



# 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 11, 2026  
TIME: 9:30 a.m. (or as soon thereafter as the Lake Area Planning Council Meeting Adjourns)  
PLACE: City of Clearlake - Council Chambers  
14050 Olympic Drive  
Clearlake, California

## Audioconference

**Dial-in number: 1 (669) 900-6833 / Meeting ID: 822 2051 2431# Passcode: 640921**

**\*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 10, 2025 Meeting  
*Review and proposed approval*

## REGULAR CALENDAR

6. Operations and Maintenance – Amendment No. 1 to the Agreement with Transportation Concepts  
*(continued from December 2025)*  
*Review and proposed approval*
7. Presentation of Transit Hub Concept Designs and Site Alternatives (Will Oren - LDA Partners)  
*Review and discussion*

## REPORTS

8. LTA Program Manager's Report – *Verbal Report*
9. Transit Planning Update – *Verbal Report*
10. Transportation Concepts Update
11. Lake Links Update
12. 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 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: February 5, 2026



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** Election of Officers

**DATE PREPARED:** February 5, 2026

**MEETING DATE:** February 11, 2026

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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.

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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 10, 2025

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

#### Present

Bruno Sabatier, Supervisor, County of Lake  
Brad Rasmussen, County of Lake  
Russ Cremer, City Council, City of Clearlake  
Mary Wilson (*Alternate-Slooten*), City Council, City of Clearlake  
Stacey Mattina, City Council Member, City of Lakeport  
Danny Wind, Member-at-Large

#### Absent

Kenny Parlet, City Council Member, City of Lakeport

#### Also Present

Lisa Davey-Bates, Executive Director – Lake Transit Authority  
Charlene Parker, Admin. Staff – Lake Transit Authority  
Samuel Gaytan – Transportation Concepts  
John Speka, Planning Staff – Lake APC  
Michael Villa, Planning Staff – Lake APC  
Dan Rodriguez – Robinson Rancheria

#### Attending via Zoom

James Sookne, Program Manager – Lake Transit Authority  
Alexis Pedrotti, Project Manager – Lake Transit Authority  
Hector Ortega, Project Analyst – Lake Transit Authority  
Laurie Fisher – Lake Links  
Brian Connell – Transportation Concepts

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#### 1. Call Meeting to Order

Chair Mattina called the meeting to order at 10:00 a.m.

#### 2. Roll Call

Charlene Parker called roll. Members present: Sabatier, Rasmussen, Cremer, Wilson, Mattina, 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 November 12, 2025 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 – Sabatier, Rasmussen, Cremer, Wilson, Mattina, Wind; Abstain – ; Absent – Parlet*

## REGULAR CALENDAR

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

Lisa stated that LTA staff is still working with Transportation Concepts to gather the necessary information for the amendment and that this item will be continued at the February 2026 meeting.

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

## REPORTS

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

James stated that Lisa and James met with LDA, the design consultants for the new transit center yesterday and reviewed some proposed layouts of the building and how they would fit on the parcel. Staff provided comments to LDA and are awaiting revised designs based on those comments.

James provided an update on the new buses, which are currently at the factory in Indiana. Per the vendor, they're hoping to be in Sacramento soon, depending on driver availability.

8. **Transit Planning Update**

None.

9. **Transportation Concepts Update**

Samuel provided an update on training and recruitment. Unfortunately, Transportation Concepts (TC) had to let a few employees go for cause. However, there are four people, including one who is fully credentialed, that are almost done with their training.

There was one complaint that was found to be true regarding one of the dispatchers. That dispatcher received additional training. John, a Dial-a-Ride driver for Lakeport, received a compliment stating that the service was amazing and the driver was wonderful.

Samuel discussed the safety meeting that recently took place. To help boost morale and camaraderie, they held a raffle and potluck to let staff enjoy each other's company and celebrate the holidays. Feedback from staff was that it was the best safety meeting that they've been to.

Director Sabatier thanked Samuel for his leadership and for taking care of personnel issues even if it could cause some short-term problems.

## **10. Lake Links Update**

Laurie provided a quick update on the Pay Your Pal and Ride Links programs. There were 104 people who used the Pay Your Pal program in October. There are currently 6 volunteer drivers for the Ride Links program, but one is on medical leave. There is also a new volunteer who has completed the training and is almost ready to go. Laurie is hoping that the number of volunteers will increase as Tami, the volunteer coordinator, gets out into the community. There are 25 people enrolled in the program at this time. There were only 3 rides scheduled in November.

Director Sabatier asked if Lake Links has any demographic data for whom the programs are serving. Laurie stated that they don't have the data available at this time, but a year-end survey was recently sent out, and she can compile the data once the surveys are returned. Director Sabatier asked if Lake Links has bilingual documentation or outreach. Laurie stated that they don't have anyone on staff that is bilingual for outreach, but that documentation is available in English and Spanish.

