



# 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: February 12, 2025  
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: 835 7720 5817# Passcode: 672773**

**\*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
3. Election of Officers – Chair and Vice-Chair

## PUBLIC EXPRESSION

4. 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

5. Approval of Minutes of December 11, 2024 Meeting  
*Review and proposed approval*

## REGULAR CALENDAR

6. Advertising Program Update  
*Review and proposed approval*
7. Fiscal Year 2024/25 Budget Amendment No. 3  
*Review and proposed approval*

## REPORTS

8. LTA Program Manager's Report
9. Paratransit Services' Report
10. Lake Links Update
11. 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: February 6, 2025



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Election of Officers

**DATE PREPARED:** February 3, 2025

**MEETING DATE:** February 12, 2025

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

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**BACKGROUND:**

There are no set terms for members to serve on the Lake Transit Authority Board of Directors. Historically, both the city councils and the Board of Supervisors make two appointments annually from their respective boards to serve as members of the Lake Transit Authority. During the first meeting of each year, the LTA members nominate and approve members to serve as Chair and Vice-Chair of the Lake Transit Authority.

The Board of Supervisors also makes the appointments for the two Member at Large positions. Those seats are appointed every other year, or when a vacancy occurs. The Board of Supervisors also appoints an alternate Member at Large in the event that one of the other members is unable to attend. Unfortunately, a vacancy still exists for the Member at Large position.

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**ACTION REQUIRED:**

1. Hear all nominations of the office of Chair. A second is not required to nominate.
2. Discuss any questions. Move, second and vote to close nominations.
3. If multiple nominations are made, move, second and vote on each nomination until a motion carries.
4. Repeat process for the office of Vice-Chair.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** I recommend the LTA Board of Directors make the above-mentioned appointments to the Lake Transit Authority. Once elections are made, the newly elected Chair presides over the meeting.



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## LAKE TRANSIT AUTHORITY

### MEETING MINUTES

Wednesday, December 11, 2024

**Location:** City of Lakeport – Council Chambers  
225 Park Street  
Lakeport, California

#### 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  
Alexis Pedrotti, Project Manager – Lake Transit Authority  
Charlene Parker, Admin. Staff – Lake Transit Authority  
Samuel Gaytan – Paratransit Services  
Danny Wind, Pedestrian and Bicycle Advisory Committee Member

#### Attending via Zoom

John Speka, Planning Staff – Lake APC  
Jaclyn Christian – Lake APC  
Blake Batten – Caltrans  
Saskia Rymer-Burnett – Caltrans

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### 1. Call Meeting to Order

Chair Mattina called the meeting to order at 10:31 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 November 13, 2024 Meeting

### 5. Approval of the Draft LTA Meeting Calendar

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

## REGULAR CALENDAR

### 6. 2024/25 First Quarter Statistics and Financial Status Report

James stated that during the first quarter, administrative staff worked with the operations contractor to suspend some service to help alleviate a driver-shortage issue. System ridership was up approximately 9 percent for the first quarter and revenue hours were down roughly 1.6 percent, which led to an increase in passengers per hour of 11 percent. Looking at the system on a route-by-route basis, about half the routes experienced an increase in ridership while the other half saw a decrease. This was the same for passengers per hour. The cost of fuel decreased by approximately 11 percent year-over-year. The cost for the operations contract increased about 13 percent due to an increase in various factors such as wages and vehicle insurance.

Director Sabatier asked where the operations contractor purchases fuel for the vehicles. James stated that most of the time the vehicles are fueled at Redwood Coast Fuels just south of Lower Lake. If that isn't available, the buses will get fuel at the Chevron which is also part of the Commercial Fueling Network (CFN) cards. Director Sabatier followed up by asking if the price that is paid is variable and just reduced because there is a contract. James stated that there isn't a fuel contract but LTA doesn't have to pay the excise tax on diesel. Director Sabatier mentioned the possibility of either purchasing fuel in bulk and storing it on-site or working with the local tribes, since they don't have to pay taxes on fuel, as ways to save money and mitigate the volatility of fuel prices. James stated that looking into working with the tribes would be an option, but advised against installing petroleum fueling infrastructure on-site, especially since the conversion to zero emission vehicles is coming up.

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

**7. Resolution #2024-25-02 Approving Paratransit Services Drug and Alcohol Policy**

James stated that in 2022, the Board adopted Paratransit Services Drug and Alcohol Policy. Since they are the operations contractor, it is easier to adopt their policy instead of developing our own and having them fit into it. A couple of months ago, staff received an email from Caltrans stating that LTA's policy needed to be updated. Following the email, Paratransit Services updated their policy so that the sites they operate in California would be compliant. James stated that all of the changes were quite small, and a summary was attached behind the new policy.

