



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) AGENDA

DATE: Wednesday, October 14, 2015
TIME: 10:00 (or as soon thereafter as the Consolidated Transportation Services Agency Meeting Adjourns)
PLACE: City Council Chambers Caltrans-District 1 Dow & Associates
225 Park Street Teleconference Teleconference
Lakeport, California 1656 Union Street 367 N. State Street, #208
Eureka, California Ukiah, California

Dial-in number: (877) 216-1555 / Access code: 249893

1. Call to Order/Roll Call
2. Adjourn to Policy Advisory Committee
3. Election to fill vacant Vice Chairman position to the Lake APC

PUBLIC EXPRESSION

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

CONSENT CALENDAR

5. Approval of August 12, 2015 (Draft) Minutes
6. Approval of Resolution #15-16-7 and #15-16-8 Authorizing the Executive Director or Transit Manager to Execute Documents Required for California Transit Security Grant Program Funds
7. Approval of Resolution # 15-16-9 Authorizing LTA Transit Manager to Approve and Submit Claims in Accordance with the Adopted Annual CTSA Budget

REGULAR CALENDAR

8. Discussion and Recommended Approval of 2nd Amendment to the 2015/16 Overall Work Program to add a new Work Element in support of Clearlake Sales Tax (*Davey-Bates*)

RATIFY ACTION

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

REPORTS

11. Reports & Information
 - a. Lake APC Staff Summary of Meetings – Administration and Planning Services
 - b. Lake APC Planning Staff
 1. Active Transportation Program (ATP) Update (*Robertson*)
 2. Sustainable Communities Grant – Lake Transit Authority Facilities Plan Grant Application (*Robertson*)
 3. SSTAC Update (*Robertson/Davey-Bates*)
 4. Miscellaneous

- c. Lake APC Administration Staff
 - 1. Miscellaneous
 - 2. Next Meeting Date – **November 18, 2015** (*Lower Lake*)
- d. Lake APC Directors
- e. Caltrans
 - 1. Lake Caltrans Project Status Report
 - 2. North Shore Repaving Project
 - 3. Lake 20 and 29 Roundabout
 - 4. Lake 29 Expressway
 - 5. Miscellaneous
- f. California Association of Councils of Governments (CalCOG)
 - 1. Next Meeting Date – December 1, 2015
 - 2. Miscellaneous
- g. Rural Counties Task Force
 - 1. Next Meeting Date – November 20, 2015
- h. Miscellaneous

INFORMATION PACKET

- 12. a. 8/11/15 Draft SSTAC Minutes
- b. 8/20/15 Draft Lake TAC Minutes

ADJOURNMENT

PUBLIC EXPRESSION

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

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the Lake County/City Area Planning Council office at (707) 263-7799, at least 72 hours before the meeting.

ADDITIONS TO AGENDA

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

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

CLOSED SESSION

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

POSTED: October 7, 2015

Attachments:

Agenda Item #5 – 8/12/15 Lake APC Draft Minutes

Agenda Item #6 – Resolution 15-16-7 & 15-16-8 - Transit Program

Agenda Item #7 – Resolution 15-16-9 - CTSA

Agenda Item #8 – 2nd Amendment APC 2015/16 OWP

Agenda Item #11a – Lake APC Staff Meetings Report

Agenda Item #11e1 – Caltrans Project Status Update

Agenda Item #12 – Information Packet

a. 8/11/15 Draft SSTAC Minutes

b. 8/20/15 Draft Lake TAC Minutes



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

Wednesday, August 12, 2015

Location: City of Clearlake
City Council Chambers
14050 Olympic Drive, Clearlake, California

Present

Jim Comstock, Supervisor, County of Lake
Russell Perdock, City Council, City of Clearlake
Stacy Mattina, City Council Member, City of Lakeport
Martin Scheel, Mayor, City of Lakeport
Chuck Leonard, Member at Large
Ron Bertsch, Member at Large (Alternate)

Absent

Jeff Smith, Supervisor, County of Lake (Left after LTA Meeting)
Denise Loustalot, Mayor, City of Clearlake

Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC
Phil Dow, 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 (Teleconference)
Mark Wall, Transit Manager, Lake Transit Authority
Lars Ewing, Lake County Public Works Dept.
Doug Herren, Public Work Director, City of Clearlake
Gigi Stahl, Hidden Valley Lake resident

1. Call to Order/Roll Call

Chair Wharff and Vice-Chair Loustalot were absent, therefore the attending board members agreed by consensus that Director Scheel would chair the Lake County/City Area Planning Council Board Meeting.

Chairperson Scheel called the meeting to order at 10:11 am. Alexis Pedrotti called roll. Members present: Comstock, Perdock, Mattina, Scheel, Leonard, and Bertsch (Alternate for Wharff), Rex Jackman (PAC).

2. Adjourn to Policy Advisory Committee

Chairperson Scheel adjourned to the Policy Advisory Committee (PAC) at 10:11 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 June 10, 2015 (Draft) Minutes**
4. **Approval of the Final 2015 Transit Development Plan & Marketing Plan**
5. **Planning Contract Claims Process with Dow & Associates**
6. **Discussion and Proposed Approval of 1st Amended 2015/16 Lake APC Budget**

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

REGULAR CALENDAR

Public Expression: Several Directors requested the Public Expression item be moved up to the beginning of the current agenda as well as all agendas in the future.

None

7. **Discussion and Proposed Approval of 1st Amended 2015/16 Overall Work Program**

Lisa Davey-Bates included a detailed staff report explaining the details to the Overall Work Program (OWP) Amendment. Lisa reminded the board members that it is usual to see an amendment immediately following the start of a new fiscal year. The first amendment typically focuses on carryover amounts from the previous fiscal year and other minor adjustments.

One additional change to this amendment included a reduction to Phil Dow's Planning Staff programmed amount. The amount identified in the final 2015/16 Overall Work Program for Planning Staff overestimated the Consumer Price Index (CPI) increase. The adjustment to the contracted amount freed up additional funds in the OWP for other purposes..

Director Comstock made a motion to approve the 2015/16 Work Program Amendment as proposed. The motion was seconded by Director Mattina and carried unanimously.

8. **Discussion and Possible Recommendation to Support SB X1-1 or Principles in Support of an Increase in Transportation Funding as part of the Legislative Special Session**

Lisa Davey-Bates began by discussing Senate Bill 16, (Beall), which was introduced as emergency legislation that focused on addressing the transportation funding crisis in California. Since the June APC meeting, several amendments have been made to the bill.

Lisa continued by reporting that Senator Beall reintroduced SB 16 as SB X1-1 in a separate session, adding there are many amendments to the original bill. The legislature is in recess for the summer break. Discussions in the special session will resume from August 17, through September 11, 2015.

