



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

David Allan
Vice Chairman
County Supervisor

Kathie Rhoads
Director
County Supervisor III

Danny Parker
Director
City at Large Citizen

Bobby Ray
Director
City Councilman

Jim Wills
Director
County at Large Citizen

Elizabeth Cavasso
Alternate
County Supervisor IV

Cheryl Nelson
Alternate
City Councilman

Staff

Debbie Pedersen
Executive Director

Niki Witherspoon
Chief Fiscal Officer

Cindy Imbach
Sr. Transportation Planner

Tiffany Gwinn
Executive Assistant Secretary

AGENDA

REGULAR MEETING

APRIL 11, 2017

200 W North Street

Alturas City Hall Council Chambers
Alturas, CA 96101

Following the MCTC meeting at or about 2:00 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 minutes from the 2/07/17 MTA Regular Meeting
 - b. Financial Transactions 1/01/17 through 2/28/17
 - c. YTD expenditures through 2/28/17
5. **Regular Business** **Information/Action**
 - a. Consider adoption of the 2017 MTA Title VI Plan (including the Limited English Proficiency and Public Participation Plan) updated from 2014.
 - b. Consider adoption of the Conflict of Interest Code.
 - c. Consider adoption of the MTA Financial Policy and Procedures.
 - d. Consider adoption of Resolution 17-03 Low Carbon Transit Operations Program Fund FY16/17\$ 4,251 and FY 15/16 \$7,508 total \$11,759.
6. **System Update, Communications, and Calendar** **Information**
 - a. Staff updates
 - b. Other Information
7. **Closed Session: Conference with Legal Counsel - Anticipated Litigation :**
Significant exposure to litigation to paragraph (2) or (3) of subdivision (d) of Government Code Section 59456.9 (One Potential Case)
8. **Adjourn until next regular MTA meeting**, scheduled for June 6, 2017, (Tuesday), in the Alturas City Council Chambers, 200 W North Street at about 2:00 p.m., following the MCTC meeting.

Report to Modoc Transportation Agency Board Members	
Subject Consent Agenda	Meeting Date April 11, 2017
Presented by MTA Staff	Agenda Item 4

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

- a. Approve **minutes from 2/06/17 MTA** Regular meeting.

- b. **Financial Transactions – 01/01/17 through 2/28/17.**

Expenditures exceeding \$1,500

Vendor	Transaction	Amount	Explanation
Frontier Communications	2175	\$1,085.17	No bills received from 1/2016-12/2016; billing address had reverted to North St. Paid in full. Monitoring account for monthly billing/statement (incoming line only).
Perry's Automotive	2192	\$1,806.68	T-14 PM A; T-12 PM A
Perry's Automotive	2204	\$1,917.18	T-18 PM C

- c. **Year to Date revenue and expenditure (through 2/28/17) report.**



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
February 07, 2017

Board Members Present

John Dederick, Chairman	Mayor, City of Alturas
David Allan, Vice Chair	Board of Supervisors District I, County of Modoc
Bobby Ray	Councilmember, City of Alturas
Kathie Rhoads	Board of Supervisors District III, County of Modoc
Danny Parker	City At-Large Member
Jim Wills	County At-Large Member

Board Members Absent

Elizabeth Cavasso (Alternate)	Board of Supervisors District IV, County of Modoc
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Niki Witherspoon	Chief Fiscal Officer
Cindy Imbach	Senior Transportation Planner

Public Present

None

1. **Call to Order** – Chair Dederick called the meeting to order at 2:12 p.m. in the Alturas City Hall Council Chambers, 200 W. North Street.
2. **Public Forum** –There were no public comments.
3. **Confirm Agenda** –Motion by Board Member Wills to confirm agenda, seconded by Board Member Rhoads. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 12/06/16 MTA Regular Meeting
 - b. Financial Transactions 11/01/16 through 12/31/16
 - c. YTD expenditures through 12/31/16

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

5. Regular Business

- a. Consider Adoption of Resolution 17-02 approving FY 16-17 California Transit Assistance Fund (CTAF) Bus Shelter Acquisition (includes FY 14/15, 15/16, and 16/17). Motion by Board Member Allan to adopt Resolution 17-02, seconded by Board Member Ray. All ayes; motion carried.
- b. Staff report regarding FTA 5311f funded services (Reno, Redding, and Klamath Falls routes).
 - a) Intercity Services Summary for Fiscal Years 12/13 through 15/16
 - b) Actual Share of Costs by Route for Fiscal Years 12/13 through 15/16
 - c) Projected costs by service for Fiscal Year 16/17
- c. Consider action regarding FTA 5311f grant application process for 2017.

Background: The grant application cycle for 17/18 will be due around March/April 2017. As previously reported, the 17/18 grant cycle is financially constrained and the letter dated December 8, 2016, from Caltrans Division of Rail and Mass Transportation (DRMT) (grant administrator) is reducing the allocation to the MTA to \$122,651.30 (federal funds – 55.33% of costs). Following discussions with DRMT, it is preferred that the services remain at the same level (number of days of service and frequency of service), with the grantee paying a higher local share. Their goal is for services to be self supporting within 5 years. It is anticipated that the new grant cycle will have these stipulations.

Based on the reduction – the following scenarios were investigated:

1. Cease all 5311f funded operations (Klamath, Redding and Reno) and not apply for the 2017 grants. This would cause a negative impact to passengers that use these services, some of which Sage Stage is the only viable option for them to travel out of the county. This option is likened to the Greyhound abandoned lines in the early 1980s.
2. Apply for grant funding for a mixture of the services (change number of days/frequency of service). It is recommended that the Reno Service remain unchanged. Staff would recommend reducing the Redding service to one day per week, and the Klamath Falls service to one day per week. Request that the MCTC fund the remaining balance (estimated at \$62,442).
3. Apply for grant funding for each of the three services to our cap amount of \$122,651.30; request that MCTC fund the remaining balance (estimated at \$95,540).

Staff recommends that the MTA support option #2; if the grants are not funded, the MCTC would assess the services during the unmet transit needs process and determine whether it is reasonable to meet the full costs of these services. Motion by Board Member Allan to approve, seconded by Board Member Rhoads. All ayes; motion carried.

6. System Update, Communications, and Calendar

a. **Staff updates** –Senior Transportation Planner Cindy Imbach presented an overview on the following charts.

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

Month	Passenger Trips			Miles			Fares		
	2016	2015	Change	2016	2015	Change	2016	2015	Change
Oct	1,034	1,128	↓8.3%	12,323	13,678	↓9.9%	\$5,675	\$6,360	↓10.8%
Nov	1,035	1,021	↑1.4%	12,046	11,909	↑1.2%	\$5,481	\$5,518	↓0.7%
Dec	1,016	1,317	↓22.9%	10,775	11,851	↓9.1%	\$5,567	\$5,784	↓3.8%

Month	Passenger Trips			Miles			Fares		
	2017	2016	Change	2017	2016	Change	2017	2016	Change
Jan	955	1349	↓29.2%	7,998	11,750	↓31.9%	\$3,038	\$5,968	↓49.1%

2. **Revenue Service Miles compared to Fuel Costs.**

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2016	2015	2014	2016	2015	2014	2016	2015	2014
Oct	12,323	13,678	11,389	\$2,503	\$2,809	\$3,839	.20¢	.20¢	.33¢
Nov	12,046	11,909	9,221	\$2,356	\$2,637	\$2,990	.19¢	.22¢	.32¢
Dec	10,775	11,851	11,469	\$2,410	\$2,319	\$3,416	.22¢	.19¢	.29¢

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2017	2016	2015	2017	2016	2015	2017	2016	2015
Jan	7,998	11,750	10,846	\$	\$2,151	\$2,852	. ¢	.18 ¢	.26¢

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	
	2016	2015	2016	2015	2016	2015
Oct	69	50	73	85	142	135
Nov	59	41	66	81	125	122
Dec	68	54	63	82	131	136

Month	Modoc O/D		Lassen O/D		Total Ridership	
	2017	2016	2017	2016	2017	2016
Jan	27	50	22	70	49	120

4. **Ridership - Alturas-Cedarville-Ft. Bidwell** – Last day operated 12/29/16

Month	Cedarville		Ft. Bidwell		Total Route Ridership	
	2016	2015	2016	2015	2016	2015
Oct	6	1	8	13	14	14
Nov	8	6	6	3	14	9
Dec	7	6	20	8	27	14

- b. **Other Information** – Modoc Transportation Agency lost Plumas Bank as courier service in January. Ridership is down on many routes.
- Forms 700's Due
 - Closed legal claim possible at next meeting

Calendar – consider future dates and events of interest:

- February 07, 2017 1:30 p.m. MCTC and MTA Meetings – City of Alturas Council Chambers, 200 W North St, Alturas
- February 13, 2017 Lincoln’s Birthday observed – Office closed – Sage Stage Services will operate
- February 20, 2017 Presidents Day – the Office and Sage Stage Services are closed in observance of the holiday
- March 6, 2017 1:00 p.m. Modoc Technical Advisory Committee Meeting – 108 S Main St, Alturas.
- April 4, 2017 1:30 p.m. MCTC and MTA Meetings – City of Alturas Council Chambers, 200 W North St, Alturas

7. **Adjournment** – Motion to adjourn by Board Member Ray at 2: p.m., seconded by Board Member Rhoads. All ayes; motion carried. The next regular meeting will be April 4, 2017 in the Alturas City Hall Council Chambers, 200 W. North Street at about 2:00 p.m., following the MCTC meeting.

