



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 Representative

Kathie Rhoads
Vice Chair
County Supervisor

Bobby Ray
Director
Mayor, City of Alturas

Elizabeth Cavasso
Director
County Supervisor IV

Danny Parker
Director
City at Large Member

Jim Wills
Director
County at Large Member

Patricia Cullins
Alternate
County Supervisor II

Cheryl Nelson
Alternate
City Councilman

Staff

Debbie Pedersen
Executive Director

Niki Lemke
Chief Fiscal Officer

Cindy Imbach
Sr. Transportation Planner

AGENDA

REGULAR MEETING

AUGUST 7, 2018

City of Alturas Council Chambers
200 W North St., 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 the minutes from the 06/05/18 MTA Regular Meeting
 - b. Financial Transactions 05/01/18 through 06/30/18
 - c. YTD expenditures through 06/30/18
6. **Regular Business** **Information/Action**
 - a. Consider adoption of Resolution 18-02 Amendment to and Acceptance of the MV Transportation Drug and Alcohol Program.
 - b. Consider amendment to *Financial Policies and Procedures Section 500. Assets Surplus & Disposal (excluding real property)* to add an option to sell the surplus property at a public auction, following unsuccessful sealed bid process.
 - c. Consider approval of the Modoc Transportation Agency Transit Asset Management Plan.
7. **System Update, Communications, and Calendar** **Information**
 - a. Staff updates
 - b. Other Information
8. **Adjourn until next regular MTA meeting**, scheduled for October 2, 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 August 7, 2018
Presented by MTA Staff	Agenda Item 4

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

- a. Approve minutes from the **06/05/18 MTA Regular Meeting**

- b. **Financial Transactions – 05/01/18 through 06/30/18.**

Summary of incidental expenditures

Vendor	Transaction	Amount	Explanation
Sloan Sakai Young & Wong	051719	\$ 997.50	Policy Review & Miksell Litigation
Larranaga Trucking	2585	\$1,000.00	Deliver & Install Bus Shelter
Elite Towing	2586	\$1,330.00	T20 Tow to Lithia in Redding
Perry's Automotive	2588	\$1,042.35	T14 Sch A, Sign Repair, Charge Air Cond.
Perry's Automotive	2619	\$1,001.47	T14 New Batteries / T18 Schedule A

- a. **Year to Date revenue and expenditure (through 06/30/18) report.**



MODOC TRANSPORTATION AGENCY

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

MINUTES
Regular Meeting
June 5, 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
Elizabeth Cavasso Board of Supervisors District IV, Modoc County
Bobby Ray Councilmember, City of Alturas

Board Members Absent

Jim Wills County At-Large Member
Patricia Cullins (Alternate) Board of Supervisors, District 11, Modoc County
Cheryl Nelson (Alternate) Councilmember, City of Alturas

Staff Present

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

1. **Call to Order** – Chairman Dederick called the meeting to order at 1:57 p.m. in the Sage Stage Office, 108 S. Main Street, Alturas, CA
2. **Public Forum** –There were no public comments.
3. **Confirm Agenda** –Motion by Board Member Parker to confirm agenda, seconded by Board Member Cavasso. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 04/13/18 MTA Regular Meeting
Executive Director Pedersen stated that the minutes would have a change on Item 6f, June, 2018.
 - b. Financial Transactions 03/01/18 through 04/30/18.

Summary of Incidental Expenditures:

Vendor	Trans #	Amount	Explanation
Perry’s Automotive	2526	\$2,840.77	T-20 Sch A & Troubleshoot Dead Engine T-17 Sch A & New Brakes
Apex Technology	2529	\$ 925.72	Replace Battery Backup
Completely Custom	2530	\$5,540.71	T20 Accident – Reimbursed by MV Transp
Elite Towing	2548	\$2,520.00	T20 Towing 3/18/18 & 4/8/18
Perry’s Automotive	2547	\$1,160.58	T18 Sch A & Replace Reductant Heater
Apex Technology	2555	\$4,197.39	Backup Server Install & Upgrade
Sloan Sakai Yeung & Wong	2559	\$1,473.50	Litigation - Mikesell
Larranaga Trucking	2565	\$2,400.00	Bus Shelter-Install & Deliver (Dollar General)

- c. Year-To-Date revenue and expenditure report through 04/30/18

Motion by Board Member Ray to approve consent agenda items a-c above with change to the minutes, seconded by Board Member Rhoads. All ayes; motion carried.

5. Regular Business

- a. Request by A-P Tech to consider adjustment to monthly rent of 112 S. Main Street; A-P Tech was not in attendance.

The MTA Board reviewed this item at the April 13, 2018, meeting and made no adjustments to the rent. Previously, at the December 5, 2018, MTA meeting the Board acted to raise rent based on comparable rental rates on Main Street commercial building and noted that no increase had been initiated in over 4 years. The following events occurred:

- 11/22/17 - A-P Tech 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 based on comparable rental rates.
- 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 - Staff emailed A-P Tech to let them know the request to have rent adjusted would be considered at the April 3, MTA meeting; Greg Jones was notified that the item was on the April 13, 2018 meeting agenda, Mr. Jones indicated that it was unknown if they would be able to attend.
- 04/13/18 - MTA considered A-P Tech's request to reconsider the rent adjustment and took no action (rent remains at \$400 per month). Brian Cox was in attendance to represent A-P Tech.
- 04/23/18 - Greg Jones, A-P Tech, requested that an adjustment to the rent be considered by MTA. The item was placed on the next meeting agenda for June 5, 2018.

Motion by Board Member Ray to take no action; rent to remain at \$400 per month, seconded by Board Member Cavasso. All ayes; motion carried.

