



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

AGENDA

REGULAR MEETING

OCTOBER 3, 2017

Sage Stage Conference Room

108 S. Main Street, 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 08/01/17 MTA Regular Meeting
 - b. Financial Transactions 07/01/17 through 08/31/17
 - c. YTD expenditures through 08/31/17
5. **Regular Business** **Information/Action**
 - a. Consider appointing interim Vice Chair.
 - b. Information – Policy and Procedure – Passenger Seat Belt/Restraint Belts.
 - c. Consider approval of amended Resolution 16-01c Fiscal Year (FY) 16/17 Final Budget.
 - d. Update regarding the Caltrans Drug and Alcohol review.
 - e. Receive information regarding the Modoc County Transportation Commission/MTA FY 2016/17 End of Year True up and Reconciliation.
6. **System Update, Communications, and Calendar** **Information**
 - a. Staff updates
 - b. Other Information

Adjourn until next regular MTA meeting, scheduled for December 5, 2017, (Tuesday), in the Alturas City Council Chambers, 200 W. North Street, Alturas, CA, at about 2:00 p.m., following the MCTC meeting.

Report to Modoc Transportation Agency Board Members	
Subject Consent Agenda	Meeting Date October 3, 2017
Presented by MTA Staff	Agenda Item 4

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

- a. Approve **minutes from 08/01/17 MTA** Regular meeting.

- b. **Financial Transactions – 07/01/17 through 8/31/17.**

Summary of incidental expenditures

Vendor	Transaction	Amount	Explanation
GSRMA	2313	\$2,000.00	Property & Liability Insurance
Renne Sloan Holtzman Sakai	2323	\$540.50	Legal Services - Confidential
Elite Towing	2386	\$1,050.00	Tow T-20 to Redding Lithia
Office Depot	2341	\$760.51	Stand up Desks

- c. **Year to Date revenue and expenditure (through 08/31/17) report.**



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
August 1, 2017

Board Members Present

John Dederick, Chairman
Bobby Ray
Kathie Rhoads
Danny Parker
Jim Wills

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

Board Members Absent

David Allan, Vice Chair
Elizabeth Cavasso (Alternate)
Cheryl Nelson (Alternate)

Board of Supervisors District I, County of Modoc
Board of Supervisors District IV, County of Modoc
Councilmember, City of Alturas

Staff Present

Debbie Pedersen
Cindy Imbach
Jacque Dockery

Executive Director
Senior Transportation Planner
Office Assistant

1. **Call to Order** – Chairman Dederick called the meeting to order at 1:46 p.m. in the Sage Stage Conference Room, 108 S. Main St., Alturas, CA
2. **Public Forum** –There were no public comments.
3. **Confirm Agenda** –Motion by Board Member Rhoads to confirm agenda, seconded by Board Member Wills. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 06/07/17 MTA Regular Meeting
 - b. Financial Transactions 05/01/17 through 06/30/17
Summary of incidental expenditures
 - Perry’s Automotive
Chair Dederick questioned if more than an oil change was completed; Cindy Imbach, Senior Transportation Planner, responded that Schedule A included full check and adjustments as needed to meet CHP requirements for terminal inspections. Executive Director Pedersen reported that recent issues with several of the newer buses were due to the Diesel Exhaust Fluid (DEF) sending system, which is now required for diesel vehicles. One vehicle was towed to Redding in order to be repaired.
 - c. YTD expenditures through 06/30/17
Motion by Board Member Wills to approve consent agenda items a-c above, seconded by Board Member Parker All ayes; motion carried.

5. Regular Business

- a. Consider approval of Amended Resolution 16-01b 16/17 Final Budget

Board Member Ray questioned the net income showing a loss of \$57K. Director Pedersen will get clarification from Chief Fiscal Officer, Niki Witherspoon, and offer the final budget by the December Board meeting.

Motion by Board Member Wills to adopt amended Resolution 16-01b FY 16/17 Final Budget; seconded by Board Member Parker. All ayes, motion carried.

- b. Update re: FY 16/17 Fiscal Audits Schedule

Director Pedersen stated that the FY 16/17 Fiscal Audits will begin Wednesday and Thursday, August 2nd and 3rd; the second visit by the auditors is scheduled August 16th and 17th. A final FY 16/17 audits on December agenda for acceptance.

6. System Update, Communications, and Calendar

- a. Staff updates –

Senior Transportation Planner Cindy Imbach presented an overview on the following charts. Imbach mentioned that Sage Stage has reduced the Redding route to one day per week which will be affecting the operations and revenue reports. She noted, however, that we offered free rides in June for the Children’s Fair and the June Jamboree which also affected these numbers. Director Pedersen mentioned that revenue and ridership have been reduced since we no longer have a contract with Plumas Bank. It was also reported that the acquisition of a credit card machine seems to have increased our revenues and ridership.

Imbach mentioned that Sage Stage will be supporting the Last Frontier Health District Health Fair on Wednesday, August 9, offering free rides all day long for anybody traveling anywhere, which will incorporate customer appreciation into the service. The recent acquisition of the LCTOP grant allows us to use our Dial-a-Ride 2 service (Dial-a-Ride backup) five days a week with a full time driver. Sage Stage is also using the increased driver coverage to accommodate the Farmer’s Market throughout the summer on the second and fourth Wednesdays of each month until 6 p.m.

