



108 S. Main Street
Alturas, CA 96101
(530) 233-6410 Phone

Meets First Tuesday
even-numbered months
after MCTC meeting
or about 2:00 p.m.

Board of Directors

John Dederick
Chairman
City Representative

Kathie Rhoads
Vice Chair
County Supervisor
District III

Bobby Ray
Director
Mayor, City of Alturas

Elizabeth Cavasso
Director
County Supervisor
District IV

Danny Parker
Director
City at Large Member

Jim Wills
Director
County at Large Member

Ned Coe
Alternate
County Supervisor
District I

Cheryl Nelson
Alternate
City Councilman

Staff

Debbie Pedersen
Executive Director

Niki Lemke
Chief Fiscal Officer

Cindy Imbach
Sr. Transportation Planner

Michelle Cox
Assistant Secretary

AGENDA

REGULAR MEETING

FEBRUARY 12, 2020

Alturas City Council Chambers

200 W North Street

Following the MCTC meeting at or about 1:50 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 12/03/19 MTA Regular Meeting.
 - b. Financial Transactions 11/01/19 through 12/31/19.
 - c. YTD expenditures through 12/31/19.
 - d. System Information and Statistics.
5. **Regular Business** **Information/Action**
 - a. Review AP Tech rent and contract for 112 N Main St. (annual process).
6. **Staff Updates and Calendar of Events** **Information**
 - a. Staff updates
 - b. Calendar of Events
7. **Adjourn until next regular MTA meeting**, scheduled for March 31, 2020, (Tuesday) in the City Council Chambers, 200 W North Street, Alturas, CA, at about 2:15 p.m., following the MCTC meeting.

Report to Modoc Transportation Agency Board Members

Subject Consent Agenda	Meeting Date February 12, 2020
Presented by MTA Staff	Agenda Item 4

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

- a. Approve minutes from the **12/03/19 MTA Regular Meeting**
- b. **Financial Transactions – 11/01/19 through 12/31/19**

Summary of incidental expenditures

Vendor	Transaction	Amount	Explanation
Perry's Automotive	2982	\$1,709.82	T20 Schedule C T16 Schedule A
Perry's Automotive	2994	\$1,681.22	T17 Schedule A & Leaf Spring Bracket
Susanville Towing	2995	\$ 800.00	T17 Tow Service
Perry's Automotive	2999	\$1,145.55	T20 Schedule A & 2 Batteries
Perry's Automotive	3006	\$1,047.36	T18 Schedule C
Larranaga Trucking	3011	\$ 770.00	T14 Lowboy Haul Service
Perry's Automotive	3016	\$3,048.40	T14 R&R Hydroboost, Power Steering Gear Box, Schedule A

- c. **Year to Date revenue and expenditure (through 12/31/19) report.**
- d. **System Information and Statistics**

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
Nov	1,106	1,037	↑ 6.7%	9,494	10,096	↓ 6.0%	\$3,741	\$4,583	↓ 18.4%
Dec	1,120	1,203	↓ 6.9%	9,114	8,876	↑ 3.9%	\$3,644	\$4,446	↓ 18.0%

Month	Passenger Trips			Miles			Fares		
	2020	2019	Change	2020	2019	Change	2020	2019	Change
Jan		1,231	↑23.6%		10,693	↑5.3%	\$	\$4,049	↑11.3%

- 2) Revenue Service Miles compared to Fuel Cost

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2019	2018	2017	2019	2018	2017	2019	2018	2017
Nov	9,494	10,096	10,213	\$2,672	\$2,880	\$2,807	.28¢	.29¢	.27¢
Dec	9,114	8,876	9,454	\$2,466	\$2,401	\$2,439	.27¢	.27¢	.26¢

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2020	2019	2018	2020	2019	2018	2020	2019	2018
Jan		10,693	10,157	\$	\$2,656	\$2,750	.¢	.25¢	.27¢

- 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
Nov	43	63	41	47	84	110
Dec	31	53	56	67	87	120

Month	Modoc O/D		Lassen O/D		Total Route Ridership	
	2020	2019	2020	2019	2020	2019
Jan		53		46		99



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
December 3, 2019

Board Members Present

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

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

Board Members Absent

Ned Coe (Alternate)
Cheryl Nelson (Alternate)

Board of Supervisors, District 1, Modoc County
Councilmember, City of Alturas

Staff Present

Debbie Pedersen
Niki Lemke
Cindy Imbach
Michelle Cox

Executive Director
Chief Fiscal Officer
Senior Transportation Planner
Assistant Secretary 2

Public Present

Kathleen Cravens
Doreen Smith Power

General Manager, First Transit
Citizen

1. **Call to Order** – Chair Dederick called the meeting to order at 1:40 p.m. in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.
2. **Public Forum** –There were no public comments.
3. **Confirm Agenda** –Motion by Board Member Rhoads to confirm agenda, seconded by Board Member Wills. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 10/01/19 MTA Regular Meeting.
 - b. Financial Transactions 09/01/19 through 10/31/19.