- b. Consider amendment to Resolution 17-01b Fiscal Year (FY) 2017/18 final budget.

Chief Fiscal Officer, Niki Lemke, presented a comparison between the original budget, Resolution 17-01a Fiscal Year 2017/18, and the amended budget, Resolution 17-01b Fiscal Year 2017/18, explaining the revisions.

Motion by Board Member Ray to adopt Resolution 17-01b Fiscal Year (FY) 2017/18 final budget, seconded by Board Member Parker. All ayes; motion carried.

- c. Review the Fixed Assets/Disposition and consider approval of the MTA fixed Assets.

Motion to approve the MTA Fixed Assets by Board Member Ray, seconded by Board Member Rhoads. All ayes; motion carried.

6. System Update, Communications, and Calendar

a. Staff updates

Cindy Imbach reviewed the following reports and stated that the annual Terminal Inspection was determined to be satisfactory.

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
Mar	1,042	1,026	↑1.6%	9,505	12,672	↓25.0%	\$4,248	\$5,505	↓22.8%
April	982	894	↑9.8%	9,923	10,845	↓8.5%	\$4,412	\$4,625	↓4.6%
May	1,055	1,000	↑5.5%	10,105	12,209	↓17.2%	\$4,242	\$5,263	↓19.4%

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
Mar	9,505	12,672	14,306	\$2,461	\$2,695	\$2,803	.25¢	.21¢	.19¢
April	9,923	10,845	13,214	\$2,927	\$2,296	\$2,565	.29¢	.21¢	.19¢
May	10,105	12,209	13,234	\$3,206	\$2,580	\$2,639	.31¢	.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
Mar	48	59	51	64	99	123
April	42	64	57	37	99	101
May	48	54	57	55	105	109

b. Other Information

Executive Director Pedersen reported that the Sage Stage Plaza will host the Farmer’s Markets alternating Saturdays beginning July 21st. The first Alturas market will be held in the Veteran’s Park on Saturday, July 7 in conjunction with Fandango Days. A Policy for Plaza Use is being developed and will be reviewed by MTA’s legal counsel. A draft policy will be brought to the board for approval at a subsequent meeting.

Calendar – consider future dates and events of interest:

06/30/18 June Jamboree – Sage Stage will provide rides

07/04/18 4th of July Holiday – Office Closed; no bus service

08/07/18 MCTC/MTA – meetings 1:30 p.m. City Council Chambers, 200 North Street, Alturas

09/03/18 MCTC and Sage Stage observed Holiday – Labor Day –Office Closed; no bus service

7. **Adjournment** – Motion to adjourn by Board Member Cavasso at 2:10 p.m.; seconded by Board Member Parker. All ayes, motion carried. The next regular meeting will be August 7, 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

Modoc Transportation Agency
Transactions by Account
As of June 30, 2018

Date	Num	Source Name	Amount	Balance
LAIF-8025001 (\$620K)				626,262.70
Total LAIF-8025001 (\$620K)				626,262.70
Plumas Operating MTA-0477				110,679.54
Reserve - Building Improvements				3,555.09
06/13/2018		Fund Transfer	6,625.00	10,180.09
06/18/2018	2611	Larranaga Trucking & Construction	-270.00	9,910.09
Total Reserve - Building Improvements			6,355.00	9,910.09
Plumas Operating MTA-0477 - Other				107,124.45
05/01/2018		Farebox	181.50	107,305.95
05/01/2018	2566	Modoc County Record	-189.00	107,116.95
05/01/2018	2567	Tnet Broadband Internet, LLC	-49.00	107,067.95
05/01/2018		Farebox	10.00	107,077.95
05/01/2018		Farebox	10.00	107,087.95
05/01/2018		Farebox	59.00	107,146.95
05/01/2018	2579	Frontier Communications	-66.18	107,080.77
05/01/2018	2580	Ray Morgan Company	-78.01	107,002.76
05/02/2018		Farebox	143.91	107,146.67
05/02/2018		AP-Tech	400.00	107,546.67
05/02/2018	2570	Perry's Automotive	-570.38	106,976.29
05/02/2018	2571	Waste Management	-59.25	106,917.04
05/02/2018	2572	City Of Alturas	-162.80	106,754.24
05/02/2018	2573	Ed Staub & Sons	-2,926.89	103,827.35
05/03/2018	2574	MV Transportation	-10,457.00	93,370.35
05/03/2018		Farebox	329.50	93,699.85
05/04/2018		Farebox	167.00	93,866.85
05/04/2018		Farebox	27.00	93,893.85
05/07/2018		Farebox	215.75	94,109.60
05/07/2018		Farebox	26.00	94,135.60
05/07/2018	2575	Frontier Communications	-66.24	94,069.36
05/07/2018	2576	MV Transportation	-13,229.58	80,839.78
05/07/2018	2577	Pepsi-Cola Bottling Company	-39.99	80,799.79
05/07/2018	2578	Apex Technology Management, Inc.	-1,054.00	79,745.79
05/07/2018		Farebox	27.00	79,772.79
05/07/2018	050718	Basys Processing, Inc.	-57.79	79,715.00
05/08/2018		Farebox	98.00	79,813.00
05/08/2018		Farebox	79.50	79,892.50
05/08/2018	50918	TCE Communications	-56.43	79,836.07
05/09/2018		Farebox	121.00	79,957.07
05/09/2018		Farebox	20.00	79,977.07
05/10/2018		Farebox	187.00	80,164.07
05/11/2018		Farebox	102.50	80,266.57
05/14/2018		Farebox	135.00	80,401.57
05/14/2018		Farebox	18.00	80,419.57
05/14/2018	51418	Wal Mart	-28.67	80,390.90

