

# REGULAR MEETING OF THE LASSEN TRANSIT SERVICE AGENCY

May 9, 2016

## (1) CONVENE:

LTSA's Regular Meeting convened at 2:45 PM by Vice Chair Garnier, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: Garnier, DeBoer, Wilson, Hemphill, and Chapman.

Commissioners Absent: Albaugh

Others Present: Tamara Rich, Tamy Quigley, Caltrans District 2; Dan Newton, Jared Hancock, City of Susanville; Larry Millar, Cynthia Raschein, and Cheryl Strange, LTSA Staff

- 1.1 **Agenda Approval:** On a first by Mr. Wilson, second by Mr. Hemphill, it was unanimously passed to approve the agenda.
- 1.2 **Minutes Approval:** On a first by Mr. DeBoer, second by Mr. Wilson, it was passed to approve the March 14, 2016.

## (2) CORRESPONDENCE / PUBLIC COMMENT

- 2.1 **Correspondence:** None.
- 2.2 **Public Comment:** None.

## (3) NEW BUSINESS

- 3.1 **Maintenance Bay Project Update:** Ms. Raschein reviewed information provided in packets and presented photos.

Discussion was held regarding design and function.

- 3.2 **Policy to Enforce Bus Rules and Regulations:** Ms. Raschein reviewed information as provided in packets and highlighted the changes requested at the last meeting.

Mr. Chapman asked if LRB experienced problems necessitating the need for enforcement. Mr. Leal stated that odor has been a recent concern.

On a first by Mr. Chapman, second by Mr. DeBoer, it was unanimously passed to adopt resolution 16-003 adopting the LTSA Rules of Conduct and Exclusion Policy.

- 3.3 **West County Route:** Ms. Raschein reported that she and Mr. Leal visited the Westwood Senior Apartments for a needs assessment. She listed the concerns of riders and offered ideas to assist in making service more convenient and suggested possible collaboration with other local transit services.

Mr. Leal stated that many riders requested incorporating additional stops within Susanville city limits to make transfers easier. He asked for approval to allow this route to include existing bus stops on Main Street.

Discussion was held regarding what stops will be used on the route, current ridership, and how to best serve the community through collaboration.

Penny Artz with Lassen Senior Services, reported on services they offer and stated they should be able to help with senior transportation in town.

It was agreed to authorize Mr. Leal to adjust according to consumer needs and feasibility.

On a first by Mr. Hemphill, second by Mr. Wilson, it was unanimously passed to authorize the Lassen Rural Bus General Manager to adjust the West County Route as necessary to meet consumer needs.

3.4 **LRB Operations Bid Award:** Ms. Raschein stated that the evaluation committee recommended Paratransit to continue operations for Lassen Rural Bus.

Mr. Chapman asked the MV Transportation representative to provide a service and performance synopsis based on verbiage contained in their proposal. Ms. Locke replied that she had no response for the statements contained in the proposal and feels the committee recommended the best choice.

Mr. Chapman stated that while listening to a legislative session he discovered that it is acceptable to credit preference points when scoring proposals to companies that offer to keep existing employees as part of their proposal.

On a first by Mr. DeBoer, second by Mr. Chapman, it was unanimously passed award bid to Paratransit and authorize staff to proceed with contract review process with County Counsel and Caltrans Division of Procurement.

Christie Scheffer, Executive Vice President/COO Paratransit Services, expressed her appreciation for the commissions continued confidence.

**(4) OTHER BUSINESS**

4.1 **Reports by Executive Director and Staff:** Ms. Raschein reported that the bus bench by Alliance Gas has been removed and effort will be made to work with the property owner to install a new one.

Discussion was held regarding bus stops on private property.

Mr. Chapman suggested an agreement be drafted and offered to property owners to aid in outreach. Ms. Raschein said that she would research the legalities.

Mr. Newton said that he spoke to the property owner of Alliance Gas, and he was willing to allow the continued use of the bus stop.

- 4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Leal expressed his appreciation for continued working relationship.

Mr. Leal reported on the Special Olympic charter and stated that another charter is scheduled in June. He informed the commission that Paratransit was recognized at the CALACT Conference with Wanda Gray receiving the award for *Transportation Manager of the Year*, and Lake Transit and Calaveras Transit received the Q-Strait *Above and Beyond* award for their wildfire evacuation efforts. He also attended the new student orientation at the college to hand out information and answer questions.

Mr. Leal reported that buses 14 and 15 are still out of service and replacements have been ordered. He also reported that all maintenance in up to date and the air conditioning systems are being tested.

Mr. DeBoer commented that air conditioners should be used year around to lessen passing around illness and keep moisture out of the system.

- 4.3 **Matters brought forth by the Agency:** Mr. DeBoer announced an advertisement calling for drivers to assist disabled veterans in getting to appointments. He asked if there was any way LRB could assist. Mr. Leal said that he would contact veterans services.

- 4.4 **Set date for the next Regular Agency Meeting for July 11, 2016.**

- 4.1 **Adjournment:** 3:32 PM