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DATE: November 13, 2019  
TIME: 9:30 a.m. (or as soon thereafter as the Lake Area Planning Council Meeting Adjourns)  
PLACE: Lake Transit Authority  
9240 Highway 53  
Lower Lake, California

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1. Call Meeting to Order
2. Roll Call

#### **PUBLIC EXPRESSION**

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

#### **CONSENT CALENDAR**

4. Approval of Minutes of the October 2, 2019 meeting  
*Review and proposed approval*

#### **REGULAR CALENDAR**

5. Paratransit Contract Amendment No. 1  
*Review and proposed approval*
6. Lake Ministerial Association Warming Center  
*Review and proposed approval*

#### **REPORTS**

7. Transit Coordinator's Report
8. Paratransit Services Report
9. Meetings Report
10. Lake Links Update
  - a. Mobility Manager's Report
11. Announcement

#### **ADJOURN**

#### PUBLIC EXPRESSION

Any member of the public may speak on any agenda item when recognized by the Chair for a time period, not to exceed 3 minutes per person and not more than 10 minutes per subject, prior to the Public Agency taking action on that agenda item.

#### AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the Lake Transit Authority Administrative office at (707) 263-7868, at least 72 hours before the meeting.

#### ADDITIONS TO AGENDA

The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when:

- a) a majority vote determines that an "emergency situation" exists as defined in Section 54956.5, **or**
- b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, **or**
- c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

#### CLOSED SESSION

If agendaized, Lake Transit Authority may adjourn to a closed session to consider litigation or personnel matters (i.e. contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED: November 8, 2019



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## LAKE TRANSIT AUTHORITY

### (DRAFT) MEETING MINUTES

Wednesday, October 2, 2019

**Location:** City of Lakeport  
225 Park Street, Lakeport, California

#### Present

Bruno Sabatier, Supervisor, County of Lake  
Moke Simon, Supervisor, County of Lake  
Russ Cremer, City Council, City of Clearlake  
Russell Perdock, Council Member, City of Clearlake  
Stacey Mattina, City Council Member, City of Lakeport  
Kenneth Parlet, 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  
James Sookne, Program Manager – Lake Transit Authority  
Alexis Pedrotti, Project Coordinator– Lake Transit Authority  
Charlene Parker, Admin. Staff - Lake Transit Authority  
John Speka, Planning Staff – Lake APC  
Danielle Casey, Planning Staff – Lake APC  
Mark Wall, Independent Contractor, LTA (Teleconference)  
Wanda Gray, Operations Manager – Paratransit Services  
Karl Parker, Mobility Programs Manager – Lake Links

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#### 1. Call Meeting to Order

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

#### 2. Roll Call

Secretary Charlene Parker called roll. Members present: Sabatier, Simon, Cremer, Perdock, Mattina, Parlet and Leonard.

#### PUBLIC EXPRESSION

#### 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

David Sammel, Director, Hope Harbor Warming Center, thanked the Board for providing free passes for the center and requested to be added to the November Lake Transit Authority (LTA) agenda to discuss the continuation of passes to their clientele.

## **CONSENT CALENDAR**

### **4. Approval of Minutes of the September 11, 2019 meeting (Draft)**

### **5. Amendment #1 to Agreement between LTA and Helen Foraker Advertising**

*Director Leonard made a motion to approve the Consent Calendar, as presented. The motion was seconded by Director Sabatier and carried unanimously.*

## **REGULAR CALENDAR**

### **6. Lake Transit Authority Standards of Conduct**

James Sookne reported that at the August meeting, the Board adopted the Lake Transit Authority procurement policy. To comply with section 3.2 of the policy, staff has developed the Lake Transit Authority Standards of Conduct and the Standards of Conduct Acknowledgement form. James explained that the code is straightforward, and states that the Board of Directors will be honest, ethical and moral. James clarified that the Form 700 that Board members already complete will satisfy the requirements in the disclosure section of the Standards of Conduct. James noted that the Standards of Conduct Acknowledgement form is only for persons involved in the procurement process, so typically just staff will need to sign that form.

Director Sabatier asked James to clarify the discipline process of the Standards of Conduct. The section states that the violation of this policy shall lead to discipline, or discharge. Director Sabatier questioned if it would be brought to our respective jurisdictions to replace the member. James stated that he doesn't see that ever happening and but agreed that such cases would go back to the members' respective Board.