Modoc Transportation Agency
Transactions by Account
As of June 30, 2018

Date	Num	Source Name	Amount	Balance
05/15/2018		Farebox	20.00	80,410.90
05/15/2018		Farebox	25.00	80,435.90
05/15/2018		Farebox	270.00	80,705.90
05/15/2018	51419	Four Corner's Market	-39.66	80,666.24
05/15/2018		Farebox	22.00	80,688.24
05/15/2018		Farebox	66.00	80,754.24
05/16/2018		Farebox	174.00	80,928.24
05/16/2018	051719	Sloan Sakai Yeung & Wong LLP	-997.50	79,930.74
05/16/2018	2582	Perry's Automotive	-569.14	79,361.60
05/16/2018		Farebox	25.00	79,386.60
05/16/2018		Farebox	20.00	79,406.60
05/17/2018		Farebox	234.50	79,641.10
05/17/2018		Farebox	16.50	79,657.60
05/17/2018	51718	Amazon	-77.95	79,579.65
05/18/2018		Farebox	84.50	79,664.15
05/21/2018		Farebox	230.50	79,894.65
05/21/2018		Farebox	10.00	79,904.65
05/21/2018	2583	Fredrick Janitorial	-275.00	79,629.65
05/22/2018	2585	Larranaga Trucking & Construction	-1,000.00	78,629.65
05/22/2018		Farebox	178.00	78,807.65
05/22/2018	2586	Elite Towing	-1,330.00	77,477.65
05/22/2018	2587	Frank Willis	-154.30	77,323.35
05/23/2018		Farebox	68.01	77,391.36
05/23/2018	2588	Perry's Automotive	-1,042.35	76,349.01
05/23/2018	52318	Amazon	-77.61	76,271.40
05/24/2018		Farebox	240.50	76,511.90
05/24/2018	2589	Verizon Wireless	-150.56	76,361.34
05/24/2018	52418	Postmaster	-7.25	76,354.09
05/25/2018		Farebox	53.00	76,407.09
05/25/2018		Farebox	20.00	76,427.09
05/25/2018		Farebox	22.00	76,449.09
05/29/2018		Farebox	97.00	76,546.09
05/29/2018		Farebox	20.00	76,566.09
05/29/2018		FTA 5311 16/17	86,827.00	163,393.09
05/29/2018		Farebox	32.00	163,425.09
05/29/2018		Farebox	18.00	163,443.09
05/30/2018		Farebox	116.50	163,559.59
05/30/2018	2590	City Of Alturas	-162.80	163,396.79
05/31/2018		Farebox	281.85	163,678.64
05/31/2018		Farebox	48.00	163,726.64
05/31/2018	53118	TCE Communications	-56.43	163,670.21
06/01/2018		Farebox	31.00	163,701.21
06/01/2018		Farebox	22.00	163,723.21
06/01/2018		Farebox	10.00	163,733.21

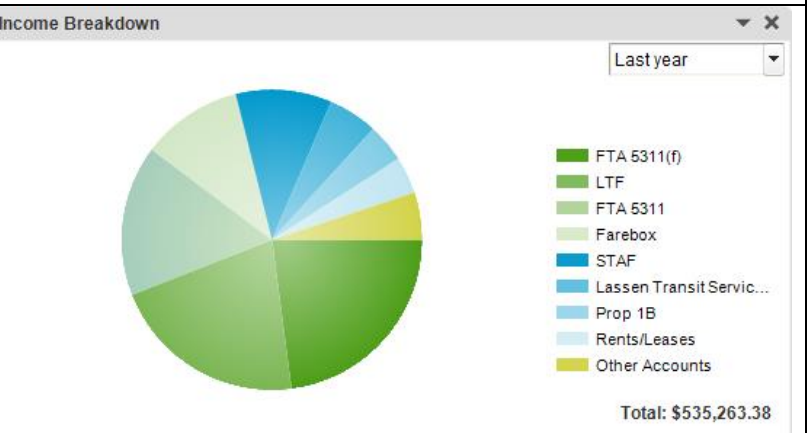
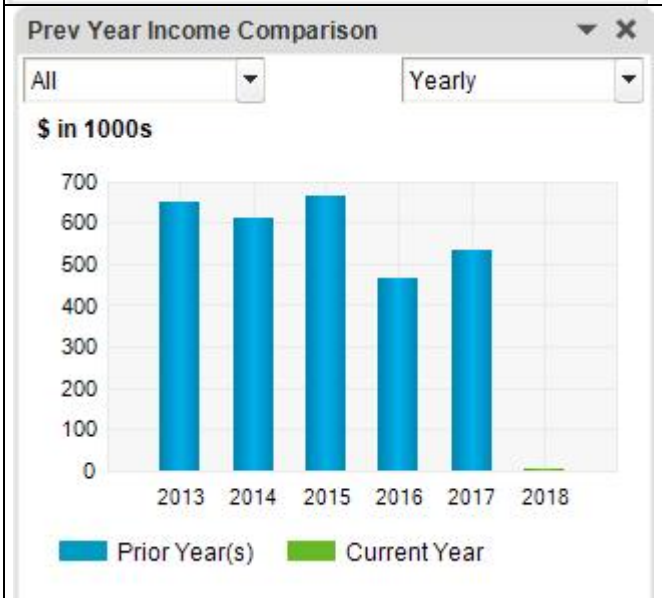
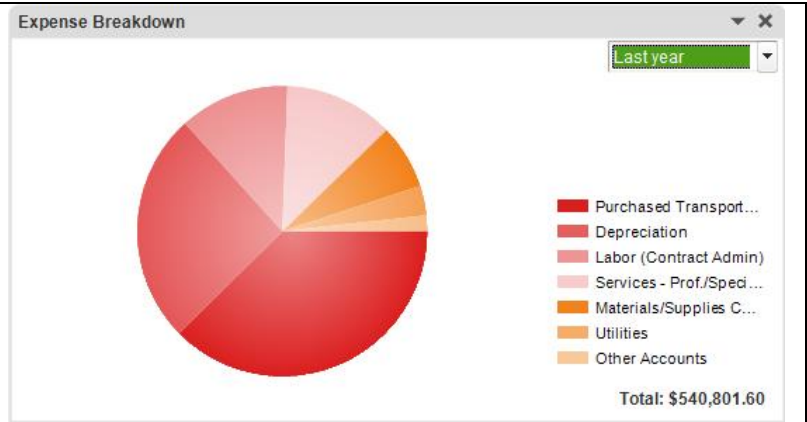
Modoc Transportation Agency
Transactions by Account
As of June 30, 2018

