



# 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

Thursday, April 25, 2024 at 9:00 a.m.

#### Primary Location:

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

#### Teleconference Locations:

525 South Main Street Suite B, Ukiah  
Caltrans District 1, 1656 Union St., Eureka  
14050 Olympic Drive, Clearlake

#### General Public Teleconference:

Zoom videoconference link is provided by request. Please send comments to our Senior Transportation Planner, John Speka, at [spkaj@dow-associates.com](mailto:spkaj@dow-associates.com) and note the agenda item number being addressed. Oral comments will also be accepted by telephone or video during the meeting when public comment is invited.

**Dial-in number: 1 (669) 900-6833 / Meeting ID: 814 1152 3831 # Password: 691617**

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

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1. Call to order
2. Approval of February 15, 2024 Minutes
3. Presentation on the Caltrans Middletown Safety South Project
4. Discussion and Recommendation on FY 2023/24 Overall Work Program (OWP) (*Pedrotti*)  
*(to be distributed separately)*
5. Announcements and Reports
  - a. Lake APC
    - i. Update on Planning Grants (*Speka*)
    - ii. Miscellaneous
  - b. Lake Transit Authority
    - i. Transit Hub Update (*Sookne/Davey-Bates*)
    - ii. Current Transit Projects (*Sookne/Davey-Bates*)
    - iii. Miscellaneous
  - c. Caltrans
    - ii. Lake County Projects Update
    - iii. Miscellaneous

- d. Regional Housing Update
- e. Local Agency Updates
  
- 6. Information Packet - None
  
- 7. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
  
- 8. Next Proposed Meeting – **May 23, 2024**
  
- 9. 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: April 19, 2024

List of Attachments:

*Agenda Item #2 – 2/15/24 Draft Lake TAC Minutes*

*Agenda Item #5 ai – Staff Report & Project Summary*



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## TECHNICAL ADVISORY COMMITTEE MEETING Meeting Minutes

Thursday, February 15, 2024  
9:00 a.m.

### Primary Location:

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

### Teleconference Locations:

525 South Main Street Suite B, Ukiah  
Caltrans District 1, 1656 Union St., Eureka  
City Council Chamber, 14050 Olympic Drive, Clearlake

### **Present**

James Sookne, Lake Transit Authority  
Scott DeLeon, County of Lake (Public Works Director)  
Blake Batten, Caltrans District 1  
Victor Fernandez, City of Lakeport (Community Development, Associate Planner)  
Max Stockton, County of Lake (Community Development, Planner)  
Dave Swartz (City of Clearlake, Contract Engineer)  
Ron Ladd, City of Lakeport

### **Absent**

Mireya Turner, County of Lake (Community Development Director)  
Efrain Cortez, California Highway Patrol

### **Also Present**

Lisa Davey-Bates, Lake Area Planning Council  
Nephele Barrett, Lake Area Planning Council  
Michael Villa, Lake Area Planning Council  
Alexis Pedrotti, Lake Area Planning Council  
Jesus Rodriguez-Garcia, Lake Area Planning Council  
Tasha Alhstrand, Caltrans District 1  
Andreas Krause, Caltrans District 1 Office of Safe Systems  
Sheri Rodriguez, Caltrans District 1 Division of Traffic  
Mark Sabota, Caltrans District 1 Office of Programming  
Cameron Muir, Caltrans District 1  
Kyle Finger, Caltrans District 1 Local Assistance  
Susan Slack, Caltrans District 1 Local Assistance  
Jen Buck, Caltrans District 1  
John Everett, County of Lake

1. **Call to order**

The meeting was called to order at 9:01 a.m.

2. **Approval of January 18, 2024, Minutes**

*Motion by Victor, seconded by Blake, and carried unanimously to approve the January 18, 2024, minutes.*

3. **Presentation for the Caltrans Pilot Program HM-4 Safety Program**

Andreas Kraus presented the item involving a new Caltrans pilot program for safety enhancement on the existing system. Funded through FY26/27, the program is intended for rapid project turnaround and doesn't involve right-of-way, environmental permitting, or utility relocation. It focuses mainly on signs, striping, and pavement markings. Some current projects through the program involve crossing enhancements on SR 20. Projects are initiated with partner agency input in January/February and those that are later moved forward with the approval of Caltrans HQ (mid to late spring) will result in contracts being submitted by the end of the calendar year. As such, agency input for projects was currently being solicited for potential funding. A website was being developed and interested agencies were invited to sign up to be put on a notification list as to when it would be ready. Lisa mentioned that APC Board members may have suggestions based on concerns in certain areas with high collision histories. John Everett also mentioned areas that would be of concern to the County including SR 20 near Pomo Way, and the overall safety of pedestrians on the shoulders of SR 20, SR 53, and SR 29.

