles of the complete 8.0. Caltrans is getting the Environmental clearance for the entire 8.0 mile project, with is very significant. This project will help to facilitate the State Route 20/29 Principal Arterial Corridor (PAC), and meets all current safety standards, as well as regional and inter-regional goals.

The next few slides presented included two maps that displayed the location of the entire 8.0 mile project, as well as the 3.1 mile Segment 2C funded project and its limits. Also discussed was an alignment map, which showed 8 different segments of the project. This map included Segment 2C, the currently funded segment that runs from the intersection of Hwy 175/29 to just shy of Kits Corner.

The funding slide broke down the different funding sources that contributed to the entire project total of \$56 million. Due to all the fatalities in the project area, \$32 million of the funding will come from the SHOPP-Safety Program, and an additional \$24 million from the STIP. The STIP funding included \$9 million from the Lake APC 2012 shares already programmed. The Lake APC also put forward another \$7.5 million in RTIP shares, of which Caltrans matched to total the \$24 million.

The schedule slide detailed for board members what has been completed, what is currently underway and what the expected timeline is for the remaining pieces of the project. Sebastian discussed the Project Initiation Phase, which has been completed. Project Approval and Environmental Document Phase is currently underway, and must be completed to continue into the next phase of Project Design and Right of Way (ROW) Acquisition, and then continuing on into the final Construction Phase. Under the Project Approval and Environmental Document Phase there was a previous anticipated completion date of 3/1/2015. With recent delays, the new schedule now is expected to be 7/28/2016. Sebastian reported that although there are environmental delays, the Construction Schedule has not been affected.

Despite latest delay with the Environmental Phase, Caltrans has a developed a plan to maintain the proposed Construction Phase delivery date. Projects are by law not allowed to begin the Right of Way Phase until after the Environmental Phase is complete; however, Caltrans Staff is requesting approval to proceed with Right of Way “Early

Acquisition” as r an exception. If this exception request is approved, this will help significantly to stay on track. There are approximately 17 parcels that will be acquired along the project limits. Caltrans has also been made aware of few properties that will go to condemnation, which can be a very lengthy and a difficult process.

With this project there will also be significant relocation of utilities. Caltrans has begun working with utility companies, and working towards building a utility corridor. The utility companies tend to be apprehensive to work with Caltrans until the project has been funded, so now they are more open to working with Caltrans. Accelerated Design is also a way Caltrans is planning to maintain the Construction Schedule for the project. The Standard Design Plan set is usually at 30% and Caltrans intends to have 60% achieved for the Design Set with PA&ED.

The prospects for maintaining the project schedule lie within the Environmental Phase. Caltrans intends to have additional Biologists assigned to the project, streamline and increase the communications with Permitting and Resource Agencies (USFW & CDFW), and continued Tribal Consultation.

Previously when the involved Tribal Entities reviewed the project, the issues were discussed and noted. There have been some recent concerns with the local tribes in the area. Caltrans continues to meet with them monthly to find resolution.

Caltrans is currently working to obtain approval of the Environmental Document (CEQA and NEPA). The draft Biological Assessment (BA), which is the application for the Biological Opinion (BO) from the Dept. of Fish and Wildlife has been completed and is currently being routed around for review. The Natural Environmental Study (NES) is a technical report used to document all impacts to all biological resources. This document is also required for Environmental Document Approval.

Director Scheel noted that receiving the SHOPP-Safety monies on this project is very rare, and really helped to make this segment of the project possible. Sebastian agreed and noted that he has never seen another project get safety funds combined like this. Unfortunately, due to the high fatality rate in this segment of the project, it validated the necessity.

Director Sabatier questioned the time frame for the remaining segments to be completed of the project. Sebastian noted when funding becomes available. Phil Dow also noted that this project will be in a prime position once the Environmental Phase is complete. The Environmental Documents are being completed on the entire 8.0 mile project and not just the funded 3.1 mile segment. At the point some additional funding becomes available; this project will be considered “Shovel Ready”.

2. Lake Caltrans Project Status Report

Caltrans faced some hiccups with the Contractor for the Roundabout Project on Route 20/29. The contractor didn’t meet their DBE good faith effort and appealed it with two days to spare. Caltrans was then able to award the contract to Ghillotti. A few days were lost on the project, but it is expected to start in April. Utilities are being moved, and demolition has started. Ghillotti has committed to trying to have this completed in one season, even though this is a two season job.

Caltrans would like to have an open house or community meeting to discuss the upcoming projects in the county. Jim Steele noted the County is planning a meeting and would be happy to allow a slot of time for Caltrans to discuss these projects.

Special Districts has a conflict with the paving job from Glenhaven to Paradise Cove on SR 20, requesting to complete the improvements before the paving job is completed.

Director Comstock was interested in the Highway 29 truck climbing lane on Coyote Grade, and Sebastian noted the project is still in the project initiation phase.

3. Miscellaneous-None

f. California Association of Councils of Governments (CalCOG)

1. **CalCOG Directors' Meeting** – TBD
2. **Regional Issues Forum** – April 8-10, 2015

g. Rural Counties Task Force

1. **Next Meeting Date** – March 20, 2015

h. Miscellaneous - None

12. INFORMATION PACKET

1/15/15 Draft Lake TAC Minutes

2014/15 Overall Work Program Year To-Date Summary of Expenditures - Information included for review in the Board Packet.

13. PUBLIC EXPRESSION

None.

14. ADJOURNMENT

The meeting was adjourned by Chairperson Wharff at 11:53 a.m.

Respectfully Submitted,

/s/

Alexis Pedrotti
Administrative Assistant



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

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

Wednesday, April 8, 2015

Location: Lakeport City Council Chambers
225 Park Street
Lakeport, California

Present

Jim Comstock, Supervisor, County of Lake
Jeff Smith, Supervisor, County of Lake
Russell Perdock, City Council Member, City of Clearlake
Bruno Sabatier, City Council, City of Clearlake (Alternate)
Stacy Mattina, City Council Member, City of Lakeport
Martin Scheel, Mayor, City of Lakeport
Marsha Wharff, Member at Large

Absent

Chuck Leonard, Member at Large

Also Present

Lisa Davey-Bates, Admin Staff – Lake APC
Nephele Barrett, Program Manager, Admin Staff - Lake APC
Phil Dow, Planning Staff – Lake APC
Jesse Robertson, Planner, Planning Staff - Lake APC
Alexis Pedrotti, Admin. Staff - Lake APC
Rex Jackman, Caltrans District 1 (Policy Advisory Committee -Teleconference)
Lars Ewing, Lake County Public Works Dept.
Natalie Antus, County of Lake

1. Call to Order/Roll Call

Chairperson Wharff called the meeting to order at 10:20 am. Alexis Pedrotti called roll.
Members present: Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, and Wharff.

2. Adjourn to Policy Advisory Committee

Chairperson Wharff adjourned to the Policy Advisory Committee (PAC) at 10:23 a.m. to include Rex Jackman, Caltrans District 1, and allow him to participate as a voting member of the Lake APC.

CONSENT CALENDAR

3. Approval of February 11, 2015 (Draft) Minutes

4. Approval of Resolution #14-15-18 Approving the Programming of FTA Section 5311 Non-Urbanized Program Funds for Lake Transit Authority Operating Assistance

Director Comstock made a motion to approve the consent calendar. The motion was seconded by Director Scheel and carried unanimously.

Full Roll Call: 8 Ayes – Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, Wharff, and Carstensen; 0 Noes; 0 Abstain; 1 Absent - Leonard

REGULAR CALENDAR

5. Presentation to lake APC Board Members

Due to the absence of Vice-Chair Loustalot, whom is one of the two new Board Members, the Board requested the presentation be moved to a later meeting date when both new members were present.

