DATE: May 11, 2022
TIME: 10:30 a.m. (or as soon thereafter as the Lake Area Planning Council Meeting Adjourns)
PLACE: City Council Chambers
225 Park Street
Lakeport, California

Audioconference
Dial-in number: 1 (669) 900-6833 / Meeting ID: 868 3651 1709# Passcode: 477102

*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 #2021-22-09 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 March 9, 2022 Meeting
   Review and proposed approval

REGULAR CALENDAR
6. Professional Consulting Services between Mark Wall & Lake Transit Authority
   Review and proposed approval
7. Presentation of Draft 2022/23 LTA Budget
8. Resolution #2021-22-10 to Authorizing the Federal Funding Under FTA Section 5311 (49 U.S.C. Section 5311) and/or 5339 (49 U.S.C. Section 5339) with California Department of Transportation
   Review and proposed approval
9. Memorandum of Understanding for the Free College Fare Program- Mendocino and Woodland Colleges
   Review and proposed approval
REPORTS

10. LTA Program Manager’s Report
11. Paratransit Services’ Report
12. Lake Links Update
13. Announcements
14. Information

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: May 6, 2022
RESOLUTION #2021-22-09

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 AB 361 remains in effect through January 1, 2024;

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 June 1, 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 11th day of May 2022 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, March 9, 2022

Location: City of Lakeport & Audioconference (in response to “Shelter-in-Place” directive)

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

Absent
Moke Simon, Supervisor, County of Lake
Russell Perdock, City of Clearlake
Tim Warnement, 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
Jesus Rodriguez, Admin. Staff – Lake Transit Authority
Danielle Casey, Planning Staff – Lake APC
Tatiana Ahlstrand, Caltrans District 1
Zachary Karson, Senior Consultant, Rebel Group
Gary McFarland, Project Manager – Paratransit Services
Johnnie Lindsey, Operations Supervisor – Paratransit Service

1. Call Meeting to Order
Chair Mattina called the meeting to order at 10:15 am.

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

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

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

CONSENT CALENDAR

4. Resolution #2021-22-07 to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361

5. Approval of Minutes of the February 9, 2022, meeting (Draft)

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

Roll Call Vote: Ayes (6) – Directors Sabatier, Slooten (Alternate-Perdock), Cremer, Mattina, Parlet, and Leonard; Noes (0); Abstain (0); Absent (2) Directors Simon, Warnement

REGULAR CALENDAR

6. Presentation of the Fare Modernization and Integration Project

James Sookne introduced the item, explaining that Greg Pratt from Humboldt Transit Authority created the Far North Transit Group (FNG), consisting of rural transit operators from across northern California. As part of this group, Lake Transit Authority has been working with Caltrans and Zachary Karson, Senior Consultant, Rebel Group, on the Fare Modernization & Integration Project.

Zachary Karson explained that Cal-ITP was an initiative of Caltrans and the California State Transportation Agency to facilitate global standards for fare payment and real time information. 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 with the Far North Group of transit providers. Initially, Lake Transit, Humboldt Transit Authority, Mendocino Transit Authority, Redwood Coast Transit authority and Trinity Transit will be the initial agencies in the FNG embarking on the project. 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 reviewed the benefits of the contactless fare collection and noted the promotional $1 contactless fare for the first six-months. Zachery explained that the FNG group studied options for the overall fare structure and determined that the tiered distance-based fares aligned with the objective of the project. Zachary stated that Cal-ITP has worked with the California Department of General Services (DGS) to launch the Request for Proposals (RFP). The RFP was a competitive selection process in which the Master Service Agreements (MSAs) were awarded based on a combination of technical qualification and price for Payment Acceptance Devices (PADs) and Transit Processor Services, the two building blocks needed to implement contactless fare collection.
Additionally, Caltrans has announced that MSAs for these items were now available through the California Department of General Services. Now that the MSAs are available, members of the FNG can begin the procurement process, which includes three separate contracts. Zachery opened the floor for questions.

Director Parlet asked if the riders could still use the current payment options because most customers who buy passes from his location do not have credit cards. Zachery replied that the payment options that were already in place will still be available. Zachery explained that Monterey/Salinas Transit used a cash app through Block Inc., which has extremely low requirements to sign up and load cash onto the card.

Director Sabatier questioned if we could use the same type of platform for vouchers provided through free programs. Zachery replied that there might be a way to digitize the vouchers through the software programmers.

The group discussed the benefits of contactless payments, and how LTA staff plans to use COVID stimulus funds to cover the initial procurement and implementation costs.

