



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

Meets First Tuesday
even-numbered months
after the MCTC meeting
or about 1:50 p.m.

Board of Directors

John Dederick
Chairman
City Representative

Kathie Rhoads
Vice Chair
County Supervisor
District III

Bobby Ray
Director
City Representative

Elizabeth Cavasso
Director
County Supervisor
District IV

Cheryl Nelson
Director
City Councilmember

Mark Moriarity
Director
County at Large Member

Ned Coe
Alternate
County Supervisor
District I

Loni Lewis
Alternate
City Councilmember

Staff

Debbie Pedersen
Executive Director

Niki Lemke
Chief Fiscal Officer

Michelle Cox
Executive Assistant Secretary

AGENDA

REGULAR MEETING

APRIL 5, 2022

Sage Stage Conference Room
108 S Main Street, Alturas

Following the MCTC meeting at or about 1:50 p.m.

Or soon thereafter

Teleconference Number (712) 451-0647

Access Code 113785

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 2/01/22 MTA Regular Meeting.
 - b. Financial Transactions 01/01/22 through 02/28/22.
 - c. YTD expenditures through 02/28/22.
5. **Regular Business**
 - a. Consider adopting Resolution 22-01 Fiscal Year 2022-23 Budget. *Action*
 - b. Consider adopting the policy and procedure for passenger rides. *Action*
 - c. Local Transportation and State Transit Assistance Funds Claims. *Information*
6. **Staff Updates and Calendar of Events** *Information*
 - a. Staff updates
 - b. Calendar of Events
7. **Adjourn until next regular MTA meeting**, scheduled for June 7, 2022, (Tuesday) in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA, at about 1:50 p.m., following the MCTC meeting.

Report to Modoc Transportation Agency Board Members	
Subject Consent Agenda	Meeting Date April 5, 2022
Presented by MTA Staff	Agenda Item 4

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

- a. Approve minutes from the **02/01/22 MTA Regular Meeting**
- b. **Financial Transactions – 01/01/22 through 2/28/22**

Summary of incidental expenditures

Vendor	Transaction	Amount	Explanation
Perry's Automotive	3562	\$1,013.52	T-20 Schedule A, Fuel Filter, Bulbs
Perry's Automotive	3582	\$1,529.84	T-18 Schedule A, Alignment, Control Arms Replaced
Perry's Automotive	3589	\$2,035.40	T-17 Schedule A, Heater Thermostat, Tranny Gasket, Pan & Filter Replaced

- c. **Year to Date revenue and expenditure (through 02/28/22) report.**



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
February 1, 2022

Board Members Present

John Dederick, Chair
Kathie Rhoads, Vice Chair
Bobby Ray
Cheryl Nelson

Representative, City of Alturas
Board of Supervisors, District III, Modoc County
Representative, City of Alturas
Councilmember, City of Alturas

Board Members Absent

Loni Lewis (Alternate)
Ned Coe (Alternate)
Elizabeth Cavasso
Mark Moriarity

Councilmember, City of Alturas
Board of Supervisors, District I, Modoc County
Board of Supervisors, District IV, Modoc County
County At-Large Member

Staff Present

Debbie Pedersen
Niki Lemke
Michelle Cox

Executive Director
Chief Fiscal Officer
Executive Assistant Secretary

Public Present

None

1. **Call to Order** – Chair Dederick called the meeting to order at 2:41 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 Ray to confirm agenda, seconded by Board Member Nelson. All Ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 12/07/21 MTA Regular Meeting.
 - b. Financial Transactions 11/01/21 through 12/31/21.

Summary of Incidental Expenditures:

Vendor	Transaction	Amount	Explanation
Apex	3517	\$5,337.00	Labor new server installation
GSRMA	3526	\$3,925.23	Insurance
Perry’s Automotive	3530	\$1,134.89	T-17 Schedule A, control arms
Perry’s Automotive	3542	\$1,790.55	T-18 Schedule A, new fuel filter

- c. Year-To-Date revenue and expenditure report through 12/31/21.

