



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 (TAC) MEETING AGENDA

DATE: Thursday, February 15, 2018

TIME: 9 a.m.

PLACE: City of Lakeport

Large Conference Room
225 Park Street
Lakeport, California

Caltrans-District 1

Teleconference
1656 Union Street
Eureka, California

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

1. Call to order
2. Approval of January 18, 2018 Minutes
3. Discussion of 2018/19 Overall Work Program Project Requests (*Davey-Bates*)
4. Announcements and Reports
 - a. Lake APC
 - i. SB 1 Update (*Dom*)
 - ii. Miscellaneous
 - b. Lake Transit Authority
 - i. Lake Transit Authority Transit Manager Recruitment (*Davey-Bates*)
 - ii. State of Good Repair Projects (*Davey-Bates*)
 - iii. Miscellaneous
 - c. Federal & State Grant Status Reports
 - i. Sustainable Transportation Planning Grant Update (*Speka*)
 - ii. Other Grant Updates (*All*)
 - d. Caltrans
 - i. Lake County Projects Update
 - ii. Other Updates
5. Information Packet
 - a. 1/10/18 Lake APC Minutes
 - b. 2018 Proposed Lake TAC Meeting Schedule
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 – **March 15, 2018**
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: February 8, 2018

List of Attachments:

Agenda Item #2 – 1/18/18 Draft Lake TAC Minutes

Agenda Item #3 – 2018/19 Overall Work Program Project Requests

- *2018/19 Initial Work Program - spreadsheet*

Agenda Item #4ai – SB 1 Implementation Update

- *CTC Local Partnership Program Formulaic-Resolution G-18-04*

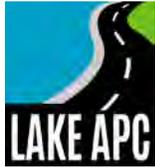
Agenda Item #4bi – LTA Transit Manager Job Description

Agenda Item #4di – Caltrans Lake County Project Status as of 1/22/18

Agenda Item #5 – Information Packet

a. *1/10/18 Lake APC Minutes*

b. *Proposed Lake TAC 2018 Meeting Schedule*



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TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday, January 18, 2018
9 a.m.

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

Present

Todd Mansell, Department of Public Works, County of Lake
Kevin Ingram, Community Development Director, City of Lakeport
Doug Herren, Public Works, City of Clearlake
Dave Carstensen, Caltrans District 1 (by telephone)
Alexis Kelso, Caltrans District 1 Local Assistance (by telephone)

Absent

Mark Wall, General Manager, Lake Transit Authority
Jaime Matteoli, Caltrans District 1
Byron Turner, Community Development Department, County of Lake
Doug Grider, Public Works Superintendent, City of Lakeport
Greg Folsom, City Manager, City of Clearlake
Hector Paredes, California Highway Patrol

Also Present

Lisa Davey-Bates, Executive Director, Lake County/City Area Planning Council (by telephone)
John Speka, Senior Transportation Planner, Lake County/City Area Planning Council
James Sookne, Project Manager, Lake County/City Area Planning Council
Alexis Pedrotti, Lake County/City Area Planning Council (by telephone)
Marta Ford, Administrative Assistant, Lake County/City Area Planning Council

- 1. Call to order**
The meeting was called to order at 9:04 AM
- 2. Review and Approval of November 16, 2017 Lake APC TAC Minutes** – Doug made a motion to approve the minutes, second by Todd. Motion carried unanimously.
- 3. Discussion and Proposed Approval of the 2017/18 Overall Work \Program – 2nd Amendment**
John distributed Lexi's written staff report at the beginning of the meeting. She expressed gratitude to the Lake TAC members that submitted quarterly reports within the set deadline. She said she made a slight change to the amendment after receiving the information from all the submitted quarterly reports. The second amendment was submitted as an administrative

amendment which does not require approval of the Board. Work Element 614, the Countywide Sign Inventory Project has had delays that required carrying the funding over for last couple of years. The element now includes \$19,077 of FY 2015/16 expiring PPM Funding. In order to ensure these funds are expended prior to June 30, 2018, she recommends exchanging them with FY 2017/18 allocated PPM funds, which can be found under other work elements in the Overall Work Program (OWP). The two recommended work elements include WE 606 – Speed Zone Studies and WE 605 – Federal & State Grant Preparation, Monitoring Assistance.

According to the Regional Transportation Planning Handbook, an administrative amendment allows the RTPA to make amendments as long as there are no changes that will affect the transportation planning tasks, activities, steps, products, or funding amounts listed on the OWPA. Lexi mentioned another funding source that was reviewed, WE 602; however, after further discussion with Mark, they projected those funds will be used within the deadline. All agreed with staff's suggestion. This was for information only, no further action was necessary.

4. **Discussion of 2018-19 Overall Work Program (OWP) Project Requests** – Lisa referred to her memo and the application that was included in the packet. The memo outlines expected funds that will be available this upcoming fiscal year. There are two carryover Federal grants through the 5304 Program included in this year's OWP, the Bus Passenger Facilities Plan and the Pedestrian Facilities Inventory and Engineering Feasibility Study. The LTF contribution will remain at \$50,000 for Fiscal Year 2018/19. She also reported that PPM has gone down from \$76,000 to \$35,000 which may be the “new norm” for the next few years and could create a bigger draw on local transportation funds. However, there are higher than anticipated revenue that has been received. RPA funds have remained consistent but she cautioned, only 25% of those funds can be carried over. Lisa summarized that \$379,000 is projected to be available. Dow & Associate's contract will require an estimate of \$260,586; that leaves about \$118,414 for planning projects. The deadline to submit applications for project requests are February 2, 2018.

Lexi asked the TAC members who have ongoing projects to submit applications for funds in the OWP as well. She also reminded the TAC about the set aside funds intended for the Countywide Sign Inventory Project that should be reviewed to expend soon totaling \$81,500 for that project. Doug offered his assistance and to take the request of \$30,000 of local funds to Clearlake City Council for approval to assist. Doug said he is interested in establishing a program for street signs; many have been wiped out due to the fires. Due to Measure V passing, funds are available for this type of project. Lisa confirmed with Todd that he received the sample RFP she sent him for reference and suggested to review other local funds to contribute more resources to ensure the project's success. Phil stated about \$150-\$200k would be needed to support all the tasks projects like this should require. After reviewing all of the possible contributions for this project, Todd should submit an application for the balance. Phil suggested to Todd not to wait, try to submit the application for Lake TAC Board to review at February's meeting.

Lisa went over the work element in the OWP for the Sign Inventory Project and the group discussed the tasks listed in the description. It clarified that it was more inclusive than specifically for traffic signs. Doug is interested to include street signs in the tasks; Lisa suggested breaking that piece out in the RFP since Clearlake is the only area that is

interested. Todd will submit application to include countywide bus stops and Clearlake Street signs and a total request of \$180,000 with the current funding in the existing work plan of \$81,464 and \$30,000 contribution from Clearlake.

5. **Regional Transportation Plan (RTP) Comment and Recommendation** – John referred to his written report. A final public workshop was held last week in Clearlake. There were no comments that would require changes in the draft RTP. Doug mentioned that one of the participants in the workshop came back to him later and extended his appreciation of the opportunity of his opinions to be heard at the workshop. John will take the RTP to a public hearing at the APC Board on February 14 for adoption. Doug made a motion to approve forwarding the RTP to the APC Board for approval; Todd second the motion. Motion carried unanimously. Lisa thanked John for a job well done; all agreed he did a good job on the RTP. Phil announced this is his last RTP he intends to participate in.

