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

www.laketransit.org

DATE: August 12, 2026

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

PLACE: Lakeport City Council Chambers
225 Park Street
Lakeport, California

Audioconference
Dial-in number: 1 (669) 900-6833 / Meeting ID: 824 9008 9297# Passcode: 822826
***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 June 10, 2026 Meeting Minutes
   Review and proposed approval

REGULAR CALENDAR

5. Resolution No. 2026-27-01 Approving the Project List for FY 2026/27 California State of Good Repair Program
   Review and proposed approval
6. Resolution No. 2026-27-02 for the Urban Greening Grant Program
   Review and proposed approval
7. Fiscal Year 2026/27 Budget Amendment No. 1
   Review and proposed approval
8. Update to the Lake Transit Authority Rules of Conduct and Exclusion Policy
   Review and proposed approval

REPORTS

9. LTA Program Manager's Report – *Verbal Report*
10. Transit Planning Update – *Verbal Report*
11. Transportation Concepts Update
12. Lake Links Update
13. 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: August 6, 2026

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LAKE TRANSIT AUTHORITY

MEETING MINUTES

Wednesday, June 10, 2026

Location: City of Clearlake – Council Chambers
14050 Olympic Drive
Clearlake, California

Present

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

Absent

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
Michael Villa – Lake Area Planning Council
Samuel Gaytan – Transportation Concepts

Attending via Zoom

Hector Ortega – Lake Transit Authority
Laurie Fisher – Lake Links
Saskia Rymer-Burnett – Caltrans

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1. **Call Meeting to Order**

   Chair Mattina called the meeting to order at 10:39 a.m.

2. **Roll Call**

   Charlene Parker called roll. Members present: Sabatier, Rasmussen, Cremer, Slooten, 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 May 13, 2026 Meeting Minutes**
5. **Resolution No. 2025-26-04 for the Title VI Program Update**

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

REGULAR CALENDAR

6. **FY 2026/27 LTA Operations and Capital Budget**

James stated that there aren't many differences in this version compared to the draft that the Board saw in May. The most significant change is the increase in the amount allocated to fuel. James also added a couple line items for capital costs such as software and improvements to the operations and maintenance facility. He stated that he still didn't have the FTA 5311 Apportionment from Caltrans but it will be included in a future amendment.

Director Slooten made a motion to approve the FY 2026/27 Lake Transit Authority Operations and Capital Budget. The motion was seconded by Director Cremer. Roll call: Ayes – Sabatier, Rasmussen, Cremer, Mattina, Wind, Slooten, Parlet; Nays –; Abstain – ; Absent –

7. **2025/26 Lake Transit Authority Third Quarter Report**

James stated that between the second and third quarters, ridership increased approximately 3.6% and passengers per hour went up roughly 2%. Year over year, ridership was down about 3.4% and passengers per hour decreased approximately 2.2 percent. The cost per revenue hour increased by roughly $6, to $115.24, with the main driver being the price of fuel. James highlighted the graph on the first page that shows the spike in fuel costs during the third quarter. The average fare per passenger decreased approximately 21%, primarily due to a reduction in pass sales and a delay in revenue collection for some of the passes. All the routes aside from Routes 10 and 11 saw a decrease in ridership, ranging from 4.3 to 22.2 percent.

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

8. **Approval of the Memorandum of Understanding for the Free College Fare Program with Mendocino College**

James stated that last year, the Board directed staff to enter into MoUs with Mendocino and Woodland Colleges to continue the Free Fare Program. The MoU with Woodland College was for a two-year term; however the MoU with Mendocino College was only for

one year. James stated that the program is going well with both colleges. When discussing renewing the MoU with Mendocino College, the college requested that the new MoU be for a two-year term.

Director Slooten made a motion to approve the Memorandum of Understanding between LTA and Mendocino College for the Free College Fare Program and direct staff to execute the MoU. The motion was seconded by Director Cremer. Roll call: Ayes – Sabatier, Rasmussen, Cremer, Mattina, Wind, Slooten, Parlet; Nays –; Abstain – ; Absent –

REPORTS

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

James discussed the Urban Greening Program proposal that he and John from the Lake Area Planning Council worked on. The total cost was just over $2.5 million and would cover design and construction of planned and additional landscaping at the new transit center. The hope is that this grant will help cover some of the anticipated shortfall for the transit center.

He stated that one of the four new buses has been delivered and the other three are expected next week.

James provided a quick update on the transit center. The Conditional Use Permit has been submitted to the City of Clearlake and LTA is now waiting for a hearing date. The city told LTA that the process could take up to five months but they're hoping to get through the process sooner than that.

10. **Transit Planning Update**

Saskia wanted to remind the Board that Caltrans will be doing the District 1 Open House in Ukiah on July 15. The intention is to display current projects and plans for the public to review and provide feedback.

11. **Transportation Concepts Update**

Sam stated that a new driver has completed all her training and is now driving on her own. This addition comes at a good time since TC had a driver resign unexpectedly.

Sam discussed an incident that involved the police department. There was a passenger who would board the buses while intoxicated and would harass the other passengers and drivers. TC and LTA staff worked together to suspend the passenger for 30 days in accordance with LTA's Code of Conduct.

Sam gave a brief overview of complaints and compliments that were received. TC management had to have discussions with a couple drivers for leaving timepoints too quickly. There were a couple of complaints regarding driver behavior, stating that the drivers were rude when addressing the passengers. Both incidents were investigated and found that the drivers acted in a professional manner. One of the Dial a Ride drivers received a compliment, stating that she's a wonderful driver and person and is very helpful.

Director asked if there is a difference between a guitar and another object such as a boombox. Sam stated that the policy discusses “anything that could distract the driver.”

12. Lake Links Update

Laurie stated that the Pay Your Pal (PYP) program has seen an increase in medical trips. She thinks that since the price of has increased, some people may be taking liberties with what is considered a medical trip. As a result, Lake Links staff have started requesting that medical trips be verified. There has also been an increase in pharmacy trips, with some riders taking as many as 15 trips per month. Lake Links staff has started asking for receipts from the pharmacy to confirm that the trips were taken. Ride Links currently has 37 riders enrolled in the program and 10 volunteer drivers, 4 of which are willing to go out of County. In May, 11 rides were scheduled, of which 9 were completed and 2 were canceled by the riders. In an exciting piece of news, after two years, there is no longer a waiting list for the Ride Links program.

Laurie mentioned that Tami did a presentation at the 100 Women Strong group and Lake Links won their competition and may receive a little bit of funding from 100 Women Strong.

Laurie also mentioned that Lake Links has two new Board members, one from Tribal Health and another from People Services.

13. Announcements

None.

ADJOURN

Chair Mattina adjourned the Lake Transit Authority meeting at 11:04 AM.

