

LASSEN TRANSIT SERVICE AGENCY

March 13, 2023

(1) **CONVENE:**

LTSA's Regular Meeting convened at 1:09 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), Neely, and Albaugh.

Commissioners Absent: McCourt, and Gallagher.

Others Present: John Clerici, LCTC; Pete Heimbigner, and David Knaut, 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 **Election of Officers:** On a first by Mr. Brown, second by Mr. Stafford, it was passed to elect Mr. Albaugh as Chairman. Mr. Albaugh voted no.

On a first by Mr. Bridges, second by Mr. Stafford, it was passed to elect Mr. Brown as Vice Chairman. Mr. Brown voted no.

1.4 **Minutes Approval:** On a first by Mr. Bridges, second by Mr. Brown, it was unanimously passed to approve the January 9, 2023, minutes.

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(3) **NEW BUSINESS**

3.1 **Title VI Plan Update:** Mr. Knaut reviewed information as presented in packets.

Discussion was held regarding current needs falling under Title VI and to clarify that Title VI Plan allows for Federal Funding.

On a first by Mr. Neely, second by Mr. Herrera, it was unanimously passed to adopt Resolution 23-001, approving the Title VI Plan, and authorize Executive Director to sign all documents necessary for Plan submittal.

3.2 Mileage Reimbursement Program: Mr. Knaut reviewed information as provided in packets.

Discussion was held to elaborate on details of how the program might be configured to best serve the community, that the program will likely operate through LRB, and that funds saved from Lassen Senior Services could be used to subsidize the program.

Direction was given to move forward with program implementation with removing friends and family visits from the eligible trips list and limiting funding to \$10,000.00 in the first year. Staff said they will bring back a formal policy for adoption at a future meeting.

3.3 Surplus of maintenance lifts: Mr. Knaut reviewed information as provided in packets.

On a first by Mr. Bridges, second by Mr. Herrera, it was unanimously passed to authorize the Executive Director to surplus the 2004 set of maintenance lifts (Model DHML-8) to the Lassen County Public Works Department.

3.4 Triennial Performance Audit: Mr. Knaut commented that the presentation will take place during the LCTC meeting to save staff time.

3.5 Low Carbon Transit Operations Program (LCTOP) Fund Exchange: Mr. Knaut reviewed information as provided in packets.

Mr. Albaugh asked if funds could be used for the mileage reimbursement. Mr. Knaut said they can be used for anything transit related.

Discussion was held regarding why LTSA hasn't been able to use up LCTOP funds and why the funds exchange is so beneficial.

On a first by Mr. Bridges, second by Mr. Neely, it was unanimously passed to adopt Resolution 23-002, authorizing the exchange of Low Carbon Transit Operations Program (LCTOP) funds with Local Transportation Funds (LTF) with the Tehama County Transportation Commission (TCTC), and authorize Executive Director to sign a letter of understanding.

3.6 FY 2023/2024 Fund 570 and Fund 569 Budget: Mr. Knaut reviewed information as provided in packets.

On a first by Mr. Stafford, second by Mr. Brown, it was unanimously passed to adopt the LTSA Fiscal Year 2023/2024 Operating Budget, and adopt Resolution 23-003 authorizing the filing of a claim with the Lassen County Transportation Commission for allocation of Transportation Development Act Funds for Fiscal Year 2023/2024.

(4) OTHER BUSINESS

- 4.1 **Reports by Executive Director and Staff:** Mr. Heimbigner reported that the existing advertising policy will be updated and presented at a future meeting.
- 4.2 **Report by Lassen Rural Bus Manager/Staff:** None.
- 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 May 8, 2023, at 1:00 p.m.**
- 4.5 **Adjournment:** 2:04 p.m.