



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

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367 North State Street, Suite 206  
Ukiah, CA 95482

## SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) AGENDA

**DATE:** Tuesday, February 13, 2018

**TIME:** 1:30 pm

**PLACE:** Umpqua Bank Board Room

805 Eleventh Street  
Lakeport, California

Caltrans-District 1

Teleconference  
1656 Union Street  
Eureka, California

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

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1. Call to Order and Introductions
2. Public Input
3. Approval of Draft November 7, 2017 SSTAC Meeting Minutes
4. SSTAC Roster Update and Recommendations (*Speka*)
5. FY 2018/19 Unmet Transit Needs Recommendations (*Speka*)
6. Non-Emergency Medical Transportation (NEMT)
  - a. Mobility Manager Report (*Parker*)
7. Update on Lake Transit Projects and Grants
  - a. Bus Passenger Facility Plan Grant (*Speka*)
  - b. Other grants
8. Update on Lake Transit Authority (LTA) meetings
  - a. January 10, 2018 LTA Meeting Minutes
  - b. February 14, 2018 LTA Agenda
9. Update on Human Services Transportation Programs
  - a. People Services (*Dumont*)
  - b. Other programs and plans
10. Discussion of Issues and/or Concerns of SSTAC Members
11. Date for next meeting: Tuesday, May 8, 2018
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: 2/6/18

#### List of Attachments:

- Agenda Item #3: November 7, 2017 Draft SSTAC meeting minutes*
- Agenda Item #4: SSTAC Roster Update Staff Report*
- Agenda Item #5: Unmet Transit Needs Staff Report*
  - Potential Unmet Transit Needs*
  - Adopted Definitions*
- Agenda Item #6: Mobility Manager Report*
  - Appeals Process*
  - Mileage Policy*
- Agenda Item #8.a: January 10, 2018 Lake Transit Authority Minutes*
- Agenda Item #8.b: February 14, 2018 Lake Transit Authority Agenda*



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

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www.lakeapc.org

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Administration: Suite 204 ~ 707-234-3314  
Planning: Suite 206 ~ 707-263-7799

## SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING DRAFT MEETING MINUTES

Tuesday, November 7, 2017

**Location:** Lamkin-Sanchez Transit Center  
Lake Transit Authority  
9240 Highway 53  
Lower Lake, California

**Teleconference Location:** Caltrans – District 1  
1656 Union Street  
Eureka, California

**Present:** Paul Branson (Vice-Chair), Mark Wall, Karl Parker, Michele Dibble, and Tavi Granger

**Absent:** Ilene Dumont (Chair), Kaye Bohren, and Traci Thomas

**Also Present:** Lisa Davey-Bates, Wanda Gray, Phil Dow, Dave Carstensen (joined by telephone at 1:53 p.m.) and John Speka

### **Call to Order:**

Vice-Chair Branson called the meeting to order at 1:39 p.m.

### **Public Input**

There was no public input.

### **Approval of Draft May 9, 2017 SSTAC Meeting Minutes**

A motion was made by Paul Branson to adopt the Draft May 9, 2017 Minutes and seconded by Mark Wall. The motion for approval passed unanimously.

### **SSTAC Membership Roster Update**

John Speka reviewed his staff report, noting that the terms of 3 existing members (Kaye Bohren, Michele Dibble, & Mark Wall) expired in October. Discussion ensued regarding the roles to be filled on the SSTAC. Representation from the veteran community was considered with the possibility of attracting a VA Clinic representative to serve on the SSTAC as a social services provider. Dave Carstensen joined us during this discussion. After further discussion, Mark Wall made a motion, seconded by Parker, to extend the terms of the 3 members whose terms had lapsed. The motion carried unanimously.

