



# 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: Wednesday, April 17, 2024  
TIME: 1:30 p.m.  
PLACE: Lake Transit Authority  
9240 Highway 53  
Lower Lake, California

### Zoom Login:

**Dial-in number: 1 (669) 900-6833 / Meeting ID: 847 5343 4804# Passcode: 126499**  
*(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 – Review of Proposals and Recommendations of Contractor 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 February 13, 2024 Minutes
5. Adjourn Meeting

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POSTED: April 12, 2024



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## EXECUTIVE COMMITTEE (DRAFT) MEETING MINUTES

Tuesday, February 13, 2024

Location: Large Conference Room  
225 Park Street  
Lakeport, California

### Present

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

### Also Present

Lisa Davey-Bates, Executive Director, 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  
Maura Twomey, Executive Director - Regional Analysis and Planning Services  
Diane Eidam, Staff - Regional Analysis and Planning Services

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### 1. Call to Order/Roll Call

The meeting was called to order at 3:03 pm. Members present: Mattina, Perdock, Simon –  
Absent: None.

### 2. Public Input

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

### 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

Lisa introduced Maura Twomey and Diane Eidam from Regional Analysis and Planning Services (RAPS), stating that Lake APC staff would leave the room to allow Executive Committee members to speak to the consultants about the upcoming procurement process for staffing services to the Lake APC.

Lake APC Staff exited the room @ 3:05 p.m.

Lake APC Staff re-entered @ 3:30 p.m.

Stacey reported that there was no reportable action from the meeting with the consultants.

**4. Approval of September 13, 2023 Minutes**

*Director Perdock made a motion to approve the September 13, 2023 Minutes. The motion was seconded by Director Simon. Ayes (3)-Directors Mattina, Perdock, Simon; Noes (0); Abstain (0); Absent (0).*

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

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

**6. Discussion and Recommended Approval of the FY 2024/25 Local Transportation Fund (LTF) Estimate**

Alexis reported on the FY 2024/25 Local Transportation Fund (LTF) Estimate centered around financial planning the upcoming budget. Alexis gave an overview of the LTF estimate, which had experienced a decrease of 5.88% from the previous estimate. This decrease represented a projected reduction in funding, amounting to \$100,750, bringing the LTF estimate down to \$1,612,679. The committee had previously adopted a conservative approach to budgeting to mitigate the impact of financial fluctuations and unpredictable economic situation. Despite the decrease, the staff recommended maintaining the estimate at \$1.6 million for the upcoming year, striving to find the balance between conservatism in budgeting and the necessity to support transit operations. Lisa noted that considering past financial patterns and current projections, she felt that the LTF estimate would be both realistic and sufficient to meet the needs of the transit services.

*Director Perdock made a motion to have the LTF Fund Estimate to remain at \$1,600,00 and to approve adjustments as needed. The motion was seconded by Director Simon. Ayes (3)-Directors Mattina, Perdock, Simon; Noes (0); Abstain (0); Absent (0).*

**7. Discussion and Recommended Revision to Lake APC Joint Powers Agreement**

Lisa Davey-Bates introduced the idea of potentially revising the Lake APC Joint Powers Agreement, with a consideration to amend the agreement to address challenges in filling member-at-large positions. She noted that if the total number of member-at-large positions was reduced from two to one, it would decrease the overall membership to seven and reduce the quorum requirement to four members. This change was proposed to alleviate difficulties in achieving quorum due to unfilled member-at-large seats and to streamline decision-making processes. Lisa highlighted the historical context of the member-at-large positions and their impact on meeting quorum requirements under the Brown Act, which mandates a quorum to be present in one location. By reducing the number of these positions, the Lake APC hoped to mitigate challenges associated with filling these roles. The Executive committee members offered to reach out to find new board members but if unsuccessful, there may need to be a reduction in board member positions to ensure a quorum is present.

*Director Simon made a motion to 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 for a quorum during Board meetings. The motion was seconded by Director Perdock and carried unanimously. Ayes (3)-Directors*

*Mattina, Perdock, Simon; Noes (0); Abstain (0); Absent (0).*

## **8. Reports/Information**

Director Simon reported on the timeline and funding that had been secured through the Housing and Community Development program. Director Simon expressed concern about a bus stop location and accessibility at the Housing Development. It was unknown if there needed to be permits for a new bus stop, due to a bus stop already being present prior to the construction. James mentioned that he would investigate if a new bus stop would be feasible.

Lisa introduced the idea of creating a Transit Productivity Committee (TPC), which would focus on transit issues and performance. This would include evaluating the performance of different transit routes, discussing policies relevant to transit services (such as codes of conduct and bike/scooter policies), and addressing financial challenges facing transit operations. Alexis noted a distinction between the roles of the Area Planning Council (APC) and the Local Transportation Authority (LTA), suggesting that the committee would fall under the purview of the APC due to its focus on regional transportation planning and funding allocation.

## **9. ADJOURNMENT**

The meeting was adjourned at 4:11 p.m.

Respectfully Submitted,

***DRAFT***

Jesus Rodriguez-Garcia  
Administrative Assistant