*Director Cremer made a motion to approve the Lake Transit Authority Standards of Conduct, as presented. The motion was seconded by Director Sabatier and carried unanimously.*

*Roll Call Vote: Ayes (7) Directors Sabatier, Simon, Cremer, Perdock, Mattina, Parlet and Leonard; Noes (0) Abstain (0); Absent (1) – Vacant Member-at-Large*

## **REPORTS**

### **7. Transit Coordinator's Report**

James reported that at the previous Board meeting, staff was asked when the last time LTA increased fares. The last system wide increase was in 2012, there was a minor modification in 2014 to the fare structure that decreased the cost for Seniors (60+) and Disabled riders. The change also included a family discount for up to two children between the ages 6 and 12 may ride at the family discount fare when accompanied by an adult. James provided the Lake Transit Development and Marketing Plans Fare Analysis Working paper memo in the packet. James asked Mark if he wanted to discuss the memo. Mark stated that actual memo that James enclosed was prepared by the consultants from our last Transit Development plan. Mark noted that he oversaw that, and we implemented what the consultant called for.

Director Simon asked for clarification on if the fare rates are higher or lower than other transit companies. Mark stated that he thinks that Lake Transit Authority fares remain lower than most. Mark noted that without really closely evaluating it he wouldn't recommend increasing the rate, because he feels with the demographics of Lake County it is important that the fares are affordable as possible. Mark said that it would be beneficial to focus on ways to make it easier for riders to pay for the fares. He noted that the monthly pass is a good example, still if we can incorporate debit cards for payment that may boost ridership.

Director Sabatier agreed that the method of payment is a factor in the age that we are in. Director Sabatier stated that more people will want to use the service if there are multiple ways to pay. Director Sabatier also noted that in the report provided, you find out that if you increase the fees you have a decrease in ridership. He explained that this needs to be strategized properly to figure out what is the most cost-effective way to see a net increase.

Director Sabatier asked how the process of adding the additional transit fare into students' college tuition fares with Mendocino, Woodland and Yuba College is coming along. He questioned with the college student ridership up how long do would the grant funding last. Director Sabatier stated that it's his understanding that at Yuba/Marysville college there is not a fee, they have a partnership with their transit system. Director Sabatier clarified that we need to follow suite with how the other colleges have included a transportation fee in the tuition. He stated that 90% of the college students receive financial aid, if we include the fare in the tuition cost it will come from financial aid. Director Sabatier explained that we don't want to lose that 9% of ridership when the grant funding ends.

James replied that he will need to do some more research on what company would be best for electronic fares and what will work with the County Auditor. Director Parlet added that we could do a public relation campaign for payment with debit/credit for monthly passes at specific locations, however it would be impossible to take credit cards at each stop. James agreed and stated one option may be the addition of mobile fares. James explained that he used mobile fares before, and it was color coded, easy to use and included ways to prevent fraud. Director Sabatier stated that the Bus Hub would be a perfect place for multiple ways to purchase tickets paper or electronic.

James said that there is an element in the APC work program for a Transit Survey, where we will capture the student data and determine what needs to be changed based off what is collected. He reported that the grant funding should be enough for at least one more year. Director Sabatier questioned if the last bus route still leaves the college at 9:00 p.m. Wanda Gray stated that route was part of the old night schedule. Lisa explained that the Transit survey will cover bus schedules and fees. Director Sabatier suggested that we should have a Transit table at the college students welcoming table area of programs for the students. Mark Wall agreed that the survey would be a good way to find out if there is a need for the late route from Ukiah or maybe have student's sign up for a subscription for that route.

Director Mattina asked if there are any questions, and if the financial data answered some of questions about the fare rates.

Director Cremer stated that it's clear that the fares don't cover the cost of operating the transit authority. Director Sabatier announced that he looks forward to the transit survey.

James replied to keep in mind regarding the data that the service has changed over the years so comparing year-to-year data may not be very accurate.

Director Sabatier stated that the U.S. Department of Agricultural (USDA) will have fire recovery grants. This can help with the lasting effects of the fires. He referenced that air quality is still looking into the direction of green buses.

James noted that we have reserved the first of three years of Low Carbon Transit Operating Program (LCTOP) funding for the solar canopy, which is one of the first steps in moving in the green direction. We are working with PG&E to make sure we have the power we need. At this time, the only realistic place to use electric buses is in Clearlake, because the charging station will be in Lower Lake.

Lisa Davey-Bates reported that at the CalCOG meeting they had a presentation on a rideshare program for low income families in the Central Valley. Lisa discussed how they received grant funding to purchase used hybrids, electric vehicles and charging stations. Lisa stated that the transit Hub would be a perfect location for charging stations. Lisa recently talked to Nephele Barrett, Executive Director, MCOG about the idea of a multi-county pilot project and said that there is grant funding for those type of vehicles right now.

