



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

367 North State Street, Ukiah, CA 95482
Administration: Suite 204 ~ 707-234-3314
Planning: Suite 206 ~ 707-263-7799

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) AGENDA

DATE: **Tuesday, October 13, 2015**
TIME: **1:30 p.m.**
PLACE: **Lakeport City Hall** **Caltrans District 1**
Front Conference Room Teleconference
225 Park Street 2430 6th 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 SSTAC Meeting Minutes
 - a. August 11, 2015 SSTAC Meeting Minutes
 3. SSTAC Membership
 - a. Status of the membership
 4. Update on Lake Transit Authority (LTA)
 - a. August 12, 2015 Draft LTA Meeting Minutes
 - b. October 14, 2015 Draft LTA Agenda
 - c. New Routes and Riders Guide
 5. Efforts Under Way in Response to the Valley Fire
 - 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
 6. Update on Consolidated Transportation Service Agency (CTSA)
 - a. Ad-Hoc Committee – CTSA Designation
 - b. September 9, 2015 Draft Ad-Hoc Committee Meeting Notes
 - c. Lake Links – Non-Profit, Branding, Membership, Eligibility Committee
 - 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
 - b. Semi-annual 5310 Reports

8. Update on State and Federal Grant Programs and Projects
 - a. Active Transportation Program (ATP)
 - b. Transit Energy Use Reduction Plan
 - c. Sustainable Transportation Planning Grant
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: 10/2/15

List of Attachments:

Agenda Item #2a: August 11, 2015 Draft SSTAC meeting minutes
Agenda Item #4a: August 12, 2015 Draft Lake Transit Authority meeting minutes
Agenda Item #4b: October 14, 2015 Draft Lake Transit Authority Agenda
Agenda Item #6a: August 12, 2015 Draft CTSA Agenda
Agenda Item #6b: September 9, 2015 Draft Ad-Hoc Committee Meeting Notes



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

Tuesday, August 11, 2015
1:45 p.m.

Umpqua Bank
Board Room
803 11th Street
Lakeport, California

Present: Ilene Dumont, Mark Wall, Wanda Gray, Micki Dolby, Kaye Bohren
Absent: Tracey Thomas, Frank Parker, Michele Dibble
Also Present: Nephele Barrett, Jesse Robertson

1. Call to order

Ilene Dumont called the meeting to order at 1:50 PM. Due to a scheduling conflict, Umpqua Bank moved the meeting location to the Board room, from the Community Room, as listed on the agenda.

2. Approval of SSTAC Meeting Minutes

Wanda Gray made a motion to adopt the minutes and Kaye Bohren seconded the motion. The minutes were adopted by unanimous vote.

3. SSTAC Membership

Five of the nine SSTAC members attended the meeting; one of the SSTAC member seats is vacant (Potential Transit User, 60 Years or Older). Ilene Dumont requested that SSTAC members receive a reminder two weeks before the meetings to help improve attendance.

Also in attendance were Karl Parker, the new Mobility Coordinator for Paratransit Services and Paul Branson, a retired Mobility Manager for Marin County. Paul Branson was attending the meeting as a member of the public.

No new candidates have yet been identified to fill existing or up-coming vacancies among the SSTAC members. An effort will be needed to actively recruit new participants. Paul Branson stated that he would be willing to serve on the SSTAC as a Potential Transit User, 60 Years or Older. Rae Eby-Carl, Director of the Lucerne Senior Center, was suggested as an option to fill in for Frank Parker as a Social Services Provider for the Handicapped. It was assumed the Tracey Thomas would remain as a Transportation Provider, since she was only appointed to replace Pat Grabham once she retired at the end of 2014. Other possibilities for filling vacant slots were suggested to be solicited from the medical community: Sutter Health was recently awarded the NEMT contract and would be a good place to start. The Department of Rehabilitation was also suggested. Jesse Robertson, with the Lake Area Planning Council, will solicit the new members and determine the necessary steps to ensure their appointment.

