



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

Kathie Rhoads
Vice Chair
County Supervisor

Bobby Ray
Director
City Councilman

Patricia Cullins
Director
County Supervisor II

Danny Parker
Director
City at Large Citizen

Jim Wills
Director
County at Large Citizen

Elizabeth Cavasso
Alternate
County Supervisor IV

Cheryl Nelson
Alternate
City Councilman

Staff

Debbie Pedersen
Executive Director

Niki Lemke
Chief Fiscal Officer

Cindy Imbach
Sr. Transportation Planner

AGENDA

REGULAR MEETING

FEBRUARY 6, 2018

City of Alturas Council Chambers
200 W North St., CA 96101

Following the MCTC meeting at or about 2:15 p.m.

1. **Call to Order** – introductions, as needed.
2. **Public Forum** - Citizens may address the Commission with matters that are related directly to Commission responsibilities. If any matters call for action by the Commission, they will be placed on subsequent agendas. Because the Chairman may limit speakers to five (5) minutes each, citizens are encouraged to contact the Chairman or staff for assistance before the meeting.
3. **Confirm Agenda** **Action**
4. **Consent Agenda** **Action**
 - a. Approve the minutes from the 12/13/17 MTA Regular Meeting
 - b. Approve the minutes from the 01/17/18 MTA Special Meeting
 - b. Financial Transactions 11/01/17 through 12/31/17
 - c. YTD expenditures through 12/31/17
5. **Regular Business** **Information/Action**
 - a. Consider amendments to the Financial Policies and Procedures to 1) establish a policy for credit and debit cards, and 2) modify the investments to include the Local Agency Investment Fund (LAIF).
 - b. Review and consider approval the 20 year Capital Improvement Plan and 5 year Operating Plan updates.
6. **System Update, Communications, and Calendar** **Information**
 - a. Staff updates
 - b. Other Information
 - c. Conflict of Interest Form 700

Adjourn until next regular MTA meeting, scheduled for April 3, 2018, (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 February 6, 2018
Presented by MTA Staff	Agenda Item 4

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

a. Approve **minutes from**

- **12/13/17 MTA Regular meeting**
- **01/17/18 MTA Special Meeting**

b. **Financial Transactions – 11/01/17 through 12/31/17.**

Summary of incidental expenditures

Vendor	Transaction	Amount	Explanation
Fredrick Janitorial	2430	\$1,100.00	4 months of janitorial service (\$275/mo)
Tolar Manufacturing	2456	\$18,216.21	2 Bus Shelters (funded with CTAF)
Renne Sloan Holtzman Sakai	2457	\$1,687.60	Potential litigation - application for late claim

c. **Year to Date revenue and expenditure (through 12/31/17) report.**



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
December 13, 2017

Board Members Present

Kathie Roads	Board of Supervisors, District III, Modoc County
Bobby Ray	Councilmember, City of Alturas
Danny Parker	City At-Large Member
Jim Wills	County At-Large Member
Elizabeth Cavasso (Alternate)	Board of Supervisors District IV, County of Modoc

Board Members Absent

John Dederick, Chairman	Mayor, City of Alturas
David Allan, Vice Chair	Board of Supervisors District I, County of Modoc
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Cindy Imbach	Senior Transportation Planner
Niki Witherspoon	Chief Fiscal Officer
Jacque Dockery	Office Assistant

Public Present

Kathy Grah	Caltrans District 2, Branch Chief/District Transit Representative
------------	-------------------------------------------------------------------

1. Call to Order – Chairman Rhoads called the meeting to order at 2:32 p.m. in the Alturas City Hall Council Chambers, 200 W North St, Alturas, CA

2. Closed Session: Conference with Legal Counsel – Anticipated Litigation

The MCTC/MTA Closed Session was called to order at 2:17 p.m. regarding significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 59456.9 (two potential cases).

Closed session concluded at 2:29 p.m.

Motion by Commissioner Ray, second by Commissioner Cavasso, that the MTA hereby grants the application for leave to present the late claim. All ayes; motion carried.

3. Public Forum –There were no public comments.

4. Confirm Agenda –Motion by Board Member Parker to confirm agenda, seconded by Board Member Wills. All ayes; motion carried.

5. Consent Agenda

- a. Approve minutes from 10/03/17 MTA Regular Meeting
- b. Financial Transactions 9/01/17 through 10/31/17.

Summary of Incidental Expenditures

Vendor	Transaction	Amount	Explanation
Elite Towing	2386	\$1,050.00	Tow T-20 to Redding Lithia
Pioneer Auto Body	2409	\$ 330.00	Tow T-17 to Martin's Diesel
Martin's Diesel	2412	\$ 445.42	T-17 repair and Schedule A

*Note: Pioneer Auto Body stated that they will no longer tow our buses, primarily due to the damages on their tow truck because of our vehicle weight. Board Member Ray inquired who we will be using to tow and Director Pedersen mentioned that we would be using a Redding tow company because that is where our maintenance and repairs are done.

- c. YTD expenditures through 10/31/17

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

6. Regular Business

- a. Consider and approve rent increase to MTA tenant (112 S. Main Street – AP Tech).

MTA's contract with AP Tech includes a provision that rent may be adjusted or raised annually. Said increases are to be set by the MTA during a regularly scheduled public meeting and after notification of proposed action is provided Tenant by providing the MTA meeting agenda. The MTA meeting agenda was emailed and mailed USPS to the current tenants on November 22, 2017.

