



108 S. Main Street
Alturas, CA 96101
(530) 233-6410 Phone

Meets First Tuesday
even-numbered months
after MCTC meeting
or about 2:15 p.m.

Board of Directors

John Dederick
Chairman
City Representative

Kathie Rhoads
Vice Chair
County Supervisor

Bobby Ray
Director
Mayor, City of Alturas

Elizabeth Cavasso
Director
County Supervisor IV

Danny Parker
Director
City at Large Member

Jim Wills
Director
County at Large Member

Patricia Cullins
Alternate
County Supervisor II

Cheryl Nelson
Alternate
City Councilman

Staff

Debbie Pedersen
Executive Director

Niki Lemke
Chief Fiscal Officer

Cindy Imbach
Sr. Transportation Planner

AGENDA

REGULAR MEETING

OCTOBER 2, 2018

City of Alturas Council Chambers
200 W North St., CA 96101

Following the MCTC meeting at or about 2:00 p.m.

1. **Call to Order** – introductions, as needed.
2. **Public Forum** - Citizens may address the Commission with matters that are related directly to Commission responsibilities. If any matters call for action by the Commission, they will be placed on subsequent agendas. Because the Chairman may limit speakers to five (5) minutes each, citizens are encouraged to contact the Chairman or staff for assistance before the meeting.
3. **Confirm Agenda** **Action**
4. **Consent Agenda** **Action**
 - a. Approve the minutes from the 08/07/18 MTA Regular Meeting
 - b. Financial Transactions 07/01/18 through 08/31/18
 - c. YTD expenditures through 08/31/18
 - d. System Information and Statistics
6. **Regular Business** **Information/Action**
 - a. Authorize Executive Director to circulate Request for Proposal and award a five year contract for Sage Stage transit operations.
 - b. Staff update regarding the Fiscal Year 2017/18 Financial Audit.
 - c. Vehicle updates - bus numbers T-21, T-20, and T-12.
 - d. Consider approval of the MTA Local Agency Investment Fund Account transfer of funds.
7. **Staff Updates and Calendar of Events** **Information**
 - a. Staff updates
 - b. Calendar of Events
8. **Adjourn until next regular MTA meeting**, scheduled for 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.

Report to Modoc Transportation Agency Board Members

| | |
|----------------------------------|--|
| Subject Consent Agenda | Meeting Date October 2, 2018 |
| Presented by MTA Staff | Agenda Item 4 |

Consent Agenda - Note: Attachments shown in **bold** type

- a. Approve minutes from the **08/07/18 MTA Regular Meeting**

- b. **Financial Transactions – 07/01/18 through 08/31/18.**

Summary of incidental expenditures

| Vendor | Transaction | Amount | Explanation |
|--------------------|--------------------|---------------|--|
| Perry's Automotive | 2655 | \$3,309.76 | T19 - Schedule A, AC Overhaul & Cooling System Replacement |

