



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

Ned Coe
Alternate
County Supervisor I

Cheryl Nelson
Alternate
City Councilman

Staff

Debbie Pedersen
Executive Director

Niki Lemke
Chief Fiscal Officer

Cindy Imbach
Sr. Transportation Planner

AGENDA

REGULAR MEETING

APRIL 2, 2019

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 02/05/19 MTA Regular Meeting
 - b. Financial Transactions 01/01/19 through 02/28/19
 - c. YTD expenditures through 02/28/19
 - d. System Information and Statistics
5. **Regular Business** **Information/Action**
 - a. Consider approval of Policy and Procedure for Sage Stage Plaza public use.
 - b. Consider adoption of Resolution 19-01 Fiscal Year 2019/20 Budget.
 - c. Update regarding the Sage Stage Transit Operations Request for Proposal (years 2019-2024) process.
6. **Staff Updates and Calendar of Events** **Information**
 - a. Staff updates
 - b. Calendar of Events
7. **Adjourn until next regular MTA meeting**, scheduled for June 4, 2019, (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 April 2, 2019
Presented by MTA Staff	Agenda Item 4

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

- a. Approve minutes from the **02/05/19 MTA Regular Meeting**
- b. **Financial Transactions – 01/01/19 through 02/28/19**

Summary of incidental expenditures

Vendor	Transaction	Amount	Explanation
Monica Derner, CPA	2787	\$2,700.00	Triennial Performance Audit

- c. **Year to Date revenue and expenditure (through 02/28/19) report.**
- d. System Information and Statistics

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

Month	Passenger Trips			Miles			Fares		
	2019	2018	Change	2019	2018	Change	2019	2018	Change
Jan	1,231	996	↑23.6%	10,693	10,157	↑ 5.3%	\$4,049	\$3,638	↑11.3%
Feb	1,109	1,014	↑ 9.4%	7,499	8,251	↓ 9.1%	\$2,840	\$4,002	↓29.0%
March		1,042	%		9,505	%	\$	\$4,248	%

2) Revenue Service Miles compared to Fuel Cost

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2019	2018	2017	2019	2018	2017	2019	2018	2017
Jan	10,693	10,157	8,209	\$2,656	\$2,750	\$1,847	.25¢	.27¢	.22¢
Feb	8,251	8,251	10,106	\$1,828	\$2,164	\$2,167	.22¢	.26¢	.21¢
March		9,505	12,672	\$	\$2,461	\$2,695	. ¢	.26¢	.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	
	2019	2018	2019	2018	2019	2018
Jan	53	43	46	58	99	101
Feb	23	33	35	51	58	84
March		48		51		99



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
February 5, 2019

Board Members Present

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

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

Board Members Absent

Elizabeth Cavasso
Jim Wills
Ned Coe (Alternate)
Cheryl Nelson (Alternate)

Modoc County Board of Supervisor, District IV
County At-Large Member
Modoc County Board of Supervisor, District I
City of Alturas Councilmember

Staff Present

Debbie Pedersen
Niki Lemke
Cindy Imbach
Michelle Cox
Jacque Dockery

Executive Director
Chief Fiscal Officer
Senior Transportation Planner
Assistant Secretary
Office Assistant

Public Present

Monica Derner

CPA PC

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 Rhoads to confirm agenda, seconded by Board Member Parker. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 12/04/18 MTA Regular Meeting.
 - b. Financial Transactions 11/01/18 through 12/31/18.

Summary of Incidental Expenditures:

Vendor	Trans #	Amount	Explanation
A-Z Bus Sales	2702	\$ 86,109.52	Capital Vehicle – T21
Basin Tire Service	2716	\$ 1,562.24	Studded Tires for T17 & T18
Perry’s Automotive	2727	\$ 742.01	T17 & T18 Scheduled Services
Perry’s Automotive	2740	\$ 1,374.25	T20 Scheduled C & Replace Heater Pump
Basin Tire Service	2742	\$ 634.95	Studded Tires for T20
Perry’s Automotive	2743	\$ 956.36	T17 Scheduled C

- c. Year-To-Date revenue and expenditure report through 12/31/18

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
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%
Dec	1,230	1,025	↑20.0%	8,876	9,454	↓6.1%	\$4,446	\$4,200	↑5.9%