- 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
May	1,000	1,508	↓33.7%	12,209	13,234	↓7.7%	\$4,975	\$7,197	↓30.9%
June	1,173	1,594	↓26.4%	10,933	14,104	↓22.5%	\$7,842	\$7,638	↓2.7%
July	1,052	1,223	↓14.0%	10,412	12,723	↓18.2%	\$5,093	\$6,497	↓21.6%

2. Revenue Service Miles compared to Fuel Costs.

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2017	2016	2015	2017	2016	2015	2017	2016	2015
May	12,209	13,234	11,499	\$2,557	\$2,639	\$3,094	.20¢	.19¢	.26¢
June	10,933	14,104	11,606	\$2,357	\$3,261	\$3,316	.21¢	.23¢	.28¢
July	10,412	12,723	12,744		\$2,768	\$3,293		.21¢	.25¢

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	
	2017	2016	2017	2016	2017	2016
May	54	63	55	97	109	160
June	66	82	134	134	200	216
July	60	58	65	110	125	168

b. Other Information – Special Events

- Sports Expo/Children’s Fair (June 17-18) – Sage Stage provided 16 rides
- June Jamboree (June 24) – Sage Stage provided 21 rides (up 9 from last year)
- Last Frontier Health District Health Fair – August 9, 2017 – Sage Stage will host a free ride day.

Calendar – consider future dates and events of interest:

- 08/01/17 MCTC and MTA Annual BBQ noon; 108 S. Main St. Sage Stage Conference Room, Alturas, CA
- 08/01/17 MCTC and MTA Meetings 1:00 p.m., 108 S. Main St., Sage Stage Conference Room, Alturas, CA
- 09/04/17 MCTC and Sage Stage Holiday – Labor Day – Office Closed; no bus service
- 10/01/17 MCTC and MTA Meetings – 1:30 p.m. 200 W. North Street, Alturas City Council Chambers, Alturas, CA
- 10/09/17 Holiday – Office Closed; Sage Stage Bus operates

- 7. Adjournment** – Motion to adjourn by Board Member Ray at 2:04 p.m.; seconded by Board Member Parker. All ayes, motion carried. The next regular meeting will be October 3, 2017 (Tuesday), in the Alturas City Council Chambers, 200 W. North Street, Alturas, CA at about 2:00 p.m., following the MCTC meeting.

Submitted by,

Jacque Dockery
Office Assistant

DRAFT

Modoc Transportation Agency
Transactions by Account
 As of August 31, 2017

Date	Num	Name	Amount	Balance
CD 36 Months - Plumas MTA-9346				305,681.12
07/21/2017		Interest	572.11	306,253.23
Total CD 36 Months - Plumas MTA-9346			572.11	306,253.23
LAIF-8025001 (\$620K)				445,602.67
07/14/2017		Interest	1,026.16	446,628.83
08/15/2017		Transfer to MTA	-131,000.00	315,628.83
Total LAIF-8025001 (\$620K)			-129,973.84	315,628.83
Plumas Operating MTA-0477				83,242.62
Reserve - Building Improvements				3,834.51
07/17/2017	71717	Four Seasons Supply	-43.31	3,791.20
07/19/2017	61917	Four Seasons Supply	-127.63	3,663.57
07/19/2017	61918	Four Seasons Supply	-108.48	3,555.09
Total Reserve - Building Improvements			-279.42	3,555.09
Plumas Operating MTA-0477 - Other				79,408.11
07/01/2017	2313	Golden State Risk Management Authority	-2,000.00	77,408.11
07/03/2017		Farebox	22.00	77,430.11
07/05/2017		AP Tech	300.00	77,730.11
07/05/2017		Farebox	476.00	78,206.11
07/05/2017		Farebox	165.50	78,371.61
07/05/2017		Farebox	27.00	78,398.61
07/05/2017	62817	TCE Communications	-56.15	78,342.46
07/05/2017		Farebox	22.00	78,364.46
07/05/2017	2318	Pepsi-Cola Bottling Company	-39.99	78,324.47
07/05/2017	2319	Perry's Automotive	-409.50	77,914.97
07/05/2017	2320	Tnet Broadband Internet, LLC	-48.00	77,866.97
07/05/2017	2321	Waste Management	-121.31	77,745.66
07/05/2017	2322	City Of Alturas	-172.84	77,572.82
07/05/2017	2323	Renne Sloan Holtzman Sakai	-540.50	77,032.32
07/05/2017	2326	Computer Haven	0.00	77,032.32
07/05/2017		Farebox	40.00	77,072.32
07/05/2017	2324	EDI Media	-150.00	76,922.32
07/05/2017	2325	MV Transportation	-14,401.41	62,520.91
07/05/2017	70517	Basys Processing, Inc.	-69.74	62,451.17
07/06/2017		Farebox	229.50	62,680.67
07/06/2017		Farebox	268.60	62,949.27
07/06/2017		Farebox	22.00	62,971.27
07/06/2017		Farebox	18.00	62,989.27
07/06/2017		Farebox	64.00	63,053.27
07/07/2017	2386	Elite Towing	-1,050.00	62,003.27
07/10/2017		Farebox	408.20	62,411.47
07/10/2017		Farebox	197.00	62,608.47
07/10/2017		Farebox	32.00	62,640.47
07/10/2017		Farebox	33.00	62,673.47
07/10/2017		Farebox	44.00	62,717.47
07/10/2017		Farebox	38.50	62,755.97
07/10/2017		Farebox	22.00	62,777.97
07/10/2017		Farebox	24.00	62,801.97
07/11/2017		Farebox	117.00	62,918.97
07/11/2017	2327	Ed Staub & Sons	0.00	62,918.97
07/11/2017	2328	Frontier Communications	-64.82	62,854.15
07/11/2017	2329	Ed Staub & Sons	-2,356.68	60,497.47
07/11/2017	2330	Frontier Communications	-64.82	60,432.65
07/11/2017	2331	Frontier Communications	-64.82	60,367.83
07/11/2017	2332	Les Schwab Tires	-70.90	60,296.93

