



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, August 7, 2019
TIME: 9:30 (or as soon thereafter as the Lake Transit Authority Meeting Adjourns)
PLACE: City Council Chambers Caltrans-District 1
225 Park Street Teleconference
Lakeport, California 2460 6th Street
Eureka, California

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

-
1. Call to Order/Roll Call
 2. Adjourn to Policy Advisory Committee

PUBLIC EXPRESSION

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

CONSENT CALENDAR

4. Approval of June 12, 2019 Minutes

REGULAR CALENDAR

5. Discussion and Recommended Approval of the First Amendment to the 2019/20 Overall Work Program (*Pedrotti*)
6. Discussion and Recommended Approval of the First Amendment of the 2019/20 Lake APC Budget (*Pedrotti*)
7. Resolution #19-20-9 Approving the Project List for FY 2019-20 for the California State of Good Repair Program

RATIFY ACTION

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

REPORTS

10. Reports & Information
 - a. Lake APC Staff Summary of Meetings – Administration and Planning Services
 - b. Lake APC Planning Staff
 - i. Sustainable Communities Transportation Planning Grant Update (*Speka*)
 - ii. Strategic Partnerships Planning Grant Update (*Speka*)
 - iii. Miscellaneous
 - c. Lake APC Administration Staff
 - i. Next Meeting Date – **September, 2019 (Lower Lake)**
 - ii. Miscellaneous
 - d. Lake APC Directors
 - e. Caltrans

- i. SR 29 Project Update
- ii. Lake County Project Status Update
- iii. Miscellaneous
- f. Rural Counties Task Force
 - i. Next Meeting Date – **September 27, 2019 (Ukiah)**
- g. California Transportation Commission
 - i. Next Meeting Date – **August 14 – 15 (Bay Area)**
- h. California Association of Councils of Governments (CalCOG)
 - i. CalCOG Directors Meeting – **November 7, 2019 (Sacramento)**
- i. Miscellaneous

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 agendaized, 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: August 1, 2019

Attachments:

Agenda Item #4 – 6/12/19 Lake APC Draft Minutes

Agenda Item #5 – 1st Amendment 2019/20 OWP & Staff Report

Agenda Item #6 – 1st Amendment 2019/20 Budget Summary & Staff Report

Agenda Item #7 – Reso & Staff Report

Agenda Item #10a – Summary of Meetings



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

Wednesday, June 12, 2019

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

Present

Moke Simon, Supervisor, County of Lake
Russ Cremer, City Council, City of Clearlake
Stacey Mattina, City Council Member, City of Lakeport
Chuck Leonard, Member at Large
Kenneth Parlet, Council Member, City of Lakeport
Rex Jackman, Caltrans District 1 (Policy Advisory Committee – Teleconference) at 9:17

Absent

Bruno Sabatier, Supervisor, County of Lake
Nick Bennett, Council Member, City of Clearlake
Vacant Position, Member at Large

Also Present

Lisa Davey-Bates, Executive Director, Admin Staff – Lake APC
Nephele Barrett, Planning Staff – Lake APC (Teleconference)
Alexis Pedrotti, Admin. Staff - Lake APC
Charlene Parker, Admin. Staff - Lake APC
James Sookne, Admin Staff – Lake APC
John Speka, Planning Staff – Lake APC
Cathy McKeon, Caltrans Project Manager
Jaime Matteoli, Caltrans District 1 (Teleconference)
Mark Wall, Independent Contractor, LTA
Scott Deleon, Lake County Public Works
Adeline Brown, Engineering Technician, City of Clearlake
Wanda Gray, Paratransit Services – LTA
Kathy Chambers, Moore & Associates (Teleconference)

1. Call to Order/Roll Call

Chair Mattina called the meeting to order at 9:07 am. Secretary, Alexis Pedrotti, called roll. Members present: Simon, Cremer, Mattina, Parlet, and Leonard.

2. Adjourn to Policy Advisory Committee

Chair Mattina adjourned to the Policy Advisory Committee (PAC) at 9:08 a.m. to include Caltrans District 1 staff to allow participation as a voting member of the Lake APC.

3. PUBLIC EXPRESSION

None

CONSENT CALENDAR

4. Approval of May 8, 2019 Draft Minutes

Director Leonard made a motion to approve the May 8, 2019 (draft) minutes, as presented. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (5)-Directors Simon, Cremer, Mattina, Parlet and Leonard; Noes (0); Abstain (0); Absent (3) – Director Sabatier, Bennett, Vacant Member-at-Large and Rex Jackman (PAC).

REGULAR CALENDAR

5. Discussion and Recommended Approval of Final Transportation Development Act (TDA) Annual Fiscal Audit ending June 30, 2018

Lisa Davey-Bates reported that Smith & Newell completed the Transportation Development Act (TDA) Annual fiscal Audit year ending June 30, 2018. Overall, as mentioned in the staff report, the audit was clean, and had no new findings. The audit was provided with the Lake APC Board packet for review. Although action is not required, Lisa advised that approval from the Board is always appreciated. Lisa also explained that APC Staff resolved last year's finding to reflect all carryover funding in each fiscal year's budget amendment.

Director Leonard made a motion to adopt the Final Transportation Development Act (TDA) Annual Fiscal Audit ending June 30, 2018, as presented. The motion was seconded by Director Simon and carried unanimously. Roll Call Vote: Ayes (5) – Directors Simon, Cremer, Mattina, Parlet, Leonard; Noes (0); Abstain (0); Absent (3) – Director Sabatier, Bennett, Vacant Member-at-Large and Rex Jackman (PAC).

6. Discussion and Recommended Approval of Final TDA Triennial Fiscal/Performance Audit – (FY 2015/16, FY 2016/17, and FY 2017/18) ending June 30, 2018

Lisa Davey-Bates reported that the Triennial Fiscal/Performance Audit is required by the Transportation Development Act (TDA) every three years. Kathy Chambers, Moore & Associates, prepared the Lake Area Planning Council and Lake Transit Authority (LTA) Triennial Performance Audits for Fiscal Years 2015/16 through 2017/18. Lisa introduced Kathy Chambers, and she presented a PowerPoint summarizing both audits. Kathy referenced that this report is a little different than the Fiscal Audit. Fiscal audits look at the fiscal components, however triennial audits focus more on how the agencies are doing from the compliance and functional aspect. The APC and LTA audits had positive results. There was only one compliance finding with LTA because the 2017/18 Fiscal Audit was submitted one month following the deadline, including the 30-day extension. Kathy explained if LTA's fiscal audit isn't completed by the deadline, the RTPA (Lake APC) cannot allocate funding.

Kathy continued with her presentation by stating that APC had one functional finding, which was the Lake County Auditor-Controller does not provide the APC with an estimate of the ensuing year's LTF apportionment in a timely manner. Kathy noted that the APC staff continues to use a work around to determine the estimate of the LTF apportionment. This finding is a functional finding, but not a critical one.

Kathy discussed three functional findings for LTA. The first functional finding was that the full-time equivalent (FTE) employee data did not get reported to the State Controller during the audit period. The FTE reported to State Controller was estimated based on the prior year's data. Functional Finding #2 had to do with an error in the farebox recovery ratio that was incorrectly calculated in LTA's 2015/16 fiscal audit. The calculation in the fiscal audit appeared to use the net

operating cost, less depreciation, which subsequently excluded the depreciation again, resulting in a much lower operation cost. The end result was that it artificially inflated the fare box recovery ratio. The good thing was that this appeared to be a one-time oversight, and LTA corrected the reporting error in the next two fiscal audits. The final functional finding was operating data for the dial-a-ride program, which, was reported inconsistently due to varying methods of calculation. Overall, Kathy reported that everything looked good and she was happy to say that all three of the findings have been resolved. Mark Wall clarified that Paratransit Services was not at fault with the FTE data collection. The agency was in a constant state of procurement for almost a year with the Valley Fire, wage increases and hiring. Mark stated that he made the decision to estimate the data from past years. The FTE reporting is more relevant to larger transit agencies. Mark also noted that the auditor deducted the depreciation on all the overall operation costs without realizing that it was already deducted from the farebox ratio. James looked at the operating data for the dial-a-ride report and determined that if we keep using the most recent form of calculations this would resolve the issue.

