

LAKE TRANSIT AUTHORITY
DRAFT Meeting Minutes

May 9, 2012
9:00 a.m.

Location: Calpine Visitors Center
15500 Central Park Road
Middletown, California

Present

Jim Comstock, Supervisor, County of Lake
Ron Bertsch, Member at Large (alternate for Chuck Leonard)
Joey Luiz, City Council Member, City of Clearlake
Stacey Mattina, City Council Member, City of Lakeport
Roy Parmentier, City Council Member, City of Lakeport
Jeff Smith, Supervisor, County of Lake
Judy Thein, City Council Member, City of Clearlake

Absent

Marsha Wharff, Member at Large

Also Present

Mark Wall, Transit Manager, Lake Transit
Wanda Gray Operations Manager, Lake Transit
Terri Persons, Lake County/City Area Planning Council
Lisa Davey-Bates, Lake County/City Area Planning Council
Phil Dow, Lake County/City Area Planning Council
Lars Ewing, Assistant Public Works Director, County of Lake
Dean Bell, Yuba College
George Parker, Yuba College
Kevin Teal, TLCD Architecture (Yuba College consultant)
Rick Hamilton, RAH Outdoor Advertising
Sunheart, member of the public

1. Call Meeting to Order

Vice Chairperson Luiz called the meeting to order at 9:01 a.m.

2. Roll Call

Terri Persons called roll. Members present: Comstock, Smith, Luiz, Thein, Bertsch (alternate for Leonard). Members Absent: Wharff, Mattina (arrived late), Parmentier (arrived late).

3. Public input

No public input was received.

4. Approve Minutes of April 11, 2012

Director Smith made a motion to approve the minutes of April 11, 2012. The motion was seconded by Director Comstock and carried unanimously.

5. Yuba College Bus Stop Proposal Update

Mark introduced representatives from Yuba College including George Parker, Dean Bell, and an architect working on the campus expansion project, Kevin Teal of TLCD Architecture. Mr. Parker said the issue to be discussed today is the proposed relocation of the bus stop, and he distributed a map of the proposed project.

Directors Mattina and Parmentier arrived at 9:06 a.m.

Mark noted that the proposed improvement has a dual bus stop which would allow for two buses to stop at the same time, and would also allow space for one bus to pass another bus at the bus stop. Director Comstock asked Dean Bell if he preferred the dual bus stop. Mr. Bell said he was open to either option. Mark said he was also interested in pursuing a student fee for transit services which he believes would help increase ridership. Mark said the current project includes a nine foot long bus shelter which he suggests be switched with another longer shelter. Mr. Bell said a fee might be a challenge to pass since students need to vote on the fee. Mr. Bell agreed that the fee needs to be researched further. Mark suggested the fee could be for both parking and transit costs. Mr. Bell said he wants to improve access and the entrance to the campus. Director Smith asked if there should be a second bus stop to serve the nearby courts and Mental Health Department. Mark discussed short range and long range issues with locating the bus stop, including the future extension of Dam Road Extension to link with Phillips Avenue to the north. Mark discussed how future development in the area would likely include pedestrian improvements that currently do not exist. Director Smith said he thinks there is a road easement along the property where the propane company is located. The group discussed the need for a bus stop that services people going to the courts and Mental Health Department. George Parker said the college is working on the design of the entrance and bus stop and would like to move forward with the project this summer and wants to develop an MOU with Lake Transit. Mark said he preferred option #2 with the dual bus stop and recommends the project be funded with Proposition 1B funds. Mark said he would bring back an MOU for the Board's consideration. Director Parmentier asked Mark how much of the project cost would be funded by Lake Transit. Mark said the additional \$25,000 would be provided by Lake Transit, and that the \$110,000 project cost would be split 50/50 between Lake Transit and Yuba College. Vice Chairperson Luiz asked Mark if he wanted direction from the Board. Mark said the college wants direction. Director Comstock recommended conceptual approval of the bus stop improvements based on an MOU being developed between Yuba College and Lake Transit.

Vice Chairperson Luiz asked if the public had any comments or questions. No public comments were received. The Directors approved by consensus the conceptual bus stop improvements based on an MOU to be developed between Lake Transit and Yuba College.

