



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

MINUTES
Regular Meeting
October 3, 2017

Board Members Present

John Dederick, Chairman	Mayor, City of Alturas
Bobby Ray	Councilmember, City of Alturas
Kathie Rhoads	Board of Supervisors District III, County of Modoc
Danny Parker	City At-Large Member
Jim Wills	County At-Large Member

Board Members Absent

David Allan, Vice Chair	Board of Supervisors District I, County of Modoc
Elizabeth Cavasso (Alternate)	Board of Supervisors District IV, County of Modoc
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Cindy Imbach	Senior Transportation Planner
Niki Witherspoon	Chief Fiscal Officer
Jacque Dockery	Office Assistant

Public Present

Aaron Casas	Caltrans District 2, Regional Planning Liaison
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1. **Call to Order** – Chairman Dederick called the meeting to order at 2:23 p.m. in the Alturas City Hall Council Chambers, 200 W North St, Alturas, CA
2. **Public Forum** –There were no public comments.
3. **Confirm Agenda** –Motion by Board Member Parker to confirm agenda, seconded by Board Member Wills. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 08/01/17 MTA Regular Meeting
 - b. Financial Transactions 07/01/17 through 08/31/17.

Vendor	Transaction	Amount	Explanation
GSRMA	2313	\$2,000.00	Property & Liability Insurance
Renne Sloan Holtzman Sakai	2323	\$ 540.50	Legal Services - Confidential
Elite Towing	2386	\$1,050.00	Tow T-20 to Redding Lithia
Office Depot	2341	\$ 760.51	Stand Up Desks

- c. **YTD expenditures through 08/31/17**

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

5. Regular Business

a. Consider appointing interim Vice Chair

Executive Director Debbie Pedersen presented the following information:

The current appointed Vice Chair, Board Member Allan, has been unavailable due to health issues. The Vice Chair conducts meetings in the absence of the Chair. In addition, the Vice Chair is an authorized signatory on the MTA accounts, invoice approval, etc. In the event that the Chair is out of the area, the Vice Chair will be called upon to sign accounts payable transactions. This interim appointment is needed to continue the day to day functions of the MTA; the Chair has scheduled trips in October and December.

Motion by Board Member Ray to nominate Kathie Rhoads as interim Vice Chair, seconded by Board Member Parker. All ayes; motion carried.

b. Information – Policy and Procedure – Passenger Seat Belt/Restraint Belts

Executive Director Pedersen reviewed the implemented policy that all passengers use seat belts and that wheelchairs are properly secured. Legal has reviewed and concurred with the policy.

c. Consider approval of amended Resolution 16-01c – FY 16/17 Final Budget

Niki Witherspoon, Chief Fiscal Officer, presented the final 2016/17 budget which adds LTF reserve amount of \$31,054, changes FTA 5311f amount to \$127,272, changes Farebox to \$67,200, changes RTAP Scholarship amount to \$0 and changes expenses to closely match actual final amounts as suggested at the prior meeting.

Motion by Board Member Ray to approve amended Resolution 16-01c FY 16/17 Final Budget and Attachment A so it may be reflected in our FY 2016/17 Fiscal Audit, seconded by Board Member Parker. All ayes; motion carried.

d. Information regarding Federal Transit Administration Drug and Alcohol review

Cindy Imbach, Senior Transportation Planner, reported that a meeting was held on August 23 with Senior Consultant Sean Oswald of RLS Associates, representing Caltrans and CalACT, to review FTA Drug and Alcohol compliance for Sage Stage/MV Transportation. In attendance were Executive Director Debbie Pedersen, Senior Transportation Planner, Cindy Imbach, Roberta Collins, General Manager, MV Transportation (our third-party transportation contractor) and, also involved was Chante Jones with AP Tech.

The testing process begins with notification from MV that a random test needs to be done. Cindy schedules with AP Tech and brings the driver in during a short window of available time. Test results are then provided to MV Transportation.

The area of the review focused on the application, operation, and compliance with the Federal Drug and Alcohol program in the following areas:

- Drug and Alcohol Program Manager – 88 questions – there were 3 findings.
- Blood Alcohol Collection – 57 questions/review areas – there were 5 findings.

- Urine Collection – 80 questions/review areas – there were 6 findings.

Imbach reported that MTA had some areas to correct (mainly in meeting the requirement of the testing time window). Most of these errors have been or will be corrected and a letter to Sean Oswald will be sent to notify of these corrections. Testing has changed from monthly, a couple of years ago, to quarterly resulting in about 4 tests a year besides new hire, pre-employment testing.

Director Pedersen reported that MV Transportation provided a Reasonable Suspicion training and certification in May in which Cindy Imbach, Debbie Pedersen, Niki Witherspoon and Jacque Dockery received reasonable suspicion training and certification in preparation for this FTA Drug and Alcohol Compliance review. MV also went to AP Tech for a breath alcohol and mock interview collection. The trainer, Gary Simpson, went through all the questions and materials with AP Tech that would occur with the review. There were a few areas that Simpson found with AP Tech that required correction or focus before the upcoming review.

Sean Oswald, the FTA reviewer, went over to AP Tech with Director Pedersen during the review and had a formal collection test. He found a lot of deficiencies in the collection process. This is the first review MCTC/MTA has had in this area. The consultant that represents Caltrans is providing this review for Mass Transit in Sacramento which handles all funds for rural agencies for the 5310 and 5311f programs. Urban areas automatically see a federal representative come through or have to complete their compliance through various outlets. Pedersen stated that the issues of the time constraints with AP Tech are due to their new schedules coming to Alturas only two times a week from Sparks, Nevada, limiting control for MTA to have testing within the required time frame. During a discussion with the board, it was mentioned that it may be possible to have Modoc Medical Center provide testing, as they have become certified to provide driver's physicals.

