



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

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

EXECUTIVE COMMITTEE AGENDA

DATE: Tuesday, February 13, 2024
TIME: 3:00 p.m.
PLACE: City of Lakeport
Large Conference Room
225 Park Steet
Lakeport, California

Zoom Login:

Dial-in number: 1 (669) 900-6833 / Meeting ID: 865 8825 2398# Passcode: 211818
(Zoom link provided to the public by request.)

1. Call to Order/Roll Call
2. Public Input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
3. **CLOSED SESSION** - Pursuant to Government Code Section 54957 – (b)(1): Personnel Employment – Procurement Process for Professional Services for Administrative and Planning Services (RAPS). Any public reports of action taken under this item in closed session will be made in accordance with Govt. Code sections 54957.1
4. Approval of September 13, 2023 Minutes
5. Discussion of RuralREN (Regional Energy Network) *(Davey-Bates/Barrett)*
6. Discussion and Recommended Approval of the FY 2024/25 Local Transportation Fund (LTF) Estimate *(Pedrotti/Davey-Bates)*
7. Discussion and Recommended Revision to Lake APC Joint Powers Agreement *(Davey-Bates)*
8. Reports/Information
9. Adjourn Meeting

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 County/City Area Planning Council office at (707) 234-3314, at least 72 hours before the meeting.

POSTED: February 8, 2024



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

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

EXECUTIVE COMMITTEE (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

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



LAKE EXECUTIVE COMMITTEE STAFF REPORT

TITLE: Rural Regional Energy Network (REN) Update

DATE PREPARED: February 8, 2024

MEETING DATE: February 13, 2023

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND/ DISCUSSION:

In late 2021, the Lake APC began discussions of becoming involved with energy efficiency programs along with Mendocino Council of Governments (MCOG). In December 2021, the Lake APC Board gave direction to the Executive Committee to further explore the opportunity. Based on that direction, Lake APC staff and Executive Committee Members, along with MCOG staff and their Ad-Hoc Committee, met with staff of the Redwood Coast Energy Authority and Association of Monterey Bay Area Governments (AMBAG) to learn more about the Regional REN. Ultimately, the Executive committee voted unanimously to move forward with this project and the Lake APC Board approved the Memorandum of Understanding on February 9th.

At that time, development of the RuralREN had been underway for quite some time, and the business plan was nearly complete. Due to the timing of the addition of Mendocino and Lake Counties to the RuralREN, Lake APC's initial participation was to be via subcontract with RCEA, with the intent to work toward becoming full a RuralREN partner. In addition to RCEA, the RuralREN partner agencies include Sierra Business Council, San Luis Obispo County, Association of Monterey Bay Area Governments, Kern County, Ventura Regional Energy Alliance, High Sierra Energy Foundation and San Joaquin Valley Clean Energy Organization.

The business plan for the RuralREN was filed with the California Public Utilities Commission in spring of 2022. Once the motion and proposal were submitted, each of the official parties to the CPUC energy efficiency proceeding had the opportunity to make comments, request additional information, and reply comments, after which a CPUC administrative law judge would issue an official decision. Action was initially expected in fall of that year, but was delayed by the CPUC until June of 2023. Following approval by the CPUC, the RuralREN partners began meeting regularly to work out details of implementation and administration. Unfortunately, the discussions over administration led to disagreements among partners about roles, responsibilities and level of authority of the Portfolio Administrator (PA) for the program, identified as RCEA in the business plan. The primary issues of concern expressed were the level of authority of RCEA as the PA compared to the authority of the Leadership Team and the speed at which RCEA was executing tasks and rolling out.

In September, an impromptu vote was held at a Leadership Team meeting to remove RCEA as the PA and designate the County of San Luis Obispo as the PA. Because Lake APC is not a full REN partner, we were excluded from that meeting and other Leadership Team meetings. Although we have been receiving periodic updates from RCEA and AMBAG, staff was not aware of the extent of the conflicts, and we believed that it would be resolved. RCEA has continued to carry out responsibilities as PA, however, all communications have ceased between RCEA and the five southern partners, and a total of three Petition(s) for Modification (PFM) have been filed with the CPUC, recommending a variety of changes to the original RuralREN business plan submittal.

