



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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EXECUTIVE COMMITTEE **(DRAFT) MEETING MINUTES**

Wednesday, February 4, 2026

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

Present

Stacey Mattina, City Council Member, City of Lakeport
Bruno Sabatier, Supervisor, County of Lake
Brad Rasmussen, Supervisor, County of Lake

Also Present

Lisa Davey-Bates, Executive Director – Lake APC
Nephele Barrett, Planning Staff – Lake APC
Alexis Pedrotti, Project Manager – Lake APC

Attending via Zoom

Charlene Parker, Admin. Staff – Lake APC
David Mueller – Transportation Concepts
Brett Baum – Transportation Concepts

1. Call to Order/Roll Call

The meeting was called to order at 9:03 am. Members present: Mattina, Sabatier, Rasmussen

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

None

3. Approval of April 29, 2025 Minutes

Director Sabatier made a motion to approve the April 29, 2025 Minutes, as presented. The motion was seconded by Director Rasmussen. Ayes (3)-Directors Mattina, Rasmussen, Sabatier; Noes (0); Abstain (0); Absent (0).

4. Lake Transit Operations and Maintenance – Amendment No. 1 to the Agreement with Transportation Concepts

Lisa introduced Brett Baum and David Mueller, both with Parking Concepts/Transportation Concepts. Lisa reported that in 2025, the Lake Transit Authority (LTA) completed its procurement process to continue transit operations, and Transportation Concepts (TC) became the new contractor effective July 1, 2025. Lisa explained that when the Request for Proposals (RFP) was prepared, staff increased the insurance coverage limits to protect agency assets; however, no appraisal or in-depth analysis was conducted at that time to determine that the \$7 million property coverage limit in the RFP in excess of what was needed to cover replacement of the existing facility.

Staff noted that TC is not typically required to carry property insurance for other clients and was therefore surprised to learn that the \$7 million property coverage requirement resulted in an annual cost of approximately \$65,000. TC's insurance broker advised them that the replacement coverage appeared high, and TC retained an independent third party to conduct an audit of the facility, which concluded that the replacement value would be much lower than what had been required in the RFP. The broker recommended property insurance coverage at \$2.6 million, which would reduce the annual cost to \$25,279.

David Mueller explained that the \$2.6 million figure represented the estimated cost to replace the building if destroyed. He noted that the construction type, safety features such as a sprinkler system and landscaping helped to reduce the exposure of the building.

Based on the recommendation from the insurance broker and audit conducted by the independent third party, the Executive Committee recommended reducing the property insurance coverage limit from \$7 million to \$2.6 million.

The committee agreed to forward the insurance amendment to the Lake Transit Authority Board of Directors for consideration and approval at the next meeting and noted that the change was pending Caltrans' approval.

Director Rasmussen made a motion to recommend to the LTA Board that the property insurance limit required in the RFP be reduced from \$7 million to \$2.6 million, based on the information that had been presented. The motion was seconded by Director Sabatier Ayes (3)-Directors Mattina, Rasmussen, Sabatier; Noes (0); Abstain (0); Absent (0).

5. Discussion and Recommended Approval of the FY 26/27 Local Transportation Fund (LTF) Estimate and Budget Allocations

Three (3) additional handouts were distributed to the Executive Committee for review under this item:

1. Davey-Bates Consulting FY 2026/27 Administrative Contract Costs
2. Dow & Associates FY 2026/27 Planning Contract Costs
3. Draft FY 2026/27 Budget Document (Condensed version for informational purposes)

Alexis explained that development of the Local Transportation Fund (LTF) estimate is a required step in the annual Transportation Development Act (TDA) budget process and that APC staff now uses an internally developed methodology after attempts to coordinate with the Lake County Auditor's Office were unsuccessful.

In FY 25/26, the LTF estimate was \$1,705,891, which included a slight increase of 5.78% from the previous year. Based on the same formula used in prior years, the LTF formula indicates a slight decrease for FY 2026/27. The projected reduction of \$42,818 would bring the total LTF estimate to \$1,663,074. The APC has consistently taken a conservative approach to setting the annual estimate, resulting in year-end revenues that exceed projections. As reflected in the table, actual revenues have surpassed \$1,800,000 for several consecutive years, supporting a higher LTF allocation, despite the formula's anticipated slight decline in revenues for the upcoming budget cycle.

Staff recommended that the Executive Committee recommend the modest LTF estimate of \$1.8M, with the idea that the estimate could be amended later in the year if necessary.

Additionally, LTF revenues for FY 24/25 came in \$474,094 higher than estimated and will be allocated in the FY 26/27 apportionment for allocation to the transit agency.