Chief Fiscal Officer, Niki Lemke reported an error in the Summary of Incidental Expenditures. Transaction 3526 in the amount of \$3,925.23 to GSRMA should have been paid by MCTC. It was accidentally paid by MTA and then reimbursed.

Motion by Board Member Ray to approve consent agenda items a through c above, seconded by Board Member Nelson. All Ayes; motion carried.

5. Regular Business

a. Review rents at 112 S. Main Street (A P Tech tenant)

Executive Director, Debbie Pedersen reported that in 2021, the Board opted to not raise rent due to a low CPI and the pandemic; rent remained at \$423.00 per month. Based on the 2021, Western CPI of 6.5%, rent could be raised to \$450.00 per month.

Motion by Board Member Ray to raise the rent for 112 S. Main Street (A P Tech tenant) to \$450.00 per month, seconded by Board Member Nelson. All Ayes; motion carried.

b. Fair Political Practices Form 700 due April 1, 2022.

Chair, Dederick announced the Fair Political Practice Form 700 is due by April 1, 2022

6. System Update, Communications, and Calendar

a. Staff update

Federal Transit Administration (FTA) 5310 call for projects - Southern Cascade Non-Emergency Medical Transportation.

Southern Cascades Community Services District has submitted an application to the FTA for a non-emergency vehicle. Because the vehicle will be housed in Lassen County, Susanville supported and helped with the application process.

b. Other Information

Calendar – consider future dates and events of interest:

02/21/22 Presidents' Day Holiday; Office is closed-No Bus Service

04/05/22 MTA Meeting following the MCTC Meeting

06/07/22 MTA Meeting following the MCTC Meeting

7. Adjournment

Motion to adjourn by Board Member Ray at 2:48 p.m. seconded by Board Member Nelson. All Ayes, motion carried. The next regular meeting will be Tuesday, April 5, 2022, in the Sage Stage Conference Room, 108 S. Main Street, Alturas at 1:50 p.m. or soon thereafter.

Submitted by,

Michelle Cox
Executive Assistant Secretary

Modoc Transportation Agency Transactions by Account As of February 28, 2022

	Date	Num	Name	Amount	Balance
LAIF-8025001 (\$620K)					620,427.02
	01/14/2022		Interest	357.18	620,784.20
Total LAIF-8025001 (\$620K)				357.18	620,784.20
Plumas Operating MTA-0477					453,584.30
Reserve - LTF / LCTOP Exchange					49,109.00
Total Reserve - LTF / LCTOP Exchange					49,109.00
Reserve - Vehicles					114,987.75
State of Good Repair					45,462.75
SGR 20-21 Vehicle Reserve					12,303.20
Total SGR 20-21 Vehicle Reserve					12,303.20
SGR 17-18 Vehicle Reserve					86.66
Total SGR 17-18 Vehicle Reserve					86.66
SGR 18-19 Vehicle Reserve					13,868.13
Total SGR 18-19 Vehicle Reserve					13,868.13
SGR 19-20 Vehicle Reserve					14,215.77
Total SGR 19-20 Vehicle Reserve					14,215.77
SGR 21-22 Vehicle Reserve					4,988.99
Total SGR 21-22 Vehicle Reserve					4,988.99
Total State of Good Repair					45,462.75
Reserve - Vehicles - Other					69,525.00
Total Reserve - Vehicles - Other					69,525.00
Total Reserve - Vehicles					114,987.75
Reserve - Building Improvements					24,383.98
Total Reserve - Building Improvements					24,383.98
Plumas Operating MTA-0477 - Other					265,103.57
	01/02/2022	10222	Basys Processing, Inc.	-84.71	265,018.86
	01/03/2022	10322	Tnet Broadband Internet, LLC	-48.00	264,970.86
	01/03/2022	3550	Pepsi-Cola Bottling Company	-39.99	264,930.87
	01/03/2022	3551	City Of Alturas	-82.88	264,847.99
	01/03/2022	3552	Pioneer Auto Body	-275.00	264,572.99
	01/03/2022		Farebox	13.00	264,585.99
	01/03/2022		Farebox	38.00	264,623.99
	01/03/2022		Farebox	186.00	264,809.99
	01/05/2022		Farebox	52.00	264,861.99
	01/05/2022	3555	Modoc County Transportation Commis:	-4,023.61	260,838.38
	01/05/2022	3556	Ed Staub & Sons	-203.19	260,635.19
	01/06/2022		Farebox	239.50	260,874.69
	01/06/2022		Farebox	22.00	260,896.69
	01/06/2022		Farebox	50.00	260,946.69
	01/07/2022		Farebox	33.00	260,979.69
	01/07/2022		AP Tech	423.00	261,402.69