The first was by RCEA, which requested the area covered by the RuralREN include only Humboldt, Mendocino, Lake and the Sierra Business Council. The petition also proposed to make Lake APC and

MCOG full REN partners going forward. Although we knew that some sort of request would be made to the CPUC to help resolve the issues, we were not aware that this proposal to split the RuralREN would be made. The second PFM was filed by the southern RuralREN members (Association of Monterey Bay Area Governments, San Luis Obispo, County of Ventura, High Sierra Energy Foundation, and San Joaquin Valley Clean Energy Organization), requesting removal of reference to RCEA as the Portfolio Administrator, establishment of a more simplified method for changing the administrator, and clarification of the REN's governing autonomy. The joint PFM proposed that the RuralREN would otherwise remain the same. Finally, a third PFM was filed by California Advocates, requesting that the entire RuralREN be dismantled, which would require the submittal of a new business plan and budget for any new REN.

There are pros and cons to both the full and reduced versions of the RuralREN. The full REN includes member agencies with greater expertise in some of the programs from which the other partners would benefit. On the other hand, the reduced REN is more rural in nature and may lead to program design that's a better fit for our rural needs. At this point, Lake APC staff has remained natural in its position, awaiting the outcome of the CPUC's ruling.

In the best-case scenario, a final ruling may take place by mid-March, however it is possible that if the RuralREN is dismantled it may be as long as a year (or more) before implementation of the RuralREN programs begin. This item is presented to the Executive Committee as an opportunity to weigh in on the issue and determine if a statement in favor of one alternative or another should be submitted. While not included in this staff report, copies of each of the PFMs and responses are available upon request.

As a reminder, I've included a breakdown of each of the seven programs as they appeared in the RuralREN's original business plan. Keep in mind that some of these programs could ultimately be changed, or eliminated in some cases, depending on the ruling of the CPUC and ALJ, and/or which path forward the Lake APC chooses to take.

The Residential Equity Program:

This program will primarily target low to moderate income rural service workers and retirees since they often face a high energy cost burden. The program will first seek to increase energy efficiency awareness in our communities by conducting extensive education and outreach delivered through local government and community-based organizations. The program will also offer a basic energy-efficiency "toolkits" containing simple energy efficiency and conservation education material as well as easy to install energy efficiency equipment such as LED lightbulbs and power strips. The toolkit will be provided at no cost to residents who sign up for a phone energy consultation online or at community events. Finally, the program will offer in person and virtual energy efficiency audits which will also include no cost energy efficiency equipment, provide actionable energy efficiency and electrification project recommendations as well as guide customers towards qualified external incentives programs and financing solutions.

The Residential Resource Acquisition Program:

This program will offer Incentives for common home energy upgrades and GHG reducing technologies such as heat pumps. Energy efficiency measures will include a variety of "whole home" items like insulation, Heating Ventilation and Air Conditioning (HVAC), and plug loads/appliances. Financing will also be made available to enable customers to implement energy projects with no capital outlay. The RuralREN finance offering is described in the finance equity program section below.

Commercial Resource Acquisition Program:

This program will offer energy advisor services and financial incentives to small and medium sized businesses. Region specific outreach and energy audits will provide specific, actionable recommendations for improving the place of business to reduce energy consumption and will guide the customer toward

available incentives and financing options offered by RuralREN, electric and gas utility companies, and third-party program implementers. Incentives will be offered for common energy upgrades and Greenhouse Gas (GHG) reducing technologies such as electric heat pumps. Energy efficiency measures will include a variety of items like controls, HVAC, and plug loads / appliances. Financing will also be made available to enable customers to implement energy projects with no capital outlay. Financing offerings are described in the Finance equity program section below.

