



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
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LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) AGENDA

DATE: Wednesday, April 5, 2023

TIME: 9:00

PLACE:

Lake Transit Authority
9240 Highway 53
Lower Lake, California

Caltrans-District 1
Zoom Conference Location
1656 Union Street
Eureka, California

Zoom Login:

Dial-in number: 1 (669) 900-6833 / Meeting ID: 867 8511 5969 # Passcode: 297442

(Zoom link provided to the public by request.)

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

PUBLIC EXPRESSION

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

CONSENT CALENDAR

4. Approval of March 1, 2023 Minutes

REGULAR CALENDAR

5. Presentation of the Draft Transit Development Plan Update (*Speka/LSC Consultant*)
6. Presentation of the Pavement Management Program (*Villa/NCE Consultant*)
7. Report from the Executive Committee Meeting:
 - a) Recommended Approval of Contract Extension between Lake APC and Davey-Bates Consulting for Administrative and Fiscal Services and Service Authority for Freeway Emergencies SAFE Services for the period of October 1, 2023 through September 30, 2024
 - b) Recommended Approval of Contract Extension between Lake APC and Dow & Associates for Planning Services and Service Authority for Freeway Emergencies (SAFE) for the period of October 1, 2023 through September 30, 2024.
 - c) Discussion and Recommended Approval of the FY 2023/24 Local Transportation Fund (LTF) Estimate (*Pedrotti*)
8. Discussion and Proposed Recommendation on Travel Stipends/Reimbursements (*Davey-Bates*)

RATIFY ACTION

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

REPORTS

11. Reports & Information:

- a. Lake APC Planning Staff
 - i. Project Updates (*Speka*)
 - ii. Miscellaneous
- b. Lake APC Administration Staff
 - i. Next Meeting Date – **May 10, 2023 (Lakeport/Fieldtrip)**
 - ii. APC Budget Update
 - iii. Miscellaneous
- c. Lake APC Directors
- d. Caltrans
 - i. SR 29 Project Update (*Pimentel/Mattioli*)
 - ii. Lake County Project Status Update (*Ablstrand*)
 - iii. Miscellaneous
- e. Rural Counties Task Force
 - i. Next Meeting Date – **May 3, 2023 (Teleconference)**
- f. California Transportation Commission
 - i. Next Meeting Date – **April 12 – 13 (Town Hall - Redding)**
- g. California Association of Councils of Governments (CalCOG)
 - i. CDAC Meeting – April 20, 2023 (*Virtual*)
 - ii. CalCOG Board of Directors Meeting –(TBD)
- h. Miscellaneous

INFORMATION PACKET

12. a) Draft 3/27/23 Executive Committee Minutes
- b) Draft 2/16/23 Lake TAC Minutes

ADJOURNMENT

PUBLIC EXPRESSION

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

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the Lake Area Planning Council office at (707) 263-7799, at least 5 days' notice before the meeting.

ADDITIONS TO AGENDA

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

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

CLOSED SESSION

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

Lake County/City Area Planning Council Agenda

April 5, 2023, Meeting - Page 3

POSTED: March 30, 2023

Attachments:

Agenda Item #4 – 3/1/23 Lake APC Draft Minutes

Agenda Item #5 – Presentation

Agenda Item #6 – Presentation (To be Distributed under separate cover)

Agenda Item #7a – Staff Report, DBC & Dow Contract Extension Exhibit A

Agenda Item #7c – LTF Information

Agenda Item #8 – Staff Report & Travel Claim

Information Packet – 12 a) Draft 3/27/23 Executive Committee Minutes

b) 2/16/23 Draft TAC Minutes



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

Wednesday, March 1, 2023

Location: City of Lower Lake & Zoom (in response to “Shelter-in-Place” directive)

Present

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

Absent

Tim Warnement, Member at Large
Kenneth Parlet, Council Member, City of Lakeport

Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC
James Sookne, Admin Staff – Lake APC
Charlene Parker, Admin Staff – Lake APC
Jesus Rodriguez-Garcia, Admin Staff – Lake APC
Johnnie Lindsey, Operations Supervisor– Paratransit Service

Attending via Zoom

Nephele Barrett, Planning Staff – Lake APC
John Speka, Senior Transportation Planner – Lake APC
Laurie Fisher, Mobility Programs Manager – Lake Links
Alexis Pedrotti, Admin Staff – Lake APC
Tatiana Ahlstrand, Caltrans District 1 (Policy Advisory Committee)

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, Cremer, Mattina, Leonard

2. Adjourn to Policy Advisory Committee

Chair Mattina adjourned to the Policy Advisory Committee (PAC) at 9:03 a.m. to include Caltrans District 1 staff and allow participation as a voting member of the Lake APC.

CONSENT CALENDAR

Approval of February 8, 2023 Draft Minutes

Director Perdock made a motion to approve the Consent Calendar, as presented. The motion was seconded by Director Sabatier and carried unanimously.

Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Leonard, Tatiana Ablstrand, Noes (0); Abstain (0); Absent (2) Director Warnement, Parlet

REGULAR CALENDAR

5. Public Hearing: Unmet Transit Needs for Fiscal Year 2023/24

Chair Mattina requested public comments.

James asked to make a finding that proper notice was given for the public hearing.

Finding of Proper Notice

Director Perdock made a finding that the proper notice was given, and proof was provided. The finding was seconded by Director Cremer and carried unanimously.

Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Leonard, Tatiana Ablstrand, Noes (0); Abstain (0); Absent (2) Director Warnement, Parlet

James reported that initial input was taken from the SSTAC to collect initial input. In January, there was a review for any new input from colleagues. The recommended list provided in the packet is the same as last year. Progress has been made on some items, but not all. Most items are being studied in the Transit Development Plan (TDP), and some may be unfeasible to meet.

Director Sabatier raised a concern about the role LTA had during winter storms and suggested that LTA should continue to be an asset during an emergency. Gary McFarland, Project Manager, Paratransit Services, mentioned that he has experience with driving in snowy conditions, and can work to better prepare drivers for the next storm, but the biggest issue is that the buses are not equipped for the snow.

Chair Mattina opened the Public Hearing at 9:08am. No public Comments were received, and the Public Hearing was closed at 9:09am by Chair Matting.

Director Sabatier made a finding that the testimony includes “unmet transit needs” according to the APC’s adopted definition, and those needs are directed to the APC and LTA staff for analysis and further review by, the SSTAC, as presented. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Leonard, Tatiana Ablstrand, Noes (0); Abstain (0); Absent (2) Director Warnement, Parlet

6. Discussion and Action of Executive Committee’s Composition

Lisa reported that in January, the Executive Committee members were elected. Historically, the Chair, Vice-Chair, and one other board member representing geographic equity were appointed, However, during this year’s elections Bruno Sabatier, offered to serve on the Committee, and Vice-Chair Simon offered to give up his position to accommodate the composition of the Committee.

Lisa mentioned a major revision to the Lake APC's Rules had occurred in 2019, codifying the Executive Committee's composition more specifically as the Chair, Vice-Chair, and one other member. She acknowledged that she had forgotten that revision had occurred. To rectify the situation, Lisa presented two options: 1) Reinstate Director Simon as Vice-Chair, or, 2) Modify the Rules through a resolution to allow for more flexibility in the Executive Committee.

Director Sabatier suggested the easiest solution would be to rescind his nomination to the Executive Committee, and re-elect Director Simon as Vice-Chair, provided Director Simon agreed. Director Simon confirmed he was fine with the decision, and it was noted that Director Sabatier could still attend as it was an open meeting.

A brief discussion about the implications of this decision for future scenarios ensued, but it was agreed to address any such issues if and when they arose.

Director Cremer made a motion to approve the rescindment of Director Sabatier on the Executive Committee and re-elect Director Simon as Vice-Chair. The motion was seconded by Director Sabatier and carried unanimously.

Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Leonard, Tatiana Ablstrand, Noes (0); Abstain (0); Absent (2) Directors Warnement, Parlet

RATIFY ACTION

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

Chair Mattina adjourned the Policy Advisory Committee at 9:38 a.m. and reconvened as the APC.

8. Consideration and Adoption of Recommendations of Policy Advisory Committee

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

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Perdock, Cremer, Mattina, Leonard, Noes (0); Abstain (0); Absent (2) Director Warnement, Parlet

REPORTS

11. Reports & Information

a. Lake APC Planning Staff

John Speka provided updates on planning projects, but did not have a written report. He mentioned that little has changed since the last meeting regarding ongoing projects. John informed the group that staff was working on three applications for planning grants with a due date of next Thursday. Director Simon asked a question regarding a letter of support. A discussion on the timeline for submitting these letters ensued and Director Simon asked if it would be better to wait until March 7th to get full board approval. John confirmed that the deadline was March 9th, so waiting would not be an issue.

i. Pavement Management Program (PMP) Update

None

ii. Miscellaneous

None

b. **Lake APC Administration Staff**

- i. Next Meeting Date – April 5, 2023 (*Lakeport*)
- ii. Alexis Pedrotti reported that 83% of the estimated Local Transportation Fund (LTF) revenue for the year had been received. The initial LTF estimate was \$1.7 million, and so far, \$1,413,450 had been received. With four months remaining to reach the LTF estimate, it was expected that there will be excess revenue that can be incorporated into next year's apportionment. It was mentioned that last year the Executive Committee took a conservative approach by reducing the LTF Allocation below the projected FY 2022/23 revenue estimate. Alexis noted that this strategy has proven to be beneficial, and the APC is on track to meet its target for the year. Alexis mentioned that the APC staff had begun examining the LTF estimate for the upcoming year. Alexis stated that to assess the overall financial situation the projected revenues would be discussed at the Executive Committee meeting. Alexis offered to answer any questions from the Board but there were none.
- iii. Lisa reported that staff has reached out to County staff, who believe it might be possible to process travel stipends, allowing them to deduct the necessary deductions according to CalPERS. However, staff has not yet received word back from either of the cities. Charlene has contacted the fiscal auditor to inquire if he had any experience with similar situations and to provide any recommendations. Staff was actively looking for a solution, but nothing has been finalized yet. Director Sabatier asked if this situation with CalPERS left the member-at-large in a state of uncertainty regarding the stipend issue. It was noted that it was not yet confirmed, but it seems that the Board of Supervisors, which appoints members-at-large positions, may also process the stipends for those members.
- iv. Lisa reported on the recent meeting she and Nephele Barrett had with the Redwood Coast Energy Authority (RCEA) to discuss the progress of the Rural REN project. She reminded the Board that the RCEA had developed a business plan for the project, which was subsequently submitted to the California Public Utilities Commission (CPUC). Lisa reported that the CPUC had been reviewing the business plan and had received one public comment regarding workforce development and education. The RCEA found this comment unusual, given the range of potential concerns that could have been raised. Nevertheless, the RCEA responded to the comment and continued with the approval process. The CPUC is expected to provide feedback by the end of the summer, at which point there will be another opportunity for public comment. A decision on the project is anticipated in early fall, and if approved, implementation of the new program is slated for 2024.

Director Sabatier emphasized the need to contact Air Quality Control, as it had been several years since an attempt was made to apply for zero-emission buses. It was noted that although such an application would not guarantee funding, Air Quality Control was still available to work with them to obtain new and efficient energy efficient buses. A brief discussion occurred about the possibility of taking opportunities for funding in the future.

Director Mattina conveyed her sympathy for Karl Parker and his family during this difficult time. The Board reminisced about Karl's dedication as the Mobility Manager of Lake Links, and to his work and the people he served. The Board highlighted his devotion to the community and expressed appreciation for their time working with Karl and the legacy he has made for himself.

d. **Caltrans**

i. **SR 29 Project Update:**

Tatiana reported that staff was still awaiting the June 8th announcement for the Trade Corridor Enhancement Program (TCEP) grant application award, then gave updates on various action items from the previous meeting. Tasha informed the Board that a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant had

been submitted for the Lucerne Complete Streets Project, with an announcement expected by the end of June. Caltrans staff received 12 letters of support from various regional groups. Tatiana noted that there was a meeting with the Executive Management team scheduled for March 8th to discuss the Bell Park Avenue left turn channelization issue. The outcome of the discussion would be shared in the next meeting. In addition, Caltrans was informed of an upcoming town hall meeting in Redding on April 12th and 13th, where Lisa was attempting to coordinate with staff at Caltrans to make a presentation on the Lake 29 project to showcase its success and advocate for additional funding and support for the remaining two segments.

ii. Lake County Project Status:

The Fiscal Year 2023-24 Sustainable Transportation Planning Grant call for applications is set to close on March 9th, with awards to be announced in late August. Several community cleanup events related to Clean California were scheduled to take place in Lake County in the communities of Clearlake, Clearlake Oaks, Kelseyville, Hidden Valley, and Middletown. Tatiana mentioned the current Caltrans Milestone Report included in the agenda package and encouraged questions.

iii. Miscellaneous

Director Simon complimented the Caltrans crew for their excellent work pruning trees along Highway 53 in Clearlake and that Hogback Ridge Fuels Crew of the Northshore Fire Protection District could be in for a potential collaboration with Caltrans for cleaning along highways in Lake County. The importance of maintaining this crew to serve all communities in the area was emphasized, and the Board was encouraged to seek grant opportunities with Caltrans. The recent closure of Mount St. Helena due to a storm was also mentioned, with appreciation expressed for the communication and efforts of workers during the incident. The Board was urged to address potential hazards proactively in anticipation of future weather events. The location and purpose of the Hogback Ridge crew were clarified, with the crew being recognized as a valuable asset for vegetation abatement and other tasks. Efforts to secure an agreement with Caltrans were acknowledged but not yet accomplished, prompting further attempts to facilitate collaboration. The Lake APC grant application for wildfire mitigation was also noted, with Director Simon deeply emphasizing the need for collaboration among all involved parties, especially tribes.

e. **Rural Counties Task Force**

i. Next Meeting Date – March 17, 2023

f. **California Transportation Commission**

i. Next Meeting Date – March 22 – 23 (Los Angeles)

g. **California Association of Councils of Governments (CalCOG)**

i. CDAC Meeting – April 20, 2023 (*Virtual*)

ii. CalCOG Bill Tracker

iii. Regional Leadership Forum – March 5 - 7 (*Riverside*)

iv. CalCOG Board of Directors Meeting – *March 7, 2023*

h. **Miscellaneous**

Johnnie Lindsey provided a brief report on how staff handled the challenging weather conditions. Service was shut down on Friday due to severe weather, which proved to be a wise decision given the widespread power outages and snow levels. Limited service was offered on Saturday, and full service was restored on Monday. There were some disruptions due to another round of bad weather on Monday, but a dispatcher was available to relay information as needed. Staff had been running full service since then, however there was concern about another potential snowstorm over the weekend. It was acknowledged that

despite these difficulties, Johnnie confirmed that the staff was in good spirits and handling the situation well. No further questions were raised.

INFORMATION PACKET

12. a) Draft 1/19/23 Lake TAC Minutes

ADJOURNMENT

The meeting was adjourned by Chair Mattina at 11:37 a.m.

Respectfully Submitted,

DRAFT

Jesus Rodriguez
Administrative Assistant



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Lake County Transit Development Plan Update Presentation **DATE PREPARED:** 3/27/2023
MEETING DATE: 4/5/2023

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: In 2021, Lake APC was awarded a Sustainable Transportation Planning Grant for a Transit Development Plan (TDP) Update. The intent of the project is to update the 2015 TDP, which Lake Transit has relied on as its short-range (approximately 5-year) development plan for identifying mobility improvements for its transit ridership. In March 2022, Lake APC entered into a contract with LSC Transportation to prepare an updated Transit Development Plan. Aside from traditional fixed-route service improvements, the project also looks at less traditional options such as the potential for micro-transit and on-demand services, particularly for transit dependent users struggling with the regular fixed route options.

Today's presentation will provide a summary of the process as well as findings from the study, which is now nearing completion. The Plan proposes several changes to Lake Transit such as implementing micro-transit service in Lakeport and Clear Lake Riviera, schedule changes to Clearlake Route 12, and reducing poorly performing routes. The Lake APC Board and the public will be provided a chance to comment on the Plan's conclusions and recommendations that can be incorporated into a Draft Final TDP Update. At its May meeting, the Board will be asked to consider adoption of the Plan after revisions have been made.

The Draft Report of the Transit Development Plan can be found here- <https://www.lakeapc.org/wp-content/uploads/2023/03/Lake-County-TDP-Update-r.pdf>

ACTION REQUIRED: For information and discussion purposes only.

