

# LASSEN TRANSIT SERVICE AGENCY

September 16, 2019

## (1) CONVENE:

LTSA's Regular Meeting convened at 1:04 PM by Chairman Franco, City of Susanville Council Chambers at 66 North Lassen Street, Susanville, CA.

Commissioners Present: Hemphill (1:21 pm arrival), Moore, Wilson, Hammond (1:30 pm arrival), Franco, and Teeter.

Commissioners Absent: None.

Others Present: Dan Newton, City of Susanville; Mike Mogen, Caltrans; Caleb Schortz, Paratransit; Larry Millar, David Knaut, and Cheryl Strange, LTSA Staff.

1.1 The Pledge of Allegiance was recited.

1.2 **Agenda Approval:** On a first by Mr. Wilson, second by Mr. Teeter, it was unanimously passed to approve the agenda.

1.3 **Minutes Approval:** Due to lack of attendees present to vote, it was agreed to forward approval to the next meeting.

## (2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:** None.

2.2 **Public Comment:** None

## (3) NEW BUSINESS

3.1 **Fiscal Year 2017/18 Final Audit Report:** Ingrid Shepline, from Richardson & Company, LLP, reviewed information as provided in packets.

No discussion was held.

On a first by Mr. Teeter, second by Mr. Moore, it was passed to 1) receive Audit Report for 2017/18, and 2) by motion, accept the 2017/18 independent TDA audit. Supervisors Hammond and Hemphill were not present for vote.

3.2 **Operating Service Performance Reports:** Mr. Knaut reviewed information as provided in packets.

No discussion was held.

3.3 **Vehicle Transfer:** Mr. Knaut reviewed information as provided in packets.

Mr. Wilson asked if it was normal to give up ownership. Mr. Knaut stated that it is not common to hold the title of vehicles used by outside entities, particularly when they pay the insurance and have surpassed their useful life.

Discussion was held to clarify current title and ownership status and that all liability will be released from the LTSA and Lassen County.

On a first by Mr. Moore, second by Mr. Teeter, it was unanimously passed to release all interest of the 2003 Ford E-350 (vehicle #116 of the Big Valley 50 Plus), and the 1999 GMC Safari (vehicle #25 of the Lassen Senior Services fleet) through the Lassen Transit Service Agency. Supervisor Hammond was not present for the vote.

**(4) OTHER BUSINESS**

4.1 **Reports by Executive Director and Staff:** Mr. Millar addressed the permanent changes to meeting times and reminded the Agency that LTSA will convene before LCTC.

4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Schortz reported on the following areas of LRB operations and activity.

- Report on LRB activity
- Report of maintenance activity of the LRB fleet
- Report on condition of the fleet vehicle HVAC systems

Mr. Schortz stated that he was still compiling repair work reports to present to the Agency and Caltrans.

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

4.4 **Set date for the next Regular Agency Meeting for November 18, 2019, at 1:00 PM**

4.5 **Adjournment:** 1:34 p.m.