

LASSEN TRANSIT SERVICE AGENCY

March 11, 2019

(1) CONVENE:

LTSA's Regular Meeting convened at 3:26 PM by Chairman Teeter, City of Susanville Council Chambers at 66 North Lassen Street, Susanville, CA.

Commissioners Present: Hemphill, Moore, Wilson, Hammond, Franco, and Teeter.

Commissioners Absent: None.

Others Present: Dan Newton, City of Susanville; Tamara Rich, Mike Mogen, Caltrans; Ron Leal, Paratransit; Larry Millar, and Cheryl Strange, LTSA Staff.

- 1.1 **Agenda Approval:** On a first by Mr. Hammond, second by Mr. Hemphill, it was unanimously passed to approve the agenda.
- 1.2 **Minutes Approval:** On a first by Mr. Wilson, second by Mr. Hemphill, it was unanimously passed to approve the January 14, 2019, minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

- 2.1 **Correspondence:** Email requesting bus route addition. Mr. Millar stated that this correspondence will be passed on to the unmet needs process.
- 2.2 **Public Comment:** None

(3) NEW BUSINESS

- 3.1 **Adopt ADA Paratransit plan:** Mr. Millar reviewed information as provided in packets.

No discussion was held.

On a first by Mr. Wilson, second by Mr. Moore, it was unanimously passed to adopt the ADA Paratransit plan for the Lassen Rural Bus System.

- 3.2 **Adopt the revised purchasing policy for the LTSA:** Mr. Millar reviewed information as provided in packets.

Mr. Wilson inquired whether the new policy matches the County policies. Mr. Millar replied that it matched current policies. Mr. Wilson asked if it was easier to vote to allow changes to automatically follow County revisions. Mr. Millar suggested that policies continue to be voted on each time to allow some flexibility within the Agency-

On a first by Mr. Hemphill, second by Mr. Hammond, it was unanimously passed to adopt the revised purchasing policy for the Lassen Transit Service Agency (LTSA).

3.3 **FY 2018-19 Budget changes:** Mr. Millar reviewed information as provided in packets.

No discussion was held.

On a first by Mr. Hemphill, second by Mr. Moore, it was unanimously passed to 1) approve the expenditure of \$296,000 for capital replacement and authorize the County auditor to establish a trust fund for capital replacements and 2) approve the increase of revenue from the State Transit Fund (STA) to the amount of \$267,831.

(4) OTHER BUSINESS

4.1 **Reports by Executive Director and Staff:** Mr. Millar reminded the Agency that Form 700 forms deadline is approaching.

Mr. Millar stated that he received reports that the Herlong bus route has experienced increased ridership. He said the route will be monitored to determine if a bigger bus needs to be used.

4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Leal reported on the following areas of LRB operations and activity.

- Report on LRB activity
- Report of maintenance activity of the LRB fleet
- Report on condition of the fleet vehicle HVAC systems

Discussion was held regarding South County ridership.

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

4.4 **Set date for the next Regular Agency Meeting for May 13, 2019, immediately following the LCTC meeting.**

4.5 **Adjournment:** 3:42 p.m.