

# Lassen Transit Service Agency



LARRY MILLAR, *Executive Director*  
CYNTHIA RASCHEIN, *Transportation Project Manager*  
DAN DOUGLAS, *Transportation Planner*

Administration Building  
707 Nevada Street, Suite 4  
Susanville, CA 96130

(530) 251-8288  
FAX: (530) 251-2674

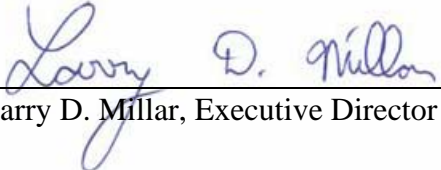
Distribution Date: March 9, 2011

To: **THE LASSEN TRANSIT SERVICE AGENCY**

Cheryl McDonald, Chairman (City Council)  
Larry Wosick, (Co. Supervisor)  
Jack Hanson (Co. Supervisor)

Vice Chair, Brian Dahle, (Co. Supervisor)  
Rod DeBoer, (City Council)  
Doug Sayers, (City Council)

From:

  
Larry D. Millar, Executive Director

Subject: **REGULAR MEETING OF THE  
LASSEN TRANSIT SERVICE AGENCY**

The regular meeting of the **LASSEN TRANSIT SERVICE AGENCY** has been scheduled for **Monday, March 14<sup>th</sup>, 2011, at 1:00 P. M.** at the **Lassen County Board of Supervisors Chambers**, 707 Nevada Street, Susanville, CA. The agenda is as follows:

Page

No.

**(1) CONVENE**

1.1 Pledge of Allegiance

1.2 Agenda Approval: Additions and deletions.

**Motion Required**

1-4 1.3 Minutes Approval: January 10, 2010 meeting (*In attendance: Hanson, McDonald, Chapman, Sayers Absent: Dahle, DeBoer, Wosick*)

**Motion Required**

**(2) CORRESPONDENCE / PUBLIC COMMENT**

2.1 Correspondence: None.

2.2 Public Comment: Matters brought forth by the Public

**(3) NEW BUSINESS**

5 & Attached 3.1 **Draft LRB Transit Design Manual:** 1) Receive Draft LRB Transit Design Manual. 2) Review for contents provide comments/revisions etc. to staff. 3) Return at the May 2011 regular meeting for adoption of Final version.

**Informational/ Possible Action**

6 3.2 **LRB Bus Wash Access Project:** 1) Receive proposal for the purchase and installation of LRB Bus Wash Facility Swipe Card Kiosk. 2) Authorize purchase and installation. 3) Direct staff to develop policies and procedures for use of facility by outside interests.

**Motion Required**

- 7        3.3    **Establish “Snow Route” Designation for West County Route:** 1) Receive report from LRB operator to establish a “snow route” designation for the West County Route. 2) Authorize West County “Snow Route” deviation.

**Motion Required**

- 8        3.4    **Establish new Daily System Bus Pass for South County Commuter Route:**  
1) Receive request from LRB operator to establish a daily system pass specifically for the South County Commuter service. 2) Approve South County Daily System Pass in the amount of \$5.50.

**Motion Required**

- 3.5    **Subsidized Vehicle for Hire Program Reimbursement Increase Proposal:**  
1) Receive report from contractor Barely Enterprises requesting reimbursement increase in the Subsidized Vehicle for Hire Program. 2) Provide direction to staff.

**Motion Required**

- 9        3.6    **Establish Evaluation Committee for the RFP for the operations of the LRB:**  
1) Establish an evaluation committee to review the RFP for the Operations of the LRB whether it be the LCTC-TAC or the LTSA Transit Utilization and Performance Committee (TUPC). 2) Should Board recommend the TUPC there are several vacancies that exist and need to be filled. 3) Provide direction to staff.

**Motion Required**

#### **(4) OTHER BUSINESS**

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

- Report on progress to date regarding the Walmart Bus Stop.
- Report on system upgrades to the radio communications for the LRB operations.

##### **4.2 Report by Lassen Rural Bus Manager/Staff:**

- Report on LRB activity.
- Report on maintenance activity of the LRB transit fleet.
- Report on condition of fleet vehicle heating systems.

##### **4.3 Matters brought forth by the Agency:**

##### **4.4 Set date for the next Regular Commission meeting for May 9<sup>h</sup>, 2011**

##### **4.5 Adjourn.**

cc: Board of Supervisors (Alternates, Bob Pyle, Jim Chapman); City Council members (Alternates, Joe Franco, Lino Callegari); Caltrans District 2 (John Bulinski, Tim Huckabay, Michelle Millette, Marcelino Gonzalez, David Luscher, Eric Orr); Caltrans Susanville Office (Terry Chandler); CHP (Clancy Mitchell); Lassen County (Tom Stone, Larry D. Millar, Cynthia Raschein, Dan Douglas, Nancy Summers, Melody Brawley, Karen Fouch, Julie Bustamante, Susan Osgood, Richard Crabtree, Maurice Anderson); City of Susanville (Robert Porfiri, Debra Maggini, Jeff Atkinson, Craig Platt, Dan Newton); Lassen Rural Bus (Dell Donoho, Denis Jackson); Susanville Indian Rancheria (Jim Mackay); Lassen Land and Trails Trust; BLM (Stan Bales); Lassen County Times; KSUE/JDX; Lassen Senior Services (Arlene Friend); Susanville Express Taxi (Jeff Montgomery).