6. **Announcements and Reports**

- a. **Lake APC**

- i. **SB 1 Update** - Phil referred to his written staff report that includes updates since his last report. In regard to the Local Partnership, the deadline for projects for discretionary funds is next week. Staff recommendations will go to California Transportation Commission (CTC) at the end of the month. Todd said he heard that the first effort to repeal did not get enough signatures prior to the deadline but there are other repeal efforts that are formed. Lisa said she attended the CalCOG meeting in Sacramento on Monday. There are two bills that are moving forward called ACA5 that will be on the June 2018 ballot. It is intended to protect any transportation funds that have been previously approved by voters in the past. They are calling it a YES/NO campaign, yes to protect previously approved funds and no on repeal. Another repeal effort against SB1 is getting a lot of attention due to several Republicans up for re-election who are funding the efforts as part of their campaign. Lisa stated how important it is to get the word out of the success of projects funded by SB1. She will be receiving information and fact sheets on the repeal. Getting the information to Fix California Roads on the local benefits from SB1 funds is highly recommended; including photos and samples/examples of rehab projects would be a great help.

Phil stated the Active Transportation Program has another cycle coming up in March; applications will be due in May. He is hopeful they will decrease their scoring criteria and allow some of the projects that were previously denied. Alexis offered assistance by reviewing the applications and providing feedback for projects. She also encourages using public participation forums; this will strengthen the application process. Doug mentioned there was a fatality in Clearlake last week from a jaywalker. Lisa mentioned that since a previously unsuccessful ATP application was made for that area, that APC staff could help if they wanted to revisit that plan for the next cycle.

- ii. **Miscellaneous** Phil and John met with staff that was in charge of the selection committee on a debriefing for the unsuccessful Eleventh Street Corridor planning grant application. It had scored just under their requirements and Caltrans staff provided Phil and John with tips to improve the application so it can be reapplied for in the next round.

- b. **Lake Transit Authority**

i. Lake Transit Authority Transit Manager Recruitment – Mark did not call in. Lisa reported that last Wednesday the Board took action to amend the responsibility of the Transit Management position into the Davey-Bates Consulting contract. She will begin recruitment next week for that position. She requests that if any of the TAC members know anyone interested to send them her way. She will email the job description out to all the TAC members.

ii. Allocation of PTMISEA funds towards proposed Clearlake Transit Hub - Lisa said that Mark requested about \$200,000 to be committed to the location where the Transit Hub is proposed for design. She said that before he retires, he plans to meet with the Board of Supervisors get an agreement in place for the land.

iii. Miscellaneous – Lisa reminded the group that they will receive (if they have not already) the California Statewide Local Needs Assessment Survey. She highly encourages them to take the time to complete the survey. It benefits all efforts to make road improvements and it was an important tool used in the past to help get SB1 passed.

c. Federal & State Grant Status Reports

i. Sustainable Transportation Planning Grant (2018 Workshop Notice) – John referred to the 2018 Caltrans Transportation Planning Grant Workshop flier enclosed in the agenda packet. He plans to attend the Ukiah location. The information he will receive from the workshop will assist in the applications for upcoming projects. Dave let the group know he will be in Ukiah and Sacramento will be calling in to participate as well.

ii. Other Grant Update. None.

d. Caltrans

i. Lake County Projects Update

Dave referred to the Status of Lake County Projects summary included in the agenda packet. He said this write up is a little outdated, a new status will be available at the next meeting. He gave updates on the following items:

- Three new Project Study Reports (PSR) will be on the new status
- Hartman Road was just advertised and will go out to bid
- The Pedestrian facilities to ADA compliance is at 85% complete; they have to wait for dry weather for striping

Other Updates.

- Doug asked Dave if any recent traffic counts on Highway 29 have been completed. Doug will email Dave with specifics. Tractor Supply and Big 5 are moving into the Ray's Foods building.
- Doug updated on Clearlake; they are at 99% cleanup. Five summary abatements and they have been through three contractors. They completed 18th and Phillips St; made significant improvements. The Dam Road extension is at 90%, management informed Doug they want to include curb, gutter and sidewalks not included in the initial plan. Another program through the County that was to going to take care of

that had backed out, so now they have to complete it. They will have to go back to the County to ask for more right-of-way. They will add the curb, gutter, and sidewalks to the RFP that they hope to have go out in February. Doug also reported they had a couple of guardrail projects completed. One on Old Highway 53 and Garner's Corner was completed; that area has had a lot of accidents in the past. They have a few grant proposals they are working on and some park proposals. He was told that the administrator came out last week to look at the Konocti Regional Trails proposal; he was pleased with the work and felt confident it would be approved. Doug also reported more positions were approved for four more additional full-time staff members bringing up the number of full-time staff to 10. Also, currently looking for more equipment for the staff to work with.

- Lexi reiterated her appreciation for the all who turned in their quarterly reports

7. Information Packet

a. 12/16/17 Lake APC Minutes (Draft).

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

9. Next Proposed Meeting – February 15, 2018

10. Adjourn Meeting - Meeting adjourned at 10:22 AM

Respectfully Submitted,
(Draft)

Marta Ford
Lake APC Transportation Planning



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: 2018/19 Overall Work Program Development

DATE PREPARED: 2/7/18

MEETING DATE: 2/15/18

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

The first week of January 2018 you should have received a memorandum informing you of the available funding levels and timelines proposed for the development of the 2018/19 Overall Work Program. In that memo, I requested project applications be submitted to Lake APC staff by February 2, 2018.

A spreadsheet is attached to this staff report as an initial list of potential work elements to be considered for 2018/19 Work Program. Staff developed this list based applications received and the previous discussions with Lake TAC members.

In Fiscal Year 2018/19, Local Transportation Funds (LTF) and Rural Planning Assistance (RPA) funding remain consistent, while Planning, Programming and Monitoring (PPM) has decreased by \$41,000 to \$35,000. Also included in the spreadsheet is carryover funding for LTF and PPM funds totaling \$81,464. It was discussed at the previous TAC Meeting to carryover the Countywide Sign Inventory Project to secure some additional funding. This project has been lacking the needed amount of funding to be completed. TAC Members agreed carrying it into FY 2018/19 and adding additional funding will help to get this project completed.

Total funds in the amount of \$460,464 are anticipated for next fiscal year. Lake APC is obligated to fulfill funding for the Dow & Associates planning contract (plus adjustments for CPI increases) in the amount of \$260,586 prior to programming funds for other uses. The initial summary of requests for all projects total \$515,086, which is just over \$54,622 of the available funding for this year's OWP.

The project list will be updated based on the outcome of the discussion during the February 15th Lake TAC meeting. Preferred projects that are recommended at the TAC meeting will be included in the Draft Work Program which is due to Caltrans March 1st. Because of the short time frame, and the fact that there will be few new projects to discuss, the draft document will be submitted to Caltrans prior to the next Lake TAC meeting. Lake APC staff will email the draft 2018/19 OWP to the Lake TAC for comments prior to submitting the document to Caltrans staff.

Lake TAC or APC action is not needed on the draft document, but will be required on the Final Work Program which must be adopted by the Lake APC Board of Directors and submitted to Caltrans in May.

ACTION REQUIRED: Discuss proposed work elements and provide input on development of Draft 2018/19 OWP.

ALTERNATIVES: None.

RECOMMENDATION: Provide input on development of Draft 2018/19 OWP.

