



MODOC TRANSPORTATION AGENCY

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**MINUTES**  
**Regular Meeting**  
**October 4, 2016**

**Board Members Present**

David Allan, Vice Chair	Board of Supervisors District I, County of Modoc
Bobby Ray	Councilmember, City of Alturas
Danny Parker	Citizen at Large, City of Alturas
Kathie Rhoads (Alternate)	Board of Supervisors District III, County of Modoc

**Board Members Absent**

John Dederick, Chairman	Councilmember, City of Alturas
Jim Wills	Board of Supervisors District IV, County of Modoc
Mark Moriarity	Citizen at Large, County of Modoc
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

**Staff Present**

Debbie Pedersen	Executive Director
Niki Witherspoon	Chief Fiscal Officer
Cindy Imbach	Senior Transportation Planner
Tiffany Gwinn	Executive Assistant Secretary

**Public Present**

Kathy Grah	Caltrans District 2 Regional Planning Chief
Aaron Casas	Caltrans District 2 Regional Planning Liaison

1. **Call to Order** –Vice Chair **David Allan** called the meeting to order at 2:32 p.m. in the Alturas City Hall Council Chambers, 200 W. North Street.
2. **Public Forum** –There were no public comments. Then the meeting was handed over to Board Member Kathie Rhoads, Vice Chair Allen stated that he forgot his glasses.
3. **Confirm Agenda** –Motion by Board Member Allan to confirm agenda, seconded by Board Member Parker. All ayes; motion carried
4. **Consent Agenda**
  - a. Approve minutes from 08/02/16 MTA Regular Meeting – Motion by Board Member Parker to approve minutes from 08/02/16 MTA regular meeting; seconded by Board Member Allan; Board Member Kathie Rhoads abstained.

- b. Financial Transactions 07/01/16 through 08/31/16 – Motion by Board Member Parker to approve Financial Transactions 07/01/16 through 08/31/16; seconded by Board Member Allan. All ayes; motion carried.
- c. YTD expenditures through 08/31/16 – Motion by Board Member Allan to approve Year to Date revenue and expenditure (through 08/31/16) report; seconded by Board Member Parker. All ayes; motion carried.

## 5. Regular Business

- a. Review 5 year Operating and Capital Plans for MTA

Director Pedersen explained that the MCTC approved the MTA operating and capital plans and recommended that MTA accept the plans. Pedersen provided an overview of each plan.

The MTA Capital Plan – Building has been prepared to provide funding for ongoing maintenance for MTA's properties. The capital plan has been developed with estimated costs over the 25 year period. It is estimated that a yearly cost of \$6,625 would be budgeted each year and then placed in a capital revenue account maintained, in a separate account, over the 25 year period. When the planned capital item is needed, the amount saved in the capital plan for that expenditure item would be budgeted and the work undertaken – the funding is taken from the capital plan and placed into the respective budget by year. Director Pedersen explained that the Operating Plan provides a forecast into the agency's financial health.

The MTA Operating Plan includes estimated costs over the five year period. Assumptions are that current grant funding and operations will continue as past. Any service and funding reductions would necessitate modification of the operating plan and reserve fund balance.

The Transportation Development Act (TDA) allows for establishing and setting reserve funds. Typical reserve balances are 3 to 5 years of operating costs for transit agencies. The reserve fund provides stability if grant funding is reduced or during economic uncertainty and to pay for monthly operations. Where MTA differs slightly from other operators is in the pass through transit operations contract we have with MV Transportation. MTA is not contractually obligated to a set monthly cost the duration of the 5 year MV contract, only a set management percentage and reimbursement of actual operations cost, insurance, etc. With the pass through contract funding volatility is lessened. This provides more flexibility in setting of the reserve fund for MTA.

Commissioner Ray indicated that the operating plan is a goal and the MTA approves the budget annually. Motion by Board Member Ray for the acceptance of the 5 year Operating and Capital Plans for MTA, setting a reserve fund for MTA in the amount of \$620,000; MTA staff must obtain approval prior to moving funds from the reserve account to any fiscal year budget, also that a Capitol Building revenue account be created to retain annual budgeted amounts of \$6,625 for items identified in the Capital Plan – Building. Seconded by Board Member Allan; all ayes; motion carried.