Rents have not been reviewed or modified since August 2013. The current rent is \$300 per month; MTA pays all utilities. A rent comparison was prepared for similar office types around Alturas, and most renters have to pay their own utilities and water.

Staff recommends that rent be set between \$375.00-\$400.00 per month which includes utilities (heat, electric/air conditioning, water, and garbage disposal).

Motion by Board Member Ray to raise rent for MTA tenant to \$400, seconded by Board Member Cavasso. All ayes; motion carried.

- b. Consider acceptance of the MTA 16/17 Fiscal Audits

Annual fiscal audits are required by the Transportation Development Act, MCTC, and other funding sources. Audits have been prepared by Singleton Auman, have been reviewed by the Chief Fiscal Officer and found to be an accurate representation of MCTC revenues and expenditures.

Clay Singleton, of Singleton Auman PC, joined the MCTC meeting by telephone and presented an overview of the 2016/17 Fiscal Audits. Mr. Singleton mentioned that the auditor's responsibility is to comply with Government Auditing Standards in performing the audits of the financial statements prepared by each agency with reasonable assurance of compliance by the agencies with these standards.

The audits have been reviewed by MCTC Chief Fiscal Officer and found to be an accurate representation of MCTC and MTA revenues and expenditures.

Motion by Board Member Ray to accept MTA 16/17 Fiscal Audits, seconded by Board Member Parker. All ayes; motion carried.

- c. Consider adoption of Resolution 17-04 Designating 2018 Authorized Signatories for MTA Plans and Programs.

This is the annual resolution that authorizes MTA staff to carry out grant related work; expedites contract execution, reimbursement requests, and other related documents for MTA approved grants in calendar year 2018.

Motion to approve Resolution 17-04 Designating 2018 Authorized Signatories for MTA Plans and Programs by Board Member Cavasso, seconded by Board Member Ray. All ayes; motion carried.

- d. Consider adoption of Resolution 17-05 Senate Bill 1 (SB1) State of Good Repair (SGR) Program.

Cindy Imbach, Senior Transportation Planner explained that this resolution agrees with MCTC Resolution 17-07 (SB1) State of Good Repair (SGR) Program to process the funds MCTC will assign to the MTA from the SGR program. The resolution names the project and authorizes/accepts assignment and management of the grant program.

Motion to approve Resolution 17-05 Senate Bill 1 (SB1) State of Good Repair (SGR) Program by Board Member Ray, seconded by Board Member Parker. All ayes; motion carried.

- e. Consider nomination and appointment of Chair and Vice Chair for 2018.

The Chair and Vice Chair positions are nominated and appointed at the last meeting of the year. This allows MTA business to carry forward and continue January 1, 2018.

Motion by Commissioner Parker to nominate and appoint John Dederick as Chairman and Kathie Rhoads as Vice Chair of the Modoc County Transportation Commission, seconded by Commissioner Wills. All ayes; motion carried.

7. System Update, Communications, and Calendar

a. Staff Updates

Cindy Imbach, Senior Transportation Planner reported that operations are going well and ridership is up from October. Fares are doing really well and were actually exceptional in September and October possibly due to the increased purchase of fare cards by local agencies for their clients. Recently the agencies began buying blocks of farecards to hand out to clients rather than using a one-time voucher and being billed each month.

Cindy noted that Lassen ridership was unusually down a little in November. An explanation may be that Susanville Indian Rancheria offers rides on Thursdays and weekends that may be utilized by the Susanville populace for convenience and lower fares.

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
Sep	1,134	1,037	↑9.4%	10,549	12,754	↓17.3%	\$4,766	\$5,726	↓16.8%
Oct	1,576	1,034	↑52.4%	11,496	12,323	↓6.7%	\$7,300	\$5,675	↑28.6%
Nov	1,166	1,035	↑12.7%	10,213	12,046	↓15.2%	\$5,210	\$5,481	↓4.9%

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
Sep	10,549	12,754	11,589	\$2,729	\$2,728	\$2,690	.25¢	.21¢	.23¢
Oct	11,496	12,323	13,678	\$2,852	\$2,503	\$2,809	.24¢	.20¢	.20¢
Nov	10,213	12,046	11,909	\$2,807	\$2,391	\$2,637	.27¢	.19¢	.22¢

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
Sep	41	52	75	75	116	127
Oct	65	69	70	73	135	142
Nov	77	59	44	66	121	125

b. **Other Information**

Executive Director Pedersen referred to provided handouts and reported that the Shasta Regional Transportation Agency (SRTA) is putting together a grant proposal to offer a North State I-5 Express Intercity Bus System. It was cited last year in the California Transportation Commission’s annual report that there was a need for an express service along the I-5 corridor. The proposed schedule would be 4 trips per day, 7 days per week, with electric buses. They are looking at using Sage Stage as a feeder line to transport passengers between Redding and Alturas. They are contemplating funding Modoc Transportation Agency to resume transit between Alturas and Redding two days a week in order to connect with this service. They are

also proposing transportation all the way up to Yreka from Sacramento. The buses will have charging stations and transit hubs in Sacramento and Turtle Bay in Redding. This project will most likely take a year or two to finalize.