Summary of Incidental Expenditures:

Vendor	Trans #	Amount	Explanation
Perry's Automotive	2945	\$ 6,484.28	T17 – Replace High Pressure Injection Pump
Perry's Automotive	2969	\$ 1,975.02	T17 – Sch A, Replace Reductant Heater & Batteries
Perry's Automotive	2974	\$ 3,931.23	T18 – Replace Reductant Heater, NOX Sensors & OE Def Pump
Basin Tire	2975	\$ 1,812.00	T14/T18 Tires
Susanville Towing	2979	\$ 800.00	T18 Tow Services to Perry's

- c. Year-To-Date revenue and expenditure report through 10/31/19.
- 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
Sep	1,179	1,029	↑ 14.6%	10,118	9,912	↑ 2.1%	\$4,769	\$4,029	↑ 18.4%
Oct	1,374	1,278	↑ 7.5%	12,400	11,488	↑ 7.9%	\$4,883	\$5,251	↓ 7.01%
Nov	1,106	1,037	↑ 6.7 %	9,494	10,096	↓ 6.0%	\$3,741	\$4,583	↓ 18.4%

- 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
Sep	10,118	9,912	10,549	\$3,420	\$3,085	\$2,729	.30¢	.31¢	.26¢
Oct	12,400	11,488	11,496	\$3,557	\$3,631	\$2,852	.29¢	.32¢	.25¢
Nov	9,494	10,096	10,213	\$2,672	\$2,880	\$2,807	.28 ¢	.29¢	.27¢

- 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
Sept	45	41	74	67	119	108
Oct	62	65	65	68	127	133
Nov	43	63	41	47	84	110

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

5. Regular Business

- a. Approval of the Fiscal Year 2018/19 Financial Audit.

Chief Fiscal Officer, Niki Lemke reported that the MTA Fiscal Compliance Audit was completed by Clay Singleton, Singleton/Auman, CPA. There were no major findings.

Motion by Board Member Ray to approved Fiscal Year 2018/19 Compliance Audit, seconded by Board Member Parker. All ayes; motion carried.

- b. Adoption of Resolution 19-05 Designating Signatories for calendar year 2020.

This is an annual resolution that authorizes staff to sign contracts and documents related to funding that MTA administers and receives.

Motion by Board Member Wills to adopt Resolution 19-05 Designating Signatories for calendar year 2020, seconded by Board Member Parker All ayes; motion carried.

d. Appointment of Chair and Vice Chair for 2020.

Motion by Board Member Rhoads to appoint John Dederick as MTA Chairman and Motion by Board Member Ray to appoint Kathy Rhoads as MTA Vice Chair, seconded by Board Member Cavasso. All Ayes; motion carried.

6. System Update, Communications, and Calendar

a. Staff updates

Terminal Inspection – Senior Transportation Planner, Cindy Imbach reported that the terminal inspections were completed in October. The inspector was very thorough. He found a few issues with the buses, T20 needed new tires and T17 had a small crack on the moreride suspension. All issues were taken care of. He visited us three times and signed off the inspection paperwork.

Modoc County Historical Museum Trip – Cindy Imbach reported the field trip to the Lava Beds and Tulelake Museum was very well attended. A total of 49 people enjoyed the trip. They were very pleased with the use of two of our buses and drivers.

2019 UNMET Transit Needs Surveys – Cindy Imbach stated that annually UNMET Transit Needs are handed out to our passengers. We have received 39 completed surveys so far. We need a few more returned from our intercity passengers to complete our survey.

Sage Stage Free Ride Day – We will have a free ride day on Tuesday December 17, 2019. Free rides will be given to passengers on our local dial a ride service within 10 miles. This will include our Cal Pines passengers.

b. Other Information

Calendar – consider future dates and events of interest:

- 12/24/19 Christmas Eve Holiday – MCTC office is closed – no Sage Stage Bus Service
- 12/25/19 Christmas Holiday – MCTC office is closed – no Sage Stage Bus Service
- 12/31/19 New Year’s Eve Holiday – MCTC office is closed – Sage Stage Bus operating
- 01/01/20 New Year’s Day Holiday – MCTC office is closed – no Sage Stage Bus service

7. Adjournment

Motion to adjourn by Board Member Ray at 2:01 p.m.; seconded by Board Member Wills. All ayes, motion carried. The next regular meeting will be Wednesday February 12, 2020, in the Alturas City Council Chambers, 200 W. North Street, Alturas at 2:00 p.m. or soon thereafter.