Date	Num	Source Name	Amount	Balance
06/01/2018	2604	Frontier Communications	-440.36	163,292.85
06/04/2018		Farebox	139.00	163,431.85
06/04/2018	2591	Modoc County Record	-40.50	163,391.35
06/04/2018	2592	Pacific Power	-389.60	163,001.75
06/04/2018	2593	Tnet Broadband Internet, LLC	-48.00	162,953.75
06/05/2018		Farebox	166.75	163,120.50
06/05/2018	2594	MV Transportation	-14,626.19	148,494.31
06/05/2018	2595	EDI Media	-150.00	148,344.31
06/05/2018	2596	Frontier Communications	-69.98	148,274.33
06/05/2018	2597	Pepsi-Cola Bottling Company	-39.99	148,234.34
06/05/2018	2598	Skyline Printing	-679.00	147,555.34
06/05/2018	2599	Ed Staub & Sons	-3,205.80	144,349.54
06/05/2018	2600	Apex Technology Management, Inc.	-999.00	143,350.54
06/05/2018		Farebox	33.00	143,383.54
06/05/2018	60518	Canby Family Practice	-114.30	143,269.24
06/06/2018		AP-Tech	400.00	143,669.24
06/06/2018		Farebox	36.05	143,705.29
06/07/2018	60418	Basys Processing, Inc.	-58.85	143,646.44
06/07/2018		Farebox	186.50	143,832.94
06/07/2018	2601	Transit Marketing, LLC	-395.00	143,437.94
06/07/2018		Farebox	56.00	143,493.94
06/07/2018		Farebox	400.00	143,893.94
06/07/2018	2602	Frontier Communications	-69.98	143,823.96
06/07/2018	2603	Waste Management	-59.25	143,764.71
06/07/2018		State of Good Repair 17/18	9,480.28	153,244.99
06/08/2018		Farebox	34.00	153,278.99
06/11/2018		Farebox	392.00	153,670.99
06/11/2018	2605	Ray Morgan Company	-109.24	153,561.75
06/11/2018		Farebox	25.00	153,586.75
06/11/2018		Farebox	128.00	153,714.75
06/11/2018		Farebox	52.00	153,766.75
06/12/2018		Farebox	160.00	153,926.75
06/12/2018		Farebox	187.15	154,113.90
06/12/2018	61218	Four Corner's Market	-45.22	154,068.68
06/12/2018	2606	Perry's Automotive	-621.98	153,446.70
06/12/2018		Farebox	16.50	153,463.20
06/12/2018		Farebox	35.00	153,498.20
06/13/2018		Farebox	173.07	153,671.27
06/13/2018	2607	City Of Alturas	-620.00	153,051.27
06/13/2018	2608	Apex Technology Management, Inc.	-875.00	152,176.27
06/13/2018		Fund Transfer	-6,625.00	145,551.27
06/14/2018		Farebox	384.50	145,935.77
06/14/2018	2609	Debbie M. Pedersen	-113.36	145,822.41
06/14/2018		Farebox	50.00	145,872.41

Modoc Transportation Agency
Transactions by Account
As of June 30, 2018

Date	Num	Source Name	Amount	Balance
06/15/2018	2610	Cindy Imbach	-56.76	145,815.65
06/15/2018		Farebox	92.00	145,907.65
06/18/2018		Farebox	297.50	146,205.15
06/18/2018		Farebox	22.00	146,227.15
06/18/2018		Farebox	26.00	146,253.15
06/18/2018	2612	Fredrick Janitorial	-275.00	145,978.15
06/18/2018	2613	Anita Voss	-689.00	145,289.15
06/18/2018	2614	Sloan Sakai Yeung & Wong LLP	-31.50	145,257.65
06/19/2018		Farebox	314.50	145,572.15
06/19/2018		MCTC	4,282.35	149,854.50
06/20/2018		Farebox	137.65	149,992.15
06/20/2018	62018	Amazon	-97.71	149,894.44
06/21/2018		Farebox	288.30	150,182.74
06/21/2018	2615	Modoc County Transportation Commission	-29,077.03	121,105.71
06/21/2018	2616	APTA	-250.00	120,855.71
06/21/2018	2617	J. Thayer Company	-99.98	120,755.73
06/22/2018		Farebox	69.47	120,825.20
06/25/2018		Farebox	32.00	120,857.20
06/25/2018		Farebox	322.60	121,179.80
06/25/2018		Farebox	30.00	121,209.80
06/25/2018	62518	Reno Tahoe Airport Authority	-15.00	121,194.80
06/25/2018	2618	Basin Tire Service Inc.	-338.00	120,856.80
06/25/2018	2619	Perry's Automotive	-1,001.47	119,855.33
06/25/2018	2620	Verizon Wireless	-150.56	119,704.77
06/26/2018	2621	Pacific Power	-423.14	119,281.63
06/26/2018		Farebox	431.50	119,713.13
06/27/2018		Farebox	32.00	119,745.13
06/27/2018		Farebox	21.00	119,766.13
06/27/2018		Farebox	22.00	119,788.13
06/27/2018		Farebox	18.00	119,806.13
06/27/2018		Farebox	24.00	119,830.13
06/27/2018		Farebox	44.00	119,874.13
06/27/2018	62718	Days Inn, Rancho Cordova	-639.90	119,234.23
06/28/2018		Farebox	442.00	119,676.23
06/28/2018	2622	Pioneer Auto Body	-138.50	119,537.73
06/28/2018	62818	Four Corner's Market	-39.66	119,498.07
06/29/2018		Farebox	51.00	119,549.07
06/29/2018		Farebox	10.00	119,559.07
06/29/2018	62918	Amazon	-37.29	119,521.78
Total Plumas Operating MTA-0477 - Other			12,397.33	119,521.78
Total Plumas Operating MTA-0477			18,752.33	129,431.87
Treasurer Operating MTA-650				0.00
Total Treasurer Operating MTA-650				0.00
TOTAL			18,752.33	755,694.57

