DATE: December 1, 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: 829 7068 2663# Passcode: 515608

*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. Resolution #2021-22-03 to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361
   Review and proposed approval
5. Approval of Minutes of the November 10, 2021 Meeting
   Review and proposed approval
6. Approval of the Draft LTA Meeting Calendar
   Review and proposed approval
7. Resolution #2021-22-04 Approving Paratransit Services Drug and Alcohol Policy
   Review and proposed approval

REGULAR CALENDAR

8. 2021/22 First Quarter Statistics and Financial Status Report
   Review and proposed approval

REPORTS

9. LTA Program Manager’s Report (verbal report)
10. Paratransit Services’ Report (verbal report)
11. Lake Links Update
12. 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: November 24, 2021
LAKE TRANSIT AUTHORITY
RESOLUTION #2021-22-03

RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS
DURING A PROCLAIMED STATE OF EMERGENCY
PURSUANT TO ASSEMBLY BILL 361

WHEREAS, Lake Transit Authority (LTA) is committed to preserving the Ralph M. Brown Act
requirements that all meetings of a legislative body of a local agency be open and public and that
any person may attend and participate in such meetings;

WHEREAS, A state of emergency was proclaimed by Governor’s Executive Order N-33-20 on
March 4, 2020, addressing the threat of the COVID-19 pandemic, and remains in effect;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference,
but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the
present public health emergency, Governor Newsom issued Executive Order No. N-29-20,
suspending the Act’s teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21,
continuing the suspension of the Brown Act’s teleconferencing requirements through September
30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as
certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB
361) on September 16, 2021; and

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing
without complying with the regular teleconferencing requirements of the Act, where the
legislative body holds a meeting during a proclaimed state of emergency and makes certain
findings; and

WHEREAS, COVID-19 and variants thereof remain a current threat to the health and safety of
the general public, LTA Staff, and members of this Board; and

WHEREAS, the LTA has an important governmental interest in protecting the health, safety,
and welfare of those who participate in meetings of the LTA legislative and advisory bodies
subject to the Brown Act; and

WHEREAS, in response to the current threat to the public of the COVID-19 virus and its
existing and potential variants, there is a desire to implement teleconference meetings pursuant to
the requirements of the Brown Act so long as this State of and Emergency continues to exist.
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lake Transit Authority hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference;

2. The Board of Directors finds, by a majority vote, that there exists a proclaimed state of emergency; and

3. As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

In accordance with AB 361, based on the findings and determinations herein, meetings of LTA’s legislative will be held remotely by virtual means, suspending Brown Act teleconferencing rules while providing for all feasible means of public participation.

This resolution shall be effective upon adoption and remain in effect until LTA’s next regular board meeting on February 9, 2021, when LTA shall consider renewing its findings by subsequent resolution, in accordance with AB 361.

Adoption of this Resolution was moved by Director __________, seconded by Director________, and carried on this 1st day of December 2021 by the following roll call vote:

AYES:
NOES:
ABSENT:

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

_________________________________  ___________________________________
ATTEST: Charlene Parker                Stacey Mattina
Secretary                             Chair
LAKE TRANSIT AUTHORITY
(DRAFT) MEETING MINUTES
Wednesday, November 10, 2021

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

Present
Bruno Sabatier, Supervisor, County of Lake
Stacey Mattina, City Council Member, City of Lakeport
Russ Cremer, City Council, City of Clearlake
Dirk Slooten (Alternate-Perdock), City of Clearlake
Chuck Leonard, Member at Large

Absent
Moke Simon, Supervisor, County of Lake
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
Tatiana Ahlstrand, Caltrans District 1
Danielle Casey, Planning Staff – Lake APC
Gary McFarland, Project Manager – Paratransit Services
Clarissa Kincy, Mobility Programs Manager – Lake Links

1. Call Meeting to Order
Chair Mattina called the meeting to order at 10:38 am.

2. Roll Call
Secretary Charlene Parker called roll. Members present: Sabatier, Slooten (Alternate-Perdock), Cremer Mattina, and Leonard.

3. Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361
James referenced the resolution and stated to continue the virtual meeting Assembly Bill 361 requires the Board to approve a resolution to implement the teleconferencing requirements during a proclaimed State of Emergency.

*Director Sabatier made a motion to approve Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361, as presented. The motion was seconded by Director Cremer and carried unanimously.*

*Roll Call Vote: Ayes (5) – Directors Sabatier, Slooten (Alternate-Perdock), Cremer Mattina, and Leonard; Noes (0); Abstain (0); Absent (3) – Director Parlet, Simon, Vacant Member-at-Large.*

**PUBLIC EXPRESSION**

4. 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**

5. Approval of Minutes of the September 8, 2021, meeting (Draft)

*Director Sabatier made a motion to approve the Minutes of September 8, 2021, as presented. The motion was seconded by Director Cremer and carried unanimously.*

*Roll Call Vote: Ayes (5) – Directors Sabatier, Slooten (Alternate-Perdock), Cremer, Mattina, and Leonard; Noes (0); Abstain (0); Absent (3) – Director Parlet, Simon, Vacant Member-at-Large.*

**REGULAR CALENDAR**


James reported that Lake Transit Authority didn’t have an official DBE Complaint Process and Procedures. James noted that the DBE Complaint Process and Procedures was more for construction and was intended to guide LTA in managing DBE-related complaints. James noted that the DBE Process and Procedures for consideration today is required by Caltrans.

Chair Mattina requested any comments regarding the Lake Transit Authority Disadvantaged Business Enterprise (DBE) Complaint Process and Procedures. No comments were presented.

