

Lassen Transit Service Agency



PETE HEIMBIGNER, *Executive Director*
DAVID KNAUT, *Associate Transportation Planner*

707 Nevada Street, Suite 4
Susanville, CA 96130

☎ 530 / 251-8305
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lassentransportation.com

LTSA/J-2
2021/ 113

Date Posted: August 6, 2021

To: **THE LASSEN TRANSIT SERVICE AGENCY:**

Mendy Schuster, Vice Chair (City Council)	Jeff Hemphill, Chair (Co. Supervisor)
Quincy McCourt (City Council)	Aaron Albaugh (Co. Supervisor)
Thomas Herrera (City Council)	Tom Hammond (Co. Supervisor)

From: Pete Heimbigner, Executive Director

Subject: **REGULAR MEETING OF THE LASSEN TRANSIT SERVICE AGENCY**

The regular meeting of the **Lassen Transit Service Agency** has been scheduled for **Monday, August 9, 2021, at 1:00 PM** at **City of Susanville Council Chambers**, 66 North Lassen Street, Susanville, CA.

Dial-in Number: 1-302-202-1104
Conference Code: 968698

The agenda is as follows:

Page (1) **CONVENE**
1.1 **Pledge of Allegiance**

1.2 **Agenda Approval:** Additions and Deletions

Motion Required

1. 1.3 **Minutes Approval:** June 21, 2021, Commissioners present, Hemphill, Albaugh, Schuster, Herrera, and Bridges (alternate). Absent Hammond, and McCourt.

Motion Required

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** None.

2.2 **Public Comment:**

(3) NEW BUSINESS

4. 3.1 **FY 2021-22 Budget Changes:** By motion, 1) approve amended LTSA Fiscal Year 2021/22 Operating Budget or provide direction to staff.

Motion Required

9. 3.2 **Vault Room Construction Bid Award:** 1) By motion, approve the lowest qualified bidder, that meets all of the minimum requirements on the bid, and approve the Executive Director to sign all related contracts and documents.

Motion Required

12. 3.3 **State of Good Repair Program:** By motion, adopt Resolution 21-004, approving the project list for the 2021/22 cycle of State of Good Repair Program.

Motion Required

17. 3.4 **Operating Services Performance Reports:** Receive information about Lassen Rural Bus, Lassen Senior Services, Big Valley 50 Plus, and Modoc Sage Stage performance in fiscal year 2020-21 and provide possible direction to staff.

Possible Direction

29. 3.5 **Fare Waiver During Emergency:** By motion, 1) authorize Executive Director of the Lassen Transit Service Agency to waive fare collection for people displaced from a natural disaster or the general public during a local emergency event, or 2) provide direction to staff.

Possible Direction

(4) OTHER BUSINESS

4.1 **Reports by Executive Director and Staff:**

30. 4.2 **Report 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

4.3 **Matters brought forth by the Agency:**

Set date for the next Regular Agency Meeting for October 18, 2021

4.4 **Adjourn**

ITEMS SCHEDULED FOR FUTURE MEETINGS:

cc: Board of Supervisors (Chris Gallagher, Aaron Albaugh, Gary Bridges, Tom Hammond, Jeff Hemphill); City Council members (Quincy McCourt, Thomas Herrera, Kevin Stafford, Mendy Schuster, Brian Moore); Caltrans District 2 (Dave Moore, Kathy Grah, Michael Mogen); Caltrans Susanville Office (Cliff Bettencourt); CHP (Sarah Richards); Lassen County (Richard Egan, Pete Heimbigner, Tony Shaw, David Knaut, Dana Hopkins, Cheryl Strange, Julie Bustamante, Barbara Longo, Michele Yderraga, Gaylon Norwood, Maurice Anderson); City of Susanville (Gwenna MacDonald, Dan Newton, Dan Gibbs, Kevin Jones); Lassen Rural Bus (Caleb Schortz, Wanda Gray, Christie Scheffer); Susanville Indian Rancheria (Jim Mackay, Wanda Brown); Lassen Land and Trails Trust; BLM (Stan Bales); Lassen County Times; KSUE/JDX; Lassen Senior Services (Penny Artz); Sierra Army Depot (Julia Simpkins); Lassen Community College (Dr. Marlon Hall, Dr. Albertson, Carrie Nyman, Dave Clausen); Lassen County Chamber of Commerce

LASSEN TRANSIT SERVICE AGENCY

June 21, 2021

(1) **CONVENE:**

LTSA's Special Meeting convened at 1:04 p.m. by Chairman Hemphill, at City of Susanville Council Chambers, 66 North Lassen Street, Susanville, CA.

Commissioners Present: Hemphill, Albaugh (1:07 arrival), Schuster, Herrera, and Bridges.

Commissioners Absent: Hammond and McCourt.

Others Present: Caleb Shortz, Paratransit; John Clerici, LCTC; Ingrid Sheipline (by phone), Richardson & Company LLP; Tony Shaw, Julie Morgan, Lassen County; Dan Newton, City of Susanville; Lassen County; Pete Heimbigner, Cheryl Strange, and David Knaut, LTSA Staff.

1.1 **Pledge of Allegiance.**

Mr. Knaut asked for a moment of silence in remembrance of Jennifer Uruburu.

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

1.3 **Minutes Approval:** On a first by Ms. Schuster, second by Mr. Herrera, it was unanimously passed to approve the May 10, 2021, minutes.

(2) **CORRESPONDENCE / PUBLIC COMMENT**

2.1 **Correspondence:** None.

2.2 **Public Comment:** None.

(3) **NEW BUSINESS**

3.1 **Fiscal Year 2019/20 Final Audit Report:** Mr. Knaut introduced Ingrid Sheipline with Richardson & Company LLP, who reviewed the report, findings, and recommendations as provided in packets.

Mr. Albaugh asked if their company represented any other transportation agencies, and if so, how does Lassen County compare. Ms. Sheipline responded that they represent several other agencies, and that Lassen County has more findings and recommendations than others due to the way accounts are managed.

On a first by Mr. Bridges, second by Mr. Herrera, it was unanimously passed to receive the Audit Report for 2019/20, and accept the 2019/20 independent TDA audit.

- 3.2 **FY 2021/2022 Fund 570 and Fund 569 Budget:** Mr. Knaut reviewed information as presented in packets.

Discussion was held to clarify price increases in various areas due to higher minimum wage and project materials.

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

On a first by Mr. Herrera, second by Mr. Albaugh, it was unanimously passed to adopt Resolution 21-001, authorizing the filing of a claim with the Lassen County Transportation Commission for allocation of Transportation Development Act funds for Fiscal Year 2021/22.

- 3.3 **2021/22 Charter Rates:** Mr. Knaut reviewed information as presented in packets.

Discussion was held regarding charter hour limits.

On a first by Mr. Bridges, second by Mr. Herrera, it was unanimously approved to accept report from staff and adopt Resolution 21-002, 2021/22, Charter Rates.

- 3.4 **Community Events Resolution:** Mr. Knaut reviewed information as presented in packets.

Gary Felt elaborated on the request for Lassen Crime Stoppers to be added to the list.

On a first by Mr. Bridges, second by Ms. Schuster, it was unanimously passed to accept report from staff, accept the addition of Lassen Crime Stoppers Annual Fundraising Event, and adopt Resolution 21-003, approving 2021/22, annual community events.

- 3.5 **Purchase of Service Truck:** Mr. Knaut reviewed information as provided in packets.

Discussion was held regarding why purchasing new versus pre-owned will be a better use of funds.

On a first by Mr. Bridges, second by Ms. Schuster, it was passed to approve purchase of service truck not to exceed the amount of \$71,000.00. Mr. Albaugh opposed.

(4) **OTHER BUSINESS**

- 4.1 **Reports by Executive Director and Staff:** Mr. Knaut stated that LTSA will follow the LCTC's meeting schedule.

Mr. Knaut provided an update regarding the contract renewal with Lassen Senior Services.

4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Schortz reported on the following areas of LRB operations and activity:

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

Mr. Bridges offered praise for LRB's efforts to accommodate cyclists.

Ms. Schuster inquired about services to the campgrounds. Mr. Schortz said that they have the Eagle Lake Route, and that he would reach out to the camp hosts to see if there is a need.

4.3 **Matters brought forth by the Agency:** None.

4.4 **Set date for the next Regular Agency Meeting for August 9, 2021, at 1:00 p.m.**

4.5 **Adjournment:** 1:57 p.m.

DRAFT

STAFF REPORT

DATE: August 9, 2021
TO: Lassen Transit Service Agency
FROM: David Knaut
SUBJECT: FY 2021/22 Budget changes

REQUESTED ACTION

By motion, 1) approve the amended LTSA Fiscal Year 2021/22 Operating Budget, or provide direction to staff.

