

# MCTC

## MODOC COUNTY TRANSPORTATION COMMISSION

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

### MINUTES Regular Meeting April 2, 2019

#### Commissioners Present

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

#### Commissioners Absent

Cheryl Nelson (Alternate)	Councilmember, City of Alturas
Ned Coe (Alternate)	Board of Supervisors, District I, Modoc County

#### Staff Present

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

#### Public Present

Annamarie Jones	Citizen
Doreen Smith-Powers	Citizen
Sean Shepard	Caltrans District 2, Project Manager

- 1. Call to Order** – Chair Dederick called the meeting to order at 1:30 p.m. in the Alturas City Hall Chambers, 200 W. North Street, Alturas, CA. Dederick led those present in the Pledge of Allegiance.
- 2. Public Forum** - Annamarie Jones presented a complaint to the board stating that she has been prohibited from riding Sage Stage. Chair Dederick responded with plans to meet with management and a second Commissioner concerning her complaint and would notify her by mail of decisions made. Dederick encouraged her to place herself on the agenda for the June meeting if she is not satisfied with the response. Her mailing address was confirmed.
- 3. Confirm Agenda**  
Motion by Commissioner Parker to confirm agenda, seconded by Commissioner Cavasso. All ayes; motion carried.
- 4. Consent Agenda**
  - a.** Approve minutes from 02/05/2019 meeting.

Commissioner Cavasso remarked that the spelling of Larissa's name needed to be corrected to Lorissa.

b. Financial transactions 01/01/19 through 02/28/19.

Vendor	Trans #	Amount	Explanation
Monica Derner, CPA	1561	\$1,950.00	Triennial Audit

c. Year-to-Date revenue and expenditure report (through 02/28/19)

Motion by Commissioner Cavasso to approve Consent Agenda items a-c above with correction of the name Larissa in the minutes to Lorissa, seconded by Commissioner Parker All ayes; motion carried.

5. Regular Business

1. **Resolution 19-02 FY 2019/20 Unmet Transit Needs Finding and Reasonable to Meet Criteria for the allocation of Local Transportation Funds.**

Chairman Dederick Opened a Public Hearing at 1:42 p.m. to consider Unmet Transit Needs.

Executive Director Pedersen reported that the Social Service Transportation Advisory Council (SSTAC) met February 19, 2019, to discuss unmet transit needs. The SSTAC recommended that the local and intercity services continue and requested a service to Lakeview, Oregon, be considered if funding is available. To date, very few requests have been made for this service (1 or 2) and we don't have funding or drivers to cover the additional shift for a Lakeview service.

There were no public comments or other written comments.

Chairman Dederick closed the Public Hearing at 1:44 p.m.

Motion by Commissioner Ray to adopt **Resolution 19-02 Unmet Transit Needs Finding and Reasonable to Meet Criteria**, seconded by Commissioner Cavasso. All Ayes; motion carried.

2. **Resolution 19-03 FY 2019/20 Local Transportation Fund (LTF) and FY 2019/20 State Transit Assistance Fund (STAF) Allocation Instructions.**

Niki Lemke, Chief Fiscal Officer, reported that annually the MCTC adopts allocation instructions for the LTF in accordance with the TDA regulations and MCTC's TDA handbook. These allocation instructions are provided to the auditor for the distribution of Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF). The FY 2019/20 LTF is estimated to be \$240K as indicated by the County Auditor. The estimated STAF is \$102,032 (eligible for transit use only). Resolution 19-03 distributes the funds as follows: \$118,000 LTF to MCTC administration, \$100,000 to MTA Transit. The remaining balance is distributed by population to the to the City of Alturas (\$6,565) and the County of Modoc (\$15,435) by population.

Motion by Commissioner Wills to adopt **Resolution 19-03 Local Transportation Fund and State Transit Assistance Fund Allocations**, seconded by Commissioner Cavasso. All Ayes; motion carried.

3. **Year End True Up Fiscal Year 2017/18 – City and County Streets and Roads.**

CFO Lemke stated that at the end of each fiscal year a true-up is necessary of the unallocated funds of LTF to the City and County by population as per PUC Code Sec. 99231. This True Up for the fiscal year 2017/18 will allocate the balance of \$70,711.83 of unused revenue. The City will receive \$21,099.00 bringing their balance to \$30,199.00 and the County \$49,612.83 bringing their balance to \$73,012.83.

