

AGENDA
LAKE TRANSIT AUTHORITY

DATE: June 13, 2018

TIME: 9:30 a.m. (or as soon thereafter as the Lake Area Planning Council Meeting Adjourns)

PLACE: City of Lakeport
Council Chambers
225 Park Street
Lakeport, CA

1. Call Meeting to Order
2. Roll Call
3. Public input on any unmet transit need or any other item within the jurisdiction of this agency, but which is not otherwise on the above agenda
4. Approval of Minutes of the April 11, 2018 meeting
Review and approve the minutes.
5. Approval of Minutes of the May 9, 2018 meeting
Review and approve the minutes.
6. Resolution 2017-18-07 Approving Paratransit Services Drug and Alcohol Policy
Review and approve the resolution.
7. Resolution 2017-18-08 Authorizing Federal Funding Under FTA Section 5311 (49 U.S.C. Section 5311) with California Department of Transportation
Review and approve the resolution.
8. Approval of Contract between Mark Wall Associates and Lake Transit Authority to provide Transit Management Support for Fiscal Year 2018/19
Review and approve contract.
9. Fiscal Year 2018/19 LTA Operations and Capital Budget
Review and approve the budget.
10. Paratransit Services Report
11. Mobility Coordinator's Report
12. Adjourn

Any member of the public may speak on any agenda item for a time period, not to exceed 3 minutes per speaker or 10 minutes per agenda item, prior to the Public Agency taking action on that agenda item.



LAKE TRANSIT AUTHORITY

DRAFT Minutes

Thursday, April 11, 2018

9:00am

City of Lakeport

Small Conference Room

225 Park Street

Lakeport, CA

Present:

Moke Simon, Lake APC Vice-Chair, Supervisor, County of Lake
Kenneth Parlet, Council Member, City of Lakeport
Stacy Mattina, Council Member, City of Lakeport
Jeff Smith, Supervisor, County of Lake

Absent:

Chuck Leonard, Member-at-Large
Nick Bennett, Council Member, City of Clearlake
Vacancy, Member-at-Large

Teleconference:

Mark Wall, Transit Manager, Lake Transit Authority
Phil McGuire, McGuire Management Consultancy
Russ Cremer, Council Member, City of Clearlake

Also Present:

Wanda Gray, Project Manager, Paratransit Services, Inc.
Karl Parker, Lake Links, Mobility Coordinator
Dante DeAmicis, Member of the Public

1. Call Meeting to Order

Chairperson Mattina called the meeting to order at 10:15am. The meeting was held in the small conference room to accommodate the need for a conference phone.

2. Roll Call

Lisa Davey-Bates called roll. Members present: Mattina, Simon, Parlet, Smith and Cremer. Russ Cremer was able to phone in by teleconference at the last minute as the newly elected member for the City of Clearlake.

3. Public Input

Dante DeAmicis reported that he believes the last run of Route 11 is at 7pm and is truncated at the Cool and Cash store. Earlier in the day there are two more stops and people in the “Avenues” don’t understand why they can’t be let off. He cited an 80-year-old with a cane who must walk, in Dante’s opinion, “unnecessarily” to his home on 1st street, which isn’t a stop on the last run but is earlier in the day. He would like consistency since there’s not a net cost difference.

4. Approval of February 14th and March 14th meeting minutes

Both sets of minutes will be provided in the June LTA packet. Lake APC staff was not able to complete the minutes for a variety of unforeseen circumstances. Lisa apologized for the inconvenience and briefly summarized the recent issues that prevented them from being completed in a timely manner.

5. Transit Manager - 2017/18 Contract Amendment #1

Mark Wall provided a quick summary of his intention to reduce his hours as the Transit Manager and hopes to minimize costs to Lake Transit until more resources are brought on board. Currently 1600 hours per month. This amendment to the contract changes the contract to an hourly rate broken down to his approved contract rate for the Fiscal Year.

Jeff Smith made a motion to approve contract amendment one Jeff. The motion was seconded by Moke Simon and unanimously approved.

6. Review of RAH Advertising Repayment Status

The agreement between Lake Transit Authority and RAH Advertisement became effective May 8th, 2007 and came to an end on 2016. Richard Hamilton fell behind on his payments in late 2015 through March 2017. LTA began accruing interest in December 2015. Mark Wall reviewed the detailed Excel spreadsheet that identified all debt and payments to date. At the current rate of repayment, the debt will be paid in full in April 2021. Mark explained he is making payments as committed, with a lot of interest, and DBC will keep track to ensure payments continue to be made. Mr. Hamilton is selling his house and wants to pay off the remainder of his debt. Kenneth Parlet was glad legal action wasn’t required and that he’s making his payments as he committed to do.

7. Transit Manager’s Report

Transition Process and Tasks

Mark noted Lisa conducted three interviews and is in discussion with one candidate. He set up a Dropbox folder to share documents, so Davey-Bates Consulting and Mark Wall Associates can coordinate. Mark is coordinating with Lexi on payments, especially with the more difficult ones like Paratransit Services, Inc. Mark is concerned with meeting timelines this time of year and he hopes to get the upcoming cycle of 5311 and 5311(f) grants done and will coordinate with DBC staff on the budget.

Woodland College and Mendocino College Free Student Bus Program

Woodland College is excited about the opportunity. Student fees are different than Mendocino College, and by showing Student id could receive bus pass for free. This fall, Woodland College students will be able to ride for free if they show college I.D. Second year do marketing study of opinion of students for ways to improve and collect good information for a transitional plan. The third year LTA and College staff would begin communications on a plan to phase out grant funds and how to sustain the program. Grant funds will be phased out in fourth and fifth year and potentially paid with student fees. Mendocino College students we'd worked with previously are no longer students, and Mark and Lisa will be meeting with Mendocino College on Friday to hopefully work out a student fee program similar to Woodland College. Student Body fees are an optional purchase with discounts and students see the free student pass program as a positive addition to benefits to that card. Wanda reported the Record Bee reported on this action and has heard positive feedback.

CalACT Awards

Mark nominated Karl Parker as Outstanding Coordinator of the year. Karl requested Mark and would like to do a press release. Mark also received an award for his contributions as a CalACT member and served for 22 years.

8. Mobility Manager's Report

FY 2017/18 CTSA Budget Increase

Karl Parker made a request to increase the 2017/18 Consolidated Transportation Services Agency (CTSA) Budget by \$5,000 to \$29,000 to cover the higher than anticipated costs for the Pay-Your-Pal Program. The program has grown and it was difficult to estimate the growth and participation of the program. The total number of participants in the Pay-Your-Pal Program has grown in the current Fiscal Year to 56 riders and Karl projects expenses will be overbudget if the trend continues. Reserve Funds allow for this amendment.