#### **8. Meetings Report**

Report was included in the board packet. Staff was happy to answer any questions, however there were none.

#### **9. Paratransit Services Report**

Wanda Gray gave an update that ridership is up consistently since April, and next month school will start so the college numbers will go up.

Wanda reported briefly on the recruitment efforts. She stated that she has conducted 14 interviews and recruited two drivers and one dispatcher. Wanda stated that she lost three perspective drivers due to failed drug, alcohol, or background checks. Wanda reported that she has two potential drivers in the DMV testing phase, and some are giving notice to former employers. Wanda explained that if the recruitment efforts stay the same, Paratransit Services should be fully staffed by the end of November.

Director Mattina asked what Paratransit Services has done to recruit more people. Wanda replied that Paratransit Services just approved the ad for the bus wraps and will have a sign for inside the bus as well. Wanda stated that they are getting leads from Indeed. Wanda explained that the wage increase will help. Director Mattina asked if they have added a press release or anything on social media. She asked if riders are applying for the positions and expressed concern that we aren't reaching enough people. Wanda stated that they're not in charge of the LTA website, but it's her understanding the LTA will potentially be using social media at some point. Wanda said that they don't know who created the Facebook page but are looking in to closing it and starting a new page.

Director Cremer asked about the potential change to start out with the Class C license and then move up to a Class B license. Wanda explained that requires a contract amendment to be done, and she believes it's being worked on by management.

Wanda reported on the rider incidents and police concerns. She reported that we have a group of kids from the alternative school that hangout and are rowdy at the Transit Mall. Wanda stated she is working with the principal of the school on this issue. The City of Clearlake police are responsive and helpful with any of our incidents.

Wanda gave an overview of the projects that she is involved in as a project manager. Wanda explained that she sits in the project management meetings, however she only gives her perspective on Transit. Wanda noted that she spent a lot of time getting Mt. Konocti started and was happy to report they have received excellent feedback on the tours and prepaying for the tour is successful. Wanda reported that they finalized our labor negotiations and secured a four-year labor agreement between ourselves and the Teamsters. Wanda noted that we have a contractor scheduled in the next week to install our new generator.

Director Simon stated that he has heard only positive comments regarding the Mt. Konocti Tours and thanked everyone for working on that project.

Director Parlet asked about the equipment failure at the bus stop in Lucerne near his business and noted that the panel is so heavy he can't move it. He noted he didn't feel it was a safety issue. Wanda replied that she sent a crew over there to see if we could come up with an option to fix the bus stop, and it wouldn't budge. She noted that because it's not a safety issue, they left the panel at the bus stop. She added that the parts are on back order.

Wanda announced that she recently rode the late-night bus and there are lighting issues at some of the bus stops in the Nice and Lucerne areas.

#### **10. Lake Links Update**

Karl Parker reported that we are in the process of getting furniture at our new office on Lakeshore Drive. Karl stated that our new assistant Tammie Smith started this month and hopefully she will be at the next meeting so the Board could meet her. Karl reported that yesterday they had their first Med-Links trip from Clearlake to Santa Rosa. He noted that they still have some details to work out to get that service dialed in and increased ridership.

Director Cremer asked if the phone service is up and running. Karl replied that the phone service is on, but we need to work out a few glitches with the system.

#### **11. Announcements**

Lisa Davey-Bates announced that we have also received good feedback regarding the Mt. Konocti bus tours, and people even wanted to tip the docents. Lisa stated that we haven't met the threshold for the number of trips up the mountain, so were working on ways to add a few more trips.

#### **ADJOURN**

Chair Mattina adjourned the Lake Transit Meeting at 11:15 am.

Respectfully Submitted,

***DRAFT***

Charlene Parker, Administrative Associate



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Approval of Amendment No. 1 to the Agreement  
between Paratransit Services and Lake Transit  
Authority for Management, Operations, and  
Maintenance Services

**DATE PREPARED:** November 4, 2019  
**MEETING DATE:** November 13, 2019

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**SUBMITTED BY:** Lisa Davey-Bates, Executive Director

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**BACKGROUND:**

In September 2019, one of the ideas that was discussed to help alleviate the driver shortage issue was to allow drivers to use of a Class C driver's license for vehicles that didn't require a Class B license. The Board directed staff to draft an amendment to the contract that would allow for the use of a Class C driver's license where appropriate.

