



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
April 13, 2018

Board Members Present

John Dederick	Mayor, City of Alturas
Kathie Rhoads	Board of Supervisors, District III, Modoc County
Danny Parker	City At-Large Member
Jim Wills	County At-Large Member
Elizabeth Cavasso	Board of Supervisors District IV, Modoc County
Bobby Ray	Councilmember, City of Alturas

Board Members Absent

Patricia Cullins (Alternate)	Board of Supervisors, District II, Modoc County
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Niki Lemke	Chief Fiscal Officer
Jacque Dockery	Office Assistant

Public Present

Aaron Casas	Caltrans District 2, Regional Planning Liaison
Leah Larsen	Modoc County Farmers Market
Brian Cox	Representing A-P Tech

1. 2:00 p.m. Closed Session

Conference with Legal Counsel – Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

NAME OF CASE: Linda Graves-Mikesell, et al. v. MTA, et al. (Modoc County Superior Court Case No. CU-7-115)

There was no action to report from closed session.

2. Call to Order – Chairman Dederick called the meeting to order at 9:50 a.m. in the Alturas City Hall Council Chambers, 200 W North St, Alturas, CA

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 02/06/18 MTA Regular Meeting
- b. Financial Transactions 01/01/18 through 02/28/18.

Summary of Incidental Expenditures

Vendor	Transaction	Amount	Explanation
Perry’s Automotive	2473	\$1,365.15	T18 Sch. C/T17 Coolant Leak Inspect
Renee Sloan Holtzman Sakai	2477	\$ 611.50	Closed Session – Possible Litigation
Apex Technology	12918	\$1,783.03	Dell Server - Upgrade
Apex Technology	12919	\$3,311.19	SonicWall Firewall - Upgrade
Perry’s Automotive	2506	\$2,909.36	T14 Sch C / Replace Water Pump
Renne Sloan Holtzman Sakai	2511	\$ 830.00	Closed Session – Possible Litigation
Perry’s Automotive	2516	\$1,550.05	T19 Sch C / Replace Heater/Defrost

Board Member Ray questioned the outcome of the equipment upgrade by APEX and Director Debbie Pedersen explained the upgrades were purchased with new funding from Senate Bill 1 State of Good Repair - which needed to be programmed within 30 days. These upgrades included a new back-up server, updated firewall system and a new wireless connection that is also commercial grade; she mentioned that the labor costs for this would be presented at the next meeting. Chairman Dederick stated that he had reviewed and questioned the invoices and found them to be justified. Apex offered to meet any lower price to be found for less expensive quality equipment. It is not anticipated that there will be any further costs until the main server needs to be replaced in about three to four years.

- c. Year To Date revenue and expenditure report through 02/28/18

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

6. Regular Business

- a. Request by A-P Tech to consider adjustment to monthly rent of 112 S Main St.

At the December 5, 2018, MTA meeting the Board acted to raise rent based on recent rental rates on comparable Main Street commercial building rents and that no increase had been initiated in over 4 years. The following events occurred:

- 11/22/17 - AP Tech was provided notice (by email and US mail) that the MTA would consider a rent increase at their December meeting.
- 12/5/17 - A-P Tech did not appear at the meeting. MTA acted to raise the rent.
- 12/14/17 - MTA mailed a letter to A-P Tech informing them of the rent increase effective 2/1/18.
- 02/13/18 - Chair Dederick indicated that Greg Jones requested that the rent be reconsidered.
- 02/14/18 – MTA emailed A-P Tech to let them know their request to have rent adjusted will be considered at the next MTA meeting - April 3, 2018.

Director Pedersen referred to an attached summary of comparable rents and monthly cost of items (calculated by square foot cost) included in the monthly rent of \$400 for the MTA's office space (heating, electricity, internet, waste disposal, etc.). Pedersen also handed out rental scenarios for monthly rent with annual percent increases of 5% and 10% from 2013 through 2018. Had the MTA raised rent annually, the rent would have been at or exceeded the \$400 per month.

The square footage of the office is 260 square feet (21 feet x 12.4 feet). Pedersen reviewed the rent comparisons and pro-rated annual utility costs provided. She noted that MTA agreed to design a space specifically for AP Tech when this new building was constructed in 2013, which is greatly improved from what they had been using in the previous building on North Street. During a discussion by the board it was noted that there has not been an increase in since 2013.