Kenneth Parlet made a motion to increase the 2017/18 CTSA budget by \$5,000 to \$29,000, Jeff Smith seconded the motion and it was approved unanimously.

Warming Center transportation Service Report as of April 11, 2018

Karl informed the LTA Board that almost 2,000 rides were provided to help people get to the warming center. The subsidy provided by Lake Transit for free fares was approximately

\$2,400. Karl said this is a very beneficial program to assist people who are struggling in the community. Karl introduced Jacqui Maxman, Project Coordinator, of the Warming Center. This past winter, Jacqui noticed LTA was instrumental in this program, and that the transportation piece is crucial. At the beginning of season when they were developing the Warming Shelter's Budget, they added a line item for transportation. Their intent was to pay Lake Transit back if they met their financial goals. Today the Warming Center was happy to be able to provide \$1,500 to LTA for a partial payback for services. Fundraisers, hundreds of donors, local businesses and non-profits made that possible. Karl spoke of a couple that were appreciative of the Warming Center who worked at McDonalds and were so helpful to be able to shower, do laundry, etc.

Moke mentioned a concern with the projected increases in gas tax prices that one of his constituents is interested in more service to the south part of the county. Wanda noted she had spoken to her as well.

Jeff suggested Lake APC staff provide facts to Councils and Board about advantages of Senate Bill 1 how to educate, not lobby, on deferred maintenance. New jobs are also being created. Escalating costs can be avoided if projects are completed sooner.

Respectfully Submitted,

DRAFT

Lisa Davey-Bates



LAKE TRANSIT AUTHORITY

DRAFT Minutes

May 9, 2018

10:00 a.m.

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

Present

Moke Simon, Supervisor, County of Lake
Tina Scott, Supervisor, County of Lake (Alternate)
Russ Cremer, City Council Member, City of Clearlake
Nick Bennett, City Council Member, City of Clearlake
Stacy Mattina, City Council Member, City of Lakeport
Kenneth Parlet, City Council Member, City of Lakeport
Chuck Leonard, Member at Large

Absent

Vacant Position, Member at Large

Also Present

Lisa Davey-Bates, Executive Director, Lake Transit Authority
Mark Wall, Transit Manager, Lake Transit Authority (via Teleconference)
Wanda Gray, Paratransit Services
Karl Parker, Mobility Coordinator, Lake Links
Alexis Pedrotti, Admin. Staff– Lake Transit Authority
John Speka, Planning Staff– Lake County/City Area Planning Council (APC)

1. Call Meeting to Order

Chair Mattina called the meeting to order at 10:08 am.

2. Roll Call

Alexis Pedrotti called roll. Members present: Simon, Scott (Alternate), Cremer, Bennett, Mattina, Parlet, Leonard. Absent: Vacant Position-Member-at-Large

3. Public input on any unmet transit need or any other item within the jurisdiction of this agency, but which is not otherwise on the above agenda.

Wanda Gray announced LTA received a ten-page letter from Shannon Orr detailing and expressing her concerns regarding the transit system.

4. Approval of Minutes of February 14, 2018 (Draft)

Director Leonard made a motion to approve the February 14, 2018 Lake Transit Authority Meeting Minutes. The motion was seconded by Director Simon. (5) Ayes – Directors Simon, Bennett, Mattina, Parlet, Leonard (2) Abstain – Directors Scott, Cremer

5. Approval of Minutes of March 14, 2018 (Draft)

Director Simon made a motion to approve the March 14, 2018 Lake Transit Authority Meeting Minutes. The motion was seconded by Director Parlet. (5) Ayes – Directors Simon, Bennett, Mattina, Parlet, Leonard (2) Abstain – Directors Scott, Cremer

6. 2017/18 Lake Transit Authority Third Quarter Report

Mark Wall reported via teleconference that the results for the third quarter looked good. The transit system had a 9% service cut, overall operating nearly 3,000 less vehicle hours, with some surprise that ridership hadn't declined a great deal.

Mark quickly reviewed the bar charts with the Board on page three of the report. The general rule of thumb when cutting service is to expect a decrease similar to that of increasing fares in a transit system. With the decrease not declining as expected, it validates the reasoning for the service cuts and verifies that these routes were not essential services. Although the cuts are very unfortunate for the few riders that did rely on these services, the system is now more efficient. Mark noted the passengers per hour is climbing, which is great news and shows the system is becoming more efficient as costs continue to rise.

Recruiting and retaining LTA employees, especially with the drug and alcohol screening requirements and legalization of pot., continue to be an issue. Mark noted the newly awarded contract (May 2017) contract with Paratransit Services, Inc. included higher wages to help attract more drivers. The fuel costs also continue to rise, which is another reason for trying to focus on efficiency.

The Financial Summary was also included in the packet for review. Mark reported it contained a few concerning items. The fuel costs are currently running at 86% and shouldn't be over 75% at this point of the report. Being over budget for fuel is alarming, however many other items in the budget remain on target. LTA will need to be expending funds for marketing soon but should be completed closer to the end of the year. LTA is lagging in reimbursable funding through Caltrans and is expected to see some funding soon. The fare box revenue has slightly decreased, as well as the average fare per passenger. Mark is hopeful that they will both pick back up.

Director Parlet complimented Mark on his excellent management decision, noting making service cuts is always tough, but it was clearly necessary.

Director Bennett was curious if there had been any discussion on retaining the drug and alcohol policy with LTA employees with regard to the new marijuana laws. Mark said many companies are changing their rules and regulations for employees. Mark sees no changes to the policy of LTA employees. Mark read an article on rules being relaxed, but he does not expect that to apply to certain industries, such as transit.

7. Acceptance of Fiscal Year 2016-17 Federal Single Audit Report and Financial Statements

Mark included a memo regarding the financial audit completed by Smith & Newell. He intended to bring hard copies of the audit report, but ended up participating via teleconference. If any Board Member would like a hard copy he would be happy to mail them one. He was pleased to report the Financial Statements and Audit resulted in no major deficiencies for the agency. The audit did have one finding associated with depreciation schedules. Smith & Newell was previously tracking this task as part of the accounting work. The auditor has been checking and updating every year, but they prefer not to do that and that will not be a requirement of LTA.

Director Leonard made a motion to accept the Fiscal Year 2016-17 Federal Single Audit Report and Financial Statements, as submitted. The motion was seconded by Director Simon and carried unanimously.

8. Transit Manager's Report

- **Transition Process and Tasks** – Mark Wall is now working for the agency on an hourly basis, which to-date is costing less than his monthly contract. He is still focusing on transitioning out by early summer. He continues to work with Staff to get them trained and up to date.

