



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
[www.lakeapc.org](http://www.lakeapc.org)

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

## LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) AGENDA

Wednesday, October 11, 2023  
9:00

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

**Alternate Conference Location:**  
Caltrans-District 1  
1656 Union Street  
Eureka, California

### Zoom Login:

**Dial-in number: 1 (669) 900-6833 / Meeting ID: 828 5632 9529 # Passcode: 937208**

*(Zoom link provided to the public by request.)*

Public comments will be accepted in person and through teleconference during the meeting on any agenda item when public comment is invited by the Chair.

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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 agenda

### **CONSENT CALENDAR**

4. Approval of September 13, 2023 Minutes
5. Second Amendment to the FY 2023/24 Lake APC Overall Work Program

### **REGULAR CALENDAR**

6. Discussion and Possible Approval of Consultant Procurement for Professional Services for Administrative and Planning Services

### **RATIFY ACTION**

7. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council
8. Consideration and Adoption of Recommendations of Policy Advisory Committee

### **REPORTS**

9. Reports & Information:
  - a. Lake APC Planning Staff
    - i. Lake County State Highway Safety Concerns (*Speka*)
    - ii. Miscellaneous
  - b. Lake APC Administration Staff
    - i. RuralREN Update (*Davey-Bates*)
    - ii. Senate Bill 125 – Transit & Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) (*Davey-Bates*)
    - iii. Next Meeting Date – **November 8, 2023** (*Lower Lake*)
    - iv. Miscellaneous

- c. Lake APC Directors
- d. Caltrans
  - i. SR 29 Project Update (*Pimentel*)
  - ii. Lake County Project Status Update (*Ahlstrand*)
  - iii. Lake 29 – Konocti Corridor Improvement Project Flyer
  - iv. Miscellaneous

**LAKE APC PROJECT TOUR (*Timed Item 9:30*)**

- County of Lake – Middletown Multi-Use Trail Project (*De Leon*)
- City of Clearlake – Dam Road Extension/South Center Drive Sidewalk Project (*Leyba*)

**INFORMATION PACKET**

- 10. a) 9/13/23 Executive Committee Minutes

**ADJOURNMENT**

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**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.

POSTED: October 5, 2023

Attachments:

- Agenda Item #4 – 9/13/23 Lake APC Draft Minutes*
- Agenda Item #5 – Staff Report & OWP 2<sup>nd</sup> Amendment*
- Agenda Item #6 – Procurement Staff Report & Cost Estimate*
- Agenda Item #9ai – Highway Safety Concerns – Letter & Maps*
- Agenda Item #9bii – SB 125 Staff Report*
- Agenda Item #9dii – LC Project Status Update*
- Agenda Item #9diii – Konocti Corridor Flyer*
- Information Packet – 10 a) 9/13/23 Executive Committee Minutes*



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

Wednesday, September 13, 2023

Location: Clearlake Senior Center - (Auxiliary Room)  
3245 Bowers Road  
Clearlake, California & Zoom

### Present

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

### Absent

Kenneth Parlet, Council Member, City of Lakeport

### Also Present

Lisa Davey-Bates, Executive Director – Lake APC  
Alexis Pedrotti, Admin Staff – Lake APC  
James Sookne, Admin Staff – Lake APC  
Charlene Parker, Admin Staff – Lake APC  
Jesus Rodriguez-Garcia, Admin Staff – Lake APC  
Nephele Barrett, Planning Staff – Lake APC  
Laurie Fisher, Mobility Programs Manager – Lake Links  
John Speka, Senior Transportation Planner – Lake APC  
Michael Villa, Planning Staff – Lake APC  
Johnnie Lindsey, Project Manager – Paratransit Services  
Phil Dow – Public  
Renata Appel – Lake County Record-Bee

### Attending via Zoom

Tatiana Ahlstrand - Caltrans District 1 (Policy Advisory Committee)  
Jeff Pimentel – Caltrans  
Andreas Krause - Caltrans Traffic Safety  
Christie Scheffer - Paratransit Services

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#### 1. Call to Order/Roll Call

Chair Mattina called the meeting to order at 9:00 a.m. Secretary Charlene Parker called roll.  
Members present: Sabatier, Simon, Cremer, Mattina, Perdock, Leonard

#### 2. Adjourn to Policy Advisory Committee

Chair Mattina adjourned to the Policy Advisory Committee (PAC) at 9:01 a.m. to include

Caltrans District 1 staff and allow participation as a voting member of the Lake APC.

### **PUBLIC EXPRESSION**

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

### **CONSENT CALENDAR**

#### **4. Approval of August 9, 2023 Draft Minutes**

Director Sabatier requested that the minutes be corrected to reflect that the Board reached a consensus to direct staff to seek partnerships with local tribes to enhance their chances of receiving federal grants.

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

*Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Cremer, Mattina, Perdock, Leonard, Tatiana Ablstrand (PAC), Noes (0); Abstain (0); Absent (1) Director Parlet*

### **REGULAR CALENDAR**

#### **5. Discussion Highway Lane Configuration – Caltrans District 1**

Andreas presented a slideshow identifying safety and operational concerns identified by the Board on state highways in Lake County. Acknowledging that he had been briefed by Tatiana about several long-standing concerns, Andres expressed his intention to gather more information to better understand those issues. The first topic Andres brought up was collision history in Lucerne, which he had noted from the previous meeting minutes. The incidents included a vehicle driving into a creek, hitting some bollards, and potentially other unreported collisions. Andres sought to understand the geographical scope of these concerns. Various Directors contributed their observations, citing lighting and traffic calming as potential issues, particularly along the Highway 20 corridor. Director Mattina mentioned that these concerns had been discussed in previous board meetings with Caltrans.. Additionally, Director Parlet had spoken extensively about these issues in previous meetings spanning years. Director Parlet's emphasis was on pedestrian safety, as the highway essentially serves as the town's main street. Another concern raised was that vehicles often dangerously passed slower cars using the center turn lane.

Two approaches were suggested for relaying concerns to Caltrans: using the customer service request form on the website or sending a detailed letter. The latter was recommended, as it would allow for a more organized and unified communication of concerns. Director Mattina pointed out that many of these issues had been raised in previous years without adequate response from Caltrans. Andreas acknowledged the frustration and indicated that being new to the role, he was committed to understanding and addressing the concerns. He also stated that despite current staffing limitations, safety investigations would be conducted. Director Sabatier noted the need for better documentation of their concerns to maintain continuity, especially in the event of staffing changes. Lisa Davey-Bates recommended perhaps forming an ad-hoc committee to delve deeper into the issues and to compile their concerns in a detailed letter with supporting maps to provide a clearer picture of the problem areas. The letter would serve as a living document, allowing for updates and revisions as needed.

#### **6. Proclamation Honoring Director Leonard for his Service**

Lisa Davey-Bates gave a standing ovation honoring Director Chuck Leonard for his years of service to the Lake Area Planning Council (APC), the Lake Transit Authority (LTA), and the

community. She detailed the positive impact Director Leonard had over the years. Everyone expressed gratitude for Chuck Leonard's mentorship, wisdom, and the memorable experiences they had shared during their time working together on various projects. The proclamation recognized Director Leonard's 16 years of dedicated service from 2007 to 2023. Chuck was recognized for his role as the CalCOG delegate or alternate for over a decade, and also praised for his strong leadership on important transportation, planning, and funding issues. The proclamation pointed out that Leonard's leadership was instrumental in enhancing transit service and making progress towards the region's transportation improvement goals.

## **RATIFY ACTION**

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

Chair Mattina adjourned the Policy Advisory Committee at 9:45 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 Cremer and carried unanimously.*

*Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Cremer, Mattina, Perdock, Leonard, Noes (0); Abstain (0); Absent (1) Director Parlet*

## **REPORTS**

### **9. Reports & Information**

#### **a. Lake APC Planning Staff**

##### *i. Planning projects*

John provided an update on various planning projects that the Lake APC is currently engaged in. Several projects, funded through grants including reconnecting communities through highways and boulevards, social development initiatives, and mobility for seniors and individuals with disabilities were discussed. The Board was informed about a 5310 grant that aims to continue non-emergency transportation services, and to initiate micro transit in the cities of Lakeport and Clearlake.

John discussed sustainable transportation projects, including the Wildfire Evacuation Preparedness Plan, Zero Emission Vehicle Parking Infrastructure Plan, and a Ferry Service Feasibility Study. While they were successful in obtaining funds for the Wildfire Plan, the other two were unsuccessful. It was noted that they scored well, but the competition was fierce. A proposal was made to apply for a Tribal Land Access Needs Study, aimed at establishing a priority list of projects in consultation with local tribes. Director Simon clarified the types of grants and funds that could be available, especially in collaboration with tribal governments. Director Simon emphasized that substantial funds were flowing into county programs and that collaboration could benefit the broader community, as well as the tribal governments.

##### *ii. State & Regional Transportation Improvement Program (STIP/RTIP) Update*

Michael Villa gave an update on STIP/RTIP, which included a call for projects that was sent out on August 18 with a deadline of October 6. After that, projects would be scored, and brought to the Board for comment and proposed approval.