Submitted by,

Tiffany Gwinn
Executive Assistant Secretary

Modoc Transportation Agency Transactions by Account As of February 28, 2017

Date	Num	Name	Amount	Balance
CD 36 Months - Plumas MTA-9346				304,540.11
01/21/2017		Interest	576.24	305,116.35
Total CD 36 Months - Plumas MTA-9346			576.24	305,116.35
LAIF-8025001				443,995.56
01/13/2017		Interest	756.24	444,751.80
Total LAIF-8025001			756.24	444,751.80
Plumas Operating MTA-0477				168,934.19
01/03/2017		Farebox	322.00	169,256.19
01/03/2017		STAF	7,639.00	176,895.19
01/04/2017		Farebox	46.00	176,941.19
01/05/2017		Farebox	60.00	177,001.19
01/06/2017		Farebox	62.10	177,063.29
01/09/2017		Farebox	574.80	177,638.09
01/09/2017		Farebox	11.00	177,649.09
01/09/2017	2291	Modoc County Transportation	-31,548.01	146,101.08
01/09/2017		Farebox	434.39	146,535.47
01/09/2017	120616	Amazon	-45.50	146,489.97
01/10/2017		Farebox	168.00	146,657.97
01/10/2017	2164	Decals By Design Inc.	-665.77	145,992.20
01/10/2017	2165	J. Thayer Company	-21.93	145,970.27
01/10/2017	2166	Tnet Broadband Internet, LLC	-48.00	145,922.27
01/10/2017	2167	Waste Management	-24.42	145,897.85
01/10/2017	2168	MV Transportation	-12,751.96	133,145.89
01/10/2017	2169	City Of Alturas	-166.48	132,979.41
01/10/2017	2170	EDI Media	-150.00	132,829.41
01/10/2017	2171	Pepsi-Cola Bottling Company	-35.95	132,793.46
01/10/2017	2172	Ray Morgan Company	-102.10	132,691.36
01/10/2017	2173	Ed Staub & Sons	-2,410.04	130,281.32
01/10/2017	2174	Perry's Automotive	-429.41	129,851.91
01/10/2017	122716	Amazon	-63.96	129,787.95
01/11/2017		Farebox	49.50	129,837.45
01/11/2017		MCTC Q2 - Lease	4,282.35	134,119.80
01/12/2017		Farebox	39.00	134,158.80
01/13/2017		Farebox	54.00	134,212.80
01/17/2017	11217	Four Seasons Supply	-64.31	134,148.49
01/17/2017		Farebox	111.50	134,259.99
01/17/2017		Farebox	394.00	134,653.99
01/18/2017		Farebox	41.00	134,694.99
01/18/2017	2175	Frontier Communications	-1,085.17	133,609.82
01/18/2017	2176	Perry's Automotive	-429.13	133,180.69
01/19/2017		Farebox	133.35	133,314.04
01/19/2017	11917	Four Corner's Market	-74.25	133,239.79
01/19/2017	2177	Basin Tire Service Inc.	-336.70	132,903.09
01/19/2017	2178	Frank Willis	-50.00	132,853.09

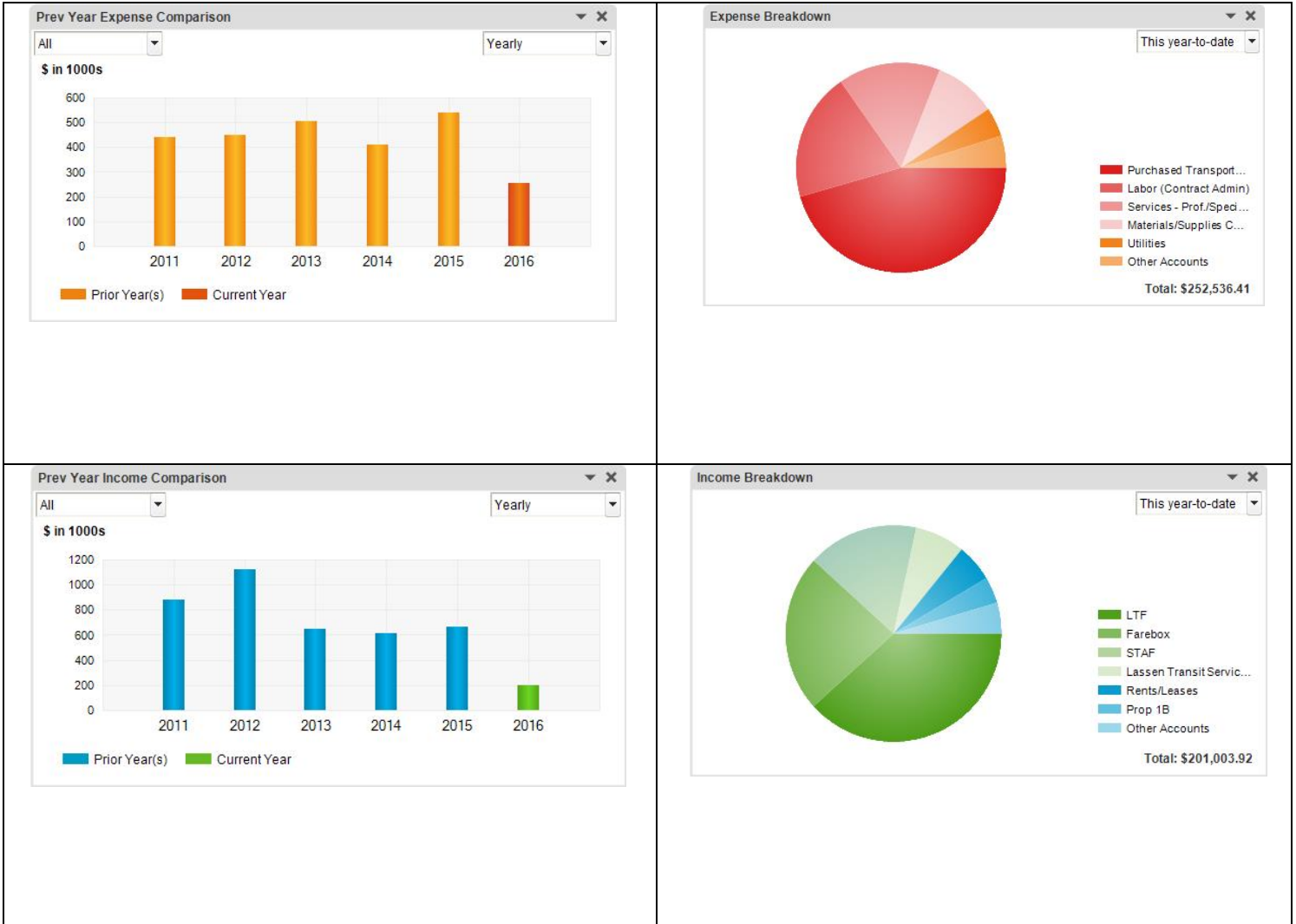
Modoc Transportation Agency
Transactions by Account
As of February 28, 2017

Date	Num	Name	Amount	Balance
01/19/2017	2179	Larranaga Trucking & Constr	-150.00	132,703.09
01/20/2017		Farebox	58.75	132,761.84
01/23/2017		Farebox	38.75	132,800.59
01/23/2017		Farebox	18.02	132,818.61
01/23/2017		Farebox	122.00	132,940.61
01/23/2017	2180	Siskiyou Fire Equipment	-134.00	132,806.61
01/23/2017	12317	Modoc Medical Center	-76.00	132,730.61
01/24/2017		Farebox	178.00	132,908.61
01/24/2017		Farebox	167.61	133,076.22
01/24/2017	2181	Computer Haven	-950.00	132,126.22
01/24/2017	2182	Verizon Wireless	-288.81	131,837.41
01/25/2017		AP-Tech	300.00	132,137.41
01/25/2017		Farebox	46.00	132,183.41
01/26/2017	2183	Pacific Power	-654.56	131,528.85
01/26/2017	2184	Pioneer Auto Body	-108.00	131,420.85
01/26/2017		Farebox	275.10	131,695.95
01/27/2017		Farebox	56.75	131,752.70
01/30/2017		Farebox	308.00	132,060.70
01/30/2017		Farebox	660.00	132,720.70
01/31/2017		Farebox	164.50	132,885.20
01/31/2017		Lassen Transit Service Agenc	7,500.00	140,385.20
01/31/2017	2185	Alturas Chamber of Commer	-100.00	140,285.20
01/31/2017	2186	City Of Alturas	-164.28	140,120.92
01/31/2017	2187	Tnet Broadband Internet, LLC	-48.00	140,072.92
01/31/2017	13117	TCE Communications	-56.15	140,016.77
02/01/2017		Farebox	62.00	140,078.77
02/01/2017	2188	Completely Custom Inc.	-602.61	139,476.16
02/01/2017	2189	Waste Management	-56.54	139,419.62
02/01/2017		Farebox	4.00	139,423.62
02/01/2017		Farebox	26.00	139,449.62
02/01/2017	20119	Cash & Carry	-11.16	139,438.46
02/01/2017	20120	Staples	-120.97	139,317.49
02/02/2017		Farebox	284.80	139,602.29
02/02/2017	20117	Four Corner's Market	-39.66	139,562.63
02/03/2017		Farebox	78.25	139,640.88
02/06/2017		Farebox	161.25	139,802.13
02/06/2017		Farebox	12.00	139,814.13
02/06/2017	2190	EDI Media	-150.00	139,664.13
02/06/2017	2191	Pepsi-Cola Bottling Company	-39.99	139,624.14
02/06/2017	2192	Perry's Automotive	-1,806.68	137,817.46
02/06/2017	2193	Frank Willis	-190.00	137,627.46
02/07/2017		Farebox	284.10	137,911.56
02/07/2017	2194	Frontier Communications	-63.47	137,848.09
02/07/2017	2195	Modoc County Record	-52.50	137,795.59

Modoc Transportation Agency
Transactions by Account
As of February 28, 2017

Date	Num	Name	Amount	Balance
02/07/2017	2196	Ray Morgan Company	-88.64	137,706.95
02/07/2017	2197	Decals By Design Inc.	-257.49	137,449.46
02/07/2017	2198	Ed Staub & Sons	-576.58	136,872.88
02/07/2017	2199	Ed Staub & Sons	-1,846.88	135,026.00
02/07/2017	10517	Amazon	-96.42	134,929.58
02/08/2017		Farebox	38.00	134,967.58
02/08/2017		Farebox	50.00	135,017.58
02/08/2017	2200	MV Transportation	-11,232.25	123,785.33
02/09/2017		Farebox	537.50	124,322.83
02/13/2017		Farebox	247.00	124,569.83
02/14/2017		Farebox	243.50	124,813.33
02/14/2017		Farebox	51.00	124,864.33
02/15/2017		Farebox	89.00	124,953.33
02/16/2017		Farebox	44.00	124,997.33
02/16/2017		Farebox	491.00	125,488.33
02/16/2017	2201	James Oberg	-60.00	125,428.33
02/16/2017		Farebox	40.00	125,468.33
02/17/2017		Farebox	43.00	125,511.33
02/17/2017	2202	Computer Haven	-950.00	124,561.33
02/21/2017		Farebox	282.50	124,843.83
02/21/2017		Farebox	14.00	124,857.83
02/22/2017		Farebox	40.00	124,897.83
02/22/2017		AP-Tech	300.00	125,197.83
02/22/2017	2203	Office Depot	-308.72	124,889.11
02/22/2017	22217	Holiday Market	-37.36	124,851.75
02/23/2017		Farebox	118.50	124,970.25
02/23/2017	2204	Perry's Automotive	-1,917.18	123,053.07
02/23/2017	2205	Frank Willis	-50.00	123,003.07
02/23/2017	2206	Pacific Power	-489.33	122,513.74
02/27/2017		Farebox	24.00	122,537.74
02/27/2017		Farebox	434.50	122,972.24
02/27/2017	2207	California Highway Patrol	-100.00	122,872.24
02/27/2017	2208	Sonny Schanuth	-677.50	122,194.74
02/28/2017	20118	Postmaster	-104.08	122,090.66
02/28/2017		Farebox	273.00	122,363.66
02/28/2017	22817	Network Solutions	-259.90	122,103.76
02/28/2017	22817	TCE Communications	-56.15	122,047.61
02/28/2017	2209	Waste Management	0.00	122,047.61
02/28/2017	2210	Waste Management	-56.76	121,990.85
Total Plumas Operating MTA-0477			-46,943.34	121,990.85
Treasurer Operating MTA-650				0.00
Total Treasurer Operating MTA-650				0.00
TOTAL			-45,610.86	871,859.00

Modoc Transportation Agency Company Snapshots (As of 03-20-17)



Report to Modoc Transportation Agency Board Members	
Subject Regular Business	Meeting Date April 11, 2017
Presented by MTA Staff	Agenda Item 5

Items with attachments, shown in bold:

- a. Consider adoption of the 2017 MTA **Title VI Plan** (including the Limited English Proficiency and Public Participation Plan) updated from 2014.

