

SPECIAL MEETING OF THE LASSEN TRANSIT SERVICE AGENCY

October 3, 2016

(1) CONVENE:

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

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

Commissioners Absent: DeBoer.

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

- 1.1 **Agenda Approval:** On a first by Ms. Garnier, second by Mr. Hemphill, it was unanimously passed to approve the agenda.
- 1.2 **Minutes Approval:** On a first by Mr. Hemphill, second by Ms. Garnier, it was unanimously passed to approve the minutes of July 11, 2016. Commissioners Albaugh and Wilson abstained.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(3) NEW BUSINESS

- 3.1 **Paratransit Operations Contract:** Ms. Scheffer reviewed information as presented in packets. She stressed the need for the pay increase to compete with other jobs and help retain employees. She commented that the amount of driver turnover is mostly due to employees leaving for higher paid jobs.

Discussion was held regarding driver wage statistics, current contract allowances, and proposed increases.

Mr. Wilson questioned the current contract and wage increase timeframes. He expressed concern that the RFP wasn't presented correctly. Ms. Raschein stated that the RFP could only be based on what was pertinent at the time of the RFP deadline.

Mr. Wilson commented that he understands the wage competition, but said it feels as though the contract is being renegotiated when it should have been included in the original contract proposal.

Mr. Chapman expressed concern regarding where the wage increase will come from. Ms. Raschein reviewed a few grant options. Mr. Chapman commented that grant money is not wise as it is not ongoing.

Discussion was held to clarify the various wage proposals.

Mr. Chapman suggested that only the drivers receive an increase and that maintenance, administrative, and management staff do not.

Discussion was held regarding wage increase variations based on job descriptions.

Mr. Chapman suggested that Ms. Raschein and Mr. Egan negotiate with Paratransit on behalf of the agency.

Ms. Garnier stated that she is not comfortable agreeing to any variation of the proposals as presented. She is concerned about having everything blended together, and suggested a more clear and true analysis be provided.

Ms. Raschein asked for direction on what to focus on in proposals. Mr. Chapman requested that separate proposals be presented for each scenario.

Ms. Garnier also requested to include a report on where funds will come from or where adjustments will be made to offset wage increase.

Mr. Shaw requested that Mr. Millar, Executive Director, consult County Counsel to confirm protocol for this matter prior to negotiations.

Discussion was held regarding whether it was necessary to form a subcommittee to meet with counsel.

Mr. Albaugh suggested leaving the contract as it is until a meeting with counsel can take place.

On a first by Ms. Garnier, second by Mr. Wilson, it was unanimously passed to leave current contract 'as is' pending advisement from legal counsel.

Mr. Chapman suggested delegating a few agency members to attend meetings with the CAO, Executive Director and Agency staff. It was agreed that Ms. Garnier and Mr. Hemphill will represent the agency.

3.2 **Security Lighting Bid Award:** Ms. Raschein reviewed information as provided in packets.

Ms. Garnier asked what will be done with the left over funds. Ms. Raschein said that it will go back into the general fund or used for another improvement project.

On a first by Mr. Chapman, seconded by Mr. Wilson, it was unanimously passed to award bid to W.Z. Electric.

Mr. Wilson expressed concern over Mr. Mumper's explanation at the last meeting regarding all LRB bids not being offered under one RFP. Ms. Raschein clarified that certain projects could not be combined due to different funding sources.

Discussion was held to clarify the breakdown of projects by funding sources and to also clarify that a contractor was not pre chosen.

3.3 **Bus Lift Bid Award:** Ms. Raschein reviewed information as provided in packets.

Discussion was held regarding whether to include ineligible bids in presentation packets and it was agreed that the commission benefits from seeing qualifying and non-qualifying offers.

Discussion was held regarding the cost of equipment recertification and if a new RFP should be circulated to include recertification verbiage. During discussion, it was discovered that Ari-Hetra is CMAS authorized through the state and equipment can be purchased under that umbrella.

On a first by Mr. Hemphill, second by Mr. Chapman, it was unanimously agreed to reject all bids and proceed with purchase through CMAS.

- 3.4 **Maintenance Bay Exhaust System Bid Award:** Ms. Raschein reviewed information as provided in packets.

On a first by Mr. Hemphill, second by Mr. Wilson, it was unanimously passed to award the Maintenance Bay Exhaust System Bid to Ari-Hetra.

- 3.5 **Extend DAR Service:** Ms. Raschein reviewed information as provided in packets.

Discussion was held regarding viable boundary options and additional cost.

On a first by Ms. Garnier, second by Mr. Wilson, it was unanimously passed to continue with current DAR service.

Ms. Scheffer clarified the DAR boundaries and stated that per the Department of Justice, you cannot make an exception for just one ADA client, you must include them all.

- 3.6 **Susanville Community Pool Bus Stop:** Ms. Raschein reviewed information as presented in packets.

Discussion was held regarding site and size of pad, type of amenities, funding, and what adjustments will be made to the bus route.

It was agreed to give direction to the contractor for placement and size of pad.

Mr. Wilson asked Mr. Hancock to comment on what has been planned for already. Mr. Hancock stated that there is enough room to have a larger pad and shelter. He further elaborated on JPA activity and specifications already figured in the design plans. He suggested exploring if pad and site amenity projects could share some funds.

Mr. Albaugh excused himself at 3:15, and returns at 3:17.

Ms. Garnier asked about any known funding. Ms. Raschein stated that LCTOP funds have already been received. She said if approved by the state, the funds could be used for this project.

It was agreed to direct the JPA to go forward with the larger pad size.

Staff was directed to present reports on design options, funding, and bus routes with schedules, as action items at the next meeting.

(4) **OTHER BUSINESS**

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

4.2 **Report by Lassen Rural Bus Manager/Staff:** Information included in packets.

Ms. Raschein said that Mr. Leal was injured and unable to attend the meeting.

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

4.4 **Set date for the next Regular Agency Meeting for November 14, 2016.**

4.5 **Adjournment:** 3:23 p.m.