

LASSEN TRANSIT SERVICE AGENCY – MINUTES OF FEBRUARY 6, 2025

(1) CONVENE:

LTSA's Regular Meeting convened at 11:00 a.m. by Co-Chairman Brown, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

Commissioners Present: Bridges, Brown, Ingram, Miller, Neely and Schuster.

Commissioners Absent: Albaugh

Others Present: John Clerici, LCTC, Caleb Schortz, Pete Heimbigner, Cynthia Raschein, Jasleen Mutti, LTSA.

1.1 Pledge of Allegiance.

1.2 Agenda Approval: On a first by Mr. Bridges, and second by Ms. Miller, it was unanimously passed to approve the agenda.

1.3 Minutes Approval: On a first by Ms. Schuster, and second by Ms. Miller, it was unanimously passed to approve the January 13, 2025 minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 Correspondence: None.

2.2 Public Comment: None.

(3) NEW BUSINESS

3.1 FY 2024/25 569 & 570 Budget Changes: Jasleen Mutti presented the budget changes to the Board which was originally adopted on June 10, 2024. The budget showed expenses and revenue for the 569 and 570 budget units as of February 3, 2025.

Ms. Mutti explained that everything in the 569 budget had stayed the same except for the FTA funding. Originally the funding equaled \$521,901.00 but was reduced to \$463,336.00. This was due to Lassen County falling below the funding line. She asked the Board for questions and none were noted.

Jasleen then presented the revenue and expenses for budget 570. Some of the budgeted expenditures remained the same as presented in November 2024. These included pouring concrete at the LRB facility (\$15,000.); improvements to the garage doors at the LRB facility (\$13,756.), and the Paratransit insurance cost increase (\$98,635.00.).

Ms. Mutti reported that staff was able to get lower pricing for security cameras. The price has decreased for the cameras (\$9,095.80 from the predicted price of \$10,382.00).

The bus radios also reduced (\$7,257.32 from \$26,340.00), and the replacement of automatic gate operators (\$42,565.) has been removed from the list, due to an enormous price hike from the vendor. Jasleen also reported that the price increased for the Gillig bus (\$700,373.00 from the predicted price of \$650,000.00); Bus #30 (\$242,777.69 from \$181,609.34); Vehicle #31 (\$107,415.55 from \$96,000.00); and snow plow (maximum of \$30,000.00 from \$20,000.00). The bus wash brushes have also been added into the 2024-25 budget to bring the facility up to safety standards (\$15,000.00).

Commissioner Brown asked the Board if they had questions. Tom Neely asked how much the expense variances were and if LTSA had enough funding in SB125 to cover them. He also asked if the budget change would affect next year's budget. Jasleen explained the additional variances required more funding from SB125. She also stated the total increased to \$466,172.00. They initially budgeted \$328,544.00 which left a total variance of \$137,628.00. Mr. Heimbigner also reported that the funding from SB125 totals \$4.6MM over a period of 5 years.

Mr. Neely also asked why Gillig bus had increased to over \$700,000.00. Mr. Heimbigner explained that the process of securing the unit is very slow and due to the time it takes and inflation, costs are rising. Mr. Brown asked the Board if they had any further questions. No further questions were noted.

The motion to approve FY 2024/25 569 and 570 Budget Changes and adopt the amended LTSA Fiscal Year 2024/25 Operating Budget was unanimously approved as follows:

Roll Call Vote:

Commissioner Gary Bridges -	YES
Commissioner Russ Brown -	YES
Commissioner Jason Ingram -	YES
Commissioner Dawn Miller -	YES
Commissioner Tom Neely -	YES
Commissioner Mendy Schuster -	YES

3.2 Replacement Purchase of Bus #102

Jasleen Mutti reported that we applied for the 5339 Grant in 2024 to replace bus #102. Bus #102 reached its useful life in 2022 and it currently needs a replacement. We were originally given an estimate of grant funding in the amount of \$521,901.00 however the funding reduced to \$463,336. Also the quote from Gillig increased by \$50,000.00 to \$700,373.00. We are asking the Board to approve the purchase of bus #104 to replace bus #102. Commissioner Brown asked the Board if they had questions.

