



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
(707) 263-7799 / Fax 463-2212

525 South Main Street, Suite G
Ukiah, CA 95482

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) AGENDA

DATE: Monday, November 8, 2021

TIME: 1:00 pm

PLACE: Audioconference
Dial-in number: **1-669-900-6833** / Meeting ID: **873 2043 3997** Passcode: **011394**

***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 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 to Order and Introductions
 2. Public Input
 3. Approval of Draft April 15, 2021 SSTAC Meeting Minutes
 4. 2022 Lake County Regional Transportation/Active Transportation Plan Update (*Speka*)
 5. FY 2022/23 Unmet Transit Needs Process (*Sookne*)
 6. Contactless Payments and Regional Fare Integration (*Davey-Bates/Sookne*)
 7. Update on Lake Links
 - a. Mobility Manager Report (*Kincy*)
 8. Update on Lake Transit Projects and Grants
 9. Update on Lake Transit Authority (LTA) meetings
 - a. November 10, 2021 meeting
 10. Update on Human Services Transportation Programs
 - a. People Services (*Dakari*)
 - b. Other programs and plans

11. Discussion of issues and/or concerns of the members of the SSTAC
12. Discuss next meeting Date: TBD
13. Announcements/Good of the Order
14. 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: 11/4/21

List of Attachments:

- Agenda Item #3: April 15, 2021 Draft meeting minutes*
- Agenda Item #4: Draft 2022 Lake County Regional Transportation Plan/Active Transportation Plan*
- Agenda Item #5: Staff Report: 2022/23 Unmet Transit Needs Process*
Adopted Definitions
21/22 Adopted Unmet Needs List & Findings
- Agenda Item #7: Mobility Manager Report*
- Agenda Item #8: Staff Report: Update on Lake Transit Projects and Grants*
- Agenda Item #9a: LTA meeting agenda*



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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

Thursday, April 15, 2021
3:00 p.m.

Zoom video/audio conference

Present: Paul Branson – Chair, Michelle Dibble – Vice Chair, Dena Eddings-Green, Clarissa Kincy, Pastor Shannon Kimble-Auth (3:12 p.m.)

Absent: Holly Goetz, Karen Dakari

Non-SSTAC Attendees: Gary McFarland (Paratransit Services/LTA), Johnnie Lindsey (Paratransit Services/LTA), Saskia Rymer-Burnett (Caltrans)

Staff Present: James Sookne, Charlene Parker, John Speka

1. Call to Order and Introductions

The meeting was called to order at 3:03 p.m.

2. Public Input

None.

3. Approval of Draft February 10, 2021 SSTAC Meeting Minutes

Clarissa motioned, Dena seconded, to approve the February 10, 2021 minutes as presented. Approved 3-0 with Michelle abstaining.

4. FY 2021/22 Unmet Transit Needs Process

James presented the 21/22 list of unmet needs that was developed by the SSTAC earlier in the process and provided LTA's analysis and findings for each item on the list.

1. Service to Spring Valley – This need should be looked at further in the next TDP update but it is currently unreasonable to meet.
2. Eastbound service, allowing people to connect with service to the Sacramento area – LTA was hopeful that Shasta Regional Transportation Agency would be successful in their most recent TIRCP grant, which would have allowed them to provide vehicles to LTA to operate service from Clearlake to Williams. Unfortunately, they weren't successful, so LTA has started looking into other ways to fund the service. Since the pandemic began, LTA has been working with other rural transit operators in northern California in what is informally known as the Far North Transit Group. Through that group, we're been working to align our various schedules to create a seamless service from Oregon to the Bay Area and close gaps in service.
3. Non-Emergency Medical Transportation in outlying areas – LTA understands that this is a need but doesn't know how large of a need there is, therefore, it is unreasonable to meet at this time.
4. Non-Emergency Medical Transportation to out of county locations – This need is reasonable to meet. LTA has been working with Lake Links to provide service to the Santa Rosa and

Ukiah areas through the Medi-Links program. As the program grows and more funding becomes available, destinations will expand to the SF Bay and Sacramento Areas.