Director Cremer made a motion to approve the Lake Transit Authority Disadvantaged Business Enterprise (DBE) Complaint Process and Procedures, as presented. The motion was seconded by Director Sabatier and carried unanimously.

*Roll Call Vote: Ayes (5) – Directors Sabatier, Slooten (Alternate-Perdock), Cremer, Mattina, and Leonard; Noes (0); Abstain (0); Absent (3) – Director Parlet, Simon, Vacant Member-at-Large.*

7. Contactless Payments and Regional Fare Integration

Lisa Davey-Bates introduced Zachary Karson, Senior Consultant, Rebel. Zachary gave a detailed presentation, describing that the Fare Modernization & Integration Project stating was a regional effort to modernize fare collection to align and simplify fares. The Far North Region includes Humboldt Transit Authority, Mendocino Transit Authority, Redwood Coast Transit authority and
Trinity Transit. Zachary explained that the project’s primary focus was on improving the customer experience for transit riders by offering reliable and accurate bus arrival information, fare capping, contactless fare payment with the ability to pay their fare using a card or mobile wallet including a tap-on/tap-off on all fixed routes. Zachary gave an overview of the benefits, implementation plan, procurement, timeline, and promotional $1 contactless fare for all routes for the first six months. LTA would need a Memorandum of Understanding (MOU) with the Far North Group transit providers. Zachary explained that the group studied several options for the overall fare structure and the consensus was the tiered distance-based fares since it was best aligned with the objective of the project. LTA and other providers will procure contactless fare collection hardware and back-end services from state-wide contracts, with technical support from Cal-ITP. Zachery stated that Caltrans and Cal-ITP were excited about this innovated project and opened the floor for questions.

Gary McFarland questioned how the fare cap would work in terms of routes and distance. Zachery replied that the rules regarding how the capping will be implemented was still to be decided among the group of providers.

Director Sabatier questioned when the riders need help with the new technology this may be hard for the bus drivers. Zachery replied that ideally the technology would make it easier for riders and said that the providers can have an interactive workshop to develop plans on how best to educate their riders on the new payment system.

Director Cremer asked if the riders could still use the current payment options and if there was a way for the bus drivers to include cash payments within the new technology for reporting purposes. Zachery replied that the payment options that were already in place will still be available, however staff will see a decline in cash payments as more people start using the new system. James added that it wouldn’t be hard to combine the data for reporting.

The group discussed how the fare program would increase system ridership, reduce travel times and emissions, reliable and accurate bus arrival times, and lower fare collection costs associated with processing cash.

REPORTS

8. Transit Coordinator’s Report

TIRCP Update:
James reported that the contract for environmental services for the Lake County Interregional Transit Center was awarded to GHD, Inc. The kick-off meeting was held in the end of September. Staff was currently working with GHD to determine the best location for the hydrogen fueling infrastructure and they anticipate beginning field studies in the coming weeks.

Service Update:
James reported that LTA has resumed fare collection and was currently running a reduced service, with Route 12 still suspended and the rest of the routes operating between 7:00AM and 7:00PM. Staff was hoping to resume full service by the new year, however we still need drivers. James noted that the expanded Route 8 in and around the City of Lakeport has been successful.
TDP Grant Update:
James reported that Lake Area Planning Council (APC) staff, in conjunction with LTA staff, applied for a planning grant to update LTA’s Transit Development Plan (TDP). The grant application was successful, and staff is currently working on the RFP and intends to be under contract by early 2022.

9. Paratransit Services Report
Gary McFarland reported that they have hired six new staff members: one mechanic, one part-time bus detailer, and four drivers. One driver was credentialed and started on a route; two drivers have passed their permit tests and started training; one failed the background portion. Gary noted the increase in riders and said that staff was excited about the expanded service hours. Additionally, the Road Supervisors have continued to do an excellent job training the new drivers. Gary reported that there were five complaints all involving drivers. Gary noted that four of the items of concern were unfounded by pulling video coverage, and one was a driver who was unaware that the bus was at capacity. The passenger verbally harassed another passenger. A compliment for one of the dispatchers was received, where the passenger was grateful for how the dispatcher handled a situation. Gary noted that there was one incident that was not on the report where the police were called because a passenger hit another passenger.

Gary stated that, as expected, the FDA has extended the face mask requirements for all transportation networks through January 18, 2022, and stated he wouldn’t be surprised if it continued through 2022. Staff has continued to stay diligent with COVID-19 safety protocols. Gray reported that Plexiglass shields for the buses are on site, and staff will install them as soon as AZ sales representative can come out to give instruction.

Gray followed up regarding the recent fire issue when LTA was called to assist in the evacuation, and the Law enforcement would not let them where they needed to be. Staff had an excellent meeting with Gavin Wells, Lake County Sheriff’s Department and Sgt. Dye from California Highway Patrol. They provided excellent feedback and a plan is in place for upcoming events. One of the solutions was to program overhead signage on the buses to read OES Evacuation, which will allow the buses to gain access.

Director Sabatier asked how long the Hazard bonuses will be in place. Lisa replied that the funding will last until the end of the year.

10. Lake Links Update
   a. Mobility Manager’s Report
Clarissa gave a brief update on the Pay-Your-Pal and Medi-Links program, stating that staff has revamped to ensure reimbursement for necessity trips by removing the social and recreational trips from the Program. Additionally, staff was working with additional partners to accommodate more riders due to the Covid restrictions.

   b. Miscellaneous
None

11. Announcements
ADJOURN

Chair Mattina adjourned the Lake Transit Authority meeting at 11:42 AM.

