



Lisa Davey-Bates, Executive Director
Administration
525 South Main Street, Ste. G
Ukiah, CA 95482
(707) 263-7868

Wanda Gray, Regional Director
Operations
P.O. Box 698
Lower Lake, CA 95457
(707) 994-3384

DATE: April 14, 2021
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: 955 9372 2292# Passcode: 750584

***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 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 February 10, 2021 meeting
Review and proposed approval

REGULAR CALENDAR

5. Retirement and Certificate of Appreciation for Wanda Gray
6. Resolution No. 2020-21-05 Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the Following Project: Solar Canopy Project
Review and proposed approval

REPORTS

7. LTA Meetings Report
8. LTA Program Manager's Report
9. Paratransit Services' Report
10. Lake Links Update
11. Announcements

CLOSED SESSION

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: April 8, 2021



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LAKE TRANSIT AUTHORITY

(DRAFT) MEETING MINUTES

Wednesday, February 10, 2021

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

Present

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

Absent

Bruno Sabatier, Supervisor, County of Lake
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
Wanda Gray – Paratransit Services
Johnnie Lindsey – Paratransit Service
Clarissa Kincy, Mobility Programs Manager – Lake Links
Gillian Gillett, Program Manager, California Integrated Mobility DOT
Derek Cole, Cole Huber LLP,

1. **Call Meeting to Order**

Chair Mattina called the meeting to order at 10:25 am.

2. **Roll Call**

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

Emergency Agenda Item

Chair Mattina asked Lisa to explain the need to add an emergency agenda item to the Lake Transit Authority agenda. Lisa Davey-Bates explained that there were three ways staff can add an item to the agenda once it has been distributed. Lisa reported that the Board needs to take action on the grant deed resolution conveying the Transit Hub property to Lake Transit Authority from the County of Lake prior to the next Board Meeting. Lisa stated that the need for this Resolution was provided to staff after the meeting agenda had already been posted.

Chair Mattina asked where staff would like to add the emergency agenda item to the agenda. Lisa stated that Chair Mattina could add it after the Election of Officers or at the end of the meeting.

Director Cremer questioned the email received from the new Lake Transit Authority's Board Member Michael Green, Council Member, City of Lakeport, and asked if staff had consulted the attorney. Lisa replied that James Sookne looked at the section Director Green referenced and determined that was regarding an emergency meeting and this was an emergency agenda item.

Director Simon made a motion to add the Emergency Agenda Item. The motion was seconded by Director Cremer and carried unanimously.

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

3. Election of Officers

Officers are elected annually for the Chair and Vice-Chair positions on the Lake Transit Authority Board.

*Director Cremer nominated Director Stacey Mattina for the Lake Transit Authority **Chair** position and Moke Simon for the **Vice-Chair** for the 2021 calendar year. Director Stacey Mattina and Director Moke Simon both accepted. The motion was seconded by Director Perdock and carried unanimously.*

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

4. Transit Hub Grant Deed Resolution - 2020-21-04

Lisa reported that Resolution No. 2020-21-04 formally accepted the conveyance of real property from the County of Lake to Lake Transit Authority for the transit hub. Lisa thanked the Board for adding the emergency item and explained how important it was to start the Request for Proposals (RFP) process for the environmental review for the transit hub project.

Chair Mattina requested any comments regarding the Resolution No. 2020-21-04 Conveying the Grant Deed to Lake Transit Authority. No comments were presented.

Director Cremer made a motion to approve the Resolution No. 2020-21-04 of the Board of Directors Accepting a Grant Deed Conveying to the Lake Transit Authority Certain Real Property Interests, as presented. The motion was seconded by Director Leonard and carried unanimously.

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

PUBLIC EXPRESSION

5. 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

6. Approval of Minutes of the December 9, 2020 meeting (Draft)

Director Leonard made a motion to approve the Minutes of December 9, 2020, as presented. The motion was seconded by Director Perdock and carried unanimously.