ALTERNATIVES: None

RECOMMENDATION: None

Presentation of *Lake County Draft Transit Development Plan*



Lake APC Meeting



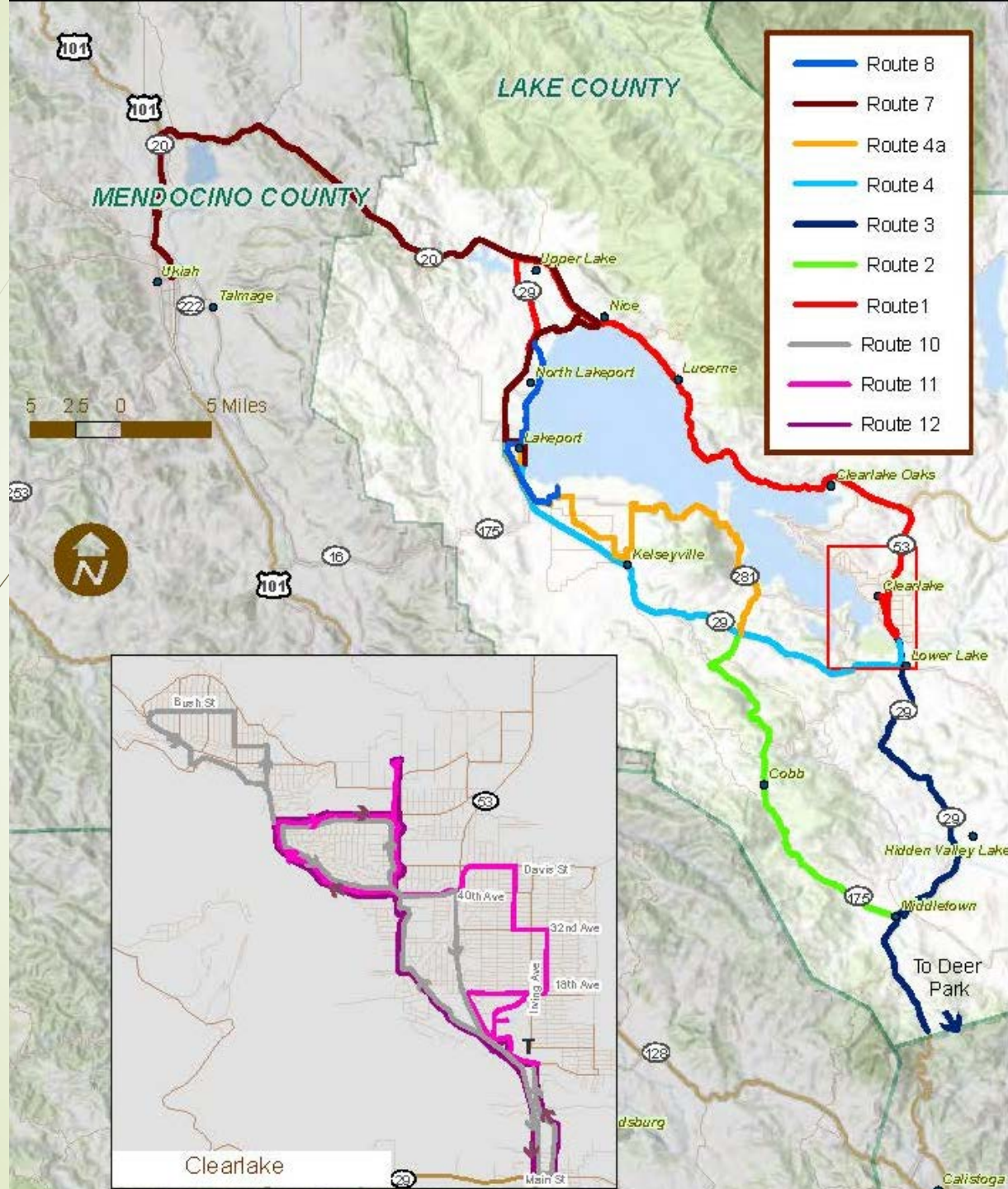
Objective of a Transit Development Plan

- 5-Year Business Plan for Transit Agency
- Assess how transit conditions and needs have changed
- Assess how Lake Transit and Lake Links are performing
- Develop and analyze potential improvements to the transit system that can be implemented over the next five years.

About Lake County

- Total population: 68,163
- 21% Senior Adults
- 16% living below poverty line vs. 11.5% at the state level
- 18 % disabled
- 14% youth
- 5% of households do not have a car available





Lake Transit Authority Annual Ridership

Figure : Lake Transit Historical Ridership by Route

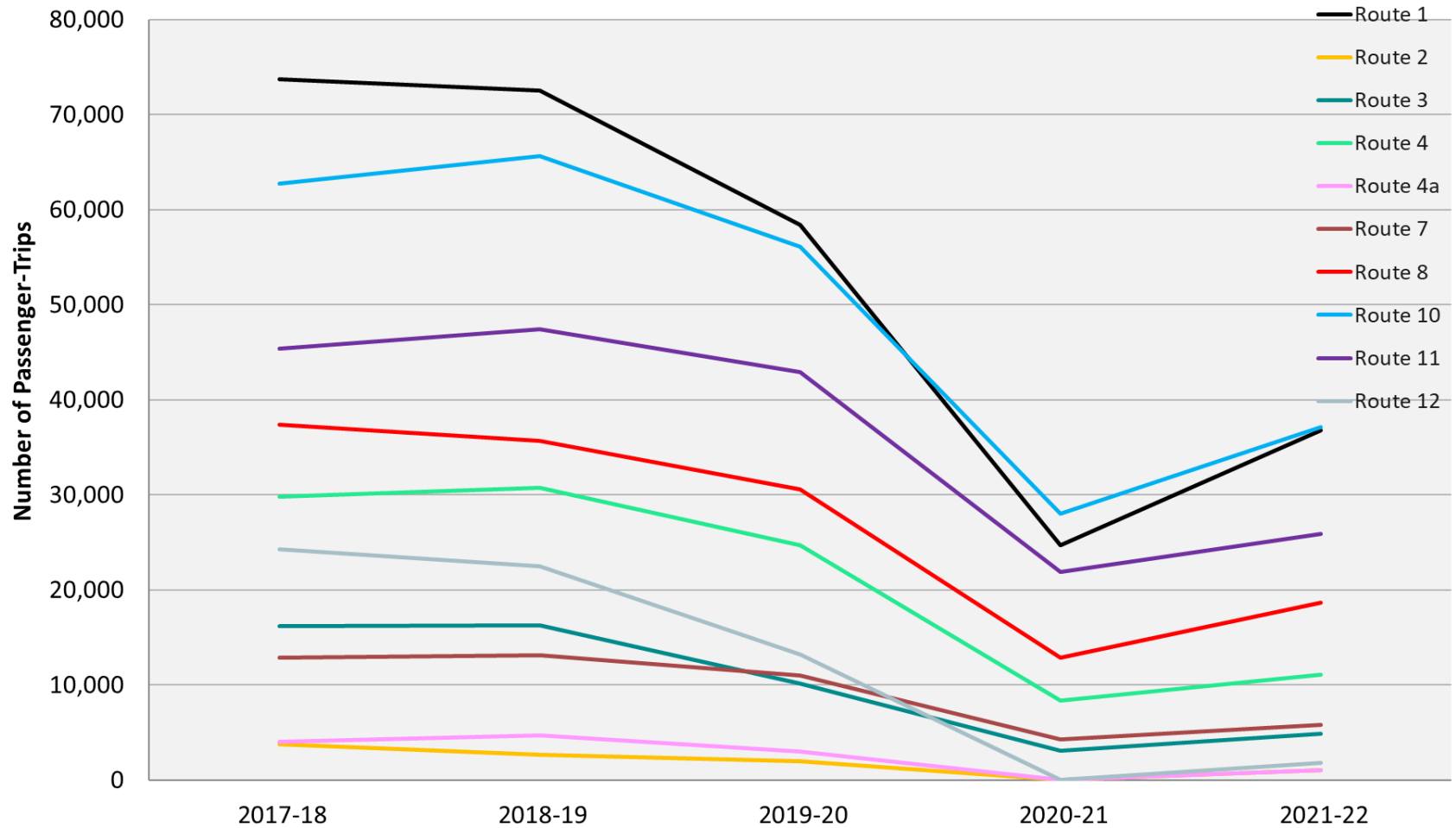


Figure 19: Passenger-Trips per Vehicle Service Hour (FY 2021-22)

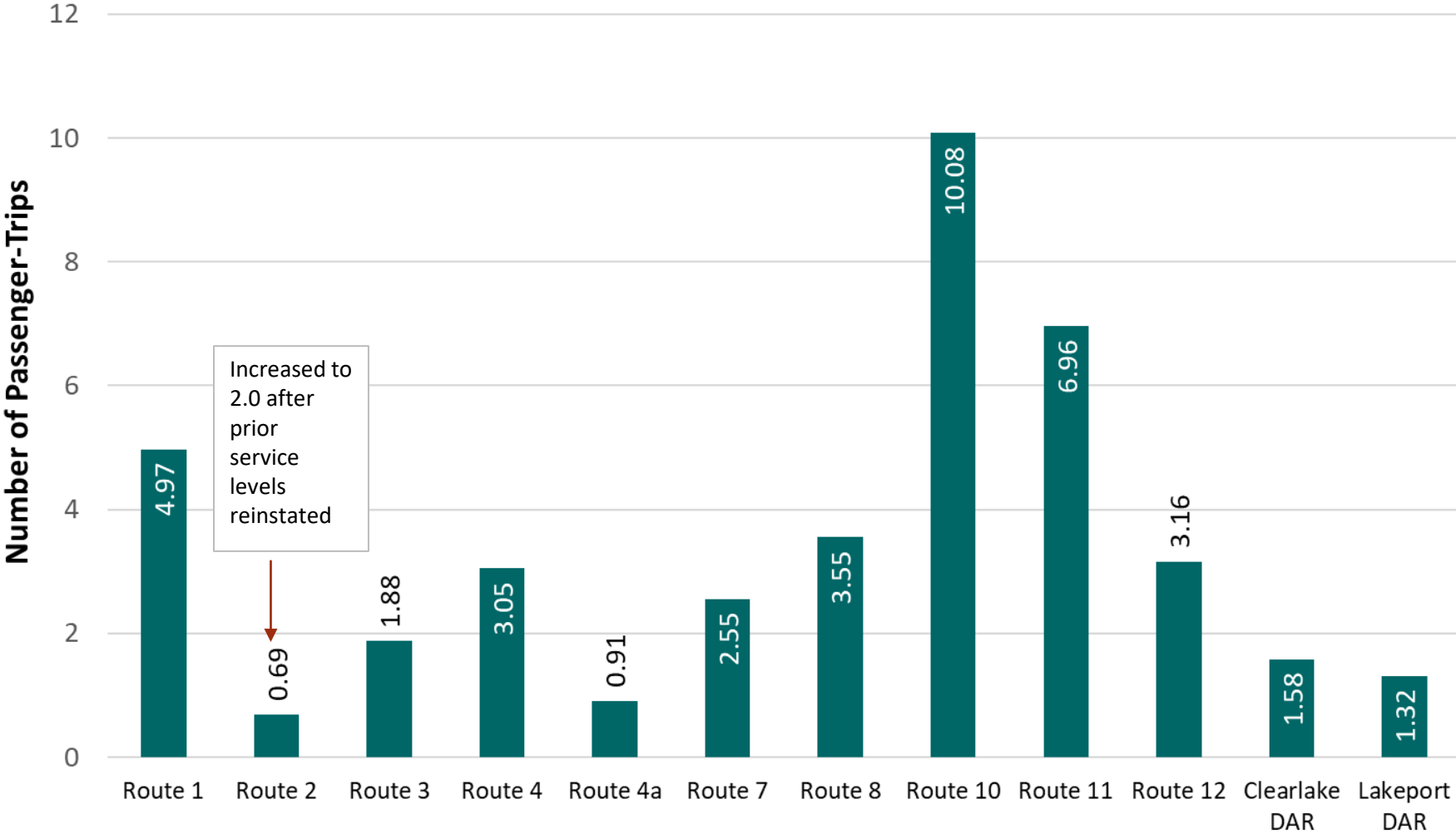


Figure 18: Operating Subsidy per Passenger-Trip (FY 2021-22)

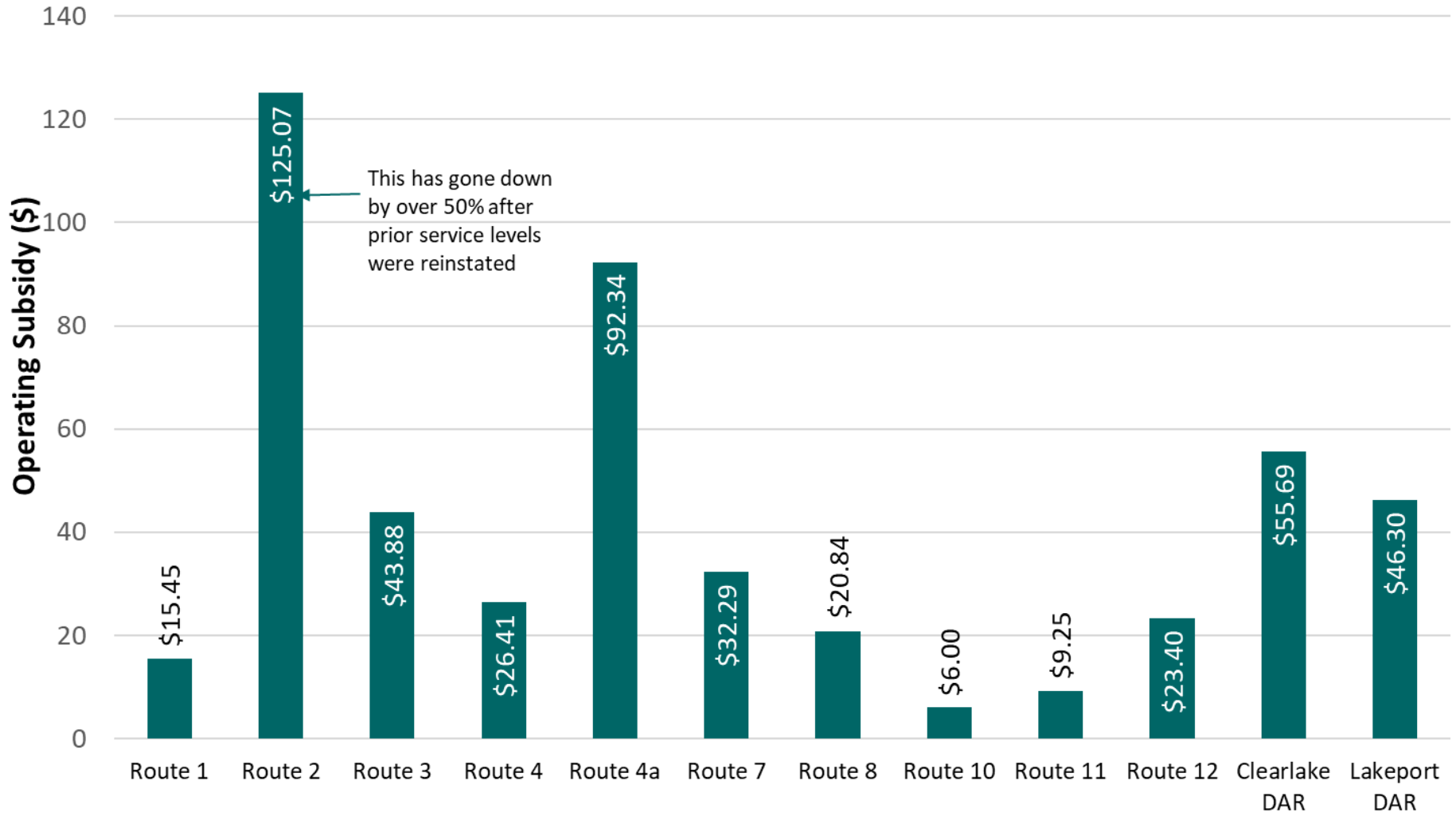
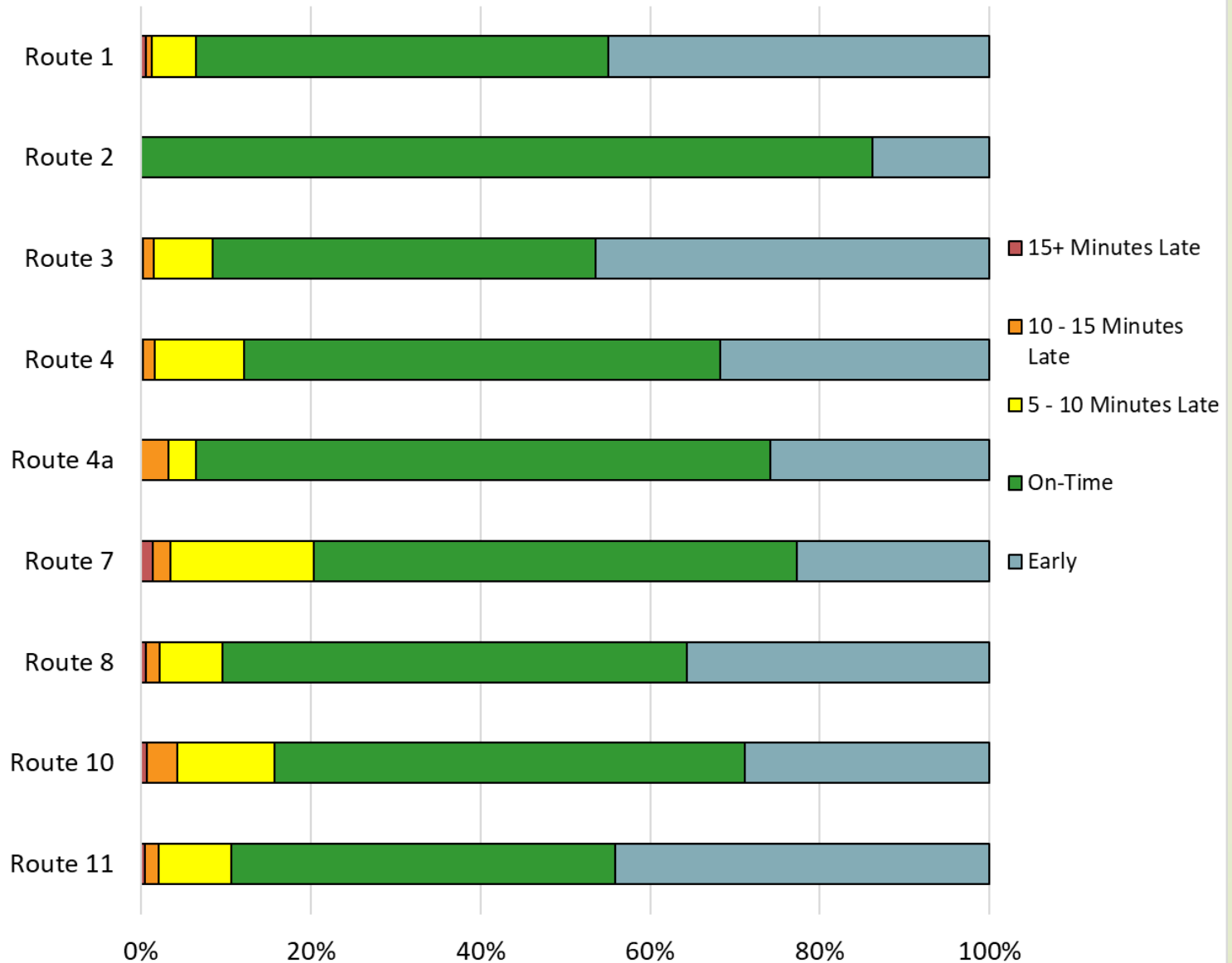


