



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
December 4, 2018

Board Members Present

John Dederick, Chair
Kathie Rhoads, Vice Chair
Elizabeth Cavasso
Bobby Ray
Danny Parker

Representative, City of Alturas
Board of Supervisors, District III, Modoc County
Board of Supervisors District IV, Modoc County
Mayor, City of Alturas
City At-Large Member

Board Members Absent

Jim Wills
Patricia Cullins (Alternate)
Cheryl Nelson (Alternate)

County At-Large Member
Board of Supervisors, District 11, Modoc County
Councilmember, City of Alturas

Staff Present

Debbie Pedersen
Niki Lemke
Cindy Imbach
Jacque Dockery

Executive Director
Chief Fiscal Officer
Senior Transportation Planner
Office Assistant

Public Present

Kathy Grah

Caltrans Dist. 2, Community & Regional Planning Chief

1. **Call to Order** – Chair Dederick called the meeting to order at 2:42 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 Cavasso. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 10/02/18 MTA Regular Meeting.
 - b. Financial Transactions 09/01/18 through 10/31/18.

Summary of Incidental Expenditures:

Vendor	Trans #	Amount	Explanation
Basin Tire Service	2660	\$ 1,596.16	Rear Tires – T-14
Perry’s Automotive	2665	\$ 1,064.27	Schedule A/Front & Rear Brakes
Larranaga Trucking	2666	\$ 1,000.00	T12 Transport to Richie Bros. Auction
MCTC	2675	\$16,955.20	Q1 Salaries/Fiscal Audit 2017/18
Les Schwab	2697	\$ 762.37	Tire repair en route to Reno
Les Schwab/Basin Tires	Various	Various	New studded tires for fleet

- c. Year-To-Date revenue and expenditure report through 10/31/18.
- d. System Information and Statistics
 - 1. Sage Stage Operations Report – Performance (unaudited statistics).

Month	Passenger Trips			Miles			Fares		
	2018	2017	Change	2018	2017	Change	2018	2017	Change
Sep	1,029	1,134	↓9.3%	9,912	10,549	↓6.0%	\$4,030	\$4,809	↓16.2%
Oct	1,278	1,576	↓18.9%	11,488	11,496	↓0.1%	\$5,251	\$7,300	↓28.1%
Nov	1,037	1,166	↓11.1%	10,096	10,213	↓1.1%	\$4,583	\$5,210	↓12.0%

- 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
Sep	9,912	10,549	12,754	\$3,085	\$2,729	\$2,728	.31¢	.25¢	.21¢
Oct	11,488	11,496	12,323	\$3,632	\$2,852	\$2,503	.31¢	.24¢	.20¢
Nov	10,096	10,213	12,046	\$2,880	\$2,807	\$2,391	.28¢	.27¢	.19¢

- 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
Sept	41	75	67	41	108	116
Oct	65	65	68	70	133	135
Nov	63	77	47	44	110	121

Motion by Board Member Rhoads to approve consent agenda items a through d above, seconded by Board Member Parker. All ayes; motion carried.

5. Regular Business

- a. Approval of the Fiscal Year 2017/18 Financial Audit.

Clay Singleton, Singleton/Auman, CPA presented information Fiscal Year 2017/18 Financial Audits, via phone at the MCTC meeting by Clay Singleton of Singleton/Auman, CPA.

Motion by Board Member Ray to approved Fiscal Year 2017/18 Financial Audit, seconded by Board Member Cavasso. All ayes; motion carried.

- b. Debbie Pedersen, Executive Director, reported that the Sage Stage Transit Operations Request for Proposal (years 2019-2024) process is proceeding. The Request for Proposal was emailed to Caltrans Division of Rail and Mass Transportation (DRMT) October 24, 2018. DRMT responded with comments 10/30/18 and revisions were made by MTA staff and sent for review 10/31/18. No further information has been received, as yet; being that the date for release has

passed, the schedule will be adjusted; there is ample time in the process to accommodate the variance. The tentative schedule for the RFP was:

Release of RFP	December 3, 2018
Deadline for Submission of Written Questions	January 14, 2019
Response to Written Questions or Clarifications	January 24, 2019
Proposals Due	February 27, 2019
Review Proposals.....	March 4-7, 2019
Award Contract	March 14, 2019
Protests due	March 28, 2019, before 2:00 p.m.
Contract Start.....	July 1, 2019

- c. Adoption of Resolution 18-03 Designating Signatories for calendar year 2019.
This is an annual resolution that authorizes staff to sign contracts and documents related to funding that MTA administers and receives. The resolution needs to be corrected to show Calendar Year 2019.

Motion by Board Member Cavasso to adopt Resolution 18-03 Designating Signatories for calendar year 2019, as modified, seconded by Board Member Ray. All ayes; motion carried.

- d. Appointment of Chair and Vice Chair for 2019.
Motion by Board Member Ray to appoint John Dederick as MTA Chairman and Kathy Rhoads as MTA Vice Chair, seconded by Board Member Parker. All ayes; motion carried.

6. System Update, Communications, and Calendar

a. Staff updates

Debbie Pedersen, Executive Director, mentioned that the last new driver hire, David Phillips, resigned. Sage Stage is currently staffed by three drivers and seeking another driver.

b. Other Information

Pedersen reported that MTA has received delivery of T-21, a Ford Transit bus, on October 18, 2018. This is a nine passenger gasoline vehicle. T-20 is performing well after repair of the fuel line.

Calendar – consider future dates and events of interest:

- 12/24/18 Christmas Eve Holiday – MCTC office is closed – no Sage Stage Bus Service
- 12/25/18 Christmas Holiday – MCTC office is closed – no Sage Stage Bus Service
- 12/31/18 New Years Eve Holiday – MCTC office is closed – Sage Stage Bus operating
- 01/01/19 New Years Day Holiday – MCTC office is closed – no Sage Stage Bus service
- 01/07/19 Modoc TAC meeting – Sage Stage Conference Room

7. Adjournment

Motion to adjourn by Board Member Rhoads at 2:51 p.m.; seconded by Board Member Cavasso. All ayes, motion carried. The next regular meeting will be Tuesday February 5, 2019, 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