



# 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: July 13, 2022

TIME: 9:00 a.m.

PLACE: **Audioconference**

**Dial-in number: 1 (669) 900-6833 / Meeting ID: 837 1114 9677# Passcode: 092208**

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

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

1. Call Meeting to Order
2. Roll Call

## **PUBLIC EXPRESSION**

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

## **CONSENT CALENDAR**

4. Resolution #2022-23-1 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 June 1, 2022 Meeting  
*Review and proposed approval*

## **REGULAR CALENDAR**

6. Resolution #2022-23-2 Authorizing Executive Director to Execute Documents  
*Review and approve*
7. Covid Bonus Agreement with Paratransit Services – Amendment No. 6  
*Review and proposed approval*

## **REPORTS**

8. 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 agendaized, Lake Transit Authority may adjourn to a closed session to consider litigation or personnel matters (i.e., contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED: July 6, 2022

**LAKE TRANSIT AUTHORITY  
RESOLUTION #2022-23-01**

**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 August 10, 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 13<sup>th</sup> day of July 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



# Lake Transit Authority

Lisa Davey-Bates, Executive Director

**Administration**  
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## LAKE TRANSIT AUTHORITY

### (DRAFT) MEETING MINUTES

Wednesday, June 1, 2022

**Location:** City of Clearlake & 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  
Kenneth Parlet, Council Member, City of Lakeport  
Russ Cremer, Council Member, City of Clearlake  
Russell Perdock, City of Clearlake  
Chuck Leonard, Member at Large

#### Absent

Tim Warnement, Member at Large

#### Also Present

Lisa Davey-Bates, Executive Director – Lake Transit Authority  
James Sookne, Program Manager – Lake Transit Authority  
Charlene Parker, Admin. Staff – Lake Transit Authority  
Jesus Rodriguez, Admin. Staff – Lake Transit Authority  
Gary McFarland, Project Manager – Paratransit Services  
Johnnie Lindsey, Operations Supervisor – Paratransit Service

#### Attending via Zoom

Kathy Chambers, Moore Associates

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#### 1. Call Meeting to Order

Chair Mattina called the meeting to order at 10:51 am.

#### 2. Roll Call

Secretary Charlene Parker called roll. Members present: Sabatier, Simon, 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 #2021-22-11 to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361**
- 5. Approval of Minutes of the May 11, 2022, meeting (Draft)**

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

*Roll Call Vote: Ayes (7) – Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, and Leonard; Noes (0); Abstain (0); Absent (1) Director Warnement*

## **REGULAR CALENDAR**

### **5.a Triennial Performance Audit, FY 2018/19 – FY 2020/21**

Lisa introduced Kathy Chambers, from Moore & Associates, who prepared the Triennial Performance Audit for Fiscal Years 2018/19 through 2020/21. Kathy presented a PowerPoint summarizing the Audit and the operation compliance elements. Kathy reported that the Triennial Performance Audit was a requirement by the Transportation Development Act (TDA) every three years. Kathy explained that there were two compliance findings and one functional finding. The first compliance finding was the late submittal of the FY 2018/19 State Controller report. Kathy noted that was the first year in which APC staff took over the administration of LTA and the subsequent report were all submitted on time. The second compliance finding was that the 2020/21 Fiscal Audit was completed after the deadline. The delay was brought on by setting up QuickBooks and was not expected to occur again. Kathy noted the one functional finding was that LTA was not using the TDA definition of full-time equivalent (FTE) employee for reporting to the State Controller. Kathy explained that the operations contractor was using the correct data however the information was not correctly provided to the audit firm who prepares State Controller's report. The recommendation was to ensure accurate FTE employee data is used for reporting to the State Controller. The finding was just a communication issue and should not be an issue in the future. Overall, Kathy reported that LTA was doing an excellent job remaining in compliance with the TDA. Additionally, they were really impressed that LTA's staff has done some important things during the pandemic to keep the service going and addressing the need of the community.

Chair Mattina requested any comments regarding the FY 2018/19 – FY 2020/21 Triennial Performance Audit. No comments were presented.