### **FY 2018/19 Unmet Needs Process**

John Speka reviewed the Unmet needs process and the SSTAC's role in this process as outlined in his staff report. John reviewed the list of 7 Unmet Needs that were adopted earlier this year as a result of last year's process. Dave Carstensen recommended that capital needs be considered as valid unmet needs as are service needs. Timing of the public hearing to review the list and seek additional public input was discussed. It was determined that the public hearing be set for February, 2018. Mark Wall agreed to review each of the 7 items on the previous list to determine if they remain valid needs in order to expedite the process:

1. ***Medical trips to Saint Helena Clearlake and Sutter Lakeside Hospitals.***  
Mark Wall stated that the proposed service does not meet our definition of an unmet need. Mark recommended, and it was agreed to remove this item from the list unless the public requests that it again be considered.
2. ***Eastbound service to Spring Valley and further east, allowing people to connect with service to the Sacramento area.***  
Mark recommended that this remain on the list because we may find a new funding source. We may need to update this for the 2018 process.
3. ***Non-Emergency Medical Transportation in Outlying Areas***  
Mark was not sure how to address this issue. He stated that MTM and Partnership Health may be able to help with a number of people.
4. ***Non-Emergency Medical Transportation to Out-of-County Locations***  
Mark noted that a grant was received to address this need but it has yet been implemented. It will cease to be an unmet need when program is implemented. Karl Parker pointed out that primary needs may soon be met but perhaps some will remain post-implementation. Some of these remaining needs may not be reasonable to meet. This item should be re-visited after implementation.
5. ***Expanded Transit Service and Mobility Training to accommodate Job Placement for Developmentally Disabled.***  
Mark suggested that the SSTAC hear from Ilene Dumont prior to rendering a decision on this item.
6. ***Fixed Route Service on Sundays for the North Shore Communities.***  
Mark commented that this should be kept on the list in case there is a funding windfall that could fund this service.
7. ***Deviation from the Fixed Route in Lucerne to accommodate Senior Center lunch Program***  
Mark stated that this identified need should be removed from the list, as the need was responded to last year.
8. ***Capital Needs***  
Mark suggested adding Capital Needs to the list as previously suggested by Dave Carstensen.

### **SSTAC Review of Regional Transportation Plan Public Transit Element**

John Speka reviewed his written staff report, discussing the process and highlighting the opportunities for input into the plan. Dave Carstensen noted that the old Proposition 1A funding is now expiring and that new SB 1 funds need to be incorporated into the chart on page 74. Mark added that Cap & trade funding needs should also be accounted for in the plan. Dave added his concern regarding the tight timeline provided to receive comments back from State. John responded that comments could be addressed right up to the date that the Board is expected to adopt. Mark Wall wanted to ensure that the plan noted, even though senior centers may provide their own service, that fixed transit stops are located within 1 block of all senior centers and that Dial-A-Ride is available in Lakeport and in the Highlands. Paul Branson thought it would be appropriate to add LTA's fire response activities as accomplishments to be noted in the plan (including the Cal ACT award for community service during these events).

### **Efforts and Direction on Recruitment of a Lake Transit Manager**

Mark Wall reviewed recent activities. He stated that the ad-hoc committee that was established to work on this issue preferred a structure that would have Davey-Bates Consulting (DBC) provide the Transit Manager as a DBC employee. There are now plans to amend Lisa's contract to fund the position through DBC. Mark commented that, at this time, the details as to how this will work are unknown and will not likely be known until the capabilities of the candidates are evaluated. Candidates may range from those heavy in transit management to those heavy in transit planning. Lisa Davey-Bates reviewed the direction that the APC may

decide to pursue at their November meeting. Mark added that the process is still open-ended and that budget information is not yet available. Paul Branson moved that the SSTAC recommend to the Area Planning Council that the SSTAC have a role in the Transit Manager selection process. The motion was seconded by Dave Carstensen and unanimously carried.

## **Non-Emergency Medical Transportation (NEMT)**

### **Pay Your Pal Update**

Karl Parker reported some of the statistics regarding this program and reported that 8 new riders were recently enrolled for a total of 54. He referred to his written report that was included in the packet. The top 5 destinations for riders are all within Lake County. Other destinations include Santa Rosa, San Francisco, and Ukiah. Karl also described the limitations of the program to meet rider needs due to time and distance factors. Discussion proceeded concerning the lack of information from clients to determine if some of these trips could be served more locally and not in Sacramento or Santa Rosa (there is a 200 mile maximum trip length). Further discussion identified the need to (1) verify the trip need (2) add flexibility to program by establishing a yearly mileage limit (2,400 miles per year) versus the existing 200 miles per month limit (3) Review and report on the history of mileage exceptions made for individuals, and (4) start using a trip form with signatures and contact information of medical personnel to verify trip need. Mark suggested that a certificate could be constructed for this purpose. Others offered that not all program clients are also DSS clients and those individuals need to be considered also. Karl reiterated that an annual maximum mileage could be created in the future. Lisa noted that considerations of these actions being discussed are not on the agenda and recommendations should be placed on a future agenda. Vice-Chair Branson directed that recommendations discussed should be brought back for a second level of review.