Respectfully Submitted,

DRAFT

Charlene Parker, Secretary
# 2022

## Lake Transit Authority & Lake County/City Area Planning Council Meeting Schedule

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<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>NOTE:</th>
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<tbody>
<tr>
<td>JANUARY 12</td>
<td>Lakeport</td>
<td>Typically do not meet</td>
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<tr>
<td>FEBRUARY 9</td>
<td>Lower Lake</td>
<td></td>
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<tr>
<td>MARCH 9</td>
<td>Lakeport</td>
<td></td>
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<tr>
<td>APRIL 6</td>
<td>Lower Lake</td>
<td>Date change CTC 13th &amp; 14th</td>
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<tr>
<td>MAY 11</td>
<td>Lakeport / Fieldtrip</td>
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<tr>
<td>JUNE 1</td>
<td>Clearlake</td>
<td>Date change Budget Hearings 8th &amp; 9th</td>
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<tr>
<td>JULY 13</td>
<td>Lower Lake</td>
<td>Typically do not meet</td>
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<tr>
<td>AUGUST 10</td>
<td>Lakeport</td>
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<tr>
<td>SEPTEMBER 14</td>
<td>Clearlake</td>
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<tr>
<td>OCTOBER 5</td>
<td>TBD / Fieldtrip</td>
<td>Date change CTC 12th &amp; 13th</td>
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<tr>
<td>NOVEMBER 9</td>
<td>Lower Lake</td>
<td></td>
</tr>
<tr>
<td>DECEMBER 14</td>
<td>Lakeport</td>
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**Notes:**
League of California Cities Annual Conference September 7 – 9
Highlighted dates reflect meeting will be held on first Wednesday due to other meeting conflicts.
WHEREAS, the California Department of Transportation (Caltrans) receives and administers Federal Transit Act funding as a grantee on behalf of rural transit agencies in California; and,

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

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

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

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

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

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

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

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

Adoption of this Resolution was moved by Director ______, seconded by Director ______, and carried on this 2nd day of December 2021 by the following roll call vote:

AYES:
NOES:
ABSENT:

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

_________________________________  ___________________________________
ATTEST: Charlene Parker                  Stacey Mattina
Secretary                                Chair
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1. Purpose of Policy

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

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

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

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

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

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

2. Covered Employees

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

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

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

See Attachment A for a list of covered positions by job title.
A volunteer is considered a “covered employee” only for purposes of this policy and is of a categorical nature only if:

1. the volunteer is required to have a commercial driver’s license to operate the vehicle; or
2. the volunteer performs a safety-sensitive function and receives remuneration in excess of his or her actual expenses incurred

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time they have used a prohibited drug as defined in Part 40. Prohibited drugs include:

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

Alcohol

Under FTA Authority, all covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

Following a BAC of 0.02 or greater, but less than 0.04, the FTA regulations require that the employee be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee’s alcohol concentration being less than 0.02. Under the authority of Paratransit Services, any employee who receives a confirmed alcohol test result of 0.02 or greater will also be discharged from employment.

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

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

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

The use of beverages containing alcohol or other substances containing alcohol including medication, mouthwash, food, candy, or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

Safety-sensitive and non-safety-sensitive employees shall not possess alcohol while on duty or operating a revenue service vehicle.
Paratransit Services is dedicated to assuring fair and equitable application of the Drug and Alcohol Policy. Therefore, supervisors and managers are directed to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor or manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including discharge.

4. Consequences for Violations

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

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

Zero Tolerance

Paratransit Services has a zero tolerance policy for safety-sensitive employees who violate this Drug and Alcohol Policy. Violation of this policy shall result in disciplinary action, up to and including discharge.

Former Employees

Former employees of Paratransit Services are not eligible for re-hire if they have failed or refused any DOT drug and/or alcohol test, including: pre-employment, random, post-accident, or reasonable suspicion testing.

5. Circumstances for Testing

Pre-Employment Testing

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

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

If an applicant has previously failed or refused a DOT pre-employment drug and/or alcohol test with a former employer, the conditional offer of employment shall be rescinded with Paratransit Services. If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take a Pre-employment drug test with verified negative results before they can return to a safety-sensitive function.
**Reasonable Suspicion Testing**

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

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

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

**Post-Accident Testing**

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

**Fatal Accidents**

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

**Non-Fatal Accidents**

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

1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident.
In addition, any other covered employee whose performance could have contributed to the accident, as determined by Paratransit Services using the best information available at the time of the decision, will be tested.

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

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

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

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

**Alcohol Testing**

1) Every effort will be made to administer an alcohol test within 2 hours of the accident. If the test is not administered within 2 hours, the reason for the delay must be documented.

2) If an alcohol test is not administered within 8 hours following the accident, cease attempts to administer an alcohol test and document the reasons the test was not administered within the 8 hours.

3) The regulations do not permit a waiver of the employer's obligation to test an employee after an accident, nor does it allow an employer to use the results of an alcohol test done by hospital personnel for treatment of an injury.

4) The involved employee must refrain from the consumption of alcohol until the test is completed or for at least eight hours, whichever is shorter.

5) Every effort must be made to complete the alcohol test before performing the drug test collection.

**Drug Testing**

1) Every effort shall be made to administer a controlled substances test as soon as possible within 32 hours of an accident.

2) If a test is not administered within 32 hours following the accident, cease attempts to administer a controlled substances test and document the reasons the test was not administered within the 32 hours.

3) The regulations do not permit a waiver of the employer's obligation to test an employee after an accident.

