

**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

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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

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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.

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# 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

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**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 1<sup>st</sup> 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 14<sup>th</sup> and March 14<sup>th</sup> 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 8<sup>th</sup>, 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)

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#### **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

**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.**

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ATTEST: Alexis Pedrotti, Secretary

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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

<b>REVENUE</b>		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
	<b>TOTAL REVENUE</b>	<b>\$ 4,428,593</b>	<b>\$ 3,487,468</b>	<b>\$ 4,697,463</b>	<b>15</b>

**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
	<b>Total Operating Expense</b>	<b>\$ 2,786,905</b>	<b>\$ 2,851,734</b>	<b>\$ 3,023,656</b>	

Lake Transit Authority  
2018/19 Budget

Draft

<b>CAPITAL EXPENSE</b>		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	<u>\$ 1,641,688</u>	<u>\$ 635,734</u>	<u>\$ 1,673,807</u>	
	TOTAL EXPENDITURES	<u>4,428,593</u>	<u>3,487,468</u>	<u>4,697,463</u>	

**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.	\$ 2,135.76
SUBTOTAL CONTRACT OPERATING EXPENSE	\$ 383,960.94
Fuel - Prior Year Fuel Expense plus Five Percent	\$ 94,669.00
TOTAL CONTRACT OPERATING EXPENSE	\$ 478,629.94
Less Fare Revenue (Based on Prior Year Receipts)	\$ (74,891.00)
Net Operating Expense	\$ 403,738.94
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.	\$ 2,718.24
SUBTOTAL CONTRACT OPERATING EXPENSE	\$ 486,405.54
Fuel - Prior Year Fuel Expense plus Five Percent	\$ 110,872.00
TOTAL CONTRACT OPERATING EXPENSE	\$ 597,277.54
Less Fare Revenue (Based on Prior Year Receipts)	\$ (136,370.00)
Net Operating Expense	\$ 460,907.54
FTA 5311(f) at 55.33%	\$ 255,020

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

<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	\$ 12,815	
			\$ 2,387,409	

	<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.

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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.

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**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](mailto: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](mailto:karlparker@mediacombb.net). The public is also encouraged to contact the Middletown Senior Center as it is contributing to the data collection process.