Lisa continued by reading the following changes that have taken place to the original language to the bill:

- *Increase gas tax to 12 cents rather than 10 cents;*
- *Increase diesel tax from 22 cents, rather than 12 cents, with a full 12 cents allocated to trade corridor improvement projects;*
- *Eliminate the complex rate-setting process for the price-based excise tax on gasoline and diesel and instead set the rate at 17.3 cents and index the rate to inflation beginning in 2018;*
- *Once a local jurisdiction has reached a pavement condition index of 85, it would be able to use funding*

raised by the bill for transportation purposes beyond what is identified in the bill;

- *Allowable uses of funding are identified as:*
 - a. *Road maintenance and rehabilitation*
 - b. *Safety projects*
 - c. *Railroad grade separations*
 - d. *Active transportation and pedestrian and bicycle safety projects in conjunction with any other allowable project*
- *Retains the \$100 registration fee on zero-emission vehicles and the \$35 registration fee on other vehicles;*
- *Eliminates the Vehicle License Fee hike, which would have been used to backfill the truck weight fees which are being transferred to the general fund to pay off transportation bonds, and replaces those revenues with a \$35 "Road Access Charge";*
- *No longer includes a five-year sunset, providing a permanent funding package.*

For additional clarification Lisa also included a side-by-side comparison of SB 16 and SB X1-1 for the board members to reference.

Lisa also reminded the board members of how important it is for rural agencies to continue participating in CalCOG meetings and representing the rural areas. For instance, at the last CalCOG meeting, Jim Earp, the Executive Consultant for California Alliance for Jobs, and an active California Transportation Commissioner, presented a very interesting, and impacting presentation on the lack of transportation funding in California. As part of the presentation, Mr. Earp discussed the details of a letter written by a broad range of supporters addressed to Governor Jerry Brown, identifying seven principles that would help increase funding for Transportation. The letter did not identify the Rural Counties Task Force or North State Super Region as supporting partners. Lisa requested that Mr. Earp hold off on sending the letter so that she could have time to seek support from more of the rural agencies as well. The letter was attached in the packet for review. Lisa, again, reiterated how this is a great example of how the rural agencies may have missed out on being a part of the state wide coalition to increase transportation funding in California. Lisa also included a resolution that local jurisdictions may take back to their individual boards for supporting action.

Phil Dow also noted early on in the process, Senator Frazier reviewed the Beall bill, and didn't think it was expansive enough. Senator Frazier was interested in introducing his own bill to increase the level of funds collected, but has held off in order to see how the Beall legislation evolves. The general theory around Sacramento is by incorporating several small fees into legislation that it wouldn't hit one sector too much. There appears to be a wide range of support for the bill.

Director Scheel noted this is a very hot topic for the California League of Cities, and they are vigorously waiting legislation to support an increase for transportation funding. There are tough decisions to make on this bill. The Lakeport City Council will be discussing this as well.

Lisa noted the current version of the bill would bring in approximately \$6 billion annually to the State of California. However, these funds would flow through the State SHOPP Program and to the local agencies - 50% to Caltrans and the other 50% will go to the cities and counties. One disappointing factor is that currently no money will be set aside for regional projects in the state. Lake County will receive approximately \$6.5 million for the cities and county per year.

Director Comstock made a motion to support a letter in support of the legislation of SB X1-1, with maintaining support of the principles identified by the coalition. The motion was seconded by Director Perdock and carried

unanimously.

RATIFY ACTION

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

Chairperson Scheel adjourned the Policy Advisory Committee at 10:35 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.

REPORTS

11. Reports & Information

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

Director Scheel referenced the Summary of Meetings report completed by Lisa Davey-Bates, showing a list of meetings attended by APC Administration and Planning Staff. There were no comments or questions.

b. Lake APC Planning Staff

1. Active Transportation Program (ATP) Update

Phil reported on the ATP Program, noting both offices were very busy around May completing applications. Phil expects in a month or so a draft list should be developed and forwarded to the CTC for final approval of awarded projects. Both regional agencies worked closely with County and City Staff to prepare these applications.

Phil Dow also reported that Jesse Robertson is currently working to develop the Active Transportation Plan for Lake County. This document will have consistent projects for the local agencies and will help to move forward with projects in the ATP grant cycle. Once the document is complete, it will fit nicely into the development of the next Regional Transportation Plan (RTP). Jesse and the consultant selection panel selected a consultant for community outreach process. They had two proposals that scored very well, so they completed interviews and took additional steps to ensure all proper procurement was completed before awarding the contract to RCAA.

Gigi Stahl, Hidden Valley Lake Resident – questioned Phil, will the ATP Plan replace the Bikeway Plan? The Regional Bikeway Plan historically was required by law to be completed, Lisa has yet to hear the answer to that question, whether it will still be required or not. However, all previously identified projects in the Bikeway Plan will be included in the Active Transportation Program Plan.

2. 8/11/15 SSTAC Meeting

The SSTAC Committee is actively looking for an ADA Rider or ADA Senior representative to participate on the SSTAC. If you are interested or know someone interested, please contact Jesse Robertson at robertsonj@dow-associates.com or Lisa Davey-Bates at ldaveybates@dbcteam.net for more information.

3. Miscellaneous - None

c. Lake APC Administration Staff

1. State Transportation Improvement Program (STIP) Update

Staff reported included in the board packet. Currently staff expects an extension to the current cycle.

2. Miscellaneous -None

3. Next Meeting Date – September 9, 2015 - Clearlake City Council Chambers

Lisa opened up any suggestions for the Clearlake Field Trip next month. It was decided that if the ATP application is successful, then the field trip will be scheduled.

d. Lake APC Directors

Director Comstock is curious of implications from fires on current construction projects.

e. Caltrans

1. Lake Caltrans Project Status Report

See below for details.

2. North Shore Repaving Project

Caltrans representative Sebastian Cohen, Project Manager updated the Board Members via Teleconference. There has been no work for the current week; however this was not impacted from the fires. The contractor is planning to begin paving the final layer of rubber starting at Clearlake Oaks, extending to Nice. This is planned to begin in approximately 2 to 3 weeks. There are some requirements for paving the rubber, for example the pavement surface temp, and weather temp. At this point no delays are expected on this project.

3. Lake 20 and 29 Roundabout

The contractor is pouring concrete tonight, slightly ahead of schedule, and overall the project is going really well.

4. Lake 29 CAP-M Project

This project was planned to start night shifts tonight, but California Highway Patrol has requested that Caltrans have no road closures, including night closures, until further notice. The fire is delaying this project and impacting the schedule of this project, which can cause a ripple effect. This delay could potentially affect and delay the North Shore Project.

5. Lake 29 Expressway

Sebastian noted that Caltrans got great news on the environmental document. Caltrans is required to submit a Biological Assessment and either gets a Biological Opinion or Letter of Concurrence in return. They submitted a Biological Assessment that stated they had a risk “to adversely affect” the project. The good news is the feds came back and requested Caltrans reduce the risk “to not likely to adversely affect”, which means Caltrans will only need the letter of concurrence from the Federal agencies. Caltrans has received that letter, which means the federal portion of the environmental document is done ahead of schedule.

The state portion of the environmental document is the NES, which include agencies such as California Fish & Wildlife, which will focus on every other species, as well as tribal issues. Caltrans is now focusing completely on the NES document, and putting all resources towards it. There are still concerns by the tribes that are being addressed..s. One major change in the project is that the Clearlake Hitch, a fish, already listed as imminent on federal list, has been found in Thurston Lake. This changes a few things, but not significant. Bridges and culverts at Hwy 281 intersection, needs to be analyzed further for the Clearlake Hitch.

Lisa noted at a prior meeting, that the tribes had 109 sites they wanted looked at for cultural concerns; mainly historical concerns. Sebastian noted they discussed with the tribes and this was quickly reduced, from 109 to a small portion of unresolved issues. Caltrans continues to mitigate the two sites. Final EIR still remains on schedule, and contract delivery is still set for FY 2017/18. Caltrans is hoping the environmental

document to be passed in the next year.