Director Cremer made a motion to adopt the Final Transportation Development Act (TDA) Triennial Fiscal/Performance Audit Fiscal Years 2015/16 through 2017/18, as presented. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (6) – Directors Simon, Cremer, Mattina, Parlet, Leonard, and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (3) – Director Sabatier, Bennett, Vacant Member-at-Large

7. Presentation and Recommended Approval of 2019/20 Lake County/City Area Planning Council's Budget and adoption of resolutions: 19-20-1 through 19-20-8

Alexis Pedrotti presented the FY 2019/20 Final Budget document to the Lake APC Board. Alexis reminded the Directors that Nephela Barrett presented the FY 2019/20 Draft Budget including the revenues and expenditures at the May Board meeting. The Budget document for today's discussion included an updated letter from the Executive Director, explanatory notes on funding sources included the budget, as well as draft copies of the Resolutions up for adoption. Lexi noted there were a few number changes in the Budget Summary of the Draft Budget, but the overall estimate has stayed the same based on the 5.763% increase in revenues. Alexis noted that she corrected the typos that Director Sabatier recommended at the last meeting. Alexis explained that the estimated amount of \$1,561,560 LTF revenues has not changed, and is based on the formula that Kathy Chambers referenced earlier that was developed by staff through an internal policy. APC Staff will talk with Director Simon about providing the Lake County Auditor our policy at a later time. The LTF carryover for FY 2018/19 OWP has been updated. The carryover estimates for each grant project are to allow the projects to continue until actual carryover funding is added into the current year's work program. The LTF, RPA, STA and PPM carryover amounts will be determined once the work program is amended. APC staff will have the actual amounts in the Budget Amendment in August.

- a. Resolution No. 19-20-1 Allocating 2019/20 Local Transportation Funds for Administrative Purposes
- b. Resolution No. 19-20-2 Allocating 2019/20 Local Transportation Funds for Bicycle and Pedestrian Facilities
- c. Resolution No. 19-20-3 Allocating 2019/20 Local Transportation Funds and Carryover Funds for Planning Projects Included in the Work Program
- d. Resolution No. 19-20-4 Allocating 2019/20 Local Transportation Funds to Lake Transit Authority
- e. Resolution No. 19-20-5 Allocating State Transit Assistance Funds to Lake Transit Authority
- f. Resolution No. 19-20-6 Approving State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring Fund Transfer Agreement

- g. Resolution No. 19-20-7 Allocation of 2019/20 Local Transportation Funds (5%) to the Consolidated Transportation Service Agency (CTSA) for Non-Emergency Medical Transportation (NEMT) Purposes
- h. Resolution No. 19-20-8 Allocating State of Good Repair Program Funding to Lake Transit Authority
- i. Resolution No. 19-20-8 Authorizing the Federal Funding Under FTA Section 5339 (49 U.S.C. Section 5339) with California Department of Transportation

Director Cremer made a motion to approve the Lake County/City Area Planning Council's Fiscal Year 2019/20 Budget, therefore also approving Resolutions 19-20-1 through 19-20-8, as discussed. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (6) – Directors Simon, Cremer, Mattina, Parlet, Leonard, and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (3) – Director Sabatier, Bennett, Vacant Member-at-Large

8. Presentation and Recommended Approval of 2019/20 Final Overall Work Program

Alexis Pedrotti explained that the Draft 2019/20 Overall Work Program (OWP) was presented to the Board in May. The only changes in the Final Overall Work Program are carryover funds and that we were awarded two new planning grants: State Route Corridor Local Circulation Study, and the Vehicle Miles Traveled Regional Baseline Study. Caltrans has reviewed and submitted comments on the Overall Work Program, and staff has incorporated them into the final OWP. Lexi noted the RPA Funds are a very particular funding source, and Caltrans makes sure we are using the funding for appropriate and eligible projects. The FY 2019/20 OWP funding amount is \$1, 10,750, which includes Local Transportation Funds (LTF), Planning, Programming & Monitoring (PPM) funds, Federal Transit Administration (FTA), Federal Highway Administration (FHWA), FTA 5304 and Sustainable Communities funding. The 2019/20 OWP includes several recurring elements for local agencies and various planning projects for APC planning staff, as well as transit related projects for the Lake County region.

Alexis introduced Scott Deleon, Lake County Public Works, to discuss a potential polling project. Lisa stated that at the last Technical Advisory Committee (TAC) meeting, the members had a discussion regarding funding for a transportation sales tax polling for the unincorporated area of Lake County. Lisa noted that in the work program we have a carryover reserve account that has \$27,000 identified for the Pavement Management Update, and it might be possible to reallocate those funds for sales tax polling. Looking back to approximately 2014, the cost of was about \$30,000 for a similar study. Scott Deleon stated that Director Sabatier was interested in taking a transportation sales tax discussion to the Board of Supervisors. The 2014/15 polling results are critical and the City of Clearlake used them positively in their specific sales tax measure. Director Cremer asked if this would be a special tax or a general tax. Scott confirmed it would be a special tax that requires a super majority. Nephele Barrett added that Mendocino County did their last round of polling in 2015 for the unincorporated area the lowest proposal was for \$40,000. Director Mattina asked if a project like this would typically be funded by the County or the APC work program. Lisa said that we have funded polling in the work program before. Alexis Pedrotti reminded the Board that the local agencies can also request a new polling project through the OWP application process. Director Simon stated that it is time for this conversation and it's a move in the right direction. The Board discussed how bad the roads are, but it could be problematic to pass a sales tax, especially with the gas tax going up again in July. Director Mattina asked if there were any questions. Director Cremer asked what the timeframe for a sales tax polling. Lisa said from previous experience at least a year.

Director Parlet made a motion to approve the Lake County/City Area Planning Council's Fiscal Year 2019/20 Overall Work Program, as presented. The motion was seconded by Director Simon and carried

unanimously. Roll Call Vote: Ayes (6) – Directors Simon, Cremer, Mattina, Parlet, Leonard, and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (3) – Director Sabatier, Bennett, Vacant Member-at-Large

8. Adoption of Lake APC's Local Transportation Fund (LTF) Reserve Policy

Lisa Davey-Bates discussed the Transportation Development Act (TDA) and funding sources derived from the ¼ cent sales tax. Because of the robust economy and higher than estimated revenues, the last couple of years, the LTF account has increased the amount of reserves, and to date there is no LTF reserve policy in place. We have unmet needs identified, the need to prepare for fuel costs increases, cash flow issues, capital and operational needs, and it is important to establish a LTF Reserve Policy to prioritize how and when reserve funds are allocated. Lisa drafted the policy with an initial balance for the reserve account of \$300,000 and a not to exceed amount of \$750,000 but encouraged a dialog and alternative amounts. Lisa noted that Mark Wall reviewed an earlier draft and suggested minor revisions which were included in the draft before the Board today. Lisa also advised the Board that the policy can be amended at any point if need be. . . Lisa noted that the Board can adopt the policy today or give feedback and bring back for further discussion. The Board agreed that there was a need for the new policy and didn't have any additional revisions.

Director Cremer made a motion to approve the Lake County/City Area Planning Council's Fiscal Year 2019/20 Overall Work Program, as presented. The motion was seconded by Director Parlet and carried unanimously. Roll Call Vote: Ayes (6) – Directors Simon, Cremer, Mattina, Parlet, Leonard, and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (3) – Director Sabatier, Bennett, Vacant Member-at-Large

9. Approval for Additional Funding on Bus Passenger Facility Plan

John Speka gave an overview concerning the current Bus Passenger Facility planning project. The intention of the project was to inventory existing transit facilities, and to come up with conceptual designs for each of the jurisdictions. The consultant has prepared renditions, however in Clearlake the conceptual design along Lake Shore Drive has limited sight distance issues for the northbound traffic that is concerning for the transit agency. The TAC discussed other possibilities within the City of Clearlake. Unfortunately, the project was not scoped for additional designs, so we may need to utilize additional funds if further drawings are needed. John noted that in March he requested additional funds to be set aside for the Transit Hub, and at this point they probably won't need all of the \$15,000 of funds that were allocated. John suggested the Board allow staff to use those funds for additional conceptual designs. Lisa clarified that we are not asking for additional funds of \$15,000, we would like to repurpose approximately \$8,000 of those funds to the Bus Passenger Facility Plan.

Director Simon made a motion to approve the additional funding for the bus passenger facility plan, as presented. The motion was seconded by Director Parlet and carried unanimously

RATIFY ACTION

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

Chair Mattina adjourned the Policy Advisory Committee at 10:22 am and reconvened as the APC.

Director Leonard made a motion to adjourn the Policy Advisory Committee. The motion was seconded by Director Cremer and carried unanimously.

11. 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 Cremer and carried unanimously.

REPORTS

12. Reports & Information

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

The summary of meetings report was included for the boards review, staff was happy to answer any questions, however there were none.

b. Lake APC Planning Staff

i. Sustainable Communities Transportation Planning Grant Update (*Speka*)

John Speka gave an update on the Eleventh Street Corridor Study workshop. We had a lot on input from the community (about 25 to 30 people). The groups discussed, project maps, narrow areas, and safety concerns. The Consultant will consider the suggestions and report back to the community in the fall.