Modoc Transportation Agency
Transactions by Account
As of August 31, 2017

Date	Num	Name	Amount	Balance
07/11/2017	2333	Lithia Chevrolet	-455.00	59,841.93
07/11/2017	2334	Perry's Automotive	-396.41	59,445.52
07/12/2017		Farebox	188.00	59,633.52
07/12/2017	71217	Amazon	-198.00	59,435.52
07/13/2017	71317	Four Seasons Supply	-70.97	59,364.55
07/13/2017	71217	Four Corner's Market	-22.66	59,341.89
07/13/2017		Farebox	124.00	59,465.89
07/13/2017	2336	Perry's Automotive	-429.13	59,036.76
07/14/2017		Farebox	56.00	59,092.76
07/14/2017		Farebox	16.50	59,109.26
07/17/2017		Farebox	107.00	59,216.26
07/17/2017		Farebox	178.00	59,394.26
07/17/2017	2335	Ray Morgan Company	-113.88	59,280.38
07/17/2017		Farebox	24.00	59,304.38
07/17/2017		Farebox	27.00	59,331.38
07/17/2017		Farebox	64.00	59,395.38
07/18/2017		Farebox	76.00	59,471.38
07/18/2017		Farebox	261.50	59,732.88
07/18/2017	71817	Pioneer Auto Body	-75.00	59,657.88
07/18/2017	60517	Sears	-334.98	59,322.90
07/18/2017		Farebox	32.00	59,354.90
07/19/2017		Farebox	139.00	59,493.90
07/19/2017		Farebox	22.50	59,516.40
07/19/2017		Farebox	18.00	59,534.40
07/20/2017		Farebox	115.81	59,650.21
07/20/2017		Farebox	32.00	59,682.21
07/20/2017	72017	Amazon	-152.97	59,529.24
07/21/2017	72117	Wal Mart	-93.04	59,436.20
07/21/2017	72118	Home Depot	-161.84	59,274.36
07/21/2017		Farebox	16.50	59,290.86
07/21/2017		Amazon	106.18	59,397.04
07/24/2017		Farebox	101.04	59,498.08
07/24/2017		Farebox	220.00	59,718.08
07/24/2017		Farebox	158.00	59,876.08
07/24/2017		LTF	3,132.97	63,009.05
07/24/2017		LCTOP 16/17	4,251.00	67,260.05
07/24/2017		Farebox	64.00	67,324.05
07/25/2017		Farebox	252.00	67,576.05
07/25/2017		Farebox	400.00	67,976.05
07/25/2017		Farebox	350.00	68,326.05
07/26/2017		Farebox	113.02	68,439.07
07/26/2017		Farebox	32.00	68,471.07
07/26/2017	2337	Office Depot	-225.23	68,245.84
07/26/2017	2338	Pacific Power	-506.66	67,739.18
07/26/2017	2339	Perry's Automotive	-429.13	67,310.05
07/26/2017	2340	Verizon Wireless	-150.00	67,160.05
07/26/2017		AP Tech	300.00	67,460.05
07/26/2017		Farebox	16.50	67,476.55
07/26/2017	72717	Amazon	-119.00	67,357.55
07/27/2017		Farebox	18.00	67,375.55
07/27/2017		Farebox	207.00	67,582.55
07/27/2017		Farebox	33.00	67,615.55
07/27/2017	2341	Office Depot	-760.51	66,855.04
07/27/2017	2342	Basin Tire Service Inc.	-724.90	66,130.14

