



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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www.lakeapc.org

367 North State Street, Suite 206
Ukiah, CA 95482

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) AGENDA

DATE: Tuesday, December 13, 2016

TIME: 1:30 pm

PLACE: Lamkin-Sanchez Transit Center
9240 Highway 53
Lower Lake, California

Caltrans-District 1
Teleconference
1656 Union Street
Eureka, California

Teleconference Call-in # 1 (866) 576-7975, Participant Code: 961240

Call to Order and Introductions

1. Public Input
2. Approval of Draft September 13, 2016 SSTAC Meeting Minutes
3. SSTAC Membership Roster Update (*Davey-Bates*)
4. FY 2017/18 Unmet Transit Needs Workshop (*Barrett*)
5. Non-Emergency Medical Transportation (NEMT)
 - a. Summary of September 14, 2016 Stakeholder/Provider Meeting (*Parker*)
 - b. MediCal Reimbursed Non-Emergency Medical Trips (*Davey-Bates*)
 - c. Pay Your Pal Update (*Parker*)
 - d. Other NEMT projects
6. Consolidated Transportation Services Agency (CTSA) Update
 - a. Lake Links Non-profit Formation Update (*Wall, Davey-Bates*)
7. Update on Lake Transit Projects and Grants
 - a. FTA Rides to Wellness Grant Update (*Parker*)
 - b. FTA 5311(f) Program (*Wall*)
 - c. FTA 5310 Grant Call for Projects (*Parker*)
 - d. Lake Transit Hub Location Plan Update (*Wall*)
 - e. Sustainable Transportation Planning Grant (*Speka*)
 - f. Other grants
8. Update on Lake Transit Authority (LTA) meetings
 - a. Draft September 14, 2016 LTA Meeting Minutes
 - b. December 14, 2016 LTA Agenda

9. Update on Human Services Transportation Programs
10. Discussion of Issues and/or Concerns of SSTAC Members
 - a. SSTAC membership and meeting participation
11. Date for next meeting: Tuesday, February 7, 2017 (*Tentative*)
12. Announcements/Good of the Order
13. 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 APC office at (707) 263-7799, at least 72 hours before the meeting.

Date posted: 12/06/16

List of Attachments:

- | | |
|-------------------------|---|
| <i>Agenda Item #3:</i> | <i>September 13, 2016 Draft SSTAC meeting minutes</i> |
| <i>Agenda Item #4:</i> | <i>December 2015 SSTAC Membership Roster</i> |
| <i>Agenda Item #5:</i> | <i>Staff Report FY 2017/18 Unmet Transit Needs Workshop</i> |
| <i>Agenda Item #8c:</i> | <i>FTA Section 5310 Program Fact Sheet</i> |
| <i>Agenda Item #9a:</i> | <i>September 14, 2016 Draft LTA meeting minutes</i> |
| <i>Agenda Item #9b:</i> | <i>December 14, 2016 Lake Transit Authority Agenda</i> |



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING Draft Meeting Minutes

Tuesday September 13, 2016
2.00 p.m.

Lamkin-Sanchez Transit Center
Front Conference Room
9240 Highway 53
Lower Lake, California

Present

Ilene Dumont, Paul Branson, Bill McIntyre, Kaye Bohren, Mark Wall

Absent

Tracy Thomas, Todd Metcalf, Michelle Dibble, Frank Parker

Also Present

Dave Carstensen, Joel Moran, Karl Parker, Lisa Davey-Bates, Phil Dow, James Sookne, Wanda Gray

1. Call to order

Ilene Dumont called the meeting to order at 2:06 p.m.

2. Public Input

No public input was offered.

3. Approval of the Draft March 9, 2016 SSTAC Minutes

Mark Wall made a motion to accept the minutes from the May 10 SSTAC meeting. Paul Branson seconded the motion. The motion passed on a unanimous vote.

4. Non-Emergency Medical Transportation (NEMT) Stakeholder Coordination Discussion **a. Summary of May 2016 roundtable**

Karl Parker reported that 14 people, representing 11 organizations, attended the May 16 Roundtable. Karl expressed the opinion that it was a great start on addressing these needs. He noted that there was agreement on the following concepts:

- 1. There is a perception that there are transportation problems that need to be addressed with NEMT*
- 2. There is a willingness to communicate, cooperate, and cooperate on the NEMT issue.*
- 3. There is a willingness to meet again.*

Karl further explained that currently many people are still dealing with the aftermath of the fires and that perhaps video and/or teleconferencing may be needed.