Calendar – consider future dates and events of interest:

12/05/17	MCTC and MTA Meetings; 1:30 p.m., 200 W North Street, Alturas City Council Chambers, Alturas, CA
12/25/17	Holiday – Office closed Christmas Day – Sage Stage closed (no bus service)
12/26/17	Holiday – Office closed Day After Christmas – Sage Stage closed (no bus service)
01/01/18	Holiday – Office closed New Years Day – Sage Stage closed (no bus service)
01/02/18	Holiday – Office closed New Years Day – Sage Stage services operating
01/15/18	Holiday – Office closed Martin Luther King Jr. Day – Sage Stage services operating
02/06/18	MCTC and MTA regular meetings 1:30 p.m. – Alturas City Council Chambers, 200 W. North St, Alturas

7. **Adjournment** – Motion to adjourn by Board Member Ray at 2:59 p.m.; seconded by Board Member Cavasso. All ayes, motion carried. The next regular meeting will be February 6, 2018 (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



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

MINUTES
MCTC and MTA Joint Special Meeting
January 17, 2018

Board Members Present

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

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

Board Members Absent

Bobby Ray
Patricia Cullins (Alternate)
Cheryl Nelson (Alternate)

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

Staff Present

Debbie Pedersen

Executive Director

Public Present

None

1. **Call to Order** – Chair Dederick called the joint meeting to order at 1:13 p.m. in the Sage Stage Conference Room 108 S Main St. Alturas, CA. Dederick led those present in the pledge of allegiance.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda** – Motion by Commissioner Parker to confirm agenda, seconded by Commissioner Wills. All ayes; motion carried.

4. Closed Session: Closed Session - Conference with Legal Counsel - Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 59456.9 (Two Potential Cases: Claims Filed by Linda Graves-Mikesell and Edsel Mikesell)

5. Required report outs from closed sessions.

Chair Dederick asked if there were any public comments or comments from Commissioners; there were none.

Closed Sessions Mikesell Claims (2). Motion by Board Member Wills, seconded by Board Member Parker, to hereby reject the government claims submitted to MCTC by Linda Graves Mikesell and Edsell Mikesell. Motion unanimously passed by the vote of 5 ayes and zero noes.

Motion to Adjourn at 1:45 p.m. – by Board Member Parker, motion seconded by Commissioner Wills. All ayes, motion carried. The next regular meeting will be Tuesday, February 6, 2018, following the MCTC meeting at or about 2:00 p.m. in the City Council Chambers, 200 W. North St, Alturas, CA.

Respectfully,

Debbie Pedersen
Executive Director

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

Date	Num	Name	Amount	Balance
LAIF-8025001 (\$620K)				316,656.46
11/30/2017		CD - Fund Transfer	306,000.00	622,656.46
Total LAIF-8025001 (\$620K)			306,000.00	622,656.46
Plumas Operating MTA-0477				400,364.32
Reserve - Building Improvements				3,555.09
Total Reserve - Building Improvements				3,555.09
Plumas Operating MTA-0477 - Other				396,809.23
11/01/2017		Farebox	194.00	397,003.23
11/01/2017		Farebox	22.00	397,025.23
11/01/2017		Farebox	44.00	397,069.23
11/01/2017		FTA 5311f (FY 16/17)	127,271.73	524,340.96
11/02/2017		Farebox	372.80	524,713.76
11/03/2017		Farebox	173.50	524,887.26
11/03/2017		Farebox	33.00	524,920.26
11/03/2017		Farebox	1.00	524,921.26
11/03/2017		Farebox	48.00	524,969.26
11/03/2017	110317	Basys Processing, Inc.	-63.19	524,906.07
11/06/2017		Farebox	315.00	525,221.07
11/06/2017		Farebox	38.00	525,259.07
11/06/2017		Farebox	20.00	525,279.07
11/06/2017		Farebox	40.00	525,319.07
11/07/2017	2415	EDI Media	-150.00	525,169.07
11/07/2017	2416	J. Thayer Company	-135.44	525,033.63
11/07/2017	2417	City Of Alturas	-164.86	524,868.77
11/07/2017	2418	Waste Management	-24.53	524,844.24
11/07/2017		Farebox	19.00	524,863.24
11/07/2017	2419	J. Thayer Company	-87.52	524,775.72
11/07/2017		Farebox	22.00	524,797.72
11/07/2017		Farebox	27.00	524,824.72
11/08/2017		Farebox	22.00	524,846.72
11/08/2017		Farebox	191.66	525,038.38
11/08/2017		Farebox	32.00	525,070.38
11/09/2017		Farebox	309.60	525,379.98
11/09/2017	2420	Frontier Communications	-65.90	525,314.08
11/09/2017	2421	Perry's Automotive	-388.35	524,925.73
11/09/2017	2422	Ray Morgan Company	-129.13	524,796.60
11/09/2017	2423	Frontier Communications	-65.90	524,730.70
11/09/2017	2424	Frontier Communications	-65.90	524,664.80
11/09/2017	2425	Pepsi-Cola Bottling Company	-39.99	524,624.81
11/09/2017	2426	Ed Staub & Sons	-2,852.10	521,772.71
11/09/2017	2427	MV Transportation	-18,426.67	503,346.04
11/09/2017	2428	Les Schwab Tires	-32.00	503,314.04
11/09/2017		Farebox	66.00	503,380.04
11/10/2017		Farebox	68.50	503,448.54