The 2017 update is required for continued grant funding (federal/state).

- b. Consider adoption of the **Conflict of Interest Code**.

Pursuant to Gov Code Section 87306, MCTC is required to adopt a conflict of interest code. A notice of intent was posted 9/26/16 soliciting public comments. A copy was provided to the County CAO requesting comment. No comments were received. Staff recommends adoption of the MCTC Conflict of Interest Code

- c. Consider adoption of the **MTA Financial Policy and Procedures**.

The proposed manual provides and documents the process for internal control policies, financial management, payroll, assets, liabilities and fund balances, grant contract and management and other systematic processes to maintain compliance and safeguard agency assets. Staff recommends adoption of the Financial Policy and Procedures Manual.

- d. Consider adoption of **Resolution 17-03 Low Carbon Transit Operations Program Fund** FY16/17 \$4,251 and FY 15/16 \$7,508 (totaling \$11,759).

LCTOP is one program within the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 with Senate Bill 862 (SB 862). SB 862 established LCTOP as a noncompetitive, formulaic program, with 5% of annual auction proceeds being continually appropriated at the beginning of 2015. LCTOP provides operating and capital assistance to transit agencies with the goal of reducing greenhouse gas emissions and improving mobility.

MTA has received 2 apportionments of LCTOP. The FY 15/16 funds (\$9,104) were originally programmed to fund Saturday service two days a month; we estimated that there would be 60 passenger trips each Saturday. The Saturday service commenced in June 2016, the service was marketed, and ridership monitored. The actual passenger trips fell well below the projection, and the Saturday service was discontinued in March, with \$7,508 remaining.

The 16/17 LCTOP apportionment is \$4,251; the remaining \$7,508 will be added and fund an additional driver (total of 2) for the demand response service on Monday, Wednesday, and Friday. This is currently our most productive service, providing over 15,000 passenger trips annually (up from 5,700 trips in 2013). The second driver is currently available on Tuesday and Thursday and less passenger trips are delayed or missed on those days.



Title VI Program

Adopted

2017

By the Modoc Transportation Agency

Board of Directors

Modoc Transportation Agency
108 S. Main Street
Alturas, CA 96101
(530) 233-6410

Modoc Transportation Agency / Sage Stage

(Public Rural and Intercity Bus Operator – Joint Power Authority between City of Alturas and County of Modoc)

Representatives appointed by City of Alturas			Representatives appointed by County of Modoc		
Director City Mayor John Dederick	Director City Councilmember Bobby Ray	Director City At-Large Member Danny Parker	Director Supervisor – District I David Allan	Director Supervisor – District III Kathie Rhoads	Director County At-Large Member Jim Wills
	Alternate City Councilmember Cheryl Nelson			Alternate Supervisor – District IV Elizabeth Cavasso	

Staff

Executive Director
Debbie Pedersen

Chief Fiscal Officer
Niki Witherspoon

Executive Assistant Secretary
Tiffany Gwinn

Senior Transportation Planner
Cindy Imbach

MV Transportation, Inc (Contractor for Transit Operations)

General Manager – Division 20
Roberta Collins

Alturas Division 20 Lead Driver
vacant

Driver
Jacque Dockery

Driver
Albert Campos

Driver
Shawn Brimble

Driver

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TITLE VI PROGRAM POLICY AND COMPLAINT PROCEDURES

POLICY

Modoc Transportation Agency (MTA)/Sage Stage Bus is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color or national origin. All persons, regardless of their citizenship, are covered under this regulation. In addition, MTA prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

MTA will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and/or this regulation.

As a Federal Transit Administration (FTA) fund recipient, MTA will ensure that its programs, policies and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.

MTA will ensure the level and quality of its transportation service is provided without regard to race, color or national origin.

MTA will promote the full and fair participation of all affected populations in the transportation decision-making process.

MTA will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within MTA's service area as provided herein.

MTA will ensure that Limited English Proficient (LEP) individuals have access to MTA's programs, activities and services.

MTA's Title VI policy will be posted on the agency website, within the business office, within vehicles and at local bus shelters.

These regulations shall be maintained in English and made available in Spanish upon request.

APPLICABILITY

This policy is applicable to all MTA employees, members of the public and all contractors hired by MTA.

Failure of an MTA employee to follow this policy and procedure may subject such employee to disciplinary action up to and including employment termination.

DEFINITIONS

Adverse Effect means having a harmful or undesired effect.

Discrimination refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effects of prior discrimination based on race, color or national origin.

Limited English Proficient (LEP) Persons are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

Low-Income Population means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.

Minority Individuals

1. American Indian and Alaska Native, which refers to people having origins in any of the original people of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. Asian, which refers to people having origins in any of the original people from the Far East, Southeast Asia, or the Indian subcontinent.
3. Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
4. Hispanic or Latino, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
5. Native Hawaiian and Other Pacific islanders, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

National Origin means the particular nation in which a person was born, or where the person's parents or ancestors were born.

Race means a group of people united or classified together on the basis of common history, nationality, or geographic distribution.

Recipient means one that has received or is receiving Federal financial assistance. The term includes sub-recipients of a recipient and sub-recipients in FTA State administered programs.

Retaliation Any adverse action taken against another individual because of his/her participation in the complaint, investigation, or hearing relating to this policy or the provision of federal or state law.

Vital Documents are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program (e.g., public notices, consent forms, complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).

GENERAL REQUIREMENTS AND GUIDELINES

MTA will carry out its programs, activities, and services in compliance with Title VI of the Civil Rights Act of 1964. MTA or any of its employees will not, on the grounds of race, color, national origin, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination under any MTA programs, services, or activities.

MTA, any of its employees, or contractors will not, on the grounds of race, color or national origin:

- a. Provide any service, financial aid, or benefit that is different from that provided to others;
- b. Subject an individual to segregation or segregation or separate treatment;
- c. Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others;
- d. Deny any individual service, financial aid, or benefits under any MTA programs, services, or activities;
- e. Treat individuals differently in terms of whether they satisfy admission or eligibility requirements;
- f. Deny an individual the opportunity to participate as a member of a planning or advisory body.

MTA shall evaluate significant system-wide service, fare changes and proposed improvements at the planning and programming stages to determine whether these changes have a discriminatory impact on low-income and Limited English Proficiency individuals. This applies to major service changes that affect 25% of service hours of a route.

MTA conducts regular board meetings every other month to ensure that all individuals are afforded an opportunity to participate in transportation decisions. If items for board approval become apparent before that regular meeting, a special meeting is scheduled.

There have been no issues (discrimination investigations, complaints, or lawsuits) within the past three years. MTA and MTA's legal counsel will maintain a list (a minimum of four years in active status) of any Title VI investigations, complaints, or lawsuits filed which allege MTA discriminated against a person or group on the basis of race, color, or national origin. This list will include:

- a. The date the investigation, complaint, or lawsuit was filed;
- b. A summary of the allegation(s);
- c. The status of the investigation, complaint, or lawsuit; and
- d. Any actions or corrective actions taken by MTA in response to the investigation, complaint or lawsuit.

MTA will keep the public informed of the protections against discrimination afforded to them by Title VI and MTA's obligations under Title VI by posting a [Title VI Policy Statement](#) (Attachment A) and associated English and Spanish [Complaint Forms](#), on MTA's website at www.sagestage.com and at the MTA's office.

MTA will take steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities, and services for individuals that are Limited English Proficient (LEP).

MTA will provide information, upon request from FTA, in order to investigate complaints of discrimination, or to resolve concerns about possible noncompliance with Title VI.

MTA will submit its Title VI Program to the FTA's regional civil rights officer and the California Department of Transportation Division of Mass Transportation once every three years to ensure compliance with Title VI Requirements.

MTA will ensure that minority and low-income individuals have meaningful access to MTA's programs, activities and services.

ENVIRONMENTAL JUSTICE REQUIREMENTS

MTA shall integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects. MTA is not required to conduct environmental justice analyses of projects where NEPA documentation is not required. MTA will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:

- a. A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, direct observation, or a public involvement process);
- b. A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations;
- c. A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as improvements in transit service, mobility, or accessibility;
- d. A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project;
- e. A discussion of the remaining effects, if any, and why further mitigation is not proposed; and
- f. For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas.

LIMITED ENGLISH PROFICIENT (LEP) INDIVIDUALS AND PUBLIC PARTICIPATION REQUIREMENTS

MTA will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. MTA's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

MTA will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan herein. MTA will continually assess the language assistance needs of the population to be served.

MTA will use the following four (4) factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals.

- a. Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service.
- b. Frequency with which LEP individuals come into contact with MTA programs, activities and services.
- c. Importance of the program, activity, or service provided by MTA to LEP individual's lives.
- d. Resources needed to provide effective language assistance and costs.

ORAL LANGUAGE ASSISTANCE

MTA will make every effort to employ bilingual staff to provide Spanish-speaking interpretation at its Transit office, customer service area and within the transit drivers for transit questions and trip planning assistance. If MTA is unable to employ bilingual staff, then interpretation services will be made available by appointment.

COMPLAINTS/LAWSUITS AND APPEALS

How to File a Title VI Complaint with MTA: Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, with respect to MTA's programs, activities, services, or other transit related benefits, may file a written complaint with MTA. A complaint may be filed by the individual or by a representative. A complaint must be filed within 180 days after the date of the alleged discrimination, but complainants are encouraged to submit complaints as soon as possible. MTA will promptly investigate all complaints filed under Title VI, pursuant to this regulation.

Complaint must include the following information:

- a. A complaint must be in writing and signed and dated by the complainant or his/her representative before any action can be taken.

- b. A complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the complainant, the date, time and location of the incident. The complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

A *Complaint Form* (Attachment C) can be used to file a Title VI complaint with MTA. A complaint form will be made in an accessible format upon request. A complaint form can be obtained at:

- a. MTA's website www.sagestage.com
- b. By calling MTA at (530) 233-6410 and a complaint form can be mailed.
- c. By picking up a complaint form at 108 S. Main St., Alturas, CA 96101.

If the complaint is received by anyone besides MTA'S Executive Director, the individual in receipt of the complaint shall forward it to the Executive Director or his/her designee as soon as practicable but no later than two (2) business days of receipt. The Executive Director shall immediately provide a copy of the complaint to the Chair of the Board of Directors regarding the program, activity or service that is identified as being out of compliance.

Procedures for Investigating Complaints

The Executive Director or his/her designee shall promptly investigate the alleged complaint and shall prepare a written response as soon as possible, but no later than ten (10) business days of his/her receipt of the complaint. The Executive Director or his/her designee may consult with appropriate staff in the preparation of his/her response to the complaint.

