

# LASSEN TRANSIT SERVICE AGENCY

March 12, 2018

## (1) CONVENE:

LTSA's Regular Meeting convened at 3:10 PM by Chairman Teeter, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: Hemphill, 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. Hemphill, second by Mr. Franco, it was unanimously passed to approve the agenda.

1.2 **Minutes Approval:** On a first by Ms. Garnier, second by Mr. Hammond, it was unanimously passed to approve the January 22, 2018, minutes.

## (2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:** SR 395 Traffic Concept Report-Board of Supervisors letter to Assemblymember Brian Dahle.

2.2 **Public Comment:** None.

## (3) NEW BUSINESS

3.1 **Bus stop Improvements:** Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding prioritizing stops with existing ADA features and obtaining easements.

Mr. Knaut commented that various businesses are open to granting easements without having to purchase them and that state funding is not available for private property purchases.

Mr. Newton commented that potential burden may be placed on business owners who allow easements, as building codes require an accessible path of travel.

It was agreed to approve the list as presented with no additions or deletions.

3.2 **LTSA Transit Software Solution:** Mr. Knaut reviewed information as provided in packets and stated that he is satisfied with overall performance of programs and software.

Mr. Leal said that the app has greatly reduced phone calls and that early departure issues have been identified and corrected. He further commented on reporting functions and the usefulness of tracking buses during inclement weather.

Discussion was held regarding whether to renew the contract or go out for new bid.

Mr. Wilson reminded the Agency that this was originally funded through grant money. Mr. Knaut confirmed that funds are available for this fiscal year.

Ms. Garnier asked if updates are included in pricing. Mr. Millar suggested that a new proposal be requested from the vendor to identify all aspects of service provided under a contract renewal.

3.3 **Second Bus on City Route:** Mr. Knaut asked for clarification regarding if a second City bus was approved for Free Fare days in May. The Agency confirmed approval.

(4) **OTHER BUSINESS**

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

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

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

4.4 **Set date for the next Special Agency Meeting for April 9, 2018, immediately following the LCTC meeting.**

4.5 **Adjournment:** 3:40 p.m.