



Lisa Davey-Bates, Executive Director  
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DATE: September 9, 2020  
TIME: 9:30 a.m. (or as soon thereafter as the Lake Area Planning Council Meeting Adjourns)  
PLACE: Audioconference **Dial-in number: 1 (669) 900-6833 / Meeting ID: 933 7349 2135 #**

**\*Zoom link provided to Board Members in distribution email and to public by request.**

In accordance with the modified Brown Act Requirements established by Governor Newsom's Executive Order N-29-20, and to facilitate Social Distancing due to COVID-19, Lake Transit Authority's Board meeting will be by audioconference. Public comments will be available during Wednesday's meeting on any agenda item. Please send comments to our Board Secretary, Charlene Parker, at [cparker@dbcteam.net](mailto:cparker@dbcteam.net) and note the agenda item number being addressed. Oral comments will also be accepted by telephone during the meeting when public comment is invited by the Chair.

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 August 5, 2020 meeting  
*Review and proposed approval*

**REGULAR CALENDAR**

5. Fiscal Year 2020/21 Budget Amendment No. 1  
*Review and proposed approval*
6. Annual Report  
*Review and proposed approval*
7. RAH Consulting Offer in Compromise with Lake Transit Authority  
*Review and proposed approval*
8. Release of 5310 Vehicles to People Services  
*Review and proposed approval*
9. Resolution No. 2020-21-02 Approving the Project List for FY 2020/21 for the California State of Good Repair Program  
*Review and proposed approval*
10. Change in Legal Counsel  
*Review and proposed approval*

**REPORTS**

11. LTA Meetings Report
12. LTA Program Manager's Report
13. Paratransit Services' Report

- 14. Lake Links Update
- 15. Announcements

## **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 agendized, 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: September 3, 2020**



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## LAKE TRANSIT AUTHORITY

### (DRAFT) MEETING MINUTES

Wednesday, August 5, 2020

**Location:** Audioconference (in response to "Shelter-in-Place" directive)

#### Present

Bruno Sabatier, Supervisor, County of Lake  
Russ Cremer, City Council, City of Clearlake  
Stacey Mattina, City Council Member, City of Lakeport  
Moke Simon, County of Lake  
Chuck Leonard, Member at Large  
Russell Perdock, City of Clearlake

#### Absent

Kenneth Parlet, Council Member, City of Lakeport  
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 Manager – Lake Transit Authority  
Charlene Parker, Admin. Staff – Lake Transit Authority  
John Speka, Planning Staff – Lake APC  
Danielle Casey, Planning Staff – Lake APC  
Clarissa Kincy, Mobility Programs Manager – Lake Links  
Johnnie Lindsey – Paratransit Services

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#### 1. Call Meeting to Order

Chair Mattina called the meeting to order at 10:03 am.

#### 2. Roll Call

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

#### 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

Chair Mattina requested Public Comments including any written comments. No public comments were presented.

## CONSENT CALENDAR

### 4. Approval of Minutes of the June 3, 2020 meeting (Draft)

*Director Leonard made a motion to approve the Minutes of the June 3, 2020, as presented. The motion was seconded by Director Cremer and carried unanimously.*

*Roll Call Vote: Ayes (6) – Directors Sabatier, Cremer, Mattina, Simon, Leonard, and Perdock; Noes (0); Abstain (0); Absent (2) – Director Parlet and Vacant Member-at-Large.*

## REGULAR CALENDAR

### 5. Resolution No. 2020-21-01 Authorizing the Federal Funding Under FTA Section 5311 (49 U.S.C.5311)

James Sookne reported that Resolution 2020-21-01, attached for the Board's review and approval, authorizes the Executive Director, Program Manager, or Project Manager to sign and submit documentation as required by the Federal Transit Administration. James explained that the two changes to the resolution were to authorize Alexis Pedrotti, Project Manager, to execute documentation including Requests for Reimbursement of funds from Caltrans for Section 5311 projects and to update the reference to the FTA Circular to its most current version.

Chair Mattina requested any comments regarding the Resolution No. 2020-21-01 Authorizing the Federal Funding Under FTA Section 5311. No comments were presented.

*Director Sabatier made a motion to approve the Resolution No. 2020-21-01 Authorizing the Federal Funding Under FTA Section 5311, as presented. The motion was seconded by Director Cremer and carried unanimously.*

*Roll Call Vote: Ayes (6) – Directors Sabatier, Cremer, Mattina, Simon, Leonard, and Perdock; Noes (0); Abstain (0); Absent (2) – Director Parlet and Vacant Member-at-Large.*

## REPORTS

### 6. Meetings Report

No questions

### 7. Transit Coordinator's Report

#### a) Transit and Intercity Rail Capital Program Update

James reported that on July 21, 2020, the Lake County Board of Supervisors held a public hearing regarding the property for the future transit hub location. The Board authorized the County Administrative Officer to execute the vacant land purchase agreement with LTA for a sale price of \$200,000. Lisa has been working with the County to finalize escrow on the property.

Director Sabatier asked if the purchase of the property was still in the timeframe needed for the TIRCP grant funds. James replied that Caltrans was willing to work with us on the timeline within a few months.

Director Sabatier stated that Lake Transit Authority (LTA) staff should be proud. During the public hearing, the Board of Supervisors announced that LTA provides the County approximately \$756,000 in benefits to the community via free/subsidized rides through free disaster response efforts, college fares, Summer Cruisin' passes to students, Social Service assistance, and Medi-Cal programs.

Lisa Davey-Bates thanked the Board Members and staff for their help in making the transit hub relocation a reality.

#### b) COVID-19 Effects on the System

James reported that the Covid-19 ridership data was provided in the packet. James noted the average decrease in ridership of almost 52% since the Shelter-in-Place order went into effect. As

Lake County has started to open over the last few weeks, ridership has increased slightly, but is still down nearly 60% compared to 2019. The two service reductions implemented during the pandemic led to a reduction in revenue hours of approximately 54.5%. However, the reduction in service has allowed LTA to operate new and expanded COVID-related services to help those in need during this crisis. James noted that LTA staff has also been working with the Lakeport and Clearlake Senior Centers to distribute meals to those in need. James closed by stating that a portion of the CARES Act funds were used to pay Paratransit Service operations staff hazard-pay bonuses in an effort to maintain drivers and reward them for the hard and potentially risky work they are doing during the pandemic.

c) Bus Pull-Out in Clearlake

James reported that LTA staff has been working with the City of Clearlake to construct the recently approved bus pull-out on Lakeshore Drive funded through the State of Good Repair Program. This project went out to bid on July 30 and set to open on August 20.