4. Update on Lake Transit Meetings

Mark Wall provided an update of the LTA meetings. The LTA budget was adopted at the June meeting. When the budget was adopted, an assumption was made that reductions would be made to evening service, but the actual level of service will be determined by the success of two grant applications for intercity bus service. Those grants were awarded and will result in revised routes: “old” Routes 1 & 3 will be combined to provide service from Calistoga to Clearlake, the Northshore and Lakeport; “old” Routes 4 & 7 will be combined to connect Ukiah with Lakeport and Clearlake, via State Route 29. The re-structuring of intercity routes will bring an additional \$300,000 in revenue, which would eliminate the currently deficit in grant funding for the routes. This will enable LTA to increase the budgetary reserve from \$15,000 annually to approximately \$180,000. Limited ridership in the evenings will still result in service cuts, despite increased funding for intercity routes, however, any unmet needs could be accommodated by a demand-response bus one night a week or by issuing taxi service scripts.

5. Update on Transit projects and Grants

The Transit Development and Marketing Plan (TDP) identified three scenarios for future finances:

- Pessimistic
- Best Case (maintaining the current level of operations)
- Maximum (new opportunities)

The probable scenario is expected to be close to the maximum case for federal funding sources and slightly pessimistic for partnerships. Most of LTA’s funds come from State and federal sources, which would limit the impact on future operations.

Another valuable contribution of the TDP is the chapter on Succession Planning. Mark expects to retire in the next year or two. Caltrans has authorized a contract extension with Paratransit Services that will likely continue through June 30, 2016. A change in the contract is expected to result in an increase of about 10% over the dollar amount of the existing contract. Due to the limited number of independent contractors providing consolidated transit services, LTA should consider hiring an employee instead of another private contract. This would increase costs to retain a qualified staff person at a competitive wage and the additional benefits, including public employee retirement contributions and health insurance.

Jesse Robertson gave a brief overview of the Human Services Coordinated Plan Update. The plan was required under SAFETY-LU and MAP-21 (federal authorization bills) to increase the communication between the public transportation sector and human services. Jesse noted that progress has already been made toward implementing the plan, with the hiring of the Mobility Coordinator and implementation of NEMT goals. The other priority of Critical Importance was to “Enhance and improve public awareness of public transportation through a comprehensive public information and bus stop improvement program.” Mark Wall emphasized that the plan was based on stakeholder input and that it addressed out of County medical trips.

Mark Wall summarized the lessons he has learned from the Transit Energy Use Reduction Plan. The plan was inspired from a time when 20%-25% of LTA’s budget went to fuel costs. While market prices for natural gas could have reduced LTA’s fuel costs by 50%, no natural gas pipeline exists to provide service to Lake County. The contractor, ICF, has indicated that electric buses would be the cheapest fuel source for buses serving the City of Clearlake. A solar power installation at the LTA facility could be used to power the 5 buses and would provide energy for the cost of installation. Renewable gas (or non-natural natural gas) could be recovered from the County Wastewater Treatment Plant in the form of methane and be converted for use. Private investors could operate a renewable natural gas refueling station and sell fuel to the general public and at a reduced price to

LTA if built using public funds. Zero emission buses may be required in urban areas in the near future, which are currently prohibitively expensive for rural areas, but lobbying to subsidize rural areas may be a policy matter that Lake and other rural operators should consider pursuing.

For the CTSA update, Mark noted that LTA was the designated Coordinated Transportation Service Agency, but that there often seems to be a conflict between public transit and social services. Mark argued that human service coordination is not LTA's strong-suit. Currently 5% of LTA's LTF allocation is set aside for CTSA involvement. This amounts to \$55,000-\$60,000 per year, which is not enough to accomplish much. The Mobility Coordinator position is funded with a 3-year set aside of CTSA funds. On-going funding for the Mobility Coordinator may be most efficiently administered by a non-profit, such as People Services or NCO, where services could be accomplished for lower costs than by either a public agency or private contract.

Karl Parker introduced himself then initiated a discussion of a proposal for a Medi-Cal reimbursed "Pay-Your-Pal" Program. The concept would be to have NEMT trips provided privately through friends or family of transit-dependent individuals and using a reimbursement rate of 30 or 35 cents per mile for providing the service. The program would have limited involvement and no liability while offering little incentive to abuse the system for financial gain. Riverside County, California, pioneered the first program of its kind in 1993. Now there are 18 programs in California that follow this model, including two in Marin County that were created by Paul Branson. This program would need to resolve reimbursement issues prior to being implemented.