Motion by Commissioner Ray to approve Year End True Up for Fiscal Year 2017/18, seconded by Commissioner Wills. All ayes; motion carried.

**4. MCTC Administration claim and the Modoc Transportation Agency claim for transit operations for Fiscal Year 2019/20.**

Lemke explained that every year an estimate is received from the auditor for the LTF and STAF allocations. The current MTA LTF claim for Transit is \$100,000 for the 2019/20 and the FY 2019/20 MTA claim for STA is \$102,032. The MCTC claims \$118,000 for Administration.

Director Pedersen mentioned that if the City and County are interested in claiming funds for streets and roads, the form is available at the Sage Stage office. The available balance prior to 2019/20 will be provided along with the appropriate code to use for the claim. The claim will come to the board for approval. This process is available on the website in the handbook.

Motion by Commissioner Parker to approve MCTC claim for administration for Fiscal Year 2019/20 and Modoc Transportation Agency claim for transit operations for Fiscal Year 2019/20, seconded by Commissioner Wills. All ayes; motion carried.

**5. Fiscal Year 2019/20 Overall Work Program and Agreement.**

Executive Director Pedersen reported that the draft 2019/20 OWP was submitted to Caltrans February 5, 2019, for review and comment. Staff received a letter from Caltrans dated March 19, 2019 requesting several modifications. The modifications were made to the document March 20, 2019 and resubmitted to Caltrans for review. Caltrans has not offered full concurrence at this time, but Aaron Casas has notified Debbie that the District is happy with changes made, and is agreeable to approve the OWP with authorization for the Executive Director to make any further minor modifications to the second draft and sign the agreement.

One comment was made regarding the data used for the population, which differs in sections. Director Pedersen will correct the information to be consistent throughout.

Motion by Commissioner Wills to approve FY 2019/20 OWP and Agreement for funding and authorize the Executive Director to make any minor changes to the final document and sign the Agreement for the 2019/20 OWP, seconded by Commissioner Parker. All ayes; motion carried.

**6. Resolution 19-01 Fiscal Year 2019/20 Budget.**

CFO Lemke referred to the attached 2019/20 Budget with a comparison to the 2018/19 budget. Two main increases are noted. The first increase is IT Equipment, to update office computers from Windows 7 (no longer supported) to Windows 10 and splitting this cost between two years. The second increase is in salaries and labor due to new office position filled this year and annual increases.

Two typing errors were noted, (spelling of the word "instructions" and a missing zero in the amount \$357,000) and will be corrected.

Motion by Commissioner Cavasso to adopt 2019/20 Budget with corrections, seconded by Commissioner Ray. All ayes; motion carried.

**6. Agency Updates and Project Reports**

**a. City of Alturas Public Works Department**

In the absence of Joe Picotte, Director of Public Works, Director Debbie Pedersen presented his written report for the following information:

- Central Business District Pedestrian Improvement STIP project (PPNO 2534) – The original bids came in high and the City requested an extension from the CTC. After some modifications, it was put out to bid again in February. Eagle Peak has come in as low bidder at \$671,443, approved by City Council, there was a total of six bidders. The City issued Requests for Proposals for construction management for the project and received one response from GHD. It is anticipated that the start of the project could be as early as mid-April and should be completed by the end of summer.

- Juniper and Oak Street (PPNO 2535) is almost 80% complete on paperwork for the final pay request and project closeout.
- The City has submitted an allocation for phase 1 of the East Street project on their environmental which was due by June and should go to the CTC for the June vote. This project covers East Street from Modoc street to 4<sup>th</sup> Street.
- Senate Bill 1 funds for local streets and roads for 2019/20 have been approved for the rehabilitation of East Modoc Street from Estes to the end of Modoc Street at the railroad tracks.
- Chairman Dederick suggested combining water meters for the Sage Stage building to reduce meter cost. Currently there are several meters as a result of acquiring the different properties at different times. Pedersen stated that they will be looking at the office as built plans; rough cost estimates show recovery of costs in a few years with the elimination of meter charges.