The North Shore workshop was directly after the Lucerne Town Hall meeting. The Council gave a presentation, and there was a successful turnout to that meeting as well. The community discussed calming measures, concerns, and high speeds in general. John announced that the APC received two new planning grants; the State Route Corridor Local Circulation Study, and Vehicle Miles Traveled Regional Baseline Study.

ii. Strategic Partnerships Planning Grant Update (*Speka*)

iii. Miscellaneous

Nephele Barrett announced that last month the Board took the position of opposition for SB 152 (Beall) and AB 1402 to take away rural transportation funding in the ATP Program. Either bill did not make it out of committee. . The Senator's office confirmed that for now that the Beall bill is not going anywhere.

c. Lake APC Administration Staff

i. Next Meeting Date – *July 10, 2019 (Lower Lake)*

Likely cancelled

ii. Miscellaneous

d. Lake APC Directors

Nothing to report

e. Caltrans

Nothing at this time

i. SR 29 Project Update

Jamie – Middletown shoulders are delayed due to the PG&E bankruptcy. Caltrans is doing litigation for tree cutting and contracting with other companies to cut trees that were damaged by the fires. The Highway jobs usually start in spring, however the trees should be gone in about two weeks. Caltrans is proposing additional planting of about 12.5 acres more for a total of 29 acres of tree planting. The CTC is voting for Lake 29 funds at the meeting later this month. The advertising will be in late July and construction will begin in spring 2020.

ii. Lake County Project Status Update

Cathy McKeon gave brief summary of project changes. Cathy expressed that Caltrans headquarters requested more details for the Lake 29 2A & 2B INFRA grant. Caltrans did get a commitment from SHOP funding. The STIP Funds are limited and it is likely Caltrans will only get right of way funding for the remaining segments of the projects, or perhaps none. Morrison creek was delayed due to cultural concerns. The roundabout on HWY 20/53 is on track. Director Cremer asked when the HWY 20/53 project will be finished. Cathy said about the fall of 2020.

iii. Miscellaneous

Lisa met with Matt Brady, Brad Mettam, and others from Caltrans. She stated that the meeting was productive and appreciated that they came by to hear our concerns.

- f. Rural Counties Task Force
 - i. Next Meeting Date – **May 10, 2019 (Sacramento)**
- g. California Transportation Commission
 - i. Next Meeting Date – **June 26 – 27 (San Diego)**
- h. California Association of Councils of Governments (CalCOG)
 - i. CalCOG Directors Meeting – **November 7, 2019 (Sacramento)**
- i. Miscellaneous

Phil's retirement celebration is Thursday, September 26.

INFORMATION PACKET

- a. May 23, 2019 Lake TAC Minutes
- b. Caltrans FY 2020-21 Sustainable Transportation Planning Grants
- c. Caltrans 5310 Grant Program Timeline
- d. Caltrans Discusses Northshore Safety

ADJOURNMENT

The meeting was adjourned by Chair Mattina at 10:37 a.m.

Respectfully Submitted,

DRAFT

Charlene Parker
Executive Assistant



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: 2019/20 (Proposed) OWP 1st Amendment

DATE PREPARED: July 31, 2019

MEETING DATE: August 7, 2019

SUBMITTED BY: Alexis Pedrotti, Project Coordinator

BACKGROUND:

Amendments to the Overall Work Program (OWP) are often needed within the first few months of a new Fiscal Year to adjust work elements requiring carryover funding, and other minor edits requested by Caltrans staff. Typically, carry over funds are re-allocated to the entity they were originally allocated to in the previous fiscal year. The first amendment to the 2019/20 Overall Work Program (attached) incorporates carryover funding on several works from the 2018/19 Fiscal Year.

During the final quarter of Fiscal Year 2018/19, an Administrative Amendment was approved to (temporarily) exchange expiring funds in the amount of \$64,077 from several work elements over to the APC Planning Consultant. This helped to ensure the APC would not lose any State funds because planning staff had better control of how to prioritize which funds to claim in the final quarter of the Fiscal Year. The first amendment releases that \$64,077 in carryover funding that was previously programmed to the APC Planning Consultant for other planning purposes the current OWP.

Several grant funded projects have also been carried over into the new OWP, including the Bus Passenger Facilities Plan, Lake County Pedestrian Facilities Needs Inventory and EFS, Eleventh Street Corridor Study and Hwy 20 Northshore Traffic Calming Plan and EFS.

To summarize, the first amendment will bring the new total of the 2019/20 Overall Work Program to 1 \$1,086,795, which includes: \$76,746 of Federal FTA Section 5304 grant funding; \$139,000 of SPR Strategic Partnership grant Funding; \$351,237 of Rural Planning Assistance (RPA) funding; \$193,666 of State Highway Account – Sustainable Communities grant funding; \$112,433 of SB1 Sustainable Communities grant funding; \$155,294 of Local Transportation Funding and finally \$58,418 of Planning, Programming and Monitoring funding. I have included spreadsheets summarizing the carryover funds from FY 2018/19.

I am requesting the Lake APC consider the recommended changes and take action to approve the 2019/20 OWP Amendment as proposed. A digital copy of the proposed 1st amendment is provided for your review. Hard copies will be provided upon request.

ACTION REQUIRED:

Approve 2019/20 Work Program First Amendment as proposed.

ALTERNATIVES:

Do not approve amended Work Program and provide alternative suggestions.

RECOMMENDATION:

Recommend APC Board approve the First Amendment to the Overall Work Program at their regularly scheduled board meeting on August 7, 2019.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: Lake APC's 2019/20 1st Budget Amendment

DATE PREPARED: August 1, 2019

MEETING DATE: August 7, 2019

SUBMITTED BY: Alexis Pedrotti, Project Coordinator

BACKGROUND:

After the approval of the Final Budget each June, it is very common to see an amendment to the Lake APC Budget in the following months. At the end of the fiscal year many accounts have unprocessed claims and adjustments that must be incorporated into the new fiscal year. The amendment allows for carryover funds to be captured and adjustments be made to preliminary estimates provided in the final.

The first amendment (column dated 8/7/19) identifies funding adjustments made to each line item of the adopted 2019/20 Lake APC Budget. The following agenda item outlines the need for amending the 2019/20 APC Budget to capture carry over funds and other funding adjustments from the 2018/19 OWP. It is necessary for the budget to be amended to stay consistent with the planning funds identified in the first amendment of the OWP, as well as all other funding sources that are administered in the Lake APC's Budget.

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

ACTION REQUIRED:

Approval of 1st amendment to the Lake APC Budget incorporating carryover balances and remaining unallocated funds from 2018/19 from the Overall Work Program.

ALTERNATIVES:

None identified.

RECOMMENDATION:

Approval of 1st amendment to the Lake APC Budget incorporating carryover balances and remaining unallocated funds from 2018/19 from the Overall Work Program.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

