



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

## SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) AGENDA

**DATE:** Tuesday, November 10, 2020

**TIME:** 1:30 pm

**PLACE:** Audioconference **Dial-in number: 1-669-900-6833 / Meeting ID: 915 2320 3655**

**\*Zoom link provided to SSTAC members in distribution email and to public by request**  
In accordance with the modified Brown Act Requirements established by Governor Newsom's Executive Order N-29-20, and to facilitate Social Distancing due to COVID-19, the Social Services Transportation Advisory Council meeting will be by audioconference. Public comments will be available during Thursday's meeting on any agenda item. Please send comments to James Sookne at [jsookne@dbcteam.net](mailto:jsookne@dbcteam.net) and note the agenda item number being addressed. Oral comments will also be accepted by telephone during the meeting when public comment is invited by the Chair.

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1. Call to Order and Introductions
  2. Public Input
  3. Approval of Draft August 13, 2020 SSTAC Meeting Minutes
  4. SSTAC Membership Roster Update (*Sookne*)
  5. FY 2021/22 Unmet Transit Needs Process (*Sookne*)
  6. Update on Lake Links
    - a. Mobility Manager Report (*Kincy*)
  7. Update on Lake Transit Projects and Grants
  8. Update on Lake Transit Authority (LTA) meetings
    - a. November 4, 2020 meeting
  9. Update on Human Services Transportation Programs
    - a. People Services (*Dakari*)
    - b. Other programs and plans
  10. Discussion of issues and/or concerns of the members of the SSTAC
  11. Discuss next meeting Date: TBD

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) 234-3314, at least 72 hours before the meeting.

Date posted: 11/3/20

**List of Attachments:**

- Agenda Item #3: August 13, 2020 Draft meeting minutes*
- Agenda Item #5: Staff Report: 2021/22 Unmet Transit Needs Process  
Adopted Definitions  
20/21 Adopted Unmet Needs List*
- Agenda Item #6: Mobility Manager Report*
- Agenda Item #8a: 11/4/20 LTA Agenda*



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
[www.lakeapc.org](http://www.lakeapc.org)

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

Thursday, August 13, 2020  
1:30 p.m.

### Audioconference

**Present:** Paul Branson – Chair, Michelle Dibble – Vice Chair, Karen Dakari, Tavi Granger (1:45), Pastor Shannon Kimble-Auth, Dena Eddings (AAA), Clarissa Kincy (Lake Links), Thomas Pogue (consultant)

**Absent:** Holly Goetz

**Staff Present:** James Sookne, John Speka,

1. **Call to Order and Introductions**

The meeting was called to order at 1:33 p.m.

2. **Public Input**

None.

3. **Approval of Draft April 14, 2020 SSTAC Meeting Minutes**

Karen motioned, Paul seconded, to approve the April 14, 2020 minutes as presented. Approved unanimously.

4. **Partial Draft Lake County 2021 Coordinated Public Transit – Human Services Transportation Plan**

Federal transit law requires that projects selected for funding under the Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program be “included in a locally developed, coordinated public transit-human services transportation plan,” and that the plan be “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public” utilizing transportation services. These coordinated plans identify transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting the needs, and prioritize transportation services for funding and implementation.

The Lake County 2021 Coordinated Public Transit – Human Services Transportation Plan is being prepared by the University of the Pacific’s (UoP) Center for Business and Policy Research. Thomas Pogue, from UoP, presented the partial draft that has been developed and gave a brief update on what has been done to date and what the next steps are. The process began by reviewing and updating the existing plan. Most of the introduction has been completed by the consultant is still waiting for Caltrans to provide updated information on the available funding streams. The demographic profile and existing transportation resources in the county have been updated. The next steps are to assess what progress has been made on the issues identified in the previous plans as well as identify and new issues that may have emerged since the completion of the last plan.

Thomas stated that they’re planning to meet with the SSTAC in October or November and hold a

public session to discuss the existing unmet needs and any new issues that have been identified. Following the public outreach, they'll need to determine what needs are reasonable and unreasonable to meet. They'll plan to draft a report for review in April and have the final report complete by the end of April or early May. Given the challenges of COVID, they're unable to do in-person meetings so all public outreach will be virtual. Since COVID has led to some major changes, the consultant plans to address those challenges in Section 8 of the plan. They're important issues but should be addressed separately since they're temporary.