6. Discussion and Recommended Approval of Contract Amendment between Lake APC and Dow & Associates

Phil Dow referred to his staff report included in the Board packet. The change brought forward by Mr. Dow was a simple clarification of wording in the contract. Mr. Dow noted that with his past experiences with auditors he has become familiar with their preferred approach. The clarification to the contract was in Paragraph 2 – Compensation. Mr. Dow wanted to clarify how the contract was actually compensated.

Existing language in Paragraph 2 – Compensation is as follows:

- *Compensation for planning services as set forth in Exhibit A is fixed dollar amount for each fiscal year, payable in monthly installments, at the convenience of the Lake County Clerk-Auditor:*
- *CONTRACTOR will also receive compensation for providing planning services to the Lake Service Authority for Freeway Emergencies (SAFE) program. Compensation for SAFE services as set forth in Exhibit A is also a fixed dollar amount each year, payable in monthly installments by the Lake County Clerk-Auditor:*

The clarification will focus on replacing the "payable in monthly installments" wording, with the contract language below:

- *Compensation for planning services as set forth in Exhibit A is a fixed (not to exceed) dollar amount for each fiscal year, subject to annual Costs of Living adjustments specified herein. Planning service costs are to be reimbursed based upon actual hours worked within each claim period at compensation rates established in Table IV & V-2 in Exhibit A. Claims shall be submitted on a monthly or quarterly basis (at the discretion of claimant) and payable at the convenience of the Lake County Clerk-Auditor:*
- *CONTRACTOR will also receive compensation for providing planning services to the Lake Service Authority for Freeway Emergencies (SAFE) program. Planning services for SAFE as set forth in Exhibit A are to be reimbursed based upon actual hours worked within each claim period at compensation rates established in Table IV & V-2 in Exhibit A. Claims shall be submitted on a monthly or quarterly basis (at the discretion of claimant) and payable at the convenience of the Lake County Clerk-Auditor:*

Director Comstock made a motion to approve the amendment to the Lake County/City Area Planning Council's Agreement for Professional Services with Dow & Associates entered into on September 26, 2014 to replace narrative discussion regarding compensation as recommended. The motion was seconded by Director Mattina and carried unanimously.

Full Roll Call: 8 Ayes – Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, Wharff, and Carstensen; 0 Noes; 0 Abstain; 1 Absent - Leonard

7. Clarification and Recommended Approval of First Amendment to Contract between Lake APC and Davey-Bates Consulting (DBC)

Lisa Davey-Bates noted this agenda item was also to provide a clarification of language in the Contract between the Lake APC and Davey-Bates Consulting. Lisa Davey-Bates noted that the DBC Proposal included wording with regard to travel, trainings and conferences as part of the monthly compensation, but felt she needed to bring the topic back to the Board for discussion. Lisa noted her intent with the DBC proposal was to provide all regular travel to meetings relating to the scope of work as part of the day to day functions. The request from Ms. Davey-Bates to the Board was to consider revising the contract language to allow for reimbursement to DBC for travel, trainings and conferences above and beyond the regular day to day travel. Historically, those types of travel expenses have been reimbursed through a line item provided as an administrative travel expense.

Director Smith was curious if staff is trying to coordinate and share the expenses with Mendocino Council of Governments when possible. Lisa responded to Mr. Smith by assuring him that travel is billed according to which employee traveled, and for which agency, but attempts to coordinate for the sake of efficiency is always a priority.

Director Comstock made a motion to approve the First Amendment to the contract between Lake APC and DBC authorizing travel beyond regular travel to be an allowable expense by DBC. The motion was seconded by Director Scheel and carried unanimously.

Full Roll Call: 8 Ayes – Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, Wharff, and Carstensen; 0 Noes; 0 Abstain; 1 Absent - Leonard

8. Review of Draft 2015/16 Overall Work Program

Lisa Davey-Bates included a staff report and spreadsheet for the Board to review that offers a first glance at the upcoming FY 2015/16 Overall Work Program (OWP). Solicitations for new planning projects to be included in the FY 2015/16 OWP were distributed to a variety of agencies in January 2015. Coordination and discussions began shortly after with the Technical Advisory Committee (TAC). Last year's Overall Work Program totaled approximately \$615,000 that included carryover funding and some grants. The FY 2015/16 OWP will total approximately \$480,000 of new planning projects that primarily consists of three main funding sources. The three main funding sources are Rural Planning Assistance (RPA) that total \$294,000, Planning, Programming and Monitoring (PPM) that total \$41,000 and Local Transportation Funds (LTF) totaling \$60,905.

Ms. Davey-Bates noted that, as usual, more project applications were received than the available amount of funding. Staff worked with TAC to come up with a resolution. The decision was made to fund the ongoing projects, and to use a place holder work element in the work program for a project reserve. Originally, the County wanted to conduct a Countywide Sign Inventory Project, but the Cities of Clearlake and Lakeport weren't ready, so the County agreed to wait a year to complete the project. Essentially the remaining \$16,960 could have been allocated to another small planning project or held back as reserve for a larger project in a future OWP. Currently the draft FY 2015/16 OWP document is being reviewed by Caltrans and Lisa hopes to hear back from them soon. After hearing from Caltrans, staff will review their comments and incorporate them into the final document. The proposed Final FY 2015/16 will be taken back to the TAC for review and recommended approval in May, and then back for approval in June by the APC Board.

Director Wharff inquired if the reserve funds could be allocated this year to a project at later date. Lisa noted they could if there was a need, but based on input from the TAC she expects using them in next year's OWP was the preferred option.

The Lake APC also received informal notification from Caltrans that they were successful in receiving a grant funds to complete the Lake Transit Hub Location Plan. This grant funded plan will conduct a location study to locate a new transit hub near Yuba College, between Dam Road and Phillips Avenue.

9. Discussion and Recommended Allocation of 2% Bike & Pedestrian Funds in the amount of \$51,100 to the County of Lake

Lisa noted that annually 2% of Local Transportation Funds (LTF) are set aside for Bike and Pedestrian purposes. For the past few years funds have not been allocated, resulting in an accumulation of funding for a larger project. In FY 2014/15, the Lake APC did authorize \$15,000 to City of Lakeport, leaving the total available \$51,180. The APC solicited for projects, and discussed them at the February TAC Meeting.

The County of Lake submitted a request for \$51,100 to supplement an existing Safe Routes to School project that the County was awarded two years ago. It became apparent there was a gap in funding and the requested money will fill that gap for the project. The project was for new curb, gutter, sidewalks, curb ramps and crosswalks in the community of Kelseyville. After being reviewed by the TAC, they recommended approval for this project.

Lisa apologized for a correction that needed to be made to the resolution included in the packet. The funding amount in the resolution incorrectly identified a total of \$44,440, and correct amount was \$51,100. Director Mattina suggested adding the additional \$80 to the project allocation to make things simple and zero out the account. The Board agreed to allocate the full amount of \$51,180.

Director Comstock made a motion to approve Resolution 14-15-17 authorizing allocation of 2% Bike & Pedestrian funds in the adjusted amount of \$51,180 to the County of Lake to complete a project on Konocti Road in Kelseyville. The motion was seconded by Director Mattina and carried unanimously.

Full Roll Call: 8 Ayes – Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, Wharff, and Carstensen; 0 Noes; 0 Abstain; 1 Absent - Leonard

RATIFY ACTION

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

Chairperson Wharff adjourned the Policy Advisory Committee at 10:45 am and reconvened as the APC.

11. Consideration and Adoption of Recommendations of Policy Advisory Committee

Director Comstock made a motion to adopt the recommendations of the Policy Advisory Committee. The motion was seconded by Director Smith and carried unanimously.

