

Lassen Transit Service Agency



PETE HEIMBIGNER, Executive Director
DAVID KNAUT, Associate Transportation Planner

LTSa/J-2
2023/23

707 Nevada Street, Suite 4
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Date Posted: March 10, 2023

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To: **THE LASSEN TRANSIT SERVICE AGENCY:**

Kevin Stafford, Vice Chair (City Council)
Quincy McCourt (City Council)
Russ Brown (City Council)

Aaron Albaugh, Chair (Co. Supervisor)
Vacant (Co. Supervisor)
Vacant (Co. Supervisor)

From: Pete Heimbigner, Executive Director

Subject: **REGULAR MEETING OF THE LASSEN TRANSIT SERVICE AGENCY**

The regular meeting of the **Lassen Transit Service Agency** has been scheduled for **Monday, March 13, 2023, at 1:00 PM** at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

Join Zoom Meeting: <https://us06web.zoom.us/j/87620769683>
Meeting ID: 876 2076 9683
Passcode: 264188
Call in number: 1-253-215-8782

The agenda is as follows:

Page (1) **CONVENE**

1.1 **Pledge of Allegiance**

1.2 **Agenda Approval:** Additions and Deletions

Motion Required

1. 1.3 **Election of Officers:** Elect Chairman and Vice Chairman for 2023 (history attached).

Motion Required

2. 1.4 **Minutes Approval:** January 9, 2023, Commissioners present, Albaugh, Stafford, Herrera (alternate), Brown, and Bridges (alternate). Mr. McCourt was absent.

Motion Required

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:** None.

2.2 **Public Comment:**

(3) **NEW BUSINESS**

4. 3.1 **Title VI Plan Update:** By motion, 1) Adopt Resolution 23-001, approving the Title VI Plan, and 2) authorize Executive Director to sign all documents necessary for Plan submittal.

Motion Required

38. 3.2 **Mileage Reimbursement Program:** Provide direction to staff

Provide Direction

51. 3.3 **Surplus of maintenance lifts:** By, motion 1) Authorize the Executive Director to surplus the 2004 set of maintenance lifts (Model DHML-8) to the Lassen County Public Works Department or 2) provide direction to staff.

Motion Required

52. 3.4 **Triennial Performance Audit:** Receive information.

Receive Information

53. 3.5 **Low Carbon Transit Operations Program (LCTOP) Fund Exchange:**
By motion, 1) Adopt Resolution 23-002, authorizing the exchange of Low Carbon Transit Operations Program (LCTOP) funds with Local Transportation Funds (LTF) with the Tehama County Transportation Commission (TCTC), and 2) authorize Executive Director to sign a letter of understanding.

Motion Required

56. 3.6 **FY 2023/2024 Fund 570 and Fund 569 Budget:** By motion, 1) Adopt the LTSA Fiscal Year 2023/24 Operating Budget, and 2) adopt Resolution 23-003 authorizing the filing of a claim with the Lassen County Transportation Commission for allocation of Transportation Development Act funds for Fiscal Year 2023/2024.

Motion Required

(4) **OTHER BUSINESS**

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

66. 4.2 **Report by Lassen Rural Bus Manager/Staff:**
- 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:

Set date for the next Regular Agency Meeting for May 8, 2023.

4.4 Adjourn

ITEMS SCHEDULED FOR FUTURE MEETINGS:

cc: Board of Supervisors (Chris Gallagher, Aaron Albaugh, Gary Bridges, Tom Neely, Jason Ingram); City Council members (Quincy McCourt, Thomas Herrera, Kevin Stafford, Mendy Schuster, Russ Brown); Caltrans District 2 (Dave Moore, Kathy Grah, Scott Lewis); Caltrans Susanville Office (Cliff Bettencourt); CHP (Ian Troxell); Lassen County (Richard Egan, Pete Heimbigner, Tony Shaw, David Knaut, Dana Hopkins, Cheryl Strange, Julie Bustamante, Barbara Longo, Lori Pearce, Michele Yderraga, Gaylon Norwood, Maurice Anderson); City of Susanville (Gwenna MacDonald, Dan Newton, Bob Godman, Ryan Cochran); Lassen Rural Bus (Caleb Schortz, Wanda Gray, Christie Scheffer); Susanville Indian Rancheria (Russ Burriel, Tonya Smith); Lassen Land and Trails Trust; BLM (Stan Bales); Lassen County Times; KSUE/JDX; Lassen Senior Services (Penny Artz); Sierra Army Depot (Nancy Ostmeyer); Lassen Community College (Carie Camacho, Carrie Nyman, Roxanns Haynes; Daniel Williams); Lassen County Chamber of Commerce