



108 S. Main Street
Alturas, CA 96101-3936
(530) 233-6410 Phone
233-3744 Fax

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

Board of Directors

John Dederick
Chairman
City Councilman

David Allan
Vice Chairman
County Supervisor

Jim Wills
Director
County Supervisor IV

Danny Parker
Director
City at Large Citizen

Bobby Ray
Director
City Councilman

Mark Moriarity
Director
County at Large Citizen

Kathie Rhoads
Alternate
County Supervisor III

Cheryl Nelson
Alternate
City Councilman

Staff

Debbie Pedersen
Executive Director

Niki Witherspoon
Systems Manager

Cindy Imbach
Transit Manager

AGENDA

REGULAR MEETING

Alturas City Hall Council Chambers
200 W North Street, Alturas, CA 96101

Tuesday, April 5, 2016, 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 minutes from the 02/02/16 MTA Regular Meeting
 - b. Financial Transactions 01/01/16 through 02/29/16
 - c. YTD expenditures through 02/29/16
5. **New Business** **Information/Action**
 - a. Adopt Resolution 16-03 approving MV Transit's Drug and Alcohol Program.
 - b. Authorize Executive Director to award sale of Transit Vehicle T-11 in accordance with MTA Purchasing Policy and Procedure, or to donate vehicle to social service agency in the event no bids are received. Approve removal of fixed asset Transit Vehicle #T-11 from MTA inventory.
 - c. Confirm assets and disposition/surplus of assets.
6. **System Update, Communications, and Calendar** **Information**
 - a. Staff updates -
 - b. Other Information
7. **Adjourn until next regular MTA meeting**, scheduled for June 07, 2016, (Tuesday), in the Sage Stage Conference Room, 108 S Main Street at about 2:15 p.m., following the MCTC meeting.

Report to Modoc Transportation Agency Board Members	
Subject Consent Agenda	Meeting Date April 5, 2016
Presented by MTA Staff	Agenda Item 4

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

- a. Approve **minutes from 02/02/16 MTA** Regular meeting.

- b. **Financial Transactions – 01/01/16 through 02/29/16.**

- c. **Year to Date revenue and expenditure (through 02/29/16) report.**



MINUTES
Regular Meeting
February 2, 2016

Board Members Present

John Dederick	Councilmember, City of Alturas
Bobby Ray	Councilmember, City of Alturas
Jim Wills	Board of Supervisors District IV, County
Mark Moriarity	Citizen at Large, Modoc County
Danny Parker	Citizen at Large, City of Alturas

Board Members Absent (Alternates)

David Allan	Board of Supervisors, District IV, Modoc County
Kathie Rhoads (Alternate)	Board of Supervisor District III, Modoc County
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Jacque Dockery	Office Assistant

Public Present

Aaron Casas	Caltrans District 2 Regional Planning Liaison
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1. **Call to Order** – **Chairman Dederick** called the meeting to order at 2:09 p.m. in the Alturas City Council Chambers at 200 W. North Street.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda** - Motion by Board Member Wills to confirm agenda, seconded by Board Member Moriarity. All Ayes; motion carried
4. **Consent Agenda**
 - a. Approve minutes from 12/01/15 MTA Regular Meeting.
 - b. Financial Transactions 10/01/15 through 12/31/15
 - c. YTD expenditures through 12/31/15Motion by Board Member Ray to approve Consent Agenda items a-c above; seconded by Board Member Parker. All ayes; motion carried.
5. **New Business** -
 - a. MCTC elected John Dederick as Chair and David Allan as Vice Chair during the special meeting on January 20, 2016. This is the first meeting of the year for MTA, and a chair and vice chair need to be elected in accordance with the bylaws and joint powers agreement. Board Member Ray suggested Chair John Dederick and Vice Chair David Allan retain their appointments and that Jim Wills be appointed Alternate Vice Chair in the event that both the Chair and the Vice Chair were absent.

Motion by Board Member Ray to appoint John Dederick as MTA Board Chair, David Allan as MTA Board Vice Chair and Jim Wills as MTA Board Alternate Vice Chair, seconded by Board Member Parker. All ayes; motion carried.

- b. Executive Director Pedersen reported that a grant was submitted last week for the Low Carbon Transit Ops Program. These funds are managed by Caltrans for transit ops for acquiring clean air buses and service expansions. The apportionment last year was less than \$1500 and we didn't apply for the funding. This year the allocation is \$9400 and next year (16/17) it is estimated at \$12,000. The application MTA is proposing is for expansion of services. Our Short Range Transit Plan identifies a Saturday service expansion for one day a month. This grant would pay for two days a month for this year. If this service is productive, another grant application can be submitted to cover another two days per month. This service expansion pertains to our local demand response bus service. Board Member Parker asked if the service would continue if the grant funds are not available. Director Pedersen responded that there is adequate funding remaining in the Local Transportation Fund to cover the service if it has the riders to support the expansion.

Motion by Board Member Ray to approve Resolution 16-02 Low Carbon Transit Operations Program – Saturday service expansion grant; authorize Executive Director as Agent and to execute documents relating to the grant, seconded by Board Member Wills. All ayes; motion carried.

- 6. **System Update, Communications and Calendar** – Director Pedersen reviewed the transit charts presented and reported that our local demand response service has experienced an increase in ridership. As a result of these increases, Sage Stage will have two buses covering the busy portions of the day beginning February 1. The D-1 driver will cover the hours of 7:30 a.m. – 4:30 p.m. and the D-2 driver will cover the hours of 11:00 a.m. – 5:30 p.m. With this overlapping double-coverage fewer rides will be denied and more rides will be accommodated.

Board Chair, John Dederick, referred to the Company Snapshots financial chart and questioned the drops from the year 2013 until 2015. Director Pedersen mentioned that the bar charts for expenses and income reflected these drops because of incoming grants for the office construction in 2012, 2013 and 2014 and the costs associated with building those improvements. MTA will see ongoing spikes in the income and higher expenditures on years we acquire new buses. Most buses cost around \$110K and are funded with federal grants at near 89%, with our local match from LTF.

Board Member Ray asked about the status of the Cedarville/Ft. Bidwell service. Director Pedersen stated that it seems to be holding steady with one or two regular riders. An outreach is planned to try to generate interest in that route. She suggested that switching to Wednesdays might generate ridership to connect with the Klamath Falls or Reno routes. Some marketing may help. If services continue to be underutilized, the MCTC an opt to cancel the Cedarville/Ft. Bidwell service.

Board Member Wills asked about Sage Stage participating in the Surprise Valley Farmers Markets and the fair. Director Pedersen mentioned that we will plan to attend the farmers market with a bus and brochures this summer. We have not provided transportation to the fair in the last couple of years, nor have we had an information booth at that event for several years.

a. **System Update**

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

<i>Month</i>	Passenger Trips			Miles			Fares		
	2015	2014	Change	2015	2014	Change	2015	2014	Change
Sept	1,242	654	↑89.9%	11,589	10,282	↑12.7%	\$6,621	\$5,770	↑14.7%
Oct	1,128	750	↑50.4%	13,678	11,389	↑20.1%	\$6,360	\$5,922	↑7.4%
Nov	1,021	517	↑97.5%	11,909	9,221	↑29.2%	\$5,517	\$4,798	↑15.0%
Dec	1,317	811	↑62.4%	11,851	11,469	↑3.3%	\$5,783	\$4,992	↑15.8%

2. **Revenue Service Miles compared to Fuel Costs.**

<i>Month</i>	Miles			Fuel Cost			Fuel Cost per Mile		
	2015	2014	2013	2015	2014	2013	2015	2014	2013
Sept	11,589	10,282	10,251	\$2,690	\$3,941	\$4,120	.23¢	.38¢	.40¢
Oct	13,678	11,389	10,404	\$2,809	\$3,839	\$4,100	.20¢	.33¢	.39¢
Nov	11,909	9,221	11,378	\$2,637	\$2,990	\$4,405	.22¢	.32¢	.38¢
Dec	11,851	11,469	10,219	\$2,319	\$3,416	\$3,757	.19¢	.29¢	.36¢

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 Ridership	
	2015	2014	2015	2014	2015	2014
Sept	52	64	69	91	121	155
Oct	50	54	85	87	135	141
Nov	41	38	81	82	122	120
Dec	54	53	82	86	136	139

4. **Ridership - Alturas-Cedarville-Ft. Bidwell - Operates Thursdays by reservation only.**

Month	Passengers		Total Route Ridership 2015
	Cedarville	Ft. Bidwell	
Sept	0	8	8
Oct	1	11	12
Nov	6	3	9
Dec	6	8	14

b. Other Information -

Calendar – consider future dates and events of interest:

02/12/16 MCTC observed Holiday – Lincoln’s Birthday – Office open, Sage Stage services operating
02/15/16 MCTC and Sage Stage observed Holiday – President’s Day – Office closed; no bus service
04/05/16 MCTC and MTA regular meetings
05/30/16 MCTC and Sage Stage observed Holiday – Memorial Day – Office closed; no bus service

- 7. Adjournment.** Board Member Wills motioned to adjourn meeting at 2:23 p.m.; seconded by Board Member Parker. All ayes; motion carried. The next regular meeting is scheduled April 5, 2016, in the Alturas City Hall following the MCTC meeting at about 2:15 p.m.

Submitted by,

Jacque Dockery
Office Assistant

7:28 AM
03/15/16
Accrual Basis

Modoc Transportation Agency **Transactions by Account** **As of February 29, 2016**

Date	Num	Name	Amount	Balance
CD 36 Months - Plumas MTA-9346				302,258.43
01/21/2016		Interest	571.93	302,830.36
Total CD 36 Months - Plumas MTA-9346			571.93	302,830.36
LAIF-8025001				591,154.77
Total LAIF-8025001				591,154.77
Plumas Operating MTA-0477				52,603.56
01/04/2016		Farebox	319.00	52,922.56
01/04/2016		Farebox	86.00	53,008.56
01/05/2016		Farebox	18.00	53,026.56
01/05/2016		Farebox	340.20	53,366.76
01/05/2016		MCTC - Rental Agreen	4,282.35	57,649.11
01/06/2016		Farebox	64.00	57,713.11
01/07/2016		Farebox	300.75	58,013.86
01/07/2016	1909	City Of Alturas	-169.46	57,844.40
01/07/2016	1910	Pioneer Auto Body	-282.00	57,562.40
01/07/2016	1911	Tnet Broadband Intern	-48.00	57,514.40
01/07/2016	1912	J. Thayer Company	-61.92	57,452.48
01/07/2016	1913	Waste Management	-56.54	57,395.94
01/07/2016	1914	Martin's Diesel Shop	-170.00	57,225.94
01/08/2016		Farebox	58.00	57,283.94
01/12/2016		Farebox	625.50	57,909.44
01/12/2016		Farebox	375.50	58,284.94
01/12/2016		Farebox	3.00	58,287.94
01/12/2016	1921	Ed Staub & Sons	-283.20	58,004.74
01/12/2016	11216	Postmaster	-5.75	57,998.99
01/12/2016	1922	Ed Staub & Sons	-2,318.63	55,680.36
01/12/2016	1923	MV Transportation	-17,200.59	38,479.77
01/12/2016	120315	Amazon	-11.99	38,467.78
01/12/2016	120316	Amazon	-14.97	38,452.81
01/12/2016	120317	Amazon	-17.86	38,434.95
01/12/2016	120318	Amazon	-49.40	38,385.55
01/12/2016	120319	Amazon	-45.36	38,340.19
01/13/2016		Farebox	54.00	38,394.19
01/14/2016		Farebox	445.50	38,839.69
01/15/2016		Farebox	59.00	38,898.69
01/15/2016		Farebox	114.00	39,012.69
01/15/2016		Farebox	4.00	39,016.69
01/19/2016		Farebox	347.45	39,364.14
01/19/2016		Farebox	350.30	39,714.44