*Director Cremer made a motion to approve Resolution 24-25-02 approving Paratransit Services Drug and Alcohol policy. The motion was seconded by Director Sabatier. Roll call: Ayes – Parlet, Mattina, Sabatier, Cremer; Simon; Nays –; Abstain –; Absent –*

**8. Fiscal Year 2024/25 Budget Amendment No. 2**

James stated that Budget Amendment No. 2 looks very similar to the previously approved budget. The only difference is the \$3.9M of SB 125 funds that LTA received in late October. Of this total, \$2.5M is allocated towards the transit center and the remaining amount is allocated towards the hydrogen fueling infrastructure and buses.

*Director Cremer made a motion to approve Fiscal Year 24/25 Budget Amendment No. 2. The motion was seconded by Director Simon. Roll call: Ayes – Parlet, Mattina, Sabatier, Cremer, Simon; Nays –; Abstain –; Absent –*

**9. Extension of the Free College Fare Program**

James stated that in June, the Board had approved a six-month extension to the program. In that time, operations staff have collected data that will allow him to determine a percentage of users that attend Mendocino College versus those that attend Woodland College. From there, he will be able to work with each college on a long-term funding plan. James stated that he isn't asking for an extension to the MOUs but rather direction from the Board to continue to allow the students to ride for free until the end of June 2025.

*Director Sabatier made a motion to approve the extension of the free college fare program and direct staff to work with the colleges to draft new MOUs for a permanent funding solution. The motion was seconded by Director Cremer. Roll call: Ayes – Parlet, Mattina, Sabatier, Cremer, Simon; Nays –; Abstain –; Absent –*

**REPORTS**

**10. LTA Program Manager's Report**

James gave an update on the design of the transit center. He and Lisa have a meeting with The LeFlore Group, who are developing the design RFP. Director Sabatier asked if the project would be shovel-ready in 2025 or 2026. James said 2026 would be a more likely timeline.

**11. Paratransit Services' Report**

Sam Gaytan gave a quick overview of November's ridership data. In 2023, the system provided 18,074 but only 16,943 in 2024, a decrease of 1,129. He believes the dip in ridership can be attributed to a week-long period where there was a lot of rain and the Thanksgiving holiday. He estimated that during that week, ridership dropped by about 75 percent.

He gave a quick update on hiring and recruitment. At the previous meeting, he had reported that Paratransit Services had hired three new candidates. They have completed their classroom training, are almost finished with their behind-the-wheel training, and should be ready to test next week. This past week, the two drivers who were out on FMLA reached out and let him know that they'll be returning soon. The status of the fleet is holding steady; although one vehicle had a major malfunction and is no longer in service. There were two complaints; one of which was unfounded. The other was found to be true and management dealt with it appropriately. There was one compliment. One passenger called in and wrote a letter telling Paratransit Services how good Terry was as a driver.

Director Parlet mentioned that when he passes the buses on Highway 20, the drivers seem so friendly and are very professional and the passengers are always happy to see them.

## **12. Lake Links Update**

Charlene stated that Laurie wasn't able to attend the meeting but wrote a staff report which can be found in the packet.

## **13. Announcements**

James mentioned that he and Lisa are working with Mark Wall on the new Request for Proposals for operations and maintenance services. They're hoping to have the RFP out in January.

Bruno stated that he had a conversation with staff from the California Air Resources Board (CARB) at a recent conference. He told them that Lake County often is overlooked for grant funding due to having clean air. Based on his conversation with them, he's worried about how LTA will be able to fund the CARB-mandated conversion to zero emission vehicles.

## **ADJOURN**

Chair Mattina adjourned the Lake Transit Authority meeting at 10:54 AM.

Respectfully Submitted,

DRAFT

James Sookne,  
Program Manager



## LAKE TRANSIT AUTHORITY STAFF REPORT

**TITLE:** Advertising Program Update

**DATE PREPARED:** February 4, 2025

**MEETING DATE:** February 12, 2025

**SUBMITTED BY:** James Sookne, Program Manager

**BACKGROUND:**

At the December 2018 Lake Transit Authority (LTA) Board meeting, the Board directed staff to release a Request for Proposals (RFP) for Exterior Advertising Services on the buses. In March 2019, LTA entered into an agreement with Helen & Company Advertising, Inc., formerly Helen Foraker Advertising. The original agreement expired on June 30, 2023, and provided for up to three two-year option terms. In April 2023, the Board approved Extension No. 1, exercising the first two-year option term, which is set to expire on June 30, 2025.