5. Fixed route service on Sundays – This item is consistently on this list and comes down to demand vs available resources. Historically, Sunday service is lower than Saturday service and Saturday service is approximately 40% lower than weekday service. The demand for Sunday service should be studied further in the TDP update. Pastor Shannon suggested sending letters to various religious leaders around the County to have them poll their congregations to help determine the need.
6. Expanded transit service and Mobility Training to accommodate job placement for developmentally disabled – Most jobs for people with developmental delays don't go late into the evening so LTA's normal (pre/post COVID) service hours could meet their transportation needs. If LTA isn't feasible, there are alternatives such as People Services and transportation funded through Redwood Coast Regional Center. Therefore, LTA doesn't view this as an unmet need at this time.
7. NEMT after normal business hours – We know the need exists but the exact demand is unknown and this should be studied in the upcoming TDP update.
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 – This need is specific to non-medical trips since those are addressed in previous needs. LTA understands that there is a need for this type of service but don't know the exact demand. This will be studied in the upcoming TDP update.

Michelle asked for more detail on the Transit Passenger Survey. James provided a little background on how it originated as part of LTA's free college fare program. He informed the SSTAC that this survey was just about complete and that there would be another one coming out in the near future as part of John's RTP update. Michelle and others from the group said they could help spread the word and get more responses to future surveys since they're involved in various groups and committees throughout the County.

Michelle made a motion to recommend the Lake APC Board that findings can be made that the 2021/22 Unmet Transit Needs list contains needs which are reasonable to meet per the adopted definitions. Pastor Shannon seconded the motion. The motion was approved unanimously.

5. Update on Lake Links

a. Mobility Manager Report

Clarissa included a mobility report that shows that the Pay Your Pal program is still growing. They are receiving more referrals from active participants which is a good sign. The Medi-Links program has seen an increase in ridership from February to March.

6. Update on Lake Transit Projects and Grants

We're now over a year into the pandemic and LTA has started to compare year-over-year data for ridership during the pandemic. As of late, there has been a slight increase in passengers which may be attributed to the free fares that have been going on since February. While the increase is not much, it is better than a decrease in ridership. LTA will be applying for 5311, 5311(f), and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds, totaling approximately \$2M. LTA has been working with Paratransit Services to make some changes to our existing routes, including the resumption of Routes 2 and 4A. Most of the changes are minor timing changes. The major change is the expansion of the existing Route 8, expanding the southern boundary to the Rancheria and increasing the frequency of trips throughout the City of Lakeport.

7. Update on Lake Transit Authority (LTA) Meetings

a. April 14, 2021 meeting

There were two things that happened at the meeting yesterday. The first was the LCTOP resolution, allocating this year's funds towards the solar canopy project and authorizing Lisa Davey-Bates, Executive Director of LTA, and James to sign execute any documents necessary for the project. The other thing that took place was the Board recognizing Wanda Gray, the former Project Manager for Paratransit Services in Lower Lake, for her many years of hard work and dedication to LTA.

8. Update on Human Services Transportation Programs

a. People Services

None.

9. Discussion of issues and/or concerns of SSTAC Members

Paul discussed the recently adopted coordinated plan for Lake County. He recapped the discussion at the previous SSTAC meeting regarding the lack of recommendations for priority strategies. Following that meeting, Paul worked with James to come up with a list of priority strategies to be incorporated into the plan.

10. Discuss next meeting Date: – The next meeting may be in the summer.

11. Announcements/Good of the Order

None.

12. Adjourn SSTAC Meeting - Meeting adjourned at 3:46 p.m

Respectfully Submitted,

James Sookne, Lake APC Administration



SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL STAFF REPORT

TITLE: Draft 2022 Regional Transportation Plan/Active Transportation Plan (RTP/ATP) Update Available for Review **DATE PREPARED:** 11/2/21
MEETING DATE: 11/8/21

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: The Regional Transportation Plan/Active Transportation Plan (RTP/ATP) is the region's long-term planning document covering a 20-year time span intended to promote a safe and efficient transportation system for the movement of people and goods throughout the region. The primary purpose of the plan is to identify transportation needs and priority projects in all modes of transportation including streets, highways, bicycle and pedestrian facilities, aviation and transit. Updated every four years, the RTP/ATP covers present and future transportation needs, deficiencies and constraints, as well as providing estimates of available funding for future transportation projects in the region.