Modoc Transportation Agency Transactions by Account As of February 28, 2022

Date	Num	Name	Amount	Balance
01/07/2022		Farebox	52.00	261,454.69
01/10/2022	11022	TCE Communications	-49.29	261,405.40
01/10/2022	3557	EDI Media	-150.00	261,255.40
01/10/2022	3558	Frontier Communications	-85.64	261,169.76
01/10/2022	3559	Modoc County Record	-1,293.15	259,876.61
01/11/2022	3560	Perry's Automotive	-821.56	259,055.05
01/12/2022	3561	Ray Morgan Company	-61.71	258,993.34
01/13/2022		Farebox	173.50	259,166.84
01/13/2022		Farebox	10.00	259,176.84
01/13/2022		Farebox	83.01	259,259.85
01/13/2022		Farebox	106.00	259,365.85
01/13/2022		Farebox	27.13	259,392.98
01/13/2022		Farebox	65.00	259,457.98
01/14/2022		Farebox	51.00	259,508.98
01/14/2022	11322	Amazon	-33.29	259,475.69
01/18/2022		Farebox	81.50	259,557.19
01/18/2022		Farebox	90.00	259,647.19
01/18/2022		Farebox	36.00	259,683.19
01/18/2022		Farebox	25.00	259,708.19
01/18/2022	3562	Perry's Automotive	-1,013.52	258,694.67
01/18/2022	3563	Waste Management	-27.85	258,666.82
01/18/2022	3564	Frontier Communications	-91.32	258,575.50
01/19/2022		Farebox	55.85	258,631.35
01/20/2022		Farebox	104.00	258,735.35
01/20/2022		MCTC	4,282.35	263,017.70
01/21/2022		Farebox	56.50	263,074.20
01/24/2022	3565	Perry's Automotive	-494.62	262,579.58
01/24/2022	12222	Amazon	-60.16	262,519.42
01/24/2022	12322	Amazon	-75.08	262,444.34
01/24/2022	12422	Amazon	-49.32	262,395.02
01/25/2022		Farebox	101.00	262,496.02
01/25/2022		Farebox	160.00	262,656.02
01/25/2022	3566	Fredrick Janitorial	-275.00	262,381.02
01/26/2022		Farebox	47.07	262,428.09
01/26/2022	3567	Verizon Wireless	-155.80	262,272.29
01/26/2022		Farebox	44.00	262,316.29
01/27/2022		Farebox	146.50	262,462.79
01/28/2022		Farebox	40.95	262,503.74
01/28/2022		Farebox	50.00	262,553.74
01/28/2022		Lassent Transit Service Agency	7,500.00	270,053.74
01/31/2022	3568	Perry's Automotive	-548.96	269,504.78
02/01/2022		Farebox	43.00	269,547.78