Full Roll Call: 7 Ayes – Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, and Wharff; 0 Noes; 0 Abstain; 1 Absent - Leonard

REPORTS

12. Reports & Information

a. Lake APC Staff Summary of Meetings - Administration and Planning Services

A summary of meetings was provided in the packet for review.

b. Lake APC Planning Staff

1. Active Transportation Program (ATP)

Jesse Robertson was pleased to report that he conducted a successful ATP kick-off meeting on March 11, 2015 with the County of Lake, Clearlake, LTA and Caltrans. Lakeport was unfortunately unavailable to attend. Staff now has a work plan developed and the project is underway.

Jesse Robertson was also happy to announce the APC was a successful applicant for the surplus Rural Assistance Funds (RPA) in the amount of \$40,000. The Lake APC applied for \$40,000 to assist in the development of the Active Transportation Plan. Jesse mentioned \$15,000 will be allocated to the cities and county staff for staff participation, as well as \$25,000 towards obtaining a public outreach consultant. The next steps will be to bring on the consultant and begin scouting public outreach events.

Lisa quickly tagged on to Jesse's update. She noted APC Staff met with Clearlake Staff, and discussed potential projects for an ATP application. They spent time and walked the streets of the Lakeshore corridor. APC Staff will be in touch with Doug Herren to finalize which applications the City will be submitting.

Lisa also noted, APC Staff met with community members in Middletown. They participated in good discussions, and will likely be submitting the multi-use trail project for the ATP Cycle. That project seems to be the best feasible project in the area. APC will be looking at accident data to make sure the cost benefit ratio is where it needs to be for a competitive application. Lisa was saddened to report that there was an actual fatality with a car and bike in this project location, which will elevate the likelihood of success for this application. Staff will be working with Middletown in the upcoming weeks on application, which is due to Caltrans on June 1st.

2. Miscellaneous - None

c. Lake APC Administration Staff

1. Lake Transit Hub Location Plan Grant Award

Previously discussed under FY 2015/16 Overall Work Program.

2. Miscellaneous -None

3. Next Meeting Date – May 13th, 2015

d. Lake APC Directors

No reports were received from any Directors.

e. Caltrans

1. Lake Caltrans Project Status Report

Caltrans representative Dave Carstensen reported via teleconference on the Project Status Report from February.

Cruickshank Road: the Project Study Report was signed off March 2nd, it will be amended into 2014 SHOPP. The design for the project will start in July.

Dave reported three construction projects will be starting work and he will have a new report available for May.

Dave Carstensen followed up on the Coyote Grade Project. Dave spoke with the engineer for the project and noted that there will be 3 or 4 spot locations of work in the entire total 11 miles. Director Comstock thanked him for following up and would just like to stay in the loop with the project.

Director Comstock announced that a while back he had requested a cross walk at the south end of the park in Middletown and is very happy to report that it is going to be installed. He expressed his gratitude and ongoing positive working relationship with Caltrans District 1.

2. Miscellaneous-None

f. California Association of Councils of Governments (CalCOG)

1. Legislative Update

Lisa included a page from the CalCOG Directors Meetings agenda packet for Board Members information. Lisa wanted to give the Board Members a heads up on the legislative activity surrounding transportation funding shortfalls. It is a positive sign that discussions are taking place in the legislature on this topic.

2. CalCOG Directors' Meeting

3. Regional Issues Forum – April 8-10, 2015

g. Rural Counties Task Force

1. 2015 Rural Counties Pavement Needs Assessment

Flyer attached for reference. Nephela brought this to the Board's attention for informational purposes only. This report was completed for the Rural Counties Task Force by NCE. The same firm completed the Statewide Local Needs Assessment, and are currently completing the Pavement Management Program Update for Lake County.

This report talks about pavement needs in the 26 rural counties in the state. The counties were also part of the Statewide Local Needs Assessment, but it didn't discuss the unique needs that rural counties face. The 2015 Rural Counties Pavement Needs Assessment compares needs with existing funding, and even gives some funding scenarios. The appendices have additional details for individual county and city needs. The flyer provided in the APC packet was designed to be used by local agencies as a tool to educate residents and public officials of the dire transportation needs in individual counties.

Lisa also noted this report feeds into the Statewide Local Streets and Roads report. It is important that we let people know it's available as a reference for information on transportation needs.

Phil Dow mentioned a logical way for addressing the problem would be a local sales tax. In Mendocino County there are sales taxes in the three of the four incorporated cities. The City of Ukiah and the County of Mendocino are interested in pursuing a sales tax measure and are about to begin a polling effort to gauge public interest. With recent legislation allowing the unincorporated parts of the county to pass their own individual sales tax measures, it opens up opportunities that were previously not available to the counties.

Lars Ewing agreed that was great information provided by Phil Dow, however he doesn't want to mislead anybody. There are still a great deal of obstacles to overcome. The support for a sales tax measure remains very low for the unincorporated parts of the

county.

h. Miscellaneous –

Director Smith received a letter from John Garamendi, Member of Congress (Dist. 3), about a regional transportation forum. Unfortunately, the letter had conflicting dates and Mr. Smith was unable to attend. Director Smith would like Lisa and Mark to contact his office to have them send further correspondence to their respective offices.

13. INFORMATION PACKET

- a. 2/19/15 Draft Lake TAC Minutes
- b. 12/19/14 Draft SSTAC Minutes

14. PUBLIC EXPRESSION

None.

15. ADJOURNMENT

The meeting was adjourned by Chairperson Wharff at 11:11 a.m.

Respectfully Submitted,

/s/

Alexis Pedrotti
Administrative Assistant



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

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

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING Meeting Minutes

Tuesday, May 12, 2015
1:45 p.m.

Lake Transit Authority
Conference Room
9240 Highway 53
Lower Lake, California

Present: Ilene Dumont, Wanda Gray, Kaye Bohren, Tracy Thomas, Mark Wall, Rae Eby-Carl, Joel Marin

Absent: (N/A)

Also Present: Nephele Barrett, Jesse Robertson

1. Call to order

Ilene Dumont called the meeting to order at 1:56 PM.

2. Approval of SSTAC Meeting Minutes

Tracy Thomas, made a motion to accept the minutes from the December 9, 2014 SSTAC meeting. Kaye Bohren seconded the motion. The motion passed on a unanimous vote.

3. SSTAC Membership – Consideration and Recommendation to the Lake APC Regarding the SSTAC Membership

The SSTAC has an existing vacancy for a potential transit user over age 60, which needs to be filled. Wanda also noted that two appointments will expire in October 2015: Frank Parker/Social Service Provider for the handicapped, and Tracy Thomas, a transportation provider. Tracy Thomas recently joined the SSTAC as a replacement for the now retired Pat Grabham. Tracy will seek to be reinstated. Wanda will speak with Frank to find out if he would like to seek reappointment or if a replacement needs to be recruited. Wanda recommended switching Kaye from her appointment as potential transit user-handicapped to potential transit user over age 60 in order to recruit a person with a mobility-impaired handicap. The SSTAC is currently lacking perspective on ADA issues and wheelchair-user needs.

Mark Wall suggested recruitment methods, which included sending notices to senior centers and the Department of Rehabilitation. Recruitment could take place in May, June and July, with interviews and the selection process to take place in August. Approval from the APC Board would take place in September and service would begin in October.

4. Introduction of Unmet Needs Process

Nephele Barrett reported that the Board approved the definitions for unmet transit needs, which she then read. The stated task for the day was to list recommendations for consideration by the APC Board:

- Dial-a-Ride service from Clearlake Oaks to Clearlake – this request was determined by LTA to duplicate existing services. Fixed route service is currently available to connect the

two areas and the residents of Eskaton that made the request have an existing stop conveniently located to them. Wanda suggested that the motivation for door-to-door service may have been safety-related, considering behavioral incidents on the fixed route service.

