

# LASSEN TRANSIT SERVICE AGENCY

May 9, 2022

## (1) CONVENE:

LTSA's Regular Meeting convened at 1:07 p.m. by Chair Schuster, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

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

Commissioners Absent: Hammond.

Others Present: John Clerici, LCTC; Caleb Schortz, Paratransit; Julie Morgan, Steve Stehrenberger, Lassen County; Pete Heimbigner, and David Knaut, LTSA Staff.

### 1.1 Pledge of Allegiance.

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

1.3 Minutes Approval: On a first by Mr. Hemphill, second by Mr. Herrera, it was unanimously passed to approve the March 14, 2022, minutes.

## (2) CORRESPONDENCE / PUBLIC COMMENT

2.1 Correspondence: None.

2.2 Public Comment: None.

## (3) NEW BUSINESS

3.1 First Amendment to Paratransit Services contract for on-demand services: Mr. Knaut reviewed information as presented in packets.

Discussion was held to confirm that it won't cost more money.

On a first by Mr. Albaugh, second by Mr. Bridges, it was unanimously passed to approve the first amendment of the agreement with Paratransit Services, and authorize the Executive Director of the LTSA to execute the first amendment.

3.2 New Agreement with Lassen Senior Services: Mr. Knaut reviewed information as provided in packets.

Mr. Bridges asked for clarity on senior transport for an upcoming 'dining' event. Mr. Knaut explained that it will be handled through the health department.

Mr. Schortz commented on prescription delivery services and that they might be able to include meal delivery as well.

Discussion was held to continue working together to help get everyone on the same page.

Direction was given to move forward with new contract preparation.

**3.3 Emergency purchase of transmission:** Mr. Knaut reviewed information as provided in packets.

On a first by Mr. Bridges, second by Mr. Herrera, it was unanimously passed to approve emergency purchase of transmission for bus #19.

**3.4 Access and improvement easement agreements:** Mr. Knaut reviewed information as provided in packets.

Discussion was held to clarify easement ownership names, and specifics for recording purposes.

On a first by Mr. Albaugh, second by Mr. Bridges, it was unanimously passed to accept receipt of access and improvement easement agreement with Lassen Senior Services, Lassen Board of Education, and Banner Health.

**3.5 Fiscal Year 2020/21 Final Audit Report:** Ingrid Sheipline presented audit summary as provided in packets.

Mr. Albaugh asked for recommendations for a payment plan for the past pension and limited liability to be taken care of. Ms. Sheipline gave an example of Lassen County Transportation Commission's plan, but said it would depend on what LTSA's budget would allow.

On a first by Mr. Albaugh, second by Mr. Herrera, it was unanimously passed to accept the 2020/21 independent TDA audit.

**(4) OTHER BUSINESS**

**4.1 Reports by Executive Director and Staff:** Mr. Knaut reported that he spoke to the Lassen Community College about cost sharing for the bus stop at the college. An item will be placed on the agenda if there becomes a need for further discussion.

**4.2 Report by Lassen Rural Bus Manager/Staff:** Mr. Schortz reviewed information as provided in packets to include the discontinuation of extra COVID cleaning and food deliveries after June 30, 2022.

Mr. Bridges asked if the increased ridership was because of fuel prices. Mr. Schortz said that it's also for the convenience.

Mr. Albaugh asked about Mr. Schortz's certified commercial testing. Mr. Schortz explained his personal certification holding and specifics included in that certification.

Mr. Herrera asked for elaboration on theft and vandalism. Mr. Schortz commented with specifics to the on-site camera equipment and quick response to any safety repairs by Mr. Knaut.

- 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 June 20, 2022, at 1:00 p.m.**

4.5 **Adjournment:** 1:55 p.m.