- c. **Year to Date revenue and expenditure (through 08/31/18) report.**

- d. **System Information and Statistics**



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

Modoc Transportation Agency Transactions by Account As of August 31, 2018

| Date | Num | Name | Amount | Balance |
|--|-------|--|-----------|-------------------|
| LAIF-8025001 (\$620K) | | | | 626,262.70 |
| 07/13/2018 | | Interest | 2,971.66 | 629,234.36 |
| Total LAIF-8025001 (\$620K) | | | 2,971.66 | 629,234.36 |
| Plumas Operating MTA-0477 | | | | 129,431.87 |
| Reserve - Building Improvements | | | | 9,910.09 |
| 08/07/2018 | 2646 | B & D Electric | -1,341.83 | 8,568.26 |
| Total Reserve - Building Improvements | | | -1,341.83 | 8,568.26 |
| Plumas Operating MTA-0477 - Other | | | | 119,521.78 |
| 07/02/2018 | | Farebox | 433.00 | 119,954.78 |
| 07/02/2018 | 2623 | Waste Management | -59.25 | 119,895.53 |
| 07/02/2018 | | Farebox | 32.00 | 119,927.53 |
| 07/03/2018 | | Farebox | 310.51 | 120,238.04 |
| 07/03/2018 | 2624 | Ed Staub & Sons | -3,065.73 | 117,172.31 |
| 07/03/2018 | | Farebox | 26.00 | 117,198.31 |
| 07/03/2018 | 2625 | City Of Alturas | -164.42 | 117,033.89 |
| 07/03/2018 | 2626 | Pepsi-Cola Bottling Company | -39.99 | 116,993.90 |
| 07/03/2018 | 70318 | Basys Processing, Inc. | -62.20 | 116,931.70 |
| 07/05/2018 | | AP Tech | 400.00 | 117,331.70 |
| 07/05/2018 | | Farebox | 193.00 | 117,524.70 |
| 07/05/2018 | | Farebox | 14.50 | 117,539.20 |
| 07/05/2018 | | Farebox | 27.00 | 117,566.20 |
| 07/06/2018 | 2627 | Golden State Risk Management Authority | -2,000.00 | 115,566.20 |
| 07/06/2018 | | Farebox | 72.00 | 115,638.20 |
| 07/06/2018 | 2628 | EDI Media | -150.00 | 115,488.20 |
| 07/06/2018 | 2629 | Frontier Communications | -69.57 | 115,418.63 |
| 07/06/2018 | 2630 | Perry's Automotive | -574.80 | 114,843.83 |
| 07/06/2018 | 2631 | Frontier Communications | -69.81 | 114,774.02 |
| 07/06/2018 | 2632 | Trillium Solutions | -560.00 | 114,214.02 |
| 07/06/2018 | | Farebox | 10.00 | 114,224.02 |
| 07/09/2018 | | Farebox | 207.50 | 114,431.52 |
| 07/09/2018 | 2633 | Cindy Imbach | -10.50 | 114,421.02 |
| 07/09/2018 | | Farebox | 48.00 | 114,469.02 |
| 07/09/2018 | | Farebox | 90.00 | 114,559.02 |
| 07/09/2018 | | Farebox | 256.00 | 114,815.02 |
| 07/09/2018 | | Farebox | 66.00 | 114,881.02 |
| 07/10/2018 | | LTF Allocation | 3,443.71 | 118,324.73 |
| 07/11/2018 | | Farebox | 128.00 | 118,452.73 |
| 07/11/2018 | | Farebox | 16.50 | 118,469.23 |
| 07/12/2018 | | Farebox | 339.00 | 118,808.23 |
| 07/12/2018 | 2634 | Ray Morgan Company | -88.36 | 118,719.87 |
| 07/13/2018 | | Farebox | 120.00 | 118,839.87 |
| 07/13/2018 | | Farebox | 32.00 | 118,871.87 |
| 07/16/2018 | 70118 | TCE Communications | -48.75 | 118,823.12 |