b. Upcoming Stakeholder/Provider Meeting – September 14, 2016 Agenda

c. Lake-Links Non-profit Formation

Lisa discussed the information gathering process that was underway to determine how other non-profits are run and the types of services they provide. She reported that the Board had authorized up to \$25,000 to develop by-laws, incorporate, and prepare appropriate documentation. Innovative Paradigms has been contracted to help in the establishment of the non-profit organization. Phil McGuire, the Principal of innovative Paradigms will be doing most of the work. He has extensive knowledge on transit operations as well as non-profit agency development. Questions on Mr. McGuire's experience were fielded and there was a concurrence that the consultant is well qualified to provide assistance to LTA in this matter.

d. Medi-Cal Reimbursement Non-Emergency Medical Trips

Lisa explained that she was advised to work first with Karen Tait, then Lake County staff in working toward Medi-Cal reimbursement eligibility. Mark explained that Lake County is the designated Medi-Cal coordinating agency. The service would be for non-emergency/non-medical transportation and will take approximately 6 months to work through the process. A meeting is to be held on September 14, 2016 to initiate this process. It was explained that the other component of Medi-Cal reimbursement is for providing out-of-county non-emergency medical transportation. Funding these trips is based on patient-by-patient decisions. Karl Parker explained that this process would have to be approved by the board of Supervisors and that it is an arduous process. Although Lake County collects a fee for administration, about half of the trip costs are reimbursed under Medi-Cal. He pointed out that the formation of a non-profit opens the possibility of funding these trips through an array of revenue sources. Mark suggested that once the paperwork is complete, service should be started as promptly as possible so that public will recognize the returns/benefits of the non-profit. Karl added that he has received positive feedback from the public regarding the effort to improve NEMT in Lake County. A general discussion regarding the impact of the mass departure of rural physicians ensued.

e. Other NEMT project

Kaye Bohren made a motion to approve the updated calendar. Paul Branson seconded the motion. The motion passed unanimously.

5. Update on Lake Transit Projects and Grants

a. FTA Rides to Wellness Grant

Karl Parker broke the news that this application for federal funding was not successful. Most of the funding was captured in more urbanized areas where the state department of transportation was the applicant agency. There only about \$6 million available nationwide for this program. The positive side is that groundwork has been completed for other grant opportunities that may arise.

b. FTA 5311 (f) Program

Mark discussed the FTA Section 5311(f) program, which represents 15% of the federal transit funds that are available in California. LTA Route 7 was the original FTA 5311 (f) funded project. LTA then added routes 3 & 4 to replace old Greyhound routes. He explained that there is a \$300,000 cap on funding per project under the program. Others have starting breaking up projects into smaller elements to get around the cap. For example, Greyhound

began applying for projects for only one-way trips. Now there is only about half the funding available than in the past to fund ongoing projects. There will likely be even less funding available next year. The minute-taker sensed palpable anger in the room regarding tactics employed by Greyhound's in this program. Dave Carstensen noted that North Coast transit agencies have been very competitive in the past in competing for FTA Section 5311 (f) funding.

c. Other Grants

There was no discussion under this topic.

6. Update on Lake Transit Authority (LTA) meetings

a. Draft August 10, 2016 LTA Meeting Minutes

Mark stated that he would be brief because the last two LTA meetings have been boring and inconsequential. He was available to answer questions on LTA meetings, but as a result of his introduction, there were no request for elaboration.

b. September 14, 2016 LTA Agenda

Mark reminded all that 2016 is the 20th Anniversary of Lake Transit Authority and general discussion of what had been accomplished in those 20 years ensued. Impact of the recent fire on transit operations as well as the service of public transit to the impacted community was also discussed. Mark stated that he has been busy working on the Operations and Maintenance Request for Proposals and that schedule has been impacted by the recent fire emergency.

7. Update on Human Services Transportation Programs

Karl reported on the demise of the transportation program that has been provided by the Live Oak Senior Center. He stated he also talked with the St. Helena Hospital Transportation Director regarding use of a bus for a pilot program. Discussions and legal review by St Helena are still under way. He also revealed that discussions are also underway with Sutter lakeside Hospital regarding development of a Memorandum of Understanding for a future partnership. Karl emphasized that work with both of these hospitals may result in meeting local NEMT needs. The Sutter Lakeside effort would result in a trip purchasing agreement with the CTSA. Challenges with developing partnerships with hospitals, largely due to legal issues, were discussed. Illene reminded all of ongoing needs as well as increasing health care needs in Lake County. Karl then discussed the Pay Your Pal (PYP) rideshare program. He suggested consideration of development of a modified version of the program due to difficulties in finding qualified drivers for the Pay Your Pal program. There are only 3 clients currently served by PYP. He noted that one the benefits to current riders is that they received more rides than are reimbursed. There is more capacity available in PYP. Mark asked that regular reports be developed for each program under Human Services Transportation. These would show client numbers as well as other relevant statistics so that needs versus services provided can be clearly demonstrated. Lisa suggested ways to market LakeLinks and PYP. This may include advertising on buses, websites, social media, etc. Mark responded positively but said there needed to be clarity on eligibility and message before proceeding. Discussion continued regarding the message that would be conveyed. There was consensus that more information needs to be developed regarding qualifications under these programs before advertising could proceed. Further questions were fielded regarding funding availability and the volume of PYP clients that could be served. Mark suggested that a PYP budget be

