

Transit

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Administration 525 South Main Street, Ste. G Ukiah, CA 95482 (707) 263-7868 <u>Operations</u> P.O. Box 698 Lower Lake, CA 95457 (707) 994-3384

DATE: October 9, 2024

TIME: 9:30 a.m. (or as soon thereafter as the Lake Area Planning Council Meeting Adjourns)

PLACE: Lake Transit Authority

9240 Highway 53 Lakeport, California

Audioconference

Dial-in number: 1 (669) 900-6833 / Meeting ID: 833 2808 3524# Passcode: 441390

*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 August 14, 2024 Meeting Review and proposed approval

REGULAR CALENDAR

5. Fiscal Year 2024/25 Budget Amendment No. 1 Review and proposed approval

REPORTS

- 6. LTA Program Manager's Report
- 7. Paratransit Services' Report
- 8. Lake Links Update
- 9. Announcements

INFORMATION

10. Public Notice - Transit Service Reductions

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 <u>and</u> 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: October 4, 2024



Lake Transit Authority

Lisa Davey-Bates, Executive Director

Administration 525 S. Main Street, Ste. G Ukiah, CA 95482 (707) 263-7868 <u>Operations</u> P.O. Box 698 Lower Lake, CA 95457 (707) 994-3384

LAKE TRANSIT AUTHORITY

MEETING MINUTES

Wednesday, August 14, 2024

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

Present

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

Absent

Russell Perdock, Council Member, City of Clearlake

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
Samuel Gaytan – Paratransit Services
Laurie Fisher – Lake Links

1. Call Meeting to Order

Chair Mattina called the meeting to order at 11:01 a.m.

2. Roll Call

Charlene Parker called roll. Members present: Sabatier, Simon, 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

None.

CONSENT CALENDAR

4. Approval of Minutes of the June 12, 2024 Meeting

5. Approval of Minutes of the June 24, 2024 Special Meeting

Director Sabatier made a motion to approve the Consent Calendar. The motion was seconded by Director Parlet. Roll call: Ayes – Parlet, Simon, Mattina, Sabatier, Cremer; Abstain – ; Absent – Perdock

REGULAR CALENDAR

6. Resolution No. 2024-25-01 Approving the Project List for FY 2024/25 California State of Good Repair Program

James introduced Resolution No. 2024-25-01 approving the FY 24/25 State of Good Repair (SGR) project list which is the acquisition of five new buses. James stated that these funds would be used a local match for the most recent 5339 application. This application was originally for eight buses but was revised to five buses by Caltrans.

The board was reminded that the SGR Program funding, made available through SB1, is intended to maintain the transit system's assets in a state of good repair. The purchase of these buses is a critical step in ensuring the system remains reliable and efficient, reducing long-term maintenance costs, and improving rider experience.

Director Sabatier made a motion to approve the Project List for FY 2024/25 California State of Good Repair Program and Resolution No. 2024-25-01. The motion was seconded by Director Cremer and carried unanimously.

7. Annual Report

James presented metrics and financial updates for the past fiscal year. Ridership increased by 22%, leading to improved productivity with a nearly 18% rise in passengers per hour. Fixed-route services saw ridership growth between 14.9% and 58.7%, though Dial-A-Ride services continued to decline in both Clearlake and Lakeport. Financially, the cost per vehicle revenue hour increased by 5.9% due to contract rate increases, but the cost per passenger decreased by 10.3%, showing improved cost efficiency. Passenger fare revenue matched budget estimates. Route 2 showed significant improvement over the previous year. However, James noted that while operating costs and capital expenditures are rising, state and federal funding levels remain largely stagnant. This could lead to tighter budget conditions unless additional funding sources are identified. Local Transportation Fund (LTF) allocations are slightly higher than last year, while State Transit Assistance (STA) funds are slightly lower, resulting in a balance overall. Federal funds are expected to be marginally higher, though not significantly. James also mentioned that new SB 125 funds, included in the state's budget trailer bill, are expected to become available during the FY 24/25 fiscal year. However, the continued rise in operating and capital costs remains a concern, especially with funding levels remaining flat. Director Parlet noted the reduction in subsidies per passenger, even if the total subsidy amount has grown. He noted that this trend reflects the improved cost efficiency driven by rising ridership. Director Sabatier shared feedback about a family member successfully using the free college student bus pass and provided input regarding discrepancies in the route maps displayed on the transit app.