Figure 15: LTA Fixed Routes On-Time Performance (FY 2020-21)



Source: Lake Transit Authority

Note: Route 2 and Route 4a were only in operation for one month of

Public Outreach – Onboard Survey

- 232 passengers responded
- 14% respondents had a car
- Trip purpose
 - 27% Personal Business
 - 24% Work
 - 18% Recreation
 - 15% Shopping
 - 13% Medical/dental
 - 10% School
- Popular service improvement suggestions:
 - 30% Saturday and Sunday
 - 20% Saturday service
 - 12% extend service hours
- 80% of respondents would be interested in on-demand service



Public Outreach – Community Survey

- 81 respondents
- 75% of respondents had a car
- 70% would be interested in on-demand service

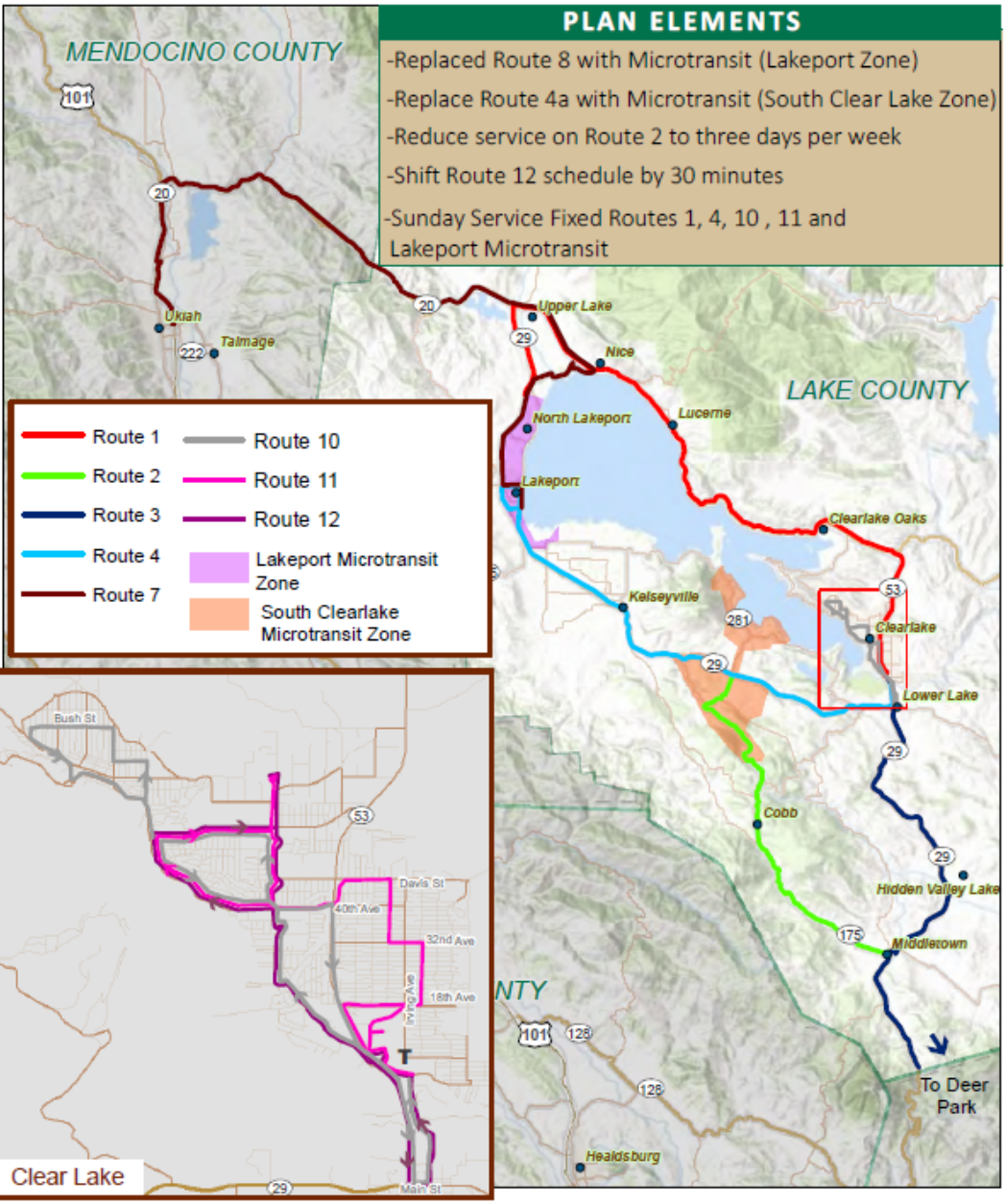
Q14: Most Important Improvement

Improvement	# of Participants	% of Participants
Saturday service	13	18%
Better service to out of county locations	13	18%
Bus stops closer to home	9	13%
Service to additional destinations within the county	9	13%
Sunday service	7	10%
More frequent service	6	8%
Earlier weekday service	4	6%
Could pay electronically	4	6%
Later weekday service	3	4%
Better information on the service	2	3%
Improved bus stops (shelters and benches)	1	1%
Free fares	1	1%
Total Responses	72	



5 2.5 0 5 Miles

Figure
Lake Transit Short Range Transit Plan



Recommendations

- Route 12 (Clearlake) – Shift Schedule by 30 minutes
 - Objective: Provide half-hourly service to more stops in Clearlake
 - No cost impacts
 - Annual ridership increase of 1,080 annually, 4 trips per day

Table 3: Route 12 Example Revised Schedule

Walmart	Old 53 & Lakeshore	Austin Park	Burns Valley Mall	Senior Center	Old 53 & Lakeshore	Walmart	Woodland College	Lake County Social Services	Highway 53 & Main St.	Lower Lake High School	Walmart
8:28 AM	8:35 AM	8:40 AM	8:42 AM	8:46 AM	8:52 AM	9:00 AM	9:02 AM	9:06 AM	9:09 AM	9:12 AM	9:17 AM
9:28 AM	9:35 AM	9:40 AM	9:42 AM	9:46 AM	9:52 AM	10:00 AM	10:02 AM	10:06 AM	10:09 AM	10:12 AM	10:17 AM
10:28 AM	10:35 AM	10:40 AM	10:42 AM	10:46 AM	10:52 AM	11:00 AM	11:02 AM	11:06 AM	11:09 AM	11:12 AM	11:17 AM
11:28 AM	11:35 AM	11:40 AM	11:42 AM	11:46 AM	11:52 AM	12:00 PM	12:02 PM	12:06 PM	12:09 PM	12:12 PM	12:17 PM
12:28 PM	12:35 PM	12:40 PM	12:42 PM	12:46 PM	12:52 PM	1:00 PM	1:02 PM	1:06 PM	1:09 PM	1:12 PM	1:17 PM
1:28 PM	1:35 PM	1:40 PM	1:42 PM	1:46 PM	1:52 PM	2:00 PM	2:02 PM	2:06 PM	2:09 PM	2:12 PM	2:17 PM
2:28 PM	2:35 PM	2:40 PM	2:42 PM	2:46 PM	2:52 PM	3:00 PM	3:02 PM	3:06 PM	3:09 PM	3:12 PM	3:17 PM
3:28 PM	3:35 PM	3:40 PM	3:42 PM	3:46 PM	3:52 PM	4:00 PM	4:02 PM	4:06 PM	4:09 PM	4:12 PM	4:17 PM
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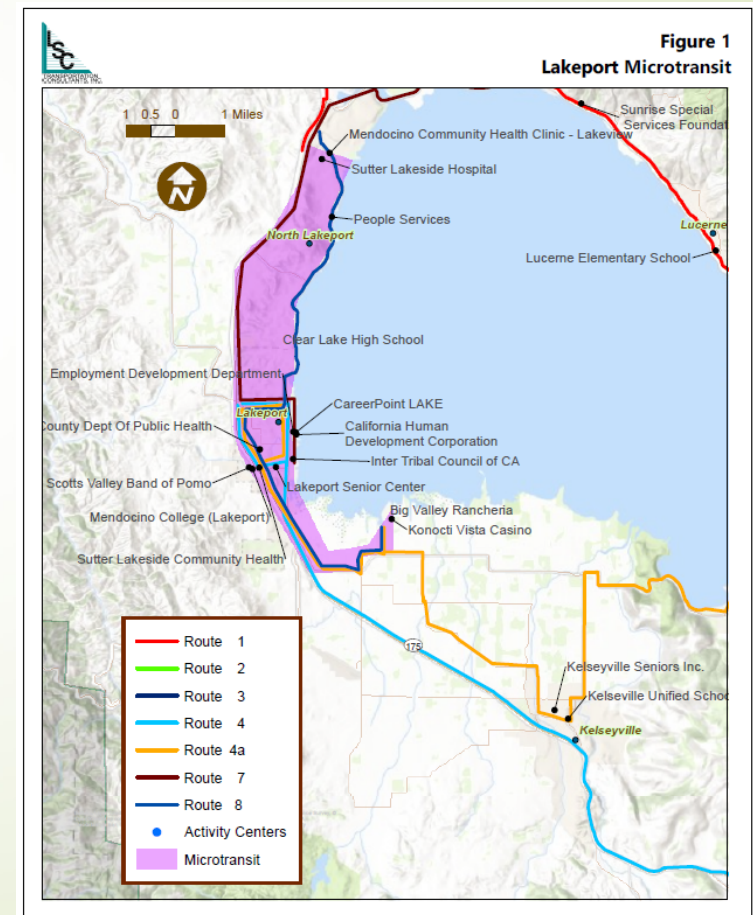
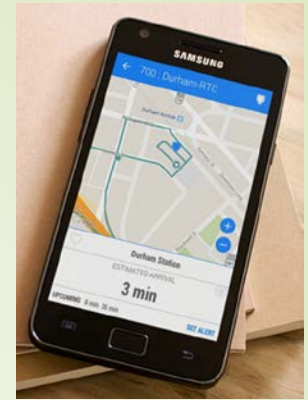
Recommendations

- ▶ Route 2 (Cobb) - Reduce service to 3 days per week
 - ▶ Objective – Increase cost efficiency by reducing service on a route with a high operating subsidy per trip (\$125) in FY 21-22.
 - ▶ Annual operating subsidy savings of \$28,500.
 - ▶ Reduce annual ridership by 600 trips per year.

- ▶ Replace Route 8 (Lakeport) with Microtransit, 7:30 AM – 6:30 PM Monday through Friday and 8:30 AM to 4:30 PM on Saturday
 - ▶ Objective- Provide on-demand transit (like Uber) to Lakeport and the Konocti Vista Casino
 - ▶ Annual operating cost savings of \$16,000 (including cost of purchasing app)
 - ▶ Small increase in ridership of around 300 trips per year
 - ▶ Can “Comingle” passengers with Lakeport DAR

What is "Microtransit"?

- Replace fixed route service in low ridership areas with microtransit service:
 - Riders use an app on their phone (or call) to request a ride, similar to Uber or Lyft
 - Service is available to all, within a specific zone and to/from key transit hubs
 - Service is typically provided with 15-30 minutes of a ride request
 - Fare is typically the same as the fixed route fare



Recommendations

- ▶ South Clear Lake Microtransit- 3 days per week, 8AM to 5 PM, Eliminate Route 4a
 - ▶ Objective – Increase cost efficiency, directly serve a relatively high concentration of homes in Clear Lake Rivera. Microtransit would provide a connection to Route 4 at Kits Corner.
 - ▶ Increase annual costs by \$4,600 per year (including microtransit technology costs)
 - ▶ Increase ridership by 1,110 trips per year, 7 per day
- ▶ Sunday Service On Routes 1, 4, 10, 11 and Lakeport Microtransit
 - ▶ Objective – Meet commonly requested service by the public and increase overall ridership
 - ▶ Increase annual costs by \$131,000 annually
 - ▶ Increase ridership by 6,000 annually or 115 per day