Michelle suggested that the consultant issue an electronic press release to help advertise the upcoming public hearing. Michelle also asked if the coordinated plan will have an impact on the unmet needs process. Thomas stated that it's the opposite; the unmet needs process will have an impact on the development of the coordinated plan.

Paul stated that the Pay-Your-Pal section needed to be updated.

## **5. SSTAC Membership Roster Update**

This past May, Karl Parker vacated his position on the Social Services Transportation Advisory Council (SSTAC) when he retired as the Mobility Manager of Lake Links. Following a thorough recruitment process, Clarissa Kincy was hired by the Lake Links Board of Directors to be the new CEO and Mobility Manager for Lake Links. As an employee of the CTSA, Clarissa is eligible to replace Karl as a member of the SSTAC. Additionally, the positions currently held by Michelle Dibble, Paul Branson, and Kaye Bohren are set to expire in October 2020.

Clarissa stated that she's willing to replace Karl on the SSTAC as a member of the CTSA. Michelle nominated Clarissa to fill the position vacated by Karl. Tavi seconded the nomination and it was approved unanimously.

Both Paul and Michelle stated that they would like to stay on the SSTAC. Paul nominated Michelle to remain on the SSTAC and Michelle nominated Paul to remain and both nominations were approved unanimously.

The SSTAC decided to let Kay's term lapse since she hasn't been involved with the SSTAC in a long time and the members will look for someone to fill that role.

## **6. Update on Lake Links a. Mobility Manager Report**

Clarissa Kincy introduced herself as the new Mobility Manager and CEO of Lake Links. She gave a brief overview of the impacts of the COVID-19 pandemic to the Pay-Your-Pal and Medi-Links programs. As a result of the pandemic, ridership on both programs has been lower than expected. Despite the pandemic, the Pay-Your-Pal program had its largest month to date as a result of a COVID-related expansion of the program. Medi-Links is currently averaging 5-10 trips (1-way) per week. Utilization of this program is expected to increase as COVID-restrictions ease. Lake Links is also developing a volunteer driver program. Development of this program is a bit COVID-dependent since many volunteers are also in some of the most medically-vulnerable populations.

## **7. Update on Lake Transit Projects and Grants TIRCP Grant**

James stated that LTA has been working with the County to close escrow on the property where the transit hub will be constructed. Staff has also been working with Caltrans to schedule the kick-off meeting with CalSTA ahead of an anticipated allocation of funds at the October CTC meeting.

### **Bus Pull-Out in Clearlake**

James stated that LTA staff has been working with the City of Clearlake to construct the recently approved bus pull-out on Lakeshore Drive funded through the State of Good Repair Program. This project is set to go out to bid on July 30 with an opening date of August 20.

### **Sustainable Transportation Equity Project (STEP)**

The Sustainable Transportation Equity Project (STEP) is a pilot program funded by cap and trade revenues. Lake APC staff, in partnership with LTA and Lake Links, is pursuing grant funds for a feasibility study for a zero-emission (electric vehicle) car share program in the County with a focus on the transportation needs of low-income residents. The intention of the study would be to see how well such a program could fit in the rural Lake County region with the potential for future implementation (and funding) dependent on findings and recommendations of the completed project. The funding program stresses community engagement, and a list of partners for such a car share program could include Lake Transit, Lake Links, Air Quality Management Control, and selected Tribes. Applications are due August 31.

### **COVID-19 Update**

James provided an update on the effects of the COVID-19 pandemic to the LTA system. Ridership across the system has seen a weekly average decline of approximately 52%, with some routes decreases as low as 93% depending on the week. LTA has made two service reductions as a result of the pandemic which have resulted in a reduction in fixed route revenue hours of 54.5%. LTA has utilized some of those hours to work with the Community Food Drive Project and the Lakeport Senior Center to deliver meals to those in need during the pandemic.

## **8. Update on Lake Transit Authority (LTA) Meetings**

### **a. August 5, 2020 Meeting**

James stated that the only things of importance at the previous LTA meeting were the application of CARE Act Phase 2 funding and the 41% decrease in State Transit Assistance funding.

## **9. Update on Human Services Transportation Programs**

### **a. People Services**

Everything is pretty much at a standstill due to COVID-19.

### **b. Other programs and plans**

None

## **10. Discussion of Issues and/or Concerns of SSTAC Members**

Michelle thanked LTA for attending the impromptu disaster meetings.

## **11. Next Proposed Meeting – TBD – the next meeting will be in November**

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

None.

