



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

Kathie Rhoads
Vice Chair
County Supervisor

Bobby Ray
Director
City Councilman

Elizabeth Cavasso
Director
County Supervisor IV

Danny Parker
Director
City at Large Citizen

Jim Wills
Director
County at Large Citizen

Cheryl Nelson
Alternate
City Councilman

Patricia Cullins
Alternate
County Supervisor II

Staff

Debbie Pedersen
Executive Director

Niki Lemke
Chief Fiscal Officer

Cindy Imbach
Sr. Transportation Planner

AGENDA

REGULAR MEETING

JUNE 5, 2018

Sage Stage Conference Room
108 S Main St., CA 96101

Following the MCTC meeting at or about 1:20 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 the minutes from the 04/13/18 MTA Regular Meeting
 - b. Financial Transactions 03/01/18 through 04/30/18
 - c. YTD expenditures through 04/30/18
5. **Regular Business** **Information/Action**
 - a. Request by A-P Tech to consider adjustment to monthly rent of 112 S Main St.
 - b. Consider amendment to Resolution 17-01 Fiscal Year (FY) 2017/18 final budget.
 - c. Review the Fixed Assets/Disposition and consider approval of the MTA Fixed Assets.
6. **System Update, Communications, and Calendar** **Information**
 - a. Staff updates
 - b. Other Information -
7. **Adjourn until next regular MTA meeting**, scheduled for August 7, 2018, (Tuesday) in the Alturas City Council Chambers, 200 W North Street, Alturas, CA, at about 2:00 p.m., following the MCTC meeting.

Report to Modoc Transportation Agency Board Members	
Subject Consent Agenda	Meeting Date June 5, 2018
Presented by MTA Staff	Agenda Item 4

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

- a. Approve minutes from the 04/13/18 MTA Regular Meeting
- b. **Financial Transactions – 03/01/18 through 04/30/18.**

Summary of incidental expenditures

Vendor	Transaction	Amount	Explanation
Perry's Automotive	2526	\$2,840.77	-T20 Sch A & Examine Dead Engine Issue - T17 Sch A & New Brakes
Apex Technology	2529	\$ 925.72	Replace Battery Backup
Completely Custom	2530	\$5,540.71	T20 Accident - Reimbursed by MV Trans.
Elite Towing	2548	\$2,520.00	T20 Towing - 3/18/18 & 4/8/18
Perry's Automotive	2547	\$1,160.58	T18 Sch A & Replace Reductant Heater
Apex Technology	2555	\$4,197.39	Backup Server Install & Upgrade
Sloan Sakai Yeung & Wong	2559	\$1,473.50	Litigation - Mikesell
Larranaga Trucking	2565	\$2,400.00	Bus Shelter-Install & Deliver (Dollar Gen)

- a. **Year to Date revenue and expenditure (through 04/30/18) report.**



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

MINUTES
Regular Meeting
April 13, 2018

Board Members Present

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

Board Members Absent

Patricia Cullins (Alternate)	Board of Supervisors, District 11, Modoc County
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Niki Lemke	Chief Fiscal Officer
Jacque Dockery	Office Assistant

Public Present

Aaron Casas	Caltrans District 2, Regional Planning Liaison
Leah Larsen	Modoc County Farmers Market
Brian Cox	Representing A-P Tech

1. 2:00 p.m. Closed Session

Conference with Legal Counsel – Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

NAME OF CASE: Linda Graves-Mikesell, et al. v. MTA, et al. (Modoc County Superior Court Case No. CU-7-115)

There was no action to report from closed session.

2. Call to Order – Chairman Dederick called the meeting to order at 9:50 a.m. in the Alturas City Hall Council Chambers, 200 W North St, Alturas, CA

3. Public Forum –There were no public comments.

4. Confirm Agenda –Motion by Board Member Parker to confirm agenda, seconded by Board Member Wills . All ayes; motion carried.

5. Consent Agenda

- a. Approve minutes from 02/06/18 MTA Regular Meeting
- b. Financial Transactions 01/01/18 through 02/28/18.

Summary of Incidental Expenditures

Vendor	Transaction	Amount	Explanation
Perry's Automotive	2473	\$1,365.15	T18 Sch. C/T17 Coolant Leak Inspect
Renee Sloan Holtzman Sakai	2477	\$ 611.50	Closed Session – Possible Litigation
Apex Technology	12918	\$1,783.03	Dell Server - Upgrade
Apex Technology	12919	\$3,311.19	SonicWall Firewall - Upgrade
Perry's Automotive	2506	\$2,909.36	T14 Sch C / Replace Water Pump
Renne Sloan Holtzman Sakai	2511	\$ 830.00	Closed Session – Possible Litigation
Perry's Automotive	2516	\$1,550.05	T19 Sch C / Replace Heater/Defrost

Board Member Ray questioned the outcome of the equipment upgrade by APEX and Director Debbie Pedersen explained the upgrades were purchased with new funding from Senate Bill 1 State of Good Repair - which needed to be programmed within 30 days. These upgrades included a new back-up server, updated firewall system and a new wireless connection that is also commercial grade; she mentioned that the labor costs for this would be presented at the next meeting. Chairman Dederick stated that he had reviewed and questioned the invoices and found them to be justified. Apex offered to meet any lower price to be found for less expensive quality equipment. It is not anticipated that there will be any further costs until the main server needs to be replaced in about three to four years.

- c. Year To Date revenue and expenditure report through 02/28/18

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

6. Regular Business

- a. Request by A-P Tech to consider adjustment to monthly rent of 112 S Main St.

At the December 5, 2018, MTA meeting the Board acted to raise rent based on recent rental rates on comparable Main Street commercial building rents and that no increase had been initiated in over 4 years. The following events occurred:

- 11/22/17 - AP Tech was provided notice (by email and US mail) that the MTA would consider a rent increase at their December meeting.
- 12/5/17 - A-P Tech did not appear at the meeting. MTA acted to raise the rent.
- 12/14/17 - MTA mailed a letter to A-P Tech informing them of the rent increase effective 2/1/18.
- 02/13/18 - Chair Dederick indicated that Greg Jones requested that the rent be reconsidered.
- 02/14/18 – MTA emailed A-P Tech to let them know their request to have rent adjusted will be considered at the next MTA meeting - April 3, 2018.

Director Pedersen referred to an attached summary of comparable rents and monthly cost of items (calculated by square foot cost) included in the monthly rent of \$400 for the MTA's office space (heating, electricity, internet, waste disposal, etc.). Pedersen also handed out rental scenarios for monthly rent with annual percent increases of 5% and 10% from 2013 through 2018. Had the MTA raised rent annually, the rent would have been at or exceeded the \$400 per month.

The square footage of the office is 260 square feet (21 feet x 12.4 feet). Pedersen reviewed the rent comparisons and pro-rated annual utility costs provided. She noted that MTA agreed to design a space specifically for AP Tech when this new building was constructed in 2013, which is greatly improved from what they had been using in the previous building on North Street. During a discussion by the board it was noted that there has not been an increase in since 2013.

Chairman Dederick stated that even though he can sympathize with AP Tech, MTA is a government agency and is required to do a cost-study and charge fair-market value as has been done. MTA is not allowed to gift public funds. Dederick inquired about the lease duration and Director Pedersen replied that the contract is month-to-month and is limited to annual adjustments.

Brian Cox spoke on behalf of A-P Tech, he stated that the comparisons used do not indicate the square footage of the other office spaces, which could make a difference in the justification of costs. Brian also mentioned the benefit of having A-P Tech in Modoc County to serve Caltrans, Modoc County Agencies, local businesses, etc.