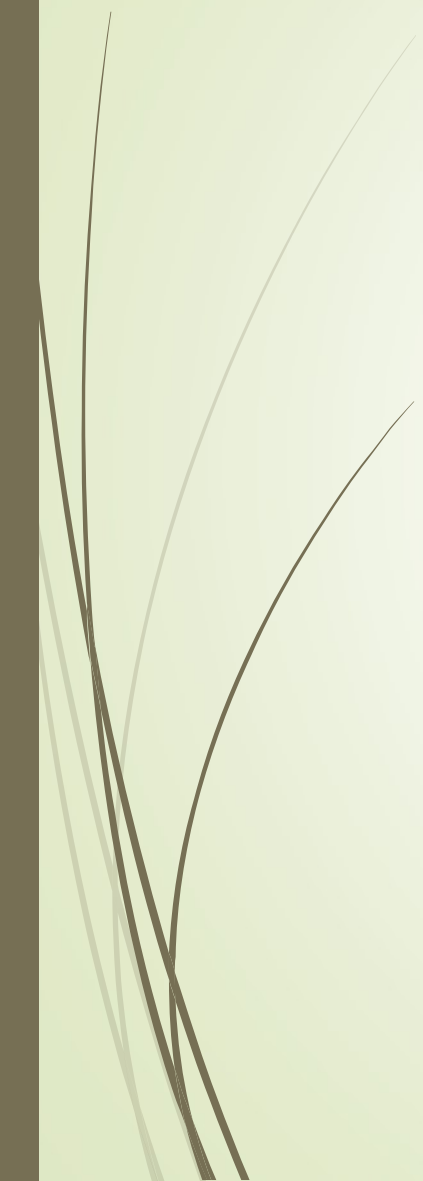
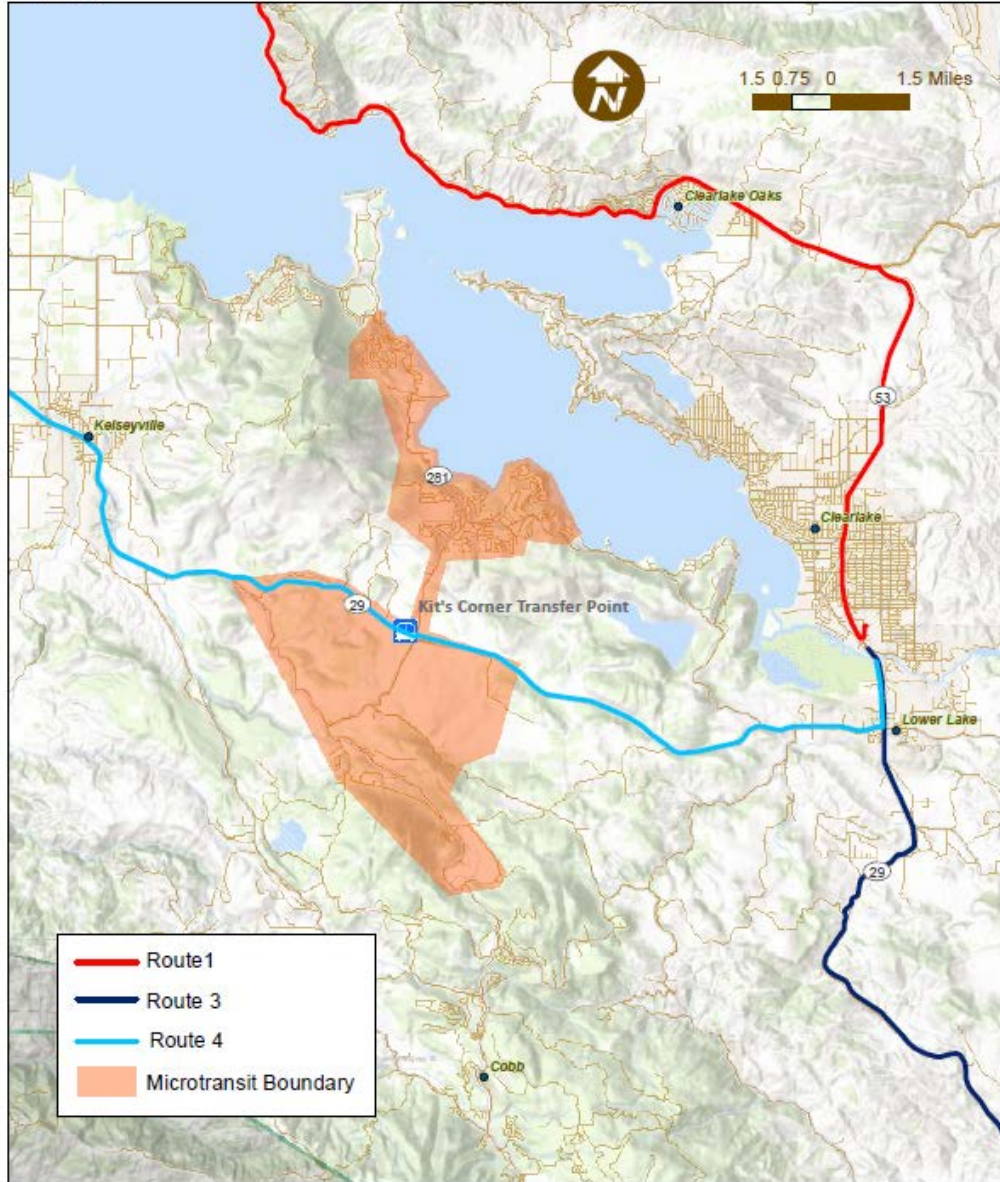


Figure 2
South Clear Lake Microtransit



Other Alternatives Analyzed

- ▶ Increase service on Route 1
- ▶ Add Konocti Vista Casino and Riviera Shopping Center to Route 4
- ▶ Route 7 to Ukiah – Replace last run with an earlier run
- ▶ Lifeline service to Spring Valley
- ▶ Sunday Service in Clearlake – Microtransit
- ▶ Intercity service to Santa Rosa with either Route 7 or Route 3
- ▶ Eliminate Route 2
- ▶ Reduce Route 4a to 3 days per week



Capital Plan

- ▶ 20 Fixed route and 3 DAR vehicles are due for replacement during this planning period. At least 3 of these vehicles must be zero-emission to meet CARB regulations.
- ▶ Around \$60,000 will be needed for new and replacement bus stop signage
- ▶ Lake County Interregional Transit Center
 - ▶ TIRCP grant (almost \$13 million) to construct new transit center, purchase 4 fuel cell electric buses (powered by hydrogen) and the needed fueling/maintenance infrastructure.
 - ▶ Currently in design phase



Summary

- ▶ The proposed service plan will:
 - ▶ Save \$50,000 – 60,000 in the first year (factoring in multiple microtransit services) and increase operating cost by \$75,000 annually when Sunday Service is implemented.
 - ▶ Increase ridership by up to 7,000 trips annually
 - ▶ Bring new forms of public transit to Lake County
 - ▶ Increase efficiency



Questions?

- ▶ Final TDP in May
- ▶ Contact: Gordon Shaw or Genevieve Evans
 - ▶ gordon@lsctrans.com, genevieve@lsctrans.com
 - ▶ 530-583-4053





LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: Pavement Management Program Update Presentation
for City of Clearlake/Lakeport and Lake County

DATE PREPARED: March 29, 2023
MEETING DATE: April 5, 2023

SUBMITTED BY: Michael Villa, Project Coordinator/Transportation Planner

BACKGROUND: The Pavement Management Program (PMP) update, which is being conducted by Nichols Consulting Engineers (NCE), is nearing completion. To allow for additional time, Lake APC staff and NCE staff agreed to a second contract extension, extending the current contract that was set to expire on 3/31/23 to 5/31/23. In addition, the Draft Report for Lake County has been submitted.

To further enhance their capabilities, local agency staff and Lake APC staff recently attended a StreetSaver training in late March. The StreetSaver program is a pavement management software that helps local agencies plan and manage their roadway infrastructure. This training provided valuable knowledge on how to use the software to generate recommended maintenance and rehabilitation strategies that can maximize the lifespan of the pavement network while minimizing costs.

Today's presentation will be led by NCE. They will provide a concise summary of key findings and recommendations from the updated Pavement Management Program.

ACTION REQUIRED: None

ALTERNATIVES:

RECOMMENDATION:

2022/23 Pavement Management Program Update

LAKE APC/LTA Board Meeting

Lake County/City Area Planning Council
April 5th, 2023

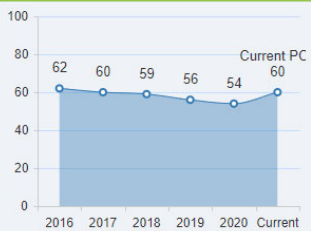


What is a Pavement Management Program?

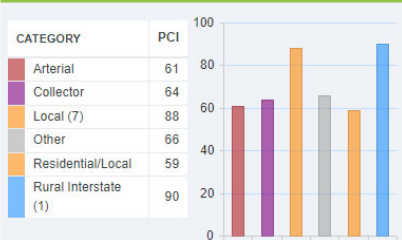
Executive Dashboard

Pavement Area (square miles): 12.77 | Centerline Miles: 1810.5 | Lane Miles: 3619.25 | Sections: 19910

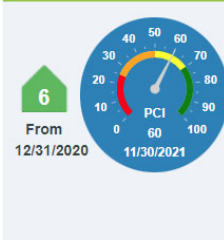
Historical Pavement Condition Trends



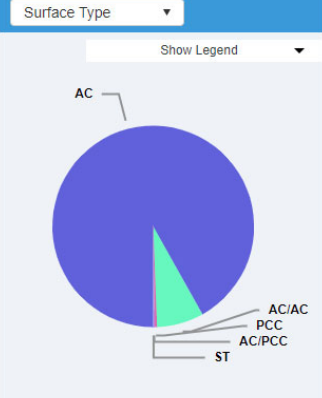
Current PCI by: Functional Class



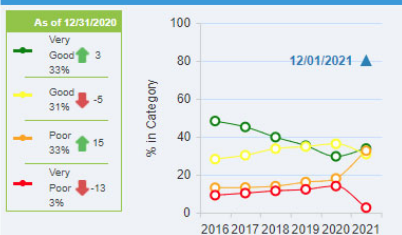
*Current PCI



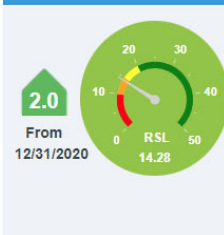
Percent of Area by: Surface Type



Historical Network Condition Trends



Remaining Service Life (years)



- Used to make cost-effective decisions
- Answers 4 main questions
 1. What streets does the City/County own/maintain?
 2. What condition are they in?
 3. What repairs are needed & when?
 4. How much funding is needed to maintain or improve streets?
- Typically employs software (StreetSaver)



2022/2023 Pavement Management Update Scope



Update StreetSaver
Inventory



Perform pavement
condition surveys



Update pavement
maintenance records



Update pavement
maintenance
decision tree



Update mapping
Features



Perform budget
needs analysis



Perform budget
scenarios



Prepare final report

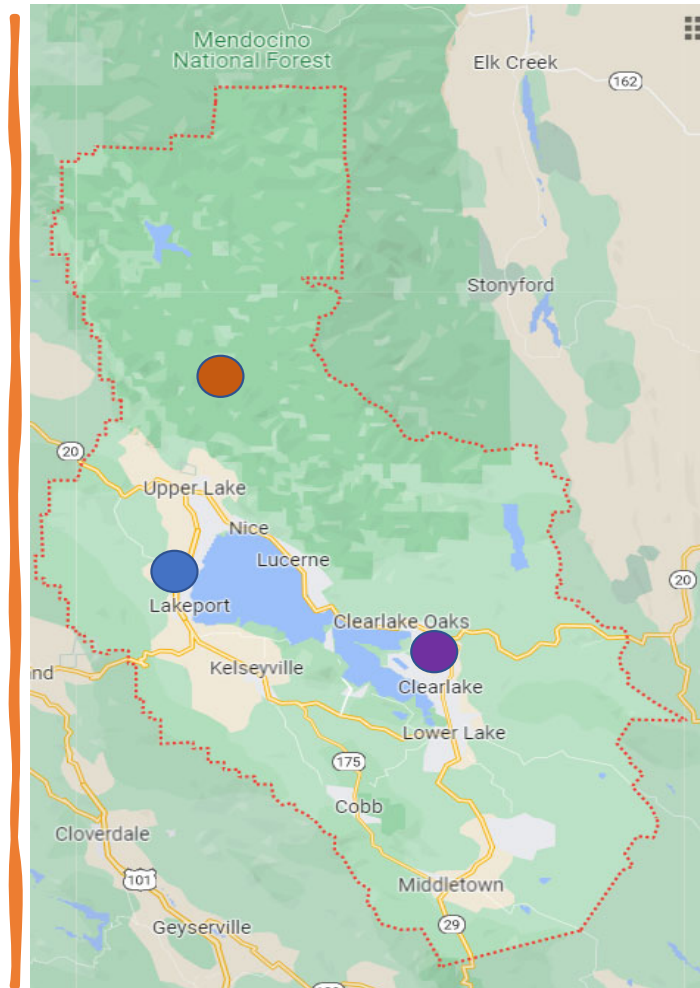


StreetSaver® Training



Lake APC Member Agencies

- Clearlake
- Lakeport
- Lake County

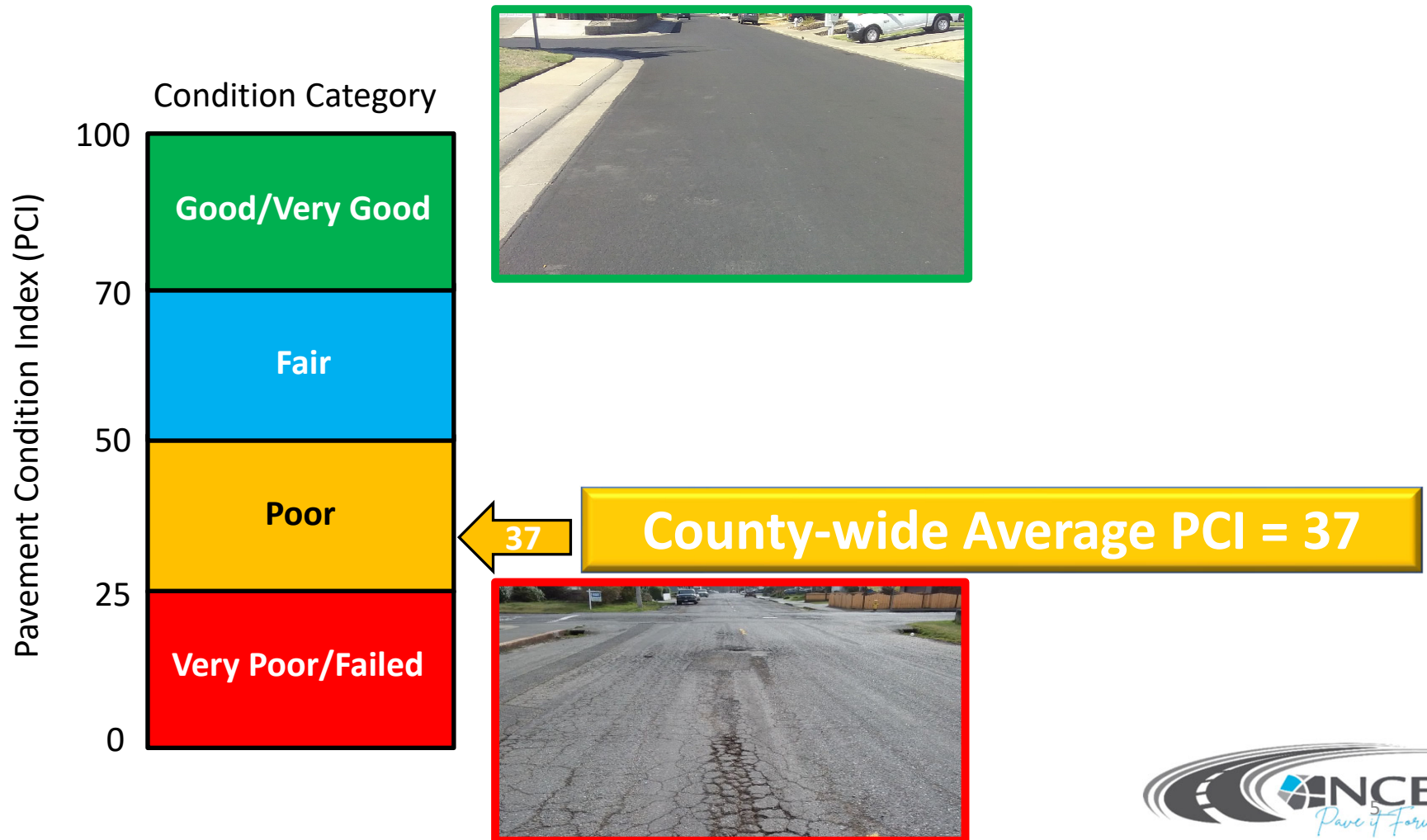


What is included in the Lake APC Network?

