



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
October 2, 2018

Board Members Present

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
Danny Parker City At-Large Member

Board Members Absent

John Dederick Representative, City of Alturas
Jim Wills County At-Large Member
Patricia Cullins (Alternate) Board of Supervisors, District II, Modoc County
Cheryl Nelson (Alternate) Councilmember, City of Alturas

Staff Present

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

Public Present

Doreen Smith Powers

- 1. **Call to Order** – Vice Chair Rhoads called the meeting to order at 2:20 p.m. in the Alturas City Hall 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 Parker. All ayes; motion carried.

4. Consent Agenda

- a. Approve minutes from 08/07/18 MTA Regular Meeting.
Motion by Board Member Cavasso to approve the minutes from the 08/07/18 MTA Regular Meeting with the correction of Patricia Cullins, Board of Supervisors, District II (instead of 11), seconded by Board Member Ray. Ayes by Board Member Ray, Board Member Cavasso, Vice Chair Rhoads. Board Member Parker abstained; motion carried.
- b. Financial Transactions 07/01/18 through 08/31/18.

Summary of Incidental Expenditures:

Vendor	Trans #	Amount	Explanation
Perry’s Automotive	2655	\$3,309.76	T-19 – Schedule A, AC Overhaul & Cooling System Replacement

Motion by Board Member Ray to approve Financial Transactions 07/01/18 through 08/31/18, seconded by Board Member Cavasso. All ayes; motion carried.

- c. Year-To-Date revenue and expenditure report (through 08/31/18)
- d. System Information and Statistics

Executive Director, Debbie Pedersen, stated that the System Information and Statistics report will be included in the Consent Agenda as a report document.

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

Month	Passenger Trips			Miles			Fares		
	2018	2017	Change	2018	2017	Change	2018	2017	Change
July	1,040	1,052	↓1.1%	9,467	10,412	↓9.0%	\$4,630	\$5,147	↓10.0%
Aug	1,288	1,212	↑6.3%	11,487	12,232	↓6.1%	\$5,631	\$5,148	↑9.4%
Sept	1,029	1,134	↓9.3%	9,912	10,549	↓6.0%	\$4,030	\$4,809	↓16.2%

- 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
July	9,467	10,412	12,723	\$2,983	\$2,357	\$2,768	.31¢	.22¢	.21¢
Aug	11,487	12,232	14,777	\$3,633	\$2,973	\$3,079	.31¢	.24¢	.20¢
Sept	9,912	10,549	12,754	\$3,085	\$2,729	\$2,728	.31¢	.25¢	.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
July	61	60	75	65	136	125
Aug	45	53	98	71	143	124
Sept	41	75	67	41	108	116

Motion by Board Member Ray to approve consent agenda items c and d above, seconded by Board Member Parker. All ayes; motion carried.

5. Regular Business

- a. Request for Proposal (RFP) and award contract for Sage Stage transit operations.

Director Pedersen stated that MTA is required, by the Federal Transit Assistance (FTA), to solicit proposals and have contracts to operate Sage Stage every five years. The previous

contract was awarded in 2013 to MV Transportation for a five year period with the option to contract two additional one year terms. MTA has exercised a one year extension under our current contract which will continue through June 2019. The RFP process and contract are reviewed by Caltrans Federal Transit Programs and their Legal to ensure compliance with grant funding; the process can take nine months to complete.

A draft RFP is currently being prepared and will be reviewed and approved by Caltrans prior to solicitation. It is anticipated that the RFP will be ready to advertise mid November to mid December. A new operating contract is anticipated to be awarded and in place beginning July 1, 2019 through June 30, 2024. Two optional one year extensions will be included in the contract; the MTA may opt to use the one year extensions at the conclusion of the five year contract period. In 2012, Commissioner Ray was appointed to review the proposals with staff.

Motion by Board Member Parker to authorize Executive Director to circulate Request for proposal (RFP) and award contract for Sage Stage transit operations, seconded by Board Member Cavasso. All ayes; motion carried.

b. Staff to provide update on Fiscal Year 2017/18 Financial Audit.

Chief Fiscal Auditor, Niki Lemke, mentioned that the MTA audits are being prepared on the same schedule as MCTC. Singleton Auman has been onsite June 26-27, 2018, and August 23-24, 2018. Draft fiscal audits are anticipated early October; the completed audits will be distributed when received.

The audits will be placed on the December Agendas for MCTC and MTA acceptance. The Transportation Development Act (TDA) requires that annual fiscal compliance audits be submitted to the State Controllers' Office by December 30, following the close of each fiscal year.

c. Vehicle updates - new vehicle T-21, bus T-20, and status of T-12 surplus.