Tom asked about the bid requirements on bus #104. He asked why the original bid received from Washington state is \$15,000.00 less than what we are asking. Mr. Heimbigner responded and explained that the bid is through a cooperating purchase agreement and that we were piggy backing on the bids received by Washington state. Using the cooperative purchase agreement saves us a lot more than \$15,000.00. He described the requirements that were needed by Lassen County that were not a part of the bid process through Washington State. The additional items we need for the new bus are to accommodate the needs for this area. Tom asked why we used Washington

State instead of another area. Mr. Heimbigner explained that the cooperating purchase agreement was listed under CAL-ACT. Lassen County is a part of CAL-ACT and being a member allows us to use better bids. Mr. Ingram also responded and stated that Lassen County Sheriff's department received a great bid for cameras using the same process. Mr. Brown asked the Board if they had further questions. No further questions were noted.

On a first by Ms. Schuster, and second by Mr. Miller, it was unanimously passed to approve the purchase of Bus #104 to replace Bus #102.

3.3 Replacement Purchase of Bus #101

Jasleen Mutti reported that Bus #101 was purchased in 2010 and was taken out of service in 2021. The replacement purchase of Van #31 is to be used as a backup to other buses and to be used in the future service route to Reno. She also reported that LTSA has sufficient funding from the the 5339 Grant to the purchase of Van #31 to replace Bus #101. Ms. Mutti is asking the Board to approve the purchase of Van #31 in the amount of \$107,415.55. Mr. Brown asked the Board for any questions. Discussions were held regarding the sales tax on the Van quote and where the Van will be stored.

On a first by Mr. Ingram, and second by Mr. Bridges, it was unanimously passed to approve the purchase of Van #31 to replace Bus #101.

3.4 New Camera Installation

Jasleen Mutti reported that at the November 4th, 2024 meeting the Board discussed the need for security cameras at Johnstonville Road. On October 21st, LTSA send out an RFQ for camera installation, and also called all the businesses individually to push their interest for bidding. At the end of the bidding period, on November 12, 2024, LTSA had not received any bids. Jasleen did received a quote from ADT of \$10,382.00 for the security cameras and since then the quote was reduced to \$9,095.00. Mr. Heimbigner stated that they are changing vendors from Current Electric to ADT. He also reported that the quote includes equipment, installation, maintenance and warranty. ADT will be a 36 month contract at \$225.00 per month. Mr. Shortz also reported that the new ADT system will allow police and fire monitoring.

On a first by Mr. Ingram, and second by Mr. Schuster, it was unanimously passed to approve ADT to install security cameras at Johnstonville Road and approve the Executive Director to sign all related contracts and documents and/or provide direction to staff.

3.5 LRB Bus Wash Door Restoration

Jasleen Mutti reported that at the November 4, 2024 meeting the Board discussed the need to replace the doors at the bus wash bay. Currently, there is no electricity to the doors, which has hindered access to the bus wash bay, and the staff's ability to wash to the buses inside. She is asking the Board to approve the quote from Thompson's Garage Doors in the amount of \$13,756.48 so that LRB staff can continue to wash the vehicles safely inside the bus wash bay. Mr. Brown asked if the Board had any questions. None were noted.

On a first by Mr. Bridges, and second by Ms. Schuster, it was unanimously passed to approve the quote from Thompson's Garage Doors in the amount of \$13,756.48 to repair the bus wash doors at the LRB facility and approve the Executive Director to sign all related documents and/or provide direction to staff.

3.6 Radio System Upgrade

Jasleen Mutti reported that at the November 4, 2024 meeting the Board was advised of LRB's need for updated radio and antenna systems for the buses. In October 2024, a technician from Sierra Electronics was called to evaluate the cause of the bus radios not working properly. The technician recommended that LRB replace one faulty vehicle radio and thirteen vehicle antennas, and an antenna cable at the base station. Ms. Mutti is asking the Board to approve the quote from Sierra Electronics in the amount of \$7,257.32. Mr. Brown asked if the Board had any further questions. None were noted.

On a first by Mr. Bridges, and second by Ms. Miller, it was unanimously passed to approve the quote from Sierra Electric in the amount of \$7,257.32 and approve Executive Director to sign all related documents, and/or provide direction to staff.

(4) OTHER BUSINESS

4.1 Matters Brought Forth by the Agency:

Set date for the next Regular Agency Meeting: TO BE DETERMINED

4.2 Adjourn: 11:38 a.m.