developed before PYP qualifying criteria is established. It could be then adjusted as needed and then report in concert with recommended statistical reports.

8. Discussion of Issues and/or Concerns of SSTAC Members

a. SSTAC membership and meeting participation

There was a brief discussion on this issue. There was consensus that there were no immediate concerns.

9. Next Proposed Meeting

The next SSTAC meeting will be on Tuesday, November 10, 2016. There was no discussion on the meeting date.

10. Announcements/Good of the Order

There were no announcements made.

11. Adjourn Meeting

Meeting adjourned at 3:50 p.m.

Respectfully Submitted

(Draft)

Phil Dow

**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)
MEMBERSHIP ROSTER December 2015**

		<u>TERM</u>
1.	Potential Transit User 60 Years or Older	Paul Branson P.O. Box 1355 Clearlake Oaks, CA 95423 Phone: 925-286-5494 e-mail: shapingmobility@gmail.com Oct. 2015 – Oct. 2018
2.	Potential Transit User Handicapped	Kaye Bohren 1685 South Main Street Lakeport, CA 95453 Phone: 263-4789 e-mail: kaybohren@me.com Oct. 2014 – Oct. 2017
3.	Social Services Provider Seniors	Todd Metcalf (interim) Area Agency on Aging of Lake and Mendocino Counties 16170 Main Street, Unit D, Lower Lake, CA 95457 Phone: 995-4654 e-mail: tmetcalf@dss.co.lake.ca.us Oct. 2013 – Oct. 2016
4.	Transportation Provider	Tracy Thomas Live Oak Senior Center Seniors and Live Oak Transportation Project P.O. Box 1389 Clearlake Oaks, CA 95423 Phone: 998-1950 e-mail: liveoak8@mchsi.com Oct. 2015 – Oct. 2018
5.	Social Services Provider Handicapped	Frank Parker Lake County United Veterans Council P.O. Box 335 Lucerne, CA 95458 Phone: 274-9512 e-mail: parkerhouse@mchsi.com Oct. 2015 – Oct. 2018
6.	Transportation Provider Handicapped	Ilene Dumont , People Services 4195 Lakeshore Boulevard Lakeport, CA 95453 Phone: 263-3810 e-mail: idumont@rocketmail.com Oct. 2013 – Oct. 2016
7.	Social Services Provider Limited Means	Michele Dibble Lake County Department of Social Services P.O. Box 9000 Lower Lake, CA 95457 Phone: 995-4364 e-mail: mdibble@dss.co.lake.ca.us Oct. 2014– Oct. 2017
8.	Consolidated Service Transportation Agent	Mark Wall Lake Transit Manager 1445 S. Silvertale St. Visalia, CA 93277-4080 (707) 263-7868 e-mail: mwaconsulting@comcast.net Oct. 2014 – Oct. 2017
9.	Consolidated Service Transportation Agent	Wanda Gray Paratransit Services P.O. Box 698 Lower Lake, CA 95457 Phone: 994-3384 e-mail: wandagrays@mchsi.com Oct. 2013 – Oct. 2016



**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL
STAFF REPORT**

TITLE: 2017/18 Unmet Transit Needs Workshop

DATE PREPARED: 12/07/16

MEETING DATE: 12/13/16

SUBMITTED BY: Nephela S. Barrett, Program Manager

BACKGROUND:

In 2014, 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 17/18 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.

**Lake County FY 2016/17 Unmet Transit Needs &
Findings Adopted May 11, 2016**

1. **Medical trips to Saint Helena Clearlake and Sutter Health Lakeside and potentially Tribal Health.** There may be an opportunity for funding partnerships with these health centers. LTA has been negotiating with Sutter Lakeside for this service. LTA should consider similar negotiations to Tribal Health in Lakeport.