Efforts to Contact Complainant

The Executive Director or his/her designee shall make efforts to speak (meeting or telephone conversation) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that his/her rights under Title VI have been violated. The Executive Director or his/her designee shall review and consider the response prepared by the Executive Director or his/her designee, all the information provided by the complainant, if any, and any other evidence available regarding the allegations of the complaint. The Executive Director or his/her designee shall prepare a written report of his/her findings and if corrective action is required, a timetable for the completion of such action.

Completion of Investigation

As soon as it is practicable, but no later than twenty (20) business days following receipt of the initial complaint, the Executive Director or his/her designee shall inform the complainant of his/her findings and any corrective action to be taken as a result of the complaint together with the timetable for completion of such action.

Appeal to MTA Chairman

If the complainant is not satisfied with the findings and/or action of MTA'S Executive Director or his/her designee, then the complainant may file his/her Complaint with the Chair of the Board of Directors or with the FTA'S Office of Civil Rights.

Appeal Process

If the complainant chooses to file his/her complaint with the Chairman of the Board of Directors, then the complaint and any supporting documentation should be submitted within five (5) business days of his/her receipt of the results of the Executive Director's investigation, with the Chairman of the Board of Directors by providing it to the Executive Director at MTA's facility. Upon review of the file, the Chairman shall notify the complainant of what actions, if any, will be taken as a result of the review by the Chairman with ten (10) business days of the Chairman's notification that the complainant is not satisfied with the results of the Executive Director's investigation. The decision of the Chairman of MTA's Board of Directors shall be final.

Timeline waiver

Any timeline set forth herein may be extended by the Executive Director upon a showing of good cause.

How to file a Title VI complaint with the FTA Office of Civil Rights

Any person who believes that he/she or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity, with respect to MTA's programs, activities, or services, or other transit related benefits, may file a written complaint with FTA. A complaint may be filed by the individual or by a representative. A complaint must be filed within 180 days after the date of the alleged discrimination. FTA will promptly investigate all Complaints filed under Title VI in accordance with DOT regulations *49 CFR 21.11 (b) and 21.11 (c)*

- A. A complaint must include the following information: A complaint must be in writing and signed and dated by the complainant or his/her representative before any action can be taken. In cases where a complainant is unable or incapable of providing a written statement, but wishes FTA or DOT to investigate alleged discrimination, a verbal complaint of discrimination may be made to the FTA Director, Office of Civil Rights. If necessary, the Civil Rights Official will assist the person in converting the verbal complaint into writing. All complaints must, however, be signed by the complainant or his/her representative.

FTA.ADAAssistance@dot.gov

Federal Transit Administration Office of Civil Rights

Attn: Title VI Program Coordinator

East Building, 5th Floor – TCR

1200 New Jersey Avenue, S.E.

Washington, DC 20590

TTY: 1 800 877-8339

Voice: 1 866 377-8642

- B. A complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the date, time and location of the incident. The complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

Complaint Acceptance

Once a complaint has been accepted, FTA will notify MTA that it has been subject to a Title VI complaint and ask MTA to respond in writing to the complainant's allegations. Once the complainant agrees to release the complaint to MTA, FTA will provide MTA with the complaint. FTA may choose to close a complaint if the complainant does not agree to release the complaint to MTA. FTA strives to complete a Title VI complaint investigation within 180 days of the acceptance date of a complaint.

Investigations

FTA will make a prompt investigation whenever a compliance review, report, complaint or any other information indicates a possible failure to comply with Title VI Regulations. FTA's investigation will include a review of the pertinent practices and policies of MTA, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether MTA has failed to comply with Title VI regulations.

Following the investigation, FTA's Office of Civil Rights will transmit to the complainant and MTA one of the following three letters based on its findings:

- a. *Letter of Resolution*: explains the steps that MTA has taken or promises to take to come into compliance with Title VI.
- b. *Letter of Finding (Compliance)*: explains that MTA is found to be in compliance with Title VI. This letter will include an explanation of why MTA was found to be in compliance, and provide notification of the complainant's appeal rights.
- c. *Letter of Finding (Noncompliance)*: explains that MTA is found to be in noncompliance. This letter will include each violation referenced, the applicable regulations, a brief description of proposed remedies, notice of the time limit on the conciliation process, the consequences for failure to achieve voluntary compliance, and an offer of assistance to MTA in devising a remedial plan for compliance.

Appeals Process

The letters of finding and resolution will offer the complainant and MTA the opportunity to provide additional information that would lead FTA to reconsider its conclusions. FTA requests that the parties in the complaint provide this additional information within 60 days of the date of the FTA letter of finding. FTA's Office of Civil Rights will respond to an appeal either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

DEFICIENCIES WITH TITLE VI COMPLIANCE

Compliance Reviews will be conducted periodically by FTA, as part of its ongoing responsibility pursuant to its authority under 49 CFR 21.11(a).

If FTA determines that MTA is in noncompliance with Title VI, it will transmit a *Letter of Findings* that describes FTA's determination and requests that MTA voluntarily take corrective action(s) which FTA deems necessary and appropriate.

MTA will submit a remedial action plan including a list of planned corrective actions and, if necessary, sufficient reasons and justification for FTA to reconsider any of its findings or recommendations within 30 days of receipt of FTA's *Letter of Findings*.

ADMINISTRATION OF REGULATION

MTA will integrate the provisions within its Title VI Program into all programs, activities, and services. MTA will integrate the Title VI Program into its policies and procedures.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

INTRODUCTION

This Limited English Proficiency (LEP) Plan has been prepared to address the MTA's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1A dated May 13, 2007, which states that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

PLAN SUMMARY

MTA is the public transit provider for Modoc County and the City of Alturas. MTA has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by MTA. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, MTA undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter an MTA program, activity or service.
2. The frequency with which LEP persons come in contact with MTA programs, activities or services.

3. The nature and importance of programs, activities or services provided by MTA to the LEP population.
4. The resources available to MTA and overall costs to provide LEP assistance.

A summary of the results of the MTA four-factor analysis follows.

Four-Factor Analysis

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a MTA program, activity or service.

Modoc Transportation Agency staff reviewed the 2010 U.S. Census Language Survey Report and determined that 1208 persons in Modoc County [13.3 % of the population] speak a language other than English. In Modoc County, 406 persons [4.5%] indicate having limited English proficiency; that is, they speak English “not very well” while 802 speak English “very well.”

In Modoc County, of those persons with limited English proficiency, 1,071 (11.8% of the total population) speak Spanish; the remaining 503 respondents speak approximately 33 different languages, each accounting for less than 1% of the population.

2. The frequency with which LEP persons come in contact with MTA programs, activities or services.

MTA assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries and surveying vehicle operators for requests for interpreters and translated documents. To date, the most frequent contact between LEP persons is with bus drivers and office staff. MTA has asked staff and drivers if they have encountered calls which needed assistance and they can only remember having none or just 1 or 2 calls. Based on this information MTA will continue to employ bilingual staff, if available, (which currently we have one driver for bilingual assistance), work with local community service agencies having high LEP person traffic and ensure that language assistance information is posted in areas such as buses website and MTA office.

3. The nature and importance of programs, activities or services provided by MTA to the LEP population.

The largest geographic concentration of LEP individuals in the MTA service area is Spanish. The 2010 Census indicates that 86.7% of Modoc residents over 5 years of age speak only English with 13.3% (1,205 people) speaking a language other than English of which 11.8% (1069 people) speak Spanish. 380, or 4.2%, of Spanish speaking residents noted that they speak English less than “very well.” Services provided by MTA are available to the LEP and general public with an intercity route to Reno, Redding and Klamath Falls along with local demand response Dial a Ride. These routes would most likely encounter LEP individuals; Spanish translation services are available through MTA.

MTA would most likely encounter LEP individuals at the MTA offices where reservation, tickets, and passes are sold; community outreach events and posters are displayed relating to transit events.

4. Assessment of the resources available to MTA and overall costs to provide LEP assistance.

MTA assessed its available resources that could be used for providing LEP assistance, including determining the cost of a professional interpreter and translation service on an as-needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that MTA could partner with for outreach and translation efforts. The amount of staff and vehicle operation training that might be needed was also considered. Based on the four-factor analysis, MTA developed its LEP Plan as outlined in the following section.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN OUTLINE

How MTA and staff may identify an LEP person who needs language assistance:

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Have staff greet participants as they arrive to MTA sponsored events. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English.
3. Have Census Bureau Language Identification flashcards available at MTA meetings. This will assist MTA in identifying language assistance needs for future events and meetings.
4. Have Census Bureau Language Identification flashcards available on all transit vehicles to assist vehicle operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to try to obtain contact information to give to MTA management staff for follow-up.
5. Vehicle operators and other front-line staff will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

LANGUAGE ASSISTANCE MEASURES

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which MTA staff responds to LEP persons, whether in person, by phone or in writing.

- a. Provide bilingual staffing to provide Spanish-speaking interpretation within its offices.
- b. Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on MTA programs and services;
- c. Placement of statements in notices and publications that interpreter services are available for these meetings, with seven (7) days advance notice;

- d. Survey bus drivers and other staff, annually on their experience concerning any contacts with LEP persons during the previous year;
- e. Provide Language Identification Flashcards onboard MTA Transit vehicles and the MTA/Sage Stage office;
- f. Post MTA's Title VI Program and LEP Plan on the agency website, www.sagestage.com, and at the MTA/Sage Stage office;
- g. Provide travel training to LEP persons with the assistance of bilingual staff;
- h. When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will utilize a professional interpreter service.

STAFF TRAINING

The following training will be provided to MTA staff:

1. Information on the MTA Title VI Procedures and LEP responsibilities
2. Description of language assistance services offered to the public
3. Use of Language Identification Flashcards (used to identify language preference)
4. Documentation of language assistance requests
5. Use of professional interpreter services (over the phone interpretation provider)
6. How to handle a potential Title VI / LEP complaint

OUTREACH TECHNIQUES

In order to ensure that LEP individuals are aware of MTA's language assistance measures, MTA provides the following:

- a. Spanish language contact information, phone and email, is posted on the MTA website home page, at the office, and on the transit buses.
- b. Bilingual staff available for in-person or phone customer service at the MTA office for schedule translation, making reservations, trip information, assistance accessing Sage Stage services.

Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers and agendas will be printed and posted in an alternative language based on the known LEP population. These notices will be posted in the following locations:

- a. MTA Transit office
- b. MTA/Sage Stage buses
- c. MTA Transit website

Such notices may also be posted or announced with local stakeholders and community centers. Interpreters will be provided and made available as needed.

