

Lake Transit Authority

DRAFT Meeting Minutes

August 8, 2012

9:00 a.m.

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

Present

Jim Comstock, Supervisor, County of Lake
Chuck Leonard, Member at Large
Suzanne Lyons, City Council Member, City of Lakeport (alternate for Mattina)
Jeff Smith, Supervisor, County of Lake
Judy Thein, City Council Member, City of Clearlake
Marsha Wharff, Member at Large

Absent

Joey Luiz, City Council Member, City of Clearlake
Roy Parmentier, City Council Member, City of Lakeport

Also Present

Lisa Davey-Bates, Executive Director, Lake County/City Area Planning Council (APC)
Terri Persons, Senior Transportation Planner, Lake County/City Area Planning Council (APC)
Phil Dow, Lake County/City Area Planning Council (APC)
Nephele Barrett, Senior Transportation Planner, Lake County/City Area Planning Council (APC)
Rick Hamilton, RAH Outdoor Advertising

1. Call to Order

Chairperson Wharff called the meeting to order at 9:03 a.m.

2. Roll Call

Terri Persons called roll. Member present: Comstock, Leonard, Lyons (alternate for Mattina), Smith, Thein, Wharff. Member Absent: Luiz, Parmentier.

Mark Wall requested an emergency item be placed on the agenda. Mark explained that the Federal Transit Administration (FTA) is currently auditing transit agencies and that all rural transit agencies need to submit a new Drug and Alcohol policy. Mark said this request was

made after the LTA meeting agenda was distributed, and that the policy is due by September 7th 2012 which is before the next scheduled LTA meeting.

Director Comstock made a motion to place the issue on the agenda as an emergency item because the issue arose after the LTA agenda was distributed and needs to be addressed by September 7th, which is before the next scheduled LTA meeting. The motion was seconded by Director Leonard and carried unanimously.

Mark distributed the proposed Drug and Alcohol Testing Policy that he is requesting the LTA adopt. Mark explained that LTA and Paratransit, the operations contractor for Lake Transit, both have existing policies. Mark said the proposed policy meets the requirements of the FTA. Director Thein said she thinks it is a good idea to have the policy.

Director Smith made a motion to approve the Drug and Alcohol Testing Policy for the Lake Transit Authority. The motion was seconded by Director Wharff and carried unanimously.

3. Public Input

No public input was received.

4. Approve Minutes of June 13, 2012

Director Thein made a motion to approve the minutes of June 13, 2012. The motion was seconded by Director Smith and carried unanimously.

5. Adopt Resolution No. 2012-13-01 Authorizing the Transit Manager to Execute Documents Required for Governor's Office of Homeland Security Financial Assistance for Grant 6361-0002

Mark explained that a similar resolution was approved at the June meeting. Mark said each time a grant application is submitted for this program, a new Resolution is needed. Mark said this resolution is for FY 2010-11 funding cycle and it will allow him to approve documents.

Director Leonard made a motion to Adopt Resolution No. 2012-13-01 Authorizing the Transit Manager to Execute Documents Required for Governor's Office of Homeland Security Financial Assistance for Grant 6361-0002. The motion was seconded by Director Thein and carried unanimously. Roll Call: 6 Ayes – Comstock, Leonard, Wharff, Thein, Smith and Lyons; 0 Abstain; 2 Absent – Mattina and Parmentier.

6. Adopt Resolution 2012-13-02 Authorizing the Transit Manager to Execute Documents Required for Governor's Office of Homeland Security Financial Assistance for Grant 6461-0002

Director Leonard made a motion to adopt Resolution 2012-13-02 Authorizing the Transit Manager to Execute Documents Required for Governor's Office of Homeland Security Financial Assistance for Grant 6461-0002. The motion was seconded by Director Comstock and carried unanimously. Roll Call: 6 Ayes – Comstock, Leonard, Wharff, Thein, Smith and Lyons; 0 Abstain; 2 Absent – Mattina and Parmentier.

