



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, February 12, 2020
TIME: 9:00
PLACE: Lake Transit Authority Caltrans-District 1
9240 Highway 53 Teleconference
Lower Lake, California 1656 Union Street
Eureka, California

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

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

PUBLIC EXPRESSION

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

CONSENT CALENDAR

5. Approval of December 11, 2019 Minutes
6. Approval of Third Amendment to the 2019/20 Overall Work Program

REGULAR CALENDAR

7. Discussion and Recommended Approval of Lake Transit Authority's Request for an Advanced Allocation of FY 20/21 LTF funds (*Davey-Bates*)

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 – **March 11, 2020** (*Lakeport*)
 - 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 – **March 20, 2020 (Sacramento)**
- g. California Transportation Commission
 - i. Next Meeting Date – **March 25 – 26 (Santa Barbara)**
- h. California Association of Councils of Governments (CalCOG)
 - i. Regional Leadership Forum – **April 5 – 7 (Riverside)**
- i. Miscellaneous

INFORMATION PACKET

- 12. a) 1/17/20 Draft TAC Minutes

ADJOURNMENT

PUBLIC EXPRESSION

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

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

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

ADDITIONS TO AGENDA

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

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

CLOSED SESSION

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

POSTED: February 7, 2020

Attachments:

- Agenda Item #3 – APC Election of Officers*
- Agenda Item #5 – 12/11/19 Lake APC Draft Minutes*
- Agenda Item #6 – OWP 3rd Amendment*
- Agenda Item #7 – Allocation of FY 20/21 LTF Funds*
- Agenda Item #10a – Summary of Meetings*
- Information Packet #12a – 11/5/19 Draft TAC Minutes*



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Election of Officers

DATE PREPARED: February 5, 2020

MEETING DATE: February 12, 2020

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

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

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

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

Lastly, a delegate and alternate are appointed to represent Lake APC on the California Association of Councils of Governments (CalCOG). CalCOG is a statewide association representing 35 regional planning agencies. The delegate, or alternate, representing the APC is only expected to attend one or two meetings each year to provide local input on regional, State and Federal issues and policies being supported by CalCOG.

ACTION REQUIRED:

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

ALTERNATIVES:

None identified.

RECOMMENDATION:

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



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

Wednesday, December 11, 2019

Location: Umpqua Bank Conference Room
805 Eleventh Street, Lakeport, California

Present

Bruno Sabatier, Supervisor, County of Lake
Moke Simon, Supervisor, County of Lake
Russ Cremer, City Council, City of Clearlake
Phil Harris, Council Member, City of Clearlake (Alternate)
Stacey Mattina, City Council Member, City of Lakeport
Rex Jackman, Caltrans District 1 (Policy Advisory Committee - Teleconference)

Absent

Kenneth Parlet, Council Member, City of Lakeport
Russell Perdock, Council Member, City of Clearlake
Chuck Leonard, Member at Large
Vacant Position, Member at Large

Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC
James Sookne, Admin Staff – Lake APC
Charlene Parker, Admin Staff – Lake APC
John Speka, Planning Staff – Lake APC
Danielle Casey, Planning Staff – Lake APC
Scott DeLeon, Public Works Director, County of Lake

1. Call to Order/Roll Call

Chair Mattina called the meeting to order at 9:05 a.m. Secretary, Charlene Parker, called roll. Members present: Sabatier, Simon, Cremer, Harris, Mattina, and Jackman (PAC).

2. Adjourn to Policy Advisory Committee

Chair Mattina adjourned to the Policy Advisory Committee (PAC) at 9:05 a.m. to include Caltrans District 1 staff and allow participation as a voting member of the Lake APC.

3. PUBLIC EXPRESSION

None

CONSENT CALENDAR

4. Approval of November 13, 2019 Draft Minutes

Director Sabatier made a motion to approve the November 13, 2019 (draft) minutes, as presented. The motion

was seconded by Director Cremer and carried unanimously.

REGULAR CALENDAR

5. Approval of the Draft Lake APC Meeting Calendar

Lisa Davey-Bates reported that staff has made a few changes to the APC calendar because of scheduling conflicts with County of Lake's Budget Hearings, California Transportation Commission (CTC) meetings, annual statewide conferences and holidays. The Board discussed their regular meetings for any other conflicts. Director Sabatier noted that the League of California Cities Conference was scheduled for the same date as the October APC meeting. Lisa suggested moving the APC meeting back to its regular date and staff will cover for her if she attends the CTC meeting.

Director Cremer made a motion to approve the Lake APC Meeting Calendar, as amended. The motion was seconded by Director Harris and carried unanimously.

6. Adoption of Pedestrian Facilities Needs Inventory and Engineered Feasibility Study

John Speka reported that the consultant gave a presentation for this project last month, and the Board discussed and recommended some changes to the draft plan. John gave a brief summary of the changes that were included in the final report. Director Sabatier stated that he appreciates the conversation and that the Boards recommendations were implemented.

Director Sabatier made a motion to approve the Pedestrian Facilities Needs Inventory and Engineered feasibility study, as revised. The motion was seconded by Director Cremer and carried unanimously.