Mark Wall recommended that a separate CTSA meeting take place with a subcommittee before the next SSTAC meeting.

6. Update on Human Services Transportation Programs

b) People Service noted two new services offered as a revenue generator for their agency: wedding shuttles that drive guests back to homes or hotels to avoid driving impaired; and wine-tasting tours. Neither service is particularly cheap, but limited other options currently exist in the area, the service is needed and it is not central to the mission of People Services so it exists above the break-even point.

7. Update on State and Federal Grant Programs and Projects

a) Jesse Robertson gave an update of the Active Transportation Program activities that Lake APC has been engaged with, such as the submittal of a grant application for a multi-use trail, review of grant applications from other parts of the State, and the development of an Active Transportation Plan for Lake County. The SSTAC was advised of upcoming public outreach meetings and where suggestions would be welcome to improve access to transit stops, including the first and last mile of every walking or bicycling trip with a link to transit service. Other focal points of the program include education and enforcement and public health.

b) LTA was awarded a Transit Hub feasibility study within the City of Clearlake to study options for relocating the existing transit hub at Ray's Food Place.

8. Discussion of issues and/or concerns of the members of the SSTAC

a) **Lesson's learned from the emergency response effort for the Rocky Fire** - Wanda Gray described LTA's/Paratransit's activities in response to the County Office of Emergency Services (OES) during the Rocky Fire. Paratransit was ordered to develop an evacuation plan for communities in Lake County that were threatened with orders to evacuate in the path of the fire. The LTA Operations Center was also ordered to evacuate their operations center in Lower Lake, which caused service disruptions to regular bus routes and led to 23.5-hour shifts. Some of the

difficulties endured were described and were considered to be a result of lack of preparedness. Del Norte County was held up as an example as their County OES conducts bi-monthly exercises ranging from on-board (transit) shooters to tsunami evacuations. Greater emergency preparedness should be considered for Lake County.

9. Public Input

No comments received.

10. SSTAC Meeting Schedule

The next meeting is tentatively scheduled for November 10, 2015 but may be rescheduled to coincide with the APC meeting, which will not convene on November 11 due to Veteran's Day holiday. Notice will be provided if the schedule changes.

11. Announcements

No announcements.

12. Adjourn SSTAC meeting

The meeting was adjourned at 5:00 pm.

Respectfully Submitted,

DRAFT

Jesse Robertson, Senior Planner



LAKE TRANSIT AUTHORITY

DRAFT Minutes

August 12, 2015

9:00 a.m.

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

Present

Jim Comstock, Supervisor, County of Lake
Jeff Smith, Supervisor, County of Lake
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
Ron Bertsch, Member at Large (Alternate)

Absent

Densie Loustalot, Mayor, City of Clearlake

Also Present

Mark Wall, Transit Manager, Lake Transit Authority
Karl Parker, Mobility Manager, Lake Transit Authority
Wanda Gray, Paratransit Services
Lisa Davey-Bates, Admin. Staff - Lake County/City Area Planning Council (APC)
Alexis Pedrotti, Admin. Staff- Lake County/City Area Planning Council (APC)
Phil Dow, Planning Staff – Lake County/City Area Planning Council (APC)
Doug Herren, Public Works Director, City of Clearlake

1. Call Meeting to Order

Chair Wharff and Vice-Chair Loustalot were absent, therefore the attending board members agreed by consensus that Director Scheel would run the Lake County/City Area Planning Council Board Meeting.

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

2. Roll Call

Alexis Pedrotti called roll. Members present: Comstock, Smith, Perdock, Mattina, Scheel, Leonard and Bertsch (Alternate). Absent: Denise Loustalot

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 June 10, 2015

Director Leonard made a motion to approve the June 10, 2015 Lake Transit Authority Meeting Minutes. The motion was seconded by Director Perdock and carried unanimously.

