

MEETING MINUTES OF MARCH 10, 2025

(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, Ingram, Neely, and Schuster.

Commissioners Absent: Brown, Miller

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 Ms. Schuster, and second by Mr. Neely, it was unanimously passed to approve the agenda.

1.3 **Minutes Approval:** On a first by Mr. Ingram, and second by Ms. Schuster, it was unanimously passed to approve the February 6, 2025 minutes.

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(3) **NEW BUSINESS**

3.1 **Amended State of Good Repair 24/25 Project List (Motion Required):** Cynthia Raschein reported that Jasleen Mutti had moved out of Lassen County to southern California where her husband is attending medical school. Ms. Raschein reported that she and Pete will be flying Jasleen's position soon. Regarding the State of Good Repair Project List, Cynthia explained that during the last meeting they amended the budget and removed one of the projects due to the increase in pricing. The gates at the bus yard were removed. The project list has been amended and will need approval so it can be forwarded on the State. Commissioner Albaugh asked about the electricity to the doors. Mr. Heimbigner reported and confirmed with Caleb Shortz that the doors need

electrical repairs. Commissioner Albaugh also asked about the snow plow. Mr. Heimbigner responded they are looking at a Bobcat side by side that will come with multiple attachments so the machine could be used for multiple tasks along with snow removal. He also noted it would be trailer towed. Commissioner Neely asked if the trailer would be included. Mr. Heimbigner stated a trailer would be available to borrow until we could have funding to purchase a trailer the next budget year.

Commissioner Schuster motioned to approve Resolution 25-001 with no discussion, Commissioner Neely seconded the motion and it was unanimously passed to approve the Amended State of Good Repair 24/25 Project List.

3.2 24/25 Low Carbon Transit Operations Program (LCTOP) Fund Exchange (Motion Required):

Ms. Raschein reported that she received a request from Tehama County to trade out our LCTOP funds for LTF funds. Tehama has been stockpiling their funding for their project lists and at this time we do not have any projects that are eligible for LCTOP funding so the trade for LTF funds is a good exchange for both parties involved. Lassen County has been awarded \$76,199.00. We need authorization from the Board to complete the transaction. Commissioner Ingram asked what the transfer amount will be. Mr. Heimbigner responded that the transfer will be dollar for dollar. Commissioner Neely asked what we could use the LTF funds for. Mr. Heimbigner responded that we could use the funds for operations, for capital or non-capital expenses. Ms. Raschein reported the LTF funds are very flexible. Mr. Heimbigner also responded that we have been working with Tehama on these transfers since 2022.

On a first by Commissioner Ingram, and second by Commissioner Schuster, it was unanimously passed to approve the LCTOP Fund Exchange with Tehama County.

3.3 Community Events Request for Soroptimist Event (Motion Required):

Cynthia reported she received a letter from the Soroptimist International organization requesting a Safe Ride Home service for their Margarita Festival. They have been doing the Margarita Festival since 2012. They have grown substantially in their scholarship programs over the years and believe if they could offer safe rides home their attendance will increase for their event. This would qualify to be adopted as a community event and as an event supported under the transit system under the normal course of business. The Soroptimist will be advertising the event as a special route made available to the public for the standard fare we charge for the buses. Cynthia also noted that we will get the fare of \$1.50 for each rider. The service can be provided between 5:30 pm to 10:30 pm. Commissioner Ingram asked what the revenue could look like. Pete responded that it depends on ridership. The cost would run around \$500.00 for this service which includes a driver and a dispatcher. The Safe Ride Home will be highly advertised. Commissioner Neely responded that he believes it is a great idea which will provide community support and give us exposure. Commissioner Ingram agreed.

On a first by Commissioner Schuster, and second by Commissioner Neely, it was unanimously passed to approve the Soroptimist Safe Ride Home for the 2025 Margarita Festival.