Submitted by,

Michelle Cox
Assistant Secretary 2

Modoc Transportation Agency
Transactions by Account
As of December 31, 2019

Date	Num	Name	Amount	Balance
LAIF-8025001 (\$620K)				624,450.00
11/05/2019		Interest	3,932.66	628,382.66
Total LAIF-8025001 (\$620K)			3,932.66	628,382.66
Plumas Operating MTA-0477				284,243.82
Reserve - LTF / LCTOP Exchange				19,421.00
Total Reserve - LTF / LCTOP Exchange				19,421.00
Reserve - Vehicles				23,175.00
Total Reserve - Vehicles				23,175.00
Reserve - Building Improvements				11,218.26
Total Reserve - Building Improvements				11,218.26
Plumas Operating MTA-0477 - Other				230,429.56
11/01/2019		Farebox	68.00	230,497.56
11/04/2019		Farebox	350.00	230,847.56
11/04/2019	2981	City Of Alturas	-89.24	230,758.32
11/04/2019	2982	Perry's Automotive	-1,709.82	229,048.50
11/04/2019		Farebox	30.00	229,078.50
11/04/2019		Farebox	47.50	229,126.00
11/05/2019		Farebox	271.50	229,397.50
11/05/2019	102520	Basys Processing, Inc.	-104.35	229,293.15
11/05/2019	2983	Cindy Imbach	-20.00	229,273.15
11/05/2019		AP-Tech	412.00	229,685.15
11/06/2019		Farebox	85.25	229,770.40
11/06/2019	2984	Frontier Communications	-108.13	229,662.27
11/06/2019		Farebox	28.00	229,690.27
11/06/2019		Farebox	32.00	229,722.27
11/06/2019	2985	Basin Tire Service Inc.	-367.80	229,354.47
11/06/2019	2986	Ed Staub & Sons	-3,556.58	225,797.89
11/06/2019	2987	EDI Media	-150.00	225,647.89
11/06/2019	2988	Pepsi-Cola Bottling Company	-39.99	225,607.90
11/06/2019	2989	Perry's Automotive	-462.38	225,145.52
11/06/2019	2990	Waste Management	-98.49	225,047.03
11/06/2019	110720	TCE Communications	-49.29	224,997.74
11/07/2019		Farebox	257.72	225,255.46
11/07/2019	110719	Four Corner's Market	-64.32	225,191.14
11/07/2019		Farebox	52.00	225,243.14
11/08/2019		Farebox	122.00	225,365.14
11/08/2019		Farebox	16.50	225,381.64
11/08/2019	110819	Canby Post Office	-112.00	225,269.64
11/12/2019		Farebox	204.10	225,473.74
11/12/2019		Farebox	146.00	225,619.74
11/12/2019	2991	A-Z Bus Sales, Inc.	-194.86	225,424.88
11/12/2019	2992	First Transit, Inc.	-22,430.48	202,994.40
11/12/2019	2993	Ray Morgan Company	-159.26	202,835.14
11/13/2019		Farebox	92.00	202,927.14
11/13/2019	2994	Perry's Automotive	-1,681.22	201,245.92
11/13/2019	2995	Susanville Towing	-800.00	200,445.92
11/13/2019		Farebox	10.00	200,455.92
11/13/2019		Farebox	18.00	200,473.92
11/14/2019		Farebox	221.25	200,695.17
11/15/2019		Farebox	82.60	200,777.77
11/15/2019		Farebox	38.00	200,815.77
11/15/2019		Farebox	100.00	200,915.77

Modoc Transportation Agency
Transactions by Account
As of December 31, 2019

Date	Num	Name	Amount	Balance
11/18/2019		Farebox	197.02	201,112.79
11/18/2019	2996	Frontier Communications	-100.74	201,012.05
11/19/2019		Farebox	223.45	201,235.50
11/19/2019	2997	Debbie Pedersen	-17.67	201,217.83
11/19/2019		Farebox	10.00	201,227.83
11/20/2019		Farebox	152.50	201,380.33
11/20/2019		Farebox	10.00	201,390.33
11/21/2019	2999	Perry's Automotive	-1,145.55	200,244.78
11/21/2019		Farebox	126.50	200,371.28
11/22/2019		Farebox	90.00	200,461.28
11/22/2019		Farebox	127.00	200,588.28
11/22/2019		Farebox	22.00	200,610.28
11/25/2019	2998	Fredrick Janitorial	-275.00	200,335.28
11/25/2019		Farebox	207.41	200,542.69
11/25/2019		Farebox	33.00	200,575.69
11/25/2019		Farebox	100.00	200,675.69
11/25/2019	112519	Tnet Broadband Internet, LLC	-48.00	200,627.69
11/26/2019		Farebox	130.55	200,758.24
11/26/2019	3000	Frank Willis	-282.35	200,475.89
11/26/2019	3001	Les Schwab Tires	-58.00	200,417.89
11/26/2019	3002	Verizon Wireless	-177.74	200,240.15
11/26/2019	3003	Pacific Power	-563.42	199,676.73
11/26/2019		Farebox	120.00	199,796.73
11/30/2019		Interest	11.59	199,808.32
11/30/2019	3014	EDI Media	-150.00	199,658.32
12/02/2019		Farebox	22.90	199,681.22
12/02/2019		Farebox	22.00	199,703.22
12/02/2019		Farebox	66.00	199,769.22
12/03/2019		Farebox	44.00	199,813.22
12/03/2019	120319	Basys Processing, Inc.	-109.06	199,704.16
12/03/2019	3005	City Of Alturas	-82.88	199,621.28
12/03/2019	3004	Modoc County Record	-42.00	199,579.28
12/03/2019	3006	Perry's Automotive	-1,047.36	198,531.92
12/03/2019	3007	Waste Management	-62.81	198,469.11
12/03/2019	3008	Ed Staub & Sons	-2,672.46	195,796.65
12/03/2019	3009	Les Schwab Tires	-64.00	195,732.65
12/03/2019	3010	First Transit, Inc.	-20,168.16	175,564.49
12/03/2019		Farebox	52.00	175,616.49
12/03/2019		AP-Tech	412.00	176,028.49
12/04/2019		Farebox	65.00	176,093.49
12/04/2019	3011	Larranaga Trucking & Construction	-770.00	175,323.49
12/04/2019		Farebox	24.00	175,347.49
12/04/2019		Farebox	20.00	175,367.49
12/05/2019		Farebox	430.12	175,797.61
12/05/2019		Farebox	25.00	175,822.61
12/05/2019		Farebox	210.00	176,032.61
12/05/2019	120519	TCE Communications	-49.29	175,983.32
12/06/2019		Farebox	30.00	176,013.32
12/06/2019		Farebox	212.61	176,225.93
12/09/2019		Farebox	261.75	176,487.68
12/09/2019		Farebox	10.00	176,497.68
12/10/2019		Farebox	147.49	176,645.17