Director Comstock requested Sebastian's contact information.

6. Miscellaneous-None

Gigi Stall was unclear of how the Lake 29 CAP-M project delays would affect the North Shore Paving Project. Director Scheel and Rex Jackman clarified the issue and explained the delay is due to the scheduling of materials and availability of Caltrans staff.

f. California Association of Councils of Governments (CalCOG)

- 1. Special Legislative Session – Transportation Related Bills** – Included for additional information
- 2. Next Meeting Date** – September 29, 2015
- 3. Miscellaneous** - None

g. Rural Counties Task Force

- 1. Next Meeting Date** – September 18, 2015

h. Miscellaneous - None

12. INFORMATION PACKET

5/12/15 Draft SSTAC Minutes
2014/15 Summary of OWP Expenditures

13. PUBLIC EXPRESSION

None.

14. ADJOURNMENT

The meeting was adjourned by Chairperson Scheel at 11:12 a.m.

Respectfully Submitted,

DRAFT

Alexis Pedrotti
Administrative Assistant

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION NO. 15-16-7

AUTHORIZING THE EXECUTIVE DIRECTOR OR TRANSIT MANAGER TO EXECUTE DOCUMENTS
REQUIRED FOR CALIFORNIA TRANSIT SECURITY GRANT PROGRAM FUNDS

**THE LAKE COUNTY/CITY AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES
THAT:**

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, Lake County/City Area Planning Council is eligible to receive CTSGP funds for transit security projects; and,

WHEREAS, Lake County/City Area Planning Council will designate Lake Transit Authority to apply on its behalf for Fiscal Year 2013/14 CTSGP funds in an amount up to \$54,674 that will support the purposes of the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 by providing for purchase of a modified mini-van or similar small vehicle designed and equipped with paratransit capabilities, including mobile radio and GPS/AVL data pad, to increase the capacity of Lake Transit Authority to prepare and respond to the need to move people, goods, and personnel in the aftermath of a disaster; and

WHEREAS, Lake County/City Area Planning Council recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Lake County/City Area Planning Council to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Lake County/City Area Planning Council to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Lake County/City Area Planning Council hereby authorizes Lisa Davey-Bates, Executive Director, or Mark Wall, Transit Manager, to execute for and on behalf of Lake County/City Area Planning Council, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 14th day of October 2015, by the following roll call vote:

AYES:
NOES:
ABSENT:

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

ATTEST: Alexis Pedrotti
Secretary

Marsha Wharff
Chairman

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION NO. 15-16-8

AUTHORIZING THE EXECUTIVE DIRECTOR OR TRANSIT MANAGER TO EXECUTE DOCUMENTS
REQUIRED FOR CALIFORNIA TRANSIT SECURITY GRANT PROGRAM FUNDS

**THE LAKE COUNTY/CITY AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES
THAT:**

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, Lake County/City Area Planning Council is eligible to receive CTSGP funds for transit security projects; and,

WHEREAS, Lake County/City Area Planning Council will designate Lake Transit Authority to apply on its behalf for Fiscal Year 2014/15 CTSGP funds in an amount up to \$54,674 that will support the purposes of the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 by providing for purchase of a modified mini-van or similar small vehicle designed and equipped with paratransit capabilities, including mobile radio and GPS/AVL data pad, to increase the capacity of Lake Transit Authority to prepare and respond to the need to move people, goods, and personnel in the aftermath of a disaster; and

WHEREAS, Lake County/City Area Planning Council recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Lake County/City Area Planning Council to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Lake County/City Area Planning Council to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Lake County/City Area Planning Council hereby authorizes Lisa Davey-Bates, Executive Director, or Mark Wall, Transit Manager, to execute for and on behalf of Lake County/City Area Planning Council, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 14th day of October 2015, by the following roll call vote:

AYES:
NOES:
ABSENT:

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

ATTEST: Alexis Pedrotti
Secretary

Marsha Wharff
Chairman

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION NO. 15-16-9

PROVIDING LAKE TRANSIT AUTHORITY, AS THE CONSOLIDATED TRANSPORTATION SERVICE AGENCY (CTSA), AUTHORIZATION TO APPROVE AND SUBMIT CLAIMS IN ACCORDANCE WITH THE ADOPTED ANNUAL CTSA BUDGET

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

WHEREAS, Lake Transit Authority, hereinafter referred to as LTA, was created in February 1996 pursuant to Government Code Sections 6500 and following to provide public transportation services throughout Lake County, the City of Lakeport, and the City of Clearlake; and

WHEREAS, in July 1996, the Lake County/City Area Planning Council adopted Resolution 96-01 designating the Lake Transit Authority as the Consolidated Transportation Services Agency (CTSA) with the charge to coordinate or consolidate social service transportation services in Lake County; and,

WHEREAS, under Section 99233.7 of the Transportation Development Act, up to 5 percent of Local Transportation Funds may be made available to Consolidated Transportation Service Agencies to coordinate and consolidate such services; and

WHEREAS, the Board of Directors of LTA set-aside Transportation Development Act funds over a period of several years to provide for the operation of CTSA services, accumulating to the amount of \$171,804; and

WHEREAS, LTA, as the CTSA, was awarded New Freedom grant funds in the amount of \$163,000 to establish a Mobility Management and Trip Brokerage Program in Lake County; and,

WHEREAS, LTA entered into a Professional Services Agreement (PSA) with Paratransit Services, Inc. on April 30, 2015 to provide services, tasks and products detailed in the scope of work outlined in the New Freedom grant application; and,

WHEREAS, the term of the PSA shall be from May 1, 2015 through February 29 2017 with a not to exceed amount of \$151,000:

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors of the APC hereby authorizes the LTA Transit Manager to prepare and submit claims for CTSA purposes in accordance with the adopted annual CTSA budget.

Adoption of this resolution was moved by Director _____, seconded Director _____, and carried on this 14th day of October 2015, by the following roll call vote:

AYES:
NOES:
ABSENT:

Lisa Davey-Bates, Executive Director

Marsha Wharff, Chairperson



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: 2015/16 Work Program 2nd Amendment – Clearlake Streets

DATE PREPARED: October 6, 2015

MEETING DATE: October 14, 2015

SUBMITTED BY: Phillip J. Dow, APC Planning

BACKGROUND:

The City of Clearlake has requested funding for voter opinion surveys related to a street preservation sales tax. As with other entities in California, the pavement index continues to decline and there is no relief from State or federal sources. Staff prepared an agenda item for consideration by the Technical Advisory Committee (TAC) at their meeting on October 8, 2015. The TAC item would recommend amendment of the 2015/16 Transportation Planning Work Program to re-direct existing funding from other elements in the Work Program to a new element to perform the needed tasks. It is important that the work be funded from Local Transportation Funds (LTF), as opposed to State-reimbursed funds such as Rural Planning Assistance (RPA) or Planning, Programming, & Monitoring (PPM) funds.

