

LASSEN TRANSIT SERVICE AGENCY

May 13, 2019

(1) CONVENE:

LTSA's Regular Meeting convened at 2:55 PM by Chairman Franco, 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; Caleb Schortz, Christie Scheffer, Paratransit; Larry Millar, David Knaut, and Cheryl Strange, LTSA Staff.

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

1.2 **Minutes Approval:** On a first by Mr. Wilson, second by Mr. Hammond, it was unanimously passed to approve the March 11, 2019, minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:** None.

2.2 **Public Comment:** None

(3) NEW BUSINESS

3.1 **First Amendment to Paratransit Services contract for two year extension and General Manager change:** Mr. Knaut reviewed information as provided in packets.

Mr. Wilson expressed appreciation towards Ron Leal for his service to LRB.

No discussion was held.

On a first by Mr. Wilson, second by Mr. Hemphill, it was unanimously passed to 1) approve the first amendment of the Agreement with Paratransit Services for two year extension of service as described in original contract, and 2) authorize the Executive Director of the LTSA to execute the first amendment.

On a first by Mr. Hammond, and second by Mr. Hemphill, it was unanimously passed to approve proposed General Manager change.

3.2 **FY 2019/2020 Fund 570 Budget:** Mr. Knaut reviewed information as provided in packets.

No discussion was held.

On a first by Mr. Teeter, second by Mr. Hammond, it was unanimously passed to adopt LTSA 2019/20 Operating Budget.

3.3 **Relocation of Bus Stops:** Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding the best placement for relocations.

Mr. Knaut stated that assistance from consultant or engineer will be sought.

Mr. Wilson asked Mr. Newton when funds will be available to complete the city's South East Gateway project. Mr. Newton replied that it would be four to five years.

Discussion was held regarding the need for agreements for allowance of stops on private properties.

Direction was given to staff to proceed with research for best relocation options.

3.4 **Surplus Bus 16:** Mr. Knaut reviewed information as presented in packets.

On a first by Mr. Hemphill, second by Mr. Hammond, it was unanimously passed to 1) authorize Executive Director to surplus bus 16 and remove said bus from the Lassen Rural Bus (LRB) fleet, 2) authorize the Executive Director to carry out all necessary processes to surplus bus 16.

(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

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

4.4 **Set date for the next Regular Agency Meeting for July 8, 2019, immediately following the LCTC meeting.**

4.5 **Adjournment:** 3:26 p.m.