



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
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367 North State Street, Suite 206
Ukiah, CA 95482

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) AGENDA

DATE: **Tuesday, December 8, 2015**
TIME: **1:45 p.m.**

PLACE: **City of Lakeport** **Caltrans District 1**
Front Conference Room **Teleconference**
225 Park Street 1656 Union Street
Lakeport, California Eureka, California

Teleconference Dial-In #: 866-576-7975 Passcode: 961240

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1. Call to Order and Introductions
 2. Approval of October 13, 2015 SSTAC Meeting Minutes
 3. Election of SSTAC co-chair – (Ilene)
 4. Introduction of Unmet Transit Needs – (Nephele)
 5. Update on Lake Transit Authority (LTA) meetings (Mark)
 - a. October 14, 2015 LTA Meeting Minutes
 - b. November 18, 2015 LTA Meeting Minutes - *to be distributed*
 - c. December 9, 2015 Agenda
 6. Update on Lake Transit projects and grants (Mark)
 - a. CTSA Update
 - b. NEMT Implementation: Pay Your Pal Volunteer Program (Karl)
 7. Update on Human Services Transportation Programs
 - a. Live Oak Transportation Project coordinated by the Area Agency on Aging (Tracy)
 - b. People Services
 - c. Other programs and plans
 8. Update on State and Federal Grant Programs and Projects
 - a. Active Transportation Program (ATP) (Jesse)
 - b. Lake Transit Hub Location Plan (Jesse)
 - c. Sustainable Transportation Planning Grant (Lisa)
 9. Discussion of issues and/or concerns of the members of the SSTAC
 10. Public Input

11. Date for next meeting
12. Announcements/Good of the Order
13. Adjourn SSTAC meeting

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 APC office at (707) 263-7799, at least 72 hours before the meeting.

Date posted: 12/1/15

List of Attachments:

- Agenda Item #2: October 13, 2015 Draft SSTAC meeting minutes*
- Agenda Item #4: 2016/17 Unmet Transit Needs Workshop*
- Agenda Item #5a: October 14, 2015 Lake Transit Authority meeting minutes*
- Agenda Item #5c: December 9, 2015 Lake Transit Authority Agenda*



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

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Administration: Suite 204 ~ 707-234-3314
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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING Draft Meeting Minutes

Tuesday, October 13, 2015
1:45 p.m.

Lakeport City Hall
Small Conference Room
225 Park Street
Lakeport, California

Present: Ilene Dumont, Mark Wall, Wanda Gray, Paul Branson, Micki Dolby, Joel Moran, Tracy Thomas, Kaye Bohren, Karl Parker, Caltrans (by telephone)

Absent: Frank Parker, Michele Dibble

Also Present: Lisa Davey-Bates, Jesse Robertson

1. Call to order

Ilene Dumont called the meeting to order at 1:50 p.m.

- a. Ilene Dumont requested that Jesse Robertson add Joel Moran to the list of SSTAC meeting invitees, as he is in training to become a future SSTAC member.

2. Approval of SSTAC Meeting Minutes

- a. August 11, 2015 SSTAC Meeting Minutes Mark Wall made a motion to accept the minutes as written. Kaye Borne seconded the motion. The motion passed unanimously.

3. SSTAC Membership

- a. Jesse Robertson requested a confirmation that Frank Parker will remain a member of the SSTAC. Wanda made a motion, Tracy Thomas seconded.

4. Update on Lake Transit Meetings

- a. **August 12, 2015 Draft LTA Meeting Minutes** – Mark Wall reported on the input received at the public hearing for service reductions. Input reflected interest in maintaining evening service, funded with the discontinued JARC program. LTA was able to retain some of the most productive routes and too ensure connections for the intercity bus routes. With the Budget revision to include the intercity bus grant fund that was received, an agreement for Mark Wall's services, the transit manager was authorized to prepare a medical provider medical transportation provider documents, but since then a decision was made to have a contractor provide those services instead. Service changes that were anticipated to be put in place in September were disrupted by the Valley Fire.
- b. **October 14, 2015 LTA Agenda** – Preview includes a request approval to expedite procurements to expedite fire disaster response services to the extent that can be done within the federal and State laws and provisions. Among other needs, LTAs transmitter burned on Cobb Mountain; Mark made arrangements with County for transmitter space on Buckingham Peak. A verbal agreement was made to sign an agreement. The radio consultant installed a new repeater. The radios were up and running within five weeks. Since then, a second repeater was added because the Buckingham location doesn't reach the southern

portion of the County. The new repeater will go on the Mt. St. Helena North Peak; with that LTA will have better radio coverage than they've ever had before. Even the bus routes that go to Ukiah and St Helena will have coverage. Ilene asked if the repeaters/radios were expensive. Mark responded by saying that the repeaters themselves are about \$5,000. There is additional work involved in getting the FCC licenses. The transmitter site leases are what costs money: the lease with the County is about \$300 per month; the site on St Helena is about \$300 per month. Compare that to the cost of drivers carrying cell phones, mobile radios will be better and less expensive. Mobile communications must be carried on the buses by State law. Cell phones don't work along all of the routes, so the coverage with the radios will be better. Mark also contacted Caltrans Division of Mass Transportation to request emergency funding. The State offered \$50,000 per month for four months and you can lease the vehicles. LTA received \$252,000 in funding and we will review it to see if more is needed after four months. LTA will add some schedules on routes 2 & 3 serving Middletown and Cobb, possibly also in Kelseyville. Probably run an emergency response service in a small vehicle. LTA is also funding a modified version of Karl Parker's Pay-Your-Pal program to do a Valley Fire Ride Assistance Program. LTA will start recruiting volunteer drivers, paid for with the emergency funding. LTA will have to justify the operating expenses for the fiscal year and demonstrate the need for services. Next, the LTA will be asked to approve Mark's response to the Civil Grand Jury Report. Mark didn't appreciate the report, in part because they didn't get their facts straight. The report noted a huge drop in ridership as a result of the strike, using figures from the period in 1996/97 to 2002/03. Annual system ridership peaked in 2002/03 at 108,500. These figures were compared to other figures that were reported quarterly, not annually. Ridership had dropped to 58,300, which is still nearly double the number of riders if looked at in annual volumes. They had two issues, one was with the position of Transit Manager and the other had to do with advertising and marketing. The one having to do with Mark's position, which was referred to as the Executive Director (which he is not), and the transit services and grant applications may be interrupted if the current Executive Director becomes disabled and unable to fulfil the conditions and terms of his contract. Lisa Davey-Bates is the Executive Director. Should Mark become disabled, every project is saved in electronic files and would be turned over to Lisa. Lisa noted that the TDP addresses this issue in the succession planning chapter. The other issue was a report that the final authorization on the agenda was for authorization for Lisa or Mark to execute documents for the California Security Grant Program over a period of two different years. Finally, the Paratransit Services Report is on the agenda extensive this report, with responses to the two different fires.