## **13. Adjourn Meeting - Meeting adjourned at 2:37 p.m.**

Respectfully Submitted,

James Sookne  
Lake APC Administration



## SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL STAFF REPORT

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**TITLE:** 2021/22 Unmet Transit Needs Process

**DATE PREPARED:** 11/3/20

**MEETING DATE:** 11/10/20

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**SUBMITTED BY:** James Sookne, Program Manager

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**BACKGROUND:** 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.

The first step in this annual 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 have attached the list of Unmet Transit Needs that was approved by the APC during the last Unmet Transit Needs process.

Once developed, the 2021/22 list of needs will be presented to the APC Board at a public hearing in February to determine whether any of the needs qualify as an “unmet transit need” consistent with the approved definitions (attached). The Unmet Transit Needs will then be directed to APC and LTA 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:** 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.

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**ALTERNATIVES:** None

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**RECOMMENDATION:** None

**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

**Lake County  
FY 20/21 Unmet Transit Needs  
& Findings Adopted May 6, 2020**

Dear SSTAC Members, Technical Advisory Committee Members, and APC:

Thank you for the opportunity to respond to the list of FY 2020/21 Potential Unmet Needs. Lake Transit Authority (LTA) takes these very seriously. It is unfortunate that all available TDA dollars are already expended making our response to new potential needs difficult. In most cases, responding to an unmet need will mean that LTA and/ or the APC must either find a new funding source, such as a federal or state grant, or weigh the importance of the unmet against cutting an existing service.

**1. Eastbound service to Spring Valley.** Currently, there is no service east of SR 53.

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

**Recommended Finding:** At this time, service to Spring Valley is an unmet need that is unreasonable to meet; however, it should be studied in the next Transit Development Plan for Lake County.

**2. Eastbound service, allowing people to connect with service to the Sacramento area.** Currently, the closest connection is at the Cache Creek Casino.

**Response:** Intercity bus service connecting to Sacramento is an unmet need that may be reasonable to meet. Lake Transit Authority was included in a coordinated joint Transit and Intercity Rail Capital Program (TIRCP) grant application submitted by the Shasta Regional Transportation Agency (SRTA) that would provide capital funding for a zero-emission bus project for Phase II of the North State Express. Announcement of TIRCP awards was anticipated to be on April 1<sup>st</sup>, however it has been delayed due to the COVID-19 pandemic. If SRTA's current TIRCP grant for the Lake Feeder Route is unsuccessful, there will not be an opportunity to fund service to Sacramento in 2020/21; and it is unknown if there will be an opportunity in subsequent years. Therefore, this unmet need is not reasonable to meet.

**Recommended Finding:** The unmet need for service connecting to the Sacramento region is unreasonable to meet at this time due to a lack of funding.

**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.

**Response:** Over the past three years, the APC found that this is an unmet need that is not reasonable to meet at this time due to limited demand. Nevertheless, LTA and Lake Links, as the former and current CTSA respectively, have taken steps that may improve services to outlying areas. LTA, as the CTSA,

was successful in obtaining FTA 5310 grant funding to provide for a full-time mobility coordinator and assistant to develop the LTA/Lake Links mobility management program. Program activities include support for clinic operated wheelchair lift equipped vehicles, further development of the volunteer driver program, and development of NEMT wheelchair lift equipped services. These efforts are meeting more of the need, but still fall short of a dedicated program to provide wheelchair lift equipped service that will meet widely dispersed trips in outlying areas. Lake Links has also been exploring a potential relationship with Partnership Health and their NEMT broker, MTM, to provide Med-Cal funded, wheelchair equipped NEMT service. LTA and Lake Links continue to work with the health and social services community to define the need and potential funding agreements for service.

**Recommended Finding:** There are unmet transit needs for wheelchair lift equipped NEMT services in outlying areas beyond one mile from fixed routes. The demand is very limited and widely dispersed making it unreasonable to meet at this time.

**4. 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.

**Response:** LTA has been awarded an FTA 5310 grant for \$225,139 to provide Out-of-County NEMT services and senior center transportation programs for three years. The grant application addressed NEMT needs for trips to Ukiah and Santa Rosa. There is potential to modify the program to include trips to San Francisco, or to work together with Bay Area transportation providers to transfer passengers to SF at Santa Rosa. In partnership with Lake Links, Medi-Links was created in 2019 to provide NEMT services to out-of-county locations. To date, the program currently takes clients to Santa Rosa; however, as the program expands, additional destinations will be included. LTA was successful in obtaining an additional 5310 grant late last year that will allow Medi-Links to continue to grow into the future.