Lisa Davey-Bates reported that Phil Dow had been experiencing medical issues that have coincidentally fast-tracked his retirement. Phil's situation may not affect the Lake Transit, but Lisa felt it was important to mention. Lisa and the interview committee completed three interviews, and there is one promising applicant. Lisa is also considering additional options, such as looking to hire an

outside consultant and absorbing the remainder of the duties into her current staff's workload until the contract is renewed/extended in October 2019. It was reiterated there are not many people in this field, which makes it extremely hard during the hiring process.

9. Mobility Manager's Report

Karl Parker distributed his report for the board to review:

Pay-Your-Pal Program – 68 enrollees are currently active, with six new participants since March 2018. As of April 2017, there were 41 participants (or 298 trips) totaling 10,151 miles and only 6,236 miles being eligible for reimbursement. July 2017 to April 2018 had 61 active participants for 2,709 trips totaling 73,553 miles, with only 61,004 eligible for reimbursement. It is clear that many PYP enrollees are unable to claim all expenses based on the amount of funding available.

Karl wants to continue moving forward with addressing tiers of eligibility and reimbursement to help accommodate certain participants for more monthly trips. Although the ineligible miles are not required for the participant to track, they could be valuable data for a grant in future years. Lisa also noted that volunteer hours are not being tracked, and they could also be very valuable. There have been over 5,000 hours donated by volunteers.

Outreach – Karl did a presentation at the Judges Breakfast on May 3, 2018. These presentations are great opportunities to let people know what is going on and to relay information regarding the program. Karl is scheduled to go back to the Department of Adult Social Services to meet with the social workers there and share helpful information. The social workers are a main connection for referrals for the program.

Partnership with Adventist Health Clear Lake – Unfortunately all momentum has been halted, but Karl is beginning to explore a new plan for a driver for the bus. He will continue to update the Board as necessary.

Medi-Cal Funding – Continuing to work through challenges. Karl is still awaiting a response from MTM. Partnership Health is in charge of distributing medical benefits. Over half of Lake County is enrolled in Medi-Cal. MTM is the agency that is contracted to deliver transportation to the County. Karl is working to figure out how to be a provider for MTM. Unfortunately, a couple of days ago the person Karl had been working with left the company. Karl got the contact information for the person who has inherited California. Karl will continue to update the Board.

10. Paratransit Services Report

Wanda apologized for not having a report, she would submit one next month.

11. Announcements

None

12. Adjourn - the next meeting is scheduled for Lower Lake. The meeting was adjourned at 10:49 a.m.

Respectfully Submitted,

DRAFT

Alexis Pedrotti, Administrative Assistant

**LAKE TRANSIT AUTHORITY
RESOLUTION 2017/18-07**

**APPROVAL AND ACCEPTANCE OF THE
PARATRANSIT SERVICES DRUG AND ALCOHOL POLICY**

WHEREAS, the California Department of Transportation (Caltrans) receives and administers Federal Transit Act funding as a grantee on behalf of rural transit agencies in California; and,

WHEREAS, the Lake Transit Authority (LTA) as a sub recipient of the Caltrans FTA grants receives and utilizes Federal Transit Act funds to assist in financing the Lake Transit operations and capital improvement program; and,

WHEREAS, the Federal Transit Administration (FTA) requires as a condition to receive Federal funds the adoption and maintenance of a Drug and Alcohol Testing Policy that is compliant with current FTA requirements; and,

WHEREAS, LTA does not employ personnel to operate, control, maintain, or supervise Lake Transit service, but instead contracts with Paratransit Services for all safety sensitive functions in the operation of the transit service; and,

WHEREAS, LTA's contracted service operator Paratransit Services is responsible for adherence to all required substance abuse policies, monitoring, and reporting; and,

WHEREAS, Paratransit Services has updated the Paratransit Services Drug and Alcohol Policy to comply with the most current FTA requirements; and,

WHEREAS, Caltrans through its consultant, RLS, has found the Paratransit Services Drug and Alcohol Policy to be fully compliant with updated FTA requirements; and,

WHEREAS, LTA adoption of the Paratransit Services Drug and Alcohol Policy with respect to the Paratransit Services operation of Lake Transit will result in LTA compliance with the applicable FTA requirements which is a prerequisite to receiving Federal funds;

NOW, THEREFORE, BE IT RESOLVED by the Lake Transit Authority that the attached Paratransit Services Drug and Alcohol Policy revised April 2018 is hereby approved and accepted.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 13th day of June, 2018 by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

Stacey Mattina, Chairman

ATTEST

Lisa Davey-Bates, Executive Director



Paratransit Services

FTA Drug and Alcohol Policy

Revised April 2018

PARATRANSIT SERVICES FTA DRUG AND ALCOHOL POLICY

Revised April 2018

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I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Paratransit Services' policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Paratransit Services employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the General Manager no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4. **They also apply to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by these procedures while on Paratransit Services premises and will not be permitted to conduct Paratransit Services business if found to be in violation of these procedures.**

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

A volunteer is a covered employee if:

- (1) the volunteer is required to have a commercial driver's license to operate the vehicle; or
- (2) the volunteer performs a safety-sensitive function and receives remuneration in excess of his or her actual expenses incurred
- (3) See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

The "opioid" category will continue to test for codeine, morphine, and heroin; however, the opioid testing panel has been expanded to include four (4) new semi-synthetic opioids effective January 1, 2018.

(1) Hydrocodone, (2) Hydromorphone, (3) Oxycodone, and (4) Oxymorphone.

Common brand names for these semi-synthetic opioids include, but may not be limited to: OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.

Additionally, 'MDA' will be tested as an initial test analyte and 'MDEA' will no longer be tested for under the "amphetamines" category.

Alcohol

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.02 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

The use of beverages containing alcohol or other substances containing alcohol including medication, mouthwash, food, candy, or any other substance such that alcohol could be present in the body while performing Paratransit Services business is prohibited.

Safety-sensitive and non-safety-sensitive employees shall not possess alcohol while on duty or operating a revenue service vehicle.

Paratransit Services is dedicated to assuring fair and equitable application of the Drug and Alcohol Policy. Therefore, supervisors and managers are directed to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor or manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including discharge.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional, **and discharged.**

Verified positive drug and confirmed positive alcohol test results will be reported to the state Department of Licensing or Department of Motor Vehicles as required and defined by applicable state laws.

Zero Tolerance

Paratransit Services has a zero tolerance policy for employees who violate this Drug and Alcohol Policy. Any safety-sensitive employees who receive a confirmed alcohol test result from 0.04 or above, a positive drug test result, who refuses to participate in drug or alcohol testing when directed, or otherwise violates prohibited behaviors contained in section 3 of this process will be immediately removed from safety sensitive **and discharged.** Additionally, although not considered a “positive” test result under USDOT-FTA drug & alcohol regulations, **any employee who receives a confirmed alcohol test result of 0.02-0.039 will also be discharged from employment.**

Covered employees who have a verified positive drug test result, or a verified BAC of 0.04 or greater on a DOT test, or refuses to submit to a required drug or alcohol test will be immediately removed from safety-sensitive functions and will be notified how to contact a SAP.