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

REGULAR CALENDAR

7. Cal-ITP Presentation

Lisa Davey-Bates introduced Gillian Gillett, Program Manager, California Integrated Mobility of Caltrans. Gillian gave a detailed presentation on what the Cal-ITP program was and why it was beneficial to Lake Transit Authority. The demonstration focused on standardized real-time data, introducing open loop payment, and streamline eligibility verification. Gillian noted that Cal-ITP was beneficial for lower income passengers because the program works regardless of income and opens the door for those customers that use the internet and payments through their phones. Additionally, Gillian showed a demonstration on how easy it was to use the point-of-sale terminal with our phones and explained how affordable they are for the Transit Agency.

Chair Mattina requested any comments regarding the Cal-ITP Program.

Clarissa Kincy asked about her senior clients that do not have identification or only have an expired drivers' licenses. Gillian replied that the program works with the Department of Motor Vehicles and would help seniors keep their identification up to date for the program.

Lisa Davey-Bates stated how excited she was about the Cal-ITP Program. Lisa explained that this program will bring more riders that do not use the transit system now, because of how easy it will be for them to use their phones to pay. The transit system will benefit as a whole and, with COVID-19, staff would have less contact with passengers and money. Additionally, the cost for these upgrades could potentially fall under the Cares Act.

Director Cremer asked about how long it would take to install within the transit system. Wanda replied that she needs to do more research and said that she was enthusiastic about the Cal-TIP program. Wanda stated that she was onboard and there was a lot of operational questions about how to make things come together. Overall, the program was a wise venue to start looking into because it was the way of the future.

Director Cremer asked how much point-of-sale terminal costs. Gillian stated that because Transit did not classify as a retail merchant the price for each point-of-sale terminal was around \$800.00. Gillian explained that if transit agencies were considered retail merchants, each point-of-sale terminal would be considerably lower, and each device could potentially be around \$300.00. Gillian stated that there would be software fees for maps and payment processor fees.

Wanda asked how the program would account for the fees with regards to the fare box recovery ratio that is mandated by the TDA. Gillian stated that was a great question and she would take it back to her colleagues that know more about this aspect of the program. Gillian stated that there was a lot of discussion regarding the Transit Development Act and fare box recovery ratio that can cause problems for small transit agencies to use the program.

8. 2020/21 First Half Operating Statistics and Financial Status Report

James Sookne reported that due to the COVID-19 pandemic the first half report shows that, depending on the week and route, system ridership was down between 55 and 77 percent. Vehicle revenue hours decreased 31.7 percent. The cost per revenue hour has increased from \$73.30 in 2019/20 to \$91.45. The increase can be attributed to the COVID-related meal delivery service, hazard pay bonuses, and necessary personal protective equipment (PPE). The cost per passenger increased 118.5 percent, to \$18.88 and the average fare per passenger increased 118.5 percent to \$2.11. James explained that service continues to run at the reduced levels implemented in April. Additionally, LTA continues to assist the Lakeport Senior Center, having delivered over 5,900 meals to those in need. James closed by stating that staff was currently in the reimbursements process for part of the CARES Act funds. James stated that approximately 25 percent of the contractor's expenses and 6 percent of the fuel are eligible for 100 percent reimbursement through the CARES Act.

Chair Mattina requested any comments regarding the First Half Operating Statistics and Financial Status Report. No comments were presented.

Director Cremer made a motion to approve the First Half Operating Statistics and Financial Status Report, as presented. The motion was seconded by Director Perdock and carried unanimously. Roll Call Vote: Ayes (7) – Directors Scott Alternate-Sabatier, Simon, Cremer, Mattina, Parlet, Perdock, and Leonard; Noes (0); Abstain (0); Absent (1) – Vacant Member-at-Large.