Public Equity Program:

This program will offer a suite of technical assistance and expert services to public agencies in the Lake APC region to identify, develop, track, and implement energy savings projects in their buildings and facilities. This will help agencies on their path to meeting state mandates for GHG reduction and Zero Net Energy. In addition to providing much needed project services, this program will connect agencies to external incentives programs and financing offerings, increase awareness and expertise of public agency staff, increase regional collaboration amongst agencies, and help demonstrate local government leadership in energy efficiency and electrification within local communities. The program will also seek to integrate energy efficiency as part of the regular maintenance and equipment replacement process of each agency through the creation of infrastructure inventories that can be used as long-term project pipelines.

Workforce Education and Training Equity Program:

This Rural California Pathways to Climate Adaptive Careers program will provide energy efficiency training and upskilling to community members through hands-on training, career support and placement services. The program provides three training pathways to achieve these outcomes:

- 1) The Clean Energy Academy will bring free energy efficiency career training to underserved populations that include but aren't limited to veterans, 18- to 24-year-olds, previously incarcerated individuals, and individuals residing in low income or disadvantaged communities. This is a nationally recognized model, which provides certification training designed to meet the needs of the clean energy job market.
- 2) The climate careers employment and training pathway will target 15 to 22 years old's and train them to act as energy auditors as part of the residential equity program. This program will help participants develop energy management knowledge and techniques, professionalism, and time management skills while also providing benefits to the community at large.
- 3) The Connectivity pathway will seek connect graduates of the Clean Energy Academy and Climate Careers pathway and place them in programs that provide needed certifications to start working at a prevailing wage.

Codes and Standards Program:

This program will support code enforcement agencies as well as the building design and construction community to better understand and implement California's ambitious Building Energy Efficiency Standards (Title 24), helping make buildings more efficient, paving the way for zero net energy building stock, and reducing energy use and greenhouse gas emissions in our region. The program will provide building professionals with topic specific code trainings as well as support and facilitate transition to new codes, in particular ZNE-Ready reach codes. This program will also seek Increase agency collaboration and cooperation regionally, improving consistency among jurisdictions and streamlining energy code processes building professionals. Finally, this program will include an Energy Codes Coach service, which will consist of on-demand technical assistance for public agencies or contractors to ask issue specific questions that arise as part of the permitting process.

Finance Equity Program:

The Rural Regional Energy Networks' Finance Program will address first cost and access to capital barriers that exist in Public, Small Business and Residential sectors in rural California by providing guidance and

support to rural customers during their participation in energy efficiency related funding and financing offerings. This program will also operate a short-term bridge Loan offering for small businesses and local government agencies to cover energy efficiency project costs during construction in order to “bridge” the time gap between the time of approval for PG&Es On-Bill Financing (OBF) and the disbursement of the OBF funds occurring upon verification of the project installation by PG&E. This time gap can be many months, and in some cases a year or more. The “bridge” funding will allow cash strapped, small businesses and rural local government agencies to implement energy efficiency projects quicker and eliminates the added cost of contractor financing during construction (if contractor financing is even available). Finally, this program will also run a residential Loan offering which will offer zero percent interest medium term financing of energy efficiency upgrades for homeowners with a focus on appliance electrification. These loans will be focused in the \$1,000 to \$10,000 range, with loan terms of up to 36 months.

ACTION REQUIRED: None.

ALTERNATIVES: The Executive Committee could recommend the Lake APC Board continue to maintain a position of neutrality with each of the PFMs that have been filed. On the other hand, it could choose to take a position in favor of one of the alternatives that have been filed with the CPUC.

RECOMMENDATION: Lake APC continue to maintain a position of neutrality until an official ruling is made by the CPUC and ALJ.



LAKE COUNTY/CITY AREA PLANNING COUNCIL
EXECUTIVE COMMITTEE
STAFF REPORT

TITLE: FY 2024/25 LTF Estimate

DATE PREPARED: 2/8/24

MEETING DATE: 2/13/24

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 2023/24 LTF estimate, generated through the established formula, suggested a decrease of 7.21% that brought the total LTF Estimate to \$1,713,429. As some may recall, because of the unusual and unpredictable circumstances, staff proposed a more cautious approach and requested to reduce the estimate to \$1,600,000 for 2023/24.