MONITORING AND UPDATING THE LEP PLAN

MTA will update the LEP plan as required by U.S. DOT. At a minimum, the plan will be reviewed and updated every three (3) years in conjunction with the Title VI submission, when data from the 2020 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the MTA service area. Updates will include the following:

- a. The number of documented LEP person contacts encountered annually
- b. How the needs of LEP persons have been addressed
- c. Determination of the current LEP population in the service area
- d. Determination as to whether the need for translation services has changed
- e. Determine whether local language assistance programs have been effective and sufficient to meet the need
- f. Determine whether MTA's financial resources are sufficient to fund language assistance resources needed
- g. Determine whether MTA has fully complied with the goals of the LEP Plan
- h. Determine whether complaints have been received concerning MTA's failure to meet the needs of LEP individuals

DISSEMINATION OF THE MTA LEP PLAN

A link to the MTA's LEP Plan and the Title VI Program is included on the MTA website at www.sagestage.com.

Any person or agency with internet access will be able to access and download the plan from the MTA website. Alternatively, any person or agency may request a copy of the plan via telephone, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which MTA will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to the Modoc Transportation Agency, Executive Director:

Modoc Transportation Agency
Debbie Pedersen, Executive Director
108 S. Main Street
Alturas, CA 96101
(530) 233-6410

dpedersen@modoctransportation.com

PUBLIC PARTICIPATION PLAN

Summary of Public Participation Efforts

Over the last reporting period, MTA conducted the following public outreach and involvement activities:

Public Meetings and Outreach

The MTA Board Meetings are regularly scheduled public meetings that are conducted on the first Tuesday of February, April, June, August, October and December annually. All timetables and public meeting information are available on the MTA website prior to the meeting. Special Arrangements for “free” transportation to and from MTA meetings will be provided to elderly, disabled and persons with limited means, within 10 miles of meeting location and with 48-hour advance notice. In addition to the MTA public meetings, special events dates are shown below by date and event.

04/16/14 – Outreach Valley Senior Citizens	06/25/16 - June Jamboree
04/24/14 - Social Service Advisory Council	07/9/16 - Saturday Farmers Market
10/07/14 – Rotary – Sage Stage Info	7/23/16 - Saturday Farmers Market
07/21/15 – Social Service Advisory Council	08/16/16 – Rotary – Sage Stage Info
05/10/16 – Social Service Advisory Council	8/13/16 - Saturday Farmers Market
05/11/16 - Kindergarten Transition	8/27/16 - Saturday Farmers Market

MTA has a bilingual driver who provides translation for Spanish-speaking guests with information on public transit services. Bilingual assistance is utilized in outreach programs when needed and appropriate.

Short Range Transit Development Plan (SRTDP)

MTA prepared a Short Range Transit Development Plan in 2013. On board surveys were conducted and public workshops held in our outlying communities. Interviews of agencies representatives, including Latino interests, were conducted. A list of SRTDP participants follows.

List of Stakeholder Interviewees and Public Workshops

Stakeholder Interviewees

Modoc Social Services: Debbie Mason and Sarah Holshouser

CalWorks: Diane Fogle and Megan Macdonnel

Public Health/Mental Health: Tara Shepherd

Strong Family Health Center: Michelle Baldrige

Cedarville Rancheria: Gordon Rouse and Melissa Davis

Modoc Medical Center: Monica Derner

Cedarville Health Care District: Bill Bostic

Canby Family Practice: Jessica Marchessault

California Tribal TANF Partnership: Gail Woolery and Mandy

TEACH, inc.: Lola Hurtado and Heather Tufts

Lassen RTPA: Dan Douglas

Big Valley 50+: Clinton Davies

Warner Mountain Indian Health Clinic, Ft. Bidwell: Lucinda Lamebull

Modoc County Record: Rick Holloway

Modoc Unified School District: Mike Martin

Modoc Work Activity Center (formerly DART): Paul Mitchell

Alturas Senior Center Board Members: Emily Martin and Sharon Crabtree

Modoc Transportation Agency Policy Board

- John Dederick, Chairperson
- Bobby Ray, Director
- David Allan, Director
- Bill Hall, Director

PUBLIC WORKSHOPS

- Cedarville Public Workshop
- Alturas Public Workshop
- Adin Public Workshop

Stakeholder Outreach

MTA efforts to secure participation are targeted at “stakeholders” – individuals, entities or groups that could be affected significantly by transportation planning or could influence implementation considerably. Stakeholders include, but are not limited to, the following groups:

- the general public
- town or neighborhood groups
- city, county and local agencies
- tribal governments and communities
- limited means and minority households
- elderly and disabled communities
- special interest groups and organizations
- transportation providers and riders
- bicycle/walking enthusiasts or organizations
- chambers of commerce and businesses
- Latino populations
- underrepresented groups
- air, environmental and resource districts
- other federal, state or regional agencies

All meetings of the MTA are open to the public, except for rare instances when closed sessions are permissible by the Brown Act. Notification is made by posting of the agenda at the Alturas City Hall, Modoc County Courthouse and Sage Stage office at least 72 hours in advance. If a public hearing is held in conjunction with a meeting, a legal notice also will be published as described above.

COMMUNICATION TECHNIQUES AND MEDIA

Appropriate techniques among the following will be used to inform, educate and get input from the public about plans, programs and project development during the regional planning process:

- Surveys or questionnaires - mail-in, telephone, personal interview and/or door to door
- Comment cards at all public meetings, presentations, workshops, etc.
- Articles or Press Releases for the Modoc County Record and appropriate publications
- Timely consultation with advisory committees and councils
- Distribution of informational reports, flyers or brochures
- Informal presentations at regional sites, open houses, or other community forums
- Formal presentations to various service clubs, civic and professional groups
- Information about meetings, public hearings and special events on MTA/Sage Stage web site
- Public Service Announcements, providing specific information and generally promoting public participation, for local radio and cable television
- Direct mailings to those expressing interest in or commenting about certain topics
- General mailings with posters and flyers to area post offices and appropriate agencies, offices and organization for distribution to customers

Notice

Notifying the Public of Rights Under Title VI

Modoc Transportation Agency (MTA) operates its programs and services without regard to race, color or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with MTA.

For more information on MTA's civil rights program, and the procedures to file a Complaint, contact (530) 233-6410; website www.sagestage.com; or visit the MTA office at 108 S. Main St., Alturas, CA 96101.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 120 New Jersey Ave., SE, Washington DC 20590

If information is needed in another language, contact (530) 233-6410 for assistance. Si require informacion en otro idioma, llame a (530) 233-6410.

www.sagestage.com

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



POLICY STATEMENT

The Modoc Transportation Agency (MTA) is committed to providing public transportation in an environment that is free from discrimination on the basis of race, color or national origin. MTA operates its programs, activities and services without regard to race, color or national origin.

As a Federal Transit Administration (FTA) fund recipient, Modoc Transportation Agency will ensure that its programs, policies and activities comply with Title VI of the Civil Rights Act of 1964, as amended, and Department of Transportation regulations.

Any person, who believes that he/she, has been subjected to discrimination on the basis of race, color or national origin, with respect to MTA's programs, activities, services, or other transit related benefits, may file a Title VI complaint. Complaints must be filed in writing and signed by the complainant, or a representative, and should include the complainants name, address, and telephone number or other means by which the complainant can be contacted. Complaints must be filed within 180 days of the date of the alleged discriminatory act.

To request additional information on Modoc Transportations non-discrimination obligations or to file a Title VI Complaint, please submit your request or complaint in writing to:

Modoc Transportation Agency
Attn: Debbie Pedersen, Executive Director
108 S. Main St.
Alturas, CA 96101

Complaint forms can also be obtained at www.sagestage.com

Federal Transit Administration (FTA) Title VI Complaints may be filed directly to:

Federal Transit Administration Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Attachment B



**LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS
(GENERAL REQUIREMENT)**

Modoc Transportation Agency does not have any past, current, or pending Title VI complaints

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MODOC TRANSPORTATION AGENCY
TITLE VI DISCRIMINATION COMPLAINT FORM
108 S. Main St., Alturas, CA 96101

Complainant's Name: _____
Street Address: _____
City/State/Zip: _____
Phone: _____ E-mail Address: _____
Date of Violation: _____ Time of Violation: _____
Date of Complaint: _____ Place of Violation: _____
Bus Number: _____ Bus Route: _____

Discrimination because of:

- Race Color National Origin

Please provide the names(s) of the MTA/Sage Stage employee(s) who allegedly discriminated against you, including their job titles (if known). _____

Identify what MTA/Sage Stage service, program, or activity did not comply with Title VI of the Civil Rights Act of 1964. _____

Identify individuals by name, address and phone number that has information relating to the violation. _____

Explain as clearly as possible what happened, how you feel you were discriminated against and who was involved. Please include how other individuals were treated differently from you. _____

Signature of Complainant: _____

Date: _____

Attachment C (Spanish)



MODOC TRANSPORTATION AGENCY
FORMULARIO DE QUEJA POR DISCRIMINACION CONFORME AL
TITULO VI
108 S. Main St., Alturas, CA 96101

Nombre del reclamante: _____
Dirección (calle): _____
Ciudad/Estado/Código postal: _____
Telefono: _____ Correo electrónico: _____
Fecha del incidente: _____ Hora del incidente: _____
Fecha de la queja: _____ Lugar del incidente: _____
Número del bus: _____ Ruta del bus: _____

Causa de la discriminación:

- Raza Color Origen nacional

Por Favor Proporcione el nombre(s) de los empleados de MTA/Sage Stage que supuestamente le discriminaron, incluyendo su título del trabajo (si se conocen). _____

Identifique cual servicio, programa o actividad de MTA/Sage Stage no cumple con el Título VI del Acta de Derechos Civiles de 1964. _____

Identifique a individuos de nombre (s), dirección y número de teléfono que tiene la información que se relaciona con la violación. _____

Explique lo más claramente posible lo que ocurrió, cómo usted siente que le discriminaron y quién estuvo involucrado. Por favor incluya cómo otras personas fueron tratadas de manera diferente a usted. _____

Firma del reclamante: _____ *Fecha:* _____



**MODOC TRANSPORTATION AGENCY (MTA) FARE AND SERVICE CHANGE
PUBLIC NOTIFICATION**

POLICY

Modoc Transportation Agency shall maintain an open and participative process including the consideration of public comment before a fare increase or major service reduction. Public input is solicited while proposals are under consideration. Customers are notified before the implementation of any major service changes or fare increases.

It is the intent of Modoc Transportation Agency to comply with the Federal Public Comment on Service Change and Fare Change policy cited in Federal Transit Administration Section C. 9030.1C.

DEFINITION

For the purpose of the FTA C. 9030.1C comment requirement, Modoc Transportation Agency definition of a service change is as follows:

- a. Service Change – A change in service area equal to more than 25% total system square mile service area.
- b. Fare Change – A change of any amount compared to existing fare.