Pursuant to further discussion, the MTA Board of Directors agreed that the increase in rent is justified and will stand, as set at the December 2017 meeting. The lease will be considered annually and adjustments made accordingly.

- b. Director Pedersen introduced Ms. Leah Larsen, Manager of the Modoc Harvest/Modoc Certified Farmers Market. Pedersen explained that Farmers Market has requested to use the Sage Stage Park/Plaza next to the office every other Saturday for the Alturas Farmers Markets as shown in the schedule provided. Ms. Larsen mentioned that the Farmers Market has been operating during the summer months in Cedarville for 6 years and this will be their 2nd year in Alturas. Last year, the Farmers Market was held in the gravel lot on North and Main on Wednesday afternoons. The gravel proved difficult for customers with mobility issues and also the corner was hot and windy in the afternoons. They decided to change the day to every other Saturday in the mornings on a paved or concrete surface. After checking several different properties in town, they feel that the Sage Stage Plaza would be a good location. The group has an insurance certificate and will list Modoc Transportation Agency/Sage Stage as additional insured (term of the contract).

Pedersen state that Golden State Risk Management Authority was contacted to check for allowable use under the MTA's Liability Policy. They have provided the Insurance Requirements for Rental of Facilities/Use of Facilities - these clauses are included in the draft agreement.

Board members expressed some concern about not charging for the use of the space and Director Pedersen suggested that this season be a community service/pilot year. Staff MTA will review the public area uses with legal counsel. Pedersen also noted that the Sage Stage Plaza was constructed as a public use area, unlike the office space area that was constructed for lease/rent. When the plaza/park was being constructed MTA considered setting up policies for use of the area; the Board members deferred setting policies to when a use presented itself as the future public uses were unknown then (about four years ago). The Modoc Harvest/Modoc Certified Farmers Market indicated they will advertise Sage Stage/MTA as a sponsor for the events/marketing. Board members stated that Sage Stage could have a vendor spot and market services/sell fare cards and requested that staff work on policies the public area use.

Motion by Board Member Ray to authorize the Executive Director to enter in to a contract with Modoc Harvest/Modoc Certified Farmers Market, seconded by Board Member Cavasso for use of the Sage Stage Plaza as pilot program. All ayes; motion carried.

- c. Consider adoption of Revised Resolution 18-01 Fiscal Year 2018/19 Budget.

Chief Fiscal Officer Lemke referred to the attached The Fiscal Year 2018/19 budget. The FY 2018/19 Budget reflects the MTA Operating and Capital / Vehicle Replacement Plans that was approved by MTA in February 2018 with the following adjustments: Fare box was decreased from \$76,000 to \$65,000; Fuel was increased from \$35,000 to \$38,000; Salaries/Labor was decreased from \$120,750 to \$104,136.

Motion to adopt Revised Resolution 18-01 Fiscal Year 2018/19 Budget by Board Member Parker, seconded by Board Member Rhoads. All ayes; motion carried.

- d. Update and information regarding the Bus Shelters (2) installation.

Director Pedersen reported that the two new Sage Stage Bus Shelters will be installed - one at Dollar General and another between the MMC Clinic and the Warnerview Convalescent Home. This will fully utilize the Prop 1B grant funds apportioned to MTA.

- e. Operating Expenses Local Transportation Fund Transit Claim and State Transit Assistance Fund Claim for Fiscal Year (FY) 2018/19.

Chief Fiscal Officer Niki Lemke referred to the attached Annual Project and Expenditure plan regarding the claim for funds from the LTF and STA.

Motion by Board Member Parker to approve the LTF and STAF Claim for transit operations support from the MCTC; said claim to be submitted to MCTC for allocation, seconded by Board Member Ray. All ayes; motion carried

- f. Director Pedersen reported that in 2013/14 a five-year contract was executed with MV Transportation to provide operations of the MTA Sage Stage services. The contract will expire June 30, 2017. The contract includes two option year extensions in the event both parties are in agreement of the terms. MTA would like to exercise the option for the two-year extension. Pedersen also explained that since the Affordable Health Care Act was not in place the employee insurance cost was not addressed due to the delay of the federal program. Since no MV Transportation employees had participated in the health benefits until recently, the item was not addressed. Recent enrollment of eligible employees have brought to light the need to address this provision in the contract. Since the contract is a pass through cost contract, it is anticipated that MTA will pay for these costs as incurred by MVT. An amendment to the contract will allow for the payment of employee health costs by MTA. The cost is estimated to be about \$10,000 for a year and is eligible for reimbursement through grants.

The draft contract extension has been provided to Caltrans Rail and Mass Transportation for review.

Motion by Board Member Cavasso to approve MV Transportation two-year contract extension and authorize Executive Director to execute amendments to the MTA and MV Transportation, Inc. Agreement, seconded by Board Member Wills. All ayes; motion carried.

- g. Modoc Transportation Agency Tort Claim Policy

Executive Director Pedersen reported that Golden State Risk Management Authority offers a Risk Management Accreditation Program to its members to update policies and procedures or adopt new policies to reduce risk. Participants earn points for each policy that is in place, and accrued points reduce the member contributions by up to 10%. MTA has participated in this program, and will earn a 10% cost savings. One additional policy, Return to Work, has been reviewed by MCTC/MTA legal. The Tort Claims policy will become part of the Modoc County Transportation Commissions Policy and Procedures manual.

Motion to approve the Modoc Transportation Agency Tort Claim Policy by Board Member Parker, seconded by Board Member Rhoads. All Ayes; motion carried.

7. System Update, Communications, and Calendar

Debbie Pedersen, Executive Director, reviewed the following information:

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

Month	Passenger Trips			Miles			Fares		
	2018	2017	Change	2018	2017	Change	2018	2017	Change
Jan	996	995	↑4.3%	10,157	8,209	↑23.7%	\$3,638	\$3,055	↑19.1%
Feb	1,014	882	↑15.0%	8,251	10,106	↓18.4%	\$4,002	\$4,094	↓2.2%
Mar	1,042	1,026	↑1.6%	9,505	12,672	↓25.0%	\$4,248	\$5,505	↓22.8%

2. Revenue Service Miles compared to Fuel Costs.

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Jan	10,157	8,209	11,750	\$2,750	\$1,847	\$2,151	.27¢	.22¢	.18¢
Feb	8,251	10,106	12,454	\$2,164	\$2,167	\$1,907	.26¢	.21¢	.15¢
Mar	9,505	12,672	14,306	\$2,461	\$2,695	\$2,803	.25¢	.21¢	.19¢

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	
	2018	2017	2018	2017	2018	2017
Jan	43	27	58	22	101	49
Feb	33	44	51	48	84	92
Mar	48	59	51	64	99	123

b. Other Information

Calendar – consider future dates and events of interest:

04/20/18 Deal East Meeting, Lassen County
 05/28/18 Memorial Day – Observed Holiday – office closed, no bus service
 06/05/18 Annual Luncheon 12:00 p.m. Sage Stage Office, 108 S. Main St., Alturas

06/05/18 MCTC/MTA – meetings 1:00 p.m. Sage Stage Office – 108 S. Main St., Alturas
06/30/18 June Jamboree – Sage Stage will provide rides
07/04/18 4th of July Holiday – Office Closed; no bus service

7. **Adjournment** – Motion to adjourn by Board Member Wills at 10:39 a.m.; seconded by Board Member Rhoads. All ayes, motion carried. The next regular meeting will be June 5, 2018 (Tuesday), in the Sage Stage Office, 108 S. Main St, Alturas, CA at about 2:00 p.m., following the MCTC meeting.

