



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

525 South Main Street, Ukiah, CA 95482  
Administration: Suite G ~ 707-234-3314  
Planning: Suite B ~ 707-263-7799

## TECHNICAL ADVISORY COMMITTEE (TAC) MEETING AGENDA

**DATE:** Thursday, December 17, 2020  
**TIME:** 9 a.m.  
**PLACE:** Audioconference

In accordance with the modified Brown Act Requirements established by Governor Newsom's Executive Order N-29-20, and to facilitate Social Distancing due to COVID-19, Lake Area Planning Council's Technical Advisory Committee meeting will be by audioconference only. Public comments will be available during Thursday's meeting on any agenda item. Please send comments to our administrative assistant, Monica Galliani, at [gallianim@dow-associates.com](mailto:gallianim@dow-associates.com) and note the agenda item number being addressed. Oral comments will also be accepted by telephone during the meeting when public comment is invited.

**Dial-in number: 1 (669) 900-6833 / Meeting ID: 854 5925 3680#**

***\*Zoom link provided to members in distribution email and to public by request***

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1. Call to order
2. Approval of August 20, 2020 Minutes
3. Local Road Safety Plan (LRSP) Selection Process (*Casey*)
4. FY 2020/21 OWP Project Status Update and Discussion (*Pedrotti*)
5. FY 2021/22 Overall Work Program (OWP) Call for Projects Discussion (*Pedrotti*)
6. Federal Lands Access Program (FLAP) (*Speka*)
7. Announcements and Reports
  - a. Lake APC
    - i. Update on Planning Grants (*Speka*)
    - ii. Update on Strategic Partnerships Grant (*Casey*)
    - iii. Miscellaneous
  - b. Lake Transit Authority
    - i. CARES Act Update (*Davey-Bates*)
    - ii. Miscellaneous
  - c. Federal & State Grant Status Reports
    - i. Other Grant Updates (*All*)
  - d. Caltrans
    - i. Lake County Projects Update
    - ii. Other Updates
  - e. Local Agency Updates

8. Information Packet
  - i. 2021 APC Meeting Schedule
  - ii. 11/04/20 Final Lake APC Minutes
  - iii. 11/10/20 Draft SSTAC Minutes
9. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
10. Next Proposed Meeting – **January 21, 2021**
11. Adjourn meeting

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

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

Posted: December 11, 2020

List of Attachments:

- Agenda Item #2 – 08/20/20 Draft Lake TAC Minutes*
- Agenda Item #3 – LRSP Staff Report*
- Agenda Item #4 – OWP Application Cover Letter + Application*
- Agenda Item #5 – CA FLAP Letter*
- Agenda Item #6 – FLAP Staff Report*
- Agenda Item #7ai – Grant Update Staff Report*
- Agenda Item #7aii – SR53 Staff Report*
- Agenda Item #8 – Information Packet*
  - \* APC Meeting Schedule*
  - \* 11/04/20 Final Lake APC Minutes*
  - \* 11/10/20 Lake SSTAC Minutes*



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

## TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday, August 20, 2020  
9 a.m.

Meeting held via Zoom

### Present

Kevin Ingram, City of Lakeport  
Saskia Rymer-Burnett, Caltrans District 1  
Kyle Finger, Caltrans District 1  
James Sookne, Lake Transit Authority

### Absent

Joel Skeen, California Highway Patrol  
Scott DeLeon, County of Lake  
Dave Swartz, City of Clearlake (Engineering Consultant)  
Dale Goodman, City of Clearlake  
Doug Grider, City of Lakeport

### Also Present

Nephele Barrett, Lake Area Planning Council  
Alexis Pedrotti, Lake Area Planning Council  
Lisa Davey-Bates, Lake Area Planning Council  
Danielle Casey, Lake Area Planning Council  
Monica Galliani, Lake Area Planning Council  
John Speka, Lake Area Planning Council

- 1. Call to order**  
The meeting was called to order at 9:18 a.m.
- 2. Approval of May 21, 2020 Lake APC TAC Minutes**  
*Motion by Kevin Ingram, seconded by James Sookne, and carried unanimously to approve the May 21, 2020 minutes as written.*
- 3. 2021 Active Transportation Program (ATP) Cycle 5**  
John reported that APC and Clearlake staff have been working on an ATP application for sidewalk and bicycle lane improvements along Dam Road Extension, which would complement the planned transit hub development in that area. Applications are due on September 15. Saskia and Kevin noted their approval.
- 4. Discussion and Recommended Approval of the First Amendment to the 2020/21 Overall Work Program**

Alexis reported that the First Amendment will carry over and reprogram unexpended planning funds. The total amount being carried over into the FY 2020/21 OWP is \$348,869 (\$68,078 – RPA; \$13,899 – PPM; \$68,491 – LTF; \$126,680 – FHWA/Strategic Partnership Grant Funds; \$71,721 – SHA State Grant Funds), bringing the new total to \$868,869. She also reviewed supplemental materials with the TAC. John speculated that there will most likely be leftover money from the Sustainable Transportation grant for the VMT Baseline study that can be carried over into the next fiscal year. The savings would be coming mainly from online correspondence as travel expenses aren't being expended during the COVID-19 pandemic. Nephele and John discussed the potential for the extra funds to be used for the screening tool to be hosted on the consultant's website for a fixed period and providing assistance to jurisdictions having questions on its use. The reason involves Lake APC's inability to host on its website. It was also something that the Mendocino Council of Governments did for the same reason. Saskia mentioned that Caltrans would might be able to host the screening tool in the future, although they too were unable to at this time.

*Motion by James Sookne, seconded by Kevin Ingram, and carried unanimously to approve the First Amendment to the OWP.*

## **5. Announcements and Reports**

### **a. Lake APC**

#### **i. Sustainable Transportation Planning Grant and Other Planning Updates**

John gave a brief update of the Vehicle Miles Travelled (VMT) Regional Baseline Study. Staff will be holding two stakeholder meetings in the near future where the consultant will be providing more information about the project. Kevin confirmed that his team will be attending. He hopes to have a new community development director up to speed by September. Saskia and Jesse also plan to attend both meetings.