LAKE COUNTY 2018/19 WORK PROGRAM SUMMARY OF REQUESTS BY WORK ELEMENT

WE	Title	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Transit Manager	Other	Total Costs
600	Regional Planning & Intergovernmental Coordination	\$ 2,500	\$ -	\$ -	\$ 115,000	\$ -	\$ 2,000	\$ 119,500
601	TDA Activities & Coordination	\$ 2,500	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 37,500
602	Transit Planning & Performance Monitoring	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 15,000	\$ 20,000
603	Transit Asset Management Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	Federal & State Grant Preparation, Monitoring & Assistance	\$ 15,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 45,000
606	Speed Zone Studies - (New)	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ 12,500	\$ -	\$ -	\$ 30,586	\$ -	\$ -	\$ 43,086
608	Planning, Programming, & Monitoring	\$ 12,500	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 30,500
609	<i>Intentionall Left Blank</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610	Non-Motorized Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
611	Pavement Management Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500
612	Technology Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 500	\$ 2,500
614	Countywide Sign Inventory Project (New)	\$ 7,000	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 175,000	\$ 185,000
615	<i>Intentionall Left Blank</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
616	Training	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500
617	Lake Transit ADA Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
618	LTA Bus Passenger Facilities Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
619	L.C. Pedestrian Facility Needs Inventory & EFS <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 52,000	\$ 1,500	\$ 1,500	\$ 260,586	\$ -	\$ 199,500	\$ 515,086

Estimated 2018/19 Funding Available

Local Transportation Funds (Approximate)	\$50,000
Planning, Programming & Monitoring – 2018/19 Funds	\$35,000
Rural Planning Assistance – 2018/19	\$294,000
LTF Carryover	\$12,387
RPA Carryover	TBD
PPM Carryover	\$69,077
Federal/State Grant Carryover	TBD
Reserve Funding – 2017/18 Work Program	\$0
Totals	\$460,464
Requests versus Estimated Funding (+/-)	\$54,622

Dow & Associates Contracted Amount + CPI increase = **\$260,586**



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Senate Bill 1 Implementation

DATE PREPARED: February 07, 2018

MEETING DATE: February 15, 2018

SUBMITTED BY: Phil Dow, Transportation Planning

BACKGROUND:

There are 4 new programs created by Senate Bill 1 and another 4 existing programs modified and/or supplemented by Senate Bill 1 that are under CTC jurisdiction. Below is a summary of the status of each of these programs:

New SB 1 Programs

- Local Streets & Roads: The CTC adopted the Eligibility List at the December meeting, with apportionments flowing to eligible agencies by mid-January. New revenues due to loan repayments and new SB 1 revenues for FY 17/18 are approximately as follows:
Clearlake: \$105,094
Lakeport: \$32,375
County: \$965,787
I understand that these revenues have begun to flow to eligible entities. I also heard that entities have reported receiving less than advertised and the CTC would be looking into it. Revenues are expected to increase when the program is fully implemented.
- Solutions for Congested Corridors: Guidelines for this program were adopted in December. We are not expected to have viable projects within this funding category.
The program scheduled for adoption May 16-17, 2018.
- Trade Corridor Enhancement: Program guidelines were adopted by the CTC at October meeting. This is a potential funding source for future components of the SR 29 widening project. The program is scheduled for adoption in May 16-17, 2018.
- Traffic Congestion Relief Program (TCRP): The Traffic Congestion Relief Program has been available for some time and was winding down as most projects in the program had been completed. SB 1 absorbed this program and is redirecting approximately \$90 million in savings to project amendments or similar TCRP projects. This program is not applicable to this agency.

Existing Programs under California Transportation Commission Oversight

- Active Transportation Program Augmentation: The existing program was augmented with \$100 million of SB 1 revenues. Successful applicants from Cycle 3 were allowed to advance the schedule of approved projects and many quality Cycle 3 projects were funded. Applications were due August 1; no new Lake projects were funded. However, Lakeport's Cycle 3 (Hartley) project schedule was advanced to an earlier starting year. Committee work to develop guidelines and applications for Cycle 4 this year (expected March 2018 Call for Projects and due in July) should be complete in February.
- Local Partnership Program: This program rewards agencies that have passed transportation sales taxes and incentivizes those agencies that have not. Total amount available through the formula program is \$100 million per year. Larger Self-Help agencies will be funded with 50% based on population and 50% based on revenue generation. On January 31, the CTC adopted the Formulaic Program for the

Local Partnership program. In Lake County only the City of Clearlake is eligible for this program. A copy of the CTC Resolution and the adopted Program of Projects is attached.

- State Highway Operation and Protection Program (SHOPP): SB 1 adds approximately \$1.9 billion annually to the SHOPP and Caltrans maintenance. The draft interim guidelines for this augmentation to the SHOPP are due May 17, 2018. Adoption of the SHOPP guidelines and Asset Management Plan Guidelines are scheduled June 28-29, 2018. I have been participating in development of the California Transportation Asset Management Plan. Local agencies will also be expected to develop asset management plans.
- State Transportation Improvement Program (STIP): SB 1 funding is being used to stabilize the inherently unstable STIP program. All of the usual STIP program deadlines are unchanged. The APC adopted the Regional Transportation Improvement Program (RTIP) in November, 2017. The CTC is scheduled to adopt the STIP March 2018. Nephele Barrett presented the APC RTIP to the CTC at the Northern California STIP Hearing on February 1. Little new funding would have been available to the APC in the 2018 STIP without SB 1 augmentation.

There are also two new planning grants that were made available under SB 1 that are under Caltrans purview. One is an Adaptation Planning Grant (Climate Change) and the other is a Sustainable Communities Planning Grant. Last fall, APC staff worked with the City of Lakeport to prepare and submit a Sustainable Planning Communities Grant for the Eleventh Street Corridor. This application for funding proved unsuccessful. Staff has reviewed our application with Caltrans grant reviewers and found that it was highly ranked and may prove to be successful with minor changes. APC staff intends to re-submit the application for the next round of applications due February 23.

ACTION REQUIRED: None.

ALTERNATIVES: None identified.

RECOMMENDATION: None. This is for your information only.

CALIFORNIA TRANSPORTATION COMMISSION
Adoption of the 2018 Local Partnership Program Formulaic Program of Projects
January 31-February 1, 2018



RESOLUTION G-18-04

- 1.1 **WHEREAS**, on April 28, 2017, the Governor signed Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), enacted as the Road Repair and Accountability Act of 2017, creating the Local Partnership Program to provide funding to jurisdictions that have sought and received voter approved taxes and enacted fees for road maintenance and rehabilitation and other transportation improvement projects; and
- 1.2 **WHEREAS**, on June 27, 2017, the Governor signed Assembly Bill (AB) 115 (Ting, Chapter 20, Statutes of 2017) which clarified language in SB 1 regarding local and regional transportation agency eligibility and expanded the types of projects eligible for program funding; and
- 1.3 **WHEREAS**, the Commission adopted the 2018 Local Partnership Program Guidelines on October 18, 2017; and
- 1.4 **WHEREAS**, the Commission adopted the 2018 Local Partnership Program Formulaic Program distribution of shares on December 6, 2017; and
- 1.5 **WHEREAS**, Commission staff worked collaboratively with city, county, and transit agency representatives to develop and release a log of projects proposed by eligible agencies for funding on December 29, 2017; and
- 1.6 **WHEREAS**, Commission staff compiled a list of agencies that provided complete project submittals and are therefore eligible to receive Fiscal Years 2017-18 and 2018-19 formula apportionments of Local Partnership Program Formulaic Funding, as reflected in Attachment B.
- 2.1 **NOW, THEREFORE, BE IT RESOLVED** that the California Transportation Commission adopts the attached 2018 Local Partnership Program Formulaic Program of Projects; and
- 2.2 **BE IT FURTHER RESOLVED**, that the Commission staff is authorized to make minor technical changes as needed to the program of projects; and
- 2.3 **BE IT FURTHER RESOLVED**, that the Commission directs staff to post the 2018 Local Partnership Program Formulaic Program of Projects on the Commission's website.