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

Date	Num	Name	Amount	Balance
11/10/2017		Farebox	64.00	503,512.54
11/10/2017		Farebox	32.00	503,544.54
11/13/2017		Farebox	231.00	503,775.54
11/13/2017		Farebox	57.00	503,832.54
11/13/2017		Farebox	300.00	504,132.54
11/13/2017	2429	Sign Creations	-840.00	503,292.54
11/13/2017		Farebox	27.00	503,319.54
11/13/2017		Farebox	26.00	503,345.54
11/13/2017		Farebox	32.00	503,377.54
11/14/2017		Farebox	184.32	503,561.86
11/14/2017	111417	Four Corner's Market	-39.66	503,522.20
11/14/2017	2430	Fredrick Janitorial	-1,100.00	502,422.20
11/15/2017		Farebox	69.99	502,492.19
11/15/2017	2431	Ed Staub & Sons	-273.81	502,218.38
11/15/2017	2432	Perry's Automotive	-718.73	501,499.65
11/15/2017	2433	Tnet Broadband Internet, LLC	-48.00	501,451.65
11/15/2017		Farebox	64.00	501,515.65
11/15/2017	2435	Verizon Wireless	-150.27	501,365.38
11/16/2017		Farebox	154.10	501,519.48
11/17/2017		Farebox	115.00	501,634.48
11/17/2017		Farebox	56.00	501,690.48
11/17/2017		Farebox	26.00	501,716.48
11/17/2017	2436	Pacific Power	-407.19	501,309.29
11/20/2017		Farebox	83.00	501,392.29
11/20/2017		Farebox	27.00	501,419.29
11/21/2017		Farebox	225.00	501,644.29
11/21/2017		Farebox	32.00	501,676.29
11/21/2017		Farebox	48.00	501,724.29
11/22/2017		Farebox	181.50	501,905.79
11/22/2017	2434	Perry's Automotive	-366.27	501,539.52
11/27/2017		Farebox	362.50	501,902.02
11/27/2017		Farebox	27.00	501,929.02
11/27/2017		Farebox	26.00	501,955.02
11/28/2017		Farebox	202.95	502,157.97
11/28/2017		Farebox	42.00	502,199.97
11/29/2017		LTF	8,997.94	511,197.91
11/29/2017		Farebox	123.51	511,321.42
11/29/2017		AP Tech	300.00	511,621.42
11/30/2017		Farebox	358.50	511,979.92
11/30/2017		Farebox	32.00	512,011.92
11/30/2017	113017	TCE Communications	-56.43	511,955.49
11/30/2017		CD - Fund Transfer	-306,000.00	205,955.49
12/01/2017	2437	EDI Media	-150.00	205,805.49
12/01/2017	2438	Frontier Communications	-65.96	205,739.53

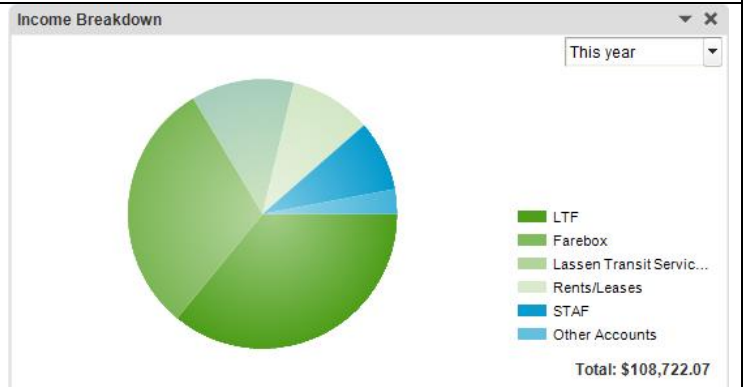
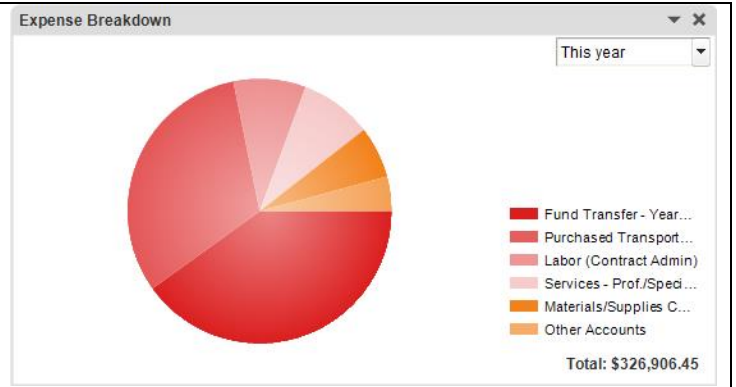
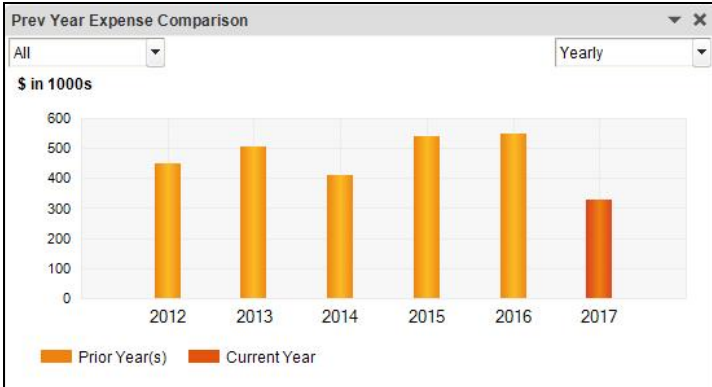
Modoc Transportation Agency
Transactions by Account
As of December 31, 2017