Alexis provided an overview of the proposed Local Transportation Fund (LTF) allocations, including required priority set-asides for administration and planning, optional allocations for the 2% bicycle and pedestrian account, 5% Consolidated Transportation Service Agency, leaving remaining LTF available to Lake Transit Authority, as the sole public transportation provider. Alexis noted that the estimates for the (3%) planning allocation had been augmented due to increased planning costs with the contractor (Dow & Associates), and commitments already made in the Overall Work Program (OWP).

Additionally, handouts were provided for the administration and planning contracts, which explained that both budgets for fiscal year 2026/27 were based on contracts executed in 2024 and only captured CPI adjustments. Both contracts are five-year agreements and allow for annual budget adjustments based on cumulative CPI increases, and other costs such as health insurance and merit increases. Neither contractor requested increases beyond CPI in the prior fiscal year; however, health insurance cost increases and merit increases required proposed increases for the current year. It was noted that the increases were consistent with contract terms and remained competitive when compared to fully weighted rates identified in recent consultant contracts obtained in Lake and Mendocino counties for planning projects in both Overall Work Programs.

Following the discussion, the committee expressed comfort moving forward with development of the upcoming fiscal year budget using the current LTF estimate, with the understanding that amendments may be made during the fiscal year as needed. With that direction, staff will begin developing the draft budget which will be presented to the Board in May. The Draft FY 26/27 Budget will show the LTF allocations to the Lake APC administration, Bike and Pedestrian fund, Consolidated Transportation Services Agency (5%), Overall Work Program, LTF reserve fund (5%), and the remaining funds going to public transit.

Director Sabatier made a motion to approve the recommendation to move forward with the development of the FY 2026/2027 Lake APC budget with the Local Transportation Fund (LTF) Estimate of \$1,800,000, with the understanding that an amendment could occur at any time during the fiscal year if needed. The motion was seconded by Director Rasmussen. Ayes (3)-Directors Mattina, Rasmussen, Sabatier; Noes (0); Abstain (0); Absent (0).

6. Discussion and Recommendation of the Member-at-Large Positions

Charlene reported that under the amended Joint Powers Agreement (JPA) for the Lake County/City Area Planning Council (Lake APC), the Lake County Board of Supervisors may appoint two Member-at-Large positions and one alternate to serve on the Lake APC and Lake Transit Authority (LTA) Boards.

In 2021, the Board of Supervisors appointed Sally Peterson to a Member-at-Large position; however, staff were unaware of the appointment and Ms. Peterson had not been participating in meetings. When Dan Rodriguez later applied for the Member-at-Large position, staff confirmed that the position was currently filled. Staff contacted Ms. Peterson to confirm her appointment and to determine her interest in continuing to serve. Ms. Peterson indicated that she had been unaware of the appointment but expressed interest in serving and requested additional information regarding the role and meeting requirements. Staff provided the relevant materials, and participation expectations. Subsequent follow-up attempts were made by email and phone to confirm Ms. Peterson's availability and continued interest; however, no response had been received at the time of this report.

Further discussion focused on options for addressing the Member-at-Large vacancy, including retaining the current appointee and appointing Mr. Rodriguez as an alternate, reassigning positions, or removing the current appointee due to prolonged non-participation. Members noted that formal action by the Board of Supervisors would be needed. It was suggested that both individuals be notified in advance of any recommended action. Members also discussed the need to improve appointment processes in the future, such as amending the JPA for reappointments, to prevent similar situations.

Lisa stated that the Joint Powers Agreement (JPA) should be reviewed to clearly define term limits or attendance expectations for Member-at-Large appointments

Director Rasmussen made a motion to recommend the Lake County Board of Supervisors remove Sally Peterson from her Member-at-Large position and appoint Dan Rodriguez to fill the open position. The motion was seconded by Director Sabatier. Ayes (3)-Directors Mattina, Rasmussen, Sabatier; Noes (0); Abstain (0); Absent (0).

7. Northern Rural Energy Network (NREN) Update

Lisa provided an update on Lake County's participation in the Northern Rural Energy Network (NREN) energy efficiency programs. Since becoming a full partner in 2024, staff have been focusing on efforts to begin implementation of the six programs.. Lisa emphasized the need for adequate staffing to meet program requirements, conduct assessments, provide outreach, and achieve CPUC key performance indicators (KPI). Lisa highlighted the importance of local oversight to ensure quality program delivery and responsiveness to the community. Discussions ensued about the County's unique needs, including demographics, hard to reach customers who are reliant on electricity/propane, as well as the importance of retaining control over local program implementation. The Lake County NREN staff were efficiently delivering programs and achieving KPIs while managing a relatively modest staffing level compared with other NREN partners.

The committee expressed support for increasing staffing if needed to ensure programs are delivered effectively and cost-efficiently. The budget and business plan are being finalized for submission in mid-February, with additional details on allocations to be shared as available.

8. Reports/Information

None.

9. Adjourn Meeting

The meeting was adjourned at 10:21 a.m.

Respectfully Submitted,

DRAFT

Charlene Parker
Administration Associate