Month	Passenger Trips			Miles			Fares		
	2019	2018	Change	2019	2018	Change	2019	2018	Change
Jan	1,231	996	↑23.6%	10,693	10,157	↑5.3%	\$4,049	\$3,638	↑11.3%

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
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¢
Dec	8,876	9,454	10,775	\$2,401	\$2,439	\$2,410	.27¢	.25¢	.22¢

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2019	2018	2017	2019	2018	2017	2019	2018	2017
Jan	10,693	10,157	8,209	\$2,656	\$2,750	\$1,847	.25 ¢	.27¢	.22¢

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
Oct	65	65	68	70	133	135
Nov	63	77	47	44	110	121
Dec	53	38	67	50	120	88

Month	Modoc O/D		Lassen O/D		Total Route Ridership	
	2019	2018	2019	2018	2019	2018
Jan	53	43	46	58	99	101

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

5. **Regular Business**

a. MTA Triennial Performance Audit.

Monica Derner, CPA PC, prepared the MTA Triennial Performance Audit and cleared one previous overall finding regarding software statistical data, considering it insignificant. She reported that the audit is in compliance with the Transportation Development Act.

Board Member Ray questioned page 10, line 6, 2016/17 farebox revenue, as possibly being too low. It was determined that this is a typing error and will be corrected.

Motion by Board Member Ray to approve the MTA Triennial Performance Audit, seconded by Board Member Parker. All ayes; motion carried.

b. Sage Stage Transit Operations Request for Proposal (years 2019-2024).

Director Pedersen reported that Caltrans completed review of the Sage Stag RFP and approved release of the RFP. The legal notice was published in the Modoc Record December 20 and 27, 2018. The schedule is as follows:

Release of RFP	December 20, 2018
Deadline for Submission of Written Questions.....	January 28, 2019
Response to Written Questions or Clarifications	February, 5, 2019
Proposal Due	March, 12, 2019
Review Proposals	April 4-7, 2019
Award Contract	April 14, 2019
Protests Due to MTA.....	April 28, 2019, before 2:00 p.m.
Contract Start.....	July 1, 2019

We have received feedback from three potential proposers; Paratransit, Inc., MV Transportation and First Transit. Board Member Ray, Executive Director Pedersen, Senior Transportation Planner Imbach and Chief Fiscal Officer Lemke constitute the review committee.

c. AP Tech rent and contract for 112 N. Main St.

Pedersen reported that an informational letter regarding the annual review process was mailed to Greg and Chante Jones, DBA AP Tech, on January 16, 2019. This letter was followed with a board meeting agenda and the amended agreement increasing the rent amount 3.1% to \$412.40 per month. AP Tech has not responded nor is in attendance at this board meeting.

A draft of the amended Lease Agreement is attached. It was recommended that the AP Tech rent be based on the actual CPI (Consumer Price Index) for the Western Regions. A clause has been added to the agreement so that the rent can be annually reviewed and adjusted accordingly.

Motion by Board Member Ray to approve updated Lease Agreement for 112 N Main Street, occupied by AP Tech, effective March 1, 2019, increasing rent 3.1% to \$412.00 (rounded down to nearest dollar) per month (per the CPI), seconded by Board Member Rhoads. All ayes; motion carried.

6. System Update, Communications, and Calendar

a. Conflict of Interest Form 700 due by April 2, 2019

b. Staff Updates

Chief Fiscal Officer, Niki Lemke, mentioned that she had attended a Labor Class and will report at the next meeting.

c. Other Information

Calendar – consider future dates and events of interest:

- 02/05/19 MCTC and MTA Meetings – City of Alturas Council Chambers, 200 W. North St., Alturas
- 02/11/19 Lincoln’s Birthday observed – MCTC office is closed – Sage Stage bus will operate
- 02/18/19 Presidents Day – MCTC office and Sage Stage services are closed for the holiday
- 04/02/19 MCTC and MTA Meetings – City of Alturas Council Chambers, 200 W. North St., Alturas

7. Adjournment

Motion to adjourn by Board Member Parker at 2:35 p.m., seconded by Board Member Ray All ayes, motion carried. The next regular meeting will be Tuesday April 2, 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