Modoc Transportation Agency Transactions by Account As of August 31, 2018

| Date | Num | Name | Amount | Balance |
|------------|-------|-------------------------------|------------|------------|
| 07/16/2018 | | Farebox | 32.00 | 118,855.12 |
| 07/16/2018 | | Farebox | 170.49 | 119,025.61 |
| 07/16/2018 | 2635 | Sloan Sakai Yeung & Wong LLP | -49.00 | 118,976.61 |
| 07/16/2018 | | Farebox | 25.00 | 119,001.61 |
| 07/16/2018 | | Farebox | 24.00 | 119,025.61 |
| 07/16/2018 | | Farebox | 32.00 | 119,057.61 |
| 07/16/2018 | | Farebox | 66.00 | 119,123.61 |
| 07/17/2018 | | Farebox | 215.00 | 119,338.61 |
| 07/18/2018 | | Farebox | 94.00 | 119,432.61 |
| 07/18/2018 | 2636 | MV Transportation | -15,385.10 | 104,047.51 |
| 07/18/2018 | 2637 | Perry's Automotive | -621.98 | 103,425.53 |
| 07/18/2018 | | Farebox | 26.00 | 103,451.53 |
| 07/18/2018 | 2638 | Completely Custom Inc. | -65.37 | 103,386.16 |
| 07/19/2018 | | Farebox | 219.00 | 103,605.16 |
| 07/19/2018 | | STAF | 19,996.00 | 123,601.16 |
| 07/19/2018 | | Farebox | 50.00 | 123,651.16 |
| 07/19/2018 | | Farebox | 32.00 | 123,683.16 |
| 07/20/2018 | | Farebox | 37.67 | 123,720.83 |
| 07/20/2018 | | Farebox | 32.00 | 123,752.83 |
| 07/21/2018 | 72118 | Canby Post Office | -100.00 | 123,652.83 |
| 07/21/2018 | 72119 | Wal Mart | -73.77 | 123,579.06 |
| 07/21/2018 | 72120 | Home Depot | -33.43 | 123,545.63 |
| 07/23/2018 | | Farebox | 280.00 | 123,825.63 |
| 07/23/2018 | | Farebox | 33.00 | 123,858.63 |
| 07/23/2018 | | Farebox | 21.00 | 123,879.63 |
| 07/23/2018 | | Farebox | 20.00 | 123,899.63 |
| 07/23/2018 | | Farebox | 66.00 | 123,965.63 |
| 07/23/2018 | 2639 | Pacific Power | -493.87 | 123,471.76 |
| 07/24/2018 | | Farebox | 350.50 | 123,822.26 |
| 07/24/2018 | 2640 | Fredrick Janitorial | -275.00 | 123,547.26 |
| 07/25/2018 | | Farebox | 79.00 | 123,626.26 |
| 07/25/2018 | 72518 | Postmaster | -13.65 | 123,612.61 |
| 07/26/2018 | | Farebox | 209.00 | 123,821.61 |
| 07/26/2018 | | Farebox | 30.00 | 123,851.61 |
| 07/26/2018 | 2641 | Verizon Wireless | -142.25 | 123,709.36 |
| 07/27/2018 | | Farebox | 46.00 | 123,755.36 |
| 07/27/2018 | 72718 | Tnet Broadband Internet, LLC | -48.00 | 123,707.36 |
| 07/30/2018 | | Farebox | 258.50 | 123,965.86 |
| 07/30/2018 | 73018 | Four Corner's Market | -39.66 | 123,926.20 |
| 07/30/2018 | | Lassen Transit Service Agency | 7,500.00 | 131,426.20 |
| 07/30/2018 | | Farebox | 66.00 | 131,492.20 |
| 07/31/2018 | | Farebox | 125.50 | 131,617.70 |
| 07/31/2018 | 2643 | Sportsworks Northwest, Inc. | -65.11 | 131,552.59 |

