



MINUTES
Regular Meeting
June 4, 2019

Board Members Present

John Dederick, Chair	Representative, City of Alturas
Kathie Rhoads, Vice Chair	Board of Supervisor, District III, Modoc County
Bobby Ray	Mayor, City of Alturas
Danny Parker	City of Alturas, Member at Large
Elizabeth Cavasso	Board of Supervisor, District IV, Modoc County
Jim Wills	Modoc County, Member at Large

Board Members Absent

Ned Coe (Alternate)	Board of Supervisors, District I, Modoc County
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Niki Lemke	Chief Fiscal Officer
Cindy Imbach	Senior Transportation Planner
Michelle Cox	Assistant Secretary

Public Present

Annamarie Jones	Citizen
Sean Shepard	Caltrans District 2, Project Manager
Aaron Casas	Caltrans District 2, Regional Planning Liaison
Doreen Smith Power	Citizen

- 1. Call to Order** – Chair Dederick called the meeting to order at 2:07 p.m. in the Sage Stage Conference Room, 108 S. Main St., 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 Wills. All Ayes; motion carried.
- 4. Consent Agenda**
 - Approve minutes from April 2, 2019 MTA Regular Meeting.
 - Financial Transactions 03/01/19 through 04/30/19.

Summary of Incidental Expenditures:

- c. Year-To-Date revenue and expenditure report through 04/30/19.
- d. System Information and Statistics

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

Month	Passenger Trips			Miles			Fares		
	2019	2018	Change	2019	2018	Change	2019	2018	Change
Mar	1,234	1,042	↑18.4%	10,516	9,505	↑10.6%	\$5,052	\$4,248	↑18.9%
April	1,231	982	↑25.4%	11,245	9,923	↑13.3%	\$4,719	\$4,412	↑7.0%
May	1,303	1,055	↑23.5%	11,262	10,105	↑11.4%	\$5,199	\$4,242	↑22.6%

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
Mar	10,516	9,505	12,672	\$2,757	\$2,461	\$2,695	.26¢	.26¢	.21¢
April	11,245	9,923	10,845	\$3,232	\$2,927	\$2,296	.29¢	.29¢	.21¢
May	11,262	10,105	12,209	\$3,420	\$3,206	\$2,580	30.¢	.32¢	.21¢

3. Ridership - US 395 intercity route by county of origin or destination (O/D) – Operate 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
Mar	48	48	70	51	118	99
April	52	42	47	59	99	101
May	46	48	65	57	111	105

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

5. **Regular Business**

- a. Annamarie Jones – response to April 4, 2019, letter from Chair Dederick and Director Pedersen RE: complaint regarding transit services.

Annamarie Jones explained to the MTA Board that she feels she should not have to disclose her drop off location at the time when calling for a ride. The MTA board and Executive Director, Debbie Pedersen explained to Annamarie the policies and procedures are the same for everybody. Everybody must provide a pickup location, drop off location, name and phone number when they call for a ride. The drivers are very busy and must plan their route accordingly. The Sage Stage dial a ride service has increased ridership by 54% in the last 18 years. For the Sage Stage to successfully pick up and drop off a large volume of passengers everybody must follow the same rules. The MTA Board explained to Annamarie, she is welcome to use the Sage Stage service anytime, if she follows policy.

- b. Consider adoption of modified Resolution 18-01 Fiscal Year 2018/19 Budget (final).
Niki Lemke, Chief Fiscal Officer, referred to adopted and proposed FY 2018/19 budget and final FY 2017/18 budget for comparison. She explained changes are minimal on the proposed final budget and recommended for approval.

Motion by Board Member Parker to adopt Resolution 18-01b Fiscal Year 2018/19 Budget (final), seconded by Board Member Cavasso. All Ayes; motion carried.

- c. Consider approval of the FY 2018/19 Fixed Asset Inventory and disposition thereof.
Lemke, referred to Office Equipment List and Asset Inventory List and explained that items in red will be removed for scrap or donated to another agency. She also noted that due to policy changes any items that are below \$5K on the asset list and are fully depreciated will no longer be assets and are moved to the Office Equipment List for tracking.

Motion by Board Member Wills to approve FY 2018/19 Fixed Asset Inventory and disposition thereof, seconded by Board Member Rhoads. All Ayes; motion carried.

- d. Update regarding the Sage Stage Transit Operations Contracting (RFP years 2019-2024).
Debbie Pedersen, Executive Director, explained the back and forth correspondence with First Transit, Legal Counsels and Caltrans. It was a rough negotiation. Pedersen received an e-mail this morning with the contract approval.

April 29, 2019 - MTA RFP Committee met with First Transit and reviewed questions that we had regarding First Transit's proposal. A letter of intent to award the contract to First Transit was provided to them on this date.

May 9, 2019 - First Transit's legal counsel requested modifications to contract; MTA staff forwarded to MTA legal counsel.

May 14, 2019 - MTA Legal counsel replied to first Transit re; contract modifications.

May 17, 2019 - First Transit requested a few minor changes.

May 21, 2019 - MTA Legal counsel concurred; staff notified First Transit of agreement; contract forwarded to Caltrans Headquarters for review and approval (requirement due to federal funds).

May 22-24, 2019 - Staff provided additional information regarding bidding process as requested by Caltrans.

6. Staff Update, Communications, and Calendar

a. Staff Updates

- Niki Lemke, Chief Fiscal Officer, provided information regarding mandatory sexual harassment and ethics training. GSRMA would have to hire an attorney costing \$2,000.00. The other option is an online webinar. Lemke will e-mail instructions on how to take the classes.
- CHP Terminal Inspection- Cindy Imbach, Senior Transportation Planner, reported the CHP Terminal Inspections in late April was satisfactory. We will have another inspection within 30 days of First Transit takes over as the third-party contractor.
- New Drivers Hired- Cindy Imbach, Senior Transportation Planner, reported hiring a new part time driver. She is working out very well. Another new driver was hired as well, his training is on hold until First Transit takes over July 1, 2019.

- Exchange of MTA Low Carbon Transit Operations Program grant funds with Tehama County Transportation Commission (TCTC) Local Transportation Funds. - Executive Director, Debbie Pedersen, was pleased to announce the exchange \$19,000.00 in LCTOP for the equivalent amount of LTF. MTA was unable to use the LCTOP funds as required.

b. Calendar – Future dates and events of interest:

MCTC and MTA Meetings – Sage Stage Conference Room, 108 S. Main St., Alturas

06/04/19 - MTA meeting estimated to start 2:00 p.m.

08/06/19 - MTA meeting estimated to start 1:30 p.m.

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

07/10/19

09/11/19

Holiday Schedule

07/04/19 - Independence Day-Office Closed - No Bus Service

09/02/19 - Labor Day-Office Closed - No Bus Service

7. Adjournment

Motion to adjourn by Board Member Wills at 2:53 p.m., seconded by Board Member Cavasso All Ayes, motion carried. The next regular meeting will be Tuesday August 6, 2019, in the Sage Stage Conference Room, 108 S. Main Street, Alturas at 1:30 p.m. or soon thereafter.

Submitted by,

Michelle Cox
Assistant Secretary