Modoc Transportation Agency Transactions by Account As of February 28, 2019

Date	Num	Name	Amount	Balance
LAIF-8025001 (\$620K)				626,653.21
01/15/2019		Interest	3,788.29	630,441.50
Total LAIF-8025001 (\$620K)			3,788.29	630,441.50
Plumas Operating MTA-0477				197,347.15
Reserve - Building Improvements				8,568.26
Total Reserve - Building Improvements				8,568.26
Plumas Operating MTA-0477 - Other				188,778.89
01/02/2019		Farebox	22.00	188,800.89
01/02/2019		Farebox	70.00	188,870.89
01/02/2019		A-P Tech	400.00	189,270.89
01/02/2019		Farebox	204.50	189,475.39
01/02/2019		Farebox	98.00	189,573.39
01/02/2019		Farebox	22.00	189,595.39
01/02/2019		Farebox	22.00	189,617.39
01/03/2019		Farebox	121.05	189,738.44
01/03/2019	10319	Basys Processing, Inc.	-112.29	189,626.15
01/03/2019	10319	Four Corner's Market	-39.66	189,586.49
01/03/2019		Farebox	22.50	189,608.99
01/04/2019		Farebox	104.66	189,713.65
01/04/2019		Farebox	32.00	189,745.65
01/04/2019		Farebox	22.00	189,767.65
01/04/2019		Basys Processing, Inc.	24.95	189,792.60
01/07/2019	2745	Cindy Imbach	-14.00	189,778.60
01/07/2019		Farebox	210.46	189,989.06
01/07/2019		Farebox	22.00	190,011.06
01/07/2019		Farebox	16.50	190,027.56
01/07/2019		Farebox	20.50	190,048.06
01/07/2019	2748	EDI Media	-300.00	189,748.06
01/07/2019	2747	Pacific Power	-540.13	189,207.93
01/07/2019	2746	Verizon Wireless	-142.48	189,065.45
01/07/2019	10719	TCE Communications	-49.08	189,016.37
01/07/2019	2749	Modoc County Record	-90.00	188,926.37
01/07/2019	2750	Waste Management	-59.25	188,867.12
01/07/2019	2751	City Of Alturas	-162.80	188,704.32
01/07/2019	2752	Ed Staub & Sons	-2,401.43	186,302.89
01/07/2019		Farebox	54.00	186,356.89
01/08/2019		Farebox	152.00	186,508.89
01/09/2019		Farebox	79.29	186,588.18
01/09/2019		Farebox	64.00	186,652.18
01/09/2019		Farebox	22.00	186,674.18
01/10/2019		Farebox	233.83	186,908.01
01/10/2019	2753	Ed Staub & Sons	-159.32	186,748.69
01/10/2019	2754	Frontier Communications	-101.85	186,646.84