Based on the same method, the LTF formula indicates a 5.88% decrease for FY 2024/25. The proposed decrease would reduce the LTF projected revenues by \$100,750 bringing the total FY 2024/25 LTF estimate to \$1,612,679. After careful consideration, staff would like to propose that the LTF Fund Estimate remain at \$1,600,000. An adjustment can be considered mid-year if revenues come in at a higher or lower than expected. In addition, there are \$329,262 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 anticipated reduction in the LTF revenues.

Based on the 2024/25 LTF estimate, staff will begin drafting the full Lake APC budget, including LTF allocations for Administration, Bike and Pedestrian (2%) purposes, the Consolidated Transportation Service Authority (5%), Overall Work Program, Reserve (5%) and Transit.

Staff will present the LTF Estimate and Draft Budget together at the May Lake APC Board of Directors meeting, however, it is helpful to discuss this proposed recommendation in greater detail with the Executive Committee prior to that meeting. After the discussion and recommendation at the Executive Committee level, staff will move forward with the development of the draft FY 2024/2025 Lake APC budget.

ACTION REQUIRED:

Provide direction to staff with regards to the Local Transportation Fund (LTF) Estimate for the upcoming FY 2024/25, and the development of the Draft FY 24/25 Lake APC Budget.

ALTERNATIVES:

Do not approve the LTF Estimate as presented and offer additional options to move forward with the FY 24/25 Draft Budget development process.

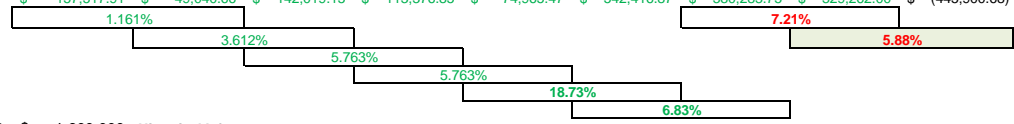
RECOMMENDATION: Staff recommends that the Executive Committee approve moving forward with the development of the FY 2024/2025 Lake APC budget with the Local Transportation Fund (LTF) Estimate of \$1,600,000, with the understanding that an amendment could occur at any time during the fiscal year if needed.

Fiscal Year	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	FY 2023/24 Actuals
July	\$ 96,800.00	\$ 101,400.00	\$ 95,000.00	\$ 130,775.97	\$ 160,899.23	\$ 161,339.02	\$ 227,713.56	\$ 202,383.00	\$ 184,905.67
August	\$ 129,100.00	\$ 135,200.00	\$ 126,600.00	\$ 128,183.15	\$ 115,673.11	\$ 238,709.89	\$ 176,307.16	\$ 179,719.57	\$ 174,013.45
September	\$ 137,553.03	\$ 146,937.08	\$ 192,819.65	\$ 137,127.61	\$ 137,640.01	\$ 152,686.38	\$ 183,424.49	\$ 167,358.93	\$ 161,871.75
October	\$ 96,200.00	\$ 101,100.00	\$ 103,100.00	\$ 177,980.77	\$ 148,773.88	\$ 201,124.30	\$ 202,982.70	\$ 184,700.06	\$ 168,042.15
November	\$ 128,200.00	\$ 134,800.00	\$ 137,500.00	\$ 123,708.23	\$ 161,359.06	\$ 184,827.58	\$ 186,926.72	\$ 169,215.60	\$ 189,649.59
December	\$ 135,951.55	\$ 148,746.50	\$ 157,460.53	\$ 132,499.23	\$ 133,757.69	\$ 140,342.43	\$ 161,960.42	\$ 147,909.42	\$ 134,426.57
January	\$ 96,200.00	\$ 107,600.00	\$ 104,700.00	\$ 145,104.61	\$ 160,593.97	\$ 149,087.17	\$ 175,640.53	\$ 172,114.49	\$ 141,190.14
February	\$ 128,300.00	\$ 143,500.00	\$ 139,600.00	\$ 144,108.67	\$ 177,775.04	\$ 215,556.01	\$ 172,914.89	\$190,049.45	\$ -
March	\$ 158,278.58	\$ 134,201.56	\$ 144,591.96	\$ 125,338.10	\$ 112,724.41	\$ 116,980.96	\$ 153,160.06	\$134,832.18	\$ -
April	\$ 89,900.00	\$ 106,500.00	\$ 93,900.00	\$ 104,604.90	\$ 98,531.91	\$ 141,841.38	\$ 89,017.26	\$133,118.77	\$ -
May	\$ 119,800.00	\$ 142,000.00	\$ 143,107.22	\$ 106,825.06	\$ 128,087.82	\$ 198,328.52	\$ 166,899.97	\$191,801.63	\$ -
June	\$ 141,234.75	\$ 72,549.52	\$ 128,639.79	\$ 133,591.55	\$ 100,709.34	\$ 203,153.23	\$ 183,335.99	\$156,058.90	\$ -
Total Fiscal Year	\$ 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	\$ 2,029,262.00	\$ 1,154,099.32
Excess/(Shortfall)	\$ 157,517.91	\$ 49,040.66	\$ 142,019.15	\$ 113,376.85	\$ 74,965.47	\$ 542,416.87	\$ 380,283.75	\$ 329,262.00	\$ (445,900.68)