Modoc Transportation Agency

Transactions by Account

As of February 29, 2016

Date	Num	Name	Amount	Balance
01/19/2016	1924	Modoc County Transpc	-8,751.25	30,963.19
01/20/2016		Farebox	62.00	31,025.19
01/20/2016	1925	Perry's Automotive	-425.52	30,599.67
01/20/2016	1926	Frank Willis	-70.00	30,529.67
01/20/2016	1927	Frontier Communicatio	-214.98	30,314.69
01/21/2016		Farebox	295.00	30,609.69
01/21/2016		LTF Allocation	13,319.64	43,929.33
01/21/2016		Farebox	156.00	44,085.33
01/22/2016		Farebox	57.00	44,142.33
01/22/2016	1930	Modoc County Record	-27.00	44,115.33
01/22/2016	1929	Ed Staub & Sons	-115.49	43,999.84
01/22/2016	1928	Cash	-100.00	43,899.84
01/26/2016		Farebox	393.75	44,293.59
01/26/2016		Farebox	720.00	45,013.59
01/26/2016		Farebox	21.00	45,034.59
01/26/2016	1931	Verizon Wireless	-304.92	44,729.67
01/26/2016	1933	Pacific Power	-667.18	44,062.49
01/26/2016	1934	Siskiyou Fire Equipmei	-136.00	43,926.49
01/26/2016	1935	Martin's Diesel Shop	-185.85	43,740.64
01/26/2016		Farebox	403.00	44,143.64
01/27/2016		Farebox	80.50	44,224.14
01/28/2016		Farebox	175.50	44,399.64
01/29/2016	10615	Four Corner's Market	-69.98	44,329.66
01/29/2016	1915	Perry's Automotive	-782.19	43,547.47
01/29/2016	1916	Ed Staub & Sons	-23.65	43,523.82
01/29/2016	1917	Pepsi-Cola Bottling Co	-34.95	43,488.87
01/29/2016	1918	Ray Morgan Company	-73.77	43,415.10
01/29/2016	1919	EDI Media	-150.00	43,265.10
01/29/2016	1920	Larranaga Trucking & (-175.00	43,090.10
01/29/2016		Farebox	281.50	43,371.60
02/01/2016		Farebox	41.00	43,412.60
02/01/2016		Farebox	343.05	43,755.65
02/03/2016		Farebox	50.00	43,805.65
02/03/2016	1936	Modoc County Record	-39.00	43,766.65
02/03/2016	1937	Waste Management	-56.54	43,710.11
02/03/2016	1938	City Of Alturas	-165.76	43,544.35
02/03/2016	1939	Perry's Automotive	-843.25	42,701.10
02/03/2016	1940	Frank Willis	-50.00	42,651.10
02/04/2016		Farebox	215.00	42,866.10
02/04/2016	20416	Four Corner's Market	-50.45	42,815.65
02/04/2016	20416	Intuit	-269.80	42,545.85

Modoc Transportation Agency **Transactions by Account** **As of February 29, 2016**

Date	Num	Name	Amount	Balance
02/05/2016		Farebox	74.00	42,619.85
02/05/2016		AP Tech	300.00	42,919.85
02/08/2016		Farebox	445.50	43,365.35
02/08/2016	1941	EDI Media	-150.00	43,215.35
02/08/2016	1942	Modoc Engines	-270.00	42,945.35
02/08/2016	1943	Pepsi-Cola Bottling Co	-34.95	42,910.40
02/08/2016	1944	Perry's Automotive	-198.09	42,712.31
02/08/2016	1945	Ed Staub & Sons	-2,174.72	40,537.59
02/08/2016	1946	Ed Staub & Sons	-248.16	40,289.43
02/08/2016	10416	Amazon	-77.58	40,211.85
02/08/2016	11416	Amazon	-48.36	40,163.49
02/08/2016	12616	Amazon	-25.56	40,137.93
02/08/2016	12617	Amazon	-10.70	40,127.23
02/09/2016	11416	Amazon	-48.36	40,078.87
02/09/2016		Farebox	237.25	40,316.12
02/09/2016	11417	Amazon	-70.93	40,245.19
02/09/2016	1947	Perry's Automotive	-689.10	39,556.09
02/09/2016	1948	Ray Morgan Company	-107.22	39,448.87
02/09/2016		Farebox	200.00	39,648.87
02/09/2016		LTF Allocation	10,431.82	50,080.69
02/09/2016		STAF Allocation	9,371.00	59,451.69
02/09/2016	12816	TCE Communications	-56.15	59,395.54
02/09/2016	1949	MV Transportation	-16,662.01	42,733.53
02/10/2016		Farebox	46.73	42,780.26
02/11/2016		Farebox	284.00	43,064.26
02/16/2016		Farebox	89.34	43,153.60
02/16/2016		Farebox	624.11	43,777.71
02/16/2016		Farebox	10.00	43,787.71
02/16/2016	1950	Completely Custom Inc	-840.00	42,947.71
02/17/2016		Farebox	660.00	43,607.71
02/17/2016		Farebox	103.00	43,710.71
02/17/2016		Farebox	113.33	43,824.04
02/18/2016		Farebox	156.00	43,980.04
02/19/2016		Farebox	99.62	44,079.66
02/19/2016		Farebox	108.00	44,187.66
02/22/2016		Farebox	250.00	44,437.66
02/22/2016	22216	A-Z Bus Sales, Inc.	-71.59	44,366.07
02/22/2016		Farebox	369.50	44,735.57
02/22/2016	1957	City Of Alturas	-166.50	44,569.07
02/22/2016	1958	Pacific Power	-533.16	44,035.91
02/22/2016	1959	Perry's Automotive	-424.93	43,610.98

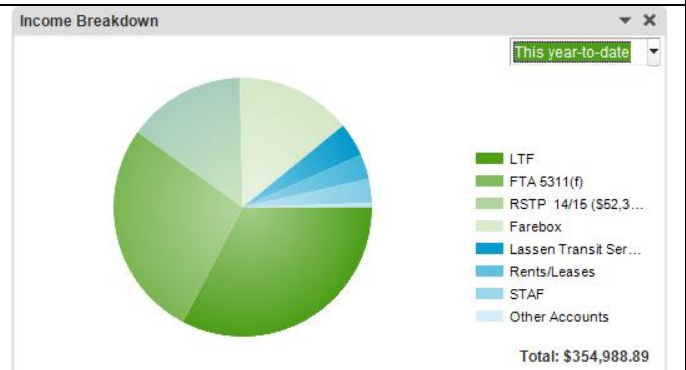
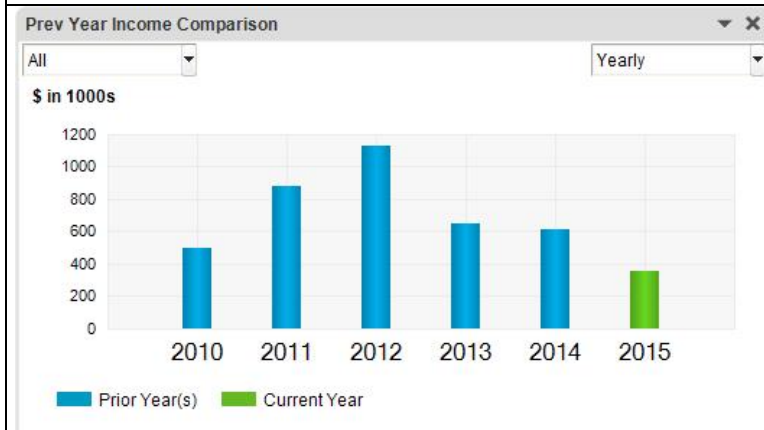
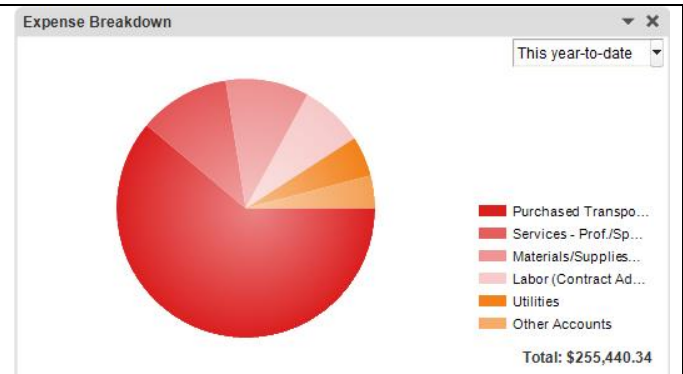
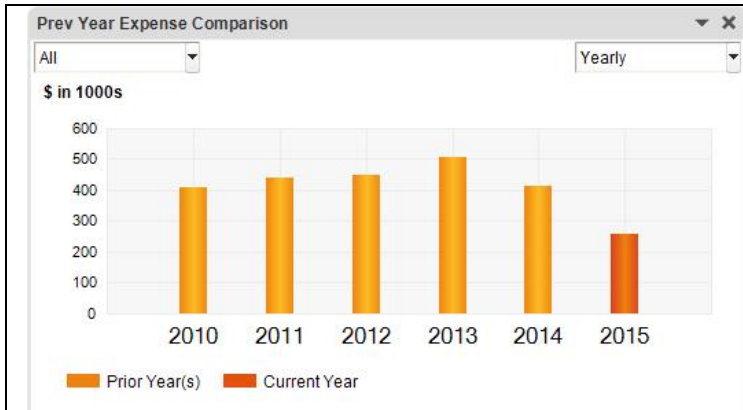
7:28 AM
03/15/16
Accrual Basis

Modoc Transportation Agency **Transactions by Account** **As of February 29, 2016**

Date	Num	Name	Amount	Balance
02/22/2016	1960	Waste Management	-24.42	43,586.56
02/23/2016		Farebox	21.00	43,607.56
02/23/2016	22316	Four Seasons Supply	-10.19	43,597.37
02/24/2016		Farebox	33.90	43,631.27
02/24/2016	1951	California Highway Pat	-100.00	43,531.27
02/24/2016	1952	J. Thayer Company	-184.16	43,347.11
02/24/2016	1953	Perry's Automotive	-387.26	42,959.85
02/24/2016	1954	Tnet Broadband Intern	-48.00	42,911.85
02/24/2016	1955	Ed Staub & Sons	-88.42	42,823.43
02/24/2016	22416	Alturas Auto Parts	-8.51	42,814.92
02/24/2016		LTF Allocation	13,909.09	56,724.01
02/25/2016		Farebox	456.80	57,180.81
02/26/2016		Farebox	73.00	57,253.81
02/29/2016	1956	Verizon Wireless	-130.62	57,123.19
02/29/2016		Farebox	260.00	57,383.19
02/29/2016	22716	Wal Mart	-8.52	57,374.67
02/29/2016	22717	Home Depot	-21.45	57,353.22
Total Plumas Operating MTA-0477			4,749.66	57,353.22
Treasurer Operating MTA-650				0.00
Total Treasurer Operating MTA-650				0.00
TOTAL			5,321.59	951,338.35

Modoc Transportation Agency

Company Snapshots (As of 03-11-16)



7:00 AM
03/15/16
Accrual Basis

Modoc Transportation Agency **Profit & Loss** July 2015 through February 2016

	Jul '15 - Feb 16
Ordinary Income/Expense	
Income	
Farebox	
Cedarville/Ft. Bidwell Fares	485.75
Dial A Ride Fares	
Farecard \$20	400.00
Dial A Ride Fares - Other	8,733.03
Total Dial A Ride Fares	9,133.03
Klamath Falls Fares	3,088.25
Redding Fares	7,262.75
Reno Fares	29,540.00
Total Farebox	49,509.78
FTA 5311(f)	
Capital - 5311(f)	96,618.48
Total FTA 5311(f)	96,618.48
Interest	1,910.18
Lassen Transit Service Agency	15,000.00
LTF	115,959.28
Rents/Leases	10,664.70
RSTP 14/15 (\$52,329)	52,329.00
STAF	10,669.00
Transaction Fee	25.00
Uncategorized Income	12.77
Total Income	352,698.19
Expense	
Insurance	4,244.98
Labor (Contract Admin)	20,278.29
Legal Notices	171.00
Marketing/Promotions	3,113.25
Materials/Supplies Consumed	
Fuel/Lubricants	
Dial A Ride Fuel	4,802.15
Klamath Falls Fuel	1,475.26
Redding Fuel	3,877.86
Reno Fuel	8,672.51
Fuel/Lubricants - Other	149.89
Total Fuel/Lubricants	18,977.67
Office Supplies	3,918.89
Shop & Bus Supplies	215.98
Materials/Supplies Consumed - Other	1,513.89
Total Materials/Supplies Consumed	24,626.43
Petty Cash	100.00
Purchased Transportation	
PT VA-HOL	1,263.19
PT Administration	35,450.65
PT Cedarville	4,226.99
PT Dial A Ride	41,632.39
PT Klamath Falls	7,179.57
PT Redding	14,853.08
PT Reno	31,906.84
PT Sick Leave	788.96
Total Purchased Transportation	137,301.67
Service Charge	-7.52
Services - Prof./Specialized	
Accounting / Auditor Services	6,500.00
Legal Services	1,367.50
Services - Other (Misc.)	1,984.00

7:00 AM
03/15/16
Accrual Basis

Modoc Transportation Agency
Profit & Loss
July 2015 through February 2016

	Jul '15 - Feb 16
Vehicle Maintenance	
T11	6,797.62
T12	1,155.60
T14	2,573.58
T15	458.16
T16	198.09
T17	3,272.80
T18	2,859.58
T19	1,316.36
Vehicle Maintenance - Other	224.62
Total Vehicle Maintenance	18,856.41
Total Services - Prof./Specialized	28,707.91
Travel/Staff Training	2,431.75
Uniforms	235.30
Utilities	
Electric	4,045.32
Equip Maint.	652.22
Internet	288.00
Phone/DSL	
Cell - Dispatch	1,312.92
Phone/DSL - Other	3,321.22
Total Phone/DSL	4,634.14
Propane	1,107.81
Trash Disposal	444.62
Water Service	1,523.63
Total Utilities	12,695.74
Total Expense	233,898.80
Net Ordinary Income	118,799.39
Net Income	118,799.39

Report to Modoc Transportation Agency Board Members	
Subject Regular Business	Meeting Date April 5, 2016
Presented by MTA Staff	Agenda Item 5

Items with attachments, shown in bold:

- a. Adopt **Resolution 16-03** approving MV Transit's Drug and Alcohol Program.
- b. Authorize Executive Director to award sale of Transit Vehicle T-11 in accordance with MTA Purchasing Policy and Procedure, or to donate vehicle to social service agency in the event no bids are received. Approve removal of fixed asset Transit Vehicle #T-11 from MTA inventory.