Director Sabatier asked if staff anticipated finishing the project by the end of the year.

Adaline Brown, City of Clearlake replied that staff was looking to construct that project this year. Director Cremer stated that he appreciates the new bus pull-out and the work that has gone into the project.

d) Miscellaneous

James reported the State Transit Assistance (STA) funds estimate have decreased by 41% and noted that the CARES Act Federal Transit Administration (FTA) Section 5311 revenues will help maintain the transit system through the COVID-19 crisis.

James announced that staff has not received the July \$400 payment from Rick Hamilton.

Chair Mattina asked what Rick Hamilton's balance was and what the recourse was.

Director Sabatier asked that staff bring an update next month for Rick Hamilton's payment plan to discuss what our options were for non-payment.

James replied that he owes just under \$2,800 and is considered delinquent once the payment is a month past due. James stated that staff will bring it to the Board next month for discussion.

## **8. Paratransit Services Report**

Lisa introduced Johnnie Lindsey, of Paratransit Services, and asked if she would give an update. Johnnie reported that Paratransit Services has two new drivers currently in training to replace two employees that were lost due to the Covid-19 pandemic. Johnnie stated that the customer service/rider incident report was attached to the staff report. Staff has been working actively with Lake Links on the NEMT out-of-county routes. Johnnie explained that Paratransit has continued to work in partnership with the Lakeport Senior Center with meal delivery service Monday through Thursday.

Director Cremer asked if staff has reached out to all the senior centers. Lisa replied that staff reached out at the beginning of the pandemic and that the Middletown Senior Center said that they had a good number of volunteers and were able to meet their needs. Lisa noted that the Clearlake Senior Center was using their own volunteer drivers and Lake Links was paying them mileage through the Pay-Your-Pal program.

The group discussed assisting all the senior centers and agreed it would be a good idea to check in with them again because they may be struggling to keep up with the need.

Director Cremer introduced Clarissa Kincy, the new Mobility Programs Manager for Lake Links and welcomed her to the LTA Board meeting.

## 9. Lake Links Update

### a. Mobility Manager's Report

Clarissa gave a brief update on the Pay-Your-Pal program stating that there was an increase in services now that the doctors' offices were open. Clarissa provided an update on the Medi-Links program and said that the service had a decline due to the Covid-19 crisis. Clarissa was happy to report that staff has received good reviews from clients about the drivers and Medi-Links program. She stated that she went on one of the trips to Santa Rosa and agreed it was a good experience. Clarissa closed by saying that the medical offices and clinics were a great resource for the Medi-Links program, and she is currently working on getting the word out for the new Ukiah route.

Lisa Davey-Bates stated that staff has been working with Clarissa on ways to increase the numbers for the Medi-Links program. Lake Links, LTA and Paratransit Services are considering all options including marketing and maybe a free fare month in September to increase ridership.

Director Cremer asked if the NEMT program was still only for Out-of-County transport. Lisa replied that we tried to get Caltrans to include in-county service during the pandemic, but they stated that Pay-Your-Pal and Dial-a-Ride were good options for in-county service. Clarissa replied that residents in Cobb were being served by Medi-Links services because there are currently no other transit routes in place. Clarissa said that she was looking into a volunteer driver ride program through Lake Links and she was doing research regarding the Covid-19 restrictions.

### b. Miscellaneous

## 10. Announcements

Director Sabatier announced that he had received an email from a transit customer in the Soda Bay area regarding the routes that were discontinued and thanked James for his quick response with a solution for the customer.

Chair Mattina thanked James for the email update about the route changes between meetings and stated having the information was helpful.

Director Perdock stated that there was a about a quarter of a mile uphill gap in service to the Covid-19 shelter on Robin Hill Lane and Lakeshore Blvd and non-ambulatory clients cannot get picked up. Lisa asked if this was location where the buses could not get through to the shelter? Johnnie replied that it was, and that location was served by Route 1, but she would look into an alternative option.

The group discussed the bus and drivers and stated how they noticed that the bus drivers were always wearing the appropriate masks and that the new advertisements look professional on the buses.

Chair Mattina requested Public Comments including any written comments. No public comments were presented.

## ADJOURN

Chair Mattina adjourned the Lake Transit Authority meeting at 10:45 PM.

Respectfully Submitted,

**DRAFT**

Charlene Parker, Secretary



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Fiscal Year 2020/21 Budget Amendment No. 1

**DATE PREPARED:** September 3, 2020

**MEETING DATE:** September 9, 2020

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

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### **BACKGROUND:**

After the approval of the Final LTA Budget each June, it is common to see an amendment in the following months. At the end of the fiscal year several accounts have unexpended funds that must be incorporated into the new fiscal year. The amendment allows for carryover funds to be captured into the new budget and adjustments to preliminary fund estimates that were provided in the final budget.

The first amendment identifies year-end totals for various expenditures and revenue sources that were unavailable when the 2020/21 LTA Budget was adopted. The following summarizes the rest of the changes found in this amendment:

- Decrease (-41.2%) in State Transit Assistance funds
- Increase (+4.5%) in State of Good Repair Funds
- Addition of \$243,503 in CARES Act Phase 1 5311(f) funds
- Addition of \$786,640 in CARES Act Phase 2 5311 funds

It is necessary for the budget to be amended to ensure financial stability and sustainability, especially during the uncertain times.

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**ACTION REQUIRED:** Approval of 1<sup>st</sup> Amendment to the LTA Budget incorporating the changes identified above.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** Approval of 1<sup>st</sup> Amendment to the LTA Budget incorporating the changes identified above.