6. Public Hearing to receive comment regarding the Lake Transit Authority application for Federal Transit Act Section 5311(f) grant funding in the amount of \$158,099 for the purchase of one replacement 32-passenger bus for intercity route service between Calistoga, Middletown, Clearlake, Lakeport, and Ukiah.

Mark explained that this grant would replace one existing bus which has exceeded its useful life. Mark said there is no local match required for this grant.

Vice Chairperson Luiz opened the public hearing at 9:25 a.m. Rick Hamilton asked Mark if the bus to be replaced was bus #801. Mark said yes, bus #801 would be replaced. No other public comments were received.

Vice Chairperson Luiz closed the public hearing at 9:27 a.m.

Director Comstock made a motion to accept public comment and approve the application for Federal Transit Act Section 5311(f) grant funding in the amount of \$158,099 for the purchase of one replacement 32-passenger bus for intercity route service between Calistoga, Middletown, Clearlake, Lakeport, and Ukiah. The motion was seconded by Director Parmentier and carried unanimously.

7. Adopt Resolution 2011-12-06, authorizing the Transit Manager to execute Certifications and Assurances and other required documents for the Public Transportation Modernization, Improvement, and Service Enhancement (PTMISEA) program.

Mark explained this Resolution is for the PTMISEA Program, which is part of Proposition 1B. Mark said there may be \$1.3 million coming from this fund in the next year, depending on the sale of bonds and how the California Transportation Commission decides to distribute the funds. Mark said authorization for him to sign the related documents is needed.

Director Bertsch made a motion to adopt Resolution 2011-12-06, authorizing the Transit Manager to execute Certifications and Assurances and other required documents for the Public Transportation Modernization, Improvement, and Service Enhancement (PTMISEA) program. The motion was seconded by Director Thein and approved unanimously. Roll Call: 7 Ayes – Comstock, Smith, Parmentier, Luiz, Mattina, Thein, Bertsch. 0 Abstain; 0 Noes; 1 Absent – Wharff.

8. Approve Amendment No. 2 to the Advertising Services Contract with RAH Outdoor, and authorize the Transit Manager to execute the agreement.

Mark explained that since 2008, RAH Outdoor has held the contract for advertising services (on the exterior of buses) and that during the first part of 2012 \$25,000 in revenue has been generated. Mark said this amendment would extend the contract to May 2014 and provides for a 50/50 split of the revenues between Lake Transit and RAH Outdoor signs. Mark said he recommends the amendment. Rick Hamilton said he was on track to reach the established revenue goals. Director Comstock stated that he wanted to disclose that he has known Rick Hamilton for quite some time and that he does not believe this will influence his decision. Vice Chairperson Luiz also disclosed that he knew Rick Hamilton as well.

Director Parmentier made a motion to Approve Amendment No. 2 to the Advertising Services Contract with RAH Outdoor, and authorize the Transit Manager to execute the agreement. The motion was seconded by Director Mattina and carried unanimously. Roll Call: 7 Ayes – Comstock, Smith, Parmentier, Luiz, Mattina, Thein, Bertsch. 0 Abstain; 0 Noes; 1 Absent – Wharff.

9. Review the Fiscal Year 2011-12 Third Quarter Report and accept the document.

Mark referenced the Third Quarter Report in the agenda packet. Mark said ridership increase by 26% this year over last year. Mark said the fare increase went into effect February 1, 2012 and the cost increase for passes went into effect March 1, 2012. Mark

reported that in the first two months of the Third Quarter fare revenue increase by 29%. Mark discussed issues with the increasing cost of fuel which was over budget for the year. Mark reported that the cost per passenger is the lowest it has ever been. Mark noted that Lake Transit drivers started tracking the number of bicycles boarded on buses in March and said there were 471 bike boardings that month. Mark said in the same timeframe there were 737 wheelchair boardings, mostly on Dial-a-Ride.

Vice Chairperson Luiz asked if anyone from the public wished to speak on this item. There were no public comments.

Director Comstock made a motion to accept the Third Quarter Report for Fiscal Year 2011-12. The motion was seconded by Director Bertsch and carried unanimously.