### **MOU between St. Helena Hospital Clearlake and LTA**

Karl Parker commented that he is still working on the Partnership Healthplan/MTM (Medical Transportation Management). Medi-Cal funding participation has been passed on to MTM for review. Mark Wall expressed concern regarding employee training standards for MTM, based on references in Nevada. Under ADA, charges for these services cannot exceed twice the bus fare.

### **Other NEMT Projects**

Karl commented on Project Restoration and was working with staff to provide for transportation needs for affected people. He is working actively to diminish super-users.

## **Consolidated Transportation Services Update**

Lisa Davey-Bates commented that there is very little to report. The agency has been formed (Lake Links), but there remains a need to work on some legal issues.

## **Update on Lake Transit Projects and Grants**

### **a. FTA Section 5311 (f) program**

Mark Wall reported that Caltrans is conducting a Rural Intercity Bus Study that could result in criteria changes in future funding cycles.

### **b. FTA Section 5310 Mobility Management Grant**

Mark Wall reported that the Mobility Management Grant has been approved. He reviewed various aspects of the grant and advised that the next action to be taken is to prepare an RFP in order to begin the procurement process.

### **c. Sustainable Transportation Planning Grant Update**

John Speka reported that the APC recently submitted a funding application for the City of Lakeport to study improvement alternatives to provide bicycle/pedestrian improvements in the Eleventh Street corridor. He also advised on the status of previously awarded grants for LTA

and the APC.

**d. Other Grants**

Mark Wall advised that SB 1 will provide an additional \$92,000 per year that can be utilized for infrastructure as well as operational purposes.

**Update on Lake Transit Authority Meetings**

Mark reported that ridership across the system has been consistent with level experienced the past several years. However, hours have been cut substantially, most recently in August. There will be more to come and will amount to approximately 11%. This will have an impact on operating expenses. The cost of Paratransit Services has been increased with implementation of the new contract. The 8.04 passengers per hour rate is the highest achieved since FY 2014/15, but is expected to decline from the peak. Mark elaborated on the reasons for the decline. Mark stated that there is a need for \$200,000 for environmental and architectural services to initiate work on the Transit Hub.

**Update on Human Services Transportation Programs**

With Ilene Dumont's absence, there were no comments under this item.

**Discussion of Issues and /or Concerns of SSTAC Members**

**a. Tentative 2018 SSTAC Schedule**

After clarification that the date on the agenda is incorrect and the date of the February meeting is correctly identified in the Tentative 2018 SSTAC Meeting Schedule, the 2018 SSTAC Meeting Schedule was adopted.

**b. Activities of LTA and Others during the Sulfur Fire**

During latest fire event, LTA rounded up drivers and delivered shuttle service to impacted areas all night long. Existing routes continued to run on schedule and were helpful to evacuees. Overall, there was little impact on operations due to the fire. Mark reported that Cal ACT has created a Fire Victims Fund that will provide some funding for those impacted by the fires.

**c. Lake Active Transportation Team and People Services participation in Konocti Challenge**

Mark reported on the experiences had recently by transit industry professionals on bicycles participating in the Konocti challenge event.

**Next Meeting Date**

The next meeting date for the SSTAC was set for February 13, 2018.

**Announcements/Good of the Order**

The approaching holiday season was noted. Expressions of "Happy Thanksgiving", "Merry Christmas", "Happy Holidays", "Happy New Year", and "Let's get out of here!" abounded.

**Adjourn**

The meeting was adjourned at 4:06 p.m.

**Submitted by:**

Phillip J. Dow  
Lake County/City Area Planning Council



## SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL STAFF REPORT

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**TITLE:** SSTAC Roster Appointments Update

**DATE PREPARED:** 1/25/18

**MEETING DATE:** 2/13/18

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**SUBMITTED BY:** John Speka, Senior Transportation Planner

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**BACKGROUND:** The Transportation Development Act (TDA) requires that each Regional Transportation Planning Agency maintain a Social Services Transportation Advisory Council (SSTAC) to represent interests of the elderly, disabled and persons of limited means. The SSTAC for the Lake County region is composed of nine members representing a variety of social services interests. Each of the positions are filled to represent a specific interest within staggered three-year terms (see attached current roster and term periods for each seat).