A draft of the RTP/ATP has now been released and staff will be seeking comments from the public over the coming weeks. The CEQA document has also been released for a 30-day review period providing notice that a final draft will go before the Lake APC Board for adoption at its regular meeting on December 1. The SSTAC is likewise being asked at this time to review and provide comments on the Plan, with a focus on the Public Transit Element. There will be a virtual public review workshop held on November 17, at 6:00 PM, as an additional opportunity for input, or else by emailing staff at spekaj@dow-associates.com.

The Draft RTP/ATP and CEQA review can be located on the Lake APC Website by the link below.
<https://www.lakeapc.org/news/draft-2022-lake-county-regional-transportation-plan-active-transportation-plan-rt-p-at-p/>

ACTION REQUIRED: Informational only

ALTERNATIVES: None

RECOMMENDATION: None.



SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL STAFF REPORT

TITLE: 2022/23 Unmet Transit Needs Recommendation

DATE PREPARED: 11/2/21

MEETING DATE: 11/8/21

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND: The Lake Area Planning Council (APC) has been conducting formal Unmet Transit Needs processes since 2014. Its purpose is to identify priority transit needs for transit dependent or transit disadvantaged populations within Lake County. It assists the APC and Lake Transit Authority (LTA) in determining how to best use the limited transit funding available to the region.

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 LTA to meet those needs if feasible. The Unmet Transit Needs Process also meets TDA requirements calling for annual public input opportunities for transit dependent or transit disadvantaged persons within the jurisdictions represented by the Social Services Transportation Advisory Council (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 2022/23 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.

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.

ALTERNATIVES: None

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 Transit Authority

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April 9, 2021

Lisa Davey-Bates
Executive Director
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Lake Transit Authority Response to Potential Unmet Transit Needs & Recommended Findings for the APC FY 2021/22

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

Thank you for the opportunity to respond to the list of FY 2021/22 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; however, 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 approximately 845 and the population density is 169 people per square mile. The intersection of New Long Valley Road and State Route 20 is about 11 miles from Clearlake Oaks and 18 miles from Clearlake. The distance to Spring Valley, combined with its low density, and the lack of demand for service, 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. Unfortunately, SRTA's TIRCP application that included this service was not successful. LTA is currently working with SRTA and other rural northern California transit agencies on interagency connectivity, which would include a connection from Lake County to I-5. At this time, these plans are purely conceptual and due to a lack of funding, it is unknown if and when implementation will occur. 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 four 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 was awarded an FTA 5310 grant in 2017 to provide Out-of-County NEMT services and senior center transportation programs for three years. The grant application helped to address 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 in 2019 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.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Sookne".

James Sookne
Program Manager



● **Introducing
Cal-ITP**

Lake Transit Authority

Primary Goals

- Improve the transit experience in California
- Promote equity
- Increase public agency buying power for technology and services
- Meet California climate change law

What are the challenges?

1

Real time data: Lack of reliable travel information

2

Payment: Unnecessary hurdles in payment

3

Eligibility Verification: Barriers to accessing benefits

The California Integrated Travel Project

Making travel simpler and cost-effective for everyone by:

- 1 Enabling contactless payments
- 2 Automating customer discounts
- 3 Standardizing information for easy trip planning



MOU Principles

- In order to demonstrate the combined benefits of regional fare integration and contactless payments with technical support from Cal-ITP, simplicity is the name of the game:
- Simple fare products
- Simple transfer rules
- Make available schedules, vehicle location and prices so customers can easily use the transit service
- The combination of these things goes a long way to build customer confidence in transit

Fare Integration



Current fares for Far North agencies

- Combination of local and intercity routes
- Combination of route-based and zone-based fares
- Average Local Fare: \$1.87
- Lowest Local Fare: \$1.00
- Estimated average cost per mile for intercity routes: \$0.125
- Different discount categories and criteria



Fare integration principles

- Fares should not increase (fares paid with contactless validator should not be higher than fares paid using cash or the legacy system)
- Fares should be simple and distance-based
- Only one “base fare” should be paid per journey
- Fare rules should be aligned across agencies in the Far North region (same underlying fare logic)
- Where necessary, adjustments to fare rules should be made to address equity considerations