BACKGROUND

At the regular scheduled LTSA meeting on June 21, 2021 the board adopted the FY 2021/22 operating budget of the LTSA. The adopted budget included estimated costs for the service truck, and the vault room construction and an estimated fund balance as of early June 2021.

The amended FY 2021/22, 570 budget includes an expenditure increase in the amount of \$51,415 for capital outlay due to updated pricing for the service vehicle and the increased cost for the vault room construction. The increased costs will be covered by the increased fund balance of \$51,900.

Furthermore, the amended budget includes a decrease of \$1,536 in revenue from the California State of Good Repair program following the new estimate from the State Controllers' Office from July 30th, 2021.

DISCUSSION

The staff of the LTSA recommends to approve the above mentioned changes to the FY 2021/22 budget.

Approved by:



Peter Heimbigner
Executive Director

Draft Amendment FISCAL YEAR 2021/22

Summary

Fund: 570
Department : LOCAL TRANSPORTATION
Budget Unit Name: LASSEN TRANSIT SVC AGENCY
Budget Unit Number: 5701

Account Name	FY 2020/21 Budgeted	FY 2021/22 Preliminary	Expansion/ (Reduction)
Total FTE Employees	-	-	0.00
Salaries & Benefits	\$ -	\$ -	0
Services & Supplies	\$ 1,323,698	\$ 1,449,860	126,162
Other Charges			0
Capital Outlay	\$ 602,319	\$ 800,415	198,096
Other Financing Uses			0
TOTAL BUDGET REQUEST	\$ 1,926,017	\$ 2,250,275	324,258
Revenues Available	\$ 1,476,548	\$ 1,832,242	355,694
Fund Balance (if applicable)	\$ 550,000	\$ 517,000	(33,000)
TOTAL REVENUES AVAILABLE	\$ 2,026,548	\$ 2,349,242	322,694
FUND BALANCE	\$ 100,531	\$ 98,966	(1,565)

 Department Head Signature

Date: _____

**Draft Amendment FISCAL YEAR 2021/22
REVENUES**

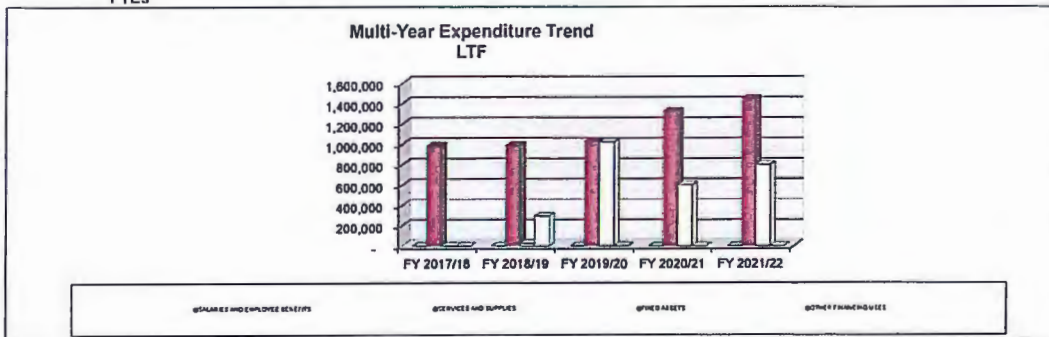
Budget Unit: LASSEN TRANSIT SERVICE AGENCY **Add description of all State and Federal revenues and**
Fund: 570 **Operating Transfers In. Add lines if needed.**
Budget Unit # 5701

Account	Account Name	Description	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
			ACTUALS	ACTUALS	FINAL BUDGETED	ESTIMATE
2003000	INTEREST			5,272		
2006200	STATE-OTHER			199,901		
2007200	FEDERAL-OTHER	FED TRAN ASST (FTA 5311)	192,565		211,247	219,336
2007200	FEDERAL-OTHER	FED TRAN ASST (CARES)		221,408	212,247	212,247
2007200	FEDERAL-OTHER	FED TRAN PURCH ASST (FTA 5339)		618,486		
2007400	OTHER GOVERNMENT AGENCIES					
2007401	OTHER GOVERNMENT - LCTC	LCTC FUND 571 1/4% sales tax & interest	583,119	461,003	348,700	418,000
2007401	OTHER GOVERNMENT - LCTC	STA FUND 572 (operations)	267,831	291,610	149,930	208,077
2007401	OTHER GOVERNMENT - LCTC	STA FUND 572 (SGR)	39,080	46,452	44,573	42,967
2010603	BUS FARES		143,536	142,197	150,000	165,000
2010700	INTERFUND REVENUE					
2011200	MISCELLANEOUS		756	4,616		
2011201	PRIOR YEAR CANCELLED WARRANTS					
2012200	OPERATING TRANSFERS-IN					
2012200	Bus Reserve	Capital Replacement 569	296,000			195,000
2012200	OPERATING TRANSFERS-IN	STA FUND 569 (Capital)			22,443	22,000
	Deferred Inflows	PTMISEA Fund 569	6,250	333,152	153,507	155,000
	Deferred Inflows	CalOES Fund 569			25,188	14,615
	Deferred Inflows	LCTOP Fund 569	20,063	39,624	158,713	180,000
TOTAL			1,549,200	2,363,720	1,476,548	1,832,242

Draft Amendment FISCAL YEAR 2021/2022 EXPENDITURES

ACCOUNT-NAME		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
		ACTUALS	ACTUALS	ACTUALS	FINAL	REQUEST Draft
FUND	570	LASSEN TRANSIT SERVICE JPA				
BUDGET-UNIT	5701	LASSEN TRANSIT SVC AGENCY				
COST-CENTER						
ACCOUNT						
3000100	SALARIES AND WAGES	-	-	-	-	-
3000110	OVERTIME	-	-	-	-	-
3000200	RETIREMENT	-	-	-	-	-
3000202	MEDICARE	-	-	-	-	-
3000204	EMPLOYER PAID EMPLOYEE PERS	-	-	-	-	-
3000210	SOCIAL SECURITY	-	-	-	-	-
3000300	GROUP INSURANCE - HEALTH	-	-	-	-	-
3000310	GROUP INSURANCE - CAFETERIA	-	-	-	-	-
3000320	GROUP INSURANCE - DENTAL	-	-	-	-	-
3000330	GROUP INSURANCE - LIFE	-	-	-	-	-
3000400	WORKERS COMPENSATION INSURANCE	-	-	-	-	-
3000501	OTHER POST EMPLOYMENT BENEFITS	-	-	-	-	-
	PREPAID HEALTH	-	-	-	-	-
3000750	YEAR END SALARIES AND EMPLOYEE BENEFITS	-	-	-	-	-
	SALARIES AND EMPLOYEE BENEFITS	-	-	-	-	-
3001200	COMMUNICATIONS	-	-	-	-	-
3001500	INSURANCE	4,000	4,000	4,000	4,000	4,000
3001700	MAINTENANCE - OFFICE EQUIP	-	-	-	-	-
3001701	MAINTENANCE-COUNTY VEHICLES	937	814	770	25,000	15,000
3001800	MAINTENANCE - BUILDINGS & IMPROVEMENTS	724	1,357	1,019	12,500	12,500
3002000	MEMBERSHIPS	-	-	-	-	-
3002200	OFFICE EXPENSE	-	237	10	4,000	2,000
3002201	POSTAGE	-	-	-	-	-
3002300	PROFESSIONAL & SPECIALIZED SV	850,100	860,646	911,052	1,091,198	1,256,860
3002302	IT DIRECT BILL	-	-	-	-	-
3002400	PUBLICATIONS AND LEGAL NOTICES	-	-	-	-	-
3002600	RENTS & LEASES-BLDGS & IMPROVEMTS	-	-	-	-	-
3002701	NON-CAPITAL EQUIPMENT	10,349	1,180	2,017	10,000	10,000
3002800	SPECIAL DEPARTMENT EXPENSE-LRB	6,352	7,539	11,618	21,000	20,000
3002801	SPECIAL DEPARTMENTAL EXPENSE A-87	-	-	-	-	-
3002900	TRANSPORTATION AND TRAVEL	89,219	93,153	77,119	115,000	100,000
3002901	CONFERENCES & TRAINING	-	-	-	-	-
3003000	UTILITIES	10,538	10,600	9,274	15,000	12,500
3003010	UTILITIES-LIGHTS	10,073	9,947	11,048	13,000	12,000
3003014	UTILITIES-GARBAGE	1,530	212	2,017	3,000	3,000
3003020	UTILITIES-WATER	1,956	1,060	911	4,000	2,000
	SERVICES AND SUPPLIES	985,777	990,745	1,030,856	1,323,698	1,449,860
3004900	DEPRECIATION	303,138	304,726	307,213	-	-
3006100	BUILDINGS & IMPROVEMENTS	-	26,313	15,940	348,319	404,960
3006200	EQUIPMENT	-	-	1,006,962	254,000	395,455
3006260	EQUIPMENT NON CAPITALIZED	-	-	-	-	-
	FIXED ASSETS	-	26,313	1,022,902	602,319	800,415
3007000	OPERATING TRANSFER OUT	-	-	-	-	-
3009000	INTRAFUND TRANSFERS	-	296,000	-	-	-
	OTHER FINANCING USES	-	296,000	-	-	-
TOTAL LTF		1,288,915	1,617,783	2,360,971	1,926,017	2,250,275

