



MODOC TRANSPORTATION AGENCY
 108 South Main, Alturas, CA 96101
 Phone (530) 233-6410 • Fax 233-3744

MINUTES
Regular Meeting
April 11, 2017

Board Members Present

John Dederick, Chairman	Mayor, City of Alturas
Bobby Ray	Councilmember, City of Alturas
Kathie Rhoads	Board of Supervisors District III, County of Modoc
Jim Wills	County At-Large Member
Danny Parker	City At-Large Member

Board Members Absent

David Allan, Vice Chair	Board of Supervisors District I, County of Modoc
Elizabeth Cavasso (Alternate)	Board of Supervisors District IV, County of Modoc
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Niki Witherspoon	Chief Fiscal Officer
Tiffany Gwinn	Executive Assistant Secretary

Public Present

None

1. **Call to Order** – Chairman Dederick called the meeting to order at 2:50 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 Ray. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 02/07/17 MTA Regular Meeting
 - b. Financial Transactions 01/01/17 through 02/28/17
 - c. YTD expenditures through 02/28/17

Motion by Board Member Wills to approve consent agenda items a-c above, seconded by Board Member Rhoads. All ayes; motion carried.

5. Regular Business

- a. Consider Adoption of the 2017 MTA Title VI Plan (including the Limited English Proficiency and Public Participation Plan) updated from 2014. Director Pedersen reported there have been no complaints in the past 3 years. The 2017 update is required for continued grant funding (federal/state). Motion by Board Member Ray to adopt the 2017 MTA Title VI Plan; seconded by Board Member Parker. All ayes, motion carried.
- b. Consider adoption of the Conflict of Interest Code. Pursuant to Gov Code Section 87306, MTA is required to adopt a conflict of interest code. A notice of intent was posted 9/26/16 soliciting public comments. A copy was provided to the County Administrative Officer (CAO) requesting comment. No comments were received. Staff recommends adoption of the MTA Conflict of Interest Code. Motion by Board Member Wills to adopt the Conflict of Interest Code; seconded by Board Member Rhoads. All ayes, motion carried.
- c. Consider adoption of the MTA Financial Policy and Procedures. Chief Fiscal Officer (CFO) Niki Witherspoon summarized the financial policy and procedures for MTA. The proposed manual provides and documents the process for internal control policies, financial management, payroll, assets, liabilities and fund balances, grant contract and management and other systematic processes to maintain compliance and safeguard agency assets. Staff recommends adoption of the Financial Policy and Procedures Manual. Motion by Board Member Wills to adopt the MTA Financial Policy and Procedures; seconded by Board Member Rhoads. All ayes, motion carried.
- d. Consider adoption of Resolution 17-03 Low Carbon Transit Operations Program (LCTOP) Fund FY16/17 \$4,251 and FY 15/16 \$7,508 (totaling \$11,759). LCTOP is one program within the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 with Senate Bill 862 (SB 862). FY 15/16 funds (\$9,104) were originally programmed to fund Saturday service two days a month; we estimated that there would be 60 passenger trips each Saturday. The Saturday service commenced in June 2016, the service was marketed, and ridership monitored. The actual passenger trips fell well below the projection, and the Saturday service was discontinued in March, with \$7,508 remaining.

The 16/17 LCTOP apportionment is \$4,251 plus the remaining funds from 15/16 (\$7,508) will fund an additional driver (total of 2) for the demand response service on Monday, Wednesday, and Friday. The local service is currently our most productive service, providing over 15,000 passenger trips annually (up from 5,700 trips in 2013). The second driver is currently available on Tuesday and Thursday and less passenger trips are delayed or missed on those days. Motion by Board Member Parker to adopt Resolution 17-03; seconded by Board Member Wills. All ayes, motion carried.

6. System Update, Communications, and Calendar

a. Staff updates –

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	955	1349	↓29.2%	8,209	11,750	↓31.9%	\$3,038	\$5,968	↓49.1%
Feb	882	1,343	↓34.3%	10,106	12,454	↓18.9%	\$10,106	\$5,447	↓24.8%
Mar	1,026	1,485	↓30.9%	12,672	14,306	↓11.4%	\$5,446	\$6,717	↓18.9%

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
Jan	8,209	11,750	10,846	\$1,847	\$2,151	\$2,852	.22¢	.18 ¢	.26¢
Feb	10,106	12,454	7,924	\$2,167	\$1,907	\$1,981	.21¢	.15¢	.25¢
Mar	12,672	14,306	11,067	\$2,695	\$2,803	\$2,897	.21¢	.19¢	.26¢

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
Jan	27	50	22	70	49	120
Feb	44	49	48	64	92	113
Mar	59	43	64	88	123	131

b. Other Information –

Calendar – consider future dates and events of interest:

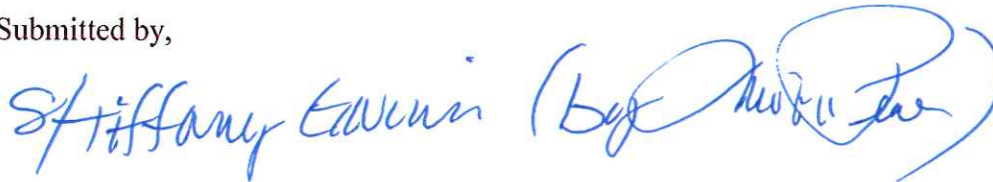
- 04/11/17 MCTC and MTA Meetings Regular Meeting
- 05/29/17 MCTC and Sage Stage observed holiday - Memorial Day – Office closed; no bus service
- 06/06/17 MCTC and MTA regular meetings - City Council Chambers, 200 North St., Alturas

7. **Closed Session:** Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation to paragraph (2) or 3 of subdivision (d) of Government Code Section 59456.9 (One Potential Case).

Chairman Dederick called the session to order at 2:32 p.m. in the Alturas City Hall Council Chambers, 200 W. North St. Alturas, CA. Closed Session adjourned at 2:48 p.m. Chairman Dederick announced that the Board took no action during closed session.

8. **Adjournment** – Motion to adjourn by Board Member Rhoads at 3:07 p.m.; seconded by Board Member Wills. All ayes, motion carried. The next regular meeting will be June 6th, 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