



MODOC TRANSPORTATION AGENCY

108 South Main, Alturas, CA 96101
Phone (530) 233-6410 • Fax 233-3744

MINUTES
Regular Meeting
June 07, 2017

Board Members Present

John Dederick, Chairman
Bobby Ray
Kathie Rhoads
Danny Parker

Mayor, City of Alturas
Councilmember, City of Alturas
Board of Supervisors District III, County of Modoc
City At-Large Member

Board Members Absent

David Allan, Vice Chair
Jim Wills
Elizabeth Cavasso (Alternate)
Cheryl Nelson (Alternate)

Board of Supervisors District I, County of Modoc
County At-Large Member
Board of Supervisors District IV, County of Modoc
Councilmember, City of Alturas

Staff Present

Debbie Pedersen
Niki Witherspoon
Cindy Imbach
Tiffany Gwinn

Executive Director
Chief Fiscal Officer
Senior Transportation Planner
Executive Assistant Secretary

Public Present

Aaron Casas

Caltrans District 2, Regional Planning Liaison

1. **Call to Order** – Chairman Dederick called the meeting to order at 2:35 p.m. in the Alturas City Hall Council Chambers, 200 W. North Street.
2. **Public Forum** –There were no public comments.
3. **Confirm Agenda** –Motion by Board Member Ray to confirm agenda, seconded by Board Member Parker. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 04/11/17 MTA Regular Meeting
 - b. Financial Transactions 03/01/17 through 04/30/17
 - c. YTD expenditures through 04/30/17

Motion by Board Member Parker to approve consent agenda items a-c above, seconded by Board Member Rhoads. All ayes; motion carried.

5. Regular Business

- a. Consider approval of Resolution 17-01 FY 17/18 Budget. Chief Fiscal Officer (CFO) Niki Witherspoon referred to attachment “A”, explaining that Modoc Transportation Agency (MTA) is responsible for adopting an annual budget each fiscal year (FY) that identifies anticipated revenues and expenditures. CFO Witherspoon stated that there are three columns as follows: column with items in red is the Actual 16/17 budget (forecast to year end), the next column represents data from the 17/18 Capital Plan, and the third column is the 17/18 proposed Budget. It is anticipated that the State Transit Assistance Fund (STAF) will increase over the estimated FY 17/18 amount. We will conduct a midyear review and adjust as needed. The Federal Transit Administration (FTA) 5311(f) grant was reduced by 25% as requested by Caltrans. Staff recommends approval of the FY 17/18 budget as presented.

Motion by Board Member Ray to adopt Resolution 17-01 FY 17/18 Budget; seconded by Board Member Parker. All ayes, motion carried.

- b. Consider approval of the Fixed Assets and disposition thereof – CFO Witherspoon referred to the Fixed Asset Inventory sheet reporting that the items highlighted in orange are purchases and sales, and explained that assets in shaded grey areas, and showing cost under \$5,000, will be removed per our new financial policies and procedures. Those currently displaying a value will be held until they have fully depreciated, and then they will be removed from the list. Assets will be depreciated this year as presented. Witherspoon then referred to the Asset / Office Equipment to Non Profit or Other Government Agency Authorization form and explained that this will help make the agency we donate to accountable, create a receipt and give a fair market value of the asset. Staff recommends approval and disposition of the fixed assets as presented.

Motion by Board Member Rhoads to approve the Fixed Assets Inventory and disposition thereof; seconded by Board Member Parker. All ayes, motion carried.

- c. Report re: 2017 California Highway Patrol CHP Terminal Inspection – Senior Transportation Planner Cindy Imbach reported that Modoc Transportation Agency (MTA) has a California Terminal inspection annually. This year the inspection was performed on two different dates as one of the vehicles was being serviced and was not available. The dates of the inspections were April 27th and May 14th. MTA has abandoned the USDOT/Motor Carrier numbers as it is a requirement of the contract between MTA and MV Transportation (MVT) that MVT provides carrier numbers for Sage Stage services. Director Pedersen explained that this year the Motor Carrier Safety Unit switched to an electronic database. It was determined that MTA’s CA numbers were not valid. MVT has carried Sage Stage on the insurance as required by the contract and provided the numbers. Imbach stated that from now on the annual Terminal inspection will be under MV Transportation/Sage Stage, and MV’s USDOT and CA numbers are displayed on our buses and vans.
- d. Report re: Short Range Transaction Development Plan update – Senior Transportation Planner Imbach referred to the schedule of recommended actions summary sheet, and explained that items in green are completed actions. Imbach reported that MTA is phasing out the voucher program, with the exception of two agencies that utilize us for courier services. Imbach stated MTA has received approval to proceed with acquiring a replacement vehicle and we will be working on the purchase order.