Respectfully Submitted,

DRAFT

James Sookne,
Program Manager

LAKE TRANSIT AUTHORITY
STAFF REPORT

TITLE: State of Good Repair FY 26/27 Project List

DATE PREPARED: August 4, 2026
MEETING DATE: August 12, 2026

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:
The State of Good Repair (SGR) program is a product of The Road Repair and Accountability Act of 2017, also known as Senate Bill (SB) 1. This funding source is derived from a transportation improvement fee on vehicle registrations. To date, LTA has allocated these funds for items such as the purchase of vehicles, vehicle lifts, the construction of a bus pullout, and as additional funding for the transit center. The estimated SGR funds available for FY 26/27 to Lake County is $123,626. These funds are allocated quarterly, and receipt of the first quarter revenue depends on submitting approved SGR projects to Caltrans. The deadline for submiss of the FY 26/27 SGR Project List is September 1, 2026. As part of the project submittal process, the regional entity (RTPA) must approve and submit all proposed projects from operators (LTA) to Caltrans.

In May 2026, the APC and LTA Boards approved the original FY 26/27 SGR Project List. The list presented to the Boards at that time only had the re-allocation of previously approved SGR funds for repair and rehabilitation work for the operations and maintenance facility. The proposed project for the FY 26/27 funds is described in the attached revised project list. Staff is recommending that the FY 26/27 funds be allocated towards the purchase of five new buses to be used as a local match in conjunction with federal funds.

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

ACTION REQUIRED: Approval of the revised State of Good Repair Project List for FY 2026/27

ALTERNATIVES: Identify an alternative project.

RECOMMENDATION: Approve the revised State of Good Repair Project List for FY 2026/27 and Resolution 26-27-01.

Regional Entity Information

Funding Fiscal Year: 2026-27

Regional Entity :
Lake County City Council of Governments

*State of Good Repair Funding		
99313 Estimated Allocation for the Region	$	118,676
99314 Estimated Allocation for the Region	$	4,950
Total	$	123,626

Contact Name:
James Sookne

Contact Phone Number:
707-234-3314

Contact Email:
jsookne@dbcteam.net

The 2026-27 Allocation Estimates can be found on the California State Controller's website:
https://www.sco.ca.gov/ard_payments_transit_2027.html

	State of Good Repair Project Information									
#	**Recipient/Region** *Auto-Populated*	**Sub-Recipient/Operator** *Dropdown Selection*	**Project Title** *Project Titles must match if appearing on a previous list.* *Max 75 Characters*	**Project Description** *Max 300 Characters* *If you need more space place additional information in Notes*	**Asset Type** *Dropdown Selection*	**Project Category** *Dropdown Selection*	**Current Condition of Asset** *Dropdown Selection*	**Useful Life If applicable** *In Years*	**Project Dates**	
									Project Start Date *MM/DD/YYYY*	**Project Completion Date** *MM/DD/YYYY*
	Auto-Populated from Regional Entity Info Tab									
1	Lake County City Council of Governments	Lake Transit Authority	Repair and Rehabilitation of the Operations & Maintenance Facility	Purchase and installation of a new HVAC system and repair and striping of the parking lot and bus yard	Operations Facilities	Modernization	Poor	20	05/13/2026	06/30/2027
2	Lake County City Council of Governments	Lake Transit Authority	Purchase of 8 Replacement Buses	Purchase of 8 replacement vehicles	Rolling Stock/Fleet	Replacement	Poor	7	01/01/2027	12/31/2027

#	Project Location City	Project Location County	Existing State of Good Repair Project	SGR Costs				Non-SGR Costs			Total Project	Legislative Districts			Notes, Comments, Additional Information
				2026-27 SGR Costs 99313	2026-27 SGR Costs 99314	Total SGR Costs 99313	Total SGR Costs 99314	Total Other SB1 Costs *Please Identify Program in Notes*	Total STA Costs - *Not Including SGR*	Total All Other Funds		Congressional	Senate	Assembly	
			New												
1	Lower Lake	Lake	No	$ -	$ -	$ 94,618	$ 5,302	$ -	$ -		$ 99,920	1, 4	2	4	These are FY 22/23 SGR funds
2	Lower Lake	Lake	No	$ 118,676	$ 4,950	$ 118,676	$ 4,950	$ -	$ -	$ 1,606,404	$ 1,730,030	1,4	2	4	SGR funds to be used as match for 5339 grant
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LAKE TRANSIT AUTHORITY
RESOLUTION #2026-27-01

APPROVING THE PROJECT LIST FOR FY 2026-27
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, SGR funds are allocated by the Lake County City Area Planning Council; and

WHEREAS, these funds will be used for projects on the attached list; and

WHEREAS, in order to qualify for these funds, the Lake Transit Authority is required to submit a proposed project list to the Lake County/City Area Planning Council on an annual basis; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lake Transit Authority hereby approves the SB1 State of Good Repair Project List for FY 2026-27; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lake Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director or Program Manager is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms and agreements.

Adoption of this Resolution was moved by Director_____, seconded by Director _____, and carried on this 12th day of August 2026 by the following roll call vote:

AYES:
NOES:
ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

_____ _____

ATTEST: Alexis Pedrotti
Secretary

Stacey Mattina
Chair

LAKE TRANSIT AUTHORITY
STAFF REPORT

TITLE: Urban Greening Grant Program

DATE PREPARED: August 4, 2026
MEETING DATE: August 12, 2026

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:
The Urban Greening Grant Program is a product of the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024 (Proposition 4), also known as the Climate Bond. This program funds projects that use nature-based solutions to mitigate the urban heat island effect, rising temperatures, and extreme heat impacts in urban areas. This program has a two-step application process, the first being to submit a Concept Proposal. If the applicant's Concept Proposal is eligible and has the potential to successfully mitigate extreme heat, they'll be invited to submit a Full Proposal.

In collaboration with the Lake APC, LTA submitted a Concept Proposal by the June 4 deadline. The proposed project, titled LTA's Sustainable and Resiliency Roots Project, involves approximately two acres of landscaped area in and around the new transit center. It will include tree planting, native grasses and other vegetation, walking paths, and an educational botanical garden area. Additional funding is also being sought to replace some of the concrete pavement with permeable pavers to allow for heat reduction and better stormwater management. The funding amount requested was $2,575,000 and will cover environmental review, landscape design, construction, irrigation, and establishment maintenance for the landscaped areas.

On July 16, staff was informed that the submitted Concept Proposal was selected to advance to the next stage, with the Full Proposal due on September 4. One of the requirements of the Full Proposal is the attached authorizing resolution. Assuming the Board approves the resolution, staff will continue working on the Full Proposal to ensure all requirements are met prior to the submission deadline.

