



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: November 13, 2024
TIME: 9:00 a.m.
PLACE: Lake Transit Authority
9240 Highway 53
Lakeport, California

Teleconference Location:

Lakeview Market
6084 East Highway 20, Lucerne, CA 95458

Audioconference

Dial-in number: 1 (669) 900-6833 / Meeting ID: 814 2672 2975# Passcode: 186360

***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 October 9, 2024 Meeting
Review and proposed approval

REGULAR CALENDAR

5. Public Hearing: Service Modifications and Reductions
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: November 7, 2024



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LAKE TRANSIT AUTHORITY

MEETING MINUTES

Wednesday, October 9, 2024

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

Present

Bruno Sabatier, Supervisor, County of Lake
Michael Green, Supervisor, County of Lake - Alternate
Russ Cremer, City Council, City of Clearlake
Russell Perdock, Council Member, City of Clearlake
Stacey Mattina, City Council Member, City of Lakeport
Kenneth Parlet, Council Member, City of Lakeport

Absent

Also Present

Lisa Davey-Bates, Executive Director – Lake Transit Authority
James Sookne, Program Manager – Lake Transit Authority
Charlene Parker, Admin. Staff – Lake Transit Authority
John Speka, Planning Staff – Lake APC
Samuel Gaytan – Paratransit Services

1. Call Meeting to Order

Chair Mattina called the meeting to order at 10:43 a.m.

2. Roll Call

Charlene Parker called roll. Members present: Sabatier, Green (Alternate for 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

None.

CONSENT CALENDAR

4. Approval of Minutes of the August 14, 2024 Meeting

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

REGULAR CALENDAR

5. Fiscal Year 2024/25 Budget Amendment No. 1

James stated that Amendment No. 1 to the FY 24/25 Budget was similar to the Final, which was previously adopted in June, with a few differences. The State Transit Assistance funding saw a slight decrease and the State of Good Repair saw a slight increase, for a net decrease of \$2,216. The amount of 5311(f) funding, which is used to partially fund LTA's intercity routes to Ukiah and Calistoga, decreased from \$624,826 to \$600,000. This is due to the \$300,000 limit per project imposed by Caltrans. Another notable difference is the line item called "LTF reimbursed by federal COVID relief funds" has been deleted. The funds that were identified in that line have been moved to their respective COVID relief funding sources. Additionally, the amounts allocated for facility maintenance, fleet maintenance, and rents and leases were increased due to cost increases and the aging of maintenance and operations facility.

Lisa mentioned that the approximately \$779,000 in reimbursed COVID relief funds that will be used to balance the budget is a large portion of LTA's reserve funds and they won't last long at that rate. Staff is currently looking at ways to reduce costs, including the upcoming proposed service reductions, to ensure financial sustainability of the transit system.

Director Sabatier made a motion to approve Amendment No. 1 to the FY 2024/25 Budget. The motion was seconded by Director Perdock and carried unanimously.

REPORTS

6. LTA Program Manager's Report

James mentioned that there would be a public hearing for proposed service reductions at the November Board meeting. These proposed cuts include eliminating the following: Route 12, which serves Clearlake and Lower Lake; one mid-morning loop of the Route 1 along the north shore of the lake between Clearlake and Lakeport; the 6:35AM northbound Route 2 between Middletown and Kit's Corner; the last intercity run from Clearlake to Ukiah, which leaves Clearlake at 4:00PM, arrives in Ukiah at 6:14PM, and returns to Clearlake at 8:34PM; and the very first runs of Routes 10 and 11.

Route 12 has been suspended for over a year and every stop on it is either served by Route 10 or Route 11. The last intercity run between Clearlake and Ukiah has very low ridership and is a good candidate to cut that will help reduce costs with minimal impact on the system. The 6:35AM northbound Route 2 has been suspended since the pandemic and had very little, if any, ridership prior to that. Route 1, which connects Clearlake and Lakeport along the north shore of the lake, is the single most expensive route to operate due to its length and frequency. As a result, staff looked at this route to determine which, if any, runs could be cut to help reduce operating costs.