PROCEDURES

In order to insure maximum opportunity for community input and involvement in the decision-making process, Modoc Transportation Agency adheres to the following:

- a. Provide a thirty (30) day advance notice of a public hearing to consider the proposal in appropriate local and regional publications, as applicable.
- b. Provide customer information regarding the fare change and service reduction proposal and process for public comment on board service vehicles.
- c. Before finalizing recommendations, Modoc Transportation Agency staff will review proposed fare changes and reductions in service and the merits of such proposals with MTA's Social Service Transportation Advisory Council (SSTAC). The SSTAC includes consumers, consumer advocates, and members of the public with interest in public transportation.
- d. Conduct at least one (1) formal public hearing to solicit public input and consider recommendations to the proposed service changes. The hearing includes a staff presentation of proposed service changes and the opportunity for testimony from any interested individual in attendance. Minutes of the hearing are recorded.
- e. Following the conclusion of the Public Hearing, the Modoc Transportation Agency's Board of Directors will consider both the staff recommendations and the public comment, and make the final decision regarding the service change by a simple majority vote. The effective date of any fare or service change shall be least sixty (60) days after the date noticing the public hearing.

Attachment E



**TABLE DEPICTING MINORITY REPRESENTATION ON NON-ELECTED
SOCIAL SERVICE TRANSIT ADVISORY COMMITTEE**

Body	Caucasian	Latino	African American	Asian American	Native American
Population	83.46%	13.86%	0.85%	0.81%	3.82%
Social Service Transit Advisory Committee	82.35%	5.88%	0%	0%	17.65%

Modoc Transportation Agency encourages participation on non-elected committees via requests for participation or by nomination of persons involved with local human services agencies, non-profit community based organizations and other local stakeholders.

**WRITTEN EXPLANATION OF THE REASONS FOR
DESIGNATIONS AND DISCLOSURE RESPONSIBILITIES
FOR THE
MODOC COUNTY TRANSPORTATION COMMISSION (MCTC)
AND
MODOC TRANSPORTATION AGENCY (MTA)**

DESIGNATIONS

The Members of the Board, Executive Director, Board Secretary, Chief Fiscal Officer, Senior Transportation Planner, Associate Transportation Planner and Consultants (except as otherwise determined by the Chairperson or Executive Director) are designated as positions subject to the Conflict of Interest Code since they have substantial responsibility relative to MCTC's and MTA's decision-making processes or policies. These positions are required to disclose interests under Category 1, as described below.

The Executive Assistant Secretary coordinates travel arrangements and accommodations for staff, and is responsible to monitor and order office and other related supplies. This position does not otherwise have substantial responsibility relative to MCTC's or MTA's decision-making processes or policies. Accordingly, this position is only required to disclose interests under Category 2, as described below.

DISCLOSURE RESPONSIBILITIES

Disclosure Category 1

Persons designated in this category shall disclose (a) all sources of income, (b) all interests in real property located in whole or in part within or not more than two (2) miles outside the jurisdiction of MCTC or MTA, as applicable, and (c) all investments and business positions in business entities.

Disclosure Category 2

Persons designated in this category shall disclose investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by MCTC or MTA, as applicable.

CONFLICT OF INTEREST CODE FOR THE MODOC TRANSPORTATION AGENCY

The Political Reform Act, Government Code section 81000 *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission ("Standard Code") are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Modoc Transportation Agency ("MTA").

Pursuant to Section 4 of the Standard Code, Designated Employees, as described in the attached Appendix ("Designated Employees"), shall file statements of economic interests with MTA. Upon receipt of the statements of the Designated Employees and/or consultants, MTA shall make and retain copies and forward the originals of these statements to the County of Modoc, Clerk of the Board of Supervisors.

APPENDIX

DESIGNATED EMPLOYEES

DISCLOSURE CATEGORIES

Members of the Board of Directors, including alternates	1
Executive Director	1
Secretary of the Board	1
Executive Assistant Secretary	2
Chief Fiscal Officer	1
Senior Transportation Planner	1
Associate Transportation Planner	1
Consultants*	1

*Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the disclosure category in the Code subject to the following limitation:

The Chairperson of the Board of Directors ("Chairperson"), or the Executive Director, may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this Appendix. Such written determination shall include a description and a statement of the extent of disclosure requirements. The Chairperson's or the Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Code.

DISCLOSURE CATEGORIES

Disclosure Category 1

Persons designated in this category shall disclose (a) all sources of income, (b) all interests in real property located in whole or in part within or not more than two (2) miles outside the jurisdiction of MTA, and (c) all investments and business positions in business entities.

Disclosure Category 2

Persons designated in this category shall disclose investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by MTA.

MTA

MODOC TRANSPORTATION AGENCY

Financial and Accounting Policies and Procedures

April 2017

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100. Introduction

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The purpose of this manual is to enable personnel to carry out agency guidelines set by the Modoc Transportation Agency (MTA), California Government Code, the State Controller's Office, and the United States Government.

This manual will be reviewed by the Executive Director (director), Chief Fiscal Officer (fiscal officer), or contracted Certified Public Accountant (CPA) on an annual basis. The MTA can amend these policies and procedures at any time.

200. Internal Control Policies

The Board

The Board is responsible for management oversight and to provide continuity to the agency. Responsibilities of the board as they relate to financial operations are to:

- 1) Safeguard the assets of the agency by developing and implementing policies and procedures;
- 2) Monitor the financial performance of the agency;
- 3) Review and approve annual fiscal and triennial performance audits;
- 4) Create an environment for ethical behavior;
- 5) Commit the financial and administrative resources for the prevention and detection of fraud and embezzlement;
- 6) Review and approve the annual budgets and all budget revisions;
- 7) Review and approve major organizational decisions, commitments, and plans including expenditures, contracts, loans, and leases;
- 8) Evaluate progress toward programs and financial goals;

The Staff

The primary user of the accounting software will be the fiscal officer with others approved by the director for duties as assigned.

The Chairman and director will have authority to sign checks and approve financial transactions. A substitute signor may be approved by the Board. Persons with signature authority will not have access to accounting software.

Compliance with all Laws, Rules and Regulations

All Board members, employees and consultants involved with daily operations of the agency will comply with all laws, rules and regulations (including the provisions of California Code Section 87300 et seq., and California Code of Regulations, title 2, section 18730, which are incorporated herein by reference, as they exist or may be amended) prescribed by law, code, policy, procedures, contract and grant regulations.

A Conflict of Interest Form must be completed as required by government code and MTA policy by all designated positions. The Statement of Economic Interest forms

(Form 700) will be maintained by the Modoc County Recorder. The Board is required to complete ethics training biennially per AB 1234 Local Ethics Training. This can be done online at the Fair Political Practices Commission website <http://locaethics.fppc.ca.gov/login.aspx>. Create a new account and the training will begin. Print and sign a Proof of Participation certificate that shows at least 2 hours of training then copy and return to MCTC as a matter of public record. Only one class every two years are required for local officials no matter how many offices you may hold.

Fraud

It is the intent of the Board to provide the administrative and financial support for the detection and prevention of fraud and other financial abuse. The Board and management recognize the need to maintain an atmosphere conducive to the highest ethical behavior. At no time will the board or management create an environment encouraging unethical behavior. The agency is committed to protecting tax payer dollars and assets from fraud and recovering losses as a result of fraudulent activities. These policies establish steps to combat fraud and to provide procedures to follow when fraudulent acts are suspected.

Reporting of Ethics Violations, Fraud or Embezzlement

It is the responsibility of all members and employees to report all violations or suspected violations in accordance with this policy.

No member or employee who, in good faith, reports a violation of the policy shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within the agency prior to seeking resolution outside the organization.

300. Financial Management

Basis of Accounting

The agency shall maintain the accounting records and prepare financial statements using the accrual method following Generally Accepted Accounting Principles (GAAP). Records shall be maintained under the provisions of Governmental Accounting Standards Board (GASB) 34 related to reporting under full accrual. Guidelines will be followed as found in the State of California Accounting Standards and Procedures and the Office of Management and Budget (OMB) Circulars A-87, A-133 and No. 74-4.

QuickBooks accounting software or another such software as approved by the director will be used to manage agency accounts.

- Revenues shall be recognized in the accounting period in which they become measurable and available.
- Expenditures shall be recognized when incurred, if measurable.

- Prepayments and capital expenditures will not be recorded as deferred costs to be allocated over future period, but rather as current expenditures
- Assets and liabilities reported on the financial statements are limited to those representing current available resources or requiring expenditure of said resources.
- The reserve funds will follow the Capital Plan as approved by the Board. Funds cannot be moved out of the reserve fund unless approved by a vote of the Board. Funds will be replenished as soon as funds become available and by fiscal year end, whichever comes first.
- Special revenue funds will account for revenue to be used for a specific purpose.

Records Retention

Record Retention Guideline		
3 Years	7 Years	Permanently
General correspondence	Bank statements	Fiscal Audit Reports
Reimbursement of employees, & officers	Check Copies	Triennial Performance Audits
Invoices to customers	Depreciation schedules	Check copies for taxes, assets & special contracts
Invoices from vendors	Payroll records, timesheets and summaries	Active contracts and leases
Overall Work Program budget documents	State Controller's Financial and Compensation Reports	Legal & Important Correspondence
Purchase orders	Grant & Funding contracts	Financial statements

Other governing documents that outline records retention are:

- 1) Circular No. A-87 – Cost Principles for State, Local and Indian Tribal Governments. ASMB C-10 - Section 6.7 Implementation Guide for OMB Circular A-87
- 2) Circular No. A-133 – Audits of States, Local Governments, and Non-Profit Organizations. Subpart C- Auditees, Section 320. (g) Report retention requirements.
- 3) Grantee contracts, Agreements, and federal and state funding requirements.

Budgets & Plan Management

Draft budgets and or budget amendments will be generated by the fiscal officer. The director is responsible for the budget and expenditures. New and revised budgets shall be approved by the director and adopted by the Board. Budgets shall follow the adopted Capital and Operating Plans as closely as possible.

Capital (20 year – major maintenance) and Operating (5 year) plans will be generated by the director, and reviewed by the fiscal officer, and should represent historic revenue and

expenditure trends. The Capital and Operating Plans shall be revised as necessary and approved/adopted by the Board.

Financial Statements

Financial Statements will consist of a balance sheet, profit and loss statement, and the applicable period check register transactions.

The financial statements are to be submitted to the Board and director, by the fiscal officer no later than 5 days prior to board meetings.

Annual Fiscal Audits

The agency is required to have an independent audit of their financial statements performed in accordance with appropriate professional auditing standards. The audit shall be completed, and submitted to the State, within one hundred eighty days (180) days following the end of each fiscal year. The annual audited financial report could also be required to include a “single audit” in accordance with OMB Circular A-133.

At the conclusion of the audit, the auditor shall discuss all comments that will be included in the audit report with management, and the governing body if requested.

The agency’s proposal to the audit findings, including corrective action to be taken, must be filed with the agency’s governing body. In addition, the audit findings and proposals must be incorporated in the audit report package.

Solicitation and award of audit contracts for audit services shall follow the MTA Purchasing and Contracting policy and procedures.

Final Fiscal Audit Adjustments

The fiscal officer shall record audit adjustments and reconcile net assets on the accounting records to the audited financial statements following MTA’s approval of the audits.

Chart of Accounts

The agency’s chart of accounts will comply with the guidelines in the State of California Accounting Standards and Procedures.