- The bus stop at the Lakeport Safeway request has recently been provided and is no longer an unmet need.
- Medical trips from Clearlake to St. Helena and Sutter Health: this request would serve individuals in outlying areas by providing non-emergency medical transportation. LTA has a pending agreement with Sutter Lakeside that will be considered for approval at the May 13 Lake APC Board meeting. Mark Wall expected that the agreement will be approved by the APC Board and that this need will be met.
- Eastbound service to Spring Valley and points east: An LTA connection to Spring Valley was determined to be unreasonable to meet, due to too little demand. This request includes an interest in creating a connection to Cache Creek Casino and the Central Valley. By coordinating with Yolo Bus, hourly connections to downtown Sacramento would provide access to Davis and the Sacramento airport, which may generate more demand and meet multiple needs. Toll credits could be used as matching funds to establish a new intercity bus route. LTA will explore the possibility of adding a connection with Yolo bus during the next fiscal year.
- Establishing an NEMT hub for LTA at the Live Oak Senior Center: This was determined to be an unmet need as riders in the Clearlake Oaks area are outside the LTA-Sutter Lake Health Service area. Additional funding would be needed for Live Oak Senior Center in order to expand their existing service. LTA will explore the possibility of acquiring additional funds to provide the proposed service.
- Non-Emergency Medical Transportation in outlying areas was determined by LTA staff not to be an unmet need. Mark Wall stated that LTA needs to develop a policy that prevents LTA from giving out free rides to organizations that have the ability to pay. Ilene Dumont cautioned that LTA's policy's ensure that service is adequate to prevent customers from falling through the cracks. Mark Wall clarified that funding is available for NEMT that is not currently being tapped and that LTA exercise greater vigilance in the future to prevent LTA's budget from being impacted unnecessarily. On May 13, 2015, the Board will be asked to approve a NEMT contract that will allow LTA to seek reimbursement for NEMT trips. The SSTAC recommends that the finding for Unmet Needs request #6 be determined to be unreasonable to meet at this time. LTA will continue to explore options to meet this request.

Other requests that did not fall under the TDA guidelines for the unmet needs process included:

- A transit shelter at the jail: LTA will work with the jail to install a bus shelter;
- Improved mileage reimbursement rate for volunteer drivers: the low reimbursement rate is considered to be an obstacle to recruiting volunteers. Resolving this issue is one of the tasks for the new Mobility Coordinator and should be resolved during the 2015-16 fiscal year.
- ADA improvements at fixed-route transit stops have been a long-standing need. An update to the Lake County Passenger Facilities Plan is needed to provide better information about the cost, funding, and priority for bus stop development. The solution is to encourage local agencies and Caltrans to include accessibility improvements, if feasible, when streets/roads projects are adjacent to transit stops.

- Senior Centers should take steps to become eligible sub-recipients of FTA grant funds. LTA and the APC should work with the senior centers to determine a plan of action if senior centers are interested in becoming grant applicants for FTA 5310 funds.
- A transit stop is needed at the Kmart in Lakeport. LTA will budget for a new stop during the 2015-16 Fiscal Year.

Wanda made the motion to approve the revised findings. Kaye Bohren seconded the motion and the motion passed, with Mark Wall abstaining from the vote.

5. Update on Lake Transit projects and Grants

a. Transit Development Plan Update and Marketing Plan

The Transit Development Plan is nearly complete. Mark has been reviewing sections as they are completed. He noted that the Succession Planning Chapter is very good.

- The Coordinated Human Services Transportation and Public Transit Plan Update is expected to be completed in June.
- LTA has applied for three intercity bus grant applications to fund operations for a proposed restructuring of existing routes. An existing route, which spans from St Helena to Ukiah, has been carved into three segments. The separate route designations will enable LTA to collect more operational funding for providing the same service. A fourth application was submitted to maintain the existing service if the applications for the three segmented routes aren't awarded.
- A fifth grant will give LTA the ability to replace buses.
- The Transit Energy Use Reduction Planning project completed a kick-off meeting and tour of the LTA facility. The meeting was attended by Westlake Petroleum, PG&E, and the Air Resources Board. Some of the initial recommendations for improving the energy efficiency of the LTA facility and operations were highlighted. The final recommendations will be provided when the report is completed in June.

6. Update on Human Services Transportation Programs

- The Live Oak Senior Center reports that it not using the vehicle as much as anticipated. Wanda recommended organizing activities, such as shopping trips, to spur higher ridership.
- The Lucerne/Alpine Senior Center reported a lack of drivers: a recent job search yielded 7 applicants, four of whom voluntarily removed themselves from the applicant pool when they received notice that they would be required to submit to drug and alcohol testing. One of the remaining three applicants was arrested the preceding weekend for suspicion of driving under the influence. The senior center has concerns about the cost of training new and/or prospective employees. A discussion about training identified Paratransit Services training requirements (8 hours per year), new driver training requirements (170 hours), and the 5310 requirement for Sensitivity Training. LTA does not currently provide training to the senior centers.

7. Update on State and Federal Grant Programs and Projects

Jesse Robertson gave an update of the Active Transportation Program, noting that much of Lake APC's staff time has been devoted to that effort, as of late. Lake APC intends to submit two grant applications: one for sidewalk, bike lanes and transit stop improvements in the City of Clearlake; and a multi-use path in Middletown. Once those applications are submitted on June 1, Lake APC will resume work on developing an Active Transportation Plan for Lake County, which is expected to address a "First and Last Mile" component to address access to transit. LTA has expressed an interest in participating in the planning process to the extent needed.

8. Discussion of issues and/or concerns

Mark Wall has set a “Provider’s meeting” date of June 9, 2015 to increase information received from the senior centers. The meeting will take place in Lower Lake at the LTA building.

Mark announced that the new Mobility Manager’s job has been given to Carl Parker.

A call was made to appoint a new co-chair. Tracy Thomas received the only nomination. Michelle Dibble made a motion to appoint Tracy as the new co-chair; Wanda seconded.

7. Public Input

No comments received.

8. SSTAC Meeting Schedule

- a) The proposed calendar of meetings for the 2015-16 fiscal year (see attached) was approved by unanimous vote.
- b) The next SSTAC meeting will be on August 11, 2015, at the Umpqua conference room in Lakeport.

9. Announcements

No announcements.

10. Adjourn SSTAC meeting

The meeting adjourned at 3:35 pm.

Respectfully Submitted,

/s/

Jesse Robertson, Senior Planner



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

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

Wednesday, May 13, 2015

Location: South L.C Fire Protection Dist.
21095 Highway 175
Middletown, California

Present

Jim Comstock, Supervisor, County of Lake
Jeff Smith, Supervisor, County of Lake
Russell Perdock, City Council Member, City of Clearlake
Bruno Sabatier, City Council, City of Clearlake (Alternate)
Stacy Mattina, City Council Member, City of Lakeport
Martin Scheel, Mayor, City of Lakeport
Marsha Wharff, Member at Large
Chuck Leonard, Member at Large

Absent

None

Also Present

Lisa Davey-Bates, Admin Staff – Lake APC
Nephele Barrett, Program Manager, Admin Staff - Lake APC
Phil Dow, Planning Staff – Lake APC
Jesse Robertson, Planner, Planning Staff - Lake APC
Alexis Pedrotti, Admin. Staff - Lake APC
Rex Jackman, Caltrans District 1 (Policy Advisory Committee)
Lars Ewing, Public Works Dept. – County of Lake
Tribe Representative, Big Valley Rancheria

1. Call to Order/Roll Call

Chairperson Wharff called the meeting to order at 9:40 am. Alexis Pedrotti called roll.
Members present: Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, Leonard and Wharff.