FTEs



**FISCAL YEAR 2021/2022
SERVICES AND SUPPLIES EXPENDITURE DETAIL**

Fund: 570 Budget Unit # 5701

Account	Account Name	Detail	Totals
3001500	Insurance		
	1) Insurance	4,000	
			4,000
3001701	Maintenance - LTSA Vehicles		
	1) Major Repairs; Engine Transmission & Differential	15,000	
			15,000
3001800	Maintenance -Buildings and improvements		
	1) Facility maintenance/repairs (Office, Shop, Bus Wash)	10,000	
	2) Parking Lot Striping	2,500	
	3)		
			12,500
3002200	Office Expense		
	1) Miscellaneous office supplies	2,000	
			2,000
3002300	Professional and Specialized Services		
	1) LRBS Operation and Management Contract	1,044,560	
	2) Bus Stop Improvement engineering	5,000	
	3) Modoc Transit Agency	30,000	
	4) LSS in support of Senior Service Transportation	86,000	
	5) Big Valley 50 Plus Transprtation Program	44,300	
	6) Additional Transit Services (feeder routes, pilot routes, etc.)	15,000	
	7) Web Maintenance	24,000	
	8) LRB Maintenance (Bus Wash, Power Generator, etc.)	8,000	
			1,256,860
3002701	Non -Capital Equipment		
	1) Purchase of Equipment under \$5,000	10,000	
			10,000
3002800	Special Departmental Expense		
	1) LRB Marketing General	15,000	
	2) Riders' Guides	5,000	
			20,000
3002801	Special Departmental -A87		
	1) Reimbursement to Cost Allocation Plan	0	
			0
3002900	Transportation and Travel		
	1) Fuel for Buses	100,000	
			100,000
3003000	Utilities		
	1) Natural Gas	12,500	
			12,500
3003010	Utilities: Lights		
	1) Electricity	12,000	
			12,000
3003014	Utilities: Garbage		
	1) Garbage	3,000	
			3,000
3003020	Utilities: Water		
	1) Water	2,000	
			2,000
3006100	Building and Improvements		
	1) LRB roof renewal	100,000	
	2) Bus Stop Improvements	245,000	
	3) Vault room	59,960	
			404,960
3006200	Equipment		
	1) Misc. Shop and Office Equipment	5,000	
	2) Bus Shelters, benches, improvements (PTMISEA)	90,000	
	3) Bus Wash Brush replacement	30,000	
	4) Bus Replcement Purchase of Bus #20	195,000	
	5) Security Cameras	4,000	
	6) Service Truck	71,455	
			395,455
3006700	Operating Transfers Out		
	1) Unused Operating Funds	0	
			0

Overall Total 2,250,275

STAFF REPORT

DATE: August 9, 2021
TO: Lassen Transit Service Agency
FROM: David Knaut
SUBJECT: Vault Room Construction Bid Award

REQUESTED ACTION

1) Receive report from staff. 2) By motion, approve the lowest qualified bidder, that meets all of the minimum requirements on the bid, and approve Executive Director to sign all related contracts and documents.

BACKGROUND

The FY 2016-2018 independent triennial performance audit, which was completed in December 2019, recommends implementing greater security measures for storing farebox vaults.

At the regular scheduled LTSA meeting in January 2020, staff provided a list of capital projects for discussion to the board and direction was agreed to allow staff to use their discretion on moving forward with projects and the vault room project was also approved in the FY 2020/21 budget.

In November 2020, the LTSA and LCTC requested a modification of the CALOES security enhancement project for paratransit contractors to include the vault room, which was approved in December 2020.

Following the approval from CALOES, staff amended the contract with Sierra Land Solutions for also providing design services for the vault room project and purchased pass through lockers for the fareboxes in the amount of \$10,950.27 in January 2021.

After receiving the final design plans for the vault room in March 2021, staff published a request for bids on April 8, 2021, but no bids were received by April 22, 2021.

Staff published the request for bids again on April 29, 2021 and received two bids by the deadline of June 17, 2021.

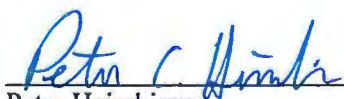
DISCUSSION

LTSA received the following two bids, which are also attached to the staff report:

1. DML Construction for \$70,160.00
2. Michael Kirack Constructions, Inc. for \$59,900.00

LTSA had originally allocated \$25,000 through Prop1b funding through CALOES for this project. The extra funds needed for the completion of this project would come from the increased carryover of FY 2020/21.

Approved by:



Peter Heimigner
Executive Director

Department of Public Works

707 Nevada St., Ste.4 • Susanville, CA 96130 • (530) 251-8288

County of Lassen



BID FORM P-2 - REQUEST for BIDS

THIS IS NOT AN ORDER

Please quote hereon your lowest prices and best delivery terms for the following materials or services, subject to the general terms and conditions printed on the reverse side and to any special conditions stated below.

DATE: April 29, 2021	DEPARTMENT/SUBJECT: Lassen Transit Service Agency - General Contractor	
DELIVERY POINT: Lassen Rural Bus 701-980 Johnstonville Road Susanville, CA 96130	DELIVERY TERMS: Lassen Rural Bus 701-980 Johnstonville Road Susanville, CA 96130	
Quotations must be in this office on or before: TIME: 4:00 PM DATE: June 17, 2021		
MAIL ALL QUOTATIONS TO: Lassen Transit Service Agency 707 Nevada Street, Ste. 4 Susanville, CA 96130		

Project/Job: Lassen Transit Service Agency Vault Room – at 701-980 Johnstonville Road, Susanville CA 96130

QUANTITY	UNIT	DESCRIPTION	PRICE	EXTENSION
1	Lump Sum	Mobilization and Insurance	\$ <u>4,589.⁰⁰</u>	\$ <u>4,589.⁰⁰</u>
1	Lump Sum	Construction of Vault Room per plans and specifications.	\$ <u>65,571.⁰⁰</u>	\$ <u>65,571.⁰⁰</u>
		NOTES: <ul style="list-style-type: none"> • See attached Information for Bidders, Terms and Conditions. • Project is CA prevailing wage. • Vault lockers will be provided by Agency <p>Questions can be directed to David Knaut at dknaut@co.lassen.ca.us or by phone 530-251-8305.</p>		
			Sub Total	<u>70,160.⁰⁰</u>
			Sales Tax	<u>INCLUDED</u>
			Total Bid Price	<u>70,160.⁰⁰</u>

THIS AREA FOR COUNTY USE ONLY.

THIS AREA MUST BE COMPLETED BY BIDDER.

AWARDED TO:		NAME & ADDRESS of BIDDER: <i>DML CONSTRUCTION P.O. BOX 728 VERDI, NV 89439</i>	
ACCEPTED AS TO ITEMS NUMBERED	AMOUNT:	Signed: <i>[Signature]</i>	
FOR THE COUNTY of LASSEN By:		Title: <i>PRESIDENT</i>	
Title:	DATE:	CSLB # <i>664060</i>	
		DIR # <i>1000005464</i>	

Department of Public Works

707 Nevada St., Ste.4 • Susanville, CA 96130 • (530) 251-8288

County of Lassen



BID FORM P-2 - REQUEST for BIDS

THIS IS NOT AN ORDER

Please quote hereon your lowest prices and best delivery terms for the following materials or services, subject to the general terms and conditions printed on the reverse side and to any special conditions stated below.

DATE: April 29, 2021	DEPARTMENT/SUBJECT: Lassen Transit Service Agency - General Contractor
DELIVERY POINT: Lassen Rural Bus 701-980 Johnstonville Road Susanville, CA 96130	DELIVERY TERMS: Lassen Rural Bus 701-980 Johnstonville Road Susanville, CA 96130

Quotations must be in this office on or before: TIME: 4:00 PM DATE: June 17, 2021

MAIL ALL QUOTATIONS TO: Lassen Transit Service Agency
707 Nevada Street, Ste. 4
Susanville, CA 96130

Project/Job: Lassen Transit Service Agency Vault Room -- at 701-980 Johnstonville Road, Susanville CA 96130

QUANTITY	UNIT	DESCRIPTION	PRICE	EXTENSION
1	Lump Sum	Mobilization and Insurance	\$ 14,665.00	\$ 14,665.00
1	Lump Sum	Construction of Vault Room per plans and specifications.	\$ 45,295.00	\$ 45,295.00
		NOTES: <ul style="list-style-type: none"> See attached Information for Bidders, Terms and Conditions. Project is CA prevailing wage. Vault lockers will be provided by Agency Questions can be directed to David Knaut at dknaut@co.lassen.ca.us or by phone 530-251-8305.		
			Sub Total	59,960.00
			Sales Tax	
			Total Bid Price	59,960.00

THIS AREA FOR COUNTY USE ONLY.