Chair Mattina requested any comments regarding the Fare Modernization and Integration Project.

No comments were presented.

Director Sabatier made a motion to direct staff to proceed with the procurement of the Payment Acceptance Devices and Transit Processor Services to implement the contactless fare collection system, as presented. The motion was seconded by Director Parlet and carried unanimously. 
Roll Call Vote: Ayes (6) – Directors Sabatier, Slooten (Alternate-Perdock), Cremer, Mattina, Parlet, and Leonard; Noes (0); Abstain (0); Absent (2) Directors Simon, Warnement


James Sookne reported that the first half report shows that system ridership was up between 31 and 70 percent from last year, depending on the route. System ridership was up about 30.5 percent to 75,222 passengers; however, it was still about 53 percent lower than pre-pandemic levels. The passengers per hour increased 2.7 percent. The cost per passenger for 2021/22 was down about 3.8 percent to $2.05. The system cost per vehicle revenue hour has increased from $91.50 in 2020/21 to $99.71 in 2021/22. The increase can be attributed to partial resumptions of service and expansion of Route 8, resulting in more revenue hours. Due to the combined increase of fuel, revenue hours, and mileage the total operation cost for the first half of 2021/22 increased approximately 43.1 percent from last year.

The group discussed how the increased fuel costs will impact the total operation cost for the rest of the year and how implementing the promotional $1 contactless fare will promote ridership and help the community.

Lisa noted that the Local Transportation fund (LTF) Reserve funds can be used for increased fuel costs if needed.

Chair Mattina requested any comments regarding the First Half Operating Statistics and Financial Status Report. No comments were presented.
Director Cremer made a motion to accept the 2021/22 First Half Operating Statistics and Financial Status Report, as presented. The motion was seconded by Director Sabatier and carried unanimously. Roll Call Vote: Ayes (6) – Directors Sabatier, Slooten (Alternate-Perdock), Cremer, Mattina, Parlet, and Leonard; Noes (0); Abstain (0); Absent (2) Directors Simon, Warnement

8. Resolution No. 2021-22-08 Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the Following Project: Solar Canopy Project

James Sookne reported that the Low Carbon Transit Operations Program (LCTOP) funding amount available to Lake County in 2021/22 was $164,139, a 136 percent increase from the 2020/21 allocation. In 2019, the Board approved allocating $331,119 of LCTOP funds over three years for the construction of a solar canopy over the bus lot at the LTA operations facility. This year would have been the last year of allocation towards the solar canopy; however, due to the decrease in available funding, this project will now include four years of LCTOP funds. Originally only $33,270 of the available FY 21/22 LCTOP funds would need to be allocated towards the solar canopy, leaving $130,869 available for other projects. However, due to current economic conditions, staff recommended that the entire amount of $164,139 be allocated towards the solar canopy. Upon completion of the solar canopy project, any remaining FY 21/22 funds can be re-allocated to another eligible project. James noted that the resolution will need to be amended to include the required total amount of funding that will Benefit Priority Populations.

Director Sabatier asked if there was a backup generator for emergencies. James replied that there were a couple of backup generators for emergency use.

Chair Mattina requested any comments regarding the Resolution No. 2021-22-08 Authorizing the Federal Funding Under FTA Section 5310 (49 U.S.C. 5310) with the California Department of Transportation. No public comments were presented.

Director Cremer made a motion to approve Resolution #2021-22-08 which provides Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the Following Solar Canopy Project, as amended. The motion was seconded by Director Slooten and carried unanimously.

Roll Call Vote: Ayes (6) – Directors Sabatier, Slooten (Alternate-Perdock), Cremer, Mattina, Parlet, and Leonard; Noes (0); Abstain (0); Absent (2) Directors Simon, Warnement

REPORTS

9. Transit Coordinator’s Report

TIRCP Update:
James Sookne reported that the environmental phase for the Lake County Interregional Transit Center project was underway. The cultural resources study has been completed. James noted that some biological studies were completed but a biologist will have to return to the site in April and June for some specific species blooming periods. The CEQA document was on track for adoption in August 2022.
Service Update:
James reported that there was not a noticeable impact to ridership since the Fair collection resumed on November 1, 2021. James stated that on March 28th, 2022, LTA resumed full weekday service, with the exception of the 6:00 a.m. on Route 1. James noted that staff was still working towards resuming Saturday service but does not have an exact date.

TDP Update:
James reported the Lake Area Planning Council (APC) staff, together with LTA staff, applied for a planning grant to update LTA’s Transit Development Plan (TDP). James noted that the procurement process was completed in February and staff was finalizing a contract with LSC Transportation Consultants.

