

LASSEN TRANSIT SERVICE AGENCY

March 14, 2017

(1) CONVENE:

LTSA's Special Meeting convened at 3:32 PM by Chairman Garnier, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: Albaugh, Garnier, Wilson, Hemphill, Teeter (3:44 p.m. arrival), and Franco (alternate-3:44 p.m. arrival).

Commissioners Absent: DeBoer.

Others Present: Dan Newton, Jared Hancock, City of Susanville; Ron Leal, Paratransit; Tony Shaw, Richard Egan, Bob Burns, Lassen County; Larry Millar, David Knaut, and Cheryl Strange LTSA Staff.

1.1 The Pledge of Allegiance was recited.

1.2 **Agenda Approval:** On a first by Mr. Hemphill, second by Mr. Albaugh, it was passed to approve the agenda.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(3) NEW BUSINESS

3.1 **Donations for Blue Star Moms:** Heather Garrison, Blue Star Moms, gave a presentation and asked if a 'free' ride' day on Lassen Rural Bus could be offered for patrons donating items for military care packages.

Discussion was held to clarify that the 'free ride' would be for one day only, and what day will work.

On a first by Mr. Hemphill, second by Mr. Albaugh, it was unanimously passed to approve that the Lassen Rural Bus can accept donations for care packages to military in exchange for a free bus ride (one trip) and authorize the staff of Lassen Transit Service Agency to work with Blue Star Moms to schedule a date (one day) for the event.

Mr. Teeter and Mr. Franco were not present for the vote.

A recess was taken from 3:43 p.m. to 3:45 p.m. Commissioners Teeter and Franco arrived at 3:44 p.m.

- 3.2 **Bus Shelter for Susanville Community Pool:** Mr. Knaut reviewed information as provided in packet and said that an RFP will not be necessary since CalACT has a contract with Tolar Manufacturing.

Discussion was held regarding the timeframe for ordering and installation, maintenance, design options and pricing. It was agreed to purchase a shelter with three and a half walls, bench, grab bar, and a high pitched roof.

Mr. Albaugh asked if the high school might be an option for fabrication and installation. Mr. Millar said that they are working on many projects currently, but said he would look into that option for the future. Mr. Hemphill commented that the high school might be a more cost effective choice to construct shelters on private property.

On a first by Mr. Hemphill, second by Mr. Wilson, it was unanimously passed to approve the design for the bus shelter at the community pool, and authorize the Executive Director to purchase the bus shelter within the budget of the allocated funds.

- 3.3 **Susanville Community Pool Bus Stop:** Mr. Knaut reviewed information as provided in packets.

Mr. Leal stated that stops were selected based on low ridership and that service would not be eliminated, but would be by demand and suggested the pool stop be seasonal.

Mr. Wilson asked if dates were needed today. Mr. Millar commented that the rider's guide would need to be updated.

Discussion was held regarding remaining flexible for various routes.

On a fist by Mr. Albaugh, second by Mr. Teeter, it was unanimously passed to approve the alternate route option in order to service community pool with flexible service dates based on ridership.

(4) **OTHER BUSINESS**

- 4.1 **Reports by Executive Director and Staff:** Mr. Knaut reported that Holly Egan is requesting a charter for Lassen High School Prom and will be on the next meeting agenda.
- 4.2 **Matters brought forth by the Agency:** None.
- 4.3 **Set date for the next Regular Agency Meeting for May 8, 2017.**
- 4.4 **Adjournment:** 4:00 p.m.