THIS AREA MUST BE COMPLETED BY BIDDER.

AWARDED TO:		NAME & ADDRESS of BIDDER: Michael Kirack Construction, Inc. 550 Ash Street Susanville, CA 96130	
ACCEPTED AS TO ITEMS NUMBERED	AMOUNT:	Signed: <i>[Signature]</i>	
FOR THE COUNTY of LASSEN By:		Title: CEO	
Title:	DATE:	CSLB# 690120 DIR# 1000012902	

STAFF REPORT

DATE: August 9, 2021
TO: Lassen Transit Service Agency
FROM: David Knaut
SUBJECT: State of Good Repair Program

REQUESTED ACTION

By motion, adopt Resolution 21-004, approving project list for the 2021/22 cycle of State of Good Repair Program

BACKGROUND

The State of Good Repair (SGR) Program is part of Senate Bill (SB) 1 (The Road Repair and Accountability Act of 2017) and will provide approximately \$110 million annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects. The SGR Program will benefit the public by providing public transportation agencies with a consistent and dependable revenue source to invest in the upgrade, repair and improvement of their agency's transportation infrastructure and in turn improve transportation services.

The estimated allocation amount for Lassen County is \$ 42,967 for FY 2021/22. The funds will be distributed in quarterly amounts through the California State Controller. Half of the funds are allocated according to population and half according to transit operator revenues. The LTSA as transit operator in Lassen County has the oversight of the funding under PUC 99314 in the estimated amount of \$ 1,927.00.

To be eligible for FY 2021/22 funding, transit operators must submit a project list to their respective Regional Entities, including a board resolution.

For FY 2020/21, the LTSA adopted a project list at its' regular meeting on August 10, 2020, including the following two projects: 1. Renewal of Lassen Rural Bus Office and Maintenance Facility roof and 2. Replacement of Service Vehicle

The LCTC adopted and submitted a project list for Lassen County in August 2020, which included the two above projects.

Eligible Projects

SGR funds are made available for capital projects that maintain the public transit system in a state of good repair. PUC section 99212.1 (c) lists the projects eligible for SGR funding, which are:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities.
- The design, acquisition and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Examples include, but are not limited to, the following:

- Replacement or rehabilitation of:
 - Rolling stock
 - Passenger stations and terminals
 - Security equipment and systems
 - Maintenance facilities and equipment
 - Ferry vessels
 - Rail

- Transit Preventative Maintenance
 - Public and Staff Safety
 - Preventative maintenance is only to maintain existing infrastructure and vehicles in a state of good repair, essentially repair and rehabilitation. Normal maintenance such as oil changes and other regularly scheduled vehicle maintenance are to be covered under normal operating costs and are **not** eligible for State of Good Repair funding.

- New transit facilities or equipment needed to maintain the existing transit service(s)

To the extent possible and cost effective, and where feasible, the State of Good Repair Program encourages eligible recipients to promote “fix-it-first” transit capital projects that reduce greenhouse gases and help achieve the state’s environmental goals. Examples of such projects may include replacement of vehicles with partial and/or zero emission vehicles, green technology equipment enhancements, or transit facility upgrades to improve energy efficiency.

Caltrans may approve other appropriate replacement and rehabilitation projects not listed here. Projects that solely expand capacity or service are not eligible projects. However, the expansion of capacity within a replacement project to address current or projected short-term service needs--replacing a maintenance facility with a larger facility or replacing a bus with a larger bus -are eligible.

The State of Good Repair Program is a transit capital program. Transit operations (except for preventative maintenance), transit agency administration, and program management are not allowable. Also, the following project construction development phases are not allowable as a stand-alone project:

- Pre-planning
- Planning
- Environmental

However, expenditures on these project construction development phases are allowable when included as part of a capital project. Project development costs should not exceed 20 percent of the total estimated project cost.

Eligible recipients must have the financial means to maintain and operate project services and the ability to accept their legal liabilities and fulfill financial obligations for

DISCUSSION

Staff recommends adopting the following project list for the SGR 2021/22 cycle:

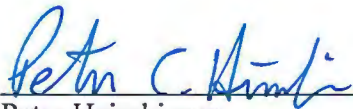
1. Renewal of Lassen Rural Bus Office and Maintenance Facility Roof – Estimated costs \$100,000 – Est. \$28,464 of SGR funds

The Roof Renewal project for Lassen Rural Bus will use SGR funds to pay part of the cost to renew the roof of the original facility that was last renovated in 2001. The roof is in a state of disrepair with several small leaks and broken gutters.

2. Rehabilitation of the Bus Wash Facility – Estimated costs \$30,000 – Est. \$14,503 of SGR funds

In fiscal year 2020/21, LTSA and Paratransit had a contractor come in and do necessary repairs to the bus wash to get fully functional. Contractor also reviewed the condition of the current system and was asked to evaluate if a new system is needed because facility assessments from Paratransit Services in prior years recommended a brushless system. Contractor suggested current system with newer equipment would work for several years, but two brushes would need to be replaced.

Approved by:



Peter Heimbigner
Executive Director

LASSEN TRANSIT SERVICE AGENCY
 Resolution 21-004
 APPROVING THE PROJECT LIST FOR FY 2021-22 FOR
 THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

WHEREAS, the Lassen Transit Service Agency as the transit operator in Lassen County is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) under Public Utilities Code (PUC) 99314 now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lassen Transit Service Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the LTSA does hereby authorize the Executive Director be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation and to administer the following SGR projects for the fiscal year 2021-22:

Project Title	Project Description	Total SGR Costs 21/22 99313	Total SGR Costs 21/22 99314	Total All Other Funds	Total Project Costs
Renewal of Lassen Rural Bus Office and Maintenance Facility Roof	The Roof Renewal project for Lassen Rural Bus will use SGR funds to pay part of the cost to renew the roof of the original facility that was last renovated in 2001. The roof is in a state of disrepair with several small leaks and broken gutters.	\$ 26,537.00	\$ 1,927.00	\$ 71,536.00	\$ 100,000.00
Rehabilitation of Bus Wash facility	The rehabilitation of the bus wash facility will use SGR funds to replace two brushes of the bush wash system, which was installed in 2001. The two brushes of the system are in a state of disrepair and the replacement will assure the continuous use of the facility, which is used to keep the fleet in a state of good repair.	\$ 14,503.00		\$ 15,497.00	\$ 30,000.00

LASSEN TRANSIT SERVICE AGENCY
Resolution 21-004
APPROVING THE PROJECT LIST FOR FY 2021-22 FOR
THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

The foregoing resolution was passed and adopted the August 9, 2021 meeting of the Lassen Transit Service Agency by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

JEFF HEMPHILL, Chairman
Lassen Transit Service Agency

STAFF REPORT

DATE: August 9, 2021
TO: Lassen Transit Service Agency
FROM: David Knaut
SUBJECT: Operating Services Performance Reports

REQUESTED ACTION

Receive information about Lassen Rural Bus, Lassen Senior Services, Big Valley 50 Plus, and Modoc Sage Stage performance in fiscal year 2020/21 and provide possible direction to staff.

BACKGROUND

June 30, 2021, was the end of the fiscal year 2020/21. Staff will present performance data for Lassen Rural Bus, Lassen Senior Services, Big Valley 50 Plus, and Modoc Sage; including but not limited to passenger numbers, service hours, service miles, and cost for the last fiscal year for comparison to the previous FY 2019/20 and FY 2018/19.

DISCUSSION

The attached annual 2020/21 report of the LTSA includes overall performance information and indicators for the Lassen Rural Bus system. System ridership was down, decreasing 29.9% to 52,356 passenger trips. Vehicle Service Hours (VSH) increased by 13.96% and Vehicle Service Miles (VSM) by 12.13% compared to last year. The decline in ridership is mostly linked to the ongoing COVID-19 pandemic and the effects it had on daily life. The increase in service hours and service miles can be attributed to the service changes implemented in the last fiscal year.

The LRB system passenger per hour graph on page 16 shows that productivity has declined compared to previous years from 7.03 to 4.33, a 38.41% decrease to last year. The decline is directly linked to the COVID-19 pandemic. As shown in the attached system performance report, the largest decrease in ridership is seen from the College, FNRC and the transfer group, which were all affected by the closure due to COVID 19.