**Modoc Transportation Agency
Transactions by Account
As of December 31, 2019**

Date	Num	Name	Amount	Balance
12/11/2019		Farebox	131.95	176,777.12
12/11/2019	3012	Cindy Imbach	-31.52	176,745.60
12/11/2019	3013	Kathleen Norwood	-51.09	176,694.51
12/12/2019		Farebox	205.00	176,899.51
12/12/2019		Farebox	30.00	176,929.51
12/13/2019		Farebox	80.05	177,009.56
12/16/2019		Farebox	190.50	177,200.06
12/16/2019		Farebox	54.00	177,254.06
12/17/2019		Farebox	180.99	177,435.05
12/17/2019	3018	Ed Staub & Sons	-230.44	177,204.61
12/17/2019	3019	Frontier Communications	-108.13	177,096.48
12/17/2019	3020	Les Schwab Tires	-26.00	177,070.48
12/17/2019	3015	Pepsi-Cola Bottling Company	-39.99	177,030.49
12/17/2019	3016	Perry's Automotive	-3,048.40	173,982.09
12/17/2019	3017	Ray Morgan Company	-162.79	173,819.30
12/17/2019	3021	Frontier Communications	-100.74	173,718.56
12/17/2019	121719	Amazon	-13.57	173,704.99
12/17/2019	121720	Amazon	-79.46	173,625.53
12/17/2019	121721	Amazon	-13.02	173,612.51
12/18/2019		Farebox	30.50	173,643.01
12/18/2019	3022	Perry's Automotive	-423.92	173,219.09
12/18/2019	121819	Four Corner's Market	-42.88	173,176.21
12/18/2019		Farebox	18.00	173,194.21
12/18/2019		Farebox	26.00	173,220.21
12/18/2019	121820	Amazon	-42.45	173,177.76
12/19/2019		Farebox	116.50	173,294.26
12/19/2019	121919	Wal Mart	-35.52	173,258.74
12/19/2019	121920	Diamond Home Improvement	-19.98	173,238.76
12/19/2019	121921	Stateline Auto Parts	-23.97	173,214.79
12/23/2019		Farebox	26.00	173,240.79
12/23/2019		Farebox	139.25	173,380.04
12/25/2019	122519	Tnet Broadband Internet, LLC	-48.00	173,332.04
12/26/2019		Farebox	265.65	173,597.69
12/26/2019	3023	Fredrick Janitorial	-275.00	173,322.69
12/27/2019		Farebox	13.00	173,335.69
12/27/2019		Farebox	48.00	173,383.69
12/30/2019	3024	Verizon Wireless	-177.74	173,205.95
12/30/2019		Farebox	67.95	173,273.90
12/31/2019		Interest	10.21	173,284.11
Total Plumas Operating MTA-0477 - Other			-57,145.45	173,284.11
Total Plumas Operating MTA-0477			-57,145.45	227,098.37
Treasurer Operating MTA-650				0.00
Total Treasurer Operating MTA-650				0.00
TOTAL			-53,212.79	855,481.03

Modoc Transportation Agency

Company Snapshots (As of 01-13-2020)



Modoc Transportation Agency

Profit & Loss

July through December 2019

	Jul - Dec 19
Ordinary Income/Expense	
Income	
LTF / LCTOP Exchange	19,421.00
Farebox	
Dial A Ride Fares	6,541.14
Klamath Falls Fares	2,196.50
Redding Fares	2,374.57
Reno Fares	16,337.90
Total Farebox	27,450.11
Interest	8,056.71
Lassen Transit Service Agency	15,000.00
LTF	4,324.43
Rents/Leases	11,036.70
STAF	23,386.00
Total Income	108,674.95
Expense	
Fund Transfer - Year End	14,000.00
Building Maint / Improve	4,113.19
Insurance	2,000.00
Labor (Contract Admin)	30,229.02
Legal Notices	85.50
Marketing/Promotions	900.00
Materials/Supplies Consumed	
Fuel/Lubricants	18,475.02
Office Supplies	1,233.08
Shop & Bus Supplies	556.84
Materials/Supplies Consumed - Other	77.67
Total Materials/Supplies Consumed	20,342.61
Purchased Transportation	123,848.52
Services - Prof./Specialized	
Legal Services	132.50
Services - Other (Misc.)	2,238.91
Vehicle Maintenance	
T21	1,737.55
T14	5,442.22
T16	454.42
T17	13,661.36
T18	8,810.34
T19	1,180.61
T20	4,117.06
Total Vehicle Maintenance	35,403.56
Total Services - Prof./Specialized	37,774.97
Travel/Staff Training	250.00
Utilities	
Electric	2,938.14
Equip Maint.	855.92
Internet	336.00
Phone/DSL	2,650.63
Propane	421.56
Trash Disposal	412.54
Water Service	910.09
Total Utilities	8,524.88
Total Expense	242,068.69
Net Ordinary Income	-133,393.74
Net Income	-133,393.74

Modoc Transportation Agency
Balance Sheet
As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
LAIF-8025001 (\$620K)	628,382.66
Plumas Operating MTA-0477	
Reserve - LTF / LCTOP Exchange	19,421.00
Reserve - Vehicles	23,175.00
Reserve - Building Improvements	11,218.26
Plumas Operating MTA-0477 - Other	173,284.11
Total Plumas Operating MTA-0477	227,098.37
Total Checking/Savings	855,481.03
Accounts Receivable	
Accounts Receivable	11,854.35
Total Accounts Receivable	11,854.35
Other Current Assets	
Undeposited Funds	382.26
Total Other Current Assets	382.26
Total Current Assets	867,717.64
Fixed Assets	
Fixed Assets	1,891,417.31
Total Fixed Assets	1,891,417.31
TOTAL ASSETS	2,759,134.95
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	41,374.54
Other Current Liabilities	
Def Rev - SGR 18/19	13,868.13
Def Rev - SGR 17/18	86.66
Total Other Current Liabilities	13,954.79
Total Current Liabilities	55,329.33
Total Liabilities	55,329.33
Equity	
Opening Bal Equity	654,612.39
Retained Earnings	2,182,586.97
Net Income	-133,393.74
Total Equity	2,703,805.62
TOTAL LIABILITIES & EQUITY	2,759,134.95

Report to Modoc Transportation Agency Board Members	
Subject Regular Business	Meeting Date February 12, 2020
Presented by MTA Staff	Agenda Item 5

Items with attachments, shown in bold:

- a. Review AP Tech rent and contract for 112 N. Main St. (annual process).