5. Circumstances for Testing

Pre-Employment Testing

A verified negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be referred to a Substance Abuse Professional.

If an applicant has previously failed or refused a DOT pre-employment drug and/or alcohol test with a former employer, the conditional offer of employment shall be rescinded with Paratransit Services.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take a pre-employment drug test with verified negative results before they can return to a safety-sensitive function.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Paratransit Services has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. **The questioned conduct must be documented in writing using the reasonable suspicion documentation form.**

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

A fitness for duty evaluation and drug and alcohol test may be conducted when there are reasons to believe that drug or alcohol use is adversely affecting job performance.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Paratransit Services using the best information available at the time of the decision, will be tested.

Non-Fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- 1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- 2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- 3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Paratransit Services using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Covered employees will be tested using the DOT Federal Custody and Control and Alcohol Testing Forms. **Testing of covered employees for accidents that do not meet the DOT definition for post-accident testing must be tested under Paratransit Services' authority using Non-DOT Forensic Drug Testing Custody Control and Non-DOT Alcohol Testing Forms.**

Employee(s) will be placed on administrative leave pending the outcome of the Post-Accident test.

Post-accident drug and alcohol tests are conducted as follows:

Alcohol Testing

- 1) Every effort will be made to administer an alcohol test within 2 hours of the accident. If the test is not administered within 2 hours, the reason for the delay must be documented.
- 2) If an alcohol test is not administered within 8 hours following the accident, cease attempts to administer an alcohol test and document the reasons the test was not administered within the 8 hours.
- 3) The regulations do not permit a waiver of the employer's obligation to test an employee after an accident, nor does it allow an employer to use the results of an alcohol test done by hospital personnel for treatment of an injury.
- 4) The involved employee must refrain from the consumption of alcohol until the test is completed or for at least eight hours, whichever is shorter.
- 5) Every effort must be made to complete the alcohol test before performing the drug test collection.

Drug Testing

- 1) Every effort shall be made to administer a controlled substances test as soon as possible within 32 hours of an accident.
- 2) If a test is not administered within 32 hours following the accident, cease attempts to administer a controlled substances test and document the reasons the test was not administered within the 32 hours.
- 3) The regulations do not permit a waiver of the employer's obligation to test an employee after an accident.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least three (3) hours before the end of the shift.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Paratransit Services will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Paratransit Services guarantees that the split specimen test will be conducted in a timely fashion.

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Paratransit Services.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Paratransit Services for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Paratransit Services's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the General Manager who will notify the Drug & Alcohol Program Manager (DAPM) The DAPM will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the General Manager and you must complete a Report of Lawful Drug Use Form. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

A fitness for duty exam and/or CDL physical exam will be required for verified negative results that include safety concerns for valid prescriptions or medically disqualifying conditions for safety-sensitive duties. The exam must be conducted by a qualified physician.

When a covered employee is taking a prescribed medication, after verifying the prescription and immediately notifying the employer of a verified negative result, the MRO must then (after notifying the employee) wait five (5) business days to be contacted by the employee's prescribing physician before notifying the employer of a medical qualification issue or significant safety risk.

Specifically, in cases where an MRO verifies a prescription is consistent with the Controlled Substances Act, but that the MRO has still made a determination that the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five (5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO. The prescribing physician will need to contact the MRO to assist the MRO in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If in the MRO's reasonable medical judgment, a medical qualification issue or a significant safety risk still remains after the MRO communicates with the

employee's prescribing physician, or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.32.

10. Contacts

For questions about Paratransit Services' anti-drug and alcohol misuse program, contact the DRUG AND ALCOHOL PROGRAM MANAGER (DAPM):

Phone: (800) 933-3468 ext. 357

Secure FAX: (253) 322-2800

THIRD-PARTY ADMINISTRATOR

Name: National Toxicology Specialists, Inc.

Tel: (615) 353-1888

Fax: (615) 356-1890

MEDICAL REVIEW OFFICER (MRO)

Medical review of drug test results will be provided by below listed MROs with National Toxicology Specialists, Inc.

Name: Greg Elam, M.D. 615-353-1888

Name: Calvin Channell, M.D. 615-353-1888

DHHS CERTIFIED LABORATORY

Certified laboratory testing will be provided by the below listed laboratory under contract with National Toxicology Specialists, Inc.

Quest Diagnostics

8401 Fallbrook Avenue, Level 2
West Hills, CA 91304
1-800-877-7484

Laboratory for Split Sample Testing:

Alere Toxicology Services

1111 Newton Street
Gretna, LA 70053
1-800-433-3823

Quest Diagnostics

10101 Renner Blvd
Lenexa, KS 66219
1-800-877-7484

SUBSTANCE ABUSE PROFESSIONALS (SAP)

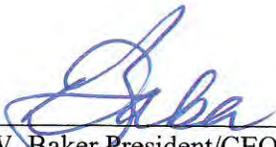
First Choice Health Employee Assistance Program, Phone: (800) 777-4114

<http://www.saplist.com> will be used to find local Substance Abuse Professionals

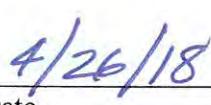
APPROVAL OF DRUG AND ALCOHOL POLICY

April 2018

Approved by:



David W. Baker President/CEO



Date

APPENDIX A

Job Titles, Duties & Testing Authority

Job Title	Duties	Authority**
Accounting Clerk	Financial duties	Company
Administrative Asst	Assists with various clerical duties	Company
Brokerage Assistant	Assist Brokerage Supervisors with various duties	Company
Brokerage Supervisor	Supervises brokerage employees	Company
Bus Pass Coordinator	Coordinates monthly bus pass program	Company
Business Dev Manager	Locates new business opportunities, prepares proposals	Company
Contract Admin Asst.	Assists Contract Administrator with adherence to contract details	Company
Contract Administrator	Administers all contracts for adherence to details, etc.	Company
Corporate Trainer	Provides training support to all sites	Company
Customer Service Rep	Works with clients to schedule trips via telephone and computer	Company
Director of Info/Tech	Manages computer system for entire company, all sites	Company
Dispatcher	Coordinates trips for Drivers, assist drivers via radio	FTA
Driver	Drives various vehicles for public and special needs transportation	FTA
Drug & Alcohol Program Manager	Manages drug and alcohol program	Company
EVP/CFO	Strategic and operational direction of Company	Company
Exec VP/COO	Strategic and operational direction of Company	Company
Executive Assistant	Assist's executive team with scheduling, typing, travel, etc	Company
Facilities and Risk Mgr	Manages facilities with regard to safety, maintenance etc	Company
Facilities Maint. Specialist	Responsible for facilities maintenance and safety	Company
Finance Manager	Manages Finance dept	Company
General Manager	Manages employees and operations at assigned location	FTA
HR Manager	Manages HR and Benefits programs	Company
HR/Payroll Assistant	Assists HR Manager with various employment related issues	Company
Human Resources Director	Manages HR & PR departments	Company
Insurance and Risk Manager	Manages insurance and risk program	Company
Maint/Ops Manager	Manages maintenance programs at various sites	FTA
Mechanic	Performs preventive maintenance on vehicles, maintains vehicles to standards	FTA
Network Analyst	Supports computer and technology requirements	Company
Office Manager	Manages clerical positions within office	Company
Operations Assistant	Supports General Manager in managing personnel and operations	FTA
Operations Supervisor	Supports General Manager in managing personnel and operations	FTA
Payroll Manager	Manages Payroll department	Company
President	Strategic and operational direction of Company	Company
Regional Manager	Manages General Managers at various sites	Company
Risk Specialist	Manages risk program	Company
Road Supervisor	Manages Drivers	FTA
Service Quality Specialist	Ensures service quality	Company
Site Safety/Training Supervisor	Provides site training support	FTA
Sr. Accountant	Accounting duties	Company
Training Manager	Manages training functions, provides site training support	Company
Transportation Specialist	Coordinates transportation services	Company
Vehicle Maintenance Supervisor	Supervises and performs bus and vehicle maintenance	FTA
Vehicle Washer	Upkeep and cleaning of buses and other vehicles	FTA

DOT 'Recreational' Marijuana Notice

DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE

DOT Bulletin Dated 12/03/2012 10:53 AM EST

Recently, some states passed initiatives to permit use of marijuana for so-called “recreational” purposes.

We have had several inquiries about whether these state initiatives will have an impact upon the Department of Transportation’s longstanding regulation about the use of marijuana by safety-sensitive transportation employees – pilots, school bus drivers, truck drivers, train engineers, subway operators, aircraft maintenance personnel, transit fire-armed security personnel, ship captains, and pipeline emergency response personnel, among others.

We want to make it perfectly clear that the state initiatives will have no bearing on the Department of Transportation’s regulated drug testing program. The Department of Transportation’s Drug and Alcohol Testing Regulation – 49 CFR Part 40 – does not authorize the use of Schedule I drugs, including marijuana, for any reason.

Therefore, Medical Review Officers (MROs) will not verify a drug test as negative based upon learning that the employee used “recreational marijuana” when states have passed “recreational marijuana” initiatives.

We also firmly reiterate that an MRO will not verify a drug test negative based upon information that a physician recommended that the employee use “medical marijuana” when states have passed “medical marijuana” initiatives.

It is important to note that marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the Department of Transportation’s drug testing regulations to use marijuana.

We want to assure the traveling public that our transportation system is the safest it can possibly be.

Jim L. Swart
Director
Office of the Secretary of Transportation
Office of Drug and Alcohol Policy and Compliance
Department of Transportation
12/03/2012

I have read and understand the DOT 'Recreational' Marijuana Notice issued December 3, 2012.

EMPLOYEE’S SIGNATURE

EMPLOYEE’S NAME (PRINTED)

DATE

CONFIRMATION OF RECEIPT / ACKNOWLEDGEMENT FORM

Paratransit Services
FTA Drug & Alcohol Policy
Revised April 2018

I have received a legible copy of Paratransit Services' FTA Drug & Alcohol Policy. I understand that my employment is conditioned upon full adherence to this policy.

I acknowledge that Paratransit Services has zero tolerance for substance abuse, including but not limited to the use of marijuana. I understand and acknowledge that the Department of Transportation's Procedures for Transportation Workplace Drug and Alcohol Testing Programs - 49 CFR part 40 - does not authorize the use of schedule 1 drugs, including marijuana, for any reason.

Per Paratransit Services' authority, violation of this substance abuse policy is subject to termination of employment and/or exclusion from hire.

Employee Signature

Date

Employee Name (print)

Company (Contractor)

Please sign and return the completed acknowledgement form to Paratransit Services' Drug and Alcohol Program Manager (DAPM).

**LAKE TRANSIT AUTHORITY
RESOLUTION # 2017/18-8**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, Lake Transit Authority desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Lake, Mendocino, and Napa counties; and

WHEREAS, the Lake Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Lake Transit Authority does hereby Authorize the Executive Director or Transit Manager to file and execute applications on behalf of Lake Transit Authority with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1), as amended.

That Executive Director or Transit Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That Executive Director or Transit Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That Executive Director or Transit Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 13th day of June 2018 by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Alexis Pedrotti, Secretary

Stacy Mattina, Chair

LAKE TRANSIT AUTHORITY
TRANSIT MANAGEMENT CONSULTING CONTRACT

THIS AGREEMENT is entered into this 13th day of June 2018 by and between the LAKE TRANSIT AUTHORITY, hereinafter referred to as the "Authority" and MARK A. WALL, hereinafter referred to as "Wall", who agree as follows:

1. EMPLOYMENT: The Authority hereby employs Wall as an independent Contractor, to perform administrative tasks identified in Exhibit A (attached).

2. TERM: The term of this agreement shall be for twelve months, commencing July 1, 2018 and continuing through June 30, 2019.

3. TERMINATION: Either party may terminate this AGREEMENT at any time for convenience or for any reason by giving thirty (30) days written notice thereof.

4. COPIES: Wall shall provide sufficient copies of products described in "Exhibit A". Sufficient copies shall mean, at a minimum, a copy of each draft of a document for each member and alternate member of the Authority and two copies to the Executive Director, plus such additional copies as may be required by Caltrans.

5. PAYMENT: As compensation for services, Wall shall be entitled to receive a maximum of \$20,030 for the term of this contract. This sum shall be payable at a rate of \$100.15 per applied hour. Wall shall submit an invoice detailing services and hours by the 5th business day of the month following the month that services are incurred, and LTA shall remit payment within 30 days following receipt of the invoice.

6. AUDIT REQUIREMENTS: Wall shall keep accurate records of time and costs expended on tasks, in such manner as to meet the standards of State or Federal Audit requirements. Wall shall maintain such records for a three-year period after the completion of services and shall submit such records for audit as may be required.

7. SUBCONTRACTING: Wall shall be permitted to subcontract any portion of his employment to such persons or agencies, as he shall choose, subject to reasonable approval by the Authority.

8. OFFICE SPACE: Wall is not required to maintain an office in Lake County, and the Authority is not obligated to provide office space to Wall.