Lake Transit Authority  
2020/21 Budget  
Amendment No. 1

| <b>REVENUE</b>           |   | 2019/20<br>Budget   | 2019/20<br>Estimated<br>Actual* | 2020/21<br>Budget   | Notes |
|--------------------------|---|---------------------|---------------------------------|---------------------|-------|
| 7401                     | Passenger Fares                                     | 96,861              | 83,968                          | 52,988              | 1     |
|                          | Intercity Passenger Fares                           | 211,261             | 174,198                         | 118,125             | 1     |
| 7402                     | Special Transit Fares                               | 179,803             | 165,253                         | 147,465             | 1,2   |
| 7406                     | Auxilliary Transportation Revenues (Advertising)    | 103,410             | 65,786                          | 56,051              | 3     |
| 7407                     | Non-Transportation Revenue                          |                     |                                 |                     |       |
|                          | APC Planning Work Program Reimbursement             |                     |                                 |                     |       |
|                          | Miscellaneous Revenue                               |                     |                                 |                     |       |
| 7409                     | Local Cash Grants & Reimbursements                  |                     |                                 |                     |       |
|                          | Local Transportation Fund                           | 853,923             | 853,923                         | 875,928             | 4     |
|                          | LTF Carryover (unearned revenue)                    |                     |                                 |                     |       |
| 7411                     | State Cash Grants & Reimbursements                  |                     |                                 |                     |       |
|                          | State Transit Assistance                            | 670,644             | 420,056                         | 351,084             | 5     |
|                          | State of Good Repair                                | 93,430              |                                 | 99,867              | 5     |
|                          | State of Good Repair Carryover                      | 119,448             |                                 | 199,317             |       |
|                          | Proposition 1B - PTMISEA Carryover                  | 662,248             |                                 | 401,292             | 6     |
|                          | Proposition 1B - CTSGP Carryover                    | 44,620              |                                 | 44,620              | 7     |
|                          | Low Carbon Trans.Oper. Program (LCTOP) 16-17        | 35,343              |                                 | 35,794              | 8     |
|                          | Low Carbon Trans.Oper. Program (LCTOP) 17-18        | 8,485               |                                 | 8,492               | 9     |
|                          | Low Carbon Trans.Oper. Program (LCTOP) 18-19        | 127,647             |                                 | 127,647             | 10    |
|                          | Low Carbon Trans.Oper. Program (LCTOP) 19-20        | 102,736             |                                 | 102,736             | 10    |
| 7413                     | Federal Cash Grants and Reimbursements              |                     |                                 |                     |       |
|                          | Section 5311 Annual Apportionment                   | 370,443             | 370,443                         | 391,469             |       |
|                          | Section 5311(f) Operating Assistance                | 489,766             | 418,113                         | 530,169             |       |
|                          | Section 5311 CARES Act Phase 1                      |                     |                                 | 410,298             |       |
|                          | Section 5311(f) CARES Act Phase 1                   |                     |                                 | 243,503             |       |
|                          | Section 5311 CARES Act Phase 2                      |                     |                                 | 786,640             |       |
|                          | FTA 5339 Capital - Bus Replacement (2017)           | 360,464             |                                 | 360,464             |       |
|                          | <b>TOTAL REVENUE</b>                                | <b>\$ 4,530,532</b> | <b>\$ 2,551,740</b>             | <b>\$ 5,343,949</b> |       |
| <br>                     |   |                     |                                 |                     |       |
| <b>OPERATING EXPENSE</b> |   |                     |                                 |                     |       |
| 50.01                    | Oper. Exp. Accounting Services                      | 6,000               | 6,000                           | 6,000               |       |
| 50.03                    | Oper. Exp. Legal Services                           | 400                 | 150                             | 400                 |       |
| 50.04                    | Oper. Exp. Management Contract -DBC                 | -                   |                                 | -                   | 11    |
| 50.04                    | Oper. Exp. Management Consulting Contract - MWA     | 20,030              | 8,104                           | 20,030              | 12    |
| 50.05                    | Oper. Exp. Operations Contract                      | 1,547,404           | 1,455,174                       | 1,567,429           | 13    |
| 50.05                    | Oper. Exp. Operations Contract - 5311(f) - Route 30 | 496,140             | 418,359                         | 517,937             | 13    |
| 50.05                    | Oper. Exp. Operations Contract - 5311(f) - Route 40 | 391,645             | 373,042                         | 408,851             | 13    |
| 50.10                    | Oper. Exp. Printing                                 | 12,000              | 6,620                           | 12,000              |       |
| 50.11                    | Oper. Exp. Promotional Materials                    | 2,400               | 1,040                           | 2,400               |       |
| 50.20                    | Oper. Exp. Advertising/Web Site Expenses            | 5,000               | 931                             | 5,000               |       |
| 50.21                    | Oper. Exp. Promotional Campaigns/Translation        | 2,000               | 116                             | 2,000               |       |
| 50.22                    | Oper. Exp. Fuel                                     | 190,706             | 165,910                         | 190,706             | 14    |
| 50.22                    | Oper. Exp. Fuel - 5311(f) - Route 30                | 110,872             | 92,161                          | 110,872             | 14    |
| 50.22                    | Oper. Exp. Fuel - 5311(f) - Route 40                | 94,669              | 79,280                          | 94,669              | 14    |
| 50.25                    | Oper. Exp. Facility Maintenance                     | 20,000              | 12,783                          | 20,000              |       |
|                          | Oper. Exp. Rents & Leases - Repeater Sites          | 8,000               | 3,213                           | 8,000               |       |
|                          | Oper. Exp. Utilities                                | 7,000               | 7,178                           | 7,000               |       |
|                          | Oper. Exp. Operating Funds Reserve                  | 50,000              | 19,719                          | 920,150             | 15    |
|                          | <b>Total Operating Expense</b>                      | <b>\$ 2,964,266</b> | <b>\$ 2,649,780</b>             | <b>\$ 3,893,444</b> |       |

