



Lake Transit Authority

Lisa Davey-Bates, Executive Director

Administration
525 South Main Street, Ste. G
Ukiah, CA 95482
(707) 263-7868

Operations
P.O. Box 698
Lower Lake, CA 95457
(707) 994-3384

DATE: December 10, 2025
TIME: 9:30 a.m. (or as soon thereafter as the Lake Area Planning Council Meeting Adjourns)
PLACE: City of Lakeport - Council Chambers
225 Park Street
Lakeport, California

Audioconference

Dial-in number: 1 (669) 900-6833 / Meeting ID: 853 3195 2448# Passcode: 181327

***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 November 12, 2025 Meeting
Review and proposed approval
5. Approval of the Draft LTA Meeting Calendar
Review and proposed approval

REGULAR CALENDAR

6. Operations and Maintenance – Amendment No. 1 to the Agreement with Transportation Concepts
(to be continued until February 2026)
Review and proposed approval

REPORTS

7. LTA Program Manager's Report – *Verbal Report*
8. Transit Planning Update – *Verbal Report*
9. Transportation Concepts Update
10. Lake Links Update
11. Announcements

INFORMATION

12. Transit Center Conceptual Layout

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 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: December 4, 2025



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LAKE TRANSIT AUTHORITY

MEETING MINUTES

Wednesday, November 12, 2025

Location: Lake Transit Authority
9240 Highway 53
Lower Lake, California

Present

Bruno Sabatier, Supervisor, County of Lake
Brad Rasmussen, County of Lake
Russ Cremer, City Council, City of Clearlake
Dirk Slooten, City of Clearlake
Stacey Mattina, City Council Member, City of Lakeport
Kenny Parlet, City Council Member, City of Lakeport
Danny Wind, Member-at-Large

Also Present

Lisa Davey-Bates, Executive Director – Lake Transit Authority
James Sookne, Program Manager – Lake Transit Authority
Charlene Parker, Admin. Staff – Lake Transit Authority
Samuel Gaytan – Transportation Concepts
Michael Villa, Planning Staff – Lake APC
Laurie Fisher – Lake Links
Tammy Bender – Lake Links

Attending via Zoom

Alexis Pedrotti, Project Manager – Lake Transit Authority
Hector Ortega, Project Analyst – Lake Transit Authority
Brett Baum – Transportation Concepts
Saskia Rymer-Burnett – Caltrans

1. **Call Meeting to Order**

Chair Mattina called the meeting to order at 10:46 a.m.

2. **Roll Call**

Charlene Parker called roll. Members present: Sabatier, Rasmussen, Cremer, Slooten, Mattina, Parlet, Wind

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 September 10, 2025 Meeting**

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

REGULAR CALENDAR

- 5. Operations and Maintenance – Amendment No. 1 to the Agreement with Transportation Concepts**

Chair Mattina stated that this item was being pulled and moved to the December meeting.

Director Cremer made a motion to move this item to the December meeting. The motion was seconded by Director Slooten. Roll call: Ayes – Sabatier, Rasmussen, Cremer, Slooten, Mattina, Parlet, Wind; Abstain – ; Absent –

- 6. First Quarter Report**

James stated that year over year, the system saw a decrease in ridership of just over 5 percent. Revenue hours decreased by approximately 6.4 percent and passengers per hour saw a slight increase of 1.2 percent, to 6.63 passengers per hour. The cost per revenue hour increased from \$103.70 to \$114.81 per hour. The cost per passenger increased approximately 9.3 percent and the fare per passenger decreased approximately 20%. James stated the main reason for the decrease in passenger fares was a 25% decrease in pass sales.

Aside the Route 10 and 11 in Clearlake, all routes experienced a decrease in ridership, ranging from 9 to 45 percent. Routes 10 and 11 experienced an 8.4 and 10.7 increase, respectively. Dial a Ride in both cities saw an increase in ridership, with Clearlake up approximately 29 percent and Lakeport up about 2 percent.

Director Cremer asked how the reduction in fares was going to impact the budget. James stated that the fares aren't a large part of the overall budget and that he was conservative when he projected fare revenue for the 2025/26 budget.

