



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: December 13, 2023
TIME: 9:30 a.m. (or once 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: 883 8071 6935# Passcode: 459599

***Zoom link provided to the public by request.**

Public comments will be accepted in person and through teleconference during the meeting on any agenda item 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 agenda

CONSENT CALENDAR

4. Approval of Minutes of the November 8, 2023 Meeting
Review and proposed approval
5. Approval of the Draft LTA Meeting Calendar
Review and proposed approval

REPORTS

6. LTA Program Manager's Report
7. Paratransit Services' Report
8. Lake Links Update
9. 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: December 7, 2023



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LAKE TRANSIT AUTHORITY

(DRAFT) MEETING MINUTES

Wednesday, November 8, 2023

Location: Lake Transit Authority
9240 Highway 53
Clearlake, California & Zoom

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, Council Member, City of Clearlake
Kenneth Parlet, Council Member, City of Lakeport

Absent

Also Present

Lisa Davey-Bates, Executive Director – Lake Transit Authority
Alexis Pedrotti, Project Manager – Lake Transit Authority
Charlene Parker, Admin. Staff – Lake Transit Authority
Michael Villa, Planning Staff – Lake APC
Johnnie Lindsey, Project Manager – Paratransit Services
Laurie Fisher, Mobility Programs Manager – Lake Links

Attending via Zoom

James Sookne, Program Manager – Lake Transit Authority
John Speka, Senior Transportation Planner – Lake APC

1. Call Meeting to Order

Chair Mattina called the meeting to order at 10:58 a.m.

2. Roll Call

Charlene Parker called roll. Members present: Sabatier, Simon, Perdock, Cremer, Mattina, Parlet

PUBLIC EXPRESSION

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

Chair Mattina requested Public Comments.

CONSENT CALENDAR

4. Approval of Minutes of the September 13, 2023, meeting (Draft)

Director Sabatier made a motion to approve the Consent Calendar. The motion was seconded by Director Parlet and carried unanimously.

REGULAR CALENDAR

5. 2023/24 First Quarter Statistics and Financial Status Report

James presented the 2023/24 First Quarter Statistics and Financial Status Report. In comparison to the prior year, there was a notable 35% increase in ridership. Revenue hours rose by around 8%, but the number of passengers per hour climbed by almost 25%. The cost per vehicle revenue hour saw a modest increase, largely attributed to growing contractor expenses and expanded services nearing pre-pandemic levels. However, there was a significant decline in the cost per passenger, dropping almost 17% to \$16.31. James compared the percentage changes from 2021 to 2024 for the first quarter, highlighting a rebound in ridership, revenue hours, and passengers per hour. James mentioned a temporary service reduction was implemented following discussions with Paratransit Services and staff, aimed at allowing time for driver training to fully staff the agency for all regularly scheduled routes. Despite this reduction, ridership and passengers per hour increased, a trend considered positive. Director Sabatier expressed satisfaction with the progress, though he acknowledged that achieving pre-pandemic levels might be challenging. Director Parlet asked about the total number of new transit users, seeking to understand the actual reach of the service. James explained that the lack of data to determine new users versus repeat. James mentioned a potential collaboration with local colleges to streamline student access to transit services.

Director Sabatier touched on plans to develop a commercial to boost ridership awareness, with the involvement of various community members and the use of a bus as a prop. This initiative aimed to demonstrate the services offered by the Lake Transit Authority through various media platforms.

Director Parlet made a motion to approve the First Quarter Statistics and Financial Status Report. The motion was seconded by Director Sabatier and carried unanimously.

REPORTS

6. LTA Program Manager's Report

James mentioned his attendance at a CALACT conference. He communicated with several contractors, focusing on solutions related to the Transit and Intercity Rail Capital Program (TIRCP). A significant aspect of the conversations was the coverage of escalated costs by SB125 funds. James briefly discussed his interaction with Sunline, elaborating on their current efforts to develop buses suitable for purchase and utilization for LTA.

7. Paratransit Services' Report

Johnnie Lindsey provided a detailed update on Paratransit Services. The total passenger count was reported to be 20,462, indicating a steady increase in ridership since last year. While acknowledging that numbers have not yet returned to pre-COVID levels, it was noted that there has been a significant uptick in daily ridership, especially on Saturdays.

Johnnie reported on the ongoing training efforts for the staff. Despite the loss of trainees who did not meet the required standards, new interviews were scheduled. Staff has been working diligently on

training, covering routes, and conducting assessments. Two incidents occurred requiring law enforcement intervention.

8. Lake Links Update

Laurie Fisher provided an update on the ongoing efforts to recruit and train drivers for Ride Links, the new volunteer driver program. The program's expansion into new areas has been delayed due to the need for more volunteer drivers. There was a specific call for volunteers in regions such as the North Shore, the Eastern and Western portions of the County, Upper Lake, and particularly in Clearlake, where there is a significant demand for rides. The lack of local drivers in some areas was a concern, leading to the exploration of other transportation options for residents. Volunteers can choose to be reimbursed for mileage, however most volunteers do not seek compensation. The process for becoming a volunteer was explained, including applying online, calling the office, or visiting in person.