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

8. LTA Program Manager's Report

James reported that funding had been secured for five new buses, which are scheduled to be ordered for the next fiscal year. These buses will replace older vehicles in the fleet. James also discussed the recent delivery of seven new buses in the last quarter of the previous fiscal year. To make room for the new buses, seven old vehicles, which were no longer cost-effective to maintain, will be auctioned off. Once the necessary paperwork is processed by the FTA, the next round of bus purchases will begin, keeping the fleet upgrade process on track. The transit center project faced delays due to the complexity of integrating the hydrogen fueling infrastructure. The project has now been split into two phases: one focused on the transit center and the other on hydrogen fueling facilities. The transit center's design is expected to be complete next year, with construction anticipated to begin shortly thereafter.

Director Cremer raised a question about switching fuel types on the recent new buses. James explained that the agency plans to move away from diesel buses and opt for gas-powered vehicles due to regulatory requirements from the California Air Resources Board (CARB). There are fewer compliance challenges compared to diesel under the new regulations, making them a more practical choice for the fleet. James noted the importance of maintaining a steady cycle of bus replacements to keep operations running smoothly.

9. Paratransit Services' Report

Samuel Gaytan presented the Paratransit Services report, highlighting June and July's challenges and positive ridership trends. Passenger counts increased by 338 in June and 3,475 in July compared to last year. Operationally, five full-time drivers were out due to non-work-related injurie. However, leadership adjusted schedules and stepped in to drive, avoiding service disruptions.

All buses are operational, with one spare under repair. Summer heat caused AC issues, but proactive parts ordering minimized downtime. Three driver conduct complaints were investigated and found unsubstantiated, largely due to delays from construction on Highway 20. Additionally, three new drivers are set to begin training soon, easing staff shortages.

10. Lake Links Update

Laurie Fisher provided an update on the Pay-Your-Pal program, noting that since June, 26 new riders have enrolled. As of the end of June, the program had 85 riders, with a total of 19,028 miles paid out. Additionally, Ride Links currently has 17 riders actively enrolled. However, there are 21 individuals on the waiting list due to a shortage of available drivers. Laurie discussed potential strategies to recruit more drivers to accommodate the growing demand. The Director Cremer suggested that Lake Links could consider advertising on the exterior of buses as a method to attract additional drivers.

11. Announcements

ADJOURN

Chair Mattina adjourned the Lake Transit Authority meeting at 11:34 AM.

Respectfully Submitted,

DRAFT

Jesus Rodriguez-Garcia, Administrative Assistant

Lake Transit Authority 2024/25 Budget Amendment #1

REVENUE 2		202	23/24 Budget 2023/24 Actual 2024/25 Budg		24/25 Budget	Notes		
7401	Passenger Fares	\$	137,498.55	\$	132,640.09	\$	132,640.00	1
	Intercity Passenger Fares	\$	126,012.60	\$	130,672.25	\$	130,672.00	1
7402	Special Transit Fares	\$	10,973.80	\$	6,070.00	\$	10,973.80	2
7406	Auxilliary Transportation Revenues	\$	81,000.00	\$	76,287.02	\$	75,000.00	3
7407	Non-Transportation Revenue							
	APC Planning Work Program Reimbursement							
	Miscellaneous Revenue	\$	26,400.00	\$	26,400.00	\$	26,400.00	
7409	Local Cash Grants & Reimbursements							
	Local Transportation Fund	\$	977,181.00	\$	977,181.00	\$	1,021,686.00	4
	LTF Carryover (unearned revenue)							
7411	State Cash Grants & Reimbursements							
	State Transit Assistance	\$	868,546.00	\$	868,546.00	\$	829,858.00	5
	State of Good Repair	\$	113,247.00	\$	108,826.42	\$	124,152.00	3
	State of Good Repair Carryover	\$	209,407.00			\$	222,947.00	
	Low Carbon Trans.Oper. Program (LCTOP)							
	Solar Canopy - FYs 18-19 thru 21-22	\$	463,988.00	\$	-	\$	463,988.00	
	Two ZEVs (Paratransit) - FY 22-23	\$	173,882.00	\$	173,882.00	\$	173,882.00	
	Battery Storage System - FY 23-24	\$	-	\$	-	\$	185,971.00	
	Transit & Intercity Rail Capital Program (TIRCP)	\$	144,367.08	\$	-	\$	144,367.08	
7413	Federal Cash Grants & Reimbursements							
	Section 5310 - 2022	\$	375,000.00	\$	179,524.56	\$	114,959.85	6
	Section 5310 - 2024	\$	-	\$	-	\$	95,040.15	6
	Section 5311 Annual Apportionment	\$	538,964.00	\$	517,386.81	\$	560,168.00	
	Section 5311(f) Operating Assistance	\$	507,220.00	\$	469,546.64	\$	600,000.00	
	Section 5311(f) CARES Act Phase 2	\$	63,338.00	\$	63,337.74	\$	47,376.00	7
	Section 5311 CRRSAA	\$ 1	1,074,575.00		1,074,575.00	\$	1,074,575.00	7
	Section 5311 ARPA	\$	640,000.00	\$	640,000.00	\$	640,000.00	7
	Section 5311(f) ARPA	\$	208,681.00	\$	208,681.00	\$	208,681.00	7
	FTA 5339 Capital - Bus Replacement (2019)	\$	951,497.00	\$	-	\$	910,089.04	12
	FTA 5339 Capital - Bus Replacement (2022)	\$	-	\$	-	\$	731,024.00	
	TOTAL REVENUE	\$ 7	7,691,778.03	\$:	5,653,556.53	\$	8,524,449.92	