2. Adjourn to Policy Advisory Committee

Chairperson Wharff adjourned to the Policy Advisory Committee (PAC) at 9:41 a.m. to include Rex Jackman, Caltrans District 1, and allow him to participate as a voting member of the Lake APC.

CONSENT CALENDAR

3. Approval of April 8, 2015 (Draft) Minutes

4. Recommended Approval of 2nd Amendment to the FY 2014/15 Lake APC Budget

Director Mattina made a motion to approve the consent calendar. The motion was seconded by Director Comstock and carried unanimously.

Full Roll Call: 9 Ayes – Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 0 Absent

REGULAR CALENDAR

5. Discussion and Acceptance of the Annual Transportation Development Act (TDA) Fiscal Audit for the Year Ending June 30, 2014

Lisa Davey-Bates presented the Fiscal Audit and staff report as included in the Board Packet. In general, the auditors, Smith & Newell had good comments and had no major deficiencies to report. The auditors did include one finding for the Lake APC; an ongoing finding from the previous year's audit. The Lake APC is lacking an adopted Fund Balance Policy as part of GASB 54. Lisa reported that beginning last year the Rural Counties Task Force (RCTF) was developing a Policies and Procedures Manual that may be used as a template for the Regional Transportation Planning Agencies (RTPA). Unfortunately, the Policies and Procedures Manual has experienced delays which has ultimately pushed back the distribution date to the regional agencies. However, once this document is finalized by the Rural Counties Task Force (RCTF), it will be available for use by the RTPA's. At that time the Lake APC will "personalize" the template, including a new fund balance policy into the Policies and Procedures Manual and bring it before the Board for review and adoption. It is anticipated the Lake APC Policies and Procedures Manual document may be completed by August or September of 2015.

Director Scheel made a motion to accept the Final Fiscal Audit for the year ended June 30, 2014 as prepared by Smith & Newell. The motion was seconded by Director Leonard and carried unanimously.

6. Review and Discussion of Draft 2015/16 APC Budget

Lisa referenced the staff report and the draft 2015/16 Budget document included in the board packet for review. She noted that *anticipated* revenues for FY 2015/16 for the Local Transportation Funds (LTF) ¼ cent general sales tax is \$1.3 million. The Planning, Programming and Monitoring (PPM) revenues are very low this coming fiscal year, totaling \$41,000. Lisa explained all of the PPM funds will be put into the Work Program for planning projects.

The Lake APC also receives State Rural Planning Assistance (RPA) funding. The allocation for FY 2015/16 will be \$294,000. The Lake APC was also successful in receiving a \$40,000 grant from discretionary RPA funds for the completion of the Active Transportation Program (ATP) Plan in the Work Program. State Highway Account (SHA) – Sustainable Communities grant funding in the amount of \$84,095 has been included under the revenues for the Transit Hub Location Plan that was awarded to the Lake APC and will be completed as a planning project under the Work Program.

Also identified are State Transit Assistance (STA) funds which are apportioned to the Lake APC annually, then passed directly through to Lake Transit Authority. This year's allocation will be \$327,205.

Regional Surface Transportation Program (RSTP) funds are federal funds that are allocated to the Lake APC and distributed by a population formula to the local agencies. The pass through amount for the RSTP funding this fiscal year will total \$805,301.

Lisa continued by discussing the allocations for the upcoming fiscal year's budget. Allocations for the Local Transportation Funds (LTF) is summarized below:

- Lake APC Administration: \$294,689 (includes DBC Contract + the CPI increase of 1.8%, Board Member Reimb, Travel, Lake County Auditing Services, Fiscal & Triennial Audits, Dues, and the Contingency Fund)
- 2% Bike & Pedestrian Account: \$20,106 (available for local agencies to use on Bicycle and Pedestrian Projects throughout the county)
- Work Program Allocation: \$60,905 (included in work program for planning projects)
- Lake Transit Authority Allocation: \$924,300 (remaining balance all goes to LTA after the first three allocations are complete)

Alexis Pedrotti mentioned no monies have been allocated to the Non-Emergency Medical Transportation (NEMT) Program for the upcoming fiscal year, due to the large balance of unexpended funds in the account of \$167,948. This balance will be able to sustain the program through the next fiscal year. Lexi noted that if the board wished to include the NEMT allocation for FY 2015/16 it would decrease the overall allocation to Lake Transit. Mark found it suitable to proceed without additional funding for the NEMT Project and supported the draft budget as presented.

Lisa quickly mentioned that the draft budget includes many line items that are still “to be determined”. Those line items will be amended once actual carryover amounts are identified.

7. Review and Discussion of Draft 2015/16 Overall Work Program

Lisa Davey-Bates noted that she presented a “first glance” spreadsheet at the Board Meeting in April for the members to see the upcoming FY 2015/16 Overall Work Program (OWP) Projects. This draft provides the entire draft Overall Work Program document for review. Hard copies were not distributed in the packet, since it was a draft, but it is available electronically.

Since last month’s Board Meeting, Caltrans comments have been incorporated and the additional \$40,000 of RPA grant funds were added to Work Element 603. Caltrans was very pleased with the draft OWP document and had some very minor comments.

The Final 2015/16 Overall Work Program (OWP) will be brought back in June for the Board’s approval.

8. Discussion and Recommended Approval of Resolution #14-15-19 Allocating Regional Surface Transportation Program (RSTP) funds in the amount of \$477.00 to the Statewide Local Streets & Roads Needs Assessment

Included in the board packet was a staff report that explaining the Statewide Local Streets & Roads Needs Assessment document. Lisa noted it is well written document that thoroughly discusses the condition of streets and roads throughout the State and provides a very educational point of view. The request for the \$477.00 “off the top” contribution to cover the four-year effort seems very minimal and the benefits will outweigh the price by far. Lisa reported that CSAC and the League of California Cities come up with the first \$250,000 and the Regional Agencies contribute the remainder of the cost, which will cover two assessment updates.

Director Leonard made a motion to approve Resolution 14-15-19 authorizing allocation of Regional Surface Transportation Program (RSTP) Funds in the amount of \$477.00 to the Statewide Local Streets & Roads Needs Assessment. The motion was seconded by Director Comstock and carried unanimously.

Full Roll Call: 9 Ayes – Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 0 Absent

9. Discussion and Recommended Approval of Resolution #14-15-20 Allocating Reserve Transportation Enhancement (TE) Interest Funds in the amount of \$6,701.12 to the City of Clearlake as Local Matching Funds for an Active Transportation Program Grant Application

Lisa noted the staff report included in the packet that summarized the process and history of these funds. Essentially, the \$6,701.12 is accrued interest funds in the Transportation Enhancement (TE) account. In 2010, the Lake APC allocated the funds to the Bridge Arbor Bikeway Project. Due to the loss of the TE Program as part of Moving Ahead for Progress in the 21st Century (MAP-21) the project was no longer fundable. As a result, in 2014, Resolution #13-14-9 removed all funding the Bridge Arbor Project, again leaving these funds available.

The City of Clearlake has been working with APC Staff to complete an Active Transportation Program (ATP) Cycle-2 grant application to complete curb, gutter, sidewalks, bikeways and other operational improvements to Olympic Drive and Lakeshore Drive. Lisa explained when submitting an ATP Application it is not required, but it will add points to the application's score if non-ATP funds are used to fund the project.