**Recommended Finding:** NEMT service to out-of-county locations is reasonable to meet and was implemented in 2019. Initially, the service provides trips to Santa Rosa. As the program expands, trips will be available to additional destinations.

**5. Fixed route service on Sundays.** Another frequently noted need subject to funding availability.

**Response:** There is a need for service on Sundays throughout Lake County, but the level of demand for service is not well documented. Based on transit industry statistical evidence, transit service attracts fewer riders on Saturday than weekdays, and even fewer on Sunday than on Saturday. LTA Saturday ridership supports the industry evidence as there are 35 to 40 percent fewer Lake Transit riders on Saturdays than on weekdays. Sundays would likely generate even fewer riders. Meanwhile, there would be added expense to staff dispatch, supervision, and maintenance duties as well as for the actual vehicle operations. Implementing Sunday service could only be done at this time by reducing service on other days of the week. Because of added support staff expenditures, the reductions would likely eliminate more hours of existing service than the number of Sunday hours added.

**Recommended Finding:** There is an unmet need for transit service on Sundays. The need is not reasonable to meet at this time due to the likelihood that a service revision required to accommodate Sunday service would have negative impacts on services on other days that would outweigh the benefits achieved on Sundays. This unmet need and potential alternative service plans should be studied in the next Transit Development Plan for Lake County.

**6. Expanded transit service and Mobility Training to accommodate job placement for developmentally disabled.** New enhanced requirements for competitive integrated job placement will be implemented soon necessitating transportation to and from jobs, potentially outside of normal transit operating hours. It is likely that demand response service would be needed to fit this potential need.

**Response:** To the extent that the need is within Lake Transit operating hours, this need will be accommodated by Lake Transit routes or paratransit services provided that the origin and destination are within one mile of fixed routes. If the need is outside of normal operating hours, Lake Transit is not required to provide service under the ADA. It is unknown at this time if there is an unmet need. If there is an unmet need, the Redwood Coast Regional Center is responsible to fund transportation needs of developmentally disabled persons. Existing service providers, including LTA are available to extend service programs if funding is available.

**Recommended Finding:** Expanded transit service and mobility training to accommodate job placement for developmentally disabled persons in Lake County is not an unmet need at this time.

**7. NEMT after normal business hours.** Instances in which a need for non-emergency transport arises outside of normal service hours.

**Response:** During LTA business hours, many NEMT needs are met by LTA transit and paratransit services. When LTA is closed, the only resources are typically taxi and emergency medical transportation provided by fire districts. Utilizing EMT services for NEMT needs is costly and problematic. One idea to address this situation is to extend LTA paratransit hours, or provide an alternative NEMT service through Lake Links, and work with the fire districts to dispatch the most appropriate and cost-effective service. The extent of the need for afterhours NEMT is not well documented, and the feasibility of providing afterhours NEMT is therefore unknown.

**Recommended Finding:** NEMT after Lake Transit operating hours is an unmet need. At this time, it is unknown if it is reasonable to meet. This requires additional study by LTA, Lake Links, and/or the APC.

**8. Individualized, flexible transportation to meet the transportation needs of seniors, persons with disabilities, or low-income persons who are unable to utilize the existing public transportation system.**

**Response:** Although most of the focus as of late has been on non-emergency medical transport (NEMT) services, there is also a need for other “on-demand” types of services for non-medical trips. A previous survey for the Pay-Your-Pal (PYP) program revealed that 90% of the respondents were in favor of this type of service. Without additional funding dedicated to this “on-demand” service, implementation of this service at this time could only be done by reducing existing fixed-route service. It would be beneficial to study this further in the next Transit Development Plan to determine the extent of the demand. If the demand is high enough, LTA and/or Lake Links could then pursue additional funding to implement the service.

**Recommended Finding:** At this time, implementation of an “on-demand” type service to meet the transportation needs of seniors, persons with disabilities, or low-income persons who are unable to utilize the existing public transportation system is an unmet need that is unreasonable to meet; however, it should be studied in the next Transit Development Plan for Lake County.

Again, thank you for the opportunity to respond to unmet needs testimony. The partnership between LTA and the Area Planning Council to identify unmet needs, and plan appropriate responses has continued to provide many useful and important transportation improvements.



# Memo

To: Lake Transit Authority  
 From: Lake Links, Clarissa Kincy

## Mobility Report Agenda October 2020

### 1) Pay-Your-Pal Ride Assistance Program

- Utilization Update
  - 56 active riders per month
  - Scheduling 3-5 eligibility each week for new riders
- Areas of Opportunity
  - We are focusing on reaching out to the 35 inactive riders to discuss resuming the use of this service as most medical providers have re-opened.

