



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
February 6, 2018

Board Members Present

John Dederick Mayor, City of Alturas
Kathie Roads Board of Supervisors, District III, Modoc County
Danny Parker City At-Large Member
Jim Wills County At-Large Member
Patricia Cullins Board of Supervisors, District 11, Modoc County

Board Members Absent

Bobby Ray Councilmember, City of Alturas
Elizabeth Cavasso Board of Supervisors District IV, Modoc County
Cheryl Nelson (Alternate) Councilmember, City of Alturas

Staff Present

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

Public Present

Aaron Casas Caltrans District 2, Regional Planning Liaison

1. **Call to Order** – Chairman Dederick called the meeting to order at 2:48 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 Rhoads to confirm agenda, seconded by Board Member Wills. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 12/13/17 MTA Regular Meeting
Approve minutes from 01/17/18 MTA Special Meeting
 - b. Financial Transactions 11/01/17 through 12/31/17.

Summary of Incidental Expenditures

Vendor	Transaction	Amount	Explanation
Frederick Janitorial	2430	\$1,100.00	4 months of janitorial service (\$275/mo)
Tolar Manufacturing	2456	\$18,216.21	2 Bus Shelters (funded with CTAF)

- c. Year To Date revenue and expenditure through 12/31/17

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

5. Regular Business

- a. Niki Lemke, Chief Fiscal Officer provided the following information:

Consider Amendments to the Financial Policies and Procedures following:

- 1) Section 500 – establish a policy for credit and debit cards

The Financial Policies and Procedures need amending as policies and procedures change or are added. Passengers have requested the ability to pay for fares with debit and credit cards. MTA provided the opportunity for electronic payments several months ago. Section 500 establishes the process and procedure for credit and debit cards.

- 2) Section 1200 – modify the investments to include the Local Agency Investment Fund (LAIF)

Section 1200 has been modified to include the LAIF Account. The MTA placed restrictions on the reserve funds when the funds were set aside. The LAIF Account is the reserve fund for MTA. Funds moved out of the account require MTA approval.

- 3) Set a threshold for assets. Niki requested that item 3, threshold for assets, be removed from discussion. There is already a threshold for assets in the manual that has been approved by MTA.

Motion by Board Member Parker to approve the amendments to the Financial Policies and Procedures and modified investments, seconded by Board Member Rhoads. All ayes; motion carried.

- b. Review and approve the **20 year Capital Improvement Plan and 5 year Operating Plan** updates.

Executive Director Pedersen presented the following information:

The 20 year Capital Improvement Plan includes a new line item for vehicle replacement. MTA has previously received grants from the Federal Transit Assistance 5311f program to replace vehicles. This funding opportunity is currently not available for vehicle replacement for the next few years. SB 1 State of Good Repair Funds, new legislation recently passed, provides an opportunity to replace some of the shortfall from the FTA 5311f program. In an effort to maintain the fleet and continue to provide services, this line item and cost is included in the 20 year Capital Improvement Plan as a new line item. Staff will continue to seek funding for vehicle replacement from available and new resources.

The 5 year Operating Plan updates include the following:

- New revenue stream from Senate Bill 1 - State of Good Repair
- New line item for the Capital Improvement Plan revenue
- Increase of the Farebox – there has been a marginal increase in fares.
- Increase for the Capital Improvements to include Vehicle Replacement
- New Line item for Capital Vehicle Acquisition
- Increases to Purchased Transportation, Professional and Specialized and Vehicle Maintenance.

Chairman, John Dederick, commented that, a 2% increase in Salaries and Labor over a 4-year period is not realistic. Director Pedersen will look into the increases and adjust if necessary.

Motion by Board Member Parker to approve the 20 year Capital Improvement Plan and 5 year Operating Plan, seconded by Board Member Rhoads. All ayes; motion carried.

6. System Update, Communications, and Calendar

a. Staff Updates

Cindy Imbach stated that the reports have been updated and that all is good. She also mentioned that Roberta Collins, General Manager for MV Transportation, will attend this week's Sage Stage Staff Safety Meeting, she invited anyone who would like to attend.

Board Member Wills inquired about a bus going off the road on the way to Klamath Falls recently and Imbach and Pedersen reported the conditions and damage and stated that they were waiting for the CHP report. MV General Manager, Robert Collins, is working with the driver involved. Imbach mentioned that the vehicle was repaired and inspected and it's good to run.

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
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%
Dec	1,025	1,016	↑0.9%	9,454	10,775	↓12.3%	\$4,178	\$5,567	↓25.0%

Month	Passenger Trips			Miles			Fares		
	2018	2017	Change	2018	2017	Change	2018	2017	Change
Jan	996	955	↑4.3%	10,157	8,209	↑23.7%	\$3,638	\$3,055	↑19.1%

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
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¢
Dec	9,454	10,775	11,851	\$2,439	\$2,410	\$2,319	.25¢	.22¢	.19¢
Jan	10,157	8,209	11,750	\$2,750	\$1,847	\$2,151	.27¢	.22¢	.18¢

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
Oct	65	69	70	73	135	142
Nov	77	59	44	66	121	125
Dec	38	68	50	63	88	131
Jan	43	27	58	22	101	49

b. Other Information

Director Pedersen mentioned that MTA is seeking a Letter of Support for the new 5311f grant application requirements, reaching out to Social Service agencies and local government agencies. She stated that the new application recommends a City Council and County Board letter of support. A template has been created to offer a base for the letter. Chair Dederick asked Debbie to send a copy of the template to the City Clerk. Commissioner Rhoads asked to have a copy of the template emailed so she could request that the letter of support be added to the agenda for the Board of Supervisors meeting. Director Pedersen will email the template to the City Clerk and Commissioner Rhoads this afternoon in order to make the deadline for the Board meeting. Pedersen thanked Dederick and Rhoads.

Calendar – consider future dates and events of interest:

- 02/06/18 MCTC and MTA Meetings; 1:30 p.m., 200 W North Street, Alturas City Council Chambers, Alturas, CA
- 02/08/18 MV Transportation – Division visit by General Manager
- 02/12/18 Lincoln’s Birthday observed – Office closed – Sage Stage bus will operate
- 02/19/18 President’s Day – the office and Sage Stage bus are closed in observance of the holiday
- 04/03/18 MCTC and MTA Meetings 1:30 p.m. – City of Alturas Council Chambers, 200 W. North St., Alturas

7. **Adjournment** – Motion to adjourn by Board Member Rhoads at 3:00 p.m.; seconded by Board Member Parker. All ayes, motion carried. The next regular meeting will be April 3, 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,

Jacque Dockery
Office Assistant