Date	Num	Name	Amount	Balance
12/01/2017	2439	Modoc County Record	-259.50	205,480.03
12/01/2017	2440	Pepsi-Cola Bottling Company	-39.99	205,440.04
12/01/2017	2441	Waste Management	-56.79	205,383.25
12/01/2017	2442	City Of Alturas	-162.06	205,221.19
12/01/2017	2445	Frontier Communications	-65.90	205,155.29
12/01/2017	2446	Perry's Automotive	-818.26	204,337.03
12/01/2017	2447	Frontier Communications	-65.90	204,271.13
12/04/2017		Farebox	59.30	204,330.43
12/04/2017		Farebox	127.50	204,457.93
12/04/2017		Farebox	33.00	204,490.93
12/04/2017	120417	USPS Alturas	-32.45	204,458.48
12/04/2017		Farebox	20.50	204,478.98
12/04/2017	2448	Modoc County Record	-54.00	204,424.98
12/04/2017	2449	Ray Morgan Company	-167.86	204,257.12
12/05/2017		Farebox	153.61	204,410.73
12/05/2017		Farebox	34.00	204,444.73
12/05/2017	2443	Tnet Broadband Internet, LLC	-48.00	204,396.73
12/05/2017		Farebox	22.00	204,418.73
12/05/2017		Farebox	10.00	204,428.73
12/05/2017	2444	MV Transportation	-17,062.42	187,366.31
12/05/2017	120517	Basys Processing, Inc.	-64.24	187,302.07
12/05/2017	2451	All Wheel Alignment & Brake	-147.75	187,154.32
12/05/2017	2452	Perry's Automotive	-1,026.66	186,127.66
12/06/2017		Farebox	144.75	186,272.41
12/06/2017	120617	Alturas Auto Parts	-46.87	186,225.54
12/07/2017		Farebox	120.00	186,345.54
12/07/2017		Farebox	32.00	186,377.54
12/08/2017		Farebox	85.00	186,462.54
12/11/2017		Farebox	141.50	186,604.04
12/11/2017	2730	Fredrick Janitorial	-275.00	186,329.04
12/11/2017		Farebox	10.00	186,339.04
12/11/2017		CTAF 15/16	7,940.00	194,279.04
12/11/2017		Farebox	76.00	194,355.04
12/12/2017		Farebox	220.60	194,575.64
12/12/2017	2450	Ed Staub & Sons	-2,806.59	191,769.05
12/13/2017		Farebox	88.00	191,857.05
12/13/2017		Farebox	16.50	191,873.55
12/13/2017	121317	Four Corner's Market	-104.72	191,768.83
12/14/2017		Farebox	201.00	191,969.83
12/14/2017		Farebox	22.00	191,991.83
12/14/2017		Farebox	300.00	192,291.83
12/15/2017		Farebox	93.76	192,385.59
12/15/2017		Farebox	10.00	192,395.59
12/18/2017		Farebox	225.00	192,620.59

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

Date	Num	Name	Amount	Balance
12/18/2017		Farebox	20.00	192,640.59
12/18/2017	2453	Basin Tire Service Inc.	-333.00	192,307.59
12/19/2017		Farebox	105.00	192,412.59
12/20/2017		Farebox	255.00	192,667.59
12/20/2017		Farebox	16.50	192,684.09
12/20/2017	122017	Four Seasons Supply	-50.00	192,634.09
12/21/2017		Farebox	223.00	192,857.09
12/22/2017		Farebox	64.00	192,921.09
12/22/2017		Farebox	32.00	192,953.09
12/22/2017	122217	Cabela's	-98.58	192,854.51
12/27/2017		Farebox	332.00	193,186.51
12/27/2017	2454	Verizon Wireless	-150.27	193,036.24
12/27/2017		Farebox	18.00	193,054.24
12/27/2017	2455	Pacific Power	-626.66	192,427.58
12/27/2017	2456	Tolar Manufacturing Co., Inc.	-18,216.21	174,211.37
12/27/2017	2457	Renne Sloan Holtzman Sakai	-1,687.50	172,523.87
12/27/2017		Farebox	22.00	172,545.87
12/28/2017		Farebox	164.65	172,710.52
12/28/2017		Farebox	477.00	173,187.52
12/28/2017		Farebox	27.00	173,214.52
12/29/2017		Farebox	55.00	173,269.52
12/29/2017		AP Tech	300.00	173,569.52
12/29/2017	2458	J. Thayer Company	-59.85	173,509.67
12/29/2017		Farebox	24.00	173,533.67
12/29/2017		Farebox	32.00	173,565.67
12/31/2017	2470	Ed Staub & Sons	-2,438.87	171,126.80
12/31/2017	2471	MV Transportation	-16,245.83	154,880.97
Total Plumas Operating MTA-0477 - Other			-241,928.26	154,880.97
Total Plumas Operating MTA-0477			-241,928.26	158,436.06
Treasurer Operating MTA-650				0.00
Total Treasurer Operating MTA-650				0.00
TOTAL			64,071.74	781,092.52

Modoc Transportation Agency Company Snapshots (As of 01/12/18)