Modoc Transportation Agency Company Snapshots (As of 06-30-18)



Report to Modoc Transportation Agency Board Members	
Subject Regular Business	Meeting Date August 7, 2018
Presented by MTA Staff	Agenda Item 5

Items with attachments, shown in bold:

- a. Consider adoption of **Resolution 18-02 Amendment to and Acceptance of the MV Transportation Drug and Alcohol Program.**

Modoc Transportation Agency (MTA) was notified by Caltrans on May 31, 2018, that an amendment to the Drug and Alcohol is required. The amendment reflects recent changes to the US DOT requirements to test for expanded list of opioids from 3 to 7 to include new semi-synthetic opioids. These changes have been implemented, however the policy amendment needs adopted by the MTA by Resolution to comply with the new policy for Federal Transit Assistance grants.

- b. Consider amendment to ***Financial Policies and Procedures Section 500. Assets Surplus & Disposal (excluding real property)*** to add an option to sell the surplus property at a public auction, following unsuccessful sealed bid process.

MTA recently advertised bus T-12 for bids; only one bidder responded and he could not pick up the vehicle within the 30 day period. This is a larger bus that is not readily donated, and we are limited to who this can be donated to (non profit transit provider within Modoc that serves our population). The bus is not ready for scrap and would likely be easily moved at a public auction such as Ritchie Brothers. Staff recommends amending the policy to allow for public auction of a surplus item, following an unsuccessful sealed bid process.

- c. Consider approval of the MTA **Transit Asset Management Plan.**

In the past MTA has utilized the State useful life standards for vehicle replacement (below) *Pre 2016 Useful Life Standard* table.

Pre 2016 Useful Life Standard

Modified minivans (T-16, T17,T18, T-19, T-20)	100,000 miles or 4 years
Small, medium, large bus (T-14)	150,000 miles or 5 years

The Federal useful life standards changed and the majority of the MTA's fleet will now need to be 5 years old or 150,000 miles (whichever comes first). The State is required to follow the new useful life standard, however agencies may prepare a Transit Asset Management Plan (TAM) and set a standard applicable to the service area. The long distances, variable temperatures and weather conditions, and road conditions effect the longevity of our vehicles. The custom standards (same as Pre 2016 Useful Life Standards) have provided the ability to maintain our fleet and provide reliable service with limited in service break downs.

Useful Life Standard after January 1, 2016

Modified minivans	150,000 miles or 5 years
Medium Duty Bus	200,000 miles or 7 years

Staff is recommending approval of the Draft TAM and for the MTA to authorize modifications as requested by Caltrans.

**MODOC TRANSPORTATION AGENCY
RESOLUTION No. 18-02**

Concurrence/Acceptance of MV Transit's Drug and Alcohol Policy Amendment

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 recognizes the U.S. Department of Transportation (DOT) includes regulations for the Federal Transit Administration (FTA) as well as Federal Motor Carrier Safety Association (FMCSA); and

WHEREAS, the FTA issued an Alcohol and Drug program policy template and mandated employers to meet or exceed the language and requirements of the template; and

WHEREAS, MTA contracts with MV Transit for transit drivers of which are safety sensitive employees; and

WHEREAS, MV Transit's employees are covered by the regulations contained in both the FTA and FMCSA; and

WHEREAS, MTA authorizes the Executive Director or Chairperson to sign and accept documents, including amendments to the program as required by regulatory agencies on behalf of the Agency.

NOW, THEREFORE, BE IT RESOLVED by the Board of the MTA, as grant recipient, approves MV Transit's Drug and Alcohol program that has been approved by MV Transit, Caltrans and FTA.

PASSED AND ADOPTED this 7th day of August 2018 by the following vote:

AYES: Board Members:

NOES: None

ABSENT: Board Members:

John Dederick, Chairman

ATTEST:

Debbie Pedersen
Executive Director

DRUG AND ALCOHOL POLICY ADDENDUM

EFFECTIVE: JANUARY 1, 2018

The United States Department of Transportation (USDOT) – Office of Drug and Alcohol Policy and Compliance (ODAPC) has issued an update to USDOT’s drug and alcohol testing regulation (49 CFR Part 40). The new regulation has been revised and the changes (summarized below) will become effective on January 1, 2018. Therefore, MV Transportation has amended their drug and alcohol testing policy, and MTA concurs with and amends its policy, is as follows:

1. CHANGES TO THE DRUG TESTING PANEL

- a. Four new opioids added to the drug testing panel –
 - i. The USDOT drug test remains a “5-panel” drug test; however, the list of opioids for which are tested will expand from three to seven opioids.
 - ii. The “opioid” category will continue to test for codeine, morphine, and heroin; however, the “opioid” testing panel will now be expanded to include four (4) new semi-synthetic opioids:
 1. (1) Hydrocodone, (2) Hydromorphone, (3) Oxycodone, and (4) Oxymorphone.
 2. Common brand names for these semi-synthetic opioids include, but may not be limited to: OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.
- b. ‘MDA’ will be tested as an initial test analyte
- c. ‘MDEA’ will no longer be tested for under the “amphetamines” category.