Lake Transit Authority  
2020/21 Budget  
Amendment No. 1

| <b>CAPITAL EXPENSE</b> |                                      | 2019/20<br>Budget   | 2019/20<br>Estimated<br>Actual* | 2020/21<br>Budget   | Notes |
|------------------------|--------------------------------------|---------------------|---------------------------------|---------------------|-------|
| Capital Exp            | PTMISEA Bus Purchases                | 462,248             | 264,532                         | 201,292             | 16    |
| Capital Exp            | PTMISEA Hub Property Acquisition     | 200,000             |                                 | 200,000             | 17    |
| Capital Exp            | SGR - Bus Lift for Maintenance Shop  | 28,000              | 74,240                          | -                   |       |
| Capital Exp            | SGR - O & M Facility Equipment       | 25,000              | 14,830                          | 17,064              |       |
| Capital Exp            | SGR - 18/19 Bus Pull Out             | 66,448              |                                 | 15,106              |       |
| Capital Exp            | SGR - 19/20 - Bus Pull Out           | 93,430              |                                 | 92,907              |       |
| Capital Exp            | SGR - 20/21 Project(s) TBD           |                     |                                 | 95,601              |       |
| Capital Exp            | FTA 5339 Bus Replacement             | 360,464             |                                 | 360,464             |       |
| Capital Exp            | CTSGP On Board Video Surveillance    | 881                 |                                 | 881                 |       |
| Capital Exp            | CTSGP Security Improvements          | 43,739              |                                 | 43,739              |       |
| Capital Exp            | LCTOP Bus Stop Shelter Project 16-17 | 35,343              | -                               | 35,343              |       |
| Capital Exp            | LCTOP Bus Stop Shelter Project 17-18 | 8,485               | -                               | 8,485               |       |
| Capital Exp            | LCTOP Solar Canopy Project 18-19     | 127,647             |                                 | 127,647             |       |
| Capital Exp            | LCTOP Solar Canopy Project 19-20     |                     |                                 | 102,736             |       |
| Capital Exp            | Software                             | 25,000              | 34,150                          | 25,000              |       |
| Capital Exp            | Facility and Fleet Condition Audits  | -                   |                                 |                     |       |
| Capital Exp            | Reserve (for Capital projects)       | 43,599              | 2,050                           | 50,000              |       |
|                        | Total Capital Expense/Reserve        | <u>\$ 1,520,284</u> | <u>\$ 389,802</u>               | <u>\$ 1,376,265</u> |       |
|                        | <b>TOTAL EXPENDITURES</b>            | <u>4,484,550</u>    | <u>3,039,582</u>                | <u>5,269,709</u>    |       |

\*2019/20 actual expenditures & revenue aren't complete

**NOTES**

- 1 Project fare revenue is based on free fares for the 1st quarter of FY 20/21 and 75% of pre-COVID-19 farebox revenues (based on 1st half of FY 19/20) for the 2nd through 4th quarters.
- 2 Includes FYs 17/18 & 19/20 LCTOP funds for Free College Fare and Summer Cruisin' Programs
- 3 Based on current revenue (FY 19/20) from Helen Foraker Advertising and repayment from R.A. Hamilton
- 4 Estimate provided by Lake APC
- 5 Based on SCO Revised Estimate dated 8/1/2020
- 6 PTMISEA funds includes \$200,000 for Transit Hub RW and \$201,292 for vehicle replacements.
- 7 The 2020-21 carryover include funds dedicated to approved projects from 15/16 and 16/17 allocations. These
- 8 Includes available reported interest. Project to install bus stop shelters, benches, and bike racks at four locations.
- 9 Includes available reported interest. Project to install a new shelter at Natural High in Lakeport.
- 10 Project to install a solar canopy over the bus yard at the operations facility.
- 11 Administration Services for LTA are covered under Lake APC contract extension with DBC.
- 12 Based on approved consulting contract with Mark Wall
- 13 Based on current schedules and maximum increase allowed under the current Paratransit Services contract.
- 14 Assumes no increase in fuel costs due to current market conditions.
- 15 The operating funds reserve is based on remaining balance of funds that are not restricted to capital use.
- 16 PTMISEA should first be used to provide matching funds for SGR and FTA 5339 projects.
- 17 PTMISEA funds allocated for the purchase of the property for the future transit hub in Clearlake



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** RAH Consulting Agreement with Lake Transit Authority **DATE PREPARED:** September 3, 2020

**MEETING DATE:** September 9, 2020

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

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### **BACKGROUND:**

As most of you will recall, Rick Hamilton, RAH Consulting, managed the advertising on Lake Transit Authority's (LTA) buses for years. In October 2015 he quit making payments to the agency. His contract ended in May 2016, at which time he still had not made a payment. In March 2017, this item was brought to the Board by Mark Wall, the previous Transit Manager.

At that time, Mr. Wall brought the following alternatives before the Board:

- No.1 – Accept the RAHamilton proposal to repay debt to LTA with production and installation of graphics, and removal of graphics from surplus vehicles
- No. 2 – Agree to a plan and schedule for repayment of debt by Mr. Hamilton
- No. 3 – Turn debt over to collection agency
- No. 4 – File a lawsuit against Mr. Hamilton for the monies due
- No. 5 – File a complaint with the District Attorney regarding the unpaid funds

The Board ultimately chose Alternative No 2, with the contingency that one missed payment after 30 days would immediately trigger Alternative No. 3. The monthly payment of \$400.00 was agreed upon by both parties.

Mr. Hamilton originally owed a total \$16,209.38 in principal (\$15,437.50) and penalty (\$771.88) to LTA. A significant amount of interest has also been assessed. Through June 2020, he has paid a total of \$20,103.75 and has a remaining balance of \$2,768.79.

At the August 2020 LTA Board meeting, staff informed the Board that the monthly payment of \$400.00 from Rick Hamilton hadn't been received for the month of July and would be considered delinquent once it was 30 days past due. The Board directed staff to agendaize the item at the next Board meeting for action.

On August 14<sup>th</sup>, I received an email from Mr. Hamilton requesting an appointment to discuss the matter. We spoke by phone on August 26<sup>th</sup> and, in the end, he stated he would like to propose an offer in compromise. In a follow-up email dated August 31, 2020, he wrote the following:

*Good morning Lisa,*

*I realize that I am late in making the July and August payments according to LTA records. At the August meeting, James stated that my balance was, "a little under \$2,800.00". According to the minutes of the LTA board meeting on March 8, 2017, (Director Simon made a motion that was seconded by director Parlet and carried unanimously.) Please see attached copy of the minutes. I would like to put this whole situation to rest and thereby make an offer in compromise of \$1,750.00.*

*I will not be able to attend the September 9, 2020 LTA board meeting as I have an appointment at UCSF for a cancer treatment. If the board wants to open this for discussion, I would ask that this matter gets tabled to the October meeting so I can be present.*

*Thank you for your time,*

*Regards*

*Rick, RAHamilton*

Members of the Board will now need to discuss this matter and determine if it is reasonable to accept the offer in compromise of \$1,750.00, or alternatively, seek out a collection agency. If the offer by Mr. Hamilton is accepted, a total of \$1,018.79, would be forgiven. Consideration must be given to the fact that if a collection agency seeks payment, it is quite possible that LTA would end up with less than the \$1,750.00 that has been offered.