FY 2019/20

1ST AMENDMENT - BUDGET SUMMARY

REVENUES	Budget				Actual				Year-to-Date Total	COMMENTS:
	Adopted:	1st Amendment: 8-7-19		Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:										
<u>Local Transportation Funds (LTF)</u>										
Local Transportation Funds (LTF) Estimated-2019/20	\$ 1,561,560	\$ -	\$ -	\$ 1,561,560					\$0.00	Estimated 2019/20 Revenues based on a 5.763% increase
LTF Prior-Year Unallocated LTF Revenue	\$ -	\$ -	\$ -	\$ -						
LTF Carry-Over from 2018/19 Work Program	\$ 37,393	\$ 18,584	\$ -	\$ 55,977						Actual Carryover amount from FY 2018/19 OWP.
LTF Carry-Over from 2018/19 LTA Allocation	\$ -	\$ -	\$ -	\$ -						
LTF Carry-over -2% Bike & Ped - 2018/19 Allocation	TBD	\$ -	\$ -	\$ -						
LTF Carry-over - Administration - 2018/19 Allocation	TBD	\$ -	\$ -	\$ -						
LTF Carry-over -5% CTSA- 2018/19 Allocation	TBD	\$ -	\$ -	\$ -						
LTF Carry-Over - Exec Directors Reserve 2018/19	TBD	\$ -	\$ -	\$ -						Reserve Account Balance will be adjusted to reflect the actual amount in the 1st Amendment.
LTF Carry-Over - OWP Planning Reserve Account	TBD	\$ -	\$ -	\$ -						
Total Local Transportation Funds:	\$ 1,598,953	\$ 18,584	\$ -	\$ 1,617,537						
Total Local Revenues:	\$ 1,598,953	\$ 18,584	\$ -	\$ 1,617,537						
STATE:										
<u>Planning Programming & Monitoring (PPM) Funds</u>										
Planning Programming & Monitoring (PPM) Funds-2019/20	\$ 40,000	\$ -	\$ -	\$ 40,000						
PPM Carry-Over Funds from 2018/19 Work Program	\$ -	\$ 18,418	\$ -	\$ 18,418						Actual Carryover amount from FY 2018/19 OWP.
Total PPM Funds:	\$ 40,000	\$ 18,418	\$ -	\$ 58,418						
<u>Rural Planning Assistance Funds (RPA)</u>										
Rural Planning Assistance (RPA) Funds programmed in 2019/20	\$ 294,000	\$ -	\$ -	\$ 294,000						2019/20 Allocation
RPA Carryover Funds from 2018/19 OWP	\$ -	\$ 57,237	\$ -	\$ 57,237						Actual Carryover amount from FY 2018/19 OWP.
Total RPA Funds:	\$ 294,000	\$ 57,237	\$ -	\$ 351,237						
<u>State Transit Assistance (STA) Funds</u>										
STA Allocation to Lake Transit Authority	\$ 670,644	\$ -	\$ -	\$ 670,644						2019/20 STA Alloc. - Allocation based on preliminary estimate. 1/2019
STA Carry-Over to Lake Transit Authority 2018/19	\$ -	\$ -	\$ -	\$ -						2018/19 carryover amounts will be reflected in the 2nd Amendment
Total STA Funds:	\$ 670,644	\$ -	\$ -	\$ 670,644						
<u>State of Good Repair (SGR) Program Funds</u>										
State of Good Repair Program Allocation 2019/20	\$ 93,430	\$ -	\$ -	\$ 93,430						2019/20 SGR Alloc. - Allocation based on estimate - Jan 2019.
State of Good Repair Program Carryover 2018/19	TBD	\$ -	\$ -	TBD						2018/19 carryover amounts will be reflected in the 2nd Amendment
Total SGR Funds:	\$ 93,430	\$ -	\$ -	\$ 93,430						
<u>State Highway Account - Sustainable Communities Grant</u>										
Eleventh Street Corridor Study (WE 609) - FY 2018/19 Carryover	\$ 97,383	\$ 2,887	\$ -	\$ 100,270						Actual Carryover amount from FY 2018/19 OWP.
Hwy 20 NS Traffic Calming Plan & EFS (WE 615) -FY18/19 Carryover	\$ 95,612	\$ (2,215)	\$ -	\$ 93,397						Actual Carryover amount from FY 2018/19 OWP.
SR 53 Corridor Local Circulation Study (WE 617)	\$ 139,000	\$ -	\$ -	\$ 139,000						Caltrans Award letter dated May 2019.
Total SHA Funds:	\$ 331,995	\$ 672	\$ -	\$ 332,667						Actual Carryover amount from FY 2018/19 OWP.
Total State Revenues:	\$ 1,430,069	\$ 76,327	\$ -	\$ 1,506,396						
FEDERAL:										
<u>Regional Surface Transportation Program (RSTP)</u>										
RSTP Local Agency Distribution (2019/20):	\$ 656,399	\$ -	\$ -	\$ 656,399						Passes through to cities/County
RSTP Carryover (2018/19):	TBD	\$ -	\$ -	\$ -						Apportionment for FY 2018/19. Allocation will be received in 2019/20
Total RSTP Funds for Distribution:	\$ 656,399	\$ -	\$ -	\$ 656,399						2018/19 carryover amounts will be reflected in the 2nd Amendment
<u>FTA Section 5304 - Sustainable Communities</u>										

LTA Bus Passenger Facilities Plan (WE 618) FY 2018/19 Carryover	\$ 47,806	\$ (19,207)	\$ -	\$ 28,599					Actual Carryover amount from FY 2018/19 OWP.
L.C Ped Facility Needs Inventory & EFS (WE 619) FY 2018/19 Carr	\$ 47,806	\$ 341	\$ -	\$ 48,147					Actual Carryover amount from FY 2018/19 OWP.
VMT Regional Baseline Study (WE 620) - NEW	\$ 112,433	\$ -	\$ -	\$ 112,433					Caltrans Award letter dated May 2019.
Total FTA 5304 Funds:	\$ 208,045	\$ (18,866)	\$ -	\$ 189,179					
5311 Federal Funds - FFY 2019	TBD			TBD					FFY 2019-Regional Apportionment to LTA
Total Federal Revenues:	\$ 864,444	\$ (18,866)	\$ -	\$ 845,578					
GRAND TOTAL REVENUES	\$ 3,893,466	\$ 76,045	\$ -	\$ 3,969,511					

ALLOCATIONS **COMMENTS:**

	Budget				Actual				Year-to-Date Total	
	Adopted:	Adjustment	Adjustment	Estimated Actual	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
LOCAL:										
Local Transportation Funds (LTF)										
Administration Breakdown:										
<i>DBC Contract (July 1, 2019 to Sept 30, 2019)</i>	\$ 121,943	\$ -	\$ -	\$ 121,943						July 1, 2019 to September 30, 2019 based on current DBC contract.
<i>DBC Contract Extension (Oct 1, 2019 to Sept 30, 2020)</i>	\$ 381,428	\$ -	\$ -	\$ 381,428						Contract Ext October 1, 2019 to September 30, 2020 = \$508,570 (Oct to June = \$381,427.56) *Includes LTA Administration
<i>Board Member Reimbursement for Meetings</i>	\$ 4,000	\$ -	\$ -	\$ 4,000						\$50 per diem reimbursement to board members for meeting attendance
<i>Training/Travel Expenses (uncontracted)</i>	\$ 2,500	\$ -	\$ -	\$ 2,500						Covers expenses for training/travel not included in contract or work program.
<i>Lake County Auditor/Controller</i>	\$ 6,000	\$ -	\$ -	\$ 6,000						Accounting services by the County of Lake Auditor's Office
<i>Fiscal Audit</i>	\$ 9,700	\$ -	\$ -	\$ 9,700						Annual requirement of TDA to audit LTF funds
<i>Performance Audit</i>	\$ -	\$ -	\$ -	\$ -						
<i>Membership Dues -CalCOG, NARC, NSSR</i>	\$ 5,000	\$ -	\$ -	\$ 5,000						Facilitates communication between COGs, local officials, state/federal agencies & public
<i>Contingency</i>	\$ 6,000	\$ -	\$ -	\$ 6,000						Unexpected costs beyond typical annual LTF expenses
Total 2019/20 Administration Allocations	\$ 536,571	\$ -	\$ -	\$ 536,571						
LTF Carry-Over - Administration - 2018/19 Allocation	TBD	\$ -	\$ -	\$ -						Carryover amount to be determined
Bicycle and Pedestrian Reserve Fund	\$ 20,500	\$ -	\$ -	\$ 20,500						2% LTF Allocation for Bike and Pedestrian Purposes
LTF Carry-over -2% Bike & Ped - 2017/18 Allocation	TBD	\$ -	\$ -	\$ -						Carryover amount to be determined
LTF 2019/20 Work Program Allocation	\$ 99,317	\$ -	\$ -	\$ 99,317						
LTF Carry-Over from 2017/18 Work Program	\$ 37,393	\$ 18,584	\$ -	\$ 55,977						Actual Carryover amount for OWP.
LTF (Article 4.5) 5% Allocation to CTSA - 2019/20	\$ 51,249	\$ -	\$ -	\$ 51,249						
LTF Carry-over -5% CTSA- 2018/19 Allocation	TBD	\$ -	\$ -	\$ -						Carryover amount to be determined
LTF Allocation to Lake Transit Authority 2019/20	\$ 853,923	\$ -	\$ -	\$ 853,923						
LTF Carry-Over from 2018/19 LTA Allocation	TBD	\$ -	\$ -	\$ -						Carryover amount to be determined
LTF Reserve Accounts										
LTF Carry-Over - Exec Directors Reserve 2018/19	TBD	\$ -	\$ -	\$ -						Executive Directors Reserve Account Balance
LTF Carry-Over - OWP Planning Reserve Account	TBD	\$ -	\$ -	\$ -						
Total LTF Allocations:	\$ 1,598,953	\$ 18,584	\$ -	\$ 1,617,537						
Total Local Allocations:	\$ 1,598,953	\$ 18,584	\$ -	\$ 1,617,537						
STATE:										
Planning Programming & Monitoring (PPM) Funds										
Planning Programming & Monitoring (PPM) Funds	\$ 40,000	\$ -	\$ -	\$ 40,000						2019/20 PPM Allocation Amount
PPM Carry-Over from 2018/19 Work Program	\$ -	\$ 18,418	\$ -	\$ 18,418						Actual Carryover amount from FY 2018/19 OWP.
Total PPM Allocations:	\$ 40,000	\$ 18,418	\$ -	\$ 58,418						
Rural Planning Assistance Funds (RPA)										
Rural Planning Assistance (RPA) Funds programmed in 2019/20	\$ 294,000	\$ -	\$ -	\$ 294,000						
RPA Carryover Funds from 2018/19 OWP	\$ -	\$ 57,237	\$ -	\$ 57,237						Actual Carryover amount from FY 2018/19 OWP.
Total RPA Funds:	\$ 294,000	\$ 57,237	\$ -	\$ 351,237						
State Transit Assistance (STA) Funds										
STA Allocation to Lake Transit Authority	\$ 670,644	\$ -	\$ -	\$ 670,644						2019/20 STA Alloc. - Allocation based on preliminary estimate. 1/2019
STA Carry-Over to Lake Transit Authority 2018/19	TBD	\$ -	\$ -	\$ -						2018/19 carryover amounts will be refiled in the 2nd Amendment
Total STA Funds:	\$ 670,644	\$ -	\$ -	\$ 670,644						
State of Good Repair (SGR) Program Funds										
State of Good Repair Program Allocation 2019/20	\$ 93,430	\$ -	\$ -	\$ 93,430						2019/20 SGR Alloc. - Allocation based on estimate - Jan 2019.
State of Good Repair Program Carryover 2018/19	TBD	\$ -	\$ -	\$ TBD						2018/19 carryover amounts will be refiled in the 2nd Amendment
Total SGR Funds:	\$ 93,430	\$ -	\$ -	\$ 93,430						
State Highway Account - Sustainable Communities Grant										