Security Camera Upgrade:
James reported that staff was working on an update for the security camera system at the operations and maintenance facility. James noted that there was three quotes received, one was rejected because it was only for part of the work. The second quote was rejected due to the cost and because it required LTA to find an electrician to do additional preparations prior to the installation of the cameras. James explained that Low Voltage Security provided a quote that was within budget and included the electrical work necessary to power the cameras in the bus yard. The work was scheduled to begin on March 28 and will be finished by March 31.

GPS Trackers:
James reported that with plans to terminate 3G cellular service, the existing GPS trackers on the LTA vehicles will be obsolete. Staff has been working with Swiftly and their third-party vendor, Samsara, to purchase and install new 4G trackers. James noted that staff has installed a few of them; however, some technical issues have prevented the full deployment of the new devices. James explained that staff was working with Samsara’s technical support for a solution. James stated that if determined we were unable to use the Samsara trackers, an alternative would be found to resume real-time GTFS and on-time performance tracking.

Miscellaneous
James stated that as part of the follow-up to bus stop shelter upgrades he reviewed the Bus Passenger facility Plan and only two of the eight recommended new bus stops were ADA accessible. James explained that unfortunately it is not as straightforward as adding a bench to a bus stop. James noted that any improvements to the bus stop will have to include all the ADA requirements.

The group discussed the details for individual bus stops and agreed that additional research for funds and upgrades was needed.

10. Paratransit Services Report
Gary reported that staff has seen a downtrend of about 900 riders for the last four months, even though there has been an increase to service. Gary noted that the full weekday service resumed in February, not March as stated earlier in the meeting. Gary reported that staff has continued to move forward with training and recruitment with two drivers in behind-the-wheel training, and another in the classroom portion of their training. Gary explained that LTA lost a fulltime driver unexpectedly for a medical reason. Gary noted that LTA lost two drivers who went to the school district for higher pay. Gary provided a photo of the new double-sided “we are hiring sign” which is placed in front of the building.
Gary provided an update on rider incidents stating that one incident involved law enforcement. Gary explained that the police had to escort a gentleman off the bus because he was causing a disturbance by not wearing a mask, had numerous bags all over the bus, and would not stay in his seat. Gary stated that three other incidents involved mask usage; two of those incidents the passengers became very belligerent towards the driver, and one other incident involved fares. The group discussed the challenges regarding the mask mandates. Gary noted that it was his understanding that the TSA will not extend the requirements for public transportation. Gary stated that at the time he wrote the staff report COVID appeared to have run its course through the office. However, there was one new case, and one additional individual was testing.

Gary gave a brief update on complaints, stating that there were a total of seven complaints and one that involved kids who were harassing other passengers. Gary noted that most of the incidents involved passenger interactions with drivers.

Director Sabatier question with how high gas costs were was time for advertising on social media to increase ridership. The group discussed the options and benefits of advertising on PEG TV and Facebook.

11. Lake Links Update
   a. Mobility Manager’s Report
      Lisa reported that Lake Transit Authority (LTA) staff helped Lake Links members prepare and complete the grant application for Non-Emergency Medical Transportation (NEMT) and Mobility Management Program. Lisa stated that Lake Links was looking into other funding sources to bridge the gap. Lisa noted that staff received unexpected COVID funding through the American Rescue Plan Act (ARPA) for the Pay-Your-Pal program. Lisa explained that there is a shortfall of funding for the Out-of-County Non-Emergency Medical Transportation (NEMT). Lisa explained that Director Cremer was instrumental in assisting the potential grant funds through the Redbud Health Care District (RHCD). The application for RHCD was due on Friday. Additionally, LTA staff was assisting with another potential grant to fund a consultant to help start a volunteer driver program. Director Cremer added that the Board is looking into other funding sources beyond the Health Care District.

   b. Miscellaneous
      Lisa announced that the flyer for the Far North Lake Transit Symposium was included in their packet and gave the Board members a brief description of the overall plans of the Symposium.

12. Announcements

   ADJOURN
   Chair Mattina adjourned the Lake Transit Authority meeting at 11:54 AM.

   Respectfully Submitted,

   DRAFT

Charlene Parker, Secretary
May 3, 2022

Lisa Davey-Bates, Executive Director
Lake Transit Authority
525 South Main St Ste. G
Ukiah, CA 95482

Via E-mail: ldavey-bates@dbcteam.net

RE: 2022/23 Professional Consulting Services between Mark Wall & Lake Transit Authority

Dear Lisa,

Thank you for inviting me to submit a proposal for consulting services for fiscal year 2022/23. I am always pleased to provide any expertise that I can offer to Lake Transit Authority, so I would be happy to continue in my current consulting role in a new agreement for 2022/23.

