

MEETING MINUTES OF JANUARY 26, 2026

(1) **CONVENE:**

LTSA's Regular Meeting convened at 1:00 p.m. by Vice Chairman Brown, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

Commissioners Present: Albaugh, Brown, Ingram, Miller, and Neely

Commissioners Absent: Schuster

Others Present: John Clerici, LCTC, Pete Heimbigner, Cynthia Raschein LTSA, Steve Borroum, LCTC (Zoom), Acadia Davis (Zoom), and Genevieve Evans (Zoom).

1.1 **Pledge of Allegiance.**

1.2 **Agenda Approval:** On a first by Commissioner Brown, and second by Commissioner Ingram, it was unanimously passed to approve the agenda.

1.3 **Election of Officers:**

- On a motion by Commissioner Ingram, and second by Commissioner Neely, it was unanimously passed to approve Commissioner Dawn Miller as the Chairperson for the Board of Directors of Lassen Transit Service Agency.
- On a motion by Commissioner Ingram, and a second by Commissioner Neely, it was unanimously passed to approve Commissioner Russ Brown as the Vice Chairman for the Board of Director of Lassen Transit Service Agency.

1.4 **Minutes Approval:** On a motion by Commissioner Ingram, and second by Commissioner Neely, it was unanimously passed to approve the November 10, 2025 meeting minutes.

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** E-mail request for transit service to High Desert State Prison (HDSP) Pete Heimbigner reported on the e-mail request received from an employee of HDSP. Heimbigner stated this issue has previously been considered and HDSP did not want to have the bus service available at their site due to security issues. A bus stop along the roadway would not be feasible at this time. Commissioner Albaugh asked the board if

LTSA responded to the inquiry. Cynthia Raschein stated information was provided to the inquirer regarding this discussion and also provided a ZOOM link to attend this meeting however she did not see this person in attendance via ZOOM or in person.

Caleb Shortz reported they keep track of calls from persons regarding unmet needs and stated this individual had requested this service three times in the last 6 months. He also reported they have received inquiries from two other individuals who wanted to visit family members at HDSP but there is already a service in place from “The Friends Outside” agency. Commissioner Neely asked if Dial-A-Ride can offer this service. Shortz stated Dial-A-Ride only operates within city limits. Commissioner Albaugh asked for this inquiry to be added to the unmet needs list.

2.2 Public Comment: None.

(3) NEW BUSINESS

3.1 Update on Agreement Amendment with Paratransit Services: Pete Heimbigner reported on the update regarding Paratransit Services. They have been discussing the increase in insurance costs for their services, which were already addressed and the inflation increases which were also addressed. This Board took action on August 11, 2025 to approve the amendment for two option years at two years each. Then Paratransit took action and stated they did not want to offer the second two-year option. After some communication between Dave Baker and Heimbigner, Baker agreed to offer the second option of two years. Heimbigner stated Paratransit had miscommunication in their office and now they are agreeing to offer the full two options a total of 4 years. Heimbigner reported the amendment to this agreement is a “done deal” and no more discussions are needed.

3.2 Fiscal Year 2025/26 Mid-Year Budget Review: Receive information and Possible Direction

Heimbigner presented the Mid-Year Budget for review. He reported they are still trying to complete the outside third-party audit for the agency. Richardson and Associates requested information from LTSA staff and from the county auditor’s office. LTSA provided their portion of information, however, the auditor’s office was slow to provide the information that was requested. Currently, all information has been submitted and in the hands of Richardson and Associates. Due to delays, LTSA is unable to receive TDA funding from LCTC. Most recently, the outside auditors have assured LTSA they have committed resources to the audit to get it completed and submitted to the state. The federal revenue for operation assistance has already been approved and is expected to be available the second half of the fiscal year.

Steve Borroum from LCTC’s fiscal staff responded to this discussion. He reported the timeline for this audit should be completed in the next couple of months. He also stated the outside auditors are working on completing two years, 23/24 and 24/25, at the same time. The information for 23/24 was not received from the county auditors until the fall of 2025. John Clerici also responded that the audit agency has an extended deadline for the end of March 2026. Borroum said he expects to see a draft audit in February. Commissioner Neely asked if we lose that TDA funds. Clerici responded no funds will be lost. Commissioner Neely asked if we have enough funds to operate. Heimbigner stated we have enough in reserves to operate.

(4) OTHER BUSINESS

4.1 Reports by Executive Director and Staff: None.

4.2 Reports by Lassen Rural Bus Manager/Staff:

Caleb Shortz presented the Operations Report for the month.

The Paratransit Services Team currently has 5 full time drivers and 2 regular part-time and 3 casual drivers. They have 1 full time dispatcher & 1 part time dispatcher, 1 full time mechanic, 1 part-time mechanic, 1 operations supervisor and 1 General Manager for a total of 16 employees. The Lassen Rural Bus Emergency Response Team has 15 members willing and ready to respond for any emergencies that may arise.

Caleb reported on community outreach. They were able to support 3 holiday parades in Westwood, Susanville and Janesville. They also had 40 Christmas carolers and visited 4 separate venues both in Eagle Lake Village and Lassen Nursing. They were able to provide 441 trips in just over 3 hours for the Holiday with a Hero event. They also had 56 passengers to take advantage of the Senior Light Tour. For New Years Eve they provided 84 trips for their Safe Ride Home program.

Shortz also reported on their on-time performance, which is at 99.5% average for City & City Express, the County Routes on-time performance, with all the road construction, is at 87.22% which bring the systems average to 93.36%. They have ordered new maps for all of the City Route Stops to keep them all fresh and updated. New Bus stops signs have been installed on most of the county routes. They hope to be able to add times and maps to those stops as well.

Shortz reported they had just over 89,000 trips to Lassen County residents and visitors last year. That also includes the Pacific Crest Trail ridership. They want to thank the Board of LTSA for approving the new bus purchases and events.

Shortz reported on equipment and maintenance. He stated they are looking pretty good by using spare parts off the older buses. He also reported Bus #30 will be arriving today.

4.3 Matters brought forth by the Agency:

Date set for the next Regular Agency Meeting: March 9, 2026

4.4 Adjourn: 1:32 p.m.