**Random Testing**

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.
Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

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

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

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

Random Testing – End of Shift

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

6. Testing Procedures

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

Dilute Urine Specimen

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

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

Split Specimen Test

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

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

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

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

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

8. Voluntary Self-Referral

Any employee who has a problem with their drug and/or alcohol use and has not been selected for reasonable suspicion, random or post-accident testing, or has not refused a drug or alcohol test, may voluntarily refer her or himself to the General Manager who will notify the Drug & Alcohol Program Manager (DAPM) and Human Resources. Human Resources will coordinate with the Employee Assistance Program (EAP) and the EAP will refer the individual to a substance abuse counselor for evaluation and treatment. The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment.
It is the employee's responsibility to seek professional substance abuse assistance before any substance use or dependence affects job performance. It is the employee's responsibility to seek assistance prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in the EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.

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

9. Prescription(RX)/Over-The-Counter(OTC) Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. This Rx/OTC policy emphasizes the need to balance, not limit, the treatment of employee illness during the performance of safety-sensitive duties while still assuring employee and passenger safety. It is not the intent of this policy to limit employees from obtaining the treatment and medications that they need for their health and well-being, but to ensure that employees are “medically qualified”.

Employee Responsibilities

The employee is responsible for assessing his or her fitness for duty while using an Rx/OTC medication. As such, the employee has the following responsibilities:

- Complete a Report of Lawful Drug Use Form and keep it updated as changes arise (prior to beginning next shift).
- The employee has the responsibility to discuss the potential effects of any Rx/OTC drug with the prescribing physician, including any adverse impact on the safe performance of safety-sensitive job duties.
- The employee is encouraged to consider and/or discuss with the physician alternative treatments that do not have performance altering side effects and that do not compromise the quality or effectiveness of treatment.
- For OTC medications that pose a safety risk, the employee is required to notify a medical provider or licensed pharmacist of the safety-sensitive nature of his or her job duties.
- In the event that any side effects are experienced from the use of a Rx/OTC medication, which have the potential to affect the performance of safety-sensitive job duties, the employee has the responsibility to inform the Paratransit General Manager immediately so that a fitness for duty assessment may be conducted by the MRO.
- The employee must refrain from performing any safety-sensitive function any time their ability to safely perform their job duties is adversely impacted by the use of a Rx/OTC medication. The use or abuse of medications that impacts employee’s ability to perform their safety sensitive duties are strictly prohibited. Examples of prohibited behavior include:
  - The use of any Rx/OTC medication that adversely impacts the employee's ability to safely perform his/her safety-sensitive job functions.
o Not taking medications for medical conditions that could affect the performance of safety sensitive duties.
o Use of a medication that is not prescribed for the employee.
o Use of medication that exceeds the prescribed dosage.

**Employer Responsibilities**

Paratransit Services is responsible for enforcing this Rx/OTC Medication Policy and ensuring that all safety-sensitive employees are “fit for duty.” As such, Paratransit Services will:

- Maintain the confidentiality of all information received from employees regarding Rx/OTC medication use. Order a review by a Medical Review Officer (MRO) on all Rx/OTC medications listed on the employee’s Report of Lawful Drug Use Form that pose a safety concern.
- Order a medical review by an (MRO) if the same Rx medication is being prescribed by multiple physicians.
- If it is determined that an employee is medically disqualified from all work or certain job duties, the MRO will notify the employee and DAPM.
- The DAPM will notify the supervisor if the MRO has determined the employee is disqualified from performing safety-sensitive duties.
- The supervisor will not be provided any further information unless the employee requests in writing that his or her supervisor be so informed.
- Fitness for Duty assessments will be conducted for all safety-sensitive employees or applicants for safety sensitive positions in the following circumstances:
  - Safety Concerns; and
  - In special circumstances, as may be required.
- A fit for duty exam and/or CDL physical exam will be required for verified negative results that include safety concerns for valid prescriptions or medically disqualifying conditions for safety-sensitive duties. The exam must be conducted by a qualified physician.

**Medical Review Officer (MRO) / Fitness for Duty Officer (FFDO) Responsibilities**

The MRO will:

- Review all medical information forms and make determinations of any safety concerns.
- Consult with the prescribing physician, as necessary.
- Refer the employee for a fitness for duty exam if Paratransit Services’ Medical Review Officer (MRO) finds a safety concern, either through the review of the Report of Lawful Drug Use Form or through Paratransit Services’ drug testing procedures.
- Issue fitness for duty determinations and document all determinations in writing.
- The MRO/FFDO will make the determination as to whether the employee's use of the medication could impair the employee’s performance or jeopardizes the safety of the employee, his/her co-workers and/or the public.
- If MRO/FFDO determines that the employee’s use of the medication could impair the employee’s performance or jeopardizes the safety of the employee, his/her co-workers and/or the public, the MRO/FFDO will advise the employee of any job-related restrictions.
while taking the medication. These restrictions can include a restrictive time frame prior to reporting for work while using the medication, a restriction against performing safety sensitive job duties and/or medical disqualification from their safety sensitive position during the use of the medication. If it is determined that an employee is medically disqualified from all work or certain job duties the clinic will notify the employee and the DAPM.

- The DAPM will notify the supervisor if the MRO/FFDO has determined the employee is disqualified from driving commercially. The supervisor will not be provided any further information unless the employee requests in writing that his or her supervisor be so informed.

MRO RELEASE OF INFORMATION CONCERNING A DETERMINATION OF “MEDICALLY UNQUALIFIED” OR “SIGNIFICANT SAFETY-RISK”

When a covered employee is taking a prescribed medication, after verifying the prescription the MRO will immediately notify the employer of a verified negative result.