5. Public Hearing: Service Modifications and Reductions

Mark Wall distributed a few additional documents to the board for review. The recommendation for the Public Hearing is that service reductions described in the Public Notice be approved, and

staff be authorized to implement service modifications by approximately September 21, 2015 resulting in an overall service level of approximately 47,000 vehicle revenue hours annually. The service reduction is due to loss of the JARC program. This program had existed under the Federal Transit Administration (FTA). Under the last re-authorization the JARC Program was no longer included. LTA had some additional grant funds from a previous cycle that assisted to expand service into the evening hours. The evening service is no longer affordable without the grant monies.

Mark has been making efforts to bring in additional funding by applying for an FTA Intercity Bus Grant. Mark distributed some handouts that clearly detailed the breakdown of the new Routes 30 and 40. Route 30 was previously Route 3 and 1 and will serve Lakeport, North Shore Clearlake to Calistoga. Route 40 will also be a new intercity bus route that was originally 4 and 7. Mark discovered by splitting up the routes into separate grant applications that could potentially double the amount received, if approved for the discretionary funding. Mark has received notice and both grants were approved for the new routes that total \$600,000.

In June, Mark provided two budgets, one base level budget, and one maximum funding level budget. The maximum level budget included the FTA Intercity Bus Grants. The approval of the Intercity Bus Grants allowed for some continuation of some services that were expected to be cut. However, according to the base level budget, which was adopted in June, Mark developed the Public Notice for the Public Hearing identifying the services that were expected to be cut.

Since the approval the additional grant funding, the service cuts are now not necessarily due to funding, they are now based on performance levels. Mark read aloud each route that would be affected. These cuts were also recommended under the Transit Development Plan.

The main objective to the intercity bus program is to provide connectivity. Mark has since reviewed the routes, and has found some places to increase the connectivity in the new Route 30. Mark distributed and discussed the Route 30 Transfer Review sheet that clearly identified these transfers.

Director Comstock was curious how many passengers come from Calistoga per day; Wanda estimated about 60 per day.

Chairman Scheel was curious the wait time for the connecting buses. Mark said typically around 5 minutes depending on the situation.

Chairman Scheel opened the Public Hearing at 9:17am

No public comments.

Chairman Scheel closed the Public Hearing at 9:17am

Director Comstock made a motion to approve the revised service reductions as described in the public notice, and authorize staff to implement these service modifications by approximately September 21, 2015. The motion was seconded by Director Smith and carried unanimously.

6. Fiscal Year 2015/16 Lake Transit Authority Budget, Revision No. 1

Mark Wall, Transit Manager referenced the adopted FY 2015/16 Annual Budget was previously adopted at the meeting in June. At that point it when the budget was approved, it was the base level budget assuming LTA would not receive the Intercity Grant. Mark also included the Budget Revision 1, which included the Service Reductions according to the Public Hearing. Mark then distributed at the meeting Budget Revision #1-A, which additionally included the FTA Intercity Bus Grant of \$600,000.

Director Mattina made a motion to adopt the base level FY 2015/16 Lake Transit Authority Revision #1-A as submitted. The motion was seconded by Director Perdock and carried unanimously. Full Roll Call: 8 ayes – Comstock, Smith, Perdock, Mattina, Scheel, Leonard and Bertsch. 0 Abstain, 1 Absent.

7. Agreement for Transit Manager Services

Mark Wall presented the Transit Manger Contract for FY 2015/16. The Transit Manager contract includes a 1.8% CPI increase, with the same level of service previously provided in the past year. Mark noted that while the contractor was completing the Transit Development Plan, it was noted that the Lake Transit Authority Transit Manager position is contracted far below and other peer agencies. Included in the contracted amount for the Transit Manager, was not strictly compensation for the hours worked, but additional items such as, insurance, travel, and benefits.

Director Mattina was curious if the Board had in the past reviewed an actual breakdown of Mark Wall's contract that broke out salary compensation. This information has been provided in past years, but Mark was happy to provide it again for reference. Mark noted approximately \$105,000 to \$110,000 is his compensation, including salary and benefits such as social security and retirement contribution. It was also discussed how many city and county employees have not seen a cost of living increase for many years, although that was not the item up for discussion, Director Mattina was simply curious of the breakdown. Director Comstock reiterated to the audience that the county has not seen a raise in 10 years, and are working very diligently to correct that, but believes this issue also contributes to losing great employees to better paying jobs.