Modoc Transportation Agency
Transactions by Account
As of February 28, 2019

Date	Num	Name	Amount	Balance
01/10/2019	2755	Frontier Communications	-101.85	186,544.99
01/10/2019	2756	Pepsi-Cola Bottling Company	-39.99	186,505.00
01/10/2019	2757	MV Transportation	-14,970.40	171,534.60
01/10/2019	2758	Perry's Automotive	-401.19	171,133.41
01/10/2019	011020	Amazon	-108.70	171,024.71
01/11/2019	11119	Smart Food Service	-11.50	171,013.21
01/11/2019	11120	Wal Mart	-30.73	170,982.48
01/11/2019	11121	Home Depot	-95.05	170,887.43
01/11/2019		Farebox	48.00	170,935.43
01/14/2019		Farebox	116.00	171,051.43
01/14/2019	2759	Ray Morgan Company	-92.99	170,958.44
01/14/2019		Farebox	122.59	171,081.03
01/14/2019	2760	Apex Technology Management, Inc.	-1,134.00	169,947.03
01/14/2019	2761	Frank Willis	-60.00	169,887.03
01/15/2019		Farebox	148.35	170,035.38
01/15/2019		Farebox	32.00	170,067.38
01/15/2019	2772	City Of Alturas	-163.54	169,903.84
01/16/2019	2763	Ed Staub & Sons	-212.05	169,691.79
01/16/2019		Farebox	123.07	169,814.86
01/16/2019		Farebox	32.00	169,846.86
01/16/2019	2764	Perry's Automotive	-996.88	168,849.98
01/16/2019		FTA 5311 - 2017-18 Reimb.	53,451.00	222,300.98
01/17/2019		Farebox	148.71	222,449.69
01/17/2019	2765	Modoc County Transportation Comm	-11,507.86	210,941.83
01/17/2019		Farebox	350.00	211,291.83
01/17/2019		State of Good Repair - 18/19	5,778.38	217,070.21
01/18/2019		Farebox	80.00	217,150.21
01/18/2019		Farebox	33.00	217,183.21
01/22/2019	2766	Fredrick Janitorial	-275.00	216,908.21
01/22/2019		Farebox	209.00	217,117.21
01/22/2019		Farebox	127.00	217,244.21
01/22/2019	2767	Basin Tire Service Inc.	-118.00	217,126.21
01/22/2019	2768	Frank Willis	-117.85	217,008.36
01/22/2019		Farebox	24.00	217,032.36
01/22/2019		Farebox	66.00	217,098.36
01/23/2019		Farebox	72.05	217,170.41
01/23/2019	2769	Perry's Automotive	-2,149.44	215,020.97
01/23/2019	12219	Amazon	-31.60	214,989.37
01/24/2019		Farebox	166.65	215,156.02
01/24/2019		Farebox	32.00	215,188.02
01/24/2019		Farebox	22.00	215,210.02
01/24/2019		Farebox	20.00	215,230.02
01/25/2019		Farebox	65.00	215,295.02

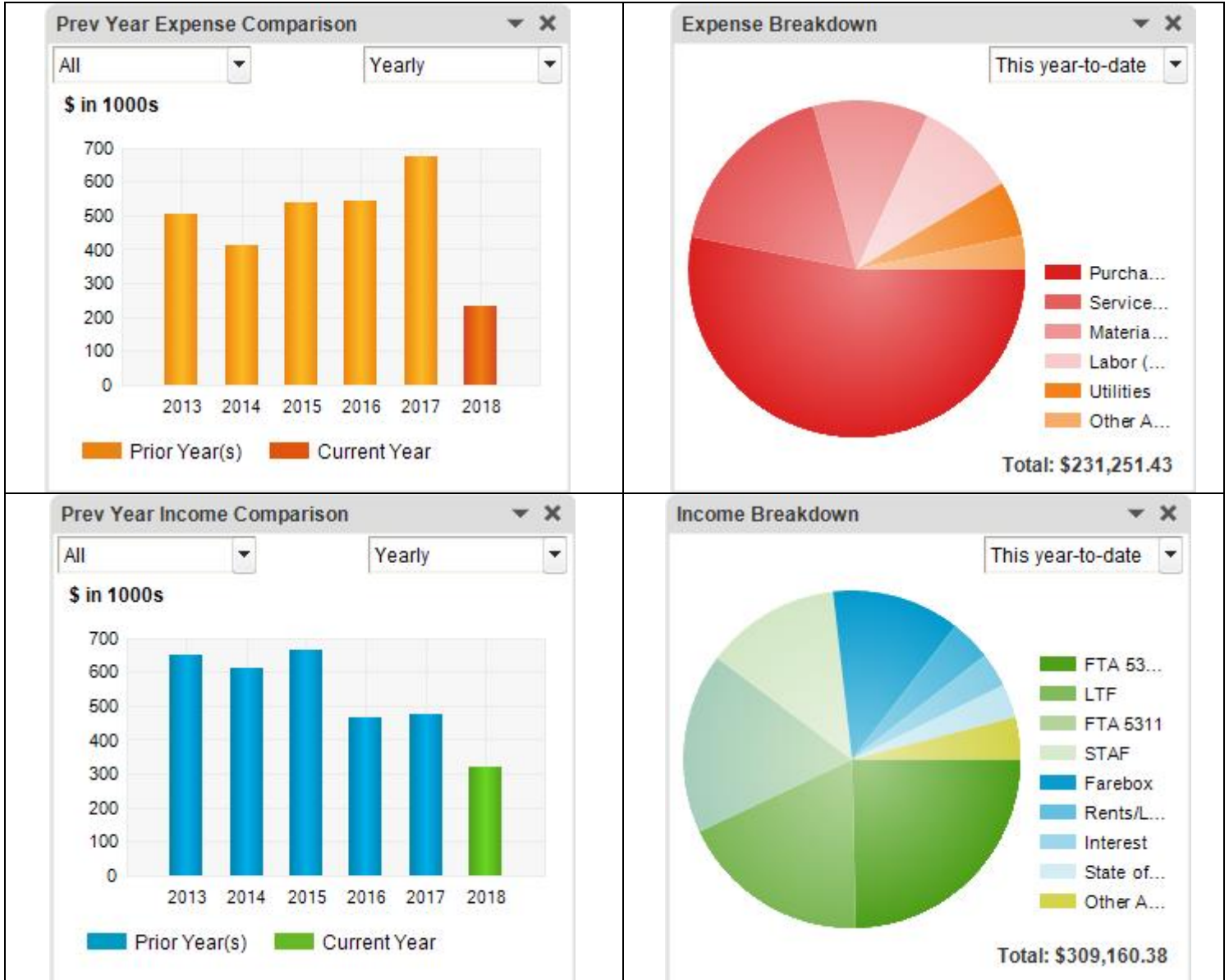
Modoc Transportation Agency
Transactions by Account
As of February 28, 2019