Specifically, in cases where an MRO verifies a prescription is consistent with the Controlled Substances Act, but that the MRO has still made a determination that the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five (5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO. The prescribing physician will need to contact the MRO to assist the MRO in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If in the MRO’s reasonable medical judgment, a medical qualification issue or a significant safety risk still remains after the MRO communicates with the employee’s prescribing physician, or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.327.

CONSEQUENCES OF POLICY VIOLATION

An employee who fails to report a Rx who performs safety-sensitive functions will be subject to Paratransit Services’ corrective actions.

10. Training

Education: The education component shall include display and distribution to every covered employee of: informational material and a community service hot-line telephone number for employee assistance, if available.

Training: Covered employees. Covered employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use. Training will also provide additional information concerning the effects of alcohol misuse on the individual’s health, work, and personal life, as well as signs and symptoms of an alcohol problem.

Supervisors: Supervisors and/or other company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and
performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

The Employer's policy and procedures and informational materials provided to covered employees will also be made available to representatives of employee organizations when requested.

11. Contacts

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

Name: DAPM  Phone: (800) 933-3468  Secure FAX: (253) 322-2800

THIRD-PARTY ADMINISTRATOR

Name: National Toxicology Specialists, Inc.   Tel: (615) 353-1888
Fax: (615) 356-1890

MEDICAL REVIEW OFFICER (MRO)

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

Name: Greg Elam, M.D.   615-620-5903

DHHS CERTIFIED LABORATORY

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

<table>
<thead>
<tr>
<th>Quest Diagnostics</th>
<th>Laboratory for Split Sample Testing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8401 Fallbrook Avenue, Level 2</td>
<td><strong>Alere Toxicology Services</strong></td>
</tr>
<tr>
<td>West Hills, CA 91304</td>
<td>1111 Newton Street</td>
</tr>
<tr>
<td>1-800-877-7484</td>
<td>Gretna, LA 70053</td>
</tr>
<tr>
<td></td>
<td>1-800-433-3823</td>
</tr>
<tr>
<td>Quest Diagnostics</td>
<td></td>
</tr>
<tr>
<td>10101 Renner Blvd</td>
<td></td>
</tr>
<tr>
<td>Lenexa, KS 66219</td>
<td></td>
</tr>
<tr>
<td>1-800-877-7484</td>
<td></td>
</tr>
</tbody>
</table>

SUBSTANCE ABUSE PROFESSIONALS (SAP)

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

[http://www.saplist.com](http://www.saplist.com) will be used to find local Substance Abuse Professionals
APPROVAL OF DRUG AND ALCOHOL POLICY

January 2022

Approved by:

___________________________  ____________________________
PENDING BOARD APPROVAL     PENDING BOARD APPROVAL
David W. Baker President/CEO  Date
# APPENDIX A

## Job Titles, Duties & Testing Authority

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

DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE
DOT Bulletin Dated 12/03/2012 10:53 AM EST

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

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

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

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

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

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

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

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

I have read and understand the DOT 'Recreational' Marijuana.

_________________________________________  ___________________________________________
EMPLOYEE’S SIGNATURE                   EMPLOYEE’S NAME (PRINTED)

_________________________________________
DATE
CONFIRMATION OF RECEIPT / ACKNOWLEDGEMENT FORM

Paratransit Services
FTA Drug & Alcohol Policy
Revised January 2022

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

I acknowledge that Paratransit Services has zero tolerance for violations listed in this policy, including but not limited to the use of marijuana. I understand and acknowledge that the Department of Transportation’s Procedures for Transportation Workplace Drug and Alcohol Testing Programs – 49 CFR part 40 – does not authorize the use of schedule 1 drugs, including marijuana, for any reason.

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

____________________________________  ______________________________
Employee Signature                   Date

____________________________________  ______________________________
Employee Name (print)                Company (Contractor)

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

HR Approved Form: January 2022
Lake Transit Authority
2021/22
1st Quarter Report

Executive Summary
Operating Statistics Summary
Financial Status Report
Lake Transit Authority
2021/22 First Quarter Report
Executive Summary

Introduction

The first quarter of fiscal year 21/22 began with a much brighter outlook than the previous year. Although the pandemic continued to wreak havoc, ridership was up system-wide, with increases between 16 and 68 percent depending on the route. In September, LTA was able to resume additional weekday runs on several routes. LTA continued the system-wide free fare program to assist riders through the pandemic and encourage riders to resume using the public transit system. Ridership has increased approximately 19 percent over the fourth quarter of 20/21, which can be attributed to the free fare program and better pandemic conditions.

In some non-pandemic related news, LTA received 3 new buses at the beginning of the first quarter. In accordance with LTA’s Transit Asset Management Plan, these vehicles replaced three 2013 models that had exceeded their useful life benchmark. Two of these vehicles were auctioned off in accordance with LTA’s disposition policy. LTA plans to repurpose the third bus for NEMT purposes.

In addition to the new vehicles, LTA entered into a contract with GHD, Inc. to complete the environmental work on the Lake County Interregional Transit Center, LTA’s TIRCP-funded project that will construct a new transit center in Clearlake and provide for 4 hydrogen buses and fueling infrastructure. LTA anticipates completing this phase of the project in mid-2022.

System Performance Indicators

The bar charts on pages 3-5 illustrate system performance during the first quarter of 2021/22. System ridership was up approximately 26.3 percent to 37,989 passengers; however, it is still about 55 percent lower than pre-pandemic levels. Vehicle Revenue Hours increased 40.6 percent for the first quarter of the year. The increase in revenue hours can be attributed to partial service resumptions that were implemented in June 2021 and the expansion of Route 8 in Lakeport. The Passengers Per Hour graph on page 4 shows that productivity decreased approximately 10.7 percent compared to the first quarter of last year, at 5.24 passengers per hour. This doesn’t come as a surprise since the increase in revenue hours outpaced the increase in ridership during the first quarter.