Modoc Transportation Agency
Balance Sheet
 As of December 31, 2017

	<u>Dec 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
LAIF-8025001 (\$620K)	622,656.46
Plumas Operating MTA-0477	
Reserve - Building Improvements	3,555.09
Plumas Operating MTA-0477 - Other	<u>154,880.97</u>
Total Plumas Operating MTA-0477	158,436.06
Total Checking/Savings	781,092.52
Accounts Receivable	
Accounts Receivable	<u>7,657.00</u>
Total Accounts Receivable	7,657.00
Other Current Assets	
Def Rev - CTAF 15/16 (\$7,940)	-7,940.00
Undeposited Funds	<u>122.50</u>
Total Other Current Assets	-7,817.50
Total Current Assets	780,932.02
Fixed Assets	
Fixed Assets	<u>2,078,111.71</u>
Total Fixed Assets	2,078,111.71
TOTAL ASSETS	<u>2,859,043.73</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>17,854.28</u>
Total Accounts Payable	17,854.28
Other Current Liabilities	
Def Rev - CTAF 16/17 (\$6,352)	6,352.00
Def Rev - LCTOP 16/17 (\$4,251)	4,251.00
Def Rev - CTAF 14/15 (\$7,940)	7,940.00
Def Rev - LCTOP 15/16 (\$9,104)	<u>6,828.00</u>
Total Other Current Liabilities	25,371.00
Total Current Liabilities	43,225.28
Total Liabilities	43,225.28
Equity	
Opening Bal Equity	654,612.39
Retained Earnings	2,383,115.99
Net Income	<u>-221,909.93</u>
Total Equity	2,815,818.45
TOTAL LIABILITIES & EQUITY	<u>2,859,043.73</u>

Modoc Transportation Agency

01/12/18

Profit & Loss

Accrual Basis

July through December 2017

	Jul - Dec 17
Ordinary Income/Expense	
Income	
Farebox	
Dial A Ride Fares	
Farecard \$20	2,160.00
Dial A Ride Fares - Other	5,178.28
Total Dial A Ride Fares	7,338.28
Klamath Falls Fares	2,598.25
Redding Fares	3,965.00
Reno Fares	17,912.81
Total Farebox	31,814.34
Interest	3,205.38
Lassen Transit Service Agency	13,445.00
LTF	39,078.46
Other Income (Misc.)	20.00
Rents/Leases	6,382.35
STAF	9,201.00
Total Income	103,146.53
Expense	
Fund Transfer - Year End	131,000.00
Building Improvements	279.42
Insurance	2,000.00
Labor (Contract Admin)	28,951.92
Legal Notices	183.00
Marketing/Promotions	1,132.50
Materials/Supplies Consumed	
Fuel/Lubricants	
Dial A Ride Fuel	5,462.33
Klamath Falls Fuel	1,256.97
Redding Fuel	1,841.74
Reno Fuel	7,337.59
Fuel/Lubricants - Other	257.76
Total Fuel/Lubricants	16,156.39
Office Supplies	3,380.47
Shop & Bus Supplies	1,075.32
Total Materials/Supplies Consumed	20,612.18
Purchased Transportation	
PT VA-HOL	950.41
PT Administration	22,364.73
PT Dial A Ride	45,058.34
PT Klamath Falls	5,270.10
PT Redding	6,444.23
PT Reno	22,362.62
PT Sick Leave	1,267.70
Total Purchased Transportation	103,718.13
Services - Prof./Specialized	
Accounting / Auditor Services	6,125.00
IT Service & Support	0.00
Legal Services	2,424.00
Services - Other (Misc.)	1,870.28

Modoc Transportation Agency

Profit & Loss

01/12/18

July through December 2017

Accrual Basis

	<u>Jul - Dec 17</u>
Vehicle Maintenance	
T12	2,637.49
T14	2,733.66
T16	0.00
T17	2,457.88
T18	4,715.84
T19	1,485.50
T20	4,216.42
Vehicle Maintenance - Other	-892.49
	<u>17,354.30</u>
Total Vehicle Maintenance	17,354.30
Total Services - Prof./Specialized	27,773.58
Travel/Staff Training	798.72
Utilities	
Electric	2,876.59
Equip Maint.	779.22
Internet	240.00
Phone/DSL	
Cell - Dispatch	900.81
Phone/DSL - Other	1,518.33
	<u>2,419.14</u>
Total Phone/DSL	2,419.14
Propane	725.85
Trash Disposal	373.00
Water Service	1,193.21
	<u>8,607.01</u>
Total Utilities	8,607.01
Total Expense	<u>325,056.46</u>
Net Ordinary Income	-221,909.93
Net Income	<u><u>-221,909.93</u></u>

Report to Modoc Transportation Agency Board Members	
Subject Regular Business	Meeting Date February 6, 2018
Presented by MTA Staff	Agenda Item 5

Items with attachments, shown in bold:

- a. Consider amendments to the **Financial Policies and Procedures** to 1) **Section 500** establish a policy for credit and debit cards, 2) **Section 1200** modify the investments to include the Local Agency Investment Fund (LAIF), and 3) set a threshold for assets.

The Financial Policies and Procedures need amending as policies and procedures change or are added. Passengers have requested the ability to pay for fares with debit and credit cards (primarily for the Reno route). MTA provided the opportunity for electronic payments several months ago. Section 500 establishes the process and procedure for credit and debit cards.

Section 1200 has been modified to include the LAIF Account. The MTA placed restrictions on the reserve funds when the funds were set aside. The LAIF Account is the reserve fund for MTA. Funds moved out of the account require MTA approval.

- b. Review and approve the **20 year Capital Improvement Plan and 5 year Operating Plan** updates.

The 20 year Capital Improvement Plan includes a new line item for vehicle replacement. MTA has previously received grants from the Federal Transit Assistance 5311f program to replace vehicles. This funding opportunity is currently not available for vehicle replacement for the next few years. SB 1 State of Good Repair Funds, new legislation recently passed, provides an opportunity to replace some of the shortfall from the FTA 5311f program. In an effort to maintain the fleet and continue to provide services, this line item and cost is included in the 20 year Capital Improvement Plan. Staff will continue to seek funding for vehicle replacement from available and new resources.