John added that the Active Transportation Plan and Regional Transportation Plan are being updated soon. Staff is also working on a Sustainable Transportation Equity Project (STEP) application to fund a feasibility study for a low-income electric vehicle car-sharing program. Staff will be working on other grants in the upcoming months such as Active Transportation Plan (ATP) for Clearlake and Highway Safety Improvement Program (HSIP) for Lakeport. Saskia mentioned that Lisa Hockaday expressed interested in working with staff on the STEP application.

#### **ii. Update on Strategic Partnerships Grant**

Danielle Casey reported that the only Strategic Partnership Grant currently in progress is the SR53 Corridor Local Circulation Study Project. TJKM had planned to conduct traffic studies, which have been postponed due to the COVID-19 pandemic. She referred to her staff report, which lists all intersections being studied. Staff worked with TJKM using previous studies to get more accurate counts. Staff is going to meet with consultants soon to have a TAG meeting. Saskia suggested holding a meeting with Rex Jackman and Brad Mettam.

#### **iii. Miscellaneous**

Lisa announced that she and Nephele will be moving the Dow & Associates and DBC offices in September to a new location in Ukiah.

**b. Lake Transit Authority**

**i. CARES Act Update** – Lisa reported that staff has received all necessary data for Blackcat entries. LTA is helping the Lakeport senior center by participating in the meals on wheels services. Staff is also helping the Clearlake senior center by augmenting mileage so they can continue to deliver meals. James added that the City of Clearlake will have a bid opening for a project for a new bus pullout by Austin Park on Lakeshore Blvd. Lisa and James have been attending meetings with Office of Emergency Services, Public Health and the Department of Social Services for evacuation preparedness planning.

**ii. Miscellaneous.** None.

**c. Federal & State Grant Status Reports.**

**i. Other Grant Updates**

**d. Caltrans**

Saskia reported that Richard Mullen will be coming on for Cathy McKeon, as she will be moving over to a different job.

**i. Lake County Projects Update** – None.

**ii. Other Updates** – None.

**6. Information Packet**

- i.** 06/03/20 Draft Lake APC Minutes
- ii.** 08/05/20 Draft Lake APC Minutes

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

**8. Next Proposed Meeting** – September 24, 2020

**9. Adjourn Meeting** - Meeting adjourned at 10:08 a.m.

Respectfully Submitted,

Monica Galliani  
Lake APC Planning



## LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

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**TITLE:** Local Road Safety Plan Update

**DATE PREPARED:** 12/10/2020

**MEETING DATE:** 12/17/2020

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**SUBMITTED BY:** Danielle Casey, Project Coordinator

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**UPDATE:**

The Local Road Safety Plan Request for Proposal for the cities of Clearlake and Lakeport was posted to the Lake APC website October 28, 2020 with a due date for proposals on December 4, 2020 at 5:00 pm. The RFP was also emailed to planning consultant firms on the APC mailing list. It was also submitted to a clearing house for distribution.

Four proposals have been received and a selection committee has been formed comprised of APC Staff, Caltrans staff, and engineers for each city. The committee will meet on December 17, 2020 after the Lake APC TAC meeting.

After the consultant is selected, a contract will be awarded and work will begin in the new year.

The total amount of money available for the LRSP is \$80,000 for Lakeport and \$50,000 for Clearlake.

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**ACTION REQUIRED:** For information and discussion purposes only.

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**ALTERNATIVES:** None

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**RECOMMENDATION:** None



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November 30, 2020

To: Lake TAC Members  
From: Alexis Pedrotti, Project Manager  
Re: 2021/22 Overall Work Program

The Lake Area Planning Council's (APC) amended 2020/21 Overall Work Program (OWP) includes Local Transportation Funds (LTF) (\$118,491); Planning, Programming and Monitoring (PPM) funds (\$59,899); Rural Planning Assistance funds (\$362,078); State grant funds (\$126,680), Federal grant funds (\$71,721) and finally reimbursable Local Roads Safety Plan (LRSP) funds (\$130,000) to provide the total funding amount of \$868,869 in the current OWP. Funds carried over from previous OWPs were factored into the overall totals. While it is important to finalize projects in the current Fiscal Year, it is also the time of year when we begin the process of developing the upcoming (FY 2021/22) OWP.

Historically a range of \$50,000-\$100,000 of LTF funding has been utilized for planning purposes in the annual work program, depending on revenues generated from the general sales tax, and the amount needed for Lake Transit Authority operations, local match for grant programs, bike and pedestrian (2%) allocations and the Consolidated Transportation Services Agency (CTSA). As a starting point, I am recommending a minimum contribution in the amount of \$50,000 of LTF in Fiscal Year 2021/22.

Planning, Programming and Monitoring (PPM) Funds are slightly up from last year's allocation of \$46,000 to a mere \$56,000 in Fiscal Year 2021/22. This funding allocation is in accordance with the 2020 State Transportation Improvement Program (STIP) Fund Estimate. Unfortunately, PPM funding levels are expected to begin slightly decreasing over the next few years.

Rural Planning Assistance (RPA) funds will remain consistent with last year's distribution of \$294,000. Although this is a significant amount of money, it is important to remember that restrictions are applied to these funds and are intended for planning projects of regional significance. Only 25% these funds may be carried over into the next fiscal year and continue to be available on a reimbursable basis.

To summarize, approximately \$400,000 of RPA, LTF and PPM is expected to be available for the 2021/22 Work Program for new and ongoing projects. An estimated amount of \$305,469 will be set aside to accommodate the upcoming planning contract with Dow & Associates. The amount remains consistent with the current contractual amount and increases. There is approximately \$94,531 to fund planning projects. If you would like to request funding for ongoing work elements, please submit an application for all requests.

Potential projects will be discussed during the Lake TAC meeting on January 21, 2021. Please have your applications to me by **Friday, January 8, 2021**. Lake APC staff will provide the Lake TAC members a draft list of projects during the January TAC meeting. Preferred projects that are recommended at the TAC meeting will be included in the Draft Work Program to be reviewed by TAC members in February.

APC action is not needed on the draft document, but will be required on the Final Work Program which is due in May. The application form for the 2021/22 Work Program is attached. I will also email the applications to TAC Members in Word format. Forms can be emailed to me at [apedrotti@dbcteam.net](mailto:apedrotti@dbcteam.net), or mailed to 525 S. Main St., Suite #G, Ukiah CA 95482. Please give me a call at (707) 234-3314 if you have any questions.

Thank you.