Attached is Amendment No. 1 to the Agreement between Paratransit Services and Lake Transit Authority that removes the Class B requirement, replacing it with a requirement based on the class of vehicle being operated.

Staff will be at the Board meeting to answer any questions.

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**ACTION REQUIRED:** Approve Amendment No. 1 to the Agreement between Paratransit Services and Lake Transit Authority for Management, Operations, and Maintenance Services.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** Approve Amendment No. 1 to the Agreement between Paratransit Services and Lake Transit Authority for Management, Operations, and Maintenance Services.



**AMENDMENT NO. 1 TO THE AGREEMENT  
FOR LAKE TRANSIT SYSTEM  
MANAGEMENT, OPERATIONS AND MAINTENANCE SERVICES**

Pursuant to Paragraph 6.1 (Amendment) of the Agreement between Lake Transit Authority and Paratransit Services, Inc., the parties hereto wish to amend the third paragraph of Section 2.9 (Training of Drivers and Operations Personnel) of Exhibit B – Scope of Work of the Agreement to read as follows:

All drivers shall be certified as having completed CONTRACTORS formal training course for new drivers as approved by LTA and be licensed with a valid California ~~Class B~~ operator's license of the required class for the vehicle operated with appropriate certification(s) and medical card. Drivers of transit buses shall possess a transit bus certificate as issued by the State of California Department of Motor Vehicles, pursuant to Section 12804.6 of the California Vehicle Code. If applicable, drivers of paratransit vehicles shall possess a California General Public Paratransit Vehicle certificate. Drivers shall meet all applicable requirements as established by the California Highway Patrol.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 1 to the Agreement to be executed on this \_\_\_\_th day of November 2019.

**LAKE TRANSIT AUTHORITY**

**PARATRANSIT SERVICES, INC.**

By \_\_\_\_\_  
Lisa Davey-Bates, Executive Director

By \_\_\_\_\_  
David Baker, President/CEO

Federal Tax I.D. # 91-1253112



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Approval of the Lake Ministerial  
Association Warming Center

**DATE PREPARED:** November 4, 2019

**MEETING DATE:** November 13, 2019

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**SUBMITTED BY:** James Sookne, Program Manager

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### **BACKGROUND:**

In September 2019, David Sammel from the Lake Ministerial Association (LMA) Warming Center contacted staff in hopes that LTA would once again assist with transportation to and from the warming center, as has been the case over the last four years. Mr. Sammel also attended the October Board meeting to thank the Board for their past support of this service.

The proposed location for the warming center this year is the New Hope Christian Fellowship, located at the end of Peckham Road in Lakeport, across from K-Mart. This location will require a very short diversion from the regular routes that will have very minimal, if any, impact to the system. The warming center will be operating from December 2, 2019 through March 31, 2020.

The schedule for service that would dovetail the center's hours of operation would be:

- AM – Rt. 4 WB @ 7:38, Rt. 4 EB @ 6:59, & Rt. 8 SB @ 7:42 (times approx.)
- PM – Rt. 4 WB @ 5:38, Rt. 4 EB @ 6:08, & Rt. 8 SB @ 5:42 (times approx.)

Staff is hopeful the Board will approve the continuation of this service. Staff will be available at the Board meeting to answer any questions.

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**ACTION REQUIRED:** Approve transportation assistance to and from the Lake Ministerial Association Warming Center between December 2019 and March 2020.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** Approve transportation assistance to and from the Lake Ministerial Association Warming Center between December 2019 and March 2020.



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Meetings Attended by LTA Staff

**DATE PREPARED:** November 6, 2019

**MEETING DATE:** November 13, 2019

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**SUBMITTED BY:** Lisa Davey-Bates, Executive Director

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**BACKGROUND:**

Since our last Lake Transit Authority (LTA) meeting packet, staff has attended (or will have attended) the following statewide and local meetings on behalf of LTA:

1. LTA Meeting 10/2/19  
Lakeport  
(Davey-Bates, Pedrotti, Sookne, Speka, Parker)
2. Lake Links – Med-Links w/Karl Parker 10/3/19  
Teleconference  
(Davey-Bates, Sookne)
3. Lake Links Board Meeting 10/8/19  
Clearlake  
(Davey-Bates)
4. Lake Links Meeting Collaborative/Adventist 10/8/19  
Clearlake  
(Davey-Bates)
5. NEMT Update 10/10/19  
Teleconference  
(Davey-Bates, Sookne)
6. NEMT Update 10/21/19  
Teleconference  
(Davey-Bates, Sookne)
7. CalACT Autumn Conference 10/29 - 31/19  
Santa Barbara  
(Davey-Bates)
8. Lake Links Board Meeting 11/4/19  
Clearlake  
(Davey-Bates)
9. Transit & Intercity Rail Capital Program (TIRCP) Concept Mtg. 11/7/19  
Oakland  
(Davey-Bates, Sookne)

10. California Transit Association (CTA) Fall Conference  
Monterey  
(Sookne)

11/12 - 14/19

I will provide information to Board members regarding the outcome of any of these meetings as requested.