Director Sabatier made a motion to approve the First Quarter Report for Fiscal Year 2025/26. The motion was seconded by Director Cremer. Roll call: Ayes – Sabatier, Rasmussen, Cremer, Slooten, Mattina, Parlet, Wind; Abstain – ; Absent –

REPORTS

- 7. LTA Program Manager's Report**

James stated that the four new vehicles were scheduled to depart the factory in Indiana for the dealership in Sacramento at the beginning of December. Once at the dealership, after market items such as cameras and decals would be installed. Assuming driver availability, the buses would be delivered to Lower Lake towards the end of December or early January.

James said that he's awaiting a Standard Agreement from Caltrans for the purchase of five additional vehicles. Once that is fully executed, he'll submit a purchase order.

James and Lisa recently met with LDA, the design firm for the transit center, and took part in an exercise to design the layout of the new transit center. Based on the results of that meeting, LDA will begin designing the center. LTA staff is going to facilitate a meeting with LTA and the City of Clearlake to discuss zoning questions that have come up.

Bruno asked if the groundbreaking was still scheduled for 2027. James said that the schedule is currently on pace to meet that target.

Director Slooten asked if staff could provide the Board with a copy of the conceptual layout at the next Board meeting.

8. Transit Planning Update

None.

9. Transportation Concepts Update

Sam stated that as of October 31, two trainees have fully completed the training program and are now out on route. They're still three spots shy of being fully staffed with part-time drivers. This past Monday, they held five interviews and three were chosen to continue the onboarding process. With these three, Transportation Concepts is hoping to begin the new year off at full capacity. Sam is hoping that with these additional drivers, they'll be able to expand the number of NEMT trips that they're able to provide.

Sam provided an update on some activities that staff have participated in that have boosted morale and fostered camaraderie. He's hoping to have a decorated bus in the Clearlake Christmas parade.

10. Lake Links Update

The Pay Your Pal program has enrolled 25 new riders since the last Board meeting, with over 100 riders participating in the program in October. Ride Links currently has 7 drivers and 26 riders. A driver recruitment campaign has begun, and volunteer driver training will be held in December. Laurie introduced Tammy Bender as the new part-time volunteer recruiter and marketing representative.

11. Announcements

Lisa brought up a request from the public to provide free rides on fixed-route service to polling places during elections. Lisa said that she'd bring this back to the Board at a future date. Director Wind asked if this was the only day that has been proposed for free rides. Bruno brought up previous discussions about other days such as New Years Eve, Veteran's Stand Down, and the Senior Summit. Director Wind would like to discuss the idea of having recurring free fare days as a way to boost ridership and make it easier for people to get around.

ADJOURN

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

Respectfully Submitted,

DRAFT

James Sookne,
Program Manager



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Draft

2026

Lake Transit Authority

<u>DATE</u>	<u>LOCATION</u>	<u>NOTE:</u>
JANUARY 14	TBD	Typically do not meet
FEBRUARY 11	Clearlake	
MARCH 4	Lakeport	Date change (<i>Leadership Forum</i>)
APRIL 8	Lower Lake / Fieldtrip	
MAY 13	Lakeport	
JUNE 10	Clearlake	
JULY 8	TBD	Typically do not meet
AUGUST 12	Lakeport	
SEPTEMBER 9	Clearlake	
OCTOBER 14	Lakeport	
NOVEMBER 4	Lower Lake / Fieldtrip	Date Change (<i>Holiday</i>)
DECEMBER 9	Lakeport	