Response: Last year, the APC found that service to St Helena Clearlake and Sutter Lakeside hospitals was not an unmet need. Lake County Tribal Health is added to the list of potential unmet needs this year. Currently, Lake Transit bus routes and dial-a-ride services serve all of these locations. Residents of outlying areas who are within one mile of a Lake Transit bus route may use flex stops. The remaining unmet need would be for trips from outlying areas for people who cannot access bus routes, even when flex stops are provided within one mile of the route, due to disability or distance.

While LTA understands that an unmet need may exist, the number of persons who may have an unmet need, and the level and amount of service needed is not well understood, but it is thought to be relatively small.

LTA, as the Consolidated Transportation Services Agency (CTSA) for Lake County, has taken several steps to try to meet the need for Non-Emergency Medical Transportation (NEMT) services to the hospitals, the Tribal Health Clinic, and other locations.

LTA and the hospitals have discussed potential contracts under which the hospitals would pay for transportation services less any Medi-Cal, FTA, or other funding available grant funding. To date, LTA has not been able to demonstrate a reliable funding source beyond the contributions of the hospitals. In the meantime, Sutter reports that they have few patients requesting transportation and the need has been met with taxi vouchers. St. Helena Hospital continues to purchase bus passes for those who can use Lake Transit to get to St. Helena-Clearlake. In addition, St. Helena Clearlake operates their own vehicle to provide some trips. Based on the services provided by the hospitals to their clinics, the unmet need to these locations appear to be met.

In 2011, LTA/CTSA developed an FTA 5310 grant application to purchase vehicles for four nonprofit agencies in Lake County, including Lake County Tribal Health. The idea was that these agencies could use the vehicles to provide for their own needs, and, possibly, as part of a coordinated NEMT program. Due to the length of the grant and procurement processes, the vehicles did not arrive until 2014. By that time, the original contact at Tribal Health had left, and the agency did not respond when asked to accept a vehicle. LTA is currently using the vehicle for dial-a-ride service, but the highest priority for its use would be NEMT. The potential for Tribal Health to use the vehicle should be revisited.

LTA/CTSA awarded a contract to Paratransit Services to provide a Mobility Coordinator in May 2015. A primary role of the Mobility Coordinator is to work towards the goal of providing NEMT through a variety of programs. LTA/CTSA responded with a volunteer driver reimbursement program called Valley Fire Ride Assistance Program (VF-RAP) to respond to needs that could not be met by public transit. This program served as a pilot for the Pay-Your-Pal mileage reimbursement program that LTA/CTSA will be starting this Spring. Pay-Your-Pal is another way that any remaining unmet need can be met. Under this program, individuals needing transportation can find their own volunteer driver and receive reimbursement for mileage for approved trips.

LTA/CTSA will continue its efforts to develop a broader based NEMT brokerage program that would provide additional resources for NEMT service to the hospitals and to Tribal Health.

Finding: This is not an Unmet Need. Extensive transit service is provided to each of these facilities. Clinic provided medical transport and the new Pay-Your-Pal Volunteer Driver Program supplement transit services. Any remaining need is too limited for public transit to serve, and would not meet the approved definition of an Unmet Need as it does not apply to a significant number of people.

2. **Eastbound service to Spring Valley and further east, allowing people to connect with service to the Sacramento area.** Currently, the closest connection to Sacramento is at the Cache Creek Casino, however, there is not service currently from Lake County to Cache Creek Casino. Service to there would allow people to connect with service that would take them to Sacramento. There may be an opportunity to fund this service with FTA 5311f funding.

Response: Due to timing considerations and limited staff time, LTA did not develop an FTA 5311(f) application for the service in 2016. This year, Caltrans reported for the first time in more than a decade that the 5311(f) program is over-subscribed. This means that a grant application for the service must be based on a well-documented need which typically would be developed with a planning study. Such a study could also exam other options. For example, the Shasta Regional Transportation Agency has submitted a Transit and Intercity Rail Capital Program (TIRCP) application to fund a North State Express service that would operate four daily roundtrip express buses between Redding and Sacramento. Under this proposal, Lake Transit is named as a potential partner that would operate an east-west route from Ukiah to Williams to link the 101 and I-5 corridors. The link to the North State Express would provide a faster service to Sacramento than the link at Cache Creek. The application has the unanimous support of the North State Super Region of which Lake County is a member. Whether we seek TIRCP funds from the Air Resources Board, or FTA 5311(f) funds through Caltrans, a service that links to this project is likely to have stronger support than a linkage to Cache Creek Casino.

In addition to serving Spring Valley as part of an intercity service, LTA/CTSA will offer the Pay-Your-Pal program countywide this year.

