



# Lake Transit Authority

Lisa Davey-Bates, Executive Director

Administration  
525 South Main Street, Ste. G  
Ukiah, CA 95482  
(707) 263-7868

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

DATE: February 9, 2022  
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: 846 8308 4728# Passcode: 157786**

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

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

1. Call Meeting to Order
2. Roll Call
3. Election of Officers – Chair and Vice-Chair

## **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

## **CONSENT CALENDAR**

5. Resolution #2021-22-05 to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361  
*Review and proposed approval*
6. Approval of Minutes of the December 1, 2021 Meeting  
*Review and proposed approval*

## **REGULAR CALENDAR**

7. Resolution No. 2021-22-06 Authorizing the Federal Funding Under FTA Section 5310 (49 U.S.C. 5310) with the California Department of Transportation  
*Review and proposed approval*

## **REPORTS**

8. LTA Program Manager's Report
9. Paratransit Services' Report
10. Lake Links Update
11. 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: February 3, 2022



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Election of Officers

**DATE PREPARED:** February 1, 2022

**MEETING DATE:** February 9, 2022

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

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**BACKGROUND:**

There are no set terms for members to serve on the Lake Transit Authority Board of Directors. Historically, both of the city councils and the Board of Supervisors make two appointments annually from their respective boards to serve as members to the Lake Transit Authority. During the first meeting of each year the LTA members nominate and approve members to serve as Chair and Vice-Chair to the Lake Transit Authority.

The Board of Supervisors also makes the appointments for the two Member at Large positions. Those seats are appointed every other year, or when a vacancy occurs. The Board of Supervisors also appoints an alternate Member at Large in the event that one of the other members is unable to attend. Unfortunately, a vacancy still exists for the Member at Large position.

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**ACTION REQUIRED:**

1. Hear all nominations of the office of Chair. A second is not required to nominate.
  2. Discuss any questions. Move, second and vote to close nominations.
  3. If multiple nominations are made, move, second and vote on each nomination until a motion carries.
  4. Repeat process for the office of Vice-Chair.
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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** I recommend the LTA Board of Directors make the above-mentioned appointments to the Lake Transit Authority. Once elections are made, the newly elected Chair presides over the meeting.

**LAKE TRANSIT AUTHORITY  
RESOLUTION #2021-22-05**

**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 March 9, 2022, 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 9<sup>th</sup> day of February 2022 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



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## LAKE TRANSIT AUTHORITY

### (DRAFT) MEETING MINUTES

Wednesday, December 1, 2021

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

#### Present

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

#### Absent

Kenneth Parlet, Council Member, City of Lakeport  
Chuck Leonard, Member at Large  
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  
Danielle Casey, Planning Staff – Lake APC  
Gary McFarland, Project Manager – Paratransit Services  
Clarissa Kincy, Mobility Programs Manager – Lake Links

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#### 1. **Call Meeting to Order**

Chair Mattina called the meeting to order at 11:26 am.

#### 2. **Roll Call**

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

#### **PUBLIC EXPRESSION**

#### 3. **Public input on any unmet transit need or any other item within the jurisdiction of this agency, but which is not otherwise on the above agenda**

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

## CONSENT CALENDAR

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

Director Sabatier stated that he did not realize the alcohol limit was .02 and thought it should be lower. Gary McFarland replied that Paratransit's policy for their drivers was zero.

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

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

## REGULAR CALENDAR

### 8. **2021/22 First Quarter Statistics and Financial Status Report**

James Sookne reported the first quarter report shows that system ridership was up system-wide between 16 and 68 percent depending on the route. The first quarter system ridership was up approximately 26.3 percent. However, that was still about 55 percent lower than pre-pandemic levels. Vehicle revenue hours increased 40.6 percent. The cost per revenue hour has dropped from \$103.99 in 2020/21 to \$101.16. James explained that the decrease can be attributed to additional weekday runs on several routes including partial resumption of service and expansion of Route 8, resulting in more revenue hours. The average Fare Per Passenger was up approximately 34.5 percent to \$2.30. James reported that although the vehicle revenue per hour decreased the total operating cost increased about 36.8 percent due to increased operations contractor rates, mileage, revenue hours, and fuel costs. James noted that LTA received 3 new buses at the beginning of first quarter that replaced 3 buses that had exceeded their useful life benchmark. Two of those buses were auctioned off in accordance with LTA's disposition policy, and the third bus will be used for NEMT purposes. Additionally, LTA has entered into a contract with GHD, Inc to complete the environmental work on the Lake County Interregional Transit Center. James gave a brief update on route performance stating that routes 2 and 8 were the only routes that did not see an increase.

Chair Mattina requested any comments regarding the First Quarter Statistics and Financial Status Report.

Gary McFarland thanked James for getting rid of the old buses and said it was nice to have the extra room. Gary stated that one of the new buses was in the shop because of a computer issue and hoped it wasn't a factory recall.

Director Sabatier commented that regarding the buses, the LTA lot looks better now that it is not overly packed and stated that the rise in fuel cost was unfortunate.

## REPORTS

**9. Transit Coordinator's Report**

James reported that not much has changed since the last meeting.