3.4 Request for Letter of Support:

Ms. Raschein reported that she received an email request from Modoc County Transportation asking for our support for their 5311 (f) funding to help continue their services for Sage Stage. It's their service that travels from Modoc County to Reno, through Susanville. She prepared a letter and is asking the Board to approve it and for Mr. Heimbigner to sign it. Commissioner Albaugh asked if LTSA applied for this funding. Ms. Raschein responded that LTSA has not applied for this funding and explained that the funding would have been used by Lassen Senior Services for their transit system but LTSA is not eligible for this type of funding. Cynthia stated we are not eligible because it is an inner city route that travels to Reno. Cynthia also stated that Jasleen had applied for multiple types of funding and Cynthia can look into this further. Commissioner Albaugh asked if Lassen Senior Services applied for it and Cynthia responded no. Pete also responded that reminders were given to the Senior Center multiple times. Commissioner Albaugh asked if 50 Plus would be eligible for the 5311(f) funding. Pete responded that 50 Plus do have routes to Redding. Mr. Heimbigner responded that he can look into 50 Plus to see if they are eligible for that funding.

Commissioner Neely asked if that funding would qualify for the community events, for example Hope Wheels. Cynthia responded that two other requests have been received to be added to community events along with Hope Wheels. She has been doing research on the FTA and TDA regulations, she would like to come back to the board with her research and have a list of community events to be added. Mr. Heimbigner responded that there are now two levels of bureaucracy now, Federal and State, which can be interpreted different ways.

Commissioner Albaugh asked if the Southern Cascade transit system qualifies for that funding. Pete responded that is not a regular service route. He also reported that we have worked with consultants on that in the past and he is not familiar with how Southern Cascade is set up but he is willing to look into it. Cynthia responded that they use the NEMT (Non-Emergency Medical Transport) funding. It is a separate type of funding.

Caleb Shortz stated Genevieve is working Tuesdays and Thursdays to Reno and we have money set aside for her to do that as a trial for 6 months. This would lend to us being able to apply for funding.

On a first by Commissioner Neely, and second by Commissioner Ingram, it was unanimously passed to authorize Pete Heimbigner to sign the Letter of Support for FTA 5311(f) funding for Modoc County Transportation Agency and their Sage Stage service.

(4) OTHER BUSINESS

4.1 Reports by Executive Director and Staff:

Pete reported that we lost Jasleen Mutti. We wish her well. He is hoping she doesn't like the big city life and moves back.

4.2 Report by Lassen Rural Bus Manager/Staff:

Caleb Shortz reported that their team has not changed. They still have 15 employees and 14 available for natural disasters, for disaster preparedness, and the evacuation of people. They are gearing up for the Children's Fair in May and now Soroptimist's Safe Ride Home for their Margarita Festival. He also reported they are at 92% for on time performance for the county routes. They are gearing up to install all the decals for their signs at all 48 stops, within the city limits so the riders have updated route information at each stop. The ridership is increasing. It is now at 11.2% more than this time last year, 11,590 more passengers. Each year since 2018 they have been growing. They are also bringing in more fare box revenue, \$643.00 compared to last year. All vehicles are in good working order.

Caleb also reported that he is proud of his staff in their dedication to reach 1,000,000 miles with no accidents however he regrets to report that they had their first accident in three years, on January 15th. He also had another incident on February 28th when he let a driver take a service truck home. That truck popped out of gear and coasted backwards and hit one car, which hit another car. He said their luck has not been very good this year so far. He wants to report these himself instead of the Board hearing it from somewhere else. He stated he is continuing to work on the training. He also is identifying what should have been done. He is trying to be pro-active in his training and prevention. They will continue their efforts to reach their 1,000,000 miles. Commissioner Albaugh asked how many miles do they have to go to reach 1,000,000? Mr. Shortz responded it started again in February and they average 17,000 to 20,000 miles a month. Mr. Shortz also reported that the community events will add to the miles. He also wanted the Board to know that he and his crew will drive the community event routes multiple times to maintain the areas of overhanding branches, culvert issues, debris in the roadway, etc, to make sure the buses and passengers are safe on those routes. Commissioner Albaugh praised Caleb on his record stating he is doing a phenomenal job. He said even though he did not reach his goal, he still deserves a pat on the back.

4.3 Matters brought forth by the Agency:

Set date for the next Regular Agency Meeting: May 12, 2025

4.4 Adjourn: 1:34 p.m.

