



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: April 10, 2024
TIME: 9:30 a.m. (or once the Lake Area Planning Council Meeting Adjourns)
PLACE: Lake Transit Authority
9240 Highway 53
Lower Lake, California

Audioconference

Dial-in number: 1 (669) 900-6833 / Meeting ID: 842 5793 1341# Passcode: 599791

***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 March 13, 2024 Meeting
Review and proposed approval

REGULAR CALENDAR

5. Resolution No. 2023-24-02 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: Battery Storage System
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: April 3, 2024



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LAKE TRANSIT AUTHORITY

MEETING MINUTES

Wednesday, March 13, 2024

Location: City Council Chambers
255 Park Street
Lakeport, California & Zoom

Present

Bruno Sabatier, Supervisor, County of Lake
Michael Green (*Alternate 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

Moke Simon, Supervisor, County of Lake

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-Garcia, Admin Staff – Lake Transit Authority
John Speka, Planning Staff – Lake APC
Bill Kluth – Paratransit Services
Samuel Gayton – Paratransit Services
Laurie Fisher – Lake Links
Danny Wind – Public
Brock Ewell - Public

1. Call Meeting to Order

Chair Mattina called the meeting to order at 10:45 a.m.

2. Roll Call

Charlene Parker called roll. Members present: Sabatier, Green (*Alternate Simon*), Cremer, Mattina, Perdock, 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 any public comments. Danny Wind, a resident of Lakeport, raised a concern about the safety of a current drop-off location near Hill Road and Whalen Way, suggesting a possible relocation to mitigate potential pedestrian accidents. Danny also recommended a route that takes people to Santa Rosa and back.

Brock Euel, a college student and community member, voiced concerns over the proposed reduction of service on routes 4A and 2, emphasizing the negative impact on residents, especially those in less accessible areas, and the importance of public transit to local real estate values and community connectivity.

James responded that the bus stop near Hill Road had been adjusted recently to improve access. James noted that the reduction of service on routes 4a and 2 was suggested by consultants in the recently completed Transit Development Plan. He noted that it was not guaranteed that the service would be canceled, and that there had been a recent increase of passengers along those routes which would reduce the likelihood of eliminating those routes. Additionally, he stated that there is a connection currently available to Ukiah, and that Mendocino Transit Authority (MTA) offers a connecting route to Santa Rosa from Ukiah.

Director Sabatier commended Danny and Brock for speaking out on behalf of the community.

CONSENT CALENDAR

4. Approval of Minutes of the February 14, 2023, meeting (Draft)

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

REGULAR CALENDAR

5. Discussion on the 2023/24 Low Carbon Transit Operations Program (LCTOP) Projects

James discussed the 2023/24 Low Carbon Transit Operations Program (LCTOP) projects and sought direction on funding allocation, particularly emphasizing the integration of a battery storage system complementary to a solar canopy project to enhance resilience during power outages. James also mentioned that this would help operations stay online during the event of a power outage. Director Sabatier commented that batteries and solar should be inextricably linked and packaged together. James noted that this report was only for direction and a resolution would come back to the board for a motion. Director Sabatier directed staff to prepare the FY 23/24 LCTOP allocation request and accompanying resolution for the purchase of a battery storage system.

REPORTS

6. LTA Program Manager's Report

James reported that there should be a delivery of seven buses relatively which would alleviate the bus shortage issue. There would be an RFP sent out to find a construction manager for the transit center and hydrogen fueling station. Director Sabatier asked if they were two separate projects or just one. James responded that there would be two separate projects within the same general RFP.

7. Paratransit Services' Report

Samuel Gayton reported on the status and recent developments within Paratransit Services. Samuel began his presentation by expressing gratitude for the support and guidance received from Lisa and James with the transition into his new role after serving as the assistant project manager. He highlighted the increase in ridership, noting a significant rise in passengers compared to the previous year. Samuel discussed recent enhancements in the hiring and training processes in January where out of nine applicants, four were successfully retained despite various challenges. At the time of the report, two of these new hires had already passed their training and were either accompanying a mentor driver or supervisor, while the remaining two were nearing the completion of their training hours. Samuel proudly announced that all necessary hiring goals were achieved by early March. He provided an update on the current fleet status and touched on the challenges they'd experienced with the aging fleet but expressed optimism for the impending arrival of new buses. Addressing rider incidents and police involvement, Samuel noted two instances requiring police assistance, which fortunately resulted in minimal service disruption. Samuel discussed the implementation of clearer conduct rules for riders, aimed at providing drivers and supervisors with better guidance on managing unruly passengers.