Chairman Dederick stated that even though he can sympathize with AP Tech, MTA is a government agency and is required to do a cost-study and charge fair-market value as has been done. MTA is not allowed to gift public funds. Dederick inquired about the lease duration and Director Pedersen replied that the contract is month-to-month and is limited to annual adjustments.

Brian Cox spoke on behalf of A-P Tech, he stated that the comparisons used do not indicate the square footage of the other office spaces, which could make a difference in the justification of costs. Brian also mentioned the benefit of having A-P Tech in Modoc County to serve Caltrans, Modoc County Agencies, local businesses, etc.

Pursuant to further discussion, the MTA Board of Directors agreed that the increase in rent is justified and will stand, as set at the December 2017 meeting. The lease will be considered annually and adjustments made accordingly.

- b. Director Pedersen introduced Ms. Leah Larsen, Manager of the Modoc Harvest/Modoc Certified Farmers Market. Pedersen explained that Farmers Market has requested to use the Sage Stage Park/Plaza next to the office every other Saturday for the Alturas Farmers Markets as shown in the schedule provided. Ms. Larsen mentioned that the Farmers Market has been operating during the summer months in Cedarville for 6 years and this will be their 2nd year in Alturas. Last year, the Farmers Market was held in the gravel lot on North and Main on Wednesday afternoons. The gravel proved difficult for customers with mobility issues and also the corner was hot and windy in the afternoons. They decided to change the day to every other Saturday in the mornings on a paved or concrete surface. After checking several different properties in town, they feel that the Sage Stage Plaza would be a good location. The group has an insurance certificate and will list Modoc Transportation Agency/Sage Stage as additional insured (term of the contract).

Pedersen state that Golden State Risk Management Authority was contacted to check for allowable use under the MTA's Liability Policy. They have provided the Insurance Requirements for Rental of Facilities/Use of Facilities - these clauses are included in the draft agreement.

Board members expressed some concern about not charging for the use of the space and Director Pedersen suggested that this season be a community service/pilot year. Staff MTA will review the public area uses with legal counsel. Pedersen also noted that the Sage Stage Plaza was constructed as a public use area, unlike the office space area that was constructed for lease/rent. When the plaza/park was being constructed MTA considered setting up policies for use of the area; the Board members deferred setting policies to when a use presented itself as the future public uses were unknown then (about four years ago). The Modoc Harvest/Modoc Certified Farmers Market indicated they will advertise Sage Stage/MTA as a sponsor for the events/marketing. Board members stated that Sage Stage could have a vendor spot and market services/sell fare cards and requested that staff work on policies the public area use.

Motion by Board Member Ray to authorize the Executive Director to enter in to a contract with Modoc Harvest/Modoc Certified Farmers Market, seconded by Board Member Cavasso for use of the Sage Stage Plaza as pilot program. All ayes; motion carried.

- c. Consider adoption of Revised Resolution 18-01 Fiscal Year 2018/19 Budget.

Chief Fiscal Officer Lemke referred to the attached The Fiscal Year 2018/19 budget. The FY 2018/19 Budget reflects the MTA Operating and Capital / Vehicle Replacement Plans that was approved by MTA in February 2018 with the following adjustments: Fare box was decreased from \$76,000 to \$65,000; Fuel was increased from \$35,000 to \$38,000; Salaries/Labor was decreased from \$120,750 to \$104,136.

Motion to adopt Revised Resolution 18-01 Fiscal Year 2018/19 Budget by Board Member Parker, seconded by Board Member Rhoads. All ayes; motion carried.

- d. Update and information regarding the Bus Shelters (2) installation.

Director Pedersen reported that the two new Sage Stage Bus Shelters will be installed - one at Dollar General and another between the MMC Clinic and the Warnerview Convalescent Home. This will fully utilize the Prop 1B grant funds apportioned to MTA.

- e. Operating Expenses Local Transportation Fund Transit Claim and State Transit Assistance Fund Claim for Fiscal Year (FY) 2018/19.