An ATP grant application is also being completed for the Middletown area; however this project application is requesting a higher dollar amount than Clearlake. Since the City of Clearlake's requested amount for the ATP application is lower than Middletown's, staff felt there will be a greater impact on the City of Clearlake's application. These funds will only be allocated if the ATP grant is awarded to the City of Clearlake.

Director Smith had thought the engineering had all been completed for this project in the past. Lisa wasn't clear how much engineering has been completed, however APC Staff, City of Clearlake Staff and the consultant walked the entire project limits. Director Smith believes that Coastland completed much of the engineering work on this project, but unfortunately it may be a little out dated. Lisa reassured him that no work would go to waste and noted that Coastland was currently working with the City of Clearlake and APC Staff on the project again. No costs incurred while completing the ATP applications will be considered as local match or in-kind funding to the project.

Mark Wall reminded APC Staff and the City of Clearlake that if they intend to modify the existing bus stop, which he is sure they will, he would like to coordinate with the City of Clearlake. Mark believes there are two bus stops that will be affected by this project. The City is looking to work with existing right-away and flow of traffic to shift one of the bus stops to help get the bus out of the traffic lane.

Director Scheel made a motion to approve Resolution 14-15-20 authorizing allocation of Reserve Transportation Enhancement (TE) Interest Funds in the amount of \$6,701.12 to the City of Clearlake as Local Matching Funds for an Active Transportation Program Grant Application. The motion was seconded by Director Mattina and carried unanimously.

Full Roll Call: 9 Ayes – Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 0 Absent

10. Discussion and Recommended Approval of Resolution #14-15-21 to Determine if Unmet Transit Needs are Reasonable to Meet

Nephele Barrett reported that the unmet needs process was started in December 2014 by meeting with the Social Services Transportation Advisory Council (SSTAC), who formed the initial list of unmet transit needs. Additional unmet needs were identified that are not specifically

related to transit services that were also included on the list.

The APC Board then met in December and adopted the definitions. Nephela Barrett read the definitions as follows:

Unmet Transit Need: Whenever a need by a significant number of people to be transported by moderate or low cost transportation to specific destinations for necessary purposes is not being satisfied through existing public or private resources.

Reasonable to Meet: It is reasonable to meet a transit need if all of the following conditions prevail:

- *Funds are available, or there is a reasonable expectation that funds will become available. This criterion alone will not be used to determine reasonableness.*
- *Benefits of services, in terms of number of passengers served and severity of need, justify costs*
- *With the added service, the transit system as a whole will be capable of meeting the Transportation Development Act fare revenue/ operating cost requirements*
- *Transit services designed or intended to address an unmet transit need shall not duplicate transit services currently provided either publicly or privately*
- *The claimant that is expected to provide the service shall review, evaluate and indicate that the service is operationally feasible, and vehicles shall be currently available in the marketplace*

A Public Hearing was held at the February APC Board Meeting. The Board Members reviewed the unmet transit needs list and made a finding that the list did in fact include some unmet needs. After making the finding, the unmet transit needs list went back to APC Staff and LTA for further evaluation. The list then again was presented to the SSTAC, where they reviewed and made a recommendation for the APC Board. The SSTAC members did make some modifications that Nephela pointed out to the Board.

The intent of bringing the list to the Board was to make a finding that either (a) there are no unmet transit needs, (b) there are no unmet transit needs that are reasonable to meet, or (c) there are unmet transit needs, including needs that are reasonable to meet. The recommendation presented before the Board was in fact (c) there are unmet transit needs, including needs that are reasonable to meet.

Nephela read the title of each unmet transit need and the recommended finding that was presented on the list. She noted the list also included Mark Wall's response to the need. The list that was presented to the Lake APC included the following:

Potential Transit Service Needs

1. **Dial-a-ride from the Clearlake Oaks area to Clearlake.**
Mark provided a number of services already operating in this area.
Recommended Finding: This is not an Unmet Transit Need.
2. **Service to Safeway in Lakeport from north Lakeport area.**
A stop has recently been added to existing route.
Recommended Finding: This is not an Unmet Transit Need
3. **Medical trips to Saint Helena Clearlake and Sutter Health.**

Agreement between Sutter Health was on LTA Agenda at previous meeting, so that met part of the need and there is already transportation provided to Saint Helena Clearlake.

Recommended Finding: This is not an Unmet Transit Need.

4. **Eastbound service to Spring Valley and further east, allowing people to connect with service to the Sacramento area.**

Nephele noted there are two different issues in this finding. First is service to Spring Valley; unfortunately the demand for service is so limited, that this is not considered reasonable to meet. A second issue is service to allow people to travel to Sacramento Area and the recommendation below discusses that service.

Recommended Finding: There are unmet transit needs for (1) service to Spring Valley, and (2) service connecting Lake County to the Sacramento region. The unmet need for service to Spring Valley is reasonable to meet only to the extent that the need can be met with a bus stop at the intersection of New Long Valley Road and State Route 20, and, further, that an intercity route can be funded to serve that intersection. The unmet need for service connecting to the Sacramento region may be reasonable to meet if funding can be secured. It is recommended that LTA apply for FTA Section 5311f funding in the next application cycle.

5. **LTA service from Live Oak Senior Center as part of Non-Emergency Medical Transportation program, with Senior Center serving as a hub.**

Recommended Finding: This is an Unmet Transit Need and may be Reasonable to Meet if operating funds can be secured for the senior center transportation program. It is recommended that LTA work together with Live Oak Senior Center to conduct a pilot project to provide NEMT transportation. The suggested pilot program would involve the senior center vehicle bringing people to the senior center, then LTA providing fixed route service from the senior center to medical services. This pilot project will determine the feasibility of continuing this service

6. **Non-Emergency Medical Transportation in outlying areas.**

This unmet need is one that has a change from the original document sent to the Board in the Packet. Originally it was thought the need would be covered by Number 3. After further discussions at the SSTAC Meeting, it was decided that there still was further potential for an unmet need. The changed response is below:

Response: This need is partially addressed in responses to issues #3 and #5. However, there are still unmet needs in areas that are not covered by the services described in #3 and #5.

Finding: This is an Unmet Transit Need, but is not reasonable to meet at this time. LTA will continue to explore options for addressing this need.

Additional Needs/Issues Identified (not subject to Transportation Development Act (TDA) findings):

1. **A transit stop with shelter at the jail.**
Recommendation: LTA should work in conjunction with the jail to provide a shelter.
2. **Improved mileage reimbursement for volunteer drivers.**
Recommendation: The Lake Transit Authority Mobility Coordinator should evaluate potential mileage reimbursement rates and funding sources.
3. **Accessibility improvements are needed around the fixed route transit stops.**
Recommendation: Address this issue in the next update of the Lake County Passenger Facilities Plan. Encourage local agencies and Caltrans to include accessibility improvements, if feasible, when streets/roads projects are adjacent to transit stops.
4. **Senior Centers should take steps to become eligible sub-recipients of FTA grant funds.**

Modification to this one as follows:

Recommendation: LTA and the APC should work with the senior centers to determine a plan of action if senior centers are interested in becoming grant applicants.

5. **A shelter is needed in Lakeport at the Kmart transit stop.**

Recommendation: LTA will budget for a shelter to be installed at the KMart bus stop in 2015/16.

Nephele concluded by presenting Resolution #14-15-21.

Mark Wall noted this process had a history of becoming adversarial, because at the time this requirement was developed there had been many counties spending all the TDA monies on streets and roads. The benefit is that this process allows the public a chance to express transit needs. A further benefit of this process is that, when applying for grants, LTA can show valid needs on an approved unmet transit needs list.

Director Comstock made a motion to approve Resolution 14-15-21 making the Determination of Unmet Transit Needs as amended. The motion was seconded by Director Leonard and carried unanimously.