The **Consumer Price Index (CPI) for 2019** is +2.8%; this is the basis for reviewing the rent annually.

MTA set the rent for 2019 at \$412.00, effect March 2019. This year the rate will increase \$11.53 (round down to \$11.00) for the amount due in March 2020 of \$423.00

A **letter and the contract** was sent to Greg and Chante' Jones dated January 10, 2020.



*Modoc Transportation Agency
Sage Stage
108 S. Main Street
Alturas, CA 96101
(530) 233-6410 Phone
233-3744 Fax*

Board of Directors

*John Dederick
Chairman
City Representative*

*Kathie Rhoads
Vice Chairman
County Supervisor III*

*Bobby Ray
Director
City of Alturas Mayor*

*Elizabeth Cavasso
Director
County Supervisor IV*

*Jim Wills
Director
County at Large Member*

*Danny Parker
Director
City at Large Member*

*Ned Coe
Alternate
County Supervisor I*

*Cheryl Nelson
Alternate
City Councilmember*

Staff

*Debbie Pedersen
Executive Director*

*Niki Lemke
Chief Fiscal Officer*

*Cindy Imbach
Senior Transportation Planner*

*Michelle Cox
Assistant Secretary*

January 10, 2020

Greg Jones
A P-TECH
11725 Valley Sage Drive
Sparks, NV 89441

Subject: Monthly Rental Agreement; MTA Annual Review

Dear Mr. Jones;

The Modoc Transportation Agency (MTA) Board will consider the AP TECH month to month contract and the Consumer Price Index at the February 12, 2020 Board meeting. A copy of the draft contract is attached for your review. The MTA review the contract to increase rent annually based on the Consumer Price Index for the previous year. Based on the contract modification, the rent for 112 S Main Street will likely increase to \$423.00 per month beginning March 1, 2020.

All terms and conditions that were previously agreed to are still in effect. A copy of the modified contract between A P-TECH and MTA is attached. Following the MTA Board action on February 12, 2020, a new contract will be provided for your signature.

If you have any questions, please call me at (530) 233-6410 or email me at dpedersen@modoctransportation.com Thank you for your continued business.

Sincerely,

Debbie Pedersen
Executive Director

Enc.

LEASE AGREEMENT

This business office lease dated February 13, 2020, by and between Greg Jones DBA A.P-TECH, hereinafter referred to as "Tenant", and the Modoc Transportation Agency (MTA), hereinafter referred to as "Landlord", agree as follows:

1. **Premises.** Landlord hereby agrees to lease to Tenant for the term, at the rental, and upon all conditions set forth herein, the rental property as private office space, consisting of approximately 260 square feet, located at 112 S. Main Street, City of Alturas, County of Modoc, California.
2. **Term.** The term of the Lease shall be a month to month lease commencing on the 5th day of August 2013 and continue until either party terminates in the agreement writing as specified in this agreement.
3. **Rents.** Tenant shall pay rent to Landlords in the sum of \$300.00 per month, payable by the 10th day of each month, commencing August 5th 2013. Rent raised to \$400.00 per month February 1, 2018; 3.1% CPI increase on 3/19 (\$412.00); 2.8% CPI increase on 3/20 (\$423.00).
 - a. Rent payments shall be payable to Modoc Transportation Agency, and mailed or hand delivered to 108 S. Main Street, Alturas, CA 96101.
 - b. Rent must be paid by the 15th of each month or a 10% late fee will be assessed.
 - c. Rent will be increased annually based on the Consumer Price Index Western Region , but not more than once each twelve months; said increases to be noticed in writing and provided to Tenant.
4. Tenant shall use the premises for drug and alcohol testing business operated by A.P-TECH.
5. Tenant shall obtain and keep in force during the term of this Lease, insurance covering loss or damage to the Premises, including Commercial General Liability Insurance with coverages and limits of insurance shown below. Said insurance shall not be cancelled without notice to Landlords:

General aggregate	\$1,000,000
Products and completed operations aggregate	\$1,000,000
Each occurrence	\$1,000,000
Tenants legal liability	\$1,000,000
Medical expenses - each person	\$20,000
Personal injury and advertising injury	\$1,000,000
Hired and non-owned automobile liability	\$1,000,000
6. Landlord shall keep and maintain in good order and repair the roof, air conditioning and heating units, building exterior, electrical system, walls, pipes, and other infrastructure. Landlord reserves the exclusive right to the roof, front, and side walls of the premises. Landlord will provide exterior waste containers for Tenant's use at no cost to Tenant; Tenant is responsible for routine cleaning of office space and any other business commodities related to Tenant's business during the term of this Agreement.
7. Tenant shall be responsible for any signs necessary to designate business.
8. Tenant shall not make alterations or improvements to the Premises without obtaining written consent of Landlords.