Adopted 2018 LPP Formulaic Program of Projects
(\$1,000s)

Attachment B

Applicant Agency	Project Title	Implementing Agency	Year Proposed		Total Proposed	LPP Shares	Unprgrmd Balance
			2017-18	2018-19			
Bay Area Toll Authority	Dumbarton Bridge Operational Improvements	BATA		\$8,200			
Bay Area Toll Authority	SFOBB/West Oakland Regional Bicycle/Pedestrian Link Connection	MTC/BATA/CT		\$2,000	\$10,200	\$10,236	\$36
Alameda-Contra Costa Transit District	Customer Service Center Rehab	AC Transit	\$50	\$765			
Alameda-Contra Costa Transit District	Purchase 59 Hybrid Buses	AC Transit		\$253	\$1,068	\$1,068	\$0
Bay Area Rapid Transit District	BART Escalator Replacement (Downtown SF Stations)	BART		\$1,880	\$1,880	\$1,880	\$0
Orinda	Miner Road Rehab	Orinda	\$200		\$200	\$200	\$0
Alameda County Transportation Commission	7th Street Grade Separation East Segment (7SGSE)	ACTC	\$907	\$7,073	\$7,980	\$7,980	\$0
Contra Costa Transportation Authority	Route 680 NB Express Lane	CCTA		\$4,799			
Contra Costa Transportation Authority	El Cerrito Pavement Project	El Cerrito		\$200			
Contra Costa Transportation Authority	Martinez Pavement Project	Martinez		\$200	\$5,199	\$5,199	\$0
Fresno County Transportation Authority	Willow Avenue Street Improvements	Clovis		\$4,544	\$4,544	\$4,544	\$0
Clearlake	Burns Valley School/Civic Center - Bicycle/Pedestrian Enhancements	Clearlake		\$200	\$200	\$200	\$0
Madera County Transportation Authority	Orange Avenue and 6th Street Pavement Rehabilitation	Chowchilla	\$142				
Madera County Transportation Authority	2017-18 3R and ADA Improvements	Madera	217				
Madera County Transportation Authority	2018-19 3R and ADA Improvements	Madera		\$180			
Madera County Transportation Authority	Road 30 Curb & Gutter, Sidewalk, Shoulder Paving & Rehabilitation	Madera County		\$175	\$714	\$714	\$0
Transportation Authority Marin County	Marin-Sonoma Narrows (Design Contracts B1-Ph2 and A4)	Caltrans	\$250	\$250			
Transportation Authority Marin County	Francisco Blvd West Multi-Use Pathway (2nd St to Andersen Dr)	San Rafael	\$502		\$1,002	\$1,002	\$0
Fort Bragg	2019 Street Rehabilitation Project	Fort Bragg		\$200	\$200	\$200	\$0
Point Arena	Port Road Rehabilitation & Overlay Project	Point Arena	\$200		\$200	\$200	\$0
Willits	Asphalt Maintenance Program	Willits	\$100		\$100	\$200	\$100
Transportation Agency for Monterey County	Fort Ord Regional Trail and Greenway	TAMC	\$500	\$600			
Transportation Agency for Monterey County	Route 166 Safety Improvements-Blackie Road Extension	TAMC		\$250			
Transportation Agency for Monterey County	Regional Wayfinding Program	TAMC		\$163	\$1,513	\$1,513	\$0
Monterey-Salinas Transit District	Monterey Bus Rapid Transit Phase II	MST		\$505	\$505	\$505	\$0
Truckee	Annual Slurry Seal Project	Truckee	\$200		\$200	\$200	\$0
Sacramento Transportation Authority	21 Buses for Circulator Service Expansion	RT		\$1,287			
Sacramento Transportation Authority	Roadway Rehabilitation, Street Light & Street Sign Replacement	Citrus Heights		\$299			
Sacramento Transportation Authority	Upgraded Curb Ramps Pavement Sealing	Elk Grove	\$323				
Sacramento Transportation Authority	Pavement Sealing	Elk Grove	\$30	\$261			
Sacramento Transportation Authority	Road Widening w/ Bike Lanes	Folsom		\$300			
Sacramento Transportation Authority	Sunrise Blvd Roadway Rehabilitation	Rancho Cordova		\$289			
Sacramento Transportation Authority	Roadway Rehabilitation	Sacramento	\$1,748				
Sacramento Transportation Authority	Complete Streets Rehabilitation	Sacramento Co.	\$268	\$2,106	\$6,911	\$6,911	\$0
San Francisco County Transportation Authority	Parkmerced/Twin Peaks/Glen Park Residential Pavement Renovation	SFPW	\$2,106				
San Francisco County Transportation Authority	Alemany Boulevard Pavement Renovation	SFPW		\$2,083	\$4,189	\$4,189	\$0
Santa Clara County Valley Transportation Authority	Capitol Expressway LRT Extension (Eastridge-Alum Rock)	SCCVTA	\$9,442	\$0	\$9,442	\$9,442	\$0
Santa Cruz County Regional Transportation Commission	2018 Full Depth Recycle & Overlay	Santa Cruz Co.		\$476	\$476	\$631	\$155
Sonoma County Transportation Authority	Santa Rosa OBAG2 Bike and Pedestrian Project	Santa Rosa	\$100	\$473	\$573	\$1,152	\$579
Sonoma Marin Area Rail Transit District	SMART Rail Maintenance Equipment Expansion	SMART	\$1,553		\$1,553	\$1,553	\$0
Los Angeles County Metropolitan Transportation Authority	West Santa Ana Branch Transit Corridor (WSAB)	LACMTA		\$23,941			
Los Angeles County Metropolitan Transportation Authority	Green Line Extension (Redondo Beach-Torrance)	LACMTA		\$19,745			
Los Angeles County Metropolitan Transportation Authority	Willowbrook/Rosa Parks Station Mezzanine Improvements	LACMTA	\$14,808		\$58,494	\$58,494	\$0
Orange County Transportation Authority	I-5 Improvements, Rt 73-Oso Parkway (Segment 1)	Caltrans		\$18,242	\$18,242	\$18,242	\$0
Riverside County Transportation Commission	Replace Route 71/91 Interchange (NB Rt 71 to EB Rt 91)	RCTC	\$2,000				
Riverside County Transportation Commission	Pachappa Underpass (Rt 91 HOV Remnant Work, Raise UPRR)	RCTC		\$4,272			
Riverside County Transportation Commission	Temescal Canyon Road Gap Closure (widen to 4 lanes)	Riverside Co.		\$7,300	\$13,572	\$13,620	\$48
San Diego County Regional Transportation Commission	LOSSAN SD Subdivision Doubletrack (CP Eastbrook - CP Shell)	SANDAG	\$2,000				
San Diego County Regional Transportation Commission	LOSSAN Batiqultos Lagoon Doubletrack/Bridge (MP234.5-MP235.5)	SANDAG	\$1,250	\$9,470			
San Diego County Regional Transportation Commission	LOSSAN San Dieguito Lagoon Doubletrack/Bridge/Platform (242.2-243.9)	SANDAG	\$3,500				
San Diego County Regional Transportation Commission	LOSSAN SD Subdivision Sorrento to Miramar Ph2 (MP251.2-MP253)	SANDAG	\$1,720				
San Diego County Regional Transportation Commission	LOSSAN SD Subdivision Signal Respacing/Optimization	SANDAG	\$1,000		\$18,940	\$18,940	\$0
Santa Barbara County Local Transportation Authority	Rt 101, Santa Monica Rd/Via Real Intersection Improvements	Caltrans		\$754			
Santa Barbara County Local Transportation Authority	Santa Claus Lane Class I Bikeway, California Coastal Trail Gap Closure	Carpinteria		\$410			
Santa Barbara County Local Transportation Authority	North Padaro Lane Coastal Access Improvements	SB County	\$30	\$180			
Santa Barbara County Local Transportation Authority	Summerland Area Coastal Access Improvements	SB County	\$150	\$600	\$2,574	\$2,574	\$0
Tulare County Transportation Authority	Rt 198/Akers St I/C (Improve Akers/Noble+Akers/Mineral King Intersect)	Visalia	\$259	\$2,435	\$2,694	\$2,694	\$0
Total Adopted for Formulaic Program					\$173,365	\$174,283	\$918