- T-11 has met its useful life having exceeded the years and miles required by FTA and Caltrans. This vehicle has experienced a higher maintenance level than other buses in the fleet. We have received approval from Caltrans to take the vehicle out of service and sell or donate the vehicle to another government or nonprofit entity.

In accordance with the MTA policies, and invitation for sealed bids was noticed in the Modoc Record, the MTA website and also the CalACT website. Sealed bids are required to be submitted, along with a surety deposit, by April 6, 2016 at 3:00 p.m.

This bus advertisement has attracted more interest primarily because it is 22 passenger + 2 wheelchair positions. It is being sold in "as is" condition.

Staff recommends that the MTA authorize the Executive Director to award the sale to the highest responsive bidder, or donate the vehicle in the absence of any bids, transfer title and remove the vehicle from the MTA inventory.

- c. Confirm assets and disposition/surplus of assets.
 - Staff recommends removal or additions of these assets from the **MTA Fixed Assets inventory**:

Remove (line 1) – T-9 2005 Ford E450 – this vehicle was donated to the Big Valley Seniors

Remove (line 2) – T-11 2009 Duramax – this vehicle will be sold or donated (contingent upon approval of 5b above).

Add (line 59) – Fortivoice FVC Hardware – purchase 3 new phones and the Fortivoice box (allows phone through internet connection ISP)

**MODOC TRANSPORTATION AGENCY
RESOLUTION No. 16-03**

Approving MV Transit's Drug and Alcohol Policy

WHEREAS, the Modoc Transportation Agency (MTA) is a Joint Power Agency between the County of Modoc and City of Alturas, pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 of the California Government Code Section 6500 et seq., to operate public rural and intercity bus services in northeastern California; and

WHEREAS, the MTA recognizes the U.S. Department of Transportation (DOT) includes regulations for the Federal Transit Administration (FTA) as well as Federal Motor Carrier Safety Association (FMCSA); and

WHEREAS, the FTA issued an Alcohol and Drug program policy template and mandated employers to meet or exceed the language and requirements of the template; and

WHEREAS, MTA contracts with MV Transit for transit drivers of which are safety sensitive employees; and

WHEREAS, MV Transit's employees are covered by the regulations contained in both the FTA and FMCSA.

NOW, THEREFORE, BE IT RESOLVED by the Board of the MTA, as grant recipient, approves MV Transit's Drug and Alcohol program that has been approved by MV Transit, Caltrans and FTA.

PASSED AND ADOPTED this 5th day of April 2016 by the following vote:

AYES: Board Members:

NOES: None

ABSENT: Board Members:

John Dederick, Chairman

ATTEST:

Debbie Pedersen
Executive Director

MV Drug and Alcohol Section

In accordance with the U.S. Department of Transportation and the
Federal Transit Administration Regulations
(CFR Part 40 and 655)
Effective as of October 1, 2010

MV TRANSPORTATION, INC. SUBSTANCE ABUSE POLICY

1.0 Policy

MV Transportation, Inc. and its Subsidiaries (MV Transportation) is dedicated to providing safe, dependable, and economical service to its clients. MV Transportation's employees are our most valuable resource. It is our policy (1) to take appropriate action to assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) to foster and maintain a drug and alcohol - free environment for all employees and patrons; (3) to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage employees to voluntarily seek professional assistance whenever personal problems, including alcohol or drug use, may adversely affect their ability to perform their assigned duties.

To achieve the goal of a substance-free workplace, this policy incorporates three integrated components:

Prevention through education and training:

Education and training will communicate and clarify this policy to all employees, assist employees in recognizing substance abuse problems and in finding solutions to those problems.

Detection, deterrence and enforcement:

Federal regulations require that effective January 1, 1995, all safety - sensitive employees will be subject to reasonable suspicion, post accident, random, return to duty and follow up drug and alcohol testing. Applicants for safety sensitive positions will not be eligible for those positions unless they pass a pre-employment drug test. **As a "zero tolerance" employer, any positive drug or alcohol or refusal to tests will result in a termination of employment.**

Treatment and opportunities for rehabilitation:

Alcohol and drug abuse are recognized as diseases that can be treated. MV Transportation promotes a voluntary rehabilitation program to encourage employees to seek professional assistance prior to testing positive for drugs or alcohol, without fear of discipline.

Approved: _____

Kevin Klika, COO

MV Transportation, Inc. and its Subsidiaries

DATE February 1, 2011

2.0 Purpose

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the risks posed by the use of alcohol and Prohibited Drugs (as defined below). This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transit industry.

The Federal Transit Administration (FTA) and the Federal Motor Carrier Safety Administration (FMCSA) of the U.S. Department of Transportation 49 CFR (Code of Federal Regulations) Part 655, and 382 mandate urine drug testing and breath alcohol testing for employees performing safety-sensitive functions. This regulation also prevents performance of safety-sensitive functions when there is a positive test result or a test refusal. The U.S. Department of Transportation (DOT) has also adopted the revised version of 49 CFR Part 40 as amended, which outlines procedures for transportation workplace drug and alcohol testing programs. This Policy incorporates these federal requirements for employees performing safety-sensitive functions, as well as other provisions.

In addition, DOT has published 49 CFR Part 29, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. California passed a similar version of the federal law, the Drug-Free Workplace Act of 1990 (Gov't Code § 8350 et seq). This policy reiterates the requirements of the federal regulations; these requirements will be in *Italics*. Portions of this policy marked in **bold** are not necessarily FTA-mandated, but reflect MV Transportation employment policy (this does not include policy headings).

If any provision of an existing MVT policy, rule or resolution is inconsistent or in conflict with any provision of this policy or the DOT/FTA rules, this policy and the DOT/ FTA rules shall take precedence; if any provision of this policy is inconsistent or in conflict with the DOT/ FTA rules the DOT/ FTA rules shall take precedence.

Applicability

3.1 Safety-Sensitive Employees

This policy applies to all safety-sensitive MV Transportation employees, including paid part time employees who perform or could be called upon to perform any transit related safety-sensitive function, this includes off-site lunch periods or breaks when an employee is scheduled to return to work.

A safety-sensitive function is any of the following duties:

- 1) All employees with a commercial driver's license that will operate a revenue service, or non-revenue service vehicle; (Operation includes

the operation of the LIFTS or anyone who assists the passengers to ensure they are secured in the vehicles)

- 2) All drivers who operate revenue service vehicles, including when not in revenue service and regardless of the class of license that they hold.
- 3) All dispatch personnel and supervisors who control the movement of any revenue service vehicle; (This includes all management personnel if they perform any safety-sensitive functions at any time even on an emergency basis)
- 4) All Maintenance personnel, who perform various repairs to revenue vehicles (including repairs, overhaul and rebuilding) and employees who operate equipment used in revenue service.
- 5) Carrying a firearm for security purposes. (not applicable to MVT.)
- 6) Volunteers are considered a covered employee if; 1) they are required to hold a commercial driver's license to operate the vehicle; or 2) if the volunteer receives re-numeration in excess of their actual expenses incurred while engaged in the volunteer activity. (For a description of job categories - See Exhibit B)

3.2 Contractors

Contractors who perform any of the safety-sensitive functions described in this policy for MVT will also be subject to the same requirements as safety-sensitive MVT employees.

3.3 Non Safety Sensitive Positions

All MVT employees are subject to the provisions of the Drug-Free Workplace Act of 1998. Visitors, vendors and contracted employees on MVT premises will not be permitted to conduct transit business if found to be in violation of this policy.

4.0 Opportunities for Rehabilitation (MVT Policy)

To promote a drug and alcohol free workplace, this policy includes a rehabilitation program that allows employees to voluntarily come forward to request rehabilitation.

4.1 Voluntary Rehabilitation (MVT Policy)

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable cause, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the General Manager or the Human Resource Department, who will refer the individual to the company's Substance Abuse Professional (SAP) for an evaluation and treatment. Voluntary self-referral commits the employee to a therapeutic process. Confidentiality of the employee will be protected. The SAP will evaluate

the employee and make a specific recommendation regarding the appropriate treatment. When an employee voluntarily refers her or himself for treatment, the employee may be eligible for sick leave and disability benefits. Employees will be allowed to take accumulated vacation time or may be eligible for unpaid time off to participate in any prescribed rehabilitation program. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

4.2 While Undergoing Treatment (MV Policy)

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program is completed. The employee will be placed on an unpaid leave of absence for a maximum of 30/60 days to allow time for completion of the treatment/rehabilitation program. Proof of completion must be provided in writing. The employee will be required to pass a drug and alcohol test before he/she can perform a safety-sensitive function.

* MV shall make every effort to place the employee back in his/her position upon returning to work. However, an employee's commitment to an SAP does not guarantee that the employee's job will be available upon return.

4.3 Cost of Rehabilitation (MV Policy)

All associated costs for treatment are the sole responsibility of the employee.

4.4 Returning to Work after Treatment (MV Policy)

All employees who successfully complete prescribed treatment and are allowed to return back to work will be subject to unannounced follow-up testing as prescribed by the SAP.

Prohibited Substances

"Prohibited substances" addressed by this policy include the following:

5.1 Prohibited Drugs

FTA regulations specifically prohibit the use of the following illegal, prohibited substances and require testing for their presence under certain circumstances: Marijuana, Amphetamines, Opiates, Phencyclidine (PCP) and Cocaine ("Prohibited Drugs") - Safety-sensitive employees may be tested for prohibited drugs at any time while on duty or on MVT property.

5.2 Alcohol

The consumption of beverages containing alcohol, or substances including any medication such that alcohol is present in the body while performing safety sensitive duties or transit business, are prohibited. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. (The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.)

5.3 Legal Drugs (MVT Policy)

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected **MUST** be reported to supervisory personnel. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

Any time an employee comes forward about a medication that he/she is taking the information must be forwarded to the Director of the Compliance Department for clarification and review. The Compliance department will then notify the Medical Review Officer (MRO) to determine if the medication is appropriate to take while performing a safety-sensitive function.

A legally prescribed drug means that the employee has a prescription or other written approval (in his/her name) from a physician for the use of a drug in the course of medical treatment. The misuse of legal drugs while performing a safety-sensitive function is prohibited at all times.

If the MRO determines that the medication being taken is not appropriate to take while performing a safety-sensitive function the employee will remain off duty until the issue is cleared by the MRO.

In order to continue performing a safety-sensitive function the employee taking the medication will be required to provide the following:

A written letter from the prescribing physician stating the patient's name, the name of the substance, the period of authorization and a statement that the medication will not adversely affect the employee's performance to drive or perform his/her safety sensitive function and that the employee may continue to perform his/her safety-sensitive function while taking such medication. The letter must be signed and dated by the physician and the letter will be provided to the MRO for final approval.

6.0 Prohibited Conduct. Manufacture, Trafficking, Possession, and Use of Controlled Substances

The manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace is prohibited. A "controlled substance" is any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812), and as further defined by 21 CFR 1300.11-1300.15. Any employee engaging in the manufacture, distribution, dispensing, possession or use of a controlled substance on MVT premises will be subject to disciplinary action, up to and including termination and/or will be required to complete a drug abuse assistance or rehabilitation program. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

6.1 Requirement to Submit to Drug and Alcohol Testing

MVT shall require every covered employee who performs a safety-sensitive function as described in the FTA regulations Part 655 and the FMCSA regulations Part 382 to submit to a pre-employment, post-accident, random, and reasonable suspicion drug and alcohol test as described in this policy. MVT shall not permit any employee who refuses to submit to such tests to perform or continue to perform any safety-sensitive functions.

6.2 Alcohol Use/Hours of Compliance

No safety-sensitive employee should report for duty or remain on duty when his or her ability to perform assigned functions is adversely affected by alcohol or when his or her blood alcohol concentration is 0.02 or greater. No employee shall use alcohol while on duty or while performing safety-sensitive functions. No employee shall have used alcohol within four hours of reporting for duty. After an accident employees shall refrain from alcohol use for eight (8) hours or until an alcohol test has been administered.

No safety-sensitive employee shall use alcohol during the hours that they are on call. On call employees have the opportunity to acknowledge the use of alcohol at the time he/she is called to report to duty and the inability to perform his/her safety sensitive function.

6.3 Compliance with Testing Requirements

Any safety-sensitive employee who refuses to comply with a request for testing, who fails to remain readily available for post-accident testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, shall be removed from duty immediately. Refusal can include an inability to provide a specimen or breath alcohol sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

6.4 Refusal to Submit to a DOT Alcohol or Controlled Substance Test

As an employee, you have refused to take a drug or alcohol test if you:

(1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.

(2) Fail to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing process commences (for a pre-employment test this is not deemed to have refused to test; *unless the cup was handed to the donor*)

(3) Fail to provide a urine specimen for any drug test or fails to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations; provided, that an employee who does not provide a urine specimen/breath alcohol test because he or she has left the testing site before the testing process commences (for a pre-employment test is not deemed to have refused to test; *unless the cup was handed to the donor*)

(4) In the case of a directly observed or monitored urine drug collection, fail to permit the observation or monitoring of your provision of a specimen

(5) Fail to provide a sufficient amount of urine or breath specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure. **It is MVT's policy that any employee that does not provide a valid specimen during a collection for a test will remain off duty until the employee is cleared from the MRO that the employee had a valid medical reason.**

(6) Fail or decline to take a second test the employer or collector has directed you to take;

(7) Fails to sign the certification at step 2 of the breath alcohol testing form (ATF).