Director Green asked for clarification on LTA's public noticing practices, stating that he would like to see more than the minimum requirement of publishing in the local newspaper. Staff stated that the notice would also appear on the buses, at bus shelters, on LTA's website, and on social media.

7. Paratransit Services' Report

Samuel Gaytan presented the Paratransit Services report, highlighting August and September ridership data. There were 22,537 in August, an increase of 1,057 over August 2023, and 20,000 in September, 806 more than the previous year. Samuel stated that Paratransit Services has hired three new drivers, two of which are waiting to get their permit and the other is doing behind-the-wheel training. Paratransit Services held a site-wide safety meeting on September 22. At the meeting, management discussed the company's customer-oriented vision and desire to serve the community, not just the passengers but the community as a whole.

8. Lake Links Update

Lisa stated that Laurie was unable to attend the meeting today but did provide an update in a staff report.

9. Announcements

Lisa stated that staff has been working with The LeFlore Group, who will be the project manager for the design and construction of the new transit hub in Clearlake, and that an RFP for design is forthcoming.

INFORMATION

10. Public Notice – Transit Service Reductions

ADJOURN

Chair Mattina adjourned the Lake Transit Authority meeting at 11:10 AM.

Respectfully Submitted,

DRAFT

James Sookne,
Program Manager



LAKE TRANSIT AUTHORITY STAFF REPORT

TITLE: Public Hearing: Service Modifications and Reductions **DATE PREPARED:** November 7, 2024

MEETING DATE: November 13, 2024

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:

Due to various factors, the costs to operate and maintain a public transit system continue to rise, and Lake Transit Authority is no exception. As noted at previous meetings, LTA had to use almost \$800,000 in reserve funds to balance the FY 24/25 Budget. As this year's budget was being developed, staff brought the "fiscal cliff" issue to the Board. After some discussion, the Board gave direction to staff to analyze the existing system to see where changes could be made to help reduce costs and make the system financially sustainable.

Staff worked with the operations contractor to come up with proposed changes that would have the least impact on the community and the system. We looked at ridership as well as ways to adjust routes to reduce the number of buses needed to run service. The proposed changes in the attached Public Notice are the initial changes that staff are proposing to the system. They amount to an 11.9% reduction in service hours to the fixed route service, which is approximately a 10.6% reduction to the system as a whole. This will amount to an estimated savings of \$167,500 costs for revenue hours, based on the current rate. There will be additional savings in reduced fuel and insurance costs.

Staff is also looking at a couple options for changes to service in Lakeport, but has not yet determined which option will have the least impact on the community. Once that is determined, they will be brought before the Board.

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

ACTION REQUIRED:

1. Make a finding that proper notice of meeting has been provided (30-day notice published in the Record Bee 10/12/2024).
2. Receive staff report.
3. Open public hearing.
4. Receive public comment.
5. Close public hearing.
6. Determine whether or not to move forward with the proposed service changes.

ALTERNATIVES: None identified.

RECOMMENDATION: Staff recommends that the public hearing take place to allow testimony and that the LTA Board determine whether or not to move forward with the proposed service changes.

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 Clearlake to Lakeport	10:00 AM - 11:16AM	Discontinued
	11:00 AM - 12:16PM Monday - Friday	11:00 AM - 12:16PM Monday - Saturday
Route 1 - Eastbound Lakeport to Clearlake	11:30 AM - 12:50 PM	Discontinued
	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.

Lake County Publishing
Lake County Record-Bee
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(707) 263-5636
advertising@record-bee.com

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Account Number: 3838252

Ad Order Number: 0006858010

Customer's Reference Ordered by Charlene Parker on 10/9/2024
/ PO Number:

Publication: Lake County Record-Bee

Publication Dates: 10/12/2024, 10/16/2024

Amount: \$176.97

Payment Amount: \$176.97 *Payment Method:* Credit Card

Invoice Text: **Public Notice
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<https://laketransit.org/>.

