

LASSEN TRANSIT SERVICE AGENCY

June 21, 2021

(1) **CONVENE:**

LTSA's Special Meeting convened at 1:04 p.m. by Chairman Hemphill, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

Commissioners Present: Hemphill, Albaugh (1:07 arrival), Schuster, Herrera, and Bridges.

Commissioners Absent: Hammond and McCourt.

Others Present: Caleb Shortz, Paratransit; John Clerici, LCTC; Ingrid Shepline (by phone), Richardson & Company LLP; Tony Shaw, Julie Morgan, Lassen County; Dan Newton, City of Susanville; Lassen County; Pete Heimbigner, Cheryl Strange, and David Knaut, LTSA Staff.

1.1 **Pledge of Allegiance.**

Mr. Knaut asked for a moment of silence in remembrance of Jennifer Uruburu.

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

1.3 **Minutes Approval:** On a first by Ms. Schuster, second by Mr. Herrera, it was unanimously passed to approve the May 10, 2021, minutes.

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(3) **NEW BUSINESS**

3.1 **Fiscal Year 2019/20 Final Audit Report:** Mr. Knaut introduced Ingrid Shepline with Richardson & Company LLP, who reviewed the report, findings, and recommendations as provided in packets.

Mr. Albaugh asked if their company represented any other transportation agencies, and if so, how does Lassen County compare. Ms. Shepline responded that they represent several other agencies, and that Lassen County has more findings and recommendations than others due to the way accounts are managed.

On a first by Mr. Bridges, second by Mr. Herrera, it was unanimously passed to receive the Audit Report for 2019/20, and accept the 2019/20 independent TDA audit.

3.2 FY 2021/2022 Fund 570 and Fund 569 Budget: Mr. Knaut reviewed information as presented in packets.

Discussion was held to clarify price increases in various areas due to higher minimum wage and project materials.

On a first by Mr. Albaugh, second by Ms. Schuster, it was unanimously passed to adopt the LTSA Fiscal Year 2021/22 Operating Budget.

On a first by Mr. Herrera, second by Mr. Albaugh, it was unanimously passed to adopt Resolution 21-001, authorizing the filing of a claim with the Lassen County Transportation Commission for allocation of Transportation Development Act funds for Fiscal Year 2021/22.

3.3 2021/22 Charter Rates: Mr. Knaut reviewed information as presented in packets.

Discussion was held regarding charter hour limits.

On a first by Mr. Bridges, second by Mr. Herrera, it was unanimously approved to accept report from staff and adopt Resolution 21-002, 2021/22, Charter Rates.

3.4 Community Events Resolution: Mr. Knaut reviewed information as presented in packets.

Gary Felt elaborated on the request for Lassen Crime Stoppers to be added to the list.

On a first by Mr. Bridges, second by Ms. Schuster, it was unanimously passed to accept report from staff, accept the addition of Lassen Crime Stoppers Annual Fundraising Event, and adopt Resolution 21-003, approving 2021/22, annual community events.

3.5 Purchase of Service Truck: Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding why purchasing new versus pre-owned will be a better use of funds.

On a first by Mr. Bridges, second by Ms. Schuster, it was passed to approve purchase of service truck not to exceed the amount of \$71,000.00. Mr. Albaugh opposed.

(4) OTHER BUSINESS

4.1 Reports by Executive Director and Staff: Mr. Knaut stated that LTSA will follow the LCTC's meeting schedule.

Mr. Knaut provided an update regarding the contract renewal with Lassen Senior Services.

4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Schortz reported on the following areas of LRB operations and activity:

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

Mr. Bridges offered praise for LRB's efforts to accommodate cyclists.

Ms. Schuster inquired about services to the campgrounds. Mr. Schortz said that they have the Eagle Lake Route, and that he would reach out to the camp hosts to see if there is a need.

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

4.4 **Set date for the next Regular Agency Meeting for August 9, 2021, at 1:00 p.m.**

4.5 **Adjournment:** 1:57 p.m.