The system cost per VSH decreased 4.8%, from \$80.82 in 2019/20 to \$76.94 in 2020/21. This decrease is due to fixed costs being spread over more hours.

Approved by:



Peter Heimbigner
Executive Director



Lassen Transit Service Agency

2020/21

Annual Report

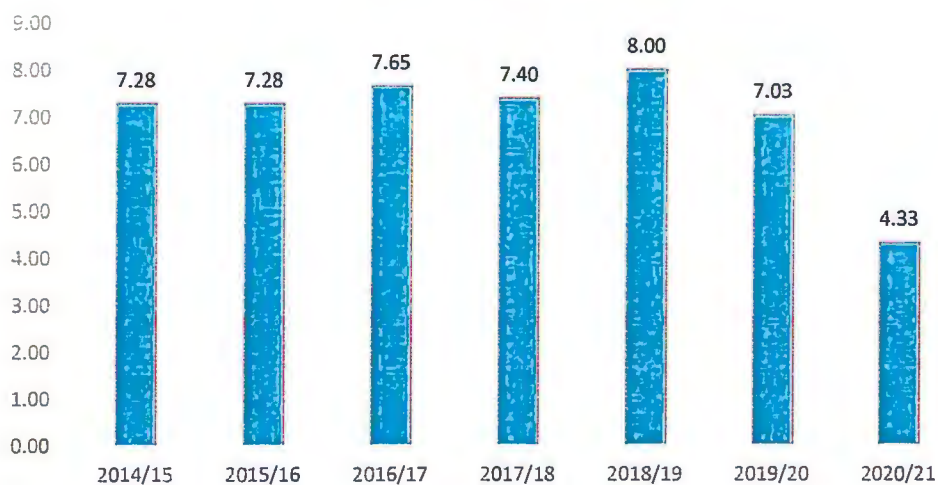


Lassen Rural Bus 2020/21

System Performance Indicators and Comparison

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Total Ridership	88,314	88,419	85,828	87,903	74,691	52,356
Vehicle Service Hours	12,135.22	11,552.61	11,603.32	10,984.50	10,622.34	12,105.19
Vehicle Service Miles	249,240	230,587	232,554	220,507	205,369	230,281
Days of service	304	303	304	302	304	304
Paratransit Costs	\$ 735,312.08	\$ 697,035.41	\$ 710,698.60	\$ 709,745.57	\$ 712,892.32	\$ 733,079.56
Fuel	\$ 78,222.94	\$ 75,264.03	\$ 89,715.69	\$ 91,137.93	\$ 78,985.59	\$ 79,290.22
Utilities	\$ 23,160.60	\$ 24,455.44	\$ 24,096.37	\$ 23,727.58	\$ 23,689.75	\$ 22,516.91
Marketing	\$ 5,313.83	\$ 5,062.60	\$ 6,352.03	\$ 7,539.40	\$ 11,618.82	\$ 14,852.46
Other (Repair, Insurance, O	\$ 5,149.47	\$ 6,040.10	\$ 5,003.17	\$ 6,407.04	\$ 8,001.56	\$ 26,496.11
Contracts	\$ 11,422.30	\$ 7,818.06	\$ 18,167.01	\$ 32,643.77	\$ 23,267.98	\$ 22,153.29
Total Costs	\$ 858,581.22	\$ 815,675.64	\$ 854,032.87	\$ 871,201.29	\$ 858,456.02	\$ 898,388.55
Fares Collected on busses	\$ 32,617.85	\$ 33,515.69	\$ 37,666.32	\$ 38,572.13	\$ 38,745.07	\$ 32,993.97
Fares Collected in office	\$ 173,168.00	\$ 131,143.90	\$ 113,772.98	\$ 140,252.75	\$ 141,847.00	\$ 124,115.00
Total Fare Revenue	\$ 205,785.85	\$ 164,659.59	\$ 151,439.30	\$ 178,824.88	\$ 180,592.07	\$ 157,108.97
Charter Revenue	\$ 2,067.58	\$ 1,076.40	\$ 2,785.14	\$ 4,807.99	\$ 349.22	\$ -