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2021/22  
**LAKE COUNTY OVERALL WORK PROGRAM APPLICATION**  
**PROPOSED SCOPE OF WORK**

|  |                               |
|--|-------------------------------|
| <b><u>APPLICANT (AGENCY):</u></b>  | <b><u>DATE SUBMITTED:</u></b> |
| <b><u>CONTACT PERSON(S):</u></b>   |                               |
| <b><u>PROJECT TITLE:</u></b> (Use additional sheets as necessary to prepare outline)   |                               |
| <b><u>GOAL/PURPOSE:</u></b>  |                               |
| <b><u>Tasks:</u></b> ( <i>Outside Consultants</i> – by task, indicate RFP advertisement, contract award, draft review and final product adoption dates & <i>In-House Projects</i> – by task, indicate start-up, draft review and final product adoption dates) |                               |
| <b><u>PREVIOUS RELATED WORK:</u></b>   |                               |
| <b><u>PRODUCTS:</u></b>  |                               |



**ESTIMATED TIME SCHEDULE:** (Indicate “I” for anticipated task Initiation and “C” for anticipated Completion)

| TASK | ANTICIPATED COMPLETION DATE<br>(BY QUARTER) |                       |                    |                 |
|------|---|-----------------------|--------------------|-----------------|
|      | July -<br>September                         | October -<br>December | January -<br>March | April -<br>June |
| 1    |   |                       |                    |                 |
| 2    |   |                       |                    |                 |
| 3    |   |                       |                    |                 |
| 4    |   |                       |                    |                 |
| 5    |   |                       |                    |                 |
| 6    |   |                       |                    |                 |
| 7    |   |                       |                    |                 |
| 8    |   |                       |                    |                 |
| 9    |   |                       |                    |                 |
| 10   |   |                       |                    |                 |

**ESTIMATED PERSON DAYS/ COST BREAKDOWN:**

| RESPONSIBLE AGENCY | APPROXIMATE<br>PERSON DAYS | BUDGET | FUNDING SOURCE |
|--------------------|----------------------------|--------|----------------|
|                    |                            |        |                |
|                    |                            |        |                |
|                    |                            |        |                |
|                    |                            |        |                |
| <b>TOTAL:</b>      |                            |        |                |



**To:**

Federal Land Management Agencies  
CALTRANS, CALPARKS, and other California  
State Agencies  
Regional, County, and Local Governments  
Tribal Governments

## **Request for Project Applications California Federal Lands Access Program**

The Federal Lands Access Program (FLAP) presents an exciting opportunity for improvements to state, county, tribal, and local government owned or maintained transportation facilities that provide access to, are adjacent to, or are located within Federal lands.

The California Programming Decisions Committee (PDC) is currently soliciting Project Applications to develop the Federal Fiscal Year 2026 to 2028 program of transportation projects. The estimated federal program funding availability is approximately \$90 million dollars.

**Deadline for submittals:** May 27, 2021

**Link to Project Application:** <https://highways.dot.gov/federal-lands/programs-access/ca>

### **Eligibility**

- Any State, County, Local Government or Tribe that owns or maintains a public transportation facility providing access to Federal lands.
- The project proposes improvement to any public highway, road, bridge, trail or transit system located on or adjacent to Federal lands, typically no farther than 10 miles away.
  - Federal lands are lands in the United States owned by the Federal government. Land leased to a Federal Land Management Agency is not eligible
  - Tribal roads maintained by the tribe are eligible, but the roadway must access Federal lands other than tribal (i.e. a NPS, FWS site, etc.).
- Commit to the minimum 11.47% match requirements.
  - Hard match (cash) is preferred.
  - Other United States Code Title 23 and 49 funds cannot be used as match, except for:
    - Federal Lands Transportation Program (FLTP)
    - Tribal Transportation Program (TTP)
  - See the Frequently Asked Questions (FAQ) for additional information on match, including in-kind allowances and toll credit usage.
- Confirm support from the Federal Land Management Agency (FLMA) site the project accesses.
- Must meet the project eligibility under U.S.C. Title 23 such as:
  - Rehabilitation / Restoration / Construction / Reconstruction Projects
  - Engineering and Environmental Compliance
  - Operation & Maintenance of Transit Facilities
  - Planning & Research related to Transportation

## Project Preference

Per legislation, preference must be given to transportation facilities providing access to Federal high-use recreation sites and economic generators.

## Applicant Information Webinars:

Not mandatory, but encouraged to attend one.

- Tuesday, December 15, 2020; 8:30am Pacific; 9:30am Mountain
- Tuesday, January 12, 2021; 1pm Pacific; 2pm Mountain
- Wednesday, February 10, 2021; 10am Pacific; 11am Mountain

### Participation Details:

Web Room: <https://connectdot.connectsolutions.com/cflaccess/>

Call Number: 1-888-684-8852; Passcode: 597 5020

NOTE: All webinars cover the same material. No pre-registration is required.

## California Programming Decisions Committee (PDC):

- James Herlyck, Federal Lands Access Program Manager, FHWA-CFLHD
- Bob Baca, Emergency Relief and Other Federal Programs Manager, Caltrans
- Bob Perreault, Director of Public Works, Plumas County
  - Josh Pack
    - Calaveras County, Director of Public Works
    - Alternate Local PDC Representative
  - John Gay
    - Imperial County, Director of Public Works
    - Alternate Local PDC Representative

## Program Contact Information:

Questions about the application process or the Federal Lands Access Program can be directed to:

- Laurie Miskimins, FHWA-CFLHD Transportation Planner, (720) 963-3455, [laurie.miskimins@dot.gov](mailto:laurie.miskimins@dot.gov)
- James Herlyck, FHWA-CFLHD Federal Lands Access Program Manager, (720) 963-3698, [james.herlyck@dot.gov](mailto:james.herlyck@dot.gov)