9. CONTRACT RENEWAL: Upon successful completion of this contract, and upon

mutual agreement of Wall and Authority, non-competitive renewal of this contract for a one year period will be considered.

10. ATTORNEY FEES: In the event of a dispute between the parties concerning the interpretation or enforcement of this contract, the party prevailing in any legal action shall be entitled to reasonable attorney's fees.

In Witness whereof, the parties hereto have placed their signatures the first day and year above written.

LAKE TRANSIT AUTHORITY

By: _____
LISA DAVEY-BATES
EXECUTIVE DIRECTOR

MARK A. WALL

EXHIBIT A

LAKE TRANSIT AUTHORITY TRANSIT MANAGER DUTIES AND RESPONSIBILITIES

FISCAL YEAR 2018/19

Duties:

- Prepare and submit the 2019 FTA 5311 grant application due July 31, 2018.
- Update the LTA depreciation records to reconcile audit differences.
- Provide ongoing assistance with grant, contract, procurement, and operations processes by providing technical advice and detailed instructions.
- Facilitate coordination and liaison between LTA and Caltrans, CalOES, FTA, vendors, and others.
- Facilitate the transition of the eligibility screening process for ADA Complementary Paratransit Service to the mobility management contractor.
- Advise the LTA Board of Directors and its contractors as requested.
- Attend meetings in Lake County as requested subject to schedule availability.

Responsibilities

The transit management consultant shall be solely responsible for all costs associated with performing the specified duties. These include, but are not limited to office expenses, equipment, utilities, insurance, travel expenses, professional dues, and subcontracting expenses. Retirement contributions, disability, and personal health plan expenses shall also be the responsibility of the Transit Manager.

Lake Transit Authority
2018/19 Budget

Draft

REVENUE		2017/18 Budget	2017/18 Estimated Actual	2018/19 Budget	Notes
7401	Passenger Fares	355,100	130,464	143,510	
	Intercity Passenger Fares	98,280	211,260	211,261	
7402	Special Transit Fares	163,800	186,000	271,449	1
7406	Auxilliary Transportation Revenues (Advertising)	10,000	4,800	15,000	2
7407	Non-Transportation Revenue				
	APC Planning Work Program Reimbursement	17,000	21,779	-	
	Miscellaneous Revenue	-	7,474	-	3
7409	Local Cash Grants & Reimbursements				
	Local Transportation Fund	975,582	975,582	\$1,051,066	4
	LTF Carryover (unearned revenue)	9,851	-	-	
7411	State Cash Grants & Reimbursements				
	State Transit Assistance	461,200	521,017	482,518	5
	State of Good Repair		91,448	91,448	6
	Proposition 1B - PTMISEA (Fund 422)	699,382	-	738,382	7
	Proposition 1B - PTMISEA Carryover	221,348	469,418	59,871	8
	Proposition 1B CTSGP (Fund 420)	129,533	33,501	-	9
	Proposition 1B CTSGP - Carryover Incl Interest		110,126	65,596	9
	Low Carbon Trans.Oper. Program (LCTOP) 15-16	-	-	68,131	10
	Low Carbon Trans.Oper. Program (LCTOP) 16-17	34,784	-	37,784	11
	Low Carbon Trans.Oper. Program (LCTOP) 17-18		-	84,461	12
7413	Federal Cash Grants and Reimbursements				
	Section 5311 Annual Apportionment	356,848	356,848	370,443	
	Section 5311(f) Operating Assistance	367,751	367,751	478,409	18, 19
	FTA 5339 Capital - Bus Replacement (2014)	138,800	-	138,800	13
	FTA 5339 Capital - Bus Replacement (2017)	389,334	-	389,334	14
	TOTAL REVENUE	\$ 4,428,593	\$ 3,487,468	\$ 4,697,463	15

OPERATING EXPENSE

50.01	Oper. Exp. Accounting Services	6,000	6,000	6,000	
50.03	Oper. Exp. Legal Services	400	100	400	
50.04	Oper. Exp. Management Contract -DBC	155,760	150,000	173,170	16
50.04	Oper. Exp. Management Consulting Contract - MWA	-	-	20,030	17
50.05	Oper. Exp. Operations Contract	1,117,693	1,391,792	1,517,042	18
50.05	Oper. Exp. Operations Contract - 5311(f) Route 30	684,528	480,585	486,406	18
50.05	Oper. Exp. Operations Contract - 5311(f) -Route 40	458,059	407,215	383,961	18
50.10	Oper. Exp. Printing	10,500	9,916	10,000	
50.11	Oper. Exp. Promotional Materials	2,400	1,850	2,400	
50.20	Oper. Exp. Advertising/Web Site Expenses	4,000	4,500	5,000	
50.21	Oper. Exp. Promotional Campaigns/Translation	3,500	3,000	3,000	
50.22	Oper. Exp. Fuel	156,461	181,625	190,706	19
50.22	Oper. Exp. Fuel - 5311(f)	96,515	105,592	110,872	19
50.22		73,489	90,161	94,669	19
50.25	Oper. Exp. Facility Maintenance	3,600	5,048	5,000	
	Oper. Exp. Rents & Leases - Repeater Sites	7,500	7,850	8,000	
	Oper. Exp. Utilities	6,500	6,500	7,000	
	Oper. Exp. Operating Funds Reserve	-	-	-	20
	Total Operating Expense	\$ 2,786,905	\$ 2,851,734	\$ 3,023,656	

Lake Transit Authority
2018/19 Budget

Draft

CAPITAL EXPENSE		2017/18 Budget			Notes
Capital Exp	PTMISEA Bus Purchases	469,418	469,418	538,382	21
Capital Exp	PTMISEA Bus Lift	30,000	-	-	
Capital Exp	PTMISEA Hub A&E			200,000	22
Capital Exp	SGR - Bus Lift for Maintenance Shop			28,000	
Capital Exp	SGR/PTMISEA - Dial-A-Ride Vehicle			59,146	
Capital Exp	FTA 5339 Bus Replacement	165,000		138,000	13
Capital Exp	FTA 5339 Bus Replacement	469,419		414,000	14
Capital Exp	CTSGP Paratransit Vehicles	109,348	110,126	-	
Capital Exp	CTSGP On Board Video Surveillance			19,564	23
Capital Exp	LCTOP Bus Stop Sign Project 15-16	78,131	-	78,131	10
Capital Exp	LCTOP Bus Stop Shelter Project 16-17	34,784	-	34,784	11
Capital Exp	LCTOP Bus Stop Shelter Project 17-18	-	-	8,412	12
Capital Exp	O & M Facility Equipment	-	910	-	
Capital Exp	Security Improvements		33,501	65,596	9
Capital Exp	Software	17,000	21,779	12,000	
Capital Exp	Reserve (for Capital projects)	268,588	-	77,792	
	Total Capital Expense/Reserve	\$ 1,641,688	\$ 635,734	\$ 1,673,807	
	TOTAL EXPENDITURES	4,428,593	3,487,468	4,697,463	