At the November 2017 meeting of the SSTAC, there was discussion of roster term renewals. Three seats were recommended for three-year extensions through October 2020, including the “Potential Transit User-Disabled” representative (Kaye Bohren), the “Social Services Provider- Limited Means” representative (Michelle Dibble) and one of the two “Consolidated Transportation Services Agency” representatives (Mark Wall).

In addition to these positions, two current seats remain vacant. The first is for a “Transportation Provider,” which term runs through October 2018. The seat was previously held by Rebecca Southwick (Adventist Health- Clearlake). We were able to contact a representative from Sutter Health who expressed interest in filling the seat. Holly Goetz, a Social Worker with Sutter Lakeside, has been invited to attend today’s February 13 meeting and the SSTAC will be asked to recommend her position to the APC Board, which meets the following day. There remains a vacant seat for the “Social Services Provider- Disabled” representative. Staff continues to search for a qualified volunteer for that position.

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**ACTION REQUIRED:** Recommendation to the Lake APC Board.

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**ALTERNATIVES:** None

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**RECOMMENDATION:** The SSTAC recommends to the Lake APC Board that the terms of expired seats be extended (as discussed at the November SSTAC meeting) and nominates Holly Goetz to fill the “Transportation Provider” seat on the SSTAC.

**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)  
MEMBERSHIP ROSTER - 2018**

		<u>TERM</u>	
1.	Potential Transit User 60 Years or Older	<b>Paul Branson</b> P.O. Box 1355 Clearlake Oaks, CA 95423 Phone: 925-286-5494 <b>e-mail:</b> <a href="mailto:shapingmobility@gmail.com">shapingmobility@gmail.com</a>	Nov. 2015 – Oct. 2018
2.	Potential Transit User Disabled	<b>Kaye Bohren</b> 1685 South Main Street Lakeport, CA 95453 Phone: 263-4789 <b>e-mail:</b> <a href="mailto:kay.bohren@me.com">kay.bohren@me.com</a>	Nov. 2017 – Oct. 2020
3.	Social Services Provider Seniors	<b>Tavi Granger</b> Manager for County Adult Services P.O. Box 9000 Lower Lake, CA 95457 Phone: 707-995-5677 <b>e-mail:</b> <a href="mailto:tgranger@dss.co.lake.ca.us">tgranger@dss.co.lake.ca.us</a>	Nov. 2016 – Oct. 2019
4.	Transportation Provider	<b>Currently Vacant</b>	Nov. 2015 – Oct. 2018
5.	Social Services Provider Disabled	<b>Currently Vacant</b>	Nov. 2015 – Oct. 2018
6.	Transportation Provider Disabled	<b>Ilene Dumont</b> People Services 4195 Lakeshore Boulevard Lakeport, CA 95453 Phone: 263-3810 <b>e-mail:</b> <a href="mailto:idumont@rocketmail.com">idumont@rocketmail.com</a>	Nov. 2016 – Oct. 2019
7.	Social Services Provider Limited Means	<b>Michele Dibble</b> Lake County Department of Social Services P.O. Box 9000 Lower Lake, CA 95457 Phone: 995-4364 <b>e-mail:</b> <a href="mailto:mdibble@dss.co.lake.ca.us">mdibble@dss.co.lake.ca.us</a>	Nov. 2017 – Oct. 2020
8.	Consolidated Transportation Services Agency	<b>Mark Wall</b> Lake Transit Manager 1445 S. Silvertale St. Visalia, CA 93277-4080 (707) 263-7868 <b>e-mail:</b> <a href="mailto:mwaconsulting@comcast.net">mwaconsulting@comcast.net</a>	Nov. 2017 – Oct. 2020
9.	Consolidated Transportation Services Agency	<b>Karl Parker</b> Paratransit Services P.O. Box 698 Lower Lake, CA 95457 Phone: 994-3384 <b>e-mail:</b> <a href="mailto:karlparker@mediacombb.net">karlparker@mediacombb.net</a>	Nov. 2016 – Oct. 2019



## SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL STAFF REPORT

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**TITLE:** 2018/19 Unmet Transit Needs Process

**DATE PREPARED:** 2/5/18

**MEETING DATE:** 2/13/18

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**SUBMITTED BY:** John Speka, Senior Planner

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**BACKGROUND:** This item is a follow up to discussions from the November 7, 2017 meeting of the SSTAC regarding the development of a list of Unmet Transit Needs. As noted at that meeting, Lake APC has been conducting formal Unmet Transit Needs processes since 2014. The 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 considered useful as a means of identifying potential transit needs in the region as well as analyzing opportunities for Lake Transit Authority (LTA) to meet those needs if feasible. It assists the APC and LTA in determining how to best use the limited transit funding available to the region. The Unmet Transit Needs process also meets TDA requirements calling for annual public input opportunities for transit dependent or transit disadvantaged persons before the SSTAC.