## Federal Land Management Agency Specific Contacts:

| Agency                         | Name   | Email  |
|--------------------------------|--|--|
| National Park Service          | Jon Christensen<br>Dianne Croal  | <a href="mailto:Jon_Christensen@nps.gov">Jon_Christensen@nps.gov</a><br><a href="mailto:Dianne_Croal@nps.gov">Dianne_Croal@nps.gov</a>   |
| US Forest Service              | Shanisha Reese   | <a href="mailto:Shanisha.Reese@usda.gov">Shanisha.Reese@usda.gov</a>   |
| Bureau of Land Management      | Mark Kougl   | <a href="mailto:mkougl@blm.gov">mkougl@blm.gov</a>   |
| U.S. Fish and Wildlife Service | Andrea Smith<br>Eric Bergey  | <a href="mailto:Andrea_Smith@fws.gov">Andrea_Smith@fws.gov</a><br><a href="mailto:Eric_Bergey@fws.gov">Eric_Bergey@fws.gov</a>   |
| Bureau of Reclamation          | Carrie Scott   | <a href="mailto:cmscott@usbr.gov">cmscott@usbr.gov</a>   |
| U.S. Army Corps of Engineers   | Phil Smith (South Pacific Division)<br>Jonna Hildenbrand (San Francisco District)<br>Zeffy Ruvalcaba (Sacramento District)<br>Brian Paul (LA District) | <a href="mailto:Phil.Smith@usace.army.mil">Phil.Smith@usace.army.mil</a><br><a href="mailto:Jonna.M.Hildenbrand@usace.army.mil">Jonna.M.Hildenbrand@usace.army.mil</a><br><a href="mailto:Zeferina.J.Ruvalcaba@usace.army.mil">Zeferina.J.Ruvalcaba@usace.army.mil</a><br><a href="mailto:Robert.B.Paul@usace.army.mil">Robert.B.Paul@usace.army.mil</a> |
| Presidio Trust                 | Amy Marshall   | <a href="mailto:amarshall@presidiotrust.gov">amarshall@presidiotrust.gov</a>   |

**Tentative Schedule\*:**

| Phase   | Applicant Action Items  |
|---|---|
| <p><b>Call for Projects Open for Submittals:</b><br/> <i>December 2020-May 2021</i></p>   | <p>Prepare and submit applications. Coordinate with FLMA sponsor. See checklist at <a href="https://highways.dot.gov/federal-lands/programs-access/ca">https://highways.dot.gov/federal-lands/programs-access/ca</a> to ensure submittal includes all required forms and supporting materials.</p> <p><b>Final Date to Submit: May 27, 2021</b></p> |
| <p><b>PDC &amp; FLMA Review of Application:</b><br/> <i>Summer 2021</i></p>   | <p>Respond to requests from PDC for additional clarification to assist in review.</p>   |
| <p><b>Project Selection &amp; Applicant Notification:</b><br/> <i>Summer 2021</i></p>   | <p>Applicant is notified of selection or non-selection. Shortlisted applicants execute Funds Transfer Agreement and Memorandum of Agreement within 45 days, and make payment of matching funds within 30 days of invoice.</p>   |
| <p><b>Scoping of Short-listed Projects:</b><br/> <i>Fall 2021-Summer 2022</i></p>   | <p>Engage with FHWA-CFLHD in scoping, including providing requested documents and information. Typically a site visit and meetings will occur.</p>  |
| <p><b>Final Program Decisions:</b><br/> <i>Fall 2022</i></p>  | <p>Selected applicants execute Funds Transfer Agreement and Memorandum of Agreement within 60 days of notification.</p>   |
| <p><b>Project Implementation</b><br/> <i>Preliminary Engineering and Environmental Clearance 2022 and beyond</i><br/> <i>Construction 2026 - 2028</i></p> | <p>Assign project representative to coordinate with FHWA-CFLHD throughout project. Make payment of matching funds per the schedule in the Funds Transfer Agreement</p>  |

\* All dates except the Call for Projects Final Date to Submit are approximate. See website for updates.

**How do I submit a project application?**

1. Complete the California Federal Lands Access Program Application found at <https://highways.dot.gov/federal-lands/programs-access/ca>
2. Obtain endorsement from the appropriate Federal Land Management Agency (FLMA)
3. Send your completed project application via E-Mail to [cfl.planning@dot.gov](mailto:cfl.planning@dot.gov)

**ORIGINAL SIGNED BY:**

JAMES A  
 HERLYCK  
 James Herlyck, PE  
 Federal Lands Access Program Manager  
 FHWA-CFLHD



Digitally signed by JAMES A  
 HERLYCK  
 Date: 2020.12.07 11:13:40 -07'00'

**Attachments:**

- Call for Projects Brochure
- Frequently Asked Questions



## LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

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**TITLE:** Federal Lands Access Program (FLAP) Call for Projects

**DATE PREPARED:** 12/10/20

**MEETING DATE:** 12/17/20

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**SUBMITTED BY:** John Speka, Senior Transportation Planner

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**BACKGROUND:** The Federal Highway Administration has recently released a Request for Project Applications for the California Federal Lands Access Program (FLAP). The intent of the program is to improve or maintain transportation facilities providing access to Federal lands. Available funds will be used to program projects for the Federal Fiscal Year 2026 to 2028.

Approximately \$90 million will be available to State, County, Local, or Tribal entities that own or maintain transportation facilities accessing Federal lands, including public highways, roads, bridges, trails or transit systems located on or are adjacent (no more than 10 miles away) to Federal lands. Eligible projects include rehabilitation, restoration, construction, and reconstruction projects, engineering and environmental, Operations & Maintenance of transit facilities, and planning related to transportation. Matching funds will be 11.47%, and applications are due by May 27, 2021.

Information webinars are scheduled for Tuesday, December 15, Tuesday, January 12 and Wednesday, February 10. The attached notice has details and contact information.

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**ACTION REQUIRED:** None, informational only

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**ALTERNATIVES:** N/A

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**RECOMMENDATION:** N/A



## LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

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**TITLE:** Update on Various Grant Programs

**DATE PREPARED:** 12/10/20

**MEETING DATE:** 12/17/20

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**SUBMITTED BY:** John Speka, Senior Transportation Planner

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**BACKGROUND:** Below is a summary of current or potential projects on the horizon that staff will be pursuing in the coming months.

**Coordinated Plan Update-** The Lake County Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) was last updated in 2015. Since 2005, Federal statute has required that meaningful planning and communication take place between public transportation sectors and human service systems, and that a coordinated public transit-human service transportation plan be developed accordingly. Periodic updates (approximately every five years) allow it to remain relevant, especially given the 2012 requirement that all projects supported by Federal Transit Administration (FTA) 5310 must be included within the Coordinated Plan.