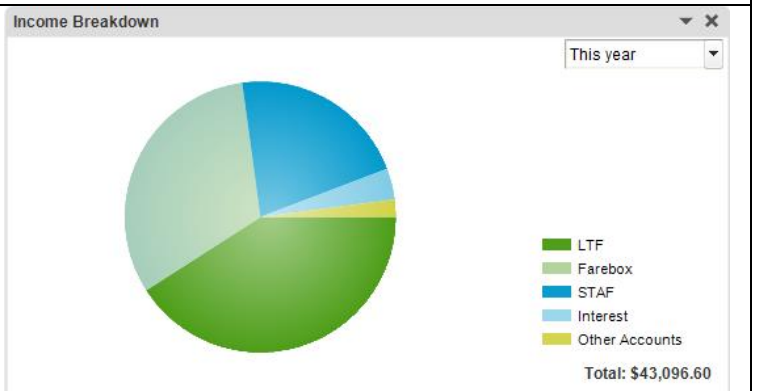
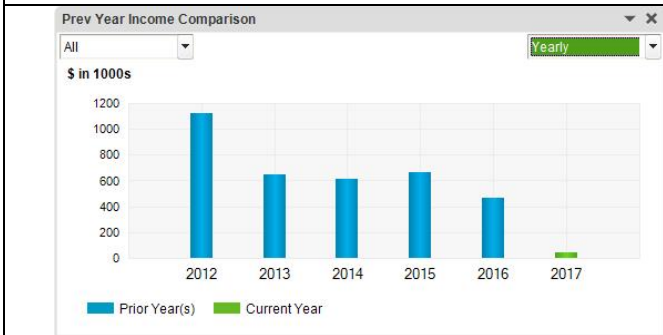
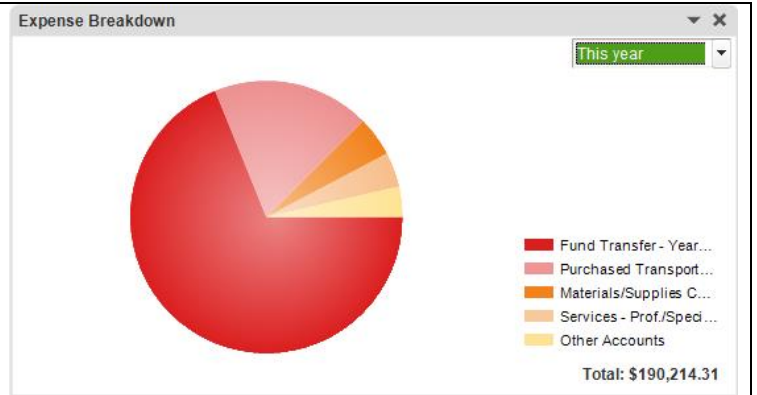
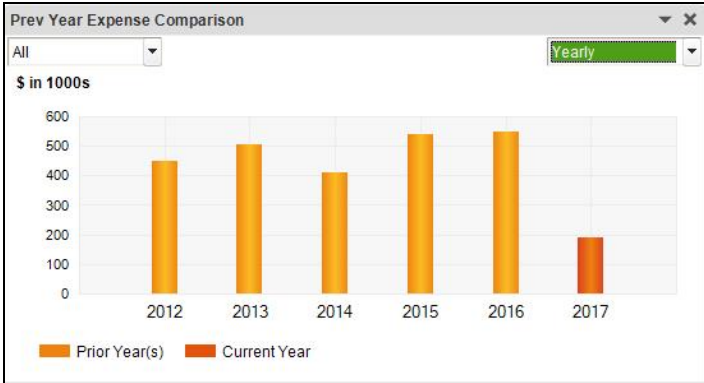
Modoc Transportation Agency
Transactions by Account
 As of August 31, 2017