The System Cost per Vehicle Revenue Hour has decreased from $103.99 in 2020/21 to $101.16 in 2021/22. This decrease can be attributed to the partial resumption of service and expansion of Route 8, resulting in more revenue hours. As shown on page 5, the Cost Per Passenger increased 8.3 percent, to $19.29 for the first quarter of 2021/22. The Average Fare Per Passenger for 2021/22 is up approximately 34.5 percent to $2.30 this quarter. The increase in fare per passenger is the result of the fixed cost per ride used for reimbursement for the free fare program LTA implemented in February 2021.

Although the cost per vehicle revenue hour decreased, the total operating cost for the first quarter of 2021/22 increased approximately 36.8 percent compared to 2020/21. This is due to the following
factors: increased operations contractor rates, increase in service, and higher fuel costs. Per the agreement between LTA and our operations contractor, the hourly and fixed-monthly rates increased on July 1, 2021, by 4.8 and 4.2 percent respectively. This, in combination with the increase in revenue hours, accounts for the increase of approximately 30.9 percent in contract costs. The partial resumption of service not only led to an increase in revenue hours, but also an increase in mileage by almost 55%. Over the course of the year, the price per gallon that LTA paid for gasoline and diesel rose approximately 39.7 and 44.7 percent respectively. These rises in price-per-gallon, combined with the increased mileage, led to fuel costs that were 134.4 percent higher than the first quarter of 20/21. While the increased contract rates and revenue hours were expected, the rise in fuel costs wasn’t anticipated.

The charts on pages 41 through 51 show a monthly breakdown of on-time performance for each route in service during the first quarter, as well as the entire system. The data is broken into three categories: early, on-time, and late. The threshold for on-time departures is within 0 minutes and 10 minutes after the scheduled departure time for intercity routes and within 0 and 5 minutes after the scheduled departure time for all other routes. Anything before or after these thresholds is early or late, respectively. The data on page 41 shows that for the first quarter of FY 2021/22, 36.9 percent of system-wide departures were early, 59.2 percent were on-time, and 3.9 percent were late. Route specific on-time performance data can be found on pages 43 through 51.

**Route Performance**
The graph on page 19 illustrates the ridership results by route. All routes showed a significant decrease in year-over-year ridership during the first quarter. While this is good news, there is still a long way to go before the system recovers from the loss in ridership caused by the COVID-19 pandemic.

The graphs on pages 20 and 21 illustrate the service hours by route and passengers per hour by route respectively. As expected, revenue hours increased on every route for the first quarter of 21/22. This is directly attributed to the increase in service and expansion of Route 8 that were implemented in June 2021. Most routes also saw an increase in passengers per hour. Route 4, which goes from Clearlake to Lakeport via SR 29, saw a slight decrease of approximately 2.4%. The expanded Route 8 was the only other route to see a decline in the metric, which was roughly 48.8 percent. The decline in passengers per hour for Route 8 was expected since the changes more than doubled the frequency of service in Lakeport. Ridership would have had to nearly double on Route 8 to avoid a decline. As things begin to stabilize during and after the pandemic, LTA anticipates that ridership on Route 8 will increase.

**Financial Summary**
The last two pages of this report are the Financial Summary, which provides line-item level unaudited results for the first quarter of FY 2021/22. A combination of increased ridership and the free fare program, funded by Coronavirus Aid, Relief, and Economic Security (CARES) Act and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds, increased fare revenues by approximately 104 percent. Although costs for the operations contractor were up approximately 31 percent and fuel costs were up 134 percent, these expenses are eligible for 100 percent reimbursement through the CARES Act and CRRSAA.
Lake Transit Authority
2021/22
System Performance Comparison

**System Ridership**

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<tr>
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**Vehicle Revenue Hours**

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<td>Rev Hours</td>
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Lake Transit Authority
2021/22
System Performance Comparison

Passengers Per Hour

<table>
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<th>Year</th>
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</tr>
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<td>2018/19</td>
<td>8.02</td>
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<td>2019/20</td>
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Cost Per Vehicle Revenue Hour

<table>
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<th>Year</th>
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<td>2017/18</td>
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<tr>
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Lake Transit Authority
2021/22
System Performance Comparison

Cost Per Passenger

Average Fare Per Passenger
Comparison to Fiscal Year Results
Clearlake Connections

CLEARLAKE CITY ROUTES

10 Clearlake Park
11 The Avenues
12 Clearlake South
Route 10

Indicates transfer point with timed transfers
Route 11

Indicates transfer point with timed transfers
Lake Transit Authority
2021/22 First Quarter Performance Report

1st Quarter - Comparison of Ridership By Route

<table>
<thead>
<tr>
<th>Year</th>
<th>Route 1</th>
<th>Route 2</th>
<th>Route 3</th>
<th>Route 4</th>
<th>Route 4A</th>
<th>Route 7</th>
<th>Route 8</th>
<th>Clearlake Routes</th>
<th>CLK DAR</th>
<th>LKP DAR</th>
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Lake Transit Authority
2021/22 First Quarter
Performance Report

1st Quarter - Comparison of Passengers Per Vehicle Hour By Route

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<th>Route 4</th>
<th>Route 4A</th>
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<th>Route 8</th>
<th>Clearlake Routes</th>
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<th>LKP DAR</th>
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### 1st Quarter - Comparison of Revenue Hours By Route

