

LASSEN TRANSIT SERVICE AGENCY

June 22, 2020

(1) CONVENE:

LTSA's Regular Meeting convened at 1:03 PM by Vice Chairman Teeter, City of Susanville Council Chambers, 66 North Lassen St, Susanville, CA.

Commissioners Present: Schuster, Herrera, McCourt, Hammond, and Teeter.

Commissioners Absent: Hemphill.

Others Present: Dan Gibbs, City of Susanville; Mike Mogen, Caltrans; Caleb Schortz, Paratransit; John Clerici, LCTC; Richard Egan, Lassen County; Larry Millar, and David Knaut, LTSA Staff.

1.1 **Agenda Approval:** On a first by Mr. Hammond, second by Ms. Schuster, it was unanimously passed to approve the agenda.

1.2 **Minutes Approval:** On a first by Ms. Schuster, second by Mr. Hammond, it was passed to approve the May 11, 2020, minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(3) NEW BUSINESS

3.1 **Second Amendment to Paratransit Services contract to allow of hazard bonus pay and other expenses due to COVID-19:** Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding employee scheduling affected by COVID-19 and current ridership statistics.

On a first by Mr. McCourt, second by Mr. Herrera, it was agreed to 1) Approve the second amendment of the agreement with Paratransit Services to allow payment of hazard bonus pay and other expenses due to COVID-19; and 2) authorize the Executive Director of the LTSA to execute the second amendment; and 3) determine amount of bonus payment per employee at \$1,500.00 per full-time, and \$750.00 per part-time employee as recommended by staff.

- 3.2 FY 2020/2021 Fund 570 and Fund 569 Budget:** Mr. Knaut reviewed information as provided in packets.

Discussion was held to clarify budget items.

On a first by Mr. Hammond, second by Mr. McCourt, it was agreed to adopt the LTSA Fiscal Year 2020/21 Operating Budget; and adopt Resolution 20-002 authorizing the filing of a claim with the Lassen County Transportation Commission for the allocation of Transportation Development Act funds for Fiscal Year 2020/21.

- 3.3 2020/21 Charter Rates:** Mr. Knaut reviewed information as provided in packets.

No Discussion was held.

On a first by Mr. McCourt, second by Ms. Schuster, it was unanimously passed to adopt Resolution 20-003, 2020/21 Charter Rates.

- 3.4 Community Events Resolution:** Mr. Knaut reviewed information as provided in Packets.

No discussion was held.

On a first by Mr. Herrera, second by Mr. McCourt, it was unanimously passed to approve Resolution 20-004, approving 2020/21, annual community events.

- 3.5 Request for Proposals for Transportation Services:** Mr. Knaut reviewed information as presented in packets.

Discussion was held regarding details of proposal specifications and future estimations.

It was agreed to follow staff recommendations to 1) set a minimum wage for drivers of \$17.00 per hour beginning July 1, 2020; 2) reduce vehicle service hours in the Request for Proposal (RFP) to 11,500+/- 5%; and 3) increase the term of the proposed agreement from three base years plus two optional years to five base years with two, two-year extension options.

- 3.6 Pilot Projects for increased service:** Mr. Knaut reviewed information as presented in packets.

Discussion was held regarding route scenarios and feasibility.

Staff was directed to proceed with their recommendations for a six month pilot period for a West County Extension, including on-demand service to Lake Forest, new service along Richmond Road as presented, and for an “express” City of Susanville route.

(4) OTHER BUSINESS

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

4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Schortz 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 rider/driver COVID protocol compliance and signage.

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

4.4 **Set date for the next Regular Agency Meeting for August 10, 2020, at 1:00 p.m.**

4.5 **Adjournment:** 1:55 p.m.