



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
August 7, 2018

Board Members Present

John Dederick, Chair	Representative, City of Alturas
Kathie Rhoads, Vice Chair	Board of Supervisors, District III, Modoc County
Elizabeth Cavasso	Board of Supervisors District IV, Modoc County
Bobby Ray	Mayor, City of Alturas
Jim Wills	County At-Large Member

Board Members Absent

Danny Parker	City At-Large Member
Patricia Cullins (Alternate)	Board of Supervisors, District 11, Modoc County
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Niki Lemke	Chief Fiscal Officer
Jacque Dockery	Office Assistant

1. **Call to Order** – Chair Dederick called the meeting to order at 2:17 p.m. in the Alturas City Hall Council Chambers, 200 W. North Street, Alturas, CA.
2. **Public Forum** –There were no public comments.
3. **Confirm Agenda** –Motion by Board Member Ray to confirm agenda, seconded by Board Member Rhoads. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 06/05/18 MTA Regular Meeting.
 - b. Financial Transactions 05/01/18 through 06/30/18.

Summary of Incidental Expenditures:

Vendor	Trans #	Amount	Explanation
Sloan Sakai Young & Wong	2581	\$ 997.50	Policy Review & Mikesell Litigation
Larranga Trucking	2585	\$1,000.00	Deliver & Install Bus Shelter
Elite Towing	2586	\$1,330.00	T20 Tow to Lithia in Redding
Perry’s Automotive	2588	\$1,042.35	T14 Sch A, Sign Repair, Charge Air Cond
Perry’s Automotive	2619	\$1,001.47	T14 New Batteries/T18 Schedule A

- c. Year-To-Date revenue and expenditure report through 06/30/18
Motion by Board Member Wills to approve consent agenda items a through c above, seconded by Board Member Cavasso. All ayes; motion carried.

5. Regular Business

- a. Consider adoption of **Resolution 18-02 Amendment to and Acceptance of the MV Transportation Drug and Alcohol Program.**

Executive Director, Debbie Pedersen, reported that the Modoc Transportation Agency (MTA) was notified by Caltrans on May 31, 2018, that an amendment to the Drug and Alcohol is required. The amendment reflects recent changes to the US DOT requirements to test for an expanded list of opioids from 3 to 7 which includes 4 new semi-synthetic opioids. These changes have been implemented, however the policy amendment needs to be adopted by the MTA by Resolution to comply with the new policy for Federal Transit Assistance grants.

Motion by Board Member Cavasso to adopt Resolution 18-02 Amendment to and Acceptance of the MV Transportation Drug and Alcohol Program, seconded by Board Member Ray. All ayes; motion carried.

- b. Consider amendment to **Financial Policies and Procedures Section 500. Assets Surplus & Disposal (excluding real property)** to add an option to sell the surplus property at a public auction, following unsuccessful sealed bid process.

Director Pedersen reported that the MTA recently advertised bus T-12 for sale by sealed bids. Only one bidder responded and he could not pick up the vehicle within the 30 day period. This is a larger bus that is not readily donated, and we are limited by FTA for agencies the bus can be donated to (non profit transit provider within Modoc that serves our population). The bus is not ready for scrap and would likely be easily moved at a public auction such as Ritchie Brothers. To do this, MTA needs to amend the Financial Policies and Procedures Section 500, Assets Surplus & Disposal (excluding real property). Amendment to this policy would include surplus sale by auction.

Motion by Board Member Wills to amend the Financial Policies and Procedures Section 500, Assets Surplus & Disposal (excluding real property) to allow for public auction of a surplus item, following an unsuccessful sealed bid process, seconded by Board Member Ray. All ayes; motion carried.

- c. Consider approval of the draft MTA **Transit Asset Management Plan.**

Pedersen explained the need for a MTA Transit Asset Management Plan. Prior to 2016, the MTA has utilized the State useful life standards for vehicle replacement (following table).

