

LASSEN TRANSIT SERVICE AGENCY

March 14, 2022

(1) CONVENE:

LTSA's Regular Meeting convened at 1:01 p.m. by Chair Hemphill, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

Commissioners Present: Hemphill, Albaugh, McCourt, Herrera, Bridges, and Schuster.

Commissioners Absent: Hammond.

Others Present: John Clerici, LCTC; Caleb Schortz, Paratransit; Pete Heimbigner, Cheryl Strange, and David Knaut, LTSA Staff.

1.1 Pledge of Allegiance.

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

1.3 Election of Officers: On a first by Mr. Albaugh, second by Mr. Hemphill, it was unanimously passed to elect Ms. Schuster as Chairman. On a first by Mr. Bridges, second by Mr. Hemphill, it was unanimously passed to elect Mr. Albaugh as vice Chairman.

1.4 Minutes Approval: On a first by Mr. Albaugh, second by Mr. Hemphill, it was unanimously passed to approve the January 10, 2022, minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 Correspondence: None.

2.2 Public Comment: None.

(3) NEW BUSINESS

3.1 FY 2021/22 Budget changes: Mr. Knaut reviewed information as presented in packets.

Discussion was held regarding the engineering fees and to clarify what is included in his fees.

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

3.2 Bus Stop Improvements Bid Award: Mr. Knaut reviewed information as provided in packets.

Discussion was held to clarify the not-to-exceed amount of \$314,215.00, as well as the terms of the award and agreement.

On a first by Mr. Hemphill, second by Mr. Herrera, it was unanimously passed to approve bid award to DML Construction, and approve Executive Director to sign all related contracts and documents and authorize Executive Director to purchase bus shelters and other amenities necessary.

3.3 Renewal of Lassen Rural Bus Office and Maintenance Facility Roof Bid Award: Mr. Knaut reviewed information as provided in packets.

On a first by Mr. Herrera, second by Mr. Hemphill, it was unanimously passed to approve bid award to American Foam Experts with a not-to-exceed amount of \$82,000.00, and approve Executive Director to sign all related contracts and documents and authorize Executive Director to sign all related contracts and documents.

3.4 Contract Partner's Fiscal Close Out Reports: Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding service areas and what services can be used for. Mr. Schortz commented that he has spoken to a member of the public to suggest alternative services.

Discussion was held regarding coordinating with various transit systems so that services can be more efficient for users.

It was agreed to have staff prepare a new agreement reducing the amount of the Lassen Senior Services contract to a not-to-exceed amount of \$44,300.00, and present it at the next meeting.

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

Discussion was held regarding the convenience of the exchange program so that it benefits multiple agencies.

On a first by Mr. Bridges, second by Mr. Albaugh, it was unanimously passed to adopt Resolution 22-001, authorizing the exchange of Low Carbon Transit Operations Program (LCTOP) funds with Local Transportation Fund (LTF) with the Tehama County Transportation Commission (TCTC), and authorize Executive Director to sign a letter of understanding.

3.6 Federal Transit Administration Consolidated Application for FFY 2022 and FFY 2023: Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding electric vehicle feasibility.

On a first by Mr. Albaugh, second by Mr. Bridges, it was unanimously passed to adopt Resolution 22-002, authorizing the Executive Director to sign all related documents for the consolidated application for 5311 and 5339. Mr. Hemphill was not present for the vote.

3.7 **Pilot project for on-demand services:** Mr. Knaut reviewed information as provided in packets.

Direction was given to implement a pilot project for on-demand service as recommended in the staff report.

(4) **OTHER BUSINESS**

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

4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Schortz reviewed information as provided in packets.

- 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 9, 2022, at 1:00 p.m.**

4.5 **Adjournment:** 2:15 p.m.