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**ACTION REQUIRED:** Consider offer in compromise by Rick Hamilton, RAHamilton, or seek out a collection agency to pursue the remainder of the debt due.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** Accept offer in compromise as submitted by Rick Hamilton, RAHamilton, in the amount of \$1,750.00 and forgive the remainder due to Lake Transit Authority of \$1,018.79.



## LAKE TRANSIT AUTHORITY STAFF REPORT

**TITLE:** Release of 5310 Vehicles to People Services

**DATE PREPARED:** September 1, 2020

**MEETING DATE:** September 9, 2020

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

**BACKGROUND:**

In 2011, Lake Transit Authority (as the Consolidated Transportation Services Agency [CTSA] at the time) submitted a successful 5310 application for the purchase of replacement vehicles for People Services, Inc. and the Live Oak Senior Center. With these funds, LTA purchased the following vehicles:

| Vehicle<br>Year/Make | Vin #             | Plate # | LTA<br>ID# | Location        |
|----------------------|-------------------|---------|------------|-----------------|
| 2014 Ford Elkhart    | 1FDEE3FL1EDA05682 | 1419016 | 1407       | People Services |
| 2014 Ford Elkhart    | 1FDEE3FL5EDA05684 | 1419183 | 1406       | People Services |
| 2014 Ford Elkhart    | 1FDFE4FS0EDA09045 | 1419015 | -          | People Services |
| 2014 Ford Elkhart    | 1FDFE3FS8EDA09049 | 1419119 | -          | People Services |
| 2014 Ford Elkhart    | 1FDFE4FS7EDA05705 | 1419179 | -          | People Services |
| 2014 Ford Elkhart    | 1FDFE4FS4EDA09050 | 1419172 | -          | People Services |
| 2014 Ford Elkhart    | 1FDEE3FL3EDA05683 | 1419019 | 1408       | AHCL            |

The three vehicles identified above as 1406, 1407, and 1408 were originally purchased for the Live Oak Senior Center. The senior center was unable to utilize the vehicles as intended and LTA placed those three vehicles with other 5310-eligible agencies to ensure they'd be used and not returned to the State. People Services, Inc. has been using these vehicles for the last several years and they're vital to the organization's transportation program.

Since these vehicles were purchased with federal funds, Caltrans was listed as a lienholder on the titles. Last month, LTA received the necessary paperwork from Caltrans removing them as the lienholder for all of the vehicles. After receiving the paperwork, staff contacted People Services to see were interested in taking ownership of the vehicles they're currently using. They were willing to transfer title on any of the buses that LTA would be willing to release.

At this time, staff is hopeful that the Board will provide direction to transfer title to People Services, Inc. for the six vehicles that they're currently using. Staff will be available at the Board meeting to answer any questions.

**ACTION REQUIRED:** Provide direction to staff on the disposal of six 5310 vehicles

**ALTERNATIVES:** None identified.

**RECOMMENDATION:** Direct staff to transfer ownership of six vehicles currently being used by People Services, Inc. (identified above) to People Services, Inc.



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** State of Good Repair FY 20/21 Project List

**DATE PREPARED:** September 1, 2020

**MEETING DATE:** September 9, 2020

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

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**BACKGROUND:**

The State of Good Repair (SGR) program is a product of The Road Repair and Accountability Act of 2017, also known as Senate Bill (SB) 1. This funding source is derived from a transportation improvement fee on vehicle registrations. The estimated SGR funds available for this fiscal year to Lake County is \$99,867. These funds are allocated quarterly, and receipt of the first quarter revenue depends on submitting approved SGR projects to Caltrans. The deadline for submission of the FY 20/21 SGR Project List was September 1, 2020. As part of the project submittal process, the regional entity (RTPA) must approve and submit all proposed projects from operators (LTA) to Caltrans. In years past, LTA was able to approve and submit projects on their own.

In June 2020, the APC and LTA Boards approved the original FY 20/21 SGR Project List. The list presented to the Boards at that time only had the re-allocation of previously approved SGR funds towards the Lakeshore Drive Bus Pull-Out project. The proposed projects for FY 20/21 are described in the attached revised project list. Staff is recommending that the FY 20/21 funds be allocated towards the purchase of three new buses.

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

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**ACTION REQUIRED:** Approval of the revised State of Good Repair Project List for FY 2020/21

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** Approve the revised State of Good Repair Project List for FY 2020/21 and Resolution 20-21-2.

**LAKE TRANSIT AUTHORITY  
RESOLUTION #2020-21-02**

**APPROVING THE PROJECT LIST FOR FY 2020-21  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

**WHEREAS**, SGR funds are allocated by the Lake County City Area Planning Council; and

**WHEREAS**, these funds will be used for projects on the attached list; and

**WHEREAS**, in order to qualify for these funds, the Lake Transit Authority is required to submit a proposed project list to the Lake County/City Area Planning Council on an annual basis; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Lake Transit Authority hereby approves the SB1 State of Good Repair Project List for FY 2020-21; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Lake Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director or Program Manager is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms and agreements.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 9<sup>th</sup> day of September 2020 by the following roll call vote:

AYES:

NOES:

ABSENT:

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

\_\_\_\_\_  
ATTEST: Charlene Parker  
Secretary

\_\_\_\_\_  
Stacey Mattina  
Chair







## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** LTA Legal Counsel Changes

**DATE PREPARED:** September 2, 2020

**MEETING DATE:** September 9, 2020

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

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### **BACKGROUND:**

On the rare occurrence when legal counsel has been needed, Lake Transit Authority has relied on William "Bill" Kranz, the de facto attorney for the Lake Area Planning Council. Unfortunately for LTA, Mr. Kranz recently informed staff that he is retiring, effective immediately.

One alternative for legal counsel would be to utilize County Counsel. LTA has done this a couple times in the past, but County Counsel was not enthusiastic about providing counsel to LTA. An alternative to County Counsel would be to hire outside counsel.

Mendocino Council of Governments has had the opportunity to work with Derek Cole, of Cole Huber LLP, on a project in Mendocino County and has been very satisfied with his work.