2. BLIND SPECIMEN TESTING

- a. The USDOT no longer requires blind specimens to be submitted to laboratories.

3. ADDITIONS TO THE LIST OF “FATAL FLAWS”

- a. The following three circumstances have been added to the list of “fatal flaws”:
 - i. No CCF received by the laboratory with the urine specimen.
 - ii. In cases where a specimen has been collected, there was no specimen submitted with the CCF to the laboratory.

iii. Two separate collections are performed using one CCF.

4. MRO VERIFICATION OF PRESCRIPTIONS

- a. When a tested employee is taking a prescribed medication, after verifying the prescription and immediately notifying the employer of a verified negative result, the MRO must then (after notifying the employee) wait five (5) business days to be contacted by the employee's prescribing physician before notifying the employer of a medical qualification issue or significant safety risk.
 - i. Specifically, in cases where an MRO verifies a prescription is consistent with the Controlled Substances Act, but that the MRO has still made a determination that the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five (5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO. The prescribing physician will need to contact the MRO to assist the MRO in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If in the MRO's reasonable medical judgment, a medical qualification issue or a significant safety risk still remains after the MRO communicates with the employee's prescribing physician, or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.327.

5. DEFINITIONS

- a. The term "***DOT, the Department, DOT Agency***"
 - i. Modified to encompass all DOT agencies, including, but not limited to, FAA, FRA, FMCSA, FTA, PHMSA, NHTSA, Office of the Secretary (OST), and any designee of a DOT agency.
 - ii. For the purposes of testing under 49 CFR Part 40, the USCG (in the Department of Homeland Security) is considered to be a DOT agency for drug testing purposes.
- b. The term "***Opiate***" is replaced with the term "***Opioid***" in all points of reference.

- c. The definition of “**Alcohol Screening Device (ASD)**” is modified to include reference to the list of approved devices as listed on ODAPC’s website.
- d. The definition of “**Evidential Breath Testing Device (EBT)**” is modified to include reference to the list of approved devices as listed on ODAPC’s website.
- e. The definition of “**Substance Abuse Professional (SAP)**” will be modified to include reference to ODAPC’s website. The fully revised definition includes:
 - i. A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

NOTE: The revisions listed in this addendum include only those revisions to 49 CFR Part 40 which may be referenced in our drug & alcohol testing policy. A list of all the revisions made to 49 CFR Part 40 can be found at <https://www.transportation.gov/odapc>.

Addendum Authorization Date: August 7, 2018

Authorized Official (Printed Name): Debbie Pedersen

Authorized Official (Signature): _____

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) **Sell the item at a public auction, following unsuccessful sealed bid process (no responsible bidders respond to solicitation).**
- c) Trade the item in for new replacement equipment.
- d) 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.
- e) 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.

Modoc Transportation Agency Transit Asset Management Plan

Debbie Pedersen, Accountable Executive

Last modified by Debbie Pedersen on 26 Jul 18 at 15:52

Introduction

Modoc Transportation Agency owns the transit vehicle fleet and contracts with a third party to provide insurance, drivers, training, etc. MTA maintains, purchases, and replaces transit vehicles that are utilized to operate Sage Stage transit services. MTA operates within Modoc County, and also provides connections to Klamath Falls, Oregon, Redding, California, and Reno, Nevada. The services provide interregional travel connections, access to health care and other services, medical, lifeline health care services, social service connections, and provides opportunities to shop, socialize, and attend functions. All services are available to the general public.

Performance Targets & Measures

Asset Category - Performance Measure	Asset Class	2019 Target	2020 Target	2021 Target	2022 Target	2023 Target
REVENUE VEHICLES						
Age - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	AB - Articulated Bus	N/A				
	AO - Automobile	N/A				
	BR - Over-the-road Bus	N/A				
	BU - Bus	N/A				
	CU - Cutaway Bus	20%	40%	20%	20%	20%
	DB - Double Decked Bus	N/A				
	FB - Ferryboat	N/A				
	MB - Mini-bus	N/A				
	MV - Mini-van	100%				
	RT - Rubber-tire Vintage Trolley	N/A				
	SB - School Bus	N/A				
	SV - Sport Utility Vehicle	N/A				
	TB - Trolleybus	N/A				
	VN - Van	N/A				
	Custom 1	N/A				
Custom 2	N/A					
Custom 3	N/A					
EQUIPMENT						
Age - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	Non Revenue/Service Automobile	N/A				
	Steel Wheel Vehicles	N/A				
	Trucks and other Rubber Tire Vehicles	N/A				
	Custom 1	N/A				
	Custom 2	N/A				
Custom 3	N/A					
FACILITIES						
Condition - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale	Administration	N/A				
	Maintenance	N/A				
	Parking Structures	N/A				
	Passenger Facilities	N/A				
	Custom 1	N/A				
	Custom 2	N/A				
Custom 3	N/A					

Target Setting Methodology

Due to high desert mountainous terrain, long distance routes, and low temp winters/high temp summers, our standard for replacement of cut aways is 4 years or 100,000 miles (exceeds either threshold-not both). These thresholds are minimum level and MTA may opt to retain a bus that still has service life left, dependent upon factors such as cost efficiency, maintenance costs, etc.