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<td>502</td>
<td>445</td>
<td>245</td>
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</table>

#### Notes
- The data represents revenue hours for each route from 2017/18 to 2021/22.
- The chart shows a comparison of revenue hours by route for each year.
- The routes are listed from Route 1 to Route 8, followed by Clearlake Routes.
- The data includes columns for CLK DAR and LKP DAR for each year.
<table>
<thead>
<tr>
<th>System Total</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>TOTAL</th>
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</thead>
<tbody>
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<td>Local Senior Fare - $0.75</td>
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</tr>
<tr>
<td>Local ADA Fare - $0.75</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Regional Fare - $2.25</td>
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<td>0</td>
</tr>
<tr>
<td>Out of Co. (Mendocino/ Napa) - $5.00</td>
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<tr>
<td>Flex Stop for ADA/Senior Local $0.75</td>
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<td>Flex Stop for ADA/Sr. Regional $1.25</td>
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<tr>
<td>DAR GP 1-day Advance Reserv. $5.</td>
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<tr>
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<td>DAR Senior Same Day - $3.00</td>
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<tr>
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<td>Senior Center Meal Program - $0.75</td>
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<tr>
<td>Monthly Pass</td>
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<td>Weekly Pass</td>
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<tr>
<td>Summer Cruisin' Youth Pass</td>
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<tr>
<td>Transfer - Lake Transit</td>
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<tr>
<td>Transfer - MTA</td>
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<tr>
<td>Transfer - Napa VINE</td>
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<tr>
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<td>1138</td>
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## LAKE TRANSIT AUTHORITY
### 2021/22 OPERATING STATISTICS REPORT

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<th>July</th>
<th>Aug</th>
<th>Sept</th>
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<tr>
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<td>Transfer - MTA</td>
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<tr>
<td>Transfer - Napa VINE</td>
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<td>36,622</td>
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<tr>
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<tr>
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<td>$</td>
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## Clearlake Routes

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## LAKE TRANSIT AUTHORITY
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### Route 1: North Shore

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# LAKE TRANSIT AUTHORITY

## 2021/22 OPERATING STATISTICS REPORT

### Route 2: Highway 175

**Kit’s Corner to Middletown**

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## LAKE TRANSIT AUTHORITY
### 2021/22 OPERATING STATISTICS REPORT

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## LAKE TRANSIT AUTHORITY
### 2021/22 OPERATING STATISTICS REPORT

### Route 12: Clearlake

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# LAKE TRANSIT AUTHORITY
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<tr>
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### Out-of-County NEMT SR

#### Special Services

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<td>Regional Fare</td>
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<td>DAR GP 1-day Advance Reserv.</td>
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#### Total Passengers

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<th>66</th>
<th>64</th>
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<td>Wheelchairs</td>
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#### Cash - Calculated Total

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<tr>
<td>Actual Revenue Hours</td>
<td>160.53</td>
<td>254.15</td>
<td>238.54</td>
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<td>Other Vehicle Hours</td>
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<td>0</td>
<td>0</td>
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#### Total Vehicle Hours

|                      | 160.53 | 254.15 | 238.54 | 653.22 |

#### Passengers per Rev. Hour

|                      | 0.30  | 0.26  | 0.27  | 0.27   |

####Scheduled Miles

|                      | 0     | 0     | 0     | 0      |

#### Actual Revenue Miles

|                      | 4760  | 7278  | 6971  | 19009  |

#### Other Vehicle Miles

|                      | 0     | 0     | 0     | 0      |

#### Total Vehicle Miles

|                      | 4,760 | 7,278 | 6,971 | 19,009 |

#### Miles Per Passenger Boarding

|                      | 99.17 | 110.27 | 108.92 | 106.79 |
FY 2021/22 On-Time Performance - System

- **July**: 38.7% Early, 57.4% On-time, 3.9% Late
- **August**: 35.8% Early, 60.1% On-time, 4.1% Late
- **September**: 35.2% Early, 61.1% On-time, 3.7% Late
- **1st Quarter**: 36.9% Early, 59.2% On-time, 3.9% Late

Early: Blue, On-time: Green, Late: Orange
FY 2021/22 On-Time Performance - Route 1

<table>
<thead>
<tr>
<th>Month</th>
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<th>On-time</th>
<th>Late</th>
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<tbody>
<tr>
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<td>45.7%</td>
<td>53.7%</td>
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<tr>
<td>August</td>
<td>50.8%</td>
<td>49.1%</td>
<td>0.1%</td>
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<tr>
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<td>49.9%</td>
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<tr>
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<td>48.3%</td>
<td>51.3%</td>
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FY 2021/22 On-Time Performance - Route 2

<table>
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<th>On-time:</th>
<th>Late:</th>
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<tr>
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<td>14.2%</td>
<td>85.4%</td>
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<tr>
<td>August</td>
<td>20.1%</td>
<td>79.9%</td>
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<tr>
<td>September</td>
<td>27.1%</td>
<td>72.9%</td>
<td>0.0%</td>
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<tr>
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<td>18.4%</td>
<td>81.4%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Month</td>
<td>On-Time</td>
<td>Late</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>---------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>16.4%</td>
<td>26%</td>
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<tr>
<td>August</td>
<td>12.5%</td>
<td>25%</td>
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<tr>
<td>September</td>
<td>17.3%</td>
<td>14%</td>
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<td>1st Quarter</td>
<td>15.3%</td>
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FY 2021/22 On-Time Performance - Route 4A