NOTES

- 1 Includes LCTOP funds for Free Fares for College Student program
- 2 Assumes \$4,800 repayment by RAH and remainder from new Advertising RFP and contract by mid year.
- 3 Miscellaneous revenue in 2017/18 is rebate for conversion to LED lighting at transit facility.
- 4 Estimate provided by APC
- 5 State Transit Assistance is based on SCO Preliminary Estimate dated 1/1/2018
- 6 State of Good Repair estimates from SCO for both 2017/18 and 2018/19
- 7 Allocation request for PTMISEA funds includes \$200,000 for Transit Hub A&E, and \$538,382 for vehicle replacements. Some portion of this may be used to match federal funds for vehicles. This allocation has not yet been received.
- 8 PTMISEA carryover is available for vehicle purchases. This can provide match for SGR and 5339 purchases.
- 9 2017/18 1-B CTSGP (CalOES) funds from Fund 420 were recognized when it expended. \$33,501 was expended from LTA's 2015-16 Allocation which we received in 2017-18. This was part of a Radio Project for which there is a balance available of \$1,699 plus \$684 for a total of \$2383 that should be expended for mobile radio system in 2018-19. These amounts are included in the 2018-19 1-B CTSGP carryover. The 2018-19 carryover also includes funds dedicated to other approved projects from 2015-16 and 2016-17 allocations. These include onboard video surveillance, improved bus yard video surveillance, and bus yard vehicle control gates.
- 10 This project is for new and replacement bus stop signs at 281 locations.
- 11 Project to install bus stop shelters, benches, and bike racks at four locations: Kit's Corner, Collier & SR29, Lucerne at Alpine Park, Lucerne at Community Garden.
- 12 Includes LCTOP funds for Free Fares for College Student program, new shelter at Natural High in Lakeport.
- 13 Purchase Order issued May 2018. Delivery will be around the end of 2018.
- 14 Grant application completed. Awaiting SA from Caltrans (Michael Lange).
- 15 Of the total revenue, \$3,090,601 is available for operations. The remainder is dedicated capital project funding.
- 16 Based on DBC Transit Budget
- 17 Assumes approval of Mark Wall consulting contract.

Lake Transit Authority
2018/19 Budget

Draft

- 18 Based on current schedules and Paratransit Services operations contract. See detailed breakdown on page 4.
- 19 Five percent increase based on reduced service level compared with 2017/18, but expected higher fuel prices.
- 20 The operating funds reserve is based on remaining balance of funds that are not restricted to capital use.
- 21 PTMISEA should first be used to provide matching funds for SGR and FTA 5339 projects.
- 22 The Hub Location Plan recommended \$200,000 for Architectural and Engineering. This will make the project "shovel ready" and is a prerequisite to obtain grants for construction. First the County must agree to provide the proposed site which is a portion of a County-owned parcel.
- 23 These funds are for video surveillance equipment on new vehicles.

Lake Transit Authority
2018/19 Budget

Draft

5311(f) Clearlake - Ukiah Budget

16.08%% of Monthly Fixed Rate Annual Expense	\$ 167,163.18
6,725 Annual Reveue Hours X Hourly Rate	\$ 214,662.00
Shelter Cleaning Rate of \$16.18 X 11 shelters X 12 mos.	<u>\$ 2,135.76</u>
SUBTOTAL CONTRACT OPERATING EXPENSE	<u>\$ 383,960.94</u>
Fuel - Prior Year Fuel Expense plus Five Percent	<u>\$ 94,669.00</u>
TOTAL CONTRACT OPERATING EXPENSE	<u>\$ 478,629.94</u>
Less Fare Revenue (Based on Prior Year Receipts)	<u>\$ (74,891.00)</u>
Net Operating Expense	<u>\$ 403,738.94</u>
FTA 5311(f) at 55.33%	\$ 223,389

5311(f) Calistoga-Upper Lake Budget

20.37% of Monthly Fixed Rate Annual Expense	\$ 211,760.82
8,519 Annual Reveue Hours X Hourly Rate	\$ 271,926.48
Shelter Cleaning Rate of \$16.18 X 14 shelters X 12 mos.	<u>\$ 2,718.24</u>
SUBTOTAL CONTRACT OPERATING EXPENSE	<u>\$ 486,405.54</u>
Fuel - Prior Year Fuel Expense plus Five Percent	<u>\$ 110,872.00</u>
TOTAL CONTRACT OPERATING EXPENSE	<u>\$ 597,277.54</u>
Less Fare Revenue (Based on Prior Year Receipts)	<u>\$ (136,370.00)</u>
Net Operating Expense	<u>\$ 460,907.54</u>
FTA 5311(f) at 55.33%	\$ 255,020

<u>Revenue</u>	
Operating	\$ 3,023,656
Capital	<u>\$ 1,673,807</u>
	<u>\$ 4,697,463</u>

<u>Expenses</u>				
	Rate	Quantity		
Monthly	86,631.00	12	\$ 1,039,572	
Hourly	31.92	41,824	\$ 1,335,022	
Shelters (66)	16.18	792	<u>\$ 12,815</u>	
			<u>\$ 2,387,409</u>	

	<u>Hours</u>				
Route	Mon-F (249)	Sat sched (56)	TOTAL	% System	Shelters/mo
R3&1 - 5311(f)	6,955	1,564	8,519	20.37%	14
R4&7 - 5311(f)	5,490	1,235	6,725	16.08%	11
R2	1,307	0	1,307	3.13%	
R3 & 1	2,278	371.28	2,650	6.34%	
R4 & 7	934	154	1,088	2.60%	
R4A	1,402	0	1,402	3.35%	
R8	2,851	585	3,436	8.22%	
Lakeport DAR	2,739	588	3,327	7.95%	
R10	3,546	728	4,274	10.22%	
R11	3,362	624	3,986	9.53%	
R12	2,241	0	2,241	5.36%	
Clearlake DAR	2,366	504	2,870	6.86%	
TOTAL	35,470	6,354	41,824	100.00%	66
5311	23,025	3,555	26,580	63.55%	41



TO: Lake Transit Authority Board of Directors
FROM: Wanda Gray, Project Manager
DATE: June 1, 2018
RE: Service Report February 2018 thru May 2018

<u>Rider ship</u>	<u>Comparison</u>
February 2018– 25,757	February 2017–25,240
March 2018 – 28,880	March 2017- 31,356
April 2018 - 25,305	April 2017- 27,263
May 2018- 27,690	May 2017- 29,883

Employee Training and Recruitment:

The last class started in March and graduated the end of April, the class consisted of 3 initial applicants and 2 passed the class and are working on the roster.