##### *iii. Miscellaneous*

None.

#### **b. Lake APC Administration Staff**

*i. Rural REN Update*

Lisa informed the Board that while the topic of the RuralREN had not been in recent discussions, it would soon be a focal point. Numerous meetings had been taking place to refine implementation plans on the seven programs. In terms of staffing, there are plans to hire a program manager and specialist in the upcoming months, and both of these positions were budgeted in the RuralREN's business plan.

*ii. Executive Committee Meeting – September 13, 2023*

*iii. Next Meeting Date – October 11, 2023 (Clearlake)*

*iv. Miscellaneous*

None.

**d. Caltrans**

***i. SR 29 Project Update:***

Jeff shared the excitement about the prospect of a new grant writer who would be introduced soon. The grant writer was expected to secure substantial funds over the next two years, underscoring the significance of their role. He expressed enthusiasm about the potential projects in the pipeline, particularly emphasizing transportation needs, and microgrid feasibility studies. Jeff also highlighted the importance of collaboration, citing a recent trip to Sacramento he had taken with Lisa and Richard Mullen. The purpose of the trip had been to present the Konocti Corridor project that seeks to improve an 8 mile segment of Lake 29, and also improve bike, ped facilities and traffic calming along the North Shore.. The reception in Sacramento was positive, with the presentation providing a comprehensive understanding of the project's benefits. Jeff remained hopeful about securing funding for right-of-way for segment 2B. Jeff touched upon the evolution of the project's branding, emphasizing the shift from expansion projects to more community-centric initiatives. Lisa discussed the benefits that the project would bring, especially in improving the quality of life for residents on the North Shore and enhancing the Main Street communities. Director Sabatier expressed his eagerness to submit letters of support if need be.

***ii. Lake County Project Status Update:***

Tatiana addressed a previous inquiry regarding the pavement condition near Kits Corner. Tatiana clarified that the section in question was south of the finished Lake 29 Expressway segment. The area has been identified for maintenance in 2025, where it will likely undergo micro-surfacing with some excavation to rectify the uneven pavement. Lisa mentioned that the Lake 29 project could have potential repercussions of enhancing the pavement quality along an eight-mile segment, by reducing the amount of State Highway Operation and Protection Program (SHOPP) funds obtainable for the subsequent two segments. This implies that there might be intentional preservation of some rougher pavement conditions.

Tatiana then shifted focus to the North Shore Complete Streets project, mentioning a recent presentation at the Eastern Town Hall meeting on September 6th. Another presentation is scheduled for the Western Town Hall meeting on September 20th. Tatiana also extended congratulations to the Lake Area Planning Council for receiving a Climate Adaptation Planning grant, and Robinson Rancheria for their Sustainable Transportation Planning grant.

***iii. Miscellaneous:***

**e. Rural Counties Task Force**

*i. Next Meeting Date – September 15, 2023 (Sacramento)*

**f. California Transportation Commission**

*i. Next Meeting Date – September 20-21 (Sacramento)*

- g. **California Association of Councils of Governments** (CalCOG)
  - i. CDAC Meeting – *(September 27)*
  - ii. CalCOG Board of Directors Meeting – *(September 22)*
- h. Miscellaneous  
None.

**ADJOURNMENT**

The meeting was adjourned by Chair Mattina at 10:11 a.m.

Respectfully Submitted,

***DRAFT***

Jesus Rodriguez-Garcia  
Administrative Assistant



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## STAFF REPORT

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**TITLE:** Second Amendment to FY 2023/24 Overall Work Program

**DATE PREPARED:** October 4, 2023

**MEETING DATE:** October 11, 2023

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**SUBMITTED BY:** Alexis Pedrotti, Project Manager

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### **BACKGROUND:**

The Final FY 2023/24 Overall Work Program (totaling \$600,682) was adopted by the Lake APC Board on June 7, 2023; the Board recently adopted the First Amendment to the Overall Work Program (totaling \$718,593) on August 9, 2023; now staff is presenting a Second Amendment to the Overall Work Program for FY 2023/24. Included in the proposed Second Amendment for consideration is the inclusion of Lake APC's recently awarded Caltrans Sustainable Transportation Planning Grant award to complete the Lake County Wildfire Evacuation and Preparedness Plan.

As mentioned above, Lake APC was recently notified of its successful Sustainable Transportation Planning Grant to complete the Lake County Wildfire Evacuation and Preparedness Plan. Included in the conditional award requirements set forth by Caltrans, Lake APC must amend the current Overall Work Program to reflect the new project and meet local match requirements. The total project cost is \$201,700, of which \$178,564 is grant funding and \$23,136 is the local match requirement. As part of the Final Overall Work Program, staff included Local Transportation Funds under the Project Reserve in anticipation of receiving a grant award. The project tasks, deliverables, and funding have been added to the new Work Element 615 – Lake County Wildfire Evacuation and Preparedness Plan (attached) for review.

To fully fund the local match requirement of the recently awarded grant, staff utilized some Local Transportation Funds (LTF) from both Work Element 604 – Lake County Project Reserve (totaling \$20,000) and Work Element 612 – Countywide Technology Support Services (totaling \$3,136). There were available funds under Direct Costs for Work Element 612 due to no longer needing the VMT Hosting Tool, as originally budgeted.

Included with the staff report is the Second Amendment to the Overall Work Program totaling \$897,157. For clarification purposes, the changes have been shown in **bold** and ~~strikeout~~. I am requesting the Lake APC consider the recommended changes and take action to approve the 2023/24 OWP Amendment as proposed. A digital copy of the proposed Second Amendment (Financial Spreadsheets) is provided for your review. Hard copies will be provided upon request.

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### **ACTION REQUIRED:**

Consider approval of Second Amendment to FY 2023/24 Overall Work Program, as proposed.

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### **ALTERNATIVES:**

Do not approve amended Work Program and provide alternative suggestions.

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### **RECOMMENDATION:**

Accept staff's recommendation to approve the Second Amendment to the FY 2023/24 Overall Work Program (OWP) and authorize Executive Director to sign appropriate certifications and revised OWP Agreement (as needed), and forward to Caltrans as required.



**LAKE COUNTY WORK PROGRAM  
SUMMARY OF FUNDING SOURCES BY WORK ELEMENT  
FY 2023/24 (FINAL AMENDED)**

WE	Title	State RPA	State RPA C/O	State PPM	Local LTF	Other	Total Costs
600	Regional Planning & Intergovernmental Coordination	\$ 156,689	\$ 5,391	\$ -	\$ -	\$ -	\$ 162,080
601	TDA Activities & Coordination	\$ -	\$ -	\$ -	\$ 72,595	\$ -	\$ 72,595
602	Transit Planning & Performance Monitoring	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
603	Lake Co. Priority Interregional Facilities Study <i>(Carryover)</i>	\$ -	\$ -	\$ -	\$ 60,575	\$ -	\$ 60,575
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
					\$ -		\$ -
605	Federal & State Grant Prep., Monitoring & Assistance	\$ 25,411	\$ 2,365	\$ 2,172	\$ 26,289	\$ -	\$ 56,237
606	Speed Zone Studies	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 12,500
607	Special Studies	\$ 35,000	\$ 1,612	\$ 8,785	\$ 45,172	\$ -	\$ 90,569
608	Planning, Programming, & Monitoring	\$ 18,400	\$ -	\$ 90,053	\$ 5,246	\$ -	\$ 113,699
609	Sustainable Transportation Planning	\$ 8,500	\$ -	\$ -	\$ -	\$ -	\$ 8,500
610	Active Transportation	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
611	Pavement Management Program Update <i>(Carryover)</i>	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500
612	Technology Support Services	\$ -	\$ -	\$ -	\$ 15,300	\$ -	\$ 15,300
		\$ -	\$ -	\$ -	\$ 12,164	\$ -	\$ 12,164
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 7,337	\$ -	\$ 7,337
614	Infra Cost & Bus Perfor. Analysis of Electric & Hydro Buses	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
615	<b>Lake County Wildfire Evacuation &amp; Preparedness Plan</b>	\$ -	\$ -	\$ -	\$ 23,136	\$ 178,564	\$ 201,700
616	Training	\$ -	\$ -	\$ -	\$ 11,701	\$ -	\$ 11,701
	<b>Totals</b>	\$ 294,000	\$ 9,368	\$ 101,010	\$ 314,215	\$ 178,564	\$ 897,157