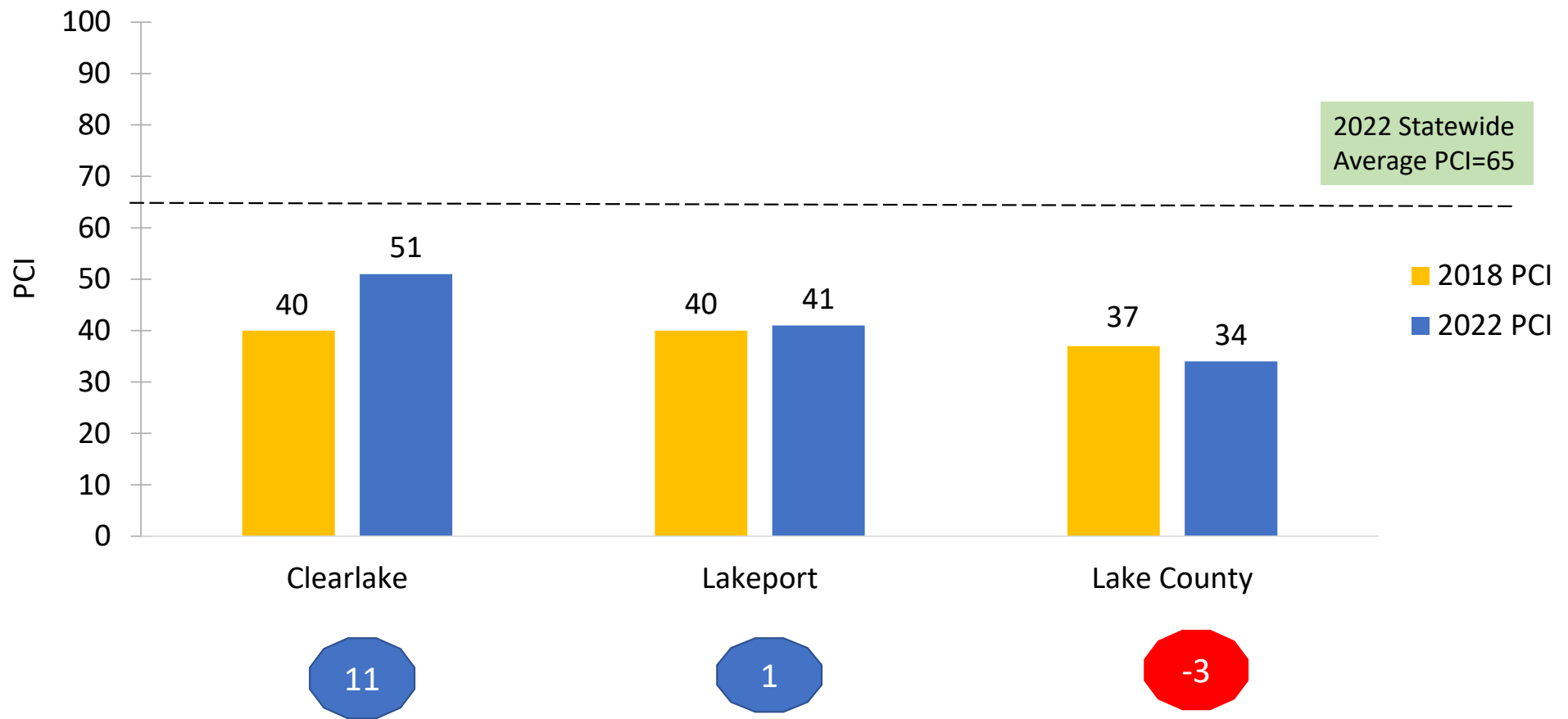
Agency	Centerline Miles	Asset Value, \$Million
Clearlake	80.5	\$ 52.70
Lakeport	29.7	\$ 43.70
Lake County	499.1	\$374.20

Asset Value ~ \$0.50 Billion

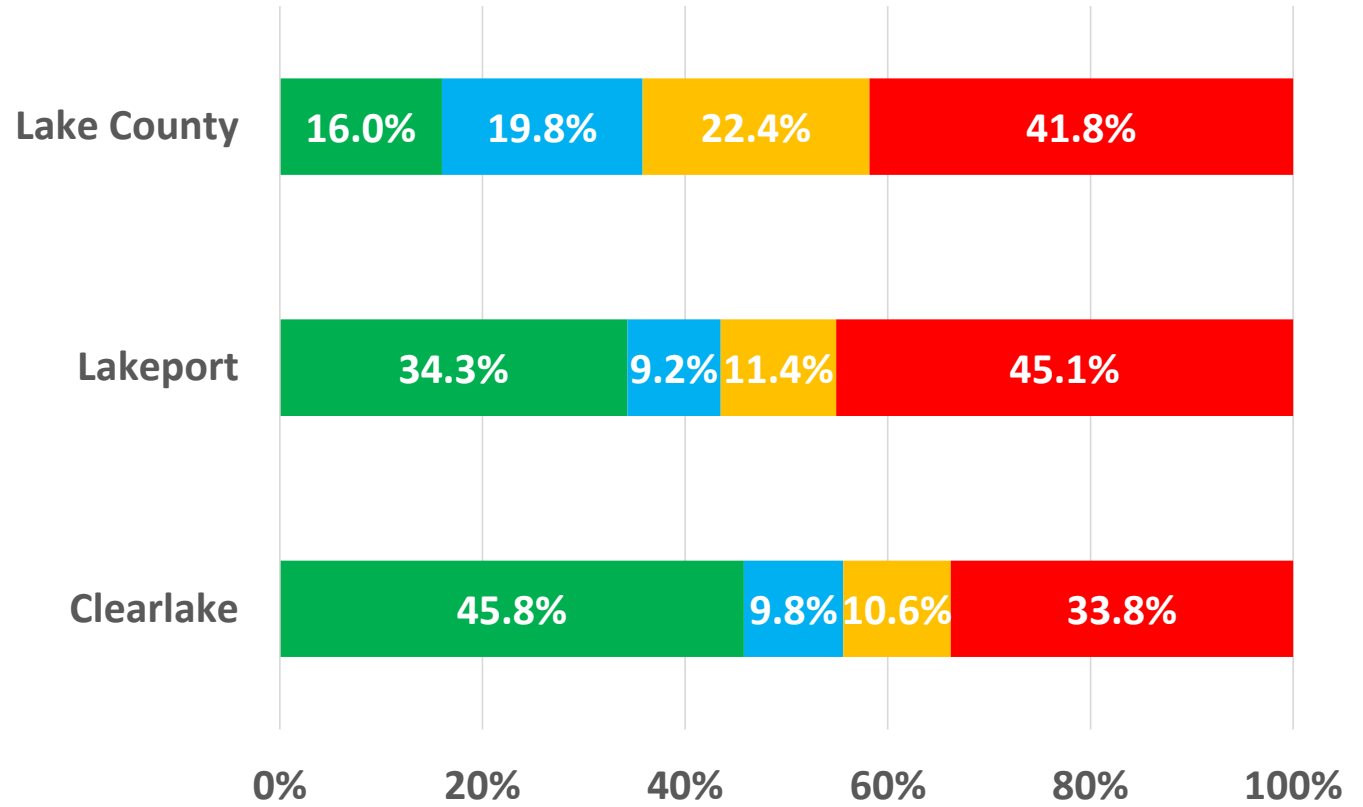
What Condition are the Streets In?



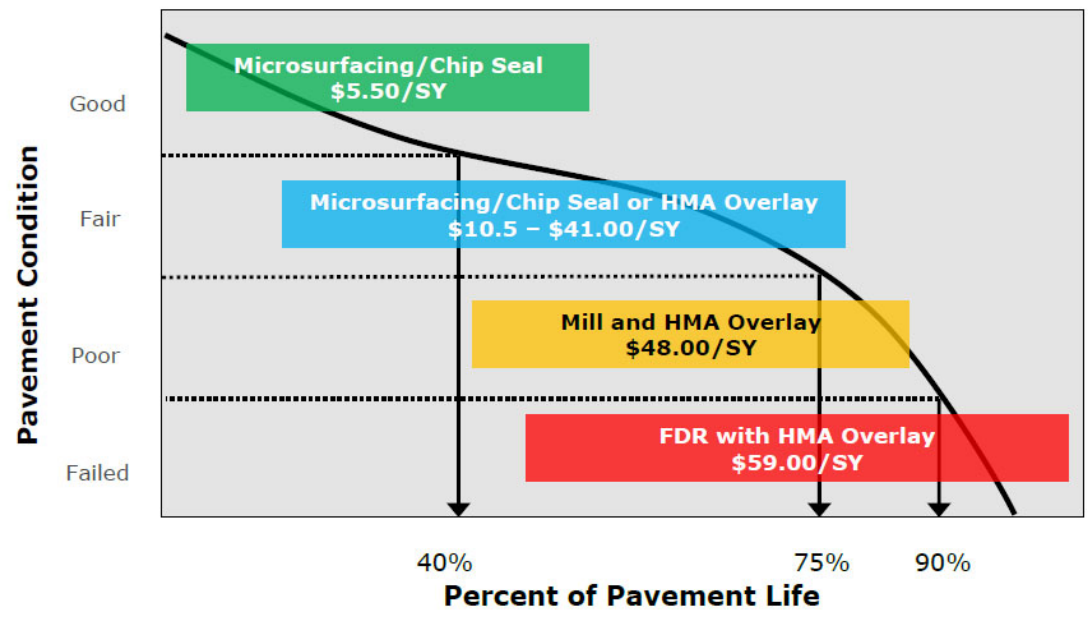
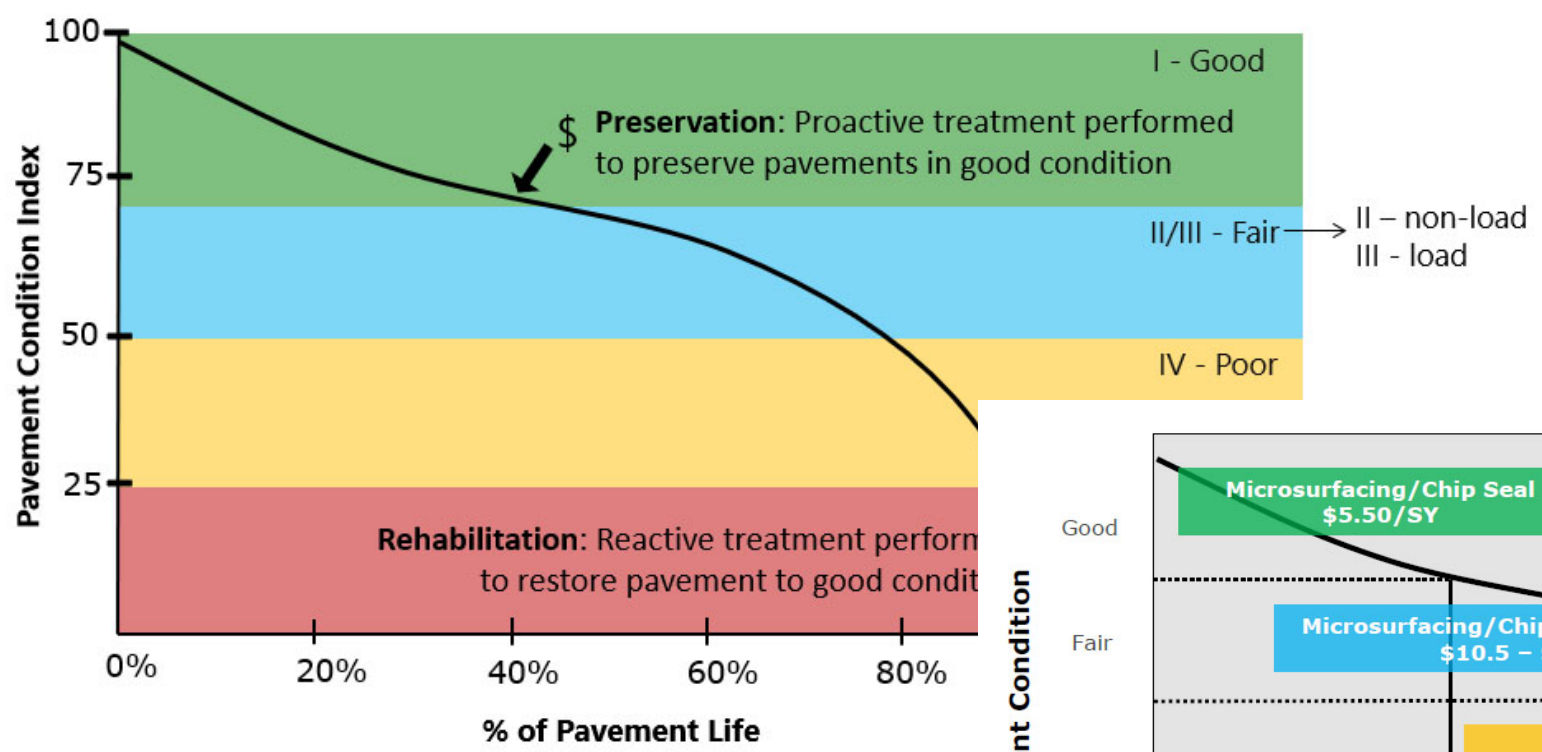
What are the PCIs of the Lake APC Agencies?



Current Pavement Condition by Category



What are the Typical Treatment Strategies?



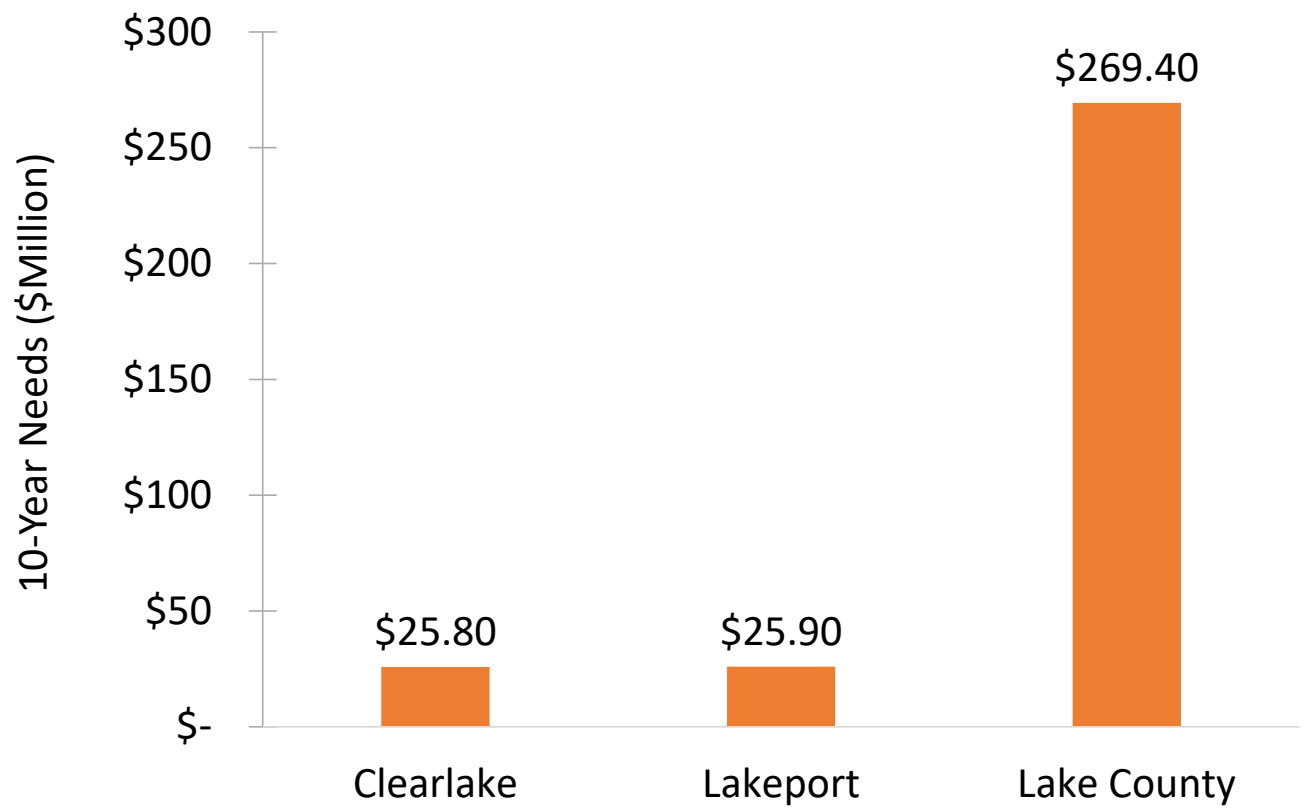
How Have Maintenance Costs Changed Since 2018?



Overall maintenance treatment cost have increased by more than 25%

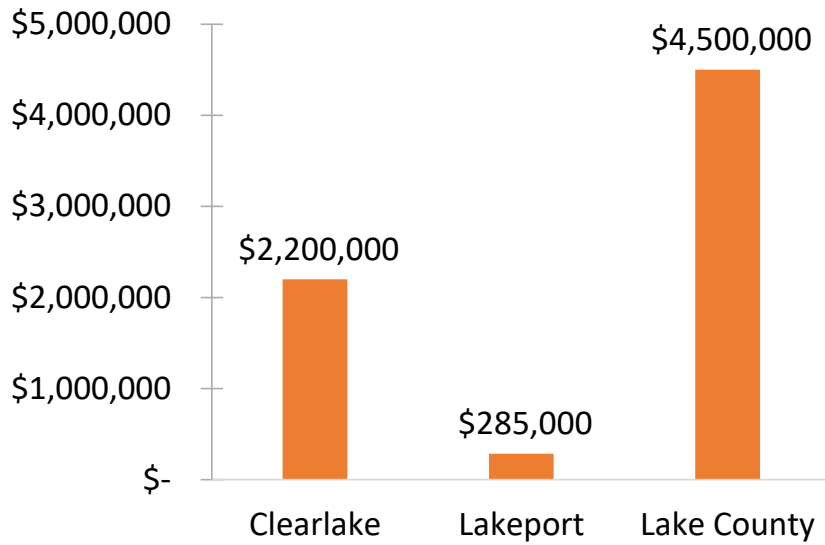


What are the 10-year Funding Needs?