During the current fiscal year, my role has been to provide historical perspective and technical guidance regarding contract operations and management, graphic arts consultants, and marketing materials. As always, I invoiced LTA only for hours actually worked, and the result was a total billing of less than $4,000, or less than half of the maximum obligation amount. I expect that 2022/23 will be similar except for the additional staff work and potential need for support due to the operations and management RFP which will need to be completed by April 2023. Based on this additional work, I propose maintaining my consulting contract budget at the same level as 2021/22. This would be 50 hours at $166.28, for a maximum of $8,314. Again, LTA will only be invoiced for hours actually worked. If circumstances call for additional hours, I am amenable to revising the hours as needed.

A draft contract is attached for your convenience.

Best Regards,

Mark A. Wall, Principal
LAKE TRANSIT AUTHORITY  
TRANSIT MANAGEMENT CONSULTING CONTRACT

THIS AGREEMENT is entered into this ____ day of ____2022 by and between the LAKE TRANSIT AUTHORITY, hereinafter referred to as the "Authority" and MARK A. WALL, hereinafter referred to as “Wall”, who agree as follows:

1. EMPLOYMENT: The Authority hereby employs Wall as an independent Contractor, to perform administrative tasks identified in Exhibit A (attached).

2. TERM: The term of this agreement shall be for twelve months, commencing July 1, 2022 and continuing through June 30, 2023.

3. TERMINATION: Either party may terminate this AGREEMENT at any time for convenience or for any reason by giving thirty (30) days written notice thereof.

4. COPIES: Wall shall provide sufficient copies of products described in “Exhibit A”. Sufficient copies shall mean, at a minimum, a copy of each draft of a document for each member and alternate member of the Authority and two copies to the Executive Director, plus such additional copies as may be required by Caltrans.

5. PAYMENT: As compensation for services, Wall shall be entitled to receive a maximum of $8,314 for the term of this contract. This sum shall be payable at a rate of $166.28 per applied hour. Wall shall submit an invoice detailing services and hours by the 5th business day of the month following the month that services are incurred, and LTA shall remit payment within 30 days following receipt of the invoice.

6. AUDIT REQUIREMENTS: Wall shall keep accurate records of time and costs expended on tasks, in such manner as to meet the standards of State or Federal Audit requirements. Wall shall maintain such records for a three-year period after the completion of services and shall submit such records for audit as may be required.

7. SUBCONTRACTING: Wall shall be permitted to subcontract any portion of his employment to such persons or agencies, as he shall choose, subject to reasonable approval by the Authority.

8. OFFICE SPACE: Wall is not required to maintain an office in Lake County, and the Authority is not obligated to provide office space to Wall.
9. CONTRACT RENEWAL: Upon successful completion of this contract, and upon mutual agreement of Wall and Authority, non-competitive renewal of this contract for a one-year period will be considered.

10. ATTORNEY FEES: In the event of a dispute between the parties concerning the interpretation or enforcement of this contract, the party prevailing in any legal action shall be entitled to reasonable attorney's fees.

In Witness whereof, the parties hereto have placed their signatures the first day and year above written.

LAKE TRANSIT AUTHORITY

By: ___________________________  ___________________________
    LISA DAVEY-BATES     MARK A. WALL
    EXECUTIVE DIRECTOR
DUTIES:

- Provide ongoing assistance with policy and service development, grant, contract, procurement, planning, and operations processes by providing technical advice, analysis, and detailed instructions and reports.
- Facilitate coordination and liaison between LTA and Caltrans, CalOES, FTA, vendors, and others.
- Advise the LTA Board of Directors and its contractors as requested.
- Attend meetings as requested subject to schedule availability.

RESPONSIBILITIES

The transit management consultant shall be solely responsible for all costs associated with performing the specified duties. These include, but are not limited to office expenses, equipment, utilities, insurance, travel expenses, professional dues, and subcontracting expenses. Retirement contributions, disability, and personal health plan expenses shall also be the responsibility of the Transit Manager.
LAKE TRANSIT AUTHORITY
STAFF REPORT

TITLE: Draft 2022/23 LTA Budget

DATE PREPARED: May 5, 2022
MEETING DATE: May 11, 2022

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:

Attached to this staff report you will find the draft 2022/2023 Lake Transit Authority Budget. Based on current and projected ridership trends and the current economic situation, staff has developed the following draft budget for review. This draft provides you the opportunity to see projected revenues and expenditures for the upcoming Fiscal Year. The draft budget typically includes some amounts of estimated carryover, but final amounts will not be available until early July, at which time the budget will be amended to reflect the actual carryover, including any interest.