Date	Num	Name	Amount	Balance
07/28/2017		Farebox	100.00	66,230.14
07/31/2017		Farebox	92.00	66,322.14
07/31/2017	2343	Modoc County Record	-33.00	66,289.14
07/31/2017	2344	Tnet Broadband Internet, LLC	-48.00	66,241.14
07/31/2017	73117	Four Corner's Market	-152.01	66,089.13
07/31/2017	73117	TCE Communications	-56.15	66,032.98
07/31/2017		Farebox	10.00	66,042.98
07/31/2017	2355	Ed Staub & Sons	-2,357.02	63,685.96
07/31/2017	2356	MV Transportation	-15,743.01	47,942.95
07/31/2017	2358	Renne Sloan Holtzman Sakai	-24.50	47,918.45
08/01/2017		Farebox	183.00	48,101.45
08/01/2017	2345	City Of Alturas	-166.32	47,935.13
08/01/2017	2346	Waste Management	-24.53	47,910.60
08/01/2017	80117	Four Corner's Market	-15.99	47,894.61
08/01/2017	80118	Four Corner's Market	-26.81	47,867.80
08/02/2017		Farebox	105.50	47,973.30
08/02/2017	2347	Perry's Automotive	-100.00	47,873.30
08/02/2017		Farebox	22.00	47,895.30
08/02/2017	2348	Kathleen Norwood	-483.05	47,412.25
08/02/2017		Farebox	16.50	47,428.75
08/03/2017		Farebox	227.50	47,656.25
08/03/2017	2349	EDI Media	-150.00	47,506.25
08/03/2017		Farebox	60.50	47,566.75
08/03/2017	80317	Alturas Auto Parts	-9.64	47,557.11
08/03/2017	2350	Pepsi-Cola Bottling Company	-39.99	47,517.12
08/03/2017	2351	Ray Morgan Company	-102.49	47,414.63
08/04/2017		Farebox	168.90	47,583.53
08/04/2017	80417	Basys Processing, Inc.	-86.55	47,496.98
08/04/2017		Farebox	20.00	47,516.98
08/04/2017		Farebox	16.50	47,533.48
08/06/2017	80617	Days Inn, Rancho Cordova	-239.67	47,293.81
08/07/2017		Farebox	198.50	47,492.31
08/07/2017	80717	Intuit	-448.28	47,044.03
08/07/2017		Farebox	95.00	47,139.03
08/07/2017	2352	Frontier Communications	-65.63	47,073.40
08/07/2017	2353	Frontier Communications	-65.63	47,007.77
08/07/2017	2354	Frontier Communications	-65.63	46,942.14
08/08/2017		Farebox	215.00	47,157.14
08/08/2017		Farebox	20.50	47,177.64
08/08/2017	80817	Four Corner's Market	-28.55	47,149.09
08/08/2017		Farebox	32.00	47,181.09
08/08/2017	2364	Perry's Automotive	-653.70	46,527.39
08/09/2017		Farebox	59.60	46,586.99
08/09/2017	2357	Perry's Automotive	-744.91	45,842.08
08/09/2017		Farebox	71.50	45,913.58
08/09/2017		Farebox	18.00	45,931.58
08/10/2017		Farebox	125.65	46,057.23
08/10/2017		Farebox	22.00	46,079.23
08/10/2017		Farebox	72.00	46,151.23
08/10/2017	81017	Amazon	-25.52	46,125.71
08/10/2017	81017	Amazon	-46.99	46,078.72
08/10/2017	81017	Amazon	-20.51	46,058.21
08/10/2017	081017	Amazon	-20.51	46,037.70
08/11/2017		Farebox	26.00	46,063.70

Modoc Transportation Agency
Transactions by Account
 As of August 31, 2017

Date	Num	Name	Amount	Balance
08/11/2017		Farebox	50.00	46,113.70
08/11/2017		FTA 5311 - 15/16	37,170.00	83,283.70
08/11/2017		Farebox	30.00	83,313.70
08/11/2017	81117	Modoc Medical Center	-76.00	83,237.70
08/12/2017	81217	Canby Post Office	-98.00	83,139.70
08/14/2017		Farebox	319.35	83,459.05
08/14/2017		Farebox	45.50	83,504.55
08/14/2017		Farebox	33.00	83,537.55
08/15/2017		Farebox	266.00	83,803.55
08/15/2017		LTSA	7,500.00	91,303.55
08/15/2017		Fund Transfer - From LAIF Acct	131,000.00	222,303.55
08/15/2017	2365	Verizon Wireless	0.00	222,303.55
08/16/2017		Farebox	118.89	222,422.44
08/16/2017		Farebox	25.00	222,447.44
08/17/2017		Farebox	273.00	222,720.44
08/17/2017		Farebox	32.00	222,752.44
08/17/2017		Farebox	56.00	222,808.44
08/18/2017	2362	Pacific Power	-443.07	222,365.37
08/18/2017	2363	Verizon Wireless	-150.00	222,215.37
08/21/2017		Farebox	114.00	222,329.37
08/21/2017		Farebox	117.21	222,446.58
08/21/2017	82117	Four Corner's Market	-39.66	222,406.92
08/21/2017		Farebox	32.00	222,438.92
08/21/2017		Farebox	16.50	222,455.42
08/21/2017	2360	B & D Electric	-205.10	222,250.32
08/21/2017	2361	Office Depot	-380.25	221,870.07
08/22/2017		Farebox	137.85	222,007.92
08/22/2017	2359	MCTC (Fund Transfer to LTF Trust Account)	-131,000.00	91,007.92
08/23/2017		Farebox	121.00	91,128.92
08/24/2017		Farebox	240.50	91,369.42
08/24/2017		AP Tech	300.00	91,669.42
08/24/2017		CTAF - 16/17	6,352.00	98,021.42
08/25/2017		Farebox	97.00	98,118.42
08/28/2017		Farebox	281.00	98,399.42
08/28/2017		Farebox	25.00	98,424.42
08/29/2017	2366	Ed Staub & Sons	-155.60	98,268.82
08/29/2017		Farebox	259.95	98,528.77
08/29/2017	2367	Ed Staub & Sons	-1.00	98,527.77
08/30/2017		Farebox	147.01	98,674.78
08/30/2017	83017	TCE Communications	-56.15	98,618.63
08/30/2017		Farebox	20.00	98,638.63
08/31/2017	2368	AP-Tech	0.00	98,638.63
08/31/2017	2369	AP-Tech	-300.00	98,338.63
08/31/2017		Farebox	507.00	98,845.63
08/31/2017	2370	Basin Tire Service Inc.	-610.28	98,235.35
08/31/2017	2371	Tnet Broadband Internet, LLC	-48.00	98,187.35
08/31/2017	2372	City Of Alturas	-167.94	98,019.41
08/31/2017	2384	MV Transportation	-19,790.49	78,228.92
08/31/2017	2385	Ray Morgan Company	-138.20	78,090.72
Total Plumas Operating MTA-0477 - Other			-1,317.39	78,090.72
Total Plumas Operating MTA-0477			-1,596.81	81,645.81
Treasurer Operating MTA-650				0.00
Total Treasurer Operating MTA-650				0.00
TOTAL			-130,998.54	703,527.87

