

REGULAR MEETING OF THE LASSEN TRANSIT SERVICE AGENCY

January 11, 2016

(1) CONVENE:

LTSA's Regular Meeting convened at 2:36 PM by Vice Chairman Albaugh, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

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

Others Present: Mackenzie Davis, Lassen County Times; Tamara Rich, Caltrans District 2; Ron Leal, Wanda Gray, Paratransit Services; Dan Newton, Jared Hancock, City of Susanville; Richard Egan, Tony Shaw, Lassen County; Larry Millar, Cynthia Raschein, Kelly Mumper, and Cheryl Strange, LCTC Staff

- 1.1 **Agenda Approval:** On a first by Mr. Hemphill, second by Ms. Garnier, it was unanimously passed to approve the agenda.
- 1.2 **Appoint New Chairman and Vice Chairman:** On a first by Mr. Chapman, second by Mr. Hemphill, it was unanimously passed to nominate Mr. Albaugh as Agency Chairman, and Ms. Garnier as Agency Vice Chairwoman.
- 1.3 **Minutes Approval:** On a first by Mr. DeBoer, second by Ms. Garnier, it was passed to approve the November 9, 2015, minutes. Mr. Wilson abstained.
- 1.4 **Minutes Approval:** On a first by Mr. Chapman, second by Mr. Hemphill, it was passed to approve the December (Special Meeting) 9, 2015, minutes. Mr. Albaugh and Ms. Garnier abstained.

(2) CORRESPONDENCE / PUBLIC COMMENT

- 2.1 **Correspondence:** None.
- 2.2 **Public Comment:** None.

(3) NEW BUSINESS

- 3.1 **Eagle Lake Route:** Mr. Mumper reviewed ridership statistics and asked for direction.

Mr. Chapman suggested continuing the route through 2016.

Mr. Leal provided information on ridership and vehicle service hours.

Discussion was held regarding lake water levels making the trip undesirable and the cost to maintain the route.

Ms. Gray (Paratransit) gave an example for alternative means of operation versus discontinuing the route completely; stating that other counties use an 'on demand' method.

Discussion was held regarding cost of route operations, options to cut cost, and variations of route offerings. It was agreed to offer the route on Saturdays through reservations, with participants to book their trip by 5:00 PM on the Wednesday prior to the Saturday they wish to travel. It was clarified that only one person is needed to request the route. Additionally, it was agreed to monitor lake water levels over the next several months to later conclude that the route has returned to a desired travel destination. If it is resolved that the water level has not risen enough, the agency may vote to discontinue the route.

Mr. Millar reminded the agency that the monthly meetings voted on at the LCTC meeting, only apply to the LCTC and not the LTSA.

Mr. Wilson expressed concern that the money used for this route might be better spent elsewhere.

On a first by Mr. Chapman, second by Ms. Garnier, it was passed to offer the Eagle Lake Route each Saturday from May 28, 2016, through September 5, 2016, with agency reserving the right to revise based upon spring lake water levels. Mr. Wilson and Mr. DeBoer voted no.

- 3.2 **Leavitt Lake Route:** Mr. Mumper presented statistics supporting the recommendation to discontinue the route. He stated that with slight revision, the East County route would be able to accommodate the area.

Discussion was held regarding ridership and how much of the fares are generated by Lassen Community College.

On a first by Mr. Chapman, second by Mr. DeBoer, it was unanimously passed to discontinue the Leavitt Lake route.

- 3.3 **Proposed Route Service Upgrade:** Mr. Mumper presented a power point presentation regarding proposed service upgrade. He stated that the Army Depot no longer needs South County night service and commented that money saved by discontinuing the night route, combined with the removal of the Leavitt Lake route, will free up funds which can be applied to route upgrades.

Discussion was held regarding the benefits of an upgrade, the proposed routes, funds available, college contribution to revenue, and implementation timelines.

Discussion was held to upgrade to two simultaneous buses on city routes, collect data to justify continued use, and reevaluate after a six month pilot run. Due to time constraints relating to the end of the fiscal year, the consensus was to reserve funds for the next fiscal year and table this item to revisit in July 2016.

On a first by Mr. Wilson, second by Mr. Hemphill, it was unanimously passed to table Item 3.3.

- 3.4 **Bus Rules and Regulations Update:** Mr. Mumper reviewed information as presented in packets and recommended the update.

Mr. Chapman suggested handing out the Rules and Regulations when riders purchase bus passes.

On a first by Mr. DeBoer, second by Ms. Garnier, it was unanimously passed authorize staff to update the bus rules and regulations section of the Lassen Rural Bus Riders Guide.

- 3.5 **Bus Fleet Security Cameras:** Mr. Mumper reviewed information as provided in packets.

Mr. Chapman expressed concern regarding funding and staff time focused on this matter and what constitutes this as priority. Mr. Mumper stated that **CALEMA** grant funds are only available for security and safety enhancement and that based on the direction the agency has taken with the maintenance bay addition, security lighting and the addition of the new software, the security cameras would complement these other upgrades.

On a first by, Mr. DeBoer, second by Mr. Hemphill, it was unanimously passed to adopt resolution 16-001 to authorize executive director to sign all necessary documents to acquire the grants funds for this project.

- 3.6 **Bus Stop Relocation:** Mr. Mumper stated that this item was not moved and voted on at the previous meeting.

On a first by Mr. Chapman, second by Mr. Hemphill, it was unanimously passed to authorize staff to Relocate Main St. and S. Mesa St. Bus Stop to Main St. and Laurel St.

- 3.7 **Susanville Community Pool Bus Stop:** Ms. Raschein stated that it was requested by the plan contractor to place this matter on the agenda.

It was agreed to table this item.

Discussion was held regarding whether tabling this item will hold up design plans. It was agreed that it was too early to make any decisions.

(4) OTHER BUSINESS

- 4.1 **Item 4.1 was not relevant to this meeting.**

- 4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Leal reported that LRB has been very active in community outreach through the holiday season and both Caltrans and CHP inspections were conducted and passed with no findings.

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

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

- 4.1 **Adjournment:** 3:39 PM