Eleventh Street Corridor Study (WE 609) - FY 2018/19 Carryover	\$ 97,383	\$ 2,887	\$ -	\$ 100,270	Actual Carryover amount from FY 2018/19 OWP.
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Total SHA Funds:	\$ 331,995	\$ 672	\$ -	\$ 332,667	
Total State Allocations:	\$ 1,430,069	\$ 76,327	\$ -	\$ 1,506,396	
FEDERAL:					
Regional Surface Transportation Program (RSTP)	\$ 656,399	\$ -	\$ -	\$ 656,399	2019/20 Actuals
RSTP Local Agency Distribution (2019/20):					Passes through to cities/County
Lakeport (8%)	\$ 72,102	\$ -	\$ -	\$ 72,102	Distributed based on population.
Clearlake (22%)	\$ 198,280	\$ -	\$ -	\$ 198,280	
Lake County (70%)	\$ 386,017	\$ -	\$ -	\$ 386,017	County's separate RSTP 182.6(d2) apportionment-\$244,873 included in formula
RSTP Carryover (2018/19):	TBD	\$ -	\$ -	\$ -	2018/19 carryover amounts will be refiled in the 2nd Amendment
Total RSTP Funds for Distribution:	\$ 656,399	\$ -	\$ -	\$ 656,399	
FTA Section 5304 - Sustainable Communities					
LTA Bus Passenger Facilities Plan (WE 618) FY 2018/19 Carryover	\$ 47,806	\$ (19,207)	\$ -	\$ 28,599	Actual Carryover amount from FY 2018/19 OWP.
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Total Federal Allocations:	\$ 864,444	\$ (18,866)	\$ -	\$ 845,578	
GRAND TOTAL ALLOCATIONS	\$ 3,893,466	\$ 76,045	\$ -	\$ 3,969,511	Updated: 8/1/19 AJF



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: State of Good Repair Project List

DATE PREPARED: 8/1/19

MEETING DATE: 8/7/19

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:

The State of Good Repair (SGR) program is a product of The Road Repair and Accountability Act of 2017, also known as Senate Bill (SB) 1. This funding source is derived from a transportation improvement fee on vehicle registrations. The draft 2019 SGR Guidelines were issued in May 2019 and are attached for reference. These funds are allocated quarterly, and receipt of the first quarter revenue depends on submitting approved SGR projects to Caltrans. The deadline for submission of the FY 2019/20 SGR Project List is September 1, 2018. One notable change in the 2019 guidelines is that the regional entity (Lake APC) must approve and submit all proposed projects from operators (LTA) to Caltrans. In years past, LTA was able to approve and submit projects on their own.

The estimated SGR funds available for this fiscal year to Lake County is \$93,430. These funds are allocated quarterly, and receipt of the first quarter revenue depends on submitting SGR projects to Caltrans. The proposed projects for FY 2019/20 are described in the attached project list. Staff is recommending that SGR funds be added to an existing SGR project to partially fund the future construction of the Transit Hub in Clearlake.

It is expected that the SGR program will provide similar allocation of capital funds annually for an additional seven years.

ACTION REQUIRED: Approval of the State of Good Repair Project List for FY 2019/20

ALTERNATIVES: None

RECOMMENDATION: Approve the proposed State of Good Repair Project List for FY 2019/20 and Resolution 19-20-9.

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 19-20-9

APPROVING THE PROJECT LIST FOR FY 2019-20
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

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

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, the Lake County/City Area Planning Council is an eligible project sponsor and may receive and distribute State Transit Assistance – State of Good Repair funds to eligible project sponsors (local agencies) for eligible transit capital projects; and

WHEREAS, the Lake County/City Area Planning Council distributes SGR funds to eligible project sponsors (local agencies) under its regional jurisdiction; and

WHEREAS, the Lake County/City Area Planning Council concurs with and approves the attached project list for the State of Good Repair Program funds; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible recipients (local agencies); and

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors hereby approves the SB1 State of Good Repair Project List for FY 2019-20.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 7th day of August 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

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

ATTEST: Lisa Davey-Bates
Executive Director

Stacey Mattina, Chair
APC Member



Regional Entity Information

Funding Fiscal Year: 2019-20

Regional Entity :

Lake County City Council of Governments

***State of Good Repair Funding**

99313 Estimated Allocation for the Region	\$	87,973
99314 Estimated Allocation for the Region	\$	5,457
Total	\$	93,430

Contact Name:

James Sookne

Contact Phone Number:

707-234-3314

Contact Email:

jsookne@dbcteam.net

The 2019-20 Allocation Estimates can be found on the California State Controller's website:

https://www.sco.ca.gov/ard_payments_transit_2019.html

At the time of preparing this form the January 2019 allocation estimates were available. Note, we will update your allocation amounts once the SCO publishes the August allocation estimates.

*SGR allocation estimate letter dated January 31st:

https://www.sco.ca.gov/Files-ARD-Payments/Transit/statetransitassistanceestimate_sgr_1920_january19.pdf

**STA allocation estimate letter dated January 31st:

https://www.sco.ca.gov/Files-ARD-Payments/Transit/statetransitassistanceestimate_1920_january19.pdf

California Department of Transportation

2019

State of Good Repair Program Guidelines

Formal Draft Update
May 2019

Guidelines for the State of Good Repair Program

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Executive Summary

On April 28, 2017, Governor Edmund G. Brown Jr. signed Senate Bill 1 (Chapter 5, Statutes of 2017), known as the Road Repair and Accountability Act of 2017. Senate Bill 1 provides over \$5 billion in new transportation funding each year to repair highways, bridges and local roads, to make strategic investments in congested commute and freight corridors, and to improve transit service. These guidelines address the portion of Senate Bill 1 providing approximately \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation, and capital projects. This investment in public transit is referred to as the State of Good Repair Program.

The State of Good Repair Program is funded from a portion of the new Transportation Improvement Fee on vehicle registrations due on or after January 1, 2018. A portion of this fee will be transferred to the State Controller's Office for the State of Good Repair Program. Pursuant to Public Utilities Code Section 99312.1, these funds will be distributed to eligible agencies using the State Transit Assistance Program formula. This formula distributes half of the State of Good Repair funds according to population and half of the State of Good Repair funds according to transit operator revenues.

The California Department of Transportation (Caltrans) is tasked with the management and administration of the State of Good Repair Program. While Senate Bill 1 addresses a variety of transportation needs, this program has the specific goal of keeping transit systems in a state of good repair. This can include both the purchase of new transit vehicles and maintenance and rehabilitation of existing vehicles and transit facilities. These new investments will lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants.

These State of Good Repair Program Guidelines will describe the policies and procedures to determine the list of projects eligible to receive allocation of State of Good Repair funding each year, allocating such projects, reporting on project status and expenditures, and project closeout and audit (if needed). In carrying out the reporting requirements and other statutory objectives of the Road Repair and Accountability Act of 2017, Senate Bill 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, eligible agencies receiving State of Good Repair funds will need to comply with all reporting requirements.

I. Introduction

1. Program Background and Purpose

The State of Good Repair Program provides approximately \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation, and capital projects. The State of Good Repair Program will benefit the public by improving transportation services in providing public transportation agencies a consistent and dependable revenue source to invest in the upgrade, repair, and improvement of their agency's transportation infrastructure.

Public Utilities Code Section 99312.1 continuously appropriates revenues received from the State Transit Assistance Program to the State Controller's Office. The State of Good Repair Program is funded from the Transportation Improvement Fee portion of this revenue.