*Director Cremer made a motion to approve the FY 2018/19 – FY 2020/21 Triennial Performance Audit, as presented. The motion was seconded by Director Sabatier and carried unanimously.*

*Roll Call Vote: Ayes (7) – Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, and Leonard; Noes (0); Abstain (0); Absent (1) Director Warnement*

**6. Fiscal Year 2022/23 LTA Operations and Capital Budget**

James Sookne reported that the 2022/23 LTA Operation and Capital Budget and staff report were included in the packet. James reminded the Directors that the Draft 2022/23 Budget was presented at the May Board meeting. James explained that the only change was the amount allocated to equipment under the capital budget was reduced from \$85,774 to \$64,615. This change was due to a revised cost for the equipment needed for the upcoming implementation of the contactless payment system

Additionally, it has not been determined how to best utilize the available COVID relief funds so the figures in the budget are what is still available for reimbursement. Staff will provide the total FY 21/22 expenditures and updated COVID relief funds in the first amendment to the budget, which should come before the Board in August or September.

Director Sabatier asked how much COVID relief funds were available and questioned if we could utilize those funds for free fares.

James replied that potentially a new legislation for three months of free fares was in the works based on from last year's farebox revenues. James added that the COVID relief funds were about \$1,600,000 and staff has considered proposing free fares as an option.

The group discussed how free fares could negatively affect the implementation of the contactless payment system with the promotional \$1 contactless fares. They suggested that staff consider starting the \$1 fares now to help the community.

Chair Mattina requested any comments regarding the 2022/23 LTA Operation and Capital Budget. No comments were presented.

*Director Cremer made a motion to approve the FY 2022/23 LTA Operation and Capital Budget, as presented. The motion was seconded by Director Sabatier and carried unanimously.*

*Roll Call Vote: Ayes (7) – Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, and Leonard; Noes (0); Abstain (0); Absent (1) Director Warnement*

**7. 2021/22 Lake Transit Authority Third Quarter Report**

James Sookne reported the third quarter report shows that system ridership was up system-wide between 34 and 67 percent depending on the route. System ridership was up approximately 33.5 percent. However, that was still about 52 percent lower than pre-pandemic levels. Vehicle revenue hours increased 37 percent. The cost per vehicle revenue hour has decreased from \$96.94 in 2020/21 to \$95.01. 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 \$1.88. James reported that the total operating cost increased about 22.7 percent due to increased operations contractor rates, mileage, revenue hours, and fuel costs. Additionally, the increased fuel combined with the increased mileage, led to fuel costs that were 133.4 percent higher than the first three quarters of 20/21.

James gave a detailed summary of service hours and passengers per hour by route.

Director Sabatier questioned if staff was concerned about routes not going back to pre-pandemic levels. The group discussed the specific routes of concerns and future options that would benefit the transit system.

Chair Mattina requested any comments regarding the 21/22 Lake Transit Authority Third Quarter Report. No comments were presented.

*Director Cremer made a motion to approve the 2021/22 Lake Transit Authority Third Quarter Report, as presented. The motion was seconded by Director Sabatier and carried unanimously.*

*Roll Call Vote: Ayes (7) – Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, and Leonard; Noes (0); Abstain (0); Absent (1) Director Warnement*

#### **8. Operations and Maintenance Agreement with Paratransit Services**

Lisa Davey-Bates referenced the contract extension that was provided by email and stated that negotiations for an extension were initiated between management staff of Lake Transit Authority (LTA) and Paratransit Services Inc. several months ago. Lisa gave a brief description of the initial agreement, stating that LTA entered into an agreement with Paratransit Services, Inc. on April 28, 2017, to provide Management, Operations, and Maintenance Services of the Lake Transit System. The agreement between LTA and Paratransit Services, Inc. provides for five one-year extensions. The current extension will expire on June 30, 2022. Extensions of the cost proposal are limited so that the maximum increase for each option extension period shall be no more than, 1) the percentage annual increase in the U.S. Average Consumer Price Index (CPI-U) for the most recent calendar year, or 2) a percentage equal to seventy percent (70%) of the percentage increase in the state minimum wage for the calendar year. Lisa noted that there was not an increase for the minimum wage this year, so option one was selected. Lisa explained that the negotiated cost proposal by Paratransit Services resulted in an increase of \$182,714.12, which is the 7% CPI increase of the current year's contract. If approved, the 2022/23 Paratransit Services, Inc. contract (one-year extension) will provide a maximum annual price of \$2,790,177.88.

