



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

367 North State Street, Ukiah, CA 95482
Administration: Suite 204 ~ 707-234-3314
Planning: Suite 206 ~ 707-263-7799

TECHNICAL ADVISORY COMMITTEE (TAC) MEETING AGENDA

DATE: Thursday, October 17, 2019
TIME: 9:00 a.m.
PLACE: Umpqua Bank
805 Eleventh Street
Lakeport, California

Caltrans-District 1
Teleconference
1656 Union Street
Eureka, California

Teleconference Dial-In #: 866-576-7975 Passcode: 961240

1. Call to order
2. Approval of September 19, 2019 Minutes
3. Discussion and Recommended Project(s) for Highway Infrastructure Program Funds (*Davey-Bates*)
4. Draft 2020 Regional Transportation Improvement Program (RTIP)/State Transportation Improvement Program (STIP) (*Casey*)
5. Voter Opinion Polling & Assessment for Unincorporated Lake County RFP (*Casey*)
6. Update by Local Agencies on Existing Local Transportation Fund (LTF) 2% Bike and Ped (*Davey-Bates/Pedrotti*)
7. Announcements and Reports
 - a. Lake APC
 - i. Miscellaneous
 - b. Lake Transit Authority
 - i. Miscellaneous
 - c. Federal & State Grant Status Reports
 - i. Sustainable Transportation Planning Grant Update (*Speka*)
 - ii. Other Grant Updates (*All*)
 - d. Caltrans
 - i. Lake County Projects Update
 - ii. Other Updates
8. Information Packet
9. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
10. Next Proposed Meeting – **November 21, 2019**
11. Adjourn meeting

Public Expression - The TAC welcomes participation in TAC meetings. Comments will be limited for items not on the agenda to three minutes per person, and not more than 10 minutes per subject, so that everyone may be heard. This time is limited to matters under TAC jurisdiction which have not already been considered by the TAC.

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 APC office at 707-263-7799 at least 72 hours prior to the meeting.

Posted: October 11, 2019

List of Attachments:

Agenda Item #2 – 9/19/19 Draft Lake TAC Minutes

Agenda Item #4 – STIP Staff Report & Documentation

Agenda Item #5 – Voter Opinion Polling & Assessment RFP Staff Report

Agenda Item #6 – 2% Bike and Ped Staff Report



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TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday, September 19, 2019
9 a.m.

City of Lakeport
Large Conference Room
225 Park Street
Lakeport, California

Present

Scott DeLeon, Public Works Director, County of Lake
Kevin Ingram, Director of Community Development, City of Lakeport
Alan Flora, City of Clearlake
Rex Jackman, Caltrans District 1

Absent

Doug Grider, Public Works Director, City of Lakeport
Byron Turner, Community Development, County of Lake

Also Present

Lisa Davey-Bates, Executive Director, Lake Area Planning Council
Alexis Pedrotti, Lake Area Planning Council
Phil Dow, Lake Area Planning Council
Nephele Barrett, Lake Area Planning Council
Danielle Casey, Lake Area Planning Council
John Speka, Lake Area Planning Council
Valency Fitzgerald (Caltrans Asset Manager)
Talitha Hodgson (Caltrans Advance Planning Branch Chief)

- 1. Call to order**
The meeting was called to order at 10:00 a.m.
- 2. Approval of September 19, 2019 Lake APC TAC Minutes**
Kevin motioned, Alan seconded, to approve the September 19, 2019 minutes as written with no changes. Approved unanimously.
- 3. Item #6di (Caltrans Lake County Project Update)** was moved up to this spot in order to accommodate Caltrans staff's schedule in returning to Eureka in the afternoon. A presentation regarding Asset Management and Project Initiation Document (PID) development was given to all Regional Transportation Planning Agencies (RTPAs) to describe new input opportunities reflected in CTC Guidelines. Priority projects in the SHOPP or other asset maintenance programs are determined by needs and overall

conformity throughout the State by district. Funding equity goals of Caltrans can be met in this fashion. The project development process was further covered in the presentation.