Service to Spring Valley is an unmet need that is not reasonable to meet at this time, but Pay-Your-Pal will begin to meet the need this year. The APC and LTA should consider a detailed planning effort to link its intercity services to the Sacramento Valley. The plan is necessary to support grant applications.

Finding: This is an Unmet Need, but is not reasonable to meet at this time. Additional planning efforts are needed to explore ways to serve this area and coordinate with other services.

- 3. Non Emergency Medical Transportation in outlying areas.** This would serve areas beyond one mile from fixed routes, and vehicles need to include wheelchair lifts. One potential solution to this problem would be LTA service from Live Oak Senior Center as part of Non Emergency Medical Transportation program, with the Senior Center serving as a hub. A pilot project was recommended as part of the FY 15/16 Unmet Transit Needs process, which has not yet been implemented.

Response: LTA/CTSA is continuing its efforts to secure funding for the pilot project. Through its Mobility Manager contract, LTA/CTSA is seeking Medi-Cal funding to help support the service. LTA/CTSA is continuing to work with the health and social services community to define the need and potential funding agreements for service.

Finding: This is an Unmet Need, but is not reasonable to meet at this time. LTA will continue to explore ways to address this need.

- 4. Non Emergency Medical Transportation to out of county locations.** There is a particular need for transport to the Santa Rosa area.

Response: Public transportation to out of county locations is available using Lake Transit intercity routes with connections to Mendocino Transit Authority (MTA), the Napa VINE, Greyhound, and Amtrak Thruway. In particular, Lake Transit offers direct service to St. Helena Hospital and to Ukiah Valley Medical Center. Service to Santa Rosa currently requires a transfer to MTA or Greyhound, with MTA being the most likely due to scheduling. From Lakeport, this trip requires between 2 hours and 37 minutes and 2 hours and 51 minutes depending on the schedule selected. This is about one hour longer than travel in a private auto. The duration of the travel, nearly six hours for a roundtrip, makes this very difficult for passengers who are frail, but it is noteworthy that all services are accessible. Another alternative would be the LTA/CTSA Pay-Your-Pal Volunteer Driver Mileage Reimbursement program which is starting this spring. However, it is unlikely that a volunteer will have a wheelchair lift equipped vehicle.

The 2014 Lake County Coordinated Public Transit - Human Services Transportation Plan identified average weekly out of town referrals totaling 272 from 25 medical providers who responded to a survey. Santa Rosa is the most common out of county medical referral destination with 84% of providers referring patients there. It is followed by Ukiah (76%), Oakland/San Francisco (56%), and St. Helena/Deer Park (44%). The survey does not identify how many of the referrals need transportation. However, we do know that Routes that directly

serve the Ukiah Valley Medical Center and St. Helena Hospital/Deerpark have relatively few passengers whose trip purpose is identified as "medical". On average, 17% of Lake Transit passengers are riding for medical purposes. The percentage riding for medical purposes on Route 7 to Ukiah is 15%, and on Route 3 to St Helena/Deerpark is only 8%. Based on ridership data for these routes and percentage of trips for medical purposes, it is estimated that Route 7 averages seven medical passenger trips per day (3 to 4 roundtrips), and Route 3 averages about six medical passenger trips per day (3 roundtrips).

While the response to the Coordinated Plan survey did not capture all of the potential medical trip referrals, it appears that demand for medical trips may be too low to justify regularly scheduled service unless (1) there is a well organized medical provider referral program, and (2) there is a significant financial contribution from the medical community, Medi-Cal, or others that recognizes the need for these trips.

LTA/CTSA is currently sponsoring an NEMT Roundtable to try to better identify needs and financial resources for NEMT services. If it appears feasible, the LTA/CTSA may consider a pilot project to provide an ADA accessible NEMT van service to certain out of county locations. The level of service, whether it is regularly scheduled or based on appointments, would depend on the interest and funding identified.

Further work is needed by LTA/CTSA to determine if such service will be feasible and reasonable to meet.

Finding: This is an Unmet Need, but is not reasonable to meet. Further analysis is needed to explore the feasibility of such service.

**Adopted Definitions for the
Unmet Transit Needs Process
Approved by the APC 12/10/14**

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

FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Federal Fiscal Years 2015, 2016 and 2017

PROGRAM FACT SHEET AND TIMELINE

Program Purpose:

Provide capital and operating assistance grants for projects that meet the transportation needs of seniors and individuals with disabilities: where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the ADA; that improve access to fixed-route service; that provide alternatives to public transportation.

