



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

EXECUTIVE COMMITTEE AGENDA

DATE: Tuesday, April 29, 2025
TIME: 9:00 a.m.
PLACE: City of Lakeport
Small Conference Room
225 Park Steet
Lakeport, California

-
1. Call to Order/Roll Call
 2. Public Input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
 3. **CLOSED SESSION** - Pursuant to Government Code Section 54957 – (b)(1): Personnel Employment – Review of Proposals and Recommendations of Contractor for Management, Operations and Maintenance Services. Any public reports of action taken under this item in closed session will be made in accordance with Govt. Code sections 54957.
 4. Approval of May 29, 2024 Minutes
 5. Discussion and Recommended Approval of the FY 2025/26 Local Transportation Fund (LTF) Estimate (*Pedrotti/Davey-Bates*)
 6. Discussion and Recommended Approval of the Reallocation of Prior Years Low Carbon Transit Operations Program (LCTOP) Funds (*Sookne*)
 7. Reports/Information
 8. Adjourn Meeting

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POSTED: April 24, 2025



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EXECUTIVE COMMITTEE (DRAFT) MEETING MINUTES

Wednesday, May 29, 2024

Location: City Council Chambers
255 Park Street

Lakeport, California

Present

Stacey Mattina, City Council Member, City of Lakeport
Russell Perdock, City Council Member, City of Clearlake
Moke Simon, Supervisor, County of Lake

Also Present

Lisa Davey-Bates, Executive Director – Lake APC
James Sookne, Program Manager – Lake APC
Charlene Parker, Admin. Staff - Lake APC

Attending via Zoom

Alexis Pedrotti, Admin Staff – Lake APC

1. Call to Order/Roll Call

The meeting was called to order at 10:08 am. Members present: Mattina, Perdock, Simon

2. Approval of April 17, 2024 Minutes

Director Perdock made a motion to approve the April 17, 2024 Minutes, as presented. The motion was seconded by Director Simon. Ayes (3)-Directors Mattina, Perdock, Simon; Noes (0); Abstain (0); Absent (0).

3. Discussion and Recommendation on the Proposed Operations Contract Extension between Paratransit Services and Lake Transit Authority

Lisa Davey-Bates reported that the original 3-year contract with Paratransit Services was established in May 2017, with the possibility of up to five one-year extensions. Fiscal year 2024/25 is the final year that the contract can be extended. Lisa noted that the Request for Proposals (RFP) would be issued during the upcoming fiscal year. Paratransit Services submitted their proposal for the FY 24/25 extension, which includes a 16.9% increase. The current contract allows the extension period to increase by one of two ways, whichever is greater: (1) based on the Consumer Price Index (CPI-U) for the prior year, which was 3.4%; (2) or by 70% of the increase in the minimum wage increase, which was 3.23%. The CPI-U was the highest option, which would increase the Operations Contract to \$101,017. However, the proposed increase was 16.9%, totaling \$501,350, a significant difference that is approximately five times larger than the CPI-U. Lisa explained that LTA was struggling to maintain employees at the current wages and the current proposal addresses that by increasing in drivers' wages, starting at \$20 an hour. Additionally, it provides increases for mechanics to \$40 an hour, provides a 10% raise for management, and addresses the increased cost of insurance.

Ms. Davey-Bates noted it would be possible to initiate up to three 30-day extensions per the present contract, if authorized by Caltrans. This would provide the opportunity to conduct a full Request for Proposals procurement process in lieu on the final one-year extension.

Chair Mattina asked how much the drivers' hourly pay was. James responded that the contractor's proposal included an average rate for all drivers, so it isn't clear how much they actually make.

Lisa discussed the Local Transportation Funds (LTF) that provide a bonus for non-management staff. Lisa mentioned that she had spoken with a Caltrans procurement officer, who confirmed that LTA was bound by the terms of the contract and that the current situation didn't fall under the three scenarios allowable by the Federal Transit Administration (FTA) to enact an amendment under the sole source process. Therefore the 16.9% increase is ineligible for approval since it is beyond the parameters of the current contract. Since the current bonus is funded with local funds, it is not subject to the FTA restrictions.

Chair Mattina inquired if staff members normally handled the operations contract negotiations. Lisa responded that LTA staff has historically conducted the negotiations.