TAM Vision

Manage assets and provide data for funding administrators. Utilize the plan to support the vehicle replacement Capital Improvement (20 year) Plan, and reserve adequate funds to offset federal transit funding capital replacement shortfall.

TAM and SGR Policy

To assess and maintain fleet to provide safe, reliable, and efficient service to our passengers. Schedule A Preventative Maintenance is scheduled each 3000 miles for the General Public Paratransit Vehicles (GPPV) (T17, T18, and T19) and each 5000 miles for T-16 and T-20. A schedule C Preventative Maintenance is performed annually on all vehicles.

TAM Goals and/or Objectives

Goals	Objectives
Replace vehicles after meeting useful life standard to maintain reliable service	Replace vehicles after 100,000 or four years old
	Continue ongoing maintenance to maintain reliable service

About the TAM Plan

This is a five year plan to manage the MTA rolling stock (fleet)

Roles and Responsibilities

Department/Individual	Role (Title and/or Description)	Subrecipient

Capital Asset Inventory

Please see Appendix A (Asset Register) for the asset inventory listing.

Asset Inventory Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg Value
Revenue Vehicles	6	4.8	79,707	\$120,000.00
<i>AB - Articulated Bus</i>	0	-	-	-
<i>AO - Automobile</i>	0	-	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	-
<i>BU - Bus</i>	0	-	-	-
<i>CU - Cutaway Bus</i>	5	4.2	93,454	\$131,000.00
<i>DB - Double Decked Bus</i>	0	-	-	-
<i>FB - Ferryboat</i>	0	-	-	-
<i>MB - Mini-bus</i>	0	-	-	-
<i>MV - Mini-van</i>	1	8.0	10,971	\$65,000.00
<i>RT - Rubber-tire Vintage Trolley</i>	0	-	-	-
<i>SB - School Bus</i>	0	-	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	-
<i>TB - Trolleybus</i>	0	-	-	-
<i>VN - Van</i>	0	-	-	-
<i>Custom 1</i>	0	-	-	-
<i>Custom 2</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
Equipment	0	-	-	-
<i>Non Revenue/Service Automobile</i>	0	-	-	-
<i>Steel Wheel Vehicles</i>	0	-	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	0	-	-	-
<i>Custom 1</i>	0	-	-	-
<i>Custom 2</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
Facilities	0	-	N/A	-
<i>Administration</i>	0	-	N/A	-
<i>Maintenance</i>	0	-	N/A	-
<i>Parking Structures</i>	0	-	N/A	-
<i>Passenger Facilities</i>	0	-	N/A	-
<i>Custom 1</i>	0	-	N/A	-
<i>Custom 2</i>	0	-	N/A	-
<i>Custom 3</i>	0	-	N/A	-

Condition Assessment

Please see Appendix B (Asset Condition Data) for individual asset condition listing.

Asset Condition Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg TERM Condition	Avg Value	% At or Past ULB
Revenue Vehicles	0	-	-	N/A	-	-
<i>AB - Articulated Bus</i>	0	-	-	N/A	-	-
<i>AO - Automobile</i>	0	-	-	N/A	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	N/A	-	-
<i>BU - Bus</i>	0	-	-	N/A	-	-
<i>CU - Cutaway Bus</i>	0	-	-	N/A	-	-
<i>DB - Double Decked Bus</i>	0	-	-	N/A	-	-
<i>FB - Ferryboat</i>	0	-	-	N/A	-	-
<i>MB - Mini-bus</i>	0	-	-	N/A	-	-
<i>MV - Mini-van</i>	0	-	-	N/A	-	-
<i>RT - Rubber-tire Vintage Trolley</i>	0	-	-	N/A	-	-
<i>SB - School Bus</i>	0	-	-	N/A	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	N/A	-	-
<i>TB - Trolleybus</i>	0	-	-	N/A	-	-
<i>VN - Van</i>	0	-	-	N/A	-	-
<i>Custom 1</i>	0	-	-	N/A	-	-
<i>Custom 2</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
Equipment	0	-	-	N/A	-	-
<i>Non Revenue/Service Automobile</i>	0	-	-	N/A	-	-
<i>Steel Wheel Vehicles</i>	0	-	-	N/A	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	0	-	-	N/A	-	-
<i>Custom 1</i>	0	-	-	N/A	-	-
<i>Custom 2</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
Facilities	0	-	N/A	-	-	N/A
<i>Administration</i>	0	-	N/A	-	-	N/A
<i>Maintenance</i>	0	-	N/A	-	-	N/A
<i>Parking Structures</i>	0	-	N/A	-	-	N/A
<i>Passenger Facilities</i>	0	-	N/A	-	-	N/A
<i>Custom 1</i>	0	-	N/A	-	-	N/A
<i>Custom 2</i>	0	-	N/A	-	-	N/A
<i>Custom 3</i>	0	-	N/A	-	-	N/A

Decision Support

Investment Prioritization

Useful life and prioritized on historic maintenance and vehicle reliability.

Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Useful Life Condition	Maintain vehicle inventory for useful life - 100,000 miles or 4 years for cutaway vans and mini van - due to adverse temps (winter -15; summer 100+), mountainous terrain

Risk Management

Risk	Mitigation Strategy
Loss of significant amounts of federal funds	Reduce services in small rural county

Maintenance Strategy

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
RevenueVehicles	CU - Cutaway Bus	Schedule A		3000-5000 miles	\$500
RevenueVehicles	CU - Cutaway Bus	Schedule C	x		
RevenueVehicles	MV - Mini-van	Schedule C	x		

Unplanned Maintenance Approach

Annually the MTA budgets for maintenance needs with a cushion for unplanned maintenance.