- c. **New Routes and Riders Guide** – What is LTA doing with Routes running over Cobb Mountain? Routes 2 & 3 Construction work in the area is expected to disrupt bus schedules to accommodate 30 riders per day. Lisa recommended taking the new riders guide to the Lake APC Active Transportation Plan public outreach meeting in Middletown on November 5 for their input on changes to the routes and schedules.

5. **Efforts Under Way in Response to the Valley Fire** – Many of the items under this heading were discussed above.

- a. Evacuation Efforts
- b. Free Fares
- c. Changes in LTA Service
- d. Communication/Outreach Efforts
- e. Radio/Repeater Installation at Konocti and St. Helena
- f. Emergency Funding (FTA 5311) – Valley Fire Disaster Relief
- g. **Early Implementation of Volunteer Driver Program and/or Other Emergency Services** – A modified version of the Pay-Your-Pal program is being kicked-off with

emergency funds and will serve as a pilot program. Riders must meet certain criteria to enroll in the program. The rider would submit an end-of-month report for reimbursement to drivers. The reimbursement rate is set at \$0.35 per mile. Paul Branson noted that LTA will get calls from people asking for service that won't qualify for this program but can be directed to other programs. Mark noted that directing callers to other programs should be a first priority. Ilene asked for a motion to approve LTA's action. Paul motioned for a vote to approve LTA's action, Kaye seconds. The motion passed unanimously. Micky Dolby asked how soon the program could be implemented. Karl announced the target date for initiating the program as October 26.

6. Update on Consolidated Transportation Service Agency (CTSA)

- a. **Ad-Hoc Committee – CTSA Designation** – NEMT and the Pay-Your-Pal program exemplify activities that go beyond normal transit operations into fields that involve Social service more. CTSA needs to play a stronger role. Before LTA took on the role in 1996, NCO managed the program. In those days, the CTSA has been mainly a rubber stamp for 5310 applications. The role of the CTSA was created with the enabling legislation in 1979 or 1980, to coordinate and consolidate social service transportation. The initial role was intended to coordinate or facilitate new services that the transit agency is unable to meet. That should be the new vision for the CTSA. Leading up to this point, LTA has prepared the NEMT plan, a 5310 grant to coordinate those vehicles, two social services public transit coordination plans. The most recent coordination plan promoted the strengthening of the CTSA. Mark is suggesting spinning it off into a new agency. Lisa and Mark met with an Ad Hoc Quorum with four members of the Board to talk about the organization, what its future goals and aspirations ought to be. The Board was initially reluctant to create a new government agency or new non-profit, or designating an existing non-profit to take on that role. Martin Scheel thought about forming a new non-profit agency, additional funds could be raised through charitable contributions or other private funding sources (the TRIP program in Riverside as an example). The final recommendation was to spin off as a non-profit under the Area Planning Council Board, to provide a greater autonomy from the LTA transit operator. Audits flow under the APC. APC can contribute up to 5% of Local Transportation Funds to the CTSA. The Board would be made up of a subset of the Area Planning Council, the Department of Social Services, People Services or other major partners in transportation in Lake County. The CTSA would be an administrative agency that inventories transportation providers and resources to cooperatively manage the local parties or participants. One role would be to apply for grants. LTF amounts to \$65,000 per year and may pay for an individual's salary, but beyond that, not much else. The CTSA would have 2 to 3 years, with the existing backlog of CTSA funding, to make this new arrangement work. The CTSA can apply for grants for new buses, potentially dispatch and maintenance functions. A medical reimbursement program would be a significant resource to fund the organization. The CTSA would seek medical, charitable or other private funding, including grants, to fund the NEMT needs that LTA isn't able to provide. Medical may pay up to 50% of the actual cost. LTA will have to decide who pays the other 50%. To build the transportation resources within the County, funds will likely have to come from the medical community. LTA's Dial-A-Ride Program is currently handling NEMT with a monthly ridership of about 300 individuals.
- b. September 9, 2015 Draft Ad-Hoc Committee Meeting Notes – see above discussion.
- c. Lake Links – Non-Profit, Branding, Membership, Eligibility Committee will make policies on who is eligible and how much people pay.
- d. Medi-Cal Application Status
- e. TRIP Software Contract/Pay Your Pal Volunteer Program Implementation
- f. Mobility Coordinator Update -

7. **Update on Human Services Transportation Programs**
- a. Disaster and Recover Efforts – People Services has been managing donations for fire victims. Twenty clients were displaced, five lost their homes. Some families left the County permanently. Continued NEMT transport through the crisis. Respite care was given to Ukiah or Santa Rosa, as needed.
Caltrans contacted Mark Wall to find out how vehicles were being used to help with emergency response to the fire or fires.
The Live Oak Senior Center had seniors getting evacuated for the Rocky Fire and some assistance was provided to them.
LTA provide shower shuttles to take the displaced to locations where public showers were available. LTA took an average of 1,000 calls per week to provide information and resource referrals. The call center was run nearly 20 hours per day for the week after the fire. Sixteen Paratransit employees were evacuated from their homes; three lost their homes. The company provided sunshine funds to help ends meet and established “Go Fund Me” accounts on their behalf.
 - b. Semi-annual 5310 Reports – Due by the end of the month. Wanda offered to work with those that need to report to help keep the reports consistent.