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

WE	Title	Lake DPW	Lakeport	Clearlake	APC Staff Consultant	Other	Total Costs
600	Regional Planning & Intergovernmental Coordination	\$ 15,174	\$ 217	\$ 7,000	\$ 137,689	\$ 2,000	\$ 162,080
601	TDA Activities & Coordination	\$ 744	\$ 151	\$ 3,000	\$ 57,688	\$ 11,012	\$ 72,595
602	Transit Planning & Performance Monitoring	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
603	Lake Co. Priority Interregional Facilities Study - <i>Carryover</i>	\$ -	\$ -	\$ -	\$ -	\$ 60,575	\$ 60,575
604	Lake County Project Reserve Funds	\$ -	\$ -	\$ -	\$ -	<del>\$ 20,000</del>	<del>\$ 20,000</del>
						\$ -	\$ -
605	Federal & State Grant Prep., Monitoring & Assistance	\$ 6,700	\$ -	\$ 5,392	\$ 44,145	\$ -	\$ 56,237
606	Speed Zone Studies	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 12,500
607	Special Studies	\$ 30,172	\$ 5,000	\$ 10,000	\$ 45,397	\$ -	\$ 90,569
608	Planning, Programming, & Monitoring	\$ 10,414	\$ 40,000	\$ 5,000	\$ 58,285	\$ -	\$ 113,699
609	Sustainable Transportation Planning	\$ -	\$ -	\$ -	\$ 8,500	\$ -	\$ 8,500
610	Active Transportation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
611	Pavement Management Program Update - Software	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500
612	Technology Support Services	\$ 10,300	\$ -	\$ -	\$ -	<del>\$ 5,000</del>	<del>\$ 15,300</del>
			\$ -	\$ -	\$ -	\$ 1,864	\$ 12,164
613	Transportation Information Outreach	\$ -	\$ -	\$ -	\$ 7,337	\$ -	\$ 7,337
614	Infra Cost & Bus Perfor. Analysis of Electric & Hydro Buses	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
615	Lake County Wildfire Evacuation & Preparedness Plan	\$ -	\$ -	\$ -	\$ 10,000	\$ 191,700	\$ 201,700
616	Training	\$ -	\$ -	\$ -	\$ 1,858	\$ 9,843	\$ 11,701
	Totals	\$ 73,504	\$ 45,368	\$ 30,392	<del>\$ 403,399</del>	<del>\$ 165,930</del>	<del>\$ 718,593</del>
					\$ 413,399	\$ 334,494	\$ 897,157

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## WORK ELEMENT 615 –LAKE COUNTY WILDFIRE EVACUATION AND PREPAREDNESS PLAN (NEW)

**PURPOSE:** Given the frequency of these catastrophic events in recent years, the Lake County Wildfire Evacuation and Preparedness Plan is intended to coordinate evacuations and other activities in order to standardize response protocols for potential/probable wildfires in the future. It would also be used to inform community members of practices and procedures to better prepare for future events helping to facilitate orderly evacuations when needed.

**PREVIOUS WORK:** None

**TASKS:**

**Task 01: Project Administration (Responsible Party: Lake APC)**

The Lake Area Planning Council (APC) will conduct a kick-off meeting with Caltrans staff to identify project contacts, discuss grant procedures and expectations (including invoicing and reporting) and all other relevant project information. The project will be managed and administered pursuant to the Grant Application Guidelines, Regional Planning Handbook, and the grant contract executed with Caltrans.

Lake APC will prepare and submit complete invoice packages to Caltrans district staff based on milestone completion on quarterly basis, but not more frequently than monthly. Quarterly reports will also be submitted providing a summary of project progress and grant/local match expenditures.

**Project Deliverables:** Schedule and Conduct Kick-off meeting with Caltrans- Meeting Notes, Quarterly invoices and progress reports.

**Task 02: Consultant Procurement (Responsible Party: Lake APC)**

Lake APC will procure a consultant for the project consistent with State and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and Lake APC. As part of the process, staff will further refine the Scope of Work and prepare and distribute Request for Proposals (RFP) for consultant services. A Consultant Selection Committee will be formed to review proposals received and to select a consultant to perform the work. Once selected, staff will prepare and execute a contract for services with the successful consultant.

**Project Deliverables:** Copies of the Request for Proposal, Selection Committee scoring sheets and meeting notes, executed contract between consultant and Lake APC.

**Task 1: Coordination with Project Partners (Responsible Party: Lake APC / Consultant)**

The consultant and Lake APC staff will form a Technical Advisory Group (TAG) consisting of representatives from each of the regions two cities (Lakeport and Clearlake) as well as County officials from the Lake County Office of Emergency Services (OES), Sheriff's Office, and Lake County Health Services. Other key members of the TAG will be Lake Transit Authority, local tribal governments, Cal-Fire and local fire councils/agencies, and Caltrans.

The consultant will also conduct a kick-off meeting with TAG members to share contact information, develop lines of communication, and to clarify objectives of the project. TAG meetings will be conducted as needed ensuring good communication on upcoming tasks and to ensure that the project remains on schedule and within budget.

**Project Deliverables:** List of TAG Members; Study Kick-off Meeting Agenda and Meeting Notes, TAG Meeting Agendas and Meeting Notes

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**Task 2: Data Collection/Fire Vulnerability Assessment (Responsible Party: Consultant)**

The consultant will gather and review existing data pertaining to emergency response protocols in the region or those that may have been included in prior planning studies, needs assessments, community plans, the Regional Transportation Plan, or safety reviews. Regional wildfire data will also be reviewed as part of the review. The consultant shall also coordinate with key agency officials to conduct information gathering interviews.

The consultant will review and summarize the region's demographic makeup and the geographic locations of potentially higher risk populations. The assessment will identify areas of the region that are most vulnerable during a fire emergency based on (but not limited to) factors such as fire risk (from USDA Fire Service modeling), limitations on ingress and egress for evacuation (e.g. Spring Valley, Upper Lake, Highland Springs, etc.), and location of higher risk population segments that may require assistance during evacuations (i.e. senior, disabled, low-income, etc.).

The consultant will identify and map key transportation facilities serving the identified vulnerable areas; those most likely to be impacted in a wildfire emergency as a result of closure, congestion, reduced capacity, etc. Adaptation strategies shall be developed that mitigate or eliminate identified impacts, with a particular focus on potential social equity and economic outcomes. Mapping products shall include at a minimum: network route mapping, evacuation mapping, network of shelter sites, and wildfire priority areas. A prioritized list of 5-10 projects shall be prepared of recommended network improvement projects, including strategies for funding and implementation.

A bibliography shall be prepared including documents, studies, and/or reports reviewed with a summary of their relevance to the project. The summary will be presented to the TAG for review and comment.

**Project Deliverables:** List of Plans and Data Review; Vulnerability Assessment Memo Including Analysis, Findings, Mapping Products, and Prioritized List of Recommended Network Improvement Projects with Funding Strategies

**Task 3: Public Outreach (Responsible Party: Consultant/ Lake APC)**

With input from the Technical Advisory Group (TAG), the consultant shall develop an outreach strategy that includes efforts to reach vulnerable and underserved populations within the region as well as others likely to be impacted or concerned with outcomes of the project. Outreach strategy will include, at a minimum, both surveys and workshops.

The consultant shall prepare meeting and survey materials in English and Spanish and will advertise public workshops in the community, using a variety of outreach methods consistent with the Lake Area Planning Council Public Participation Plan. This shall include, at a minimum, press releases in local media (newspapers/radio) as well as social media and other online methods of outreach. Accommodation shall be secured for all engagement activities, and light snacks and refreshments shall be provided.

A total of four public workshops will be held to ensure easy access from various communities. The first two workshops will be held early in the process (concurrent with Task 2) to inform the public of the need and objectives of the project, the timeline, and the various methods made available for public input. The second set of workshops will take place when the Draft Plan is made available for public review (Task 5 below).

The consultant shall ensure that participating members of the public attending these events are kept informed of project outcomes, including being notified of opportunities to comment on Draft Studies, public approval hearings, and next steps upon completion of the Final Study. In addition, the consultant shall determine whether there are tribes in the study area and adhere to mandatory tribal consultation procedures throughout the duration of this study.

The consultant shall coordinate with key agency officials to conduct information gathering interviews. These will be an important component of the overall plan in determining the historical roles of each during past wildfire events. Information obtained will be used to identify capabilities and capacities of individual agencies in coordinating large scale evacuations, as well as developing proper messaging strategies to help the public with emergency preparations. In addition, a presentation before the Social Services Transportation Advisory Council (SSTAC) will be given to obtain feedback from representatives of senior, disabled, and low-income agencies (public and private) regarding evacuation strategies of these target populations.

The consultant shall record all notes, comments, and or concerns submitted in written form or discussed at community workshops. This will include consultant comments or commitments that were made to address such issues.

Project Deliverables: Prepared outreach strategy and surveys; Advertising materials, news releases, surveys, etc.; Community workshops materials (sign-in sheets, notes, etc.), record of public comment

#### **Task 4: Evacuation and Preparedness Analysis (Responsible Party: Consultant/ Lake APC)**

Consultant shall evaluate all input (within the context of the established project objectives) received from agency officials, the public, and other stakeholders. Existing organizational structures and established lines of communication between agencies involved with emergency evacuations will be used to guide the Plan's development with respect to future protocols. An evaluation of existing Memoranda of Understanding (MOUs) and/or contracts that have been used in past events will help determine whether better or more consistent coordination is needed. Recommendations will be developed as part of the analysis.

