

# Lassen Transit Service Agency



**PETE HEIMBIGNER**, Executive Director  
**DAVID KNAUT**, Associate Transportation Planner

707 Nevada Street, Suite 4  
Susanville, CA 96130

☎ 530 / 251-8305  
FAX: 530 / 251-2675  
lassentransportation.com

LTSA/J-2  
2022/29

Date Posted: March 11, 2022

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

Mendy Schuster, Vice Chair (City Council)	Jeff Hemphill, Chairman (Co. Supervisor)
Quincy McCourt (City Council)	Aaron Albaugh (Co. Supervisor)
Thomas Herrera (City Council)	Tom Hammond (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 14, 2022, at 1:00 PM** at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

**Join Zoom Meeting:** <https://us06web.zoom.us/j/86423730201>  
**Meeting ID:** 864 2373 0201  
**Passcode:** 026487  
**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 2022 (history attached).

**Motion Required**

2. 1.4 **Minutes Approval:** January 10, 2022, Commissioners present, Hemphill, Schuster, Hammond, Albaugh, Herrera and McCourt.

**Motion Required**

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** None.

2.2 **Public Comment:**

(3) **NEW BUSINESS**

4. 3.1 **FY 2021/22 Budget changes:** By motion, 1) adopt the amended LTSA Fiscal Year 2021/22 Operating Budget.  
**Motion Required**
9. 3.2 **Bus Stop Improvements Bid Award:** 1) Receive report from staff. 2) By motion, approve the lowest qualified bidder that meets all of the minimum requirements on the RFB, and approve Executive Director to sign all related contracts and documents and authorize Executive Director to purchase bus shelters and other amenities necessary.  
**Motion Required**
23. 3.3 **Renewal of Lassen Rural Bus Office and Maintenance Facility Roof Bid Award:** 1) Receive report from staff. 2) By motion, approve the lowest qualified bidder that meets all of the minimum requirements on the RFB, and approve Executive Director to sign all related contracts and documents.  
**Motion Required**
28. 3.4 **Contract Partner's Fiscal Close Out Reports:** Receive fiscal information about Lassen Senior Services and Big Valley 50 Plus from fiscal year 2020/21 and provide possible direction to staff.  
**Possible Direction**
33. 3.5 **Low Carbon Transit Operations Program (LCTOP) Fund Exchange:** By motion, 1) Adopt Resolution 22-001, authorizing the exchange of Low Carbon Transit Operations Program (LCTOP) funds with Local Transportation Fund (LTF) with the Tehama County Transportation Commission (TCTC), and 2) Authorize Executive Director to sign a letter of understanding.  
**Motion Required**
36. 3.6 **Federal Transit Administration Consolidated Application for FFY 2022 and FFY 2023:** 1) By motion, adopt Resolution 22-002 authorizing the Executive Director to sign all related documents for the consolidated application for 5311 and 5339, or 2) provide direction to staff.  
**Motion Required**

40. **3.7 Pilot project for on-demand service:** Receive information and provide possible direction to staff.

**Possible Direction**

**(4) OTHER BUSINESS**

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

76. **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 9, 2022**

**4.4 Adjourn**

ITEMS SCHEDULED FOR FUTURE MEETINGS:

cc: Board of Supervisors (Chris Gallagher, Aaron Albaugh, Gary Bridges, Tom Hammond, Jeff Hemphill); City Council members (Quincy McCourt, Thomas Herrera, Kevin Stafford, Mendy Schuster, Brian Moore); Caltrans District 2 (Dave Moore, Kathy Grah, Michael Mogen); Caltrans Susanville Office (Cliff Bettencourt); CHP (Sarah Richards); Lassen County (Richard Egan, Pete Heimbigner, Tony Shaw, David Knaut, Dana Hopkins, Cheryl Strange, Julie Bustamante, Barbara Longo, Michele Yderraga, Gaylon Norwood, Maurice Anderson); City of Susanville (Gwenna MacDonald, Dan Newton, Dan Gibbs, Kevin Jones); Lassen Rural Bus (Caleb Schortz, Wanda Gray, Christie Scheffer); Susanville Indian Rancheria (Jim Mackay, Wanda Brown); Lassen Land and Trails Trust; BLM (Stan Bales); Lassen County Times; KSUE/JDX; Lassen Senior Services (Penny Artz); Sierra Army Depot (Julia Simpkins); Lassen Community College (Dr. Marlon Hall, Dr. Albertson, Carrie Nyman, Dave Clausen); Lassen County Chamber of Commerce