## **11. Announcements**

None.

## **INFORMATION**

### **12. Transit Center Conceptual Layout**

At the November meeting, Director Slooten asked that the conceptual layout for the transit center be provided to the Board as a refresher. Lisa mentioned that the LDA has provided additional layout options that may reduce the overall footprint, which may help reduce construction costs.

Director Cremer asked what the transit center building will contain. Lisa stated that it will have a conference room, three offices, a waiting room, a ticket office, and a public restroom. The facility will also have four electric vehicle charging stations, public parking, bike lockers. Director Cremer asked if the chargers would be for buses or public vehicles. Lisa clarified that there would be three chargers for buses and four for public vehicles.

Director Mattina asked if there would be an area for pets. Lisa stated that there would be some green space at the facility where pets could go.

Director Sabatier stated that it looks like the buses will be coming in from the southeast and going northwest and asked for clarification. Lisa confirmed that is how the buses would flow through the transit center. Director Sabatier asked if there would be enough room to make the turn on South Center Driver. Lisa stated that LDA is considering road geometrics as they're designing the transit center and that they're using a 40-foot bus as the basis for their calculations. Director Sabatier asked if there would be security systems and staff on site once it is operational. Lisa stated that as we go through the design process, we're looking at design concepts that help detract people from loitering such as benches that people can't lay on, sufficient lighting, security cameras. Lisa said that we've also talked about partnering with neighboring businesses on security measures.

Director Wind likes the fact that there are plans for bike storage but noticed that there don't appear to be standard bike racks and wants to ensure that those will be available since certain types of locks don't work well with bike lockers. Lisa confirmed that there will be places for people to lock up their bikes.

## **ADJOURN**

Chair Mattina adjourned the Lake Transit Authority meeting at 10:25 AM.

Respectfully Submitted,

DRAFT

James Sookne,  
Program Manager



## LAKE TRANSIT AUTHORITY STAFF REPORT

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**TITLE:** LTA Property Insurance Coverage Update

**DATE PREPARED:** February 5, 2026

**MEETING DATE:** February 11, 2026

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

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### **BACKGROUND:**

In 2025, Lake Transit Authority (LTA) conducted its procurement process to continue operations of the transit system. Transportation Concepts (TC) became the new contractor effective July 1, 2025. When the Request for Proposals (RFP) was written, staff increased the insurance coverage limits, with the intention of protecting the agency's assets, but a thorough inquiry, or consultation, wasn't conducted to determine if those limits were reasonable.

Except for the property coverage, TC acquired insurance coverages as outlined in the RFP. Because TC isn't required to provide property insurance coverage with other clients, they were quite surprised to learn that the \$7 million property coverage required per the RFP was astronomically high at \$65,000 (plus taxes and fees) annually.

TC's insurance broker felt the replacement coverage for the property insurance was high. With that in mind, TC hired an independent third-party to conduct an evaluation of the building and surrounding assets, which concluded that the property insurance requirement was high. The insurance broker suggested that TC bind coverage at \$2.6 million, which was done. The total cost at the reduced limit is less than half, at \$25,279 annually.

Staff does not have reason to believe that we should require the higher coverage, given the fact that the limits in the RFP were created by staff without in-depth research. This item went before the Executive Committee on February 4, where they made a recommendation to the LTA Board to authorize a reduction in the property insurance coverage limits from \$7 million to \$2.6 million.

Attached with this staff report you will find a letter by Transportation Concepts which further details the situation, and their request to bind property insurance coverage at the lower limit. They will be available during the meeting to answer questions that may arise.

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**ACTION REQUIRED:** Staff proposes the Board approve the Executive Committee's recommendation to the reduce the property insurance coverage from \$7 million to \$2.6 million per the third-party independent evaluation.

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**ALTERNATIVES:** Keep current level of property insurance coverage at \$7 million.

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**RECOMMENDATION:** The LTA Board approve the reduction of the property insurance limit from \$7 million (as required in the RFP) to \$2.6 million per the appraisal conducted by third-party/independent contractor.



January 21, 2026

Lisa Davey-Bates  
Executive Director  
Lake Transit Authority  
525 S. Main Street, Suite G  
Ukiah, CA 95482

Via Email: [ldaveybates@dbcteam.net](mailto:ldaveybates@dbcteam.net)

**Subject:** Request for Adjustment to Insurance Coverage Requirement

I would like to revisit the Fire and Casualty Property Damage Insurance requirement for the LTA operations and maintenance facility located at 9240 Highway 53 in Lower Lake. The current Agreement specifies coverage of not less than \$7,000,000 per occurrence.