Director Bertsch was interested if and how often the sub-contracting clause in the Transit Manager Contract has been used. In this past year, Mark has brought on Mr. Joe Rye to assist in the development with grant applications, which does in fact fall under that particular clause.

Directors Comstock and Smith both agreed that Mark Wall has continuously gone over and above for the agency, he has helped to bring many grants into the county, manage a great transit system and he deserves support on this contract. Director Comstock also noted that when Mark does decide to retire that LTA may be faced with sticker shock when it comes to replacing the Managers position.

Director Smith made a motion to approve the 2015/16 Transit Manager Contract as recommended. The motion was seconded by Director Comstock and carried unanimously. Full Roll Call: 8 ayes – Comstock, Smith, Perdock, Mattina, Scheel, Leonard and Bertsch. 0 Abstain, 1 Absent.

8. Authorize the Transit Manager to prepare and execute Medi-Cal Transportation Provider documents

Mark reported that in order for LTA to become a Medi-Cal provider for the NEMT Program he must first execute the Medi-Cal transportation provider application, disclosure statement, and agreement. As noted in his staff report the Medi-Cal reimbursement has been identified as a key funding source that will pay for Non-Emergency Medical Transportation in Lake County.

Director Comstock noted that many people using this service deeply rely on this and we need to help offer this service to them.

Director Scheel was curious if the majority of Medi-Cal recipients were mothers and children. Mark noted that anyone that meets the financial guidelines can be eligible for Medi-Cal. Lake County has many low income residents that qualify for Medi-Cal. He also noted that there are a couple varieties to medical transportation, ranging from the Fire Districts to the Ambulance.

The non-emergency medical transportation, however won't provide the same services as them but will help chair lift patients and medical appointments. Mark confirmed that when a child is transported for a medical appointment, their Medi-Cal insurance will cover them, as well as a parent or guardian to accompany.

Director Leonard made a motion to authorize the Transit Manager to prepare and execute the Medi-Cal transportation provider application, disclosure statement, agreement and all related documents. The motion was seconded by Director Bertch and carried unanimously.

9. Transit Manager's Report

Rocky Fire Activities – Wanda reported on many intense details that took place during the Rocky Fire, which started on July 29, 2015. LTA participated in an evacuation itself, which included all buses and IT technology equipment and was an all night endeavor. LTA also assisted in the process of mass evacuations for the local areas. Thankfully, Wanda has great training for emergency response and was able to help the Lake County Office of Emergency Services, as well as CalFIRE and other emergency personnel during this emergency. Wanda had also been requested to help work up an evacuation plan with the OES and help with the coordination of the plan. LTA Service was reduced to offer some standby employees for evacuation measures as needed.

A major issue that came up during the incident was a lack of communication, especially accurate communications. Wanda had a couple incidents where she couldn't get accurate clarification or details, and finally called Director Smith to assist her. Director Smith was amazing and coordinated with all the agencies. Wanda has been invited to a meeting in September to discuss what worked and what didn't work during this incident and how Lake County could be better prepared. Wanda has also been invited by the City of Clearlake to help them prepare their own evacuation plan.

Director Scheel would like to be included in these ideas and discussions of how to make Lake County better prepared. Director Scheel also noted that after speaking with the some Sheriff and CalFIRE employees it was very apparent how quickly LTA was to respond and how helpful it was during the Fire.

Director Scheel was also curious about how LTA would be budgeting for these expenses, or would these expenses become part of reimbursements through the State. Mark noted that Wanda has been excellent at keeping all these expenses clearly itemized out for reimbursement purposes.

Director Smith requested that Wanda be very truthful and open at the meeting to discuss the aftermath of the Rocky Fire. We need to be clear on how to make the county better prepared.

Mark would like to see Lake County push to be better prepared for these emergency situations. Communications also need to better with communicating to the public, service reductions etc. Mark noted that Del Norte has a great practice for disaster preparedness and does drills occasionally to keep things fresh. Director Comstock was wondering if Lake County could possibly see a copy of their plan, it would be very helpful.

Director Smith also wanted to thank Wanda for all she did during the Rocky Fire, she has been very helpful.