The 5 year Operating Plan updates include the following:

- New revenue stream from Senate Bill 1 - State of Good Repair
- New line item for the Capital Improvement Plan revenue
- Increase of the Farebox
- Increase for the Capital Improvements to include Vehicle Replacement
- New Line item for Capital Vehicle Acquisition
- Increases to Purchased Transportation, Professional and Specialized and Vehicle Maintenance

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 MTA has identified the Local Agency Investment Fund (LAIF) as the investment fund to maintain the agency's operating reserve.**

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.

Fund Transfers

The fiscal officer and director shall meet as necessary to review and adjust investments as needed. **Any transfers out of the investment fund into the operating account shall be approved, prior to the transaction, by the Board during a regular or special meeting. Investments shall be presented to the MTA annually, at a minimum. Revenue transferred into the investment account shall be approved by the director and MTA Chair or Vice Chair.**

Annual year end true ups and reconciliations are approved by the Board; reconciliations should be presented to the board each August meeting. Year end true ups and reconciliations should follow the format in Attachment A.

1200. Processing Credit Card Payments for Transit Fares

Background

MTA ensures that credit and debit card information is handled and disposed of in a manner that protects customer information, complies with applicable laws and ultimately meets the MTA's obligation to comply with the data security standards required by the Payment Card Industry's Data Security Standard (PCI-DSS).

The set standards referred to as the PCI-DSS sets forth security standards for any organization that accepts, captures, stores, transmits and/or processes credit card information either manually or through an automated system.

Merchant credit or debit card transactions are monetary transactions and are subject to the same control and reconciliation policies as cash transactions. Improper protection of merchant card data, whether in electronic or paper form could lead to a security breach that may result in customer ill-will, damages MTA's reputation, fines, legal fees and response-related costs. Potential ramifications of a data breach are greater if MTA is not in compliance with PCI-DSS at the time of the breach. Failure to comply with PCI-DSS may result in loss of MTA's ability to process credit card transactions, substantial fines and increased auditing requirements if a breach occurs.

The components of PCI-DSS apply to all forms of transactions. They include:

1. Build and maintain a secure network with appropriate firewalls;
2. Protect cardholder data including stored data in any format and encrypted transmission across public networks;
3. Maintain a vulnerability management program including use of anti-virus, confidential data detection and data detection and date encryption software and secure systems and applications;
4. Implement strong access control measures including restricted access to cardholder data in all formats;
5. Monitor and test networks; and
6. Maintain an information security policy.

Credit Card Policy and Processing

1. MTA has a no refund policy; a passenger may request a prepaid ticket or prepaid farecard for future use if they cancel a paid trip.
2. Minimum Purchase \$10.00 - No transactions will be processed for less than \$10.00. Bank fees negate the ability to maintain farebox revenue ratios defined in the Transportation Development Act.

3. Print Merchant and Customer Receipts
 - a. *Merchant Receipt*—copy receipt & prepaid ticket(s) together, attach original receipt to copy and submit to fiscal officer.
 - b. *Customer Receipt* – Hand to the customer if they have purchased at the office. If the transaction is not made in person, attach to the prepaid ticket to the manifest for the scheduled trip. The driver will provide the receipt to customer upon boarding the bus.
4. Fill out a yellow prepaid ticket for each passenger & for all transactions.
 - a. Original ticket is attached to the driver manifest on the trip date. Driver completes the bottom of ticket and places it in the fare box if the passenger boards the bus. If passenger doesn't board the bus, the driver returns the ticket to the front desk. The passenger may use it another day for that same service or be issued a prepaid farecard for use on any route.
 - b. Copy of ticket goes with merchant receipt and filed with the deposit.
5. The fiscal officer will record credit card transaction to accounting software as a deposit and print the deposit summary.
6. The fiscal officer will record the transaction on the System Summary to balance the daily farebox.
7. A batch report, that closes daily transactions, should be run at the end of each work day. The credit card machine automatically closes the day's batch at 11:00 PM. if not done at the end of the work day. The batch report is submitted to the fiscal officer. The fiscal officer compares the batch, the transactions, and deposits and reconciles credit card transactions daily and monthly.
8. A transaction may be voided, at the request of the customer, on the same day (before the batch is closed) without MTA being charged transaction fees. This would not result in a "fare card credit" as the transaction would be voided.
9. American Express cards are not accepted.

MTA Capital Improvement Plan - Building and Vehicle Replacement

Five year periods

<u>Expenditures</u>	15/16 to 20/21	21/22 -26/27	27/28-32/33	34/35-39/40	Total 20 year costs
Replace Refridg		1500			1500
Server Upgrade	10000	10000	10000	10000	40000
Replace water heater		2500			2500
Upgrade heating/air				50000	50000
Repaint shop		8000		10000	18000
Replace cameras			10000		10000
Slurry Parking Lot	6000	6000	6000	6000	24000
Roof repairs			20000	20000	40000
Capital Vehicle Repl	100000	100000	100000	100000	400000
Desks/furniture	5000		5000		10000