REPORTS

9. Meetings Report

No questions

10. Transit Coordinator's Report

a) COVID-19 Effects on the System

James reported since the shelter-in-place order went into effect in March 2020, the transit system has seen an average reduction in ridership across the system of approximately 65.7%. James noted that he provided a system-wide average weekly change chart in ridership for reference.

b) Miscellaneous

None

11. Paratransit Services Report

Wanda agreed that ridership was down and said that was due to COVID-19 and hoped it would keep everyone healthy. Wanda reported that there was one incident where a passenger refused to wear a mask. Wanda noted that staff had reported an accident on Hwy 29 on Mt. St. Helena to CHP and that route was delayed just like all traffic. Wanda added that LTA continues to support Lake Links with the NEMT out-of-county routes, and we are seeing an increase for the demand response to Santa Rosa. Wanda reported that Paratransit Services has continued to support for the Lakeport Senior Center meal delivery service. Wanda noted that the customer reports recap for 2020 were attached and stated that staff continues to focus on the concerns of the riding public that call in to discuss service needs.

Chair Mattina asked if there were any questions. No questions were presented.

12. Lake Links Update

a. Mobility Manager's Report

Clarissa gave a brief update on the Pay-Your-Pal program, stating that due to facilities re-opening ridership has increased during the first quarter. Clarissa noted the reduction in ridership through the spike of COVID-19 around the holiday season. Clarissa continues to promote education about the program and stated that our strongest referrals are from IHSS and Sutter Care. Clarissa provided an update on the Medi-Links program and stated that eight new riders utilized our service for the month of January, and we were had an average on 26 trips per month.

b. Miscellaneous

None

13. Announcements

Lisa Davey-Bates briefly explained that LTA staff has continued to work with Dr. Pace and the hospitals on the Lake County Surge campaign intended to help encourage home bound individuals to get to their doctor appointments to receive vaccinations. Lisa stated that through the CARES-Act and LCTOP funds, Lake Transit Authority would offer free rides from February 15th to March 31, 2021. Additionally, Alexis Pedrotti has made a draft flyer and said that the final flyer should be available shortly. Clarissa added that she will help get that information out to her clients as well.

CLOSED SESSION

14. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One potential case. Any public reports of action taken in closed session will be made in accordance with Govt. Code sections 54957.1.

Chair Mattina adjourned to closed session at 11:28 a.m. and reconvened in open session at 12:01 p.m.

Chair Mattina reported that the LTA Board took action under closed session, then requested that Lisa Davey-Bates repeat the action that was passed unanimously. Lisa Davey-Bates stated that the formal wording of the motion was, “No further action would be taken against Rick Hamilton, RAHamilton, and the item was considered to be finalized”.

ADJOURN

Chair Mattina adjourned the Lake Transit Authority meeting at 12:04 PM.

Respectfully Submitted,

DRAFT

Charlene Parker, Secretary



LAKE TRANSIT AUTHORITY STAFF REPORT

TITLE: Low Carbon Transit Operations Program (LCTOP)
for the Solar Canopy Project

DATE PREPARED: April 6, 2021

MEETING DATE: April 14, 2021

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:

The Low Carbon Transit Operations Program (LCTOP) provides funding for up to five years for new transit projects that will decrease greenhouse gas emissions. The funds are derived from the California's Global Warming Solutions Act of 2006 (AB 32). The amount of available funding varies each year depending on proceeds from carbon credit auctions. The 2020/21 amount available to Lake County is \$69,466, a 45% decrease from the 19/20 allocation due to the COVID-19 pandemic. Previous projects that have been funded using LCTOP funds include new bus stop signs, new bus shelters, and the free fares for college students. Allocation requests for 2020/21 LCTOP funds are due to Caltrans by April 9, 2021.

In 2019, the Board approved allocating \$331,119 of LCTOP funds over three years for the construction of a solar canopy over the bus lot at the LTA operations facility. This year would have been the last year of allocation towards the solar canopy; however, due to the decrease in available funding, this project will now include four years of LCTOP funds.

Upon execution of the authorized agent form, the certifications and assurances form, and the resolution, they will be sent to Caltrans as part of the allocation request for review.