Rex discussed SB1 funding as part of asset management, including the role of the Active Transportation Program (ATP) and how Caltrans can either apply for or help the local RTPA to apply for regional priorities. In certain cases, Caltrans may be able to implement projects on Caltrans right-of-way, depending on a number of factors that could be discussed in more detail in the future.

RTPA input opportunities were covered by Talitha Hodgson, the Advance Planning Branch Chief. The "Project Nomination" process was discussed with Caltrans needing input by March of odd numbered years so that they can have time to include local requests into the targets set for each district. RTPA's are also provided opportunities to be involved with different aspects of the project development as they proceed from stage to stage.

4. **Item #6 "2020 Regional Transportation Improvement Program (RTIP)/State Transportation Improvement Program (STIP) Project Funding Recommendation"** was moved up to this spot in order to accommodate Alan Flora's need to return to Clearlake for another meeting. Danielle presented a report on the newest STIP cycle in which three applications had been received. Two of them were part of a combined application by the County. The first was for the ongoing South Main Street rehabilitation project and the second was for Soda Bay Road. The request was for additional STIP funding (totaling \$81,000) to be divided between the two (\$41,000 and \$40,000, respectively). The third application was received by the City of Clearlake for the ongoing Dam Rd/Dam Rd Extension Roundabout project for the full \$81,000 available. Kevin mentioned that the City of Lakeport had intended to apply for another existing project for a roundabout on South Main Street and Lakeport Boulevard, but was unable to gather the needed materials by the deadline.

Nephele explained that each of the projects were already being funded from past STIP cycles. The small amount of money within this cycle's estimate was not felt to be enough to open up the application process to new projects. The options were to either have it applied to existing projects that could demonstrate a need for additional funds, or else to leave the funds unprogrammed and added to the next cycle in two years. The actual amount available to the region was \$189,000, however, once the amount required for Planning, Programming and Monitoring (PPM) was subtracted, the remaining amount totaled the \$81,000.

Scott discussed the status of the County's South Main St/Soda Bay Rd project(s) which was awaiting PGE's ability to complete the first phase of the project involving undergrounding of utility lines. While the County continues to pursue right-of-way acquisition, it was unknown how much time PGE would require to complete its portion. The purpose for the request of additional STIP funds was to help offset some of the increased construction costs for the project which was originally programmed a number of years back. He acknowledged that the project has taken much longer than anticipated and will likely need to be extended even further until the utility and right-of-way issues can be resolved.

Alan discussed the City of Clearlake's project which was originally programmed in 2018. He noted that it wasn't the City's current highest priority at this point, but that the additional funds from this year's cycle would be useful in moving it along if it were available.

Currently, STIP funding only covers the environmental phase and future funding will be needed for construction. Because only a small amount is available this cycle (and because funds can't be programmed for only a portion of a project component (i.e. construction)), the City was seeking the additional funds for components already programmed.

Kevin asked whether the money should be put aside until the next cycle as it wasn't enough to make much of an impact overall. He ended by making a motion that the TAC recommend this to the Lake APC Board. Scott seconded the motion, which passed unanimously.

5. Highway Infrastructure Program (HIP) Funds (previously Agenda Item #3)

Lisa went over recent TAC meeting discussions on the availability of HIP funds. There was approximately \$400,000 available (total from two year's worth of funding) for projects on the Federal Aid System. Projects would need to be obligated for construction by September 2021, which itself would rule out many projects that need to go through the yearlong National Environmental Protection Act (NEPA) process. Certain projects, such as the Soda Bay Road project in the County, have already gone through this process, and would be better candidates as a result. Scott mentioned that he'd look into the Soda Bay Road project. The TAC would revisit the matter during the October TAC meeting.

6. GreenDOT's Web-Based OWP Dashboard (previously Agenda Item #4)

Jeff Schwein from GreenDOT Transportation Solutions introduced the item. His firm assists regional and local agencies with administrative and funding matters, as well as project development and delivery. GreenDOT has developed a web-based "Dashboard" that can be used by local agencies to track project related financial data and overall progress of a specific project or program. His PowerPoint presentation before the TAC was used to explain the benefits of the system in managing the Overall Work Program (OWP). The program would be useful to Lake APC as well as local agency staffs as each could log in to the data from a remote source and check status or other data connected to a particular project via the "cloud" as opposed to relying exclusively on Lexi for information on funding or overall progress.