Date	Num	Name	Amount	Balance
01/25/2019	12519	Intuit	-406.45	214,888.57
01/25/2019	20519	Tnet Broadband Internet, LLC	-48.00	214,840.57
01/28/2019		Farebox	185.00	215,025.57
01/28/2019	2770	Verizon Wireless	-142.62	214,882.95
01/28/2019		Farebox	33.00	214,915.95
01/28/2019		Farebox	22.00	214,937.95
01/29/2019		Farebox	200.60	215,138.55
01/29/2019	2771	Frank Willis	-60.00	215,078.55
01/29/2019		FTA 5311f Capital - 16/17 (T21)	76,232.76	291,311.31
01/30/2019		Farebox	90.00	291,401.31
01/30/2019		A-P Tech	400.00	291,801.31
01/30/2019		Farebox	28.00	291,829.31
01/30/2019	13019	Amazon	-43.86	291,785.45
01/31/2019		Farebox	116.94	291,902.39
01/31/2019		Interest	9.21	291,911.60
02/01/2019		Farebox	33.00	291,944.60
02/04/2019		Farebox	50.00	291,994.60
02/04/2019		Farebox	270.50	292,265.10
02/04/2019		VOID	0.00	292,265.10
02/04/2019		Farebox	32.00	292,297.10
02/04/2019		Farebox	22.00	292,319.10
02/04/2019		Farebox	27.00	292,346.10
02/04/2019		Farebox	112.00	292,458.10
02/05/2019	2774	EDI Media	-150.00	292,308.10
02/05/2019	2775	Frank Willis	-70.64	292,237.46
02/05/2019	2776	Pepsi-Cola Bottling Company	-39.99	292,197.47
02/05/2019		Farebox	22.00	292,219.47
02/05/2019	2777	Modoc County Record	-45.00	292,174.47
02/05/2019		Farebox	10.00	292,184.47
02/05/2019		Farebox	32.00	292,216.47
02/05/2019	20519	Amazon	-114.38	292,102.09
02/06/2019		Farebox	33.00	292,135.09
02/06/2019	2778	Frontier Communications	-103.10	292,031.99
02/06/2019	20619	TCE Communications	-49.08	291,982.91
02/06/2019	20620	Basys Processing, Inc.	-85.58	291,897.33
02/07/2019		Farebox	250.00	292,147.33
02/07/2019		Farebox	45.00	292,192.33
02/08/2019	20819	Wal Mart	-80.84	292,111.49
02/08/2019		Farebox	22.00	292,133.49
02/11/2019		Farebox	118.00	292,251.49
02/11/2019	2779	Frontier Communications	-103.10	292,148.39
02/11/2019	2780	Apex Technology Management, Inc.	-1,134.00	291,014.39
02/13/2019		Farebox	126.00	291,140.39