The State Controller's Office publishes annually estimated State of Good Repair funding levels per Public Utilities Code Section 99313 and Public Utilities Code Section 99314 according to population and farebox revenues. Per Public Utilities Code Section 99312.2 (c), only Regional Entities—transportation planning agencies, county transportation commissions, and the San Diego Metropolitan Transit System—shall be eligible to receive direct allocations from the State Controller's Office. Funds allocated per Public Utilities Code Section 99314 shall then be sub-allocated by the Regional Entities to those public transit operators in their purview which have submitted the required project information to their respective Regional Entities for review and have been evaluated to be eligible to receive State of Good Repair funding and determined to best meet local transportation needs.

Senate Bill 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. To be eligible for State of Good Repair funding, statute requires all potential recipient agencies to provide basic State of Good Repair project reporting to Caltrans. These guidelines outline the process to request and report on the State of Good Repair Program funding. Caltrans may revise these guidelines in future years.

2. Program Objectives and Statutory Requirements

The goal of the State of Good Repair Program is to provide funding for capital assistance in rehabilitating and modernizing California's existing local transit systems.

Each Fiscal Year, regional entities, working in conjunction with their local transit operators, will compile and forward to Caltrans a list of project submittals proposed to

be funded with an apportionment of State of Good Repair funds. The project submittals must include:

- Project scope and description
- Project overall funding plan
- Project schedule
- Estimated useful life of the project

Caltrans will provide the State Controller's Office the list of eligible recipients after having determined all required information was provided and the projects listed are eligible to receive an apportionment of funds.

Each recipient agency is required to submit an Annual Status and Expenditure Report on all activities completed for each project having received State of Good Repair funds Caltrans.

Each recipient agency must also report the State of Good Repair revenues and expenditures in their annual Transportation Development Act Audit or Comprehensive Annual Financial Report.

3. Program Roles and Responsibilities

In collaboration with the State Controller's Office, Caltrans is tasked with the management and administration of the State of Good Repair Program.

Caltrans shall:

- Report to the State Controller's Office the list of eligible recipients the regional Entities have submitted and are eligible to receive an apportionment of funds for the applicable fiscal year.
- Report project status, progress, and expenditures as supplied by recipient agencies through the California State Multi-Modal Accountability Reporting Tool .
- Perform audit of project expenditures and outcomes.
- Develop, maintain, and revise these program guidelines as necessary.

The State Controller's Office shall:

- Establish a uniform system of accounts and records and reporting mechanism, as required.
- Calculate and publish the State of Good Repair allocation amounts per Public Utilities Code Section 99313 and Public Utilities Code Section 99314.

- Upon receipt of the list of approved recipients from Caltrans, the State Controller's Office shall allocate funds on a quarterly basis to the regional entities (unless determined otherwise).

Eligible Regional Entities shall:

- Receive project submittals from eligible transit operators and review to ensure the proposed project(s) meets the following criteria:
 - The project meets the State of Good Repair eligibility requirements.
 - Confirm that the project is appropriate for overall transit plan designed for the region.
 - Verify estimated amount of State of Good Repair funds to be made available to the project/operator based on the State Controller's Office's State of Good Repair Allocation Estimate letter.
 - Include any requirements the regional entity determines best to suit their respective regions and transit/transportation needs.
- Provide Caltrans with the list of projects proposed to be funded with State of Good Repair apportionment:
 - Made available to the region per Public Utilities Code Section 99313. This list should include all proposed sub-allocations.
 - The list of projects submitted by the transit operators within their regional jurisdiction to be funded with the State of Good Repair apportionment made available to the operators per Public Utilities Code Section 99314.
 - This list is to be submitted to Caltrans by September 1.
- Receive and allocate State of Good Repair funds to projects in their region based on their local transit/transportation needs (Public Utilities Code Section 99313).
- Receive and sub-allocate State of Good Repair funds to the transit operators under their jurisdiction according to the amounts published by the State Controller's Office (Public Utilities Code Section 99314).
- Submit annually the region's State of Good Repair project status and expenditures to Caltrans, ensuring funds have been expended on State of Good Repair eligible activities.
- Comply with all relevant federal and State laws, regulations, and funding policies.

Eligible Transit Operators shall:

- Provide to the respective regional entity the proposed list of projects to be funded with State of Good Repair apportionment made available per Public Utilities Code Section 99314 and/or on a regional basis per Public Utilities Code Section 99313, by the deadline set by the respective regional entity.
- Submit annually to Caltrans and the respective regional entity all pertinent information on projects and expenditures each fiscal year, ensuring funds have been expended on State of Good Repair eligible activities
- Comply with all relevant federal and State laws, regulations, guidelines, and funding policies.

4. Program Schedule

The following schedule lists the annual timeline for the State of Good Repair Program:

Annual State of Good Repair Timeline	
The State Controller’s Office releases estimated amounts for each potential recipient agency for the upcoming Fiscal Year	No later than January 31
Project lists due to regional entities	TBD by Regional Entities*
The State Controller’s Office releases revised estimate for the current Fiscal Year	August 1
Project Lists submitted by Regional Entities to Caltrans through the California State Multi-Modal Accountability Reporting Tool (use estimates provided by SCO in January)	September 1
List of Agencies with approved projects due from Caltrans to the State Controller’s Office	October 1
Quarterly Payments made	1 st Quarter - November 2 nd Quarter - February 3 rd Quarter- May 4 th Quarter- August
Recipient agencies to report project status, progress, and expenditures through California State Multi-Modal Accountability Reporting Tool	December 31 st
Annual Financial Audit Report and/or Comprehensive Annual Financial Report (CAFR) Due from each Eligible Agency (pursuant to PUC 99245)	December 31 st

*Each regional entity shall establish their own deadline for transit operators to submit project lists to meet the September 1 deadline to Caltrans.

II. Eligibility

1. Eligible Recipient Agencies

Pursuant to Public Utilities Code Section 99312.2(c), the only entities eligible to receive a direct allocation of State of Good Repair funds from the State Controller's Office are:

- A transportation planning agency, county transportation commission, and Metropolitan Transit System.

Pursuant to Public Utilities Code Section 99314, the regional entities listed above shall then sub-allocate funds to:

- Transit operators listed on the State of Controller's Office's State of Good Repair Allocation Estimate letter. (For purposes of these guidelines, these transit operators are also eligible recipient agencies.)
- In addition, pursuant to Public Utilities Code Section 99313, any entity defined as eligible to receive State Transit Assistance Program funds pursuant to Public Utilities Code Section 99313 is eligible to participate in the regional process, as determined by the applicable regional entity, and may therefore also be an eligible recipient agency of Public Utilities Code Section 99313 funding.

All eligible recipient agencies for funding pursuant to Public Utilities Code Section 99313 and Public Utilities Code Section 99314 and included in the State Controller's Office's annual State of Good Repair Allocation Estimate letter, must prepare and submit a project list to qualify for funding. Eligible recipients should prepare and submit their project list to their respective regional entity.

The regional entity shall collect and compile all project lists from the eligible recipient agencies in their region and submit one master list—that includes all Public Utilities Code Section 99313 and Public Utilities Code Section 99314 projects for the region—to Caltrans for review.

Eligible recipients assume responsibility and accountability for the use and expenditure of State of Good Repair Program funds and must comply with all relevant federal and State laws, regulations, policies and procedures.

2. Eligible Projects

State of Good Repair funds are made available for capital projects that maintain the public transit system in a state of good repair. PUC Section 99212.1 (c) lists the projects eligible for State of Good Repair funding, which are:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities.
- The design, acquisition, and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Examples include, but are not limited to, the following:

- Replacement or rehabilitation of:
 - Rolling stock
 - Passenger stations and terminals
 - Security equipment and systems
 - Maintenance facilities and equipment
 - Ferry vessels
 - Rail
- Transit Preventative Maintenance
 - Public and Staff Safety
- New transit facilities or equipment needed to maintain existing transit service(s)

To the extent possible and cost effective, and where feasible, the State of Good Repair Program encourages eligible recipients to promote "fix-it-first" transit capital projects that reduce greenhouse gases and help achieve the state's environmental goals. Examples of such projects may include replacement of vehicles with partial and/or zero emission vehicles, green technology equipment enhancements, or transit facility upgrades to improve energy efficiency.

Caltrans may approve other appropriate replacement and rehabilitation projects not listed here. Projects that solely expand capacity or service are not eligible projects. However, the expansion of capacity within a replacement project to address current or projected short-term service needs--replacing a maintenance facility with a larger facility or replacing a bus with a larger bus -are eligible.

The State of Good Repair Program is a transit capital program. Transit operations (except for preventative maintenance), transit agency administration, and program management are not allowable. Also, the following project construction development phases are not allowable as a stand-alone project:

- Pre-planning
- Planning
- Environmental

However, expenditures on these project construction development phases are allowable when included as part of a capital project. Project development costs should not exceed 20 percent of the total estimated project cost.