The following shows the last five fiscal years of advertising revenues. Revenues for FY 24/25 are on pace to exceed \$80,000.

	Fiscal Year				
	19/20	20/21	21/22	22/23	23/24
Ad Revenues	\$60,986.00	\$57,446.00	\$101,097.00	\$80,787.29	\$68,079.70

The original proposal stated a potential annual revenue stream of \$103,410. This was assuming that every spot (back, driver side, and passenger side) was filled on each bus and that every bus was in service. Currently, all back spots are full and there is a waiting list of clients for that space; and there are 9 passenger sides and 18 driver sides available. The contractor is working to fill these spots, but most clients want to advertise on the backs and are waiting for those spaces. Revenues have also been impacted by fleet availability and the pandemic.

To date, the relationship between Helen & Company Advertising, Inc. and LTA staff has been great. The contractor is very responsive, and payments have always been made in a timely manner. Contract oversight is very minimal, and this contract provides for a very flexible, albeit small, source of revenue for LTA.

Staff is seeking direction from the Board on how to proceed with the exterior advertising program. Below are three potential options for moving forward:

1. Exercise the second two-year option period with Helen & Company Advertising, Inc. Staff will then bring Extension No. 2 before the Board at a future meeting.
2. Have staff develop a new Request for Proposals. At this time, there should be enough time to complete the process prior to the end of the current contract.
3. The Board could choose to discontinue the program.

Additionally, staff as has attached the existing LTA Advertising Policy for review and possible modification. The current policy was adopted by the Board on March 9, 2005.



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

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**ACTION REQUIRED:** Provide direction to staff on how to proceed with LTA's advertising program and whether or not to modify the existing advertising policy.

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**ALTERNATIVES:** N/A

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**RECOMMENDATION:** Provide direction to staff on whether to (1) exercise the second two-year option term with Helen & Company Advertising, Inc.; (2) develop and distribute a new Request for Proposals for Exterior Advertising Services; or (3) discontinue the exterior advertising program. Additionally, provide direction to staff regarding modifications to the existing advertising policy.

**RESOLUTION NO. 2004-05-02**

**LAKE TRANSIT AUTHORITY ADVERTISING POLICY**

**WHEREAS**, the Transportation Joint Powers Agreement, which created Lake Transit Authority (LTA), empowered LTA to raise revenues for the operation of a public transportation system.

**WHEREAS**, LTA adopted an advertising policy on January 10, 2001 authorizing the sale of advertising space on the interior of LTA transit vehicles; and,

**WHEREAS**, the LTA Board of Directors now desires to revise the advertising policy to authorize advertising on both the interior and exterior of LTA buses; and,

**WHEREAS**, LTA desires to make it clear that the advertising space on the exterior and interior of LTA buses is intended to be considered a non-public fora; and,

**WHEREAS**, the LTA does not wish to allow the advertising space on the exterior and interior of its buses to be a place for general discourse; and,

**WHEREAS**, in order to maintain a position of neutrality on political, religious, and other non-commercial issues, and to prevent a reduction in income earned for selling advertising space by commercial advertisers; and so as to protect and increase revenue from advertisers, transit users, and other sources;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The above recitals are true and correct and incorporated herein as if set forth in full.
2. The Transit Manager, or his designee, shall reject advertising that does not comply with the standards set forth in paragraphs 3 and 4.
3. The subject matter of all on-bus advertising shall be limited to speech which proposes solely a commercial transaction. The advertisements must contain only expressions related to the economic interest of the advertiser and its audience. Non-commercial advertisements that add an offer to purchase an item containing a non-commercial message are not permitted pursuant to this policy.
4. The following standards for advertising on the exterior or interior of buses is hereby adopted and advertising copy may not be displayed which:
  - a. Is false, misleading, libelous, defamatory, or deceptive;
  - b. Is obscene as defined under California Penal Code Section 311;