Passenger per hour



**Lassen Rural Bus
2020/21
System Performance
Indicators and
Comparison**

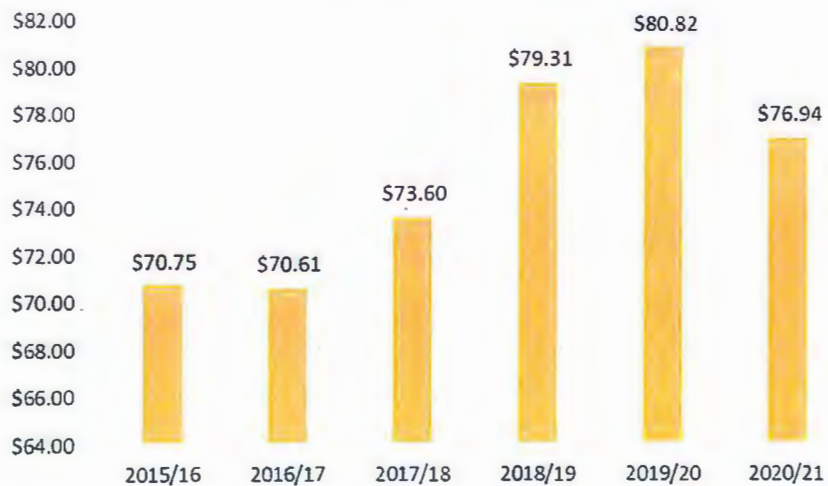
Average fare per passenger




Cost per Passenger

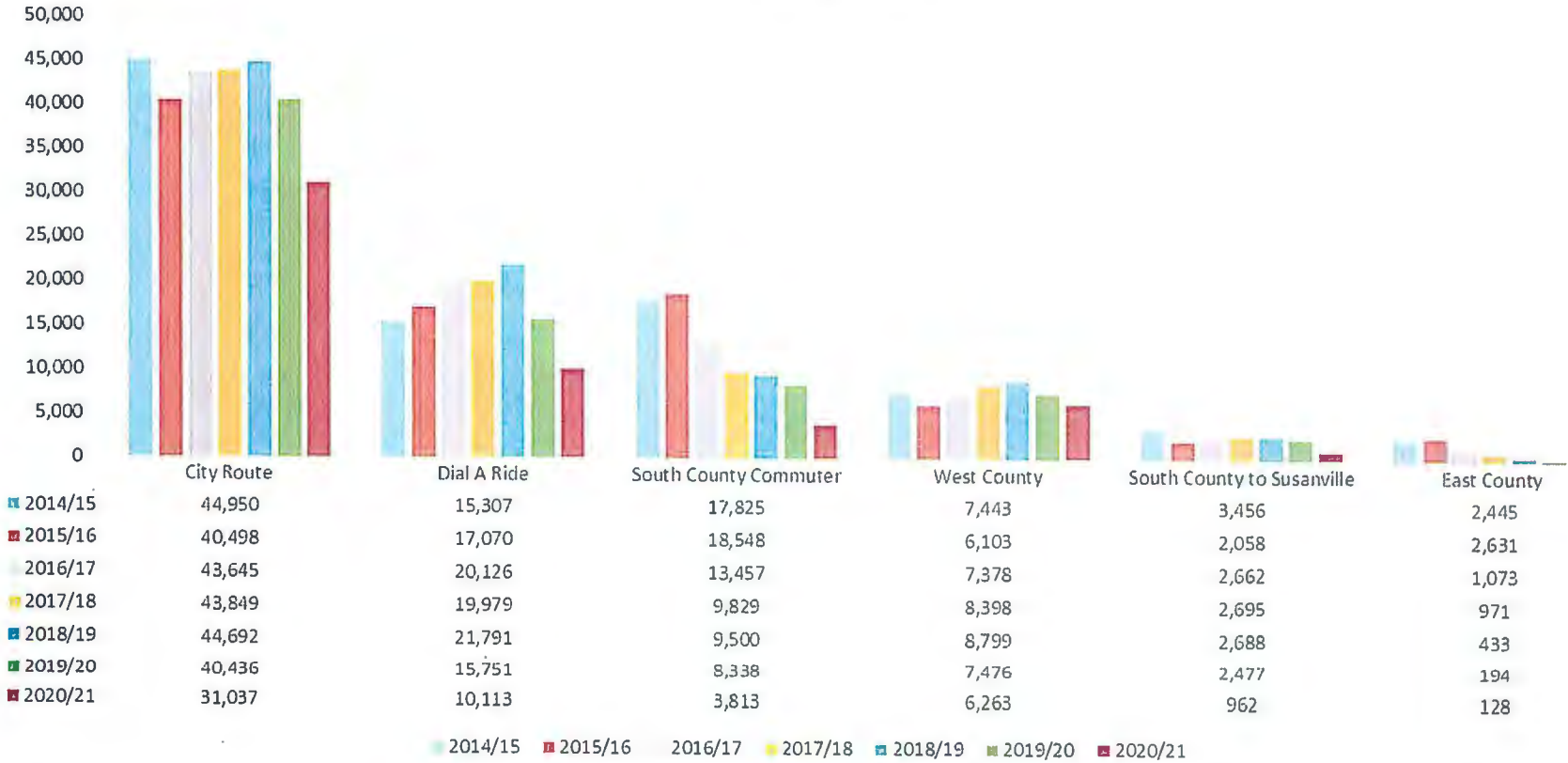


Cost per Vehicle Service Hour




Lassen Rural Bus 2020/21
System Performance Indicators
and Comparison

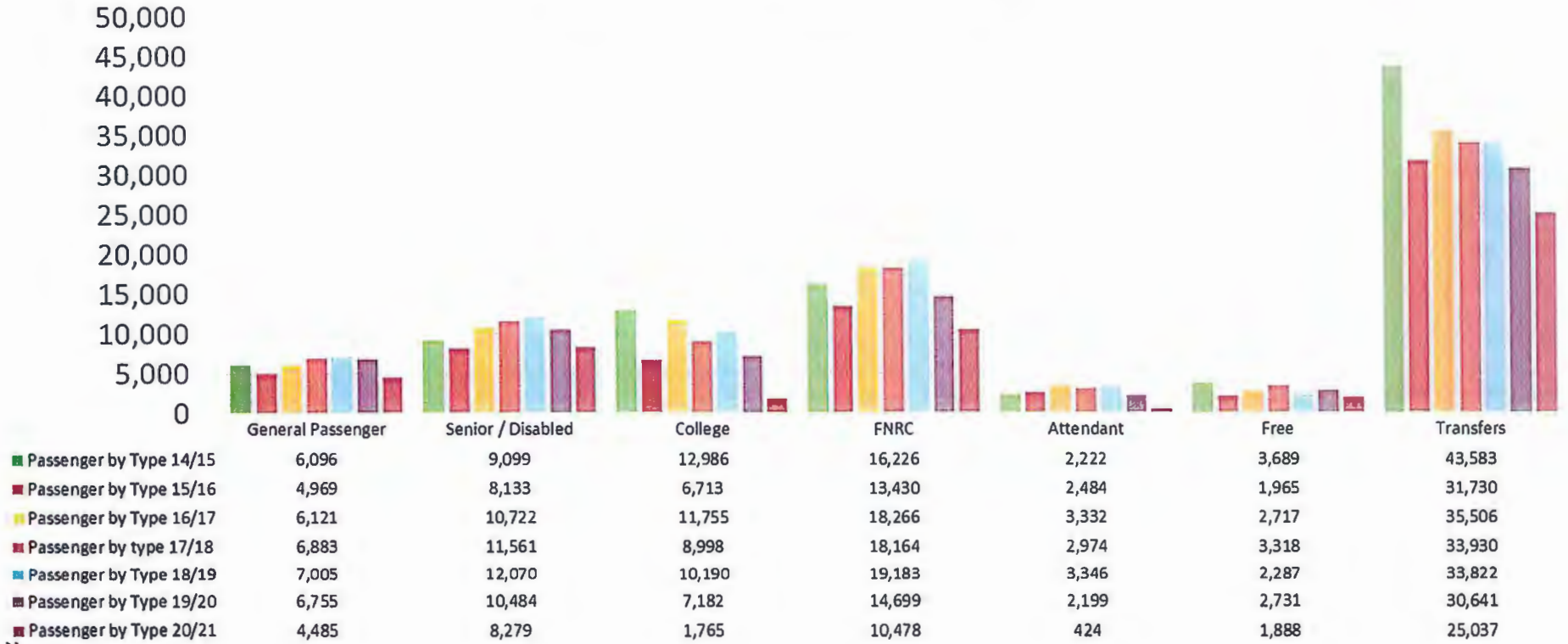
Ridership by Route






Lassen Rural Bus 2020/21
System Performance Indicators
and Comparison

LRB Total Ridership by Passenger Type




Lassen Rural Bus 2020/21
System Performance Indicators and Comparison

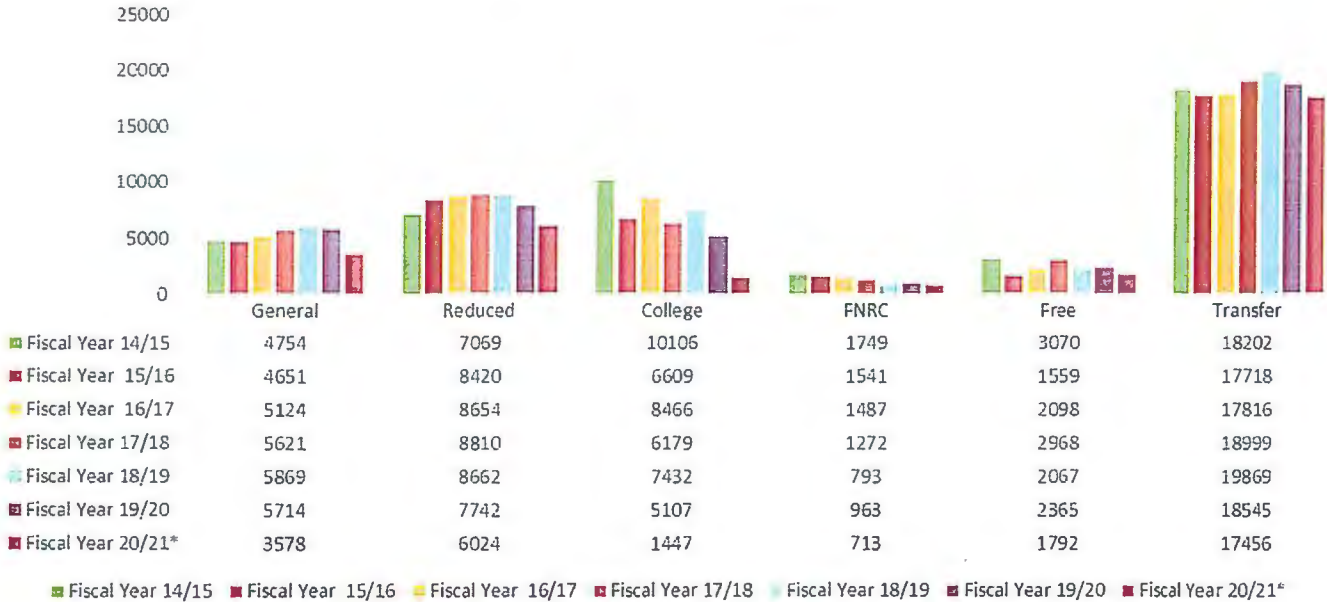
Susanville City Route


City Route	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21*
Passenger trips	44,950	40,498	43,645	43,849	44,692	40,436	31,037
Vehicle Service Hours	3,420.61	3,404.48	3,392.77	3,514.78	3,379.49	3,420.41	4,391.96
Vehicle Service Miles	50,552	50,563	50,509	52,337	51,914	52,097	66,105
Fares Collected on Route	\$ 10,948.50	\$ 11,089.00	\$ 12,514.00	\$ 13,599.00	\$ 13,940.00	\$ 12,514.00	\$ 11,034.00
Passenger per Hour	13.14	11.90	12.86	12.48	13.22	11.82	7.07
Marginal Subsidy	\$ 2.16	\$ 2.30	\$ 2.04	\$ 2.19	\$ 2.12	\$ 2.36	\$ 4.21

* FY 2020/21 includes data from the Susanville City Express route, which started October 1st, 2020