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

ACTION REQUIRED: Approval of Resolution 26-27-02 Authorizing the Application for Climate Bond Grant Funds for Urban Greening Program

ALTERNATIVES: Direct staff not to apply for Urban Greening Program funding

RECOMMENDATION: Approval of Resolution 26-27-02 Authorizing the Application for Climate Bond Grant Funds for Urban Greening Program

LAKE TRANSIT AUTHORITY
RESOLUTION #2026-27-2

AUTHORIZING THE APPLICATION FOR CLIMATE BOND GRANT FUNDS FOR URBAN GREENING PROGRAM

LTA'S SUSTAINABLE AND RESILIENCY ROOTS PROJECT

WHEREAS, the Legislature and Governor of the State of California have provided Climate Bond funds for the project shown above; and

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

WHEREAS, the applicant, if selected, will enter into an agreement with the State of California to carry out the above project:

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lake Transit Authority:

1. Approves the filing of an application for LTA's Sustainable and Resiliency Roots Project; and
2. Certifies that the applicant understands the assurances and certifications in the application; and
3. Certifies that the applicant or title holder will have sufficient funds to develop, operate and maintain the project consistent with the land tenure requirements; or will secure the resources to do so; and
4. Certifies that it will comply with the prevailing wage provisions of the California Labor Code, if applicable; and
5. Certifies the project will comply with any applicable laws and regulation including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, disabled access laws, environmental laws and, that prior to commencement of construction, all applicable licenses and permits will have been obtained; and
6. Certifies that the applicant will work towards the Governor's State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1; and
7. Appoints the Executive Director, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project.

Adoption of this Resolution was moved by Director_____, seconded by Director _____, and carried on this 12th day of August 2026 by the following roll call vote:

AYES:
NOES:
ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Charlene Parker Secretary	Stacey Mattina Chair

LAKE TRANSIT AUTHORITY
STAFF REPORT

TITLE: FY 2026/27 (Proposed) Budget Amendment No. 1

DATE PREPARED: August 4, 2026
MEETING DATE: August 12, 2026

SUBMITTED BY: James Sookne, Program Manager

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 first amendment decreases net revenues by $2,328 through the following changes:

- An additional $4,916 in FTA 5311 funding. The amount included in the Final Budget was an estimate since the apportionment amount provided by Caltrans wasn't available at that time.
- An increase of $212,953 in State Transit Assistance (STA) funding based on the revised August estimate provided by the State Controller's Office.
- A decrease of $2,328 in State of Good Repair (SGR) funding based on the revised estimate provided by the State Controller's Office.
- A decrease of $217,869 in the amount of LTF Reserve funds, equal to the combined increases of FTA 5311 and STA funds.

The decrease in SGR funds led to a corresponding decrease in FY 26/27 SGR expenditures.

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

ACTION REQUIRED: Approve FY 26/27 Budget Amendment No. 1

ALTERNATIVES: Do not approve FY 26/27 Budget Amendment No. 1 and provide an alternative

RECOMMENDATION: Approve FY 26/27 Budget Amendment No. 1

LAKE TRANSIT AUTHORITY
FY 2026/27
AMENDMENT NO. 1

REVENUES	Budget				COMMENTS:
	Adopted: 6/10/26	Amend: #1 8/12/26		Estimated Actual	
LOCAL:					
Transportation Development Act (TDA)					
Local Transportation Funds (LTF)					
- 2026/27 Local Transportation Fund (LTF) Estimate	$ 1,266,104	$ -	$ -	$ 1,266,104	Estimate provided by the Lake APC
- LTF Reserve	$ 568,085	$ (217,869)	$ -	$ 350,216	
Non-TDA Local Funds					
- Passenger Fares	$ 119,892	$ -	$ -	$ 119,892	Projected fare revenue based on FY 25/26 data
- Intercity Passenger Fares	$ 115,860	$ -	$ -	$ 115,860	Projected fare revenue based on FY 25/26 data
- Special Transit Fares	$ 14,400	$ -	$ -	$ 14,400	Projected fare revenue based on FY 25/26 data - includes Medi-links fares
- Free College Fares	$ 24,000	$ -	$ -	$ 24,000	Projected fare revenue based on FY 25/26 data
- Auxilliary Transportation Revenues	$ 79,200	$ -	$ -	$ 79,200	Based on projected FY 25/26 ad revenues
- Route Guarantee - Route 3	$ 26,400	$ -	$ -	$ 26,400	
Total LOCAL Revenues:	**$ 2,213,941**	**$ (217,869)**	**$ -**	**$ 1,996,072**	
STATE:					
Transportation Development Act (TDA)					
State Transit Assistance (STA) Funds					
- 2026/27 **NEW** Allocation (PUC) section 99313 & 99314	$ 642,740	$ 212,953	$ -	$ 855,693	Per SCO August 2026 Estimate
Total STA Funds:	$ 642,740	$ 212,953	$ -	$ 855,693	
State of Good Repair (SGR) Program Funds					
- 2026/27 NEW Allocation (PUC) section 99313 & 99314	$ 125,954	$ (2,328)	$ -	$ 123,626	Per SCO August 2026 Estimate
- SGR Carryover	$ 464,688	$ -		$ 464,688	Includes account balance and estimated revenues for prior fiscal years
Total SGR Funds:	$ 590,642	$ (2,328)	$ -	$ 588,314	
Low Carbon Transit Operations Program (LCTOP)					
- 2025/26 NEW Allocation (PUC) section 99313 & 99314	$ 118,906	$ -	$ -	$ 118,906	
- LCTOP Carryover	$ 1,106,964	$ -	$ -	$ 1,106,964	Includes account balance and estimated revenues for prior fiscal years
Total LCTOP Funds:	$ 1,225,870	$ -	$ -	$ 1,225,870	
PTMISEA					
- PTMISEA Carryover	$ 124,631	$ -	$ -	$ 124,631	
Total PTMISEA Funds	$ 124,631	$ -	$ -	$ 124,631	

LAKE TRANSIT AUTHORITY
FY 2026/27
AMENDMENT NO. 1

SB 125 - Transit and Intercity Rail Capital Program (TIRCP)					
- Transit Center	$ 6,208,056	$ -	$ -	$ 6,208,056	
- Hydrogen fuel-cell buses and fueling infrastructure	$ 1,129,407	$ -	$ -	$ 1,129,407	
Total SB 125 TIRCP Funds	$ 7,337,463	$ -	$ -	$ 7,337,463	
SB 125 - Zero-Emission Transit Capital Program (ZETCP)					
- Hydrogen fuel-cell buses and fueling infrastructure	$ 370,593	$ -	$ -	$ 370,593	
- Operations	$ 175,420	$ -	$ -	$ 175,420	
Total SB 125 ZETCP Funds	$ 546,013	$ -	$ -	$ 546,013	
Transit and Intercity Rail Capital Program (TIRCP)					
- Transit Center	$ 1,004,292	$ -	$ -	$ 1,004,292	
Total TIRCP Funds:	$ 1,004,292	$ -	$ -	$ 1,004,292	
Total STATE Revenues:	**$ 11,471,651**	**$ 210,625**	**$ -**	**$ 11,682,276**	
FEDERAL:					
FTA 5310 Grant Funds					
- 2023 Grant Award - SA 64AA23-02346	$ 144,838	$ -	$ -	$ 144,838	
- 2025 Grant Award - No SA # yet	$ 220,300	$ -	$ -	$ 220,300	
FTA 5311 Apportionment Funds					
- 2026/27 Apportionment - No SA # yet	$ 583,649	$ 4,916	$ -	$ 588,565	Based on FFY 2026 - Regional Apportionment
FTA 5311(f) Funds					
- 2026/27 Grant Award - No SA # yet	$ 550,554	$ -	$ -	$ 550,554	Estimated amount
FTA 5339 Funds					
- 2022 Grant Award - SA 64GC22-02188	$ 731,024	$ -	$ -	$ 731,024	
- 2024 Grant Award - SA 64GC24-02547	$ 973,250	$ -	$ -	$ 973,250	
Total FEDERAL Revenues:	**$ 3,203,615**	**$ 4,916**	**$ -**	**$ 3,208,531**	
GRAND TOTAL REVENUES	**$ 16,889,207**	**$ (2,328)**	**$ -**	**$ 16,886,879**	