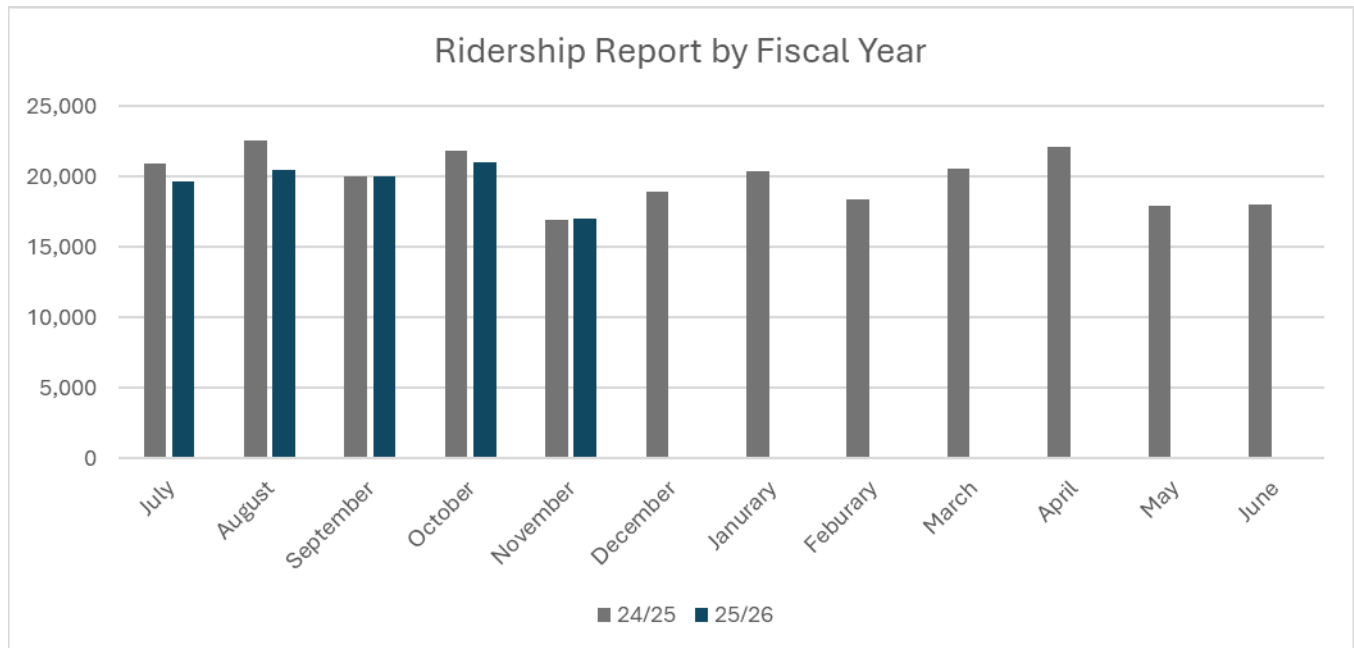
Notes:

- Regional Leadership Forum (Long Beach) **March 9 – 11**
- County of Lake Budget Hearings **June 16 – 17**
- League of California Cities Annual Conference (Anaheim) **September 23 – 25**
- Veteran’s Day **November 11**



TO: Lake Transit Authority Board of Directors
FROM: Samuel Gaytan, Project Manager
DATE: December 1st, 2025
RE: Service Report November 2025

Rider ship Comparison
November 2024-16,945 November 2025-17,032



Employee Excellence: Training and Recruitment

We are thrilled to introduce four new team members who are currently undergoing our rigorous safety-first training program. Each hire has been strategically selected to enhance our service delivery and operational excellence.

- **Kevin (Transit Operator):** Kevin joins us as a fully credentialed operator with a strong background in people services. His prior experience ensures a seamless transition and immediate high standard of service for our clients, reinforcing our commitment to reliable and expert staffing.
- **KoFawn (Transit Operator):** A long-standing resident of Lake County, KoFawn brings invaluable local insight and community familiarity to our operations. Her regional knowledge is a key asset in navigating routes efficiently and serving the community effectively.



- **Darin (Transit Operator)** Eager to launch his career with us, Darin brings a unique advantage: a background in mechanical skills. This expertise will enhance his role in ensuring meticulous pre-trip inspections and contributing to our fleet’s safety and reliability, reflecting our commitment to operational excellence.
- **Joseph (Vehicle Maintenance):** Hired for a critical bus wash position, Darin-Joseph demonstrates an exceptional eagerness to learn and contribute to a career in our team. His dedication to vehicle upkeep directly translates to a consistently clean and professional fleet for your riders.

These talented individuals are on track to complete their classroom training by November 24th,2025 and we are confident they will exceed expectations in their roles.

Vehicle Maintenance Status:

In Service vehicles:

7- Medium Cutaway vans

18-Large Cutaway Buses

The 22 in service vehicles have allowed us to place into the spare fleet 3 buses.

Out service:

Currently we have 7 out service that are in rotation to be repaired.

Rider Incidents and Police Involvement Concerns

None to report

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	1				1
Complaints	3		2		1

Founded was a dispatcher scheduling incorrectly we are going to counsel that dispatcher and re-train on scheduling procedures.