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**ACTION REQUIRED:** None.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** None. This is for your information only.

**REPORT TO LAKE TRANSIT BOD**  
**RE: MOBILITY PROGRAMS**  
 Submitted by Karl E Parker, Manager  
 November 13, 2019

**1. LAKE LINKS OFFICE**

It's been a challenge, but we are now completely moved from LTA facility and the new office is up-and-running. Contact info:

Karl E. Parker, Manager  
 Tammie Smith, Administrative Assistant  
 14420 Lakeshore Drive  
 PO Box 3001  
 Clearlake, CA 95422  
 707-995-3330  
 707-900-8225 (Karl's cell)  
[karl.parker@lakelinks.org](mailto:karl.parker@lakelinks.org) / [tammie.smith@lakelinks.org](mailto:tammie.smith@lakelinks.org)

**2. PAY-YOUR-PAL RIDE ASSISTANCE PROGRAM:**

We now have 104 clients enrolled in the program. 25 applications are now pending. We are now in the process of reviewing old ones and will likely remove quite a few. We also will begin reviewing a number of clients who have never used the program, or who have not used it for months.

Program utilization is summarized in the chart below, showing data for the most recent months entered (September), as well as the last fiscal year (2018/2019).

PERIOD	RIDERS	TRIPS	MILEAGE	REIMBURSEMENT
August 2019	53	346	8,604	\$2,712
September 2019	52	379	8,569	\$2,999
FY 19/20	70	1,105	24,728	\$8,655
FY 18/19	84	4,025	99,530	\$31,538

At the beginning of FY19/20 we had approximately \$22,00 remaining in the FTA 5310 grant funds awarded for this project. At this point, approximately \$13,000 of that are now available to cover reimbursements. At the present rate of utilization, that means we will run out of grant funds in February 2020, and will have to issue reimbursements from a different (and not robust) source of funds. This is a matter of urgent concern for the Lake Links BOD. Lake Links staff will be developing a plan to raise funds to meet this need. Hopefully, the recently-submitted FTA 5310 will provide additional funding, perhaps as early as September 2020.

In order to gain additional sources of funds to avert projected shortfall from 5310 grant funding, we will be mining PYP data to see if we can gain information regarding the number of PYP trips to Sutter and Adventist Health facilities. With that information in hand, we will seek funding assistance from the Community Benefit programs at Sutter and Adventist Health.

### **3. 5310 GRANT PROJECTS**

a. **SEMESTER REPORTS (April – September 2019) submitted for 4 projects (vehicles, mobility management, PYP, Out-of-County NEMT)**

b. **MEDI-LINKS - Out-Of-County Medical Transportation:**

Two trips delivered to date. One scheduled for December. We have significantly changed the service design and will be making a concerted effort to work with referral staff at providers both in Lake County and Santa Rosa for help in connecting with those in need of assistance. We have developed a new Brochure for this service... Following BOD approval to offer a credit/debit payment option, will can now submit to the printer and will have copies available for distribution very soon.

c. **Senior Center Excursions:**

Due to acute driver shortage at LTA, we have not been able to launch this 5310 Grant-funded project. Paratransit Services has been making a concerted effort to recruit additional drivers and several are now in training. We are now exploring with Paratransit Services the possibility of running a couple of trips per month in the near future.

### **4. PARTNERSHIP WITH ADVENTIST HEALTH CLEAR LAKE**

Lake Links staff and CEO met with Russell Perdock (AHCL Director of Community Integration), Jennifer Fredrickson (Operations Director for AH Clinics), and Becky Flaherty (Administrative Assistant) to discuss transportation services, resources, and the potential to '4. It appears that currently, AHCL's primary need is assistance in obtaining a vehicle, although previously we have discussed providing scheduling and dispatch services, and submitted a proposal at the request of COO Brent Dupper.

### **5. PARTNERSHIP HEALTHPLAN CALIFORNIA/MTM, Inc.**

Lake Links will be exploring the possibility of providing Medi-Links service to Santa Rosa under contract with Partnership HealthPlan and/or MTM, Inc.