Modoc Transportation Agency Company Snapshots (As of 09-25-17)



Report to Modoc Transportation Agency Board Members	
Subject Regular Business	Meeting Date October 3, 2017
Presented by MTA Staff	Agenda Item 5

Items with attachments, shown in bold:

- a. Consider appointing Interim Vice Chair

The current appointed Vice Chair, Board Member Allan, has been unavailable due to health issues. The Vice Chair conducts meetings, in the absence of the Chair. In addition, the Vice Chair is an authorized signatory on the MTA accounts, invoice approval, etc. In the event that the Chair is out of the area, the Vice Chair will be called upon to sign accounts payable transactions. This interim appointment is needed to continue the day to day functions of the MTA; the Chair has scheduled trips in October and December.

- b. Information - **Policy and Procedure - Passenger Seat Belt/Restraint Belts**

The written policy supports the implemented policy that all passengers use seat belts and that the wheelchairs are properly secured. Legal has reviewed and concurred with the policy.

- c. Consider approval of **amended Resolution 16-01c - FY 16/17 Final Budget**

This final 2016/17 budget adds LTF reserve amount of \$31,054, changes FTA 5311f amount to \$127,272, changes Farebox to \$67,200, changes RTAP Scholarship amount to \$0 and changes expenses to closely match actual final amounts as suggested at the prior meeting.

Staff recommends adoption of this resolution and Attachment A so it may be reflected in our FY 2016/17 Fiscal Audit.

- d. Update/information regarding Federal Transit Administration Drug and Alcohol Review

The review performed on Aug 23 by RLS, Caltrans' consultant, to review FTA Drug and Alcohol compliance for Sage Stage/MV Transportation. The area of the review focused on the application, operation, and compliance with the Federal Drug and Alcohol program in the following areas:

- Drug and Alcohol Program Manager - 88 questions - there were 3 findings.
- Blood Alcohol Collection - 57 questions/review areas - there were 5 findings.
- Urine Collection - 80 questions/review areas - there were 6 findings.

Staff is in the process of collecting responses from AP Tech regarding the collection findings; we have made adjustments to the testing times and provided the documentation that was requested. In addition, we have requested that MV Transportation establish random testing with Lassen Draw Station in Susanville. This will provide us the coverage we need in the event we have a post accident test, or the random tests that are needed to meet Federal Drug and Alcohol testing requirements.

New Business	October 3, 2017
Presented by	Agenda Item
MCTC Staff	5 - Continued

e. Receive information regarding the **MCTC/MTA FY 2016/17 End of Year True up and Reconciliation.**

- 1) The MTA adopted a 5 Year Operating Plan October 4, 2016 and set a \$620K annual reserve amount to be held in the MTA Local Agency Investment Fund (LAIF) administered by the State Treasurer's Office. At this meeting the MTA restricted the LAIF account which requires staff to obtain board approval to move funds into the MTA Plumas daily operating account.

At the end of each fiscal year, the accounts are reconciled. Adjustments are made to the LAIF account to maintain \$620k. Since this is the first year that the reserve is being set aside, it was necessary to transfer a large lump sum between MTA and MCTC accounts to balance both agencies to their respective operating reserve plan amounts. It is anticipated that future transfers will be from accrued LAIF interest (over the \$620K reserve) which will be transferred into the MCTC-LTF Trust account. LAIF's policy requires transfers to the nearest thousand. Staff will transfer rounded amounts to get as closely as possible to the \$620k budget, as approved by the Executive Director and Chairperson.

- 2) The Transportation Development Act (TDA) Handbook was adopted December 6, 2016 by the MCTC and provides direction and policy for Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF) claimant processes. The TDA states that any LTF funds not expended at the end of the fiscal year must be returned to the trust for reallocation to claimants. The End of Year True Up & Reconciliation was created to recognize unexpended LTF funds for distribution.

At the end of each fiscal year, the ending bank balance is reconciled for both MCTC and MTA. Restricted and deferred revenue amounts that must stay in the bank accounts are subtracted from the year end bank balance. This becomes the adjusted bank balance. The adjusted bank balance is subtracted from the next year's LTF budget amounts for the MCTC and MTA. The LTF balance due is then allocated by percentage to the MCTC and MTA monthly as payments are received from the Board of Equalization (BOE). LTF received from the BOE over budgeted amounts are deposited into the MCTC - LTF Trust account to be allocated to claimants the next year.

City and County annual claims are processed at the end of the fiscal year; or held in the MCTC Trust account as apportioned to them by the MCTC.