(8) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment; or

(9) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector or behave in a confrontational way that disrupts the collection process).

(10) If the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

(11) Employee admits to the collector or MRO that he or she adulterated or substituted their specimen.

(12) Employee fails to follow the observer's instructions to raise and lower their clothing and to turn around to permit the observer to determine if the employee has a prosthetic or other device that could be used to interfere with the collection process

(13) Employee possesses or wears a prosthetic or other device that could be used to interfere with the collection process.

(14) Employee refuses to wash his or her hands – after being directed to do so.

As an employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing any safety-sensitive functions.

6.5 Compliance with Treatment Requirements

All employees are encouraged to make use of the available resources for treatment for alcohol and substance abuse problems.

6.6 Notify MVT of Criminal Drug Conviction

Every employee must notify MVT of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to do so shall subject said employee to disciplinary action up to and including termination, or satisfactory participation in a rehabilitation program, at the employee's expense.

6.7 Improper Application of the Policy

MVT is dedicated to assuring fair and equitable application of this "Zero Tolerance" substance abuse policy. Therefore, supervisors and managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor and manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

7.0 Testing for Prohibited Substances

7.1 General

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). Testing for prohibited drugs and alcohol on safety-sensitive employees shall be conducted in accordance with the procedures set forth in 49 CFR Part 40 as amended. See attached Testing Procedures for detailed procedures on all required types of drug and alcohol testing.

Medical Review Officer (MRO)- All drug testing results shall be interpreted and evaluated by an MRO who meets all applicable requirements of Part 40, who shall be responsible for receiving laboratory results generated by an employer's drug testing program and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result. The MRO shall comply with the drug testing procedures set forth in 49 CFR Part 40. The MRO will not review alcohol test results. When a confirmed positive test is reported from the testing laboratory, it is the responsibility of the MRO to: (a) review the individual's medical history, including any medical records and biomedical information provided; (b) contact the employee and afford the employee the opportunity to discuss the test results with him/her; (c) determine whether there is a legitimate medical explanation for the result, including legally prescribed medication. The MRO shall not convey test results to MVT until the MRO has made a definite decision that the test result was positive or negative, or refusal to test. If the employee provides an adequate explanation, the MRO verifies the test as negative and no further action is taken. When the MRO reports the results of the verified positive test to MVT, the MRO will disclose the drug(s) for which there was a positive test. If the MRO declares a drug test to be invalid for any reason, the test is considered canceled, and neither positive nor negative. However, a re-collection under direct observation may be ordered by the MRO.

The Medical Review Officer conducting MRO services for MVT is Dr. Stephen Kracht, M.D., D.O. in Overland Park, Kansas.

7.2 Testing for Prohibited Drugs

MVT shall collect or have collected urine samples from safety-sensitive employees to test for Prohibited Drugs. An assigned Collection Site will split each urine sample collected into a primary and a split sample. (see testing procedures) The urine samples will be sent under seal, with required chain of custody forms, to a laboratory certified by the DHHS. Currently MV Transportation is under contract with Clinical Reference Laboratory (CRL) in Lenexa, Kansas for its initial testing and confirmation testing. An initial drug screen will be conducted on each primary specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GS/MS) test will be performed. The test will be considered positive if the amounts present are at or above the minimum thresholds established in 49 CFR Part 40 as amended, as set forth in the attached Exhibit A (Threshold levels of testing).

Split Specimen Testing- If the test result of the primary specimen is positive or a refusal to test due to adulteration or substitution, the employee may request the MRO to direct his/her split specimen be tested in a different DHHS-certified laboratory. The MRO shall honor such a request if it is made within 72 hours of the employee having been notified of a verified positive or refusal to test result. This does

not delay MVT from taking any action consistent with this policy for positive tests and the employee will be removed immediately from any safety-sensitive functions regardless if he/she is having his/her split specimen tested by a different laboratory. However, if the split specimen (bottle B) produces a negative result, or for any reason the second portion is not available, the test is considered cancelled and no sanctions are imposed. However, a re-collection under direct observation shall be ordered by the MRO.

If an employee requests a split sample to be tested and the split specimen test is confirmed positive by the second laboratory the employee will be responsible for all payments associated with the test of the split specimen. The cost for the split specimen will not be required up front or at the time the employee makes the request with the MRO but only after the split test comes back from the second lab and the split is also confirmed positive.

Cancelled Test - A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

7.3 Alcohol Testing

Tests for alcohol concentration on safety-sensitive employees will be conducted with a National Highway Traffic Safety Administration (NHTSA) - approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). In order to maintain quality assurance, EBT's must be externally calibrated in accordance with the plan developed by the manufacturer of the device. If the initial test on an employee indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. For summary of applicable alcohol threshold levels, see Exhibit A.

8.0 Types of Testing

49 CFR Part 655 and 382 requires the following types of testing for Prohibited Substances for safety-sensitive employees: Pre-employment or transfer, reasonable suspicion, post-accident, random.

8.1 Pre-employment, Transfer Testing or Return to Work Testing

All applicants for safety sensitive positions shall undergo urine drug testing prior to employment. Receipt by MVT of a verified negative test result from the MRO is required prior to performing ANY safety sensitive functions for the first time. If an applicant or employee's drug test is cancelled or negative-dilute the employee or applicant shall be required to immediately take another pre-employment drug test.

Existing employees who are being considered for transfer to a safety-sensitive position from a NON-safety-sensitive position will be required to

undergo a DOT pre-employment drug test. Any existing safety-sensitive employee who is simply transferring to a different division for another safety-sensitive position is NOT required to undergo another DOT pre-employment drug test.

8.1.1 Non-Safety-Sensitive Positions

All applicants applying for any non safety-sensitive positions will have to take and pass a pre-employment NON-DOT urine drug test prior to being hired.

8.1.2 Return to Work after 30 Days (DOT-FMCSA Policy)

MVT has some contracts that are subject to the Federal Motor Carrier Safety Regulations and NOT (FTA) regulations. Therefore, if the employee has a commercial license and has been out for 30 days or more AND the employee has been out of the random testing pool the covered employee will be required to take a DOT pre-employment drug test before he/she can return to his/her safety-sensitive position.

8.1.3 Return to Work after 90 Days (DOT-FTA Policy)

If a covered employee has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, AND the employee has not been in the random pool during that time, the employee must take and pass a DOT Pre-Employment drug (NOT a return-to-duty) test before he/she can perform a safety-sensitive function.

8.1.4 Return to Work after 30 Days (MVT Policy)

It is MVT's policy that any time a Non-DOT safety-sensitive employee has not performed a MVT non-DOT safety sensitive function for 30 or more consecutive days (regardless of reason) the employee will be required to take a NON-DOT Pre-Employment drug test (as permitted or required by applicable state or federal law) before he/she can return to his/her safety-sensitive position. ****Please contact Director of Drug & Alcohol Compliance for confirmation of what mode of transportation your division falls under****

8.1.5 Previous Employer Request Requirement

As an employer we are required to verify previous violations of DOT drug and alcohol regulations within the last two years of employment with a DOT regulated agency or employer.

An employer must obtain and review the information listed below from any DOT-regulated employer the employee performed safety-sensitive functions for in the previous two years. The information must be obtained and reviewed prior to the first time an employee performs

safety-sensitive functions. If not feasible, the information should be obtained no later than thirty (30) days after the first time an employee performs safety-sensitive functions. The information obtained must include:

1. Information of the employee's alcohol test in which a breath alcohol concentration of 0.04 or greater was indicated.
2. Information of the employee's controlled substance test in which a positive result was indicated.
3. Any refusal to submit to a required alcohol or controlled substance test. (including verified adulterated or substituted drug test results)
4. Other violations of DOT agency drug and alcohol testing regulations

As the applicant or employee if you have violated any of the DOT drug and alcohol regulations, you must also obtain documentation of your successful completion of the DOT return-to-duty requirements (including proof of follow-up tests administered).

Furthermore, all applicants will be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for, but did not obtain safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years.

8.1.6 Pre-employment Breath Alcohol Testing

MV Transportation contracts with many cities and states and several of our contracts require MV Transportation to conduct breath alcohol testing in addition to the required drug test. Divisions that are subject to this requirement will have to take a pre-employment breath alcohol test. Breath alcohol testing will be in accordance with DOT Part 40 and §655.42.

8.2 Reasonable Suspicion Testing

All safety-sensitive employees shall be subject to reasonable suspicion testing, to include appropriate urine and/or breath testing when there is reasonable suspicion to believe that a covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the covered employee. Reasonable suspicion tests for the presence of alcohol shall be authorized by observations made just prior, during or immediately after the performance of a safety-sensitive function. If an alcohol test is not administered within two hours following the determination to test the employee, the employer shall prepare and maintain

on file a record stating the reasons the alcohol test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, MVT shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.

Reasonable suspicion determination will be made by a supervisor, or other company official who has had the required Reasonable Suspicion training to detect and document the signs and symptoms of drug use and alcohol use and who reasonably concludes that an employee may be under the influence of a prohibited substance. **Any employee who is required to take a Reasonable Suspicion test will remain off duty until a negative alcohol and drug test is received.**

8.3 Post-Accident Testing

Fatal Accidents

As soon as practicable following an accident involving the loss of human life, MV Transportation will conduct drug and alcohol tests on each surviving covered employee operating the mass transit vehicle at the time of the accident. Post accident drug and alcohol testing of the operator is not required under this section if the covered employee is tested under the fatal accident testing requirements of the Federal Motor Carrier Safety Administration rule 49 CFR 382.303 (a)(1) or (b)(1). MV Transportation shall also test any other covered employee whose performance could have contributed to the accident as determined by investigating staff using the best information available at the time of the decision.

Non-Fatal Injury Accidents

As soon as practicable following an accident not involving the loss of human life in which a mass transit vehicle is involved, MV Transportation will drug and alcohol test each covered employee operating the mass transit vehicle at the time of the accident unless investigating staff determine, using the best information available at the time of the decision, that the covered employee's performance can be completely discounted as a contributing factor to the accident.

MV Transportation shall also test any other covered employee whose performance could have contributed to the accident as determined by investigating staff using the best information available at the time of the decision. (For exact testing criteria -See Post Accident Testing Procedures)

MV Policy: When to conduct a NON-DOT Post accident/incident test

If the accident does not meet the FTA/FMCSA testing criteria, MVT will reserve the right to test any safety sensitive employee after any accident/incident regardless of the severity of the

accident/incident. Additionally, MVT will test any other safety-sensitive employee whose performance MVT determines could have contributed to the accident.

Any tests done under these circumstances must be explained to the employee that the drug and alcohol tests will be done under M.V. Transportation authority, and should be done on NON-DOT drug and alcohol chain of custody forms.

Any employee who takes a post accident test will remain off duty until a negative alcohol and a negative drug test is received from the MRO.

8.4 Random Testing

Employees performing safety-sensitive functions will be subject to unannounced, random drug and alcohol testing in accordance with FTA regulations. The random drug and alcohol testing rates will be, at a minimum, based on the current FTA and FMCSA requirements at all times. Each such employee shall have an equal chance at selection and shall remain in the pool even after being tested. The basis for random selection shall be by a scientifically valid random number generation method initiated by computer. The dates for administering unannounced testing of randomly-selected covered employees shall be spread reasonably throughout the calendar year, month, week, and all hours that safety-sensitive functions are performed. This ensures that employees would have a reasonable expectation that they might be called for a test on any day they are at work. A covered employee shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

9.1 Positive Alcohol Test

- (a) A safety-sensitive employee who has a confirmed alcohol concentration of 0.02 or greater but less than 0.04 will be removed from his or her duties for eight hours unless a confirmation test results in a concentration measure of less than 0.02. (For a test result which is less than 0.04 no other action will be taken except that which is described in this paragraph.)
- (b) An alcohol concentration of 0.04 or greater or a test refusal will be considered a positive alcohol test. The employee will be immediately removed from duty and referred to a Substance Abuse Professional (SAP) and terminated from employment.

9.2 Positive Drug Test

The consequences of a positive drug test or a test refusal are as follows: the employee will immediately be removed from safety sensitive duties, referred to a SAP and terminated from employment.

10.0 MRO Report of a Negative Dilute Specimen

If the MRO informs MVT that a negative drug test was dilute, the employee will be directed to take another test immediately. In some cases the MRO may require the retest to be performed under "Direct Observation." Each employee directed to take another test, will be given the minimum possible advance notice that he or she must go to the collection site to take another test.

Any employee that is directed to take another test, the result of the second test – not that of the original test – becomes the test of record which MVT will rely on for purposes of this policy. Any employee who takes another test and the second test is also negative and dilute will not be required to take a third test because the second test was also dilute. Any employee who is directed to take another test and the employee declines to do so, shall be considered that the employee has refused the test for purposes of this policy and DOT agency regulations.

Dilute Specimen- A specimen with creatinine and specific gravity values that are lower than expected for human urine.