LAKE TRANSIT AUTHORITY
FY 2026/27
AMENDMENT NO. 1

EXPENDITURES

	Funding Source															COMMENTS
	LOCAL		STATE							FEDERAL						
	Local Transportation Funds	Other Local Funds	STA	SGR	LCTOP	PTMISEA	SB 125 TIRCP	SB 125 ZETCP	TIRCP	FTA 5310	FTA 5311	FTA 5311(f)	FTA 5339	Total		
OPERATING EXPENSE																
- Accounting Services		$ 6,000												$ 6,000		
- Legal Services		$ 5,000												$ 5,000		
- Operations Contract	$ 834,990	$ 169,992	$ 430,424					$ 175,420			$ 588,565			$ 2,199,391		Based on contract with TC
- Operations Contract - 5311(f) - Route 30		$ 95,155	$ 328,279									$ 300,000		$ 723,434		Based on contract with TC
- Operations Contract - 5311(f) - Route 40		$ 30,705	$ 96,562									$ 250,554		$ 377,821		Based on contract with TC
- 5310 Grant																
- Operations Contract - Medi-links										$ 95,000				$ 95,000		
- Lake Links - PYP & VDP										$ 50,000				$ 50,000		
- Printing		$ 6,000												$ 6,000		
- Promotional Materials		$ 2,400												$ 2,400		
- Advertising/Web Site Expenses		$ 2,500												$ 2,500		
- Promotional Campaigns/Translation		$ 2,000												$ 2,000		
- Fuel	$ 366,222													$ 366,222		Based on May 26 $/mile data
- Fuel - 5311(f) - Route 30	$ 210,195													$ 210,195		Based on May 26 $/mile data
- Fuel - 5311(f) - Route 40	$ 135,341													$ 135,341		Based on May 26 $/mile data
- Fuel - 5310 - Medi-links										$ 26,970				$ 26,970		Based on May 26 $/mile data
- Facility Maintenance		$ 10,000				$ 124,631								$ 134,631		
- Rents & Leases - Repeater Sites		$ 10,000												$ 10,000		
- Utilities		$ 10,000												$ 10,000		
- Fleet Maintenance		$ 30,000												$ 30,000		
- Operating Fund Reserve										$ 193,168				$ 193,168		Reserve 5310 to be used in FY 27/2
Total OPERATING Expenses:	**$ 1,546,748**	**$ 379,752**	**$ 855,265**	**$ -**	**$ -**	**$ 124,631**	**$ -**	**$ 175,420**	**$ -**	**$ 365,138**	**$ 588,565**	**$ 550,554**	**$ -**	**$ 4,586,073**		
CAPITAL EXPENSE																
Lake Transit Authority (Capital)																
Software	$ 19,572		$ 428											$ 20,000		
Equipment	$ 20,000													$ 20,000		
Reserve (Capital expenditures)	$ 30,000													$ 30,000		
Total Expenditures:	$ 69,572	$ -	$ 428	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 70,000		
Low Carbon Transit Operations Program (LCTOP)																
- 2025/26 - 2025 Zero Emission Bus Purchase					$ 118,906									$ 118,906		
- 2024/25 - 2025 Bus Stop Enhancement Project					$ 200,330									$ 200,330		
- 2023/24 - Battery Storage System					$ 204,660									$ 204,660		
- 2022/23 - Two Paratransit ZEVs					$ 191,357									$ 191,357		
- 2021/22 - Free Fares for the Summer Cruisin' Program					$ 13,888									$ 13,888		
- 2018/19 - 2021/22 - Electric Vehicle Chargers - Phase 1					$ 496,729									$ 496,729		
Total LCTOP Expenditures:	$ -	$ -	$ -	$ -	$ 1,225,870		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,225,870		
State of Good Repair (SGR)																
- 26/27 Project(s) - TBD	$ -	$ -	$ -	$ 123,626										$ 123,626		
- 25/26 Project - Vehicle Replacement	$ -	$ -		$ 121,716										$ 121,716		
- 24/25 Project - Vehicle Replacement	$ -	$ -		$ 122,342										$ 122,342		
- 23/24 Project - Vehicle Replacement				$ 117,071										$ 117,071		
- 22/23 Project - Operations & Maintenance Center	$ -	$ -		$ 103,559										$ 103,559		
Total SGR Funds:	$ -	$ -	$ -	$ 588,314	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 588,314		
SB 125 - Transit and Intercity Rail Capital Program (TIRCP)																
- Transit Center	$ -	$ -	$ -	$ -			$ 6,208,056							$ 6,208,056		
- Hydrogen fuel-cell buses and fueling infrastructure	$ -	$ -	$ -	$ -			$ 1,129,407							$ 1,129,407		
Total SB 125 TIRCP Funds	$ -	$ -	$ -	$ -	$ -		$ 7,337,463	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,337,463		
SB 125 - Zero-Emission Transit Capital Program (ZETCP)																
- Hydrogen fuel-cell buses and fueling infrastructure	$ -	$ -	$ -	$ -			$ -	$ 370,593						$ 370,593		
Total SB 125 ZETCP Funds	$ -	$ -	$ -	$ -	$ -		$ -	$ 370,593	$ -	$ -	$ -	$ -	$ -	$ 370,593		
Transit and Intercity Rail Capital Program (TIRCP)																
- Transit Center	$ -	$ -	$ -	$ -					$ 1,004,292					$ 1,004,292		
Total TIRCP Funds:	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ 1,004,292	$ -	$ -	$ -	$ -	$ 1,004,292		
FTA 5339 Funds																
- 2022 Bus Replacement	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -		$ 731,024	$ 731,024		
- 2024 Bus Replacement	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ 973,250	$ 973,250		
Total CAPITAL Allocations:	**$ 69,572**	**$ -**	**$ 428**	**$ 588,314**	**$ 1,225,870**	**$ -**	**$ 7,337,463**	**$ 370,593**	**$ 1,004,292**	**$ -**	**$ -**	**$ -**	**$ 1,704,274**	**$ 12,300,806**		
GRAND TOTAL ALLOCATIONS	**$ 1,616,320**	**$ 379,752**	**$ 855,693**	**$ 588,314**	**$ 1,225,870**	**$124,631**	**$ 7,337,463**	**$ 546,013**	**$1,004,292**	**$ 365,138**	**$ 588,565**	**$ 550,554**	**$ 1,704,274**	**$ 16,886,879**		

LAKE TRANSIT AUTHORITY
STAFF REPORT

TITLE: Rules of Conduct and Exclusion Policy Update

DATE PREPARED: August 4, 2026
MEETING DATE: August 12, 2026

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:
In February 2024, the Board approved the Lake Transit Authority Rules of Conduct and Exclusion Policy, implementing a formal policy to address disruptive behaviors occurring at LTA facilities or on the buses. While the list of prohibited conduct is quite thorough, it is a living document that can and should be updated when the need arises.