The consultant will review existing plans and suggest improvements to emergency communication methods informing the public before, during, or after wildfire events regarding evacuation, repopulation, or other necessary information. This may include online resources, the use of social media, or other communication methods to notify the public of available emergency transportation services, evacuation preparedness, access to additional services, etc. A focus will be placed on evacuation methods for vulnerable populations or those in need of assistance (seniors, disabled, school children, etc.).

An inventory of critical transportation facilities and assets will be created, with maintenance recommendations as well as alternate route options provided for each. This may include private routes which will require recommendations on how to secure future access (e.g. easements, MOUs, etc.). Where no alternate routes are available, the consultant will recommend potential new facilities for vulnerable areas, with potential funding sources to be identified for their future development.

The consultant will review existing training and/or drills used by local agencies and recommend changes or additions to current practices. The consultant will also identify possible funding sources for implementation of parts or all of the Wildfire Evacuation and Preparedness Plan, including continuing the TAG past the life of project completion, training and drills, improved communication between the agencies and with the public, and evacuation route maintenance or improvements.

The consultant shall prepare an administrative Draft Evacuation and Preparedness Plan, which will be presented to the TAG for review and comment, prior to being posted for public review. As noted above under Task 5, the consultant will present the administrative Draft at two public workshops. The workshops will be used to inform the public of the overall project findings as well as to solicit final comments that can be incorporated into a final draft.

Project Deliverables: Draft Evacuation and Preparedness Plan

#### **Task 5: Draft and Final Wildfire Evacuation and Preparedness Plan (Responsible Party: Consultant/ Lake APC)**

The consultant shall prepare the final draft Lake County Wildfire Evacuation and Preparedness Plan in consideration of all TAG, stakeholder and public comments, suggested corrections, and other input received on the draft version.

The consultant shall present the draft final Lake County Wildfire Evacuation and Preparedness Plan to the Lake Area Planning Council at a public hearing for comment, consideration, and final adoption. Following the public hearing and Board adoption of the plan, the consultant shall prepare final bound copies (exact number to be determined and established in the consultant contract) as well as an electronic copy of the final product and appendices, then deliver to the Lake Area Planning Council and other stakeholder agencies.

APC staff will review the draft and final versions of the plan.

Project Deliverables: Final Draft Wildfire Evacuation and Preparedness Plan; Presentation of Plan to Lake APC Board; Final copies of the approved Plan

**FUNDING SOURCES AND AGENCY PARTICIPATION:**

Responsible Agency	Approx. Person Days	Budget	Fiscal Year	Funding Source
APC Planning Staff	3	\$1,147	23/24	LTF
	27	\$8,853	23/24	Sustainable Planning Grant - Climate Adaptation
Consultant	67	\$21,987	23/24	LTF
	514	\$169,713	23/24	Sustainable Planning Grant - Climate Adaptation
<b>TOTAL:</b>	<b>3</b>	<b>\$201,700</b>		

**ESTIMATED TASK SCHEDULE:**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
01	x	x	x	x	x	x	x	x	x	x	x	x
02			x	x	x	x						
1							x	x	x	x	x	x
2									x	x	x	x
3									x	x	x	x
4									x	x	x	x
5												



## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** Request for Proposals and Procurement Process for Continued Comprehensive Staffing Services

**DATE PREPARED:** 10/3/23  
**MEETING DATE:** 10/11/23

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**SUBMITTED BY:** Lisa Davey-Bates, Executive Director

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**BACKGROUND:**

All staffing for the Lake Area Planning Council is provided through contracts with private consulting firms. Previously provided through a single contract, the administrative and planning functions were separated in 2014. In 2014, 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. The current contract period will end on September 30<sup>th</sup> of next year, and additional extensions are not allowable within the parameters of the existing staffing contracts. Although nearly one year remains, it is necessary to consider options for future services at this time since the process could be lengthy.

Davey-Bates Consulting and Dow & Associates will likely submit proposals for administrative and planning services, and therefore cannot be a part of the development of the RFP and procurement for Lake APC. The Board of Directors has the option of deciding how to proceed. One option, which was chosen in the previous consultant selection process, would be to select another agency within Lake County to conduct the RFP and procurement process. Another might be to hire an outside agency or firm to perform such duties.

Lake APC staff had a brief and informal discussion with staff of Regional Analysis and Planning Services (RAPS), a non-profit arm of the Association of Monterey Bay Area Governments, who is interested in conducting the process for a minimal fee. They have extensive experience with carrying out such processes.

The Executive Committee considered several options when they met on September 13<sup>th</sup>, and action was ultimately taken to recommend utilizing RAPS as the preferred approach. If the Board does not concur, other options will need to be considered. If the Board is interested in contracting with RAPS, I recommend they authorize the Chair of the Board to execute a contract with RAPS, and that the full RFP and procurement process is conducted via the Executive Committee.

A scope of work is attached to this staff report which identifies the scope of work and cost proposal submitted by RAPS to staff of Lake APC.

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**ACTION REQUIRED:** Select a preferred approach to prepare for administrative and planning staffing services beyond September 30, 2024. If RAPS is the chosen approach, authorize the Chair to finalize and execute contract, and authorize the Executive Committee to work with RAPS throughout the process.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** Authorize Chair to finalize and execute a contract with RAPS and authorize Executive Committee to work with RAPS throughout the RFP and procurement process.

Regional Analysis and Planning Services

Lake County/City Area Planning Council (APC)  
Procurements for Administrative Services and Planning Services

October 4, 2023

Tasks	Estimated Completion Date
Develop Requests for Proposals (RFP's) for Administrative Services and Planning Services with Board	January 31, 2024
Issue RFPs	January 31, 2024
Proposals Due	March 1, 2024
Evaluate proposals with Board input	April 15, 2024
Recommend successful proposer to the Board	May 2024 Board meeting
Assist Board with contract negotiations	May 31, 2024
Board ratification of contract	June 2024 Board Meeting

Firm Fixed Price	\$3,300
Estimated travel Costs	<u>    \$500</u>
Total	\$3,800





## LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
[www.lakeapc.org](http://www.lakeapc.org)

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

October 11, 2023

Caltrans District 1  
Sheri Rodriguez, Traffic Operations  
1656 Union Street  
Eureka, CA 95501

RE: Lake County State Highway Safety Concerns

Dear Ms. Sheri Rodriguez:

This letter is written in regard to a number of traffic concerns along the State Highway System that have been identified by Board members of the Lake Area Planning Council over the past several years. The Lake APC values its role as the regional partner with Caltrans and appreciates being kept apprised of projects affecting the safety of our local communities. The following list is presented, in no particular order, as a means of documenting the current priority concerns of the Board:

- Intersection of State Route 29 and Bell Park Avenue- The need for a westbound left-hand turn lane on State Route 29 just outside of the community of Lower Lake onto Bell Park Avenue was recently evaluated by Caltrans. The latest status update noted that safety concerns are to be addressed in the near-term through upcoming cycles of the SHOPP.
- State Route 29 entering Lower Lake from the South- An issue that has been raised over recent years regarding a segment of State Route 29 entering Lower Lake that narrows from four lanes into two, and then back to four, (and its potential safety implications) continues to be an area of concern for the Lake APC.
- Intersection of State Route 53 and Dam Road- A problematic intersection with a history of congestion and collisions (especially during peak periods), this area has been a continuing concern for the Lake APC Board for a number of years. The issue has also been analyzed in the 2022 "SR 53 Corridor and Local Circulation Study" with short-, medium-, and long-term recommendations included. While deemed a priority for the region, no funding source has been identified for implementation at this time.
- State Route 20 Complete Streets Projects through Lucerne- Traffic calming, high speeds, and pedestrian safety through much of the Highway 20 "Main Street" through Lucerne is another area considered a high priority for the region. Caltrans has initiated a Complete Streets project through Lucerne that will address several matters of bicycle and pedestrian safety as well as general traffic calming. Further concern, however, involves motorists occasionally using the center turn lane for passing purposes. A Highway 20 traffic calming study was adopted by the Lake APC in 2020, which discussed the concept of raised median, pedestrian crossing refuge islands as a potential method of preventing passing. The concept was not supported by Caltrans at that time and the issue remains.

While we understand that Caltrans may have already looked into some of the above projects (as well as several others in our region), Lake APC appreciates being kept informed on their status to the extent possible.