Modoc Transportation Agency
Transactions by Account
As of August 31, 2018

| Date | Num | Name | Amount | Balance |
|------------|-------|------------------------------|------------|------------|
| 07/31/2018 | | Interest | 2.49 | 131,555.08 |
| 08/01/2018 | 2642 | Waste Management | -59.25 | 131,495.83 |
| 08/01/2018 | | Farebox | 38.00 | 131,533.83 |
| 08/01/2018 | | AP Tech | 400.00 | 131,933.83 |
| 08/01/2018 | | Farebox | 18.00 | 131,951.83 |
| 08/01/2018 | | Farebox | 104.00 | 132,055.83 |
| 08/03/2018 | | Farebox | 73.00 | 132,128.83 |
| 08/03/2018 | | Farebox | 245.00 | 132,373.83 |
| 08/03/2018 | 80318 | Basys Processing, Inc. | -64.81 | 132,309.02 |
| 08/03/2018 | 2644 | City Of Alturas | -165.30 | 132,143.72 |
| 08/03/2018 | 2645 | EDI Media | -150.00 | 131,993.72 |
| 08/03/2018 | | Farebox | 54.00 | 132,047.72 |
| 08/06/2018 | | Farebox | 33.00 | 132,080.72 |
| 08/06/2018 | | Farebox | 20.00 | 132,100.72 |
| 08/06/2018 | 80618 | TCE Communications | -48.75 | 132,051.97 |
| 08/07/2018 | | Farebox | 316.25 | 132,368.22 |
| 08/07/2018 | | Farebox | 287.16 | 132,655.38 |
| 08/07/2018 | 2647 | Modoc County Record | -48.00 | 132,607.38 |
| 08/07/2018 | 2648 | Pepsi-Cola Bottling Company | -39.00 | 132,568.38 |
| 08/07/2018 | 2649 | Ray Morgan Company | -112.65 | 132,455.73 |
| 08/07/2018 | 2650 | Frontier Communications | -69.47 | 132,386.26 |
| 08/07/2018 | 2651 | Frontier Communications | -69.47 | 132,316.79 |
| 08/07/2018 | 80618 | Four Corner's Market | -39.82 | 132,276.97 |
| 08/07/2018 | 2652 | Ed Staub & Sons | -2,984.49 | 129,292.48 |
| 08/07/2018 | | Farebox | 27.00 | 129,319.48 |
| 08/07/2018 | | Farebox | 24.00 | 129,343.48 |
| 08/08/2018 | | Farebox | 54.10 | 129,397.58 |
| 08/08/2018 | | Farebox | 36.00 | 129,433.58 |
| 08/09/2018 | | Farebox | 166.00 | 129,599.58 |
| 08/10/2018 | | Farebox | 44.85 | 129,644.43 |
| 08/10/2018 | 81018 | Amazon | -10.99 | 129,633.44 |
| 08/13/2018 | | Farebox | 334.00 | 129,967.44 |
| 08/13/2018 | | LTF Allocation | 13,667.22 | 143,634.66 |
| 08/13/2018 | 81318 | Tnet Broadband Internet, LLC | -48.00 | 143,586.66 |
| 08/14/2018 | | Farebox | 233.00 | 143,819.66 |
| 08/14/2018 | | Farebox | 25.00 | 143,844.66 |
| 08/14/2018 | | Farebox | 22.00 | 143,866.66 |
| 08/14/2018 | | Farebox | 466.00 | 144,332.66 |
| 08/15/2018 | | Farebox | 93.00 | 144,425.66 |
| 08/15/2018 | | Farebox | 16.50 | 144,442.16 |
| 08/15/2018 | 2653 | Perry's Automotive | -528.01 | 143,914.15 |
| 08/15/2018 | 2654 | MV Transportation | -15,550.19 | 128,363.96 |
| 08/15/2018 | | Farebox | 32.00 | 128,395.96 |

Modoc Transportation Agency
Transactions by Account
As of August 31, 2018

| Date | Num | Name | Amount | Balance |
|---|-------------|-----------------------------|------------------|-------------------|
| 08/16/2018 | | Farebox | 174.80 | 128,570.76 |
| 08/17/2018 | | Farebox | 143.00 | 128,713.76 |
| 08/20/2018 | | Farebox | 153.50 | 128,867.26 |
| 08/20/2018 | | Farebox | 350.00 | 129,217.26 |
| 08/21/2018 | 81019 | Amazon | -85.46 | 129,131.80 |
| 08/21/2018 | | Farebox | 26.00 | 129,157.80 |
| 08/21/2018 | | Farebox | 54.00 | 129,211.80 |
| 08/21/2018 | | Farebox | 66.00 | 129,277.80 |
| 08/22/2018 | | Farebox | 50.00 | 129,327.80 |
| 08/22/2018 | 2655 | Perry's Automotive | -3,309.76 | 126,018.04 |
| 08/22/2018 | 2656 | Fredrick Janitorial | -275.00 | 125,743.04 |
| 08/22/2018 | | Farebox | 20.00 | 125,763.04 |
| 08/22/2018 | 82218 | Four Seasons Supply | -21.41 | 125,741.63 |
| 08/23/2018 | | Farebox | 18.00 | 125,759.63 |
| 08/23/2018 | | Farebox | 256.30 | 126,015.93 |
| 08/24/2018 | | Farebox | 138.00 | 126,153.93 |
| 08/24/2018 | | Farebox | 22.00 | 126,175.93 |
| 08/24/2018 | | Farebox | 10.00 | 126,185.93 |
| 08/27/2018 | | Farebox | 77.00 | 126,262.93 |
| 08/27/2018 | 2657 | Pacific Power | -721.07 | 125,541.86 |
| 08/27/2018 | | Farebox | 58.00 | 125,599.86 |
| 08/27/2018 | | Farebox | 200.00 | 125,799.86 |
| 08/28/2018 | | Farebox | 166.00 | 125,965.86 |
| 08/29/2018 | | Farebox | 60.00 | 126,025.86 |
| 08/29/2018 | 2658 | Perry's Automotive | -428.98 | 125,596.88 |
| 08/29/2018 | 2659 | Verizon Wireless | -142.25 | 125,454.63 |
| 08/29/2018 | 892918 | Alturas Auto Parts | -19.29 | 125,435.34 |
| 08/30/2018 | | Farebox | 40.00 | 125,475.34 |
| 08/30/2018 | | Farebox | 375.50 | 125,850.84 |
| 08/30/2018 | | Interest | 6.32 | 125,857.16 |
| 08/31/2018 | | Farebox | 64.00 | 125,921.16 |
| 08/31/2018 | | Farebox | 20.00 | 125,941.16 |
| 08/31/2018 | | Farebox | 32.00 | 125,973.16 |
| 08/31/2018 | | Farebox | 24.00 | 125,997.16 |
| 08/31/2018 | 82023 | Pepsi-Cola Bottling Company | -39.99 | 125,957.17 |
| Total Plumas Operating MTA-0477 - Other | | | 6,435.39 | 125,957.17 |
| Total Plumas Operating MTA-0477 | | | 5,093.56 | 134,525.43 |
| Treasurer Operating MTA-650 | | | | 0.00 |
| Total Treasurer Operating MTA-650 | | | | 0.00 |
| TOTAL | | | 8,065.22 | 763,759.79 |