A draft plan is being prepared by the University of the Pacific (UOP), through a contract with Caltrans to write the study for the Lake County region. On November 10, an online workshop was held with staff members from interested agencies, including Lake APC and Social Services Transportation Advisory Council members, where feedback was solicited from each. A survey has also been distributed for additional input on the plan, which was sent to Board and TAC members on November 20 and will remain open until December 11.

**Potential New Sustainable Transportation Planning Grants-** As noted in previous Board meetings, Caltrans is expected to release a Sustainable Transportation Planning Grant call-for-projects soon. Staff will be looking into at least two, or possibly three, applications, expected to be submitted sometime in January.

The first would consist of an update to the Transportation Demand Model (TDM) for the Lake County region. The consultant preparing the VMT Regional Baseline Study has already indicated that an updated Transportation Demand Model (TDM) will be recommended as a result of that project. The previous TDM for the region was completed in 2009 as part of the Wine Country Interregional Partnership, which included the four-county area of Lake, Napa, Mendocino and Sonoma counties, and reliance on the outdated model could present “defensibility” issues for future CEQA VMT analyses.

The second project would involve securing funds for a wildfire evacuation plan for the region. While an application submitted for a different grant program earlier this year was unsuccessful, it is still believed to be an important study given the wildfire history of the County over the last several years.

Finally, Lake Transit is interested in updating its 2015 Transit Development Plan (TDP). Both staff from LTA and APC have been discussing a need for flexible and on-demand transportation for seniors, disabled, or low-income residents unable to utilize existing public transportation services. The initial idea was to seek funding for a “micro-transit” feasibility plan to address the need which was first noted in last year’s unmet needs process. However, because it had been five years since the TDP was last updated, it was decided to combine efforts and seek funds for a TDP update that will include a micro-transit component to explore possibilities for non-traditional and on-demand services.

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**ACTION REQUIRED:** None, informational only

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**ALTERNATIVES:** N/A

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**RECOMMENDATION:** N/A



## LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

**TITLE:** Strategic Partnerships Planning Grant Update  
SR53 Corridor Local Circulation Study Project

**DATE PREPARED:** 12/10/2020  
**MEETING DATE:** 12/17/2020

**SUBMITTED BY:** Danielle Casey, Project Coordinator

### UPDATE:

The SR53 Corridor Local Circulation Study conducted by TJKM is proceeding at its new abbreviated pace. While in pandemic conditions TJKM staff has reviewed our prior studies, documents, and computer data as needed for preliminary research.

A meeting will take place on December 16, 2020 with the Technical Advisory Group (TAG) to discuss TJKM's data findings from recent traffic counts conducted along the SR53 Corridor. The new data collected by TJKM shows that peak travel times have changed since prior studies were conducted, so we have requested help of the TAG to help determine the next course of action.

In light of the changed traffic conditions due to the COVID-19 pandemic, TJKM has submitted a revised schedule for the project. Grant funds do not expire until June 30, 2022, we believe that we will have enough time to do an accurate and effective study. Below is the new schedule.

| Task/Deliverables  | Old Schedule      | Updated Schedule  |
|--|-------------------|-------------------|
| Contract Begins  | November 15, 2019 | November 15, 2019 |
| Project Kick-Off Meeting   | January 8, 2020   | January 8, 2020   |
| Data Collection/ Determine Existing and Future Year Traffic Conditions                   | April 2020        | September 2020    |
| Analysis of Existing and Future Traffic Impacts  | June 2021         | June 2021         |
| Identify Needed Improvements on Corridor and Local Streets & Prepared Draft Corridor CIP | April 2020        | February 2021     |
| Prepare Policy Recommendations   | June 2021         | June 2021         |
| Prepare SR 53 Corridor Local Circulation Study   | June 2021         | June 2021         |

At the April 28, teleconference with TJKM, APC Staff did reiterate that the stakeholders in Clearlake are most interested in seeing a frontage road from Polk Avenue to Ogulin Canyon Road in the finished report. TJKM acknowledged the request and said that they will include the best options for this route in the finished report.

Below is a list of all intersections being studied:

1. SR 53 / SR 20 (All-Way Stop)
2. SR 53 / Ogulin Canyon Road North (One-Way Stop)
3. SR 53 / Ogulin Canyon Road South (One-Way Stop)
4. SR 53 / Old Highway 53 (One-Way Stop)
5. SR 53 / Olympic Drive (Signalized)
6. SR 53 / Polk Avenue (Two-Way Stop)



7. SR 53 / 40th Avenue-Lakeshore Drive (Signalized)
8. SR 53 / 18th Avenue (Signalized)
9. SR 53 / Dam Road-Old Highway 53 (Signalized)
10. SR 53 / Anderson Ranch Parkway (One-Way Stop)
11. SR 53 / State Route 29 (Signalized)
12. SR 53 at Kugelman St (4-lane segment)
13. SR 53 at Jessie St (4-lane segment)

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**ACTION REQUIRED:** For information and discussion purposes only.

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**ALTERNATIVES:** None

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**RECOMMENDATION:** None



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

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## 2021 *Lake Transit Authority* & *Lake County/City Area Planning* *Council Meeting Schedule*

| <u>DATE</u>       | <u>LOCATION</u>      | <u>NOTE:</u>   |
|-------------------|----------------------|--|
| JANUARY 13        | Lakeport             | Typically do not meet  |
| FEBRUARY 10       | Lower Lake           |  |
| MARCH 10          | Lakeport             |  |
| APRIL 14          | Lower Lake           |  |
| <b>MAY 6</b>      | Lakeport / Fieldtrip | Date change CTC 12 <sup>th</sup> & 13 <sup>th</sup>            |
| <b>JUNE 2</b>     | Clearlake            | Date change Budget Hearings 9 <sup>th</sup> & 10 <sup>th</sup> |
| JULY 14           | Lower Lake           | Typically do not meet  |
| AUGUST 11         | Lakeport             |  |
| SEPTEMBER 8       | Clearlake            |  |
| <b>OCTOBER 6</b>  | TBD / Fieldtrip      | Date change CTC 13 <sup>th</sup> & 14 <sup>th</sup>            |
| NOVEMBER 10       | Lower Lake           |  |
| <b>DECEMBER 1</b> | Lakeport             | Date change CTC 8 <sup>th</sup> & 9 <sup>th</sup>              |