4. **Presentation for the Quality Management Assessment Process (QMAP) and the Design Engineering Evaluation Report (DEER) related to the Caltrans Encroachment Permit Process**

Jen Buck presented the first of the two items, QMAP, which involves "locally administered projects on the State Highway System" in regards to obtaining encroachment permits on Caltrans facilities. QMAP is for projects that entail medium or high levels of complexity. Jen covered the process through each of several phases of a project including PA&ED, PS&E, Right-of-Way, and Construction.

Scott commented that the Middletown Multi-use Trail Project had a difficult time going through the encroachment permitting process with Caltrans and that the information in the presentation would have been helpful to know earlier. He felt that it was a step in the right direction, but that overall the process took much more time than anticipated. Getting involved with the process at an earliest stages of a project was recommended. Jen concurred stating that contacting her as early as possible can help to get the process moving as a means of avoiding delays later. Dave added that one of the problems he's faced in the past was inexperienced or multiple project managers, which can result in delays by receiving conflicting information over the life of the project. Jen noted that Caltrans is looking at creating a new position of project coordinator which would ensure that projects consistently move forward. Nephele also noted that time delays can lead to further problems involving funding or expenditure deadlines through particular programs (e.g. ATP). Again, Jen stressed the importance of contacting Caltrans early, even before funding sources have been secured in some cases.

5. **Discussion and Recommendation for the Draft FY 2024/25 Overall Work Program (OWP)**

Lisa introduced the item, reminding the TAC of the new process developed this year, in which agencies make a formal application for a given project that is then ranked in

importance in the event that funding is not available for each request. Last month, the TAC discussed requests from the three public works agencies for seven separate projects, which ultimately exceeded the OWP budget by more than \$140,000.

John added that, after revisions, the City of Lakeport application requested \$13,000 for staff support under Work Element (WE) 605, a project and amount that was highly ranked by TAC members and recommended to be fully funded. The City of Clearlake requested \$50,000 for a public outreach effort involving SR 53 projects, with another \$5,000 requested for GIS support services. Recommendations were made that the total amount be reduced to \$35,000, with the possibility that the outreach effort could instead be fully funded through an RPA grant opening later next month. Finally, the County requested \$53,500 for several work elements under the OWP. This request scored the lowest of the three, and was recommended to be reduced to \$36,800. Part of this recommendation reflects the fact the County has had unspent carryover funds from the past three years of \$10,300, which could be used to close the gap. Lisa also noted that the reduced amounts would bring the overall gap down to less than \$10,000 (down from over \$140,000) and could be covered by LTF reserves. Scott expressed support from the County's perspective for the recommendations as proposed.

*Motion made by Ron to recommend approval of the Draft OWP to the Board, seconded by Victor, with the motion passing unanimously.*

## **6. Announcements and Reports**

### **a. Lake APC**

#### **i. Update on Planning Grants**

John reported on the status of grant related projects. The APC was awarded funding for the Wildfire Evacuation and Preparedness Plan through the Sustainable Transportation Planning Grant (STPG) Program last fall. An RFP was sent out in December for consulting services to prepare the plan with a sole proposal received by a firm called The Resiliency Initiative (TRI). A selection committee reviewed the proposal and found them to be well qualified for the task, recommending that a sole source procurement process be used to contract with the firm. Since then, a kick-off meeting was held between staff and TRI, which will now work on the initial task of forming a Technical Advisory Group (TAG) in the coming weeks.

Staff also recently applied for two new grant through this year's cycle of the STPG Program, those being a Tribal Transportation Needs Study and a Zero Emission Vehicle Infrastructure Plan as discussed at earlier TAC meetings.

The APC was also recently awarded a grant through the federal Safe Streets and Roads for All (SS4A) program for funding to update each of the three jurisdictions' Local Road Safety Plans (LRSPs). These updates will be necessary in the event that future applications for capital projects are made through the SS4A program. Staff is currently working with the Federal Highway Administration (FHWA) to develop a grant agreement in order to start the overall process (i.e. procurement of consulting firms, etc.).

Lastly, staff is working with the City of Clearlake to prepare an application for funding through the federal Rebuilding American Infrastructure with Sustainability

and Equity (RAISE) program. The money would be used for construction of the Dam Rd/Dam Rd Ext Roundabout. If successful, money currently reserved for the project through past RTIP cycles would be freed up for other uses.

**ii. Update on Regional Transportation Improvement Program (RTIP)**

Michael noted that STIP adoption was scheduled for March 21-22 before the CTC.

**iii. Miscellaneous**

None

**b. Lake Transit Authority**

**i. Transit Hub Update**

Lisa reported that James was currently working on the RFP for a project manager to oversee design and construction, which could possibly be done within the next month.

**ii. Current Transit Projects**

James reported that newly purchased buses were currently in Sacramento and should be here next week.