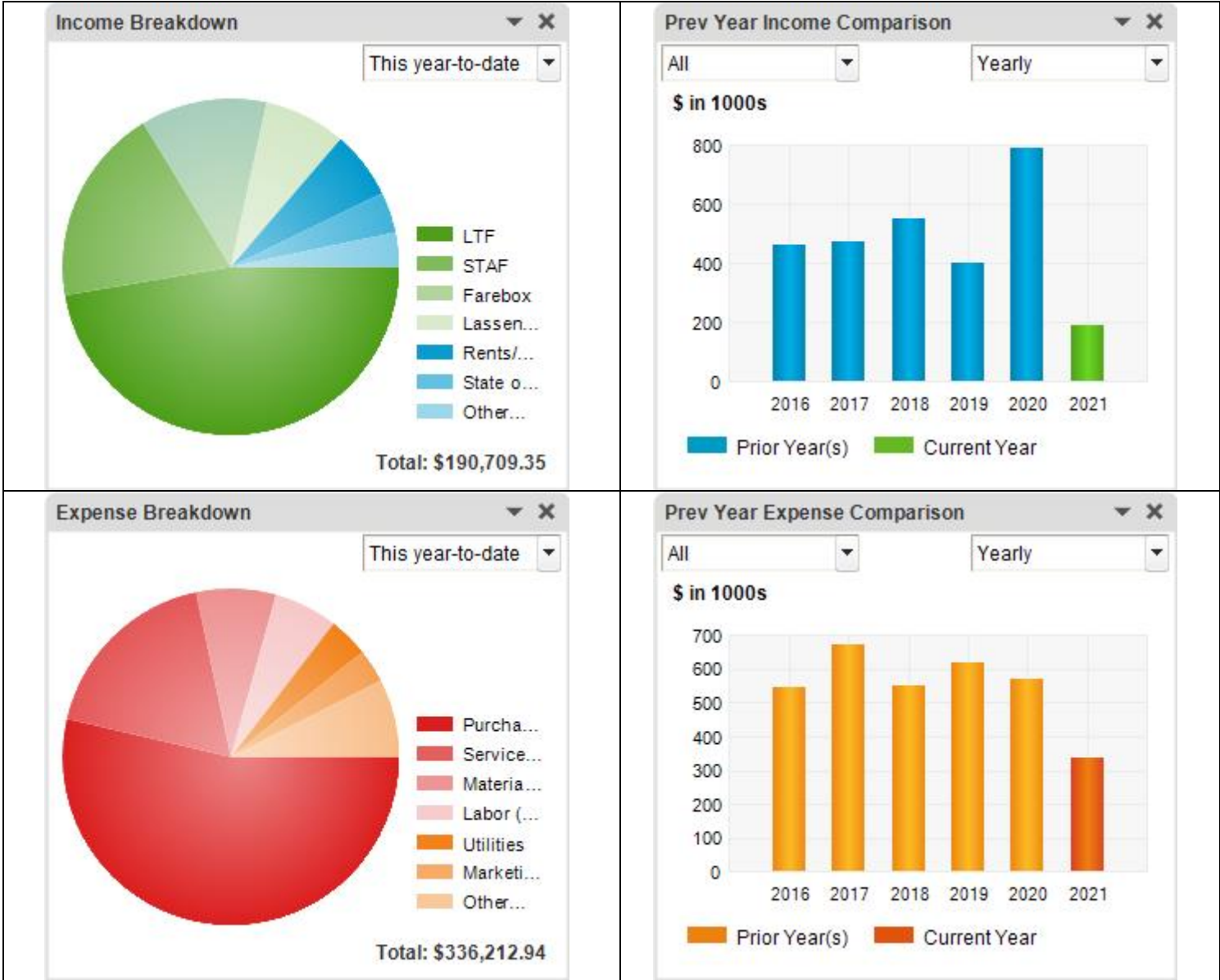
Modoc Transportation Agency Transactions by Account As of February 28, 2022