Notes:

*League of California Cities Annual Conference September 22 – 24*

*Highlighted dates reflect meeting will be held on first Wednesday due to other meeting conflicts.*



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

Wednesday, November 4, 2020

**Location:** Audioconference (in response to “Shelter-in-Place” directive)

### Present

Bruno Sabatier, Supervisor, County of Lake  
Moke Simon, Supervisor, County of Lake  
Russ Cremer, City Council, City of Clearlake  
Russell Perdock, Council Member, City of Clearlake  
Stacey Mattina, City Council Member, City of Lakeport  
Kenneth Parlet, Council Member, City of Lakeport  
Chuck Leonard, Member at Large

### Absent

Vacant Position, Member at Large

### Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC  
James Sookne, Admin Staff – Lake APC  
Alexis Pedrotti, Admin Staff – Lake APC  
Charlene Parker, Admin Staff – Lake APC  
Nephele Barrett, Planning Staff – Lake APC  
John Speka, Planning Staff – Lake APC  
Danielle Casey, Planning Staff – Lake APC  
Rex Jackman, Caltrans District 1 (Policy Advisory Committee)  
Jeff Pimentel, Caltrans Project Manager  
Mike Khammash, Caltrans Project Manager  
Robert King, Caltrans Project Manager  
Clarissa Kincy, Mobility Manager – LTA  
Wanda Gray, Paratransit Services – LTA  
Johnnie Lyndsey, Paratransit Services – LTA

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### 1. Call to Order/Roll Call

Chair Mattina called the meeting to order at 9:02 a.m. Secretary, Charlene Parker, called roll. Members present: Sabatier, Simon, Perdock, Mattina, Cremer, Parlet, Leonard.

### 2. Adjourn to Policy Advisory Committee

Chair Mattina adjourned to the Policy Advisory Committee (PAC) at 9:02 a.m. to include Caltrans District 1 staff and allow participation as a voting member of the Lake APC.

### 3. PUBLIC EXPRESSION

Chair Mattina requested Public Comments including any written comments.

No public comments were presented to the council.

## **CONSENT CALENDAR**

### **4. Approval of September 9, 2020 Draft Minutes**

*Director Cremer made a motion to approve the September 9, 2020, as presented. The motion was seconded by Director Perdock and carried unanimously.*

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

## **REGULAR CALENDAR**

### **5. Presentation and Recommended Approval of the Vehicle Miles Traveled (VMT)**

#### **Regional Baseline Study**

John Speka introduced the item, explaining that Senate Bill 743 Vehicle Miles Traveled Regional Baseline Study began with an award from the Sustainable Transportation Planning Grant Program in 2019. The intent of the project was to assist local jurisdictions to comply with the SB 743 legislation that changed the requirements to use Vehicle Miles Traveled (VMT) as the accepted metric for transportation impacts under the California Environmental Quality Act (CEQA). John introduced Cheryl Croshere, and Rod Brown, Fehr & Peers. Cheryl gave a detailed presentation, describing that the process of the VMT Baseline Study was to analyze existing traffic conditions in the region and arrive at a baseline standard to measure VMT impacts. The study would be used by agency officials from the County of Lake, as well as the cities of Lakeport and Clearlake, to make the appropriate environmental impact determinations under CEQA for projects within their respective jurisdictions. Cheryl noted that the memorandum that summarized Caltrans comments was provided and the comments would be incorporated into the final report. Cheryl asked if there were any questions.

Director Parlet questioned how the budget could stay at 6.5% over a thirty-year span, how the estimated budget was for two-person household and how the study incorporates for families. Cheryl replied that the 6.5% growth was derived from state goals for reducing VMT and emissions. Rod added that the state's target was to reduce greenhouse gases and emissions.

The group discussed their concerns regarding how the state goals were developed for cities and would not necessarily work for rural areas. The main concern was how the VMT process could potentially limit future development in rural areas. Cheryl stated that this VMT Baseline Study reflects the travel for rural areas and the requirements were a guideline and ultimately the jurisdiction can determine to approve a specific project or not. Rod clarified that the VMT Baseline Study models the travel between the areas of Lake, Napa, Mendocino, and Sonoma counties to reflect the rural aspect of Lake County. The California Governor's Office of Planning and Research (OPR) recommendation does give more flexibility for small towns and rural areas.

Director Sabatier questioned when the County updates the General Plan and the Climate Action Plan (CAP) can this plan revise the budget and will the new CEQA Environmental Impact Report (EIR) work for each jurisdiction within the County. Cheryl answered when the County updates the General Plan and the CAP, they should establish the thresholds to align with the CEQA goals for the County. Cheryl agreed that implementing CEQA in the General Plan would streamline the process for potential projects. Rod explained that because the process was new, and some jurisdictions are working on the development of General Plans and CAP there could be changes moving forward.

Chair Mattina requested any public comments regarding the Vehicle Miles Traveled (VMT) Regional Baseline Study. No comments were presented.

*Director Sabatier made a motion to approve the SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study, with rural considerations. The motion was seconded by Director Simon and carried unanimously. Roll Call Vote: Ayes (8)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, Leonard and Rex Jackman (PAC) Noes (0); Abstain (0); Absent (1) – Vacant Member-at-Large*

**6. Discussion and Recommended Approval of the Local Agency Funding Formula for Regional Early Action Planning (REAP) Grant from California Department of Housing & Community Development**

John Speka reported on the Local Government Planning Support Grants Program, intended to fund planning related to housing production and implementation of the Regional Housing Needs Allocation (RHNA). The Regional Early Action Planning (REAP) Program, provides one-time, formula-based funding, as part as the RHNA program. Under this program, Lake APC was eligible to receive a total of \$261,729 to be used for activities that increase housing planning and accelerate housing production. John explained that the eligible activities include providing technical assistance, performing infrastructure planning, and conducting feasibility studies. Additionally, staff provided three different distribution scenarios comparable to RHNA allocations. Each scenario would allot a certain percentage of the funds to the region’s agencies to ensure that each agency receives a meaningful amount to be used towards a project. John explained that the first scenario used the full RHNA allocation for each agency. The second was based only on allocations for low-income housing units, as those types of housing tend to be higher density and, therefore, require greater levels of planning. The third scenario was for moderate income housing units. John stated that staff has reached out to each of the three agencies to discuss potential projects and was still waiting for a response from Clearlake.