Funds Available FFY 2015 – 2017

- Approximately \$28 million in Federal funds for Large UZAs; and \$20 million for Small Urban and Rural.
- Projects are funded 100% with Federal funds upon FTA approval of Transportation Development Credits (Toll Credits)
- FTA mandates that at least 55% of funding is used for vehicle and other equipment projects.
- FTA mandates that no more than 45% of funding be used for Operating Assistance and Mobility Management projects.

NEW this grant cycle: Electronic Grants Management System (EGM). All projects will be administered online from application to project closeout. Less paper, more efficiency! EGM training will be in January 2017.

Eligible Applicants:

- * Private non-profit corporations; (Vehicles, Other Equipment, Mobility Management and Operating Assistance);
- * Public agencies where no private non-profits are readily available to provide the proposed service (Vehicles and Other Equipment);
- * Public agencies that have been approved by the State to coordinate services (Vehicles and Other Equipment);
- * Public agencies (Operating Assistance and Mobility Management);
- * An Operator of Public Transportation that receives a Section 5310 grant indirectly through a recipient (Operating Assistance and Mobility Management).

Eligible Equipment:

- * Accessible vans and buses;

- * Mobile radios and communication equipment;
- * Computer hardware and software

Vehicle Replacement Eligibility:

Vehicle(s) must be in active service. Active service is defined as a vehicle providing service throughout the agency's normal days and hours of operation. A replacement bus(s) or van must meet or exceed useful life at the time of application.

Service Expansion Eligibility: Applicants must be able to document that the proposed transportation service will provide:

- * Services to additional persons; or
- * Expand the service area or hours; or
- * Increase the number and/or frequency of trips.

Eligible Mobility Management Activities: Include, but are not limited to:

- * Planning, development, implementation of coordinated transportation services;
- * Travel training/trip planning.

Eligible Operating Activities: Include, but are not limited to:

- * Expansion of hours/service of paratransit service beyond the requirements of ADA;
- * Enhancement of services (same day; etc.)
- * New or expansion of Volunteer Driver Programs.

Funding Selection Process:

1. The Regional Transportation Planning Agency (RTPA) scores the applications using established evaluation criteria and completes a prioritized list for their region.
2. The State Review Committee reviews the RTPA scores, and compiles a statewide-prioritized list of projects based on available funding.
3. The California Transportation Commission (CTC) holds a public hearing to review and adopt the final list of small urban and rural projects.
4. Caltrans submits approved projects to the FTA.

Program Requirements: Once approved by FTA, successful applicants enter into a Standard Agreement with Caltrans. The agreement remains in effect until the project's useful life; or, for mobility management or operating assistance projects, the Standard Agreement duration. Grantees are responsible for the proper use, operating costs, and maintenance of all project equipment. Grantees must be prepared to comply with the requirements of Caltrans, the Department of Motor

PROGRAM NOTE:

FTA Section 5310 vehicles are purchased by Caltrans using a State procurement process. Upon Caltrans approval, public agencies may follow their own local procurement process. However, the grantee must comply with state and federal procurement procedures when purchasing with local funds. Upon project completion, the grantee requests reimbursement from Caltrans for the Federal Share.

Vehicles, and the regulations of the California Highway Patrol.

5310 PROGRAM TIMELINE

- November 1, 2016** - RTPA/MPO Training tentatively scheduled for Redding, Sacramento, Riverside
- Begin Schedule for Public Hearings (Public Transit Only)

- January 9, 2017** - Call for Projects
- Grant Application Workshops

- January 9-13, 2017** - EGM Training for Agencies/RTPAs and Application Workshops (Workshops tentatively scheduled for Redding, Sacramento, San Francisco, Visalia, San Bernardino/Riverside area).

- March 1, 2017** - Applications are closed on EGM for any additional entry. System locks applications at 5 PM on March 1. Before EGM closes RTPAs certify to Caltrans that all projects are included in their respective Coordinated Plans.
- RTPAs and the State Review Committee (SRC) score the applications concurrently during the month of March.
- The RTPAs score the vehicles and equipment applications. SRC verifies the RTPAs' scores on the vehicle and equipment project applications. SRC scores the Operating Assistance and Mobility Management applications.
- Goal for completing Public Hearings.

- April 3, 2017** - RTPAs verify/compile regional prioritized lists on EGM to be submitted to FTA by Caltrans.
- Grace period for completing Public Hearings ends.

- April 2017** - Regional scores are merged into a statewide-prioritized list of projects.