7. Presentation and recommended Approval of the Lake Transit Authority Bus Passenger Facilities Plan

John Speka introduced the item, explaining that the plan began with an award from the Sustainable Transportation Planning Grant Program in 2017. John stated that this plan was to look at bus stop improvements by prioritizing potential improvement projects system wide. John introduced Jordan Karp, Project Manager from AECOM. Jordan gave a presentation of the work that went into the plan, including existing conditions, design standards, and public outreach which included workshops and a survey (about 170 responses). Jordan explained that they reviewed several existing plans related to transit facilities. Jordan introduced Bill Suen, Engineer for LSC, as the person who did the evolutions and detailed inventory of the existing bus stop conditions at all 304 stops in Lake County. Jordan gave a summary of the process as well as findings from the study, including an overview of the three priority sites, cost estimates, and potential funding sources. Jordan identified the bus stop locations selected as Austin Park in Clearlake, South Main Street at Lakeport Boulevard in Lakeport, and Kit's Corner in Lake County. Jordan gave a brief description of each location and noted that the report has a line item cost estimate for the designs, and it includes a list of improvements that are recommended for all the bus stops. Jordan stated that the system wide improvements was viewed as a ten-year span, as preliminary cut it was divided into 1-3 and 4-10 years, which is flexible depending on success of obtaining funding.

Director Sabatier noted that there are twelve improvements to the existing shelters, but zero new shelters. He asked if the plan included recommendation of where the new shelters are needed.

Jordan stated that each bus stop was rated by usage, because shelters are costly, they were trying to balance cost of improvements against usage. He clarified that it would be ideal to have

shelters at all the bus stops, however it's more cost effective to fix the existing shelters at the high-volume bus stops.

Director Sabatier questioned if receptacles are included in the cost estimate and wanted to know how they will be maintained. Jordan stated that the actual trash cans are include in the line item cost, however not the maintenance. Jordan said that the maintenance was discussed with Lake Transit, Caltrans, and each jurisdiction, but they have not reached consensus. John stated that Jordan and his team papered the plan and APC staff will present the findings of the plan to each of the city councils and Board of Supervisors. A Memorandum of Understanding will be developed for each of the jurisdictions to sign relating to the maintenance issue.

Scott DeLeon noted that the County doesn't have the resources to maintain the Lake Transit bus stops.

Director Cremer asked if it will be a problem if we delay the approval of the plan for further review.

Director Sabatier and Director Harris both agreed that this is a preliminary design plan with recommendations based on data, and there can be subtle changes within each project, so there isn't a need to delay the approval of the plan.

Director Cremer made a motion to approve the Lake Transit Authority Bus Passenger Facilities Plan, as presented. The motion was seconded by Director Simon and carried unanimously.

8. Public Hearing and Adoption of Draft 2020 Regional Transportation Improvement Program (RTIP) Resolution #19-20-10

Danielle Casey introduced the item, explaining that the Public Hearing was published in the Newspaper. Danielle reported that the only major change to the final Regional Transportation Improvements Program (RTIP) was a schedule change, due to delays in right of way acquisition for the Soda Bay Road and Main Street rehabilitation project. Staff decided to push out the construction funds one additional year. The group briefly discussed the schedule and funding of the Highway 29 project and requested this project be discussed further with Caltrans at a future meeting.

Director Sabatier asked for clarification, questioning if the funds will be used for this project. Danielle confirmed that the RTIP funds would only be delayed one year but would stay with that project.

1.) Finding of Proper Notice

Director Sabatier made a finding that the proper notice was completed, and proof was provided. The finding was seconded by Director Simon and carried unanimously.

3.) Open Public Hearing

Chairperson Scheel opened the Public Hearing

4.) Receive Public Comments

No Public Comments.

5.) Close Public Hearing

Chairperson Scheel closed the Public Hearing

6.) Board Action

Director Cremer made a motion to approve Resolution #19-20-10 adopting the 2020 Regional Transportation Improvement Program, as presented. The motion was seconded by Director Harris and carried unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Cremer, Mattina, Harris and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (4) – Director Perdock, Parlet, Leonard, and Vacant Member-at-Large and

RATIFY ACTION

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

Chair Mattina adjourned the Policy Advisory Committee at 10:04 a.m. and reconvened as the APC.

10. Consideration and Adoption of Recommendations of Policy Advisory Committee

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

REPORTS

9. Reports & Information

a. Lake APC Staff Summary of Meetings –

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

b. Lake APC Planning Staff

i. Sustainable Communities Transportation Planning Grant Update

John reported that he was going to briefly highlight each project. John stated that the Bus Passing Facility Plan and the Pedestrian Facilities Needs Inventory project were both adopted today.

Eleventh Street Corridor Study- Lake APC staff and the consultant held a public workshop in November and there will be a Technical Advisory Group (TAG) meeting next week to discuss the project with the public and receive input. John stated that not much has changed from last month's discussion and he will have more to report after the TAG meeting.