An initial list was developed by the SSTAC at its November meeting. Six items were included (drawn partially from last year's list as well as two new capital related items), although it was determined that additional input should be included prior to a recommendation to the Board at its February 14 meeting. It was also felt that one of the items from last year involving "expanded transit service and mobility training to accommodate job placement for developmentally disabled riders" should await input from Ilene Dumont who was unable to make the November meeting. Attached to this report is the noted six-item list, which the Technical Advisory Committee (TAC) reviewed in November 2017, concurring with the items that were included. The list has been separated into "service" and "capital" related needs as capital related needs are not specified in the TDA regulations regarding unmet needs findings. However, including identified capital needs is still considered to be helpful in prioritizing the region's limited transit funds. The SSTAC is now asked to add any new items believed to be warranted before finalizing the list.

The finalized 2018/19 list of needs will be presented to the APC Board to determine whether any of the needs qualify as an "unmet transit need" consistent with the approved definition (also attached). If any of the needs are found to qualify, the list of Unmet Transit Needs will then be directed to LTA and APC staff members 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.

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**ACTION REQUIRED:** Finalize a list of Unmet Transit Needs in Lake County that will be presented to the Lake APC at the February 14 public hearing before the Board.

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**ALTERNATIVES:** None

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**RECOMMENDATION:** None

**Lake County FY 2018/19 Potential Unmet Transit Needs**  
**Developed by Social Services Transportation Advisory Council**  
**11/16/17**

(Not in order of priority)

- 1. 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.
- 2. Non-Emergency Medical Transportation in outlying areas.** This would serve areas beyond one mile from fixed routes, and vehicles need to include wheelchair lifts.
- 3. Non-Emergency Medical Transportation to out of county locations.** This is needed for both adults and children. There is a particular need for transport to Santa Rosa and San Francisco.
- 4. Fixed route service on Sundays for the north shore communities.** Another frequently noted need subject to funding availability.

**Transit Related Concerns Identified by SSTAC for FY 18/19**  
(not subject to TDA findings)

- 1. Funding contribution to proposed transit hub in Clearlake.** There will be funding needs associated with the proposed Clearlake transit hub, which are currently unaddressed.
- 2. Installment of new bus stop shelters.** An ongoing issue that is frequently brought up by the public. Potential priorities will likely be evaluated in the recently initiated Bus Passenger Facility Plan.

**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 criterion 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

**REPORT TO SSTAC RE: MOBILITY PROGRAMS****February 13, 2018**

## 1. PAY-YOUR-PAL

## a. STATISTICS:

62 Enrolled (Active)

11 New Riders enrolled since November SSTAC meeting.

PERIOD	RIDERS	TRIPS	MILEAGE	REIMBURSEMENT
Dec 2017	37	244	6,550	\$2,018
Jul 17 – Dec 17	51	1,493	38,613	\$11,616

## b. Draft Policies:

i. Monthly vs. Annual Mileage allowance

ii. Provider verification of trips

iii. Appeal Process

## 2. OUTREACH:

a. Sterling Shores MHP 1/18/2018

## 3. PROJECT RESTORATION TRANSPORTATION SUPPORT

## 4. WARMING CENTER SUPPORT

## 5. PARTNERSHIP WITH ADVENTIST HEALTH CLEAR LAKE

a. Meeting with Brent Dupper, *ED-Physician and Outpatient Services*, Angelique Cole, *Practice Administration* - 1/30/2018

b. Request for proposal – assistance with operation of transportation service.