Over the last couple of months, there have been several issues with an intoxicated passenger disturbing and harassing the drivers and passengers. Staff went through the appropriate steps outlined in the policy and suspended them from the system. Once the suspension was lifted, the behaviors resumed, including threating to harm a driver. The current policy requires staff to document three separate incidents before action can be taken to suspend a passenger. While that is fine in many instances, staff felt that the policy should make some exceptions when the threat of harm to a driver or passengers is involved.

Based on this, staff is proposing the following changes to the policy:

- The addition of Article 2 Section 3(l) which includes the following as disorderly conduct:
  - Being under the influence of alcohol, a drug, a controlled substance, or any combination of those items, and unable to care for one's own safety or the safety of others or interfering with the use of a Lake Transit Authority facility or vehicle.
- Modify Article 3 Section 1(a) to read as follows (change in **bold**):
  - One at least three separate occasions within a period of 90 consecutive days, the person documented committing infractions under Article 2, committed in or on a vehicle or transit facility. **LTA is entitled to reduce the number of incidents required if either passenger or driver's safety is threatened by an individual's actions and/or behavior.**

Staff believes these changes will allow action to be taken in a timelier manner to ensure the safety of everyone utilizing or operating the transit system. Staff will be available at the Board meeting to answer any questions.

ACTION REQUIRED: Review the proposed changes to the Lake Transit Authority Rules of Conduct and Exclusion Policy and determine if the changes are appropriate.

ALTERNATIVES: Leave the Rules of Conduct and Exclusion Policy in its current state.

RECOMMENDATION: Approve the updates to the Lake Transit Authority Rules of Conduct and Exclusion Policy.

Lake Transit Authority

Rules of Conduct and Exclusion Policy

It is the mission of the Lake Transit Authority to provide safe, reliable, convenient, and efficient public transportation to the citizens and visitors of Lake County. Lake Transit Authority has established this Conduct Policy in order promote the safety and comfort of its riders, facilitate the proper use of transit facilities and services, protect transit facilities, and protect Lake Transit vehicles and employees.

Article 1 – General Provisions

Section 1 - Purpose

Lake Transit Authority (LTA) has established this Rules of Conduct and Exclusion Policy to outline conduct deemed inappropriate inside and outside of Lake Transit property, bus shelters, bus stops, transfer points, and on buses. California state law provides for criminal penalties for a wide range of passenger misconduct offenses. LTA views passenger safety and a respectful environment as essential to providing a beneficial service to its ridership. To better foster such an environment, LTA believes that a fair and just administrative process may be appropriate as an alternative or supplement to the specter of criminal penalty. This policy details the procedures for passenger exclusions and appeals.

Section 2 - Policy

It is the policy of Lake Transit Authority to protect the safety, security, and well-being of passengers and staff by adopting rules of conduct and a procedure for suspension, permanent exclusion, citation, or arrest of persons who violate Lake Transit Authority rules and/or state law. All parties wishing to use Lake Transit Authority facilities and services must abide by the rules set out in this policy. The use of audio and video surveillance recordings is authorized for prosecution of offenders.

Section 3 – Definitions

As used in this policy, the following terms have the following meanings:

a) "Fare" means the monetary charges established by LTA for the use of its facilities and vehicles
b) "Graffiti" means any unauthorized inscription, word, figure, mark, or design that is written, marked, etched, scratched, drawn, painted, of affixed on LTA facilities or vehicles
c) "Loitering" means unnecessary lingering in LTA facilities or vehicles or other locations when it interferes with an LTA facility or vehicles or use thereof.
d) "Passenger," "patron," "customer," and "rider" mean any person, in or on, using or attempting to access, an LTA facility or vehicle.
e) "Person" includes an individual, firm, partnership, corporation, association, or company.
f) "LTA" means the Lake Transit Authority and its contractors.
g) "LTA facility" means all property and equipment, including rights of way, fuel, communication systems, ventilation systems, cameras, signs, loudspeakers, fare collectors, waiting areas, storage yards, repair and maintenance shop, yard, offices, parking areas or other real estate or personal property owned, leased, or licensed by LTA, used for any LTA activity, or authorized to be located on LTA property.

h) “LTA representative” means an LTA operator, fare inspector, or other authorized LTA employee or contractor
i) “LTA system” means all LTA facilities and vehicles, collectively
j) “LTA vehicle” means an LTA bus or other vehicle owned, operated, or used by LTA or its contractors transporting LTA representatives or passengers
k) “Sound equipment” means a radio, receiver, communication device, phonograph, television, musical instrument, tape recorder, cassette player, CD player, MP3 player, DVD player, game, speaker system, audio system, sound amplifier, or other device that plays music or emits noise. Sound equipment does not include assistive hearing devices for persons who have impaired hearing.

Article 2 - Prohibited Conduct

Passengers are responsible to observe the following rules of conduct on LTA buses or at LTA facilities. Any person who engages in any of the conduct set forth may be subject to the issuance of a notice of violation and imposition of an administrative penalty. A notice of violation may be issued by a peace officer, fare inspector, security officer, or any LTA representative designated by LTA’s Executive Director, or his/her designated representative, to enforce this ordinance. This ordinance applies with equal force to any person who aids or abets in any of the prohibited conduct set forth. The conduct prohibited on or in an LTA facility or vehicle is as follows:

Section 1 – General Rules of Conduct

a) Obey reasonable requests from the driver or any other authorized LTA representative
b) Remain seated and properly restrained by a safety belt while the bus is in motion
c) Front seats are reserved for elderly and/or disabled passengers
d) All animals must ride in closed carriers, except service animals that provide a useful function to assist a passenger with a disability. Service animals are required to be under the care and control of the rider at all times. Service animals are not to be seated in a passenger seat. To the best extent possible, passengers are responsible for cleaning up after their service animal. For the safety of the passenger and service animal, LTA discourages service animals from riding on the wheelchair lift.
e) If possible, carts, carriages, and strollers should be folded prior to boarding and remain folded until after de-boarding. If not folded, they must either be secured to the bus using the mobility device restraints, if these locations are unoccupied, or securely held by the passenger. They must not block the aisle.
f) Refrain from unnecessary talking to the driver while the bus is in motion.
g) For their safety, children must be kept under control.
h) The minimum age for a passenger to ride alone is 12 years of age, subject to their physical and developmental capabilities and emotional maturity.
i) Do not put feet on the seats.
j) Limit carry-on items to the size and number that can be easily handled. Assistance is available for seniors and persons with disabilities on Dial-A-Ride or with Flex Stop service. There is a limit of 4 packages of up to 25 pounds each. Packages should be stored on the floor at the feet of the rider during travel, not on passenger seats.