Eligible recipients must have the financial means to maintain and operate project services and the ability to accept their legal liabilities and fulfill financial obligations for the project's useful life.

3. State of Good Repair and Federal Transit Asset Management Plans

With the national mandate to implement transit asset management plans and systems, in the future, the State of Good Repair Program envisions its projects should be included in a prioritized listing and/or a program of transportation projects consistent with the regional transportation plans within each region.

III. Project List Submittal

Pursuant to Public Utilities Code Section 99312.1(d)(1), prior to receiving an apportionment of the State of Good Repair funding from the State Controller's Office in a given Fiscal Year, a potential recipient must submit a list of projects proposed to be funded with State of Good Repair funds.

1. Project List Submittal Information

To be eligible for funding, all agencies listed on the State Controller's Office Allocation Estimate letter must submit a project list with all supporting documentation each year.

Each regional entity shall collect and compile all project lists from the operators within their region and submit one project list including the anticipated use of Public Utilities Code Section 99313 and Section 99314 funds to Caltrans. In anticipation of the State of Good Repair Program's September 1 deadline, the regional entity shall establish its own timelines in its efforts to collect project lists from transit providers within their region. The regional entity is responsible for submitting the combined project list to Caltrans by September 1.

Fiscal Year 2019-20 project lists and all supporting documentation may be submitted through California State Multi-Modal Accountability Reporting Tool or electronically via: SB 1SGRcomments@dot.ca.gov.

Please note, for all future years (Fiscal Year 2020-21 and beyond), Caltrans will require all information and reporting to be submitted electronically through California State Multi-Modal Accountability Reporting Tool

If a potential recipient misses the deadline for submittal, or submits incomplete/inaccurate project information, the potential recipient may submit a project list to be eligible for inclusion in the allocation of funds, or revise/correct project information, the following quarter by submitting the information electronically through California State Multi-Modal Accountability Reporting Tool .

Note: The State Controller's Office will allocate all the revenue each quarter only to those potential recipients that have submitted timely and complete information. Funds will not be held for allocation to agencies who have submitted late project lists.

2. Required Documents from Potential Recipients

All potential recipients listed in the State Controller's Office Allocation Estimate letter must submit the following two documents to Caltrans prior to receiving their initial State of Good Repair allocation. This is a one-time requirement. However, a re-submittal of an amended Authorized Agent form is required should the local agency have a personnel change.

- **Authorized Agent Form**

The executive authority of the potential recipient must submit a signed and dated Authorized Agent Form identifying the agent who has the authority to act on behalf the Agency.

- **Certifications and Assurances**

Each potential recipient must submit a signed, dated, and Board Approved Certifications and Assurances document.

All regional entities and transit operators who expect to receive State of Good Repair funds are required to submit both the Authorized Agent and Certifications and Assurances documents to Caltrans prior to receiving State of Good Repair funding. A Board Resolution or equivalent verifying approval should accompany the Certifications and Assurances.

Original signed documents should be mailed to:

The State of Good Repair Program
The California Department of Transportation
Division of Rail and Mass Transportation, MS 39
P.O. Box 942874
Sacramento, CA 94274-0001

3. Content and Format of Project List

Each potential recipient as listed in the State Controller's Office Allocation Estimate letter shall submit a list of projects to their respective regional entity including the following:

- A proposed list of projects to utilize, at a minimum, the estimated amount of State of Good Repair funding programmed for the recipient for the upcoming Fiscal Year (use estimates provided by SCO in January). The recipient may include project information for future fiscal years but are expected to update the project list as needed each Fiscal Year and submit each year to Caltrans. This list must include the following information:
 1. Project Title
 2. Proposed Project Description (Scope of Work)
 - a. Vehicle or rolling stock projects should indicate the number of vehicles, size, passenger count, accessibility, and fuel type
 - b. Estimated benefits provided by project
 3. Proposed Project Schedule (Start to Completion)
 4. Project Location
 5. Estimated Project Cost by Fiscal Year
 6. Estimated Useful Life of the Improvement
 7. Additional Project information required on the Project List template.

An eligible recipient may choose to contribute its funding apportionment (partial or whole) to another qualifying eligible recipient to carry out a project consistent with the State of Good Repair Program's goals and objectives. The contributing agency must notify the regional entity of their intention indicating the operator the funding will be transferred to. The regional entity would incorporate the contribution into their own project list. Funds can only be allocated from the State Controller's Office to the contributing agency's designated regional entity. The local agency must make arrangements for the transfer of funds to the alternate agency. Caltrans is not responsible for tracking funding agreements (borrowing, loaning, delegating, relinquishing funds, etc.) between the contributing and recipient agencies.

A pass-through arrangement to another recipient does not relieve the contributing agency of its responsibilities to carry out the terms and conditions of the Program. The contributing agency is responsible for ensuring the project is completed as described on the project list and in compliance with all items in the Certifications and Assurances document.

Each regional entity shall collect and compile all project lists from the transit operators in their region and submit one project list on their behalf. For Fiscal Year 2019-20, should the online California State Multi-Modal Accountability Reporting Tool be unavailable, Caltrans will require one cover letter and one approving Board Resolution or equivalent from the regional entity. Please note, however, that for all future years (Fiscal Year 2020-21 and beyond), Caltrans will require all information and reporting to be submitted electronically through California State Multi-Modal Accountability Reporting Tool .

The regional entities are expected to verify the local operator's approval of their individual project lists. This could include requiring a signed cover letter on agency letterhead, with original signature authorizing and approving the list of projects for funding, a signed and dated Board Resolution, or equivalent, authorizing the list of projects for State of Good Repair funding commitment, or a copy of a publicly adopted document listing the applicable projects (for example the Short-Range Transit Plan). Each regional entity shall establish their own requirements for supporting documentation.

4. Fund Accruals

Potential recipients must submit a project list every year. Failure to submit an annual project list may result in loss of the year's State of Good Repair apportionment. The State Controller's Office will allocate each year's funding according to the regular quarterly payment schedule allowing the agency to accrue the needed funds and then begin on the project. If a potential recipient is not prepared to start the project in the current fiscal year, it may submit a project list that includes a project scheduled to begin later and may accrue funding for up to four years to be used for a future project.

Eligible agencies who do not submit an annual project list may risk losing their apportionment for that specific fiscal year to other operators within the State.

IV. Project List Approval, Allocation, and Delivery

1. Project List Approval

Caltrans will review the proposed project list to ensure compliance with the requirements and objectives of the State of Good Repair Program. Once the proposed project list is approved, Caltrans will provide the list of eligible recipients to the State Controller's Office. This list of approved recipient agencies and projects will be posted on Caltrans' [State of Good Repair website](#).

2. Allocation

After receiving the approved list of eligible recipients from Caltrans, the State Controller's Office will apply the formula pursuant to Public Utilities Code Section 99313 and Public Utilities Code Section 99314 to those recipient agencies eligible to receive an apportionment of State of Good Repair funds for that applicable Fiscal Year. The State Controller's Office will issue and release payments to the eligible recipient's County Treasurer's Office on a quarterly basis. The regional entities are responsible to sub-allocate the funding pursuant to Public Utilities Code Section 99314 to the applicable transit operators according to the amounts provided by the State Controller's Office.

Upon the receipt of funds, eligible recipient agencies should deposit their State of Good Repair funds into a bank account dedicated only to State of Good Repair funds for transparency of fund receipt. If a separate account is not possible, the recipient agency must provide documentation, or a subaccount dedicated to State of Good Repair funds. All recipient agencies will be asked to report the amount of accrued interest on allocated State of Good Repair funds. Earned interest on State of Good Repair funds can only be encumbered and liquidated on approved State of Good Repair projects.

3. Project Revisions

Each region's project list shall not limit its flexibility to fund listed projects in accordance with local needs and priorities. If a recipient agency determines it wants to spend an allocation on a different project that was not included on an approved project list, it shall submit a modified project list and supporting documentation to the regional entity for approval. The regional entity must notify Caltrans of the project change and provide an updated project list. Caltrans shall respond within 30 days to the region and recipient agency, and once approved by Caltrans, the recipient agency may expend funds on the substitute project.

Any funds left unexpended at the end of the Fiscal Year should be applied to a project on the subsequent year's project list. Unexpended funds must be listed on the project list submitted each year until fully expended. Once a project has started the funds should be fully liquidated within four years. In certain situations, an extension may be granted for delays beyond the four years. The agency must provide a signed letter from their designated authority to the State of Good Repair Program Manager, addressing the special circumstances requiring an extension.

V. Project Status and Expenditure Reporting

Each year recipient agencies are required to submit a report on the activities and progress made toward implementation of State of Good Repair funded project(s) to Caltrans. The purpose of these reports is to ensure State of Good Repair funded

projects achieve the intended goals of the State of Good Repair Program, are executed in a timely manner, and are within the identified and approved scope and budget.