**b. Modoc County Road Department – no report**

**c. Caltrans District 2**

In the absence of Aaron Casas, Caltrans District 2, Regional Planning Liaison, Executive Director Pedersen provided information regarding the following:

- Secret Valley Rest Area – is currently closed and MCTC has questioned this.
- US 395 Northbound entering Alturas – no changes on the speed limits entering Alturas. The cost information for a radar feedback sign is available and the road department has agreed to take this project on as a STIP project.
- Commissioner Ray shared concerns with the 45 mph speed limit on SR299 at the intersection of West C Street where traffic will be increasing for the Grocery Outlet strip mall and the new hospital. Ray would like to see speed reductions on SR299/12<sup>th</sup> street in that area for safety. Director Pedersen has submitted this concern to Aaron.

Sean Shepard, Caltrans District 2 Project Manager, reported that with the change in weather conditions construction projects will be under way again. The remaining work on the Caldwell Bridge Rehab project will complete the east end roadway rehabilitation. The Butte and Ash Creek bridge projects in Adin have been awarded to West Coast Contractors and will be starting soon. There is a project coming to construction 2020/21 on SR 299 west of Adin in Lassen County for about a mile.

Chairman Dederick commented that there are a limited number of cameras available in our area for road conditions and asked if more could be acquired. Shepard remarked that the network of traffic cameras is growing and there is a portion of SB 1 funding for ITS elements. He will look into this and report back to the board on planned projects for Modoc County and surrounding areas.

**d. Modoc County Transportation Commission**

- City of Alturas "Main Street" design/development committee  
Director Pedersen reported that the planned March committee meeting was canceled. There are plans for the committee to meet in April or May. The committee is comprised of Aaron Casas from Caltrans, Lorissa Soriano, Barbara or Greg Weed, Lonnie Lewis, Jim Wills and Debbie Pedersen. Jenn Anderson will be invited, as well. There will be an outreach to the public, schools, the Chamber of Commerce and other interested parties eventually. This State project would be considered for 2020/22.

**7. Staff Update and Calendar**

**2019 Labor Law Update**

CFO Lemke referred to an attachment of the Highlights on 2019 California Labor Law Update – Webinar, Butte College Training Place 1/31/19. She highlighted a few areas that might affect our agency and remarked that most changes affect employers with 5 or more employees.

**CTC Workshop/North State Super Region Meeting and Caltrans meeting the week of April 8, 2019**

Executive Director Pedersen will be attending the CTC Workshop/North State Region Meeting and Caltrans meeting. She will be speaking on the topic of Challenges in Modoc County. Four agencies have been asked to speak: Lassen County, Shasta County, Nevada County and Modoc County. Pedersen will be providing fact sheets indicating City and County challenges and delivering road projects with a focus on our size and remoteness as we strive to meet all commitments.

Doreen Smith-Powers commented on the need to monitor the County's air quality in order to maintain our fresh air standards. Director Pedersen responded with information regarding current practices of air quality monitoring and the report's latest findings. The Board thanked Smith-Powers' for her comments and concerns.

**Calendar – consider future dates and events of interest:**

MCTC and MTA Meeting schedule - 1:30 p.m. City Hall Council Chambers 200 W. North St., Alturas

- 04/02/19
- 06/04/19

Modoc TAC Meeting Schedule - 1:00 p.m. Sage Stage Conference Room, 108 S. Main St., Alturas

- 05/08/19
- 07/10/19

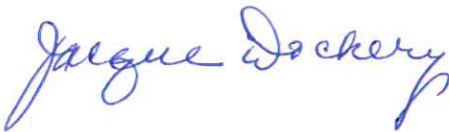
Holiday Schedule

- 05/27/19 Memorial Day - office closed/no bus service
- 07/04/19 Independence Day - office closed/no bus service

**9. Adjournment**

Motion by Commissioner Rhoads.; seconded by Commissioner Cavasso to adjourn the meeting at 2:20 p.m. All ayes, motion carried. The next regular meeting will be Tuesday, June 4, 2019, at 1:30 p.m.

Submitted by,



Jacquie Dockery  
Office Assistant

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