The committee discussed the funding shortfall, driver shortages, contract limits, driver wage issues, and the possibility of increased fares. The committee decided that the best option was to have Lisa negotiate within the parameters allowed by Caltrans and the FTA.

4. Discussion and Recommendation on the FY 2024/25 Lake Transit Authority Budget

Lisa reported that James drafted the budget provided with the staff report and that it was left unbalanced to show a deficit of \$769,526. James stated that there are approximately \$3 million in capital expenses, listed under "Expenditures" on page 2 of the budget, that have dedicated funding sources. The deficit lies in the operational expenses and the operations contract is a major component. He stated that even if the proposed extension was at current funding levels, there would still be a \$260,000 shortfall, so it's not the sole factor.

James stated that all the federal COVID relief funds have been reimbursed and these could be used to close the deficit. However, that isn't a sustainable solution in the long-term. James stated that he and Lisa came up with the following four potential options to address the deficit in the FY 24/25 budget:

1. Close the deficit with a portion of the \$1.9M in LTF funds and put the balance in reserve. Additionally, evaluate the existing schedule and see where service can be cut beginning in FY 25/26 to make the system financially sustainable.
2. Lessen the deficit with some of the \$1.9M and close the remaining deficit with service cuts that would go into effect in FY 24/25.
3. Negotiate a lower total cost for the proposed contract extension with the operations contractor to lessen the total operations cost. This wouldn't close the deficit so it would have to be done in combination with either Option #1 or Option #2.
4. A combination of Option #1/#2 and Option #3.

As mentioned earlier, staff were attempting to address part of the deficit by negotiating a lower proposed extension with the operations contract. James stated that he and Lisa have begun to look at the existing schedule to see where service could be reduced, hopefully with minimal impact, to help reduce operational costs.

Director Perdock was concerned about depleting reserve funds. Chair Mattina proposed using reserve funds to balance the FY 24/25 budget, while evaluating what adjustments could be made to the system for next year. The committee favored option 4 for staff to negotiate a lower cost on the operations contract, and research routes that could be eliminated or reduced, noting public hearings would be needed for changes.

5. Discussion Rural Regional Energy Network (REN) Update and Recommended Action on How to Proceed

Lisa reported that the staff report provided summarized the Rural Regional Energy Network (RuralREN), which covered challenges such as differences in performance, proposed changes in program administration, and the details of the various petitions for modification and responses to those petitions that had been submitted to the California Public Utilities Commission (CPUC).

The Administrative Law Judge proposed a potential plan of action for the RuralREN on May 21, 2024. The proposal asks for input from all parties on the following budgetary allocations and organizational structure with geographic division that would be applied to the existing RuralREN. All partners must submit their comments by June 28th, after which the Commission will decide whether to divide the RuralREN into two separate areas, North and Central, and both RENs would have 120 days to turn in new business plans. Humboldt, Lake, Mendocino, Alpine, Amador, Butte, Calaveras, El Dorado, Lassen, Mariposa, Nevada, Placer, Plumas, Sierra, Sutter, Tuolumne, and Yuba would be included in RuralREN -North, with RCEA serving as the Program Administrator. Lisa explained that part of this business proposal would now make Lake and Mendocino counties full partners. The consensus was to move forward with RuralREN – North be a part of developing the business plan.

6. Public Input

Chair Mattina asked for any public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda but there was none.

7. Reports Reports/Information

None.

8. ADJOURNMENT

The meeting was adjourned at 11:01 p.m.

Respectfully Submitted,

DRAFT

Charlene Parker
Administrative Associate



LAKE COUNTY/CITY AREA PLANNING COUNCIL

EXECUTIVE COMMITTEE

STAFF REPORT

TITLE: FY 2025/26 LTF Estimate

DATE PREPARED: 3/5/25

MEETING DATE: 4/29/25

SUBMITTED BY: Alexis Pedrotti, Project Manager

BACKGROUND:

Every year around February, administrative staff begins the budget development process for the upcoming fiscal year. As part of that process, and in accordance with the Transportation Development Act (TDA), the County Auditor's office is responsible for furnishing the Regional Transportation Planning Agency (RTPA) with the Local Transportation Fund (LTF) estimate for the following year. Local Transportation Funds are derived from $\frac{1}{4}$ cent of sales tax revenues generated in Lake County. In years past, Lake APC staff has requested estimates from the County Auditor's office without success, so we have developed a process similar to the one used by the Mendocino County auditor's office which has been quite helpful.