8. **Update on State and Federal Grant Programs and Projects**

- a. Active Transportation Program (ATP) – Lisa offered to email SSTAC members the flyers with information about upcoming community outreach meetings as well as links to a survey that will be posted on-line. The plan is Countywide that will define transit, bike and pedestrian needs in the County.
- b. Transit Energy Use Reduction Plan
- c. Sustainable Transportation Planning Grant – Lake APC will be submitting a grant application for LTA to identify where Bus Passenger Facility needs are and to coordinate with partner agencies. LTA is lacking in engineering staff to help.

9. **Discussion of issues and/or concerns of the members of the SSTAC** - Need to elect a co-chair, since Dixie's departure. This will be placed on the agenda for the next meeting.

10. **Public Input**

11. **Date for next meeting** - Scheduled for November, but with this meeting, the next meeting may be pushed back to February. If there is a need to meet before February, Lake APC will send out notice.

12. **Announcements/Good of the Order**

13. **Adjourn SSTAC meeting**

The meeting was adjourned at 3:50 pm.

Respectfully Submitted,

DRAFT

Jesse Robertson, Senior Planner



SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL STAFF REPORT

TITLE: 2016/17 Unmet Transit Needs Workshop

DATE PREPARED: 12/01/15

MEETING DATE: 12/08/15

SUBMITTED BY: Nephela S. Barrett, Program Manager

BACKGROUND:

Last year, the APC conducted a formal Unmet Transit Needs Process for the first time in many years. This process is a requirement of the Transit Development Act (TDA) prior to a region using any Local Transportation Funds (LTF) for streets and roads purposes. Although the APC does not allocate any LTF funds for streets and roads purposes, the process is still recommended and provides an opportunity to formalize the process of identifying potential transit needs and opportunities for Lake Transit Authority to meet those needs if feasible. It allows the APC and LTA to determine how to best use the limited transit funding available to the region. The Unmet Transit Needs Process also meets the citizen participation requirements of the TDA and is identified as a responsibility of the Social Services Transportation Advisory Council (SSTAC).

It is now time to begin the FY 16/17 Unmet Transit Needs Process. The first step in this process is for the SSTAC to develop a list of potential Unmet Transit Needs. These needs may be identified by SSTAC members, agency staff, or the public. For your reference, I've attached the list of Unmet Transit Needs that was approved by the APC during the last Unmet Transit Needs process.

The list of needs will then be presented to the APC Board at a public hearing in February. The Board will determine whether any of the needs qualify as an "unmet transit need" consistent with the approved definition (attached). The unmet transit needs will then be directed to Lake Transit Authority staff and APC staff for analysis and further review by the SSTAC. Following this analysis, a recommendation will go to the APC Board determining whether or not any of the needs are considered "reasonable to meet." If needs are found reasonable to meet, those needs will then become part of the budgeting process.

ACTION REQUIRED:

Develop a list of unmet transit needs in Lake County that will be presented to the Lake APC at a public hearing. If desired, advise the APC on any other major transit issues per TDA mandated SSTAC duties.

2015/16 Lake County/City Area Planning Council
Unmet Transit Needs & Findings
Approved May 13, 2015

Potential Transit Service Needs

1. **Dial-a-ride from the Clearlake Oaks area to Clearlake.** This would specifically benefit residents of the Eskaton development. Fixed route bus service and the Live Oak Senior Center currently serve this area.

Response: Lake Transit Authority currently provides Route 1 flex route service in Clearlake Oaks. This includes eleven (11) schedules per day to Clearlake, and twelve (12) schedules per day returning from Clearlake. There are fourteen (14) bus stops located along State Route 20 in Clearlake Oaks. This provides relatively good spacing between bus stops. One of these bus stops is located at the Eskaton Clearlake Oaks Manor. In addition to the bus stops, the bus will deviate up to one mile off of the bus route for passengers unable to utilize bus stops. Passengers traveling to Clearlake can utilize bus routes to most locations in Clearlake, or they can make reservations to transfer to and from the Clearlake Dial-A-Ride. Lake Transit Authority has also provided through the FTA 5310 program a vehicle for use by the Live Oak Senior Center to transport seniors for various purposes. Given this range of resources, the request for dial-a-ride service is not an unmet need, and is not reasonable to meet.

Finding: This is not an Unmet Transit Need.

2. **Service to Safeway in Lakeport from north Lakeport area.** This would be an added stop to an existing route.

Response: Lake Transit has provided Dial-A-Ride from the North Lakeport area to Safeway for many years. On January 12, 2015 Lake Transit added Safeway to the Route 8 schedule to provide fixed route service between North Lakeport and Safeway. There is no unmet need for transit service.

Finding: This is not an Unmet Transit Need

3. **Medical trips to Saint Helena Clearlake and Sutter Health.** There may be an opportunity for funding partnerships with these health centers.

Response: This may be an unmet need, particularly for individuals in outlying areas to access the hospital clinics for non-emergency medical transportation. Currently, individuals needing to travel to the hospitals or hospital clinics must use Lake Transit bus routes, flex stops, or dial-a-ride; transportation provided by Lucerne Senior Center or Live Oak Senior Center to get to the Lake Transit bus routes that serve the hospitals, or they may use transportation provided by the hospitals, if available.