Section 2 - Fare and Ticket Violations

a) Evasion of the payment of a fare of the LTA system.
b) Counterfeiting, forging, or altering of any public transit fare media.
c) Possession, publication, or circulation of counterfeit, forged, or altered fare media with the intent to defraud.
d) Misuse of a transfer, pass, or ticket with the intent to evade the payment of a fare of the LTA system.
e) Unauthorized use of a discount ticket or failure to present, upon request by LTA or within 72 hours thereafter, acceptable proof of identification or eligibility to use a discount ticket.

Section 3 - Disorderly Conduct

a) Spitting while upon an LTA vehicle or in an LTA facility.
b) Carrying any of the following in an LTA facility of vehicle: explosives; acid; flammable liquid; or toxic, hazardous, or biohazardous material. Exceptions may be made for certain biological materials (i.e., urine or feces) that are in approved medical containers.
c) Possession of a firearm in an LTA facility or vehicle (unless possessor is a peace officer or licensed to carry a firearm in a public safety capacity)
d) Brandishing a weapon, including knives/blades of any size, brass knuckles, needles, or any objects that can be used as a weapon, in an LTA facility or vehicle
e) Throwing any object from a vehicle or extending any portion of the body through any window or door of a vehicle in a manner that may cause harm or injury.
f) Urinating or defecating in an LTA facility or vehicle, except in a lavatory. This prohibition shall not apply to a person who cannot comply as a result of a disability, age, or medical condition.
g) Willfully tampering with, removing, displacing, injuring, defacing, marking with graffiti or inscribed marks, or destroying any part of any LTA facility or vehicle.
h) Operating, interfering with, enter into, or climb on or in, the property, facilities, or vehicles owned or operated by LTA without permission or approval from LTA.
i) Interfering with the operator or operation of a transit vehicle, or impede the safe boarding or alighting of passengers.
j) Violate a notice, prohibition, instruction, or direction on a sign that is intended to provide for the safety and security of transit passengers, or the safe and secure operation of the transit system.
k) Loitering on or in an LTA facility or vehicle.
l) Being under the influence of alcohol, a drug, a controlled substance, or any combination of those items, and unable to care for one's own safety or the safety of others or interfering with the use of a Lake Transit Authority facility or vehicle.

Section 4 - Disturbing Others

a) Playing sound equipment on or in an LTA facility or vehicle.
b) Willfully disturbing passengers, LTA representatives, or others on or in an LTA facility or vehicle by engaging in boisterous or unruly behavior, including, but not limited to: yelling, shouting, screaming, fighting, causing loud noises in other manners, use of profane language, verbal or physical aggression, or spitting.

c) Disturbing passengers, LTA representatives, or others on or in an LTA facility or vehicle by loud or unreasonable noise, including, but not limited to, electronic devices such as cellular phones, tablets, and laptops.
d) Willfully blocking the free movement of passengers, LTA representatives, or others in an LTA facility or vehicle. This prohibition shall not be interpreted to affect any lawful activities permitted or First Amendment rights protected under the laws of this state or applicable federal law, including, but not limited to, laws related to collective bargaining, labor relations, or labor disputes.

Section 5 - False Identification

a) Knowingly providing false identification to a peace officer, fare inspector, security officer, or other designated representative of LTA when engaged in the enforcement of this policy.

Section 6 - Skateboards and Bicycles

a) Skateboarding, roller skating, bicycle riding, or roller blading in an LTA facility, including a parking structure, or in an LTA vehicle. This prohibition shall not apply to an activity that is necessary for utilization of an LTA facility by a bicyclist, including but not limited to, an activity that is necessary for parking a bicycle or transporting a bicycle aboard an LTA vehicle, if that activity is conducted with LTA permission in a manner that does not interfere with the safety of the bicyclist of other patrons of LTA.

Section 7 – Public Decorum

a) Failing to wear a shirt, pants or skirt, and shoes in a manner respectful of others or in a manner unreasonably interfering with the use, operation, or enjoyment of others of an LTA facility or vehicle.

Section 8 – Smoking and Eating

a) Smoking or vaping is prohibited on LTA vehicles and within 25 feet of buses or facilities.
b) Eating or drinking in or on an LTA facility or vehicle in those areas where those activities are prohibited by LTA.

Section 9 – Solicitation

a) Sale or peddling of any goods, merchandise, property, or services of any kind whatsoever on an LTA facility or vehicle without the express written consent of LTA or its duly authorized representatives.

Article 3 – Passenger Exclusion

Section 1

LTA may prohibit any person from riding LTA buses to whom any of the following applies:

a) On at least three separate occasions within a period of 90 consecutive days, the person is documented committing infractions under Article 2, committed in or on a vehicle or transit facility. LTA is entitled to reduce the number of incidents required if either passenger or driver's safety is threatened by an individual's actions and/or behavior.
b) The person is arrested or convicted for a misdemeanor or felony committed in or on a LTA bus or facility for acts involving violence, threats of violence, lewd or lascivious behavior, or possession for sale or sale of a controlled substance.

c) The person is convicted of a violation of Section 11532 of the Health and Safety Code (Loitering for Drug Activities) or Section 653.22 of the Penal Code (Loitering for Prostitution).

Section 2

A person subject to a prohibition order may not enter the property, facilities, or vehicles of the LTA for a period of time deemed appropriate by the LTA, provided that the duration of a prohibition order shall not exceed the following, as applicable:

a) Up to thirty (30) days if issued pursuant to Article 3 Section 1(a), provided that a second prohibition order within one year may not exceed 90 days, and a third or subsequent prohibition order within one year may not exceed 180 days.
b) Thirty (30) days if issued pursuant to an arrest pursuant to Article 3 Section 1(b). Upon conviction of a misdemeanor offense, the duration of the prohibition order for the conviction, when added to the duration of the prohibition order for the initial arrest, if any, may not exceed 180 days. Upon conviction of a felony offense, the duration of the prohibition order for the conviction, when added to the duration of the prohibition order for the initial arrest, if any, may not exceed one year.

Article 4 – Appeal Process

No prohibition order issued under Article 3 Section 2 shall be effective unless LTA first affords the person an opportunity to contest the proposed action in accordance with procedures adopted by LTA for this purpose. LTA's procedures shall provide:

a) Reasonable notification to the public of the availability of these procedures.
b) Notice of the prohibition setting forth a description of the conduct underlying the violation or violations giving rise to the prohibition order, including reference to the applicable statutory provision, ordinance, or LTA rule violated, the date of the violation, the approximate time of the violation, the location where the violation occurred, the period of the proposed prohibition, and the scope of the prohibition. The notice shall include a clear and conspicuous statement indicating the procedure for contesting the prohibition order. The notice of prohibition order shall be personally served upon the violator. The notice of prohibition order, or a copy, shall be considered a record kept in the ordinary course of business of the LTA and shall be prima facie evidence of the facts contained in the notice establishing a rebuttable presumption affecting the burden of producing evidence. For purposed of this paragraph, "clear and conspicuous" means in larger type than the surrounding text, or in contrasting type, font, or color to the surrounding text of the same size, or set off from the surrounding text of the same size by symbols or other marks that call attention to the language.
c) For the purposes of this section, "personal service" means any of the following: (A) in-person delivery; (B) delivery by any form of mail providing for delivery confirmation, postage prepaid, to at least one address provided by the person being served, including, but not limited to, the address set forth in any citation or in court records; or (C) any alternate method approved in writing by the LTA and the person being served.
d) If a person served with a notice of prohibition order is not able, or refuses, to provide a mailing address, the notice of prohibition order shall set forth the procedure for obtaining any letters, notices, or orders related to the prohibition order from the administrative offices of the LTA. For purposes of this section, delivery shall be deemed to have been made on the following date,

as applicable: (A) on the date of delivery, if delivered in person; (B) on the date of confirmed delivery, for any delivery by mail; (C) or for any alternate method of service, as provided in the writing specifying the alternate method.