Highway 20 Northshore Communities Traffic Calming Plan – This project is working with the communities of Nice, Lucerne, Glenhaven and Clearlake Oaks. John reported that the plan is focused on traffic calming measures, pedestrian and bicyclist safety. John stated that the consultant presented feasible options available to the community, such as visual narrowing the crossing enhancements, pedestrian and flashing beacons, at the last community workshops in Nice and Clearlake Oaks. John noted Caltrans Safety concerns about raised medians, so the consultant is considering if colored pavement would be an option. The Board discussed if pedestrians' accidents affect how speed limits are set. Rex stated that there are some exceptions, but the speed is based on the speed zone study and he referred to the streets and highways code and the manual on traffic control devices that spells out what you can and can't do in terms of traffic controls devices and signs.

State Route 53 Corridor Project- Danielle will be taking the lead on this project and the kick-off meeting will be on January 8th.

Vehicle Miles Traveled (VMT) Regional Baseline Study- The kick-off Technical Advisory Group will meet today. This study is a regional baseline study to establish and evaluate the current traffic impacts using standards based on VMT under the new California Environmental Quality Act (CEQA) that will take effect this July.

Opinion Polling Survey – Staff received a couple of proposals and went through the selection process last week. There was one consultant that stood out from the three-proposals received. We will start the contracting process with the consultant soon, and believe this survey is about a six-week process. The project will kick-off in the next few weeks.

Director Sabatier stated that early August is deadline to submit to the Opinion Polling Survey results, to give enough time to review and decide the wording of the tax measure.

c. Lake APC Administration Staff

i. Next Meeting Date – *January 13, 2020 (Lower Lake)*

Director Mattina asked if there was going to be a January meeting. Lisa replied that most likely the next meeting will be in February.

ii. Miscellaneous – None

d. Lake APC Directors:

Director Sabatier announced if there is anything the APC needs to support the Lake 29 Expressway project by him contacting our representative and going to committee hearings to please let him know. Lisa stated that she appreciates the support and is working with Caltrans on the funding. She noted the outlook is not very positive, but we aren't giving up. She said the APC will definitely be requesting additional support.

e. Caltrans

i. Lake County Project Status:

Rex Jackman gave a brief summary of the status sheet and map. The GIS specialist has been working on a new live web based interactive status update, so that the information will be current and accessible to everyone.

Director Cremer asked how you use the Lake County project numbers on the map.

Rex explained that the project managers assign project numbers to refer to all the projects, and in the new interactive status links should have a detailed project summary page for each project. This project is still in the process but should be a great improvement to access information.

Director Sabatier questioned if we could add some lighting where we have had some pedestrian deaths on Highway 20 to help drivers see the pedestrians at night. Rex replied that the traffic safety division does have discretionary funding, and if there is a particular location in mind, he put a request in for funding. Director Cremer and Director Sabatier talked about Lakeshore Drive and 18th Avenue. The Board discussed the locations. Director Sabatier said he would talk with Alan flora and Supervisor Crandell to figure out the exact locations to request lighting. Lisa noted that in the Highway 20 corridor study, we are working on right now, lighting has been part of the discussion in each of the communities.

ii. Miscellaneous
None

f. Rural Counties Task Force

i. Next Meeting Date – **January 17, 2020 (Sacramento)**

g. California Transportation Commission

- i. Next Meeting Date – **January 29 – 30 (Sacramento)**
- h. **California Association of Councils of Governments (CalCOG)**
 - i. CDAC – **January 13, 2020** (Sacramento)
- i. Miscellaneous
 - Nothing to report.

ADJOURNMENT

The meeting was adjourned by Chair Mattina at 10:20 a.m.

Respectfully Submitted,

DRAFT

Charlene Parker
Administrative Associate



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: 2019/20 (Proposed) OWP 3rd Amendment

DATE PREPARED: February 4, 2020

MEETING DATE: February 12, 2020

SUBMITTED BY: Alexis Pedrotti, Project Coordinator

BACKGROUND:

The Lake TAC and APC have reviewed and approved the Final and first two amendments to the 2019/20 Lake Overall Work Program. Amendments are made to the Overall Work Program if funding modifications need to be done to any element of the OWP, including carryover adjustments from the previous year. Additionally, amendments include new grant funded projects or changes to a funded project scope, schedule or funding amount. After reviewing expenditures through December, it's apparent a third amendment to the Overall Work Program is necessary.

The first request came during a recent meeting with City of Lakeport staff, where they articulated a need for assistance in completing their environmental document for the Roundabout at Main Street and Lakeport Blvd. The City of Lakeport has not requested funding assistance through the Overall Work Program for several years. City of Lakeport staff estimate the environmental review to cost approximately \$5,000, which can be completed under Work Element 607 (Special Studies).

Another requested adjustment to the OWP is for APC Planning Staff, under the Training Work Element. APC Planning Staff typically receive an allocation of Local Transportation Funds (LTF) to attend trainings throughout the fiscal year, however funding hadn't been programmed yet this Fiscal Year. Because there are new employees and several upcoming training opportunities, APC Planning Staff is requesting \$5,000 be added to the element for training attendance.