Additionally, Paratransit Services has struggled for years to hire and maintain drivers. The situation has been intensified throughout the pandemic. Paratransit proposed an increase of driver wages to \$16.50, beyond the rates in the Labor Agreement between Paratransit Services and the Teamsters. If supported by the Lake Transit Authority Board of Directors, an additional \$1.50 per hour COVID bonus to be established, effective July 1 for a period of one year, which would result an increase of a reasonable driver's wage starting at \$18.00 per hour. The hope is that the new hourly-rate will maintain current, and attract new, drivers. The funds for the COVID bonus would be paid through remaining Federal COVID relief funds, 5311(f) grant funds, and, if necessary, reserve Local Transportation Funds. Management and supervision would solely receive a 7% increase.

Director Sabatier asked if the additional \$1.50 per hour COVID bonus was included in the extension. Lisa explained that \$1.50 per hour COVID bonus was separate and required a separate Board action.

The group discussed the amendment and COVID funds and agreed that the drivers increase of pay was needed.



Chair Mattina requested any comments regarding the Extension to the Operations and Maintenance Agreement with Paratransit Services.

No comments were presented.

*Director Perdock made a motion to approve the one-year extension through Amendment No. 5 between Lake Transit Authority and Paratransit Services to provide continued Management, Operations, and Maintenance Services for a period of July 1, 2022 through June 30, 2023, as presented. The motion was seconded by Director Cremer and carried unanimously.*

*Roll Call Vote: Ayes (7) – Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, and Leonard; Noes (0); Abstain (0); Absent (1) Director Warnement*

*Director Perdock made a motion to approve the increase of \$1.50/hr. COVID bonus for FY 22/23, as presented. The motion was seconded by Director Cremer and carried unanimously.*

*Roll Call Vote: Ayes (7) – Directors Sabatier, Simon, Perdock, Cremer, Mattina, Parlet, and Leonard; Noes (0); Abstain (0); Absent (1) Director Warnement*

## REPORTS

### 1. Transit Coordinator's Report

James reported that not much has changed since the last meeting and asked if there were any questions.

Director Sabatier asked if staff plans to implement trips to Mt. Konocti this year.

James replied that the trips to Mt. Konocti was not off the table however staff needs to resume service to normal standards before we start optional service.

### 2. Paratransit Services Report

Gary McFarland thanked the Board for approving the increase for the drivers. Gary reported that staff continues to work hard with training and recruitment. Gary explained that even with the extremely high standards, they have trained three new drivers in a short amount of time.

### 3. Lake Links Update

#### a. Mobility Manager's Report

Lisa reported that we were actively recruiting to fill the Mobility Manger position.

Lisa announced that Lake Links received \$15,000 grant from the American Association of Retired Persons (AARP) for the Lake Links Non-Emergency Medical Transportation (NEMT) program.

#### b. Miscellaneous

### 4. Announcements

Lisa announced that the Far North Lake Transit Symposium was tomorrow.

**ADJOURN**

Chair Mattina adjourned the Lake Transit Authority meeting at 11:41 AM.

Respectfully Submitted,

***DRAFT***

Charlene Parker, Secretary



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Approval of Resolution 22-23-2  
Authorizing Executive Director to  
Establish and Maintain Bank Accounts

**DATE PREPARED:** July 6, 2022  
**MEETING DATE:** July 13, 2022

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

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**BACKGROUND:**

At the March 9, 2022 meeting the Board of Directors, by unanimous vote, directed Lake Transit Authority staff to proceed with the procurement of the Payment Acceptance Devices and Transit Processor Services and implement a contactless fare collection system in Lake County. In order to do so, a bank account must be established to receive and manage electronic fare payments.

Attached to this staff report you will find Resolution 2022-23-2, authorizing LTA's Executive Director to create, maintain and manage bank accounts.