To the extent that an unmet need exists, it is reasonable to meet only if there are additional sources of funding. Lake Transit is currently negotiating a contract with Sutter Lakeside Hospital for non-emergency medical transportation from Lucerne, Nice, Upper Lake, Lakeport, and Kelseyville to the SLH clinics Monday-Friday. The agreement is expected to be approved by both agencies in May, and services would then start in June 2015. Under this agreement, SLH has agreed to pay for the cost of service less any Medi-Cal or FTA funding that LTA can obtain to pay for services. Through 2015, LTA has secured FTA funding to pay for 50% of the cost of NEMT trips. LTA has also contracted with Paratransit Services for the addition of a Mobility Coordinator position. The first

priority of the Mobility Coordinator will be to pursue Medi-Cal funding to replace the FTA funds in 2016. LTA is interested in providing similar services for St. Helena Clearlake and has discussed this with the hospital in the past. St. Helena Clearlake decided to purchase their own vehicle for such transportation in the near term.

With the implementation of the LTA/CTSA NEMT program with SLH, it is expected that the need for NEMT services will be met for individuals who do not have their own transportation available. SLH will be served by the CTSA program, and Saint Helena Clearlake will be served with the hospital's own transportation service.

Finding: This is not an Unmet Transit Need.

4. **Eastbound service to Spring Valley and further east, allowing people to connect with service to the Sacramento area.** Currently, the closest connection is at the Cache Creek Casino.

Response: Transit service for residents of Spring Valley is an unmet need. The Live Oak Transportation Project, an FTA Section 5317 funded program that was sponsored by the Area Agency on Aging and operated by Live Oak Senior Center, attempted to serve Spring Valley residents while that project was active for several years beginning in 2009. According to Pat Grabam, the transportation project manager, there was very little demand for service. The Spring Valley community is composed of about 360 rural residential households scattered along an approximate six mile stretch of New Long Valley Road. The population is about 845 and the population density is 169 people per square mile. The distance to the start of New Long Valley Road at State Route 20 is about 11 miles from Clearlake Oaks, or 18 miles from Clearlake. The distance to Spring Valley, combined with its low density, and the lack of demand for service in a recent transportation project, make it very unlikely that another transportation service attempt would be successful. LTA recommends that a service directed to serving residents along the length of New Long Valley Road is not reasonable to meet based on past performance, low population density, and low demand.

Intercity bus service connecting to Sacramento is an unmet need that may be reasonable to meet. A bus service to the Cache Creek Casino could connect with the YoloBus service between Cache Creek, Woodland, the Sacramento Airport, and Downtown Sacramento. In addition to meeting the needs of Lake County and Mendocino County residents to travel east to the Sacramento region, this route could include a stop near the intersection of State Route 20 and New Long Valley Road. This may help to meet the unmet transit need of Spring Valley residents, but it would require that residents find a way to the State Route 20 intersection. Among other reasons, this is because a requirement of 5311(f) intercity bus funding is that service be provided on a fixed route with limited stops. A deviation to residences in Spring Valley would not fit the intercity service definition.

Additional study is needed to determine the best route and schedule options to propose for FTA 5311(f) funding. If 5311(f) funding, including Toll Credits, are obtained, this unmet need would be reasonable to meet.

Finding: There are unmet transit needs for (1) service to Spring Valley, and (2) service connecting Lake County to the Sacramento region. The unmet need for service to Spring Valley is reasonable to meet only to the extent that the need can be met with a bus stop at the intersection of New Long Valley Road and State Route 20, and, further, that an intercity route can be funded to serve that intersection. The unmet need for service connecting to the Sacramento region may be reasonable to meet if funding can be secured. It is recommended that LTA apply for FTA Section 5311f funding in the next application cycle.

5. **LTA service from Live Oak Senior Center as part of Non Emergency Medical Transportation program, with Senior Center serving as a hub.** The Senior Center service could bring people in from surrounding areas to connect with the LTA service.

Response: See unmet needs issue #3. This is an unmet need for individuals who cannot access current transit services in the Clearlake Oaks area. LTA as the CTSA has entered into an MOU with Live Oak Senior Center to provide the center with a vehicle. To retain this FTA 5310 funded vehicle, Live Oak Senior Center must provide at least 20 hours of service per week. The issue for Live Oak Senior Center is funding for additional operating expenses. This is an unmet need that is not reasonable to meet unless additional funding is identified. Since Clearlake Oaks is not in the Sutter Lakeside Hospital primary service area, it is doubtful whether or not enough funding could be provided through the proposed SLH/LTA partnership. Other possibilities include Medi-Cal funding, Older American Act funding through the AAA, or St. Helena Clearlake purchase of service.

Finding: This is an Unmet Transit Need and may be Reasonable to Meet if operating funds can be secured for the senior center transportation program. It is recommended that LTA work together with Live Oak Senior Center to conduct a pilot project to provide NEMT transportation. The suggested pilot program would involve the senior center vehicle bringing people to the senior center, then LTA providing fixed route service from the senior center to medical services. This pilot project will determine the feasibility of continuing this service.

6. **Non Emergency Medical Transportation in outlying areas.** This would serve areas beyond one mile from fixed routes, and vehicles need to include wheelchair lifts.

Response: This need is partially addressed in responses to issues #3 and #5. However, there are still unmet needs in areas that are not covered by the services described in #3 and #5.

Finding: This is an Unmet Transit Need, but is not reasonable to meet at this time. LTA will continue to explore options for addressing this need.

Additional Needs/Issues Identified (not subject to TDA findings):

1. **A transit stop with shelter at the jail.** This would help employees of the jail as well as people visiting inmates.