Update on Energy Use Reduction Plan and ARB Advanced Bus Policy – Mark was excited to announce how successful he feels this plan will be. He has now learned somethings he thought

would never be possible, could now potentially be for Lake County. He learned Natural gas may now become possible, by utilizing un-natural Natural Gas that can be trucked in. That option then becomes a possibility for LTA.

Another idea Mark was not really sure would ever become a possibility for LTA was the electric vehicle. The consultant can now show long term cheapest costs are pointing to an electric vehicle option. The buses would run solar powered and only operate in localized areas, such as Clearlake. The hardest part would be to find the Capital to purchase these types of buses. One thing Mark mentioned was although the Air Resources Board can't fund these projects, they do have some political influence that may help. Mark participates on CALACT's and is currently working on the ARB Policy. They are proposing that every transit agency has to operate a certain amount of zero emissions busses. The goal is to start small and work towards better emissions among the fleet to include larger numbers.

Mark is very excited about the plan, and it will focus on moving forward, with many options.

Lisa Davey-Bates also mentioned that the consultant is not only reviewing the fleet, but the facility as well. The consultant came and toured the facility and has reported some pretty immediate things to help reduce energy there as well, even going as far to mention the light bulbs and solar ideas.

Update on CTSA NEMT Program – Karl has diligently been working on the CTSA budget and work program, and intends to bring it to the board next month for discussion.

10. Announcements –

Director Comstock shared a story from his past experiences in the military.

11. Adjourn – the meeting was adjourned at 10:02 a.m.

Respectfully Submitted,

DRAFT

Alexis Pedrotti
Administrative Assistant

DRAFT AGENDA
LAKE TRANSIT AUTHORITY

DATE: October 14, 2015
TIME: 9:00 a.m.
PLACE: Lake Transit Authority
Clearlake City Hall
14050 Olympic Drive
Clearlake, 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 August 12, 2015.
5. Authorization To Expedite Procurements And To Implement Fire Disaster Response Services
6. Review and approve Telecommunications Site License Agreement with Montesol, LLC and ComSites West, LLC
7. Review Lake County Civil Grand Jury Report and consider approval of staff response.
8. Approve Resolution No. 2014-15-4 Authorizing The Executive Director Or Transit Manager To Execute Documents Required For Fiscal Year 2013-14 California Transit Security Grant Program Funds
9. Approve Resolution No. 2014-15-5 Authorizing The Executive Director Or Transit Manager To Execute Documents Required For Fiscal Year 2014-15 California Transit Security Grant Program Funds
10. Amendment to Agreement for Mobility Coordinator Services
11. Transit Manager's Report
12. Announcements
13. 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.

**DRAFT AGENDA
LAKE TRANSIT AUTHORITY
AS THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY**

DATE: October 14, 2015
TIME: 9:00 a.m. (immediately following the Lake Transit Authority meeting)
PLACE: City of Lakeport
Council Chambers
225 Park Street
Lakeport, CA

1. Call Meeting to Order.
2. Roll Call.
3. Public input on any item within the jurisdiction of this agency, but which is not otherwise on the agenda.
4. Approval of Minutes of CTSA Ad Hoc Committee Meeting of 9-9-15.
5. Report on CTSA Ad Hoc Committee Meeting
6. Amendment to Agreement for Mobility Coordinator Services
7. Review and Approve Fiscal Year 2015/16 CTSA Operations Program and Budget
8. Announcements
9. 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.

Consolidated Transportation Service Agency (CTSA) Ad-Hoc Committee Meeting
9/9/15-10:30 am
Lakeport City Council Chambers-Small Conference Room

Present: Marsha Wharff, Jeff Smith, Chuck Leonard, Martin Scheel, Phil Dow, Lisa Davey-Bates, Mark Wall

Marsha called the meeting to order at 10:40 and welcomed participants of the CTSA Ad-Hoc Committee.