Finally, it is typical to see funds shifted within various work elements as APC Planning Staff claims hours on projects throughout the fiscal year. Often elements of the OWP are fully expended, while others have larger fund balances remaining. When the OWP is developed estimates are projected, however adjustments are often needed as the year progresses. APC Planning Staff is requesting to decrease Work Element 605 (Grant Preparation and Monitoring) and 607 (Special Studies) by \$10,000, to increase Work Element 602 (Transit Planning) and 608 (Planning, Programming and Monitoring) for staff to continue working under those elements.

For the past three years the APC has included an element to reserve funding for larger scale projects, such as the Pavement Management Program Update. Currently, the reserve OWP balance is \$18,190. If the third amendment is approved, the first two requests mentioned above will require \$10,000 be removed from the reserve and re-allocated to other elements of the OWP, leaving the reserve balance at \$8,190.

The proposed third amendment to the OWP was presented to members of the Lake TAC in January, where members present recommended approval to the Lake APC Board of Directors. I am now requesting the Lake APC consider the recommended changes and take action to approve the 2019/20 OWP Third Amendment. The amended OWP funding tables have been attached for reference. Hard copies of the full Overall Work Program will be provided upon request.

ACTION REQUIRED:

Approve 2019/20 Work Program Third Amendment as proposed.

ALTERNATIVES:

Do not approve amended Work Program and provide alternative suggestions.

RECOMMENDATION:

Recommend APC Board approve the Third Amendment to the Overall Work Program at their regularly scheduled board meeting on February 12, 2020.

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

WE	Work Element Project Description	RPA	LTF	PPM	Other	Total
600	Regional Planning & Intergovernmental Coordination	\$ 129,500	\$ -	\$ -	\$ -	\$ 129,500
601	TDA Activities & Coordination	\$ -	\$ 40,320	\$ 2,616	\$ -	\$ 42,936
602	Transit Planning & Performance Monitoring	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
603	Transit Passenger Survey (New)	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
604	Lake County Project Reserve Funds	\$ -	\$ 8,000	\$ 190	\$ -	\$ 8,190
605	Federal & State Grant Preparation, Monitoring & Assistance	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
606	Speed Zone Studies (New)	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ 25,500	\$ 15,000	\$ -	\$ -	\$ 40,500
608	Planning, Programming, & Monitoring	\$ 23,000	\$ -	\$ 10,000	\$ -	\$ 33,000
609	Eleventh Street Corridor Study <i>(Carryover)</i>	\$ -	\$ 12,996	\$ -	\$ 100,270	\$ 113,266
610	Active Transportation	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
611	Pavement Management Program Inventory Update <i>(Carryover)</i>	\$ 6,500	\$ -	\$ -	\$ -	\$ 6,500
612	Technology Support Services	\$ 25,206	\$ 500	\$ -	\$ -	\$ 25,706
613	Transportation Information Outreach	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
614	Countywide Sign Inventory Project <i>(Carryover)</i>	\$ 32,031	\$ -	\$ -	\$ -	\$ 32,031
615	Hwy 20 Northshore Traffic Calming Plan & EFS <i>(Carryover)</i>	\$ -	\$ 12,101	\$ -	\$ 93,397	\$ 105,498
616	Training	\$ -	\$ 7,116	\$ -	\$ -	\$ 7,116
617	State Route 53 Corridor Local Circulation Study (New)	\$ -	\$ 34,750	\$ -	\$ 139,000	\$ 173,750
618	LTA Bus Passenger Facilities Plan <i>(Carryover)</i>	\$ -	\$ 3,705	\$ -	\$ 28,599	\$ 32,304
619	L.C. Pedestrian Facility Needs Inventory & EFS <i>(Carryover)</i>	\$ -	\$ 6,239	\$ -	\$ 48,147	\$ 54,386
620	Vehicle Miles Traveled Regional Baseline Study (New)	\$ -	\$ 14,567	\$ -	\$ 112,433	\$ 127,000
621	Transportation Voter Opinion Survey (New)	\$ -	\$ -	\$ 45,612	\$ -	\$ 45,612
Total Funding Sources		\$ 351,237	\$ 155,294	\$ 58,418	\$ 521,846	\$ 1,086,795

