

Lassen Transit Service Agency



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MEETING MINUTES OF NOVEMBER 10, 2025

(1) **CONVENE:**

LTSA's Regular Meeting convened at 1:19 p.m. by Vice Chairman Brown, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

Commissioners Present: Brown, Ingram, Miller, Neely, and Schuster

Commissioners Absent: Albaugh

Others Present: John Clerici, LCTC, Pete Heimbigner, and Cynthia Raschein LTSA.

1.1 **Pledge of Allegiance.**

1.2 **Agenda Approval:** On a first by Commissioner Ingram, and second by Commissioner Schuster, it was unanimously passed to approve the agenda.

1.3 **Minutes Approval:** On a first by Commissioner Miller, and second by Commissioner Schuster, it was unanimously passed to approve the October 20, 2025 minutes.

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(3) **NEW BUSINESS**

3.1 **Update on Agreement Amendment with Paratransit Services:** Review request from Paratransit Services to reconsider Option 1, renewing the Agreement for a 2-year period.

Pete Heimbigner reported to the Board the most recent update from Paratransit Services. He introduced David Baker, President and CEO of Paratransit services who was present via Zoom. He also introduced Gretchen Stuhr from Prentice Long who filled in for Andrew Plett, present via Zoom. Heimbigner reviewed the conversations that were held previously with Paratransit and the Board and stated we had absorbed the previous insurance increase for last year. A couple meetings ago the Board decided to move forward with the two option years however LTSA did not have Paratransit

available during the meeting for discussions. After the action was taken, additional discussions were held and it was determined that additional costs had occurred. At that time Paratransit revealed they would not be able to offer the second option as previously presented. Heimbigner reported that he took that contract and met with Paratransit, with Prentice Long and the CAO regarding these new details and discussed their overall thoughts. Heimbigner also stated he believes the Board may be interested in seeing these new contract details in a side-by-side comparison and could have this information available at the next meeting. With that he asked Dave Baker to take the floor.

David Baker thanked the Board for allowing him to attend the meeting. He also thanked LTSA for absorbing the insurance cost during the last 24/25 contract year which added up to an 87% increase company wide. He also stated, when the 24/25 contract ended the rate reverted back to \$54,965 per month which is running about \$8,500 short. Cost increased details were presented in a June 6th letter to Heimbigner. What they asked for in that June 6th letter was a 4% increase, to bring the total the amount to \$63,431. Paratransit cannot continue to operate with a monthly deficit of \$8500. Baker also mentioned that Paratransit is willing to offer the 4-year extension (2 option years at 2 years each) if they are able to get the insurance rate for the current year. If the insurance rates stay the same, they are willing to offer the 4-year extension. Baker stated he would like to keep the contract in place to be able to serve the residents of Lassen County.

Commissioner Brown asked the Board if they have questions. Commissioner Ingram asked Baker, if the Board decides to go with the 4-year extension with the additional \$8500 per month, what will happen next year if there is another deficit. Baker responded, the rates are outlined on the June 6th letter and the staff report which was not available at this meeting. Heimbigner responded to the Board and to Baker, as he previously stated, he would like to summarize this information with a side-by-side comparison. Heimbigner also stated that not everyone present at this meeting has been present at previous meetings with all the discussions. Baker asked if the Board had access to the material that is being discussed. Heimbigner clarified that he will put all the details from all the discussions regarding the options and increases into a side-by-side comparison.

Commissioner Schuster asked if the Board wants a motion to table this conversation until December. Baker asked if the discussion is tabled would that mean the current rate, that is established, would carry into the January 2026 payment. Heimbigner responded, yes.

Commissioner Neely motioned to table the discussion until the next regularly scheduled meeting. Commissioner Schuster seconded the motion and it was unanimously approved.

(4) OTHER BUSINESS

4.1 Reports by Executive Director and Staff: None.

4.2 Reports by Lassen Rural Bus Manager/Staff:

Caleb Shortz presented the Operations Report for the month.

The Paratransit Services Team currently has 5 full time drivers and 2 regular part-time and 3 casual drivers. They have 1 full time dispatcher & 1 part time dispatcher, 1 full time mechanic, 1 part-time mechanic, 1 operations supervisor and 1 General Manager for a total of 16 employees. The Lassen Rural Bus Emergency Response Team has 15 members willing and ready to respond for any emergencies that may arise.

Caleb reported on community outreach. They had a great time at Halloween Safe N Sane and would like to thank the Chamber of Commerce and all the other business that came out to support the community for this event. They are gearing up for Veteran's Day Parade and for the holiday Season.

Shortz also reported on their on-time performance, which is at 88% average for City & City Express, the County Routes on-time performance, with all the road construction, is at 64.2% which bring the systems average to 75.6%. They have ordered new maps for all of our City Route Stops to keep them all fresh and updated. New Bus stops signs have been put back up and from those that had been tagged, damaged or stolen. They have moved their bus stop in Westwood from the fire station to the gas station where everyone gets on anyways. They have installed a new bus stop sign and schedule holder at the Doyle Post Office for South Co. They were informed that as of Dec 1, 2025 there would be no more van pools for the base, so the ridership may be going up as long as Base Workers are still going to work.

Shortz reported the College ridership is gradually improving, they are seeing a couple more college riders using South County to come into town.

Regarding the equipment and maintenance, Shortz reported the following inventory of vehicles:

- 1 Service truck
- 1 Passenger Van
- 3 Large Cutaway's
- 6 ARBOCS ((Bus 20 & 21 are out of service but still in our inventory for parts)
- 1 Front Runner
- 3 40' Gillig Commuter buses (Bus 101 is out of service but still in our inventory for parts)

All heaters in the fleet have been tested and are in good working order. They did receive the new bus from Front Runner and excited to get it put into service.

4.3 Matters brought forth by the Agency:

Date set for the next Regular Agency Meeting: December 8, 2025

4.4 Adjourn: 1:45 p.m.