Staff is in the process of collecting responses from AP Tech regarding the compliance findings; we have made adjustments to the testing times and provided the documentation that was requested. In addition, we have requested that MV Transportation establish random testing with Banner Lassen Draw Station in Susanville. This will provide us the coverage we need in the event we have a post accident test, or the random tests that are needed to meet Federal Drug and Alcohol testing requirements.

e. MCTC/MTA FY 2016/17 End of Year True up and Reconciliation.

Chief Fiscal Officer, Niki Witherspoon, noted that the FY 2016/17 End of Year True up and Reconciliation is the same as for MCTC with the following details:

1) The MTA adopted a 5 year Operating Plan October 4, 2016 and set a \$620K annual reserve amount to be held in the MTA Local Agency Investment Fund (LAIF) administered by the State Treasurer's Office. At this meeting the MTA restricted the LAIF account which requires staff to obtain board approval to move funds into the MTA Plumas daily operating account.

At the end of each fiscal year, the accounts are reconciled. Adjustments are made to the LAIF account to maintain \$620k. Since this is the first year that the reserve is being set aside, it was necessary to transfer a large lump sum between MTA and MCTC accounts to balance both agencies to their respective operating reserve plan amounts. It is anticipated that future transfers will be from accrued LAIF interest (over the \$620K reserve) which will be transferred into the MCTC-LTF Trust account. LAIF's policy requires transfers to the nearest thousand. Staff will

transfer rounded amounts to get as close as possible to the \$620k budget, as approved by the Executive Director and Chairperson.

2) The Transportation Development Act (TDA) Handbook was adopted December 6, 2016 by the MCTC and provides direction and policy for Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF) claimant processes. The TDA states that any LTF funds not expended at the end of the fiscal year must be returned to the trust for reallocation to claimants. The End of Year True-Up & Reconciliation was created to recognize unexpended LTF funds for distribution.

At the end of each fiscal year, the ending bank balance is reconciled for both MCTC and MTA. Restricted and deferred revenue amounts that must stay in the bank accounts are subtracted from the year end bank balance. This becomes the adjusted bank balance. The adjusted bank balance is subtracted from the next year's LTF budget amounts for the MCTC and MTA. The LTF balance due is then allocated by percentage to the MCTC and MTA monthly as payments are received from the Board of Equalization (BOE). LTF received from the BOE over budgeted amounts are deposited into the MCTC - LTF Trust account to be allocated to claimants the next year.

City and County annual claims are processed at the end of the fiscal year, or held in the MCTC Trust account as apportioned to them by the MCTC.

6. System Update, Communications, and Calendar

a. Staff Updates

Senior Transportation Planner, Cindy Imbach, presented the Sage Stage Operations Report and mentioned that all is good and referred to the following updated operations charts. Chair John Dederick noticed that Passenger Trips are down and Miles are down. This shift could be affected by cutting the Redding route by one day a week. However, Dial-A-Ride now has two buses a day. Director Pedersen reported that the reduction in the Redding route has not really seemed to affect the numbers. There has also been a reduction of passenger counts due to the loss of the Plumas Bank courier contract.

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

Month	Passenger Trips			Miles			Fares		
	2017	2016	Change	2017	2016	Change	2017	2016	Change
Jul	1,052	1,223	↓14.0%	10,412	12,723	↓18.2%	\$5,093	\$6,497	↓21.6%
Aug	1,212	1,322	↓8.3%	12,232	14,777	↓17.2%	\$5,148	\$7,819	↓34.2%
Sep	1134	1,037	↑9.4%	10,549	12,754	↓17.3%	\$4,766	\$5,726	↓16.8%

2. Revenue Service Miles compared to Fuel Costs.

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2017	2016	2015	2017	2016	2015	2017	2016	2015
Jul	10,412	12,723	12,744	\$2,357	\$2,768	\$3,293	.22¢	.21¢	.25¢
Aug	12,232	14,777	12,022	\$2,973	\$3,079	\$2,848	.24¢	.20¢	.23¢
Sep	10,549	12,754	11,589	\$2,729	\$2,728	\$2,690	.25¢	.21¢	.23¢

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	
	2017	2016	2017	2016	2017	2016
Jul	60	58	65	110	125	168
Aug	53	78	71	122	124	200
Sep	41	52	75	75	116	127

b. Other Information

Director Pedersen reported that MTA has been in contact with Shasta Regional Transportation Agency in discussions regarding I-5 Northstate Express Service, which is looking in to being able to provide commuter service between Sacramento and Redding. SRTA is considering providing funding that will allow us to reinstate two days a week between Alturas and Redding in conjunction with this service.

Calendar – consider future dates and events of interest:

- 10/03/17 MCTC and MTA Meetings; 1:30 p.m., 200 W North Street, Alturas City Council Chambers, Alturas, CA
- 10/09/17 Holiday – Office closed, Sage Stage Bus Operates
- 11/10/17 Holiday – Office open; Sage Stage Bus Operates
- 11/23/17 Holiday – Office closed for Thanksgiving Day – Sage Stage services closed
- 11/24/17 Holiday – Office closed for Day After Thanksgiving
- 12/05/17 MCTC and MTA regular meetings 1:30 p.m. – Alturas City Council Chambers, 200 W. North St, Alturas

7. **Adjournment** – Motion to adjourn by Board Member Rhoads at 2:56 p.m.; seconded by Board Member Parker. All ayes, motion carried. The next regular meeting will be December 5, 2017 (Tuesday), in the Alturas City Council Chambers, 200 W. North Street, Alturas, CA at about 2:00 p.m., following the MCTC meeting.

Submitted by,

Jacque Dockery

Jacque Dockery
Office Assistant