Chief Fiscal Officer Niki Lemke referred to the attached Annual Project and Expenditure plan regarding the claim for funds from the LTF and STA.

Motion by Board Member Parker to approve the LTF and STAF Claim for transit operations support from the MCTC; said claim to be submitted to MCTC for allocation, seconded by Board Member Ray. All ayes; motion carried

- f. Director Pedersen reported that in 2013/14 a five-year contract was executed with MV Transportation to provide operations of the MTA Sage Stage services. The contract will expire June 30, 2018. The contract includes two option year extensions in the event both parties are in agreement of the terms. MTA would like to exercise the option for the two-year extension. Pedersen also explained that since the Affordable Health Care Act was not in place the employee insurance cost was not addressed due to the delay of the federal program. Since no MV Transportation employees had participated in the health benefits until recently, the item was not addressed. Recent enrollment of eligible employees have brought to light the need to address this provision in the contract. Since the contract is a pass through cost contract, it is anticipated that MTA will pay for these costs as incurred by MVT. An amendment to the contract will allow for the payment of employee health costs by MTA. The cost is estimated to be about \$10,000 for a year and is eligible for reimbursement through grants.

The draft contract extension has been provided to Caltrans Rail and Mass Transportation for review.

Motion by Board Member Cavasso to approve MV Transportation two-year contract extension and authorize Executive Director to execute amendments to the MTA and MV Transportation, Inc. Agreement, seconded by Board Member Wills. All ayes; motion carried.

- g. Modoc Transportation Agency Tort Claim Policy

Executive Director Pedersen reported that Golden State Risk Management Authority offers a Risk Management Accreditation Program to its members to update policies and procedures or adopt new policies to reduce risk. Participants earn points for each policy that is in place, and accrued points reduce the member contributions by up to 10%. MTA has participated in this program, and will earn a 10% cost savings. One additional policy, Return to Work, has been reviewed by MCTC/MTA legal. The Tort Claims policy will become part of the Modoc County Transportation Commissions Policy and Procedures manual.

Motion to approve the Modoc Transportation Agency Tort Claim Policy by Board Member Parker, seconded by Board Member Rhoads. All Ayes; motion carried.

7. System Update, Communications, and Calendar

Debbie Pedersen, Executive Director, reviewed the following information:

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

Month	Passenger Trips			Miles			Fares		
	2018	2017	Change	2018	2017	Change	2018	2017	Change
Jan	996	995	↑4.3%	10,157	8,209	↑23.7%	\$3,638	\$3,055	↑19.1%
Feb	1,014	882	↑15.0%	8,251	10,106	↓18.4%	\$4,002	\$4,094	↓2.2%
Mar	1,042	1,026	↑1.6%	9,505	12,672	↓25.0%	\$4,248	\$5,505	↓22.8%

2. Revenue Service Miles compared to Fuel Costs.

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¢
Feb	8,251	10,106	12,454	\$2,164	\$2,167	\$1,907	.26¢	.21¢	.15¢
Mar	9,505	12,672	14,306	\$2,461	\$2,695	\$2,803	.25¢	.21¢	.19¢

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	
	2018	2017	2018	2017	2018	2017
Jan	43	27	58	22	101	49
Feb	33	44	51	48	84	92
Mar	48	59	51	64	99	123

b. Other Information

Calendar – consider future dates and events of interest:

04/20/18 Deal East Meeting, Lassen County
 05/28/18 Memorial Day – Observed Holiday – office closed, no bus service
 06/05/18 Annual Luncheon 12:00 p.m. Sage Stage Office, 108 S. Main St., Alturas

06/05/18 MCTC/MTA – meetings 1:00 p.m. Sage Stage Office – 108 S. Main St., Alturas
06/30/18 June Jamboree – Sage Stage will provide rides
07/04/18 4th of July Holiday – Office Closed; no bus service

7. **Adjournment** – Motion to adjourn by Board Member Wills at 10:39 a.m.; seconded by Board Member Rhoads. All ayes, motion carried. The next regular meeting will be June 5, 2018 (Tuesday), in the Sage Stage Office, 108 S. Main St, Alturas, CA at about 2:00 p.m., following the MCTC meeting.

Submitted by,

Jacque Dockery
Office Assistant