Submitted by,

Jacque Dockery
Office Assistant

DRAFT

Modoc Transportation Agency
Transactions by Account
As of April 30, 2018

Date	Num	Name	Amount	Balance
LAIF-8025001 (\$620K)				623,940.99
04/13/2018		Interest	2,321.71	626,262.70
Total LAIF-8025001 (\$620K)			2,321.71	626,262.70
Plumas Operating MTA-0477				140,188.04
Reserve - Building Improvements				3,555.09
Total Reserve - Building Improvements				3,555.09
Plumas Operating MTA-0477 - Other				136,632.95
03/01/2018		AP Tech	400.00	137,032.95
03/01/2018		Farebox	584.50	137,617.45
03/01/2018	2517	City Of Alturas	-163.54	137,453.91
03/02/2018		Farebox	53.59	137,507.50
03/02/2018		Farebox	56.00	137,563.50
03/05/2018		Farebox	83.00	137,646.50
03/05/2018		Farebox	252.00	137,898.50
03/05/2018		Farebox	64.00	137,962.50
03/05/2018	2518	Tnet Broadband Internet, LLC	-48.00	137,914.50
03/05/2018	2520	Pepsi-Cola Bottling Company	-39.99	137,874.51
03/05/2018	2735	EDI Media	-150.00	137,724.51
03/05/2018	2522	Ed Staub & Sons	-274.41	137,450.10
03/05/2018	2523	Ray Morgan Company	-154.91	137,295.19
03/05/2018	30518	Basys Processing, Inc.	-146.81	137,148.38
03/06/2018		Farebox	261.51	137,409.89
03/06/2018	2519	Apex Technology Management, Inc.	-1,054.00	136,355.89
03/06/2018	30618	Four Seasons Supply	-25.73	136,330.16
03/06/2018		Farebox	32.00	136,362.16
03/06/2018		Farebox	35.00	136,397.16
03/06/2018		Farebox	32.00	136,429.16
03/07/2018		Farebox	294.50	136,723.66
03/07/2018	30718	Four Corner's Market	-51.13	136,672.53
03/07/2018	30719	Rite Aid	-36.51	136,636.02
03/07/2018	2731	Frontier Communications	-66.04	136,569.98
03/07/2018	2732	Waste Management	-60.31	136,509.67
03/07/2018	2733	Frontier Communications	-66.04	136,443.63
03/07/2018	2734	Frontier Communications	-66.04	136,377.59
03/07/2018		Farebox	33.00	136,410.59
03/07/2018	2521	Jessica Brimble	-35.00	136,375.59
03/08/2018		Farebox	303.17	136,678.76
03/08/2018	2524	Ed Staub & Sons	-2,163.91	134,514.85
03/08/2018		STAF Q2	16,530.00	151,044.85
03/09/2018		Farebox	95.56	151,140.41
03/12/2018		Farebox	207.00	151,347.41
03/12/2018		Farebox	95.00	151,442.41
03/12/2018		Farebox	22.00	151,464.41
03/12/2018		Farebox	20.50	151,484.91

Modoc Transportation Agency
Transactions by Account
As of April 30, 2018

Date	Num	Name	Amount	Balance
03/13/2018		Farebox	351.00	151,835.91
03/13/2018		Farebox	24.00	151,859.91
03/13/2018	2525	Ed Staub & Sons	-279.57	151,580.34
03/13/2018	31318	Wal Mart	-61.54	151,518.80
03/13/2018		Farebox	128.45	151,647.25
03/14/2018	2526	Perry's Automotive	-2,840.77	148,806.48
03/14/2018		Farebox	18.00	148,824.48
03/15/2018		Farebox	32.00	148,856.48
03/15/2018		Farebox	184.00	149,040.48
03/16/2018		Farebox	114.00	149,154.48
03/19/2018		Farebox	33.00	149,187.48
03/19/2018		Farebox	20.75	149,208.23
03/20/2018		Farebox	247.07	149,455.30
03/20/2018	2527	Trillium Solutions	-125.00	149,330.30
03/20/2018	2528	Fredrick Janitorial	-275.00	149,055.30
03/20/2018		Farebox	28.00	149,083.30
03/21/2018		Farebox	75.00	149,158.30
03/21/2018	2529	Apex Technology Management, Inc.	-925.72	148,232.58
03/21/2018		Farebox	125.50	148,358.08
03/21/2018	2530	Completely Custom Inc.	-5,540.71	142,817.37
03/22/2018		Farebox	131.00	142,948.37
03/23/2018		Farebox	33.00	142,981.37
03/26/2018		Farebox	189.05	143,170.42
03/26/2018	2531	Basin Tire Service Inc.	-333.00	142,837.42
03/26/2018	2532	Verizon Wireless	-150.70	142,686.72
03/26/2018	2533	Renne Sloan Holtzman Sakai	-174.23	142,512.49
03/26/2018		Farebox	1.00	142,513.49
03/27/2018		Farebox	129.00	142,642.49
03/28/2018		Farebox	97.98	142,740.47
03/28/2018		Farebox	10.00	142,750.47
03/29/2018		Farebox	297.50	143,047.97
03/29/2018		Farebox	22.00	143,069.97
03/29/2018	32918	TCE Communications	-56.43	143,013.54
03/29/2018	2548	Elite Towing	-2,520.00	140,493.54
03/30/2018		Farebox	28.00	140,521.54
03/30/2018	2534	Modoc County Transportation Commission	-8,213.34	132,308.20
03/30/2018	2535	City Of Alturas	-163.54	132,144.66
03/30/2018	2536	Tnet Broadband Internet, LLC	-48.00	132,096.66
03/30/2018		Farebox	20.50	132,117.16
03/30/2018		Farebox	22.00	132,139.16
04/02/2018		Farebox	30.00	132,169.16
04/02/2018		Farebox	247.00	132,416.16
04/03/2018		AP Tech	400.00	132,816.16
04/03/2018		MV Transportation	5,540.71	138,356.87

