



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,

Jacquie Dockery  
Office Assistant