Date	Num	Name	Amount	Balance
02/01/2022		Farebox	49.00	269,596.78
02/01/2022	20122	Tnet Broadband Internet, LLC	-48.00	269,548.78
02/01/2022	3569	Frank Willis	-237.07	269,311.71
02/01/2022	3570	City Of Alturas	-82.14	269,229.57
02/01/2022	3571	Pacific Power	-761.14	268,468.43
02/01/2022	3572	Modoc County Record	-34.50	268,433.93
02/01/2022	3573	Ed Staub & Sons	-192.86	268,241.07
02/01/2022		Farebox	10.00	268,251.07
02/02/2022		Farebox	95.00	268,346.07
02/02/2022	3574	Ed Staub & Sons	-2,990.17	265,355.90
02/02/2022	3575	First Transit, Inc.	-21,233.71	244,122.19
02/03/2022		Farebox	137.05	244,259.24
02/03/2022	20322	Basys Processing, Inc.	-80.22	244,179.02
02/04/2022		Farebox	128.00	244,307.02
02/04/2022	20422	Postmaster	-136.00	244,171.02
02/04/2022		AP Tech / Farebox	458.00	244,629.02
02/04/2022		Farebox	18.00	244,647.02
02/07/2022		Farebox	122.50	244,769.52
02/07/2022	20722	TCE Communications	-49.31	244,720.21
02/07/2022	3576	Pepsi-Cola Bottling Company	-39.99	244,680.22
02/07/2022	3577	EDI Media	-150.00	244,530.22
02/07/2022	3578	Modoc County Record	-1,003.27	243,526.95
02/08/2022	3579	Waste Management	-96.15	243,430.80
02/08/2022	3580	Ray Morgan Company	-157.61	243,273.19
02/08/2022	3581	Frontier Communications	-84.98	243,188.21
02/08/2022	3582	Perry's Automotive	-1,529.84	241,658.37
02/09/2022		Farebox	44.00	241,702.37
02/09/2022		Farebox	84.50	241,786.87
02/09/2022		Farebox	100.00	241,886.87
02/10/2022		Farebox	46.00	241,932.87
02/10/2022		Farebox	72.00	242,004.87
02/10/2022		Farebox	56.00	242,060.87
02/14/2022		Farebox	54.05	242,114.92
02/14/2022		Farebox	128.50	242,243.42
02/14/2022	21422	Network Solutions	-259.90	241,983.52
02/14/2022	3583	Frontier Communications	-91.65	241,891.87
02/14/2022	3584	First Class Auto Glass	-65.00	241,826.87
02/15/2022		Farebox	160.00	241,986.87
02/16/2022		Farebox	58.50	242,045.37
02/16/2022		Farebox	21.00	242,066.37
02/17/2022		Farebox	270.30	242,336.67
02/18/2022		Farebox	50.50	242,387.17

Modoc Transportation Agency Transactions by Account As of February 28, 2022

Date	Num	Name	Amount	Balance
02/18/2022	3585	Fredrick Janitorial	-275.00	242,112.17
02/18/2022		Farebox	40.00	242,152.17
02/22/2022	3586	First Class Auto Glass	-350.00	241,802.17
02/23/2022		Farebox	121.50	241,923.67
02/23/2022		Farebox	10.00	241,933.67
02/23/2022		Farebox	68.56	242,002.23
02/24/2022		Farebox	181.00	242,183.23
02/25/2022		Farebox	65.00	242,248.23
02/25/2022		Farebox	24.00	242,272.23
02/28/2022		Farebox	78.00	242,350.23
02/28/2022	3587	Siskiyou Fire Equipment	-155.00	242,195.23
02/28/2022	3588	Verizon Wireless	-155.84	242,039.39
02/28/2022	3589	Perry's Automotive	-2,035.40	240,003.99
02/28/2022		Farebox	22.00	240,025.99
Total Plumas Operating MTA-0477 - Other			-25,077.58	240,025.99
Total Plumas Operating MTA-0477			-25,077.58	428,506.72
Treasurer Operating MTA-650				0.00
Total Treasurer Operating MTA-650				0.00
TOTAL			-24,720.40	1,049,290.92

Modoc Transportation Agency Company Snapshots (As of 03-11-22)