Separate ledger accounts for specific projects will be maintained as required by the funding source regulations.

Accounts will be as follows:

Cash/Bank	Checking, Saving, CD’s, Investments & Trust Accounts, petty cash
Accounts Receivable	Cash due from others
Other Current Assets	Cash waiting for deposit

Fixed Assets	Office Equipment, Furniture, Vehicles, Buildings, Land & Construction In Progress
Accounts Payable	Cash due to others
Other Current Liability	Deferred Revenue, Payroll, Benefits, Retirement, Taxes & Compensated Absences
Revenue/Income	Trust Funds (LTF & STAF), State & Local Taxes (LTF & STAF), State Grants & Funding (RPA, PPM, RSTP, LCTOP, Prop 1B, RTAP, etc.), Federal Grants & Funding (FTA 5311, FTA 5311(f), etc.), Subsidy from other agencies (Lassen Transit Service Agency), Farebox Collections, Interest, Donations, & Other Misc.
Expenses	Board Member Per Diem, Facility Lease & Overhead, Fuel, Insurance, Legal Notices, Marketing/Public Information, Planning & Support Services, Professional Specialized Services, Purchased Transportation, Office & Shop Supplies, Salaries/Payroll/Benefits, Insurance, Travel/Training, Uniforms, Utilities, Vehicle Maintenance & Repair, Depreciation & Other Misc.
Reserve Accounts	LAIF, CD's, Savings, Trust Accounts

Journal Entries

The fiscal officer will prepare journal entries as needed by month, quarter, year and or by request of the auditor, as necessary.

Fiscal Year

The agency's fiscal year is July 1 to June 30.

Account Maintenance

The fiscal officer shall maintain the detail and documentation on all general ledger accounts.

500. Assets, Liabilities and Fund Balance

Bank Accounts

Bank accounts shall be maintained at a bank approved by the Board. The director, Chairman and an approved substitute check signor will maintain current signature cards with the bank of choice as approved by the Board.

Bank Reconciliations

The fiscal officer shall reconcile the bank statements and verify all deposits/checks posted on the agency's account against the computer generated check register on a monthly basis. When complete, the statement and the account software reconciliation shall be reviewed and approved by the director.

Cash Management and Forecasting

The fiscal officer is responsible for maintaining cash flow into and out of the agency's bank accounts on a daily basis to assure all checks clear the account and are not overdrawn.

If for any reason it appears that the checking account may be overdrawn or the daily balance is \$5,000 the fiscal officer will notify the director immediately.

Investments

Investing public funds is the responsibility of the MTA and may be delegated to the director and or the fiscal officer.

The main objectives of effective cash management and investing public funds are, in this specific order, to ensure the safety of principal assets, provide for sufficient liquidity to pay obligations when due and earn a reasonable rate of return on invested funds.

The fiscal officer and director shall meet as necessary to review and adjust investments as needed. Investments shall be presented to the MTA annually, at a minimum.

Petty Cash

A petty cash fund not to exceed \$100 shall be maintained in the agency office by the fiscal officer. All expenditures and associated receipts shall be maintained by the fiscal officer and approved by the director. The fund shall be kept in a locked file, desk, or drawer at all times.

Petty cash shall be used for authorized agency purchases and to make change for customers. It shall not be used for personal loans of any nature. No other use of the fund is authorized without pre-approval of the director. The fiscal officer shall prepare reimbursement checks when the fund requires replenishment and verify \$100 balance not less than once per week. Reimbursement checks shall follow the procedures outlined in Section 800 below.

Farebox Collection

Transit drivers should turn in locked fareboxes to the office after each route is complete. Fareboxes should be counted with two people present, and then compared to that route's manifest to balance cash. If the cash counted and the manifest (fares collected) does not match then the manifest should be returned to the driver for correction or explanation.

The person that counts the farebox should generate deposit following cash verification and post the revenue to applicable reports. Another authorized staff, that didn't count the farebox/verify cash or prepare the deposit, should take the deposit to the bank for deposit. Bank deposits should occur daily, or as soon as practical. Any deposit that is held in the office shall be locked in the file or desk at close of business.

Accounts Receivable

The fiscal officer will prepare invoices (request for reimbursement) in accordance with grant agreements for all funding reimbursements, contracts, grants, and service agreements. These reimbursement requests shall be submitted at least quarterly and may be billed monthly in order to maintain a positive cash flow.

Prepaid Expenses

Prepaid expenses, including insurance, health benefits, and capital asset expenditures are not recorded as deferred costs to be allocated over future period, but rather as current expenditures.

Equipment/Capital Asset Management

Capitalization of equipment by the agency will be maintained and accounted for by the fiscal officer:

- 1) Be defined as all items with a unit cost of \$5,000 or more and a useful life of more than one year.
- 2) Be issued an inventory number with the label number affixed to the asset.
- 3) Added to the capital equipment inventory list. This list will include the item description, vendor, equipment inventory number, date of acquisition, and location.
- 4) Be pre-approved by the board unless it is necessary for the project/grant for which it is purchased and allowable by the funding source.
- 5) Be notified to the board by the director of all cases of loss, damage, or destruction of equipment or other property in a timely manner.
- 6) Upon completion of a project, the project manager shall inventory any remaining supplies. The board shall decide how to dispose of any remaining inventory or property.

Assets

The fiscal officer shall maintain property and equipment schedules for depreciation on an annual basis and approximate the useful life that will be recorded on a straight line basis. At least annually, the MTA shall approve the assets and add, delete or modify the list.

Donated property and equipment shall be approved by the Board and recorded on the schedule for depreciation at the fair market value at the date of the donation.

Accounts Payable

The fiscal officer will maintain an ongoing detail of accounts payable.

Unrestricted, Restricted and Designated Net Assets

The agency will follow GASB 34 and GASB 54 as follows:

- 1) All net assets are unrestricted, except those legally restricted by outside third parties.
- 2) Net asset designations, done at the discretion of the Board, will appear as a footnote only in any financial statements.

Assets Surplus & Disposal (excluding real property)

Surplus equipment with commercial value will be disposed of in a cost effective and efficient manner that achieves the highest net resale proceeds for the agency. Surplus property with little or no commercial value or for the disposal and sales efforts are judged more costly than estimated net proceeds, may be transferred, donated, or eventually disposed of through salvage contracts or other cost effective and efficient means. Items that are broken, unusable or have no commercial, salvage or donation value may be declared as “trash” and efficiently and safely disposed of as such.

Agency employees and their immediate family are restricted from purchasing the surplus items due to conflict of interest concerns.

The director shall recommend surplus and scrap assets to the Board for approval. The director shall coordinate the notification to interested parties and dispose items as follows:

- a) Sell the item through a sealed-bid process.
- b) Trade the item in for new replacement equipment.
- c) Donate the item to another government agency or non-profit that serves or benefits the general population of Modoc. The organization must complete a donation form and proof of their non-profit status and confirmation that they do not discriminate in provision of services.
- d) Properly discard the item if the item is broken, unusable, and/or hazardous.

Discarding the item(s) is the last option to be used unless the item is broken, unusable or has no commercial, salvage or donation value and/or the agency and the agency has exhausted all other options for disposal. Documentation must be provided for an item to be disposed.

If the item is sold or transferred, the receiving individual or party must sign an “As-Is/Where-Is” Statement and/or Liability Waiver. If the agency is responsible for the pick up or transfer of the item, MTA staff must obtain the signature of the individual or party receiving the item on the form. The signed form shall be submitted to the fiscal officer for record of the asset disposition.

If the item is sold, the proceeds will be deposited into the fund that accounts for the asset within 48 business hours of the transaction. Checks for surplus items shall to be made payable to the MTA.

600. Consistencies in Cost Accounting

The fiscal officer will use the cost guidelines as found in OMB Circular A-87 which shall

be consistently applied to all grants and activities.

Allowable/Unallowable Costs

The MTA utilizes a number of funding sources including grants provided by the federal and state government. In order to utilize these funds for the reimbursement of costs, the agency is required to follow 2 CFR Part 225, "Cost Principles for State, Local, and Indian Tribal Governments" when accounting for expenditures.

Time sheets or personnel activity reports are also submitted on a regular basis, reflecting employees' work and which programs directly benefited from their effort. Time sheets shall serve as the basis for charging salaries directly to federal awards and non-federal functions.

Disposals of Assets

Disposal of assets will be recorded as a gain or loss as per GASB 34.

Ineligible grant costs will be expensed as administration and paid for with appropriate fund sources.

Credits

Refunds and rebates to the agency shall be recorded as miscellaneous revenue and note the source.

700. Purchasing Authorization, Disbursements and Check Processing

It is the agency's intent to ensure that monies are not spent without advanced approval. Purchasing shall be in accordance with the *MTA Contracting and Purchasing Procedures adopted 12/4/12*.

- 1) The MTA will adopt a budget resolution prior to July 1 each Fiscal Year. The budget resolution will provide an estimate of anticipated revenues by fund source and expenditures by category. The MTA may modify the budget during the year by either modifying the current budget resolution or adopting a new budget resolution. Staff will utilize the MTA 5 year Operating Plan when preparing the budget.
 - a) The director shall manage the budget as adopted by the MTA. Budget line item amounts can be modified, with approval of the director and Chair, if the overall revenues and expenditures remain in accordance with total amounts shown in the adopted/approved budget. These line item adjustments shall be approved by the MTA along with a subsequent budget modification. Any expenditure that exceeds the budget requires prior approval of the MTA.
 - b) The director and Chair are authorized to approve expenditures in accordance with the MTA Purchasing and Contracting Procedures. The MTA utilizes a purchase order (PO) system for tracking, recording, and paying for purchases, rentals, or services above \$2,500 (see Contracting and Purchasing Procedures Adopted 12/4/12 by Resolution 12-13).

- c) The assigned office staff will receive any invoices by placing their initials and the date received via USPS, email, or delivery, etc. These stamped, dated and initialed invoices will be submitted to the director and Chair for approval.
 - d) Following approval of the bills/invoices by the director, the fiscal officer shall verify that the invoice includes the vendors name, address, date, invoice number and the amount due. The fiscal officer will assign the expenditure to an account, enter the invoice into the accounting software, and generate a check for signature. Checks with the accompanied invoice shall be submitted to the director and Chair for their signatures. Bills/invoices that are paid online will follow the same procedure and require these two approval signatures as previously stated.
 - e) Bills/invoices that are on automatic pay online or are repetitive in nature may be on a standing accepted list that is approved by the director and Chair. These shall be printed as a debit to the account and be approved by the director and Chair.
 - f) Contract invoices and payment requests will be accompanied by a spreadsheet showing the contract amount, previously paid invoices, and the remaining balance of the contract. This will provide the documentation for approval of the invoice by the director and Chair.
 - g) Expense and travel claim forms must be prepared and signed by the employee, and submitted to the director and Chair for approval. The travel claim will include an agenda or documentation for travel purpose prior to payment of the expense. After approval of the travel claim expense form, they will be submitted to the fiscal officer for generating a check (as stated in (d) above).
- 2) Check Processing/Accounts Payable
- Accounts payable shall be paid no later than thirty (30) days after receipt of a correct invoice unless the invoice specifically states a due date, such as: Net 10 – payment is due 10 days after receipt of invoice; Net 30 – payment is due 30 days after receipt of invoice; or when a specific due date is specified, payment is due to the vendor or consultant by that date. Those invoices that state “due immediately” will be paid within 30 days of receipt of invoice. Consideration may be given to early payment of local vendors. The fiscal officer will notify the director and vendor if for any reason an invoice cannot be paid on time and of any invoices that have been returned for corrections.
- a) All checks written shall be created from the accounting software program wherein a check register may be generated. Checks shall be signed no less than two times per month and preferably once a week.
 - b) It is the policy of the MTA to have two original signatures on every check being the director and Chair, or Vice Chair upon written delegation by the Chair.
 - c) Signed checks will be mailed or hand delivered by staff.
 - d) Electronic payments require the same approval process as manual checks.
- 3) Disbursement Verification
- a) The director will sign first and review the invoice payment requests and verify supporting documentation, accuracy and that the invoice includes the director and

Chair approvals to be paid.

