

LASSEN TRANSIT SERVICE AGENCY

November 13, 2017

(1) CONVENE:

LTSA's Regular Meeting convened at 2:55 PM by Chairman Garnier, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: Albaugh, Garnier, Wilson, Hemphill, Franco, and Teeter.

Commissioners Absent: None.

Others Present: Dan Newton, Craig Sanders, City of Susanville; Tamara Rich, Caltrans; Matt Boyer, Lassen County Transportation Commission; Ron Leal, Paratransit; Larry Millar, David Knaut, and Cheryl Strange, LTSA Staff.

- 1.1 **Agenda Approval:** On a first by Mr. Hemphill, second by Mr. Wilson, it was unanimously passed to approve the agenda.
- 1.2 **Minutes Approval:** On a first by Mr. Albaugh, second by Mr. Wilson, it was unanimously passed to approve the September 11, 2017, minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:**

A) Caltrans: Senate Bill 3, incremental increases to the California minimum wage

Discussion was held to clarify the letter content, review previous Paratransit proposal, and response options.

Mr. Knaut confirmed that this item will be discussed further with Paratransit and brought back at another meeting.

B) CA State Controller's Office: Reissuance of the 2017-18 State of Good Repair Program Allocation Estimate

C) CA State Controller's Office: Reissuance of the 2017-18 State Transit Assistance Allocation Revised Estimate

Discussion was held regarding the need to track allocations.

2.2 **Public Comment:** None.

(3) NEW BUSINESS

- 3.1 **Free Fare Day project:** Mr. Knaut reviewed information as provided in packets and said that feedback from riders was positive. He suggested continuing this discussion at the January meeting to decide on dates for additional free fare days and possible extension of the program.

Discussion was held regarding efficiency of the 2nd bus on the City Route.

Mr. Albaugh suggested a free fare week to coincide with the pool opening.

It was agreed to wait until January to identify free fare days.

- 3.2 **2nd Bus on City Routs and South County Route:** Mr. Knaut reviewed information as provided in packets and suggested more test runs be conducted to gather more data. He confirmed that there are enough funds in the budget, and that agreement between the Agency and Paratransit would be necessary to approve permanent modifications.

Mr. Albaugh asked if SB1 will affect the budget calculations.

Discussion was held regarding schedules and gas cost estimates to run the second bus.

It was agreed to run a second bus the first week in December and have staff report results at the January meeting.

On a first by Mr. Hemphill, second by Mr. Teeter, it was unanimously passed to direct staff to schedule a second bus on the City Route for the first week in December 2017.

Mr. Knaut provided ridership statistics and asked for direction regarding the South County Route.

Discussion was held regarding the need for one or two buses for the route, and that discussion should be held with the van pool service and the depot to see how everyone can work together.

Mr. Knaut elaborated that the funds given to depot employees can be used for either van pool or public transportation and that trends in ridership have fluctuated historically, but a large chunk of fares come from the depot passes.

Discussion was held regarding bus size options, frequency of routes, and options to offer an express route.

Mr. Hemphill asked how many riders are from the prison. Mr. Knaut said that service is not desirable for the prison employees due to the shift schedules varying from the depot.

Mr. Wilson asked if a survey can be done on the people that have left LRB service. Mr. Knaut said that he could.

Mr. Hemphill stated that the van pool usage might change with the new gas tax.

It was agreed to direct staff to gather more information from depot and prison staff as well as van pool provider and logistics for running one bus versus two buses.

3.3 **Review Committee for Security Cameras:** Mr. Knaut stated that he and Mr. Millar are willing to serve as the committee if directed by the Agency.

Mr. Teeter volunteered to represent the Agency and it was agreed that the review committee would be comprised of Mr. Millar, Mr. Knaut, and Mr. Teeter.

Mr. Knaut said there were six companies registered so far for the RFP.

(4) OTHER BUSINESS

4.1 **Reports by Executive Director and Staff:** None

4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Leal reviewed information as provided in packets.

4.3 **Matters brought forth by the Agency:** Mr. Albaugh asked Caltrans to check on HWY 147.

4.4 **Set date for the next Regular Agency Meeting for January 22, 2018.** It was agreed to move the date of the regular meeting to coincide with LCTC.

4.5 **Adjournment:** 3:55 p.m.