- May 2017** - Submit draft list to CTC for book item at the upcoming CTC meeting
- CTC distributes public draft Program of Projects (POP)

- June 2017** - CTC conducts staff level conference for the SRC to hear any filed appeals
- CTC conducts public hearing to adopt final POP
- Final POP distributed publicly
- Projects are programmed in the FTIP

- August 2017** - Schedule Successful Applicant Workshops, verify new agency information
- After verification that all projects have been programmed, approved POP submitted to FTA for funding approval
- After FTA's final approval, Standard Agreement process initiated
- Procurement process begins.

*For additional information call our toll free number (1.888.472.6816) or visit our website at:
<http://www.dot.ca.gov/hq/MassTrans/5310.html>*



LAKE TRANSIT AUTHORITY

DRAFT Minutes

September 14, 2016
9:00 a.m.

Location: Lake Transit Authority, Lamkin-Sanchez Operations Center, 9240 Hwy 53, Lower Lake, CA

Present

Russell Perdock, City Council Member, City of Clearlake
Stacy Mattina, City Council Member, City of Lakeport
Martin Scheel, Mayor, City of Lakeport
Chuck Leonard, Member at Large (*Arrived Late*)

Absent

Jim Comstock, Supervisor, County of Lake
Jeff Smith, Supervisor, County of Lake
Rachelle Damiata, Member at Large

Also Present

Mark Wall, Transit Manager, Lake Transit Authority
Bill McIntyre, Paratransit Services
Karl Parker, NEMT Program Manager, Paratransit Services
Lisa Davey-Bates, Admin. Staff - Lake County/City Area Planning Council (APC)
Phil Dow, Planning Staff- Lake County/City Area Planning Council (APC)
James Sookne, Planning Staff- Lake County/City Area Planning Council (APC)

1. Call Meeting to Order

Chairperson Scheel called the meeting to order at 9:05 am.

2. Roll Call

James Sookne called roll. Members present: Perdock, Mattina, Scheel, and Leonard. Absent: Comstock, Smith, Damiata

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 Minutes of August 10, 2016

A quorum was not present so approval of the August 10, 2016 Minutes will be done at the next meeting.

5. Transit Manager's Report

- **Update on Operations and Maintenance RFP**

Mark Wall reported that he is behind on releasing the Operations and Maintenance RFP for a couple of reasons. First, other things have come up that have taken priority over the RFP. Second, there were issues with a Caltrans server that resulted in Mark having to rewrite the RFP.

- **Update on Advertising Services RFP**

Mark was going to bring the Advertising Services RFP to the Board this week but with the changes to the Operations contract and the fleet, he felt like it should come after the Operations and Maintenance RFP. LTA will be replacing half of the fleet.

- **Report on 5311(f) Committee Meeting with Caltrans**

Mark reported that the changes that were made to the 5311(f) program were even worse than he thought they would be. The 5311(f) Committee is an advisory committee that Caltrans Division of Mass Transportation put together to help advise them on the program. The committee had a teleconference to discuss the program a couple weeks ago and Mark was surprised by the composition of the committee. There were 5 public transit representatives and 3 from Greyhound. As background, last year, LTA received approximately \$600K and this year approximately \$540K. In the past, Caltrans has put 15% of all of the rural transit funds aside for this program and were only available as demonstration funds. Following a state-wide study that looked at the gaps in inner-city transportation, there really is a need to have on-going funding for key routes. Toll credits had been available for local agencies to utilize as “match” funds for the program, therefore providing more total funding to the local agencies. This year, LTA applied for \$60K less than in previous years, knowing that it would have a better chance of being approved. If the program continues to disperse funds in the same manner as in the past, then next year there will be approximately \$8M in funding requests (for operations, not for capital projects) with only \$4M available. The committee’s job was to help Caltrans figure out how to deal with this shortfall. There was consensus amongst everyone that the first step was to end the use of toll credits. Many people feel that not using toll credits would solve the problem however it only increased the amount of available funding by \$2M, leaving a shortfall of \$2M. The next thing to look at is whether or not all agencies are adhering to the rules. It appears that the maximum funding limit of \$350K will need to be reduced. Mark is hoping for a funding range between \$200K and \$225K but expects it to be closer to the \$200K range which would leave a deficit of about \$150K. This will translate to a reduced LTA schedule, but not a reduced number of routes, specifically affecting Routes 3 and 4 from Napa County, the routes along the North Shore, and the routes to Ukiah.

Director Scheel asked if LTA has been completely reimbursed for the advertising contract. Mark reported that LTA has not but in the end, he believes that Rick Hamilton will still owe LTA money and Mark will have a number for the Board at the next meeting. Lisa Davey-Bates asked Mark who actually keeps track of the advertising campaign. Mark said that he asked Paratransit Services to track the ads on the buses but that there is a gap of a couple months of data that was missed between the start of the campaign and when this request was made.

