

LASSEN TRANSIT SERVICE AGENCY

June 10, 2024

(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: Albaugh, Gallagher, Brown, Neely, Miller and Schuster.

Commissioners Absent: None.

Others Present: John Clerici, LCTC, Pete Heimbigner, Cynthia Raschein, and Jasleen Mutti, LTSA Staff.

1.1 Pledge of Allegiance.

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

1.3 Election of Officers: Mr. Albaugh requested a motion to elect the chairman and vice chairman for 2025. Mr. Gallagher nominated Aaron Albaugh for Chairman and Russ Brown for the vice chairman. The Board unanimously passed to approve Mr. Gallagher's nominations; Aaron Albaugh, Chairman and Russ Brown, Vice-Chairman. No one opposed.

1.4 Minutes Approval: On a first by Mr. Gallagher, second by Ms. Schuster, it was unanimously passed to approve the May 13, 2024 minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 Correspondence: None.

2.2 Public Comment: None.

(3) NEW BUSINESS

3.1 Fiscal Year 2024/2025 Fund 569 and Fund 570 Budget: Mr. Heimbigner presented the FY24/25 budget and reported no significant changes from the draft FY24/25 budget presented in May 2024, but included some corrections. He summarized the 569 budget and stated its primary use is for capital funding for bus replacement, while the 570 budget is for LTSA's transit system operations. Some funds are transferred from 570 into fund 128 for the transportation planner's salary. He pointed out the \$300,000 that was budgeted last year for the replacement of Bus #21. This year, LTSA has added two bus replacements instead of one (bus #19& #102), hence the substantial increase in the expenditures. Mr. Albaugh asked if there were any questions on this section.

Questions were asked about the lifespan of buses and why they were being replaced. Mr. Heimbigner & Ms. Mutti replied that this years' bus purchases will be life replacements, as both new buses have surpassed their useful life as of 2024. Ms. Mutti further stated that older buses have an increased down time in the bay and could cause service disruptions. Mr. Clerici reported that grants are in the approval stages for the funding.

Mr. Heimbigner then reviewed the expenses for 570, and pointed out the federal and state funding streams. Mr. Clerici explained the details of the statewide sales tax and the diesel sales tax apportionment. Mr. Albaugh asked about SB-125. Mr. Clerici reported that the first portion of the funding would come in May and the latter in September. Discussions were held regarding the expense and revenue details to which Mr. Heimbigner explained in detail for clarification.

Mr. Albaugh asked for a motion to approve Resolution 24-002 to request TDA funds from LTSA. On a first by Ms. Schuster, second by Mr. Brown, it was unanimously passed to approve the resolution. None opposed.

Mr. Albaugh asked if the board wanted to go back to the previous motion to approve. Mr. Gallagher motioned to accept the LTSA 2024/2025 budget, Ms. Schuster seconded the motion and it was approved. None opposed.

- 3.2 **Community Events Resolution:** Mr. Heimbigner presented LTSA's annual event resolution. Nothing new has been added since last year. Tom Neely consulted about adding Hope Wheels regarding a special trip to the Reno Aces game for special needs persons. Ms. Raschein stated that LTSA is not authorized to travel to Nevada. Mr. Neely reported that then this even will not happen with this current information.

Mr. Albaugh asked for a motion to approve the annual Community Events Resolution 24-003. With a motion by Mr. Gallagher, a second by Mr. Brown, Resolution 24-003 was unanimously passed and approved.

- 3.3 **Federal Transit Administration Consolidated Application for FY 2024:** Jasleen Mutti reported LTSA applied for the 5311 and 5339 grants and this resolution is needed to apply for these application. Mr. Heimbigner stated this is federal funding applied through Cal Trans. Ms. Mutti reported that we applied for two funding sources- 5311 grant would be \$291,152.00 and Mr. Mutti clarified that our total portion for the 5339 grant would be \$521,901.00

Mr. Albaugh asked for a motion to approve Resolution 24-004. With a motion by Ms. Schuster, and a second by Mr. Neely, the resolution was passed and approved. None opposed.

(4) OTHER BUSINESS

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

- 4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Heimbigner reported on Mr. Schortz report. Caleb Shortz was not present.

He stated the Biz Johnson rides have kicked off. He also reported 491 shopping carts have been returned so far for 2024. He stated one of the Freightliners will be back soon.

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

4.4 **Set date for the next Regular Agency Meeting for August 12, 2024, at 1:00 p.m.**

4.5 **Adjournment:** 1:42 p.m.