On August 26<sup>th</sup>, James Sookne, who has been working directly with Mr. Cole, and I met to discuss the possibility of hiring him for legal counsel for the Lake Transit Authority. During the meeting we discussed our needs. He assured us he was quite familiar with working with municipalities and agencies similar to LTA and felt he would be able to get up to speed with our needs quickly.

He is willing to bill with 1/10<sup>th</sup> hour increments and therefore on most routine matters the cost to the LTA would be minimal.

The draft contract is provided for your discussion and consideration.

---

**ACTION REQUIRED:** None, however it is recommended that members discuss, amend if necessary, and approve the attached contract to allow for continued legal counsel to Lake Transit Authority.

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**ALTERNATIVES:** Take no action and continue to search for other options.

---

**RECOMMENDATION:** Approve the attached contract between Cole Huber LLP and Lake Transit Authority to allow for continued legal counsel to LTA.

Derek P. Cole  
dcole@coleyhuber.com

REPLY TO:  
 ROSEVILLE  ONTARIO

August 31, 2020

VIA E-MAIL AND U.S. MAIL  
ldaveybates@dbcteam.net

Lisa Davey-Bates  
Executive Director  
Lake Transit Authority  
9240 Highway 53  
Lower Lake, CA 95457

Re: Legal Services Agreement with Cole Huber LLP

Dear Ms. Davey-Bates:

ABOUT OUR REPRESENTATION

Cole Huber LLP is pleased to represent the Lake Transit Authority (the “Transit Authority”) in the above-captioned matter. Specifically, our representation will include serving as general counsel. This letter constitutes our agreement setting forth the terms of our representation.

CONFIDENTIALITY AND ABSENCE OF CONFLICTS

An attorney-client relationship requires mutual trust between the client and the attorney. It is understood that communications exclusively between counsel and the client are confidential and protected by the attorney-client privilege.

To also assure mutuality of trust, we have maintained a conflict of interest index. The California Rules of Professional Conduct defines whether a past or present relationship with any party prevents us from representing you. Similarly, your names will be included in our list of clients to ensure we comply with the Rules of Professional Conduct.

We have checked the following names against our client index: Lake Transit Authority. Based on that check, we can represent the Transit Authority’s interests in the above-described transaction. Please review the list to see if any other persons or entities should be included. If you do not tell us to the contrary, we will assume that this list is complete and accurate. We request that you update this list for us if there are any changes in the future.

### YOUR OBLIGATIONS ABOUT FEES AND BILLINGS

My current billing rate, and the billing rate for all attorneys, is \$250.00 per hour, and paralegals are billed at \$140.00 per hour. We will bill you monthly for all services provided.

The memorandum attached to this letter describes the other aspects of our firm's billing policies. You should consider this memorandum part of this Agreement as it binds both of us. For that reason, you should read it carefully.

### FIRM STATUS

Cole Huber LLP is a limited liability partnership organized under California law. Derek P. Cole and Scott E. Huber are the equity partners of the firm. All other attorneys who may work on your matter are employees of the firm.

### INSURANCE

We understand that you are not now insured or have any insurance that may cover potential liability or attorneys' fees in this case. If you think you may have such insurance, please notify me immediately.

We are also pleased to let you know that Cole Huber LLP carries errors and omissions insurance with Lloyds of London. After a standard deductible, this insurance provides coverage beyond what is required by the State of California.

### DISCLAIMER OF GUARANTEE AND ESTIMATES

Nothing in this Agreement and nothing in any attorneys' statements to you will be construed as a promise or guarantee about the outcome of the subject of our representation. Attorney statements are expressions of opinion only, are neither promises nor guarantees, and will not be construed as promises or guarantees. Any deposits made by you, or estimate of fees given by the attorney, are not a representation of a flat fee and will not be a limitation on fees or a guarantee that fees and costs will not exceed the amount of the deposit or estimate. Actual fees may vary significantly from estimates given.

### CLIENT'S DUTIES

You agree to be truthful with our attorneys and the firm and not withhold information. Further, you agree to cooperate, to keep our attorneys informed of any information or developments which may come to your attention, to abide by this Agreement, to pay the firm's bills on time, and to keep our attorneys advised of your address, telephone number, and whereabouts. You will assist our attorneys by timely providing necessary information and documents. You agree to appear at all legal proceedings when our attorneys deem it necessary, and generally to cooperate fully with our attorneys in all matters related to the preparation and presentation of your claims.

#### NO TAX ADVICE

The firm has not been retained to provide the Transit Authority with any tax advice concerning any of the services described in this Agreement. Any documents prepared by attorneys may have specific tax ramifications. To be sure you understand and are certain of all the potential tax consequences, the Transit Authority should consult with tax advisors regarding these matters.

#### NEW MATTERS

When we are engaged by a new client on a particular matter, we are often later asked to work on additional matters. You should know that such new matters will be the subject of a new signed supplement to this agreement. Similarly, this Agreement does not cover and is not a commitment by either of us that we will undertake any appeals or collection procedures. Any such future work would also have to be agreed upon in a signed supplement.

#### CIVILITY IN LITIGATION

In litigation, courtesy is customarily honored with opposing counsel, such as extensions to file pleadings or responses to other deadlines. In our experience, the reciprocal extension of such courtesies saves our clients time and money. By signing this Agreement, the Transit Authority will be confirming its approval of this practice in your case.

#### HOW THIS AGREEMENT MAY BE TERMINATED

The Transit Authority, of course, has the right to end our services at any time. If it does so, it will be responsible for the payment of fees and costs accrued but not yet paid, plus reasonable fees and costs in transferring the case to you or your new counsel. By the same token, we reserve the right to terminate our services to you upon written notice, order of the court, or in accordance with our attached memorandum. This could happen if the Transit Authority fails to pay our fees and costs as agreed, fails to cooperate with us in this matter, or if we determine we cannot continue to represent the Transit Authority for ethical or practical concerns.

#### CLIENT FILE

If you do not request the return of your file, we will retain your file for five years. After five years, we may have your file destroyed. If you would like your file maintained for more than five years or returned, you must make separate arrangements with us.

#### ENTIRE AGREEMENT

This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

Lisa Davey-Bates  
Lake Transit Authority  
August 31, 2020  
Page 4

THANK YOU

We are pleased that the Lake Transit Authority has selected Cole Huber LLP to serve as general counsel. If you have any questions at any time about our services or billings, please do not hesitate to call me.