e) Proof of service of the notice shall be filed with the LTA.

f) If a person contests a notice of prohibition order, the LTA shall proceed in accordance with Article 4(h) of this policy. If the notice of prohibition order is not contested within 10 calendar days after delivery by personal service, the prohibition order shall be deemed final, without further action by the LTA, for the period of time set forth in the order.

g) All prohibition orders shall go into effect immediately upon proof of service of the notice and shall stay in effect during the appeal process.

h) For a period of 10 calendar days from the delivery of the prohibition order by personal service, the person may request a review of the prohibition order by the Lake Transit Authority Review Committee which shall consist of the Executive Director of the Lake Transit Authority, or their designee, a member of the Lake Transit Authority Board of Directors, and a member of the Lake Area Planning Council Social Services Technical Advisory Committee. The request may be made by telephone, in writing, or in person. There shall be no charge for this review. In conducting its review and reaching a determination, the Review Committee shall determine whether the prohibition order meets the requirements of Article 3 Section 1 and, unless the person has been convicted of the offense or offenses, whether the offense or offenses for which the person was cited or arrested are proven by a preponderance of the evidence. If, following the review, based on these findings, the Review Committee determines that the prohibition order is not adequately supported or that extenuating circumstances make dismissal of the prohibition order appropriate in the interest of justice, the LTA shall cancel the notice. If, following the review, based on these findings, the Review Committee determines that the prohibition order should be upheld in whole or in part, the Review Committee shall issue a written statement to that affect, including any modification to the period or scope of the prohibition order. The LTA shall serve the results of the review to the person contesting the notice by personal service. The decision of the Review Committee shall be final.

This information has been approved by the Lake Transit Authority Board of Directors. All parties wishing to use Lake Transit Authority facilities and services must abide by the rules set out by the Board of Directors in its entirety. If your actions would negatively impact the health or safety of other passengers or drivers, you are subject to removal, citation, or arrest. Use of the video surveillance equipment information is authorized for prosecution of offenders.

TRANSPORTATION CONCEPTS

P.O. Box 698
Lower Lake, CA 95457
707-994-3334

TO: Lake Transit Authority Board of Directors

FROM: Samuel Gaytan, Project Manager

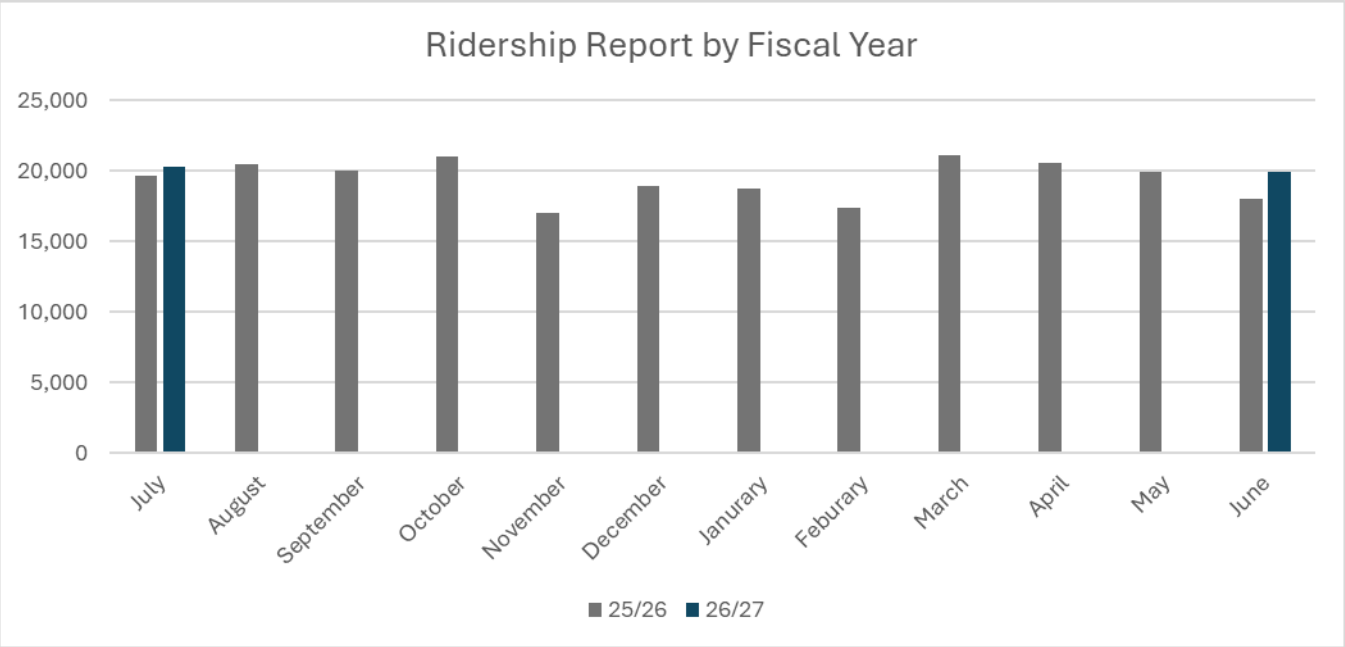
DATE: August 1st, 2026

RE: Service Report for June & July 2026

Rider ship Comparison

June-2025 = 17,992 June-2026 = 19,897

July-2025 = 19,638 July-2026 = 20,338



Employee Excellence: Training and Recruitment:

We are currently navigating several personnel changes that impact on our active operator's workforce. We have recently lost two operators due to medical issues, and an additional two operators have resigned from their positions. To mitigate these vacancies and maintain our service commitments, we are actively recruiting qualified candidates to fill these critical roles as quickly as possible. Our focus remains on attracting top talent to restore full operational capacity and support our existing team. To that end, we have successfully hired two new candidates, Cherly and Michael, who are currently in the training process.

Cherly joins the team as a highly qualified new hire who is fully credentialed and brings multiple years of diverse professional experience. Her background spans substantial work within school district environments as well as extensive customer service roles. Michael joins the team as a dedicated new hire who brings multiple years of valuable customer service experience to our organization. He demonstrates a strong eagerness to learn our transit operations.

Vehicle Maintenance Status:

We received four new buses in June, and they were placed into service in July.