Full Roll Call: 9 Ayes – Comstock, Smith, Sabatier (Alternate), Perdock, Mattina, Scheel, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 0 Absent

RATIFY ACTION

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

Chairperson Wharff adjourned the Policy Advisory Committee at 10:31 am and reconvened as the APC.

12. Consideration and Adoption of Recommendations of Policy Advisory Committee

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

REPORTS

13. Reports & Information

a. Lake APC Staff Summary of Meetings - Administration and Planning Services

A summary of meetings was provided in the packet for review.

b. Lake APC Planning Staff

1. Active Transportation Program (ATP)

Jesse Robertson reported that the Active Transportation Program (ATP) Plan is currently on the back burner, while he is diligently working on ATP Grant applications. It is expected that three applications will be submitted for Lake County; one for the Middletown area, one in the City of Clearlake, and one for the County of Lake. APC Staff has been assisting Middletown and the City of Clearlake with their applications, and expects that the County may have them review theirs once it's complete. The Board will be viewing the Middletown ATP Project today as part of the tour of projects that is scheduled after the meeting. Jesse expects in June work will continue on the ATP plan and they will be able to bring on the consultant by July.

2. Miscellaneous – Phil quickly noted that it is, “ALL Active Transportation Program (ATP), ALL of the time”. It was reported that one of the weakest areas of narratives in the last ATP applications was the question relating to public health. Phil reported both he and Jesse have been working with Public Health Agencies to improve this section and

working together and sharing information in hopes of achieving higher scoring applications.

c. Lake APC Administration Staff

1. **Miscellaneous -None**
2. **Next Meeting Date – June 10th, 2015**

d. Lake APC Directors

No reports were received from any Directors.

e. Caltrans

1. Lake Caltrans Project Status Report

Rex Jackman, Caltrans District 1 Representative reported there were some slight issues with the paving project getting started by Nice and Lucerne. Caltrans has quickly resolved these issues and spoke with the contractor. Some immediate changes resulting from the issues are more night work to help elevate the traffic problems, working to better the contractor behavior and communications, and a strong warning to prohibit this problem from reoccurring.

Director Wharff reported that she was stuck in traffic for nearly 45 minutes. Rex confirmed traffic had not moved in either direction for over 45 minutes while the project started up. This behavior will not be tolerated; it caused many problems with the Transit System as well.

Caltrans included the Project Status Report in the APC packet for additional information.

Rex also noted he would distribute an information flyer for several projects around the county including the 20/29 Roundabout, the North Shore Overlay Project and the Pavement Project in Kelseyville Area. Rex also mentioned that there would be less traffic impacts with this Roundabout at 20/29, because the contractor will be using k-rail and trying to do less traffic control. Lars noted that there would be no use of any county roads as a detour during the construction of the roundabout at Hwy 20/29.

Director Smith reminded Rex about the water line around Paradise Cove that is scheduled to be installed on the North Shore. Director Smith would hate to have this line done after the new paving project is completed, Rex would follow up and make sure it has been scheduled in.

Director Scheel was curious about status of Lake 29 Expressway, Rex Jackman deferred the question to Lisa Davey-Bates due to her recent communications with Sebastian. Lisa reported that Caltrans has received their Biological Opinion, and Caltrans was pleased the Resource Agencies had fewer remarks than expected. The Resource Agencies also reported that Caltrans that they were pleased with the mitigation. However, there have been ongoing communications with two of the local tribes. There are two registered locations through the State Historic Preservation Office (SHPO) identifying them as sensitive areas. One location is a rock out cropping and the other is the Angelica plant. Caltrans has been working diligently on those issues with the Tribes. There are 15 to 19 pre-historic sites in the project limits. Recently there have been requests to visit each of the sensitive locations. These recent requests could result in delays, however, as of now Caltrans is holding to the planned Ready To List date.

2. Miscellaneous-None

f. California Association of Councils of Governments (CalCOG)

1. CalCOG Directors' Meeting – Chuck reported that CalCOG was interesting. He noted there was a lot of discussion on working to develop the theory of a per mile tax, as the alternative method of collecting transportation funding. Lisa mentioned there has been a lot of discussion on Lift and Uber and fears by some that they will take over the taxi industry in the urban areas. Most people in the rural areas have never heard of these services. There was a lot of focus on differed maintenance, the lack of transportation funding and opportunities to fill the gaps. There are a few legislative bills circulating in hopes of addressing the issues. Lisa noted there was also a lot of discussion and focus on autonomous vehicles. Caltrans and others are working with car companies and experimenting on the autonomous vehicles.

2. Regional Issues Forum – April 8-10, 2015

g. Rural Counties Task Force

Next Meeting Date – May 15, 2015 – Staff will be calling in.

h. Miscellaneous –

Lisa noted while at the Regional Issues Forum, she was able to network and meet new people. While attending the conference she met a gentleman from the California Alliance for Jobs and discussed the struggles that Lake County has faced with previous attempts to pass a transportation sales tax. He specializes in sales tax measures, and is willing to come to a future meeting to discuss successful efforts that have taken place in other areas. The Board agreed this would be a very valuable information and would welcome him and the presentation at a board meeting.

14. INFORMATION PACKET

Road Charge Information – Director Smith really encouraged all members to read this information. Phil Dow has been discussing this topic for years and the reality is really very clear in the hand out..

16. PUBLIC EXPRESSION

None.

15. Tour of Projects

Lisa distributed a hand-out for the Tour of the Projects. The Tour will consist of the Hildebrand Bridge, presented by Lars Ewing, DPW, and the Middletown Multi-Use Path, presented by Jesse Robertson, APC Planning Staff.

15. ADJOURNMENT

The meeting was adjourned by Chairperson Wharff at 10:59 a.m.

Respectfully Submitted,

/s/

Alexis Pedrotti
Administrative Assistant



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

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

Wednesday, June 10, 2015

Location: Lamkin-Sanchez Operations Center
9240 Highway 53
Lower Lake, California

Present

Jim Comstock, Supervisor, County of Lake
Jeff Smith, Supervisor, County of Lake
Russell Perdock, City Council Member, City of Clearlake
Stacy Mattina, City Council Member, City of Lakeport
Marsha Wharff, Member at Large
Chuck Leonard, Member at Large

Absent

Denise Loustalot, City Council, City of Clearlake
Martin Scheel, Mayor, City of Lakeport

Also Present

Lisa Davey-Bates, Admin Staff – Lake APC
Nephele Barrett, Program Manager, Admin Staff - Lake APC
Phil Dow, Planning Staff – Lake APC
Jesse Robertson, Planner, Planning Staff - Lake APC
Rex Jackman, Caltrans District 1 – via teleconference (Policy Advisory Committee)
Sebastian Cohen, Caltrans District 1 – via teleconference

1. Call to Order/Roll Call

Chairperson Wharff called the meeting to order at 10:22 am. Nephele Barrett called roll.
Members present: Comstock, Smith, Perdock, Mattina, Leonard and Wharff.

2. Adjourn to Policy Advisory Committee

Chairperson Wharff adjourned to the Policy Advisory Committee (PAC) to include Rex Jackman, Caltrans District 1, and allow him to participate as a voting member of the Lake APC.

CONSENT CALENDAR

3. Approval of May 13, 2015 (Draft) Minutes

Director Leonard made a motion to approve the consent calendar. The motion was seconded by Director Comstock and carried unanimously.