Modoc Transportation Agency

Company Snapshots (As of 9/21/18)



d. System Information and Statistics

- 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% | 9,476 | 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 | | 1,134 | ↑% | | 10,549 | ↓% | \$ | \$4,809 | ↓% |

- 2) Revenue Service Miles compared to Fuel Cost

| Month | Miles | | | Fuel Cost | | | Fuel Cost per Mile | | |
|-------|--------|--------|--------|-----------|---------|---------|--------------------|------|------|
| | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 |
| July | 9,476 | 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 | | 10,549 | 12,754 | \$ | \$2,729 | \$2,728 | . ¢ | .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 & Fridays.

| Month | Modoc O/D | | Lassen O/D | | Total Route Ridership | |
|-------|-----------|------|------------|------|-----------------------|------|
| | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 |
| July | 61 | 60 | 75 | 65 | 136 | 125 |
| Aug | 45 | 53 | 98 | 71 | 143 | 124 |
| Sept | | 75 | | 41 | | 116 |

| Report to Modoc Transportation Agency Board Members | |
|--|--|
| Subject Regular Business | Meeting Date October 2, 2018 |
| Presented by MTA Staff | Agenda Item 5 |

Items with attachments, shown in bold:

- a. Consider authorizing the Executive Director to circulate an Request for Proposal (RFP) and award a five year contract for Sage Stage transit operations.

MTA is required, by the Federal Transit Assistance (FTA), to solicit proposals and have contracts to operate Sage Stage. 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 thier 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.

Staff recommends that the Executive Director be authorization to circulate the Caltrans approved RFP and award a five year contract for Sage Stage Operations.

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

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

T-21 - Ford Transit - 9 passenger bus; gasoline engine.

- Ordered February 2018 - FTA Intercity (Section 5311f) program funded.
- A-Z Bus Sales has received the bus from the manufacturer and is installing the accessories installed (bus wrap, camera system, etc.).

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).

| | |
|----------------------------------|-------------------------------------|
| Regular Business | October 2, 2018 |
| Presented by MTA Staff | Agenda Item 5 - Continued |

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. The bus will be used exclusively in Alturas until dependability can be proved.

If/when the bus shuts down again, Hall Motors will send a technician onsite to the bus and try to determine why it is shutting down. Each time the bus has been towed, it has started up at each of the repair facility. The shut downs are showing up on the internal computer, however no computer code is generated to document why it is occurring.