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 5 out service that 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					
Complaints on Drivers	5		5		

- **Bus Stop Accessibility Request**: A regular rider requested that the Safeway Burns Valley Mall stop be moved back to its original location due to walking difficulties, while noting our drivers are very nice. Staff called the rider on July 7, 2026, explained the operational reason for the move, and connected them with our Dial-a-Ride service, which was received with gratitude and praise.
- **Fare and Conduct Allegation**: A report alleged that a driver was overcharging senior and disabled passengers a $2.50 fare, acting rudely, and behaving discriminatorily. An internal review of the onboard video footage by a supervisor determined that the driver was not rude or discriminatory, finding the complaint to be unfounded.
- **Dress Code Policy Enforcement**: A passenger became upset when a driver denied her boarding because she was wearing a bikini. The situation was resolved immediately after her companion provided a sweatshirt, allowing her to ride. A supervisor reviewed the onboard video on July 18, 2026, and contacted the passenger to explain our standard "no shirt, no shoes" policy, which is fully backed by our code of conduct and posted onboard signage.
- **Passenger Harassment Incident**: A passenger reported being harassed by another rider on board and requested to personally review the security video. The operating driver promptly documented the incident by writing an official report, and staff informed the rider that footage access is restricted to supervisors while clarifying that agency action requires a police report. A supervisor has since made multiple attempts to reach out to the passenger, but they have not yet returned our calls.

- **Schedule Adherence and Boarding Complaint**: Two passengers at the Indian Beach Resort stop experienced a boarding issue with Route 1, where the driver indicated they could not wait as the bus was already running 10 minutes behind schedule. While one passenger was at the designated stop, the second passenger was carrying bags and running to catch up. A supervisor reviewed the onboard footage, confirming that the driver did not use profanity and that the second rider was a significant distance from the stop.

Team Support & Culture Update:

We are proud to announce Alice Lombardi as our Employee of the Quarter for Quarter 2 of 2026. Alice is the absolute definition of a model employee, consistently setting a high standard for our entire team on and off the road. Through her exceptional dedication, top-tier driving skills, and proactive leadership skills, she plays a vital role in keeping our site running smoothly and safely every day. Thank you, Alice, for your outstanding commitment to our operations!

Why Alice Was Selected:

Elite Driving & Safety Skills: Alice demonstrates exceptional safety habits behind the wheel every single shift. She sets a benchmark for safe driving practices and is highly proactive about reporting safety incidents on her routes so they can be addressed immediately.

Outstanding Reliability & Attendance: You can't do a great job if you aren't here, and Alice proves that every week. She brings incredible dedication to the team, maintains a near-perfect attendance record, and rarely ever calls in sick.

Constructive Feedback & Site Growth: Alice doesn't just spot issues—she helps us solve them. She regularly shares valuable operational feedback with supervisors on what works and what doesn't, allowing management to make adjustments that ultimately benefit all of our drivers.

Positive Communication Leader: Serving as a natural go-between on the floor, Alice frequently shares constructive ideas and feedback from her peers with the management team. This open line of communication has been a huge driver of positive growth, better morale, and site-wide teamwork.

As a token of our appreciation, Alice will receive 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 7/29/2026

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

- Update
  16 new riders enrolled in the program since last report dated 6/02/2026.

PAY-YOUR-PAL UTILIZATION (Last 5 months)

PERIOD	# RIDERS	# ONE-WAY TRIPS	TOTAL MILEAGE	TOTAL REIMBURSEMENT
February 2026	85	1,058	12,817 (NEMT Miles: 8,430 Non-Medical Miles: 4,387)	$5,126.80 (NEMT: $3,372.00 Non-Medical Trips: $1,754.80)
March 2026	88	1,303	14,646 (NEMT Miles: 9,651 Non-Medical Miles:4,995)	$5,858.40 (NEMT: $3,860.40 Non-Medical Trips: $1,998.00)
April 2026	95	1,416	16,772 (NEMT Miles: 11,268 Non-Medical Miles : 5,504)	$6,708.80 (NEMT: $4,507.20 Non-Medical Miles: $2,201.60)
May 2026	79	1120	13,960 (NEMT Miles: 9032 Non-Medical Miles: 4928)	$5,584.00 (NEMT: $3,612.80 Non-Medical Miles: $1,971.20)
June 2026 (No data for July available yet)	74	1064	14,433 (NEMT Miles: 9,487 Non-Medical Miles: 4,946)	$5,773.20 (NEMT: $3,794.80 Non-Medical Miles: $1,978.40)

- We had been exceeding our monthly budgeted reimbursement amounts so (as of 6/1/2026) we made some adjustments to the types of trips that qualify for reimbursement and required proof (such as receipts) for others.

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2). Ride Links - Volunteer Driver Program

- Currently, we have 10 volunteer drivers on board that can accept ride assignments. (2 more in the on-boarding process.)
- Currently, we have 33 riders enrolled that can now request rides.
- Currently, 5 volunteer drivers are willing to take clients to medical appointments outside of the County on occasion.

- **Ride Links Ridership for the last 6 months:**

    - **February 2026:** 8 Rides scheduled (6 completed & 2 cancelled by riders)
    - **March 2026:** 10 Rides scheduled (8 completed & 2 cancelled by riders)
    - **April 2026:** 11 Rides scheduled (9 completed & 2 cancelled by riders)
    - **May 2026:** 11 Rides scheduled (9 completed & 2 cancelled by riders)
    - **June 2026:** 13 Rides scheduled (11 completed & 2 cancelled by riders)
    - **July 2026:** 17 Rides scheduled (16 completed & 17 cancelled by riders)

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TRANSPORTATION CONCEPTS

Memorandum

To: All
From: Jacquie Loustalot, Patrick Teahan & Samuel Gaytan
Date: 07/02/2026
Reason: Employee of the Quarter Q2 2026

We are proud to announce Alice Lombardi as our Employee of the Quarter for Quarter 2 of 2026. Alice is the absolute definition of a model employee, consistently setting a high standard for our entire team on and off the road. Through her exceptional dedication, top-tier driving skills, and proactive leadership skills, she plays a vital role in keeping our site running smoothly and safely every day. Thank you, Alice, for your outstanding commitment to our operations!

Why Alice Was Selected:

Elite Driving & Safety Skills: Alice demonstrates exceptional safety habits behind the wheel every single shift. She sets a benchmark for safe driving practices and is highly proactive about reporting safety incidents on her routes so they can be addressed immediately.

Outstanding Reliability & Attendance: You can't do a great job if you aren't here, and Alice proves that every week. She brings incredible dedication to the team, maintains a near-perfect attendance record, and rarely ever calls in sick.

Constructive Feedback & Site Growth: Alice doesn't just spot issues—she helps us solve them. She regularly shares valuable operational feedback with supervisors on what works and what doesn't, allowing management to make adjustments that ultimately benefit all of our drivers.

Positive Communication Leader: Serving as a natural go-between on the floor, Alice frequently shares constructive ideas and feedback from her peers with the management team. This open line of communication has been a huge driver of positive growth, better morale, and site-wide teamwork.

As a token of our appreciation, Alice will receive a $100 gift card and will have exclusive use of the Employee of the Quarter parking spot.

Please join us in thanking Alice for her hard work and congratulating her on this well-deserved win.