The FY 2024/25 LTF estimate, generated through the established formula, suggested a decrease of 5.88% that brought the total LTF Estimate to \$1,612,679. As some may recall, because of the unusual and unpredictable circumstances, staff proposed a more cautious approach and requested to reduce the estimate to \$1,600,000 for 2024/25.

Based on the same method, the LTF formula indicates a 5.78% increase for FY 2025/26. The proposed increase would increase the LTF projected revenues by \$93,213 bringing the total FY 2025/26 LTF estimate to \$1,705,892. After careful consideration, staff would like to propose that the LTF Fund Estimate slightly increase to \$1,700,000. Further adjustments can be considered mid-year if revenues come in at a higher or lower than expected. In addition, there are \$388,664 of unallocated revenues from fiscal year 2023/24 that will be added to the total funding allocation for the upcoming fiscal year.

Based on the 2025/26 LTF estimate, staff will begin drafting the full Lake APC budget, including LTF allocations for Administration, Bike and Pedestrian (2%) purposes, the Consolidated Transportation Service Authority (5%), Overall Work Program, Reserve (5%) and Transit.

Staff will present the LTF Estimate and Draft Budget together at the May Lake APC Board of Directors meeting, however, it is helpful to discuss this proposed recommendation in greater detail with the Executive Committee prior to that meeting. After the discussion and recommendation at the Executive Committee level, staff will move forward with the development of the draft FY 2025/2026 Lake APC budget.

ACTION REQUIRED:

Provide direction to staff with regards to the Local Transportation Fund (LTF) Estimate for the upcoming FY 2025/26, and the development of the Draft FY 25/26 Lake APC Budget.

ALTERNATIVES:

Do not approve the LTF Estimate as presented and offer additional options to move forward with the FY 25/26 Draft Budget development process.

RECOMMENDATION: Staff recommends that the Executive Committee approve moving forward with the development of the FY 2025/2026 Lake APC budget with the Local Transportation Fund (LTF) Estimate of \$1,700,000, with the understanding that an amendment could occur at any time during the fiscal year if needed.

		FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25									
		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals									
Fiscal Year	July	\$ 101,400.00	\$ 95,000.00	\$ 130,775.97	\$ 160,899.23	\$ 161,339.02	\$ 227,713.56	\$ 202,383.00	\$ 184,905.67	\$ 172,569.97									
	August	\$ 135,200.00	\$ 126,600.00	\$ 128,183.15	\$ 115,673.11	\$ 238,709.89	\$ 176,307.16	\$ 179,719.57	\$ 174,013.45	\$ 205,581.51									
	September	\$ 146,937.08	\$ 192,819.65	\$ 137,127.61	\$ 137,640.01	\$ 152,686.38	\$ 183,424.49	\$ 167,358.93	\$ 161,871.75	\$ 145,340.74									
	October	\$ 101,100.00	\$ 103,100.00	\$ 177,980.77	\$ 148,773.88	\$ 201,124.30	\$ 202,982.70	\$ 184,700.06	\$ 168,042.15	\$ 146,897.49									
	November	\$ 134,800.00	\$ 137,500.00	\$ 123,708.23	\$ 161,359.06	\$ 184,827.58	\$ 186,926.72	\$ 169,215.60	\$ 189,649.59	\$ 227,436.07									
	December	\$ 148,746.50	\$ 157,460.53	\$ 132,499.23	\$ 133,757.69	\$ 140,342.43	\$ 161,960.42	\$ 147,909.42	\$ 134,426.57	\$ 163,501.96									
	January	\$ 107,600.00	\$ 104,700.00	\$ 145,104.61	\$ 160,593.97	\$ 149,087.17	\$ 175,640.53	\$ 172,114.49	\$ 141,190.14	\$ 161,460.29									
	February	\$ 143,500.00	\$ 139,600.00	\$ 144,108.67	\$ 177,775.04	\$ 215,556.01	\$ 172,914.89	\$190,049.45	\$ 233,868.28	\$ 220,003.84									
	March	\$ 134,201.56	\$ 144,591.96	\$ 125,338.10	\$ 112,724.41	\$ 116,980.96	\$ 153,160.06	\$134,832.18	\$ 137,173.85	\$ -									
	April	\$ 106,500.00	\$ 93,900.00	\$ 104,604.90	\$ 98,531.91	\$ 141,841.38	\$ 89,017.26	\$133,118.77	\$ 128,689.66	\$ -									
	May	\$ 142,000.00	\$ 143,107.22	\$ 106,825.06	\$ 128,087.82	\$ 198,328.52	\$ 166,899.97	\$191,801.63	\$ 193,548.47	\$ -	FY 2023/24 July to Jan: \$ 1,154,099.32								
	June	\$ 72,549.52	\$ 128,639.79	\$ 133,591.55	\$ 100,709.34	\$ 203,153.23	\$ 183,335.99	\$156,058.90	\$ 141,284.67	\$ -	FY 2024/25 July to Jan: \$ 1,222,788.03								
Total Fiscal Year	\$ 1,474,534.66	\$ 1,567,019.15	\$ 1,589,847.85	\$ 1,636,525.47	\$ 2,103,976.87	\$ 2,080,283.75	\$ 2,029,262.00	\$ 1,988,664.25	\$ 1,442,791.87										
Excess/(Shortfall)	\$ 49,040.66	\$ 142,019.15	\$ 113,376.85	\$ 74,965.47	\$ 542,416.87	\$ 380,283.75	\$ 329,262.00	\$ 388,664.25	\$ (157,208.13)	90% Revenue received based on LTF Estimate									
		3.612%						5.88%											
				5.763%						5.78%									
						18.73%													
								6.83%											
										(This comparison is based on 7 months)									
LTF ESTIMATE BUDGETED:																			
FY 2024/25 =	\$1,612,678.76	\$	1,600,000	Historical Info.															
FY 2025/26 =	\$1,705,891.59	\$	1,700,000	*Recommendation to increase FY 2025/26															
LTF 5% Reserve Policy FY 25/26		\$	85,000.00	(1700000*0.05)															