Lake Transit Authority 2024/25 Budget Amendment #1

OPERATING EXPENSE		20	23/24 Budget	20	23/24 Actual	202	24/25 Budget	Notes	
50.01	Oper. Exp.	Accounting Services	\$	6,000.00	\$	6,000.00	\$	6,000.00	
50.03	Oper. Exp.	Legal Services	\$	5,000.00	\$	692.64	\$	20,000.00	
50.04	Oper. Exp.	Management Contract -DBC	\$	-	\$	-	\$	-	8
50.04	Oper. Exp.	Management Consulting Contract - MWA	\$	8,314.00	\$	8,269.00	\$	26,790.00	9
50.05	Oper. Exp.	Operations Contract	\$:	2,166,102.61	\$	1,682,488.08	\$ 2	2,319,582.69	10
50.05	Oper. Exp.	Operations Contract - 5311(f) - Route 30	\$	459,268.35	\$	721,340.68	\$	526,078.19	10
50.05	Oper. Exp.		\$	405,740.60	\$	480,606.80	\$	464,800.60	10
51.05	Oper. Exp.	Operations Contract/Lake Links - 5310	\$	375,000.00	\$	177,391.99	\$	210,000.00	
50.10	Oper. Exp.	Printing	\$	12,000.00	\$	13,316.05	\$	12,000.00	
50.11	Oper. Exp.	Promotional Materials	\$	2,400.00	\$	9.65	\$	2,400.00	
50.20	Oper. Exp.	Advertising/Web Site Expenses	\$	5,000.00	\$	-	\$	5,000.00	
50.21	Oper. Exp.	Promotional Campaigns/Translation	\$	2,000.00	\$	-	\$	2,000.00	
50.22	Oper. Exp.	Fuel	\$	271,315.00	\$	256,415.18	\$	265,433.00	11
50.22	Oper. Exp.	Fuel - 5311(f) - Route 30	\$	148,148.00	\$	149,698.35	\$	155,128.00	11
50.22	Oper. Exp.	Fuel - 5311(f) - Route 40	\$	107,730.00	\$	109,331.97	\$	112,693.00	11
50.22	Oper. Exp.	Fuel - 5310	\$	-	\$	26,751.60	\$	-	
50.25	Oper. Exp.	Facility Maintenance	\$	25,000.00	\$	28,030.01	\$	40,000.00	
	Oper. Exp.	Rents & Leases - Repeater Sites	\$	8,500.00	\$	9,834.56	\$	10,000.00	
	Oper. Exp.	Utilities	\$	7,000.00	\$	7,861.37	\$	10,000.00	
	Oper. Exp.	Fleet Maintenance	\$	10,000.00	\$	40,953.87	\$	30,000.00	
	Oper. Exp.	Operating Funds Reserve	\$	1,504,697.40	\$		\$ ^	1,191,335.32	
		Total Operating Expense	\$	5,529,215.95	\$	3,718,991.80	\$ 5	5,409,240.80	
<u>CAPITAI</u>	L EXPENSE								
	Capital Exp	SGR - 21/22 Project(s) - Bus Replacement	\$	99,707.00	\$	99,707.02	\$	-	
	Capital Exp	SGR - 22/23 Project(s) - Transit Center	\$	109,700.00	\$	-	\$	109,700.00	
	Capital Exp	SGR - 23/24 Project(s) - Vehicle Replacement	\$	113,247.00	\$	-	\$	113,247.00	
		SGR - 24/25 Project(s) - Vehicle Replacement	\$	-	\$	-	\$	124,152.00	
		FTA 5339 Bus Replacement (2019)	\$	951,497.00	\$	910,089.04	\$	910,089.04	12
	Capital Exp	FTA 5339 Bus Replacement (2022)	\$	-	\$	<u>-</u>	\$	731,024.00	
	Capital Exp	LCTOP Solar Canopy FYs 18-19 thru 21-22	\$	463,988.00	\$	-	\$	463,988.00	
	Capital Exp	LCTOP Two ZEVs (Paratransit) 22-23	\$	173,882.00		-	\$	173,882.00	
		LCTOP Battery Storage System 23-24	\$	-	\$ \$	-	\$	185,971.00	
	Capital Exp	Transit & Intercity Rail Capital Program (TIRCP)	\$	144,367.08	\$	-	\$	144,367.08	
	Capital Exp	Software	\$	40,000.00	\$	37,024.44	\$	40,000.00	
	Capital Exp	Equipment	\$	12,000.00	\$	14,999.68	\$	64,615.00	
	Capital Exp	Reserve (for Capital projects)	\$	54,174.00	\$	61,267.68	\$	54,174.00	
		Total Capital Expense/Reserve	\$	2,162,562.08	\$	1,123,087.86	\$ 3	3,115,209.12	
		TOTAL EXPENDITURES	\$	7,691,778.03	\$	4,842,079.66	\$ 8	3,524,449.92	