Modoc Transportation Agency Profit & Loss

03/11/22

July 2021 through February 2022

Accrual Basis

	Jul '21 - Feb 22
Ordinary Income/Expense	
Income	
State of Good Repair	7,483.58
Farebox	
Dial A Ride Fares	5,438.96
Klamath Falls Fares	2,137.50
Redding Fares	1,897.60
Reno Fares	12,477.46
Total Farebox	21,951.52
Interest	1,247.10
Lassen Transit Service Agency	15,000.00
LTF	90,218.41
Rents/Leases	11,948.70
STAF	36,222.00
Total Income	184,071.31
Expense	
IT Equipment	4,369.42
Fund Transfer - Year End	6,000.00
Building Maint / Improve	9,106.48
Insurance	4,648.00
Labor (Contract Admin)	20,568.71
Legal Notices	288.00
Marketing/Promotions	9,547.28
Materials/Supplies Consumed	
Fuel/Lubricants	22,290.41
Office Supplies	1,725.43
Shop & Bus Supplies	114.66
Total Materials/Supplies Consumed	24,130.50
Purchased Transportation	157,299.43
Services - Prof./Specialized	
Accounting / Auditor Services	12,278.96
IT Service & Support	7,869.90
Services - Other (Misc.)	2,957.96
Vehicle Maintenance	36,515.84
Total Services - Prof./Specialized	59,622.66
Travel/Staff Training	225.68
Uniforms	616.81
Utilities	11,590.81
Total Expense	308,013.78
Net Ordinary Income	-123,942.47
Other Income/Expense	
Other Income	
Fixed Asset - Sale	5,000.00
Refunds - Income	39.28
Total Other Income	5,039.28
Net Other Income	5,039.28
Net Income	-118,903.19

Modoc Transportation Agency

Balance Sheet

03/11/22

As of February 28, 2022

Accrual Basis

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
LAIF-8025001 (\$620K)	620,784.20
Plumas Operating MTA-0477	
Reserve - LTF / LCTOP Exchange	49,109.00
Reserve - Vehicles	
State of Good Repair	45,462.75
Reserve - Vehicles - Other	69,525.00
Total Reserve - Vehicles	114,987.75
Reserve - Building Improvements	24,383.98
Plumas Operating MTA-0477 - Other	240,025.99
Total Plumas Operating MTA-0477	428,506.72
Total Checking/Savings	1,049,290.92
Accounts Receivable	54.00
Other Current Assets	
Undeposited Funds	129.60
Total Other Current Assets	129.60
Total Current Assets	1,049,474.52
Fixed Assets	1,680,350.37
TOTAL ASSETS	2,729,824.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,728.96
Total Accounts Payable	1,728.96
Total Current Liabilities	1,728.96
Total Liabilities	1,728.96
Equity	
Opening Bal Equity	654,612.39
Retained Earnings	2,192,386.73
Net Income	-118,903.19
Total Equity	2,728,095.93
TOTAL LIABILITIES & EQUITY	2,729,824.89

Report to Modoc Transportation Agency Board Members	
Subject Regular Business	Meeting Date April 5, 2022
Presented by MTA Staff	Agenda Item 5

Items with attachments, shown in bold:

- a) Consider adopting **Resolution 22-01** Fiscal Year 2022-23 Budget *Action*

- b) Consider adopting **Policy and procedure for passenger rides** *Action*

- c) **Local Transportation and State Transit Assistance Fund Claims** *Information*

MODOC TRANSPORTATION AGENCY
RESOLUTION No. 22-01
Fiscal Year (FY) 2022/23 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 MCTC apportioned the FY 22/23 Transportation Development Act (TDA) funds on April 5, 2022 in the Findings of Apportionment and MCTC Resolution 22-03 LTF And STAF Allocation Instructions to claimants MCTC planning & administration, the Modoc Transportation Agency/Transit Operations, the Modoc County Road Department and the City of Alturas; and

WHEREAS, the MTA FY 2022/23 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 21-02 Authorized Signatories for Plans and Programs; and

WHEREAS, the MTA FY 2022/23 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 2022/23 Budget (\$600,250)

PASSED AND ADOPTED this 5th day of April, 2022 by the following vote:

AYES: Board Members:

NOES:

ABSENT: Board Members:

ATTEST:

John Dederick, Chairman

Debbie Pedersen, Executive Director

Modoc Transportation Agency
FY 2022/23 Budget
22-01 - Attachment A

DRAFT Adopted 04/05/22 (22-01)