Director Pedersen reported the following:

T-21 – A Ford Transit nine passenger bus with gasoline engine was ordered in February 2018 and funded through the FTA Intercity (Section 5311f) program.

AZ Bus Sales has received the bus from the manufacturer and is installing the accessories (bus wrap, camera system, etc.). This is a smaller bus with an acceptable profile for windy highway conditions and should be delivered soon.

T-20 – ARBOC

T-20 was towed to Hall Motors, Lakeview on June 25, due to the vehicle intermittently shutting down; mileage is around 41,500. Hall Motors has not been able to determine why T-20 is shutting down around each thousand miles (the past 5,000 miles).

The dealer, manufacturer, Chevy, Interlock and Hall Motors have been in communication to troubleshoot and run tests. They were unable to find a problem with the bus. T-20 was picked up (9/26) and put back into service. It then broke down the next day. When the bus shut down, Hall Motors sent a technician onsite to the bus to try to understand why it is shutting down. It was determined that the engine wasn't receiving fuel and that the extended

ramp was crimping the fuel line, allowing air to enter. The shut-downs are showing up on the internal computer, however no computer code is generated to document why it occurs.

The bus was purchased through the CalACT contract, and in discussions with CalACT they indicated that the Lemon Law only applies if a problem has been identified and not fixed after three attempts. We have requested that A-Z Bus give us a trade-in for another vehicle and or find us a buyer for the ARBOC. If the issues with T-20 cannot be remedied, we will pursue legal remedy. The bus is currently in service at this time and it is hoped that it will continue without issues. There is a thorough paper trail and report on file to support the issues with this bus.

T-12 - Surplus.

T-12 was trucked to Ritchie Brothers in Dunnigan, on August 13. Ritchie Brothers auctioned the bus on September 21, 2018. T-12 sold for \$6,000 - Ritchie Brothers will retain 15% + vehicle transfer fees.

- d. Consider approval of the MTA Local Agency Investment Fund (LAIF) Account - transfer of funds

Niki Lemke, Chief Fiscal Officer, reported that the MTA LAIF (restricted) account is the operating reserve for MTA. Annually, the Modoc County Transportation Commission prepares and approves the annual account True Up and Reconciliation. The report is an actual accounting of funds and expenditures for the past fiscal year. The MTA LAIF reserve is \$620,000; the current balance is \$626,262.70; LAIF requires transfers to the nearest \$1,000. MTA approval is required to transfer funds from this account.

Motion by Board Member Ray to approve the transfer of \$6,000 from the LAIF to the MTA annual operating account, seconded by Board Member Cavasso. All ayes; motion carried.

6. System Update, Communications, and Calendar

- a. Staff updates

Director Pedersen mentioned that there is a new driver in training.

- b. **Other Information**

Update on special events

- Modoc Harvest – Farmers Markets (July 21, 2018; August 4, 2018)

Visitors by Date

- 07/21 - 225
- 08/04 - 166
- 08/18 - 161
- 09/01 - 120
- 09/15 - 146

Director Pedersen reported that this season's last Farmer's Market will be Saturday, October 13. During the winter, MCTC/MTA will be working on a legal Use Agreement/Permit for public use of the park area. The Use Agreement/Permit will include facility use policies/fees and necessary insurance responsibility for the public. The Modoc Harvest – Farmers Market directors and vendors are very pleased with the facility and are interested in returning next summer.

Calendar – consider future dates and events of interest:

- 10/02/18 MCTC/MTA - meetings 1:30 p.m. - City Council Chambers, 200 North St., Alturas
- 10/08/18 Columbus Day; MCTC holiday, the office is closed, Sage Stage will operate regular schedule
- 11/05/18 Modoc Technical Advisory Committee Meeting - Sage Stage Office - 108 S Main Street Alturas
- 11/12/18 Veterans' Day - Sage Stage Services operating (no holiday) - office closed
- 11/22/18 Thanksgiving Day - Sage Stage and Office Closed - both observe this holiday
- 11/23/18 Day after Thanksgiving Day - Sage Stage and Office Closed - both observe this holiday
- 12/04/18 MCTC and MTA Meetings - City of Alturas Council Chambers, 200 W North St., Alturas

7. **Adjournment** – Motion to adjourn by Board Member Parker at 2:37 p.m.; seconded by Board Member Cavasso. All ayes, motion carried. The next regular meeting will be December 4, 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