Respectfully,

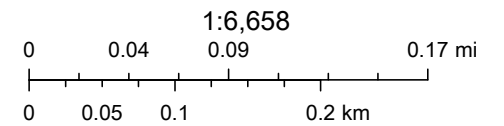
Lisa Davey-Bates, Executive Director

Cc: Andreas Krause, Brandon Larson, Tatiana Ahlstrand

# Lower Lake Community



10/4/2023

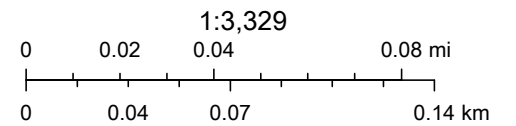


Esri Community Maps Contributors, Lake County, CA, California State Parks,  
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# Dam Road / Highway 53 Intersection



10/4/2023

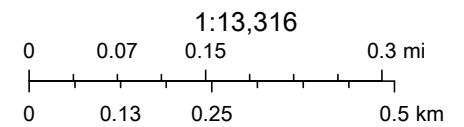


Maxar, Microsoft, Esri Community Maps Contributors, Lake County, CA, California State Parks, © OpenStreetMap, Microsoft, Esri, HERE, Garmin,

# Lucerne Community



10/4/2023



Esri Community Maps Contributors, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of



## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** SB 125 - Transit & Intercity Rail Capital Program (TIRCP)  
and Zero Emission Transit Capital Program (ZETCP)

**DATE PREPARED:** 10/4/2023  
**MEETING DATE:** 10/11/2023

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**SUBMITTED BY:** Lisa Davey-Bates, Executive Director

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**BACKGROUND:**

Senate Bill 125 is a formula-based program that adds \$5.1 billion for public transit purposes. Just under \$4 billion will be added to the existing Transit and Intercity Rail Capital Program, or TIRCP, over the next two fiscal years, and \$1.1 billion to the new Zero Emission Transit Capital Program, or ZETCP, over the next four fiscal years. The funds will be distributed by a population-based formula to regional transportation planning agencies for high priority transit capital projects that must both increase ridership and reduce greenhouse gas emissions. The funding may also be used for operating expenses that prevent service cuts and increase ridership for operators. A call for projects may be announced as early as June 1, 2024. Lake APC expects to receive \$8,416 million over four years. A maximum of 1%, or \$84,160 for Lake County, of total multi-year SB 125 funding may be programmed by the RTPA for administration of the funding for both the TIRCP and ZETCP.

Final Program guidelines have been developed by the California State Transportation Agency (CalSTA). The bill also requires CalSTA to establish and convene the Transit Transformation Task Force on or before January 1, 2024,

Prior to December 31, 2023, the RTPA (Lake APC) must: 1) Submit compiled transit operator data to CalSTA, 2) Determine whether funds will be applied to transit operations either in FY 23-24 or prior to the end of FY 2026-27, and 3) RTPA must submit a regional short-term financial plan that demonstrates how the region will address any operational deficit using all available funds through FY 2025-26.

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

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**ALTERNATIVES:** None

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**RECOMMENDATION:** None

CT Milestone Report - Lake County - September 10, 2023

Past Due		Due in 3 Months			Complete																				
District	Project ID	Project Number	Program <sup>a</sup>	Project Manager	County	Route	Post Mile start/end	Nick Name	Legal Description	Work Description	Capital Construction Estimate	Capital Right-of-Way Estimate	Support Cost Estimate	Total Project Estimate	Current Phase <sup>b</sup>	Program Project	Project Approval & Environmental Document (PA&ED)	Right-of-Way Certification (RW Cert)	Ready to List (RTL)	Begin Construction	End Construction				
01	0114000043	01-29811	SHOPP	MATTEOLI, JAIME C	LAK	029	28.5/31.6	Lake 29 Expressway - Safety	IN LAKE COUNTY NEAR KELSEYVILLE FROM 0.6 MILE NORTH OF THE JUNCTION OF SR 29/281 TO 0.6 MILE NORTH OF THE JUNCTION OF SR 29/175	Improve Curve and Upgrade Shoulders	\$42,451,000	\$12,122,000	\$354,839	\$54,927,839	CONST	01/17/2014	11/30/2016	05/05/2019	05/06/2019	12/02/2019	11/06/2024				
01	0114000044	01-29821	STIP	MATTEOLI, JAIME C	LAK	029	28.5/31.6	LAK-29 STIP	IN LAKE COUNTY NEAR KELSEYVILLE FROM 0.6 MILE NORTH OF THE JUNCTION OF SR 29/281 TO 0.6 MILE NORTH OF THE JUNCTION OF SR 29/175	LAK-29 CHILD STIP	\$23,757,000	\$4,866,000	\$113,271	\$28,736,271	CONST	07/01/1998	11/30/2016	03/06/2019	05/06/2019	12/02/2019	02/01/2025				
01	0115000033	01-0E820	SHOPP	GOPANA, KIRAN K	LAK	VAR	0/0	EAST LAKE CO TMS	IN LAKE COUNTY AT VARIOUS LOCATIONS	UPGRADE TRANSPORTATION MANAGEMENT SYSTEM	\$2,008,000	\$43,000	\$74,161	\$2,125,161	CONST	10/18/2017	12/31/2019	02/24/2021	04/06/2021	11/02/2021	12/01/2023				
01	0116000114	01-0G000	SAFE ROUTES	BUCK, JENNIFER L	LAK	029	4.15/5.14	Middletown Path	IN LAKE COUNTY IN MIDDLETOWN FROM RANCHERIA ROAD TO CENTRAL PARK ROAD	CONSTRUCT MULTI-USE PATH	\$0	\$0	\$351,102	\$351,102	CONST	04/08/2016	07/11/2019	12/28/2021	02/08/2022	06/01/2022	01/03/2024				
01	0117000227	01-0H470	SHOPP MINOR B	COONROD, CAREN E	LAK	020	10.9/11.4	Pomo Way Intersection Lighting	IN LAKE COUNTY NEAR NICE FROM 0.3 MILE WEST TO 0.3 MILE EAST OF POMO WAY	INSTALL INTERSECTION LIGHTING	\$168,000	\$12,000	\$13,157	\$193,157	CONST		02/26/2019	12/17/2021	02/08/2022	07/13/2022	12/29/2023				
01	0118000078	01-29841	STIP	PIMENTEL, JEFFREY L	LAK	029	23.6/26.9	LAK 29-KONOCTI CORRIDOR 2A	IN LAKE COUNTY NEAR LOWER LAKE ON ROUTE 29 FROM 3.3 MILES NORTH OF JUNCTION 29/53 TO 1.0 MILE SOUTH OF JUNCTION 29/281	CONSTRUCTION 4-LANE EXPRESSWAY	\$54,500,000	\$19,505,000	\$14,985,315	\$88,990,315	PSE	07/01/1998	11/30/2016	12/01/2026	12/15/2026	07/01/2027	12/01/2030				
01	0118000079	01-29831	STIP	PIMENTEL, JEFFREY L	LAK	029	26.1/29.1	LAK-29 KONOCTI CORRIDOR 2B	IN LAKE COUNTY NEAR KELSEYVILLE ON ROUTE 29 FROM 1.8 MILES SOUTH TO 1.2 MI NORTH OF JUNCTION 29/281 & ON ROUTE 281 FROM JUNCTION 29/281 TO 0.3 MI WEST OF JUNCTION 29/281	CONSTRUCT 4-LANE EXPRESSWAY	\$51,900,000	\$40,571,000	\$15,127,630	\$107,598,630	PSE	07/01/1998	11/30/2016	12/01/2026	12/15/2026	07/01/2027	12/01/2030				
01	0118000117	01-0H840	SHOPP	GOPANA, KIRAN K	LAK	020	2/2.8	BLUE LAKES SAFETY	IN LAKE COUNTY ABOUT 6 MILES WEST OF UPPER LAKE FROM 0.6 MILE WEST OF IRVINE AVENUE TO 0.1 MILE EAST OF MID LAKE ROAD	IMPROVE CURVE; WIDEN SHOULDER	\$16,468,000	\$781,000	\$4,654,633	\$21,903,633	CONST	12/05/2018	09/22/2020	11/07/2022	12/16/2022	08/23/2023	12/01/2025				
01	0118000125	01-2982U	SHOPP	MATTEOLI, JAIME C	LAK	029	28.5/31.6	LAK-29 COMBINED	IN LAKE COUNTY NEAR KELSEYVILLE ON RTE 29 FROM 0.6 MI TO 3.7 MILES NORTH OF RTE 281 AND ON RTE 175 FROM SO JCT RTE 29 TO 0.3 MI EAST OF SO JCT RTE 29	CONSTRUCT EXPRESSWAY	\$66,208,000	\$0	\$64,410	\$66,272,410	CONST	01/17/2014	11/30/2016	05/05/2019	05/06/2019	12/02/2019	11/06/2024				
01	0118000172	01-0E081	SHOPP	GOPANA, KIRAN K	LAK	VAR	0/0	Morrison, Robinson & Kelsey Creek	IN LAKE COUNTY AT VARIOUS LOCATIONS	BRIDGE RAIL & UPGRADE	\$9,447,000	\$358,000	\$982,464	\$10,787,464	CONST	07/02/2018	06/29/2020	05/19/2021	06/18/2021	10/19/2021	12/31/2024				
01	0119000007	01-0J310	SHOPP MINOR B	COONROD, CAREN E	LAK	029	44.6/44.6	LAKEPORT MS OVERLAY	IN LAKE COUNTY NEAR LAKEPORT AT THE LAKEPORT MAINTENANCE STATION	MAINTENANCE STATION OVERLAY	\$265,000	\$0	\$101,214	\$366,214	CONST		06/07/2018	12/20/2021	02/11/2022	07/29/2022	12/29/2023				
01	0119000062	01-2983U	SHOPP	MATTEOLI, JAIME C	LAK	029	28.5/31.6	LAK-29 combined mitigation	IN LAKE COUNTY NEAR KELSEYVILLE FROM 0.6 MILE NORTH OF THE JUNCTION OF SR 29/281 TO 0.6 MILE NORTH OF THE JUNCTION OF SR 29/175	ENVIRONMENTAL MITIGATION	\$0	\$0	\$565,964	\$565,964	CONST	01/17/2014	11/30/2016	05/05/2019	05/06/2019	12/30/2019	12/30/2027				
01	0119000123	01-0J930	SHOPP	GOPANA, KIRAN K	LAK	029	11.9/23.6	Twin Lakes CAPM	IN LAKE COUNTY NEAR CLEAR LAKE FROM SPRUCE GROVE ROAD TO DIENER DRIVE/ROAD 543	Pavement Class 2 / CAPM	\$25,500,000	\$460,000	\$5,149,674	\$31,109,674	PAED	06/30/2022	06/28/2024	11/03/2025	11/15/2025	02/01/2026	12/01/2027				
01	0120000076	01-0G331	SHOPP	FALK-CARLSEN, KARL	LAK	020	5.1/5.8	LAKE 20 Shoulders ENV Mitigation	IN LAKE COUNTY NEAR UPPER LAKE FROM 0.4 MILE WEST TO 0.3 MILES EAST OF WITTER SPRINGS ROAD	Mitigation	\$100,000	\$0	\$382,547	\$482,547	CONST		04/03/2019	04/07/2020	03/27/2023	11/30/2023	06/02/2029				
01	0120000077	01-0F491	SHOPP	FALK-CARLSEN, KARL	LAK	020	5.8/5.8	Bachelor Creek Bridge Mitigation	IN LAKE COUNTY NEAR UPPER LAKE FROM 0.1 MILE WEST TO 0.5 MILE EAST OF BACHELOR CREEK BRIDGE #14-0001	ENVIRONMENTAL MITIGATION	\$0	\$0	\$223,098	\$223,098	CONST		12/17/2018	04/07/2020	07/01/2022	12/07/2022	12/31/2027				
01	0120000130	01-0K660	SHOPP	GOPANA, KIRAN K	LAK	020	16.74/18.02	Lucerne Complete Streets	IN LAKE COUNTY IN LUCERNE FROM 0.1 MILE WEST OF MORRISON CREEK BRIDGE TO 0.1 MILE EAST OF COUNTRY CLUB DRIVE	Lucerne Complete Streets Improvements	\$15,756,000	\$794,000	\$10,848,759	\$27,398,759	PAED	05/20/2024	02/22/2027	08/07/2028	08/22/2028	12/11/2028	12/04/2030				
01	0121000085	01-0L220	SHOPP	GOPANA, KIRAN K	LAK	029	17.6/18	Lak-29/C St Left Turn Channelization	IN LAKE COUNTY FROM 0.2 MILE SOUTH OF NORTH C STREET-ROAD 141S TO 0.1 MILE NORTH OF C STREET-ROAD 141S	LEFT TURN CHANNELIZATION	\$1,676,000	\$30,000	\$2,614,700	\$4,320,700	PAED	05/19/2022	11/07/2024	07/07/2025	07/22/2025	01/27/2026	12/01/2027				
01	0121000088	01-0L260	SHOPP	GOPANA, KIRAN K	LAK	029	31.6/52.5	LAKEPORT CAPM	IN LAKE COUNTY NEAR LAKEPORT FROM 0.5 MILE NORTH OF JUNCTION ROUTE 175 TO JUNCTION ROUTE 20	CAPM	\$38,885,000	\$42,000	\$7,489,454	\$46,416,454	PAED	07/01/2024	02/02/2026	03/01/2027	07/15/2027	02/01/2028	04/15/2030				
01	0122000027	01-0L590	SHOPP	KING, ROBERT W	LAK	029	5/5.9	Middletown Safety South	IN LAKE COUNTY AT MIDDLETOWN FROM 0.1 MILE SOUTH OF CENTRAL PARK ROAD TO 0.1 MILE NORTH OF YOUNG STREET	WIDEN AND CHANNELIZE	\$6,319,000	\$305,000	\$8,082,049	\$14,706,049	PAED	06/28/2023	07/01/2025	01/01/2027	02/12/2027	07/01/2027	01/01/2029				
01	0122000056	01-0L870	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	029	0/20.307	LAK-29 MMBN	MIDDLE MILE BROADBAND 20.53 MILES IN LAKE COUNTY NEAR MIDDLETOWN FROM 0.2 MILE SOUTH OF ST HELENA CREEK BRIDGE TO JUNCTION 53 NORTH, LOWER LAKE	MIDDLE MILE BROADBAND	\$7,186,000	\$0	\$2,554,450	\$9,740,450	PAED	08/29/2022	06/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026				
01	0122000057	01-0L880	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	053	0/7.42	LAK-53 MMBN	MIDDLE MILE BROADBAND 7.42 MILES IN LAKE COUNTY NEAR CLEARLAKE FROM THE ROUTE 29-53 JUNCTION TO 0.1 MILE SOUTH OF THE ROUTE 20-53 JUNCTION	MIDDLE MILE BROADBAND	\$2,597,000	\$0	\$1,461,831	\$4,058,831	PAED	08/30/2022	06/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026				
01	0122000059	01-0L900	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	020	0/31.6	LAK 3 locations MMBN	MIDDLE MILE BROADBAND 85.34 MILES IN LAKE COUNTY ON VARIOUS ROUTES AT VARIOUS LOCATIONS	MIDDLE MILE BROADBAND	\$31,790,000	\$3,000	\$9,630,262	\$41,423,262	PSE	06/08/2022	08/01/2023	08/01/2024	08/01/2024	12/03/2024	11/01/2026				