11.0 Substance Abuse Professional (SAP)

A SAP must meet all of the credential, basic knowledge, qualification training, continuing education, and documentation requirements of 49 CFR Part 40, Subpart O, §40.281 (a-e). The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or alcohol misuse. The SAP will also determine whether or not an employee has successfully completed a program of rehabilitation. MV Transportation has contracted with:

National Counseling Resource
11622, Fair Oaks Blvd, Suite 103, CA 95628
Duncan McPherson, NCAC II, SAP
1-800-607-1010

This firm is a national company that contains a large network of qualified SAPs throughout the United States. Employees simply call the toll-free number and provide the SAP their city and zip code and the SAP will find them one or more qualified SAPs closest to their area.

12.0 Training and Education

All employees shall participate in a minimum one-hour training session designed to meet FTA requirements by learning about the effects and consequences of drug use on personal health, safety and the work environment. For those supervisors participating in reasonable suspicion determination testing, there will be at least two hours of training to explain the criteria for reasonable cause testing, including at least an hour on the physical, behavioral and performance

indicators of probable drug use and another hour on the physical, behavioral, speech and performance indicators of probable alcohol misuse. Initial training sessions will be re-enforced with educational materials and meetings. Further, employees shall be provided with a community hot-line telephone number.

13.0 Employee Assistance Community Service Hot-Line

The Center for Substance Abuse Treatment maintains a toll-free Referral Helpline for locating substance abuse treatment in your area:

1-800-662-HELP

National Clearinghouse on Family Support and Children's Mental Health
800-628-1696

National Foundation for Depressive Illness
800-239-1265

SAMHSA's Center for Substance Abuse Treatment
800-662-HELP (4357), 800-487-4889 (TDD), 877-767-8432 (Spanish)

14.0 Records, Confidentiality

A safety-sensitive employee is entitled, upon written request, to review and obtain copies of any records relating to the employee's drug and alcohol testing. MVT must maintain records of its substance abuse program in a secure location with controlled access.

15.0 System Contact

Any questions regarding this policy or any other aspect of MVT's Substance Abuse Management Program should be directed to the office of the following:

Name:	Esther Avalos, Director of Drug & Alcohol Compliance
Address:	4620 Westamerica Dr., Fairfield, Ca 94534
Phone Number:	(707) 863-8768

16.0 Local Authority

Local Division Managers are authorized to receive test information from the MRO as well as confirmation test results from the Certified B.A.T.

17.0 Revisions to the Policy and Program

This policy and program are subject to revision in accordance with the Department of Transportation regulations as amended.

18.0 Zero Tolerance Policy

MVT's "Zero" Tolerance Policy means that any employee or applicant that tests positive for any drug or alcohol test (in accordance with the thresholds of DOT Part 40) will be immediately terminated and/or not hired so there is no follow up required by MVT with the SAP. Any applicant or employee who tests positive for drugs alcohol or refuses to test will not be hired and/or terminated and the applicant and/or employee can never reapply for a position with MV Transportation indefinitely.

EXHIBIT A

Pursuant to the Federal Department of Transportation regulations, the following are the drugs to be tested for, and the threshold levels of each test which MV Transportation is required to accept:

Drug or Metabolite	Urine Initial Test Cutoff (ng/mL)*	Confirmatory (GC/MS) Test Cutoff (ng/mL)*
1. Marijuana	50	15
2. Cocaine	150	100
3. Opiates (morphine, codeine)	2,000	2,000
Heroin	10	10
4. Amphetamine (includes methamphetamine and MDMA-Ecstasy, MDA, MDEA)	500	250
5. Phencyclidine (PCP)	25	25

* nanograms per milliliter

ALCOHOL

(Includes ethanol, methanol, isopropanol)

Breath Alcohol Concentration

(expressed in terms of grams of alcohol per 210 liters of breath)

Initial Screen

Under 0.02

Confirmatory

(given if 0.02 or greater on initial screen)

0.02 to less than .04 employee may not perform safety-sensitive function

EXHIBIT B

The following is a list of Safety-Sensitive Job Functions at MV Transportation:

21	VP Fleet Maintenance	335	Dispatch Supervisor	420	BTW Trainer	562	Mechanic B (specify Union Class)
45	Director of Operations	336	Drive Cam Supervisor	425	BTW Instructor	563	Mechanic C (specify Union Class)
49	Maintenance Training Manager	340	Lead Dispatcher	450	Classroom Instructor	564	Technician A Mechanic
50	Regional Maintenance Manager	345	Dispatcher	451	Classroom Trainer	565	B Mechanic
57	Special Projects Manager	346	Window Dispatcher	470	Parts Manager	566	Technician C Mechanic
62	Manager in Training	349	Scheduling Manager	471	Assistant Parts Manager	567	Technician Apprentice
172	Operations Admin Asst	350	Scheduler	475	Parts Clerk	568	Technician
300	General Manager	352	Scheduling Coordinator	500	Maintenance Manager	569	Mechanic Helper
301	General Manager 1	353	VA Coordinator	510	Assistant Maintenance Manager	570	Cleaners
302	General Manager 2	354	Operations Supervisor	512	Maintenance Technician	575	Service Worker
303	General Manager 3	355	Road Supervisor	514	Bus Stop Maintenance	580	Utility Crew
304	General Manager 4	359	Lead Supervisor	515	Maintenance Clerk	590	Bus Aide
310	Division Manager	371	Admin Ferry	516	Maintenance Supervisor	600	Driver Trainer
315	Assistant Division Manager	399	Call Center Manager	517	Service Employee	610	Driver
320	Operations Manager	400	Safety and Training Manager	518	Advanced Service Employee		
321	Shift Supervisor	405	Training Manager	519	Entry Level Mechanic		
322	Assistant Operations Manager	406	Training Supervisor	520	Shop Foreman		
323	Operations supervisor	410	Safety Trainer	530	Lead Mechanic		
330	Dispatch Manager	415	Assistant Safety Manager	550	Mechanic		
332	Reservations Manager	416	Safety Manager	561	Mechanic A (specify Union Class)		

Any MVT employee who has a non-safety-sensitive position, but who may perform a safety sensitive function at any time while they are working must be subject to the DOT regulations including random testing and will be included in the DOT random testing pool.

Testing Procedures

Note: Testing and collection procedures will be conducted as set forth by 49 CFR Parts 40 (as amended) & 655 & 382. The information on the following pages is meant for general information only for MV Transportation employees. Any questions regarding reference to the regulations should be directed to the policy section of this handbook. A copy of 49 CFR Part 40 is available for review to each employee upon request to their local manager.

This is a "Zero Tolerance" policy and any reference to return to work after a positive test result does not apply to employees affected by this policy. The FTA does not mandate "Second Chance".

Pre-Employment Testing

1. The FTA regulations require that all applicants for employment in safety-sensitive positions or individuals being transferred to safety-sensitive positions from NON- safety-sensitive positions must be given a pre-employment drug test.
2. Applicants may not be assigned to safety-sensitive functions unless they pass the drug test.
3. Applicants must be informed in writing of the testing requirements prior to conducting the test. **MVT will require applicant to sign a form acknowledging that they know that their urine will be tested for Cocaine, PCP, Amphetamines, Marijuana, and Opiates.**
4. Appropriate personnel at each location will schedule appointments for collection. The employee must be made aware that their placement into a safety sensitive position is contingent upon a negative test result.
5. It is the responsibility of the applicant to report to the collection site at the time and day scheduled.
6. Positive test results must be reviewed by the MRO.
7. Applicants are notified by the MRO and are given an opportunity to discuss the results.
8. Applicants who test positive will not be hired into a safety-sensitive position.
9. An applicant whose pre-employment test results are negative will continue through the safety-sensitive hiring process.
10. Applicants will be asked whether he or she has tested positive, or refused to test on a pre-employment drug or alcohol test while trying to obtain safety sensitive transportation work from an employer covered by DOT agency during the past two years. If applicant admits that he or she had a positive test or a refusal to test, MV will not allow the applicant to perform

safety sensitive duties unless and until applicant provides documents showing the successful completion and release from a SAP.

Random Testing Procedures

The FTA regulations require random testing for prohibited drugs and alcohol for all safety-sensitive employees. Random testing identifies those who are using drugs or misusing alcohol but are able to use the predictability of other testing methods to escape detection. More importantly, it is widely believed that random testing serves as a strong deterrent against employees beginning or continuing prohibited drug use and misuse of alcohol at MVT. MV Transportation has developed procedures for notification and collection to best implement the requirements of the federal rules.

These procedures answer common questions regarding random testing: Who is tested? Why are only some individuals tested? When and how do the tests occur?

1. Random drug and alcohol testing applies only to safety-sensitive employees. Identification numbers for all safety-sensitive employees will be included in a selection pool.
2. Random drug and alcohol testing is accomplished by a scientifically valid, tamper-proof, computer-generated selection process. A random list for testing of employee numbers will be generated every month.
3. Employees are chosen in an unannounced, unpredictable manner. No employee will be removed from the random pool's following selection, and every employee will continue to be subject to random selection throughout the year. Every employee in the random pool has an equal chance of being selected every time. Employees are only removed from the random pool when they are in rehabilitation programs, terminated or permanently transferred to a non safety-sensitive position, or expected to be out for at least 90 days or more.
4. Random testing will be conducted on all shifts, all times of day, and all days of the week throughout the calendar year. No shift is exempt from testing.
5. Random drug testing may be conducted concurrently with random alcohol testing or at any time during an employee's shift. Random alcohol testing will be conducted just before the employee is scheduled to perform a safety-sensitive function, while the employee is performing safety-sensitive duties or just after the employee performs a safety-sensitive function. The employee must proceed to the test site immediately after being notified that he or she has been selected for testing in the allotted time given.
6. For both Maintenance and Operations (Drivers) the Divisional Manager in each location will be notified which employees have been selected for testing. Once an employee is notified of his/her selection. He/she must report immediately for the test. Failure to report after notification

constitutes a refusal to test. (see procedures for random test notification)

7. Employees will be notified where to report for collection, when to stop work and report to the collection site and who will relieve them, if necessary.
8. The employee must submit to a drug and/or alcohol test, and sign all necessary forms. Failure to cooperate with the collection procedure in any way constitutes a refusal to test which has the same consequences as a positive test result.
9. The employee is in a paid status throughout the random testing procedure. Employees will be removed from duty if the results are positive **and employee will be terminated.**
10. If both alcohol and drug tests are being given, the breath alcohol test will be performed first. Immediately thereafter, the urine sample will be collected for the drug test.
11. If there is a confirmed breath alcohol test of between .02% and .039%, the employee will be relieved from duty immediately for a minimum of eight (8) hours.
12. If there is a confirmed positive breath alcohol test (.04% or above), the employee will be given the name of a Substance Abuse Professional (SAP) **and terminated.**

Procedures for Random Test Notification

1. The Human Resource Department triggers the selection list of the month's safety-sensitive employees to be scheduled for testing.
2. The local manager will review work schedules, including planned absences when known, to develop a best available time to perform the tests. The local manager will coordinate the testing schedule with the collector.
3. In developing testing times, the goal will be to minimize the impact in service. Testing will be conducted using the following priority periods:
 - Before work,
 - During split time,
 - After work/shift is completed
 - During work, with standby personnel relief.
4. During work, without relief (if no other time is possible).
5. Notification of Employees- The Human Resources Department triggers notification to each location's designated employer representative (DER) via electronic mail. The DER will notify each safety-sensitive employee selected and thus notified. Each employee who is selected is to report to the test site immediately

5. The employee cannot "go off sick" or on vacation or leave of absence after notification.
6. Collection site personnel shall report "unreasonable delays" to the local DER as employees are required to immediately report to the collection site following notification. Failing to report to the collection site within a reasonable allotted time constitutes a refusal to test.
7. The DER shall confirm with the Regional, Divisional, or Operations Manager that the employee was notified.
8. The DER shall notify the proper management official if an employee fails to report for testing after notification.
9. An employee who fails to report for testing shall be removed from duty immediately. If employee is determined to have "refused to test" he/she face the same consequences as testing "positive" for drugs/alcohol and will be given the name and number of a SAP and **terminated from employment**.

Collection Procedures for All Tests

All collection procedures shall be performed in accordance with Part 40. Upon notification of a test under this policy;

1. The employee must report to the collection site immediately after notification.
2. The employee shall provide photo identification to collection site personnel. Supervisors will verify the identification of employees without photo identification and may photograph the employee if necessary.
3. The employee must comply with all collection procedures including signing correctly all required federal urine and breath forms.
4. The employee must follow the directions of the collection staff to ensure that an unadulterated urine specimen is collected and/or the breath alcohol test is completed.
5. The employee will be in a private enclosure and unobserved unless a direct observed collection is determined to be needed by the local DER or the collector.
6. The employee must supply at least 45 ml of urine (approx. 1 ½ oz). If the employee gives an inadequate amount of urine or if the employee is unable to give a sufficient urine sample collection site staff shall provide the individual with no more than 40oz of fluid to drink during a period of up to 3 hours. The employee will then attempt to provide a complete sample using a fresh container. If the required amount is provided, the collection staff will continue with collection process. If the employee is still unable to provide an adequate specimen within three hours of the first unsuccessful attempt to provide the specimen, the collection staff must discontinue the collection, note the facts on the "remarks" line of the CCF, and

immediately notify the DER.