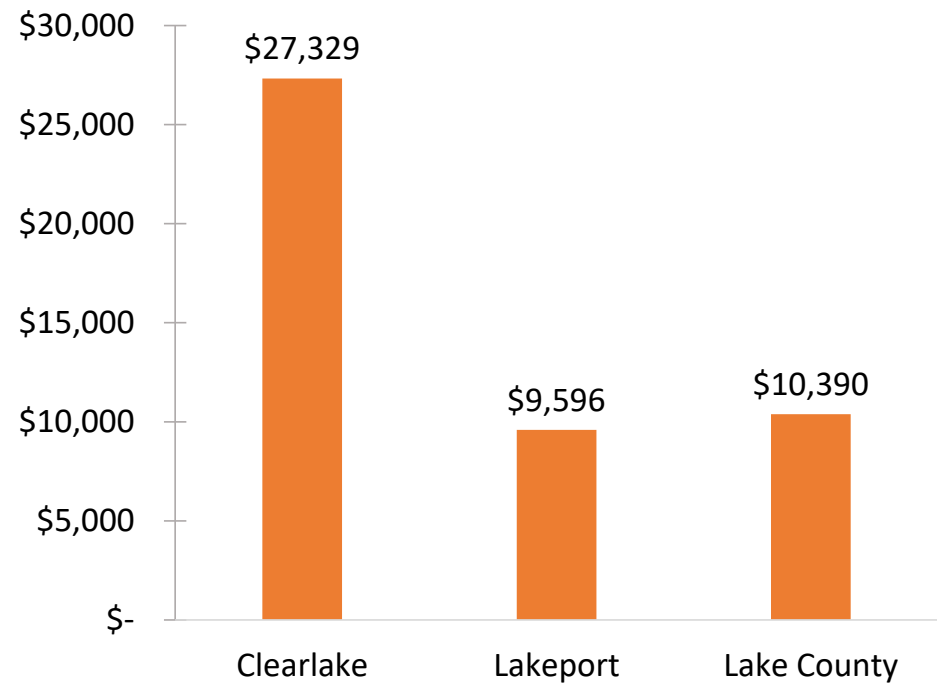


What are the Available Funding?

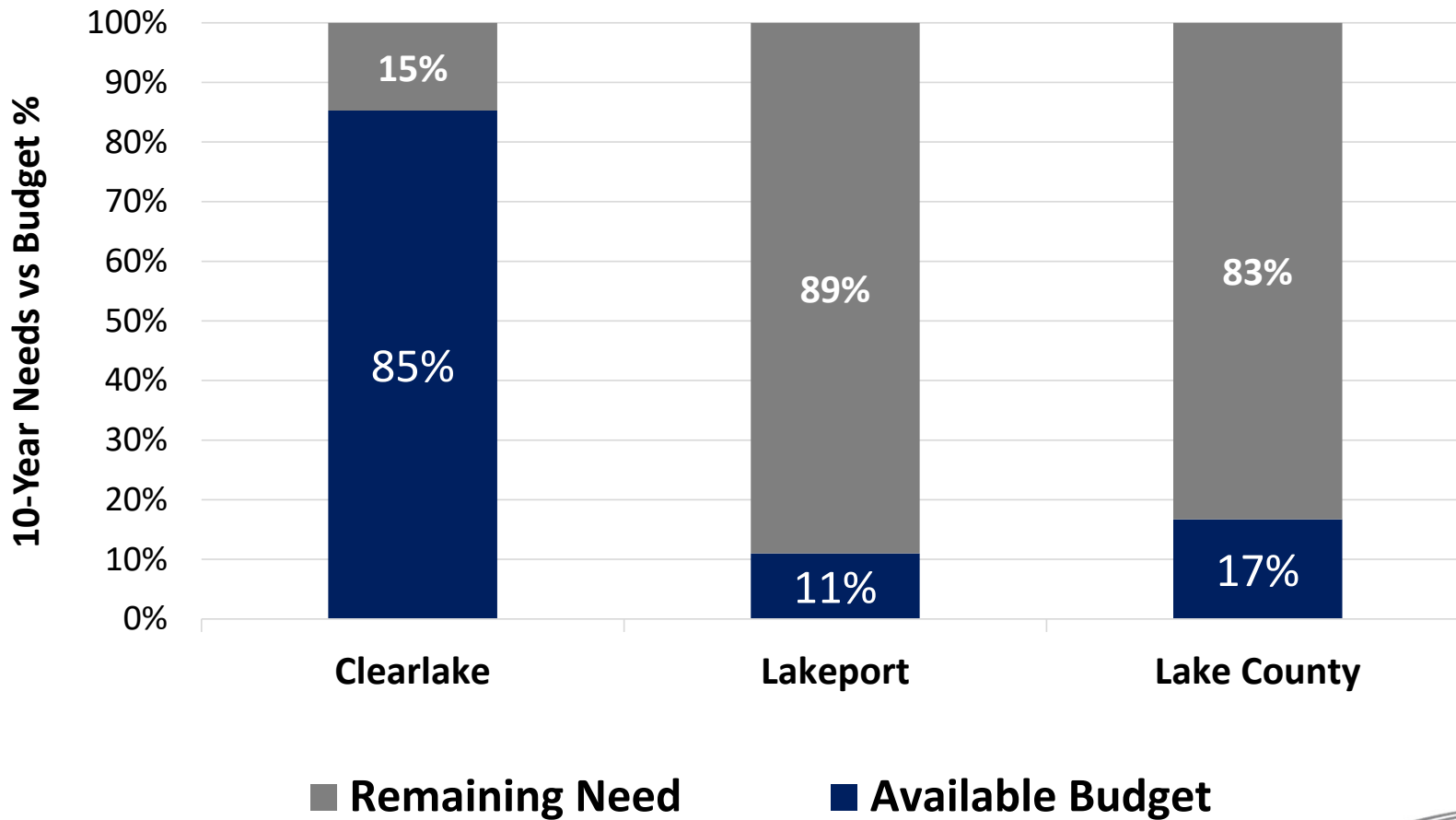
Annual Budget, \$/Year



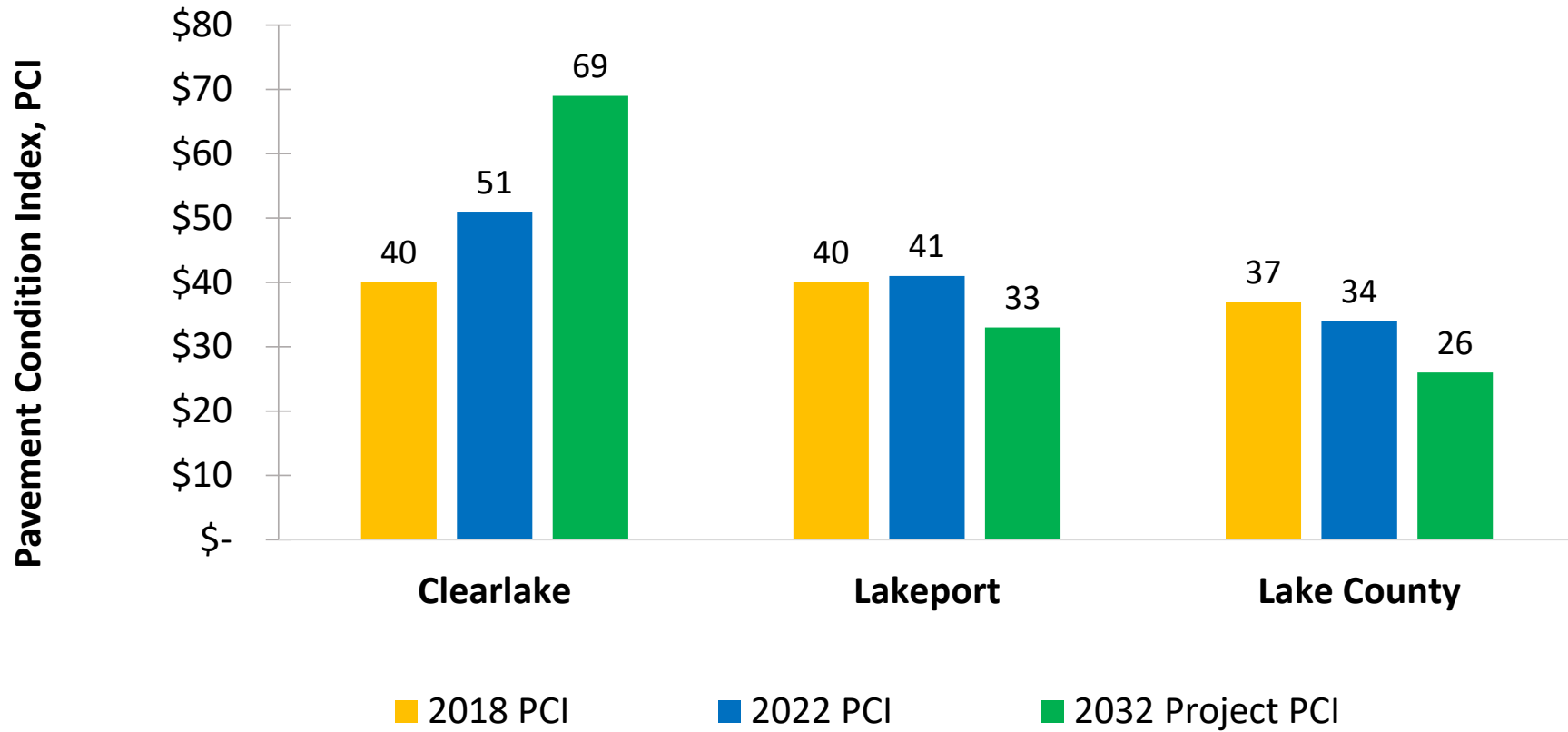
Available Budget/Centerline Miles



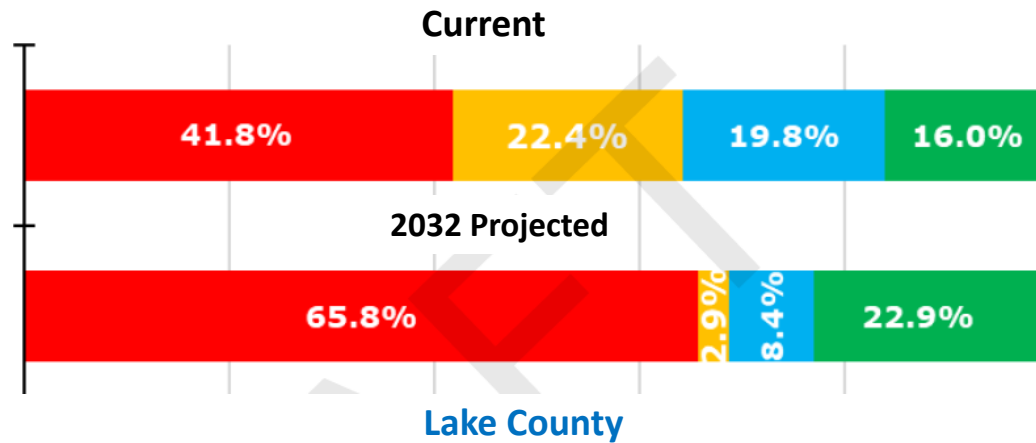
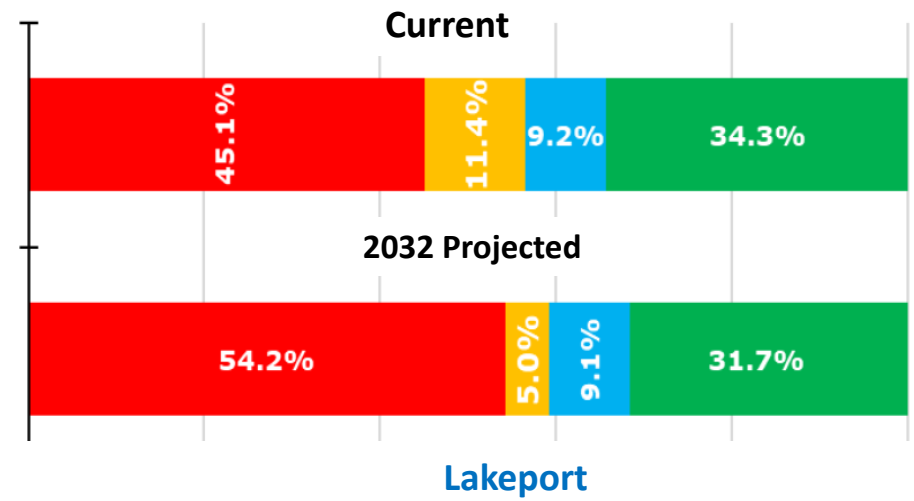
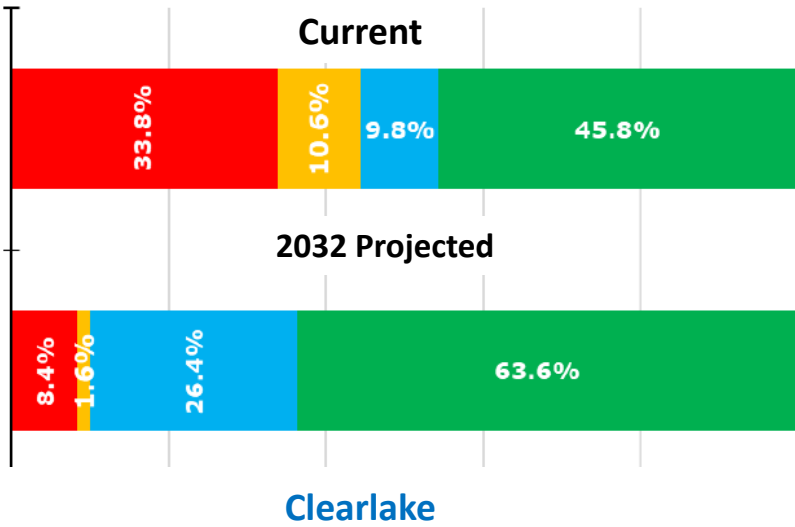
What are the Needs Vs Available Funding?



Impact of Existing Funding Level on PCI



Impact of Existing Funding Level on Current Condition



Conclusions

- Lake APC has a substantial investment in pavement network (\$0.5B)
- County-wide network is in “Poor” condition (PCI = 37)
 - Clearlake PCI=51 (Fair)
 - Lakeport PCI= 41 (Poor)
 - County PCI=34 (Poor)
- Treatment unit costs have increased by more than 25%
- 10-year funding needs = \$321.1 million or \$591k/centerline mile
- The 10-year funding deficit is \$251.25 million
 - Clearlake =\$3.8 million
 - Lakeport = \$23.1 million
 - County =\$224.4 million



Policy Considerations

- Smaller cities can collaborate with larger entities to take advantage of economies of scale (project bundling)
 - More competitive bids
 - Reduced costs
 - Assistance with design/construction/inspection
- Leverage local funding as match for federal/state funds e.g. IIJA
- Leverage any utility projects to include paving





LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Professional Staffing Services – Extension of Contract Agreements with DBC & Dow & Associates

DATE PREPARED: March 31, 2023
MEETING DATE: April 5, 2023

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

Staffing for the Lake Area Planning Council (APC) is provided through contracts with private consulting firms. Previously provided through a single contract, the administrative and planning functions were separated in 2014. At that time, a competitive procurement process was followed which included separate Requests for Proposals for the administration and planning functions. The RFPs indicated an initial contract period of five years, with up to five one-year extensions. Contracts were awarded to Davey-Bates Consulting for administration and Dow & Associates for planning.

On March 18, 2019 the Executive Committee met to consider options for the initial contracts that would be ending on September 30, 2019. They recognized the valuable experience and track record of DBC and Dow staff, coupled with the fact that resources in the county are scarce, and recommended moving forward with one-year extensions. Multi-year extensions were also recommended, but that was not allowed based on the language of the initial contracts. APC Staff was directed to draft language in the initial extensions that would make subsequent extensions more of a formality than the detailed process of the first year. It was further suggested that future contract extensions be brought forward in the spring prior to the contract expiration date to ensure enough time for the full RFP process if needed.

The fourth extension period to the initial contract will end on September 30, 2023. Although nearly six months remain in the current contract, it is necessary to consider options for these services at this time as the process could be lengthy depending on the approach selected.

The Executive Committee met on March 27, 2023, and among other items reviewed the fifth (and final) extensions for administrative and planning services for the period of October 1, 2023 to September 30, 2024. Based on the Professional Services Agreements, both contracts allow for an 11.5% Health, Dental and Vision increase, in addition to an annual and accumulative Cost of Living Adjustment (COLA) based on the prior calendar year's California Consumer Price Index (CPI). The CPI for the fourth extension resulted in a 4.2% increase, and the increase for the final extension is notably higher at 7.3%.

The Executive Committee took action at their meeting to recommend approval of the proposed extensions, which are attached for review and consideration. The draft minutes of the Executive Committee meeting are also included for your review in Agenda Item #12 of the Information Packet.

Today there are options before you to consider. If extending the DBC & Dow contracts is the preferred option, the full Lake APC Board may recommend approval of the extensions. Another option would be to pursue the full Request for Proposals (RFP) procurement process. Conversion

to an agency employee system could be a possibility, although that has not been considered to be a viable option in previous years.

ACTION REQUIRED: Consider approval of proposed extensions for administrative and planning services for the Lake APC, Lake Transit Authority and Lake SAFE.

ALTERNATIVES: Continue this item to a later meeting, offer revisions to proposed extensions, or pursue full Request for Proposals (RFP) for Administrative and Planning Services. *(Note: DBC and Dow & Associates' employees are not able to prepare these RFPs.)*

RECOMMENDATION: The Executive Committee has recommended the following actions: Proceed with extensions of the existing contracts for Fiscal & Administrative Services and Planning Services for Lake APC, Lake Transit and Lake SAFE for a period of one year (October 1, 2023 through September 30, 2024).