- c. Promotes tobacco or alcohol products;
  - d. Presents political, religious, or other non-commercial expression;
  - e. Advocates imminent lawlessness or violent action;
  - f. Promotes a commercial transaction that is expressly prohibited by federal, state, or local law;
  - g. Infringes on any copyright, trade or service mark, title or slogan.
5. Any person, firm, or corporation who believes that he, she, or it is aggrieved by the failure or refusal of advertising material to be placed on any Lake Transit Authority vehicle shall have the right to appeal such refusal to the Executive Director. Such decision shall be final and binding upon all parties. In determining whether the ads or proposed ads comply with this policy, the Executive Director shall make his determination based upon commonly used and understood English language definitions and inferences which can be drawn from the material in question.
6. This Resolution shall take effect immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the Board of Directors of the Lake Transit Authority on the 9<sup>th</sup> day of March 2005, by the following polled vote:

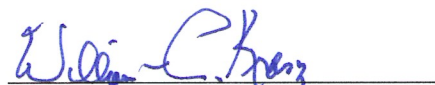
**AYES:** Brown, Smith, Malley, Thein

**NOES:** Rushing, T-Holstine

**ABSTAIN:** No One

  
AARON T-HOLSTINE, CHAIRMAN

ATTEST:

  
WILLIAM C. KRANZ  
EXECUTIVE DIRECTOR



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** 2024-25 Budget – Amendment 3

**DATE PREPARED:** February 4, 2025

**MEETING DATE:** February 12, 2025

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**SUBMITTED BY:** James Sookne, Program Manager

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**BACKGROUND:**

Following the approval of the Final Budget each June, it is quite common for amendments to be made to the LTA Budget in the months that follow. This typically involves incorporating outstanding claims that have yet to be processed, along with other adjustments that were not included prior to the fiscal year's end and may also involve the addition of new funding.

The third amendment is making two minor changes to the previously adopted second amendment. It adds \$84,159 of SB 125 funds to the FY 2024-25 Budget. These funds were programmed by the Lake APC Board in December 2023 towards the Lake APC's administration of the SB 125 program. These funds should have originally been sent to the Lake APC, but were accidentally included in LTA's check from the state. It also reduces the contract between LTA and Mark Wall. The amount in the previous budgets was based on his initial proposal of \$26,790, but was then reduced to \$24,997.

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

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**ACTION REQUIRED:** Approval of Amendment 3 to the FY 2024-25 LTA Budget, incorporating the previously programmed SB 125 funds.

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**ALTERNATIVES:** Do not approve the amended LTA Budget and provide alternative suggestions.

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**RECOMMENDATION:** Staff recommends approval of Amendment 3 to the FY 2024-25 LTA Budget incorporating the previously programmed SB 125 funds.

**Lake Transit Authority**  
**2024/25 Budget**  
**Amendment #3**

<b>REVENUE</b>		<b>2023/24 Budget</b>	<b>2023/24 Actual</b>	<b>2024/25 Budget</b>	<b>Notes</b>
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	
	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	
	SB 125				
	TIRCP - Transit Center	\$ -	\$ -	\$ 2,492,944.00	
	TIRCP - H2 Buses & Fueling Infrastructure	\$ -	\$ -	\$ 1,129,407.00	
	ZETCP - H2 Buses & Fueling Infrastructure	\$ -	\$ -	\$ 370,593.00	
	TIRCP - Lake APC Administration	\$ -	\$ -	\$ 84,159.00	
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	\$ 1,074,575.00	\$ 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	
<b>TOTAL REVENUE</b>		<b>\$ 7,691,778.03</b>	<b>\$ 5,653,556.53</b>	<b>\$ 12,601,552.92</b>	

**Lake Transit Authority**  
**2024/25 Budget**  
**Amendment #3**

<b>OPERATING EXPENSE</b>			<u>2023/24 Budget</u>	<u>2023/24 Actual</u>	<u>2024/25 Budget</u>	<u>Notes</u>
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	\$ 24,997.00	9
50.05	Oper. Exp.	Operations Contract	\$ 2,166,102.61	\$ 1,682,488.08	\$ 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.	Operations Contract - 5311(f) - Route 40	\$ 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	\$ -	\$ 1,193,128.32	
		<b>Total Operating Expense</b>	<b>\$ 5,529,215.95</b>	<b>\$ 3,718,991.80</b>	<b>\$ 5,409,240.80</b>	