Shy Bladder - The term "shy bladder" refers to a situation when the employee does not provide a sufficient amount of urine (45 ml) for a DOT required drug test. If an employee tells the collector, upon arrival at the collection site, that he or she cannot provide a specimen, the collector must still begin the collection procedure regardless of the reason given and direct the employee to make the attempt to provide the specimen.

The employee must be monitored during this time, and the collector must specifically tell the employee that they are not to leave the collection site. If the employee leaves the collection site or refuses to make the attempt to provide a sufficient urine specimen, this is considered a refusal to submit to a test.

Failure to produce a sample of urine will result in an immediate referral for an evaluation from a licensed physician within 5 days who can determine in his or her reasonable judgment the safety-sensitive employee's inability to provide an adequate amount of urine. If no medical reason is found substantiating an inadequate sample, the incident will be treated as a "refusal to test" and will carry the same consequences as a positive test result.

It is MVT's policy that any employee who does not provide a valid specimen during a collection for a test will remain off duty until the employee is cleared from the MRO that the employee had a valid medical reason.

7. If the employee fails to provide an adequate amount of breath for the breath alcohol test, a second attempt will be made. Failure to produce a sample, the Breath Alcohol Technician (BAT) shall so note in the "Remarks" section of the breath alcohol testing form and immediately inform the DER. The DER will instruct the employee to obtain, as soon as possible but within 5 days after the attempted provision of breath, an evaluation from a licensed physician who is acceptable to the employer concerning the employee's medical ability to provide an adequate amount of breath.
8. Whenever there is reason to believe that a particular individual has altered or substituted the urine specimen, a second specimen shall be obtained as soon as possible under direct observation of a same gender collection site person. Reasons may include; temperature of the specimen out of normal range, bluing agent in the specimen.

Substituted Specimen- A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Adulterated Specimen- A specimen that contains a substance that is not expected to be present in human urine, or contains a substance

expected to be present but is at a concentration so high that it is not consistent with human urine.

9. If the breath alcohol screening is 0.02 or greater, the breath alcohol technician will wait at least 15 minutes and a maximum of 30 minutes before administering the confirmation test. Even if more than 30 minutes have passed the BAT will still conduct the confirmation test.
10. To ensure that the test results are attributed to the correct covered employee; both specimen bottles must be sealed and labeled in the presence of the donor. The labels must be printed with the same specimen identification number as the custody control form and are attached to the specimen bottles. The donor initials the labels on the vials verifying that the specimen is his or hers.

Reasonable Suspicion Testing Procedures

1. Supervisors and managers receive training in order to identify behaviors that might be indicators of drug use and/or alcohol misuse. Training includes the procedures for how to deal with employees suspected of drug use and/or alcohol misuse.
2. If a supervisor observes an appearance, behavior, speech pattern, or body odor of the covered employee that might be indicative of drug use and/or alcohol misuse, he/she directs the employee to stop work and escorts the employee to an area to be questioned and observed in private.
3. The supervisor completes the Reasonable Suspicion Incident Report. The supervisor must ensure that the employee does not continue to operate in a safety-sensitive function after identified for reasonable suspicion testing.
4. If there is a decision to test based on observable symptoms, the employee is ordered to submit to a drug and alcohol test and is escorted to the collection site.
5. The employee is on paid status until the test collection is completed. **Employee will remain off duty until a negative drug and alcohol test is received.** To the greatest extent possible, arrangements shall be made to have him/her transported home and employee should not be allowed to leave on his/her own recognizance.
6. If there is a confirmed breath alcohol test of between .02% and .039%, the employee will be relieved from safety-sensitive duty immediately for a minimum of eight (8) hours. If there is a confirmed positive breath alcohol test (.04% or greater) and/or confirmed positive drug test, or refusal to test, the employee shall be provided the name and number of a SAP and **the employee will be terminated.**
7. If the employee's drug test is confirmed negative by the MRO or the BAT test is below 0.02 the employee will be allowed to return to work and will be paid for any time missed.

Post-Accident Testing Procedures

The FTA regulations require testing for prohibited drugs and alcohol in the case of certain mass transit accidents. Post-accident testing is mandatory for accidents where there is a loss of life and for other non-fatal accidents.

1. The supervisor ensures that all injured people receive proper medical care. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
2. The supervisor determines whether the accident meets FTA criteria using MVT's "Post Accident Decision Checklist Form".
3. If the accident meets the FTA/DOT criteria a DOT post accident drug and alcohol test will be conducted immediately. The employee will be taken to the collection site and tested as soon as practicable following the accident. The employee should remain readily available for alcohol testing up to 8 hours and for drug testing up to 32 hours after the accident, including notifying his/her supervisor of his/her location or he/she may be deemed to have refused to submit to testing if he/she does not make him/herself readily available for testing.
4. **Once the tests have been completed the employee will remain off duty until a negative drug and alcohol test is received.**
5. If the employee is not tested within two hours for alcohol, the supervisor must document the reason for the delay, and if test is not conducted in 8 hours, the DER shall cease all further attempts and update the records as to the reason(s) why the test was not completed. If the 32 hours have passed the DER shall cease all further attempts to complete the drug test.
6. If the employee refuses to be tested or if the drug test is confirmed positive, the employee is removed from duty, provided the name and number of a SAP, **and will be terminated.**

Post Accident Testing Criteria

It should be noted that a post-accident test is given because the incident meets the criteria listed below. It is NOT a probable cause or reasonable suspicion test. An accident (§ 655.4) is defined as an occurrence associated with the operation of a vehicle in which:

1. An individual dies.
2. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident.
3. With respect to an occurrence in which the mass transit vehicle involved is a bus, van or automobile, one or more vehicles incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, "disabling damage" means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs.

(Inclusions) Disabling damage includes damage to vehicles that could have been operated, but would have been further damaged if so operated.

(Exclusions) damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, tail-lights, turn signals, horn, or windshield wipers that makes them inoperative.

4. With respect to an occurrence in which the mass transit vehicle involved is a rail car, trolley car, trolley bus, or vessel, the mass transit vehicle is removed from operation.
5. The FTA has determined that "**LIFTS**" constitute equipment used in revenue service and their operation is essential to the operation of the vehicle and protection of public safety, their operation shall now be included in the accident definition.

To determine if a test should be administered under this section, always use MV Transportation's "Post Accident Decision Checklist". This form should be used for all accidents in determining whether a test will be done under DOT authority.

Prohibited Drugs and Alcohol Misuse

MVT is required to ensure that all covered employees receive at least 60 minutes of training and discussion on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use. The information below shall assist in providing statistics and examples of substance abuse in the work force and the signs and symptoms of such use.

A study conducted showed 75 percent of illicit drug users 18 and older are employed, which amounts to about 10 million U.S. workers. On a daily basis, based on 250 work days in a year, at least 42,000 Americans are coming to work stoned or are getting "high" while on the job.

Studies and statistics show that:

1. Every 23 minutes a death occurs as a result of a drug or alcohol related accident.
2. A typical abuser is:
 - a. Late to work 3 times more often
 - b. Requests twice as much time off
 - c. Is absent 2 1/2 times more than average
 - d. Uses 3 times as many sick benefits
 - e. Collects 5 times as much worker's comp
 - f. Has 300% higher medical costs/benefits

If these statistics haven't convinced you that the problem is serious, let's look at a few more.

A national survey once reported that:

1. 19% of all children over the age of 12 had used some type of illegal drug
2. 65% of 18 to 25 year olds had used some type of illegal drug
3. 30 to 40 million Americans stated they had used cocaine
4. By age 17, 70% of American teenagers had tried alcohol

As you can see, drug and alcohol abuse is a serious problem, having a major effect on all our lives. Even though you may not be abusing drugs or alcohol, you are affected by the results of drug and alcohol abuse in our society. You pay higher medical costs to help cover the costs for abusers who cannot afford the cost of treatment. You pay higher insurance costs to help fund the drug and alcohol abuse programs paid for by insurance companies. The material and services you buy cost more because of decreased worker productivity, as well as increased cost to employers.

This section is designed to provide you with a brief overview of the seriousness of using controlled substances and alcohol. It also provides education on the signs, symptoms and effects of the illicit drugs that you will be tested for. Your employer has taken great measures to assure you of a safe working environment. Please review this booklet in its entirety to educate yourself on drug and alcohol in the workplace. When you have completed reading this material, you will better understand the need for a drug-free workplace.

The drugs that you will be subject to testing include:

- Amphetamine
- Cocaine
- Marijuana
- Opiates
- Phencyclidine (PCP)
- Alcohol (by evidential breath testing device only)

Facts about Amphetamines

Amphetamines (methamphetamine, MDMA-ecstasy) are central nervous system stimulants. They tend to make people "hyper" and "jumpy". They can be taken either orally or injected. They are often used by people to stay awake and to counteract the effects of drowsiness. They are especially dangerous to take while performing safety-sensitive tasks or driving.

Ecstasy, MDMA (3,4 methylenedioxymethamphetamine), is a synthetic, psychoactive drug that is chemically similar to the stimulant methamphetamine and the hallucinogen mescaline. MDMA causes an increase in serotonin which plays an important role in the regulation of mood, sleep, pain, appetite, and other behaviors.

Some heavy MDMA users experience long lasting confusion, depression, and selective impairment of working memory and attention processes. Ecstasy users make extremely dangerous drivers. They can exhibit the same impairments as amphetamine, heroin, cocaine, and hallucinogen users.

Signs and Symptoms of Amphetamine Use

- ♦ Hypersensitivity
- ♦ Exhaustion
- ♦ Dilated Pupils
- ♦ Grinding teeth
- ♦ Loss of appetite and immediate weight loss
- ♦ Dry mouth
- ♦ Excessive talking

Effects on Person

- ◆ More likely to take risks
- ◆ Impaired judgement
- ◆ Delayed reaction time

Facts about Cocaine

Cocaine also stimulates the central nervous system. It gives the user an intense feeling of well-being, or euphoria, known as a "high". The "high" will last for 10 to 60 minutes. A more potent form of the drug called "crack" cocaine is especially addicting and dangerous. Although it's "high" lasts only about 5 to 8 minutes, "crack" cocaine can be addicting after only one use, and cause death the first time it is used. Cocaine can be injected, snorted, or free-based. Snorting is sniffing the drug up the nose, and free-basing is done by heating the drug and inhaling the vapors.

Signs and Symptoms of Cocaine Use

- ◆ Mood swings
- ◆ Weight Loss
- ◆ Restlessness: Difficulty sitting or standing in one place
- ◆ Depression
- ◆ Nose bleeds
- ◆ Irritable, angry, nervous, angers easily
- ◆ Bad breath
- ◆ Euphoric feeling
- ◆ Running nose, uncontrollable sniffing

Effects on Person

- ◆ Slowed reaction time
- ◆ Distorted vision and depth perception
- ◆ Slow to make decisions
- ◆ Unable to correctly measure time and distance

Facts about Marijuana

Marijuana is a depressant and mind altering drug. Marijuana does not depress the central nervous system's reaction, it works on the brain. Mind altering means it causes hallucinations. It can be eaten or smoked. Street names for marijuana are "dope", "grass", "joint", "hash", or "hooch".

Tests have shown that people's reflexes and thought processes are slower under the influence of marijuana. The effects of this drug are

longer lasting than first thought. In fact, impairment can last more than 24 hours after using marijuana. The body actually stores the drug for days, weeks, and in some cases, months, depending on the frequency of use.

Signs and Symptoms of Marijuana Use

- ◆ Dilated pupils
- ◆ Slowed reflexes
- ◆ Giddiness
- ◆ Slowed thinking
- ◆ Moodiness
- ◆ Trance-like state
- ◆ Impaired vision
- ◆ Reduced feeling of pain
- ◆ Odor of burning
- ◆ Short-term memory loss
- ◆ Loss of concentration
- ◆ Unable to sleep after prolonged use

Signs To Look For

- ◆ Cigarette rolling paper
- ◆ Dried plant material, either crumbled or pressed
- ◆ Roach clip (device to hold joint)
- ◆ Hash pipe (very small pipe)

Facts about Opiates

Opiates are classified as a narcotic analgesic. They tend to have a sedating, calming effect, and act as a depressant to the central nervous system. Opiates are more commonly known as morphine, codeine, and heroin. Street names for opiates are "junk", "smack", "horse", and "brown sugar". Opiates are prescribed by doctors to relieve pain, but they are used by the abuser to relax or "escape the real world". They can either be taken orally, injected or smoked.

When the drug is injected, the user feels an immediate "rush", usually followed by a very relaxed and soothing feeling. However, some opiates can cause very unpleasant side effects such as nervousness, nausea, and restlessness, and if taken in excess, may cause coma or death.

Signs and Symptoms of Opiate Use

- ◆ Mental confusion

- ♦ Slurred speech
- ♦ Unsteadiness
- ♦ Hostility
- ♦ Memory loss
- ♦ Drowsiness
- ♦ Excess talking
- ♦ Euphoria
- ♦ Depression
- ♦ Short attention span
- ♦ Cold, moist or bluish skin
- ♦ Reduced feeling of pain

Effects on Person

- ♦ Lack of concentration – Day dreaming
- ♦ Distorted sense of time and distance
- ♦ Distorted vision

Facts about Phencyclidine (PCP)

Phencyclidine, commonly called "Angel Dust", is known as a dissociative anesthetic. Users of PCP may experience hallucinations and signs of intoxication. They may not be able to focus their attention or will experience confusion and lack of coordination.