9. Tenant shall hold Landlords harmless for any injury to persons caused by acts or omissions of Tenant or its representatives.
10. Landlord shall have the right to enter or inspect the Premises in case of emergency; to make agreed to and arranged repairs, decorations, alterations, or improvements; to supply necessary or agreed services; or to exhibit unit to prospective or actual tenants, workmen, contractors, or purchasers. Except in case of emergency, Landlord will provide Tenant no less than twenty-four hour advance notice of intent to enter and Landlord shall enter only during the normal business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.
11. In the event of default, Tenant shall vacate the premises within 30 days of written notice of the default, if such failure cannot be cured ten days from the date on which Landlords notified Tenant of the failure.
12. In the event either party brings legal action against the other arising out of this Lease, the prevailing party shall be entitled to recover costs of the lawsuit and attorney's fees. Said legal action shall be conducted in Modoc County, unless reassigned by the courts.
13. Tenant shall not assign this Lease in whole or in part without the written consent of Landlords.
14. Tenant or Landlords may terminate this Lease on the last day of any specified month with minimum 30-day written notice to the other party.
15. At the termination of Lease, Tenant shall have the right to remove signs and shall repair the surfaces to a state of pre-sign condition.
16. At the termination of this Lease, Tenant shall surrender the leased premises to Landlord in as good order and condition as received, reasonable wear and tear accepted. Holes larger than 3/4" diameter in walls, ceiling, and carpeting shall not be considered reasonable wear and tear.
17. In the event Landlords transfer their interest in the Premises, they shall be entirely released and relieved from all liability with respect to the performance of any obligations on the part of Landlords after the date of such conveyance.
18. Notices to the parties are as follows:

Landlord: Modoc Transportation Agency
 108 S. Main Street
 Alturas, CA 96101

Tenant: Greg Jones, DBA
 A.P.-TECH
 11725 Valley Sage Drive
 Sparks NV 89441

19. This agreement shall be interpreted according to the laws of the State of California.
20. This agreement contains the entire agreement of the parties and there are no other promises or conditions existing between the parties.

LANDLORD

TENANT

 John Dederick, Chairman
 Modoc Transportation Agency

 Greg Jones, A.P.-TECH



For Release: Wednesday, December 11, 2019

19-2150-SAN

WESTERN INFORMATION OFFICE: San Francisco, Calif.

Technical information: (415) 625-2270 BLSinfoSF@bls.gov www.bls.gov/regions/west

Media contact: (415) 625-2270

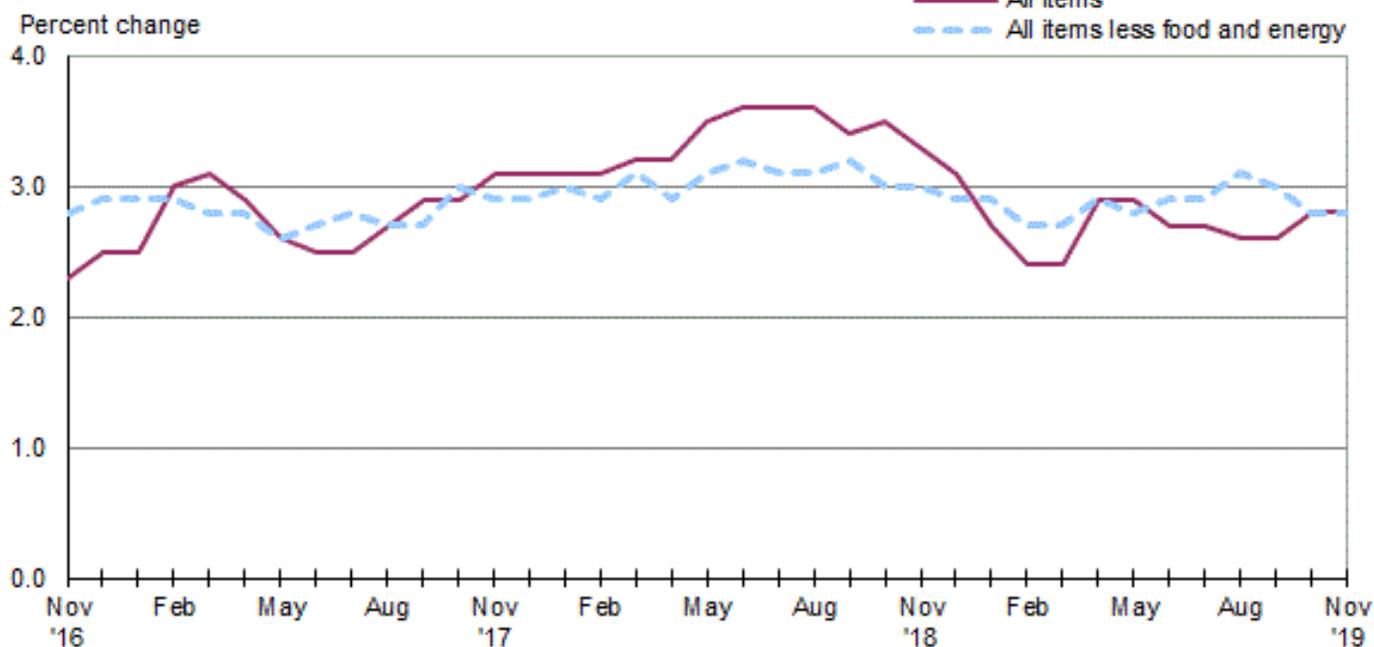
Consumer Price Index, West Region — November 2019

Area prices were down 0.1 percent over the past month, up 2.8 percent from a year ago

Prices in the West Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), inched down 0.1 percent in November, the U.S. Bureau of Labor Statistics reported today. (See [table A.](#)) The November decrease was influenced by lower prices for apparel and energy. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U increased 2.8 percent. (See [chart 1](#) and [table A.](#)) The index for all items less food and energy rose 2.8 percent over the year. Food prices increased 2.4 percent. Energy prices rose 3.5 percent, largely the result of an increase in the price of gasoline. (See [table 1.](#))

Chart 1. Over-the-year percent change in CPI-U, West region, November 2016–November 2019



Source: U.S. Bureau of Labor Statistics.