8. Lake Links Update

Laurie Fisher provided an update on the Pay-Your-Pal mileage reimbursement program and the positive they'd had with public outreach, noting an increase to enrollment with nine new riders, bringing the total to over 100 participants. In January, 73 riders utilized the service, resulting in a payout of slightly over \$6,000 dollars for mileage reimbursements. Laurie then reported on RideLinks, designed to serve seniors and disabled individuals lacking personal transportation options. This program was currently in the phase of recruiting volunteer drivers, with six volunteers already onboard and two others expressing interest. Laurie mentioned Lake Links' effort to hire a full-time administrative assistant and encouraged spreading the word. Laurie mentioned collaborative opportunities and challenges faced by Lake Links. Laurie expressed openness to participating in a focus group with the Community Health Needs Assessment group, highlighting the potential for increased engagement and support for Lake Links' target demographic. Further, she discussed exploring partnerships to extend services to veterans needing transportation to medical appointments beyond the VA clinic's scope.

9. Announcements

ADJOURN

Chair Mattina adjourned the Lake Transit Authority meeting at 11:06 AM.

Respectfully Submitted,

DRAFT

Jesus Rodriguez-Garcia, Administrative Assistant



LAKE TRANSIT AUTHORITY STAFF REPORT

TITLE: Low Carbon Transit Operations Program (LCTOP)
for a Battery Storage System

DATE PREPARED: April 2, 2024
MEETING DATE: April 10, 2024

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). The amount of available funding varies each year depending on proceeds from carbon credit auctions. The 2023/24 amount available to Lake County is \$185,971, a 7% increase from the 22/23 allocation. Previous projects that have been funded using LCTOP funds include new bus stop signs, new bus shelters, free fares for college students, the solar canopy project, and most recently, two zero-emission paratransit vehicles. Allocation requests for 2023/24 LCTOP funds are due to Caltrans by April 26, 2024.

LTA's solar canopy over the bus lot at the LTA operations facility, was originally approved by the Board in 2019 as a rollover project and has \$463,988 of LCTOP funds allocated to it. This project originated from the 2015 Lake County Transit Energy Use Reduction Plan. While the plan recommended installing a solar canopy, it didn't include any type of battery storage system to capture the energy for on-demand use.

At the March Board meeting, staff recommended that the FY 23/24 LCTOP funds be allocated towards the purchase of a battery storage system to complement the solar canopy project. This would provide the operations and maintenance facility with on-demand power in the event of a power outage. The Board agreed with the staff's recommendation and directed staff to proceed with the allocation request.

Upon execution of the authorized agent form, the certifications and assurances form, and the resolution, they will be sent to Caltrans as part of the allocation request for review.

Staff will be available at the Board Meeting to answer any questions.

ACTION REQUIRED: Approve Resolution #2023-24-02 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 Project: Battery Storage System

ALTERNATIVES: None.

RECOMMENDATION: Approve Resolution #2023-24-02 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 Project: Battery Storage System

**LAKE TRANSIT AUTHORITY
RESOLUTION #2023-24-02**

**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:
BATTERY STORAGE SYSTEM**

WHEREAS, Lake Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Lake Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to Lisa Davey-Bates, Executive Director, or James Sookne, Program Manager; and

WHEREAS, Lake Transit Authority wishes to implement the following LCTOP project listed above.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lake Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations, and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED that Lisa Davey-Bates, Executive Director, or James Sookne, Program Manager, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Lake Transit Authority that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2023-24 LCTOP funds:

Project Name: Two Zero-Emission Paratransit Vehicles

Amount of LCTOP funds requested: \$185,971

Short description of project: This project provides for the purchase and installation of a battery storage system to store energy from LTA's solar canopy.