I would like to point out a few items of interest:

1.) There are additional line items in this year’s budget under the State and Federal Cash Grants & Reimbursements labels. Under State, there is a line item for the Transit & Intercity Rail Capital Program (TIRCP) which funds the future transit center and hydrogen buses and infrastructure. The amount in the FY 22/23 budget is what remains of the $250,000 allocated for the environmental work.

Under Federal, there is a new line item for the FTA Section 5310 grants awarded to LTA. Although the 2019 grant will be fully expended before the end of FY 21/22, I included it to show what has been charged against that grant during the current fiscal year. The amount for the 2022 grant is assuming that LTA is awarded the full amount that was requested. If that amount changes, it'll be reflected in a future revision to the budget.

2.) Similar to last year, the Administration Contractor, Davey-Bates Consulting (DBC), has been providing services since October 1, 2014. The current one-year contract extension is set to expire September 30, 2022. The board approved the fourth one-year extension at the last board meeting on March 9, 2022, continuing Administration Services for LTA through September 30, 2023. Administration Staff for LTA has been included in the DBC Contract Extension and included in the Lake APC overall administration amount.

3.) The projected fare revenue is based on FY 21/22 data from November through March. Although these figures are lower than last years, they’re based on current ridership data, not speculation. I’m hopeful that these projections are low, as ridership is expected to be slightly higher in FY 22/23.

4.) The $2,790,178 projected for the operations contract with Paratransit Services is based on the maximum increase allowed by the contract. LTA is currently negotiating a one-year contract extension with Paratransit Services and a final amount has yet to be agreed upon. Once an extension is approved, the budget will be amended (if necessary) to reflect the correct amount.

5.) The amounts shown for the CARES and CRRSAA funds are what is currently available for reimbursement through Caltrans and not what actually remains unobligated. Prior to development of
the final budget, staff will go through FY 21/22 expenses and determine the best way to utilize these funds. It’s important to note that the 5311(f) CARES funds can only be used our LTA’s intercity routes, which restricts the ways in which these funds can be claimed.

As noted, this is the Draft Budget that is available for discussion, but no action is needed. The Final Budget will be brought back in June for adoption. I would be happy to answer any questions regarding the draft budget at the Board Meeting on May 11, 2022.

**ACTION REQUIRED:** None. This is an informational item only.

**ALTERNATIVES:** None.

**RECOMMENDATION:** Information only, no action is required.
## Lake Transit Authority
### 2022/23 Budget
#### Draft

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<tr>
<th>REVENUE</th>
<th>2021/22 Budget</th>
<th>2021/22 Estimated Actual*</th>
<th>2022/23 Budget</th>
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| 7402 Special Transit Fares | 147,465 | 176,246 | 136,028 | 1,2 |

| 7406 Auxiliary Transportation Revenues (Advertising) | 76,000 | 74,306 | 84,210 | 3 |

| 7407 Non-Transportation Revenue | | | |
| APC Planning Work Program Reimbursement | | | |
| Miscellaneous Revenue | | | |

| 7409 Local Cash Grants & Reimbursements | | | |
| Local Transportation Fund | 901,386 | | 849,540 | 4 |
| LTF Carryover (unearned revenue) | | | |

| 7411 State Cash Grants & Reimbursements | | | |
| State Transit Assistance | 466,193 | | 627,325 | 5 |
| State of Good Repair | 99,707 | | 103,325 | 5 |
| State of Good Repair Carryover | 116,391 | | 116,771 |
| Proposition 1B - PTMISEA Carryover | 201,292 | | 149,913 | 6 |
| Proposition 1B - CTSGP Carryover | 44,620 | | - | |
| Low Carbon Trans.Oper. Program (LCTOP) 17-18 | 8,492 | | - | |
| Low Carbon Trans.Oper. Program (LCTOP) 18-19 | 127,647 | | 127,647 | 7 |
| Low Carbon Trans.Oper. Program (LCTOP) 19-20 | 126,087 | | 102,736 | 7 |
| Low Carbon Trans.Oper. Program (LCTOP) 20-21 | 69,466 | 69,466 | 69,466 | 7 |
| Low Carbon Trans.Oper. Program (LCTOP) 21-22 | | | 164,139 | 7 |
| Transit & Intercity Rail Capital Program (TIRCP) | - | 18,875 | 231,125 |

