



MODOC TRANSPORTATION AGENCY

108 South Main, Alturas, CA 96101
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MINUTES
Regular Meeting
December 06, 2016

Board Members Present

Bobby Ray	Councilmember, City of Alturas
Kathie Rhoads	Board of Supervisors District III, County of Modoc
Danny Parker	City at Large Member
Mark Moriarity	County at Large Member
Jim Wills	Board of Supervisors District IV, County of Modoc

Board Members Absent

John Dederick, Chairman	Mayor, City of Alturas
David Allan, Vice Chair	Board of Supervisors District I, County of Modoc
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

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

Public Present

None

1. **Call to Order** – Board Member Kathie Rhoads chaired the meeting, and called the meeting to order at 2:20 p.m. in the Alturas City Hall Council Chambers, 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 10/04/16 MTA Regular Meeting
 - b. Financial Transactions 09/01/16 through 10/31/16
 - c. YTD expenditures through 10/31/16

Motion to approve Consent Agenda items a–c above by Board Member Ray; seconded by Board Member Parker. Board Members Wills and Moriarity abstain, motion carried.
5. **Regular Business**
 - a. Consider approval of the FY 2015/16 Fiscal Audits; authorize the Executive Director to approve minor modifications by Singleton-Auman. – Board Member Ray motions to approve pending finalization; seconded by Board Member Wills. All ayes, motion carried.

- b. Consider adopting Resolution 16-01a FY 2016/17 MTA Budget; modification to align with the MTA 5 year Operating Plan. – CFO Niki Witherspoon reported that the MTA budget is aligned with the MTA Operating Plan. Board Member Ray asked about the FTA 5311f Capital 16/17 having nothing in the numbers column. Witherspoon noted the mistake and explained that it was a grant for the next fiscal year; it will be removed from the budget. Board Member Wills motions to approve pending correction; seconded by Board Member Moriarity. All ayes, motion carried.
- c. Declare T-15 Surplus; authorize Executive Director to advertise an invitation for sealed bids, open and award to highest bidder, sell asset, pending approval by Caltrans. – Senior Transportation Planner Cindy Imbach stated that T-15 is a wheelchair accessible mini-van that has reached its useful life for MTA, and staff recommends that it be declared surplus. A letter was sent to Caltrans, and the vehicle is valued at \$3,500.00. Imbach stated we will advertise for sealed bids, with approval, in the next week or two. Board Member Wills motions to approve; seconded by Board Member Moriarity. All ayes, motion carried.
- d. Update on Federal Transit Assistance 5311f Intercity Funding Shortfall. – Senior Transportation Planner Imbach updated that there was another conference call with Caltrans. Caltrans is asking rural transportation agencies what would work best for them; \$150,000 max or a cut of 26%. Imbach stated some agencies would like to see the \$150,000 max, Sage Stage can operate on that, and other agencies want to see the 26% cut. Caltrans is in favor of the 26% cut. We will know more at the end of December.
- e. Consider adopting the Purchasing, Authorization, Check Processing and Disbursements Policy for MTA, effective January 1, 2017. – Following the Singleton Auman (SA) FY 2015/16 audit, discussions occurred with Clay Singleton, SA, regarding any policies, procedures, or other changes the MTA should implement. It was recommended that we implement a policy regarding 2 signatures for checks and invoice approval (being the Executive Director and Chair of MCTC). Staff recommends approval of the policy effective January 1, 2017. Board Member Ray motions to approve; seconded by Board Member Parker. All ayes, motion carried.
- f. Consider adoption of Resolution 16-04 Calendar year 2017 Authorized Signatories for Plans and Programs. – This is the annual resolution that authorizes staff to manage and implement agency plans and programs; staff recommends approval. Board Member Wills motions to approve; seconded by Board Member Moriarity. All ayes, motion carried.
- g. Nominate MTA Chair and Vice Chair for Calendar Year 2017. – Staff recommends that the MTA appoint a Chair and Vice Chair for the coming year effective January 1, 2017. Board Member Ray nominated Board Member Dederick to Chair for 2017, and Board Member Allen to Vice Chair. Seconded by Board Member Parker; 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.

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
Sept	1,037	1,242	↓16.5%	12,754	11,589	↑10.1%	\$5,726	\$6,621	↓13.5%
Oct	1,034	1,128	↓8.3%	12,323	13,678	↓9.9%	\$5,675	\$6,360	↓10.8%
Nov	1,035	1,021	↑1.4%	12,046	11,909	↑1.2%	\$5,481	\$5,518	↓0.7%

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
Sept	12,754	11,589	10,282	\$2,728	\$2,690	\$3,941	.21¢	.23¢	.38¢
Oct	12,323	13,678	11,389	\$2,503	\$2,809	\$3,839	.20¢	.20¢	.33¢
Nov	12,046	11,909	9,221	\$2,356	\$2,637	\$2,990	.19¢	.22¢	.32¢

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
Sept	52	52	75	69	127	121
Oct	69	50	73	85	142	135
Nov	59	41	66	81	125	122

4. **Ridership - Alturas-Cedarville-Ft. Bidwell** - Operates Thursdays by reservation only. This service is cancelled effective January 1, 2017.

Month	Cedarville		Ft. Bidwell		Total Route Ridership	
	2016	2015	2016	2015	2016	2015
Sept	2	0	13	8	15	8
Oct	6	1	8	13	14	14
Nov	8	6	6	3	14	9

- b. **Other Information** – None

Calendar – consider future dates and events of interest:

- 12/6/16 MCTC and MTA regular meetings - Alturas City Council Chambers, 200 W. North St., Alturas
- 12/23/16 Holiday – Office closed for Christmas Eve Day – No Sage Stage services
- 12/26/16 Holiday - Office closed for Day after Christmas - Sage Stage services closed
- 12/29/16 **Last Cedarville/Ft. Bidwell Service – Discontinue Service Effective January 1, 2017**
- 12/30/16 Holiday – Office closed for New Year's Eve Day – Sage Stage services operating
- 01/02/17 Holiday – Office closed for New Year's Day – No Sage Stage services
- 01/16/17 Holiday – Office closed for Martin Luther King, Jr – Sage Stage services operating
- 02/07/17 MCTC and MTA regular meetings - Alturas City Council Chambers, 200 w. North St., Alturas

7. **Adjournment** - Board Member Wills motioned to adjourn the meeting at 2:46 p.m.; seconded by Board Member Moriarity. All ayes; motion carried. The next regular meeting is scheduled for February 7, 2017, 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