**CT Milestone Report - Lake County - September 10, 2023**

Past Due		Due in 3 Months			Complete																	
District	Project ID	Project Number	Program <sup>a</sup>	Project Manager	County	Route	Post Mile start/end	Nick Name	Legal Description	Work Description	Capital Construction Estimate	Capital Right-of-Way Estimate	Support Cost Estimate	Total Project Estimate	Current Phase <sup>b</sup>	Program Project	Project Approval & Environmental Document (PA&ED)	Right-of-Way Certification (RW Cert)	Ready to List (RTL)	Begin Construction	End Construction	
01	0122000126	01-0M230	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	281	14/17	LAK-281 MMBN	MIDDLE MILE BROADBAND 2.95 MILES IN LAKE COUNTY NEAR LAKEPORT FROM BEGINNING ADOPTED ROUTE SODA BAY TO THE JUNCTION OF ROUTES 281 AND 20	MIDDLE MILE BROADBAND	\$1,033,000	\$0	\$1,224,183	\$2,257,183	PAED	08/29/2022	06/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026	
01	0122000135	01-0M310	SHOPP	BRADY, MARIE A	LAK	020	R43.9/R44.2	Abbot Mine Curve Improvement	IN LAKE COUNTY ABOUT 15 MILES EAST OF CLEARLAKE OAKS FROM 0.3 MILE EAST OF WALKER RIDGE ROAD TO 0.6 MILE EAST OF WALKER RIDGE ROAD.	CURVE IMPROVEMENT	\$5,942,000	\$46,000	\$4,982,581	\$10,970,581	PAED	08/17/2023	11/17/2025	02/17/2027	04/21/2027	08/24/2027	01/18/2029	
01	0123000008	01-0L902	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	175	19.23/19.73	3 LAK County Bridges MMBN	MIDDLE MILE BROADBAND 1.5 MILES IN LAKE COUNTY ON ROUTE 175 AT KELSEY CREEK BRIDGE, ON ROUTE 20 AT MORRISON CREEK BRIDGE AND ON ROUTE 29 AT ROBINSON CREEK BRIDGE	MIDDLE MILE BROADBAND	\$525,000	\$0	\$211,620	\$736,620	PAED	10/10/2023	11/20/2023	04/01/2027	04/15/2027	10/01/2027	12/03/2029	
01	0123000017	01-0M470	SHOPP	KING, ROBERT W	LAK	029	7.4/8.9	Middletown North Safety	IN LAKE COUNTY NEAR MIDDLETOWN FROM 1.1 MILES NORTH OF BUTTES CANYON ROAD TO 0.3 MILE SOUTH OF GRANGE ROAD	WIDEN SHOULDERS AND INSTALL RUMBLE STRIPS	\$9,800,000	\$0	\$2,984,642	\$12,784,642	PID	02/01/2024	04/11/2025	06/15/2027	08/01/2027	02/03/2028	12/01/2028	
01	0123000032	01-0M570	SHOPP	KING, ROBERT W	LAK	029	31.4/33.7	Bottle Rock Safety	IN LAKE COUNTY NEAR KELSEYVILLE FROM 1.0 MILE SOUTH OF BOTTLE ROCK ROAD 515 LEFT AND 0.7 MILE NORTH OF COLE CREEK ROAD 515E LEFT	SHOULDER WIDENING AND LEFT TURN CHANNELIZATION	\$12,808,000	\$1,543,000	\$12,124,219	\$26,475,219	PID	12/06/2023	08/10/2026	02/10/2028	03/10/2028	08/29/2028	12/02/2030	
01	0123000051	01-0M640	MAINTENANCE	COONROD, CAREN E	LAK	029	R45.1/52.54	LAKEPORT OVERLAY	IN LAKE COUNTY NEAR LAKEPORT FROM PARK WAY OVERCROSSING TO ROUTE 20	OVERLAY	\$4,648,000	\$0	\$464,044	\$5,112,044	PSE		07/26/2023	10/01/2023	12/29/2023	05/01/2024	11/01/2024	
01	0123000064	01-0M740	SHOPP MINOR B	COONROD, CAREN E	LAK	029	30.7/30.7	Konocti Wall Treatment	In Lake County near Kelseyville at 0.4 mile south of Route 175	Cover middle and bottom section of the retaining wall with shotcrete.	\$0	\$0	\$74,150	\$74,150	PSE		05/05/2023	07/25/2023	09/01/2023	01/01/2024	05/01/2024	
01	0123000093	01-0M920	MAINTENANCE	COONROD, CAREN E	LAK	020	8.87/28.54	Pedestrian Safety Enhancement	IN LAKE COUNTY NEAR UPPER LAKE AND CLEAR LAKE OAKS AT VARIOUS LOCATIONS FROM MAIN STREET TO BUTLER STREET	Pedestrian Safety Enhancement	\$2,500,000	\$0	\$619,630	\$3,119,630	PAED		09/15/2023	10/01/2023	12/29/2023	05/01/2024	11/01/2024	
01	0123000159	01-0N190	OTHER-LOCAL	DEMCAK, MEGAN J	LAK	053	1.99/1.99	18th Ave Encroachment Permit	In Lake County within the City of Clearlake at 18th Avenue	Encroachment Permit	\$50,000	\$0	\$37,193	\$87,193	CONST					07/11/2023	12/29/2023	
01	0123000167	01-0L904	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	020	0/24.089	Lak-20 Mile Broadband Network	MIDDLE MILE BROADBAND 85.34 MILES IN LAKE COUNTY ON VARIOUS ROUTES AT VARIOUS LOCATIONS		\$0	\$0	\$1,900,925	\$1,900,925	PSE	06/08/2022	08/01/2023	08/01/2024	08/01/2024	12/03/2024	11/01/2026	
01	0123000169	01-0L871	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	029	0/5.826	LAK- 29 Broadband Middle Mile	MIDDLE MILE BROADBAND 20.53 MILES IN LAKE COUNTY NEAR MIDDLETOWN FROM 0.2 MILE SOUTH OF ST HELENA CREEK BRIDGE TO JUNCTION 53 NORTH, LOWER LAKE		\$0	\$0	\$1,844,722	\$1,844,722	PAED	08/29/2022	06/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026	
01	0123000207	01-0N340	SHOPP	FINCK, BRIAN T	LAK	020	8.3/29.54	Lake 20 Complete Streets	In Lake County near Nice from Route 29 to Sulphur Bank Drive.		\$67,235,000	\$0	\$2,448,843	\$69,683,843	PID	07/01/2026	09/04/2028	09/04/2030	10/01/2030	03/18/2031	12/01/2032	