Response: This is an unmet need that is reasonable to meet if done in partnership with the jail. Lake Transit Authority will contact the jail with a proposal for joint development in 2015/16.

Recommendation: LTA should work in conjunction with the jail to provide a shelter.

2. **Improved mileage reimbursement for volunteer drivers.** Inadequate reimbursement is considered an obstacle for the volunteer driver programs.

Response: This may be addressed, but additional information is needed, and funding sources must be identified. The work program for the Lake Transit Authority Mobility Coordinator includes a task to "Develop a volunteer driver and "pay your pal" driver reimbursement program." Part of this task would be to evaluate potential mileage reimbursement rates and funding sources. The task is expected to be completed in 2015/16.

Recommendation: The Lake Transit Authority Mobility Coordinator should evaluate potential mileage reimbursement rates and funding sources.

3. **Accessibility improvements are needed around the fixed route transit stops.**

Response: This is a long standing and well known need. Due to the lack of right of way and existing sidewalks in many parts of Lake County, and other issues, such as roadside storm drain ditches and steep terrain, it is very difficult and expensive to develop accessible bus stops. This is exacerbated by conditions attached to federal grant programs by Caltrans. Caltrans will not approve bus stop improvements even though they are eligible under some programs, and requires that all environmental and engineering work be done before federal funds are granted for any bus stop project. More flexible funding sources such as PTMISEA are currently being used for bus replacements which have a higher priority. Given limited funding resources, Lake Transit Authority has attempted to improve several bus stops each year. An update to the Lake County Passenger Facilities Plan is needed to provide better information about the cost, funding, and priority for bus stop development.

Recommendation: Address this issue in the next update of the Lake County Passenger Facilities Plan. Encourage local agencies and Caltrans to include accessibility improvements, if feasible, when streets/roads projects are adjacent to transit stops.

4. **Senior Centers should take steps to become eligible sub-recipients of FTA grant funds.**

Response: FTA 5310 funding is now potentially available for operations. This is one potential FTA funding source for senior centers, or other non-profits, to receive grants for operating NEMT and other local demand-response services. In order to obtain these funds directly, the senior center or non-profit must be an FTA sub-recipient. Although LTA as the CTSA could potentially help agencies to apply for funds and/or maintain program requirements sub-recipients, the non-profit agencies must make this decision.

Recommendation: LTA and the APC should work with the senior centers to determine a plan of action if senior centers are interested in becoming grant applicants.

5. **A shelter is needed in Lakeport at the Kmart transit stop.**

Recommendation: LTA will budget for a shelter to be installed at the KMart bus stop in 2015/16.

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION 14-15-15

ADOPTING DEFINITIONS TO BE USED IN THE UNMET TRANSIT NEEDS PROCESS

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, the Lake County/City Area Planning Council (APC) is the designated Regional Transportation Planning Agency for Lake County; and

WHEREAS, the Transportation Development Act (TDA) requires that before any Local Transportation Funds (LTF) are allocated for streets and roads purposes, the transportation planning agency shall conduct a process to determine if there are any unmet transit needs that are reasonable to meet; and

WHEREAS, the APC does not typically allocate LTF for streets and roads purposes, but has determined that the Unmet Transit Needs Process will still be conducted as it provides an opportunity to formalize the process of identifying potential transit needs and opportunities to meet those needs if feasible, meets the citizen participation requirements of the TDA, and is identified as a responsibility of the Social Services Transportation Advisory Council (SSTAC); and

WHEREAS, section 99401.5(c) of the Transportation Development Act requires that the transportation planning agency adopt definitions for the terms "unmet transit needs" and "reasonable to meet" to be used in the Unmet Transit Needs Process; and

WHEREAS, the APC last adopted definitions for these terms in 1996, by Resolutions #96-97-8 and 96-97-9; and

WHEREAS, the APC has reviewed these previous definitions and desires to make revisions to the definitions, thereby replacing Resolutions #96-97-8 and 96-97-9; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The Lake County/City Area Planning Council hereby adopts the following definitions of "unmet transit need" and "reasonable to meet" to be used in the Unmet Transit Needs process:

Unmet Transit Need: Whenever a need by a significant number of people to be transported by moderate or low cost transportation to specific destinations for necessary purposes is not being satisfied through existing public or private resources.

Reasonable to Meet: It is reasonable to meet a transit need if all of the following conditions prevail:

- *Funds are available, or there is a reasonable expectation that funds will become available. This criteria alone will not be used to determine reasonableness.*

- *Benefits of services, in terms of number of passengers served and severity of need, justify costs*
- *With the added service, the transit system as a whole will be capable of meeting the Transportation Development Act fare revenue/operating cost requirements*
- ***Transit services designed or intended to address an unmet transit need shall not duplicate transit services currently provided either publicly or privately***
- ***The claimant that is expected to provide the service shall review, evaluate and indicate that the service is operationally feasible, and vehicles shall be currently available in the marketplace***

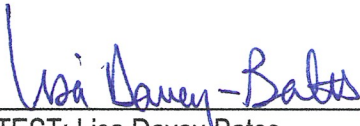
Adoption of this Resolution was moved by Director Leonard, seconded by Director Mattina, and carried on this 10th day of December 2014, by the following roll call vote:

AYES: Directors Comstock, Smith, Mattina, Scheel, Leonard, Wharff

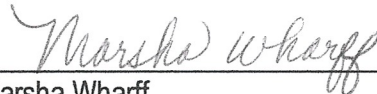
NOES: None

ABSENT: Directors Loustalot, Luiz

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



ATTEST: Lisa Davey-Bates
Executive Director



Marsha Wharff
Chairperson



LAKE TRANSIT AUTHORITY

DRAFT Minutes

October 14, 2015

9:00 a.m.