LAKE COUNTY/CITY AREA PLANNING COUNCIL

EXTENSION of PROFESSIONAL SERVICES AGREEMENT

with

Davey-Bates Consulting

This **Fifth Extension** of the Agreement for Professional Services between the Lake County/City Area Planning Council, herein after referred to as “**APC**” and Davey-Bates Consulting, hereinafter referred to as “**Contractor**”, first entered into on September 26, 2014, amended on April 8, 2015 and January 10, 2018, then extended for a period of one year on April 10, 2019, April 8, 2020, April 14, 2021, and March 9, 2022, is now being entered into on April 5, 2023, by and between **APC** and **Contractor**.

Whereas, the current Professional Services Agreement will expire on September 30, 2023; and

Whereas, Section 13. Contract Terms, of the existing agreement states, “*Agreement may be extended for an additional five (5) one-year periods upon written agreement by the APC and CONTRACTOR*”:

APC and **Contractor** agree to the following extension provisions:

1. The term of this Agreement shall be extended from October 1, 2023 through September 30, 2024.
2. Compensation shall be at annual base rates and subject to cumulative CPI increases identified in Exhibit A, effective as of the Lake APC Fiscal Year 2023/24 Budget for the term of this extension.
3. Beyond September 30, 2023, **APC** and **Contractor** may extend the existing agreement pursuant to current terms and conditions and consistent with the extended Cost Plan in Exhibit A for Lake Area Planning Council, Lake Transit Authority and Service for Freeway Emergencies (SAFE) Administrative and Fiscal Services.
4. If **APC** or **Contractor** do not wish to negotiate or proceed with the terms and conditions of the subsequent extensions, they must provide written notice at least one hundred twenty (120) days in advance of intent to terminate or negotiate future extensions.

ALL OTHER TERMS AND CONDITIONS of the original agreement, and first and second amendments shall remain in full force and effect unless amended in writing by both **APC** and **Contractor**.

In WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Professional Services Agreement Extension in duplicate.

Lisa Davey-Bates, Principal
Davey-Bates Consulting
Council

Stacey Mattina, Chair
Lake County/City Area Planning

Date: _____

Date: _____

Lake APC and Lake Transit Administrative and Fiscal Services			
Fiscal Year	Previous Year Base Contract Amount	11.5% Benefit Increase	New DBC Base Contract
2019/20	\$448,582	\$2,482	\$451,064
2020/21	\$451,064	\$2,767	\$453,831
2021/22	\$453,831	\$3,086	\$456,917
2022/23	\$456,917	\$3,441	\$460,358
2023/24	\$460,358	\$3,836	\$464,194
Lake County Service Authority for Freeway Emergencies Administrative and Fiscal Services			
Fiscal Year	Previous Year Base Contract Amount	11.5% Benefit Increase	New DBC Base Contract
2019/20	\$15,736	\$115	\$15,851
2020/21	\$15,851	\$128	\$15,979
2021/22	\$15,979	\$143	\$16,122
2022/23	\$16,122	\$159	\$16,282
2023/24	\$16,282	\$178	\$16,459

Rates reflect 11.5% Health, Dental and Vision Increases consistent with the original proposal submitted by Davey-Bates Consulting (July 9, 2014). In addition, an annual and accumulative Cost of Living Adjustment (COLA) will be applied to New Base Amount based on the California Consumer Price Index (All Urban Consumers, California Department of Industrial Relations, Division of Labor Statistics and Research).

Extension periods are from October 1 – September 30 of the following year, however, base amounts will take effect at the start of each fiscal year.

LAKE COUNTY/CITY AREA PLANNING COUNCIL
PROFESSIONAL SERVICES AGREEMENT EXTENSION
with
Dow & Associates

This extension of the Agreement for Professional Services between the Lake County/City Area Planning Council, herein after referred to as “**APC**” and Dow & Associates, hereinafter referred to as “**Contractor**”, first entered into on September 26, 2014, Amended on April 8, 2015, and extended for a period of one year on April 10, 2019, April 8, 2020, April 14, 2021, and March 9, 2022, is now entered into on _____, 2023, by and between **APC** and **Contractor**.

Whereas, the current extension period of the Professional Services Agreement will expire on September 30, 2023; and

Whereas, Section 13. Contract Terms, of the existing agreement states, “...*Agreement may be extended for an additional five (5) one-year periods upon written agreement by the APC and CONTRACTOR*; and

APC and **Contractor** agree to the following extension provisions:

1. The term of this Agreement shall be extended from October 1, 2023 through September 30, 2024.
2. Compensation shall be at annual rates identified in the attached Exhibit A and subject to cumulative CPI increases as detailed in Exhibit A and per the original contract, effective as of the APC Fiscal Year 23/24 Budget for the term of this extension.
3. **APC** and **Contractor** may exercise the option for this fifth one-year extension pursuant to current terms and conditions and consistent with the extended Cost Plan Summary for Planning Services to the Lake County/City Area Planning Council and Lake County Service Authority for Freeway Emergencies (SAFE) outlined in Exhibit A.

ALL OTHER TERMS AND CONDITIONS of the original agreement and first amendment shall remain in full force and effect unless amended in writing by both **APC** and **Contractor**.

In WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Professional Services Agreement Extension in duplicate.

Nephele Barrett, Owner
Dow & Associates

Stacey Mattina, Chair
Lake County/City Area Planning

Date: _____

Date: _____

Exhibit A
 Extended Cost Plan Summary

Planning Services to the Lake County/City Area Planning Council			
	Previous Year Base	Increase	New Base Amount
FY 19/20 (1st Ext)	\$ 246,637	\$ 1,886	\$ 248,523
FY 20/21 (2nd Ext)	\$ 248,523	\$ 2,103	\$ 250,626
FY 21/22 (3rd Ext)	\$ 250,626	\$ 2,345	\$ 252,970
FY 22/23 (4th Ext)	\$ 252,970	\$ 2,614	\$ 255,585
FY 23/24 (5th Ext)	\$ 255,585	\$ 2,915	\$ 258,500

Lake County Service Authority for Freeway Emergencies (SAFE)			
	Previous Year Base	Increase	New Base Amount
FY 19/20 (1st Ext)	\$ 26,869	\$ 205	\$ 27,074
FY 20/21 (2nd Ext)	\$ 27,074	\$ 229	\$ 27,304
FY 21/22 (3rd Ext)	\$ 27,304	\$ 255	\$ 27,559
FY 22/23 (4th Ext)	\$ 27,559	\$ 285	\$ 27,844
FY 23/24 (5th Ext)	\$ 27,844	\$ 318	\$ 28,161

Notes:

Annual Base Amount includes health care increases, as established in Exhibit A of the original contract. Annual Base Amounts will be adjusted each year using the cumulative California Consumer Price Index California, All Urban Consumers, as stated in Exhibit A of the original contract.

Extension periods are from October 1 of each year through September 30 of the following year. However, new contract amounts will take effect at the start of each Fiscal Year.

The current extension period, 10/1/23 through 9/30/24, covers the last three quarters of FY 23/24 and first quarter of FY 24/25.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: FY 2023/24 Local Transportation Fund (LTF) Estimate **DATE PREPARED:** March 29, 2023
MEETING DATE: April 5, 2023

SUBMITTED BY: Alexis Pedrotti, Project Manager

BACKGROUND:

This time every year, 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 ¼ 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 2022/23 LTF estimate, generated through the established formula, suggested a two-year (2020/21- 2021/22) combined increase of 6.83% that brought the total LTF Estimate to \$1,834,040. As some may recall, because of the unusual and unpredictable circumstances, staff proposed a more cautious approach and requested to reduce the estimate to \$1,700,000 for 2022/23.

Based on the same method, the LTF formula indicates a 7.21% decrease for FY 2023/24. The proposed decrease would reduce the LTF projected revenues by \$133,137 bringing the total FY 2023/24 LTF estimate to \$1,713,429. After careful consideration of the ongoing financial instability of our funding sources, staff would like to propose a further reduction to this year's LTF Fund Estimate bringing it down to \$1,600,000. An adjustment can be considered mid-year if revenues come in at a higher-than-expected rate. In addition, there are \$380,284 of unallocated revenues from fiscal year 2022/23 that will be added to the total funding allocation for the upcoming fiscal year, helping with the reduction in the LTF estimate.

Based on the 2023/24 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 Draft Budget that will encompass the approved LTF Estimate at the May Lake APC Board of Directors meeting. However, it was necessary to begin the budgetary process by discussing this proposed recommendation in greater detail with the Executive Committee at their previous meeting on March 27, 2023. I am requesting the Lake APC Board of Directors consider the recommendation to move forward with the recommended \$1,600,000 Local Transportation Fund (LTF) Estimate, as discussed and approved by the Executive Committee, and further direct staff to proceed with the development of the Draft Lake APC Budget.

ACTION REQUIRED:

Approve the Local Transportation Fund (LTF) Estimate totaling \$1,600,000 for the upcoming FY 2023/24, and the development of the Draft FY 23/24 Lake APC Budget.

ALTERNATIVES:

Do not approve the LTF Estimate as presented and offer additional options to move forward with the FY 23/24 Draft Budget development process.

RECOMMENDATION: Staff recommends that the Lake APC Board approve moving forward with the development of the FY 2023/2024 Lake APC budget with a reduction to the Local Transportation Fund (LTF) Estimate to \$1,600,000, knowing that an amendment can occur mid-way through the fiscal year if higher than expected revenues materialize.

/ajp

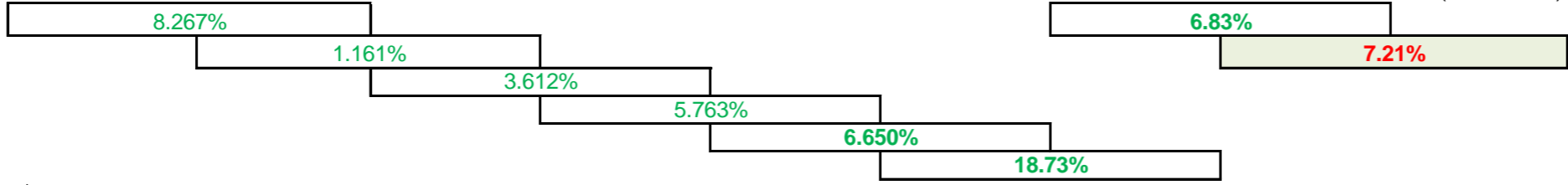
Attachments: FY 2023/24 LTF Estimate Calculation Spreadsheet

Fiscal Year	FY 2014/15 Actuals	FY 2015/16 Actuals	FY 2016/17 Actuals	FY 2017/18 Actuals	FY 2018/19 Actuals	FY 2019/20 Actuals	FY 2020/21 Actuals	FY 2021/22 Actuals	FY 2022/23 Actuals
July	\$ 98,600.00	\$ 96,800.00	\$ 101,400.00	\$ 95,000.00	\$ 130,775.97	\$ 160,899.23	\$ 161,339.02	\$ 227,713.56	\$ 202,383.00
August	\$ 131,500.00	\$ 129,100.00	\$ 135,200.00	\$ 126,600.00	\$ 128,183.15	\$ 115,673.11	\$ 238,709.89	\$ 176,307.16	\$ 179,719.57
September	\$ 114,745.26	\$ 137,553.03	\$ 146,937.08	\$ 192,819.65	\$ 137,127.61	\$ 137,640.01	\$ 152,686.38	\$ 183,424.49	\$ 167,358.93
October	\$ 98,000.00	\$ 96,200.00	\$ 101,100.00	\$ 103,100.00	\$ 177,980.77	\$ 148,773.88	\$ 201,124.30	\$ 202,982.70	\$ 184,700.06
November	\$ 130,600.00	\$ 128,200.00	\$ 134,800.00	\$ 137,500.00	\$ 123,708.23	\$ 161,359.06	\$ 184,827.58	\$ 186,926.72	\$ 169,215.60
December	\$ 120,956.19	\$ 135,951.55	\$ 148,746.50	\$ 157,460.53	\$ 132,499.23	\$ 133,757.69	\$ 140,342.43	\$ 161,960.42	\$ 147,909.42
January	\$ 109,100.00	\$ 96,200.00	\$ 107,600.00	\$ 104,700.00	\$ 145,104.61	\$ 160,593.97	\$ 149,087.17	\$ 175,640.53	\$ 172,114.49
February	\$ 145,400.00	\$ 128,300.00	\$ 143,500.00	\$ 139,600.00	\$ 144,108.67	\$ 177,775.04	\$ 215,556.01	\$172,914.89	\$ -
March	\$ 58,084.15	\$ 158,278.58	\$ 134,201.56	\$ 144,591.96	\$ 125,338.10	\$ 112,724.41	\$ 116,980.96	\$153,160.06	\$ -
April	\$ 83,600.00	\$ 89,900.00	\$ 106,500.00	\$ 93,900.00	\$ 104,604.90	\$ 98,531.91	\$ 141,841.38	\$89,017.26	\$ -
May	\$ 111,400.00	\$ 119,800.00	\$ 142,000.00	\$ 143,107.22	\$ 106,825.06	\$ 128,087.82	\$ 198,328.52	\$166,899.97	\$ -
June	\$ 139,828.20	\$ 141,234.75	\$ 72,549.52	\$ 128,639.79	\$ 133,591.55	\$ 100,709.34	\$ 203,153.23	\$183,335.99	\$ -
Total Fiscal Year	\$ 1,341,813.80	\$ 1,457,517.91	\$ 1,474,534.66	\$ 1,567,019.15	\$ 1,589,847.85	\$ 1,636,525.47	\$ 2,103,976.87	\$ 2,080,283.75	\$ 1,223,401.07
Excess/(Shortfall)	\$ 41,813.80	\$ 157,517.91	\$ 49,040.66	\$ 142,019.15	\$ 113,376.85	\$ 74,965.47	\$ 542,416.87	\$ 380,283.75	\$ (476,598.93)

FY 2022/22 LTF Fund Estimate = FY 21/22 LTF Revenues (July to Jan) \$1,314,955.58 compared to FY 2022/23 LTF Revenues (July to Jan) \$1,223,401.07 = **7.21% decrease**. Then take FY 2022/23 LTF Estimate (\$1,846,566.18) x 7.21% = \$133,137.42 decrease.

FY 2021/22 July to Jan: \$ 1,314,955.58
FY 2022/23 July to Jan: \$ 1,223,401.07

72% Revenue received based on LTF Estimate



(This comparison is based on 7 months)

LTF ESTIMATE BUDGETED:

FY 2022/23 = \$1,846,566.18 \$ 1,700,000 *Historical Info.*
FY 2023/24 = \$1,713,428.76 \$ 1,600,000 **Recommendation to decrease FY 2023/24*

LTF 5% Reserve Policy FY 23/24 \$ 80,000.00 (1600000*0.05)

Percentage Calculator
<https://www.calculatorsoup.com/calculators/algebra/percent-difference-calculator.php>



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Lake APC Board Member Travel Reimbursement Update

DATE PREPARED: 3/30/23

MEETING DATE: 04/05/23

SUBMITTED BY: Lisa Davey-Bates, Executive Director

UPDATE:

Since September 2022 staff has been working to find a resolution to the travel stipend issued that arose through CalPERS, who had made the determination that Social Security and Medicare benefits should be deducted from payments made to Lake APC Board Members, even if it was a stipend for travel costs and meals to and from meetings. In their opinion, members of the Lake APC were “employees” of the agency and would be subject to withholding practices.

Per direction of the Board at the last meeting, staff reached out to local agencies to explore the possibility of processing stipends through their payroll systems. One agency agreed, another was considering it, and the third declined, concerned that it may affect their agency as well.

Since that time, several conversations have taken place to find a resolution to the situation. After consultation with our attorney, Derek Cole, the State Social Security Administrator’s Office, CalPERS, the local jurisdictions and our fiscal auditor, it has been determined that the Lake APC is responsible for deducting certain expenses if stipends are given for travel. To avoid this, the auditor recommended moving towards mileage and meal reimbursements in lieu of a standard stipend, because (as frustrating as it is) the IRS does view the Lake APC Board Members as employees of the Lake APC.

The mileage reimbursement would be an estimated \$300-\$400 per year (depending on the location of the Board Member), and meals could also be claimed. This reimbursement process would not be burdensome for the administration.

The standard mileage rate set by the IRS, applicable in California, is **65.5 cents per business mile** from January 1st, 2023.

ACTION REQUIRED: Move from a standard \$50 travel stipend to the standard mileage and meal reimbursement rate set by the IRS, and applicable in California.

ALTERNATIVES: Discontinue receiving travel stipends to avoid such withholdings.

