



MODOC TRANSPORTATION AGENCY

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

**MINUTES**  
**Regular Meeting**  
**December 13, 2017**

**Board Members Present**

Kathie Roads	Board of Supervisors, District III, Modoc County
Bobby Ray	Councilmember, City of Alturas
Danny Parker	City At-Large Member
Jim Wills	County At-Large Member
Elizabeth Cavasso (Alternate)	Board of Supervisors District IV, County of Modoc

**Board Members Absent**

John Dederick, Chairman	Mayor, City of Alturas
David Allan, Vice Chair	Board of Supervisors District I, 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**

Kathy Grah	Caltrans District 2, Branch Chief/District Transit Representative
------------	---

1. **Call to Order** – Chairman Rhoads called the meeting to order at 2:32 p.m. in the Alturas City Hall Council Chambers, 200 W North St, Alturas, CA

2. **Closed Session: Conference with Legal Counsel – Anticipated Litigation**

The MCTC/MTA Closed Session was called to order at 2:17 p.m. regarding significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 59456.9 (two potential cases).

Closed session concluded at 2:29 p.m.

Motion by Commissioner Ray, second by Commissioner Cavasso, that the MTA hereby grants the application for leave to present the late claim. All ayes; motion carried.

3. **Public Forum** –There were no public comments.

4. **Confirm Agenda** –Motion by Board Member Parker to confirm agenda, seconded by Board Member Wills. All ayes; motion carried.

**5. Consent Agenda**

- a. Approve minutes from 10/03/17 MTA Regular Meeting
- b. Financial Transactions 9/01/17 through 10/31/17.

Summary of Incidental Expenditures

<b>Vendor</b>	<b>Transaction</b>	<b>Amount</b>	<b>Explanation</b>
Elite Towing	2386	\$1,050.00	Tow T-20 to Redding Lithia
Pioneer Auto Body	2409	\$ 330.00	Tow T-17 to Martin's Diesel
Martin's Diesel	2412	\$ 445.42	T-17 repair and Schedule A

\*Note: Pioneer Auto Body stated that they will no longer tow our buses, primarily due to the damages on their tow truck because of our vehicle weight. Board Member Ray inquired who we will be using to tow and Director Pedersen mentioned that we would be using a Redding tow company because that is where our maintenance and repairs are done.

- c. YTD expenditures through 10/31/17

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

**6. Regular Business**

- a. Consider and approve rent increase to MTA tenant (112 S. Main Street – AP Tech).

MTA's contract with AP Tech includes a provision that rent may be adjusted or raised annually. Said increases are to be set by the MTA during a regularly scheduled public meeting and after notification of proposed action is provided Tenant by providing the MTA meeting agenda. The MTA meeting agenda was emailed and mailed USPS to the current tenants on November 22, 2017.

Rents have not been reviewed or modified since August 2013. The current rent is \$300 per month; MTA pays all utilities. A rent comparison was prepared for similar office types around Alturas, and most renters have to pay their own utilities and water.

Staff recommends that rent be set between \$375.00-\$400.00 per month which includes utilities (heat, electric/air conditioning, water, and garbage disposal).

Motion by Board Member Ray to raise rent for MTA tenant to \$400, seconded by Board Member Cavasso. All ayes; motion carried.

- b. Consider acceptance of the MTA 16/17 Fiscal Audits

Annual fiscal audits are required by the Transportation Development Act, MCTC, and other funding sources. Audits have been prepared by Singleton Auman, have been reviewed by the Chief Fiscal Officer and found to be an accurate representation of MCTC revenues and expenditures.

Clay Singleton, of Singleton Auman PC, joined the MCTC meeting by telephone and presented an overview of the 2016/17 Fiscal Audits. Mr. Singleton mentioned that the auditor's responsibility is to comply with Government Auditing Standards in performing the audits of the financial statements prepared by each agency with reasonable assurance of compliance by the agencies with these standards.

The audits have been reviewed by MCTC Chief Fiscal Officer and found to be an accurate representation of MCTC and MTA revenues and expenditures.

Motion by Board Member Ray to accept MTA 16/17 Fiscal Audits, seconded by Board Member Parker. All ayes; motion carried.

- c. Consider adoption of Resolution 17-04 Designating 2018 Authorized Signatories for MTA Plans and Programs.

This is the annual resolution that authorizes MTA staff to carry out grant related work; expedites contract execution, reimbursement requests, and other related documents for MTA approved grants in calendar year 2018.