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

Present

Jim Comstock, Supervisor, County of Lake
Russell Perdock, City Council Member, City of Clearlake
Gina Fortino Dickson, Council Member, City of Clearlake
Stacy Mattina, City Council Member, City of Lakeport
Martin Scheel, Mayor, City of Lakeport
Chuck Leonard, Member at Large
Ron Bertsch, Member at Large (Alternate)

Absent

Jeff Smith, Supervisor, County of Lake

Also Present

Mark Wall, Transit Manager, Lake Transit Authority
Karl Parker, Mobility Manager, Lake Transit Authority
Wanda Gray, Paratransit Services
Bruno Sabatier, Alternate to Board, City of Clearlake
Lisa Davey-Bates, Admin. Staff - Lake County/City Area Planning Council (APC)
Alexis Pedrotti, Admin. Staff- Lake County/City Area Planning Council (APC)
Jesse Robertson, Planning Staff – Lake County/City Area Planning Council (APC)
Nephele Barrett, Admin. Staff - Lake County/City Area Planning Council (APC)

1. Call Meeting to Order

Due to the Chair and Vice-Chairs absence, the attending board members agreed by consensus that Director Scheel would chair the Lake Transit Authority Board Meeting.

Chairperson Scheel called the meeting to order at 9:03 am.

2. Roll Call

Alexis Pedrotti called roll. Members present: Comstock, Perdock, Fortino Dickson, Mattina, Scheel, Leonard, and Bertsch (Alternate for Wharff). Absent: Smith

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 above agenda.

None

4. Approval of Draft Minutes of August 12, 2015

Director Leonard made a motion to approve the August 12, 2015 Lake Transit Authority Meeting Minutes. The motion was seconded by Director Mattina and carried unanimously.

5. Authorization To Expedite Procurements And To Implement Fire Disaster Response Services

Mark Wall commented on how unusual a report this agenda item is, as well as an unusual request to happen after the fact. LTA had some situations with the Valley Fire, as well as the Rocky Fire that required LTA to act quickly. As the Valley Fire situation started, Paratransit was in contact with Mark via phone. Paratransit needed Mark to authorize to do what needed to be done, quickly. Wanda has been exceptionally careful with recording all fire expenses, which has been done for both fires. LTA suspended all services on September 14th, 2015. Unfortunately, LTA had many drivers affected by the fire, as well as dispatchers and Wanda. Several have been forced to leave the area, resulting in vacant driver positions for LTA. LTA is currently recruiting for new drivers to fill these vacancies.

Mark made the decision to make rides free immediately for the remaining part of September. This triggered great response from the public. While people were trying to move around from evacuations centers, to facilities or appointments LTA has worked to assist people with what they need. Mark also made the decision to extend free fares through October. Mark felt this would help build public support while continuing to help those who were without transportation due to the fire.

LTA has experienced some damage from the fire. A few signs were burnt, as well as the radio repeater on Cobb being completely destroyed. At this point, the time frame is a minimum of 6 months before the original location could be back up and running. The radio repeater is the main communication tool between the dispatch and buses. During the emergency situation, waiting was not an option, so a temporary solution was organized with the County of Lake to facilitate the usage of their radio repeater for LTA services on Buckingham Peak. There were a few things the County wanted LTA to complete before allowing LTA access to the Buckingham Peak Repeater. During the emergency situation, the County responded instantaneously. Paratransit also worked quickly to get Nextel cellular devices during the first day after the fire. Mark was happy to report 4 days later the new repeater was up and running on Buckingham Peak, and the Nextel devices would no longer be needed.

Since Buckingham Peak isn't capable of adequately reaching the southern portion of the county, Mark has also been facilitating a second repeater on Mount St. Helena North Peak to help extend coverage. All the radio expenses should total less than \$12,500. Currently LTA doesn't have the lease with County of Lake, but doesn't expect it to be more than \$300.

Due to the severity of the emergency, there were several things Mark needed to act on quickly. Mark, Wanda and Karl toured the affected areas to assess the severity of the damage. Very minimal to the signs, most were older signs that needed updating soon anyways. One thing that occurred to Mark early on was that there would potentially be emergency money available to assist. Mark was a little hesitant to go through FEMA or OES and thought it might be more efficient to go through Federal Transit Administration. Director Scheel and Director Comstock participated in the teleconference conversation with the Chief of Federal Grants for Caltrans. Mark was successful in receiving funding in the amount of \$253,000, which will be amended into existing federal operations grant amount already awarded to LTA.

Mark developed a draft budget showing additional routes that could be added to the transit system; along with some leasing options of buses make sure LTA can operate all the necessary routes and schedules. Mark did explain to Caltrans he was not 100% sure this is the option LTA would choose to follow. Caltrans noted funding was entirely flexible and can amend in additional details as needed. LTA will be reimbursed at end of year for all the emergency work. No local match necessary on additional funds. This will give LTA the option to assess and evaluate what needs to be done in the affected communities.

So far the emergency money will be used to assist with free fares, the ride assistance program, which is the volunteer driver reimbursement program, helping with leasing vehicles, operating modified schedules on Route 2 and 4A to help better service in Loch Lomond area, also considering the demand service in Cobb Area. Mark also noted they don't have a great source of where people have

re-located to, and will need to get a better understanding of where before adding too much more additional service. Since the fire, the ridership is through the roof, might be due to free fares.

LTA has ran into one problem with accommodating requests to stop at the Moose Lodge, the location is so compacted with stuff from the evacuees, it causes a problem getting buses in and out.

Mark also noted there was some information regarding the leasing of buses. When leasing a brand new ADA Accessible Bus, the lease price \$3,500 per month, mini vans are \$2,500. Fortunately, anything paid towards the lease of the vehicle will go towards the purchase price, if that is decided upon.