Food

Food prices edged down 0.1 percent for the month of November. (See [table 1.](#)) Prices for food at home decreased 0.3 percent, while prices for food away from home were unchanged for the same period.

Over the year, food prices increased 2.4 percent. Prices for food away from home rose 3.6 percent since a year ago, and prices for food at home rose 1.3 percent.

Energy

The energy index decreased 1.4 percent over the month. The decrease was mainly due to lower prices for electricity (-2.1 percent). Prices for natural gas service decreased 6.5 percent, and prices for gasoline decreased 0.5 percent for the same period.

Energy prices rose 3.5 percent over the year, largely due to higher prices for gasoline (4.6 percent). Prices paid for electricity increased 2.0 percent, and prices for natural gas service advanced 1.3 percent during the past year.

All items less food and energy

The index for all items less food and energy were unchanged in November. Higher prices for other goods and services (0.8 percent), medical care (0.4 percent), and shelter (0.2 percent) helped counter lower prices for apparel (-3.8 percent) and household furnishings and operations (-0.7 percent).

Over the year, the index for all items less food and energy rose 2.8 percent. Components contributing to the increase included medical care (5.0 percent) and shelter (4.5 percent). Partly offsetting the increases was a price decrease in apparel (-2.2 percent).

Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2015		2016		2017		2018		2019	
	1-month	12-month								
January.....	-0.3	0.7	0.5	2.6	0.5	2.5	0.5	3.1	0.2	2.7
February.....	0.6	0.9	0.1	2.1	0.6	3.0	0.5	3.1	0.2	2.4
March.....	0.8	1.1	0.2	1.5	0.3	3.1	0.4	3.2	0.4	2.4
April.....	0.3	1.0	0.5	1.8	0.3	2.9	0.4	3.2	0.8	2.9
May.....	0.8	1.2	0.5	1.5	0.2	2.6	0.5	3.5	0.5	2.9
June.....	0.0	1.1	0.2	1.6	0.0	2.5	0.2	3.6	0.0	2.7
July.....	0.3	1.3	0.1	1.4	0.1	2.5	0.1	3.6	0.0	2.7
August.....	-0.1	1.3	0.0	1.5	0.2	2.7	0.2	3.6	0.1	2.6
September.....	-0.2	1.0	0.3	2.0	0.5	2.9	0.3	3.4	0.3	2.6
October.....	0.0	1.1	0.3	2.3	0.3	2.9	0.4	3.5	0.5	2.8
November.....	-0.2	1.5	-0.2	2.3	0.0	3.1	-0.2	3.3	-0.1	2.8
December.....	-0.1	1.8	0.0	2.5	0.1	3.1	-0.2	3.1		

The December 2019 Consumer Price Index for the West Region is scheduled to be released on January 14, 2020.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 29 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 5,000 housing units and approximately 22,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at www.bls.gov/opub/hom/homch17_a.htm.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The West Region covered in this release is comprised of the following thirteen states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods West (1982-84=100 unless otherwise noted)