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. Upon mentioning this would be discussed with our legal counsel, more jumped in to look and research the issue. 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.

T-12 - Surplus.

The bus was trucked to Ritchie Brothers in Dunnigan, on August 13. Ritchie Brothers auctioned T-12 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

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.

Staff recommends that the MTA approve the transfer of \$6,000 from the LAIF to the MTA annual operating account.

Modoc County Transportation Commission / Modoc Transportation Agency

Fiscal Year 2017/18 End of Year True up & Reconciliation

Final Approved 10/02/18

| INVESTMENT ACCOUNTS RECONCILIATION | | |
|---|---|---|
| MCTC Trust (6/30/18) | MTA - Op Plan Adjustments | MCTC - Op Plan Adjustments |
| | 5 Year Operating Plan - Adopted 02/06/18 | 5 Year Operating Plan - Adopted 02/06/18 |
| \$ 23,400.00 County | 6/30/18 Balance | 6/30/18 Balance |
| \$ 9,100.00 City | \$ - CD (To LAIF 10/24/17) | |
| \$ 70,711.83 Unprogrammed | \$ 626,262.70 LAIF | \$ 302,804.48 LAIF |
| \$ 6,000.00 MTA Transfer | \$ 626,262.70 Total | \$ 302,804.48 Total |
| \$ 3,000.00 MCTC Transfer | \$ 620,000.00 Approved Reserve (10/4/16) | \$ 300,000.00 Approved Reserve (10/4/16) |
| \$ 112,211.83 End Balance | \$ 6,262.70 MCTC Trust - Transfer | \$ 2,804.48 MCTC Trust - Transfer |
| | \$ 6,000.00 Transfer Nearest 1,000 | \$ 3,000.00 Transfer Nearest 1,000 |
| For Board Approval (10/2/18) | 1. Transfer \$6,000 from LAIF into MTA bank account. | Transfer \$3,000 from LAIF into MCTC-LTF Trust bank account. |
| | 2. Write a check from MTA bank account for \$6,000 to MCTC & deposit into MCTC-LTF Trust Bank Account. | |

| LOCAL TRANSPORTATION FUND (LTF) - OPERATING ACCOUNT BALANCE TO BUDGET RECONCILIATION | | |
|---|--|--|
| 6/30/18 Balance | MTA - LTF Adjustments | MCTC - LTF Adjustments |
| Operating Cash Balance | \$ 119,521.78 | \$ 149,108.95 |
| Capital Bus Purchase | \$ (76,300.00) FTA 5311f To be Reimb. | |
| Capital Bus Match Funds | \$ (9,900.00) SGR 17/18 - Bus Match | |
| Deferred Revenue | | \$ (26,690.00) RSTP 17/18 |
| Deferred Revenue | | \$ (59,000.00) PPM 17/18 Def. Rev. |
| Total Adjusted Cash Balance | \$ 33,321.78 | \$ 63,418.95 |
| FY 18/19 LTF Budget | \$ 90,000.00 18/19 LTF Budget | \$ 116,000.00 18/19 LTF Budget |
| | \$ 33,321.78 Less Adj. Bank Balance | \$ 63,418.95 Less Adj. Bank Balance |
| For Board Approval (10/2/18) | | |
| LTF Due for FY 2018/19 Budget | \$ 56,678.22 LTF Budget Bal Due | \$ 52,581.05 LTF Budget Bal Due |

| Report to Modoc Transportation Agency Board Members | |
|--|--|
| Subject Staff Updates and Calendar of Events | Meeting Date October 2, 2018 |
| Presented by MTA Staff | Agenda Item 6 |

a) Staff Updates

b) Other Information

Update on special events

- Modoc Harvest - Farmers Markets

Visitors by Date

- 7/21 - 225
- 8/4 - 166
- 8/18 - 161
- 9/1 - 120
- 9/15 - 146

Calendar – consider future dates and events of interest:

- 10/02/18 MCTC and MTA meetings - City of Alturas Council Chambers, 200 W North St., Alturas
- 10/08/18 Columbus Day - Sage Stage Services operating (no holiday) - office closed
- 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