If this letter meets with your approval, please sign and date it, and return the original to us. Unless you sign, date, and return the original, by September 25, 2020, we will not represent you in any capacity, and we will assume that you have made other arrangements for legal representation. We have enclosed a separate signed copy of this Agreement for your records.

Sincerely,

Derek P. Cole  
COLE HUBER LLP

DPC/kgm  
Enclosure: Billing Policy

AGREED AND ACCEPTED

By: \_\_\_\_\_

Dated: \_\_\_\_\_

## COLE HUBER LLP – BILLING POLICIES

Our experience has shown that the attorney-client relationship works best when there is mutual understanding about fees, expenses, billing, and payment terms. Therefore, this statement is intended to explain our billing policies and procedures. Clients are encouraged to discuss with us any questions they have about these policies and procedures. Clients may direct specific questions about a bill to the attorney with whom the client works. Any specific billing arrangements different from those set forth below will be confirmed in a separate written agreement between the client and the firm.

### Fees for Professional Services

Unless a flat fee is set forth in our engagement letter with a client, our fees for the legal work we will undertake will be based, in substantial part, on time spent by personnel in our office on that client's behalf. In special circumstances, which will be discussed with the client and agreed upon in writing, fees will be based upon the novelty or difficulty of the matter or the time or other special limitations imposed by the client.

Hourly rates are set to reflect the skill and experience of the attorney or other legal personnel rendering services on the client's behalf. Time is accrued on an incremental basis for such matters as telephone calls (minimum .3 hour) and letters (minimum .5 hour), and on an actual basis for all other work. Our rates for services are set forth in the retainer letter that accompanies these policies, but are customarily billed at rates from \$250 to \$400 per hour, and our research assistants, paralegals and law clerks are billed at the rate of \$125 to \$175 per hour. These hourly rates are reviewed annually to accommodate rising firm costs and to reflect changes in attorney status as lawyers attain new levels of legal experience. Any increases resulting from such reviews will be instituted automatically and will apply to each affected client, after advance notice.

### Fees for Other Services, Costs and Expenses

We attempt to serve all our clients with the most effective support systems available. Therefore, in addition to fees for professional legal services, we also charge separately for some other services and expenses to the extent of their use by individual clients. These charges include, but are not limited to, mileage at the current IRS-approved rate per mile, extraordinary telephone and document delivery charges, copying charges, computerized research, court filing fees and other court-related expenditures including court reporter and transcription fees. No separate charge is made for secretarial or word processing services; those costs are included within the above hourly rates.

We may need to advance costs and incur expenses on your behalf on an ongoing basis. These items are separate and apart from attorneys' fees and, as they are out-of-pocket charges, we need to have sufficient funds on hand from you to pay them when due. We will advise the client from time to time when we expect items of significant cost to be incurred, and it is required that the client send us advances to cover those costs before they are due.

### Advance Deposit Toward Fees and Costs

Because new client matters involve both a substantial undertaking by our firm and the establishment of client credit with our accounting office, we require an advance payment from clients. The amount of this advance deposit is determined on a case-by-case basis discussed first with the client and is specified in our engagement letter.

Upon receipt, the advance deposit will be deposited into the firm's client trust account. Our monthly billings will reflect such applications of the advance deposit to costs and not to attorneys' fees. At the end of engagement, we will apply any remaining balance first to costs and then to fees. We also reserve the right to require increases or renewals of these advanced deposits.

By signing the initial engagement letter, each client is agreeing that the trust account balances may be withdrawn and applied to costs as they are incurred and to our billings, after presentation to the client. If we succeed in resolving your matter before the amounts deposited are used, any balance will be promptly refunded.

### Monthly Invoices and Payment

Cole Huber LLP provides our clients with monthly invoices for legal services performed and expenses incurred. Invoices are due and payable upon receipt.

Each monthly invoice reflects both professional and other fees for services rendered through the end of the prior month, as well as expenses incurred on the client's behalf that have been processed by the end of the prior month. Processing of some expenses is delayed until the next month and billed thereafter.

Our fees are not contingent upon any aspect of the matter and are due upon receipt. All billings are due and payable within ten days of presentation unless the full amount is covered by the balance of an advance held in our trust account. If a bill is not paid within 60 days, a late charge of one and a half percent per month on the unpaid invoice shall be added to the balance owed, commencing with the next statement and continuing until paid.

It is our policy to treat every question about a bill promptly and fairly. It is also our policy that if a client does not pay an invoice within 60 days of mailing, we assume the client is, for whatever reason, refusing to pay. We will then advise the client by letter that the client may pay the invoice within 14 days or the firm will take appropriate steps to withdraw as attorney of record. If the delay is caused by a problem in the invoice, we must rely upon the client to raise that with us during the 14-day period. This same policy applies to fee arrangements which require the client to replenish fee deposits or make deposits for anticipated costs.

From time to time clients have questions about the format of the bill or description of work performed. If you have any such questions, please ask them when you receive the bill so we may address them on a current basis.

### Changes in Fee Arrangements and Budgets

It may be necessary under certain circumstances for a client to increase the size of required advances for fees after the commencement of our engagement and depending upon the scope of the work. For example, prior to a protracted trial or hearing, the firm may require a further advance payment to the firm's trust account sufficient to cover expected fees. Any such changes in fee arrangements will be discussed with the client and mutually agreed upon in writing.

Because of the uncertainties involved, any estimates of anticipated fees that we provide at the request of a client for budgeting purposes, or otherwise, can only be an approximation of potential fees.