7. Discussion and Recommended Approval of the Second Amendment of the 2019/20 Overall Work Program (previously Agenda Item #5)

Following up on the presentation from GreenDOT, Lisa discussed Lake APC staff's upcoming request to the Board for \$19,785 from the Overall Work Program to purchase and have set up the Dashboard system. The money would come from a portion of carryover money from the previous fiscal year. She asked for the TAC's support in seeking an amendment to the OWP to include funding for its purchase. A motion was made by Scott, seconded by Kevin, to recommend the amendment to the Board. The motion passed unanimously.

8. Announcements and Reports

a. Lake APC

i. Miscellaneous

Lisa reminded TAC members of Phil's upcoming retirement party to be held on September 26 at Rivino Winery in Ukiah.

b. Lake Transit Authority- Lisa had nothing to report at this time.

c. Federal & State Grant Status Reports

i. Sustainable Transportation Planning Grant Update

John had two brief items to report. The first is that the consultant for the Pedestrian Needs Inventory would be presenting the results of the study and the resulting priority projects at the end of the October 17 TAC meeting. The members of the “Technical Advisory Group (TAG)” will be attending as well (many members sit on both the TAC and TAG). Comments and recommendations will be sought at that time prior to the report being posted for public review and ultimately brought before the APC Board meeting scheduled for November 13.

The second item was to announce that a workshop was being held that evening in Lucerne for the Highway 20 Northshore Communities Traffic Calming Study. The consulting firm (W-Trans) will be presenting options to community members with a list of potential projects that are intended to meet the goals of the study.

ii. Other Grant Updates- None

d. Caltrans

i. Lake County Projects Update

Rex announced that Caltrans had a new hire in the Planning Division, Saskia Rymer-Burnett, that would be working with Lake APC and local agencies on existing and upcoming projects.

ii. Other Updates - None

6. Information Packet - None

7. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda –Scott DeLeon noted that the County Board of Supervisors had the matter of a sales tax for the unincorporated areas of the County brought before them by Bruno Sabatier. The item received unanimous consent by the Board of Supervisors and as a result the County will be requesting OWP funds for a polling survey to better determine potential voter sentiment.

8. Next Proposed Meeting – October 17, 2019

9. Adjourn Meeting - Meeting adjourned at 11:25 a.m.

Respectfully Submitted,

John Speka
Lake APC Transportation Planning



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: Draft 2020 Regional Transportation Improvement Program
Discussion and Recommendation

DATE PREPARED: 10/11/19
MEETING DATE: 10/17/19

SUBMITTED BY: Danielle Casey, Project Coordinator

BACKGROUND:

Each odd-numbered year we consider the programming of projects that are to be included in the State Transportation Improvement Program (STIP) that goes into effect July 1 of the following year. We do this by developing our Regional Transportation Improvement Program (RTIP) which programs our Regional Improvement Program (RIP) shares of funding as identified by the California Transportation Commission (CTC) in the Fund Estimate (FE).

The CTC adopted the FE for the 2020 STIP on August 14, 2019. The estimate identified a STIP programming target through FY 2024/25 of \$189,000 for the Lake County Region. Of the \$189,000, \$108,000 are programmed for Planning, Programming and Monitoring, leaving \$81,000 available for new or existing projects.

At the September 17, 2019 meeting the TAC moved to leave the \$81,000 unprogrammed and available for future consideration when additional funds become available. The Lake APC board concurred with this recommendation. This is reflected in the Draft RTIP.

The attached draft RTIP utilizes a template which was prepared by the Regional Transportation Planning Agency Group for use by regions statewide. The purpose of this template is to make RTIP submittals more consistent and present information in an organized and transparent manner. Some of the appendices have not yet been finalized, including location maps and PPR forms for the projects.

At this meeting, we will be reviewing the Draft 2020 Regional Transportation Improvement Program and making a recommendation to the APC Board. The recommendations of the TAC will then be presented for adoption by the Board in November and submitted to the CTC by December 15.

ACTION REQUIRED: Recommend adoption of the RTIP to the APC Board.