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

ACTION REQUIRED: Approve Resolution #2019-20-03 which provides Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the Following Projects: (1) Solar Canopy Project and (2) Free Fares for Community College Students and the Summer Cruisin' Program.

ALTERNATIVES: None identified.

RECOMMENDATION: Approve Resolution #2019-20-03 which provides Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the Following Projects: (1) Solar Canopy Project and (2) Free Fares for Community College Students and the Summer Cruisin' Program.

**LAKE TRANSIT AUTHORITY
RESOLUTION #2020-21-05**

**AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND
ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON
TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECT:
SOLAR CANOPY PROJECT**

WHEREAS, Lake Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Lake Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to Lisa Davey-Bates, Executive Director, or James Sookne, Program Manager; and

WHEREAS, Lake Transit Authority wishes to implement the following LCTOP project listed above.

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 and the Authorized Agent documents and applicable statutes, regulations, and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED that Lisa Davey-Bates, Executive Director, or James Sookne, Program Manager, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Lake Transit Authority that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2020-21 LCTOP funds:

Project Name: Solar Canopy Project

Amount of LCTOP funds requested: \$69,466

Short description of project: This project provides for the purchase and installation of a solar canopy to cover the bus parking lot.

Benefit to Priority Populations: Creates infrastructure that reduces emissions at a transit facility.

Contributing Sponsor: Lake County/City Area Planning Council

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 14th day of April 2021 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

TITLE: Meetings Attended by LTA Staff

DATE PREPARED: April 7, 2021

MEETING DATE: April 14, 2021

SUBMITTED BY: Lisa Davey-Bates, Executive Director

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 2/10/21
Teleconference/Zoom
(Davey-Bates, Pedrotti, Sookne, Speka, Casey, Parker)
2. Mobility Grant Meeting 2/11/21
Teleconference/Zoom
(Davey-Bates, Sookne)
3. Coordination Meeting with Paratransit Services 2/18/21
Teleconference/Zoom
(Davey-Bates, Sookne)
4. TIRCP Update – w/Lake County 2/22/21
Teleconference/Zoom
(Davey-Bates)
5. Far North Transit Roundtable 2/22/21
Webinar
(Davey-Bates)
6. Transit Planning Meeting 2/23/21
Teleconference/Zoom
(Davey-Bates, Sookne, Pedrotti)
7. Transit Survey Staff Meeting 2/24/21
Teleconference/Zoom
(Davey-Bates, Sookne, Pedrotti)
8. Transit Funding Meeting 3/1/21
Teleconference/Zoom
(Davey-Bates, Sookne, Pedrotti)
9. Far North Transit Roundtable 3/1/21
Webinar
(Davey-Bates)

LTA Staff Meeting Attendance

Meeting – April 14, 2021

10. BlackCat Training- Oversight Module
Webinar
(Sookne) 3/2/21
11. Coordination Meeting with Paratransit Services
Teleconference/Zoom
(Davey-Bates, Sookne) 3/4/21
12. Paratransit Services Meeting w/Christie Scheffer
Teleconference/Zoom
(Davey-Bates) 3/4/21
13. Far North Transit Roundtable
Webinar
(Davey-Bates) 3/8/21
14. Far North Transit Roundtable
Webinar
(Sookne) 3/15/21
15. BlackCat Training- w/Clarissa
Teleconference/Zoom
(Sookne, Pedrotti) 3/16/21
16. Transit Planning Meeting
Teleconference/Zoom
(Davey-Bates, Sookne, Pedrotti) 3/18/21
17. Paratransit Services Meeting w/Christie Scheffer
Teleconference/Zoom
(Davey-Bates) 3/19/21
18. TIRCP Update – w/Lake County
Teleconference/Zoom
(Davey-Bates) 3/22/21
19. Far North Transit Roundtable
Webinar
(Davey-Bates) 3/29/21
20. Paratransit Services Hiring Panel
Teleconference/Zoom
(Davey-Bates) 3/31/21
21. Far North Transit Roundtable
Webinar
(Davey-Bates) 4/5/21