6. Paratransit Services Report

- **Service Report for August 2016**

Bill McIntyre of Paratransit Services reported that due to the Clayton Fire, there was no regular service on August 15 or 16. The only service that was provided on the days was Lakeport Dial-a-Ride and a shuttle service for evacuees.

Passenger Ridership - Ridership in 2016 has continued to go up, until July, slight decrease.

Training and Recruitment – Bill reported that Paratransit Services is currently looking for 7 drivers. Paratransit Services has lost 3 drivers to other agencies over the last few weeks because they’re able to make approximately \$5 more per hour elsewhere. Mark

stated that he hopes Paratransit Services will be able to resolve the driver issue. Wanda stated that they had 4 potential new employees but 2 of them weren't able to pass the screening. There are 2 that start on September 15 but it will be a few weeks until they're ready to go. Two of the drivers that have left have agreed to stay with Paratransit Services as on-call drivers who would be available on weekends and holidays.

Exceptions Report: There was 1 in Clearlake and 0 in Lakeport.

Vehicle Maintenance Status – This will have to be adjusted once the new fleet arrives to determine what will stay and what will go. The current vehicle inventory includes 3 small cutaway vans, 13 medium cutaway vans, and 17 large transit coaches.

Rider Incidents – Last month, there were 5 reported incidents from staff that disrupted service. These incidents affected service delivery for a total of 0.50 hours of staff time. These incidents included 1 that involved law enforcement and 1 that involved medical emergency services.

Customer Service Report – Bill reported that LTA continues to focus on the concerns of the riding public that call in to discuss service needs.

Summary – During the month of August, LTA spent a considerable amount of time in support of the Clayton Fire efforts. They assisted with efforts in the community as well as effort to support staff.

On August 14, LTA was called upon to help evacuate the Avenues and transport any evacuees to the Clearlake Senior Center and Austin Park. There were 7 drivers, 1 dispatcher, 1 mechanic, and 4 members of management on site during this time. They were then called upon to evacuate the Clearlake Senior Center due to a power outage and take the evacuees to Twin Pine Casino and Kelseyville High School. The LTA facility did not have to be evacuated but staff was on site to maintain a 24-hour fire watch.

Over the next six days, LTA helped transport evacuees to different locations when called upon. All regular service, except in Lower Lake, resumed on August 17.

On August 29, Bill was contacted by OES to shuttle a damage assessment team throughout Lower Lake to complete their assessment.

On August 30, Bill received a call from Director Scheel and was informed that there was a fire at 525 Bevins in Lakeport and LTA would need to transport residents to various locations.

Official reports for both fires will be submitted at a later date.

- **Quality Service Reports – 2016 Year to Date Recap**

From January to August, LTA transported 225,125 passengers. Out of all of these passengers, there have been 133 customer service reports, of which 70 are actually true.

7. Mobility Manager's Report

- **NEMT Roundtable**

At noon on September 14, there will be a second NEMT roundtable meeting with members from the health and human services agencies from around the county. There will be a recap of the first NEMT roundtable and then a continuation of the conversation that was started there. The hope is to identify and discuss the NEMT needs that are currently present in the county. There appears to be two sets of needs. One set is intercounty travel and the other is intra-county travel (e.g. travel to UCSF, Santa Rosa, etc.). The overall goal is to provide the most appropriate, efficient, and cost-effective non-emergency medical transportation to the most vulnerable populations.

- **Other Coordination Activities**
None

8. Announcements

None

9. Adjourn - the meeting was adjourned at 10:10 a.m.

Respectfully Submitted,

DRAFT

James Sookne
Transportation Planning

AGENDA
LAKE TRANSIT AUTHORITY

DATE: December 14, 2016
TIME: 9:00 a.m.
PLACE: Lake Transit Authority
Lamkin-Sanchez Operations Center
9240 Highway 53
Lower Lake, 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 the August 10, 2016
5. Approval of Minutes of the September 14, 2016
6. 2016/17 First Quarter Operating Statistics and Financial Status Report
7. Advertising Services RFP
8. Operations and Maintenance RFP
9. Amendment No. 10 to the Operations and Maintenance Agreement with Paratransit Services
10. Transit Manager's Report
 - Report on 5311(f) Committee Meeting with Caltrans
11. Paratransit Services Report (Bill McIntyre)
12. Mobility Manager's Report (Karl Parker)
 - Report on 5310 Program Schedule
 - Pay Your Pal Program
 - Coordination and Organizational Development Activities
13. Announcements
14. 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.
