

# REGULAR MEETING OF THE LASSEN TRANSIT SERVICE AGENCY

July 11, 2016

## (1) CONVENE:

LTSA's Regular Meeting convened at 1:19 PM by Vice Chair Garnier, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

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

Commissioners Absent: Albaugh and Wilson.

Others Present: Tamara Rich, Caltrans District 2; Jared Hancock, Dan Newton, City of Susanville; Jim Mackay, Susanville Indian Rancheria; Larry Millar, Cynthia Raschein, Kelly Mumper and Cheryl Strange, LTSA Staff

- 1.1 **Agenda Approval:** Mr. Chapman noted a discrepancy regarding commissioner attendance between Item 1.3 on the agenda and the transcribed minutes. He stated that the minutes were correct.

On a first by Mr. Chapman, second by Ms. Hemphill, it was unanimously passed to approve the agenda as corrected.

- 1.2 **Minutes Approval:** On a first by Mr. Hemphill, second by Mr. Chapman, it was passed to approve the May 9, 2016, minutes.

- 1.3 **Minutes Approval Special Meeting:** On a first by Mr. Chapman, second by Mr. Hemphill, it was passed to approve the June 13, 2016, minutes. Mr. DeBoer abstained.

## (2) CORRESPONDENCE / PUBLIC COMMENT

- 2.1 **Correspondence:** None.

- 2.2 **Public Comment:** None.

## (3) NEW BUSINESS

- 3.1 **Transit Design Manual Update:** Mr. Mumper reviewed information as provided in packets and stated that he will be accepting comments prior to composing the next meeting agenda.

Mr. Chapman suggested that prevailing winds be considered in design and suggested verbiage be included to allow for design flexibility. Mr. Mumper stated that verbiage will be added to address site specific 'common sense' design.

Discussion was held regarding implementing verbiage to adopt county branding concepts when choosing design and color.

Mr. Hancock inquired if certain triggers have been identified to determine if an upgrade or addition is eligible for development or improvements. Ms. Raschein stated that there are triggers, but that staff would further investigate.

Discussion was held regarding protocol for obtaining easements, private and public stops, and the need for collaborative efforts.

3.2 **2016/17 Charter Rates:** Mr. Mumper reviewed information as provided in packets.

Mr. Chapman asked the difference between hourly rate and direct cost hourly rate. Mr. Mumper said that the direct cost rate is offered to nonprofit organizations, or community events on the approved list; the hourly rate is for all others.

Discussion was held regarding administrative fees. **It was agreed to charge fees once a year for organizations that use multiple times.**

Mr. Newton called out references to the Fiscal Year 2013/14. Mr. Mumper said that will be corrected.

On a first by Mr. DeBoer, second by Mr. Champan, it was unanimously passed to adopt Resolution 16-004, establishing Charter Rates for 2016/17.

3.3 **Community Events Resolution:** Mr. Mumper reviewed information as presented in packets.

Discussion was held regarding events being able to be added through amendments.

On a first by Mr. Chapman, second by Mr. DeBoer, it was unanimously passed to adopt Resolution 16-005, adopting the annual community events.

3.4 **Surplus Buses 14 and 15:** Mr. Mumper reviewed information as presented in packets.

Discussion was held regarding timeframes to allow for software transfer.

On a first by Mr. Chapman, second by Mr. DeBoer, it was unanimously passed to 1) authorize the Executive Director to surplus buses 14 and 15 and remove said buses from the Lassen Rural Bus (LRB) fleet. 2) Authorize the Executive Director to carry out all necessary processes to surplus buses 14 and 15.

(4) **OTHER BUSINESS**

4.1 **Reports by Executive Director and Staff:** Mr. Mumper announced the TDP Kick-Off Meeting to be held on Monday August 8, 2016, at 707 Nevada Street.

4.2 **Report by Lassen Rural Bus Manager/Staff:** Ms. Raschein stated that Mr. Leal was driving buses due to a staffing shortage.

Mr. Chapman reported that he's received comments from riders complaining about confusion of terms-of-use and possible mis-treatment of customers on the Eagle Lake route. He asked that Mr. Leal be notified.

Discussion was held regarding the Westwood Senior Apartments and Veterans ridership.

Mr. Mumper stated that riders will be notified of the Spring Ridge Road closure.

4.3 **Matters brought forth by the Agency:** None.

4.4 **Set date for the next Regular Agency Meeting for September 12, 2016.**

4.5 **Adjournment:** 2:05 PM