6. System Update, Communications, and Calendar

- a. Staff updates – Executive Director Pedersen reported that an email was received from Caltrans two weeks ago regarding a letter that was dated January 17th from Caltrans to MTA. The letter regards an required Federal Transit Administration (FTA) onsite drug and alcohol review that is scheduled August 23. Director Pedersen explained that when a random drug test is pulled for an employee by MVT, MTA staff completes the paperwork and schedules the test locally. In addition, MTA staff sees the drivers every day and we need to be able to have someone to provide the function of reasonable suspicion in the event a driver displayed symptoms of being impaired. Since MTA/MCTC staff has not been trained in Reasonable Suspicion and has a role in the MV employee testing we are required to be trained. Training was provided by MV Transportation 6/6/17 locally and attended by Cindy Imbach, Niki Witherspoon, Debbie Pedersen, and Jacque Dockery. They were certified upon completion of the six hour training course in Reasonable Suspicion. Pedersen stated the instructor was very good, and the training went well, but her complaint is MTA should have received the letter from Caltrans in January when intended. Our local compliance testing facility, AP TECH, will be able to provide the mock sample collection August 23rd and MTA will be required to pay \$300.00 for the service.

Senior Transportation Planner Cindy Imbach presented an overview on the following charts.

1. Sage Stage Operations Report – Performance statistics (below) are accurate although unaudited.

Month	Passenger Trips			Miles			Fares		
	2016	2015	Change	2016	2015	Change	2016	2015	Change
Mar	1,026	1,485	↓30.9%	12,672	14,306	↓11.4%	\$5,446	\$6,717	↓18.9%
Apr	894	1,336	↓33.1%	10,845	13,214	↓17.9%	\$4,625	\$8,462	↓45.3%
May	1,000	1,508	↓33.7%	12,209	13,234	↓7.7%	\$4,975	\$7,197	↓30.9%

2. Revenue Service Miles compared to Fuel Costs.

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2016	2015	2014	2016	2015	2014	2016	2015	2014
Mar	12,672	14,306	11,067	\$2,695	\$2,803	\$2,897	.21¢	.19¢	.26¢
Apr	10,845	13,214	11,823	\$2,296	\$2,565	\$3,231	.21¢	.19¢	.27¢
May	12,209	13,234	11,499	\$2,557	\$2,639	\$3,094	.20¢	.19¢	.26¢

3. Ridership - US 395 intercity route by county of origin or destination (O/D) – Operates between Alturas, Susanville, and Reno on reservation basis three (3) times per week on Mondays, Wednesdays, and Fridays.

Month	Modoc O/D		Lassen O/D		Total Ridership	
	2016	2015	2016	2015	2016	2015
Mar	59	43	64	88	123	131
Apr	64	46	37	89	101	135
May	54	63	55	97	109	160

- b. Other Information – Executive Director Pedersen reported on the following special events that Sage Stage will participate in providing free rides to help promote Sage Stage on how easy it is to ride the buses, the cleanliness of the buses, and friendly safe drivers.
- Sage Stage had a bus at the Rhonda Haslip memorial that took place on May 11th so the participants could look inside the bus, and ask questions about Sage Stage.
 - Sage Stage will be providing free rides to and from the Sportsman’s Outdoor Expo/Children’s Faire on Saturday 06/17/17 from 10:00 a.m. – 2:00 p.m. in the City of Alturas.
 - Sage Stage will provide free rides to the June Jamboree throughout the day on Saturday 06/24/17 coordinating with train ride times. Last year Sage Stage did not have very many riders; this will be the last year for Sage Stage rides if there isn’t enough ridership.
 - Sage Stage is planning to coordinate with the Last Frontier Health District Health Fair that is scheduled August 9, 2017. Sage Stage will provide free rides for our local services that day.

Calendar – consider future dates and events of interest:

06/06/17 MCTC and MTA regular meetings - City Council Chambers, 200 North St., Alturas
07/04/17 MCTC and Sage Stage observed Holiday - 4th of July - Office Closed; no bus service
08/01/17 MCTC and MTA Annual Luncheon 12:00; 108 S Main St. – Sage Stage Conference Room, Alturas, CA
08/01/17 MCTC and MTA Meetings – 1:00 p.m. 108 S Main St. - Sage Stage Conference Room, Alturas, CA
09/04/17 MCTC and Sage Stage observed Holiday - Labor Day - Office Closed; no bus service

7. **Adjournment** – Motion to adjourn by Board Member Rhoads at 2:50 p.m.; seconded by Board Member Parker. All ayes, motion carried. The next regular meeting will be August 1st, 2017 in the Sage Stage Conference Room, 108 S. Main St., Alturas, CA at about 1:30 p.m., following the MCTC meeting.

Submitted by,