Director Cremer asked to clarify the funding breakdown percentages between the County of Lake and the Cities. John replied that the breakdown was determined by the RHNA process and the total housing units for each scenario. Nephele Barrett explained that the RHNA process includes an assigned number of housing units set forth by the State to be allocated to each jurisdiction through a certain period. Staff worked with the agencies to come up with a fair and logical way to allocate the needed units across the jurisdictions. Additionally, the numbers staff used for the percentages were proportionate to the overall populations, however at the time of the development of RHNA it was decided that Clearlake already had a significant amount of lower income housing.

The group discussed the January deadline and the different scenarios.

Chair Mattina requested any public comments regarding the Local Agency Funding Formula for Regional Early Action Planning (REAP) Grant from California Department of Housing & Community Development. No comments were presented.

*Director Simon made a motion to approve scenario #2 for the Local Agency Funding Formula for Regional Early Action Planning (REAP) Grant from California Department of Housing & Community Development, as presented. The motion was seconded by Director Parlet and carried. Roll Call Vote: Ayes (6)-Directors Simon, Perdock, Mattina, Parlet, Leonard and Rex Jackman (PAC) Noes (1) Director Cremer; Abstain (0); Absent (2) – Director Sabatier Vacant Member-at-Large*

**RATIFY ACTION**

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

Chair Mattina adjourned the Policy Advisory Committee at 9:20 a.m. and reconvened as the APC.

**8. Consideration and Adoption of Recommendations of Policy Advisory Committee**

*Director Perdock 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.*

*Roll Call Vote: Ayes (6)-Directors Simon, Perdock, Cremer, Mattina, Parlet, and Leonard Noes (0); Abstain (0); Absent (2) – Director Sabatier, Vacant Member-at-Large*

**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. Update on Various Grant Programs*

Active Transportation Program (ATP)

John reported that the City of Clearlake application for Active Transportation Program (ATP) was submitted. John explained that the project would include sidewalks on either side of the newly constructed road between Dam Road Extension and 18<sup>th</sup> Avenue, further connecting one of the City’s largest residential areas with the transit hub, schools, shopping opportunities, fast food dining and County services.

Highway Safety Improvement Program (HSIP)

John reported that City of Lakeport application for the Highway Safety Improvement Program (HSIP) was submitted. The application was to fund street sign replacements throughout the City. John explained that if successful, the program would fund the replacement of 532 signs and 15 damaged signposts.

Coordinated Plan Update

John reported that the Lake County Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) was last updated in 2015. John explained that the updates were approximately every five years to allow new projects to be included within the Coordinated Plan. Lake APC staff has provided assistance in developing the update and was included in a “group plan” consisting of ten other region’s that was underway with the University of the Pacific (UOP), contracting with Caltrans with the use of Caltrans funds. John stated that the draft would be presented in a public forum on November 10 via Zoom.

Potential New Sustainable Transportation Planning Grants

John reported that there was a new Sustainable Transportation planning grant cycle and staff would consider two possible applications. The first was an update to the Transportation Demand Model (TDM) for the Lake County region. The consultant preparing the VMT Regional Baseline Study recommended an update for the Transportation Demand Model (TDM). The second project would involve another attempt at securing funds for a wildfire evacuation plan for the region. While an

application submitted for a different grant program earlier this year was unsuccessful, staff still believed it to be an important study given the wildfire history of the County over the last several years.

John announced that staff recently found out that the application was unsuccessful for the Sustainable Transportation Equity Project (STEP) pilot program. John explained that the application was for the feasibility study for the car share program with a focus on the transportation needs of low-income residents for the Lake County region.

Chair Mattina requested any comments regarding the Grant Programs. No comments were presented.

*ii.* Strategic Partnerships Planning Grant Update

State Route 53 Corridor Project – Danielle Casey reported that there was some confusion by the consultant and therefore they had not started traffic counts at the intersections. Danielle asked the Board if they think the traffic was back to normal from the pandemic. Director Cremer stated that the intersections were busy, and Russell Perdock agreed. Lisa reminded Danielle to work around the holidays for more accurate traffic count data.

Chair Mattina requested any more comments regarding the Strategic Partnerships Planning Grant Update. No comments were presented.

*iii.* Miscellaneous

c. Lake APC Administration Staff

i. APC Budget Update

Alexis Pedrotti reported that a detailed comparison of the funding for the last three years was provided in the packet. Alexis stated that staff has been monitoring the funds and even with the COVID-19 pandemic, there has been an unexpected increase with the Local Transportation Funds (LTF) in the first quarter. While the LTF Funds have increased, other funding sources have taken a hit during the pandemic. In August 2020, the State Controller's Office revised their estimate for the State Transit Assistance (STA) fund and decreased the original allocation by \$246,500. This decrease will surely impact the Lake Transit Authority; however, LTA has received CARES Funding to help cover reductions in revenues and service.

ii. Next Meeting Date – December 9, 2020

iii. Miscellaneous

d. Lake APC Directors:

e. Caltrans

Rex Jackman reported that the Board received an email handout of the current and future construction and planning grant projects updated from the ArcMaps tool. Rex explained that he was working on a more refined report for the future meetings. Rex reported that the final paving for the 175 Middletown shoulder widening project was completed and the correction grinding, and striping would be finished by November 21.

i. SR 29 Project Update:

Rex reported that the Lake 29 expressway project that the drainage work was finalized for the winter suspension, earth work and erosion control were completed for the winter, and the fencing was about two weeks out. The detour paving was scheduled for this week and once completed traffic will use it all winter. Director Cremer asked why on Lake 29 widening and truck lane just south of Lower Lake was down to one lane for

only about 100 ft when there was room for two lanes. Mike Khammash replied that he was new to the project and would look at the reasons and get back to him.

Jiff Pimentel stated he was the new Project Manager for the Lake 29 Segment 2A and 2B. Jeff reported that he was working with the team to familiarize himself with the project. Jeff reported that we need to schedule a meeting with Caltrans staff and Lisa to discuss the construction funding issues and how to proceed without going over budget.

ii. Lake County Project Status:

Robert King reported on the Lake 29 Hartmann Road and the Lake 20/53 roundabout. He said he was working with Scott DeLeon from the County of Lake on the relinquishment for both roundabout projects. Robert noted that there was an excess parcel on Lake 29 adjacent to the property that Caltrans was offering to the County. Robert reported that the bridge rehab on Hill Road (east overpass) on Lake 29 was going to construction next year.