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**ACTION REQUIRED:** Approve Resolution 22-23-2 authorizing Executive Director to establish, maintain and manage bank accounts

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**ALTERNATIVES:** Do not approve, which would terminate progress with establishing an electronic fare payment option for Lake Transit Authority.

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**RECOMMENDATION:** Approve Resolution 22-23-2 authorizing Executive Director to establish, maintain and manage bank accounts

**LAKE TRANSIT AUTHORITY  
RESOLUTION #2022-23-2**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO  
ESTABLISH AND MAINTAIN BANK ACCOUNTS**

**WHEREAS**, the Lake Transit Authority was created through a Transportation Joint Powers Agreement (JPA) on February 1, 1996 by and among the County of Lake, City of Lakeport and City of Clearlake to provide public transit services in Lake County; and

**WHEREAS**, the JPA established a Board of Directors to act on behalf of Lake Transit Authority; and

**WHEREAS**, at their meeting of March 9, 2022, the Board of Directors voted unanimously to proceed with the implementation of a Contactless Fare Collection System for Lake Transit Authority; and

**WHEREAS**, in order to do so, a bank account must be created to receive and manage electronic fare payments; and

**NOW, THEREFORE, BE IT RESOLVED**, the Lake Transit Authority Board of Directors wishes to delegate the authority to transact business, including but not limited to the creation, maintenance, and management of savings, checking and other accounts to the Executive Director.

Adoption of this Resolution was moved by Director , seconded by Director , and carried on this 13th day of June 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

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

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ATTEST: Charlene Parker  
Secretary

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Stacey Mattina  
Chair



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Approval of Amendment No. 6  
to the Agreement between LTA and Paratransit Services, Inc.  
for Management, Operations, and Maintenance Services

**DATE PREPARED:** July 6, 2022  
**MEETING DATE:** July 13, 2022

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

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**BACKGROUND:**

At the June meeting the Board of Directors unanimously approved the proposal I presented to include a \$1.50 per hour COVID bonus to drivers, mechanics, and dispatch. With this increase, full-time employees will receive \$250 per month. Newly hired drivers will now make \$18.00 per hour. Funds for the COVID bonus will be paid through remaining Federal COVID relief funds, 5311(f) grant funds, and, if necessary, reserve Local Transportation Funds.

While the Board took action to approve the Covid bonus at their meeting of June 1, 2022, I felt it would be prudent to now approve Amendment No. 6, formalizing such action. This Amendment has already been approved by Caltrans and will be effective for a one-year period, beginning July 1, 2022.

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**ACTION REQUIRED:** Approve Amendment No. 6, approving \$1.50 COVID bonus to drivers, mechanics, and dispatch for Fiscal Year 2022-2023.

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**ALTERNATIVES:** Do not approve Amendment No. 6.

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**RECOMMENDATION:** Approve Amendment No. 6 between Lake Transit Authority and Paratransit Services to provide the \$1.50/hr COVID bonus for a period of July 1, 2022 through June 30, 2023.

**AMENDMENT NO. 6 TO THE AGREEMENT  
FOR LAKE TRANSIT SYSTEM  
MANAGEMENT, OPERATIONS AND MAINTENANCE SERVICES**

Pursuant to Section 6.1 Amendment between Lake Transit Authority and Paratransit Services, Inc., the parties hereto wish to amend the management, operations and maintenance services provided by CONTRACTOR for a period of a one-year duration under the following terms:

- A. A FIXED HOURLY RATE of \$1.50 per hour worked, in addition to employees regular hourly pay, will be provided to dispatch, driver, and mechanic staff as a COVID bonus. Management and supervision are not subject to this increase.
  
- B. For the duration of time that this Amendment remains in effect, CONTRACTOR shall receive the agreed upon COVID Bonus payment as well as the Fixed Hourly Rate, Fixed Monthly Rate, and Fixed Rate Per Bus Stop Cleaned identified in the original Agreement (Contract No. 71720) and subsequent Amendments.
  