Mark requested that the Board authorize him, as Transit Manager to retroactively spend money due to the emergency situation of the Valley Fire, and continue to do so as needed.

Director Scheel requested that Mark contact Carol Hutchinson, she will have more information on where people have been re-located.

Consider and rec – Bertsch, Perdock

Director Bertsch made a motion to authorize retroactively to September 12, 2015 to expedite procurements to the extent allowed under state and federal law to initiate recovery efforts and implement needed services in the aftermath of the Valley Fire disaster. The motion was seconded by Director Perdock and carried unanimously.

6. Review and approve Telecommunications Site License Agreement with Montesol, LLC and ComSites West, LLC

Mark noted this is the agreement for the repeater site on Mount St. Helena North Peak. The cost will be \$300.00 per month with a 5 year lease. There was some additional one-time expenses around \$700.00. Mark is again asking for an after-the-fact approval for this agreement.

Director Comstock noted this is the Livermore family, whom is very active in the south county area and has owned this ranch for quite some time. Montesol is a great family and Director Comstock is 100% in support of this agreement.

Director Scheel was curious if this would better LTA's coverage, having it set up this way, than in the past. Mark noted this new emergency situation has much better coverage of the county. Never in the history has LTA had coverage in every area.

Director Bertsch questions emergency generator back-up at these locations. Mark acknowledged neither location currently has generator back-up therefore, Mark is currently obtaining some quotes.

Director Comstock made a motion to approve the Telecommunications Site License Agreement with Montesol, LLC and ComSites West, LLC as submitted. The motion was seconded by Director Perdock and carried unanimously.

7. Review Lake County Civil Grand Jury Report and consider approval of staff response.

Mark Wall reported this is the third civil grand jury report since his time. Unfortunately he was slightly disappointed in partly the process and partly the accuracy of the report. Mark was notified after the last LTA meeting of the urgency for an LTA response, triggering him to submit a staff report to the judge. Mark clearly noted in his staff response that the LTA Board of Directors had not reviewed the response and that it was strictly staff written. Mark did however

note it would be brought to the Board of Directors at the next meeting and follow up with any responses or changes from the Board Members.

The investigation begins discussing ridership and the decline. However, when Mark reviewed the data used to compare the ridership numbers, it was apparent that the comparison was invalid. They had compared quarterly ridership numbers to annual ridership. The report seemed to indicate a concern for the decline of ridership due to the labor issues. Mark also noted this topic was not discussed during his interview. Mark noted this in his staff response, and clarified it was very misleading and a fundamental flaw.

The report was also broken down into two areas, one discussion was the outcome if the Executive Director is no longer fulfilling the position. Report was referring to Mark, the Transit manager, and used incorrect title. Mark discussed this topic and referred to a chapter in Transit Development Plan that clarified what the options were, should Mark retire or not be able to perform his duties. Also discussed the idea of the Executive Director, Lisa Davey-Bates taking the files and filling in until a replacement was hired.

Other responses in the report have to do with marketing. Mark's impression was that one member got on a bus, and that one bus didn't have all the rider guides, perhaps it was missing comment cards. Wanda Gray reported, Grand jury member went to Rays, held it up for 10 minutes, and then went on its way. They also had valid comments about the website, which has had problems in the past.

Director Comstock having been interviewed as well, also felt it was very slanted and driven. Director Comstock felt the interviewer didn't really agree with his responses to the questions. He also felt Mark's response was well done and that the Judge is pretty objective when looking into these investigations.

Director Leonard reported he had a similar experience with the Grand Jury when he participated on LAFCO. It's unfortunate they don't compare apples to apples, it's extremely disappointing.

Director Mattina was also interviewed and had similar feelings of miss-guided, and wasn't clear on what was happening. She also completely agrees with Mark's response.

Director Scheel did note that the Grand Jury is made up of volunteers. This process would work better if they could look beyond what we can and can't do. Director Scheel felt they evaluated the system on a small scale, they should have rode the bus, or several buses, to have better comparison.

Lisa Davey-Bates also agrees Mark did a great job on his response, and have too been under the evaluation of the Grand Jury.

Director Leonard made a motion to approve the Transit Managers staff response to the Lake County Civil Grand Jury Report on behalf of Lake Transit Authority as recommended. The motion was seconded by Director Comstock and carried unanimously.

8. Approve Resolution No. 2015-16-1 Authorizing The Executive Director Or Transit Manager To Execute Documents Required For Fiscal Year 2013-14 California Transit Security Grant Program Funds

Mark reported the Board of Directors will also be receiving a similar resolution to approve under the APC agenda. This is a grant program through the Governor's Office of OES. This

funding is for transit safety, security and disaster response. This program has some clearly defined categories. Mark was pleased to report, if you ask the question you might be surprised what answer you get. Mark discovered as a result of the Valley Fire, LTA could use mini vans during these situations, to get into places after the disaster, or to get to where our larger vehicles can't. Mini vans also would give supervisors the option to go out with a wheel chair lift and be more accessible to the community. Mark asked if we could use the money for this, and the answer was yes.

There are two resolutions for this grant program in the packet, this is for FY 13/14 funds with under the program. This resolution asks for the Board to authorize the Executive Director or Transit Manager to execute documents. These funds will be used for an accessible minivan.

Director Comstock was curious how many buses were at Anderson Springs during the evacuation. Wanda confirmed 5 buses, as well as her vehicle. Director Comstock noted he has comments about LTA not going in, Director Comstock has clearly noted LTA couldn't. It was the right call and it was done right. Great idea to pursue the vans.

Director Comstock made a motion to approve Resolution 15-16-1 Authorizing the Executive Director or Transit Manager to Execute Documents required for Fiscal Year 2013-14 California Transit Security Grant Program Funds. The motion was seconded by Director Mattina and carried unanimously.