10. Review and comment on Preliminary Operations Budget for Fiscal Year 2011/12.

Mark referenced the preliminary budget in the agenda packet and noted that this preliminary budget was for operations and did not include capital expenses. Mark said he expects to have a balanced budget for 2012-2013. Director Comstock asked about fuel cost contingencies. Mark said the budget assumes fuel costs will not go down and that he added additional funding towards the fuel budget. Mark discussed other fuel options and noted that while other transit systems are converting to compressed natural gas (CNG), there is not a gas pipeline in Lake County so any CNG would need to be trucked in from the valley. Mark said he discussed this issue with suppliers and they told him it is not practical to truck CNG that far. Mark said switching to diesel buses was another option and using hybrid vehicles for smaller buses may be an option in the future.

Vice Chairperson asked if the public had any comments. Sunheart, a local resident, asked about plans for electric charging stations. Mark said because most Lake Transit buses travel long distances, electric vehicles are not practical for most routes. Mark noted that establishing a network of charging stations would be costly, although he thinks there are some tax incentives for installing charging stations.

11. Approve Amendment No. 4 to the Agreement with Paratransit Services and authorize the Transit Manager to execute the Amendment.

Mark referenced the staff report in the agenda packet. Mark said there are five one-year options on the existing contract. Mark said Paratransit Services is doing a very good job. Mark said they have professionalized dispatch and office operations and negotiated effectively with labor unions. Mark said last year the contract increase was 1.6%, yet the previous year they actually reduced their contract amount. Mark said the recently awarded JARC and New Freedom grants will result in additional work for Paratransit Services. Mark said Paratransit Services has a lot of experience with brokerage systems which will be valuable for the upcoming efforts to improve and coordinate Non-Emergency Medical Transportation and veterans transportation services in Lake County.

Vice Chairperson Luiz asked if anyone from the public wanted to speak. Rick Hamilton said he has enjoyed working with Paratransit Services on the advertising contract.

Director Thein made a motion to Approve Amendment No. 4 to the Agreement with Paratransit Services and authorize the Transit Manager to execute the Amendment. The motion was seconded by Director Parmentier and carried unanimously. Roll Call: 7 Ayes – Comstock, Smith, Parmentier, Luiz, Mattina, Thein, Bertsch. 0 Abstain; 0 Noes; 1 Absent – Wharff.

12. Report on tentative approval and proposed partial funding for JARC and New Freedom Grant Projects.

Mark discussed the JARC grant and explained that while \$378,000 per year was requested, Caltrans approved partial funding of \$250,000. Mark said there were 149 applications so it is understandable that they reduced the funding. Mark said Caltrans suggested the difference in funding be filled by “local match” funding, but Mark explained that there is not any funding available to provide such a local match. Mark said he spoke to Caltrans and they agreed to provide the \$250,000 and allow for the scope of the proposed transit service expansion to be reduced. Mark distributed a document that explained the service expansion proposed for the JARC grant. Mark noted that this application came from a request last year by Yuba College – Clear Lake students when 258 students signed a petition asking for expanded evening services. Mark said at the time he suggested that a JARC grant application could be submitted to provide funding for such service expansion. Mark noted that at the time, the Board also suggested expanding service to the Mendocino College – Lake Center facility in Lakeport. Mark said CalWORKS also supports this expanded service for people traveling to work or to work-related training and educational programs. Mark discussed the proposed route expansions. Mark discussed options for reducing the scope of the expanded service to address the reduction in funding. Mark said deferring the expansion of service on Saturday would help and said the Social Services Transportation Advisory Council (SSTAC) supported this option at their meeting yesterday. Mark said Caltrans has requested a revised budget and that he thinks the cost per hour may be able to be adjusted since the grant application used the full cost of \$55.45/hour. Mark said he recommends deferring the expansion of the Saturday service.

Director Comstock asked who would be the most inconvenienced by not providing the expanded service on Saturday. Mark said that people travelling to service jobs are the most likely to be impacted since they often work on Saturday. Mark said he did not receive a specific request for expanded service on Saturday but did note the employment agencies do see Saturday service as important for service workers. Director Luiz said he believes it is reasonable plan to delay the expansion of the Saturday service. Mark said he would take this as direction from the Board to work with Caltrans to revise the scope of the grant.