TRANSIT MANAGER

Annual Salary Range \$72,800 - \$93,600

Excellent Benefits Package

(Salary Dependent on Experience & Qualifications)

About the Agency:

Public transportation services have been operated in the Lake County region by the Lake Transit Authority (LTA) since its formation in 1996. Lake Transit Authority also currently serves as the Consolidated Transportation Services Agency (CTSA) for the region, providing additional transportation services including non-emergency medical transportation trips for seniors and people with disabilities and a volunteer driver program. Paratransit Services, Inc. is the current operations contractor providing fixed route and paratransit services for Lake Transit Authority.

The management structure of Lake Transit is a unique arrangement with the Transit Manager position hired through an independent contractor, Davey-Bates Consulting. The Transit Manager supervises the day-to-day responsibilities associated with the operations and administration of the transit agency, in partnership with our operations contractor, Paratransit Services.

The duties of the Transit Manager Position are outlined below. Experience in these aspects of the position is preferred yet not required:

- Manages the overall planning and development of Lake Transit Authority (LTA) to maximize the efficiency and responsiveness of public transit service for the Lake County Region. Evaluates system performance, develops service options, and provides oversight of creation of schedules, run cuts and work packages utilizing industry best practices.
- Coordinates with Executive Director in developing annual budgets, work plans and fiscal management of transit agency.
- Directs transit system operations and procedures, monitors and evaluates contract services, analyzes service utilization and operations.
- Coordinates and monitors accounting, procurement, property and operating records and procedures.
- Interacts with operations contractor, transit supervisors and other agency staff in a positive manner, to receive and give feedback on various scheduling/routing and bus stop issues, researches complaints, problems and prepares responses for LTA Board and Executive Director.

- Monitors fleet and equipment replacement and acquisition program. Prepare, as needed, vehicle and equipment specifications and manage acquisitions as authorized in the annual budget.
- Oversees use of on-board transit technology systems such as GPS tracking systems, mobile radios and communications, stop annunciators, and other technology as applicable; stays up-to-date on transit technology, including researching, evaluating and making recommendations on the utilization of new technologies, and coordinates with staff to ensure systems function appropriately.
- Proposes strategies to promote service to attract new riders and coordinates the development and implementation of marketing plans, fare structures, promotional campaigns, public presentations and other activities. Prepares press releases, flyers and other materials that do not require complex graphics or printing.
- Communicates with interregional transit partners to support transit coordination, connectivity of schedules and fare programs to support seamless travel for transit riders.
- Oversees development of LTA agenda, provides supporting documentation, provides staff assistance to the LTA Board of Directors, attends and makes presentations to LTA, and other committees (i.e. Social Services Technical Advisory Council (SSTAC) and Lake Technical Advisory Committee (TAC)) public meetings, conferences and other events on behalf of LTA.
- Plans, monitors and oversees data collection efforts, quarterly and annual performance and financial status reports, and presents findings and recommendations to LTA Board based on data collected.
- In consultation with the Executive Director, initiates grant applications, identifies grant opportunities, reviews guidelines, prepares applications, progress reports, and related documentation required for Local, State and Federal grant programs, including development of cost estimates for service alternatives.
- Coordinates with LTA administrative staff to maintain procurement records, and oversees consultants and vendors as needed in order to ensure project oversight as lead project manager for transit procurement.
- Coordinates and supports execution of fiscal & compliance audits.
- Monitors legislative and regulatory issues to ensure agency compliance with applicable laws and regulations, and to disseminate information to the Board of Directors regarding matters of interest to the Transit Authority.
- Serves as a liaison with Local, State and Federal agencies on matters related to Lake Transit.

- Works with consultants and Lake Area Planning Council (APC) staff to prepare major planning documents such as the Regional Transportation Plan, Short Range Transit Plan, Americans with Disabilities Act (ADA) Plan and other planning documents, including developing tasks, soliciting and merging input from jurisdictions and the public. Works with Lake APC staff, Operations Contractor, and Mobility Manager to jointly determine target audiences for public outreach based on policy and planning initiatives.
- Provides public transit agency review of regional transportation plans, and reviews proposed land use developments or road projects, and prepares written comments to promote transit supportive development
- Coordinates with planning staff, including prioritizing and assigning projects and provides feedback as needed to ensure transit goals are met.
- Performs related duties as required

OTHER JOB FUNCTIONS

- May be assigned additional managerial and administrative responsibilities as required

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university in Public Administration, Planning, Transportation Planning, Statistics, Mathematics, Geography, Environmental Science, or related field; AND a minimum of (4 years) of related professional experience. (A Master's Degree from an accredited college or university may substitute for (2 years) of professional experience.

And, knowledge of:

- Concepts, principles and practices of public transit operations
- Applicable Federal, State and Local laws, rules and regulations and policies related to public transit
- Financial administration, generally accepted accounting principles, budgeting and procurement principles
- Transportation funding sources and reporting requirements
- General understanding of scheduling software systems and related technologies
- Preparing written reports including creation of tables and visually appealing concepts
- Office software such as Microsoft Word, Excel, PowerPoint, Adobe Acrobat Pro, and Access

And, ability to:

- Manage projects, including facilitating continual progress on priority projects

- Decide the time, place and sequence of operations within an organizational framework
- Analyze operating data, identify issues and opportunities and recommend appropriate solutions
- Present information and respond to questions from management, elected officials, and the public
- Practice and demonstrate strong organizational and time management skills
- Establish and maintain cooperative relationships with those contacted during the course of work
- Maintain tact, poise and professional demeanor in the workplace and with the public and coworkers

LICENSES AND OTHER REQUIREMENTS: A valid California driver's license

- Work in an office environment
- Driving a vehicle to conduct work
- Speaking to make presentations
- Ability to operate standard office equipment

SELECTION PROCESS:

All applicants will be evaluated on their related work experience, education and qualifications. Qualified applicants may be invited to an oral interview.

HOW TO APPLY:

To apply, please submit the following by **February 16, 2018**:

- Cover letter: Your letter should briefly describe the professional skills, experience and vision that you would bring to the agency
- Resume: Your resume should highlight your education and experience as it relates to this position

To be considered, please send the above documents as a single PDF document to:

Davey-Bates Consulting
Attention: Lisa Davey-Bates
367 N. State Street, #204
Ukiah, CA 95482
Or by E-mail to: ldaveybates@dbcteam.net

All statements made in the submitted documentation are subject to investigation and verification. Invalid applications are subject to disqualification.