Mark provided a history of the CTSA, mentioning that Lake Transit has been the designated CTSA in Lake County in large part, although there was a time (prior to the creation of LTA) when North Coast Opportunities held that responsibility. Mark also noted that the CTSA has historically been fairly inactive but anticipates a change with the recent activity surrounding non-emergency medical transportation (NEMT). Lisa continued the discussion by providing a brief history of the Lake APC's role in NEMT and successful grants that have helped get the NEMT program off the ground. Local Transportation Funds (up to 5% of Article 4.5) have also provided a major funding contribution to available funds reserved to date.

Lisa directed Committee members to the contract provided in the agenda packet between LTA and Paratransit Services for the Mobility Coordinator position. The group reviewed the tasks, committed funds, and terms of the contract. Lisa noted that there is a possibility that the contract may need amendment because the CTSA is not referenced, and funds to support the position are located in a special account for the CTSA. This technicality will be address at a future Board meeting.

Mark briefly explained MOUs and Agreements that he is negotiating with the hospitals and non-profits in Lake County. He noted that he is experiencing delays due to insurance and HIPAA-related issues.

Mark and Lisa spent a significant time discussing the budget and work program for the NEMT program. The group discussed potential users of the NEMT program and how to prevent issues that may arise such as conflicts with fire districts over Inter-Facility Transfers (IFTs). It was noted that mental health patients are in critical need of transportation to appointments and other services.

Mark briefly explained the idea behind the brokerage program and the administrative versus operational responsibilities of the NEMT program. He suggested brokerage responsibilities of Paratransit Services are to oversee day-to-day operations of fixed-route and paratransit services, and the administrative purpose (mobility manager position) is to engage stakeholders, pursue funding opportunities and coordinate services amongst local government agencies and new or existing non-profits in the County. The Pay-Your-Pal Program (volunteer driver program) was just one example of a program to be a part of the larger brokerage in Lake County.

Mark and Lisa initiated a conversation of the existing structure of the CTSA and if that would be the best option moving forward with the NEMT program. Options discussed were: LTA continue as CTSA, or redirect responsibility of the CTSA to another local government agency or new/existing non-profit agency. Initially, the group felt the existing structure would work well and offered a stable agency that could oversee the program.

12:10 – the Committee recessed briefly to eat lunch then continued discussion about the future organization of the CTSA. After additional consideration, the group agreed that the development of a new non-profit under the LTA might be a better option because it would provide autonomy and also provide the option to receive donations under a non-profit status. Martin Sheel agreed with the group that the creation of a non-profit was a good idea, but suggested housing the non-profit under the Lake APC might be a better idea to provide separation from Lake Transit. This would eliminate the perception of the “big” government public transit agency in charge of the NEMT program, which might deter potential funding partners from joining the NEMT brokerage. Lisa noted that another factor to consider was the Lake APC has the authority with the responsibility of allocating LTF funding to the CTSA, which would provide good oversight of those funds. Mark and Phil discussed triennial performance audits, required by the Transportation Development Act. Phil suggested Martin’s idea would make sense for audit purposes as well because the Lake APC is required to administer audits of activities conducted through the allocation of Local Transportation Funds (LTF). Jeff agreed, and noted another benefit of this scenario was Lake APC was better suited with staffing availability. Lisa agreed to contribute as much time as possible, with the caveat she and her staff are already committed to existing responsibilities and there may be a need for some assistance if the process becomes too daunting. After a great deal of discussion, the Committee agreed by consensus that it would be in the best interest of the CTSA and the NEMT Program if a new non-profit agency was formed under the Lake APC. Marsha requested that Mark and Lisa work together to identify any barriers and to bring them back to the group if needed. Marsha requested the item be heard at a full CTSA or LTA Board meeting in October. This would provide Paratransit Services to speak to the recommendation of the Committee if there were concerns.

Mark briefly discussed the Medi-Cal application he is working on as part of developing a Medi-Cal reimbursement opportunity for the brokerage program. He noted there is a section of the application required personal information from Board members. Marsha expressed concern and told Mark she would not be willing to provide the information. Mark committed to look into the issue further to see if there was a work-around for this section of the application.

The Committee agreed to meet in the future if additional issues and/or topics need to be addressed. Mark also noted the RFP for the operations contract would be circulated within the next few months and he’d be seeking input from a smaller group of the LTA Board on that process as well.

The meeting was adjourned at 1:15 pm