RECOMMENDATION: Move towards method of travel reimbursement for actual incurred expenses per the requirements of the Internal Revenue Service.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

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EXECUTIVE COMMITTEE (DRAFT) MEETING MINUTES

Wednesday, March 27, 2023

Location: Lake Transit Authority
9240 Highway 53, Lower Lake, California

Present

Stacey Mattina, City Council Member, City of Lakeport
Russell Perdock, City Council Member, City of Clearlake

Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC
Alexis Pedrotti, Admin. Staff - Lake APC
Jesus Rodriguez, Admin. Staff - Lake APC

Present via Zoom

Nephele Barrett, Planning Staff – Lake APC
Charlene Parker, Admin. Staff - Lake APC

1. Call to Order/Roll Call

The meeting was called to order at 10:11 am. Members present: Mattina and Perdock– Absent: Simon.

2. Approval of March 2, 2022 Minutes

Director Mattina made a motion to approve the March 2, 2022 Draft Meeting Minutes, as presented. The motion was seconded by Director Perdock. Ayes (2)-Directors Mattina and Perdock; Noes (0); Abstain (0); Absent (1)- Simon.

3. Discussion and Recommendation of Contract Options between Lake Area Planning Council and Davey-Bates Consulting for Administrative Services and Dow & Associates for Planning Services

Lisa Davey-Bates provided background of the original contract procurement and a brief history leading up to the current contract. Lisa reported that staffing for the Lake Area Planning Council (APC) was previously provided through a single contract, but the administrative and planning functions were separated in 2014. At that time, a competitive procurement process was followed which included separate Requests for Proposals for the administration and planning functions which currently are provided through contracts with private consulting firms, Davey-Bates Consulting and Dow & Associates. The original contract period was five years and allowed up to five one-year extensions.

Currently, both contractors are fulfilling their fourth, one-year contract extension, which will expire on September 30, 2023. This is the final one-year contract extension allowed under the original contract. A long-standing recommendation from the Executive Committee is to take action early in the year to allow sufficient time for the potential of new Request for

Proposals (RFP) process if needed. If the option to extend both contracts was preferred, the fifth extension period would go through September 30, 2024.

Lisa discussed possible options for handling the RFP process, including delegating the task to the County of Lake or outsourcing it from Association of Monterey Bay Area Governments who are experienced in this area and familiar with Caltrans requirements, as well as other options, but reminded the Committee that staff would not be able to assist in the process.

Lisa explained that as part of the staff report, both contractors included one-year extensions, outlining the contract base amounts based on the 11.5% insurance increase. She noted that the annual CPI increase would also apply to both contracts, which was 7.3% for the prior calendar year.

Director Mattina provided positive comments about the consistency and quality of work performed by both contractors and agreed that the 7.3% CPI increase was reasonable. After a brief discussion, Director Perdock felt comfortable moving forward with additional one-year extensions on both contracts. Lisa and Nephele thanked the committee members for their ongoing support.

Director Mattina made a motion to extend the existing contracts between the Lake County/City Area Planning Council and Davey-Bates Consulting and Dow & Associates for a period of one-year with the 7.3% CPI increase. The motion was seconded by Director Perdock and carried unanimously. Ayes (2)-Directors Mattina and Perdock; Noes (0); Abstain (0); Absent (1); Director Simon.

4. Discussion and Recommended Approval of the FY 2023/24 Local Transportation Fund (LTF) Estimate

Alexis Pedrotti reported that the administrative staff has initiated the development of the upcoming fiscal year budget as part of their annual process. In compliance with the Transportation Development Act (TDA), the County Auditor's office must provide the Regional Transportation Planning Agency (RTPA) the Local Transportation Fund (LTF) estimate, sourced from ¼ cent of sales tax revenues. Alexis noted that according to the TDA, the County Auditor's office is tasked to provide annual LTF estimates, but after years of not receiving the information, a process was developed similar to the one used by the Mendocino County auditor's office. Alexis explained that due to the financial instability and unpredictability of funding sources, staff is proposing a reduction to this year's LTF Fund Estimate.

Using the same formula, the 2023/2024 LTF estimate indicated a 7.21% decrease, resulting in a total LTF estimate of \$1,713,429. However, staff proposes a further reduction to \$1,600,000, considering ongoing financial instability. Alexis noted that a mid-year adjustment can be considered if revenues exceed expectations.

Alexis reported that staff would present the LTF Estimate and Draft Budget together at the May Lake APC Board of Directors meeting. However, staff felt it was essential to discuss the proposed recommendation in greater detail with the Executive Committee before presenting the draft budget. Alexis will begin drafting the budget based on the Executive Committee's recommendation for the LTF estimate.

Director Perdock inquired if the estimate was conservative enough, considering inflation. Lisa agreed and explained that staff recommends \$1.6 million which is considerably lower than the estimate. If needed, unallocated LTF reserves are available to cover any shortfall.

Director Perdock recommended moving forward with the development of the FY 2023/24 Draft Budget with a LTF Estimate of \$1,600,000, knowing that an amendment can occur if higher than expected revenues materialize. The motion was seconded by Director Mattina and carried unanimously. Ayes (2)-Directors Mattina and Perdock; Noes (0); Abstain (0); Absent (1) Director Simon

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

None

6. Reports/Information

Lisa Davey-Bates reported that staff had been working to find a solution for the evolving stipend issue. Staff contacted the Lake APC's fiscal auditor, who stated that the IRS considers board members as employees and, if providing stipends, the board should withhold Medicare and Social Security. To circumvent this, the auditor recommended moving towards mileage and meal reimbursements in lieu of a standard stipend.

Staff reached out to local agencies to explore the possibility of processing stipends through their payroll systems. One agency agreed, another was considering it, and the third declined, concerned that it may affect their agency as well.

Lisa mentioned that the only path forward seems to be mileage reimbursement. Charlene calculated an estimated payment, based on board members' locations and meeting venues, and the reimbursement would be an estimated \$250 per year without meals, which could also be claimed. This reimbursement process would not be burdensome for the administration.

Director Perdock asked if the Board should be careful about supporting or opposing the stipend issue, and acknowledged the difficulty in filling public seats and agreed that some people may care about the stipends. The plan is to present the option of claiming meals and mileage at posted IRS rates to the board members at the April 2023 meeting.

Lisa emphasized that handling the reimbursement process would not be cumbersome and that Lake APC staff would rather offer this option than nothing at all. Staff will present the proposal during the board meeting, with a handout illustrating the potential reimbursement value. A simple method for submitting mileage and meal claims to minimize any hassle for board members will be provided.

7. ADJOURNMENT

The meeting was adjourned at 10:39 a.m.

Respectfully Submitted,

DRAFT

Jesus Rodriguez
Administrative Assistant



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TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday, February 16, 2023
9 a.m.

Meeting held via Zoom (note that it was a hybrid meeting)

Present

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

Absent

Efrain Cortez, California Highway Patrol
Alan Flora, City of Clearlake
Mireya Turner, County of Lake (Community Development Director)
Kevin Ingram, City of Lakeport (Community Development Director)

Also Present

Lisa Davey-Bates, Lake Area Planning Council
Michael Villa, Lake Area Planning Council
Alexis Pedrotti, Lake Area Planning Council
John Speka, Lake Area Planning Council
Jody Lowblad, Lake Area Planning Council
John Everett, County of Lake, Public Works
Laurie Hall, County of Lake, Community Development
Olivia Grupp, City of Lakeport
Kyle Finger, Caltrans District 1
Laurie Fisher, Lake Links
Lars Ewing, Lake County Public Services

1. Call to order

The meeting was called to order at 9:02 a.m.

2. Approval of January 19, 2023 Minutes

Motion by James, seconded by Ron, and carried unanimously to approve the January 19, 2023, minutes as written.

3. Vehicle Miles Traveled Screening Tool Discussion and Possible Action on Future Use.

John went over Vehicle Miles Traveled Regional Baseline Study that was adopted by the Lake APC Board back in November 2020. As part of the Baseline Study project, an online “VMT Screening Tool” was developed by the consultants, Fehr & Peers, for those preparing CEQA documents to help judge whether a project will potentially reach a threshold of significance with respect to VMT impacts. Because it required a specialized platform, Fehr & Peers offered to host the tool under a two year contract with APC for \$5,000 per year. The contract is now set to expire at the end of June. From discussions with Mendocino officials with a similar contract, the cost of the platform will be going up to approximately \$6,700 per year. After discussion, it was noted that Victor Fernandez and Laurie Hall (Community Development Planners from the City of Lakeport and the County of Lake, respectively) expressed interest in using this tool for upcoming projects. The question before the TAC was whether or not to continue funding the hosting with Fehr & Peers.

Motion by Ron, seconded by Blake, and carried unanimously to keep the “VMT Screening Tool” this year and keep looking for an alternate host that can provide the service at a cheaper cost.

4. Discussion and Review of FY 2023/24 Overall Work Program (OWP)

Alexis reported that after the preliminary discussion of the FY 2023/24 Draft Overall Work Program (OWP) in last month’s Lake TAC meeting, APC Administration Staff reviewed the Local Transportation Fund (LTF) revenues received to-date and developed an estimate for FY 2023/24. The LTF estimate unfortunately indicates a 7.21% decrease for the upcoming year.

Alexis advised that the five-year professional services contract for APC Planning services (with Dow & Associates) is due to expire 9/30/23, with a one-year extension option. Therefore, for draft budget purposes, the funding estimated for APC Planning Staff includes a 4% increase over the FY 2023/24 amount, since the contract amount is not yet known. The exact amount will not be known until a new (or extended) contract is awarded by the Lake APC, likely in late spring/early summer reflecting the actual CPI increase from the prior calendar year.

Alexis went over the FY 2023/24 Draft Overall Work Program. After TAC review and direction, Alexis will finalize the FY 2023/24 Draft OWP for submission to Caltrans by the March 1 due date. Caltrans will review the Draft and provide comments. Carryover projects and any needed adjustments will be added, and the Final Work Program will be presented for TAC review and recommendation in May.

Staff is requesting that Lake TAC review this material and choose whether or not to make a recommendation to approve the Draft FY 2023/24 Overall Work Program, for submittal to Caltrans by March 1, 2023.

Motion by Scott, seconded by Adeline, and carried unanimously to approve the Draft FY 2023/24 Overall Work Program, for submittal to Caltrans by March 1, 2023.

5. Announcements and Reports

a. Lake APC

i. Update on Planning Grant

John provided updates on several Projects/Grants that he is currently working on.

The Konocti Corridor Vehicle Miles Traveled (VMT) To date, a background analysis (e.g. project and plan reviews, safety data, driveway density, roadway capacity, etc.) was completed in December summarizing existing conditions of both the north shore route and the preferred southern route (SR 20/53/29). A large part of the project will rely on traffic modeling data from an in-progress study led by Caltrans District 1, which is expected around March. At that point, the remaining parts of the study can be resumed.

Konocti Corridor Equity Analysis Study- Similar to the Konocti Corridor VMT Study, this project will assist in answering potential grant application questions related to issues of “equity.” Initially part of the VMT Study scope of work, it has been separated out as a stand-alone project and is being prepared in-house by APC staff. Traffic modeling data from Caltrans District 1 will also be used to help complete this study.

Lake 29 Improvement Project- Lake APC and District 1 staff continue to seek out appropriate funding opportunities for Segments 2A and 2B of the Lake 29 Improvement Project. Most recently, on November 18, District 1 (with assistance from APC staff) prepared and submitted an application through the Trade Corridor Enhancement Program (TCEP) for the 2B portion of the needed right-of-way funds (\$43.571 million).

Reconnecting Communities Program- Lake APC, City of Clearlake, and Caltrans District 1 have been looking for funding sources for a bicycle/pedestrian overpass on SR 53 near South Center Drive. There will be two competitive funding programs that may potentially work for the project. One is the Reconnecting Communities Program through the federal infrastructure bill; a 50% match would be required for the project, which would likely cost over \$5 million. The second program is through the State and is known as “Reconnecting Communities: Highways to Boulevards.” A match would not be required for this program. Caltrans and City have been discussing strategies for a potential application.

Sustainable Transportation Planning Grant Program- A Call for Projects for the newest round of Sustainable Transportation Planning Grants was recently released. Lake APC staff is working on three grants. The first is for a Zero Emission Vehicle (ZEV) Infrastructure Plan to study appropriate locations and corridors to accommodate future charging/alternative fueling stations. A second application will be for a Ferry Service Feasibility Study for Clear Lake. A third application will be made for a Wildfire Evacuation Plan. Past attempts at funding an evacuation plan were unsuccessful, but this cycle will have additional funding available for Adaptation Planning grants, which the project would be better suited for.

ii. Pavement Management Plan (PMP) Update

Michael reported that the PMP project conducted by Nichols Consulting Engineers (NCE) is still in the process. NCE has finalized their reports for City of Clearlake and City of Lakeport, and is still working on the first draft of the report for Lake County. The County Pavement Project, which is a 5-year plan being prepared by the County that complements the PMP update, must be completed before the PMP update can be finalized for the County. Lake APC Staff and NCE Staff recently agreed on a contract extension that expires 4/30/2023. The contract extension did not include an increase in cost.

The Transit Development Plan (TDP) After an evaluation of current conditions, service alternatives were developed that would change existing public transit service to satisfy the requests received through surveys and public outreach as well as make the transit system more efficient. A presentation was presented to SSTAC on 1/23/2023 highlighting the developed service alternatives for LTA to improve mobility for residents, adjust to a post-COVID world and increase efficiency. The next step is to conduct public outreach in February regarding the presented alternatives, draft a plan in March and present to the APC board in April with Final Draft completed in May.

iii. Miscellaneous – None

b. Lake Transit Authority

i. Transit Hub Update

Lisa reported that LTA met with Caltrans on February 15, 2023 and they will soon be moving forward with design. LTA is finalizing the environmental aspect of the project. LTA has approximately \$150,000 remaining from the environmental phase of the project and is looking for approval to use it to hire a project manager/consultant to create a bridging document to help LTA define how the project will proceed with design and construction. LTA is looking at allocating the next phase in May 2023. LTA is looking at purchasing buses sooner rather than later due to supply chain issues.

ii. Current Transit Projects

James reported that the contactless payment system is still moving forward, just slower than anticipated. LTA is hoping to have a soft roll out within the next 3 weeks. Lake County is the last county for the roll out, this is a good thing as hopefully all the bugs will be worked out by the time LTA does the roll out for them.

iii. Miscellaneous. None

c. Caltrans

i. Caltrans Funding Presentation:

Kyle gave a thorough presentation on the following grant opportunities for Lake County. State Funding Overview: Highway Safety Improvement Program (HSIP), local Partnership Program (LPP), State Transportation Planning Grants (STPG), State Transportation Improvement Programs (STIP), Clean California Local Grant Program (CCLGP), Active Transportation Program (ATP), Transit and Intercity Rail Capital Program (TIRCP), Local Climate Adaptation Program (LTCAP) and Local Streets and Roads Programs (LSRP). Kyle is emailing Lisa a copy of all the programs that are available and she will be emailing them out to everyone.

ii. Lake County Projects Update- Blake reported that the application for the Complete Street Improvement Grant for HWY 20 in Lucerne is being submitted at the end of February and awards will be announced by June 28, 2023. Awards for the TCEP grant for segment 2B for the Konocti Corridor will be announced June 8, 2023. Finally, Caltrans will be holding a workshop on March 7th for the Reconnecting Communities

Highways to Boulevards pilot program, which can potentially be used to fund a Clearlake Multi Model overcrossing project. You can find the details on their website.

iii. Miscellaneous – None

d. Regional Housing Update – John reported the cities of Lakeport and Clearlake have used all their funds in the REAP program. John is currently helping the County and trying to see if they can use their REAP funds on a Housing Element update. Also, jurisdictions may want to consider applying for “pro-housing designations,” which can potentially help with scoring extra points on future housing grant opportunities.

e. Local Agency Updates -

County of Lake: Scott DeLeon reported that the bridge project on Bartlett Springs Road was approved. The new bridge on Witter Springs Road was damaged by the flooding in January and the contractor needs to repair the damage. The Middletown Multi-Use path in Middletown will start sometime this construction year but they are still waiting for a Caltrans encroachment permit and will be working with Caltrans to get it resolved. John Everett reported that he spoke with Alexis regarding the \$51,000 set aside from the 2% bike/ped funds and that they will be using them on a current project.

County of Lake - Public Services: Lars Ewing updated the Lake TAC on the Master Plan on Parks, Rec and Trails. They have a new survey they would like to email out to TAC to collect some more information. Lars and Lisa have been working together on reinstating the trips up to Konocti with LTA.

City of Lakeport: Ron Ladd reported the City of Lakeport will be using their leftover money from the 2% bike/ped funds on a survey and design for the 11th Street Corridor Study to connect 10th Street to Pool Street. They should start this in the next construction season.

6. Information Packet

i. Caltrans Sustainable Planning Grant Virtual Office Hours (handout)

Blake went over the flyer that was in the TAC packet regarding virtual office hours.

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 – March 16, 2023

9. Adjourn Meeting – Meeting adjourned at 10:29 a.m.

Respectfully Submitted,

Jody Lowblad
Lake Area Planning Council