**Field Descriptions for RTPA CT Milestones Reports**

<b>Footnote</b>	<b>Column</b>	<b>Description</b>
<b>a)</b>	<b>Program</b>	<b>The funding source for the project.</b>
	LOCAL ASSISTANCE	This funding comes from various Federal and State programs specifically designed to assist the transportation needs of local agencies.
	MAINTENANCE	Highway maintenance is the preservation, upkeep, and restoration of the roadway structures as nearly as possible in the condition to which they were constructed.
	OTHER STATE FUNDS	Miscellaneous State funds.
	OTHER-LOCAL	Miscellaneous Local funds.
	PLANNING	During the PID phase (see below) prior to the project being programmed into either SHOPP or STIP.
	SAFE ROUTES	Safe Routes to Schools- Part of the Active Transportation and Complete Streets Program
	SHOPP	State Highway Operation and Protection Program - The SHOPP consists of safety projects and preservation projects necessary to maintain and preserve the existing State Highway System.
	SHOPP MINOR A	A SHOPP project that has a construction capital limit between \$291,001 and \$1,250,000.
	SHOPP MINOR B	A SHOPP project that has a construction capital limit of \$291,000 or less.
	STIP	State Transportation Improvement Program - The STIP primarily consists of capacity enhancing or increasing projects, but it can also include local road rehabilitation projects.
<b>b)</b>	<b>Current Phase</b>	<b>The stage of progress of the project. Post-construction (close-out) projects are not included in this report.</b>
	PID	Project Initiation Documents - Establishes a well-defined purpose and need statement, proposed project scope tied to a reliable cost estimate and schedule. Prior to the project being programmed.
	PAED	Project Approval and Environmental Document - Complete detailed environmental and engineering studies for project alternatives (as needed); approve the preferred project alternative.
	PSE	Plans, Specifications and Estimate - Conduct detailed project design; prepare and advertise project contract.
	CONST	Period from approval of the construction contract to final acceptance and payment of the work performed by the contractor.





# LAK 29 Konocti Corridor Improvement Project

updated 9/29/23

## PROJECT OVERVIEW

This ITIP Legacy Project will widen an 8-mile section of Route 29 (constructed in 3 phases: segments 2A, 2B, and 2C) from two lanes to a four-lane divided highway with access control. The project is located between the communities of Lower Lake and Kelseyville in Lake County.

## PROBLEM

The project portion of SR 29 was originally a county road that was brought into the State Highway System (SHS) in 1951. Limited geometric improvements have been made since the transition into the SHS, which has left a facility with an inconsistently applied design speed and existing geometrics not consistent with its use today and into the future. The current 2-lane highway has at-grade intersections, narrow shoulders, limited passing opportunities, congestion and unstable traffic flow. It is not safely nor effectively managing the current traffic flows, nor will it for anticipated traffic growth into the future.



## PROJECT BENEFITS

### MULTIMODAL

Currently, interregional and truck traffic is concentrated on State Route 20 (SR 20) within the north shore communities around Clear Lake. These north shore communities are considered "Main Street" communities in the towns of Nice, Lucerne, Glenhaven, and Clearlake Oaks. Pedestrian/bicycle safety, traffic noise and quality of life have been ongoing concerns and issues in these communities in large part due to the interregional and truck traffic utilizing SR 20 that passes through them. This 23-mile long segment of SR 20 was designated a Pedestrian Safety Corridor in 2007 because of a collaborative effort between Caltrans, the California Highway Patrol (CHP) and local businesses/residents. The Regional Transportation Plan calls for redirecting interregional traffic onto the SR 20/29/53 Principal Arterial Route, which would minimize the interregional traffic through the "Main Street" communities. The Lake Area Planning Council has prepared multiple plans for traffic calming and active transportation improvements along the north shore. By constructing the Lak 29 Konocti Corridor Project, truck speeds and travel time reliability will increase by providing consistent and increased free-flow speeds. As a result, interregional traffic will be encouraged to utilize the south shore corridors, while the north shore communities experience an increase in multimodal corridor safety.

### EQUITY

At \$42,475, Lake County has the second lowest median household income of all California counties. According to the California Healthy Places Index, Lake County has healthier economic conditions than just 1.8% of other California counties and 50% of people have an income significantly below the federal poverty level. Lake County also has a relatively high number of people over the age of 60, 30% compared to 19% statewide. Lake County economic development has been impeded by the difficulty of transporting goods into and out of the county. The north shore communities along SR 20 are prime locations for revitalization of the tourism and hospitality industry that thrived early in Lake County's history. Current traffic conditions on the north shore are impeding this revitalization. Along the north shore, residences, schools, parks and shopping destinations are located adjacent to the highway and the interregional and truck traffic moving through these communities has negatively impacted the quality of life for residents and visitors with air pollution, noise and traffic safety. SR 29 is better suited to manage interregional traffic as it does not serve as a main street for any communities and adjacent land uses are mostly agricultural and industrial.

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- 1 Lake Area Planning Council. 2006. [Highway 20 Traffic Calming and Beautification Plan](#).
- Lake Area Planning Council. 2016. [Active Transportation Plan for Lake County](#).
- Lake Area Planning Council. 2019. [Lake County Pedestrian Facility Needs Study](#).
- Lake Area Planning Council. 2020. [Highway 20 Northshore Traffic Calming Plan and Engineered Feasibility Study](#).

## CLIMATE CHANGE

The benefits of a completed project are also in line with the Caltrans 2015 Interregional Transportation Strategic Plan (ITSP), which identifies the SR 20/29/53 Principal Arterial Corridor as a "Strategic Interregional Corridor". According to the ITSP, the interregional facility "provides the corridor with vital connections to the interstate system and the rest of the State, providing access to basic goods and services along with routine and emergency medical services. Nearly all segments of the SHS are identified as high wildfire exposure by 2055 in the 2019 Caltrans Climate Change Vulnerability Assessment. This corridor would be the major transportation corridor for response and recovery efforts in the event of emergencies such as forest fires. The region and Lake County have experienced increased and high levels of wildland fire damage with significant wildfires in Lake County in 2015, 2016, 2017 and 2018 burning over 600,000 acres. This project will help move people efficiently out of evacuation areas and provide efficient mobility for emergency response.