## 6. MEDI-CAL FUNDING

a. Reviewing contract terms and conditions.

b. Developing fare structure – implications vis-à-vis ADA/subscription trips

## 7. FTA 5310 GRANT:

a. Standard Agreements issued for three projects:

i. Mobility Management – \$429,949 (orig. req. \$335,515)

ii. Out-of-County NEMT Service – \$225,139

iii. Pay-Your-Pal/Volunteer Driver – \$65,520

# Lake Links

## Pay-Your-Pal Ride Assistance Program

### **Appeal Process**

Applicants who wish to appeal denial of eligibility or conditional eligibility or may do so within 60 days of receipt of their notification from Lake Links.

The appeal will be directed to an **Appeals Committee** composed of the General Manager of the Lake Transit Authority (or designee), the Chairperson of the Lake County/City Area Planning Council Social Service Transportation Advisory Committee (SSTAC), and the Executive Director of the Lake County/City Area Planning Council.

The appeal can be made in writing, or the applicant may request to appear in person. The Appeals Committee will meet on an ad hoc basis within 30 days of receiving an appeal request and will schedule its meeting at least five days in advance. In the event that the appeal meeting cannot be scheduled within this timeframe, the applicant will be notified in writing.

The Appeals Committee will review the application and appeal based on the eligibility criteria of the Pay-Your-Pal program. Additional information, including an interview with the applicant, may be collected as necessary.

If the Appeals Committee overturns the initial review of the application, this decision will be final and the applicant will be immediately mailed their notice of eligibility.

If the decision to deny eligibility is upheld, a letter will be sent to the applicant within 7 days indicating the decision of the Appeals Committee.

Appeals should be mailed to:

Pay-Your-Pal Ride Assistance Program  
PO Box 1030  
Lower Lake, CA 95457

# Lake Links

## Pay-Your-Pal Ride Assistance Program

### **Exception to Normal Mileage Allocation Policy**

Currently, people enrolled in the Pay-Your-Pal program receive a monthly allocation of 200 reimbursable miles of transportation for medical purposes. Occasionally, an applicant's need involves a great deal of travel in a fairly short period (e.g. radiation or chemotherapy treatments which may require 5 trips per week for several weeks), after which their need subsides to a much lower level.

In such cases, the program administrator may lift the 200 mile per month restriction and deduct the total monthly mileage reported from the annual allocation which would be 2400 miles (200 x 12). The balance available in subsequent months will be 2400 minus the total mileage claimed to date.

EXAMPLE: Mary Smith has to travel for cancer treatments from her home in Middletown to Sutter Regional Hospital in Santa Rosa, a distance of 67 miles round trip. She has to go 5 days per week for 5 weeks – a total of 1675 miles. Her balance for the remainder of the year would be 725 miles (2400-1675). The math might be slightly different in individual cases, where the annual mileage available may have been reduced by trips taken in previous months.

When this exception to the normal policy is made, riders will be notified to prevent misunderstanding in subsequent months.



# LAKE TRANSIT AUTHORITY

## DRAFT Minutes

January 10, 2018  
9:00 a.m.

**Location:** Lake Transit Authority, 9240 Highway 53, Lower Lake, California

### **Present**

Moke Simon, Supervisor, County of Lake  
Jeff Smith, Supervisor, County of Lake  
Russell Perdock, City Council Member, City of Clearlake  
Nick Bennett, City Council Member, City of Clearlake  
Stacy Mattina, City Council Member, City of Lakeport  
Kenneth Parlet, City Council Member, City of Lakeport  
Chuck Leonard, Member at Large

### **Absent**

Vacant Position, Member at Large

### **Also Present**

Mark Wall, Transit Manager, Lake Transit Authority  
Wanda Gray, Paratransit Services  
Karl Parker, Mobility Manager, Lake Transit Authority  
Lisa Davey-Bates, Admin. Staff - Lake County/City Area Planning Council (APC)  
Alexis Pedrotti, Admin. Staff- Lake County/City Area Planning Council (APC)

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#### **1. Call Meeting to Order**

Chairman Smith called the meeting to order at 9:56 am.