- 4) Internal Check Control
 - a) All blank checks will be locked up at the end of the business day.
 - b) No signature stamp may be used in place of the director or Chair initials (invoice approval) or signatures (check).
 - c) Voided checks will be marked VOID, posted to the accounting software program, and filed with the fiscal file in the month which it is voided.
 - d) No checks will be made payable to "Cash" or "Bearer." Petty Cash checks will be made out to the institution that maintains the general checking account.
 - e) Blank checks will not be pre-signed.
 - f) All checks must have prior authorization and supporting documentation attached.

800. Purchase Order System

Purchase Orders should be issued before any purchase, rental, or service is made or provided over \$1,000 for a specific project. Quotes shall be attached to purchase order and purchase orders shall be attached to invoice when paid.

900. Grant Contract and Management

Process

Copies of all grants and contracts and modifications thereof shall be maintained in the agency in a form approved by the director and shall review each contract and/or amendment to ensure compliance with fiscal and legal provisions. The director may assign the grant to a staff to act as project manager.

All contracts and amendments shall be signed by the Chairman, Vice Chairman, or the director and or as authorized by Resolution.

None of the grant funds will be expended until the grant contract is signed by both parties and the effective date has past, or as stipulated by the grant.

Project Manager Responsibilities:

- a) Arrange for signatures on all grant contracts and amendments. Allow billable work to commence after the grant is fully signed.
- b) Work with the fiscal officer to convert the grant agreement budget into the budget format using account codes so it can be entered into the accounting system.
- c) Read and understand the particulars of each grant; monitor expenditures and the budget for the project.
- d) Assist the fiscal officer in completing progress reports, quarterly reports, and final billing requests.
- e) Ensure that staff assigned management of the grant maintain the expenditures, reimbursement/invoices, and work progress as it pertains to the grant. This includes backup memos, field report notes, subcontracts, permits, photos, press releases, media

- articles, all deliverables, etc.
- f) Ensure that all deliverables are met and accumulated in accordance with the grant.

Fiscal Officer Responsibilities:

- a) Prepare and enter the agency budget for each grant into the accounting system.
- b) Know the financial requirements of each particular grant (sometimes the travel reimbursement rate is different, etc.).
- c) Monitor the expenses on each grant to ensure staff complies with rules and regulations of the grant and with the budget as approved by the grantor.
- d) Update the project financial reports as needed to assist staff in keeping project costs within budget.
- e) Prepare and submit expenditure reports or financial forecast reports as required by the funding source.
- f) Prepare monthly or quarterly financial reports (budget vs. actual) reflecting income and expense categories for each grant.
- g) Invoice the granting agency for reimbursement as soon as it is allowed, and as frequently as permissible. Grant reimbursement requests shall be submitted quarterly, at a minimum.

Executive Director Responsibilities:

- a) Read and understand the particulars of each grant contract.
- b) Assign staff to manage each grant and ensure assigned staff understands eligible expenses, grant monitoring requirements, grant budget, reporting requirements, etc.
- c) Ensure all deliverables are accumulated during the term of the contract.
- d) Review and approve grant amendments, progress reports, and fiscal officer to review expenditures and income; compare actual spending with budgeted amounts and request budget modifications, from the MTA or grantor, as necessary.
- e) Meet as necessary with the agency project manager and accountant/fiscal officer in order to: review all expenditures and income; compare actual spending with budgeted amounts and request budget modifications as necessary, and determine the accrued income and expenses prior to the end of the grant period.
- f) Review and or approve monthly or quarterly reports as required by the grantor and submit statistical reports, as required.

Debit Cards Purchases

MTA has a debit card to be used for occasional online purchases and travel expenses; these expenses shall be approved by the director prior to expenses being incurred. Cards are linked to the banking account(s) and are held in a locked file, removed from the file for approved use, and then returned to the file immediately following said use. All purchases made with the debit card will follow the above purchasing authorization and check processing policy above.

1000. Cash Receipts and Deposits

Cash Receipts and Deposit Policy

The agency receives cash and checks as a normal course of business. All employees will adhere to the following policy and procedures when handling these receipts.

Receipts

- a) Records of accounts receivables shall be maintained by the fiscal officer.
- b) The agency prefers to receive payments through electronic transfer, or in the form of a check. All checks shall be made payable to the agency.
- c) When payments are received with cash or check, it shall be recorded with a receipt and/or deposit slip and entered into the accounting software by the fiscal officer within 2 days or as soon as possible. A copy of the payment shall be provided to the project manager for that particular grant if applicable.
- d) Copies of the checks shall be kept with the deposit slip and contract or grant file if applicable and stamped with the agency's check endorsement stamp, then deposited in the bank daily or as soon as possible. Checks not deposited and held in the office shall be kept in a locked file or safe overnight.

Deposits

- a) Deposit slips will include the bank number and amount of each check. Cash will be listed separately. Separate deposit slips per grantor/contractor will be prepared. All deposit slips will be totaled, dated, and initialed by the preparer.
- b) A copy of deposited checks and the deposit slip and the bank's proof of deposit will be put into the fiscal files and provided to the project manager if applicable.

1100. Agency Travel and Expense Reimbursement

Travel Expense Reimbursement

Travel expenses shall be used in accordance with travel policies and IRS or State reimbursement limits, unless extenuating circumstances exist (no hotels available, hotel conference location, etc.) that have been pre approved by the director. All travel shall be approved by the director after verification of budget capacity for travel. Each employee is responsible for preparing the travel claim, reserving rooms and requesting a travel advance, if applicable. It is the employee's responsibility to provide an actual travel claim following each travel expense advance. If the advance travel claim is more than the actual travel claim (post travel), the employee shall remit the balance to the fiscal officer. The fiscal officer shall process the cash or check in accordance with the Cash Receipts and Deposit policy. If a balance is owed the employee, the employee shall remit the travel claim to the director for approval. The fiscal officer shall issue payment in accordance with payables policies.

Employees shall reimburse MTA for the actual loss where the employee voluntarily chooses not to travel and fails to inform the director or designee of that decision with adequate time to cancel or change the travel plans. No reimbursement is required where a substitute employee or board member, approved by the director, assumes the original employee's enrollment or reservation.

DRAFT

**MODOC TRANSPORTATION AGENCY
RESOLUTION No. 17-03**

**FY 2016-17 Low Carbon Transit Operations Program (LCTOP)
Local Demand Response Service Expansion (M,W,F)**

WHEREAS, the Modoc Transportation Agency (MTA) is a Joint Power Agency between the County of Modoc and City of Alturas, pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 of the California Government Code Section 6500 et seq., to operate public rural and intercity bus services in northeastern California; and

WHEREAS, the MTA is the eligible project sponsor for the Low Carbon Transit Operations Program (LCTOP) and wishes to implement to LCTOP project as state herein; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP and has developed guidelines for the purpose of administering and distributing the funds to eligible project sponsors (local agencies); and

NOW, THEREFORE, BE IT RESOLVED by the Board of the MTA, as grant recipient, agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of the MTA, that the Executive Director is designated that the signatory for the LCTOP program and that the project nominations(s) and allocation request(s) to the Department for FY 2016-17 LCTOP funds is hereby authorized as follows:

Project Name: Local Demand Response Transit Service Expansion

LCTOP Funds requested: FY 15/16 \$7,508 (CAP); FY 16/17 \$4,251 (\$11,759 total LCTOP)

Project Description: Operational service expansion; (add second driver) on Mon., Wed., and Fri. 8:30-5:30 PM

Contributing Sponsors: None

PASSED AND ADOPTED this 11th day of April 2017 by the following vote:

AYES: Board Members:

NOES: None

ABSENT: Board Members:

John Dederick, Chairman

ATTEST:

Debbie Pedersen, Executive Director

Report to Modoc Transportation Agency Board Members	
Subject System Update, Communications and Calendar	Meeting Date April 11, 2017
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		
	2017	2016	Change	2017	2016	Change	2017	2016	Change
Jan	955	1349	↓29.2%	8,209	11,750	↓31.9%	\$3,038	\$5,968	↓49.1%
Feb	882	1,343	↓34.3%	10,106	12,454	↓18.9%	\$10,106	\$5,447	↓24.8%
Mar	1,026	1,485	↓30.9%	12,672	14,306	↓11.4%	\$5,446	\$6,717	↓18.9%

2) Revenue Service Miles compared to Fuel Cost

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2017	2016	2015	2017	2016	2015	2017	2016	2015
Jan	8,209	11,750	10,846	\$1,847	\$2,151	\$2,852	.22¢	.18 ¢	.26¢
Feb	10,106	12,454	7,924	\$2,167	\$1,907	\$1,981	.21¢	.15¢	.25¢
Mar	12,672	14,306	11,067	\$2,695	\$2,803	\$2,897	.21¢	.19¢	.26¢

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	
	2017	2016	2017	2016	2017	2016
Jan	27	50	22	70	49	120
Feb	44	49	48	64	92	113
Mar	59	43	64	88	123	131

4) Other Information

Calendar – consider future dates and events of interest:

04/11/17 MCTC and MTA Meetings Regular Meeting

05/29/17 MCTC and Sage Stage observed holiday - Memorial Day – Office closed; no bus service

06/06/17 MCTC and MTA regular meetings - City Council Chambers, 200 North St., Alturas

07/04/17 MCTC and Sage Stage observed Holiday - 4th of July - Office Closed; no bus service

09/04/17 MCTC and Sage Stage observed Holiday - Labor Day - Office Closed; no bus service

Report to Modoc Transportation Agency Board Members	
Subject Closed Session: Conference with Legal Counsel – Anticipated Litigation	Meeting Date April 11, 2017
Presented by Christy Layton, Senior Counsel Renne Sloan Holtzman Sakai LLP	Agenda Item 7

Significant exposure to litigation to paragraph (2) or 3 of subdivision (d) of Government Code Section 59456.9 (One Potential Case).