Recipient agencies will provide status and expenditure reporting through the online [California State Multi-Modal Accountability Reporting Tool](#)

The California State Multi-Modal Accountability Reporting Tool User Guide shall be made available upon request.

1. Annual Project Status/Expenditure Report

Using the California State Multi-Modal Accountability Reporting Tool reporting tool, recipient agencies must report on project status and all State of Good Repair expenditures by December 31 each year. The report must include the total amount of State of Good Repair funding received during the Fiscal Year and the amount of funding expended or carried over. If a balance of State of Good Repair funds is carried over to a future year, that balance must be listed on each year's report until fully expended. The report must include yearly progress on each funded project and the benefits achieved once that project is completed. This includes:

- Project Title
- Detailed Project Description (Scope of Work)
 - a. Vehicle or Rolling Stock projects should indicate the number of vehicles, size, passenger count, accessibility, and fuel type
 - b. Preventative maintenance projects should include details on how/what these funds were expended and the asset(s) that were maintained
- Updated Project Schedule of Completion
- Project Location
- Actual Expenditures per Project
- Useful Life of the Project Improvement
- Unexpended Balances and earned interests
- For completed projects, provide the Performance Measure(s) and Quantitative Benefit(s) as outlined in the project submittal section (see Table A, page 15) which may include one or more the following elements:
 - a. Improved safety
 - b. Increased useful life of asset
 - c. Efficiency
 - d. Reduce operating/maintenance costs
 - e. System Preservation - Increase reliability
 - f. Reduce emissions

To conform to State regulation, compliance and accountability, Caltrans may adopt additional performance targets of capital assets in the future. The program will provide notification of change.

Each regional entity shall submit an annual status and expenditure report to Caltrans including the above information for any projects in which the regional entity is designated as the applicant agency. In addition, the regional entity must identify both the actual amount of funding sub-allocated to each operator in their region and the actual amount retained by the regional entity each Fiscal Year.

Each transit operator shall submit an annual status and expenditure report including the above information on all funded projects and identifying the actual State of Good Repair funding received each Fiscal Year.

2. Performance Measures and Quantitative Benefits

In addition to reporting on project status and expenditures, information regarding the project’s performance measure(s), and resulting quantitative benefit(s), is also to be provided. The benefit(s) reported at this time will again be verified at the end of the project. Note, a quantifiable performance measure and benefit shall be required for projects submitted for approval in Fiscal Year 2020 and all subsequent years after.

The table below to assist the applicant in determining whether their project already meets a particular requirement but is not intended to be all inclusive:

TABLE A

PERFORMANCE MEASURE	QUANTITATIVE BENEFITS
Improved Safety	Reduction in related incidents, improved security at facilities or onboard
Increased Useful Life	Preventative maintenance (identify asset, time and investment made, amount of downtime reduced, expected increased life expectancy of the asset)
Efficiency	Improved farebox recovery, reduced cost per trip or passenger mile, reduced vehicle miles traveled, improved on-time performance, increased ridership
Environmental Resources Conservation	Reduced emissions or fuel consumption, purchase of rolling stock that use alternative fuels, “green” facilities purchase or upgrade
System Preservation - Increase reliability	Reduced average age of fleet and/or reduced maintenance costs

PERFORMANCE MEASURE	QUANTITATIVE BENEFITS
Accessibility	Improve geographic coverage in populations served
Mobility	Connectivity to other modes, improved quality of services such as connectivity, reliability, and amenities
Economic Impacts	Direct impacts include jobs created directly by the transit system, indirect impacts result from jobs and income spent in industries that supply inputs to the transit system (fuel, repairs, insurance, etc.), and induced impacts, which occur when people who work for the transit system or earn income by providing indirect inputs to the transit agency spend their new income in the community, which create new jobs in the local economy.

3. Final Delivery

With the conclusion of all remaining project activities, the recipient agency shall provide final delivery outcomes during the December reporting period within that year of project completion. The final delivery outcomes must reflect final project expenditures, any changes that occurred after submittal of the Completion Report, and an updated evaluation of the benefits. Caltrans may include this information in its reporting.

4. Financial Audit Report

Pursuant to Public Utilities Code Section 99245, the annual audit of public transportation operators required under the Transportation Development Act must include verification of the receipt and appropriate expenditure of State of Good Repair funds.

Agencies having received an allocation of State of Good Repair funds in a Fiscal Year a TDA Audit is conducted must submit a copy of that audit, or Comprehensive Annual Financial Report (if applicable), to Caltrans within six months after the close of the Fiscal Year (December 31). A 90-day extension (from the December 31 deadline to March 31) may be requested but the recipient agency must notify Caltrans in writing, via email or formal letter, if such an extension is needed.

5. Senate Bill 1 Accountability Reporting

It is important for Caltrans to receive timely reports from each eligible recipient agency to demonstrate the performance outcomes and benefits of the State of Good Repair Program. Additional reporting requirements may be added as needed to meet accountability measures.

Recipients of State of Good Repair funding agree to submit reports in timely manner in accordance with the terms and provisions of these Guidelines cited herein.

Recipient agencies must ensure that projects and/or project component(s) programmed to receive State of Good Repair funding will be administered in accordance with both these Guidelines and with the Senate Bill 1 Accountability and Transparency Guidelines as adopted (and amended) by the California Transportation Commission.

Failure to comply with all applicable guidelines, including the Senate Bill 1 Accountability and Transparency Guidelines, could result in actions against the recipient agency. Caltrans will determine appropriate corrective action for noncompliant recipient agencies. These actions may include but are not limited to the following:

- A written warning to the recipient agency.
- Placement on a watch list posted to the State of Good Repair website.
- Be recommended that the project undergo an audit performed by the Bureau of State Audits.

VI. Spot Audits

All recipients and sub recipients of State of Good Repair funds are subject to audits. Caltrans, the Department of General Services, the Department of Finance, the Bureau of State Audits, the California State Legislature, and their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the State of Good Repair Program's recipients and sub recipients. All recipients and sub recipients must maintain program records for possible audit for a minimum of three years after final payment, unless a longer period of record retention is stipulated. Recipients and sub recipients shall allow the auditor(s) access to such records during normal business hours and allow interviews of any employees who might reasonably have information related to such records. Further, recipients and sub recipients must agree to include a similar right of the State to audit records and interview staff in any subcontract related to projects under the State of Good Repair Program.



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Meetings Attended by APC Staff

DATE PREPARED: August 1, 2019

MEETING DATE: August 7, 2019

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

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

1. Lake APC Meeting 6/12/19
Lakeport
(Barrett, Speka, Sookne, Parker)
2. Pedestrian Facility Needs Inventory and EFS (LakeWalks) Project Meeting 6/18/19
Teleconference
(Davey-Bates, Speka)
3. Hwy 20 Northshore Traffic Calming Plan Project Meeting 6/19/19
Lakeport
(Speka)
4. Eleventh Street Corridor Study TAG Meeting 6/20/19
Teleconference
(Davey-Bates, Speka)
5. Rural Multi-Modal Planning 6/20/19
Webinar
(Speka)
6. SR 53 Corridor Project w/Caltrans 6/26/19
Teleconference
(Speka)
7. Eleventh Street Corridor Study TAG Meeting 6/26/19
Teleconference
(Speka)
8. California Transportation Commission Meeting 6/26-27/19
Teleconference
(Davey-Bates, Barrett)
9. Pedestrian Facility Needs Inventory and EFS (LakeWalks) Project Meeting 7/2/19
Teleconference
(Davey-Bates, Speka)
10. VMT Regional Baseline Study Kick-off 7/8/19
Teleconference
(Barrett, Pedrotti, Sookne)

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| 11. Eleventh Street Corridor Study TAG Meeting
Teleconference
(Speka) | 7/10/19 |
| 12. Pedestrian Facility Needs Inventory and EFS (LakeWalks) Project Meeting
Teleconference
(Speka) | 7/15/19 |
| 13. Hwy 20 Northshore Traffic Calming Plan Project Meeting
Teleconference
(Davey-Bates, Speka) | 7/17/19 |
| 14. Eleventh Street Corridor Study TAG Meeting
Teleconference
(Davey-Bates) | 7/25/19 |
| 15. Pedestrian Facility Needs Inventory and EFS (LakeWalks) Project Meeting
Teleconference
(Speka) | 7/30/19 |
| 16. COG Director Association of California (CDAC) Meeting
Teleconference
(Barrett) | 7/30/19 |
| 17. Hwy 20 Northshore Traffic Calming Plan Project Meeting
Teleconference
(Davey-Bates, Speka) | 7/31/19 |
| 18. APC - Admin/Planning Coordination Meeting
Ukiah
(All) | 8/6/19 |

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.