7. Review and Accept the 2011-12 Annual Report

Mark referenced the annual report in the agenda packet. Mark said Lake Transit had a good year even with the increases in fares and higher fuel prices. Mark said there were record increases in ridership, the new bus stops were well received and more bikes being brought on buses. Mark said Lake Transit began tracking the number of bicycle boardings, with about 1,000 bike boardings per month. Mark said a number of community partnerships helped keep costs down for the bus stop improvements and shelters. Mark noted that the Konocti Unified School District, Rotary, and the County Department of Public Works were involved. Mark also acknowledged Rays Foods for providing a 20 year easement at no cost for bus stop/transfer stop. Mark said the new transit stop at Yuba College that will accommodate two buses is almost complete and will be ready for the start of the school year. Mark noted that the Jobs Access Reverse Commute (JARC) grant received that is funding expanded service to Yuba College came from a request by students and was supported by Lake One Stop, the Tribal TANF, Congressman Mike Thompson and others.

Mark said that Lake Transit, as the Consolidated Transportation Services Agency (CTSA), is working with non-profit organizations to develop the non-emergency medical transportation (NEMT) trip brokerage. Mark said that on Monday he had a conversation with Adventist Health St. Helena about participating in the brokerage program. Mark said this afternoon he will be attending a meeting with a representative from the San Francisco Veterans Affairs office about NEMT partnering opportunities.

Mark said ridership increase by 68,000 over last year, more monthly passes were purchased, and the sales of the Summer Cruisin' passes (for teenagers) are up by 60%. Mark reported that the most popular routes are 1, 4, 5, 6, and 8. Mark said he expects fuel prices and operating costs to increase.

Mark noted that Caltrans announce that the inter-city transit grant program, which funds routes 3, 4 and 7 from Calistoga to Ukiah, will be 100% federal funded for two years due to the use of toll credits, so there will not be a local match required for those grants. Mark said there will also be some funds available through the STIP, which will be distributed in conjunction with the Lake County/City Area Planning Council (APC), for transit projects.

Director Smith thanked Mark for all of his work. Director Smith noted that the cost/passenger is down and ridership has increased. Director Lyons asked for more information about addressing the increased demand for boarding bicycles on the buses. Mark discussed a number of options, including installing front racks that carry three bikes to replace the current racks that carry two bikes. Mark said another option is racks on the back of the buses, which would require a back-up camera so the driver could see the rack. Mark also discussed bicycle sharing programs in other larger communities such as Boulder, Colorado. Mark said that option would only be a possibility in the more populated areas like Clearlake and Lakeport. Director Smith noted that there is a bike shop across from Highlands Park that might be interested in being involved with a

bicycle sharing program. Rick Hamilton of RAH Outdoor Advertising noted that bikes on the back of the bus might block the advertising which could impact revenue. Director Lyons suggested that some buses could be designated for bike and how more capacity for carrying bikes.

8. Paratransit Services Report

Wanda Gray distributed her report to the Directors. Wanda said ridership is still increasing for the summer season. Wanda noted that school starts earlier this year in the Konocti Unified School District and they are cutting back on school bus service. Wanda said adjustments have been made to the Dial-a-Ride service based on demand. She noted that incidents have decreased. Wanda said the FTA recently conducted an on-site audit and their issues have been addressed. Wanda said she continues to work with County staff on the development of the Mt. Konocti tour and has scheduled a training for drivers on August 19th. Wanda said two new buses arrived for drivers to test and they were well received by the drivers.

Director Wharff asked when the Mt. Konocti Tours would start. Wanda said the weekend after Labor Day, September 8th, is the planned date for the first tour, with a total of six tours through the end of September. Mark said this is a trial run so there will not be much advertising. Director Wharff said she was interested in going on one of the tours. Mark said he would let her know when the bus is scheduled to run. Mark discussed the similar service provided at Pike's Peak.

9. Announcements – no announcements

10. Adjourn

The meeting was adjourned at 9:38 a.m.

Respectfully Submitted,

DRAFT

Terri Persons
Senior Transportation Planner