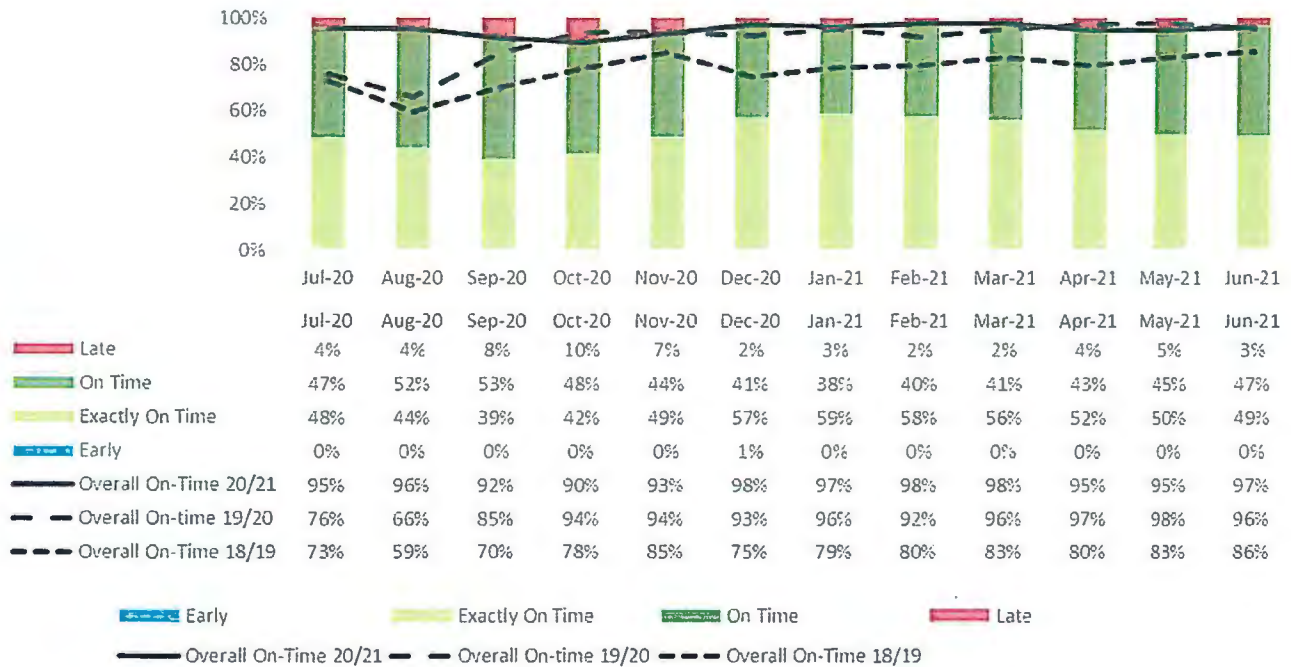
Ridership by Passenger Type

* FY 20/21 includes City Express




Lassen Rural Bus 2020/21
System Performance Indicators and Comparison

On Time Performance City Route



Dial-A-Ride

DAR	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Passenger trips	15,307	17,070	20,126	19,979	21,791	15,751	10,113
Vehicle Service Hours	3,709.61	3,445.98	3,378.64	3,297.50	3,378.24	3,407.33	3,407.76
Vehicle Service Miles	10,384	10,585	12,770	14,116	15,897	11,650	11,236
Fares Collected on Route	\$ 1,137.75	\$ 1,106.00	\$ 1,488.50	\$ 2,229.50	\$ 2,294.25	\$ 1,968.75	\$ 1,874.25
Passenger per Hour	4.13	4.95	5.96	6.06	6.45	4.62	2.96
Marginal Subsidy	\$ 6.40	\$ 5.38	\$ 4.34	\$ 4.36	\$ 4.21	\$ 5.84	\$ 9.21
COVID deliveries						104	923

DAR per Passenger type	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
FNRC	12,393	13,791	15,971	15,652	16,766	12,425	8,659
Senior/ Disabled	652	634	857	1,280	1,649	1,125	1,023
Attendants	2,222	2,601	3,332	2,970	3,346	2,199	424
Free	38	35	20	73	30	2	7
Coupon	2	9	0	0	0	0	0


Lassen Rural Bus 2020/21
System Performance Indicators and
Comparison

West County Route

West County	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21*
Passenger trips	7,443	6,103	7,378	8,398	8,799	7,476	6,263
Vehicle Service Hours	1,984.83	2,023.92	2,004.46	2,030.64	2,030.74	2,062.44	2,570.42
Vehicle Service Miles	70,566	70,651	69,174	70,047	70,804	71,765	85,184
Fares Collected on Route	\$ 12,106.50	\$ 9,393.00	\$ 8,229.25	\$ 11,170.00	\$ 10,417.00	\$ 10,038.00	\$ 10,751.00
Passenger per Hour	3.75	3.02	3.68	4.14	4.33	3.62	2.43
Marginal Subsidy	\$ 9.05	\$ 10.71	\$ 8.75	\$ 8.03	\$ 8.11	\$ 9.58	\$ 14.29
COVID deliveries						6	97

* FY 2020/21 includes data from West County Extension Route, which started October 1st, 2020

South County to Susanville Route

South County to Susanville	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Passenger trips	3,456	2,058	2,662	2,695	2,688	2,477	962
Vehicle Service Hours	770.81	808.35	797.78	804.03	796.63	834.61	868.01
Vehicle Service Miles	28,394	29,497	29,028	28,662	32,145	37,175	36,073
Fares Collected on Route	\$ 1,896.50	\$ 1,078.50	\$ 1,586.00	\$ 2,571.50	\$ 2,300.00	\$ 2,091.00	\$ 1,209.00
Passenger per Hour	4.48	2.55	3.34	3.35	3.37	2.97	1.10
Marginal Subsidy	\$8.49	\$14.18	\$10.47	\$10.72	\$11.75	\$ 13.76	\$ 36.76
COVID deliveries							6

South County Commuter Route

South County Commuter	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Passenger trips	17,825	18,548	13,457	9,829	9,500	8,338	3,813
Vehicle Service Hours	1,086.12	1,109.60	1,085.31	1,084.17	843.44	623.17	613.73
Vehicle Service Miles	37,521	38,876	37,744	37,375	29,845	22,126	20,923
Fares Collected on Route	\$ 41,292.00	\$ 7,781.50	\$ 7,755.00	\$ 5,554.50	\$ 6,549.50	\$ 5,442.50	\$ 3,045.50
Passenger per Hour	16.41	16.72	12.40	9.07	11.26	13.38	6.16
Marginal Subsidy	\$0.10	\$1.79	\$2.36	\$3.70	\$2.90	\$ 2.33	\$ 5.53



Lassen Rural Bus 2020/21

System Performance Indicators and Comparison

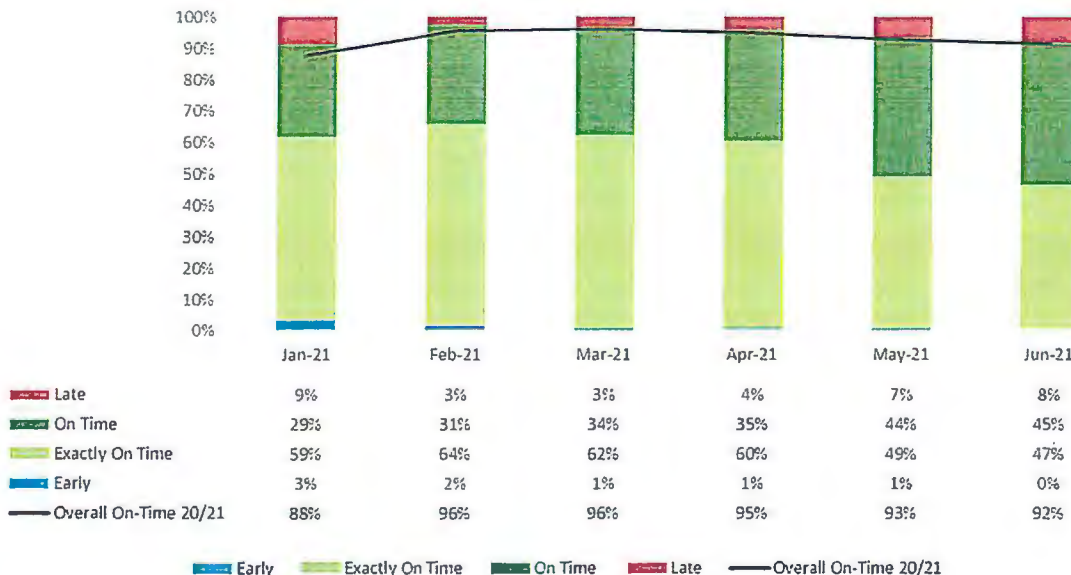
East County Route

East County	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Passenger trips	2,445	2,631	1,073	971	433	194	128
Vehicle Service Hours	850.58	858.33	848.15	854.70	555.96	262.50	237.33
Vehicle Service Miles	30,352	30,584	30,029	29,599	19,902	10,287	10,409
Fares Collected on Route	\$ 1,066.00	\$ 711.50	\$ 618.50	\$ 1,010.50	\$ 237.50	\$ 143.50	\$ 82.00
Passenger per Hour	2.87	3.07	1.27	1.14	0.78	0.74	0.53
Marginal Subsidy	\$13.51	\$11.86	\$28.35	\$33.06	\$51.65	\$ 55.13	\$ 79.07