Modoc Transportation Agency
Transactions by Account
As of February 28, 2019

Date	Num	Name	Amount	Balance
02/13/2019		Farebox	83.00	291,223.39
02/13/2019		Farebox	80.00	291,303.39
02/13/2019	2781	Cindy Imbach	-97.68	291,205.71
02/13/2019	2782	Ed Staub & Sons	-191.12	291,014.59
02/13/2019	2783	Perry's Automotive	-1,077.12	289,937.47
02/13/2019	2784	Ray Morgan Company	-171.73	289,765.74
02/13/2019	2785	Waste Management	-59.25	289,706.49
02/13/2019	2786	Ed Staub & Sons	-2,656.01	287,050.48
02/13/2019	2787	Monica Derner, CPA	-2,700.00	284,350.48
02/14/2019		Farebox	30.00	284,380.48
02/14/2019	2788	MV Transportation	-15,860.02	268,520.46
02/14/2019	2789	California Highway Patrol	-100.00	268,420.46
02/14/2019		Farebox	14.50	268,434.96
02/14/2019		Farebox	68.00	268,502.96
02/15/2019	2790	Fredrick Janitorial	-275.00	268,227.96
02/15/2019		Farebox	30.00	268,257.96
02/19/2019		Farebox	48.00	268,305.96
02/19/2019		Farebox	28.00	268,333.96
02/19/2019		Farebox	22.00	268,355.96
02/20/2019		Farebox	59.90	268,415.86
02/20/2019	2791	Perry's Automotive	-406.69	268,009.17
02/20/2019		A-P Tech	412.00	268,421.17
02/20/2019		Farebox	231.00	268,652.17
02/20/2019	22019	Four Corner's Market	-39.66	268,612.51
02/21/2019		Farebox	179.00	268,791.51
02/22/2019		Farebox	46.10	268,837.61
02/25/2019		Farebox	179.00	269,016.61
02/25/2019	22519	Tnet Broadband Internet, LLC	-48.00	268,968.61
02/26/2019		Farebox	112.25	269,080.86
02/26/2019		Farebox	120.00	269,200.86
02/27/2019		Farebox	30.90	269,231.76
02/27/2019		Farebox	49.50	269,281.26
02/28/2019		Farebox	280.24	269,561.50
02/28/2019		Interest	11.46	269,572.96
Total Plumas Operating MTA-0477 - Other			80,794.07	269,572.96
Total Plumas Operating MTA-0477			80,794.07	278,141.22
Treasurer Operating MTA-650				0.00
Total Treasurer Operating MTA-650				0.00
TOTAL			84,582.36	908,582.72

Modoc Transportation Agency Company Snapshots (As of 03/19/19)



Modoc Transportation Agency
Profit & Loss
 July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>
Ordinary Income/Expense	
Income	
State of Good Repair	9,876.77
Farebox	
Dial A Ride Fares	8,781.07
Klamath Falls Fares	2,298.05
Redding Fares	2,805.47
Reno Fares	21,574.65
	<hr/>
Total Farebox	35,459.24
FTA 5311	53,451.00
FTA 5311(f)	76,232.76
Interest	10,230.61
Lassen Transit Service Agency	7,500.00
LTF	56,678.22
Rents/Leases	12,176.70
STAF	39,934.00
	<hr/>
Total Income	301,539.30
Expense	
Building Maint / Improve	1,341.83
Insurance	2,000.00
Labor (Contract Admin)	22,213.06
Legal Notices	271.50
Marketing/Promotions	2,135.00
Materials/Supplies Consumed	
Fuel/Lubricants	23,098.36
Office Supplies	1,806.22
Shop & Bus Supplies	488.84
Materials/Supplies Consumed - Other	151.72
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Total Materials/Supplies Consumed	25,545.14
Purchased Transportation	109,437.96
Services - Prof./Specialized	
Accounting / Auditor Services	8,950.00
IT Service & Support	2,268.00
Services - Other (Misc.)	2,894.98
Vehicle Maintenance	25,326.26
	<hr/>
Total Services - Prof./Specialized	39,439.24
Travel/Staff Training	1,510.68
Utilities	11,638.64
	<hr/>
Total Expense	215,533.05
	<hr/>
Net Ordinary Income	86,006.25
Other Income/Expense	
Other Income	
Fixed Asset - Sale	5,035.00
	<hr/>
Total Other Income	5,035.00
	<hr/>
Net Other Income	5,035.00
	<hr/>
Net Income	<u><u>91,041.25</u></u>