Following discussions with our insurance broker Marsh McLennan Agency (MMA), we were advised by our broker that, in their opinion, the required coverage (\$7.0M) was far in excess of the replacement cost of the building, estimated by MMA to be between \$2.5M and \$2.75M. To further support this request, I've enclosed an evaluation conducted by Ryan Turner Specialty, a recognized industry leader in property risk assessment, confirming that this revised amount appropriately aligns with current market replacement costs. This evaluation resulted in a current replacement cost of \$2.6M. Included in the policy is the fencing surrounding the property and pavement. We believe that a revised coverage amounts of \$2.6 million more accurately reflects the true replacement cost of the 7,472 sq. ft. steel building, particularly given its one-hour fire rating, automatic sprinkler system, monitored alarm, and fenced/video-monitored yard. These built-in protections substantially mitigate risk and lower the insurable exposure.

Below is the breakdown of the policy.

Building-Replacement Cost, Earthquake -	\$2.6 M
Fencing	- \$21,000
Paving	- \$500,000

At the time we prepared our proposal response to the RFP, we were not aware of the major difference between the RFP coverage requirements and the actual replacement cost of the facility.

It is also important to highlight that none of Transportation Concepts' other transit contracts require the contractor to carry property insurance on agency-owned facilities. Our responsibility is generally limited to general liability, auto, and workers' compensation coverage. Comparable agreements include the City of Redondo Beach, Blythe, CA, and Needles, CA, where the agency maintains property coverage as the owner. Requiring

such coverage under this Agreement creates a unique and significant expense that is not aligned with industry norms or other Transportation Concepts operating agreements.

From a financial perspective, maintaining coverage at \$7 million results in a substantial premium increase. By adjusting the coverage requirement to \$2.6 million, LTA would still enjoy full protection aligned with the building's actual replacement cost, while also reducing unnecessary premium expense and bringing this requirement in line with industry standards.

We respectfully request that the Agreement be amended to reflect this adjustment. We are happy to provide supporting documentation from our insurance broker regarding valuation and premium differences for your review.

Thank you very much for considering this request, and for your continued partnership as we work together to ensure safe, reliable, and cost-effective transit service for the Lake Transit Authority and its riders.

Sincerely,



Brett Baum  
Vice President

CC: Dave Mueller  
President





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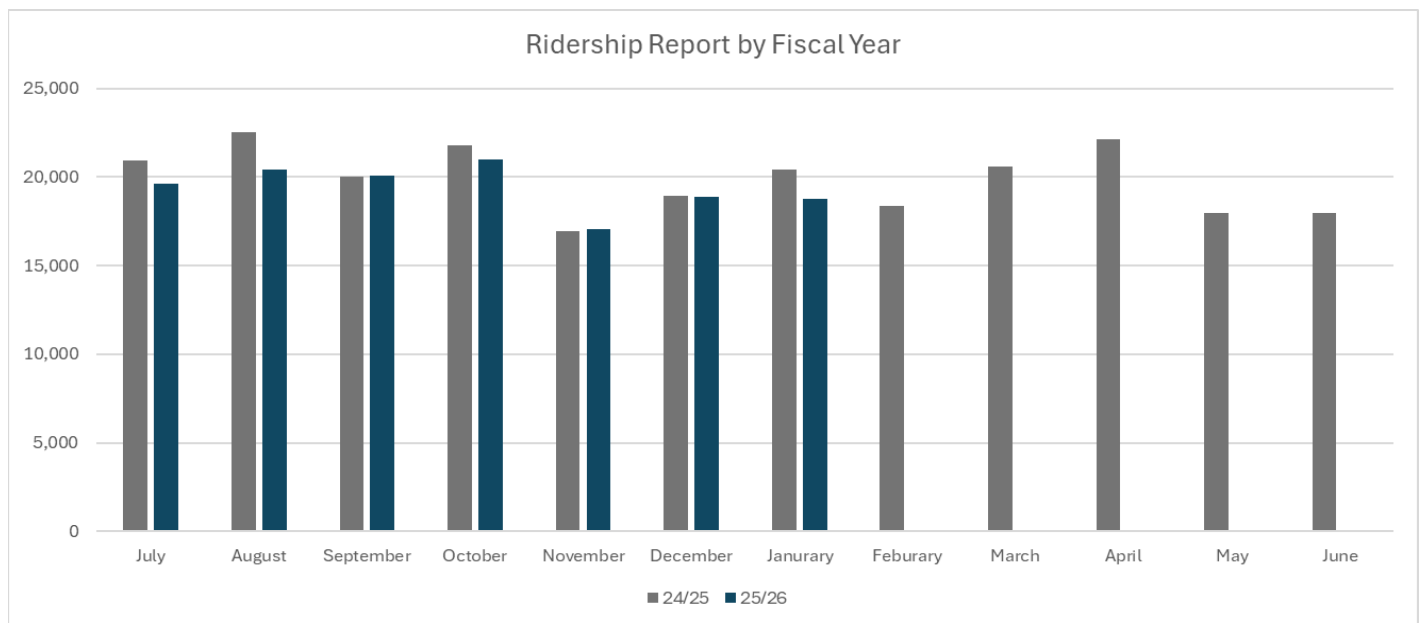
TO: Lake Transit Authority Board of Directors  
FROM: Samuel Gaytan, Project Manager  
DATE: February 1<sup>st</sup>, 2026  
RE: Service Report December 2025 & January 2026