Based on previous experience, staff believes that the voter opinion survey work can be completed by consultants at an estimated cost of \$25,000. In October TAC staff report, proposed funding for the expected consultant costs were identified as follows:

1. Work Element 600 – Regional Planning & Intergovernmental Coordination (Clearlake):	\$3,000*
2. Work Element 607- Special Studies (Clearlake):	\$7,500*
3. Work Element 608 – planning, Programming & Monitoring (Clearlake):	\$2,500
	Sub-total: \$13,000
4. Work Element 604 – Lake County Project Reserve Funds (Other):	\$12,000
	Total: \$25,000

*The Clearlake WE 600 funds (RPA) will be switched with LTF funds available to the APC Staff Consultant under WE 607 to ensure all funds for this effort are LTF. Additional funds under Work Element 607 will also be switched with LTF funds under WE 612, to allow the consistency of LTF funding for this project.

Clearlake staff and administration requested consideration of these changes shortly before the agenda was due to be completed for the TAC. Since then, APC staff has also identified additional funding for APC staff to carry out the additional work:

1. Work Element 607 – Special Studies (Staff Consultant):	\$2,000
2. Work Element 613 – Transportation Information outreach (Staff Consultant):	\$2,732
	Total: \$4,732

The above recommended changes for staff work were not included in the TAC agenda item but will be discussed at the TAC meeting on October 8.

APC staff has prepared, as a separate agenda item, a new Work Element to be amended into the 2015/16 Work Program for consideration by the Board, should a Technical Advisory Committee recommendation be forthcoming.

ACTION REQUIRED: Consider the October 8, 2015 recommendation of the Technical Advisory Committee regarding an amendment to the 2015/16 Work Program to provide funding for a voter opinion poll and related work for the City of Clearlake.

ALTERNATIVES: The Board could choose not to fund this amendment or could choose an alternate source of funding for the proposed work.

RECOMMENDATION: Staff has no recommendation at this time, pending review and recommendation to the Board by the Technical Advisory Committee at their October 8, 2015 meeting.

**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	\$ -	\$ -	\$ 127,501	\$ -	\$ 3,028	\$ 135,529
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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,073	\$ 27,073
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	\$ -	\$ 5,475	\$ 20,500	\$ -	\$ 526	\$ 46,546
608	Planning, Programming, & Monitoring	\$ -	\$ 20,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 30,000
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	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ 1,000	\$ 5,000
614	City of Clearlake Streets Preservation Sales Tax (NEW)	\$ -	\$ -	\$ -	\$ -	\$ 4,732	\$ -	\$ 25,000	\$ 29,732
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	\$ 14,975	\$ 266,212	\$ 27,102	\$ 246,955	\$ 627,289

WORK ELEMENT 614 – CITY OF CLEARLAKE STREETS PRESERVATION SALES TAX (NEW)

PURPOSE: To provide research, support and information to support the development of a transportation sales tax (for street and road preservation) initiative for the City of Clearlake, as allowed by AB 2119 (Stone), and conduct voter opinion assessments, which may include polling or other methods to determine voter opinion regarding transportation maintenance and improvement needs and funding preferences.

PREVIOUS WORK: Lake APC's Overall Work Program has funded triennial updates for local agencies' Pavement Management Program since FY 2004/05. The results of the PMP have demonstrated the need for additional funding for road maintenance.

Lake APC's FY 2001/2002 Overall Work Program included a "Voter Opinion Survey" project to conduct a voter opinion survey on transportation needs and funding. Polling results were subsequently used to support successful transportation sales tax measures in Lake County.

TASKS:

1. Compile revenue projections and potential impacts to road network. (City of Clearlake)
2. Distribute Request for Proposals. (Lake APC)
3. Form Consultant Selection Committee to evaluate proposals. Meet with the committee and select consultant based on evaluation criteria contained in the RFP. (Lake APC)
4. Based on the Selection Committee's recommendation, work with the consultant to prepare and execute a contract. (Lake APC)
5. Conduct a kick-off meeting with the consultant. (Lake APC, Consultant)
6. Design the questionnaire to be used in polling. (Lake APC, Consultant)
7. Perform a full pre-test of the questionnaire and consultation of the pre-test. (Lake APC, Consultant)
8. Conduct polling and tabulate data. (Consultant)
9. Analyze data in consultation with regional and local agencies. (Consultant, Lake APC, City of Clearlake)
10. Prepare a report with recommendations based on data analysis. Present results and recommendations to the Clearlake City Council. (Consultant, Lake APC)
11. Work with the City of Clearlake to complete Expenditure Plans based on polling results. (Lake APC)
12. Provide supporting materials and background information for potential ballot measure, as needed, to the Clearlake City Council and City Public Works Department; make educational presentations as needed. (Lake APC)
13. Make educational presentations to service and community groups as needed. (Lake APC)
14. Project Management. (Lake APC)

PRODUCTS:

Products may include: Consultant Selection Committee meeting notes; kick-off meeting agenda and meeting notes; polling questionnaires, voter opinion assessment data and analysis, report with recommendations, presentations to Clearlake City Council, Expenditures Plans, supporting material, revenue projections, background information, educational presentations, invoice processing and quarterly reports.

FUNDING SOURCES AND AGENCY PARTICIPATION:

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Staff Consultant	6	\$2,000	15/16	LTF
	8	\$2,732	14/15	LTF
Consultant / Other	23	\$25,000	15/16	LTF
TOTAL:	37	\$29,732		



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Meetings Attended by APC Staff

DATE PREPARED: October 7, 2015

MEETING DATE: October 14, 2015

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

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

1. Lake APC & LTA Meetings 8/12/15
Clearlake
(Davey-Bates, Pedrotti, Dow, Robertson)
2. Middletown Area Town Hall (MATH) Meeting 8/13/15
Middletown
(Robertson)
3. NEMT Update 8/17/15
Teleconference
(Davey-Bates)
4. ATP Outreach Plan Contract Discussion 8/18/15
Ukiah
(Davey-Bates, Robertson)
5. Lake TAC Meeting 8/20/15
Lakeport
(Davey-Bates, Dow, Barrett, Robertson)
6. LTA Energy Reduction Meeting 8/24/15
Teleconference
(Davey-Bates)
7. Regional Transportation Planning Agencies (RTPA) 8/26/15
San Diego
(Davey-Bates, Dow)
8. California Transportation Commission (CTC) 8/27/15
San Diego
(Davey-Bates, Dow)
9. NEMT Update 9/1/15
Teleconference
(Davey-Bates)
10. ATP Outreach Plan Status Meeting 9/1/15
Teleconference
(Davey-Bates, Robertson)

- | | |
|-------------------------------------------------------------------------------------|---------|
| 11. Health Leadership Network Meeting
Teleconference
(Davey-Bates, Robertson) | 9/3/15 |
| 12. LAT Plan Kick off Meeting
Teleconference
(Davey-Bates, Dow, Robertson) | 9/3/15 |
| 13. CTSA Ad-Hoc Committee Meeting
Lakeport
(Davey-Bates, Dow) | 9/9/15 |
| 14. Active Transportation Program (ATP) Meetings
Lakeport
(Robertson) | 9/17/15 |
| 15. RCTF/NSSR Joint Meeting
Redding
(Davey-Bates, Dow) | 9/17/15 |
| 16. California Transportation Commission (CTC)
Weaverville
(Davey-Bates, Dow) | 9/18/15 |
| 17. Lake APC Administration/Planning Coordination Meeting
Ukiah
(All) | 9/23/15 |
| 18. State Highway Safety Plan
Sacramento
(Dow) | 9/24/15 |
| 19. MCOG/APC Sales Tax Meeting
Ukiah
(Robertson, Barrett) | 9/24/15 |
| 20. Active Transportation Program (ATP) Meeting
Ukiah
(Robertson) | 9/24/15 |
| 21. NEMT Update
Teleconference
(Davey-Bates) | 9/28/15 |
| 22. COG Directors Association of California
Sacramento
(Davey-Bates, Dow) | 9/29/15 |