596000

Budget Annually 29800

New Capital Expenditure line item

ATTACHMENT A - MCTC FINANCIAL ACCOUNTING POLICIES PROCEDURES
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
	<i>5 Year Operating Plan - Adopted 10/4/16</i>	<i>5 Year Operating Plan - Adopted 10/4/16</i>
	<i>6/30/17 Reserve Balance</i>	<i>6/30/17 Reserve Balance</i>
\$ 38,970.99 Balance	\$ 305,681.12 CD (Matures 10/21/17)	\$ 151,863.40 LAIF
\$ 131,000.00 MTA Transfer	\$ 445,602.67 LAIF	\$ 151,863.40 Total
\$ 169,970.99 Balance	\$ 751,283.79 Total	
	\$ 620,000.00 Operating Plan	\$ 300,000.00 Operating Plan
\$ (148,000.00) MCTC Transfer	\$ 131,283.79 MCTC Trust - Transfer	\$ (148,136.60) MCTC Trust - Transfer
\$ 21,970.99 Balance	\$ 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	

Example

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	

Modoc Transportation Agency

5 year Capital Improvement Plan and Operating Expenses

Fiscal Year

2018/19 2019/20 2020/21 2021/22 2022/23

Description of Revenue

TDA/LTF/STA	153000	157890	164837	166842	170907
Rents - MCTC	17160	17160	17160	17160	17160
Rents - AP Tech	4800	4800	4800	4800	4800
RTAP	1500	1500	1500	1500	1500
FTA 5311	54891	54891	54891	54891	54891
FTA 5311f	122610	123836	125074	126325	127588
SB1 - State of Good Repair	29000	29000	29000	29000	29000
Capital Improvement Plan Revenue			100000		
Farebox	76000	76000	76000	76000	76000
Lassen TDA - Reno	30000	30000	30000	30000	30000
Total Revenue	488961	495077	603262	506518	511847

5% increase per year

Veh Repl and bldg maint

Capital Plan transfer

Expenditures

Salaries and Labor	120750	121112	121718	122326	122938
Capital 20 yr Plan (prop.& veh)	30000	30000	30000	30000	30000
Capital Vehicle Acquisition			100000		
Insurance	5000	5050	5101	5152	5203
Legal Notices	1000	600	700	900	1000
Marketing Public Info	2500	2550	2601	2653	2706
Professional & Spec*	25500	22500	27500	25700	25700
Purchased Transportation	200000	202000	204020	206060	208121
Supplies Consumed	6000	5000	5250	5513	5800
Fuel/Lubricants	35000	35700	36414	37142	37885
Shop and Bus Supplies	1700	1785	1874	1968	2066
Vehicle Maintenance	37500	38250	39015	39795	40591
Travel/Staff Training/Memberships	3500	3535	3570	3606	3642
Uniforms	1000	1050	1103	1158	1216
Utilities	18500	18870	19247	19632	20025
Total Expenditures	487950	488002	598113	501605	506893

Replace vehicle

5% increase per year

Revenue to expenditures 1011 7075 5149 4913 4953

***Professional & Spec**

Accounting					
Audits	9000	6500	6500	6500	6500
IT Service & Support	7500	7500	8000	8000	8000
Legal Counsel	5000	6000	10000	10000	10000
Other Svcs (D&A, med)	4000	2500	3000	1200	1200

12/31/17 MTA reserves (LAIF Acct)

\$622,656.46

Report to Modoc Transportation Agency Board Members	
Subject System Update, Communications and Calendar	Meeting Date February 6, 2018
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
Oct	1,576	1,034	↑52.4%	11,496	12,323	↓6.7%	\$7,300	\$5,675	↑28.6%
Nov	1,166	1,035	↑12.7%	10,213	12,046	↓15.2%	\$5,210	\$5,481	↓4.9%
Dec	1,025	1,016	↑0.9%	9,454	10,775	↓12.3%	\$4,178	\$5,567	↓25.0%

Month	Passenger Trips			Miles			Fares		
	2018	2017	Change	2018	2017	Change	2018	2017	Change
Jan	996	955	↑4.3%	10,157	8,209	↑23.7%	\$3,638	\$3,055	↑19.1%

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
Oct	11,496	12,323	13,678	\$2,852	\$2,503	\$2,809	.24¢	.20¢	.20¢
Nov	10,213	12,046	11,909	\$2,807	\$2,391	\$2,637	.27 ¢	.19¢	.22¢
Dec	9,454	10,775	11,851	\$2,439	\$2,410	\$2,319	.25 ¢	.22¢	.19¢

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Jan	10,157	8,209	11,750	\$2,750	\$1,847	\$2,151	.27¢	.22¢	.18 ¢

- 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
Oct	65	69	70	73	135	142
Nov	77	59	44	66	121	125
Dec	38	68	50	63	88	131

Month	Modoc O/D		Lassen O/D		Total Route Ridership	
	2018	2017	2018	2017	2018	2017
Jan	43	27	58	22	101	49

b) Other Information

c) Conflict of Interest Form 700

Calendar – consider future dates and events of interest:

- 02/06/18 MCTC and MTA regular meetings 1:30 p.m. - Alturas City Council Chambers, 200 W. North St., Alturas
- 02/08/18 MV Transportation - Division visit by General Manager (Roberta) and Regional District Manager (Laura Hansen)
- 02/12/18 Lincoln’s Birthday observed – Office closed – Sage Stage Services will operate
- 02/19/18 Presidents Day – the Office and Sage Stage Services are closed in observance of the holiday
- 04/03/18 MCTC and MTA Meetings 1:30 p.m.– City of Alturas Council Chambers, 200 W North St, Alturas