

LASSEN TRANSIT SERVICE AGENCY

May 8, 2023

(1) CONVENE:

LTSA's Regular Meeting convened at 1:02 p.m. by Chairman Albaugh, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

Commissioners Present: Stafford, McCourt, Ingram (alternate), Herrera (alternate), Neely, and Albaugh.

Commissioners Absent: Gallagher and Brown.

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

1.1 Pledge of Allegiance.

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

1.3 Minutes Approval: On a first by Mr. Stafford, second by Mr. Neely, it was unanimously passed to approve the March 13, 2023, minutes.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 Correspondence: None.

2.2 Public Comment: None.

(2) NEW BUSINESS

3.1 Fiscal Year 2021/22 Final Audit Report: By Zoom, Ingrid Shepline, Richardson & Company, LLP, reviewed information as provided in packets.

Discussion was held to clarify reimbursement of County employee pensions and benefits.

Discussion was held regarding LCTC and LTSA history. Resources were given if any director would like more information on the division of the Commission and Agency.

On a first by Mr. Herrera, second by Mr. McCourt, it was unanimously passed to accept the 2021/22 independent TDA report.

3.2 Advertising Policy and Pricing: Mr. Heimbigner reviewed information as provided in packets.

Mr. Albaugh asked for clarity regarding audio advertising. Mr. Schortz commented that "audio" applies specifically to audio advertising on buses, and not on the radio. Mr. Albaugh asked to have more descriptive verbiage added to the policy

Discussion was held regarding ads content, pricing, and length of advertising contracts. Mr. Heimbigner said that any advertising content that is questionable will be brought before the LTSA.

Mr. Heimbigner stated that there will time to work on the policy as staffing is currently unavailable to dedicate to the task.

(4) OTHER BUSINESS

- 4.1 **Reports by Executive Director and Staff:** Mr. Heimbigner commented that Mr. Knaut has resigned from his position and has already served his last day. He stated that recruiting has already begun.

Discussion was held regarding his exemplary performance.

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

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

Mr. McCourt asked how long it takes to get vandalism cleaned up and who does it. Mr. Schortz answered that they are usually notified by the first route driver of the day and they send their own staff out to clean as soon as they receive notification. Mr. Herrera said that the recent vandals have all been caught.

- 4.3 **Matters brought forth by the Agency:** Mr. Ingram reported that he will be hosting a Career Opportunities Workshop at the fairgrounds on June 1, 2023. He asked Mr. Schortz if transportation could be arranged through LRB for out of area attendees. It was agreed to discuss options outside of the meeting setting.

Mr. Albaugh reported that the last Board of Supervisors meeting was held in Bieber and included a trip to the Fallen Heroes Memorial in Adin.

- 4.4 **Set date for the next Regular Agency Meeting for June 19, 2023, at 1:00 p.m.**

- 4.5 **Adjournment:** 1:48 p.m.