Item and Group	Indexes			Percent change from-		
	Sep. 2019	Oct. 2019	Nov. 2019	Nov. 2018	Sep. 2019	Oct. 2019
Expenditure category						
All Items.....	272.102	273.524	273.128	2.8	0.4	-0.1
All items (December 1977=100).....	439.839	442.137	441.496			
Food and beverages	266.908	267.382	266.850	2.2	0.0	-0.2
Food	266.870	267.487	267.107	2.4	0.1	-0.1
Food at home	250.531	251.030	250.350	1.3	-0.1	-0.3
Cereals and bakery products	268.127	266.617	266.219	2.0	-0.7	-0.1
Meats, poultry, fish, and eggs.....	259.437	257.933	259.911	1.5	0.2	0.8
Dairy and related products	231.028	234.068	233.698	3.1	1.2	-0.2
Fruits and vegetables.....	332.862	336.864	330.634	1.2	-0.7	-1.8
Nonalcoholic beverages and beverage materials.....	171.955	174.118	174.995	1.2	1.8	0.5
Other food at home	213.654	212.827	211.908	0.2	-0.8	-0.4
Food away from home.....	288.102	288.871	288.878	3.6	0.3	0.0
Alcoholic beverages	264.029	262.665	260.173	-0.6	-1.5	-0.9
Housing	301.774	302.144	301.908	4.1	0.0	-0.1
Shelter	349.189	349.802	350.397	4.5	0.3	0.2
Rent of primary residence(1).....	370.096	371.955	373.143	4.7	0.8	0.3
Owners' equiv. rent of residences(1)(2)....	366.097	367.314	368.433	4.4	0.6	0.3
Owners' equiv. rent of primary residence(1)(2).....	366.101	367.318	368.436	4.4	0.6	0.3
Fuels and utilities.....	308.582	310.623	305.066	2.8	-1.1	-1.8
Household energy	259.801	262.208	254.427	1.8	-2.1	-3.0
Energy services(1)	262.225	264.312	256.323	1.9	-2.3	-3.0
Electricity(1).....	295.549	297.331	290.952	2.0	-1.6	-2.1
Utility (piped) gas service(1).....	198.516	201.626	188.520	1.3	-5.0	-6.5
Household furnishings and operations	134.040	132.956	132.061	1.6	-1.5	-0.7
Apparel	120.198	119.233	114.668	-2.2	-4.6	-3.8
Transportation	219.408	223.674	223.156	0.9	1.7	-0.2
Private transportation	215.030	219.314	218.956	1.1	1.8	-0.2
New and used motor vehicles(3).....	99.719	99.743	99.531	-1.3	-0.2	-0.2
New vehicles	147.517	147.391	147.579	0.2	0.0	0.1
New cars and trucks(3)(4).....	102.436	102.350	102.480	0.2	0.0	0.1
New cars(4).....	145.982	145.782	146.222	0.8	0.2	0.3
Used cars and trucks.....	133.329	133.071	132.086	-0.5	-0.9	-0.7
Motor fuel	267.730	286.854	285.613	4.4	6.7	-0.4
Gasoline (all types).....	266.861	286.207	284.666	4.6	6.7	-0.5
Gasoline, unleaded regular(4).....	263.710	283.162	281.564	4.6	6.8	-0.6
Gasoline, unleaded midgrade(4)(5)....	255.446	272.405	271.444	4.3	6.3	-0.4
Gasoline, unleaded premium(4).....	262.003	279.515	278.300	4.8	6.2	-0.4
Motor vehicle insurance(6).....	847.027	842.158	843.534	-1.3	-0.4	0.2
Medical Care	512.817	521.163	523.141	5.0	2.0	0.4
Medical care commodities.....	388.800	411.526	413.647	7.2	6.4	0.5
Medical care services.....	552.011	555.400	557.317	4.5	1.0	0.3
Professional services	358.709	359.664	359.655	1.3	0.3	0.0
Recreation(3).....	114.847	115.627	115.738	1.3	0.8	0.1
Education and communication(3).....	138.154	137.928	138.301	1.2	0.1	0.3
Tuition, other school fees, and child care(6) .	1,491.739	1,494.313	1,495.444	2.4	0.2	0.1
Other goods and services	449.522	451.586	455.293	3.3	1.3	0.8
Commodity and Service Group						
All Items.....	272.102	273.524	273.128	2.8	0.4	-0.1
Commodities	188.239	190.020	189.091	1.7	0.5	-0.5

Note: See footnotes at end of table.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods West (1982-84=100 unless otherwise noted) - Continued

Item and Group	Indexes			Percent change from-		
	Sep. 2019	Oct. 2019	Nov. 2019	Nov. 2018	Sep. 2019	Oct. 2019
Commodities less food & beverages.....	149.280	151.460	150.430	1.4	0.8	-0.7
Nondurables less food & beverages	197.192	202.934	200.892	2.1	1.9	-1.0
Nondurables less food, beverages, and apparel	251.095	261.643	261.450	3.5	4.1	-0.1
Durables	106.454	105.835	105.618	0.5	-0.8	-0.2
Services.....	350.092	351.102	351.264	3.4	0.3	0.0
Rent of shelter(2).....	371.879	372.536	373.174	4.5	0.3	0.2
Transportation services	320.998	321.753	321.138	-0.8	0.0	-0.2
Other services	358.571	360.056	360.878	2.1	0.6	0.2
Special aggregate indexes:						
All items less medical care	261.099	262.221	261.724	2.6	0.2	-0.2
All items less food	273.100	274.649	274.249	2.9	0.4	-0.1
All items less shelter.....	241.866	243.616	242.821	1.9	0.4	-0.3
Commodities less food	153.538	155.642	154.565	1.3	0.7	-0.7
Nondurables	232.299	235.675	234.306	2.1	0.9	-0.6
Nondurables less food.....	202.233	207.598	205.518	1.9	1.6	-1.0
Nondurables less food and apparel.....	252.020	261.427	261.017	3.1	3.6	-0.2
Services less rent of shelter(2).....	361.575	363.142	362.722	2.1	0.3	-0.1
Services less medical care services.....	335.975	336.825	336.873	3.3	0.3	0.0
Energy	268.626	281.399	277.542	3.5	3.3	-1.4
All items less energy	274.619	275.227	275.079	2.8	0.2	-0.1
All items less food and energy	276.778	277.386	277.277	2.8	0.2	0.0
Commodities less food and energy commodities	141.049	141.127	140.062	0.6	-0.7	-0.8
Energy commodities.....	272.235	291.662	290.390	4.4	6.7	-0.4
Services less energy services.....	356.528	357.483	358.093	3.5	0.4	0.2

Footnotes

(1) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1997=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) Indexes on a December 1977=100 base.

- Data not available

Regions defined as the four Census regions. West includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

NOTE: Index applies to a month as a whole, not to any specific date. Data not seasonally adjusted.

Report to Modoc Transportation Agency Board Members	
Subject Staff Updates and Calendar of Events	Meeting Date February 12, 2020
Presented by MTA Staff	Agenda Item 6

a. Staff Updates

1. Sage Stage Free Ride Day – Tuesday, December 17th

b. Calendar of Events

- March 31, 2020 (Normally April 7, 2020) – MCTC and MTA Meetings
- June 2, 2020 – MCTC and MTA Meetings
- August 4, 2020 – MCTC and MTA Meetings (Annual Barbeque)
- October 6, 2020 – MCTC and MTA Meetings
- December 1, 2020 – MCTC and MTA Meetings

Sage Stage Holiday Schedule

- 02/17/2020 Presidents' Day