

LASSEN TRANSIT SERVICE AGENCY

January 22, 2018

(1) CONVENE:

LTSA's Regular Meeting convened at 1:18 PM by Chairman Garnier, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

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

Commissioners Absent: None.

Others Present: Dan Newton, City of Susanville; Tamara Rich, Caltrans; Ron Leal, Paratransit; Larry Millar, David Knaut, and Cheryl Strange, LTSA Staff.

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

1.2 **Election of Officers: Elect Chairman and Vice Chairman for 2018:** On a first by Mr. Hammond, second by Mr. Wilson it was unanimously passed to elect Mr. Teeter as Chairman.

On a first by Mr. Teeter, second by Mr. Albaugh, it was unanimously passed to elect Mr. Franco as Vice Chair.

1.3 **Minutes Approval:** On a first by Mr. Albaugh, second by Mr. Wilson, it was unanimously passed to approve the November 13, 2017, minutes. Mr. Hammond abstained.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:** Cal OES-California Transit Security Grant Program (CTSGBP).

Mr. Millar referenced the memo as provided in packets and stated that the inspections went well with no exceptions.

2.2 **Public Comment:** None.

(3) NEW BUSINESS

3.1 **Award of Proposal for Security Cameras:** Mr. Knaut reviewed information as provided in packets.

Mr. Albaugh asked if the cost proposal was competitive since there were no other bids. Mr. Knaut responded that Safety Vision was the only one out of 9 companies that registered that could present a proposal within the budget.

Mr. Knaut elaborated on the service and equipment that will be provided as well as the maintenance agreements and software updates.

Mr. Hammond asked if there are safety issues on buses. It was discussed that this funding is only for security enhancements.

On a first by Ms. Garnier, second by Mr. Franco, it was unanimously passed to award bid to Safety Vision and authorize the Executive Director to enter into an agreement.

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

Discussion was held regarding how much is spent for each free day and to identify future Free Fare days. It was agreed to designate the week of April 30, 2018 through May 5, 2018, the Children Fair, and Fishing Derby as Free Fare days. It was also agreed to file for an extension.

- 3.3 **Second Bus on City Route:** Discussion was held regarding if a second City bus can be added for Free Fare days.

Mr. Wilson suggested that the second bus be used during the free fare week to aid in data collection. Mr. Knaut said that data was already collected during the first week in November, 2017. He further stated that using the second bus on free fare days does not allow for accurate data collection. Mr. Wilson asked if the weather was taken into account for the data collection. Mr. Knaut did not take note of the weather.

Mr. Teeter asked what the extra expense would be for the second bus. Mr. Knaut provided cost information.

It was agreed to add a second City bus during peak hours on the first week of March and April.

- 3.4 **Project list for State of Good Repair program:** Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding timeframes.

On a first by Mr. Albaugh, second by Ms. Garnier, it was unanimously passed to adopt the State of Good Repair Program project list.

(4) **OTHER BUSINESS**

- 4.1 **Reports by Executive Director and Staff:** Outstanding balances: Mr. Millar stated that there have been funds transfer issues for reimbursements from LCTC. He listed various items that are in need of payment including the Paratransit services payment currently being paid out of reserves.

Mr. Teeter said he would follow up with Mr. Boyer.

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

Mr. Leal reported that due to vandalism to Lassen Senior Services buses, a few of their vehicles are being stored at the bus yard for safety.

- 4.3 **Matters brought forth by the Agency:** None.
- 4.4 **Set date for the next Regular Agency Meeting for March 12, 2018, immediately following the LCTC meeting.**
- 4.5 **Adjournment:** 2:17 p.m.