**Lake Transit Authority**  
**2024/25 Budget**  
**Amendment #3**

**CAPITAL 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	
Capital Exp	SGR - 24/25 Project(s) - Vehicle Replacement	\$ -	\$ -	\$ 124,152.00	
Capital Exp	FTA 5339 Bus Replacement (2019)	\$ 951,497.00	\$ 910,089.04	\$ 910,089.04	12
Capital Exp	FTA 5339 Bus Replacement (2022)	\$ -	\$ -	\$ 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	
Capital Exp	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	SB 125 - TIRCP - Transit Center	\$ -	\$ -	\$ 2,492,944.00	
Capital Exp	SB 125 - TIRCP - H2 Buses & Fueling Infrastructure	\$ -	\$ -	\$ 1,129,407.00	
Capital Exp	SB 125 - ZETCP - H2 Buses & Fueling Infrastructure	\$ -	\$ -	\$ 370,593.00	
Capital Exp	SB 125 - TIRCP - Lake APC Administration	\$ -	\$ -	\$ 84,159.00	
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	<u>\$ 2,162,562.08</u>	<u>\$ 1,123,087.86</u>	<u>\$ 7,192,312.12</u>	
	TOTAL EXPENDITURES	<u>\$ 7,691,778.03</u>	<u>\$ 4,842,079.66</u>	<u>\$ 12,601,552.92</u>	

**Lake Transit Authority**  
**2024/25 Budget**  
**Amendment #3**

**NOTES**

- 1 Projected fare revenue is based on FY 23-24 data
- 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.
- 11 24/25 projections based on FY 23/24 data plus 5%
- 12 These funds were spent in FY 23/24 but will be reimbursed in FY 24/25.  
The decrease of approximately \$41,407.96 is due to costs coming in lower than expected.





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Tel: 707-994-3384 Fax: 707-994-3387

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TO: Lake Transit Authority Board of Directors  
FROM: Samuel Gaytan, Project Manager  
DATE: February 1<sup>st</sup>, 2025  
RE: Service Report December 2024 & January 2025

<u>Rider ship</u>	<u>Comparison</u>
December 2023-16,606	December 2024-18,963 / +2,357
January 2024-17,528	January 2025-20,426 / +2898

Employee Training and Recruitment:

Candidates that were hired at the end of 2024, are now all fully licensed and on their own driving routes. Our Trainers ended 2024 with all of our required training completed and current for all of our staff.

Exceptions:

	<u>Clearlake</u>	<u>Lakeport</u>
November	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.

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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				2
Early					
Late					
Missed Pickup					
Vehicle					
Ride length					
Miscellaneous					
Dispatch					

Summary:

Our GOAL is to continue where we left off in 2024, striving to meet our Communities needs.



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

## Mobility Report 2/03/25

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

- **Update**  
**27 new riders enrolled in the program since last report dated 12/02/2024.**

#### PAY-YOUR-PAL UTILIZATION

<u>PERIOD</u>	<u># RIDERS</u>	<u># ONE-WAY TRIPS</u>	<u>TOTAL MILEAGE</u>	<u>TOTAL REIMBURSEMENT</u>
October 2024	85	1,352	20,583 (Medical Miles: 11,025 Medical Hardship Miles: 672 Non-Medical Miles: 8,886)	\$8,233.20 (Medical Miles: \$4,410.00 Medical Hardship Miles: \$268.80 Non-Medical Miles: \$3,554.40)
November 2024 (Holiday Promotional Period: increased mileage rate from .40 to .50 per mile and increase max. mileage from 300 to 400 per month)	88	1,483	23,018 (Medical Miles: 10,925 Medical Hardship Miles: 1,012 Non-Medical Miles: 11,081)	\$11,509.00 (Medical Miles: \$5,462.50 Medical Hardship Miles: \$506.00 Non-Medical Miles: \$5,540.50)
December 2024 (Holiday Promotional Period)	98	1622	25,325 (Medical Miles: 12,151 Medical Hardship Miles: 1,116 Non-Medical Miles: 12,058)	\$12,662.50 (Medical Miles: \$6,075.50 Medical Hardship Miles: \$558.00 Non-Medical Miles: \$6,029.00)

## 2). Ride Links - Volunteer Driver Program

- Currently, we have 8 volunteer drivers on board that can accept ride assignments, but 2 aren't active.
  - Currently, we have 21 riders enrolled that can now request rides.
  - Currently, 1 volunteer driver is willing to take clients to medical appointments outside of the County on occasion.
- 
- **Ride Links Ridership for the last 6 months:**
    - **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.
    - **November 2024:** 7 Rides scheduled (6 completed & 1 no driver available)
    - **December 2024:** 8 Rides scheduled (5 completed & 3 cancelled)
    - **January 2025:** 5 Rides scheduled (4 completed & 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 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 28 people on our waiting list interested in enrolling in the program.
  - There's still a need for more volunteer drivers. We're sending out information on volunteering to the 200+ drivers that support the participants of the Pay-Your-Pal program.