- | | |
|----------------------------------------------------------------------------------------------|-------------|
| 23. LAT Plan Status Meeting
Teleconference
(Robertson) | 9/29/15 |
| 24. ATP Coordination meeting w/Mark Wall
Teleconference
(Davey-Bates, Robertson, Wall) | 9/30/14 |
| 25. Health Leadership Network Meeting
Lakeport
(Robertson) | 10/1/15 |
| 26. CalSAFE Meeting
Monterey
(Davey-Bates) | 10/5 - 6/15 |
| 27. Lake TAC Meeting
Lakeport
(Davey-Bates, Robertson) | 10/8/15 |
| 28. Middletown Area Town Hall (MATH) Meeting
Middletown
(Robertson) | 10/8/15 |
| 29. NEMT Update
Teleconference
(Davey-Bates) | 10/13/15 |
| 30. LAT Plan Status Meeting
Teleconference
(Davey-Bates, Robertson) | 10/13/15 |
| 31. Lake SSTAC Meeting
Lakeport
(Davey-Bates, Robertson) | 10/13/15 |
| 32. Caltrans North Region Management Mtg.
Redding
(Dow) | 10/14/15 |

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

ACTION REQUIRED: None.

ALTERNATIVES: None identified.

RECOMMENDATION: None. This is for your information only.

Status of Lake County Projects: As of October 1, 2015

PSR (Project Study Report) Projects										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	PSR Target Date
1	LAKE	29	9.00	20.70	010 Safety	on Route 29 between Middletown and Lower Lake	MBGR, widening and truck climbing lane	TBD	on schedule	June 2016
	Project Number OE730K S. Cohen									
2	LAKE	29	12.78	14.35	010 Safety	near Lower Lake, .85 mi N of Spruce Grove Rd-S to .52 mi S of Hofacker Ln	shoulder widening	TBD	on schedule	June 2016
	Project Number OE720K S. Cohen									

PSR Complete & Not Yet Programmed (for Design)										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Estimated Completion Date
1	LAKE	var	var	var	112 Bridge Rail replacement	bridges on 20, 29 & 175	Bridge rail replacement & upgrade - 5 bridges	\$4.500	PSR 4-21-15, 2016 SHOPP candidate	TBD
	Project Number OE080K S. Cohen									
2	LAKE	var	var	var	015 Safety	various on Rte 20, 29, 175	MBGR, widening & rumblestrips	\$3.500	PSR 6-19-15, 2016 SHOPP candidate	TBD
	Project Number OE850K S. Cohen (D2)									
3	LAKE	29	34.17	34.5	010 Safety	Cruikshank Rd/Rte 29	NB left-turn pocket	\$1.000	PSR 3-20-15, to be amended into 2014 SHOPP	TBD
	Project Number OE640K S. Cohen									

Projects Programmed (in Design)										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Estimated Completion Date Start of Work Date
1	LAKE	20	1.0	46.3	2014 SHOPP 151 Roadway	various locations Rte 20, 29 & 53	culvert rehabilitation	\$3.493	on schedule	Nov 2019 Start Work: May 2018 RTL: Feb 2018
	Project Number 42780 S. Cohen									
2	LAKE	20	13.5	30.5	2012 SHOPP 361 Mandates	from Lucerne area east to Route 20/53	upgrade 55 curb ramps & sidewalk - design info B82-04(ped access)	\$2.500	on schedule	Aug 2018 Start Work: Nov 2016 RTL: Aug 2016
	Project Number OB120 S. Cohen									
3	LAKE	20	31	32	2014 SHOPP 010 Safety	intersection of SR 20/53	intersection improvement	\$6.160	on schedule	RTL: Feb 2018
	Project Number OC810K S. Cohen									
4	LAKE	29	0.2	0.2	119 Bridge Prevent Mt	St Helena Cr Bridge	Bridge scour-repair	\$.300	est advertise Dec 2015	Dec 2016 Start Work: May 2016 est RTL: May 2015
	Project Number 38560 S. Cohen									
5	LAKE	29	9.6	10.3	2014 SHOPP 010 Safety	Hartmann Rd/Rte 29	intersection improvement	\$6.000	on schedule	RTL: 11-17
	Project Number OC750k S. Cohen									
6	LAKE	29	23.8	31.6	700 STIP & RIP & SHOPP	Near Lower Lake - Lake 29 Expressway	upgrade to 4-lane expressway	\$180.000	working on Env doc for complete project length	RTL: 2018
	Project Number 2981U S. Cohen									
7	LAKE	29	41.42	41.42	2014 SHOPP 378 Mandates	ramps at Lakeport Blvd overcrossing	upgrade ped facilities to ADA compliance	\$0.450	on schedule	March 2018 Start Work: May 2017 RTL: Feb 2017
	Project Number OB690 S. Cohen (J. East)									
8	LAKE	175	24	27.5	2012 SHOPP 010 Safety	near Middletown, from Putah Cr Bridge to Dry Cr Bridge	Shoulder Widening	\$14.000	on schedule	2020 Start Work: July 2018 RTL: March 2018
	Project Number OA040 S. Cohen									

Under Construction										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Estimated Completion Date
1	LAKE	20	1.15	3.9	2012 SHOPP 015	near Blue Lakes, 1.1 to 3.9 miles east of Lake/Men County line	install Metal Beam Guard Rail	\$2.367	started 9-30-15 (delays due to fire)	Dec 2015
	Project Number OA690 S. Cohen									
2	LAKE	20	8.1	8.55	2012 SHOPP 010 Safety	intersection of Routes 20/29 near Upper Lake	20/29 roundabout	\$6.400	75% complete	Dec 2015
	Project Number 48860 S. Cohen									
3	LAKE	20	13.5	31.4	2012 SHOPP 121 Roadway	from Lucerne area east to Route 20/53	Capital Preventative Maint.	\$25.215	55% complete (delays due to fire)	June 2016 (prev Dec 2015)
	Project Number OB000 S. Cohen									
4	LAKE	29	34.4	40.0	121 Roadway	Cruikshank Rd (Kelseyville) north to 175 S. Lkpt	Capital preventative Maint.	\$4.200	60% complete (delays due to fire)	Dec 2015
	Project Number OC350 S. Cohen									

State Route 20 Projects
State Route 29 Projects
State Route 53 Projects
State Route 175 Projects

proj cost = construction & RW
start work 0500
est comp date 0600

Revised since last report.

y: Reg Plng/Status/Lake/Lake Status Oct 1, 2015.xlsx



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

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

Tuesday, August 11, 2015
1:45 p.m.

Umpqua Bank
Board Room
803 11th Street
Lakeport, California

Present: Ilene Dumont, Mark Wall, Wanda Gray, Micki Dolby, Kaye Bohren
Absent: Tracey Thomas, Frank Parker, Michele Dibble
Also Present: Nephele Barrett, Jesse Robertson

1. Call to order

Ilene Dumont called the meeting to order at 1:50 PM. Due to a scheduling conflict, Umpqua Bank moved the meeting location to the Board room, from the Community Room, as listed on the agenda.