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

Local Transportation Fund (LTF)							
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total
601	TDA Activities & Coordination	\$ -	\$ -	\$ 2,000	\$ 33,640	\$ 4,680	\$ 40,320
604	Lake County Project Reserve	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
607	Special Studies	\$ -	\$ 5,000	\$ 10,000	\$ -	\$ -	\$ 15,000
609	Eleventh Street Corridor Study <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 1,540	\$ 11,456	\$ 12,996
612	Technology Support Services	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
615	Hwy 20 Northshore Traffic Calming Plan & EFS <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 941	\$ 11,160	\$ 12,101
616	Training	\$ -	\$ -	\$ -	\$ 2,116	\$ 5,000	\$ 7,116
617	State Route 53 Corridor Local Circulation Study (New)	\$ -	\$ -	\$ -	\$ 2,800	\$ 31,950	\$ 34,750
618	LTA Bus Passenger Facilities Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 510	\$ 3,195	\$ 3,705
619	L.C. Pedestrian Facility Needs Inventory & EFS <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 532	\$ 5,707	\$ 6,239
620	Vehicle Miles Traveled Regional Baseline Study (New)	\$ -	\$ -	\$ -	\$ 1,549	\$ 13,018	\$ 14,567
Total LTF Funding by Claimant		\$ -	\$ 5,000	\$ 12,000	\$ 43,628	\$ 94,666	\$ 155,294
Planning, Programming & Monitoring (PPM)							
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total
601	TDA Activities & Coordination	\$ -	\$ -	\$ -	\$ 2,616	\$ -	\$ 2,616
604	Lake County Project Reserve	\$ -	\$ -	\$ -	\$ -	\$ 190	\$ 190
608	Planning, Programming & Monitoring	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
621	Transportation Voter Opinion Survey (New)	\$ -	\$ -	\$ -	\$ 5,612	\$ 40,000	\$ 45,612
Total PPM Funds by Claimant		\$ -	\$ -	\$ 10,000	\$ 8,228	\$ 40,190	\$ 58,418

Rural Planning Assistance (RPA)							
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total
600	Regional Plng & Intergovernmental Coordination	\$ -	\$ -	\$ 2,000	\$ 127,500	\$ -	\$ 129,500
602	Transit Planning & Performance Monitoring	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
603	Transit Passenger Survey	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
604	Lake County Project Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
605	Federal & State Grant Prep, Monitoring & Assit.	\$ 15,000	\$ -	\$ 5,000	\$ 25,000	\$ -	\$ 45,000
606	Speed Zone Studies - (New)	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 12,500
607	Special Studies	\$ -	\$ -	\$ -	\$ 25,500	\$ -	\$ 25,500
608	Planning, Programming & Monitoring	\$ -	\$ -	\$ -	\$ 23,000	\$ -	\$ 23,000
610	Active Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
611	Pavement Management Program	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500
612	Countywide Technology Support Services	\$ -	\$ -	\$ -	\$ -	\$ 25,206	\$ 25,206
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
614	Countywide Sign Inventory Project (Carryover)	\$ -	\$ -	\$ -	\$ 2,877	\$ 29,154	\$ 32,031
Total RPA Funding by Claimant		\$ 15,000	\$ -	\$ 7,000	\$ 238,377	\$ 90,860	\$ 351,237

Other Funding: (Awarded Grants)							
WE	WE Project Description	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total
609	Eleventh Street Corridor Study (Carryover)	\$ -	\$ -	\$ -	\$ 11,851	\$ 88,419	\$100,270
615	Hwy 20 Northshore Traffic Calming Plan & EFS (Carryover)	\$ -	\$ -	\$ -	\$ 7,266	\$ 86,131	\$93,397
617	State Route 53 Corridor Local Circulation Study (New)	\$ -	\$ -	\$ -	\$ 11,200	\$ 127,800	\$139,000
618	LTA Bus Passenger Facilities Plan (Carryover)	\$ -	\$ -	\$ -	\$ 3,943	\$ 24,656	\$28,599
619	L.C. Pedestrian Facility Needs Inventory & EFS (Carryover)	\$ -	\$ -	\$ -	\$ 4,105	\$ 44,042	\$48,147
620	Vehicle Miles Traveled Regional Baseline Study (New)	\$ -	\$ -	\$ -	\$ 11,951	\$ 100,482	\$112,433
Total Funds by Claimant		\$0	\$0	\$0	\$50,316	\$471,530	\$521,846

Total Funds Available: \$1,086,795

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

WE	Title	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total Costs
600	Regional Planning & Intergovernmental Coordination	\$ -	\$ -	\$ 2,000	\$127,500	\$ -	\$ 129,500
601	TDA Activities & Coordination	\$ -	\$ -	\$ 2,000	\$ 36,256	\$ 4,680	\$ 42,936
602	Transit Planning & Performance Monitoring	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
603	Transit Passenger Survey (New)	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ 8,190	\$ 8,190
605	Federal & State Grant Preparation, Monitoring & Assistance	\$ 15,000	\$ -	\$ 5,000	\$ 25,000	\$ -	\$ 45,000
606	Speed Zone Studies - (New)	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 12,500
607	Special Studies	\$ -	\$ 5,000	\$ 10,000	\$ 25,500	\$ -	\$ 40,500
608	Planning, Programming, & Monitoring	\$ -	\$ -	\$ 10,000	\$ 23,000	\$ -	\$ 33,000
609	Eleventh Street Corridor Study <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 13,391	\$ 99,875	\$ 113,266
610	Active Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
611	Pavement Management Program	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500
612	Technology Support Services	\$ -	\$ -	\$ -	\$ -	\$ 25,706	\$ 25,706
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
614	Countywide Sign Inventory Project <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 2,877	\$ 29,154	\$ 32,031
615	Hwy 20 Northshore Traffic Calming Plan & EFS <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 8,207	\$ 97,291	\$ 105,498
616	Training	\$ -	\$ -	\$ -	\$ 2,116	\$ 5,000	\$ 7,116
617	State Route 53 Corridor Local Circulation Study (New)	\$ -	\$ -	\$ -	\$ 14,000	\$ 159,750	\$ 173,750
618	LTA Bus Passenger Facilities Plan <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 4,453	\$ 27,851	\$ 32,304
619	L.C. Pedestrian Facility Needs Inventory & EFS <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 4,637	\$ 49,749	\$ 54,386
620	Vehicle Miles Traveled Regional Baseline Study (New)	\$ -	\$ -	\$ -	\$ 13,500	\$ 113,500	\$ 127,000
621	Transportation Voter Opinion Survey (New)	\$ -	\$ -	\$ -	\$ 5,612	\$ 40,000	\$ 45,612
Totals		\$ 15,000	\$ 5,000	\$ 29,000	\$340,549	\$697,246	\$1,086,795



