

REGULAR MEETING OF THE LASSEN TRANSIT SERVICE AGENCY

January 10, 2011

(1) CONVENE:

LTSA Regular Meeting was convened by Chairman Hanson in the Board of Supervisors Room at 707 Nevada Street, Susanville, CA 96130.

Commissioners Present: Hanson, McDonald, Chapman and Sayers

Commissioners Absent: Dahle and Deboer

Others Present: Larry Millar, Cynthia Raschein, (Lassen County) Dell Donoho, & Jim Uruburu (MV Transportation), Jared Hancock (City of Susanville), Marcelino Gonzalez, and Michelle Millette (Caltrans), and Clancy Mitchell (CHP)

1.1 Pledge of Allegiance was said.

1.2. Agenda Approval: On a first by Sayers, second by Chapman, agenda is unanimously passed.

1.3 Election of Officers: Jim Chapman nominated Cheryl McDonald as Chairman and Brian Dahle as Vice Chairman. Motion seconded by Sayers and passed with McDonald voting no.

1.4 Minutes Approval: On a first by Chapman, second by McDonald, minutes from the July 12, 2010 meeting were unanimously approved.

1.5 Minutes Approval: On a first by Sayer, second by McDonald, minutes from the November 8, 2010 meeting were unanimously approved.

(2) CORRESPONDENCE/PUBLIC COMMENT

2.1 Correspondence: None

2.2 Public Comment: Stan Bales stated he is here as a private citizen questioning the possibility of putting a bus stop in front of Coppervale. Michelle Millette responded if a bus stop is constructed on a state highway, contacting Caltrans is required and an encroachment permit must be requested. Caltrans will determine if the stop is an appropriate and safe location. If there are access control rights along highway, you

cannot break access for a stop. It is required by law that the bus turns off the highway for drop off and pick up. She added that is part of the problem with the park and ride on 395. Michelle will check for access control; she added that encroachment permits from another agency is at no cost. Hanson requested that an encroachment permit be submitted, and asked Dell to look more critically at the potential stop. Jim suggested that working with the college to possibly redesign the entrance. It was asked for this matter to be reported on at the next meeting.

(3) NEW BUSINESS

- 3.1 Federal Transit Administration 5311 Annual Certifications and Assurances: Cynthia distributed a proposed resolution to authorize the Executive Secretary to sign all documents necessary to execute projects scheduled under Federal Transit Administration (FTA) 5311 for Federal Fiscal Year 2011, including Annual List of Certifications and Assurances and all other certifications and assurances required to receive Federal Transit Assistance.

On a first by Sayer, second by Chapman, it was moved that Resolution No. 11-01 be adopted. It passed unanimously.

- 3.2 Surplus Lassen Senior Service Vehicle: Seniors citizens would like to donate a van they are currently not using. Authorization is needed to accept this van into our LCTC fleet. Jim stated it is a welcome addition to our fleet.

On a first by Sayers, second by McDonald, it was moved and unanimously passed that we authorize the acceptance of 1 surplus Lassen Senior Service fleet vehicle into the Lassen Rural Bus Fleet and authorize Executive Director to sign all documents necessary for the transfer of ownership to the Agency.

- 3.3 South County Commuter Route Junction Park-Ride: Michelle Millette from Cal Trans reported on the SH395 stop. It was pointed out that ice and mud has been tracked on the highway. There is now up to 35 cars parked there in this informal park and ride facility. 36 and 395 are access controlled highways; the stated bought the access rights along the way. There are laws in place for its use. We want to promote transit. We got together to try to figure out a way before a more formal Park and Ride can be built. To follow the law, we can put K Rail along where the cars are accessing off 395, require them to go over to the county road, which is Richmond Road, and access behind the K rail and install no parking rights. No parking rights will also be posted along 395. Michelle stated we will leave it like it is until a better facility can be developed. Cal Trans has grant opportunities; possibly the county can apply for a transportation planning grant to

do a park and ride and a transit study in the county to see where there may be additional park and need facilities.

Jim pointed out there are other park and ride facilities in the county, and questioned whether those are set up correctly. Issues concerning all sites were discussed. Michelle stated she will follow up with Caltrans regarding the safety and regulations of these sites. She indicated she will take pictures of other park and rides that she thinks might meet the criteria of what we are looking for. Michelle stated that the parcel right next to CHP is for sale and would work perfect for a transit facility.

Jared Hanson stated that on Main Street and Riverside, at the last economic development commission meeting, there was a discussion about the way the drainage facilities are constructed, it is using more area that it needs to. There has been safety concerns, and we improvement is planned.

(4) OTHER BUSINESS

4.1 Reports by the Executive Director and Staff:

- LCTC Staff (Cynthia Raschein) stated we have a contractor who has reviewed the agreement and is ready to put the shelter up at the Wal-Mart temporary bus stop; just waiting for the signed agreement from County Counsel. Jim questioned if we could route buses through the parking lot. Larry responded that Wal-Mart will not allow that. Jim stated he would like to communicate with Wal-Mart re entering the parking lot and accepting liability. Larry stated he would need a formal letter from the commission.
- Larry stated that some of the buses have sanitizers (Bus #18). The sanitizers are “touch free” and are being highly used; majority users are the seniors.

4.2 Report by Lassen Rural Bus Manager/Staff:

- Annual Christmas Light Tour: Dell announced the annual tour for the senior citizens was a success. Seniors picked out the winner of the best decorated house. It was suggested to advertise earlier for the event next year.
- Dell reported 47 days accident free; 885 injury free workdays and traveled 22,604 miles safely.
- Stuff the Bus Program was held November 19th and 20th at the Safeway parking lot. Proceeds went to Salvation Army and Crossroads. This was the first year for this program; hope to do it annually.
- Status of the buses was presented by Jim Uruburu. Bus 18 suffered an accident; repairing that vehicle in-house. Bus 5 had a broken fuel line; back up and running

within two days. Bus 17 radio not working; working on a warranty. All heaters on buses are running.

4.3 Matters brought forth by the commission: Doug Sayer mentioned that there are holes being developed again on Riverside Drive, by the old Mill Pond, on the shoulder of the south side. Jared stated he would take a look.

4.4 Set the date for the next Regular Commission meeting for March 14, 2011

4.5 Adjourn: 2:48 p.m.