- C. It is the intent of this Amendment to compensate the CONTRACTOR to maintain its workforce staffing levels at acceptable levels for the term of this Amendment. These additional compensation measures are being taken to maintain a highly trained and skilled workforce during and beyond the current pandemic. As such, CONTRACTOR shall maintain its workforce to the best of their abilities.

For the duration of time that this Agreement remains effective, CONTRACTOR shall provide LTA with documentation which shall include:

- 1. Documentation requested by the Authority's Executive Director to substantiate claimed expenses are reasonable and comply with all applicable FTA regulations policies, procedures and directives, including without limitation to those listed directly or by reference in the Master Agreement.
  
- 2. A monthly invoice reflecting hours by identifying the employee I.D. # and job title of all employees receiving wages for the payroll period. Such costs are not to include overtime, bonuses, or other special compensation.
  
- 3. Bonus payments will be made to existing employees, effective July 1, 2022, and are eligible to existing employees who work at least eight (8) hours per month to maintain existing service and retain services when ridership increases and regular service resumes. Bonuses are not to exceed a total of \$250 per month for full-time employees (at least 32 hours per week).

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

IN WITNESS WHEREOF, the parties have caused this Amendment No. 6 to the Agreement to be executed on this XXth day of June 2022.

**LAKE TRANSIT AUTHORITY**

**PARATRANSIT SERVICES, INC.**

By \_\_\_\_\_  
Lisa Davey-Bates, Executive Director

By \_\_\_\_\_  
David Baker, President/CEO  
Federal Tax I.D. # 91-1253112

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF RAIL AND MASS TRANSPORTATION MS 39  
1120 N STREET  
P. O. BOX 942874  
SACRAMENTO, CA 94274-0001  
PHONE (916) 654-8811  
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Making Conservation  
a California Way of Life.

June 22, 2022

Lake Transit Authority  
Lisa Davey-Bates  
367 N. State Street, Suite 204  
Ukiah, CA 95482

Dear Ms. Davey-Bates:

As a recipient of Federal Transit Administration (FTA) Section 5310 and 5311 funds, the California Department of Transportation (Caltrans) Division of Rail and Mass Transportation (DRMT) is responsible for providing project oversight to maintain compliance with federal statutes and regulations. Therefore, as a subrecipient of this funding, your agency must demonstrate to DRMT that all procurement and third-party contracting activities undertaken by your agency comply with:

- 2 CFR Part 200 – Uniform administrative requirements, cost principles, and audit requirements for federal awards; and
- FTA Circular 4220.1F – Third Party Contracting Guidance.

DRMT **approves** Lake Transit Authority's Amendment No. 6 to Agreement between Lake Transit Authority and Paratransit Services, Inc. for Management, Operations and Maintenance Services, May 2017-June 2020, Contract No. 71720, to provide a one-year, \$1.50-per-hour bonus payment to dispatch, driver, and mechanic staff, under the *Coronavirus Aid, Relief, and Economic Security (CARES) Act*. Reference 641.

This approval is limited to July 1, 2022 through June 30, 2023.

**Please email a copy of the executed amendment to**  
[Daniel.Yerushalmi@dot.ca.gov](mailto:Daniel.Yerushalmi@dot.ca.gov).



Lisa Davey-Bates  
June 22, 2022  
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Third-party contracts, contract modifications, and exercise of options to extend contract term require DRMT approval prior to implementation. Subrecipient agencies executing third-party contracts, contract modifications, or option exercise without prior approval risk being denied FTA reimbursement.

Before exercising contract option periods, subrecipients must make a price reasonableness determination, documenting that the option price is better than prices available in the market at the time the option is exercised.

For questions about this procurement review, please contact Daniel Yerushalmi at [Daniel.Yerushalmi@dot.ca.gov](mailto:Daniel.Yerushalmi@dot.ca.gov) or (916) 653-3088. This approval is contingent upon meeting all program requirements. For questions about FTA 5310 or 5311 grant programs, please contact your program liaison.

Sincerely,



FRANK NEVITT, Chief  
FTA Programs Procurement Oversight Branch  
Caltrans Division of Rail and Mass Transportation

C: Cayman Morgan, Department of Transportation, DRMT, Section 5311  
Patrice Carroll, Department of Transportation, DRMT, Section 5310