

LASSEN TRANSIT SERVICE AGENCY

January 9, 2023

(1) **CONVENE:**

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

Commissioners Present: Stafford, Brown, Bridges (alternate), Herrera (alternate), and Albaugh.

Commissioners Absent: McCourt.

Others Present: John Clerici, LCTC; Caleb Schortz, Paratransit; Pete Heimbigner, David Knaut, and Cheryl Strange, LTSA Staff.

1.1 **Pledge of Allegiance.**

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

1.3 **Minutes Approval:** On a first by Mr. Stafford, second by Mr. Brown, it was unanimously passed to approve the December 12, 2022, minutes.

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(3) **NEW BUSINESS**

3.1 **Fiscal Year 2022/23 Half Year Review:** Mr. Knaut reviewed information as presented in packets.

Discussion was held regarding delivery delays, type of fuel, and the term for maintenance service on the new bus.

3.2 **On-demand pilot project update:** Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding marketing methods and costs. Mr. Knaut confirmed that there has been no cost incurred for the used software as this is in the pilot phase.

Discussion was held regarding overall program performance including marketing and cost. Mr. Knaut and Mr. Schortz each commented in agreeance that the program has faults, but would like to continue to try and work with the routing company to see if improvements can be made to fill current service gaps in the Dial-A-Ride service. Mr. Knaut offered the marketing consideration of window decals for local business advertising to help revenue. Mr. Schortz commented that there were some valuable lessons gained from the mailer advertising.

Mr. Albaugh asked if Paratransit has any recommendations for alternative options. Mr. Knaut said that each location provides its own scheduling and routing tracking, and the choice to try this company was because they approached LRB and wouldn't be charging to use their software. He

commented that they are a new company and their marketing was the biggest disappointment, but the technology is basically the same for comparable companies.

Direction was given to continue trying to work with the routing company with the understanding that no cost to be incurred if beneficial services can't be found, to bring back reports to the Agency before entering into any cost incurring contract, or discontinue relationship with the company if no useful services are found.

Direction was given to move forward with bus decal marketing.

(4) OTHER BUSINESS

- 4.1 **Reports by Executive Director and Staff:** Mr. Knaut asked if the Agency would authorize him to represent LTSA at CALACT legislative committee meetings. CALACT (California Association for Coordinated Transportation) is a non-profit organization of which LTSA is part of and through which LTSA purchases vehicles.

All agreed to authorize the representation.

- 4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Schortz reviewed information as provided in packets.
- 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:** None.

- 4.4 **Set date for the next Regular Agency Meeting for March 13, 2023, at 1:00 p.m.**

- 4.5 **Adjournment:** 1:49 p.m.