REVENUES	Operating	Capital Improvement Program	Budget 21/22	Difference
Facility Sub-Lease - AP Tech Drug & Alcohol	\$ 22,600		\$ 22,200	\$ 400
LTF - Sales Tax Revenue Estimate - (FY 22/23)	\$ 123,000		\$ 160,600	\$ (37,600)
STAF - Estimate FY (22/23)	\$ 95,284		\$ 71,262	\$ 24,022
State of Good Repair - Reserve (22/23)		\$ 15,694	\$ 15,242	\$ 452
LCTOP Swap w/Tehama (22/23)		\$ 24,931	\$ 19,070	\$ 5,861
Capital Reserve Transfer			\$ -	\$ -
Local Gov Collaborative - LTSA Reno Route	\$ 30,000		\$ 30,000	\$ -
FTA 5311 Operating Assistance (21/22 Grant)	\$ 79,197		\$ 58,000	\$ 21,197
CRRSAA 5311	\$ 20,619		\$ 39,412	\$ (18,793)
FTA 5311(f) Intercity Routes (22/23 Grant)	\$ 118,000		\$ 100,799	\$ 17,201
FTA 5311(f) CARES ACT Rnd Ops Assistance	\$ 23,925		\$ 79,943	\$ (56,018)
Farebox	\$ 47,000		\$ 20,000	\$ 27,000
Total Revenues	\$ 559,625	\$ 40,625	\$ 618,028	\$ (17,778)
		\$ 600,250		\$ 600,250
EXPENSES			Budget 21/22	Difference
Fuel	\$ 45,000		\$ 35,000	\$ 10,000
Insurance (Building & Liability)	\$ 7,000		\$ 6,000	\$ 1,000
Legal Notices	\$ 1,000		\$ 1,000	\$ -
Marketing / Public Information	\$ 15,000		\$ 15,000	\$ -
Professional / Specialized				\$ -
Accounting / Auditor Services	\$ 12,000		\$ 10,000	\$ 2,000
IT Service & Support (<i>IT Monthly</i>)	\$ 10,000		\$ 10,000	\$ -
Legal Services	\$ 5,000		\$ 5,000	\$ -
Miscellaneous Services	\$ 5,000		\$ 5,000	\$ -
Purchased Transportation	\$ 262,000		\$ 250,000	\$ 12,000
Supplies Consumed				\$ -
Office Supplies	\$ 5,000		\$ 5,000	\$ -
Vehicle & Shop Supplies	\$ 5,000		\$ 5,000	\$ -
Salaries / Labor	\$ 107,000		\$ 104,000	\$ 3,000
Travel / Staff Training / Memberships	\$ 3,000		\$ 3,000	\$ -
Uniforms	\$ 1,000		\$ 491	\$ 509
Utilities	\$ 22,000		\$ 20,000	\$ 2,000
Vehicle Maintenance & Repair	\$ 48,000		\$ 40,000	\$ 8,000
CAPITAL & RESERVE				\$ -
Transit Property & Vehicle - Reserve		\$ 40,625	\$ 96,912	\$ (56,287)
Building Improvements - Reserve	\$ 6,625		\$ 6,625	\$ -
Total Expenses	\$ 559,625	\$ 40,625	\$ 618,028	\$ (17,778)
		\$ 600,250		\$ 600,250

SAGE STAGE– POLICIES AND PROCEDURES

The Sage Stage provides passenger service to the general public, ADA eligible, and non-ADA passengers to specific interregional and Modoc County communities. In addition, Sage Stage operates a general public Dial-A-Ride (local bus) service with priority for trips to medical appointments.

Individuals may **schedule a recurring reservation** for Dial-A-Ride trips at the standard fare based on availability. (Recurring reservation means to arrange for specific, routine bus trip(s) at specified times, days, and locations).

PICK –UP WINDOW

Sage Stage Bus gives the clients a window of time for the pick-up rather than a specific point in time. All trips are scheduled based on a 15-minute window. For example, a typical pick-up time would be stated as 9:00 to 9:15 AM. Therefore, the passenger should be ready to board the bus as early as 9:00 AM and expect the bus no later than 9:15 AM.