LTA Staff Meeting Attendance

Meeting – April 14, 2021

- | | |
|----------------------------------------------------------------------------------------|---------|
| 22. Transit Planning Meeting
Teleconference/Zoom
(Davey-Bates, Sookne, Pedrotti) | 4/8/21 |
| 23. Transit Routes Planning Meeting
Teleconference/Zoom
(Davey-Bates, Sookne) | 4/8/21 |
| 24. Far North Transit Roundtable
Webinar
(Davey-Bates) | 4/12/21 |
| 25. Lake Links Board Meeting
Teleconference/Zoom
(Davey-Bates, Sookne) | 4/13/21 |

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

ACTION REQUIRED: None.

ALTERNATIVES: None identified.

RECOMMENDATION: None. This is for your information only.



LAKE TRANSIT AUTHORITY STAFF REPORT

TITLE: Program Manager's Report

DATE PREPARED: April 8, 2021

MEETING DATE: April 14, 2021

SUBMITTED BY: James Sookne, Program Manager

COVID-19 UPDATE:

Since the last Board meeting, the system has seen a slight increase in ridership, averaging approximately 53.1% fewer passengers than pre-COVID times. However, it has been over a year since the shelter-in-place order took effect and this now allows for year-over-year data comparison during the pandemic. Ridership is still down significantly from pre-pandemic levels but has seen a weekly increase of approximately 37% (2,580 riders) compared to the previous year (1,876). Route specific data is available upon request.

FREE FARES UPDATE:

On February 17th, Lake Transit Authority implemented a system-wide free fare program. Over the following six weeks, fixed-route ridership averaged 2,222 passengers per week. While this is still significantly lower than pre-pandemic numbers, it is an increase of approximately 36% over the prior six-week period, which averaged 1,631 riders per week. After evaluating the program and available funding, staff extended the duration of the free fare program through the end of April.

5311/CRRSAA APPLICATIONS:

The call for projects for FFY2021 5311/5311(f) and Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) funds came out in March. The FFY2021 5311 and CRRSAA apportionments for Lake County are \$406,458 and \$1,074,575, respectively. There is a total of \$4.7 million of 5311(f) funds available to the state, of which LTA will apply for approximately \$530,000.

ROUTE REVISIONS AND SERVICE CHANGES:

Staff has been working with Paratransit Services on revisions to the existing service. After reviewing the boarding and alighting reports, it was apparent that some changes were needed to make the most of our limited resources. Many of the changes are minor timing adjustments that will make service more efficient. An example of such change is shifting the time allocated to the 7:00AM Route 12 run to a new 4:00PM run on Route 12.

One change to highlight is the modified Route 8 which is currently interlined with Route 1, meaning the Westbound 1 becomes the Southbound 8 when it gets to Sutter Lakeside Hospital in Lakeport and the Northbound 8 becomes the Eastbound 1 when it gets to Sutter. The proposed changes to Route 8 would create a Lakeport loop with Sutter Lakeside Hospital to the north and Konocti Vista Casino to the south. These changes will increase the frequency through the City of Lakeport as well as for Big Valley Rancheria, which is currently only served by three runs of Route 4A. These changes will help riders recover from the pandemic by providing easier access to vaccination clinics, doctor appointments, and other essential trips. These changes are also consistent with recommendations found in the the 2015 Lake Transit Authority Transit Development Plan.

Staff is planning to implement many of these changes, including the modified Route 8, as well as resume service on Routes 2 and 4A on May 10th.

ACTION REQUIRED: None. Informational only.

ALTERNATIVES: None identified.

RECOMMENDATION: None. Informational only.



P.O Box 698 Lower Lake, CA 95457
Tel: 707-994-3384 Fax: 707-994-3387

TO: Lake Transit Authority Board of Directors
FROM: Gary McFarland, Project Manager
DATE: April 01, 2021
RE: Service Report January thru March

Rider ship _____ Comparison

JAN_2021- 6,950	JAN 2020 –27,005
FEB 2021- 8,247	FEB 2020-26,815
MARCH 2021–9,949	MARCH 2020-19,844

Employee Training and Recruitment:

Since our last meeting, we have we have successfully filled out part time dispatcher position. We are actively recruiting a part time Administrative Assistant position in addition to recruiting driver positions.