Pre 2016 Useful Life Standard

Modified Minivans (T-16, T-17, T-18, T-19, T-20)	100,000 miles or 4 years
Small, Medium, Large Bus (T-14)	150,000 miles or 5 years

The Federal useful life standards have recently changed and the majority of the MTA's fleet will now need to be 5 years old or 150,000 miles (whichever comes first). The State is required to follow the new useful life standard, however agencies may prepare a Transit Asset Management Plan (TAM) and set a standard applicable to the service area. The long distances, variable temperatures, weather conditions and road conditions affect the longevity of our vehicles. The custom standards (same as Pre 2016 Useful Life Standards) have provided the ability to maintain our fleet and provide reliable service with limited in-service break downs.

Useful Life Standard after January 1, 2016 (new)

Modified Minivans	150,000 miles or 5 years
Medium Duty Bus	200,000 miles or 7 years

Motion by Board Member Cavasso to approve Draft of TAM and MTA and to authorize the Executive Director to make minor changes to the plan as needed, seconded by Board Member Wills. All eyes; motion carried.

6. System Update, Communications, and Calendar

a. Staff updates

In the absence of Senior Transportation Planner, Cindy Imbach, Executive Director Pedersen gave a brief overview of the following operations charts:

1. Sage Stage Operations Report – Performance (unaudited statistics).

Month	Passenger Trips			Miles			Fares		
	2018	2017	Change	2018	2017	Change	2018	2017	Change
May	1,055	1,000	↑5.5%	10,105	12,209	↓17.2%	\$4,242	\$5,263	↓19.4%
June	997	1,173	↑15.0%	9,648	10,933	↓11.8%	\$5,777	\$7,842	↓26.3%
July		1,052	↑		10,412	↓17.2%	\$	\$5,147	↓19.4%

2. Revenue Service Miles compared to Fuel Costs.

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
May	10,105	12,209	13,234	\$3,206	\$2,580	\$2,639	.31¢	.21¢	.19¢
June	997	10,933	14,104	\$3,066	\$2,357	\$3,261	.32¢	.21¢	.23¢
July		10,412	12,723	\$	\$2,357	\$2,768	.¢	.22¢	.21¢

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	
	2018	2017	2018	2017	2018	2017
May	48	54	57	55	105	123
June	70	66	98	136	168	202
July	61	60	75	65	136	125

b. Other Information

Executive Director, Debbie Pedersen, presented the following information:

- June Jamboree (June 30, 2018)
There were 5 riders (by reservation) for the June Jamboree, and instead of running back and forth at set times, we requested reservations only. Those that we served were very appreciative.
- Modoc Harvest – Farmers Markets (July 21, 2018; August 4, 2018)
There was a great turn out for the first two Farmer’s Markets in the Sage Stage plaza. Census numbers will be provided by the Farmer’s Market and available for the October meeting.
- Modoc Medical Center Health Fair (August 1, 2018)
MCTC/MTA had a table at this year’s Modoc Medical Center Health Fair and had 65-75 visitors. Visitor questions were answered, the new Rider Guides were disbursed, and two fare cards were raffled off.
- Bus T-20 broke down again recently and was towed to Lakeview on June 12. This bus has recurring ongoing issues and seems to break down regularly between 990 and 1000 miles. The mechanics cannot find a reason for the repeated failures. The bus is still in Lakeview and the dealership is planning to return it to us without a solution. A new bus, T-21, is scheduled to arrive within the next two weeks.
- A new driver has been hired and the Local Bus Service will resume utilizing two drivers to meet current demands.

Calendar – consider future dates and events of interest:

- 08/07/18 MCTC/MTA – meetings 1:30 p.m. – City Council Chambers, 200 North St., Alturas
09/03/18 Labor Day holiday — Office closed; no bus service
10/02/18 MCTC/MTA – meetings 1:30 p.m. City Council Chambers, 200 North Street, Alturas
10/08/18 Columbus Day holiday, the office is closed, bus service is operating

7. Adjournment

Motion to adjourn by Board Member Ray at 2:37 p.m.; seconded by Board Member Wills. All ayes, motion carried. The next regular meeting will be Tuesday October 2, 2018, in the Alturas City Council Chambers, 200 W. North Street, Alturas at 2:00 p.m. or soon thereafter.

Submitted by,

Jacque Dockery
Office Assistant