Modoc Transportation Agency
Transactions by Account
As of April 30, 2018

Date	Num	Name	Amount	Balance
04/03/2018	2537	Les Schwab Tires	-17.00	138,339.87
04/03/2018	2538	Modoc County Record	-69.00	138,270.87
04/03/2018	2539	Waste Management	-25.59	138,245.28
04/03/2018		Farebox	214.12	138,459.40
04/03/2018	40318	Basys Processing, Inc.	-81.04	138,378.36
04/03/2018	2540	Ed Staub & Sons	-2,460.50	135,917.86
04/03/2018	2541	Pacific Power	-669.74	135,248.12
04/04/2018	2542	MV Transportation	-13,485.89	121,762.23
04/04/2018	2543	MV Transportation	-14,801.65	106,960.58
04/04/2018		Farebox	122.00	107,082.58
04/04/2018	2544	Apex Technology Management, Inc.	-1,054.00	106,028.58
04/04/2018	2545	EDI Media	-150.00	105,878.58
04/04/2018	2546	Frontier Communications	-66.36	105,812.22
04/04/2018	2547	Perry's Automotive	-1,160.58	104,651.64
04/04/2018		Farebox	10.00	104,661.64
04/05/2018		Farebox	40.00	104,701.64
04/05/2018		Farebox	190.98	104,892.62
04/05/2018		Farebox	64.00	104,956.62
04/05/2018	2549	Basin Tire Service Inc.	-696.16	104,260.46
04/05/2018		Farebox	35.00	104,295.46
04/05/2018		MCTC	4,282.35	108,577.81
04/06/2018		Farebox	104.25	108,682.06
04/06/2018		Farebox	22.00	108,704.06
04/06/2018	40618	Home Depot	-36.42	108,667.64
04/06/2018	40619	Wal Mart	-49.34	108,618.30
04/06/2018	40618	Amazon	-12.90	108,605.40
04/09/2018		Farebox	81.00	108,686.40
04/09/2018		Farebox	211.02	108,897.42
04/09/2018	2550	Frontier Communications	-66.36	108,831.06
04/09/2018	2551	Modoc County Record	-67.50	108,763.56
04/09/2018	2552	Pepsi-Cola Bottling Company	-39.99	108,723.57
04/09/2018	2553	Frontier Communications	-71.41	108,652.16
04/09/2018	40918	Lithia Chevrolet	-220.88	108,431.28
04/10/2018		Farebox	141.24	108,572.52
04/10/2018	2554	Ray Morgan Company	-105.23	108,467.29
04/10/2018	2555	Apex Technology Management, Inc.	-4,197.39	104,269.90
04/11/2018		Farebox	153.02	104,422.92
04/11/2018		Farebox	32.00	104,454.92
04/11/2018		Farebox	50.00	104,504.92
04/11/2018	41118	Four Corner's Market	-19.83	104,485.09
04/11/2018	41118	Amazon	-49.51	104,435.58
04/12/2018		Farebox	177.00	104,612.58
04/13/2018		Farebox	54.00	104,666.58
04/13/2018	2556	Basin Tire Service Inc.	-666.00	104,000.58

Modoc Transportation Agency
Transactions by Account
As of April 30, 2018

Date	Num	Name	Amount	Balance
04/16/2018		Farebox	185.56	104,186.14
04/16/2018	41618	Amazon	-50.30	104,135.84
04/16/2018	41619	Amazon	0.00	104,135.84
04/16/2018	41620	Amazon	-69.52	104,066.32
04/17/2018		Farebox	191.00	104,257.32
04/17/2018		Lassen Transit Service Agency	7,500.00	111,757.32
04/17/2018		Farebox	24.00	111,781.32
04/17/2018	2557	Debbie Pedersen	-95.74	111,685.58
04/18/2018		Farebox	113.05	111,798.63
04/18/2018	2558	Perry's Automotive	-939.00	110,859.63
04/18/2018		Farebox	10.00	110,869.63
04/19/2018		Farebox	313.50	111,183.13
04/19/2018		Farebox	25.00	111,208.13
04/19/2018		Farebox	350.00	111,558.13
04/20/2018		Farebox	125.50	111,683.63
04/23/2018		Farebox	122.00	111,805.63
04/24/2018	2559	Sloan Sakai Yeung & Wong LLP	-1,473.50	110,332.13
04/24/2018	2560	Fredrick Janitorial	-275.00	110,057.13
04/24/2018		Farebox	33.00	110,090.13
04/24/2018		Farebox	233.00	110,323.13
04/24/2018	2561	Frank Willis	-60.00	110,263.13
04/24/2018	2562	Pacific Power	-441.29	109,821.84
04/24/2018	2563	Verizon Wireless	-150.56	109,671.28
04/24/2018		Farebox	22.00	109,693.28
04/24/2018	42418	Landis Produce and Flowers	-138.35	109,554.93
04/24/2018	2564	Perry's Automotive	-397.80	109,157.13
04/25/2018		Farebox	115.00	109,272.13
04/25/2018	42418	Amazon	-17.00	109,255.13
04/26/2018		Farebox	205.50	109,460.63
04/26/2018	2565	Larranaga Trucking & Construction	-2,400.00	107,060.63
04/27/2018		Farebox	53.00	107,113.63
04/27/2018		Farebox	25.00	107,138.63
04/27/2018		Farebox	22.00	107,160.63
04/30/2018		Farebox	234.60	107,395.23
04/30/2018		Farebox	27.00	107,422.23
04/30/2018		Farebox	32.00	107,454.23
04/30/2018	2568	Ed Staub & Sons	-179.78	107,274.45
04/30/2018	2569	EDI Media	-150.00	107,124.45
Total Plumas Operating MTA-0477 - Other			-29,508.50	107,124.45
Total Plumas Operating MTA-0477			-29,508.50	110,679.54
Treasurer Operating MTA-650				0.00
Total Treasurer Operating MTA-650				0.00
TOTAL			-27,186.79	736,942.24

Report to Modoc Transportation Agency Board Members	
Subject Regular Business	Meeting Date June 5, 2018
Presented by MTA Staff	Agenda Item 5

Items with attachments, shown in bold:

- a. Request by A-P Tech to consider adjustment to monthly rent of 112 S Main St.

The MTA Board reviewed this item at the April 13, 2018, meeting and made no adjustments to the rent that was set at the December 5, 2018, MTA meeting. The Board acted to raise rent based on recent rental rates on comparable Main Street commercial building rents and that no increase had been initiated in over 4 years. The following events occurred:

- 11/22/17 - A-P Tech provided notice (by email and US mail) that the MTA would consider a rent increase at their December meeting.
- 12/5/17 - A-P Tech did not appear at the meeting. MTA acted to raise the rent
- 12/14/17 - MTA mailed a letter to A-P Tech informing them of the rent increase effective 2/1/18.
- 02/13/18 - Chair Dederick indicated that Greg Jones requested that the rent be reconsidered.
- 02/14/18 - Emailed A-P Tech to let them know the request to have rent adjusted will be considered at the next MTA meeting - April 3, 2018; Greg Jones was notified that the item has been placed on the April 13, 2018 meeting agenda, it was unknown if they would be able to attend.
- 04/13/18 - MTA considered A-P Tech's request to reconsider the rent adjustment and took no action (rent remains at \$400 per month). Brian Cox was in attendance to represent A-P Tech.
- 04/23/18 - Greg Jones, A-P Tech, requested that an adjustment to the rent be considered by MTA.

Board Alternatives

1. Take no action; leave rent at \$400 per month.
 2. Leave rent at \$400 per month and request that A-P Tech pay monthly utility fees (internet, fuel, power and water).
 3. Request that AP Tech vacate the premises and terminate the month to month lease.
- b. Consider amendment to **Resolution 17-01 Fiscal Year (FY) 2017/18 final budget.**
- c. Review the Fixed Assets/Disposition and consider approval of the **MTA Fixed Assets.**

MODOC TRANSPORTATION AGENCY
Revised RESOLUTION No. 17-01-b
FY 2017/18 Revised Budget

WHEREAS, the Modoc Transportation Agency (MTA) is responsible for adopting an annual Budget each fiscal year (FY) that identifies anticipated revenues and expenditures; and

WHEREAS, the Modoc County Transportation Commission allocated Transportation Development Act (TDA) funds in Resolution 17-04 for its administration and the Modoc Transportation Agency/Transit Operations; and

WHEREAS, the MTA FY 2017/18 Budget, as shown in Attachment A, includes revenues from TDA, Federal Transit Assistance, State Transit Bonds (Prop 1B CTAF), Lassen County Transportation Commission, Sub-Leases/Rents, fare revenue, and grant sources identified in Resolution 17-04; and

WHEREAS, the MTA FY 2017/18 Revised Budget, as shown in Attachment A, identifies estimated expenditures to administer the revenue from the Agency grants and programs; and

WHEREAS, the MTA authorizes the Executive Director or Chairman to modify line item amounts within the budget for daily operations so long as the overall revenues and expenditures are in accordance with amounts shown in Attachment A, and with a subsequent approval by MTA.