We have also been in contact with our drivers who have been out on voluntary layoffs due to COVID, about their availability as discussions continue regarding service moving forward.

Our training staff has done an excellent job maintaining company driver training standards over these first three Months.

Exceptions:

	Clearlake	Lakeport
JAN	0	0
FEB	0	0
MARCH	0	0

Rider Incidents and Police Involvement Concerns

During the 1st three months of the year we had 13 incidents on the bus, these incidents were reported by staff or customers that disrupted service.

Service was cancelled on January 27th, due to hazardous conditions due to snow.

We requested Law enforcement assistance/response on 1 of the incident occasions. A female was exposing herself and urinating at the Big 5 bus stop. Clear Lake PD also searched a bus for a missing child, which was not on the bus.

We requested medical assistance on 2 occasions for unresponsive males, one on a bus and one at a bus stop.

Compliments, Complaints and Comments

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

Lake Links Update

Paratransit Services continues to support this project and has been working actively with the staff at Lake Links. We have seen a major increase in ridership compared with the same time last year.

JAN 2021 – 39

JAN 2020 – 11

FEB 2021 - 63

FEB 2020 – 18

MAR 2021- 66

MAR 2020 – 11

Meal Services

In response to the COVID 19 community needs we have been providing Meals on Wheels food delivery service every Monday, Tuesday & Wednesday. We provide the necessary vehicles and staffing to deliver food boxes directly to homes of our most at risk folks. We currently run 2 busses per day, down from three. In conversations with Meals on Wheels, it appears they will no longer need our services in approximately 2 months as they look to resume normal operations.

Other Updates

During the first three months of the year staff continued to stay diligent in COVID 19 safety protocols with cleaning and sanitizing high touch areas on the busses and fogging after runs. Drivers have continued to enforce the mask mandate with very minimal push back from riders. As we approach a full year of COVID restrictions, the passengers have been very grateful for our continued service.

As the new Project Manager, I have already been impressed with the current staff and management team already in place, in addition to the great working relationship within the county. I look forward to integrating myself in the community and being a part of it moving forward.



Memo

To: Lake Transit Authority
From: Lake Links, Clarissa Kincy

Mobility Report Agenda April 2021

1) Pay-Your-Pal Ride Assistance Program

- Utilization Update

- We are receiving many referrals from current riders using the program. We love to see the success of this program being shared by those who are currently benefiting from it!

PAY-YOUR-PAL UTILIZATION

<u>PERIOD</u>	<u># RIDERS</u>	<u># ONE-WAY TRIPS</u>	<u>TOTAL MILEAGE</u>	<u>TOTAL REIMBURSEMENT</u>
January 2021	64	439	13,558.80	\$5,403.72
February 2021	59	439	13,798.50	\$5,519.40
Q1 2021 (July, Aug, Sept)	160	1848	31,956.30	\$12,498.00
Q2 2021 (Oct, Nov, Dec)	147	1547	36,625.60	\$14,430.07



Medi-Links: Out of County Medical Transportation

- Utilization Update
 - We have seen a spike in ridership from February to March. By providing riders with availability solutions, we are able to successfully schedule all riders at the time of their request.

MEDI-LINKS UTILIZATION

<u>PERIOD</u>	<u># SCHEDULED TRIPS</u>	<u># COMPLETED TRIPS</u>	<u># CANCELLED TRIPS</u>
January 2021	25	15	5*
February 2021	27	24	3
March 2021	42	38	4
Q1 2020 (July, Aug, Sept)	42	37	5
Q2 2020 (Oct, Nov, Dec)	80	68	12

*(2) COVID positive cancellations for same rider, (1) weather