Mike Khammash briefly discussed several projects Caltrans was currently working on in Lake County. Mike noted the Bachelor Valley project, and that construction on the Highway 20 Blue Lakes shoulder safety project should start in the spring or summer of 2021. Mike updated the Board on the three bridge projects (Morrison Creek in Lucerne, Kelsey Creek Highway 175, and Robertson on Highway 29).

iii. Miscellaneous

Rex announced that he has the Caltrans contact for the signage and would send the contact information to Director Sabatier. Director Sabatier thanked Rex for the information.

Director Parlet expressed his concerns regarding the manhole covers on Highway 20 close to Sentry Market between Nice and Lucerne. Rex stated that he would follow up on this and thanked him for bringing it to his attention.

- f. Rural Counties Task Force
  - i. Next Meeting Date – November 20 (*Teleconference*)
- g. California Transportation Commission
  - i. Next Meeting Date – December 2 - 3 (*Riverside/Teleconference*)
- h. California Association of Councils of Governments (CalCOG)
  - i. CalCOG Board of Directors Meeting – (TBD)
  - ii. Focus on the Future – November 16 -17 (Virtual)
- i. Miscellaneous

## **ADJOURNMENT**

The meeting was adjourned by Chair Mattina at 10:56 a.m.

Respectfully Submitted,

***DRAFT***

Charlene Parker  
Administrative Associate





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## SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)

### MEETING Meeting Minutes

Tuesday, November 10, 2020

1:30 p.m.

Zoom video/audio conference

**Present:** Paul Branson – Chair (1:59), Michelle Dibble – Vice Chair, Holly Goetz, Karen Dakari, Tavi Granger, Clarissa Kincy

**Absent:** Pastor Shannon Kimble-Auth

**Non-SSTAC Attendees:** Dena Eddings-Green (AAA), Wanda Gray (Paratransit Services/LTA), Saskia Rymer-Burnett (Caltrans)

**Staff Present:** James Sookne, John Speka, Lisa Davey-Bates

1. **Call to Order and Introductions**

The meeting was called to order at 1:36 p.m.

2. **Public Input**

None.

3. **Approval of Draft August 13, 2020 SSTAC Meeting Minutes**

Karen motioned, Tavi seconded, to approve the August 13, 2020 minutes as presented. Approved unanimously.

4. **SSTAC Membership Roster Update**

James reminded the SSTAC that there are still two open positions on the roster: the Potential Transit User 60 Years or Older and the Potential Transit User Disabled. Clarissa stated that she met a gentleman named Michael that could potentially fill the role of user 60 years or older. She will discuss it with him further and bring him to the next SSTAC meeting if he's interested.

Michelle informed the SSTAC that Tavi would be retiring from the County at the end of the year and she would need to be replaced on the SSTAC. Michelle asked if Dena Eddings-Green would be interested in filling that role. Dena said she would accept if nominated. Holly made a motion to nominate Dena to fill the role of Social Services Provider for Seniors. Clarissa seconded the motion and it passed unanimously.

James will take that nomination before the Lake APC Board at the December meeting for formal approval.

5. **FY 2021/22 Unmet Transit Needs Process**

James provided the SSTAC with a copy of the adopted definitions for the unmet needs process as well as last year's list. The group reviewed the FY 19/20 list to determine if any of the previous year's unmet needs have been met. While some planning has been done and service implemented to address

some of the unmet needs, the group determined that all needs identified last year should still be on the list. The SSTAC will meet again in late January/early February 2021 to formalize the list and send it to the Lake APC Board at a public hearing to determine whether any of the needs qualify as an “unmet transit need” consistent with the approved definitions.

**6. Update on Lake Links**

**a. Mobility Manager Report**

Clarissa gave updates on the Pay-Your-Pal (PYP) and the Out-of-County NEMT programs. Through the first quarter, the PYP program has been averaging 53 active riders per month and the NEMT program has 41 active riders. Lake Links has been focusing on reaching out to the inactive riders to discuss resuming the use of the service as most medical providers have re-opened.

On October 10<sup>th</sup>, Lake Links participated in the Heroes of Health & Safety Fair to promote the organization and their programs. Lake Links saw 175 participants and 141 requested more information on Lake Links’ services. Lake Links also developed partnerships with other county agencies and medical reps that were in attendance.

**7. Update on Lake Transit Projects and Grants**

**TIRCP Grant**

James stated that LTA has been working with the County to close escrow on the property where the transit hub will be constructed and that environmental funds will be allocated at the December CTC meeting.

**Sustainable Transportation Equity Project (STEP)**

John informed the SSTAC that the Lake APC’s Sustainable Transportation Equity Project (STEP) grant application was unsuccessful. The application was for a feasibility study for a zero-emission (electric vehicle) car share program in the County with a focus on the transportation needs of low-income residents. The intention of the study was to see how well such a program could fit in the rural Lake County region with the potential for future implementation (and funding) dependent on findings and recommendations of the completed project. John said that the APC may pursue a similar type project under the Sustainable Transportation Planning Grant this winter.

**COVID-19 Update**

James reported that ridership is still down approximately 65% with some routes as low as 84%. LTA is continuing to assist the Lakeport Senior Center with meal delivery as the pandemic continues.

**8. Update on Lake Transit Authority (LTA) Meetings**

**a. November 4, 2020 Meeting**

James stated that the only things of importance at the previous LTA meeting was the passage of Resolution 20-21-03, authorizing the Executive Director to submit any and all documents necessary for LTA’s TIRCP project.

**9. Update on Human Services Transportation Programs**

**a. People Services**

Everything is pretty much at a standstill due to COVID-19.

**b. Other programs and plans**

None

**10. Discussion of Issues and/or Concerns of SSTAC Members**

Michelle thanked Tavi for her service on the SSTAC and wished her well in retirement.

11. **Next Proposed Meeting** – TBD – the next meeting will be in the end of January/beginning February
12. **Announcements/Good of the Order**  
None.
13. **Adjourn Meeting** - Meeting adjourned at 2:46 p.m.

Respectfully Submitted,

James Sookne  
Lake APC Administration