

LASSEN TRANSIT SERVICE AGENCY

November 14, 2016

(1) CONVENE:

LTSA's Regular Meeting convened at 1:38 PM by Chair Albaugh, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

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

Commissioners Absent: DeBoer.

Others Present: Tamara Rich, Caltrans District 2; Dan Newton, City of Susanville; Ron Leal, Paratransit; Jim Mackay, Susanville Indian Rancheria; Larry Millar, Cynthia Raschein, Cheryl Strange, LTSA Staff

- 1.1 **Agenda Approval:** Ms. Raschein stated that a letter from a member of the public arrived too late to be included in packets, and that the LRB report is provided as a handout.

On a first by Ms. Garnier, second by Mr. Hemphill, it was unanimously passed to approve the agenda.

- 1.2 **Minutes Approval:** On a first by Mr. Hemphill, second by Mr. Wilson, it was unanimously passed to approve the October 3, 2016, minutes.

1.3

(2) CORRESPONDENCE / PUBLIC COMMENT

- 2.1 **Correspondence:** None.

- 2.2 **Public Comment:** None.

(3) NEW BUSINESS

- 3.1 **Operating Assistance Grant Information:** Ms. Raschein reviewed information as provided in packets.

Discussion was held regarding benefits and detriments to each organization applying separately.

Mr. Wilson asked if LTSA staff can be made available to help Big Valley 50 Plus and Lassen Senior Services through the grant application process. Ms. Raschein said that staff can accommodate them.

Discussion was held regarding the best way work the formula to maximize funding for all eligible.

Mr. Chapman reminded the agency that funds should not be asked to replace program funding already in place, but to add to existing programs.

Discussion was held regarding funding available and ways money can be shifted to cover all areas.

3.2 **Bus Lift Award:** Ms. Raschein reviewed information as provided in packets.

Discussion was held to clarify the content of the bids.

On a first by Mr. Hemphill, second by Mr. Wilson, it was unanimously passed to award the bid to ARI Hetra in the amount of \$39,901.32.

3.3 **Susanville Community Pool Bus Stop:** Ms. Raschein reviewed information as provided in packets and said that LRB staff drove the proposed routes to provide accurate timeframes.

Discussion was held regarding county departments that will be moving to other buildings, and that the pool stop could replace the Richmond Road stop, but keeping the Richmond Road stop available as a snow route. Further discussion was held regarding possible unmet needs along the route. Discussion continued regarding pricing and types of shelter and seating utilizing LCTOP funds.

Mr. Millar said that this project now needs to go out for bid to get pricing, and the direction sought from the agency is to allow staff to proceed with securing LCTOP funds and move forward with the bid process.

On a first by Mr. Chapman, second by Ms. Garnier, it was unanimously approved to secure LCTOP funds to use to purchase a shelter and seating at the community pool.

On a first by Mr. Hemphill, second by Mr. Wilson, it was unanimously passed to identify the blue route as possible future route for pool access.

Mr. Wilson asked if Mr. Leal could perform a route audit to see if adjustments can be made to offset the additional time it will take to service the pool stop. Mr. Leal replied that he would.

(4) **OTHER BUSINESS**

4.1 **Reports by Executive Director and Staff:**

Ms. Raschein reported on the bus surplus bid and stated that out of three bids, Pit Row Dismantlers was the successful bidder.

Mr. Millar commented that staff has requested for Paratransit to provide an amendment to the LRB contract versus risking being involved contract negotiations.

Discussion was held regarding the current contract and that Paratransit is responsible to meet minimum wage as required by the state. It was further discussed that LTSA has the right to agree or deny Paratransit's amendment.

Mr. Gary Felt offered comment regarding past contracts. Mr. Millar stated that the verbiage he was referencing has been removed.

It was agreed that no contract negotiations should take place and an addendum is the appropriate way to process the situation.

- 4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Leal reviewed information as provided in the handout. He reported that the new buses have arrived and he will bring one to a meeting for viewing. He stated that the temporary route is still in effect on Spring Ridge Rd.
- 4.3 **Matters brought forth by the Agency:** None.
- 4.4 **Set date for the next Regular Agency Meeting for January, 9, 2017.**
- 4.5 **Adjournment:** 2:43 p.m.