| 7413 Federal Cash Grants & Reimbursements | | | |
| Section 5310 - 2019 | - | - | - | - |
| Section 5310 - 2022 | - | - | 386,459 | 8 |
| Section 5311 Annual Apportionment | 406,458 | 391,469 | 528,396 |
| Section 5311(f) Operating Assistance | 526,417 | 229,531 | 500,421 |
| Section 5311(f) CARES Act Phase 1 | 90,767 | | 90,767 |
| Section 5311 CARES Act Phase 2 | 763,382 | | 277,496 |
| Section 5311(f) CARES Act Phase 2 | 495,482 | | 495,482 |
| Section 5311 CRRSAA | 1,074,575 | - | 1,074,575 |
| FTA 5339 Capital - Bus Replacement (2017) | 360,464 | 360,464 | - |
| FTA 5339 Capital - Bus Replacement (2019) | 768,578 | - | 768,578 |

| TOTAL REVENUE | $7,041,982 | $1,354,679 | $6,666,774 | |
## Lake Transit Authority

### 2022/23 Budget

#### Draft

### OPERATING EXPENSE

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>2021/22 Budget</th>
<th>2021/22 Estimated Actual*</th>
<th>2022/23 Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.01</td>
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<td>Oper. Exp. Management Contract -DBC</td>
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<td>50.04</td>
<td>Oper. Exp. Management Consulting Contract - MWA</td>
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<td>50.05</td>
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<td>389,260</td>
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<td>50.05</td>
<td>Oper. Exp. Operations Contract - 5310 - 2019</td>
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<td>50.20</td>
<td>Oper. Exp. Advertising/Web Site Expenses</td>
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<td>Oper. Exp. Fuel</td>
<td>190,706</td>
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<td>223,658</td>
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<td>Oper. Exp. Rents &amp; Leases - Repeater Sites</td>
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<td><strong>Total Operating Expense</strong></td>
<td><strong>$5,067,589</strong></td>
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<td><strong>$5,133,425</strong></td>
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### CAPITAL EXPENSE

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<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>2021/22 Budget</th>
<th>2021/22 Estimated Actual*</th>
<th>2022/23 Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Exp PTMISEA Bus Purchases</td>
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<td>Capital Exp FTA 5339 Bus Replacement (2019)</td>
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<td>Capital Exp CTSGP On Board Video Surveillance</td>
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<td>Capital Exp Equipment</td>
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<td>85,774</td>
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<tr>
<td>Capital Exp Reserve (for Capital projects)</td>
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<td>18,875</td>
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<tr>
<td><strong>Total Capital Expense/Reserve</strong></td>
<td><strong>$1,974,933</strong></td>
<td><strong>$613,480</strong></td>
<td><strong>$1,773,349</strong></td>
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</table>

**Total Expenditures**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>2021/22 Budget</th>
<th>2021/22 Estimated Actual*</th>
<th>2022/23 Budget</th>
<th>Notes</th>
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<tbody>
<tr>
<td></td>
<td>Total Expenditures</td>
<td>7,042,522</td>
<td>3,177,068</td>
<td>6,906,774</td>
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</tbody>
</table>

*2021/22 actual expenditures & revenue aren't complete
NOTES
1 Projected
2 Includes FYs 17/18 & 19/20 LCTOP funds for Free College Fare and Summer Cruisin' Programs
3 Based on current revenue (FY 21/22) from Helen Foraker Advertising
4 Estimate provided by Lake APC
5 Based on SCO Estimate dated 1/31/2022
6 PTMISEA funds are for vehicle replacements.
7 Project to install a solar canopy over the bus yard at the operations facility.
8 The 5310 grant funds the NEMT program managed by Lake Links
9 Administration Services for LTA are covered under Lake APC contract extension with DBC.
10 Based on proposed FY 22/23 consulting contract with Mark Wall
11 Based on current schedules and maximum increase allowed under the current Paratransit Services contract.
12 22/23 projects based on July-March/April FY 21/22 data plus 5%
13 The operating funds reserve is based on remaining balance of funds that are not restricted to capital use.
14 PTMISEA should first be used to provide matching funds for SGR and FTA 5339 projects.
15 This is for the hardware and software for the contactless payment system in conjunction with the Cal-ITP project
LAKE TRANSIT AUTHORITY
RESOLUTION #2021-22-10

AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) AND/OR 5339 (49 U.S.C. SECTION 5339) 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/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1G), and Section 5339 of the Federal Transit Act (FTA C 5100.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 and Section 5339 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, Lake Transit Authority (LTA) desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Lake, Mendocino, and Napa counties; 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); and

NOW, THEREFORE, BE IT RESOLVED that the Lake Transit Authority does hereby authorize the Executive Director or Program Manager to file and execute applications on behalf of Lake Transit Authority with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G) as amended, and pursuant to Section 5339 of the Federal Transit Act (FTA C 5100.1), as amended.