Policy and Procedures

No.17-01

Title Passenger Seatbelts/Restraint Belts	Approved by 	Date Issued Feb 2017 Page 1 of 1
Subject Area Passenger onboard safety	Issuing Unit Modoc Transportation Agency	
Supersedes New	Distribution MV Transportation drivers and general manager	

I. PURPOSE

To provide a mandatory policy with respect to the use of seatbelts/restraint belts for all passengers riding Sage Stage buses. This is for the safety of each passenger and overall bus safety.

II. BACKGROUND

Modoc Transportation Agency's third party contractor has a policy that drivers must attempt to restrain the passenger with the lap and shoulder harness that is attached to the vehicle. Their policy also states that if there is a mandatory seatbelt policy, the passenger must wear the seatbelt. Wheelchair passengers are required to be 1) secured to their device with a lap and shoulder harness or similar device as equipped by the bus manufacturer, and 2) the wheelchair, in locked position, secured to the vehicle.

III. POLICY

All ambulatory passengers are required to wear seatbelts while riding the bus.

All passengers using a wheelchair shall be secured with a lap and shoulder harness or similar device as equipped by the bus manufacturer. If a passenger using a wheelchair is unable to wear a shoulder harness for medical reasons, they may be excepted from the use of a shoulder harness if the passenger provides a doctor's note stating such. Sage Stage will honor the note and allow the passenger to ride with the lap seat belt only.

If any passenger refuses to use a restraining device (seat belt, lap belt, harness, etc.), Sage Stage will deny the passenger a ride in accordance with this policy.

IV. RESPONSIBILITIES

MV Transportation drivers, Sage Stage passengers, MCTC/MTA staff, etc.

MODOC TRANSPORTATION AGENCY
Revised RESOLUTION No. 16-01c
FY 2016/17 Budget

WHEREAS, the Modoc Transportation Agency (MTA) is responsible for adopting an annual Budget each fiscal year (FY) that identifies anticipated revenues and expenditures; and

WHEREAS, the Modoc County Transportation Commission allocated Transportation Development Act (TDA) funds in Resolution 16-03 for its administration and the Modoc Transportation Agency/Transit Operations; and

WHEREAS, the MTA FY 2016/17 Budget, as shown in Attachment A, includes revenues from TDA, Federal Transit Assistance, Regional Surface Transportation Program, Lassen County Transportation Commission, other rents, fare revenue, and grant sources identified in Resolution 15-05; and

WHEREAS, the MTA revised FY 2016/17 Budget, as shown in Attachment A, identifies estimated expenditures to administer the revenue from the Agency grants and programs; and

WHEREAS, the MTA authorizes the Executive Director or Chairman to modify line item amounts within the budget for daily operations so long as the overall revenues and expenditures are in accordance with amounts shown in Attachment A, and with a subsequent approval by MTA.

NOW, THEREFORE, BE IT RESOLVED that the Modoc Transportation Agency hereby adopts this revised FY 2016/17 Budget (\$586,668)

PASSED AND ADOPTED this 3rd day of October, 2017 by the following vote:

AYES: Board Members:

NOES: None

ABSENT: Board Members:

ATTEST:

John Dederick, Chairperson

Debbie Pedersen, Executive Director
Modoc Transportation Agency

**Modoc Transportation Agency
FY 2016/17 Budget
16-01c - Attachment A**

Adopted 10/03/17 (Replaces 16-01b adopted 12/6/17)		
<u>REVENUES</u>	Operating	Capital Expense
Facility Sub-Lease - AP Tech Drug & Alcohol	\$ 20,760	
Local Transportation Fund (LTF)		
Estimate - Sales Tax Revenues (FY 16/17)	\$ 56,342	\$ 79,158
LTF Reserve Balance	\$ 31,054	
State Transit Assistance Fund (STAF)		
STAF (FY 16/17 Estimate - Q3 & Q4 FY 15/16)	\$ 42,427	
MTA		
Regional Surface Transportation Program (FY 15/16)		\$ 42,956
Regional Surface Transportation Program (FY 14/15)		\$ 52,329
Local Gov Collaborative - LTSA Reno Route Agreement	\$ 30,000	
FTA 5311 Operating Assistance (15/16)	\$ 37,170	
FTA 5311(f) Intercity Routes (RNO, RDG, KF, CDV/FB)	\$ 127,272	
Farebox	\$ 67,200	
Rural Transit Assist. Prog. - 1 scholarship per agency	-	
Total Revenues	\$ 412,225	\$ 174,443
	\$	586,668
<u>EXPENSES</u>		
Fuel	\$ 30,000	
Insurance (Building & Liability)	\$ 2,900	
Legal Notices	\$ 660	
Marketing / Public Information	\$ 6,100	
Professional / Specialized		
Accounting / Auditor Services	\$ 4,000	
IT Service & Support (<i>IT Monthly, Hosting, Domains</i>)	\$ 7,900	
Legal Services	\$ 2,070	
Miscellaneous Services	\$ 2,000	
Purchased Transportation	\$ 173,500	
Supplies Consumed		
Office Supplies	\$ 5,000	
Vehicle & Shop Supplies	\$ 1,900	
Salaries / Labor	\$ 108,700	
Travel / Staff Training / Memberships	\$ 4,300	
Uniforms	\$ 670	
Utilities	\$ 18,600	
Vehicle Maintenance & Repair	\$ 37,300	
<u>CAPITAL & RESERVE</u>		
Transit Vehicles		\$ 174,443
Capital Plan - Building (20 Years)	\$ 6,625	
Operating - Reserve	\$ -	
Total Expenses	\$ 412,225	\$ 174,443
	\$	586,668