Miscellaneous

Director Sabatier asked if staff has noticed a drop in ridership since the free fare program has ended. James replied that he should have the ridership information once the reports were in next week.

**10. Paratransit Services Report**

Gary McFarland reported that staff was excited that two new drivers have passed the driver test, and one more was in the background portion. Gary stated that the two drivers were in the behind-the-wheel training. Gary noted that he received a phone call from someone who was credentialed and interested in the available driver position. Gary gave an update on the training program and stated that staff was excited to host their train-the-trainer program for the company. Additionally, staff was revamping the parking lot with new parking lines and numbers for each space to organize the buses by size to better use of space in our parking lot.

Gary announced that staff participated with Rotary to pass out dictionaries this month. Lisa Davey-Bates thanked Gary for everything he was doing for the agency.

**11. 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 was working on becoming a Medi-Cal provider as part of their reimbursement program. Additionally, they are partnering with North Coast Opportunities, Inc. (NCO) and ARRP to be part of the Retired and Senior Volunteer Program (RSVP) grant program. The Medi-Links program staff was exploring partnerships with Adventist Health and People Services, Inc.

**b. Miscellaneous**

None

**12. Announcements**

**ADJOURN**

Chair Mattina adjourned the Lake Transit Authority meeting at 11:44 AM.

Respectfully Submitted,

***DRAFT***

Charlene Parker, Secretary

**LAKE TRANSIT AUTHORITY  
RESOLUTION #2021-22-06**

**RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5310 (49 U.S.C. SECTION 5310) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (FTA C 9070.1G); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

**WHEREAS**, Lake Transit Authority desires to apply for said financial assistance to permit operation of paratransit service in their service area; and

**WHEREAS**, The Lake Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED** that the Lake Transit Authority does hereby authorize the Executive Director to file and execute applications on behalf of Lake Transit Authority with the Department to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (FTA C 9070.1G), as amended.

That the Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects.

That the Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310 project/s.

That this authorization is effective for a period of three years.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 9<sup>th</sup> day of February 2022 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



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: January 31, 2021  
RE: Service Report Nov/Dec 2021

Rider ship \_\_\_\_\_ Comparison

NOV 2021 – 11, 926 NOV 2020 – 9,132 / +2,794

DEC 2021- 11,668 DEC 2020 – 8,947/ +2,721

- Nice increase from the same time last year, both months were very consistent with an increase of 2,700 plus riders

Employee Training and Recruitment:

We continue to push forward with training and recruitment. Applications have slowed down, we have one right now in behind the wheel training, and one just finishing classroom, and is set to start behind the wheel next week I recently lost one that was in training due to a family emergency. The good thing is the ones we have seem to be staying and are happy.

Training overall has remained high, as we are once again are on track with the high training standards Paratransit Services has in place. All of our drivers are current in training and driver assessment which is something we are very proud of.

The last few months have been a team effort with all four of us stepping up to do what needed to get done. I am very proud of my leadership team here, the communication, team work and professionalism displayed is second to none.

Exceptions:

	Clearlake	Lakeport
SEPT	0	0
OCT	0	0

Rider Incidents and Police Involvement Concerns

During the months of Nov/Dec we had 11 incidents on the busses. We had two that involved law enforcement 1) On 11/10/21 we had a lady who was hunched over on the bus and nor responding, CLPD notified. 2) On 12/02/21 CHP contacted our office for assistance with video footage.

We had one passenger threaten one of our drivers, a Supervisor talked to the passenger who has had prior incidents; he was banned from the remainder of the month. No more incidents. We had two other incidents where passengers were not allowed entry due to being overly intoxicated and one who had a bench full of items she was attempting to bring on the bus.

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### Compliments, Complaints and Comments

We had a total of 7 complaints for the months of Nov/Dec, 4 of the 7 complaints revolved around passengers harassing other passengers. None involved police being called, but one incident involving a group of kids in November resulted in two Supervisors going to Walmart to address the issues with the teens. Conversation went very well, no further incidents

### 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.

NOV 2021 – 44  
DEC 2021 – 36

NOV 2020 – 45  
DEC 2020 – 55

### Other Updates

TSA has [extended](#) the face mask requirement for all transportation networks, including public transportation, at this point I have just put a notice on the busses that states until further notice.

We have continued to stay diligent with COVID 19 safety protocols as we continue cleaning and sanitizing high touch areas on the busses and fogging busses once a week. Drivers have continued to enforce the mask mandates with very minimal push back from riders, although we still get some. We continue to watch the numbers as the Omicron Variant is making its way across the county.

Speaking of Omicron, even though this affects January more than the months discussed in this report, I felt an urgency to apprise the board with what has been happening. Starting in late December and through January and into February we have been hit hard as a site with COVID. We currently have 45 employees, we had 3 cases in December, and 15 cases in January with 3 still active. To say it's been a hardship would be an understatement, for several weeks we treaded water just trying to make service. I am proud to say during this period we did not cancel any services. This took creative planning, scheduling and drivers and supervisors stepping up to do what needed to be done.. I also want to thank Lisa Davie-Bates and James Sookne in working with us on a proactive approach to this problem and having a plan in place, if a reduction was needed. To keep the routes running was a total team effort.

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