FY 2023/24 LTF Fund Estimate = FY 22/23 LTF Revenues (July to Jan) \$1,223,401.07 compared to FY 2023/24 LTF Revenues (July to Jan) \$1,154,099.32 = 5.88% decrease. Then take FY 2023/24 LTF Estimate (\$1,713,428.76) x 5.88% = \$100,750 decrease.

FY 2022/23 July to Jan: \$ 1,223,401.07
 FY 2023/24 July to Jan: \$ 1,154,099.32

72% Revenue received based on LTF Estimate



LTF ESTIMATE BUDGETED:

FY 2023/24 = \$1,713,428.76 \$ 1,600,000 *Historical Info.*
 FY 2024/25 = \$1,612,678.76 \$ 1,500,000 **Recommendation to decrease FY 2024/25*

LTF 5% Reserve Policy FY 24/25 \$ 75,000.00 (1500000*0.05)

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

(This comparison is based on 7 months)



LAKE AREA PLANNING COUNCIL EXECUTIVE COMMITTEE STAFF REPORT

TITLE: Lake APC Joint Power Agreement Revision

DATE PREPARED: February 1, 2024

MEETING DATE: February 13, 2024

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

On June 19, 1972, the Joint Powers Agreement (JPA) and Rules of the Lake County and City Area Planning Council were adopted, which among many other things defined the membership and the quorum of that body. At that time there were two members from the City of Lakeport, two members of the Board of Supervisors, and one Member-at-Large.

On May 19, 1986, the JPA was amended to include three additional members to the Lake Area Planning Council: two from the City of Clearlake and an additional Member-at-Large position. The Lake APC is now comprised of eight members: two members of each of the Lake County Board of Supervisors, the City of Lakeport, the City of Clearlake, and Members-at-Large.

It has been very challenging to obtain a quorum at the regularly scheduled meetings due to the ongoing vacancies of both Member-at-Large positions. Recent changes to the Brown Act requiring a quorum to be present in one location have exacerbated the problem. Currently the APC Rules, in terms of action, are based on the majority vote of a quorum, or five of the eight members.

With that in mind, I'd like the Executive Committee to reconsider the number of Member-at-Large positions needed to serve on the Lake APC given the ongoing difficulties of filling even one of the two positions. If the decision is made to reduce the full membership of the Lake APC Board of Directors to seven, only four members will be needed for a quorum.

If it is determined that it is reasonable to reduce the number of Member-at-Large positions from two to one, approval would be needed by the full Lake APC Board of Directors, and all members of the JPA.

ACTION REQUIRED: None.

ALTERNATIVES: Continue this item to a later meeting.

RECOMMENDATION: Executive Committee make a recommendation to the Lake APC Board of Directors to amend the Lake APC Joint Powers Agreement to reduce the number of Member-at-Large positions to one, thereby reducing the total membership to seven, and reducing the number of members needed (to four) for a quorum during Board meetings.