## SAFETY

The proposed project is expected to significantly improve overall safety for all modes of transportation. Current collision data shows that within the project limits, approximately half of all collisions result in injury. For users of SR 29 a modern four-lane facility that meets current design standards will accomplish the following: improvements to the horizontal and vertical alignment, addition of lanes that would create safer passing opportunities, removal of fixed objects, widening of shoulders, and the addition of a 36-foot un-paved median that would provide safety benefits to motorists in terms of increased sight distance, enhanced recovery areas, separation of traffic, and minimized exposure to fixed objects. The proposed project is expected to improve overall safety for bicyclists by providing widened shoulders that bicyclists can use, thus reducing modal conflicts. In addition to the direct benefit of SR 29 users, there will be significant benefit to non-motorized users of SR 20 within the "Main Street" communities listed prior by encouraging interregional and truck traffic to utilize the Principal Arterial Corridor of SR 20/29/53.

## STATUS

The final environmental document was completed in November of 2016 for all three segments. Segment 2C has completed the construction phase. Segments 2B and 2A were funded through the PS&E phase by the 2018 STIP and are currently in the PS&E phase. Caltrans and Lake APC are seeking funds for both construction and right of way for the two unfunded segments.

## FUNDING/COMPLETION STATUS/SCHEDULE

Segment	2A	2B	2C
PM Limits	23.60/26.90	26.10/29.10	28.50/31.60
PA&ED (0 Phase)	Completed 2016	Completed 2016	Completed 2016
PS&E (1 Phase)	Funded/ongoing	Funded/ongoing	Completed 2019
R/W (Phase 2&9)	Not funded	Not funded	Completed 2019
Construction (Phase 3&4) Schedule	Not funded. Begin construction 2.5 years after securing R/W funding.	Not funded. Begin construction 2.5 years after securing R/W funding.	Completed 2023
R/W (Phase 9) Capital Estimate	\$20M	\$41M	\$17M allocated
Construction (Phase 4) Capital Estimate	\$70M	\$76M	\$58M allocated

## PROJECT PARTNERSHIPS

Lake APC, County of Lake, Federal Highway Administration, Caltrans

## PROJECT CONTACTS

Jeffrey Pimentel  
Project Manager  
(707) 834-9529  
Jeffrey.Pimentel@dot.ca.gov



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
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## EXECUTIVE COMMITTEE (DRAFT) MEETING MINUTES

Wednesday, September 13, 2023

**Location:** Clearlake Senior Center – (Auxiliary Room)  
3245 Bowers Road  
Clearlake, California

### **Present**

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

### **Absent**

### **Also Present**

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC  
Nephele Barrett, Planning Staff – Lake APC  
Alexis Pedrotti, Admin. Staff - Lake APC  
Charlene Parker, Admin. Staff - Lake APC  
Jesus Rodriguez-Garcia, Admin. Staff - Lake APC

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### **1. Call to Order/Roll Call**

The meeting was called to order at 11:00 am. Members present: Mattina, Perdock, Simon –  
Absent: None.

### **2. Approval of March 27, 2023 Minutes**

Director Mattina made a motion to approve the March 27, 2023 Draft Meeting Minutes, as presented. The motion was seconded by Director Perdock. Ayes (2) - Directors Mattina, Perdock; Noes (0); Abstain (1) - Director Simon; Absent (0).

### **3. Discussion of Upcoming Request for Proposals (RFP) process of Professional Services for Administrative and Planning Services beyond September 30, 2024**

Lisa Davey-Bates outlined the imminent need for drafting RFPs to secure continued services for the Lake Area Planning Council, Lake Transit Authority, Lake SAFE program, and the newly added Rural Regional Energy Network (REN). She noted that APC staff, who plan to submit proposals, cannot be involved in the RFP process to avoid conflicts of interest.

Potential individuals and public entities that could shoulder this responsibility were discussed. A public agency could lead the effort, and a potential contact would be Lars Ewing who assisted in preparing and distributing the RFP during the previous RFP process. Another option might be the non-profit arm of the Association of Monterey Bay Area of Governments (AMBAG). Regional Analysis and Planning Services (RAPS). Lisa explained that staff of RAPS, Maura Twomey & Diane Eidem, had expressed interest to oversee both the creation of RFPs and the procurement process. Their combined experience includes working at agencies such as the

Regional Transportation Planning Agency, AMBAG, and also Caltrans Division of Audits and the California Transportation Commission. In an effort to find the most efficient and feasible pathway forward, the Executive Committee evaluated the proposal by RAPS to conduct the RFP and procurement process for a fee of \$6,600 (for both Lake and Mendocino counties), and considered it a reasonable expense given the scope of work involved. After further discussion the Executive Committee determined RAPS would be the preferred option and they would seek approval to move forward by the Lake APC in October.

Lisa outlined a timeline, highlighting the urgency to initiate the RFP process by January, thereby planning for an Executive Committee meeting with RAPS on October 11 to streamline the upcoming tasks.

*Director Perdock made a motion to move forward with RAPS as the preferred choice for overseeing the RFP and procurement process. The motion was seconded by Director Simon. Ayes (3)-Directors Mattina, Perdock, Simon; Noes (0); Abstain (0); Absent (0).*

#### **4. Discussion and Possible Recommendation to amend the Local Transportation Fund (LTF) Fund Reserve**

Lisa Davey-Bates revisited the development of the Local Transportation Fund (LTF) Reserve fund in 2019, highlighting that the Board had approved a Local Transportation Reserve policy that started with a base of \$300,000 and had a maximum threshold of \$750,000. It was noted that 5% of any excess funds beyond the Local Transportation Fund estimate would be transferred into this reserve annually. She noted that currently the reserve holds \$640,240, rapidly approaching the maximum limit set. She suggested increasing the maximum threshold to \$1.5 million to allow for further allocations into the reserve account to prepare for such things as potential cost overruns for the construction of the transit hub, and the need for new buses to meet State of California mandates and the aging fleet.

Alexis Pedrotti added to the conversation by explaining the Lake APC could not allocate the funds directly to Lake Transit, because they would need to submit a claim outlining how the funds will be utilized. And, if the LTA were to request a significant sum, such as \$500,000, and then fail to expend it in a designated timeframe or adequately report its usage to the Board, they would be required to return the money.

Lisa reiterated the necessity of maintaining a healthy balance in the Executive Director's account to facilitate cash flow for grants and other reimbursable funding sources, which allow the agency to pay consultants/contractors in a timely manner. A consensus emerged that having around \$500,000 in the Executive Director's account would be sufficient to manage the cash flow efficiently.

Lisa raised a concern regarding the best method of utilizing the excess Local Transportation Funds, considering the stipulations of the Transit Development Act, and whether other agencies might lay claim to the funds for street and road purposes if not used on transit and unmet needs. She further voiced a concern over the sustainability of initiating services identified in the unmet transit needs process, as there was a risk of those services ceasing once the reserve funds were depleted.

Director Mattina raised a question about why the staff report was brought upon the Executive Committee first rather than the APC Board. Lisa responded that she preferred to let the Executive Committee know about the situation first, then bring it to the attention of the APC Board for further deliberation.

Director Simon acknowledged the necessity to plan proactively, given the lack of opportunities to request additional funds in case of budget overruns for specific purposes, such as the Transit Center and future bus expenses.

*Director Simon made a motion to recommend an increase to the LTF Reserve threshold from \$750,000 to \$1.5m, and allow for a one-time additional transfer of \$500,000 to the LTF Reserve from the Executive Director's account to prepare for the "extreme and unusual circumstances" that may warrant the utilization of such reserves in the future. The motion was seconded by Director Perdock and carried unanimously. Ayes (3)-Directors Mattina, Perdock, Simon; Noes (0); Abstain (0); Absent (0).*

**5. Discussion of RuralREN (Regional Energy Network)**

Lisa Davey-Bates provided an update on the Rural Regional Energy Network (REN) and the variety of programs encompassed within the RuralREN including, but not limited to, the Public Equity program, a rebate program targeting both commercial and residential sectors, a codes and standards program, workforce training, and finance program. The RuralREN will be overseen by a program manager, technical specialist and clerical staff. The budget for the RuralREN was slated to be allocated starting January 2024, however, the program may be granted the liberty to incur expenses preceding this date, but could not exceed the overall 2024 budget allocation. Lisa clarified that the RuralREN would be a new program under the Lake APC, and not a new entity. A discussion ensued with regard to the potential need for an amendment to the Dow and DBC contracts to incorporate the administration of the new program.

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

None

**7. Reports/Information**

None

**8. ADJOURNMENT**

The meeting was adjourned at 11:38 a.m.

Respectfully Submitted,

***DRAFT***

Jesus Rodriguez-Garcia  
Administrative Assistant