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

That Executive Director, Program Manager, or Project Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or 5339 projects.

That Executive Director, Program Manager, or Project Manager is authorized to submit and approve request for reimbursement of funds from the Department for Section 5311 and/or Section 5339 project(s).

Adoption of this Resolution was moved by Director ________, seconded by Director ________, and carried on this 11th day of May 2022 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
TITLE: Approval of Fourth Extensions for the Memorandums of Understanding for the Free College Fare Program  
DATE PREPARED: May 3, 2022  
MEETING DATE: May 11, 2022

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:

The Low Carbon Transit Operations Program (LCTOP) provides funding for up to five years for new transit projects that will decrease greenhouse gas emissions. The funds are derived from the California’s Global Warming Solutions Act of 2006 (AB 32). A majority of the FY 2017/18 LCTOP funds were allocated to the Free College Fare Program that was implemented in August 2018. This program provides free rides to any student attending Mendocino or Woodland Colleges if they have a valid student identification card. Additional funds were added to the program as part of the FY 19/20 LCTOP Allocation.

As part of the program implementation, Lake Transit Authority (LTA) executed a Memorandum of Understanding (MoU) with both colleges in August 2018. The initial MoU’s expired on June 30, 2019 but provided for yearly extensions. One-year extensions were approved on June 12, 2019, May 6, 2020, and May 5, 2021. Staff has contacted both colleges and, given the program’s success, all parties are in favor of extending the MoU for another year. The MoU’s are attached for your review and consideration.

During the COVID-19 pandemic, all of the FY 17/18 funds for this program were expended and there are approximately $23,350 of FY 19/20 funds remaining for this program. Based on current ridership data, staff expects these funds to cover the program for the entire 2022-23 fiscal year. Staff will be available at the Board Meeting to answer any questions.

ACTION REQUIRED: Approve the Extensions for the Memorandums of Understanding for the Free College Fare Program and Authorize the Executive Director to Execute the Extensions.

ALTERNATIVES: None identified.

RECOMMENDATION: Approve the Extensions for the Memorandums of Understanding for the Free College Fare Program and Authorize the Executive Director to Execute the Extensions.
MEMORANDUM OF UNDERSTANDING

This extension of the Memorandum of Understanding (MOU) between the Lake Transit Authority, herein after referred to as “LTA” and the Yuba Community College District’s Lake County Campus, hereinafter referred to as “District”, is entered into on July 1, 2022, by and between LTA and District.

Whereas, the current Memorandum of Understanding will expire on June 30, 2022; and

Whereas, Section 1. Duration of Agreement, of the existing MOU states, “The MOU may be extended on the anniversary date for the term of one year unless either party gives written notice of termination to both parties within sixty (60) days of the termination/anniversary date:

LTA and DISTRICT agree to the following extension provisions:

1. The term of this Agreement shall be extended from July 1, 2022 through June 30, 2023.

ALL OTHER TERMS AND CONDITIONS of the original agreement shall remain in full force and effect unless amended in writing by both LTA and District.

In WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Memorandum of Understanding Extension in duplicate.

Lisa Davey-Bates, Executive Director
Lake Transit Authority

Cirilo Cortez, Dean
Woodland Community College

Date: ___________________________  Date: ___________________________

Approved as to form:

Stacey Mattina, LTA Chair
MEMORANDUM OF UNDERSTANDING

This extension of the Memorandum of Understanding (MOU) between the Lake Transit Authority, herein after referred to as “LTA” and the Mendocino-Lake Community College District, hereinafter referred to as “District”, is entered into on July 1, 2022, by and between LTA and District.

Whereas, the current Memorandum of Understanding will expire on June 30, 2022; and

Whereas, Section 1. Duration of Agreement, of the existing MOU states, “The MOU may be extended on the anniversary date for the term of one year unless either party gives written notice of termination to both parties within sixty (60) days of the termination/anniversary date:

LTA and DISTRICT agree to the following extension provisions:

1. The term of this Agreement shall be extended from July 1, 2022 through June 30, 2023.

ALL OTHER TERMS AND CONDITIONS of the original agreement shall remain in full force and effect unless amended in writing by both LTA and District.

In WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Professional Services Agreement Extension in duplicate.

_____________________________________________  ___________________________________
Lisa Davey-Bates, Executive Director             Ulises Velasco, VP of Student Services
Lake Transit Authority                            Mendocino-Lake Community College District

Date: ________________________________          Date: ________________________________

Approved as to form:

_____________________________________________
Stacey Mattina, LTA Chair
TIRCP UPDATE:
A biologist did a site visit in mid-April to observe a specific blooming period. They’ll go back out in June to view an additional blooming period then begin drafting the environmental document. The CEQA document is still on track for adoption in August 2022.

SERVICE UPDATE:
On Monday, March 28, LTA reduced service by making the following changes: suspended all but one run of Route 2, all of Route 4A, and various runs on Routes 1, 4, 7, and 12. This was in response to a sudden and unexpected driver shortage. We are working to restore service, but don’t have an expected date at this time.

TDP GRANT UPDATE:
On March 28, LSC and the APC held the kick-off meeting for the update to LTA’s Transit Development Plan (TDP). We discussed the scope and schedule of this project and LSC provided LTA with a list of data needs. LSC has reviewed the data provide to them and have drafted an on-board survey. They are working with Paratransit Services on scheduling the on-board survey and plan to do that later this month.

SECURITY CAMERA UPGRADE:
At the previous Board meeting, I reported that the security cameras would be installed between March 28 and March 31. Due to supply chain issues, a couple pieces were slightly delayed and the installation didn’t begin until April 18. All work has been completed and the new system is a big improvement over what was there. Most importantly, there is now full video coverage of the bus yard, which will hopefully deter future incidents.

FARE MODERNIZATION AND INTEGRATION PROJECT:
At the March Board meeting, staff was directed to proceed with procuring the necessary hardware and software to implement the contactless fare collection system. Following the Board action, Zachary Karson from Rebel Group drafted a scope of work that was then distributed to the vendors on the State’s Master Service Agreements associated with this project. Greg Pratt, General Manager for Humboldt Transit Authority, has been the point of contact for the Far North Group and has been handling the procurement process. We are currently in the process of negotiating terms with the preferred vendors and hope to implement the project at the beginning of the new fiscal year.

ACTION REQUIRED: None. Informational only.

ALTERNATIVES: None identified.

RECOMMENDATION: None. Informational only.
TO: Lake Transit Authority Board of Directors  
FROM: Gary McFarland, Project Manager  
DATE: May 3, 2022 Mar/Apr 2022

Rider ship Comparison

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<tr>
<th></th>
<th>MAR 2022</th>
<th>MAR 2021</th>
<th>MAR 2022 – MAR 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>–14,076</td>
<td>–10,894</td>
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</tr>
<tr>
<td>APR</td>
<td>11,785</td>
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</tr>
</tbody>
</table>

- We had been seeing steady numbers in the 11,000’s the last four months, March saw a sharp increase but then again level off in April back in the 11,000’s although still higher than the previous months.

- **Employee Training and Recruitment:**
  
  We continue to push forward with training and recruitment. We had one driver drop from full time to On-Call and lost another F/T Driver because he could not pass the driver’s test. I have two new FT and one PT driver starting on the 16th. I also have one driver taking her DMV drivers test on the 6th and another on the 23rd of May.

  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. We have been continually training the last two months, striving to get them trained and on the road.

**Exceptions:**

<table>
<thead>
<tr>
<th></th>
<th>Clearlake</th>
<th>Lakeport</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPT</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>OCT</td>
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</table>

**Rider Incidents and Police Involvement Concerns**

During the months of Mar/Apr we had 1 incident that involved law enforcement. On 4/4/2022 we had a incident on the bus that started over masks, and quickly escalated, both driver and customer were yelling, driver did not act professional, supervisor and law enforcement responded to the scene. Driver was counseled and re-trained on customer service and de-escalation, in addition to a detailed review of the incident.

**Compliments, Complaints and Comments**

We had 4 other complaints involving driver/customer interactions. We also had one customer compliment.
Lake Links Update

Paratransit Services continues to support this project and has been working actively with the staff at Lake Links.

MAR 2022 – 53                  MAR 2021 – 66
APR  2022 – 24                  APR  2021 – 14

Other Updates

Very happy the mask mandate has ended, been much better for our drivers as far as customer interactions.

Looking forward to attending the symposium in June, and learning more about hydrogen busses and how they will impact our fleet in the future.