Lake Transit Authority 2024/25 Budget Amendment #1

NOTES

1

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12

2	Includes Medi-Links fares
3	Based on current revenue (FY 23/24) from Helen & Company Advertising, Inc.
4	Estimate provided by Lake APC
5	Based on SCO Estimate dated 8/1/2024
6	The 5310 grant funds the NEMT program
7	These are reimbursed FTA COVID Relief funds. \$779,296.68 will be used for operations.
	The remaining \$1,191,335.32 will go into the operating reserve.
8	Administration Services for LTA are covered under Lake APC contract with DBC.
9	Based on FY 24/25 proposal for consulting services from Mark Wall
10	Based on current schedules and FY 24/25 Paratransit Services contract.

The decrease of approximately \$41,407.96 is due to costs coming in lower than expected

These funds were spent in FY 23/24 but will be reimbursed in FY 24/25.

Projected fare revenue is based on FY 23-24 data

24/25 projections based on FY 23/24 data plus 5%



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: September 1st, 2024

RE: Service Report August & September 2024

Rider ship Comparison

August 2024-22,537 August 2024-21,480 / +1057

September 2024-20,000 September 2023-19,194/ +806

Employee Training and Recruitment:

Out of the three candidates we had hired in the beginning of August only one has made it thru classroom training. They are currently in BTW training and are scheduled to take their drive skill test in the next couple of weeks.

We have hired on three more candidates. They are currently in classroom training with an estimate completion date the first week of October. One of the candidates is fully credentialed which is a huge bonus.

We have brought in Gary in once again to help with classroom training. With Gary here this has opened up the Leadership team to be able to focus on the day to day operations, assist in driving and any call outs that may occur.

Exceptions:

	Clearlake	Lakeport		
August	0	0		
September	0	0		

Vehicle Maintenance Status:

Our current vehicle inventory reflects:

- 7- Medium Cutaway vans
- 5-Large Cutaway Buses
- 13- Large Transit coaches

The 25 in-service vehicles have allowed us to place 3 vehicles into spare status.

Rider Incidents and Police Involvement Concerns

No police involvement concerns this month.

Paratransit Services Page 2 of 2

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	6	3	3
Early			
Late			
Missed Pickup			
Vehicle			
Ride length			
Miscellaneous			
Dispatch			

Summary:

Even with all the challenges we are facing our drivers and Leadership Team has pulled together and have risen to the top to provide excelled customer service to our community.

Our GOAL is to meet all of our passengers needs in our community. This is a GOAL my team and I take serious.



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

Mobility Report 9/30/24

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

Update 12 new riders enrolled in the program since last report of 8/07/2024.

