

Lassen Transit Service Agency



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Distribution Date: May 4, 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, May 9th, 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

1-3 1.3 Minutes Approval: March 14, 2011 meeting (*In attendance: Hanson, McDonald, Dahle, Sayers, DeBoer, (Alternate) Chapman Absent: Wosick*)

Motion Required

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 Correspondence: None.

2.2 Public Comment: Matters brought forth by the Public

(3) NEW BUSINESS

4 with Attachments 3.1 **LRB Transit Design Manual:** 1) Receive 2nd review of LRB Transit Design Manual with recommended changes from previous meeting. 2) Adopt Final LRB Transit Design Manual.

Motion Required

5-7 3.2 **LRB Bus Wash Access Project:** 1) Receive cost analysis regarding the expected cost recovery of project and vendors interested in participation and obtaining access to the LRB Bus Wash Facility. 2) Authorize purchase and installation. 3) Direct staff to develop policies and procedures for use of facility by outside interests. 4) Authorize Executive Director to sign all vendor access agreements.

Motion Required

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Attachments
- 3.3 **LRB Transit System Communication Upgrade:** 1) Receive quotation for the purchase of LRB digital radios and communication system upgrade on Hamilton Mountain in the amount of \$26,590.81. 2) Authorize purchase of equipment under CMAS to Sierra Electronics. 3) Authorize Executive Director to execute all documents necessary to complete purchase. **Motion Required**
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Attachments
- 3.4 **Audit Report:** 1) Receive Audit Report for 2009/2010. **Motion Required**
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- 3.5 **Subsidized Vehicle for Hire Program Subsidy Increase Contract Amendment:** 1) Receive status report on Amendment to the 2010-11 Agreement. 2) Authorize Executive Director to execute upon review of Amendment from County Counsel. **Motion Required**
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- 3.6 **Lassen Rural Bus Facility Access Project:** 1) Authorize Executive Director to award contract to the lowest bidder meeting specifications. 2) Authorize Executive Director to sign Agreement and all documents necessary to complete project. 3) Authorize Executive Director to approve change orders up to a total contract amount of “not to exceed” \$50,000.00. **Motion Required**
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Attachments
- 3.7 **Approval of Contractor for the Operations of the LRB:** 1) Receive report /recommendation from evaluation committee and/or award 3 year LRB Operations Agreement and authorize Executive Director to sign all documents necessary upon review of County Counsel. 2) Set special meeting for Board proposal interviews and/or provide direction to staff. **Motion Required**

(4) OTHER BUSINESS

4.1 Reports by Executive Director and Staff:

- Report on progress to date regarding the Wal-Mart Bus Stop.
- Report on engineering contractor visit.

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 July 11^h, 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).