### PAY-YOUR-PAL UTILIZATION

<u>PERIOD</u>	<u># RIDERS</u>	<u># ONE-WAY TRIPS</u>	<u>TOTAL MILEAGE</u>	<u>TOTAL REIMBURSEMENT</u>
July 2020	53	586	10,113.40	\$4,050.36
August 2020	51	605	8,912.50	\$3,564.92
September 2020	56	657	12,930.40	\$4,882.72
FISCAL YTD July 2020-June 2021	160	1,848	31,956.30	\$12,498.00
FISCAL YTD July 2019-June 2020	561	4,601	101,312.60	\$36,824.33



## 2) Medi-Links: Out of County Medical Transportation

- Utilization Update
  - As of September 2020, we now have 41 active riders
  - As of July 2020, 15 new riders have joined our program for FY 2020-2021
- Areas of Opportunity
  - We are focusing on reaching out to the 35 inactive riders to discuss resuming the use of this service as most medical providers have re-opened.

### MEDI-LINKS UTILIZATION

<u>PERIOD</u>	<u># SCHEDULED TRIPS</u>	<u># COMPLETED TRIPS</u>	<u># CANCELLED TRIPS</u>
JULY 2020	8	8	0
AUGUST 2020	11	9	2*
September 2020	23	20	3
FISCAL YEAR 2020-2021	42	37	5
FISCAL YEAR 2019-2020	77	134	20

\*Wildfire Cancellation

## 3) Heroes of Health & Safety Fair

- Participated in the Heroes of Health & Safety Fair on October 10<sup>th</sup>, 2020
- 175 participants were seen; 141 requested contact for more information
- Partnerships have been made with other county agencies who were in attendance as well as community residents who work for medical providers looking for medical transportation services for their clients



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Wanda Gray, Regional Director  
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(707) 994-3384

DATE: November 4, 2020  
TIME: 9:30 a.m. (or as soon thereafter as the Lake Area Planning Council Meeting Adjourns)  
PLACE: Audioconference  
**Dial-in number: 1 (669) 900-6833 / Meeting ID: 917 4106 9633# Passcode: 925175**

**\*Zoom link provided to Board Members in distribution email and to public by request.**

In accordance with the modified Brown Act Requirements established by Governor Newsom's Executive Order N-29-20, and to facilitate Social Distancing due to COVID-19, Lake Transit Authority's Board meeting will be by audioconference. Public comments will be available during Wednesday's meeting on any agenda item. Please send comments to our Board Secretary, Charlene Parker, at [cparker@dbcteam.net](mailto:cparker@dbcteam.net) and note the agenda item number being addressed. Oral comments will also be accepted by telephone during the meeting when public comment is invited by the Chair.

1. Call Meeting to Order
2. Roll Call

**PUBLIC EXPRESSION**

3. Public input on any unmet transit need or any other item within the jurisdiction of this agency, but which is not otherwise on the above agenda

**CONSENT CALENDAR**

4. Approval of Minutes of the September 9, 2020 meeting  
*Review and proposed approval*

**REGULAR CALENDAR**

5. Resolution No. 2020-21-03 Authorizing the Executive Director to Submit and Execute Any and All Grant Applications, Agreements, Certifications and Assurances, and Any Other Documents Necessary to Obtain Financial Assistance Provided by the California State Transportation Agency (CalSTA) Under the Cap and Trade Program  
*Review and proposed approval*

**REPORTS**

6. LTA Meetings Report
7. LTA Program Manager's Report
8. Paratransit Services' Report
9. Lake Links Update
10. Announcements

**ADJOURN**

PUBLIC EXPRESSION

Any member of the public may speak on any agenda item when recognized by the Chair for a time period, not to exceed 3 minutes per person and not more than 10 minutes per subject, prior to the Public Agency taking action on that agenda item.

#### AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the Lake Transit Authority Administrative office at (707) 263-7868, at least 72 hours before the meeting.

#### ADDITIONS TO AGENDA

The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when:

- a) a majority vote determines that an “emergency situation” exists as defined in Section 54956.5, **or**
- b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, **or**
- c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

#### CLOSED SESSION

If agendized, Lake Transit Authority may adjourn to a closed session to consider litigation or personnel matters (i.e. contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED: October 29, 2020