Full Roll Call: 7 Ayes – Comstock, Perdock, Fortino Dickson, Mattina, Scheel, Leonard, and Bertsch (Alternate for Wharff); 0 Noes; 0 Abstain; 1 Absent - Smith

9. Approve Resolution No. 2015-16-2 Authorizing The Executive Director Or Transit Manager To Execute Documents Required For Fiscal Year 2014-15 California Transit Security Grant Program Funds

Mark noted this is same grant program as mentioned above, same purpose for same dollar amount, just different year. This resolution is for FY 14/15.

Director Comstock made a motion to approve Resolution 15-16-2 Authorizing the Executive Director or Transit Manager to Execute Documents required for Fiscal Year 2014-15 California Transit Security Grant Program Funds. The motion was seconded by Director Mattina and carried unanimously.

Full Roll Call: 7 Ayes – Comstock, Perdock, Fortino Dickson, Mattina, Scheel, Leonard, and Bertsch (Alternate for Wharff); 0 Noes; 0 Abstain; 1 Absent - Smith

10. Paratransit Services Report

Wanda Gray reported that ridership continues to grow since Valley Fire and free fares have been initiated. LTA has seen over a surplus of 600 riders per day. With the increased ridership, the system has been managed well, considering several staff left due to the fire. Paratransit is still evaluating the current situation and figuring out exactly what the agency can and can't do.

The vehicle fleet and exceptions report are pretty standard.

During the month of May LTA offered the summer cruising pass program, which they also try to offer several times per year. Several staff hours were also spent preparing for the hiring of Karl Parker, as the Mobility Planner position.

During the month of June staff attended EOC Training at Konocti Vista. Also traveled to Riverside, CA for a training.

During the month of July Paratransit gave employees a 2% COLA increase and added 2 additional full time positions. Hoped that would help level the playing field for wages with staff. Provided review with Mark on marketing materials.

During month of August, staff was trying to get life back to normal after the Rocky Fire, including some bus stop improvements.

The month of September was spent supporting Valley Fire efforts. Moose lodge was the only criticism LTA received during the disaster. Wanda personally met with several people. Every time there was an issue. Unfortunately the Bus couldn't get into the parking lot. Not lots of leadership network at the lodge, trying to help fill in information gap. No one ever directly complained to Wanda. Majority of people and businesses were trying to do the best with what they had. One thing people didn't realize lots of people displaced, which meant that affected the jobs as well.

LTA's biggest lesson learned was people needed information, LTA took over an extra 1000 calls. People wondering what roads closed, was bus running etc. Amped up staff to help answer phones. Wanda intends to prepare additional report on Valley Fire, similar to the Rocky Fire report. Although Mark was out of town, he was very helpful, and supportive. Wanda also mentioned, Paratransit's Vice-President was also traveling and dropped what she was doing and came down to help.

Wanda reported the around 5:15p.m she received a call from the Under-Sheriff asking for buses at the north end of Cobb at Loch Lomond and Anderson Springs. Everything available was needed. LTA had 6 vehicles at each end of the mountain. First day was very long, buses were evacuated several different times at several different locations, ended up taking the long way around through Santa Rosa.

Director Leonard feels LTA did a great job!

Director Scheel had some unhappy people, but he had spoken with Mark and was happy to give these few community members the true facts. Their eyes open wide when they hear the real story, about how the buses ended up being in a disaster and had to be evacuated themselves. Explained the long trip the drivers had to get home that evening. Main importance was that the busses were available, and they were there to help whenever and however they could. Tremendous effort; can't imagine the stress. Commend you and your staff for the participation.

Director Comstock reported that Wanda and staff went above and beyond the call of duty. Everyone was in harm's way during this disaster.

Mark intends to nominate Wanda and her crew for the above and beyond award. The award is through a company called Sherlock, and it's through CalACT. Board would like to be included.

Key roles of the operations contractor is recruiting, training, and retaining drivers. This is a tough time for LTA to recruit drivers, as well as many other agencies. Paratransit is offering a hiring bonus, very commendable. Mark asked Caltrans if we could also do a bonus, waiting to hear back. Mark will bring back to board.

Wanda noted there have been many donations and offers set forth for Paratransit employees.

11. Announcements –

Mark announced the new service guides. The service revision was supposed to get on the road in September, but things happen. This is the third review of the riders guide. Had to make decisions, and now planning a supplemental guide to help recovery. Hopefully in 3 weeks the service changes will take effect and supplemental will be 2 or 3 weeks following that.

12. Adjourn – the meeting was adjourned at 9:58 a.m.

Respectfully Submitted,

DRAFT

Alexis Pedrotti
Administrative Assistant

AGENDA
LAKE TRANSIT AUTHORITY

DATE: December 9, 2015
TIME: 9:00 a.m.
PLACE: City of Lakeport
City Hall Council Chambers
225 Park Street
Lakeport, CA

1. Call Meeting to Order.
2. Roll Call.
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 above agenda.
4. Approval of Minutes of October 14, 2015.
5. Approval of Minutes of November 18, 2015.
6. Lake Transit Energy Use Reduction Draft Plan
Discuss and accept the draft plan.
7. Transit Driver Wage and Benefit Survey Presentation by AMMA Consulting
8. Paratransit Services Wage Increase Proposal
Review and discuss the Paratransit Services contract rate increase to provide for retention and recruitment of line employees in the aftermath of the Valley Fire and in consideration of the independent wage survey results and January minimum wage increase.
9. 2014/15 Lake Transit Annual Operating Statistics Report
Review and accept the Annual Report
10. Announcements
11. Adjourn

Any member of the public may speak on any agenda item for a time period, not to exceed 3 minutes per speaker or 10 minutes per agenda item, prior to the Public Agency taking action on that agenda item.
