

LASSEN TRANSIT SERVICE AGENCY

May 11, 2020

(1) CONVENE:

LTSA's Regular Meeting convened at 1:04 PM by Vice Chairman Teeter, Jensen Hall at 195 Russell Ave, Susanville, CA.

Commissioners Present: Hemphill, Moore, Herrera, McCourt, Hammond (1:30 arrival), and Teeter.

Commissioners Absent: None.

Others Present: Dan Gibbs, City of Susanville; Mike Mogen, Caltrans; Caleb Schortz, Paratransit; John Clerici, LCTC; Larry Millar, and David Knaut, LTSA Staff.

- 1.1 **Agenda Approval:** On a first by Mr. Hemphill, second by Mr. McCourt, it was unanimously passed to approve the agenda.
- 1.2 **Election of Officers:** By a show of hands, it was unanimously passed to elect Mr. Hemphill as Chairman. Mr. Teeter to remain as Vice Chairman.
- 1.3 **Minutes Approval:** On a first by Mr. Hemphill, second by Mr. Teeter, it was passed to approve the March 9, 2020, minutes. Mr. Hammond was not present for vote. Mr. McCourt and Mr. Herrera abstained.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:**

- 1) Letter from Paratransit regarding hazard pay for drivers and mechanics.
- 2) COVID -19 report from Paratransit.

It was agreed to wait to discuss with Item 3.4.

2.2 **Public Comment:** None.

(3) NEW BUSINESS

3.1 **Title VI Plan Update:** Mr. Knaut reviewed information as provided in packets.

On a first by Mr. McCourt, second by Ms. Schuster, it was agreed to adopt Resolution 20-001, approving Title VI Plan, and authorize Executive Director to sign all documents necessary for Plan submittal. Mr. Hammond was not present for the vote.

3.2 Surplus Bus 17 & 18: Mr. Knaut reviewed information as provided in packets.

On a first by Mr. McCourt, second by Mr. Hemphill, it was agreed to authorize the Executive Director to surplus bus 17 and 18 and remove said buses from the Lassen Rural Bus (LRB) fleet; and authorize the Executive Director to carry out all necessary processes to surplus bus 17 and 18.

3.3 Triennial Performance Audit: Mr. Knaut reviewed information as provided in packets and stated that a presentation will be given at the LCTC meeting directly following the LTSA meeting.

Discussion was held regarding items of importance to listen for in the presentation.

3.4 Hazard Pay for Lassen Rural Bus Staff: Mr. Knaut reviewed information as provided in packets and elaborated on the Federal funding available through the COVID-19 Cares Act.

Discussion was held regarding the amount of the hazard pay and the benefits of utilizing Cares Act funds to show appreciation for the essential employees.

Direction was given to prepare an amendment for presentation at the next meeting.

3.5 Fiscal Year 2018/19 Final Audit Report: Ingrid Shepline from Richardson & Company, LLP, presented the audit report as included in packets.

Discussion was held regarding the need to resolve Fund 128, LCTC/LTSA, co-mingled funds.

On a first by Hemphill, second by Mr. Herrera, it was unanimously passed to receive Audit Report for 2018/19 independent TDA audit.

(4) OTHER BUSINESS

4.1 Reports by Executive Director and Staff: None.

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

4.3 Matters brought forth by the Agency: None.

4.4 Set date for the next Regular Agency Meeting for June 22, 2020, at 1:00 p.m.

4.5 Adjournment: 1:50 p.m.