**Rider ship**

**Comparison**

December 2024-18,963  
January 2025-20,426

December 2025-18,909  
January 2026-18,739



**Employee Excellence: Training and Recruitment**

We are thrilled to introduce three 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.

- **Dawn (Transit Operator):** bringing years of prior customer service experience. Her background is a huge win for us as we continue to prioritize a positive experience for our riders and build a stronger service culture.
- **Hiddie (Transit Operator):** who joined us with a partial commercial permit. Hiddie has demonstrated high engagement during classroom training and is currently progressing toward full certification.
- **Roberto (Transit Operator):** joins us with an incredible 36 years of experience at his previous job. That kind of longevity and commitment is exactly what we’re looking for as we build a stable, long-term team.



These talented individuals completed their classroom training on December 22<sup>nd</sup>, 2026, and have moved on to behind the wheel training. We are confident they will exceed expectations in their roles.

**Fire Safety Training:**

A major highlight this month was our February 1st safety meeting with the assistances of the **Clearlake Fire Department**. Rather than just watching a video, the team got hands-on experience using fire extinguishers to put out actual controlled fires. It was a high-energy session that really built the team's confidence in handling an emergency. We've put together a quick slideshow of the event to show you the team in action.

**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	0		
Complaints	5	3	2

**Complaint Summary:**

- **Total Founded Complaints:** 2
- **Primary Themes:** Driving safety (speeding/braking) and ADA accessibility (wheelchair boarding).
- **Corrective Actions:** All involved drivers received individual counseling and completed mandatory retraining in **Defensive Driving** and **ADA/Customer Service standards**.
- **Status:** All incidents are resolved; ongoing performance monitoring is in place.

**Team Support & Culture Update:**

- I want to take a moment to highlight the incredible character of our team. Recently, our dispatcher Ron Ross and his wife lost their home and nearly all their belongings in a house fire. While we are incredibly relieved they both made it out safely, the loss was devastating. What followed was a powerful reminder of the culture we've built here. Without being asked, the team immediately stepped up for one of their own pitching in everything from gift cards and monetary donations to sincere prayers and well-wishes. This kind of organic, heartfelt support says more about our team's strength and unity than any metric could. It's an honor to see how they show up for each other when it matters most.
- We are proud to announce Joseph Bernard as our first Employee of the Quarter for October-December 2025. Joseph was chosen for this honor because he consistently sets a high bar for excellence. Whether it's his stellar attendance record, his diligence in staying up to date with Paycom, or his exceptional customer service, Joseph's commitment to his role is clear. He is always willing to jump in and help his teammates, making him a true asset to our team. As a token of our appreciation, Joseph received a \$100 gift card and will have exclusive use of the Employee of the Quarter parking spot.





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

## Mobility Report 1/26/2026

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

#### 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>
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: \$4,780.40)
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)
November 2025	90	1368	20,655 (Medical Miles: 8,717 Non-Medical Miles: 11,938)	\$8,262.00 (Medical Trips: \$3,486.80 Non-Medical Trips: \$4,775.20)
December 2025	98	1621	22,658 (Medical Miles: 10,407 Non-Medical Miles: 12,251)	\$9,063.20 (Medical Trips: \$4,162.80 Non-Medical Trips: \$4,900.40)

### 2). Ride Links - Volunteer Driver Program

- Currently, we have 8 volunteer drivers on board that can accept ride assignments. (2 other possible volunteers are scheduled to be interviewed and hopefully want to complete the training.)
- We have 28 riders enrolled that can now request rides.
- 3 volunteer drivers are 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)
  - **December 2025:** 5 Rides scheduled (2 completed & 1 cancelled by rider, & 2 cancelled due to no drivers available.)
  - **January 2026:** 9 Rides scheduled (All 9 have been completed.)
  
- 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. 30 people are currently on the waiting list. Once we have 12 volunteer drivers we're going to consider getting rid of the waiting list.