Modoc County Transportation Commission / Modoc Transportation Agency

Fiscal Year 2016/17 End of Year True up & Reconciliation

MCTC Trust (6/30/17)	MTA - Op Plan Adjustments	MCTC - Op Plan Adjustments
	5 Year Operating Plan - Adopted 10/4/16	5 Year Operating Plan - Adopted 10/4/16
	6/30/17 Reserve Balance	6/30/17 Reserve Balance
\$ 38,970.99 Balance	\$ 305,681.12 CD (Matures 10/21/17)	
\$ 131,000.00 MTA Transfer	\$ 445,602.67 LAIF	\$ 151,863.40 LAIF
\$ 169,970.99 Balance	\$ 751,283.79 Total	\$ 151,863.40 Total
\$ (148,000.00) MCTC Transfer	\$ 620,000.00 Operating Plan	\$ 300,000.00 Operating Plan
\$ 21,970.99 Balance	\$ 131,283.79 MCTC Trust - Transfer	\$ (148,136.60) MCTC Trust - Transfer
	\$ 131,000.00 Nearest 1,000 to Transfer	\$ (148,000.00) Nearest 1,000 to Transfer
1. \$ 131,000.00	a. Transfer \$131,000 from MTA LAIF Account into MTA Bank Account. b. Write a check from MTA bank account for \$131,000 to MCTC & deposit into MCTC Trust Account.	
2. \$ 148,000.00	a. Fund Transfer \$148,000 from Plumas - MCTC Trust Account into Plumas MCTC Operating Account. b. Wire Transfer \$148,000 to MCTC LAIF Account	

True Up LTF Budgets FY 2016/17 to FY 2017/18	MTA - LTF Adjustments	MCTC - LTF Adjustments
	\$ 79,408.11 6/30/17 Bank Balance	\$ 71,935.11 6/30/17 Bank Balance
	\$ (6,828.00) *LCTOP 15/16 Def. Rev	
	\$ (4,251.00) LCTOP 16/17 Def. Rev.	
	\$ (7,940.00) CTAF 14/15 Def. Rev	
	\$ (3,834.51) **Building Cap Plan Balance	\$ (59,000.00) PPM 16/17 Def. Rev.
	\$ 56,554.60 Adjusted Bank Balance	\$ 12,935.11 Adjusted Bank Balance
	\$ 113,500.00 17/18 LTF Budget	\$ 89,000.00 17/18 LTF Budget
	\$ 56,554.60 Less Adj. Bank Balance	\$ 12,935.11 Less Adj. Bank Balance
	\$ 56,945.40 LTF Budget Bal Due	\$ 76,064.89 LTF Budget Bal Due
	\$ 9,104.00 Allocation	
	\$ (2,276.00) 16/17 Expenses	
	\$ 6,828.00 Balance	
	** Build Capital Plan 20 Yr	
	\$ 6,625.00 Budget	
	\$ (2,790.49) 16/17 Expenses	
	\$ 3,834.51 Balance	

Report to Modoc Transportation Agency Board Members	
Subject System Update, Communications and Calendar	Meeting Date October 3, 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
July	1,052	1,223	↓14.0%	10,412	12,723	↓18.2%	\$5,093	\$6,497	↓21.6%
Aug	1,212	1,322	↓8.3%	12,232	14,777	↓17.2%	\$5,148	\$7,819	↓34.2%
Sept		1,037	↓14.0%		12,754	↓18.2%		\$5,726	↓21.6%

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
July	10,412	12,723	12,744	\$2,357	\$2,768	\$3,293	.22¢	.21¢	.25¢
Aug	12,232	14,777	12,022	\$2,973	\$3,079	\$2,848	.24¢	.20¢	.23¢
Sept		12,754	11,589		\$2,728	\$2,690		.21¢	.23¢

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
July	60	58	65	110	125	168
Aug	53	78	71	122	124	200
Sept		52		75		127

4) Other Information

Calendar – consider future dates and events of interest:

- 10/03/17 MCTC and MTA Meetings 1:30 p.m., 200 W North Street, Alturas City Council Chambers, Alturas, CA.
- 10/09/17 Holiday - Office closed; Sage Stage Bus Operates.
- 11/10/17 Holiday - Office open; Sage Stage Bus Operates
- 11/23/17 Holiday - Office closed for Thanksgiving Day - Sage Stage services closed
- 11/24/17 Holiday - Office closed for Day After Thanksgiving - Sage Stage services closed
- 12/05/17 MCTC and MTA regular meetings 1:30 p.m. - Alturas City Council Chambers, 200 W. North St., Alturas