- b. Information regarding FTA 5311(f) Funding - Intercity Services potential funding shortfall FFY 2017.

Pedersen reported that Caltrans Division of Mass Transportation (DMT) 5311f program (Sacramento) distributed a letter August 16, 2016, to 5311f grant recipients outlining funding shortfall in 2017. The letter was followed with a teleconference (between DMT and grant agencies) in August to discuss potential solutions. DMT requested information from all grant recipients regarding meaningful connections and expenditures, ridership data, and other topics. Staff will be assessing service/funding reductions and providing more information as it is available.

- c. Discussion and action to discontinue Alturas to Ft. Bidwell route beginning January 1, 2017 based on low ridership.

Pedersen stated that the Alturas to Ft. Bidwell service is funded through the 5311f program which reimburses 55.33% of the operating cost for the service. The service began in July 2014 and has struggled to gain ridership as shown on the Alturas – Cedarville – Ft. Bidwell Service. This service cost \$21,958 in FY 15/16 and \$995 was generated from passenger fares, which nets a 4% fare box revenue. Generally fare box revenue for a rural service should be at 10%. The service has been previously marketed at the Surprise Valley 50 group, the Surprise Valley Saturday Market, and through distribution of rider guides at Cedarville businesses. Staff recommends that the Alturas – Ft. Bidwell service is discontinued effective January 1, 2017. Motion by Board Member Ray for the approval to discontinue the Alturas – Ft. Bidwell service beginning January 1, 2017. Seconded by Board Member Allan; all ayes motion carried.

## 6. System Update, Communications, and Calendar

- a. **Staff updates** –Senior Transportation Planner Cindy Imbach presented an overview on the following charts and included information on the Cedarville Saturday Market runs.

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
July	1,223	1,202	↑1.7%	12,723	12,744	↑0.2%	\$6,497	\$7,085	↓8.3%
Aug	1,322	1,149	↑15.1%	14,777	12,022	↑22.9%	\$7,819	\$6,728	↓16.2%
Sept	1,037	1,242	↑16.5%	12,754	11,589	↑10.1%	\$5,726	\$6,621	↓13.5%

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

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2016	2015	2014	2016	2015	2014	2016	2015	2014
July	12,723	12,744	11,181	\$2,764	\$3,293	\$4,586	.21¢	.25¢	.41¢
Aug	14,777	12,022	10,897	\$3,079	\$2,848	\$4,132	.20¢	.23¢	.37¢
Sept	12,754	11,589	10,282	\$	\$2,690	\$3,941	.¢	.23¢	.38¢

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, and Fridays.

Month	Modoc O/D		Lassen O/D		Total Ridership	
	2016	2015	2016	2015	2016	2015
July	58	69	110	114	168	183
Aug	78	74	122	98	200	172
Sept	52	52	75	69	127	121

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

Month	Cedarville		Ft. Bidwell		Total Route Ridership	
	2016	2015	2016	2015	2016	2015
July	1	0	6	10	7	10
Aug	8	0	17	5	25	5
Sept	2	0	13	8	15	8

5. **Saturday Farmers Market Ridership:**

August 13 - 12 Passengers  
 August 27 - 23 Passengers  
 September 10 - Service Canceled – short of drivers

- b. **Other Information** – Sr. Transportation Planner Imbach informed members present that a new driver is being trained, and is anticipated to be driving by the end of October.

**Calendar – consider future dates and events of interest:**

10/04/16 MCTC and MTA regular meetings – Alturas City Council Chambers, 200 W. North St., Alturas  
 10/10/16 Holiday - Office closed for Columbus Day - Sage Stage services operating  
 11/24/16 Holiday - Office closed for Thanksgiving Day - Sage Stage services closed  
 11/25/16 Holiday - Office closed for Day after Thanksgiving - Sage Stage services closed  
 12/06/16 MCTC and MTA regular Meetings – Alturas City Council Chambers, 200 W. North St., Alturas

7. **Adjournment** - Board Member Ray motioned to adjourn meeting at 3:00 p.m.; seconded by Board Member Allan. All ayes; motion carried. The next regular meeting is scheduled for December 6, 2016, in the Alturas City Hall Council Chambers, 200 W. North Street, at about 2:00 p.m., following the MCTC meeting.

Submitted by,

Tiffany Gwinn  
 Executive Assistant Secretary