**iii. Miscellaneous**

Lisa mentioned that LTA was looking into State or federal funding programs that could help fill the gap in completing the hydrogen fueling component of the transit hub/fueling infrastructure project.

**c. Caltrans**

**i. Lake County Projects Update**

Blake referenced the attached milestone report and also stated that Caltrans was interested in having a project manager speak at the March TAC meeting on the Middletown safety project on SR 29. Lisa mentioned that the milestone report was difficult to read at times and may benefit by showing pins on a map as to where the projects were located, or other clarifying revisions.

**ii. Miscellaneous**

None

**d. Regional Housing Update**

John briefly updated the TAC on the Regional Early Action Planning (REAP) program, stating that both Clearlake and Lakeport have spent their sub-allocated portions of the three year old grant, while the County's share was still in progress.

**e. Local Agency Updates**

**City of Lakeport:** Ron reported on the City's Highway Safety Improvement Program (HSIP) sign replacement project which was recently expanded to include the replacement of more signs that weren't MUTCD compliant and would be wrapping up in the next few months. He also mentioned that the City's Sustainable Transportation Planning Grant project to prepare an Active Transportation Plan for the City was in the early stages of forming a Technical Advisory Group.

**City of Clearlake:** Dave reported that the City was working on a few sign projects, one including monument signs within Caltrans right-of-way on SR 53, and also a wayfinding sign project throughout the City. Further, street repair on Park Street and other areas that are going out to bid in mid-March. Others going out to bid include the Arrowhead/Burns Valley intersection, “tree” streets off of Olympic Drive, and 18<sup>th</sup> Avenue.

**County of Lake:** Max reported that the County was to have a preliminary hearing for its General Plan health and safety update before the Planning Commission next Thursday. Scott added that the Middletown Trail project was fairly difficult but was nearing completion. He also mentioned that the County had more crossing safety projects that could benefit from currently available programs such as HSIP or even the HM-4 program presented by Caltrans earlier in the meeting. Other projects were going out to bid such as the Nice Lucerne Cutoff pavement rehab project and some sidewalk improvement projects. Scott finally noted that a kick off meeting was held by the region’s three public works agencies to discuss current issues and the plan is to continue the meetings on a monthly basis. One of the initial discussions was to look into ways to advertise projects together as a means of combining resources and saving money through efficient and collaborative efforts.

8. **Information Packet** – None
  - a. State Highway Operation and Protection Program (SHOPP)
  - b. District 1 Overview Organizational Chart
9. **Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda** – None
10. **Next Proposed Meeting** – March 28, 2024
11. **Adjourn Meeting** – Meeting adjourned at 10:16.

Respectfully Submitted,

John Speka  
Lake Area Planning Council



# LAKE COUNTY/CITY AREA PLANNING COUNCIL TECHNICAL ADVISORY COMMITTEE STAFF REPORT

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**TITLE:** Current or Proposed Planning Projects

**DATE PREPARED:** April 19, 2024

**MEETING DATE:** April 25, 2024

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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 and grant opportunities staff has been monitoring:

**Wildfire Evacuation and Preparedness Plan-** The project is in its early stages with staff from the hired consulting firm (The Resiliency Initiative, or TRI) arriving from out of the area the week of April 1 for tours of the County, stakeholder meetings, and interviews. The project's Technical Advisory Group (TAG) gathered for its initial meeting in Lakeport on April 4, to discuss historical roles played by different agencies during past wildfire events.

**Safe Streets and Roads for All (SS4A)-** Lake APC was awarded funds to have updates prepared for the Local Road Safety Plans (LRSPs) of each of the region's three jurisdictions. The updates will be designed to ensure that all requirements can be met for "safety action plans," which will ultimately be needed for the capital grant component of the SS4A program for agencies interested in applying in upcoming cycles. Once a grant agreement is entered into between FHWA and Lake APC, staff will have an RFP prepared to obtain consulting services for the project.

**Rural Planning Assistance (RPA) Discretionary Grant Program-** The RPA Discretionary Grant Program is funded by excess (unexpended) RPA funds in a given fiscal year (typically on an annual basis), and provides money for small planning projects in rural regions. This year, just over \$500,000 will be available statewide for the program. Lake APC had applied for approximately \$50,000 to fund a public outreach effort for the City of Clearlake as a means of receiving input on potential pedestrian and bicycle safety projects along the SR 53 corridor. Unfortunately, the application was unsuccessful.

Public engagement will be an important component of any future applications to fund larger capital projects in this area. These can include a bicycle/pedestrian overcrossing of SR 53, or other projects involving safe crossings along the corridor. In lieu of the RPA funding, the City of Clearlake has requested funds through the Overall Work Program (OWP) to fund an outreach effort.

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**ACTION REQUIRED:** None, informational only

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**ALTERNATIVES:** None

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**RECOMMENDATION:** None, informational only