9. Announcements

ADJOURN

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

Respectfully Submitted,

DRAFT

Charlene Parker, Administrative Associate



Lake Transit Authority

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Draft

2024

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

<u>DATE</u>	<u>LOCATION</u>	<u>NOTE:</u>
JANUARY 10	Lakeport	Typically do not meet
FEBRUARY 14	Lower Lake	
MARCH 13	Lakeport	
APRIL 10	Lower Lake	
MAY 13	Lakeport	Date change - RAPS Conflict
JUNE 12	Clearlake	
JULY 10	Lower Lake	Typically do not meet
AUGUST 14	Lakeport	
SEPTEMBER 11	Clearlake	
OCTOBER 9	TBD / Fieldtrip	
NOVEMBER 13	Lower Lake	
DECEMBER 11	Lakeport	

Notes:

League of California Cities Annual Conference **October 16 – 18**
Regional Leadership Forum (Monterey) **February 7 – 9**
County of Lake Budget Hearings **June 20 – 21**



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

TO: Lake Transit Authority Board of Directors
FROM: Johnnie Lindsey, Project Manager
DATE: 12/4/2023
RE: October & November 2023

<u>Rider ship</u>	<u>Comparison</u>
OCT 2023 – 20,322	OCT 2022 – 16,229 / + 3229
NOV 2023 – 18,074	NOV 2022 – 15,315 / + 2759
OCT 2023 – Saturday ridership – 1, 321	OCT 2022 – Saturday ridership – 1050 /+271
NOV 2023 – Saturday ridership – 1, 304	NOV 2023 – Saturday ridership – 945 /+362

- Employee Training and Recruitment:

All reduced services have been restored with the exception of route 12. We had hoped to bring back Route 12 this month, but we suffered another setback. We lost 2 more full-time drivers. We do, however, have 3 replacement drivers that have been hired and 2 are currently in classroom training as we speak. 1 will start his training this week. We have interviews set up and plan to hire more drivers.

All of the drivers who were in training last month have passed their DMV driver’s test and are currently learning their new routes. We are still short of 3 drivers.

We faced some pretty tough challenges of making roll out on several occasions this month with buses breaking down. As you all know our fleet has very high mileage and most are 5 or more years old. With the creative help of the dispatchers and the mechanics pulling miracles from the sky, we only missed one small piece of service and that was due to a flat tire in Ukiah which as you know takes us some time to reach them to service the tire. James has worked hard to get us some new buses which will take the burden off.

I want to take a moment and recognize the mechanics and the dispatch teams here at Lake. They have done some pretty amazing, forward-thinking and outside-of-the-box thinking to keep our service running with our depleting fleet.

Exceptions:

	Clearlake	Lakeport
OCT	0	0
NOV	0	0

| Rider Incidents and Police Involvement Concerns

We had zero incidents involving Law Enforcement and or EMS

Compliments, Complaints and Comments

Everyone seemed to be happy last month as we had no customer complaints.

Other Updates.

Happy Holidays to you and your families. May the new year bring love, health, and happiness to all.

We continue to take calls, schedule rides and complete rides for all of the NEMT passengers.

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From: Laurie Fisher, CEO/Program Manager, Lake Links

Mobility Report 12/5/23

1). Pay-Your-Pal Ride - Mileage Reimbursement Program

- **Update**
4 new riders enrolled since last report dated 10/31/23.

PAY-YOUR-PAL UTILIZATION

<u>PERIOD</u>	<u># RIDERS</u>	<u># ONE-WAY TRIPS</u>	<u>TOTAL MILEAGE</u>	<u>TOTAL REIMBURSEMENT</u>
Aug 2023	70	870	15,735.00 (Medical Miles: 9859 Non-Medical Miles: 5876)	\$6,294.00 (Medical: \$3,942.80 Non-Medical: \$2,351.20)
Sept 2023	67	731	13,889 (Medical Miles: 8,645 Non-Medical Miles: 5,244)	\$5,555.60 (Medical Miles: \$3,458 Non-Medical Miles: \$2,097.60)
October 2023 (Nov. data not available yet)	72	957	15,766 (Medical Miles: 9856 Non-Medical Miles: 5910)	\$6,306.40 (Medical Miles: \$3,942.40 Non- Medical Miles: \$2,364.00)

2). Ride Links - Volunteer Driver Program

- Currently have 6 volunteer drivers on-boarded that can accept ride assignments. (1 is currently on medical leave. Others are taking vacations throughout the holidays and have limited availability.)
 - Recruiting continues for volunteer drivers through speaking with seniors at the Kelseyville senior center. I'm scheduled to be at the Lakeport Senior Center on 12/7. I'll also be a guest speaker for the Clearlake Rotary Club on 12/19.
- Currently have 12 riders enrolled that can now request rides. Checking back in to see why they haven't been scheduling rides.

- **Ride Links Ridership:**

- **September:** 3 Rides were scheduled in September. 2 of those rides were cancelled, so we had 1 successful ride completed for September.
 - **October:** 5 Rides were scheduled in October. 1 Cancelled/4 Successfully completed.
 - **November:** 2 Rides scheduled and completed.
- Pre-screenings continue to be done by phone with potential riders to see if they qualify to apply for the program, once we have more volunteers.
 - Others that reside in areas where we don't have volunteers serving yet get put on a waiting list. We currently have 13 people on our waiting list interested in enrolling in the program and will enroll a few more qualified seniors to the program.

Top priority is to find more Volunteer Drivers!