Status of Lake County Projects: As of January 22, 2018

Lake TAC Meeting:
02/15/18 Agenda Item: #4di

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	20	2.0	2.8	SHOPP 010 Safety	at Blue Lakes on SR 20	improve curve & shoulder widening	\$6.900	start work Jan 2018	Oct 2018
	Project Number OH840 Jaime Matteoli (Project Mgr)									
2	LAKE	29	34.9	35.2	SHOPP 010 Safety	SR 29 at Kelsey Creek Road	Left-turn channelization	\$2.330	start work Jan 2018	Nov 2018
	Project Number OH880 J. Matteoli									
3	LAKE	175	0.26	0.42	SHOPP 010 Safety	from Lak/Men County line to 1.8 mi west of Mathews Rd	pave existing shoulders at three locations	\$2.600	on schedule	Feb 2018
	Project Number OH460 J. Matteoli									

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	

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
4	LAKE	20	1.0	46.3	2014 SHOPP 151 Roadway	various locations Rte 20, 29 & 53	culvert rehabilitation	\$4.211	on schedule	Nov 2019 Start Work: Aug 2018 RTL: Feb 2018
	Project Number 42780 J. Matteoli									
5	LAKE	20	5.20	5.55	2016 SHOPP 010 Safety	east of Upper Lake, 0.3 mi west of Witter Springs Rd to 0.02 mi east of Witter Sp Rd	Widen shoulders on both sides of SR 20	\$7.400	on schedule	RTL: 2020
	Project Number OG330 J. Matteoli									
6	LAKE	20	5.84	5.84	2018 SHOPP 110 Bridge Rehab	on Route 20 three miles west of Upper Lake @ Bachelor Creek	Bridge replacement	\$2.00	on schedule	RTL: 2020
	Project Number OF490 J. Matteoli									
7	LAKE	20	31	32	2014 SHOPP 010 Safety	intersection of SR 20/53	roundabout	\$6.156	on schedule	2020 Start Work: Aug 2018 RTL: March 2018
	Project Number OC810 J. Matteoli									
8	LAKE	20	33.6	46.5	SHOPP 110 Pav Pres	2 mi east of SR 20/53 to the Colusa County line	overlay (pavement preservation)	\$2.500	on schedule	Fall 2018 Start Work: July 2018 RTL: March 2018
	Project Number OH370 Tom Fitzgerald (Project Mgr)									
9	LAKE	var	var	var	2016 SHOPP 015 Safety	various on Rte 20, 29, 175	MBGR, widening & rumblestrips	\$3.812	on schedule	RTL: 2019
	Project Number OE850 Heidi Quintrell (Project Mgr)									
10	LAKE	29	9.0	20.7	2016 SHOPP 010 Safety	three locations on Route 29 between Middletown and Lower Lake	MBGR, widening and truck climbing lane	\$5.30	on schedule	RTL: 2019
	Project Number OE730K J. Matteoli									
11	LAKE	29	9.6	10.3	2014 SHOPP 010 Safety	Hartmann Rd/Rte 29	roundabout	\$6.017	advertised Jan 2018 (on schedule)	2020 Start Work: Aug 2018 RTL: Nov 2017
	Project Number OC750 J. Matteoli									
12	LAKE	29	12.78	14.35	2016 SHOPP 010 Safety	near Lower Lake, .85 mi N of Spruce Grove Rd-S to .52 mi S of Hofacker Ln	shoulder widening	\$8.10	on schedule	RTL: 2019
	Project Number OE720K J. Matteoli									
13	LAKE	29	28.5	31.6	STIP & RIP & SHOPP	Near Lower Lake - Lake 29 Expressway	upgrade to 4-lane expressway	\$76.600	on schedule	RTL: 2019
	Project Number 29811 J. Matteoli									
14	LAKE	29	34.17	34.5	2014 SHOPP 010 Safety	Cruikshank Rd/Rte 29	NB left-turn pocket	\$1.300	contract awarded 8-25-17	Fall 2018 Start Work: Spring 2018 RTL was May 2017
	Project Number OE640 J. Matteoli									
15	LAKE	var	var	var	2016 SHOPP 112 Bridge Rail replacement	bridges on 20, 29 & 175	Bridge rail replacement & upgrade - 5 bridges	\$5.884	on schedule	RTL: 2019
	Project Number OE080 H. Quintrell									
16	LAKE	175	0.0	8.2	SHOPP 110 Pav Pres	SR 175/29 South end of Lakeport west to Mendocino County line	overlay (pavement preservation)	\$4.200	on schedule	Fall 2018 Start Work: July 2018 RTL: March 2018
	Project Number OH350 T. Fitzgerald									
17	LAKE	175	25	27.5	2012 SHOPP 010 Safety	near Middletown, from east of Putah Cr Bridge to Dry Cr Bridge	Shoulder Widening	\$12.700	on schedule	2020 Start Work: Fall 2018 RTL: June 2018
	Project Number OA040 J. Matteoli									

Under Construction										
#	County	Route	PM Back	PM Ahead	Program	Project Location	Type of Work	Project Cost (millions)	Status of Project	Estimated Completion
18	LAKE	29	41.42	41.42	2014 SHOPP 378 Mandates	ramps at Lakeport Blvd overcrossing	upgrade ped facilities to ADA compliance	\$0.763	85% complete	May 2018
	Project Number OB690 J. Matteoli									
19	LAKE	20	13.5	30.5	2012 SHOPP 361 Mandates	from Lucerne area east to Route 20/53	upgrade 55 curb ramps & sidewalks	\$2.500	COMPLETE	Complete Aug 2017
	Project Number OB120 J. Matteoli									

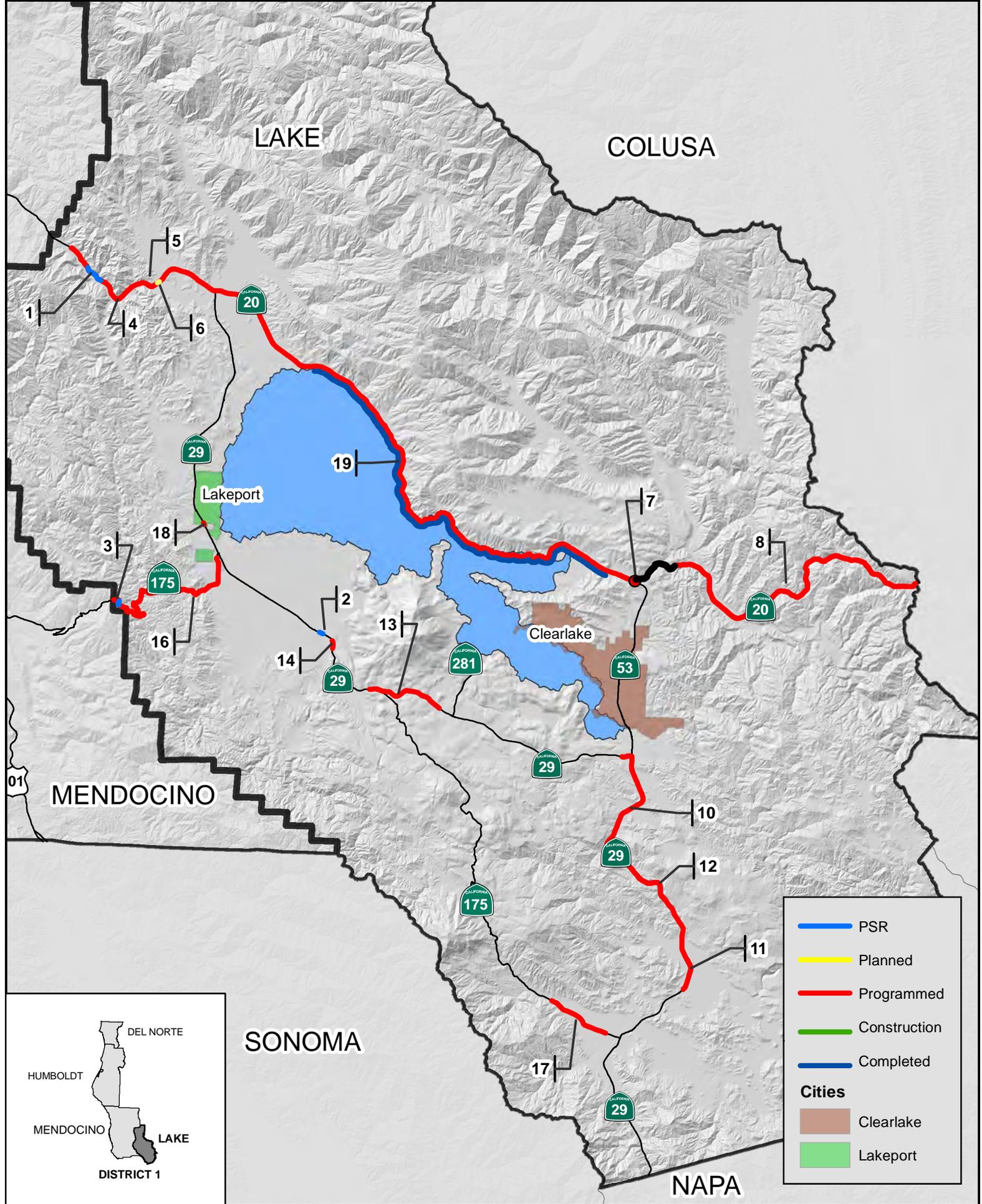
State Route 20 Projects
State Route 29 Projects
State Route 53 Projects
State Route 175 Projects