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: Advanced Allocation of FY 20/21 LTF funds for
Lake Transit Authority operations

DATE PREPARED: February 6, 2020
MEETING DATE: February 12, 2020

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

Per the Local Transportation Fund (LTF) Reserve Policy, adopted by the APC in June 2019, "*LTA may submit a written request to APC, justifying and documenting the need for additional funds to ensure continuance of existing funded transit services*" At this time, Lake Transit Authority is requesting an advanced allocation of FY 20/21 LTF funds in the amount of \$300,000 from the LTF Reserve in accordance with the APC's LTF Reserve Policy, to ensure continuance of existing funded transit services.

LTA's funding model relies partially on federal grants that provide funding on a reimbursable basis. While LTA has always been able to pay all operating costs using this funding model, there are times when cash flow issues arise, causing a delay in payment to the operations contractor. This advanced allocation would help to ensure that existing transit service continues and invoices are paid in a timely manner. LTA has received advanced allocations of LTF funds to help address the cash flow issue in the past.

Staff will be available if the Board has any questions.

ACTION REQUIRED:

Approve Lake Transit Authority's request for an advanced allocation of \$300,000 in LTF funds from the LTF Reserve.

ALTERNATIVES:

Do not approve Lake Transit Authority's request.

RECOMMENDATION:

Approve Lake Transit Authority's request for an advanced allocation of \$300,000 in LTF funds from the LTF Reserve to ensure existing transit service continues.



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Meetings Attended by APC Staff

DATE PREPARED: February 5, 2020

MEETING DATE: February 12, 2020

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 12/11/19
Lakeport
(Davey-Bates, Sookne, Speka, Casey, Parker)
2. Vehicle Miles Traveled (VMT) Regional Baseline Study 12/11/19
Lakeport
(Davey-Bates, Sookne, Speka, Casey, Parker)
3. Local Partnership Program Workshop 12/12/19
Teleconference
(Davey-Bates, Barrett)
4. ATP Guidelines Workshop 12/17/19
Webinar
(Barrett)
5. Hwy 20 Northshore Traffic Calming Plan Project Meeting 12/18/19
Teleconference
(Davey-Bates, Speka)
6. Eleventh Street Corridor Study TAG Meeting 12/18/19
Teleconference
(Davey-Bates, Speka)
7. Local Assistance Project Status Meeting w/Caltrans 12/19/19
Ukiah
(Davey-Bates, Barrett)
8. Transit & Intercity Rail Capital Program (TIRCP) Meeting w/Shasta RTPA 1/6/20
Teleconference
(Davey-Bates, Sookne, Speka)
9. Caltrans/RTPA Quarterly Meeting 1/7/20
Teleconference
(Barrett)
10. Local Partnership Program Workshop 1/7/20
Webinar
(Davey-Bates, Barrett)

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| 11. Trade Corridor Enhancement Program
Webinar
(Davey-Bates) | 1/7/20 |
| 12. AB 101 Housing Grant Meeting
Ukiah
(Barrett) | 1/8/20 |
| 13. SR 53 Corridor Study Kick-off Meeting
Teleconference
(Davey-Bates, Pedrotti, Speka, Casey) | 1/8/20 |
| 14. APC - Planning Coordination Meeting
Ukiah
(Davey-Bates, Barrett, Pedrotti, Speka, Casey) | 1/8/20 |
| 15. Voter Opinion Survey Kick-off Meeting
Teleconference
(Speka) | 1/9/20 |
| 16. COG Director Association of California (CDAC)
Sacramento
(Barrett) | 1/13/20 |
| 17. Hwy 20 Northshore Traffic Calming Plan Project Meeting
Teleconference
(Davey-Bates, Speka) | 1/15/20 |
| 18. Lake TAC Meeting
Lakeport
(Barrett, Pedrotti, Casey) | 1/16/19 |
| 19. Rural Counties Task Force (RCTF)
Sacramento
(Barrett) | 1/17/20 |
| 20. Caltrans - Tribal Transportation Quarterly Meeting
Upper lake
(Barrett) | 1/27/20 |
| 21. Hwy 20 Northshore Traffic Calming Plan Project Meeting
Teleconference
(Speka) | 1/29/20 |
| 22. California Transportation Commission (CTC) Meeting
Teleconference
(Davey-Bates, Barrett) | 1/29/20 |