Eagle Lake Route

Eagle Lake	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Passenger trips	112	88	82	107	0	19	40
Vehicle Service Hours	123.50	84.50	45.50	17.75	0.00	11.88	15.98
Vehicle Service Miles	3,738	2,575	1,333	417	0	269	351
Fares Collected on Route	\$ 118.50	\$ 103.50	\$ 88.00	\$ 76.50	\$ -	\$ 27.00	\$ 100.50
Passenger per Hour	0.91	1.04	1.80	6.03		1.60	2.51
Marginal Subsidy	\$40.71	\$32.97	\$18.13	\$5.00	\$0.00	\$ 20.43	\$ 11.40

On Time Performance LRB Routes



Performance of LTSA's contract partners in 2020/21

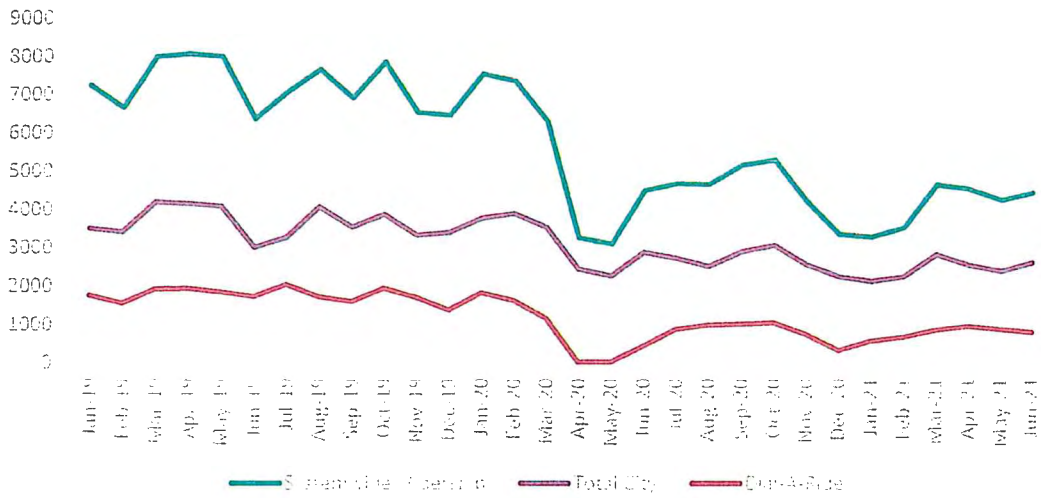
Modoc Sage Stage						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Total Passenger Trips	1744	1567	1367	1358	883	185
Passenger Trips Lassen	1071	869	749	778	521	70
Vehicle Service Miles	62,639	57,755	57,778	59,973	41,300	16,036
Total Costs	\$ 125,259.00	\$ 127,358.00	\$ 163,583.00	\$ 164,033.00	\$ 120,410.00	\$ 27,866.51
LTSA contribution	\$ 27,977.00	\$ 28,455.00	\$ 30,000.00	\$ 30,000.00	\$ 26,894.00	\$ 6,223.99
Collected Fares	\$ 45,146.00	\$ 40,082.00	\$ 34,248.00	\$ 32,597.00	\$ 20,750.00	\$ 3,543.30
Cost per Passenger Trip	\$ 71.82	\$ 81.28	\$ 119.67	\$ 120.79	\$ 136.36	\$ 150.63

Big Valley 50 Plus						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Total Passenger Trips	2,112	2,182	2,388	2,128	1,815	1,116
Passengers	543	583	632	620	437	213
Vehicle Service Miles	20,744	23,652	26,890	21,930	23,067	24,796
Total Costs		\$ 44,841.31	\$ 51,292.94	\$ 50,763.70	\$ 53,824.22	
LTSA contribution	\$ 44,300.00	\$ 44,300.00	\$ 44,214.00	\$ 44,005.39	\$ 39,790.85	\$ 44,300.00
Cost per Passenger Trip		\$ 20.55	\$ 21.48	\$ 23.86	\$ 29.66	

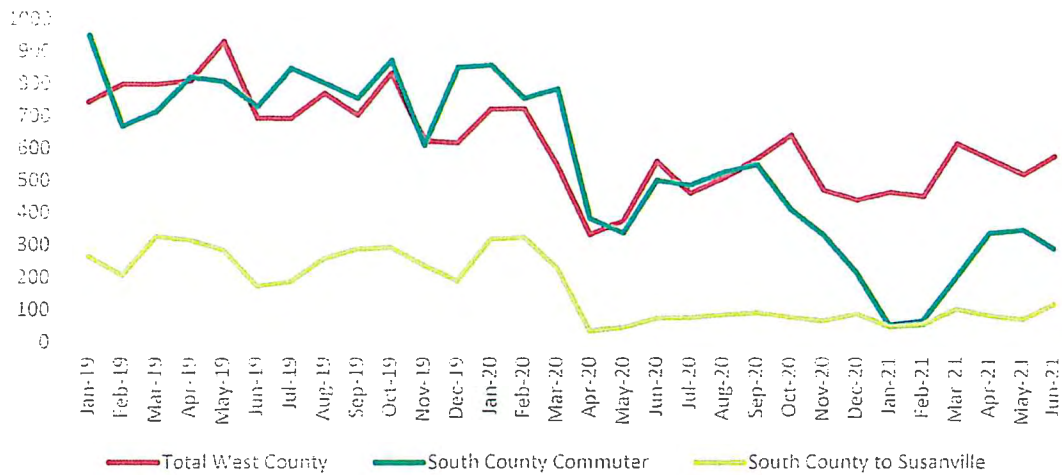
Lassen Senior Services						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Total Passenger Trips			4,169	2,641	3,364	3,443
Passengers	1,146	1,208	1,293	1,060	1,111	1,120
Vehicle Service Miles	23,783	65,355	41,110	36,605	33,052	49,088
Total Costs		\$ 91,792.00	\$ 88,717.66	\$ 86,106.44	\$ 74,276.00	
LTSA contribution	\$ 84,127.56	\$ 86,000.00	\$ 84,821.39	\$ 86,000.00	\$ 73,173.11	\$ 86,000.00
Cost per Passenger Trip			\$ 21.28	\$ 32.60	\$ 22.08	

COVID-19 effects on LRB system

LRB Monthly Ridership comparison



LRB Monthly Ridership Comparison



STAFF REPORT

DATE: August 9, 2021
TO: Lassen Transit Service Agency
FROM: David Knaut
SUBJECT: Fare waiver during emergency

REQUESTED ACTION

By motion, 1) authorize Executive Director of the Lassen Transit Service Agency to waive fare collection for people displaced from a natural disaster or the general public during a local emergency event or 2) provide direction to staff


BACKGROUND

In recent years, Lassen County and neighboring counties have sustained multiple natural disasters and power outages. These events create hardship for people who are depending on transit and for people who are displaced.

DISCUSSION

Staff recommends to authorize Executive Director of LTSA to waive fare collection for people displaced from a natural disaster or the general public during a local emergency event, in order to reduce the hardship for transit dependent population during emergency events and to streamline the process.

Approved by:



Peter Heimbigner
Executive Director

Lassen Rural Bus Operations
August, 2021

Staffing/Training:

Our Paratransit Services team currently has 6 full time drivers and 6 part time drivers. We have 2 part time dispatcher/driver, 2 maintenance techs, 1 on-call mechanic, 1 Operations Supervisor and 1 General Manager.

The Lassen Rural Bus Team as of now still has 18 Drivers who could respond should the need arise for any evacuations, or to assist with medical transport.

Community Outreach:

We have been enjoying the Lassen Land and Trail Farmers Market and are featuring our new van at the farmers market most Saturdays through the season.

We were proud to assist Plumas OES with 6 buses for evacuations in Chester on Aug 4th and another bus on Aug 5th. While having those 6 buses out, we had 3 drivers at the bus yard ready to go and another 3 on standby just in case.

We are working with Lassen County and preparing/strategizing on how best to evacuate Westwood should the need arise.

Routes/Schedules/Stops:

We have discontinued the West County Extension and East County in efforts to conserve LTSA resources. Neither of these routes were being utilized and very little rider support.

We were able to install the last 8 stops in Susanville and our riders are grateful for the stops being put in.

Our next task regarding stops is to start working on getting them put in for the rest of our Routes like South County and West County.

We are planning to install about 25 more bus stops signs and would like to get them in before the end of the year.

Equipment and Maintenance:

All buses are current with required maintenance and inspections.

Shopping Carts report: We have returned 320 shopping carts and taken 7 abandoned mattresses, couches and tables to the dump so far this year.

To help ensure our passengers health and safety, we are still disinfecting the City Route buses 6 times a day and our County Route buses 5 times a day. Each bus is disinfected after every route. All social distancing shields have been installed.

The current inventory of buses includes:

- 1 – Passenger Van
- 3 – Large Cutaway buses.
- 5 – ARBOC Cutaway buses
- 3 – 40' Gillig Commuter buses.

Caleb J. Schortz
General Manager
Paratransit Services - Operator of Lassen Rural Bus