Although PCP has immediate short term effects, it is also known for its long term effect of causing psychotic behavior often associated with violent acts. Other street names for PCP include "hog", and "crystal". PCP may be smoked, snorted or injected.

Signs and Symptoms of PCP Use

- ♦ Delusions
- ♦ Confusion
- ♦ Panic
- ♦ Increased blood pressure
- ♦ Anxiety
- ♦ Flashbacks

Effects on Person

- ♦ More likely to take risks

- ♦ Impaired coordination
- ♦ Aggressive actions

Facts about Alcohol

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- ♦ Dulled mental processes
- ♦ Lack of coordination
- ♦ Odor of alcohol on breath
- ♦ Possible constricted pupils
- ♦ Sleepy or stuporous condition
- ♦ Slowed reaction rate
- ♦ Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12oz], whiskey[1oz], or wine[6oz glass] over time may result in the following health hazards:

- ♦ Decreased sexual functioning
- ♦ Dependency (up to 10% of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- ♦ Fatal liver diseases
- ♦ Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma.
- ♦ Kidney disease
- ♦ Pancreatitis
- ♦ Spontaneous abortion and neonatal mortality
- ♦ Ulcers
- ♦ Birth defects (up to 54% of all birth defects are alcohol related).

Social Issues

- ♦ Two-thirds of all homicides are committed by people who drink prior to the crime.
- ♦ Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- ♦ Two-thirds of all Americans will be involved in an alcohol related vehicle accident during their lifetimes.
- ♦ The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- ♦ Forty percent of family court cases are alcohol problem related.
- ♦ Alcoholics are 15 times more likely to commit suicide than the general population.

More than 60 % of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol related.

The Annual Toll

- ♦ 24,000 people will die on the highway due to the legally impaired driver.
- ♦ 12,000 more will die on the highway due to the alcohol affected driver.
- ♦ 15,800 will die in non-highway accidents.
- ♦ 30,000 will die due to alcohol-induced brain disease or suicide.
- ♦ 10,000 will die due to alcohol-caused liver disease.
- ♦ Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- ♦ It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- ♦ Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- ♦ A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

Modoc Transportation Agency FIXED ASSET -INVENTORY

FY 2015/16
4/5/16 Mtg Approval

	In Use	Scrap	Sell	Donate	Gov.	Acquired	Description	Amount	Purchases	Sales	Adj Book Bal	A/C Depre	New deprec.	Total A/C Depr	Book Value
Vehicles (5yrs)															
2	X		X			03/06/09	2009 Chevy 5500 DuraMax (T-11) FTA 5311 07/08	\$ 112,921.67		\$ 112,921.67	\$ -	\$ -	\$ -	\$ -	\$ -
3	X					11/17/09	2009 GMC 5500 DuraMax (T-12) FTA 5311 Cap 08/09	\$ 125,970.88			\$ 125,970.88	\$ 125,970.88	\$ -	\$ 125,970.88	\$ -
4	X					11/17/09	2009 GMC 5500 DuraMax (T-14) PTMISEA 07/08 & 08/09	\$ 125,970.88			\$ 125,970.88	\$ 125,970.88	\$ -	\$ 125,970.88	\$ -
5	X					12/27/10	2010 Dodge Chrysler MiniVan (T-15) FTA 5311f 08/09	\$ 44,684.33			\$ 44,684.33	\$ 40,215.90	\$ 4,468.43	\$ 44,684.33	\$ -
6	X					12/27/10	2010 Dodge Chrysler MiniVan (T-16) FTA 5311 09/10	\$ 44,993.82			\$ 44,993.82	\$ 40,554.43	\$ 4,439.39	\$ 44,993.82	\$ -
7	X					03/31/14	2014 Chevy GM4500 Glaval TitanII (T-17) FTA 5311 Old	\$ 106,407.71			\$ 106,407.71	\$ 26,601.93	\$ 21,281.54	\$ 47,883.47	\$ 58,524.24
8	X					03/31/15	2015 Chevy 4500 Glavcal Titan II (T-18) 5311f	\$ 109,136.43			\$ 109,136.43	\$ 5,456.82	\$ 21,827.29	\$ 27,284.11	\$ 81,852.32
9	X					03/31/15	2016 Chevy 4500 Glavcal Titan II (T-19) RSTP & TDA	\$ 109,136.43			\$ 109,136.43	\$ 5,456.82	\$ 21,827.29	\$ 27,284.11	\$ 81,852.32
Total Vehicles								\$ 779,222.15	\$ -	\$ 112,921.67	\$ 666,300.48	\$ 370,227.66	\$ 73,843.94	\$ 444,071.59	\$ 222,228.89
SCO Trangible Transit Ops															
Office Equipment (3yrs)															
10	X					06/13/07	Work Station Standup Desk	\$ 386.09			\$ 386.09	\$ 386.09		\$ 386.09	\$ -
11	X					01/19/10	Custom PC - Intel SERVER Platform	\$ 9,037.79			\$ 9,037.79	\$ 9,037.79	\$ -	\$ 9,037.79	\$ -
12	X					05/27/10	Apollo Video Technology FTA 5311 ARRA 09/10	\$ 33,211.06			\$ 33,211.06	\$ 33,211.06	\$ -	\$ 33,211.06	\$ -
13	X					12/27/10	Apollo Video Technology CTAF 07/08	\$ 7,945.55			\$ 7,945.55	\$ 7,945.55	\$ -	\$ 7,945.55	\$ -
14	X					06/28/10	Sentry Fire Safe	\$ 742.58			\$ 742.58	\$ 742.58	\$ -	\$ 742.58	\$ -
15	X					06/19/13	Refridgerator	\$ 1,799.00			\$ 1,799.00	\$ 1,199.33	\$ 599.67	\$ 1,799.00	\$ -
16	X					06/19/13	Fridgedair Dishwasher	\$ 599.00			\$ 599.00	\$ 399.33	\$ 199.67	\$ 599.00	\$ -
17	X					08/11/13	Video Equipment (Computer Haven)	\$ 1,098.53			\$ 1,098.53	\$ 701.84	\$ 396.69	\$ 1,098.53	\$ 0.00
18	X					08/06/13	FortiVoice - Telephone System (Best Deal)	\$ 4,745.68			\$ 4,745.68	\$ 3,031.96	\$ 1,713.71	\$ 4,745.68	\$ 0.00
19	X					10/11/13	Simplicity Flat Screen TV	\$ 698.00			\$ 698.00	\$ 407.17	\$ 290.84	\$ 698.00	\$ (0.00)
20	X					12/03/13	Backup Generator	\$ 5,152.29			\$ 5,152.29	\$ 2,576.15	\$ 1,717.43	\$ 4,293.58	\$ 858.72
21	X					12/03/13	Video Equipment	\$ 2,034.92			\$ 2,034.92	\$ 1,017.46	\$ 678.31	\$ 1,695.77	\$ 339.15
22	X					12/09/13	Backup Hard Drive - Netgear 2 bay Marvell CPU 512 MB	\$ 542.86			\$ 542.86	\$ 271.43	\$ 180.95	\$ 452.38	\$ 90.48
23	X					05/27/14	Backup Generator	\$ 1,841.24			\$ 1,841.24	\$ 664.89	\$ 613.75	\$ 1,278.64	\$ 562.60
24	X					08/21/13	Tennsco Lockers (x2) - Garage/Shop	\$ 1,671.63			\$ 1,671.63	\$ 1,021.55	\$ 650.08	\$ 1,671.63	\$ (0.00)
25	X					08/21/14	Gladiator Garage Works-Workbench/Cabinet	\$ 2,819.99			\$ 2,819.99	\$ 1,723.33	\$ 940.00	\$ 2,663.32	\$ 156.67
26	X					03/20/14	Video Equipment (Computer Haven)	\$ 642.85			\$ 642.85	\$ 267.85	\$ 214.28	\$ 482.14	\$ 160.71
27	X					09/03/14	Conference Tables (x4)	\$ 2,300.00			\$ 2,300.00	\$ 575.00	\$ 766.67	\$ 1,341.67	\$ 958.33
Total Office Equipment								\$ 77,269.06	\$ -	\$ -	\$ 77,269.06	\$ 65,180.36	\$ 8,962.03	\$ 74,142.40	\$ 3,126.66
Bus Shelter Buildings (30yrs)															
28	X					10/18/11	Bus Shelter	\$ 9,482.88			\$ 9,482.88	\$ 1,159.02	\$ 316.10	\$ 1,475.11	\$ 8,007.77
29	X					10/28/14	Bus Shelter	\$ 10,847.89			\$ 10,847.89	\$ 241.06	\$ 361.60	\$ 602.66	\$ 10,245.23
Total Bus Shelter Buildings								\$ 20,330.77	\$ -	\$ -	\$ 20,330.77	\$ 1,400.08	\$ 677.69	\$ 2,077.78	\$ 18,252.99
Buildings (30yrs)															
30	X					01/01/12	Building - 108/112 Main St., Alturas, CA	\$ 974,688.27			\$ 974,688.27	\$ 76,679.35	\$ 32,489.61	\$ 109,168.96	\$ 865,519.31
31	X					07/02/13	Bathroom Light Fixutres	\$ 491.06			\$ 491.06	\$ 31.37	\$ 16.37	\$ 47.74	\$ 443.32
32	X					07/08/13	Engineering - Office Design	\$ 475.00			\$ 475.00	\$ 30.35	\$ 15.83	\$ 46.18	\$ 428.82
33	X					07/18/13	Work Center Island	\$ 4,835.00			\$ 4,835.00	\$ 308.90	\$ 161.17	\$ 470.07	\$ 4,364.93
34	X					07/22/13	104 & 106 S. Main - Deposit on Purchase (\$500 to Land)	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
35	X					07/22/13	Office Building Construction	\$ 57,213.38			\$ 57,213.38	\$ 3,655.30	\$ 1,907.11	\$ 5,562.41	\$ 51,650.97
36	X					07/25/13	Office Building Construction - Legal Notice	\$ 22.50			\$ 22.50	\$ 1.44	\$ 0.75	\$ 2.19	\$ 20.31
37	X					08/16/13	Office Building Construction - Recording Fee	\$ 11.00			\$ 11.00	\$ 0.67	\$ 0.37	\$ 1.04	\$ 9.96
38	X					08/16/13	Engineering - Office Design	\$ 3,750.00			\$ 3,750.00	\$ 229.17	\$ 125.00	\$ 354.17	\$ 3,395.83
39	X					08/16/13	Engineering - Office Design	\$ 538.00			\$ 538.00	\$ 32.88	\$ 17.93	\$ 50.81	\$ 487.19
40	X					08/16/13	Engineering - Office Design	\$ 2,050.00			\$ 2,050.00	\$ 125.28	\$ 68.33	\$ 193.61	\$ 1,856.39
41	X					08/19/13	Office Buiing Construction - Notice of Completion	\$ 134.42			\$ 134.42	\$ 8.21	\$ 4.48	\$ 12.70	\$ 121.72
42	X					08/29/13	104 & 106 S. Main - Purchase (\$11,8696.04 to Land) (\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
43	X					09/05/13	Office Building - Fencing	\$ 4,400.00			\$ 4,400.00	\$ 256.67	\$ 146.67	\$ 403.33	\$ 3,996.67