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<tr>
<td>July</td>
<td>24.6%, 244</td>
<td>75.2%, 744</td>
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<td>August</td>
<td>28.9%, 239</td>
<td>70.4%, 582</td>
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<tr>
<td>September</td>
<td>33.3%, 49</td>
<td>63.9%, 94</td>
<td>2.7%, 4</td>
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<td>27.1%, 532</td>
<td>72.3%, 1420</td>
<td>0.6%, 12</td>
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FY 2021/22 On-Time Performance - Route 7

<table>
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<th>Late</th>
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<tbody>
<tr>
<td>July</td>
<td>18.6%</td>
<td>75.4%</td>
<td>6.0%</td>
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<tr>
<td>August</td>
<td>17.9%</td>
<td>80.7%</td>
<td>1.4%</td>
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<tr>
<td>September</td>
<td>20.2%</td>
<td>79.5%</td>
<td>0.4%</td>
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<td>1st Quarter</td>
<td>18.8%</td>
<td>78.4%</td>
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</table>
FY 2021/22 On-Time Performance - Route 8

- July: 42.8%, 2044 (Early: 7.0%, 335)
- August: 39.1%, 1900 (Early: 7.2%, 348)
- September: 41.4%, 1057 (Early: 7.3%, 186)
- 1st Quarter: 41.0%, 5001 (Early: 7.1%, 869)

Legend:
- Early
- On-time
- Late
FY 2021/22 On-Time Performance - Route 10

- **July**: 48.6%, 2044
- **August**: 34.9%, 1900
- **September**: 27.6%, 1057
- **1st Quarter**: 39.1%, 5001

Early: 60.9%, 2612
Late: 30.1%, 1313

Late: 19.2%, 348
On-time: 60.9%, 2612
Early: 60.9%, 2612
FY 2021/22 On-Time Performance - Route 11

- **July**: 44.2%, 1056 Early, 51.0%, 1220 On-time, 4.8%, 114 Late
- **August**: 42.6%, 898 Early, 51.1%, 1077 On-time, 6.3%, 132 Late
- **September**: 31.4%, 500 Early, 62.8%, 999 On-time, 5.7%, 91 Late
- **1st Quarter**: 40.3%, 2454 Early, 54.1%, 3296 On-time, 5.5%, 337 Late
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<td><strong>TOTAL</strong></td>
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## Lake Transit Authority FY 2021/22 Financial Summary (Unaudited)

### EXPENSES

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<td><strong>CAPITAL EXPENSES</strong></td>
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<tr>
<td>Lake Transit Authority (Capital)</td>
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<tr>
<td>Software</td>
<td>25,000</td>
<td>0</td>
<td>25,000</td>
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<tr>
<td>Reserve (Capital Projects)</td>
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<td>0</td>
<td>50,000</td>
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<tr>
<td>Proposition IB - CTSP</td>
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<tr>
<td>Proposition IB - PTMISEA (Fund 422)</td>
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<tr>
<td>Proposition IB - PTMISEA (Fund 501)</td>
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<td>PROP 1B - CTSP</td>
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<td>PROP 1B - PTMISEA (Fund 422)</td>
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<td>PROP 1B - PTMISEA (Fund 501)</td>
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<td>Proposal 1B - CTSP</td>
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<td>Proposal 1B - PTMISEA (Fund 501)</td>
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<tr>
<td>Scenario: High</td>
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<tr>
<td>Scenario: Medium</td>
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<tr>
<td>Scenario: Low</td>
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<td>Total LTA Capital</td>
<td>75,000</td>
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<td>75,000</td>
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<td><strong>CAPITAL SUB-TOTAL</strong></td>
<td>1,974,933</td>
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<td>1,974,933</td>
<td>15,900.00</td>
<td>514,591.40</td>
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<td><strong>GRAND TOTAL</strong></td>
<td>7,042,522</td>
<td>0</td>
<td>7,042,522</td>
<td>262,361.98</td>
<td>753,973.11</td>
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## LTA Financial Summary 2021-22

- Adopted: $7,042,522
- Actual: $7,042,522
- Budget: $7,042,522
- Adjustment: $0
- July: $7,042,522
- August: $7,042,522
- September: $7,042,522
- Year-to-Date Total: $7,042,522
Memo

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

Mobility Report Agenda
December 2021

1) Pay-Your-Pal Ride Assistance Program
   • **Utilization Update**
     o We are working on becoming a Medi-Cal provider as part of our reimbursement program
     o We are also partnering with NCO to work with their AARP and Senior Volunteer Program grants.

**PAY-YOUR-PAL UTILIZATION**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th># RIDERS</th>
<th># ONE-WAY TRIPS</th>
<th>TOTAL MILEAGE</th>
<th>TOTAL REIMBURSEMENT</th>
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<tbody>
<tr>
<td>October 2021</td>
<td>48</td>
<td>247</td>
<td>9,133.80</td>
<td>$3,653.52</td>
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<tr>
<td>Q1 2021 (Jul, Aug, Sept)</td>
<td>157</td>
<td>893</td>
<td>30,085.45</td>
<td>$24,939.70</td>
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</table>
Medi-Links: Out of County Medical Transportation

- **Utilization Update**
  - Continuing to explore further funding opportunities to expand our program through new partnerships with People’s Services and Adventist Health.

### MEDI-LINKS UTILIZATION

<table>
<thead>
<tr>
<th>PERIOD</th>
<th># SCHEDULED TRIPS</th>
<th># COMPLETED TRIPS</th>
<th># CANCELLED TRIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2021</td>
<td>38</td>
<td>29</td>
<td>9</td>
</tr>
<tr>
<td>Q1 2021 (Jul, Aug, Sept)</td>
<td>115</td>
<td>99</td>
<td>16</td>
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