Lassen Transit Service Agency

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MEETING MINUTES OF JUNE 23, 2025

(1) CONVENE:

LTSA's Regular Meeting convened at 1:11 p.m. by Chairman Albaugh, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

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

Commissioners Absent: Brown, Schuster

Others Present: John Clerici, LCTC, Caleb Schortz, Pete Heimbigner, and Cynthia Raschein LTSA.

1.1 **Pledge of Allegiance.**

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

1.3 **Minutes Approval:** On a first by Commissioner Miller, and second by Commissioner Neely, it was unanimously passed to approve the May 12, 2025 minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence**: None.

2.2 **Public Comment**: None.

(3) NEW BUSINESS

3.1 Federal Transit Administration 5311 Application for FY 2025:
By motion, adopt Resolution 25-003 authorizing the Executive Director to sign all related documents for the consolidated application for 5311 project(s).

Pete Heimbigner presented the Resolution for the 2025 application 5311 Federal Transit Administration Funding. He stated this is funding has been applied for and received in the past. Heimbigner stated this funding is very flexible in it's uses and we would like to use these funds for operating assistance for the 2025/2026 Fiscal Year. Chairman Albaugh asked if the funding is the same as last year. Cynthia stated the funding amount has gone up this year.

Commissioner Ingram motioned to approve Resolution 25-003 authorizing the Executive Director to sign all related documents for the consolidated application for 5311 project(s). Commissioner Miller seconded the motion, it was unanimously approved.

3.2 Request for Contract Amendment between Lassen Transit Serivce Agency (LTSA) and Paratransit Services (Paratransit):

Review request and provide direction to staff.

Heimbigner presented the contract amendment and asked the Board for direction in regards to the increases Paratransit is proposing. Heimbigner referred the Board to page 9 of the packet which outlines the increases for the 25/26 FY as well as the remaining 4 option years through FY 29/30. He stated the increase starting in 26/27 is approximately 9% more. Heimbigner also reported that along with CPI there has been a lot of inflationary increases. This proposal was just received days prior to putting the agenda packet together so Heimbigner would like more time to dig into this proposal. The other option they have is going back out to bid which a fairly lengthy process and doesn't guarantee lower rates. Heimbigner revealed that Paratransit is wanting to keep the business so they are probably eating some of these costs. He also stated this is their first ask so we can continue this discussion. Commissioner Albaugh asked if the insurance is going up 4% why are their increases 9%? Heimbigner indicated that Paratransit had other increases besides insurance. Heimbigner stated this is a transition point. We can decide if we want to proceed with Paratransit. Discussions were held regarding the option years. Heimbigner would like to speak to Christy Scheffer at Paratransit for more information. He would also like to review CPI data. At this point no action is required. Commissioner Albaugh asked Heimbigner to look into this a bit more.

(4) OTHER BUSINESS

4.1 Reports by Executive Director and Staff:

- 5311 (f) Report - Heimbigner reported that Chairman Albaugh asked about this funding at the March 10th board meeting. Big Valley 50 Plus is not eligible for the 5311 (f) funding. Heimbigner stated the 5311 funding is tied to inner city bus service and Big Valley only does general transport for food, medical appointments and meal delivery. He reported that Debra O'Neal is looking into more federal funding they will qualify for. Cynthia Raschein reported that if Big Valley 50 Plus makes one stop at a transit station, then they would qualify.

4.2 Report by Lassen Rural Bus Manager/Staff:

Shortz presented the LRB Staff report to the Board. He reported no changes in staff. The Emergency Response Team has 15 members willing and ready to respond for any emergencies that may arise. Their community outreach included taking Bus 103 to one of the preschools and allowed them to get on board, honk the horn and stuff similar to what they do at the children's fair.

Mr. Shortz reported their on-time performance is at 83% due to west county construction. The road work on Hwy 139 and in front of Safeway has caused delays.

They are still running the special college shuttle but they haven't had too many calls. Mr. Shortz reported new stop signs will be south and west county. City Route has started making regular stops at Honey Lake Community Pool. Their ridership continues to grow. They have received positive feedback from the community about LRB being the only buses that service the hiking trailheads.

No new equipment has been purchased however in July new tires will be purchased.

4.3 Matters brought forth by the Agency:

Set date for the next Regular Agency Meeting: August 11, 2025

4.4 <u>Adjourn:</u> 1:31 p.m.