#### **2. Roll Call**

Alexis Pedrotti called roll. Members present: Smith, Simon, Perdock, Bennett, Mattina, Parlet, Leonard. Absent: Vacant Position-Member-at-Large

#### **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 November 8, 2017 (Draft)**

*Director Perdock made a motion to approve the November 8, 2017 Lake Transit Authority Meeting Minutes. The motion was seconded by Director Mattina and carried unanimously.*

#### **5. Approve 2017/18 State of Good Repair Project List:**

This item previously discussed under the Lake APC meeting. Mark provided more detail regarding funding amounts for LTA. The State Transit Assistance (STA) increase expected from the diesel fuel increase is estimated to be \$155,635 over the original estimate of \$272,041 for a total 2017/18 allocation of \$427,676. These figures are slightly below the LTA budget estimate previously presented to the Board for approval. Fortunately the actuals are close enough to the estimate, and will only require LTA using a small amount of the capital reserve. In FY 2018/19 the STA will go up to \$515,700. That will increase roughly another \$90,000.

The State of Good Repair Program estimates included \$91,448 for FY 2017/18 for Lake County. Mark expects this funding to be pretty stable, with the potential for going up slightly. At the APC meeting there were two projects discussed and approved for expending these funds on. The guidelines for the program were attached to the Transit Managers memo in the board packet. The APC approved expending all the funds this current fiscal year on the following: purchase of a new four-post vehicle lift for maintenance purposes at the Lake Transit Authority facility, and allocating the remainder of funds towards the purchase of a new dial-a-ride vehicle. The new vehicle lift is estimated around \$28,000 and replacing the dial-a-ride vehicle will be around \$82,000. There is only \$91,448 available; therefore the additional \$18,552 will be covered through the PTMISEA Account.

*Director Mattina made a motion to approve the State of Good Repair Project List, as presented. The motion was seconded by Director Perdock and carried unanimously.*

*Roll Call Vote: Ayes (7) – Directors Smith, Simon, Perdock, Bennett, Mattina, Parlet, Leonard Noes (0); Abstain (0); Absent (1) – Directors Vacant Member-at-Large*

**6. Resolution No. 2017-18-4 Authorizing the Execution of the Certifications and Assurances for the California State of Good Repair Program**

This resolution was authorizing the Executive Director and Transit Manager to execute required documentation pertaining to the State of Good Repair Program.

*Director Leonard made a motion to approve Resolution 2017-18-4 Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program, as presented. The motion was seconded by Director Bennett and carried unanimously.*

*Roll Call Vote: Ayes (7) – Directors Smith, Simon, Perdock, Bennett, Mattina, Parlet, Leonard Noes (0); Abstain (0); Absent (1) – Directors Vacant Member-at-Large*

**7. Transit Manager's Report**

- **December CalACT Retreat at Upper Lake**

Mark reported the December CalACT Retreat was hosted in Upper Lake at the Tallman Hotel. It was great for the group to visit Lake County and see the rural area that offers a rural transit system. They really enjoyed themselves and mentioned they would enjoy coming back. CalACT is starting an internship program, that will work with some colleges to feed students into the transit agencies. Mark is happy this is happening and plans to help with that program. Overall it was a good meeting and good for Lake County.

- **Transition Task List**

This list is a living document collaboratively being worked on by Lisa and Mark. They continue adding items as they come up, and are trying to schedule things that need to be done prior to his retirement. Mark opened it up and invited the Board to add items as them seem fit.

**8. Paratransit Services Report (Wanda Gray)**

Wanda had no current report for the board. She did express her interest in participating with the interview panel for the transit manager position. Lisa thanked her for her interest and would be in contact.

**9. Mobility Manager's Report (Karl Parker)**

Karl Parker has been on vacation and did not have a current report for the board.

**10. Announcements – None**

**11. Adjourn -** The meeting was adjourned at 10:08 a.m.

Respectfully Submitted,

***DRAFT***

Alexis Pedrotti  
Administrative Assistant

**AGENDA  
LAKE TRANSIT AUTHORITY**

DATE: February 14, 2018

TIME: 10:00 a.m. (or as soon thereafter as the Lake Area Planning Council Meeting Adjourns)

PLACE: Lakeport City Hall  
Council Chambers  
225 Park Street  
Lakeport, CA

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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. 2017/18 First Half Operating Statistics and Financial Status Report
5. Approve the Scope of Work and Cost Proposal for Provision of Transit Management Services as Presented in Amendment #2 to the Agreement between Davey-Bates Consulting and the Lake County/City Area Planning Council.
6. Report on Management Transition Plan, Activities, and Compensation During the Transition Period.
7. Paratransit Services Report (Wand Gray)
8. Mobility Manager's Report (Karl Parker)
9. Announcements
10. Adjourn

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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.

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