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

Revised since last report.

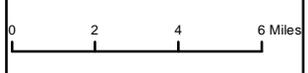
y: Reg Png/Status/Lake/Lake Status Jan 22, 2018.xlsx





Department of Transportation
Planning and Local Assistance

Lake County Project Status



Prepared by: J. Price

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) (DRAFT) MEETING MINUTES

Wednesday, January 10, 2018

Location: Lake Transit Authority
9240 Highway 53, Lower Lake, California

Present

Moke Simon, Supervisor, County of Lake (Arrived Late)
Jeff Smith, Supervisor, County of Lake
Russell Perdock, City Council, City of Clearlake
Nick Bennett, Council Member, City of Clearlake
Stacy Mattina, City Council Member, City of Lakeport
Kenneth Parlet, Council Member, City of Lakeport
Chuck Leonard, Member at Large

Absent

Vacant Position, Member at Large

Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC
Alexis Pedrotti, Admin. Staff - Lake APC
Mark Wall, LTA Transit Manager
Wanda Gray, Paratransit Services Inc.
Karl Parker, Mobility Coordinator, Lake Links
Rex Jackman, Caltrans District 1 (Policy Advisory Committee – Teleconference)

1. Call to Order/Roll Call

Chairman Smith called the meeting to order at 9:03 am. Secretary Alexis Pedrotti called roll. Members present: Smith, Perdock, Bennett, Mattina, Parlet, Leonard, and Jackman (PAC).

2. Adjourn to Policy Advisory Committee

Vice-Chair Mattina adjourned to the Policy Advisory Committee (PAC) at 9:04 a.m. to include Rex Jackman, Caltrans District 1, and allow him to participate as a voting member of the Lake APC.

3. PUBLIC EXPRESSION

Wanda Gray wished everyone a Happy New Year.

CONSENT CALENDAR

4. Approval of December 13, 2017 Minutes

Director Perdock made a motion to approve the December 13, 2017 (draft) minutes, as presented. The motion was seconded by Director Mattina and carried unanimously.

5. Approval of Resolution # 17-18-12 Authorizing Lisa Davey-Bates, Executive Director and Mark Wall, Transit Manager, to sign and certify documents for the California State of Good Repair Program

Director Parlet made a motion to pull Resolution #17-18-12 from the consent calendar for further discussion. The motion was seconded by Director Mattina and carried unanimously.

Mark Wall was in attendance and volunteered to give a brief report on this item, and referenced his staff report in the LTA Board Packet for additional information. The State of Good Repair Program was created by Senate Bill 1 (SB 1). This program increased funding to the State Transit Assistance (STA) Program. SB 1 by increasing the sales tax on diesel fuel by 3.5%. This increased revenue will go into the STA Account and will increase the overall funding received by the transit agency.

An additional piece of SB 1 benefitting the State of Good Repair Program is the increased user fee on vehicle registrations. This program will provide \$93,000 annually to LTA for capital purposes. These funds can accrue for up to four years, however agencies are being encouraged to make the new finding visible to the public as soon as possible. Mark is suggesting all funds be expended this year, and is recommending \$25,000 be utilized for a new four-post vehicle lift for the maintenance purposes at Lake Transit Authority. Mark is recommending the remainder of the funds be allocated for the purchase of a new dial-a-ride vehicle. For future allocations, Mark noted this might be an excellent way to reserve funds for the new Transit Hub Facility. The resolution brought before the Board is the authorizing the Executive Director and the Transit Manager to sign and certify documents for the State of Good Repair Program.

Director Parlet was curious if the focus for using SB1 funds now is if the repeal is successful the legislature will not be able to take the funds away? Mark agreed to that point but also so the citizens can see progress with the new taxes.

Director Mattina questioned if these funds could be used in on N. Main Street at the Natural High bus stop shelter. Lakeport's City Manager, Margret Silvera, has been working with Mark on this stop, Mark reported that LTA was excited to receive two new shelters from the hospital, and was currently in discussion with Doug Grider, from the City of Lakeport about the installation of one going to that location, and Doug was looking into the measurements and installation details. Wanda Gray mentioned she had sent over the shelter measurements to Doug to see if that shelter would work with the concrete slab currently on site. To answer Director Mattina's original question, Mark reported there is other funding available to fund shelters if needed, however he would like to utilize these shelters given by the hospital if possible.

There is currently an RFP out for the updating of the Passenger Facilities Plan. This will be a good update to what was completed several years ago. The consultant will address the maintenance issues of shelters for the transit system. As has been mentioned many times, LTA lacks public works staff to help maintain and install facilities.

Director Parlet made a motion to approve the Resolution #17-18-12 Authorizing Lisa Davey-Bates, Executive Director and Mark Wall, Transit Manager, to sign and certify documents for the California State of Good Repair Program, as presented. The motion was seconded by Director Perdock and carried unanimously. Roll Call Vote: Ayes (7) – Directors Smith, Perdock, Bennett, Mattina, Parlet, Leonard, and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (2) – Director Simon, Vacant Member-at-Large

REGULAR CALENDAR

6. Discussion and Proposed Approval of Amendment #2 to the Agreement for Professional Services between Lake Area Planning Council (APC) and Davey-Bates Consulting (DBC) to Include Transit Management Services

Discussions focusing on the retirement of the current Transit Manager, Mark Wall, have taken place over the past several years. Details of the work that has been done was included in Ms. Davey-Bates' staff report and proposed second amendment to the Professional Services Agreement between DBC and Lake APC.