Report to Modoc Transportation Agency Board Members	
Subject Regular Business	Meeting Date April 2, 2019
Presented by MTA Staff	Agenda Item 5

Items with attachments, shown in bold:

- a. Consider approval of the **Sage Stage Plaza Public Use Policy and Procedure**.
 MTA legal counsel recommended a policy and procedure for the Sage Stage Plaza for public use/events. The policy would allow for equal treatment of interested parties.
 Staff recommends approval of the Sage Stage Plaza Public Use Policy and Procedure.
- b. Consider adoption of **Resolution 19-01 Fiscal Year 2019/20 Budget**.
- c. Update regarding the Sage Stage Transit Operations Request for Proposal (years 2019-2024) process.

Proposals for MTA Transit Operations were due March 26, 2019 at 2:00 p.m. We received one proposal which was comparable to what we are currently paying. We will be requesting clarification and negotiating a contract with First Transit for a smooth transition. Our new contract begins July 1, 2019.

Policy and Procedures

No.
19-01

Title	Approved by	Date Issued
Sage Stage Plaza - Event Use		Page 1 of 1
Subject Area	Issuing Unit	
Modoc Transportation Agency	MTA	
Supersedes	Distribution	
N/A		

I. PURPOSE

To set policy and procedure for ongoing event use of the Sage Stage Plaza.

II. BACKGROUND

The Sage Stage Plaza was constructed in 2014 and the MTA has discussed the probability of having a policy for use of the facility for special events. In 2014, it was decided that a policy could be developed when the need presented or an agency or party requested an ongoing use of the facility. Last year we had our first use of the facility; now there is a need to set a standard for public use of the facility.

III. POLICY

Use of the Sage Stage Plaza for a recurring event by a for profit, non profit, group or individual requires the group or person(s) to enter into contract with the Modoc Transportation Agency. The Modoc Transportation Agency recognizes and supports the use and sets the fee at \$1, and responsible party is required to acquire insurance in the amounts as stated in the contract and list Modoc Transportation Agency as additional insured. In addition, the facility shall be left in the condition as received, and all waste shall be disposed of by the responsible party. All conditions must be met to use the facility, and or to continue using the facility.

The group or person(s) are responsible for obtaining appropriate permits from the City for use. **Alcohol is prohibited on the premises?**

IV. RESPONSIBILITIES

The Executive Director, or their designee, will be responsible for managing the contract and overseeing compliance with contract provisions.

MODOC TRANSPORTATION AGENCY
Revised RESOLUTION No. 19-01
Fiscal Year (FY) 2019/20 Budget

WHEREAS, the Modoc Transportation Agency (MTA) is responsible for adopting an annual Budget each fiscal year (FY) that identifies anticipated revenues and expenditures; and

WHEREAS, the MCTC apportioned the FY 19/20 Transportation Development Act (TDA) funds on April 2, 2019 in the Findings of Apportionment and MCTC Resolution 19-03 LTF And STAF Allocation Instructions to claimants MCTC planning & administration, the Modoc Transportation Agency/Transit Operations, the Modoc County Road Department and the City of Alturas; and

WHEREAS, the MTA FY 2019/20 Budget, as shown in Attachment A, includes revenues from TDA, Federal Transit Assistance, State Transit Bonds (Prop 1B CTAF), Lassen County Transportation Commission, Sub-Leases/Rents, fare revenue, and grant sources identified in Resolution 17-08 Authorized Signatories for Plans and Programs; and

WHEREAS, the MTA FY 2019/20 Budget, as shown in Attachment A, identifies estimated expenditures to administer the revenue from the Agency grants and programs; and

WHEREAS, the MTA authorizes the Executive Director or Chairman to modify line item amounts within the budget for daily operations so long as the overall revenues and expenditures are in accordance with amounts shown in Attachment A, and with a subsequent approval by MTA.