NOW, THEREFORE, BE IT RESOLVED that the Modoc Transportation Agency hereby adopts this FY 2017/18 Revised Budget (\$621,155)

PASSED AND ADOPTED this 5th day of June, 2018 by the following vote:

AYES: Board Members:

NOES:

ABSENT: Board Members:

ATTEST:

John Dederick, Chairman

Debbie Pedersen, Executive Director

Modoc County Transportation Commission
FY 2017/18 Budget
Resolution 17-01 - Attachment A

Adopted 6/6/17 (Res. 17-01)		
<u>REVENUES</u>	Operating	LTF Trust Acct
Local Transportation Fund (LTF)		
Estimate - Sales Tax Revenues (FY 16/17)	\$ 89,000	
LTF Trust Account (MCTC)		\$ 32,500
Special Programs		
Rural Planning Assistance (FY 16/17)	\$ 158,000	
STIP PP&M (FY 16/17)	\$ 59,000	
* STIP PP&M (FY 17/18)	\$ 29,500	
Tota Revenues	\$ 335,500	\$ 32,500
	\$	368,000
<u>EXPENSES</u>		
Commissioner Per Diem Expenses	\$ 8,400	
Facility Lease & Overhead Agreement	\$ 17,160	
Insurance (Building & Liability)	\$ 12,000	
IT Equipment (Computers, Misc.)	\$ 1,500	
Legal Notices	\$ 600	
Office Supplies	\$ 6,000	
Planning Support & Services	\$ 4,000	
Professional / Specialized		
Accounting / Auditor Services	\$ 10,000	
Actuarial Audit / GASB 68	\$ 6,000	
Modoc County - OMB A87 Cost Plan	\$ 7,000	
Payroll Services	\$ 3,340	
IT Service & Support (<i>IT Monthly, Hosting, Domains</i>)	\$ 7,000	
Legal Services	\$ 7,500	
Miscellaneous Services	\$ 1,000	
Salaries / Labor	\$ 238,000	
Travel / Staff Training / Memberships	\$ 6,000	
<u>CAPITAL, RESERVE & TRUST</u>		
Operating Reserve		
LTF to City of Alturas		\$ 9,100
LTF to County of Modoc		\$ 23,400
Total Expenses	\$ 335,500	\$ 32,500
	\$	368,000

* STIP PPM FY17/18 - \$59,000. Budgeted \$29,500 in FY 17/18 & to budgete \$29,500 in FY 18/19.

MODOC TRANSPORTATION AGENCY BUDGET COMPAIRISON

FY 2017/18-a		
Adopted 6/6/17 (Res. 17-01a)		
REVENUES FY 2017-18	Operating	Capital Expense
Facility Sub-Lease - AP Tech Drug & Alcohol	\$ 20,760	
LTF - Sales Tax Revenue Estimate - FY 17/18	\$ 41,045	\$ 72,455
STAF - Estimate FY 17/18	\$ 53,922	
State of Good Repair (17/18)		
MTA		
Regional Surface Transp Prgrm (FY 16/17)		\$ 14,194
Local Gov - LTSA Reno Route Agreement	\$ 30,000	
CTAF 2014/15		\$ 7,940
CTAF 2015/16		\$ 7,940
CTAF 2016/17		\$ 6,352
LCTOP 2015/16 Carry Forward	\$ 7,508	
LCTOP 2016/17	\$ 4,251	
FTA 5311 Operating Assistance (16/17 Grant)	\$ 50,000	
FTA 5311 Operating - Toll Credits (16/17 Grant)	\$ 44,900	
FTA 5311(f) Intercity Routes (17/18 Grant)	\$ 122,651	
FTA 5311(f) Capital Bus (FY 16/17 Grant)		\$ 91,119
Farebox	\$ 70,000	
Total Revenues	\$ 445,037	\$ 200,000
	\$ 645,037	
EXPENSES		
Fuel	\$ 41,820	
Insurance (Building & Liability)	\$ 5,000	
Legal Notices	\$ 650	
Marketing / Public Information	\$ 9,180	
Professional / Specialized		
Accounting / Auditor Services	\$ 4,500	
IT Service & Support	\$ 6,000	
Legal Services	\$ 1,500	
Miscellaneous Services	\$ 3,500	
Purchased Transportation	\$ 180,000	
Supplies Consumed		
Office Supplies	\$ 5,000	
Vehicle & Shop Supplies	\$ 1,785	
Salaries / Labor	\$ 112,000	
Travel / Staff Training / Memberships	\$ 5,500	
Uniforms	\$ 1,050	
Utilities	\$ 18,870	
Vehicle Maintenance & Repair	\$ 42,057	
CAPITAL & RESERVE		
IT Equipment (Server/Firewall upgrages)		\$ -
Transit Vehicles		\$ 175,000
Bus Shelters		\$ 25,000
Building Improvements - Reserve	\$ 6,625	
Operating - Reserve	\$ -	
Total Expenses	\$ 445,037	\$ 200,000
	\$ 645,037	

FY 2017/18-b		
Adopted 6/5/18 (Res. 17-01b)		
REVENUES FY 2017-18	Operating	Capital Expense
Facility Sub-Lease - AP Tech Drug & Alcohol	\$ 21,260	
LTF - Sales Tax Revenue Estimate - FY 17/18	\$ 105,500	\$ 8,000
STAF - Estimate FY 17/18	\$ 63,216	
State of Good Repair (17/18)		\$ 14,157
MTA		
Regional Surface Transp Prgrm (FY 16/17)		\$ -
Local Gov - LTSA Reno Route Agreement	\$ 30,000	
CTAF 2014/15		\$ 7,940
CTAF 2015/16		\$ 7,940
CTAF 2016/17		\$ 6,352
LCTOP 2015/16 Carry Forward	\$ 6,828	
LCTOP 2016/17	\$ 4,251	
FTA 5311 Operating Assistance (16/17 Grant)	\$ 86,827	
FTA 5311 Operating - Toll Credits (16/17 Grant)	\$ -	
FTA 5311(f) Intercity Routes (17/18 Grant)	\$ 122,651	
FTA 5311(f) Capital Bus (FY 16/17 Grant)		\$ 76,233
Farebox	\$ 60,000	
Total Revenues	\$ 500,533	\$ 120,622
	\$ 621,155	
EXPENSES		
Fuel	\$ 41,820	
Insurance (Building & Liability)	\$ 5,000	
Legal Notices	\$ 1,000	
Marketing / Public Information	\$ 9,180	
Professional / Specialized		
Accounting / Auditor Services	\$ 6,500	
IT Service & Support	\$ 8,000	
Legal Services	\$ 9,000	
Miscellaneous Services	\$ 7,000	
Purchased Transportation	\$ 212,000	
Supplies Consumed		
Office Supplies	\$ 6,000	
Vehicle & Shop Supplies	\$ 3,000	
Salaries / Labor	\$ 110,000	
Travel / Staff Training / Memberships	\$ 5,500	
Uniforms	\$ 1,050	
Utilities	\$ 20,000	
Vehicle Maintenance & Repair	\$ 48,858	
CAPITAL & RESERVE		
IT Equipment (Server/Firewall upgrages)		\$ 12,257
Transit Vehicles		\$ 86,133
Bus Shelters		\$ 22,232
Building Improvements - Reserve	\$ 6,625	
Operating - Reserve	\$ -	
Total Expenses	\$ 500,533	\$ 120,622
	\$ 621,155	