2. Approval of SSTAC Meeting Minutes

Wanda Gray made a motion to adopt the minutes and Kaye Bohren seconded the motion. The minutes were adopted by unanimous vote.

3. SSTAC Membership

Five of the nine SSTAC members attended the meeting; one of the SSTAC member seats is vacant (Potential Transit User, 60 Years or Older). Ilene Dumont requested that SSTAC members receive a reminder two weeks before the meetings to help improve attendance.

Also in attendance were Karl Parker, the new Mobility Coordinator for Paratransit Services and Paul Branson, a retired Mobility Manager for Marin County. Paul Branson was attending the meeting as a member of the public.

No new candidates have yet been identified to fill existing or up-coming vacancies among the SSTAC members. An effort will be needed to actively recruit new participants. Paul Branson stated that he would be willing to serve on the SSTAC as a Potential Transit User, 60 Years or Older. Rae Eby-Carl, Director of the Lucerne Senior Center, was suggested as an option to fill in for Frank Parker as a Social Services Provider for the Handicapped. It was assumed the Tracey Thomas would remain as a Transportation Provider, since she was only appointed to replace Pat Grabham once she retired at the end of 2014. Other possibilities for filling vacant slots were suggested to be solicited from the medical community: Sutter Health was recently awarded the NEMT contract and would be a good place to start. The Department of Rehabilitation was also suggested. Jesse Robertson, with the Lake Area Planning Council, will solicit the new members and determine the necessary steps to ensure their appointment.

4. Update on Lake Transit Meetings

Mark Wall provided an update of the LTA meetings. The LTA budget was adopted at the June meeting. When the budget was adopted, an assumption was made that reductions would be made to evening service, but the actual level of service will be determined by the success of two grant applications for intercity bus service. Those grants were awarded and will result in revised routes: “old” Routes 1 & 3 will be combined to provide service from Calistoga to Clearlake, the Northshore and Lakeport; “old” Routes 4 & 7 will be combined to connect Ukiah with Lakeport and Clearlake, via State Route 29. The re-structuring of intercity routes will bring an additional \$300,000 in revenue, which would eliminate the currently deficit in grant funding for the routes. This will enable LTA to increase the budgetary reserve from \$15,000 annually to approximately \$180,000. Limited ridership in the evenings will still result in service cuts, despite increased funding for intercity routes, however, any unmet needs could be accommodated by a demand-response bus one night a week or by issuing taxi service scripts.

5. Update on Transit projects and Grants

The Transit Development and Marketing Plan (TDP) identified three scenarios for future finances:

- Pessimistic
- Best Case (maintaining the current level of operations)
- Maximum (new opportunities)

The probable scenario is expected to be close to the maximum case for federal funding sources and slightly pessimistic for partnerships. Most of LTA’s funds come from State and federal sources, which would limit the impact on future operations.

Another valuable contribution of the TDP is the chapter on Succession Planning. Mark expects to retire in the next year or two. Caltrans has authorized a contract extension with Paratransit Services that will likely continue through June 30, 2016. A change in the contract is expected to result in an increase of about 10% over the dollar amount of the existing contract. Due to the limited number of independent contractors providing consolidated transit services, LTA should consider hiring an employee instead of another private contract. This would increase costs to retain a qualified staff person at a competitive wage and the additional benefits, including public employee retirement contributions and health insurance.

Jesse Robertson gave a brief overview of the Human Services Coordinated Plan Update. The plan was required under SAFETY-LU and MAP-21 (federal authorization bills) to increase the communication between the public transportation sector and human services. Jesse noted that progress has already been made toward implementing the plan, with the hiring of the Mobility Coordinator and implementation of NEMT goals. The other priority of Critical Importance was to “Enhance and improve public awareness of public transportation through a comprehensive public information and bus stop improvement program.” Mark Wall emphasized that the plan was based on stakeholder input and that it addressed out of County medical trips.

Mark Wall summarized the lessons he has learned from the Transit Energy Use Reduction Plan. The plan was inspired from a time when 20%-25% of LTA’s budget went to fuel costs. While market prices for natural gas could have reduced LTA’s fuel costs by 50%, no natural gas pipeline exists to provide service to Lake County. The contractor, ICF, has indicated that electric buses would be the cheapest fuel source for buses serving the City of Clearlake. A solar power installation at the LTA facility could be used to power the 5 buses and would provide energy for the cost of installation. Renewable gas (or non-natural natural gas) could be recovered from the County Wastewater Treatment Plant in the form of methane and be converted for use. Private investors could operate a renewable natural gas refueling station and sell fuel to the general public and at a reduced price to

LTA if built using public funds. Zero emission buses may be required in urban areas in the near future, which are currently prohibitively expensive for rural areas, but lobbying to subsidize rural areas may be a policy matter that Lake and other rural operators should consider pursuing.

For the CTSA update, Mark noted that LTA was the designated Coordinated Transportation Service Agency, but that there often seems to be a conflict between public transit and social services. Mark argued that human service coordination is not LTA's strong-suit. Currently 5% of LTA's LTF allocation is set aside for CTSA involvement. This amounts to \$55,000-\$60,000 per year, which is not enough to accomplish much. The Mobility Coordinator position is funded with a 3-year set aside of CTSA funds. On-going funding for the Mobility Coordinator may be most efficiently administered by a non-profit, such as People Services or NCO, where services could be accomplished for lower costs than by either a public agency or private contract.

Karl Parker introduced himself then initiated a discussion of a proposal for a Medi-Cal reimbursed "Pay-Your-Pal" Program. The concept would be to have NEMT trips provided privately through friends or family of transit-dependent individuals and using a reimbursement rate of 30 or 35 cents per mile for providing the service. The program would have limited involvement and no liability while offering little incentive to abuse the system for financial gain. Riverside County, California, pioneered the first program of its kind in 1993. Now there are 18 programs in California that follow this model, including two in Marin County that were created by Paul Branson. This program would need to resolve reimbursement issues prior to being implemented.

Mark Wall recommended that a separate CTSA meeting take place with a subcommittee before the next SSTAC meeting.

6. Update on Human Services Transportation Programs

b) People Service noted two new services offered as a revenue generator for their agency: wedding shuttles that drive guests back to homes or hotels to avoid driving impaired; and wine-tasting tours. Neither service is particularly cheap, but limited other options currently exist in the area, the service is needed and it is not central to the mission of People Services so it exists above the break-even point.

7. Update on State and Federal Grant Programs and Projects

a) Jesse Robertson gave an update of the Active Transportation Program activities that Lake APC has been engaged with, such as the submittal of a grant application for a multi-use trail, review of grant applications from other parts of the State, and the development of an Active Transportation Plan for Lake County. The SSTAC was advised of upcoming public outreach meetings and where suggestions would be welcome to improve access to transit stops, including the first and last mile of every walking or bicycling trip with a link to transit service. Other focal points of the program include education and enforcement and public health.

b) LTA was awarded a Transit Hub feasibility study within the City of Clearlake to study options for relocating the existing transit hub at Ray's Food Place.