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|--|---------|
| 23. California Transportation Commission (CTC) STIP Hearing
Teleconference
(Barrett, Sookne, Casey) | 1/29/20 |
| 24. APC – Admin/Planning Coordination Meeting
Ukiah
(All) | 2/4/20 |
| 25. SR 53 Corridor Study TAG Meeting
Teleconference
(Davey-Bates, Pedrotti, Speka, Casey) | 2/4/20 |
| 26. California Transportation Commission (CTC) SHOPP Hearing
Teleconference
(Barrett, Sookne, Casey) | 2/11/20 |
| 27. Lake SSTAC Meeting
Lakeport
(Barrett, Pedrotti, Casey) | 2/16/20 |

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.



Lisa Davey-Bates, Executive Director

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Planning: Suite 206 ~ 707-263-7799

TECHNICAL ADVISORY COMMITTEE MEETING

Draft Meeting Minutes

Thursday, January 16, 2020

9 a.m.

City of Lakeport

Large Conference Room

225 Park Street

Lakeport, California

Present

Doug Grider, City of Lakeport

Kevin Ingram, City of Lakeport

Mark Roberts, County of Lake

Dale Goodman, City of Clearlake

Saskia Rymer, Caltrans District 1 (by telephone)

Absent

Joel Skeen, California Highway Patrol

Scott DeLeon, County of Lake

James Sookne, Lake Transit Authority

Dave Swartz, City of Clearlake (Planning Consultant)

Also Present

Nephele Barrett, Lake Area Planning Council

Alexis Pedrotti, Lake Area Planning Council

Danielle Casey, Lake Area Planning Council

Mark Mueller, Caltrans District 1 (by telephone)

1. Call to order

The meeting was called to order at 9:06 a.m.

2. Approval of October 17, 2019 Lake APC TAC Minutes

Motion by Kevin Ingram, seconded by Doug Grider, and carried unanimously to approve the October 17, 2019 minutes as written.

The group agreed to take the next several agenda items out of order.

5. Progress Status Report on FY 2019/20 Overall Work Program Projects

Alexis Pedrotti explained the purpose of the status report. Agencies have been notified of their funding balances in each project. Lakeport doesn't have any current projects. Clearlake has a higher balance than is typical in the OWP, which has not had any expenditures. Alexis reviewed the amounts, sources, and deadlines associated with the

funds. APC Planning is just over 50% expended. The agency is now fully staffed and administering a high number of grant projects. The group discussed progress on some of the grants. Alexis explained that Clearlake had previously indicated that they would pay for the database for the sign inventory, but that may no longer be the case following staff changes.

APC staff discussed the reasons for higher rates of expenditures. In response to Doug Grider, staff explained that the agency has a reserve, but it's not specific to the OWP. Alexis noted that there may be a need in the future to utilize additional funding to pay for the speed zone studies. TAC members indicated that they are in favor of continuing to utilize Phil Dow for the studies if possible.

6. Discussion and Recommended Approval of the Third Amendment of the 2019/20 Overall Work Program

Alexis reviewed the proposed third amendment, which addresses three issues. The City of Clearlake requested an additional \$5,000 for Work Element (WE) 607 to fund project development efforts to prepare for their Main Street and Lakeport Boulevard Roundabout project.

Alexis explained that the training work element did not previously have direct expenses identified. This amendment will add \$5,000 for direct expenses associated with staff training.

These first two items will require a reduction in the existing project reserve of \$10,000 in LTF.

Finally, the amendment will shift funding for APC staff time from WE 605 (Grant Preparation & Monitoring) and WE 607 (Special Studies) to Work Element 602 (Transit Planning) and 608 (Planning, Programming & Monitoring), elements that have experienced higher use. The amendment will not result in an overall increase for APC staff.

Kevin provided additional details on Lakeport's roundabout project and the need for the additional funding.

Motion by Kevin Ingram, seconded by Doug Grider, and carried unanimously to recommended approval of the Third Amendment to the FY 19/20 Overall Work Program.

7. Discussion of FY 2020/21 Overall Work Program Project Requests

Alexis explained that the APC is now accepting applications for funding in the next OWP. She reviewed the funding available for agency projects and activities, as well as past uses.

Kevin Ingram mentioned that the pedestrian facilities study has been completed, and agencies should consider OWP funding for time and additional work needed to prepare an Active Transportation Program grant. Alexis explained that the Grant Preparation and Monitoring Work Element would be appropriate for those activities.

Alexis reminded agency staff that if they receive funding in the OWP, they will need to

provide quarterly reports and utilize the funding.

Requests are due January 31. The draft will be prepared for TAC review in February.

Alexis mentioned that the PMP update will be needed next year, but there may be a need to start reserving funding now. Nephele Barrett commented that agencies may want to consider adding to the PMP update to include a photo record of road conditions.