Fare Products

- FNG agencies agree in the MOU to maintain flat fares for local routes and distance-based fares for intercity routes
- "Distance-based" does not have to be [\$ per mile] as we explored earlier on in the process, but can be zone-based
- Best practice principles for simple zone-based fares with contactless EMV:
 - Keep to 4 zones or less
 - Make it easy for customers to enter start/end and see total cost of trip (as well as to see the max fare)
 - Make clear tap on/tap off to avoid max fare (if necessary)
 - Capping implemented within each city (and could be implemented region-wide)

Discount Eligibility

- Opportunity to automate discount eligibility process and remove from purview/responsibility of transit provider
- Improves customer experience to have same criteria across all agencies for consistent experience (for travelers using multiple services)
- First step is to align on senior criteria (65+) to use EV client with DMV
- Next step, agree on threshold for free children fares, agree on criteria for student fares, eliminate other discount programs for simplicity



Memo

To: SSTAC

From: Lake Links, Clarissa Kincy

Mobility Report Agenda November 2021

1) Pay-Your-Pal Ride Assistance Program

- Utilization Update

- We are seeing a decrease in mileage and payout due to the change in categories available for reimbursement. This update was implemented to ensure reimbursements are occurring for necessity trips. One of the biggest category changes was removing the social and recreational trip category as many riders were only submitting this category.

PAY-YOUR-PAL UTILIZATION

<u>PERIOD</u>	<u># RIDERS</u>	<u># ONE-WAY TRIPS</u>	<u>TOTAL MILEAGE</u>	<u>TOTAL REIMBURSEMENT</u>
September 2021	41	249	8,576.25	\$3,430.50
August 2021	58	287	10,797.70	\$4,319.08
July 2021	58	358	10,711.50	\$4,282.60
June 2021	52	391	10,688.00	\$4,219.60



Medi-Links: Out of County Medical Transportation

- Utilization Update
 - We are beginning to see an increase in rescheduled appointments by doctors' offices, resulting in cancellations. We are also working to revamp our program to be able to accommodate more riders due to COVID restrictions in transportation by working with additional partners.

MEDI-LINKS UTILIZATION

<u>PERIOD</u>	<u># SCHEDULED TRIPS</u>	<u># COMPLETED TRIPS</u>	<u># CANCELLED TRIPS</u>
October	38	29	9
September 2021	41	32	9
August 2021	42	40	2
July 2021	32	27	5



SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL STAFF REPORT

TITLE: Update on Lake Transit Projects and Grants

DATE PREPARED: 11/4/21

MEETING DATE: 11/8/21

SUBMITTED BY: James Sookne, Program Manager

TIRCP UPDATE:

Since the previous SSTAC meeting, LTA put out a Request for Proposals (RFP) for environmental services for the TIRCP project. The scope of the project includes the construction of the new transit hub in Clearlake, the purchase of four (4) hydrogen fuel-cell buses, the installation of fueling infrastructure for the new buses, and the retrofitting of the existing maintenance facility for those buses. The contract for the work was awarded to GHD, Inc. and the project kicked off in the end of September. We are currently working with the consultant to determine the best location for the hydrogen fueling infrastructure and they will begin field studies in the coming weeks.

TDP GRANT UPDATE:

Earlier this year, the Lake Area Planning Council (APC), in conjunction with LTA, applied for a planning grant to update LTA's Transit Development Plan (TDP). The APC was successful and staff is currently working on the RFP and intends to be under contract by early 2022.

SERVICE UPDATE:

LTA is currently running a reduced service, with Route 12 still suspended and the rest of the routes operating between 7:00AM and 7:00PM. We are hoping to resume full service by the new year; however, like many other transit agencies across the country, we need drivers. The expanded Route 8 in and around the City of Lakeport has been a success and we did add a couple extra runs to it in September.

ACTION REQUIRED: None, informational only.

ALTERNATIVES: N/A

RECOMMENDATION: N/A



Lake Transit Authority

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DATE: November 10, 2021
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: 820 6437 9162# Passcode: 753670

***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 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 8, 2021, meeting
Review and proposed approval

REGULAR CALENDAR

5. Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361
Review and proposed approval
6. Lake Transit Authority Disadvantaged Business Enterprise (DBE) Complaint Process and Procedures
Review and proposed approval
7. Contactless Payments and Regional Fare Integration
Review and discussion

REPORTS

8. LTA Program Manager's Report
9. Paratransit Services' Report – *to be sent out under separate cover*
10. Lake Links Update
11. 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.

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