Overhaul Strategy

Asset Category	Asset Class	Overhaul Strategy
RevenueVehicles	CU - Cutaway Bus	These small buses are replaced at 4 years or 100,000 miles rather than overhauling them.
RevenueVehicles	MV - Mini-van	These small buses are replaced at 4 years or 100,000 miles rather than overhauling them.

Disposal Strategy

Asset Category	Asset Class	Disposal Strategy
RevenueVehicles	CU - Cutaway Bus	Buses at the end of their useful lives (4 years) are retired according to three options: (i) salvage sale; (ii) auction/donation. Buses are noticed for surplus sale prior to donating or auctioning them.

Acquisition and Renewal Strategy

Asset Category	Asset Class	Acquisition and Renewal Strategy
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RevenueVehicles	CU - Cutaway Bus	Replace at 100,000 miles or 4 years; weighed against vehicle reliability (major maintenance needs).
RevenueVehicles	MV - Mini-van	Retire at end of useful life

Investment Prioritization

The list of prioritized investment projects is provided in Appendix C.

[Appendices](#)

[Appendix A](#)

[Appendix B1](#)

[Appendix B2](#)

[Appendix B3](#)

[Appendix C](#)

[Appendix D](#)

Asset Register

Revenue Vehicle (Rolling Stock) Condition Data

Equipment Condition Data

Facilities Condition Data

Proposed Investment Project List

Fleet Replacement Module Output

Appendix A: Asset Register

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value

Appendix B: Asset Condition Data

B1: Revenue Vehicle Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Revenue Vehicle	Cutaway	T18	1	1GB6G5BLXE1197954	3	71,005	\$115,000.00	4	no
Revenue Vehicle	Cutaway	T19	1	1GB6G5BLXE1199381	3	53,375	\$115,000.00	4	no
Revenue Vehicle	Cutaway	T20	1	1GB6G5BLOF1287020	2	34,031	\$115,000.00	4	no
Revenue Vehicle	Bus	T14	1	1GDE5V1909F409073	9	180,242	\$200,000.00	7	yes
Revenue Vehicle	Mini Van	T16	1	2D4RN4DE6AR296724	8	10,525	\$65,000.00	4	yes
Revenue Vehicle	Cutaway	T17	1	1GB6G5BL0E1125063	4	76,366	\$115,000.00	4	no

Appendix B: Asset Condition Data

B2: Equipment Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark

Appendix B: Asset Condition Data

B3: Facilities Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	TERM Scale Condition	Replacement Cost/Value

Appendix C: Proposed Investment Project List

Project Year	Project Name	Asset/Asset Class	Cost	Priority
2018	Ford Transit - gasoline Replacement	RevenueVehicles	\$115,000.00	High
2019	Transit Vehicle Replacement	RevenueVehicles	\$100,000.00	Medium
2020	Transit Vehicle Replacement	RevenueVehicles	\$100,000.00	Medium
2022	Transit Vehicle Replacement	RevenueVehicles	\$100,000.00	Low

Appendix D: Fleet Replacement Module Output

Total in Current Year \$	\$115,000.00		\$230,000.00		\$115,000.00		\$115,000.00		\$0.00	
Total in Year of Expenditure \$	\$115,000.00		\$230,000.00		\$115,000.00		\$115,000.00		\$0.00	
	2019		2020		2021		2022		2023	
Fleet Type (Year/Make/Model)	Number	Cost in 2018 \$	Number	Cost in 2018 \$	Number	Cost in 2018 \$	Number	Cost in 2018 \$	Number	Cost in 2018 \$
	1	\$200,000.00								

Report to Modoc Transportation Agency Board Members	
Subject System Update, Communications and Calendar	Meeting Date August 7, 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		
	2018	2017	Change	2018	2017	Change	2018	2017	Change
May	1,055	1,000	↑5.5%	10,105	12,209	↓17.2%	\$4,242	\$5,263	↓19.4%
June	997	1,173	↓15.0%	9,648	10,933	↓11.8%	\$5,777	\$7,842	↓26.3%
July		1,052	↑%		10,412	↓17.2%	\$	\$5,147	↓19.4%

2) Revenue Service Miles compared to Fuel Cost

Month	Miles			Fuel Cost			Fuel Cost per Mile		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
May	10,105	12,209	13,234	\$3,206	\$2,580	\$2,639	.31¢	.21¢	.19¢
June	997	10,933	14,104	\$3,066	\$2,357	\$3,261	.32¢	.21¢	.23¢
July		10,412	12,723	\$	\$2,357	\$2,768	. ¢	.22¢	.21¢

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	
	2018	2017	2018	2017	2018	2017
May	48	54	57	55	105	109
June	70	66	98	136	168	202
July	61	60	75	65	136	125

b) Other Information

Update on special events

- June Jamboree
- Modoc Harvest - Farmers Markets (July 21, 2018; August 4, 2018)
- Modoc Medical Center Health Fair (August 1, 2018)

Calendar – consider future dates and events of interest:

08/07/18 MCTC/MTA - meetings 1:30 p.m. - City Council Chambers, 200 North St., Alturas

09/03/18 MCTC and Sage Stage observed Holiday - Labor Day - Office Closed; no bus service

10/02/18 MCTC/MTA - meetings 1:30 p.m. - City Council Chambers, 200 North St., Alturas

10/08/18 Columbus Day; MCTC holiday, the office is closed, Sage Stage will operate regular schedule