

LASSEN TRANSIT SERVICE AGENCY

May 8, 2017

(1) CONVENE:

LTSA's Regular Meeting convened at 3:30 PM by Chairman Garnier, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: Albaugh, Garnier, Wilson, Hemphill, and Teeter.

Commissioners Absent: Franco.

Others Present: Dan Newton, City of Susanville; Ron Leal, Paratransit; Jim Mackay, Susanville Indian Rancheria; Tamara Rich, Trina Blanchette, Caltrans; Larry Millar, David Knaut, Cheryl Strange, LTSA Staff.

- 1.1 **Agenda Approval:** On a first by Mr. Hemphill, second by Mr. Albaugh, it was passed to approve the agenda.
- 1.2 **Minutes Approval:** On a first by Mr. Albaugh, second by Mr. Wilson, it was passed to approve the March 6, 2017, minutes.
- 1.3 **Minutes Approval:** On a first by Mr. Teeter, second by Mr. Hemphill, it was passed to approve the March 14, 2017, minutes.
- 1.4 **Minutes Approval:** On a first by Mr. Teeter, second by Mr. Hemphill, it was passed to approve the April 24, 2017, minutes. Mr. Albaugh and Mr. Wilson abstained.

(2) CORRESPONDENCE / PUBLIC COMMENT

- 2.1 **Correspondence:** LTSA staff received a charter request from Jolly Elders of Janesville through Thelma Hildebrand for a trip from Janesville to Burney Falls.

Discussion was held regarding insurance limitations, and if it was appropriate to add to the Community Events Calendar. It was agreed to place this item on the next agenda to approve for addition to the list of Community Events.

On a first by Mr. Hemphill, second by Mr. Teeter, it was unanimously passed to accept the letter from Jolly Elders of Janesville for a chartered bus trip to Burney Falls.

- 2.2 **Public Comment:** None.

(3) NEW BUSINESS

- 3.1 **Community Events Resolution:** Mr. Knaut reviewed information as provided in packets and stated that he was informed by CHP drivers that are not SBAB certified are not allowed to drive for school sanctioned events.

Discussion was held regarding SBAB bus and driver qualifications and if there was a way to contract a certified driver. It was agreed to approve this item pending confirmation from CHP. Mr. Leal said that he had a bus and staff ready.

Mr. Albaugh asked if this would set precedence for future school events.

Discussion was held regarding pricing for Community Events and how preference might be handled if multiple requests occur for the same day.

Mr. Knaut reminded the Commission that the LTSA is only allowed to provide charter services to qualified human service organizations or when no registered charter provider responds to a notice from a recipient on the FTA's webpage. Therefore, all applicants are advised to post on the webpage first. Mr. Knaut also stated that LTSA should appear as a public transportation organization and not as charter provider.

On a first by Mr. Wilson, second by Mr. Hemphill, it was passed to adopt Resolution 17-001 to add the Lassen High School Prom as a community Event. Mr. Albaugh voted "no".

- 3.2 **Title VI Plan Update:** Mr. Knaut reviewed information as provided in packets and highlighted the changes.

On a first by Mr. Hemphill, second by Mr. Albaugh it was unanimously passed to adopt Resolution 17-002, approving the Title VI Plan, and authorize the Executive Director to sign all documents necessary for Plan submittal.

- 3.3 **5311 Request for Reimbursement FY 2017 and FY 2018:** Mr. Knaut reviewed information as provided in packets.

On a first by Mr. Albaugh, second by Mr. Teeter, it was unanimously passed to adopt Resolution 17-003, authorizing the Executive Director to sign all related documents for the 5311 Application for Request for Reimbursement for FY 2017 in the amount of \$188,265.00 and for the FY 2018 in the amount of \$192,565.00.

- 3.4 **Section 5339 Discretionary Bus Program Allocation Request:** Mr. Knaut reviewed information as provided in packets.

Mr. Albaugh asked for clarity on the request. Mr. Knaut explained the funding breakdown including if toll credits may be applied.

Mr. Wilson asked about fleet condition. Mr. Knaut stated that these two buses are the only two that qualify for upgrading at this time.

Discussion was held regarding useful life of various buses.

Mr. Millar offered to bring vehicle lists to the next meeting.

On a first by Mr. Hemphill, second by Mr. Teeter, it was unanimously passed to adopt Resolution 17-004 authorizing the Executive Director to sign all related documents for the 5339 Application for replacement purchases of Bus 5 (Make: Bluebird) and Bus 16 (Make: Chevy).

3.5 **Eagle Lake Route:** Mr. Knaut reviewed information as presented in packets.

Ms. Garnier asked if there were funds available for advertising and if advertising has been used in the past. Mr. Millar said that advertising has been used with no notable changes to ridership as a result.

Discussion was held regarding the viability of the route and how much effort should be expended to try and increase ridership.

Additional discussion was held regarding event planning to coincide with trips to the lake. Mr. Millar stated that there have been events at the lake that did not increase ridership.

Discussion was held regarding the cost for vehicle hours.

Mr. Wilson suggested raising the threshold from one rider, to three.

On a first by Mr. Albaugh, second by Mr. Wilson, it was unanimously passed to continue to offer the Eagle Lake Route on a requested basis, with passengers to put request in by the Wednesday prior and no less than three riders.

3.6 **Project Updates:** At the request of the Commission, Mr. Knaut reviewed each project individually.

Discussion was held regarding which funds can be used for private property easements and that each easement would be a separate project.

Mr. Knaut said that the responsibility for ADA compliance upgrades will need to be determined.

Ms. Garnier asked if a list of bus stop priorities could be brought to the next meeting.

Mr. Wilson asked when to expect the pool shelter money. Mr. Knaut said he anticipates the end of May for funding and installation and that an RFP will need to be done for the installation.

Ms. Garnier asked if the Public Works department could do the installation. Mr. Millar said it may be possible.

(4) **OTHER BUSINESS**

4.1 **Reports by Executive Director and Staff:** Report on tire chain issue with LRB bus on Fredonyer Pass.

Mr. Knaut said that he consulted with the LRB staff and that no report was filed on this incident. He stated that there is ongoing training for drivers for tire chain use.

Mr. Uruburu commented that buses with automatic chains are also equipped with manual chains in case of freezing malfunction or breakage. He commented that he has requested a CHP vehicle inspection and he will present the inspection results to the Commission.

Discussion was held regarding employee reprimand for tire chain misuse, and the need to keep automatic chains for the older drivers.

- 4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Leal reviewed information as provided in packets. He brought attention to promoting student passes which allow students to ride the bus all summer for \$15. He also reported that Dial a Ride usage will be up due to the Senior Center driver quitting suddenly.
- 4.3 **Matters brought forth by the Agency:** None.
- 4.4 **Set date for the next Special Agency Meeting for July 10, 2017.**
- 4.5 **Adjournment:** 4:28 p.m.