

## REGULAR MEETING OF THE LASSEN TRANSIT SERVICE AGENCY

March 14, 2011

### (1) CONVENE:

LTSA's Regular Meeting convened at 1:02 PM by Chair, Director McDonald in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA 96130.

Directors Present: Dahle, Chapman (Alternate), Hanson, DeBoer, Dahle and Sayers

Directors Absent: Wosick

Others Present: Ruth Ellis, Lassen County Times; Dan Newton, City of Susanville; Marcelino Gonzales, Eric Orr, Lisa Little, Caltrans District 2; Colleen Holweg, Denis Jackson, Jim Uruburu, MV Transportation; Clancy Mitchell, CHP; Jeff Montgomery, Sierra Express Taxi/Barely Enterprises; Larry Millar, Cynthia Raschein, Dan Douglas and Nancy Eachus, LTSA Staff

1.1 Agenda Approval: Additions and deletions. On a first by Hanson, second by Sayers, it was unanimously passed to approve the Agenda.

1.2 Minutes Approval: On a first by Hanson, second by DeBoer, it was unanimously passed to approve the January 10, 2011 Minutes.

### (2) CORRESPONDENCE/PUBLIC COMMENT

2.1 Correspondence: None

2.2 Public Comment: None

### (3) NEW BUSINESS:

3.1 **Draft LRB Transit Design Manual:** Dan Douglas presented the Draft LRB Transit Design Manual and invited comments from the Directors. It was decided to bring back the Manual to the May 2011 regular for adoption. A suggestion was made to add an explanation in front of the manual as to its intended use. It was also suggested there be a clear break between sections.

3.2 **LRB Bus Wash Access Project:** Dan Douglas explained this project would be welcomed revenue, considering upcoming expenses to maintain the bus wash system. It was decided to table this matter until next meeting as to give Dan an opportunity to put together costs and a possible list of interested vendors.

3.3 **Establish "Snow Route" Designation for West County Route:** Dan Douglas presented a report to the Board regarding the need to establish a snow route designation for the West County Route and provides information on what and how a snow route situation would be recognized by the operator of the LRB and LTSA staff. On a first by Dahle, second by Hanson, it was unanimously approved to authorize West County "Snow Route" designation.

3.4 **Establish new Daily System Bus Pass for South County Commuter Route:** Dan Douglas presented to the Board a situation which has developed with regard to the pass structure which was adopted in 2007. It was discovered that when the pass structure was adopted there was an oversight which allowed for a benefit in the purchase of daily passes versus the purchase of the

monthly pass. Discussion was held regarding the intent of the pass structure and the burden it had placed on the bus operator resulting in the delay in providing timely transit service to those using the South County Commuter service. On a first by Dahle, second by Sayers, it was unanimously approved to: 1) Receive request from LRB operator to establish a daily system pass specifically for the South County Commuter service, and 2) approve South County Daily System Pass in the amount of \$5.50.

- 3.5 **Subsidized Vehicle for Hire Program Reimbursement Increase Proposal:** Jeff Montgomery, owner of the Sierra Express Taxi service and Contractor with the LTSA's Subsidized Vehicle for Hire Transportation program, presented his request for an increase in reimbursement for the subsidy on the taxi coupon use. On a first by Dahle, second by Hanson, it was unanimously approved to: 1) Receive report from contractor Barely Enterprises requesting reimbursement increase in the subsidized amount from \$7.20 per coupon an additional \$ .90 to \$8.10 per coupon for the Subsidized Vehicle for Hire Program, and 2) bring back to the May 2011 meeting an amended contract to reflect the new negotiated rate.

- 3.6 **Establish Evaluation Committee for the RFP for the operations of the LRB:** A request was made by staff to establish an evaluation committee to review the proposals received for the operations of the LRB. It was suggested that the Board either approve the use of the LCTC-TAC or the LTSA's Transit Utilization and Performance Committee (TUPC). Dan Douglas noted that there were several vacancies on the TUPC which required being filled. On a first by Dahle, second by Hanson, it was unanimously approved to: 1) Establish the LTSA TUPC as the evaluation committee to review the RFP for the Operations of the LRB, 2) fill the two vacancies of the TUPC with Directors Cheryl McDonald and Larry Wosick (*Jim Chapman to be appointed as alternate if Larry declines*).

(4) **OTHER BUSINESS**

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

- Report on progress to date regarding the Walmart Bus Stop on Riverside Drive. Dan Douglas stated the improvements have been completed at the temporary bus stop location; the shelter located at the east end of the Walmart parking lot was removed and reinstalled at the Riverside Drive location. Dan further states that we are working with the engineering consultant regarding the permanent location of the bus stop.
- Report on system upgrades to the radio communications for the LRB operations. Larry stated new radios, new repeater are being funded with Prop 1-B funds; we have received a letter confirming receipt of those funds. Dan D. comments that we are awaiting the receipt of those funds before moving forward with the project. Dan further states that the project includes the installation of a new repeater on Hamilton Mt. which will provide for radio connectivity for the bus operators when in Westwood, Chester, etc.

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

- Report on LRB activity. Denis Jackson, VP of MV Transportation, reported Dell Donoho is out for a month due to family emergency. Colleen Holweg reported they have had 83 safe days since December 10, 2010. Dan Douglas comments that staff has requested the operator of the LRB provide ridership reports at all future meetings to inform the Board on how the system is performing. At this time the results of a study of ridership comparisons between the January 2010 and 2011 and February 2010 and 2011 ridership was distributed. It was

noted that college ridership has increased due to the increase in service availability in the West County route.

- Report on maintenance activity and condition of heating systems of the LRB transit fleet. Jim reported on the status of the transit fleet, noting that heating is working 100% and that the air conditioning has been serviced. Jim further discussed the snow removal process at the LRB bus stop locations which have bus shelters in place. Comments were made regarding the City of Susanville's snow plowing practices. Director Sayers is upset with the City over the plowing of snow over previously cleared sidewalks. Jim commented on the improved communications between him and the LTSA staff.

4.3 **Matters brought forth by the Agency:** Chapman thanked Caltrans for the snow removal performed on the bike routes. He also mentioned that traffic light on Hwy 139 and Skyline is not very user friendly to anyone but cars (*meaning that pedestrians and bicycle riders have a hard time crossing due to the light*).

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

4.5 **Adjournment:** 2:25 PM