LAKE COUNTY/CITY AREA PLANNING COUNCIL

EXECUTIVE COMMITTEE

STAFF REPORT

TITLE: Reallocation of Prior Years Low Carbon Transit Operations Program (LCTOP) Funds

DATE PREPARED: 4/24/25

MEETING DATE: 4/29/25

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:

The Low Carbon Transit Operations Program (LCTOP) provides funding for new transit projects that will decrease greenhouse gas emissions. The funds are derived from the California's Global Warming Solutions Act of 2006 (AB 32). LTA previously allocated four years of funds towards a solar canopy that would cover a portion of the bus yard at the existing operations and maintenance facility. These funds need to be spent by August of next year. The funding breakdown per fiscal year is as follows:

Fiscal Year	18/19	19/20	20/21	21/22	Total
LCTOP Funds	\$127,647	\$102,736	\$69,466	\$164,139	\$463,988

Since these funds were programmed, the costs for goods and services have increased more than staff had estimated. These increases not only impact the solar canopy project but the overall operations and LTA's flagship project, the Lake County Interregional Transit Center.

Given the anticipated increase in costs of the transit center, staff met with Caltrans to see if it would be possible to shift these funds from the solar canopy project to the transit center project. Following the meeting, staff determined that these LCTOP funds could be used to fund the purchase and installation of the electric vehicle chargers that are planned for the transit center.

Staff would also like to use a small amount of the solar canopy funds to continue the Summer Cruising program for 2025 and 2026. This program provides free fares for kids under the age of 18 from mid-June through mid-August. This has been a popular program for the residents of Lake County. The estimated cost of this for both years would be \$12,620.

The table below shows the new funding scenario for the funds currently allocated to the solar canopy project.

FY18/19 - 21/22 LCTOP Funds		
	Current	Projected
Solar Canopy	\$ 463,988.00	\$ -
Summer Cruising Fares	\$ -	\$ 12,620.00
Electric Chargers	\$ -	\$ 451,368.00

Staff will be available to answer any questions.

ACTION REQUIRED: Provide direction to staff with regards to the LCTOP funds currently programmed for the solar canopy project.

ALTERNATIVES: None.

RECOMMENDATION: Staff recommends that the LCTOP funds be redistributed to the transit center project and free fare program.