ALTERNATIVES: Modifications to the Draft RTIP may be proposed by the TAC. This can include schedule changes to existing projects.

RECOMMENDATION: Recommend adoption of the 2020 Regional Transportation Improvement Program to the APC Board which includes no new projects due to the small amount of funds available.



LAKE COUNTY/CITY AREA PLANNING COUNCIL TAC STAFF REPORT

TITLE: Request for Proposal Voter Opinion Polling for Unincorporated Lake County
DATE PREPARED: 10/10/19
MEETING DATE: 10/17/19

SUBMITTED BY: Danielle Casey, Project Coordinator

BACKGROUND:

At the May 23, 2019 TAC Meeting during adoption of the 2019/20 Overall Work Program there was discussion regarding a future polling project to probe how residents would feel about a dedicated transportation sales tax. Lake APC Staff recommended leaving \$27,000 in reserve for a future polling effort. The TAC agreed. The 2019/20 Overall Work Program was adopted with the understanding that the TAC would also support a later amendment to the document for the use of reserve funds (WE 604) for future polling efforts involving a specific transportation sales tax for the unincorporated areas of the county.

At the September 19, 2019 TAC meeting Mr. DeLeon said that the Board of Supervisors was discussing moving forward with a tax increase measure in unincorporated Lake County to fund pavement improvements. To expedite the process of finding a contractor and conducting polling, Lake APC Staff drafted the 2nd Amendment of the 2019/20 Overall Work Program and brought it before the Lake APC Board at the October 3, 2019 meeting for approval. The Board approved the amended OWP which includes Work Element 621: Transportation Voter Opinion Survey – County of Lake (Unincorporated Areas) for \$45,612 of Planning, Programming and Monitoring (PPM) funds.

Lake APC Staff is seeking a contractor to conduct the polling of Lake County voters via Request for Proposal (RFP). \$40,000 has been budgeted for the polling measure; this money will come from Planning, Programming and Monitoring (PPM) funds. The schedule outlined in the RFP requests that the Project be complete in March, 2020 which will allow for the measure to be drafted and on the November 2020 ballot.

The RFP was posted to the Lake APC website on October 11, 2019. Submissions must be received by November 15, 2019.

ACTION REQUIRED: None. For information only.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

LAKE TAC STAFF REPORT

TITLE: Availability of 2015/16 thru 2019/20
2% Bike and Pedestrian Funds (LTF)

DATE PREPARED: 10/10/19
MEETING DATE: 10/17/19

SUBMITTED BY: Lisa Davey-Bates, Executive Director

BACKGROUND:

Each year 2% of Local Transportation Funds (LTF) are set aside for bicycle and pedestrian purposes once administration has been funded in the Lake APC's budget.

This year (FY 2019/20) a total of \$ is available. In addition, funding from the previous years in the amount of \$65,376.55 was not allocated to a specific project or local jurisdiction. Therefore, a total of **\$88,445** is currently available for bike and pedestrian purposes.

I recommend TAC members select a deadline for projects to be submitted to the Lake APC. If multiple projects are submitted they can be reviewed and ranked during a future meeting. Typically, these funds have been used as local match to other grant applications, or to enhance transportation projects within the region to include bike and pedestrian facilities. These funds could also be used to support the Active Transportation Program which was created by Senate Bill 99 and Assembly Bill 101 in 2013. The ATP is a competitive grant program which encourages increased use of active modes of transportation such as biking and walking.

To provide a bit of history, the following allocations have occurred over the past several fiscal years. Also note that funds were rescinded in Fiscal Year 2009/10 due to the recession.

2012/13 to 2014/15: County of Lake - \$51,181 (full balance remaining)
2012/13 to 2014/15: City of Lakeport - \$15,000 (full balance remaining)
2011/12: City of Clearlake - \$20,728
2010/11: City of Clearlake - \$20,751
2009/10: Bike and Ped Funds in the amount of \$54,038 Rescinded and used for transit purposes
2007/08: County of Lake - \$29,202
2006/07: City of Clearlake - \$80,334

ACTION REQUIRED: None.

ALTERNATIVES: None.

RECOMMENDATION: Staff recommends Lake TAC members discuss potential projects and determine a due date for local agencies to submit projects to Lake APC.