Alexis left the meeting at 9:42.

4. Highway Improvement Program Funds (HSIP) Local Safety Plans

Danielle Casey noted that the Local Road Safety Plans (LRSP) will be a requirement for future HSIP application cycles. The HSIP hasn't been highly utilized, but agencies are interested in continuing eligibility.

The group discussed the need for safety data to qualify for the program. Mark Mueller mentioned that in the absence of collision data, agencies may be able to improve applications with public outreach. They can also apply for specific activities that don't require the safety index.

Mark explained that Lake County has been awarded funding to prepare an LRSP and had indicated they could include the cities plans in their contract. Cities would need to apply for their own funding, then enter into an MOU with the County. Danielle explained that the applications are available now and should be completed right away, as the funding is first come first served. The APC may also be able to administer a contract for the plans through their OWP.

Representatives from the cities expressed interest in developing the plans now as part of a contract administered by the APC or the County. They will seek funding. APC staff will email the application to TAC members.

Dale Goodman left the meeting at 9:52 a.m.

3. Discussion of Highway Infrastructure Program Funds

Nephele explained that the TAC previously recommended that the Highway Infrastructure Program (HIP) funds be awarded to the County for their South Main Street and Soda Bay Road projects. The reasons for this decision were reviewed, including the requirements associated with the federal funding. At the time of the previous action, there was question as to whether the County could meet the deadlines for authorization. Staff explained that County Public Works Director, Scott DeLeon, has indicated that they can. The matter will now move on to the APC for action.

8. Discussion on Updated Local Partnership Program (LPP) Guidelines

Nephele reviewed the purpose of the Local Partnership Program, which provides funding to agencies that have transportation sales tax measures. An update of the guidelines is currently underway. Highlights of the California Transportation Commission staff's

recommendations include an increase of the funding minimum to \$200,000 annually and the addition of system preservation to the selection criteria. Currently, Clearlake is the only agency in Lake County that is eligible for these funds.

9. Announcements and Reports

a. Lake APC

i. RTIP Submittal

Danielle gave a summary of the RTIP submittal and next steps in the STIP adoption process. The northern STIP hearing is scheduled for January 30.

ii. Update on Unincorporated County Transportation Tax Polling

Nephele provided an update on the project. FM3 has been selected to conduct the polling. A kickoff meeting was held last week in which aspects of the potential tax were discussed along with questions to include in the survey. The consultants will provide a draft before the next project meeting on January 23. It is anticipated that results will be presented to the Board of Supervisors in March. The group discussed the County's previous attempts at sales tax measures.

iii. AB 101 Housing Planning and Infrastructure Grants

Nephele listed the three grant programs created by AB 101, the budget trailer bill—the Infill Infrastructure Grants (IIG), Local Early Action Planning (LEAP) Grants, and Regional Early Action Planning (REAP) Grants.

Danielle provided information on IIG. The group discussed potential projects that would qualify. APC staff is researching the program and will provide additional information. Applications are due February 18. Danielle explained that for small jurisdictions the program is over the counter, although the application looks complex. Agencies must have a compliant Housing Element to qualify.

Nephele reviewed the LEAP grant program, which will be available to local agencies soon. The program will be similar to SB 2 and is intended to fund planning to support housing creation and implementation of Cycle 6 RHNA. Funding is based on population. Lakeport and Clearlake would be eligible for \$65,000 each and the County for \$150,000. It is unknown if a current Housing Element is required.

Nephele explained that the REAP program will be similar to LEAP, but funding will come directly to the APC. This program is a year behind the REAP program. Although the APC has RHNA responsibility, they don't typically take on other land use/housing related responsibilities. APC staff will be assessing the feasibility of this program. The matter will be further discussed at a later TAC meeting.

iv. Miscellaneous

There were no miscellaneous items discussed.

b. Lake Transit Authority

i. Miscellaneous

Nephele noted that LTA staff is working extensively on an application for Transit & Intercity Rail Capital Program (TIRCP) grant.

c. Federal & State Grant Status Reports

i. Sustainable Transportation Planning Grant Update

Danielle provided an update on the SR 53 Local Circulation Study grant project. The consulting firm TJKM has been secured for the project and a kickoff meeting was held January 8.

ii. Other Grant Updates

No other grants were discussed.

d. Caltrans

i. Lake County Projects Update

Saskia Rymer-Burnett noted that she has been reviewing Requests for Reimbursement.

Nephele commented that the Caltrans District 1 project status interactive map is nearing completion. It provides information on current, future, and past construction projects as well as planning projects in the area. This will be a useful tool. Saskia mentioned that she could provide contact information for the person developing the map if TAC members have questions.

ii. Other Updates

No other updates were provided.

10. **Information Packet** – The 2020 Lake TAC Meeting Schedule was provided by email, but will be re-sent for those that may not have received it.
11. **Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda** - None
12. **Next Proposed Meeting** – February 20, 2020
13. **Adjourn Meeting** - Meeting adjourned at 10:28 a.m.

Respectfully Submitted,

Nephele Barrett
Lake APC Planning