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**Affidavit of Publication
STATE OF CALIFORNIA
County of Lake**

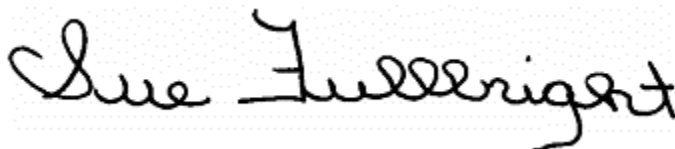
I, Sue Fullbright, being first duly sworn, depose and say: That at and during all the dates and times herein mentioned I was, and now am the legal clerk of the Lake County Record-Bee, a newspaper published for the dissemination of local or telegraphic news and intelligence of a general character, having a bona fide subscription list of paying subscribers, and which is, and has been, established, printed and published at regular intervals, to-wit: Daily (except Sunday and Monday) in the City of Lakeport, County and State aforesaid, for more than one year preceding the date of the publication below mentioned, a newspaper of general circulation, as that term is defined by Section 6,000 et al, of the Government Code of the State of California, and is not and was not during any said times, a newspaper devoted to the interests or denomination, or for any members of such classes, professions, trades, callings, races or denominations.

That at, and during all of said dates and times herein mentioned, affiant had and now has knowledge and charge of all notes and advertisements appearing in said newspaper; that the notice of which the annexed is printed copy, was published each week in the regular and entire issue of one or more number of the said newspaper during the period and times of publication thereof, to-wit:

For 2 issues published therein on the following dates, viz: 10/12/2024, 10/16/2024;

that said notice was published in said newspaper proper and not in a supplement; that said notice, as so published, was set in type not smaller than nonpareil, and was preceded with words printed in black face type not smaller than nonpareil, describing and expressing in general terms the purport and character of said notice, as fully appears from the exact copy of said notice, which is hereto annexed as aforesaid.

Executed this 16th day of October, 2024 at Lakeport, California. I hereby declare under penalty of perjury that I have read the foregoing and that it is true and correct.



Sue Fullbright, Legal Clerk

Legal No. **0006858010**

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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: November 1st, 2024
RE: Service Report October 2024

<u>Rider ship</u>	<u>Comparison</u>
October 2023-20,322	October 2024-21,801 / +1479

Employee Training and Recruitment:

The three candidates we had hired in the beginning of August are now driving on their own covering routes.

We have hired one more candidate who is currently in classroom training. This candidate is fully credentialed and should be on his own in a couple of weeks.

We have three candidates starting the Job Offer Contingency process on Nov 4th, 2024.

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.

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	2		1		1
Early					
Late					
Missed Pickup	1		1		
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 excellent 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 11/01/24

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

- **Update**
25 new riders enrolled in the program since last report of 9/30/2024.

PAY-YOUR-PAL UTILIZATION

<u>PERIOD</u>	<u># RIDERS</u>	<u># ONE-WAY TRIPS</u>	<u>TOTAL MILEAGE</u>	<u>TOTAL REIMBURSEMENT</u>
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)
September 2024	81	1,167	17,817 (Medical Miles: 9,649 Non-Medical Miles: 8,168)	\$7,126.80 (Medical Miles: \$3,859.60 Non-Medical Miles: \$3,267.20)

2). Ride Links - Volunteer Driver Program

- Currently, we have 7 volunteer drivers on board that can accept ride assignments, but 2 aren't active. 1 is new and has started taking ride assignments.
- Currently, we have 18 riders enrolled that can now request rides.
- Currently, 2 volunteer drivers are willing to take clients to medical appointments outside

of the County.

- **Ride Links Ridership for the last 6 months:**
 - **May 2024:** 10 Rides scheduled (8 completed & 2 cancelled by riders).
 - **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)
 - **October 2024:** 6 Rides scheduled, and all were 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 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 25 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.

- **Next Volunteer Driver Training is scheduled for Friday, Dec. 6th from 9 am – Noon.**