MODOC TRANSPORTATION AGENCY BUDGET COMPAIRISON

FY 2018/19		
Adopted 4/3/18 (Res. 18-01)		
REVENUES FY 2018/19	Operating	Capital Expense
Facility Sub-Lease - AP Tech Drug & Alcohol	\$ 21,960	
LTF - Sales Tax Revenue Estimate - FY 17/18	\$ 90,000	
STAF - Estimate FY 17/18	\$ 63,000	
State of Good Repair - Reserve (18/19)		\$ 29,000
MTA		
Regional Surface Transp Program		
Local Gov - LTSA Reno Route Agreement	\$ 30,000	
FTA 5311 Operating Assistance (16/17 Grant)	\$ 54,891	
FTA 5311(f) Intercity Routes (17/18 Grant)	\$ 122,610	
Rural Transit Assistance Program (2018/19)	\$ 1,500	
Farebox	\$ 65,000	
Total Revenues	\$ 448,961	\$ 29,000
	\$ 477,961	
EXPENSES		
Fuel	\$ 38,000	
Insurance (Building & Liability)	\$ 5,000	
Legal Notices	\$ 1,000	
Marketing / Public Information	\$ 2,500	
Professional / Specialized		
Accounting / Auditor Services	\$ 9,000	
IT Service & Support (<i>IT Monthly</i>)	\$ 7,500	
Legal Services	\$ 5,000	
Miscellaneous Services	\$ 4,000	
Purchased Transportation	\$ 198,000	
Supplies Consumed		
Office Supplies	\$ 6,000	
Vehicle & Shop Supplies	\$ 1,700	
Salaries / Labor	\$ 104,136	
Travel / Staff Training / Memberships	\$ 3,500	
Uniforms	\$ 1,000	
Utilities	\$ 18,500	
Vehicle Maintenance & Repair	\$ 37,500	
CAPITAL & RESERVE		
Transit Property & Vehicle - Reserve		\$ 29,000
Building Improvements - Reserve	\$ 6,625	
Operating - Reserve	\$ -	
Total Expenses	\$ 448,961	\$ 29,000
	\$ 477,961	

FY 2017/18		
Adopted 6/5/18 (Res. 17-01b)		
REVENUES FY 2017-18	Operating	Capital Expense
Facility Sub-Lease - AP Tech Drug & Alcohol	\$ 21,260	
LTF - Sales Tax Revenue Estimate - FY 17/18	\$ 105,500	\$ 8,000
STAF - Estimate FY 17/18	\$ 63,216	
State of Good Repair (17/18)		\$ 14,157
MTA		
Regional Surface Transp Program		
Local Gov - LTSA Reno Route Agreement	\$ 30,000	
CTAF 2014/15		\$ 7,940
CTAF 2015/16		\$ 7,940
CTAF 2016/17		\$ 6,352
LCTOP 2015/16 Carry Forward	\$ 6,828	
LCTOP 2016/17	\$ 4,251	
FTA 5311 Operating Assistance (16/17 Grant)	\$ 86,827	
FTA 5311 Operating - Toll Credits (16/17 Grant)	\$ -	
FTA 5311(f) Intercity Routes (17/18 Grant)	\$ 122,651	
FTA 5311(f) Capital Bus (FY 16/17 Grant)		\$ 76,233
Farebox	\$ 60,000	
Total Revenues	\$ 500,533	\$ 120,622
	\$ 621,155	
EXPENSES		
Fuel	\$ 41,820	
Insurance (Building & Liability)	\$ 5,000	
Legal Notices	\$ 1,000	
Marketing / Public Information	\$ 9,180	
Professional / Specialized		
Accounting / Auditor Services	\$ 6,500	
IT Service & Support	\$ 8,000	
Legal Services	\$ 9,000	
Miscellaneous Services	\$ 7,000	
Purchased Transportation	\$ 212,000	
Supplies Consumed		
Office Supplies	\$ 6,000	
Vehicle & Shop Supplies	\$ 3,000	
Salaries / Labor	\$ 110,000	
Travel / Staff Training / Memberships	\$ 5,500	
Uniforms	\$ 1,050	
Utilities	\$ 20,000	
Vehicle Maintenance & Repair	\$ 48,858	
CAPITAL & RESERVE		
IT Equipment (Server/Firewall upgrages)		\$ 12,257
Transit Vehicles		\$ 86,133
Bus Shelters		\$ 22,232
Building Improvements - Reserve	\$ 6,625	
Operating - Reserve	\$ -	
Total Expenses	\$ 500,533	\$ 120,622
	\$ 621,155	

Modoc Transportation Agency - Fixed Asset Inventory FY 2017/18 (6/5/18 Mtg Approval)

