

LASSEN TRANSIT SERVICE AGENCY

January 8, 2024

(1) CONVENE:

LTSA's Regular Meeting convened at 1:06 p.m. by Chairman Albaugh, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

Commissioners Present: Albaugh, Stafford, Brown, Neely, and Gallagher.

Commissioners Absent: McCourt.

Others Present: John Clerici, Steve Borroum, LCTC; Caleb Schortz, Paratransit; Pete Heimbigner, Cynthia Raschein, and Cheryl Strange, LTSA Staff.

1.1 Pledge of Allegiance.

1.2 **Agenda Approval:** On a first by Mr. Stafford, second by Mr. Gallagher, it was unanimously passed to approve the agenda.

1.3 **Minutes Approval:** On a first by Mr. Brown, second by Mr. Gallagher, it was unanimously passed to approve the August 14, 2023, minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(2) NEW BUSINESS

3.1 **LTSA Transit Software Solution Contract Renewal:** Ms. Raschein reviewed information as provided in packets. She clarified that the dollar amount in the staff report was correct and that the contract would be updated before sending to Counsel.

Mr. Albaugh asked the timeframe for the next cycle for requests for bids for these services. Ms. Raschein responded that an RFP is currently being worked on and that this contract has been brought before them to make sure there is no lag time in services.

Mr. Neely asked who will be running GIS services. Ms. Raschein said that County Planning and Building Services staff is currently working on that, and it will be collaborative efforts with the County, City, and the Rancheria.

Discussion was held regarding contract timeframes for continued and discontinuing services.

On a first by Mr. Gallagher, second by Mr. Brown, it was unanimously passed to approve contract with ETA transit systems for the LTSA Transit Software Solution, for one year with no automatic renewal, and with the corrected dollar amount; and authorization for Executive Director to sign agreement upon approval of LTSA Counsel.

(4) **OTHER BUSINESS**

4.1 **Reports by Executive Director and Staff:** None.

4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Schortz reviewed information as presented in packets.

- Report on LRB activity
- Report of maintenance activity of the LRB fleet
- Report on condition of the fleet vehicle HVAC systems

Mr. Neely asked why there were no services on holidays. Mr. Schortz said that historically ridership has not warranted holiday service and that they were even considering removing some Saturday services due to lack of ridership.

Mr. Albaugh asked for a service performance percentage breakdown for the various routes. Mr. Schortz answered that the percentage was down for South County due to a fill-in driver, but that the other percentages were on target.

4.3 **Matters brought forth by the Agency:** None.

4.4 **Set date for the next Regular Agency Meeting for March 11, 2024, at 1:00 p.m.**

4.5 **Adjournment:** 1:29 p.m.