

REGULAR MEETING OF THE LASSEN TRANSIT SERVICE AGENCY

September 12, 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, Sayers and Chapman (alternate)

Others Present: Ruth Ellis, Lassen County Times; Jared Hancock, Craig Platt, City of Susanville; Marcelino Gonzales, Laura Rose, Caltrans District 2; Gary Felt, Paratransit Services; Keri Cobb, Lassen Senior Services; Clancy Mitchell, CHP Office; 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 Sayers, second by Hanson, it was unanimously passed to approve the Agenda.

1.3 Minutes Approval: On a first by Hanson, second by DeBoer, it was passed to approve the July 11, 2011 Minutes. Jim Chapman abstained.

(2) CORRESPONDENCE/PUBLIC COMMENT

2.1 Correspondence: None.

2.2 Public Comment: None.

(3) NEW BUSINESS:

Lassen Senior Services Report: Keri Cobb, Chairman of the LSS Board, stated that due to management issues, the finance resources of the organization have suffered; the board is confident this can be turned around and corrected.

On a first by Chapman, second by Hanson, it was passed to authorize the implementation of the pre-existing agreement and provide the financial assistance requested by LSS with the assistance of Lassen County.

3.2 **Appeal of Decision of the LTSA:** Dan stated per telephone request by MV Transportation, MV would like to appeal the decision made at the July 11, 2011 LTSA meeting. That decision was that MV has 90 days to come pick up the parts that clearly belong to them; and that those items which are not highlighted on the list "Susanville – Parts Inventory List" as submitted by MV Transportation, Inc. do remain the property of the LTSA.

On a first by Wosick, second by Hanson, it was passed to uphold the decision made by LTSA at the July 11, 2011 meeting.

(4) **OTHER BUSINESS**

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

—Report on progress to date regarding the Riverside Drive (Wal-Mart) Bus Stop. Dan reported that the Transit Utilization and Performance Committee (TUPC) recommended an option for the Wal-Mart bus stop location. Dan met with the manager of Wal-Mart who also is in agreement with the location. Dan is just waiting for Wal-Mart to agree to partner with the transit agency at a 50/50 rate and donate the Right of Way.

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—Report on vacancies on the Transit Utilization and Performance Committee. Dan stated he will be advertising the two (public at large) vacancies.

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

—Report on LRB activity. Gary Felt, General Manager for Paratransit, stated he has been actively speaking to businesses, organizations and schools regarding opportunities to increase ridership. He added that the Chamber of Commerce is now selling bus passes and is hoping to add more locations for bus pass sales. He is considering revising the VA clinic stop as ridership is low. He reviewed how the busses are allowing bikes on the buses as to encourage the riding of the Biz Johnson Trail. Gary stated he plans to put up more signage to let everyone know exactly where the bus stops are.

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—His plan to increase ridership also includes doing radio spots and putting ads inside the busses. Wosick recommended that Dan and Gary come back to the November meeting with a revenue generating plan for selling advertising space. Dan added that this was also a recommendation from our audit.

Larry Wosick and the commissioners complimented Gary, stating Paratransit came with promises and is certainly showing they have the "can do" spirit.

—Report on maintenance activity of the LRB transit fleet. Gary reported the two full-time mechanics are doing a great job. Gary reported the "Blue Bird" bus is having some difficulties. He added that the GMCs are having some air conditioner issues.

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—Mechanics are all up to date on their checks. He reported a collision that occurred at the Herlong Army base.

—Gary added that Paratransit is creating new daily forms for drivers which will make it simpler for the drivers to complete and create less staff time involvement; the plan is to implement the forms in one month.

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

| 4.4 **Set date for the next Regular Commission meeting for November 14, 2011**

| 4.5 **Meeting was adjourned at 2:00 pm.**

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