



MODOC TRANSPORTATION AGENCY

108 South Main, Alturas, CA 96101  
Phone (530) 233-6410

**MINUTES**  
**Regular Meeting**  
**April 2, 2019**

**Board Members Present**

John Dederick, Chair  
Kathie Rhoads, Vice Chair  
Elizabeth Cavasso  
Bobby Ray  
Danny Parker  
Jim Wills

Representative, City of Alturas  
Board of Supervisors, District III, Modoc County  
Board of Supervisors District IV, Modoc County  
Mayor, City of Alturas  
City At-Large Member  
County At-Large Member

**Board Members Absent**

Ned Coe (Alternate)  
Cheryl Nelson (Alternate)

County Supervisor I  
Councilmember, City of Alturas

**Staff Present**

Debbie Pedersen  
Niki Lemke  
Cindy Imbach  
Michelle Cox  
Jacque Dockery

Executive Director  
Chief Fiscal Officer  
Senior Transportation Planner  
Assistant Secretary  
Office Assistant

**Public Present**

Doreen Smith

Citizen

1. **Call to Order** – Chair Dederick called the meeting to order at 2:20 p.m. in the Alturas City Hall Council Chambers, 200 W. North Street, Alturas, CA.
2. **Public Forum** –There were no public comments.
3. **Confirm Agenda** –Motion by Board Member Parker to confirm agenda, seconded by Board Member Rhoads. All ayes; motion carried.
4. **Consent Agenda**
  - a. Approve minutes from 02/05/19 MTA Regular Meeting.
  - b. Financial Transactions 01/01/19 through 02/28/19.

Summary of Incidental Expenditures:

Vendor	Trans #	Amount	Explanation
Monica Derner, CPA	2787	\$2,700.00	Triennial Performance Audit

- c. Year-To-Date revenue and expenditure report through 02/28/19
- d. System Information and Statistics

1. Sage Stage Operations Report – Performance (unaudited statistics).

Month	Passenger Trips			Miles			Fares		
	2019	2018	Change	2019	2018	Change	2019	2018	Change
Jan	1,231	996	↑23.6%	10,693	10,157	↑5.3%	\$4,049	\$3,638	↑11.3%
Feb	1,109	1,014	↑9.4%	7,499	8,251	↓9.1%	\$2,840	\$4,002	↓29.0%
Mar	1,234	1,042	↑18.4%	10,516	9,505	↑10.6%	\$5,052	\$4,248	↑18.9%

2. Revenue Service Miles compared to Fuel Costs.

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2019	2018	2017	2019	2018	2017	2019	2018	2017
Jan	10,693	10,157	8,209	\$2,656	\$2,750	\$1,847	.25¢	.27¢	.22¢
Feb	8,251	8,251	10,106	\$1,828	\$2,164	\$2,167	.22¢	.26¢	.21¢
Mar	10,516	9,505	12,672	\$2,757	\$2,461	\$2,695	.26¢	.26¢	.21¢

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	
	2019	2018	2019	2018	2019	2018
Jan	53	43	46	58	99	101
Feb	23	33	35	51	58	84
Mar	48	48	70	51	118	99

Motion by Board Member Wills to approve consent agenda items a through d above, seconded by Board Member Ray. All ayes; motion carried.

5. **Regular Business**

- a. Debbie Pedersen, Executive Director, referred to a copy of the Policy and Procedures for the Sage Stage Plaza – Public Use. Last year a contract was issued for the Modoc Farmer’s Market for the use of the plaza. MTA’s legal counsel recommended that a policy and procedure be developed for the Sage Stage Plaza for public use/events for equitable treatment of users. The contract issued to the Modoc Harvest Farmers Market for last season included all the standard clauses and insurance thresholds as required by Golden State Risk Management Authority (GSRMA). The facility was used and maintained well throughout the season by the Farmers Market vendors and customers.

A question for the policy was presented regarding the permission of alcohol use. Pursuant to discussion, the board agreed that alcohol should be prohibited in the plaza. Another question was raised requesting clarification of the use fee of \$1. This fee alleviates the idea of a gift and provides a way for the public to use the area without it being cost prohibitive. The contract provisions require that users acquire an insurance binder to insure MTA at a cost to the user. It was suggested to change the wording on the policy Section I, Purpose, and under Section III, Policy, to “an event” rather than the phrase “ongoing event use.” These two phrases will be changed.

Motion to approve Sage Stage Public Use Policy and Procedure as corrected by Board Member Wills, seconded by Board Member Rhoads. All ayes: motion carried.

b. Resolution 19-01 Fiscal Year (FY) 2019/20 Budget.

CFO Lemke referred to Resolution 19-01 attachment A that includes line item comparison to the Budget for FY 2018/19. She stated that there are two major increases, Purchased Transportation, to be covered with a new Transit Provider coming in, and also the Salaries and Labor increased due to the filled secretarial position. The budget remains similar to the prior year, otherwise.

Motion by Board Member Ray, seconded by Board Member Cavasso to adopt Resolution 19-01 Fiscal Year 2019/20 Budget. All ayes; motion carried.

c. Sage Stage Transit Operations Request for Proposal (years 2019-2024) process.

Director Pedersen reported that Proposals for MTA Transit Operations were due March 26, 2019 at 2:00 p.m. We received one proposal (not MV Transportation) which was comparable to what we are currently paying. We will be requesting clarification and negotiating a contract with First Transit for a smooth transition. First Transit is tentatively scheduled to meet in Alturas on April 29 at 1:00 p.m. The RFP committee includes Debbie, Niki, Cindy, and Board Member Ray. Our new contract begins July 1, 2019.

6. Staff Update, Communications, and Calendar

a. Conflict of Interest Form 700 due by April 2, 2019

b. Staff Updates

- CHP Terminal Inspection – due by May. No date has been scheduled yet.
- Two new drivers in the process of being hired with MV Transportation.

c. Calendar - Future dates and events of interest:

MCTC and MTA Meetings - 1:30 p.m. City Hall Council Chambers 200 W. North St., Alturas

- 04/02/19
- 06/04/19

Modoc TAC Meetings - 1:00 p.m. Sage Stage Conference Room, 108 S. Main St., Alturas

- 05/08/19
- 07/10/19

Holiday Schedule

- 05/27/19 Memorial Day - Office closed/no bus service
- 07/04/19 Independence Day - office closed/no bus service

7. Adjournment

Motion to adjourn by Board Member Ray at 2:45 p.m., seconded by Board Member Cavasso. All ayes, motion carried. The next regular meeting will be Tuesday June 4 2019, in the Alturas City Council Chambers, 200 W. North Street, Alturas at 2:00 p.m. or soon thereafter.

Submitted by,



Jacquie Dockery  
Office Assistant