Full Roll Call: 7 Ayes – Comstock, Smith, Perdock, Mattina, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 2 Absent

REGULAR CALENDAR

4. Discussion and Proposed Approval of Final 2015-16 Lake County/City Area Planning Council's Budget and Adoption of Resolutions

Lisa Davey-Bates explained that the budget was included in the packet and that nothing had changed since the previous review. Supporting documentation was also included explaining the various funding sources and revenues. Also included was a calendar required by the Transit Development Act. The packet included a total of 6 resolutions which allocate specific money identified in the budget. Lisa briefly explained the purpose of each resolution. The administrative contract, which identifies tasks, is also included in the budget for reference. Lisa stated that one motion could be made approving all of the resolutions.

Director Comstock made a motion to adopt the Final 2015/16 Lake County/City Area Planning Council Budget and supporting resolutions 15-16-1 through 15-16-6 as presented. The motion was seconded by Director Smith and carried unanimously.

Full Roll Call: 7 Ayes – Comstock, Smith, Perdock, Mattina, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 2 Absent

5. Consideration of Contract with Mark Wall for Transit Planning Services Pursuant to the Work Program

Lisa explained that the contract allows Mark Wall, LTA General Manager, to conduct work under the APC's planning work program. She clarified that although the contract in the packet states that \$8,000 will be available for Mark's efforts in the work program, in the final work program it will actually be \$9,000.

Director Leonard made a motion to approve the contract with mark Wall for transit planning services in the Lake County/City Area Planning Council's FY 15/16 Overall Work Program in the amount of \$9,000. The motion was seconded by Director Perdock and carried unanimously.

Full Roll Call: 7 Ayes – Comstock, Smith, Perdock, Mattina, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 2 Absent

6. Discussion and Proposed Approval of Final 2015/16 Overall Work Program

Lisa explained that APC staff has been working with the TAC since January to develop the Overall Work Program (OWP). Projects had to be pared down somewhat based on available funding. The draft work program was presented last month, and no changes have been made since that time, although additional details have been included.

Phil explained that he is the contractor now responsible for the tasks conducted in the work program. The APC's planning program went through some significant changes in the last year resulting from the contracting change and the primary planner, Terri Persons, leaving. Phil explained that Jesse Robertson will now be the primary planner, with James Sookne and himself also conducting work in the OWP. He mentioned that APC planning may be under expended this year due to the temporary vacancy following Terri's departure.

Director Comstock made a motion to adopt the Final 2015/16 Work Program and authorize the Executive Director to sign necessary certifications/agreements and forward to Caltrans. The motion was seconded by

Director Mattina and carried unanimously.

Full Roll Call: 7 Ayes – Comstock, Smith, Perdock, Mattina, Leonard, Wharff, and Jackman; 0 Noes; 0 Abstain; 2 Absent

RATIFY ACTION

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

Chairperson Wharff adjourned the Policy Advisory Committee and reconvened as the APC.

8. Consideration and Adoption of Recommendations of Policy Advisory Committee

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

Full Roll Call: 6 Ayes – Comstock, Smith, Perdock, Mattina, Leonard, and Wharff; 0 Noes; 0 Abstain; 2 Absent

REPORTS

9. Reports & Information

a. Lake APC Staff Summary of Meetings - Administration and Planning Services

A summary of meetings was provided in the packet for review.

b. Lake APC Planning Staff

1. Active Transportation Program (ATP) - Jesse reviewed the two applications submitted by the APC—a project in Middletown for \$1.4 million and one in Clearlake in the Lakeshore/Olympic/Austin Park area. The Clearlake project requested approximately \$1 million in grant funding. Lake County also submitted an application for a Safe Routes to Schools project in Upper Lake for approximately \$600,000 to \$700,000. Jesse will be participating in the statewide application scoring process during July. He also reported that the Active Transportation Plan process will be kicking off in the month of July.

2. Miscellaneous – No miscellaneous items were reported.

c. Lake APC Administration Staff

1. Senate Bill 16 (Beall) – Lisa pointed out that she included a staff report in the packet which summarizes the bill. It would generate about \$3.5 billion statewide in the first year, then increase. As proposed, the bill would sunset after 5 years. Changes proposed by the bill include a gas excise tax increase and vehicle license fee increase. Vehicle registration fees will increase by \$35 dollars and \$100 for electric vehicles. Diesel tax and weight fees will also have a slight increase. This has been progressing through the legislature with a lot of support. Director Wharff requested that staff provide a side by side comparison of current fees and proposed fees at a future meeting. The Board discussed the pros and cons of bill. Concerns were expressed particularly over increases to vehicle license fees. Phil explained that the legislature is trying to balance the burden across all sectors with this bill. It has been supported in polls. Phil pointed out that the Board had only been discussing the impacts of the bill, but not benefits to local government. Funding for counties will be allocated using traditional gas tax formulas. Funds for cities will be allocated based on population, as proposed. It will also increase state funding which will allow for more local projects to be done. MAP-21 has been extended, but no significant improvement in funding at federal level has yet been proposed. Phil explained that the bill is designed to be a 5 year bill because a Road User Charge has been proposed, but is not

expected to be implemented for several years. This will serve as an interim solution. Lisa explained that revenues have not been increased in many years and have fallen behind inflation. The Board noted that both cities have supported the bill. Director Wharff stated that she wouldn't support it due to increase in vehicle license fees. Director Smith said that if we don't do something to raise revenues now, the need for increases will be worse in the future. Increases will inevitably happen and will be higher the longer they are delayed. Director Comstock said that one of the biggest challenges with funding is how the money is spent, with a large amount of money being spent on the environmental process. The state should address those unnecessary expenses. Lisa also pointed out the 5% incentive for new transportation sales tax measures included in the bill. Phil mentioned recent sales tax efforts in Mendocino County.

2. **Miscellaneous** – No miscellaneous items were reported.
3. **Next Meeting Date – August 12, 2015**

d. Lake APC Directors

No reports were received from any Directors.

e. Caltrans

Rex Jackman, Caltrans District 1 Representative reported that nothing significant has happened since the last status update. Progress has continued on the 20/29 Roundabout and other projects.

Director Wharff asked about repaving on Route 20 between Nice and Highway 53. Sebastian Cohen explained that between PM 13 and 30 will be overlaid, and the current patches are where deeper dig outs have been needed. In response to questions from Director Smith, Sebastian explained that the project can't be completed in one year due to the pipeline along the route and that they are working with the water district to address the matter. He explained that Alan Escarda has been the lead working with water district to avoid paying a penalty fee.

Director Comstock commented that the positioning of the K-rail along the 20/29 Roundabout project has created very narrow lanes. Sebastian explained that it will remain that way for a phase.

In response to Board questions, Sebastian explained that the project in the Nice/Lucerne area includes funding for Highway Patrol, but it is up to the resident engineer to determine when they are needed. Typically they are used at beginning of a job while drivers are adjusting to the change.

Director Wharff said that she appreciated how the 20/29 project has moved along and traffic keeps flowing. Sebastian said he will check into the work times listed on the changeable message sign at the site, which state work will occur between 7 a.m. and 7 p.m., although work is typically finished by 4:00 every day. Sebastian explained that the prime contractor may only work a set shift, but sub contractors may come in and do work at other times.

f. California Association of Councils of Governments (CalCOG)

1. **Next Meeting Date – July 28, 2015**

2. Miscellaneous– Phil stated that the primary focus of discussion at the last meeting was Senate Bill 16 which had been discussed earlier in the meeting.

g. Rural Counties Task Force

Next Meeting Date – July 17, 2015 – Nothing else was discussed on this topic.

h. Miscellaneous – No miscellaneous items were discussed.

10. PUBLIC EXPRESSION

None.

11. ADJOURNMENT

The meeting was adjourned by Chairperson Wharff at 11:17 a.m.

Respectfully Submitted,

DRAFT

Nephele Barrett
Program Manager