

## REGULAR MEETING OF THE LASSEN TRANSIT SERVICE AGENCY

May 9, 2011

### (1) CONVENE:

LTSA's Regular Meeting convened at 1:00 PM by Chair, Director McDonald in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Directors Present: McDonald, Wosick, Hanson, DeBoer, Dahle and Sayers

Others Present: Ruth Ellis, Lassen County Times; Jared Hancock, Craig Platt, City of Susanville; Marcelino Gonzales, Eric Orr, Lisa Little, Derek Willis, Caltrans District 2; Denis Jackson, Del Donohue, MV Transportation; Jim Moore, Amber Colsen, Moore and Associates; Jack Kessler, Lassen Senior Services; Larry Millar, Cynthia Raschein, Dan Douglas and Nancy Eachus, LTSA Staff

- 1.1 Pledge of Allegiance was said.
- 1.2 Agenda Approval: Additions and deletions. On a first by Dahle, second by Hanson, it was unanimously passed to approve the Agenda.
- 1.3 Minutes Approval: On a first by Dahle, second by Sayers, abstained by Dahle, it was unanimously passed to approve the March 14, 2011 Minutes. Dahle stated although the minutes reflect he was present at the March 14, 2011 meeting, he added that he was in Washington DC at that time. Note: Tape recording was later checked and verified that Dahle was in deed present. His name was added to the LTSA and LCTC minutes as present.

### (2) CORRESPONDENCE/PUBLIC COMMENT

- 2.1 Correspondence: Letter was received from the Senior Services requesting a shelter be installed at the Senior Center. Dan Douglas indicated he is working with the City to install.
- 2.2 Public Comment: Dan Douglas introduced Jim Moore of Moore and Associates, Consultant for our Short Range Transit Plan. Jim spoke about the surveys he is conducting on-line and through direct mailings, customers riding the bus, stake holders, dial-a-ride participants, focus groups, etc.

Glenda Turnage, Manager of the Battered Women's Shelter, requested that the agency offer a reduced rate to their residents who are required to attending meetings and other services. This service would be used for women who have no other transportation option and would be used only on an as-needed basis. She asked the agency to please take this request into consideration.

It was decided to further discuss this item during "Other Business" under unmet needs.

(3) **NEW BUSINESS:**

- 3.1 **Draft LRB Transit Design Manual:** On a first by Dahle, second by DeBoer, it was unanimously passed to: 1) Receive 2<sup>nd</sup> review of LRB Transit Design Manual with recommended changes from previous meeting, and 2) Adopt Final LRB Transit Design Manual.
- 3.2 **LRB Bus Wash Access Project:** Dan Douglas brought back further information regarding this project. On a first by Dahle, second by DeBoer, it was unanimously passed to: 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, and 4) Authorize Executive Director to sign all vendor access agreements.
- 3.3 **LRB Transit System Communication Upgrade:** On a first by Hanson, second by Sayers, it was unanimously passed to: 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, and 3) Authorize Executive Director to execute all documents necessary to complete purchase.
- 3.4 **Audit Report:** Dan stated everything in the audit appears to be in order. On a first by DeBoer, second by Dahle, it was unanimously passed to receive Audit Report for 2009/2010.
- 3.5 **Subsidized Vehicle for Hire Program Subsidy Increase Contract Amendment:** On a first by Dahle, second by Hanson, it was unanimously passed to: 1) Receive status report on Amendment to the 2010-11 Agreement, and 2) Authorize Executive Director to execute upon review of Amendment from County Counsel.
- 3.6 **Lassen Rural Bus Facility Access Project:** Dan Douglas stated bids have been received; bid was awarded to Tholl Fence, the original installer. On a first by Dahle, second by DeBoer, it was unanimously passed to: 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, and 3) Authorize Executive Director to approve change orders up to a total contract amount of “not to exceed” \$50,000.00.
- 3.7 **Approval of Contractor for the Operations of the LRB:** Dan Douglas stated two bids were received, one from Paratransit Services and one from MV Transportation, Inc. the current operator. Interviews were held. The “Best and Final Offers” (BAFO) were requested and reviewed by the evaluation committee. Discussion was held on costs submitted as well as the proposers’ rankings. Dan added the bid evaluation committee recommended Paratransit, adding that their proposal was superior in several areas including management, community involvement, ability to improve ridership, improved benefit packages for their drivers and employees, ability to provide overall transit assistance and experience to the agency. It was also noted that Paratransit Services received outstanding references.

Denis Jackson of MV Transportation explained how reductions had been found to lower their bid and that if they were awarded, they would not come back for more money.

A community member stated she has seen bus usage reduced, has heard miscellaneous complaints and noted that bus schedules were never available. Dan responded that it was in the agreement with MV Transportation to teach the community how to utilize the bus services, and they did not.

On a first by Dahle, second by Wosick, with Sayers voting no, it was passed to accept the bid from Paratransit minus 4%; if they choose not to take that offer, then we should re-bid it to both applicants.

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

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

- Report on progress to date regarding the Wal-Mart Bus Stop. Dan stated the site was visited by the City Public Works Director, the Wal-Mart Manager and himself. Alternate sites were discussed. One suggestion was to re-locate the exit by the garden center.
- Report on engineering contractor visit. Dan stated he is working with the engineers on the suggested new locations for the Wal-Mart bus stop, as well as a possible transit center and an additional maintenance bay at the LRB Maintenance Facility.

Brian Dahle left the meeting at 2:07pm.

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

- Report on LRB activity. Del Donohue stated ridership is up, especially college ridership.
- Report on maintenance activity of the LRB transit fleet. Del stated Bus 5 had an electrical failure. He added that the Westwood bus incurred substantial damage in an unpreventable accident due to an out of control truck. They are waiting for parts to complete the repair.
- Report on condition of fleet vehicle heating systems. Del reported that the AC equipment is operating properly in all buses.

##### **4.3 Matters brought forth by the Agency: None.**

##### **4.4 Next Regular Commission meeting set for July 11<sup>h</sup>, 2011.**

##### **4.5 Adjournment: 2:12 PM**