Big shout out to John, our Lakeport Dial-A-Ride driver. John received a compliment on his great Customer Service skills. Passenger stated: “service for Dar is amazing. Driver was wonderful and service was impeccable and the office staff was very nice. So much better than using a cab”. Way to go John!

Summary:

We are excited to announce Terry as the winner of our Thanksgiving "Guess How Many Candies in a Jar" contest! Terry was incredibly close, coming within ten of the actual amount. The winning guess was 333, and the jar held 343 candies. Congratulations, Terry!

While the City of Clearlake didn't host a Christmas parade this season. We look forward to gathering with the community at next year's parade!

At our safety meeting December 7th,2025 The goal is to help everyone work better as a team and keep safety top of mind. We're adding a potluck and raffle items to make it engaging and encourage everyone to participate. Essentially, a happier, more cohesive team leads to better service, fewer errors, stronger safety practices, and faster communication. It's a good way to reinforce team dynamics while covering required safety topics.



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

Mobility Report 12/03/25

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

- **Update**
6 new riders enrolled in the program since last report dated 10/29/2025.

PAY-YOUR-PAL UTILIZATION (Last 4 months)

<u>PERIOD</u>	<u># RIDERS</u>	<u># ONE-WAY TRIPS</u>	<u>TOTAL MILEAGE</u>	<u>TOTAL REIMBURSEMENT</u>
July 2025	103	1644	22,892 (Medical Miles: 12,021 Non-Medical Miles: 10,871)	\$9,156.80 (Medical Trips: \$4,808.40 Non-Medical Trips: \$4,348.40)
August 2025	100	1485	21,956 (Medical Miles: 9,995 Non-Medical Miles: 11,951)	\$8,778.40 (Medical Trips: \$3,998.00 Non-Medical Trips: \$4,780.40)
September 2025	88	1353	19,522 (Medical Miles: 8,862 Non-Medical Miles: 10,660)	\$7,808.80 (Medical Trips: \$3,544.80 Non-Medical Trips: \$4,264.00)
October 2025	104	1674	24,300 (Medical Miles: 10,775 Medical Hardship: 633 Non-Medical Miles: 12,892)	\$9,720.20 (Medical Trips: \$4,310.00 Medical Hardship: \$253.20 Non-Medical Trips: \$5,156.80)

2). Ride Links - Volunteer Driver Program

- Currently, we have 6 volunteer drivers on board that can accept ride assignments, but 1 is on medical leave. 1 other volunteer driver is in the on-boarding process.
- Currently, we have 25 riders enrolled that can now request rides. (up 2 from last report)
- 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:**

- **June 2025:** 10 Rides scheduled (5 completed & 5 cancelled by riders)
 - **July 2025:** 11 Rides scheduled (7 completed & 4 cancelled by riders)
 - **August 2025:** 10 Rides scheduled (7 completed & 3 cancelled by riders)
 - **September 2025:** 9 Rides scheduled (5 completed & 3 cancelled by riders 1 cancelled due to no drivers wanting to take the assignment)
 - **October 2025:** 8 Rides scheduled (5 completed, 2 cancelled by riders & 1 cancelled due to no driver available/or volunteers unwilling to serve that client)
 - **November 2025:** 3 Rides scheduled (1 completed, 1 cancelled by rider & 1 cancelled due to no driver available/ or volunteers unwilling to serve that client)
- Pre-screening continues 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. 32 people are currently on the waiting list.

CORNER OPTION - PLAN VIEW



LEGEND

1. Transit Building
2. Seating under Breezeway
3. Solar Panels on South and West Facing Sides of the Transit Building
4. North Bus Shelter
5. Bike Lockers
6. Bike Lanes
7. East Bus Shelter
8. Electric Bus Charging Stations (3 Stations)
9. Parking Area (19 Spaces)
10. Electric Vehicle Charging Station
11. Greenspace Area with Park Benches and Low Maintenance, Drought Tolerant Plant Materials
12. Fence
13. Crosswalk
14. Concrete Sidewalk
15. Existing Tree

NOTES:

- Landscaping to be low maintenance, drought tolerant, and allow easy visibility for security (see standards for Crime Prevention Through Environmental Design).
- Benches to be designed to not encourage overnight uses.
- Solar lighting to be used throughout the site.