	In Use	Scrap	Acquired	Description	Amount	Sales/Adj	Adj Book Bal	New deprec.	Adj on Sales	Total A/C Depr	
Vehicles (5yrs)											
1	X		11/17/09	2009 GMC 5500 DuraMax (T-12) FTA 5311 Cap 08/09	\$ 131,506.05		\$ 131,506.05	\$ -		\$ 131,506.05	\$ -
2	X		11/17/09	2009 GMC 5500 DuraMax (T-14) PTMISEA 07/08 & 08/09	\$ 131,506.05		\$ 131,506.05	\$ -		\$ 131,506.05	\$ -
4	X		12/27/10	2010 Dodge Chrysler MiniVan (T-16) FTA 5311 09/10	\$ 48,966.59		\$ 48,966.59	\$ -		\$ 48,966.59	\$ -
5	X		03/31/14	2014 Chevy GM4500 Glaval TitanII (T-17) FTA 5311 Old	\$ 106,407.71		\$ 106,407.71	\$ 21,281.54		\$ 90,446.55	\$ 15,961.16
6	X		03/31/15	2015 Chevy 4500 Glavcal Titan II (T-18) 5311f	\$ 109,136.43		\$ 109,136.43	\$ 21,827.29		\$ 70,938.68	\$ 38,197.75
7	X		03/31/15	2016 Chevy 4500 Glavcal Titan II (T-19) RSTP & TDA	\$ 109,136.43		\$ 109,136.43	\$ 21,827.29		\$ 70,938.68	\$ 38,197.75
8	X		07/26/17	2016 Chevy 4500 Arboc (T20) RSTP 14/15 & 15/16	\$ 174,442.84		\$ 174,442.84	\$ 34,888.57		\$ 66,869.76	\$ 107,573.08
			06/30/17	Adjustment per Auditor - to Balance with Quickbooks		\$ 0.40	\$ (0.40)			\$ 28.65	\$ (29.05)
Total Vehicles					\$ 811,102.10	\$ 0.40	\$ 811,101.70	\$ 99,824.68	\$ -	\$ 611,201.01	\$ 199,900.69
SCO Trangible Transit Ops											
Office Equipment (3yrs)											
9		X	01/19/10	Custom PC - Intel SERVER Platform	\$ 9,037.79	\$ 9,037.79	\$ -	\$ -	\$ 9,037.79	\$ -	\$ -
10	X		12/03/13	Backup Generator & Installation on 5/27/14 (\$1,841.24)	\$ 6,993.53		\$ 6,993.53	\$ -		\$ 6,993.53	\$ -
11	X		12/03/13	Video Equipment	\$ 2,034.92		\$ 2,034.92	\$ -		\$ 2,034.92	\$ -
12	X		08/21/14	Gladiator Garage Works-Workbench/Cabinet	\$ 2,819.99		\$ 2,819.99	\$ -		\$ 2,819.99	\$ -
13	X		03/20/14	Video Equipment (Computer Haven)	\$ 642.85		\$ 642.85	\$ -		\$ 642.85	\$ -
14	X		09/03/14	Conference Tables (x4)	\$ 2,300.00		\$ 2,300.00	\$ 191.67		\$ 2,300.00	\$ -
15	X		10/28/15	Fortivoice FVC- Hardware - Phone System	\$ 1,775.74		\$ 1,775.74	\$ 59.19		\$ 157.84	\$ 1,617.90
Total Office Equipment					\$ 25,604.82	\$ 9,037.79	\$ 16,567.03	\$ 250.86	\$ 9,037.79	\$ 14,949.13	\$ 1,617.90
Bus Shelter Buildings (30yrs)											
16	X		10/18/11	Bus Shelter	\$ 9,482.88		\$ 9,482.88	\$ 316.10		\$ 2,107.31	\$ 7,375.57
17	X		10/28/14	Bus Shelter	\$ 10,847.89		\$ 10,847.89	\$ 361.60		\$ 1,325.85	\$ 9,522.04
Total Bus Shelter Buildings					\$ 20,330.77	\$ -	\$ 20,330.77	\$ 677.69	\$ -	\$ 3,433.16	\$ 16,897.61
Buildings (30yrs)											
18	X		01/01/12	Building - 108/112 Main St., Alturas, CA	\$ 974,688.27		\$ 974,688.27	\$ 32,489.61		\$ 174,148.17	\$ 800,540.10
19	X		07/02/13	Bathroom Light Fixtures	\$ 491.06		\$ 491.06	\$ 16.37		\$ 80.48	\$ 410.58
20	X		07/08/13	Engineering - Office Design	\$ 475.00		\$ 475.00	\$ 15.83		\$ 77.85	\$ 397.15
21	X		07/18/13	Work Center Island	\$ 4,835.00		\$ 4,835.00	\$ 161.17		\$ 792.40	\$ 4,042.60
22	X		07/22/13	104 & 106 S. Main - Deposit on Purchase (\$500 to Land)			\$ -			\$ -	\$ -
23	X		07/22/13	Office Building Construction	\$ 57,213.38		\$ 57,213.38	\$ 1,907.11		\$ 9,376.64	\$ 47,836.74
24	X		07/25/13	Office Building Construction - Legal Notice	\$ 22.50		\$ 22.50	\$ 0.75		\$ 3.69	\$ 18.81
25	X		08/16/13	Office Building Construction - Recording Fee	\$ 11.00		\$ 11.00	\$ 0.37		\$ 1.77	\$ 9.23
26	X		08/16/13	Engineering - Office Design	\$ 3,750.00		\$ 3,750.00	\$ 125.00		\$ 604.17	\$ 3,145.83
27	X		08/16/13	Engineering - Office Design	\$ 538.00		\$ 538.00	\$ 17.93		\$ 86.68	\$ 451.32
28	X		08/16/13	Engineering - Office Design	\$ 2,050.00		\$ 2,050.00	\$ 68.33		\$ 330.28	\$ 1,719.72
29	X		08/19/13	Office Building Construction - Notice of Completion	\$ 134.42		\$ 134.42	\$ 4.48		\$ 21.66	\$ 112.76
30	X		08/29/13	104 & 106 S. Main - Purchase (\$11,8696.04 to Land) (\$ -	\$ -		\$ -	\$ -
31	X		09/05/13	Office Building - Fencing	\$ 4,400.00		\$ 4,400.00	\$ 146.67		\$ 696.67	\$ 3,703.33
32	X		09/05/13	Office Building - Fencing	\$ 7,500.00		\$ 7,500.00	\$ 250.00		\$ 1,187.50	\$ 6,312.50
33	X		09/05/13	Office Building - Fencing	\$ 7,920.00		\$ 7,920.00	\$ 264.00		\$ 1,254.00	\$ 6,666.00
34	X		09/05/13	Office Building - Fencing	\$ 5,510.00		\$ 5,510.00	\$ 183.67		\$ 872.42	\$ 4,637.58
35	X		09/13/13	Engineering - Office Design	\$ 375.00		\$ 375.00	\$ 12.50		\$ 59.38	\$ 315.63
36	X		09/23/13	Office Building Construction	\$ 1,577.88		\$ 1,577.88	\$ 52.60		\$ 249.83	\$ 1,328.05
37	X		09/23/13	Office Building - Fencing	\$ 270.00		\$ 270.00	\$ 9.00		\$ 42.75	\$ 227.25

Modoc Transportation Agency - Fixed Asset Inventory FY 2017/18 (6/5/18 Mtg Approval)