Modoc Transportation Agency

FIXED ASSET -INVENTORY

FY 2015/16

4/5/16 Mtg Approval

	In Use	Scrap	Sell	Donate Gov.	Acquired	Description	Amount	Purchases	Sales	Adj Book Bal	A/C Depre	New deprec.	Total A/C Depr	Book Value
44	X				09/05/13	Office Building - Fencing	\$ 7,500.00			\$ 7,500.00	\$ 437.50	\$ 250.00	\$ 687.50	\$ 6,812.50
45	X				09/05/13	Office Building - Fencing	\$ 7,920.00			\$ 7,920.00	\$ 462.00	\$ 264.00	\$ 726.00	\$ 7,194.00
46	X				09/05/13	Office Building - Fencing	\$ 5,510.00			\$ 5,510.00	\$ 321.42	\$ 183.67	\$ 505.08	\$ 5,004.92
47	X				09/13/13	Engineering - Office Design	\$ 375.00			\$ 375.00	\$ 21.88	\$ 12.50	\$ 34.38	\$ 340.63
48	X				09/23/13	Office Building Construction	\$ 1,577.88			\$ 1,577.88	\$ 92.04	\$ 52.60	\$ 144.64	\$ 1,433.24
49	X				09/23/13	Office Building - Fencing	\$ 270.00			\$ 270.00	\$ 15.75	\$ 9.00	\$ 24.75	\$ 245.25
50	X				10/31/13	Office Building Construction (Roofing)	\$ 11,391.00			\$ 11,391.00	\$ 632.83	\$ 379.70	\$ 1,012.53	\$ 10,378.47
51	X				12/16/13	Cabinets - Conference Room	\$ 2,538.95			\$ 2,538.95	\$ 119.89	\$ 84.63	\$ 204.53	\$ 2,334.42
52	X				02/05/14	Engineering - Office Design	\$ 500.00			\$ 500.00	\$ 22.22	\$ 16.67	\$ 38.89	\$ 461.11
53	X				04/23/14	Office Building Construction - Cabinents	\$ 762.00			\$ 762.00	\$ 29.63	\$ 25.40	\$ 55.03	\$ 706.97
54	X				05/27/14	Exterior Outlets - Front of Building	\$ 271.06			\$ 271.06	\$ -	\$ 9.04	\$ 9.04	\$ 262.02
55	X				05/27/14	Pendant Lights - Work Station	\$ 590.27			\$ 590.27	\$ -	\$ 19.68	\$ 19.68	\$ 570.59
56	X				08/14/14	Plaster - North Wall 108 S. Main	\$ 22,674.00			\$ 22,674.00	\$ 629.83	\$ 755.80	\$ 1,385.63	\$ 21,288.37
57	X				09/05/14	Hydrel Lighting - Site Improvements (Park)	\$ 2,925.90			\$ 2,925.90	\$ 81.28	\$ 97.53	\$ 178.81	\$ 2,747.10
58	X				02/11/15	Cabinets & Media Center (Conf. room)	\$ 4,350.00			\$ 4,350.00	\$ 60.42	\$ 145.00	\$ 205.42	\$ 4,144.58
59	X				10/28/15	Fortivoice FVC- Hardware - Phone System		\$ 1,775.74		\$ 1,775.74	\$ -	\$ 39.46	\$ 39.46	\$ 1,736.28
Total Buildings							\$ 1,117,764.69		\$ -	\$ 1,119,540.43	\$ 84,286.28	\$ 37,298.28	\$ 121,584.56	\$ 997,955.87
Land														
60	X				06/30/13	Land - Main Building	\$ 364,725.62			\$ 364,725.62	\$ -	\$ -	\$ -	\$ 364,725.62
61	X				06/30/13	Land - Shop	\$ 16,446.48			\$ 16,446.48	\$ -	\$ -	\$ -	\$ 16,446.48
62	X				11/07/13	Lot Line Adj. Parking Lot (County Transfer)	\$ 659.00			\$ 659.00	\$ -	\$ -	\$ -	\$ 659.00
63	X				01/16/14	Permit - Demo 100 S. Main	\$ 71.00			\$ 71.00	\$ -	\$ -	\$ -	\$ 71.00
64	X				07/10/13	AC & Concrete	\$ 13,250.00			\$ 13,250.00	\$ -	\$ -	\$ -	\$ 13,250.00
65	X				07/18/13	Lot Line Adj. Parking Lot Deposit (County Transfer)	\$ 200.00			\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00
66	X				08/06/13	AC & Concrete	\$ 22,500.00			\$ 22,500.00	\$ -	\$ -	\$ -	\$ 22,500.00
67	X				09/10/13	On Site Improvements	\$ 22,500.00			\$ 22,500.00	\$ -	\$ -	\$ -	\$ 22,500.00
68	X				09/13/13	Land Improvements Various	\$ 5,167.29			\$ 5,167.29	\$ -	\$ -	\$ -	\$ 5,167.29
69	X				08/22/14	AC & Concrete	\$ 13,610.00			\$ 13,610.00	\$ -	\$ -	\$ -	\$ 13,610.00
70	X				10/02/14	Land/Lot Parking (Exchange w/County)	\$ 7,500.00			\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00
71	X				05/12/14	Building Demo - 104 & 106 S. Main	\$ 37,355.00			\$ 37,355.00	\$ -	\$ -	\$ -	\$ 37,355.00
72	X				05/27/14	Replace 245 SqFt. Of Sidewalk	\$ 2,230.00			\$ 2,230.00	\$ -	\$ -	\$ -	\$ 2,230.00
75	X				06/29/14	AJE - To Move Building Purchase to Land - Per Auditor	\$ 500.00			\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
76	X				06/30/14	AJE - To Move Building Purchase to Land - Per Auditor	\$ 118,696.04			\$ 118,696.04	\$ -	\$ -	\$ -	\$ 118,696.04
77	X				09/02/14	Site Improvement (Park)	\$ 25,688.25			\$ 25,688.25	\$ -	\$ 856.28	\$ 856.28	\$ 24,831.98
78	X				09/02/14	Site Improvement (Park)	\$ 2,854.25			\$ 2,854.25	\$ -	\$ 95.14	\$ 95.14	\$ 2,759.11
79	X				09/10/14	Site Improvement (Park)	\$ 38,761.28			\$ 38,761.28	\$ -	\$ 1,292.04	\$ 1,292.04	\$ 37,469.24
80	X				09/29/14	Site Improvement (Park)	\$ 25,688.25			\$ 25,688.25	\$ -	\$ 856.28	\$ 856.28	\$ 24,831.98
81	X				09/29/14	Site Improvement (Park)	\$ 2,854.25			\$ 2,854.25	\$ -	\$ 95.14	\$ 95.14	\$ 2,759.11
82	X				10/28/14	Site Improvement (Park) - Concrete Bench	\$ 717.37			\$ 717.37	\$ -	\$ 23.91	\$ 23.91	\$ 693.46
83	X				10/29/14	Site Improvement (Park)	\$ 25,688.25			\$ 25,688.25	\$ -	\$ 856.28	\$ 856.28	\$ 24,831.98
84	X				09/29/14	Site Improvement (Park)	\$ 2,854.25			\$ 2,854.25	\$ -	\$ 95.14	\$ 95.14	\$ 2,759.11
85	X				11/25/14	Site Improvement (Park)	\$ 27,074.25			\$ 27,074.25	\$ -	\$ 902.48	\$ 902.48	\$ 26,171.78
86	X				11/25/14	Site Improvement (Park)	\$ 3,008.25			\$ 3,008.25	\$ -	\$ 100.28	\$ 100.28	\$ 2,907.98
87	X				11/25/14	Site Improvement (Park)	\$ 1,031.88			\$ 1,031.88	\$ -	\$ 34.40	\$ 34.40	\$ 997.48
88	X				11/25/14	Site Improvement (Park)	\$ 114.45			\$ 114.45	\$ -	\$ 3.82	\$ 3.82	\$ 110.64
Total Land							\$ 781,745.41	\$ -	\$ -	\$ 781,745.41	\$ -	\$ 5,211.17	\$ 5,211.17	\$ 776,534.24
Total Assets							\$ 2,776,332.08	\$ -	\$ 112,921.67	\$ 2,665,186.15	\$ 521,094.38	\$ 125,993.11	\$ 647,087.50	\$ 2,018,098.65

Report to Modoc Transportation Agency Board Members	
Subject System Update, Communications and Calendar	Meeting Date April 5, 2016
Presented by MTA Staff	Agenda Item 6

a. System Update – Note: Attachments shown in **bold** type.

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

Month	Passenger Trips			Miles			Fares		
	2016	2015	Change	2016	2015	Change	2016	2015	Change
Jan	1,349	703	↑91.9%	11,750	10,846	↑ 8.3%	\$5,968	\$5,468	↑9.1%
Feb	1,343	516	↑160.3%	12454	7,924	↑57.2 %	\$5,447	\$3,312	↑64.5%
Mar		927	↑97.5%		11,067	↑29.2 %		\$5,309	↑15.0%
April		1,047	↑62.4%		11,823	↑ 3.3%		\$7,077	↑15.8%

2) Revenue Service Miles compared to Fuel Cost

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2016	2015	2014	2016	2015	2014	2016	2015	2014
Jan	11,750	10,846	11,078	\$2,151	\$2,852	\$4,121	. 18¢	. 26¢	.37 ¢
Feb	12,454	7,924	8,336	\$1,907	\$1,981	\$3,034	.15 ¢	.25¢	.36 ¢
Mar		11,067	9,166	\$	\$2,897	\$3,605	. 22¢	. 26¢	.39 ¢
April		11,823	10,244	\$	\$3,231	\$4,061	. 19¢	. 27¢	.39 ¢

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	
	2016	2015	2016	2015	2016	2015
Jan	50	62	70	75	120	137
Feb	49	27	64	54	113	81
Mar		46		83		129
April		60		101		161

Subject System Update, Communications and Calendar - Continued	Meeting Date April 5, 2016
Presented by MTA Staff	Agenda Item 6- Continued

4) Ridership - Alturas-Cedarville-Ft. Bidwell - Operates Thursdays by reservation

Month	Cedarville		Ft. Bidwell		Total Route Ridership	
	2016	2015	2016	2015	2016	2015
Jan	2	2	2	6	4	8
Feb	6	0	10	14	16	14
Mar		0		14		14
April						

b. Other Information

- **Modoc County Board of Supervisors Resolution 16-09**
- Surprise Valley Saturday Market

Calendar – consider future dates and events of interest:

- 04/05/16 MCTC and MTA Regular Meetings
- 05/30/16 MCTC and Sage Stage observed Holiday – Memorial Day – Office closed; no bus service
- 06/07/16 MCTC and MTA regular meetings – Sage Stage Conference Room, 108 S Main, Alturas, CA
- 07/04/16 MCTC and Sage Stage observed Holiday - 4th of July - Office closed; no bus service
- 09/05/16 MCTC and Sage Stage observed Holiday - Labor Day - Office closed; no bus service

RESOLUTION # 16-09

COPY

**RESOLUTION OF THE MODOC COUNTY BOARD OF SUPERVISORS
RECOGNIZING THE MODOC TRANSPORTATION AGENCY ("MTA"), AS
THE SOLE AGENCY RESPONSIBLE FOR PROVIDING PUBLIC
TRANSPORTATION SERVICE OPERATIONS IN MODOC COUNTY**

WHEREAS, the Board of Supervisors recognizes that the Modoc Transportation Agency ("MTA"), created as a separate and independent public agency by a Joint Powers Agreement pursuant to California Government Code Section 6500 *et seq*, is the sole agency responsible for providing public transportation service operations in Modoc County, including the following:

- a. Conduct all activities necessary to fulfill its responsibilities as a separate and independent public agency pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 (commencing with Section 6500) of the Government Code;
- b. Administer and implement the public transportation, as defined by the Modoc County Transportation Commission, in accordance with the Transportation Development Act of 1971 and to utilize Local Transportation Funds and State Transit Assistance;
- c. Prepare, plan, implement and operate Sage Stage public transportation services and related studies and acquire, administer, and manage state and federal grant funds.

WHEREAS, MTA desires to affirm its status as an independent public agency separate from Modoc County;

WHEREAS, the Modoc County Board of Supervisors wishes to affirm MTA as an independent public agency separate from the County and able to independently contract for a retirement plan for MTA staff.

NOW, THEREFORE, BE IT RESOLVED that the Modoc County Board of Supervisors affirms and designates MTA as an independent public agency with the sole responsibility for the activities and programs described in the Recitals above and with the ability to independently contract for a retirement plan for MTA staff.

PASSED AND ADOPTED by the Board of Supervisors of the County of Modoc, State of California, on the 22nd day of March, 2016 by the following vote:

COPY

AYES: Supervisor Allan, Byrne, Cullins
and Rhoads

NOES: None.

ABSTAIN: None.

ABSENT: Supervisor Wills

BOARD OF SUPERVISORS
OF THE COUNTY OF MODOC

Kathie Rhoads

Kathie Rhoads, Chair

Modoc County Board of Supervisors

ATTEST:

Tiffany A. Martinez
Tiffany Martinez
Deputy Clerk of the Board





*Modoc Transportation Agency
Sage Stage
108 S. Main Street
Alturas, CA 96101
(530) 233-6410 Phone
233-3744 Fax*

Board of Directors

*John Dederick
Chairman
City of Alturas Mayor*

*David Allan
Director
County Supervisor I*

*Jim Wills
Director
County Supervisor IV*

*Danny Parker
Board Member
City at Large Citizen*

*Bobby Ray
Board Member
City Councilmember*

*Mark Moriarty
Director
County at Large Citizen*

*Kathie Rhodes
Alternate
County Supervisor III*

*Cheryl Nelson
Alternate
City Councilmember*

Staff

*Debbie Pedersen
Executive Director*

*Niki Witherspoon
Systems Manager*

*Cindy Imbach
Transit Manager*

March 2, 2016

Daniel S. Little
Executive Director
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

Subject: TIRCP I-5 Express Service

Dear Mr. Little:

Modoc Transportation Agency/Sage Stage supports the Shasta Regional Transportation Agency's (SRTA) capital funding request to acquire buses (capital) to operate an intercity public transportation connection within the I-5 corridor between Redding and Sacramento through the Transit and Intercity Rail Capital Program (TIRCP).

Sage Stage public transit service currently operates an intercity service from Alturas, CA to Redding, CA Monday and Friday each week. This service will provide numerous connections between Redding and Sacramento, and it will provide more opportunities to access services south of Redding, including high-speed rail/rail. Increasing public transit ridership reduces emissions of greenhouse gases, improves mobility, quality of life, air quality, and improves the public's ability to interlink services. Removing barriers to intercity connections and improving service options will provide far-reaching benefits for the I-5 corridor.

Modoc Transportation Agency/Sage Stage looks forward to working with SRTA on intercity service. We offer in-kind match for staff to collaborate with SRTA on the project. Good luck on the grant application.

Sincerely,

Debbie Pedersen
Executive Director
Executive Director
Modoc Transportation Agency/Sage Stage