Benefit to Priority Populations: Project reduces criteria air pollutant or toxic air contaminant emissions

Amount to benefit Priority Populations: \$185,971

Contributing Sponsor: Lake County/City Area Planning Council

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 10th day of April 2024 by the following roll call vote:

AYES:

NOES:

ABSENT:

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

ATTEST: Charlene Parker
Secretary

Stacy Mattina
Chair



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

TO: Lake Transit Authority Board of Directors
FROM: Samuel Gaytan, Project Manager
DATE: April 1, 2024
RE: Service Report March 2024

<u>Rider ship</u>	<u>Comparison</u>
March 2024-18,933	March 2023-16,932 / +2001

Employee Training and Recruitment:

Three of the newly licensed drivers from January have been fully trained and are on the road helping us cover routes.

We have interviewed and offered three candidates a driver position. Two have accepted and will start classroom training on April 2nd 2024. We have multiple interviews scheduled for the first week of April.

Exceptions:

	Clearlake	Lakeport
February	0	0

Vehicle Maintenance Status:

Our current vehicle inventory reflects:

7- Medium Cutaway vans

5-Large Cutaway Buses

13- Large Transit coaches

The 22 in-service vehicles have allowed us to place 3 vehicles into spare status.

Received 6 new buses end of March.

Rider Incidents and Police Involvement Concerns

No police involvement concerns this month.

Compliments, Complaints and Comments

We continue to focus on the concerns of the riding public that call in to discuss service needs.

	TOTAL		UNFOUNDED/INVESTIGATED		FOUNDED/RESOLVED
Compliments					
Complaints on Drivers	9		7		2
Early					
Late					
Missed Pickup					
Vehicle					
Ride length					
Miscellaneous					
Dispatch					

Summary:

We are excited to welcome aboard our new drivers and have them on the road helping out our passengers around the community.

The site of seeing the new buses rolling into the yard was undeniably joyful throughout our office.

Our Leadership group continues to come together and strive to be a well oiled machine marching to success, in serving our passengers in and around our County.



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

Mobility Report 4/2/24

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

- **Update**
11 new riders enrolled in the program since last report of 3/05/2024.

PAY-YOUR-PAL UTILIZATION

<u>PERIOD</u>	<u># RIDERS</u>	<u># ONE-WAY TRIPS</u>	<u>TOTAL MILEAGE</u>	<u>TOTAL REIMBURSEMENT</u>
December 2023	66	819	14378 (Medical Miles: 8873 Non-Medical Miles: 5505)	\$5,742.40 (Medical Miles: \$3,540.40 Non-Medical Miles: \$2,202.00)
January 2024	73	786	15276 (Medical Miles: 8343 Non-Medical Miles: 6933)	\$6,110.40 (Medical Miles: \$3,337.20 Non-Medical Miles: \$2,773.20)
February 2024 (Mar. data not available yet)	70	910	15673 (Medical Miles: 9454 Non-Medical Miles: 6219)	\$6,269.20 (Medical Miles: \$3,781.60 Non-Medical Miles: \$2,487.60)

2). Ride Links - Volunteer Driver Program

- Currently have 6 volunteer drivers on-boarded that can accept ride assignments, but 2 are on medical leave until mid-May. 2 other volunteer prospects have applied and will attend training.
- Currently have 16 riders enrolled that can now request rides.

- **Ride Links Ridership:**

- **Soft Launch in September 2023:** 3 Rides were scheduled in September. 2 of those rides were cancelled, so we had 1 successful ride completed for September.
- **October 2023:** 5 Rides were scheduled in October. 1 Cancelled/4 Successfully completed.
- **November 2023:** 2 Rides scheduled and completed.
- **December 2023:** 6 Rides scheduled (1 no driver available, 2 cancelled & 3 completed)
- **January 2024:** No rides scheduled in January
- **February 2024:** 3 Rides scheduled and completed
- **March 2024:** 5 Rides scheduled (2 completed, 2 no driver available, 1 cancelled by rider)
- 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 volunteer drivers. Those that live within an area where we have a volunteer driver available to take ride assignments are being enrolled in the program.
- Others that reside in areas where we don't have volunteers serving yet get put on a waiting list. We currently have 15 (up by 4) people on our waiting list interested in enrolling in the program.
- The focus is on recruiting volunteer drivers before promoting the program.
 - **Next Volunteer Driver Training is set for Friday, May 17th from 9am to Noon.**

3.) Staff Change: Welcome Tyler Peters, our new Administrative Assistant!

4.) Come and see us at the Senior Summit on May 6, 2024 at Twin Pines Event Center, 22223 Hwy 29, Middletown from 11 am to 4:30 pm!