Mark discussed the New Freedom grant which requested funding for a Mobility Management program and funding to provide trips for Non-Emergency Medical Transportation (NEMT) and other trips. Mark said that the way the grant application is structured, there are two parts, one for the Mobility Management portion and one for the operating costs of providing trips. Mark said that while these two aspects need to be coordinated, Caltrans chose to only partially fund the operating costs of providing trips, but not fund any of the Mobility Management portion, which would include a staff person to coordinate trip scheduling and coordinate with project partners including senior centers, People Services and Tribal Health Clinic. Mark explained that this grant would help further efforts to provide transportation for NEMT services and veterans and would build on the successful FTA 5310 grant which provides funding for seven vehicles. Mark said having a Mobility Manager is an important component of providing services and coordinating with other agencies and organizations. Mark explained that Caltrans does not have an appeal process for this grant. Mark said he spoke to Caltrans and discussed two opportunities for how to move forward with this project. The first opportunity is to utilize some funding in an existing New Freedom grant that the Area Agency on Aging (AAA) received for the Live Oak Transportation Project (LOTP) which has been able to operate on less money that was originally budgeted. Mark said an MOU could be developed between Lake Transit and AAA for Lake Transit to manage the LOTP grant and reimburse LOTP for the transportation services provided. Mark said he

spoke to AAA and Live Oak Senior Center staff and they agree with this approach. Mark said this would provide approximately \$50,000. Mark said the second opportunity is to utilize some "old" New Freedom funding that Caltrans has which require a 50% local match. Mark said this funding may be available in the future.

Vice Chairperson Luiz asked if anyone from the public wanted to speak on this issue. Sunheart asked Mark if the "Zip" car program could be utilized by senior centers. Mark said that the Zip care program is in more urban areas and is beyond the role of the transit agency.

There was general consensus among the Directors that Mark move forward with an agreement with AAA for Lake Transit to coordinate the LOTP and the Mobility Management portion of the program.

13. Consider approval of Memorandum of Understanding with Lake County concerning Mt. Konocti Tour Service.

Mark presented the MOU and noted the clarification that Lake Transit's role is the transit provider, rather than a provider of the vehicle. Mark said the MOU outlines the responsibilities of Lake Transit and the County of Lake in providing the Mt. Konocti Tour Service. Mark noted that this was discussed at a previous meeting and he was given direction to develop an MOU with the County of Lake. Director Bertsch asked if the one million in liability insurance is adequate. Mark said the Paratransit Services, the contractor for Lake Transit operations, has over five million in liability insurance which would be adequate. Director Smith noted that on page one, line nine, the word "establishing" should be changed to "permitting" and Mark said that change has been made.

Vice Chairperson Luiz asked if anyone from the public wanted to speak on this issue. No public comment was received.

Director Smith made a motion to approve the Memorandum of Understanding with Lake County concerning Mt. Konocti Tour Service. The motion was seconded by Director Comstock and carried unanimously. Roll Call: 7 Ayes – Comstock, Smith, Parmentier, Luiz, Mattina, Thein, Bertsch. 0 Abstain; 0 Noes; 1 Absent – Wharff.

14. Transit Manager's Report – Metro Magazine report on driving/transit trends.

Mark referenced the article in the agenda packet that reports on a study that found young people are driving less, with 23% fewer miles driven in 2009 than in 2001. Mark said this shift is nationwide.

15. Paratransit Services Report

Mark said that due to the extensive agenda today, there is not a Paratransit Services Report.

Director Smith asked Mark if he had responded to an e-mail from Jill Ruzika regarding relocating a bus stop near the county jail. Mark said he has been in contact with Jill and will work something out. Mark and Director Smith discussed how a conflict has arisen due to recent changes related to the release of prisoners and restrictions on how close to the jail paroles can get off the bus. Mark said he plans to do a site visit today to help determine the best location for a new bus stop.

16. Announcements – no announcements

17. Adjourn – The meeting was adjourned at 10:19 a.m.

Respectfully Submitted,

DRAFT

Terri Persons
Senior Transportation Planner