We are short 2 PT driver positions based on current service schedules

We are short 1 PT dispatcher position

We are short 1 Maintenance position=Utility worker

Exceptions:

	Clearlake	Lakeport
February	0	0
March	0	0
April	0	0
May		

Rider Incidents and Police Involvement Concerns

During this period we had a total of 65 incidents reported that disrupted service. This averages 16.25 incidents per month. This is an increase over our monthly average for 2017. Law enforcement responded on 9 of the incident occasions. The incident pattern is primarily passenger behavior/conduct issues.

Compliments, Complaints and Comments

We continue to focus on the concerns of the riding public that call in to discuss service needs.

Service Summary additional projects:

In the month of February we focused our attention on the Swiftly program and resolving routing concerns or issues that may be interfering with the on time performance of the system. We are currently finalizing our plans to launch the system in August of 2018.

In the month of March both of our Road Supervisors/Trainers were sent to a weeklong training class to receive final certification in numerous courses of study. Johnnie Lindsey and Sam Gaytan both passed all required course work and are certified to instruct in the required training classes.

In the month of April, Karl Parker was awarded the Mobility Coordinator award at the Spring CALACT conference. He additionally was visited by Mr. David Baker CEO and Mr. Bill Mahan Chairman of the Board Paratransit services and presented our companies highest award.

In the month of May we began working with the Area Planning council on several projects that will enhance the Transit system operations in the future. The plans are for our Bus stop development program and the review of the Pedestrian and Bicycle access plan.

REPORT TO LTA BOARD of DIRECTORS
RE: MOBILITY PROGRAMS
June 13, 2018

1. 5310 GRANT PROJECTS

a. Out-Of-County Medical:

As previously we are working to establish a regular NEMT service from Lake County to medical providers outside the county. We have been building a list of local providers to survey, and along the way have made contact with Referral Coordinators at Adventist Health, Sutter, Tribal Health, Lakeview Health Center (MCHC) and Lucerne Community Clinic. These people have been very helpful, and seem to have a more comprehensive idea of the places outside the County where people are being referred for treatment. They are enthusiastic about this project, since they see on a daily basis how many people struggle to get to these appointments, due to lack of transportation.

We are aiming for a July/August launch.

b. Senior Center Excursions:

Due to the devastating fire that destroyed Hardesters Market in Middletown on Memorial Day, we've postponed our initial plans to offer a bus and driver to take a weekly trip from one of our senior centers. The plan that is emerging is a "shopping shuttle" to assist people (mostly seniors and disabled people) who used to be able to walk to the grocery store to get food and essential supplies and can no longer do so.

Right away we received an offer of support from Congressman Mike Thompson's office, and we have been in contact with Supervisor Moke Simon as we work with Middletown Senior Center Director Lori Tourville and other members of the community to survey and assess needs.

At this point we have identified a half-dozen people in need of assistance, and imagine that the numbers will grow as the "Shopping Shuttle" becomes better known. We anticipate getting the service up-and-running within the next week. Wanda Gray identified a good potential opportunity using a Route 2 bus that completes its run at 12:27 pm. That would avoid running a deadhead from Lower Lake to Middletown, as well as the need to create a new driving assignment. The trip would be roughly 12:45 to 2:15 pm, allowing approximately an hour for shopping at Hardesters in Hidden Valley.

Along the way, Lake Transit's effort was written up in a nice report in the Record-Bee (June 4 – Copy following...) In addition, a number of positive comments were posted on community Facebook groups. Always nice to get some positive PR!!

Shuttle service for Hardester's shoppers underway

By Tammy Murga, tmurga@record-bee.com *tammyxmurga* on Twitter

Monday, June 4, 2018



MIDDLETOWN >> After losing Hardester's Market, one of Middletown's central stores, to a raging fire on Monday, many members of the community have wondered how they'll meet their shopping needs. Lake Transit, the local bus agency, announced it is developing a shuttle service to facilitate access to grocery stores and other shopping centers for those in need.

"The fire at Hardester's is a huge impact on the community," Lake Transit mobility programs coordinator Karl E. Parker said. "The first thing I thought about was the number of people in that community that just simply walked to Hardester's to get their groceries and essential things that they need."

The grocery and hardware shop, with two other locations in Cobb and Hidden Valley Lake, had served Middletown in its 21088 Calistoga St. place since 1960, offering a full-service bakery and deli, and even lumber and rental yard. Despite the loss of what many called, "The Corner Store," the owners have stated their intentions of rebuilding.

But Parker said even if the Hardester's break ground today, locals would have to wait a long time before shopping as they once used to. He shared that some have offered to drive those that are transportation-challenged to other stores, but believes that while that's a "really good manifestation of community care, we may find over time that people will move out of emergency mode and will need to have something more stable."

In collaboration with multiple community leaders and organizations, including the Middletown Senior Center, the district's supervisor Moke Simon and Congressman Mike Thompson, Lake Transit is in the beginning stages of creating the transportation service. Parker shared they are currently collecting data via surveys to find out an estimated number of people who need assistance.

"Do most people prefer shopping in the morning or afternoon?" is among the questions asked to help meet the demand. So far, Parker believes the service may do transfers from Middletown to Hardester's Market in Hidden Valley Lake two to three times a week, depending on needs and preferences. He added that WIC Lake County has reached out to him, explaining that the organization would like to help assess the needs of those without vehicles to access groceries and other necessities like diapers for children.

“The focus may go beyond the elderly and disabled,” said Parker, who shared may be Lake Transit’s primary focus for the shuttle service underway.

Supervisor Simon agreed, saying locals who are disabled and the elderly are “the most in need.” He added that the shuttle service is “being worked on and moving forward at a good pace. This was something very emotional but as always, our community will come together and get through this.” Parker added that Congressman Thompson reached out to Lake Transit on Tuesday and offered support for their efforts to assist Middletown. His Deputy Chief of Staff, Brad Onorato, said in a statement, “ I cannot emphasize enough how strong Congressman Thompson feels that if he can offer any assistance, please just ask.”

To help spread the word about the shuttle service, Parker has already reached out via social media and has spent in previous days placing posters around Middletown and holding gatherings at the Senior Center. Still, he said, “it’s challenging to actually make contact with the target population, the isolated people that need help, the ones that aren’t doing Facebook or email and are out of the loop.”

With that, he is asking that neighbors inform anyone they feel may benefit from Lake Transit’s service to contact Parker by phone at 994-3384 ext 7 or via email at karlparker@mediacombb.net. The public is also encouraged to contact the Middletown Senior Center as it is contributing to the data collection process.