

Lassen Transit Service Agency



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MEETING MINUTES OF OCTOBER 20, 2025

(1) **CONVENE:**

LTSA's Regular Meeting convened at 1:00 p.m. by Chairman Albaugh, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

Commissioners Present: Albaugh, Ingram (via Zoom), Miller, Neely, and Schuster

Commissioners Absent: Brown

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 Schuster, and second by Commissioner Neely, it was unanimously passed to approve the agenda.

1.3 **Minutes Approval:** On a first by Commissioner Schuster, and second by Commissioner Miller, it was unanimously passed to approve the August 11, 2025 minutes.

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(3) **NEW BUSINESS**

3.1 **Update on 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. Lassen Transit Service Agency directed staff to move forward to amend the Paratransit agreement and add the two options (2 years each) to extend the agreement to a total of four years. That information was shared with Paratransit and they have informed us they will not honor the second option. Heimbigner has posed the question to counsel for their direction since Paratransit will not honor the second option. He does not see the ability for Paratransit to not accept the option. This is why we built it in to the agreement from the beginning when the contract was set up. We already absorbed

the insurance increases previously. Heimbigner clarified that Paratransit will not honor the 28/29 and 29/30 option years. We will have more answers for the next meeting to see where the Board wants to go with these new developments. Heimbigner stated we will have counsel present at the next meeting along with a representative from Paratransit.

Commissioner Neely asked Heimbigner if Paratransit gave a reason why they would not honor the second option years. Heimbigner responded that the contract costs have increased considerably more due to insurance. Commissioner Neely asked why the insurance costs were not considered previously. Heimbigner stated the options were put together long before the upward trending insurance costs became effective.

The Board discussed this information in detail. Commissioner Albaugh suggested we should table the conversation until the next meeting before Thanksgiving.

On a first by Commissioner Neely, and second by Commissioner Miller, it was unanimously approved to table the conversation until the next meeting so they can hear from the Paratransit representatives.

(4) OTHER BUSINESS

4.1 Reports by Executive Director and Staff: None.

4.2 Reports by Lassen Rural Bus Manager/Staff:

- Report on LRB Activity
- Report of Maintenance activity of the LRB Fleet
- Report on condition of the fleet vehicle HVAC systems

Cynthia Raschein reported to the Board that Caleb Shortz would not be present today to review the Operations Report. He had two drivers out and needed to fill in for those routes. Caleb's report is included in the Board Packet on page 7.

Raschein reported that Bus #30 should be arriving Friday. Commission Albaugh asked how long it would take to get it into operation. Raschein responded they were waiting for the final inspection from Caltrans and from the mechanic at LRB.

Matters brought forth by the Agency:

Set date for the next Regular Agency Meeting: November 10, 2025

4.3 Adjourn: 1:14 p.m.