PAY-YOUR-PAL UTILIZATION

<u>PERIOD</u>	<u>#</u> RIDERS	# ONE-WAY TRIPS	<u>TOTAL</u> <u>MILEAGE</u>	<u>TOTAL</u> REIMBURSEMENT
June 2024	85	1180	19,028 (Medical Miles: 10,680 Non-Medical Miles: 8,348)	\$7,611.20 (Medical Miles: \$4,272.00 Non-Medical Miles: \$3,339.20)
July 2024	77	1028	16,484 (Medical Miles: 9065 Non-Medical Miles: 7419)	\$6,593.60 (Medical Miles: \$3,626.00 Non-Medical Miles: \$2,967.60)
August 2024	90	1330	21.100 (Medical Miles: 11,733 Non-Medical Miles: 9,367)	\$8,440.00 (Medical Miles: \$4,693.20 Non-Medical Miles: \$3,746.80)

2). Ride Links - Volunteer Driver Program

- Currently have 7 volunteer drivers on-boarded that can accept ride assignments, but 3
 aren't active. 1 is new and has started taking ride assignments. I received 1 new
 application and have reached out to her to schedule an interview.
- Currently have 18 riders enrolled that can now request rides.

Ride Links Ridership for the last 6 months:

- o April 2024: 5 Rides scheduled (3 completed and 2 cancelled by rider).
- o May 2024: 10 Rides scheduled (8 completed & 2 cancelled by riders).
- o June 2024: 6 Rides scheduled (3 completed & 3 cancelled)
- July 2024: 5 Rides scheduled (3 completed & 2 cancelled)
- August 2024: 4 Rides scheduled (3 completed & 1 cancelled)
- September 2024: 5 Rides scheduled (3 completed & 2 no drivers available)
- Pre-screenings continue to be done by phone with potential riders to see if they qualify
 to apply for the program <u>once</u> we have more volunteers 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 23 people on our waiting list interested in enrolling in the
 program.
- The focus is on recruiting volunteer drivers before promoting the program. Some of our recruiting strategies tried have been speaking at local clubs & business associations, resource tables at local events and senior centers.

Public Notice Transit Service Reductions Public Hearing

Notice is hereby given that the Lake Transit Authority will hold a public hearing to seek comments from the public regarding the proposed transit service changes that will impact the fixed route service. The Transit System operated as Lake Transit proposes the following service changes:

Lake Transit Proposed Service Modifications and Reductions Effective November 18, 2024							
Route	Current Schedule	New Schedule					
Route 1 - Westbound	10:00 AM - 11:16AM	Discontinued					
Clearlake to Lakeport	11:00 AM - 12:16PM Monday - Friday	11:00 AM - 12:16PM Monday - Saturday					
	11:30 AM - 12:50 PM	Discontinued					
Route 1 - Eastbound Lakeport to Clearlake	12:30 PM - 1:50 PM Monday - Friday	12:30 PM - 1:50 PM Monday - Saturday					
	8:20 PM - 9:30 PM	Discontinued					
Route 2 - Northbound Middletown to Kit's Corner	6:35 AM - 7:13 AM Monday - Friday	Discontinued					
Route 4 - Westbound Clearlake to Lakeport	4:00 PM - 4:49 PM Monday - Friday	Discontinued					
Route 4 - Eastbound Lakeport to Clearlake	7:45 PM - 8:34 PM Monday - Friday	Discontinued					
Route 7 - Westbound Lakeport to Ukiah	5:00 PM - 6:14 PM Monday - Friday	Discontinued					
Route 7 - Eastbound Ukiah to Lakeport	6:30 PM - 7:44 PM Monday - Friday	Discontinued					
Route 10 - Clearlake Clearlake Park North Loop	5:10 AM - 5:48 AM Monday - Friday	Discontinued					
Route 11 - Clearlake The Avenues Loops	5:30 AM - 5:47 AM Monday - Friday	Discontinued					
Route 12- Clearlake Lower Lake South Loop	Entire Route Monday - Friday	Discontinued					

A public hearing will be held on November 13, 2024, at 9:00 AM at the Lake Transit Authority facility, 9240 Highway 53, Lower Lake, CA to discuss the changes and receive public comments. Written public comments on service reductions may also be submitted to Lake Transit Authority, 525 S. Main Street Ste. G, Ukiah, CA 95482 or by email to laketransit@pacific.net. Written public comments will be received until November 12, 2024.

For special accommodations/translation services, citizens can call (707) 263-7868 at least 48 hours in advance of the public hearing. Lake Transit Authority assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.