Lisa ensured the Board that a substantial amount of time has been dedicated to developing and reviewing options pertaining to the scope of work for the Transit Manager's responsibilities. After considering the recommendations from the Transit Development Plan, convening an Ad-Hoc Committee, and various options presented at the Lake APC and Lake Transit Authority meetings, it was determined that folding the responsibilities into the existing DBC contract with Lake APC would be the most logical and efficient option to pursue. Lisa evaluated several job descriptions, which included salary ranges and duties to ensure competitiveness and attractiveness for this position. She also included a few additional administrative hours for Alexis Pedrotti, and merit increases for Charlene Parker and Alexis Pedrotti. These hours will include fiscal duties and administrative functions that have historically been done by the Transit Manager.

As previously discussed, it was a struggle to define the amounts for the amendment since the person has not been hired and there are several unknowns at this point. Lisa developed the proposal based on assumptions that the person will be hired in the middle of the pay range. She advised there is a possibility that she may return to the Board to adjust the figures one way or another once the position is filled.

Lisa reminded the Board that this has been work in progress since it was identified in Chapter 10 of the Transit Development Plan (TDP). The consultant outlined several options that seemed to fit the agency at that time. In May 2017, an Ad-Hoc Committee, comprised of Directors Smith, Mattina, and Leonard met to revisit the options and discuss what seemed best suitable for LTA's situation. The Ad-Hoc Committee felt pursuing the option to modify the scope into the existing contract with one either, Davey-Bates Consulting or Dow & Associates would best fit the need of the agency. Mr. Phil Dow expressed no interest in pursuing an amendment due to his impending retirement. The Ad-Hoc committee brought back their recommendations to the full Lake APC Board for review and consideration. The LTA Board of Directors felt it would be prudent for the Lake APC to request a contract amendment from DBC to add the responsibilities of the Transit Manager into the Administrative and Fiscal Contractor for the Lake APC. Lisa Davey-Bates accepted the request in December 2017 at the Lake APC's regular Board meeting. The proposed contract amendment being presented today includes job descriptions, resumes of current employees and bill out rates. Unless extended, the proposal will terminate with the original Agreement on September 31, 2019.

Director Simon arrived 9:21.

Lisa summarized existing funding in comparison to funding needed for the proposed second agreement. Mark's contract is currently part time, and the new transit manager will be full. There will be a few additional administrative hours for Alexis Pedrotti and Charlene Parker. Additionally, office space has already been accounted for if this person chooses to work in the Ukiah office. If the need for a Lake County office arises, there may be additional expenses to the contract.

Mark Wall complimented Lisa Davey-Bates, and noted she did a great job evaluating other job descriptions for the position. Mark feels confident the new Transit Manager will have great resources to help along the way, such Wanda Gray and Karl Parker.

Mark suggested the LTA Board also approve the amendment presented by Lisa Davey-Bates to finalize this process. Mark recommended adding this agenda item to the LTA Board agenda next month, and also discuss Mark's "phase out" plan, and compensation details.

The LTA facility is nearly at full capacity, but there could a possibility of housing the new Transit Manager. When originally designing the LTA facility there was plans to add additional office space, however Mark is unsure how that could be worked out. Wanda agreed the facility is tight, and that maybe a better solution would be a satellite office at LTA, utilizing the conference room on certain days that would not interrupt trainings or meetings.

Director Mattina thanked Lisa for all her time and thoughtfulness into the proposal. The Board understands this was not an obligation she had to take on, but they appreciated her willingness to do so, and it will make a big difference for the transition.

Director Smith recalled the situation previously experienced by the Lake APC and Dow & Associates contract, which was determined by a Caltrans audit that there was a "potential" for a Conflict of Interest. The end result divided the planning and administrative contracts. Director Smith was curious if this situation could be determined as a conflict. Since that audit, Lisa has been very sensitive to potential conflicts. She noted the situation, should not pose a conflict. Phil Dow held the planning and administrative contracts for the entire Regional Transportation Planning Agency. The audit team felt Mr. Dow, as the administrator, could give himself additional work as the planning consultant under the Overall Work Program. Now the Administration and Planning contracts have been divided into separate contracts with different contractors. Lisa has also discussed this very situation with many colleagues, including Maura Twomey, whom was a past Caltrans Auditor. Maura didn't find any reservation with this contract amendment, especially since the entire Lake APC Administration contract will go out for a Request for Proposals in 1 ½ years. Lisa also mentioned this contract is funded entirely with Local Transportation Fund (LTF) money, and no federal or state grant sources will be included.

Members of the Lake APC Board agreed LTA needs to approve the proposed second amendment in February 2018. Lisa stated she would like to begin the recruitment process prior to the February Board Meeting, if supported by the Board. The final decision would not be made ahead of time, but Mark has intentions of beginning to phase out, so Lisa would like to move forward and follow up with the LTA Board at their February meeting.

Director Mattina made a motion to approve Amendment #2 of the Professional Services Agreement between Lake APC and Davey-Bates Consulting incorporating all duties of the Transit Manager Position and increased rate of payment into the existing contract, as presented. The motion was seconded by Director Leonard and carried unanimously.

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

RATIFY ACTION

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

Chairman Smith adjourned the Policy Advisory Committee at 9:41 am 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.

REPORTS

9. Reports & Information

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

Chair Smith referenced the Summary of Meetings report completed by Lisa Davey-Bates, showing a list of meetings attended by APC Administration and Planning Staff.

Lisa noted she and Mark had been working with Jeff Schwine, Green Dot Consulting. He has been working with Shasta County to put together an application for funding to provide bus service from Redding to Sacramento. The application will also provide a feeder line from Lake County to Williams, and include one to two electric buses plus a charging station. If approved, this route will stop by the Sacramento Airport. The grant would not pay for operations, but that could be potentially covered through 5311(f) funding.

b. Lake APC Planning Staff

1. Senate Bill 1 Implementation (Dow)

Phil Dow provided a staff report in the packet but was not in attendance of the meeting. Lisa Davey-Bates was available to answer any questions.

2. Miscellaneous –None

c. Lake APC Administration Staff

1. Next Meeting Date – February 14, 2018 - Lakeport

2. Miscellaneous – None

d. Lake APC Directors

Director Parlet commented that gas prices seem to be the same as they have been. He feels much of the uprising seems unfounded. Currently the gas stations are housing the winter blends of gasoline and diesel, so the prices tend to be lower. There was a small spike in the price, but nothing clearly noticeable. The diesel was more noticeable than gas.

e. Caltrans

1. Lake Caltrans Project Status Report

Rex Jackman reported there is not much change. The status sheet was included with the map of projects.

Director Parlet announced the clean-up west of Lucerne on the lake shore has made an incredible difference. They cleared all the brush and it made it just beautiful. Rex was pleased to hear this and would pass along the compliment.

2. Miscellaneous – None

f. Rural Counties Task Force (RCTF)

1. Next Meeting Date – January 26, 2018

g. California Transportation Commission (CTC)

1. Next Meeting Date– January 31-February 1, 2018

h. California Association of Councils of Governments (CalCOG)
1. Regional Leadership Forum – March 14-16, 2018 (Monterey)

i. Miscellaneous - None

ADJOURNMENT

The meeting was adjourned by Chairman Smith at 9:55 a.m.

Respectfully Submitted,

DRAFT

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

PROPOSED LAKE TECHNICAL ADVISORY COMMITTEE (TAC) 2018 MEETING SCHEDULE

January 18

February 15

March 15

April 19

May 24 (Changed Due to CTC Meeting – May 16-17)

June 21

July 19

August 23 (Changed Due to CTC Meeting – August 15-16)

September 20

October 25 (Changed Due to CTC Meeting – October 17-18)

November 15

December 20

Note: All meetings are scheduled to take place at the City of Lakeport - Large Conference Room at 9:00AM.