	In Use Scrap	Acquired	Description	Amount	Sales/Adj	Adj Book Bal	New deprec.	Adj on Sales	Total A/C Depr	
38	X	10/31/13	Office Building Construction (Roofing)	\$ 11,391.00		\$ 11,391.00	\$ 379.70		\$ 1,771.93	\$ 9,619.07
39	X	12/16/13	Cabinets - Conference Room	\$ 2,538.95		\$ 2,538.95	\$ 84.63		\$ 373.79	\$ 2,165.16
40	X	02/05/14	Engineering - Office Design	\$ 500.00		\$ 500.00	\$ 16.67		\$ 72.22	\$ 427.78
41	X	04/23/14	Office Building Construction - Cabinents	\$ 762.00		\$ 762.00	\$ 25.40		\$ 105.83	\$ 656.17
42	X	05/27/14	Exterior Outlets - Front of Building	\$ 271.06		\$ 271.06	\$ 9.04		\$ 18.07	\$ 252.99
43	X	05/27/14	Pendant Lights - Work Station	\$ 590.27		\$ 590.27	\$ 19.68		\$ 59.03	\$ 531.24
44	X	08/14/14	Plaster - North Wall 108 S. Main	\$ 22,674.00		\$ 22,674.00	\$ 755.80		\$ 2,897.23	\$ 19,776.77
45	X	09/05/14	Hydrel Lighting - Site Improvements (Park)	\$ 2,925.90		\$ 2,925.90	\$ 97.53		\$ 373.87	\$ 2,552.04
46	X	02/11/15	Cabinets & Media Center (Conf. room)	\$ 4,350.00		\$ 4,350.00	\$ 145.00		\$ 495.42	\$ 3,854.58
Total Buildings				\$ 1,117,764.69	\$ -	\$ 1,117,764.69	\$ 37,258.82	\$ -	\$ 196,053.71	\$ 921,710.98
Land										
47	X	06/30/13	Land - Main Building	\$ 364,725.62		\$ 364,725.62	\$ -		\$ -	\$ 364,725.62
48	X	06/30/13	Land - Shop	\$ 16,446.48		\$ 16,446.48	\$ -		\$ -	\$ 16,446.48
49	X	11/07/13	Lot Line Adj. Parking Lot (County Transfer)	\$ 659.00		\$ 659.00	\$ -		\$ -	\$ 659.00
50	X	01/16/14	Permit - Demo 100 S. Main	\$ 71.00		\$ 71.00	\$ -		\$ -	\$ 71.00
51	X	07/10/13	AC & Concrete	\$ 13,250.00		\$ 13,250.00	\$ -		\$ -	\$ 13,250.00
52	X	07/18/13	Lot Line Adj. Parking Lot Deposit (County Transfer)	\$ 200.00		\$ 200.00	\$ -		\$ -	\$ 200.00
53	X	08/06/13	AC & Concrete	\$ 22,500.00		\$ 22,500.00	\$ -		\$ -	\$ 22,500.00
54	X	09/10/13	On Site Improvements	\$ 22,500.00		\$ 22,500.00	\$ -		\$ -	\$ 22,500.00
55	X	09/13/13	Land Improvements Various	\$ 5,167.29		\$ 5,167.29	\$ -		\$ -	\$ 5,167.29
56	X	08/22/14	AC & Concrete	\$ 13,610.00		\$ 13,610.00	\$ -		\$ -	\$ 13,610.00
57	X	10/02/14	Land/Lot Parking (Exchange w/County)	\$ 7,500.00		\$ 7,500.00	\$ -		\$ -	\$ 7,500.00
58	X	05/12/14	Building Demo - 104 & 106 S. Main	\$ 37,355.00		\$ 37,355.00	\$ -		\$ -	\$ 37,355.00
59	X	05/27/14	Replace 245 SqFt. Of Sidewalk	\$ 2,230.00		\$ 2,230.00	\$ -		\$ -	\$ 2,230.00
62	X	06/29/14	AJE - To Move Building Purchase to Land - Per Auditor	\$ 500.00		\$ 500.00	\$ -		\$ -	\$ 500.00
63	X	06/30/14	AJE - To Move Building Purchase to Land - Per Auditor	\$ 118,696.04		\$ 118,696.04	\$ -		\$ -	\$ 118,696.04
64	X	09/02/14	Site Improvement (Park)	\$ 25,688.25		\$ 25,688.25	\$ -		\$ -	\$ 25,688.25
65	X	09/02/14	Site Improvement (Park)	\$ 2,854.25		\$ 2,854.25	\$ -		\$ -	\$ 2,854.25
66	X	09/10/14	Site Improvement (Park)	\$ 38,761.28		\$ 38,761.28	\$ -		\$ -	\$ 38,761.28
67	X	09/29/14	Site Improvement (Park)	\$ 25,688.25		\$ 25,688.25	\$ -		\$ -	\$ 25,688.25
68	X	09/29/14	Site Improvement (Park)	\$ 2,854.25		\$ 2,854.25	\$ -		\$ -	\$ 2,854.25
69	X	10/28/14	Site Improvement (Park) - Concrete Bench	\$ 717.37		\$ 717.37	\$ -		\$ -	\$ 717.37
70	X	10/29/14	Site Improvement (Park)	\$ 25,688.25		\$ 25,688.25	\$ -		\$ -	\$ 25,688.25
71	X	09/29/14	Site Improvement (Park)	\$ 2,854.25		\$ 2,854.25	\$ -		\$ -	\$ 2,854.25
72	X	11/25/14	Site Improvement (Park)	\$ 27,074.25		\$ 27,074.25	\$ -		\$ -	\$ 27,074.25
73	X	11/25/14	Site Improvement (Park)	\$ 3,008.25		\$ 3,008.25	\$ -		\$ -	\$ 3,008.25
74	X	11/25/14	Site Improvement (Park)	\$ 1,031.88		\$ 1,031.88	\$ -		\$ -	\$ 1,031.88
75	X	11/25/14	Site Improvement (Park)	\$ 114.45		\$ 114.45	\$ -		\$ -	\$ 114.45
		06/30/17	Adjustment per Auditor - to Balance with Quickbooks	\$ (0.10)		\$ (0.10)	\$ -		\$ -	\$ (0.10)
Total Land				\$ 781,745.31	\$ -	\$ 781,745.31	\$ -	\$ -	\$ -	\$ 781,745.31
Total Assets				\$ 2,756,547.69	\$ 9,038.19	\$ 2,747,509.50	\$ 138,012.06	\$ 9,037.79	\$ 825,637.01	\$ 1,921,872.49

**Modoc Transportation Agency
Office Equipment List
FY 2017/18
(6/5/18 Mtg)**

In Use	Scrap	Donate Gov.	Date	Vendor	Description	Amount	Vendor	Purchases	Sales / Scrap
X			06/13/07	J. Thayer Company	Work Station Standup Desk	\$ 386.09	J. Thayer Company		
X			06/28/10	J. Thayer Company	Sentry Fire Safe - FTA 5311 ARRA 09/10	\$ 742.58	J. Thayer Company		
X			06/19/13	Merits Home Center	Refridgerator	\$ 1,799.00	Merits Home Center		
X			06/19/13	Merits Home Center	Fridgedair Dishwasher	\$ 599.00	Merits Home Center		
X			08/11/13	Computer Haven	Video Equipment (Computer Haven)	\$ 1,098.53	Computer Haven		
X			08/06/13	Best Deal	FortiVoice - Telephone System (Best Deal)	\$ 4,745.68	Best Deal		
X			10/11/13	Wal Mart	Simplicity Flat Screen TV	\$ 698.00	Wal Mart		
X			12/03/13	B & D Electric	Video Equipment	\$ 2,034.92	B & D Electric		
	X		12/09/13	Computer Haven	Backup Hard Drive - Netgear 2 bay Marvell CPU 512 MB		Computer Haven		\$ 542.86
X			08/21/13	Grainger Industrial	Tennsco Lockers (x2) - Garage/Shop	\$ 1,671.63	Grainger Industrial		
X			08/21/14	Garage Organization	Gladiator Garage Works-Workbench/Cabinet	\$ 2,819.99	Garage Organization		
X			03/20/14	Computer Haven	Video Equipment (Computer Haven)	\$ 642.85	Computer Haven		
X			01/29/18	Apex Technology Mngmnt	Network Firewall - SonicWall TZ300	\$ 3,311.19	Apex Technology Mngnt	\$ 3,311.19	
X			01/29/18	Apex Technology Mngmnt	Server - Dell PowerEdge R420 Rack-mount Chasis	\$ 1,783.03	Apex Technology Mngnt	\$ 1,783.03	
Grand Total						\$ 22,332.49		\$ 5,094.22	\$ 542.86

Report to Modoc Transportation Agency Board Members	
Subject System Update, Communications and Calendar	Meeting Date June 5, 2018
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		
	2018	2017	Change	2018	2017	Change	2018	2017	Change
Mar	1,042	1,026	↑1.6%	9,505	12,672	↓25.0%	\$4,248	\$5,505	↓22.8%
April	982	894	↑9.8%	9,923	10,845	↓8.5%	\$4,412	\$4,625	↓4.6%
May		1,000	↑%		12,209	↓%	\$	\$5,263	↓%

2) Revenue Service Miles compared to Fuel Cost

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Mar	9,505	12,672	14,306	\$2,461	\$2,695	\$2,803	.25¢	.21¢	.19¢
April	9,923	10,845	13,214	\$2,927	\$2,296	\$2,565	.29 ¢	.21¢	.19¢
May		12,209	13,234	\$	\$2,580	\$2,639	. ¢	.21¢	.19¢

3) Ridership - US 395 intercity route by county of origin or destination (O/D) – Operates between Alturas, Susanville and Reno on reservation basis three (3) times per week on Mondays, Wednesdays & Fridays.

Month	Modoc O/D		Lassen O/D		Total Route Ridership	
	2018	2017	2018	2017	2018	2017
Mar	48	59	51	64	99	123
April	42	64	57	37	99	101
May		54		55		109

b) Other Information

CHP Terminal Inspection - Satisfactory

Calendar – consider future dates and events of interest:

06/30/18 June Jamboree - Sage Stage will provide rides

07/04/18 4th of July Holiday- Office Closed; no bus service

08/07/18 MCTC/MTA - meetings 1:30 p.m. - City Council Chambers, 200 North St., Alturas

09/03/18 MCTC and Sage Stage observed Holiday - Labor Day - Office Closed; no bus service