TRIP CANCELLATION-

A “cancellation” is any cancellation made before the trip has begun (driver leaves to travel to the address). A cancellation made after the driver leaves to travel to the address will be counted as a “no show.”

NO SHOWS

A “no show” is recorded when one or more the following situations occur: a cancellation is not made prior to the driver’s departure; the client is not at the pick-up location at the scheduled time and ready to depart; the client fails to board the bus after the driver has arrived, or all indications are the client forgot to call and cancel the trip. The driver will wait up to five (5) minutes at the pick-up location before leaving and marking the client as a “no show.”

An exception is if the driver arrives *after* the pick-up window. In this case, the client will not be charged with a “no-show.”

If the Sage Stage Bus is early, the driver will wait no longer than five (5) minutes after the scheduled pick-up window time begins before leaving and marking the client as a “no-show.”

NO SHOW POLICY:

If a “no-shows” pattern emerges, Modoc Transportation Agency staff will call the passenger explaining that the number of no-shows and the policy for canceling a ride. The passenger will be given an opportunity to correct their behavior over the next 30 days.

If, within the (30) thirty-day period being monitored, we find a pattern of no-shows, the following penalties will be assessed:

No-Shows

Penalty

- 1 Telephone call to customer to explain the Sage Stage no-show policy.
- 2 Warning call explaining that the third no-show within the thirty-day period will trigger up to a 30-day suspension of service.
- 3 Telephone call informing the customer that he/she is suspended for a period of up to 30 days from receiving Sage Stage Bus service. The suspension will commence one day after the phone call.

APPEALS:

Any customer receiving a suspension notice may file an appeal. Appeals must be made in writing or by telephone if a recorded disability prevents customer from filing a written appeal. The Modoc Transportation Agency (MTA), governing board for Sage Stage operations, will review all appeals and decide outcomes.

For an appeal to be considered by the MTA Board of Directors , the appellant must demonstrate one or more the following circumstances:

- 1) One or more of the no-shows counted against the customer should not have counted.
- 2) The customer's disability prevented him/her from calling in advance to cancel scheduled trips, and the customer has no care giver or knows no one to cancel a trip on his/her behalf.
- 3) The loss of service would cause severe hardship (e.g. loss of job, interruption of critical medical treatment, etc.).

Passengers that break rules as shown in the rider guide (drinking alcohol, smoking, loaded firearms, etc.), will have their passenger privileges revoked for a minimum of 30 days. Repeat offenses may lead to additional or permanent suspensions.

Passengers that display violent, abusive, or combative behavior on the bus, to other passengers, or the driver will be immediately suspended for a minimum of 90 days. Subsequent infractions may lead to permanent suspension of passenger services.

LOCAL TRANSPORTATION FUND (LTF) AND STATE TRANSIT ASSISTANCE (STA) FUND
ANNUAL PROJECT AND EXPENDITURE PLAN

Claimant: Modoc Transportation Agency

Fiscal Year 2022/23

See Chapter 10 of MCTC's Transportation Development Act Workbook for detailed instructions on how to complete this form.

PROJECT TITLE	SOURCE OF FUNDING					TOTAL	
	TDA - LTF		TDA - STA		Local Fund Balance		Other
	LTF \$ amount	PUC Article & Section	STA \$ amount	CCR Section			
						-	
Transit Operations	123,000.00	Article 8 / 99400 (c)	95,284.00	21 CCR6731(b)		218,284.00	
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						-	
						-	
						-	
						-	
						-	
TOTAL	123,000.00		95,284.00		-	218,284.00	

Report to Modoc Transportation Agency Board Members	
Subject Staff Updates and Calendar of Events	Meeting Date April 5, 2022
Presented by MTA Staff	Agenda Item 6

a. Staff Updates - None

b. Calendar of Events – MTA Meetings – Conference Room, 108 S Main Street, Alturas, CA

- June 7, 2022
- August 2, 2022 (Annual barbeque)

Sage Stage Holiday Schedule

- May 30, 2022 – Memorial Day – No Sage Stage services, office is closed.
- July 4, 2022 – Independence Day - No Sage Stage services, office is closed.