

LASSEN TRANSIT SERVICE AGENCY

January 14, 2019

(1) CONVENE:

LTSA's Regular Meeting convened at 1:55 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, David Knaut, and Cheryl Strange, LTSA Staff.

- 1.1 **Agenda Approval:** On a first by Mr. Hammond, second by Mr. Moore, it was unanimously passed to approve the agenda to include the Item 3.3 handout.
- 1.2 **Election of Officers:** On a first by Mr. Hammond, second by Mr. Hemphill, it was unanimously passed to elect Mr. Franco as Chairman, and Mr. Hammond as Vice Chairman.
- 1.3 **Minutes Approval:** On a first by Mr. Teeter, second by Mr. Hemphill, it was unanimously passed to approve the November 19, 2018, minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

- 2.1 **Correspondence:** None
- 2.2 **Public Comment:** Dr. Trevor Albertson with Lassen Community College requests that the bus schedule be reevaluated to the benefit of students. Mr. Knaut stated that LRB staff reached out to their contact at the college, and there was also a public hearing where there were no attendees. He reminded the Agency that they approved the bus route changes.

Discussion was held regarding where riders are traveling from and if there were feasible means to serve just a few riders.

Direction was given to LTSA staff to revisit this matter and report at the next meeting.

(3) NEW BUSINESS

- 3.1 **Transportation request by Mikailia Child Advocacy Center:** Mr. Knaut reviewed information as provided in packets.

Krystal Hollandsworth, with the Mikailia Advocacy Center explained the nature of the trip as a team building training for staff.

Discussion was held to clarify the details of the trip, review the request to provide free transportation, and determine that it would be acceptable to grant the request.

On a first by Mr. Hammond, second by Mr. Teeter, it was unanimously passed to provide free transportation to the Mikailia Child Advocacy Center (MCAC) in May 2019.

- 3.2 **Free Fare Day Project:** Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding best days to offer free fare days.

It was agreed to offer free fare days the first week in April and use any remaining funds in May.

- 3.3 **Optional extension for operation and maintenance contract of Lassen Rural Bus:** Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding options with consensus being that if the contract was offered for new bid, the presented proposals will most likely be higher than the current contract. LTSA staff recommended renegotiating the current contract.

Direction was given to staff to renegotiate the current contract and seek input from Caltrans.

(4) OTHER BUSINESS

- 4.1 **Reports by Executive Director and Staff:** Fiscal Year 2018/19 Half Year Review.

Mr. Knaut reviewed information as provided in packets.

- 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

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

- 4.4 **Set date for the next Regular Agency Meeting for March 11, 2019, immediately following the LCTC meeting.**

- 4.5 **Adjournment:** 2:34 p.m.