NOW, THEREFORE, BE IT RESOLVED that the Modoc Transportation Agency hereby adopts this FY 2019/20 Budget (\$529,192)

PASSED AND ADOPTED this 2nd day of April, 2019 by the following vote:

AYES: Board Members:

NOES: None

ABSENT: Board Members:

ATTEST:

John Dederick, Chairman

Debbie Pedersen, Executive Director
Modoc Transportation Agency

**Modoc Transportation Agency
FY 2019/20 Budget
19-01 - Attachment A**

Adopted 4/13/18 (19-01)							
<u>REVENUES</u>		Operating	Capital Expense				
Facility Sub-Lease - AP Tech Drug & Alcohol	\$	22,104					
LTF - Sales Tax Revenue Estimate - (FY 19/20)	\$	100,000					
STAF - Estimate FY (19/20)	\$	102,032					
State of Good Repair - Reserve (19/20)			\$	14,215			
RSTPG							
MTA							
Local Gov Collaborative - LTSA Reno Route	\$	30,000					
FTA 5311 Operating Assistance (18/19 Grant)	\$	55,488					
FTA 5311(f) Intercity Routes (18/19 Grant)	\$	143,853					
Rural Transit Assistance Program (2019/20)	\$	1,500					
Farebox	\$	60,000					
Total Revenues	\$	514,977	\$	14,215			
	\$				529,192		
<u>EXPENSES</u>				Budget 18/19	Difference	Capital Plan	Difference
Fuel	\$	37,000	\$	38,000	\$ (1,000)	\$ 35,700	\$ 1,300
Insurance (Building & Liability)	\$	2,500	\$	5,000	\$ (2,500)	\$ 5,050	\$ (2,550)
Legal Notices	\$	1,000	\$	1,000	\$ -	\$ 600	\$ 400
Marketing / Public Information	\$	4,500	\$	2,500	\$ 2,000	\$ 2,550	\$ 1,950
Professional / Specialized					\$ -		\$ -
Accounting / Auditor Services	\$	7,500	\$	9,000	\$ (1,500)	\$ 6,500	\$ 1,000
IT Service & Support (IT Monthly)	\$	8,000	\$	7,500	\$ 500	\$ 7,500	\$ 500
Legal Services	\$	4,000	\$	5,000	\$ (1,000)	\$ 6,000	\$ (2,000)
Miscellaneous Services	\$	5,000	\$	4,000	\$ 1,000	\$ 2,500	\$ 2,500
Purchased Transportation	\$	220,000	\$	198,000	\$ 22,000	\$ 199,980	\$ 20,020
Supplies Consumed					\$ -		\$ -
Office Supplies	\$	5,000	\$	6,000	\$ (1,000)	\$ 5,000	\$ -
Vehicle & Shop Supplies	\$	2,000	\$	1,700	\$ 300	\$ 1,785	\$ 215
Salaries / Labor	\$	145,000	\$	104,136	\$ 40,864	\$ 124,373	\$ 20,627
Travel / Staff Training / Memberships	\$	3,000	\$	3,500	\$ (500)	\$ 3,535	\$ (535)
Uniforms	\$	500	\$	1,000	\$ (500)	\$ 1,030	\$ (530)
Utilities	\$	18,500	\$	18,500	\$ -	\$ 18,870	\$ (370)
Vehicle Maintenance & Repair	\$	44,852	\$	37,500	\$ 7,352	\$ 38,250	\$ 6,602
<u>CAPITAL & RESERVE</u>					\$ -		\$ -
Transit Property & Vehicle - Reserve		\$ 14,215			\$ -	\$ 30,000	\$ (15,785)
Building Improvements - Reserve	\$	6,625		6,625	\$ -		\$ 6,625
							\$ -
Total Expenses	\$	514,977	\$	448,961	\$ 66,016	\$ 489,223	\$ 39,969
	\$				\$ 514,977		\$ 529,192

Report to Modoc Transportation Agency Board Members	
Subject Staff Updates and Calendar of Events	Meeting Date April 2, 2019
Presented by MTA Staff	Agenda Item 6

a. Conflict of Interest Form 700 due by April 2, 2019

b. Staff Updates

- CHP Terminal Inspection
- New drivers hired

c. Calendar of interest:

MCTC and MTA Meetings - 1:30 p.m. City Hall Council Chambers 200 W North St., Alturas

- 04/02/19
- 06/04/19

Modoc TAC Meetings - 1:00 p.m. Sage Stage Conference Room, 108 S Main St., Alturas

- 05/08/19
- 07/10/19

Holiday Schedule

- 05/27/19 Memorial Day - office closed/no bus service
- 07/04/19 Independence Day - office closed/no bus service