Motion to approve Resolution 17-04 Designating 2018 Authorized Signatories for MTA Plans and Programs by Board Member Cavasso, seconded by Board Member Ray. All ayes; motion carried.

- d. Consider adoption of Resolution 17-05 Senate Bill 1 (SB1) State of Good Repair (SGR) Program.

Cindy Imbach, Senior Transportation Planner explained that this resolution agrees with MCTC Resolution 17-07 (SB1) State of Good Repair (SGR) Program to process the funds MCTC will assign to the MTA from the SGR program. The resolution names the project and authorizes/accepts assignment and management of the grant program.

Motion to approve Resolution 17-05 Senate Bill 1 (SB1) State of Good Repair (SGR) Program by Board Member Ray, seconded by Board Member Parker. All ayes; motion carried.

- e. Consider nomination and appointment of Chair and Vice Chair for 2018.

The Chair and Vice Chair positions are nominated and appointed at the last meeting of the year. This allows MTA business to carry forward and continue January 1, 2018.

Motion by Commissioner Parker to nominate and appoint John Dederick as Chairman and Kathie Rhoads as Vice Chair of the Modoc County Transportation Commission, seconded by Commissioner Wills. All ayes; motion carried.

## **7. System Update, Communications, and Calendar**

### **a. Staff Updates**

Cindy Imbach, Senior Transportation Planner reported that operations are going well and ridership is up from October. Fares are doing really well and were actually exceptional in September and October possibly due to the increased purchase of fare cards by local agencies for their clients. Recently the agencies began buying blocks of farecards to hand out to clients rather than using a one-time voucher and being billed each month.

Cindy noted that Lassen ridership was unusually down a little in November. An explanation may be that Susanville Indian Rancheria offers rides on Thursdays and weekends that may be utilized by the Susanville populace for convenience and lower fares.

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
Sep	1,134	1,037	↑9.4%	10,549	12,754	↓17.3%	\$4,766	\$5,726	↓16.8%
Oct	1,576	1,034	↑52.4%	11,496	12,323	↓6.7%	\$7,300	\$5,675	↑28.6%
Nov	1,166	1,035	↑12.7%	10,213	12,046	↓15.2%	\$5,210	\$5,481	↓4.9%

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
Sep	10,549	12,754	11,589	\$2,729	\$2,728	\$2,690	.25¢	.21¢	.23¢
Oct	11,496	12,323	13,678	\$2,852	\$2,503	\$2,809	.24¢	.20¢	.20¢
Nov	10,213	12,046	11,909	\$2,807	\$2,391	\$2,637	.27¢	.19¢	.22¢

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
Sep	41	52	75	75	116	127
Oct	65	69	70	73	135	142
Nov	77	59	44	66	121	125

b. **Other Information**

Executive Director Pedersen referred to provided handouts and reported that the Shasta Regional Transportation Agency (SRTA) is putting together a grant proposal to offer a North State I-5 Express Intercity Bus System. It was cited last year in the California Transportation Commission's annual report that there was a need for an express service along the I-5 corridor. The proposed schedule would be 4 trips per day, 7 days per week, with electric buses. They are looking at using Sage Stage as a feeder line to transport passengers between Redding and Alturas. They are contemplating funding Modoc Transportation Agency to resume transit between Alturas and Redding two days a week in order to connect with this service. They are

also proposing transportation all the way up to Yreka from Sacramento. The buses will have charging stations and transit hubs in Sacramento and Turtle Bay in Redding. This project will most likely take a year or two to finalize.

Calendar – consider future dates and events of interest:

12/05/17	MCTC and MTA Meetings; 1:30 p.m., 200 W North Street, Alturas City Council Chambers, Alturas, CA
12/25/17	Holiday – Office closed Christmas Day – Sage Stage closed (no bus service)
12/26/17	Holiday – Office closed Day After Christmas – Sage Stage closed (no bus service)
01/01/18	Holiday – Office closed New Years Day – Sage Stage closed (no bus service)
01/02/18	Holiday – Office closed New Years Day – Sage Stage services operating
01/15/18	Holiday – Office closed Martin Luther King Jr. Day – Sage Stage services operating
02/06/18	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 Ray at 2:59 p.m.; seconded by Board Member Cavasso. All ayes, motion carried. The next regular meeting will be February 6, 2018 (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,



Jacquie Dockery  
Office Assistant