8. Discussion of issues and/or concerns of the members of the SSTAC

a) **Lesson's learned from the emergency response effort for the Rocky Fire** - Wanda Gray described LTA's/Paratransit's activities in response to the County Office of Emergency Services (OES) during the Rocky Fire. Paratransit was ordered to develop an evacuation plan for communities in Lake County that were threatened with orders to evacuate in the path of the fire. The LTA Operations Center was also ordered to evacuate their operations center in Lower Lake, which caused service disruptions to regular bus routes and led to 23.5-hour shifts. Some of the

difficulties endured were described and were considered to be a result of lack of preparedness. Del Norte County was held up as an example as their County OES conducts bi-monthly exercises ranging from on-board (transit) shooters to tsunami evacuations. Greater emergency preparedness should be considered for Lake County.

9. Public Input

No comments received.

10. SSTAC Meeting Schedule

The next meeting is tentatively scheduled for November 10, 2015 but may be rescheduled to coincide with the APC meeting, which will not convene on November 11 due to Veteran's Day holiday. Notice will be provided if the schedule changes.

11. Announcements

No announcements.

12. Adjourn SSTAC meeting

The meeting was adjourned at 5:00 pm.

Respectfully Submitted,

DRAFT

Jesse Robertson, Senior Planner



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Lisa Davey-Bates, Executive Director
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367 North State Street, Ukiah, CA 95482
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LAKE APC TECHNICAL ADVISORY COUNCIL (TAC) (DRAFT) MEETING MINUTES

Thursday, August 20, 2015

Location: City of Lakeport, City Hall
Small Conference Room
225 Park Street, Lakeport, California

Present

Lars Ewing, Deputy Public Works Director, County of Lake
Todd Manasell, Public Works Department, County of Lake
Nathalie Antus, Community Development Department, County of Lake
Greg Folsom, City Administrator, City of Clearlake
Doug Herren, Public Works Director, City of Clearlake
Kevin Ingram, Community Development Director, City of Lakeport
Doug Grider, Public Works Director, City of Lakeport
Dave Carstensen, California Department of Transportation (Caltrans)

Participation via Telephone

Mark Wall, General Manager, Lake Transit Authority
John Thurston, California Department of Transportation (Caltrans)
Nephele Barrett, Lake Area Planning Council Staff

Absent

Hector Paredes, California Highway Patrol
Mark Akaba, City of Clearlake

Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC
Phil Dow, Planning Staff - Lake APC
Jesse Robertson, Planning Staff - Lake APC

-
1. **Call to Order** – 9:09 AM
 2. **Review and Approval of February 19, 2015 Minutes**
Nathalie Antus requested that the spelling of Lon Sharpe be corrected by removing the letter "e." Dave Carstensen "liked" the use of the term "ground-truthed." Lars Ewing made a motion to adopt the minutes with the requested revisions. The motion was seconded by Dave Carstensen. The motion carried by unanimous vote.
 3. **Discussion of State Transportation Improvement Fund (STIP) Fund Estimate** (*Barrett*)
Nephele Barrett provided a status of the State Transportation Improvement Program (STIP) fund estimate. Due to funding shortfalls, no new projects will be programmed for the 2016 STIP and

some of the projects currently planned will need to be delayed as an adjustment to match the revenue stream. Projects in Lake County that could be delayed include Lakeport's Lakeport Boulevard and South Main Street Intersection Improvement project and the county's South Main/Soda Bay Road project, and Clearlake's Phillip's Ave Extension project. There is possibility that the funding shortfall could impact the SR 29 project, however, because Caltrans safety funds are mingled in, implementation could be exempted from delays.

Next, Nephele reported on the changes proposed with the 2016 STIP Guidelines. Future RTIP projects will need to be accompanied by a Project Study Report (PSR) upon submittal to Caltrans. Currently, PSRs may be prepared after the project has been added onto the RTIP, but that interim period for PSR development will be removed. The other change is the requirement for providing performance measures for each project. Lisa Davey-Bates clarified that performance measures are not needed for projects already programmed; the requirement will apply to new projects only. Nephele stated that the 2016 STIP Guidelines are set to be adopted by the California Transportation Commission next week. Lars Ewing asked if the STIP shortfalls will affect projects already in construction; to which the answer was "no."

During Nephele's presentation, Doug Herren and Greg Folsom arrived. Doug introduced Greg as Clearlake's new City Manager between agenda items. Greg came to Clearlake from the County of Riverside, but spent 20 years prior to that, with the City of Stockton.

4. Announcements and Reports

a. Lake APC

i. Transportation Funding (*Dow*)

Phil Dow introduced agenda item 4(a), SBX-1X, previously known as SB 16/the Beall Bill. The bill calls for generating funding for transportation through a diverse collection plan, including assessing fees from electric vehicles that do not contribute to road upkeep through gas taxes. There is little opposition to the passage of the bill with the democrat-controlled legislature and governor's office. Senator Frazier revised the Beale Bill to increase the revenue stream. Fifty percent of the funding would go to the State, the other half would be allocated directly to cities and counties. Phil commented that at the CALCOG meeting, he recommended that the cities and counties get a minimum level of funding to ensure that small cities and counties will receive enough funding to use for construction. Above a certain threshold, funds are distributed based on population. This was the method used to distribute Prop 1B funds. Todd Mansell reported that the bill passed the State Senate, according to the morning news. The bill is needed because in recent years all or nearly all of the gas tax goes to the SHOPP and not much or nothing goes to the STIP. If the federal government were to pass a new bill and not just extend MAP-21, funding levels may change, but in the meantime, the Senate Bill is the only solution out there to address the shortfall from the gas tax. Lisa noted that the Lake APC Board supported the coalition letter endorsing SB 16 or its incarnate.

ii. 2015-16 Overall Work Plan (OWP) First Amendment (*Davey-Bates*)

Lisa Davey-Bates reported that the Lake APC Board approved the first amendment to the 2015-16 Overall Work Program. She apologized for not bringing it to the TAC prior to seeking the Board's approval, but there was a need to use the carryover funds sooner than the standard process would have allowed. A new Work Element (604) was established as a project reserve fund that will be available to offset funding shortages. The reserve is almost up to \$40,000.

a. Lake Transit Authority (*Wall*)

i. CTSA Update

Mark Wall provided an update on the Consolidated Transportation Services Agency program. Article 4 of the Transit Development Act of 1986 established the CTSA to inventory social services

organizations with a 5% set-aside of TDA funds. Lake Transit Authority is the designated CTSA for Lake County. LTA has been responsible for the coordination and consolidation of social service transportation and has purchased vehicles for the local social service organizations and has recently developed the Non-Emergency Medical Transportation (NEMT) plan. Since the plan was adopted, LTA has been working with Sutter Health St. Helena to help provide transportation for Sutter Health patients. Karl Parker was recently hired to implement the NEMT and is working to develop a “Pay-Your-Pal” program, which allows patients to seek volunteers to drive them to medical appointments with the promise of reimbursing them for the use of their private vehicle. The Pay-Your-Pal program was first developed in Riverside over two decades ago and has been replicated in 18 other communities in California. Lake APC has been setting aside CTSA funds and \$150,000 in reserve currently. Mark is interested in spinning-off the CTSA duties from LTA and is hoping to find another administrator for the CTSA program. Lisa Davey-Bates has tentative plans to discuss Mark’s proposal on September 2, 2015.

ii. Non-Emergency Medical Transportation Update

Next, Mark Wall provided a report on the NEMT program. LTA is not interested in pursuing emergency medical transportation service, but for patients that require regular medical care and for whom driving is not an option, LTA would like to pursue reimbursement from MediCal. Currently there are few examples to serve as a role model.

