



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