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Meetings Attended by LTA Staff

**DATE PREPARED:** September 1, 2020

**MEETING DATE:** September 9, 2020

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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 8/5/20  
Teleconference  
(Davey-Bates, Pedrotti, Sookne, Speka, Casey, Parker)
2. Multi-Dept. Mass Care Shelter Planning Meeting 8/5/20  
Zoom Meeting  
(Davey-Bates)
3. Coordination Meeting with Paratransit Services 8/6/20  
Zoom Meeting  
(Davey-Bates, Sookne)
4. Sheltering in COVID Environment 6/10/20  
Zoom  
(Davey-Bates, Sookne)
5. Lake Links / Sustainable Transportation Equity Project (STEP) 8/10/20  
Teleconference  
(Davey-Bates, Sookne, Pedrotti, Speka)
6. Lake Links Board Meeting 8/11/20  
Teleconference  
(Davey-Bates, Sookne)
7. TEPs for Public Transp. Users 8/11/20  
Zoom Meeting  
(Davey-Bates, Sookne)
8. Multi-Dept. Mass Care Shelter Planning Meeting 8/12/20  
Zoom Meeting  
(Davey-Bates, Sookne)
9. TEP Site Visits-Clearlake and Lakeside Park 8/17/20  
(Davey-Bates, Sookne)

- |   |         |
|---|---------|
| 10. Multi-Dept. Mass Care Shelter Planning Meeting<br>Zoom Meeting<br>(Davey-Bates, Sookne)       | 8/19/20 |
| 11. NEMT/5310 Update Meeting<br>Zoom Meeting<br>(Davey-Bates, Sookne)                             | 8/19/20 |
| 12. Multi-Dept. Mass Care Shelter Planning Meeting<br>Zoom Meeting<br>(Davey-Bates, Sookne)       | 8/26/20 |
| 13. Multi-Dept. Mass Care Shelter Planning Meeting<br>Zoom Meeting<br>(Davey-Bates, Sookne)       | 9/2/20  |
| 14. Coordination Meeting with Paratransit Services<br>Zoom Meeting<br>(Davey-Bates, Sookne, Gray) | 9/3/20  |

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.



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Program Manager's Report

**DATE PREPARED:** September 3, 2020

**MEETING DATE:** September 9, 2020

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

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### **TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM UPDATE**

LTA staff has a kick-off meeting scheduled on September 16<sup>th</sup> with Caltrans and the California State Transportation Agency (CalSTA).

#### **COVID-19 UPDATE:**

The transit system continues to see an average weekly decline in ridership of approximately 63%, with individual routes experiencing weekly averages varying between 47% and 84% lower than last year.

Staff will continue to monitor ridership data and current COVID-19 conditions and will adjust service levels as appropriate.

#### **BUS PULL-OUT IN CLEARLAKE:**

The bid opening for the bus pull-out on Lakeshore Drive adjacent to Austin Park in the City of Clearlake was on August 20. Two bids were received, one of which was deemed non-responsive. A third bid was submitted but was late and therefore couldn't be considered. That bid was given back to the contractor, unopened. The lowest responsive bidder was Darrin Taylor Construction with a bid of \$168,710. City staff recommended rejecting all bids at this time and rebidding it in the future. LTA staff agreed with the City and will work with them to get the project constructed.

#### **BUS PULL-OUT IN CLEARLAKE:**

LTA staff was recently contacted by the Lake County Tribal Health Consortium (LCTHC) about their future Southshore Health Clinic to be located at 14440 Olympic Drive in Clearlake. The design of the new clinic includes a bus pullout along Olympic. Staff will work with LCTHC to install a shelter at that location. Although there are existing bus stops on Olympic approximately 600 feet to the east and west of the proposed pull-out, staff feels like the addition of this new stop will be warranted given the new trip generator and the safety aspects of a pull-out. Staff will evaluate usage of the existing stops after this project is constructed to see if they are still necessary. A preliminary design has been included for reference.

Staff will be available at the Board Meeting to answer any questions related to the matters above.

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**ACTION REQUIRED:** None. Informational only.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** None. Informational only.





## Memo

To: Lake Transit Authority

From: Lake Links, Clarissa Kincy

### Mobility Report Agenda

September 2020

#### 1) Pay-Your-Pal Ride Assistance Program

- Utilization Update
  - Ridership is staying steady and averaging 50 riders per month
  - Gained 3 new riders for August 2020
- Areas of Opportunity
  - With COVID, Wildfire Season and many lost checks in the mail, we are implementing direct deposit and other electronic communication options for our riders to ensure service and reimbursements are not delayed
  - Growing interest in a Volunteer Driver "Match Program"
    - Beginning the planning stages for implementation of expanding the Pay-Your-Pal program to be ready once changes are made due to COVID regulations



## PAY-YOUR-PAL UTILIZATION

| <u>PERIOD</u>                     | <u># RIDERS</u> | <u># ONE-WAY TRIPS</u> | <u>TOTAL MILEAGE</u> | <u>TOTAL REIMBURSEMENT</u> |
|-----------------------------------|-----------------|------------------------|----------------------|----------------------------|
| June 2020                         | 51              | 457                    | 12,648.80            | \$5,059.52                 |
| July 2020                         | 53              | 431                    | 10,113.40            | \$4050.36                  |
|                                   |                 |                        |                      |                            |
| FISCAL YTD<br>July 2019-June 2020 | 561             | 4,601                  | 101,312.60           | \$36,824.33                |

## 2) Medi-Links: Out of County Medical Transportation

- **Utilization Update**
  - As of August 17, 2020, Medi-Links has reverted to “Door-to-Door” service
    - Changes to the program will allow for program to function under current budgetary guidelines as the expansion of a fixed route service was experimental
- **Areas of Opportunity**
  - Due to the attention of this program, riders are requesting rides for IN-COUNTY medical services
    - Brainstorming for creating an In-County program is up for discussion
  - Marketing of this program is focused on working with providers who have become a large referral source
  - Medi-Links has the opportunity of a presence at the Heroes of Health and Safety Fair in October with room to bring a Medi-Links vehicle as part of the Lake Links display to show future riders the benefits of our service



**MEDI-LINKS UTILIZATION**

| <u>PERIOD</u>            | <u># SCHEDULED TRIPS</u> | <u># COMPLETED TRIPS</u> | <u># CANCELLED TRIPS</u> |
|--------------------------|--------------------------|--------------------------|--------------------------|
| JULY 2020                | 8                        | 8                        | 0                        |
| AUGUST 2020              | 11                       | 9                        | 2*                       |
|                          |                          |                          |                          |
| FISCAL YEAR<br>2019-2020 | 77                       | 134                      | 20                       |

\*Wildfire Cancellation

**MEDI-LINKS : NEW FIXED SERVICE ROUTE UTILIZATION**

| <u>PERIOD</u>                       | <u>SANTA ROSA # RIDERS</u> | <u>UKIAH # RIDERS</u> |
|-------------------------------------|----------------------------|-----------------------|
| JULY 24, 2020 –<br>JULY 31, 2020    | 5                          | 0                     |
| AUGUST 1, 2020 –<br>AUGUST 31, 2020 | 9                          | 0                     |