iii. Lake County Energy Use Reduction Plan

Mark discussed some of the preliminary findings of the Lake Energy Use Reduction Plan, which was a grant-funded project. ICF International was retained as the consultant for the project and they are looking at energy savings from fleet and building usage. Some of lessons learned include: the development of a renewable natural gas source in Lake County, that would be privately run and supply natural gas to LTA for fleet fuel, and the use of electric buses for local trips in Clearlake, which would offer the lowest cost source of fuel for short runs bus routes. Developing a solar facility to supply the energy would require a significant up-front capital cost.

iv. Transit Development Plan

The Transit Development Plan is complete. It was adopted by the Board in June. The plan contains a five-year development and spending plan. The plan does not contain any surprises. Included is a mention of the transit hub facility feasibility study in the city of Clearlake. The plan notes the rural nature of Lake County and the low incomes, which will produce more demand over the coming years than the County will be able to meet. The funding picture tends toward the optimistic. This year LTA doubled its operating cost for intercity bus routes with the award of an additional FTA grant and by splitting one existing route into two. The other notable section of the plan is the chapter on succession planning. Mark is considering retirement before the next TDP is prepared, and the plan breaks down the costs associated with contracting out versus hiring his replacement as an employee.

v. Human Services Coordinated Plan

The Human Resources Coordinated Plan is a pre-requisite for submitting grant applications. The plan coordinated social services and public transit. The plan has been completed but is yet to be adopted. Phil Dow asked why we need both a CTSA NEMT and a Human Resources Coordinated Plan. Mark noted that it is a State requirement and if LTA doesn’t do it, the State will. A discussion ensued about the quality of in-house documents versus allowing either the State or a contractor of the State to prepare a plan for the County or on the region’s behalf.

a. Federal & State Grant Status Reports

i. Highway Safety Improvement Program (HSIP) (Davey-Bates)

Lisa Davey-Bates reported that she is serving on a statewide HSIP committee as a way to benefit Lake APC and other rural regions by keeping the rest of the State aware of rural needs. Lisa attached information about a new program: SSAR, which looks at safety data for corridors instead of spot locations. The SSAR compiles safety data that will make grant applications easier. Lars commented that systemic safety grants have really helped Lake County DPW; Lake has been unsuccessful with applications for spot locations. The SSAR report is something like a Capital Improvement Program, where improvements can be selected or implemented according to the highest current priority, recognizing that conditions may change. The program offers \$1 million annually to develop the reports. The reports are prepared every three years and the State doesn't want to turn anyone down that requests SSAR funding. Money has been left on the table previously and if demand exceeded \$1 million, the State may be willing to fund above the cap. HSIP proposals that are developed out of or consistent with the SSAR will be given priority for funding. Phil Dow noted that the problem in rural areas is being competitive under the program guidelines. What is needed is a rural pot of funds that recognizes that costs for environmental impacts increases the bottom line and makes rural benefit cost ratios less competitive. Doug Grider observed that Lakeport has had prioritized improvements on Miller that haven't been fundable under the existing guidelines. Lisa closed the discussion by noting that the pro-active safety program will be looked at after the SSAR program has been fully developed.

ii. **Active Transportation Program (*Robertson*)**

Jesse Robertson gave an update on the status of the Active Transportation Plan for Lake County. The schedule has been pushed back to coordinate Caltrans grant funded portions with APC staff efforts. Caltrans has funded the public outreach component; \$25,000 will be available for Redwood Community Action Agency (RCAA), out of Eureka, and \$15,000 will be available to reimburse the County and the two cities for their involvement in the project. Funding will be distributed on a reimbursement basis for local agency staff time: \$10,000 to the County of Lake and \$2,500 to each of the cities. A kick-off meeting with RCAA will be held in early September and the public outreach events are tentatively scheduled for mid-October. Lake APC has already compiled a list of proposed bike and ped improvements from existing plans, which is available for agency review and input prior to printing on maps. Phil commented that Lake APC has developed the Regional Bikeway Plan and has funded a number of bicycle improvements over the years, so the pedestrian improvements are a bigger question mark. By what method and criteria will pedestrian improvements be prioritized? Doug Grider commented on the City's urgent need for pedestrian and ADA accessible improvements, particularly on the South Main Street corridor. Access to transit is another important issue that needs to be considered.

The ATP grants were due June 1. Jesse evaluated 14 applications from other parts of the State and was assigned to come up with a consensus score with another reviewer from Southern California Association of Governments (SCAG). Application scores ranged from 68 or 70 to 28. The evaluations will be paired with an eligibility and deliverability review to be completed by the District Caltrans Local Assistance Offices. The California Transportation Commission has much work to do to determine which projects will be funded without any more direct input and within the timeframe allotted. The award list could be determined by the end of August and either publicized or adopted on September 15th. Lake APC will share any news received on grant awards as early as possible.

a. **Caltrans**

i. **Caltrans District 1 Transportation Corridor Report for Route 20**

John Thurston announced the availability of the Draft Transportation Concept Report (TCR) for State Route 20 between US Route 101 and the Lake County boundary at Colusa County. The TCR is a planning document with a 25-year horizon that is updated every 5 years. Most of the contents

are geared toward initiating projects and are largely factual data points. The Lake APC TAC is invited to review and comment on the document, particularly the corridor concept, which is located on page 14. Phil Dow noted that there have been no major revisions since the last update, but requested a correction to indicate that the first segment is within MCOG's jurisdiction, not Lake APC's, as is stated in the document. Jesse Robertson raised the issue of truck traffic impacting the main street livability on the Northshore communities. Jesse noted a recent article in the local paper written by Supervisor Jim Steele and his concern about Caltrans management of Route 20 consistent with the livability values that have been previously documented in plans. Phil Dow suggested beefing up the TCR's Goods Movement section. Goods Movement has become one of the State's hot topics and by highlighting the value of Route 20 as an important east-west corridor in the northern part of the State, Lake County may have a better chance of receiving funding to improve goods movement on Route 29. John Thurston acknowledges Phil's suggestion to "beef up" the goods movement discussion in the document. Other comments should be submitted to John Thurston within the next two weeks for inclusion in this edition.

ii. Lake County Projects Update

Dave Carstensen provided an update on State highway projects:

- The roundabout at State Routes 20 & 29 is 60% complete and could be completed in October if dry weather continues;
- The CAPM project on Route 20 is 50% complete;
- The CAPM on 29 at Cruikshank Road is also 50% complete.

Lars Ewing noted the limitations of the Caltrans detour for extra legal-sized trucks on Scotts Valley Bridge. The County has raised the issue with Caltrans Transportation Permits in Sacramento. The Kelseyville CAPM has resumed a nightshift for the construction work. Dave also noted the new Metal Beam Guard Rail (MBGR) project in Blue Lakes, which has a \$2.5 million budget.

e. Miscellaneous

Lars Ewing announced three County bridge projects that are under construction: Soda Bay Road over Cole Creek (delayed due to pile-driving capacity), Highland Springs and Ackley Road.

6. Public input – None.

7. Next Proposed Meeting – Lisa Davey-Bates stated that the schedule for the next TAC meeting on **September 17, 2015** conflicts with the CTC meeting in Redding and Weaverville, so the next TAC meeting will likely be in October. Formal announcements will be sent to confirm.

8. Adjourn meeting -- 10:50 am.

Respectfully submitted,

Jesse Robertson, Senior Transportation Planner