



**MODOC COUNTY  
TRANSPORTATION COMMISSION**

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

**MINUTES  
Regular Meeting  
October 1, 2019**

**Commissioners Present**

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

**Commissioners Absent**

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

**Staff Present**

Debbie Pedersen	Executive Director
Cindy Imbach	Senior Transportation Planner
Michelle Cox	Assistant Secretary 2

**Public Present**

Mitch Crosby	Modoc County Road Commissioner
Dorothy Long	City Treasurer/Finance Director, City of Alturas

1. **Call to Order** – Vice Chair Rhoads called the meeting to order at 1:32 p.m. in the Alturas City Hall Chambers, 200 W. North Street, Alturas, CA. Rhoads led those present in the Pledge of Allegiance.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda** –  
Motion by Commissioner Ray to confirm agenda, seconded by Commissioner Parker All Ayes; motion carried.
4. **Consent Agenda**
  - a. Approve minutes from the June 4, 2019 MCTC Regular Meeting.
  - b. Financial transactions 05/01/19 through 06/30/19 and 07/01/19 through 08/31/19.  
Summary of incidental expenditures (excluding employee payroll, taxes, and benefits).

Vendor	Transaction	Amount	Explanation
Apex Technology	1586	2,906.11	Office 365 Software & Installation
Apex Technology	1599	7,507.92	New PC's x6 w/Windows10
Golden State Risk Management	063020	10,583.00	Liability. Insurance FY 2019/20
Apex Technology	1615	4,608.65	New PC install & Monthly Fee

**c. Information Year-to-Date revenue and expenditure report (through 08/30/19)**

Commissioner Ray had questions regarding transactions on the MCTC account summary and Executive Director, Pedersen cleared up the questions.

Motion by Commissioner Ray to approve Consent Agenda Items (a) through (c) above, seconded by Commissioner Cavasso. All Ayes; motion carried.

**5. Regular Business**

**a. Consider the City of Alturas claim for Local Transportation Fund, Streets and Roads in the amount of \$12,338.07.**

Debbie Pedersen, Executive Director stated that the City of Alturas has submitted a claim to use \$12,338.07 of the Local Transportation Funds. In accordance with the Transportation Development Act (TDA) Article 8, 99400 (a). The funds will be used for the Alturas Pedestrian Improvement Project to cover expenses that were considered non-participating costs. The funds are held in trust by MCTC.

Motion by Commissioner Cavasso to approve the claim for Local Transportation Funds to the City of Alturas, seconded by Commissioner Wills; Ayes by Commissioner Parker, Commissioner Ray abstained; motion carried.

**b. Update re: Draft 2019 Regional Transportation Plan**

Debbie Pedersen, Executive Director reported the RTP is almost ready for circulation and review. MCTC has received the updated tables for City, County and State projects. Commissioner Ray would like to discuss possible changes to the RTP for the City of Alturas.

**c. Update re: Fiscal Year 2018/19 Fiscal Compliance Audit**

In the absence of Niki Lemke, Chief Fiscal Officer; Pedersen reported the 2018/19 Fiscal Compliance Audit and field investigation went well. Our office has already received the completed Audit from Singleton-Auman by mail. Lemke will review the audit when she returns from vacation, and it will be ready for approval at the December 3, 2019 meeting.

**d. Consider adoption of Resolution 19-04 2019 Modoc Regional Transportation Improvement Program.**

Commissioner Ray would like to consider a change to the West C Street project and replace it with the Nagle Street project. Executive Director Debbie Pedersen said we still have time to modify the RTIP. Pedersen stated that the North portion of West C Street needs the most

attention and we might be able to accommodate both the Nagle Street project (between 8<sup>th</sup> St. & 4<sup>th</sup> St.) and phase 1 for a portion of West C Street project.

Consideration of adoption of Resolution 19-04 2019 Modoc Regional Transportation Improvement Program (RTIP) has been deferred until the December 3, 2019 meeting.

- e. Consider policy for State Transportation Improvement Program projects; submittal of Final Report of Expenditures/project close out.

MCTC is accountable for STIP in the region and monitors timely use of funds, helps with time extension requests and other CTC actions. Executive Director, Debbie Pedersen has recommended that MCTC set a policy for the City and County to provide copies of project close outs for STIP projects. Several close outs have not been completed in a timely manner.

- f. Risk Management Accreditation Program – training certificates needed

Golden State Risk Management uses (RMAP) as an incentive for their member agencies to receive a refund of insurance premium. All MCTC staff and Commissioners are required to either attend a training and provide a certificate or take the web-based training and provide a certificate for Anti-Harassment and Local Agency Ethics. Commissioners who have not completed the training will do so.

- g. Consider approval of FY 2018/19 Local Transportation Fund and Investments- Annual True Up and Reconciliations.

Under the Transportation Development Act and California Code of regulations no operator shall receive Local Transportation Funds exceeding actual net cost. To balance and return any unused funds to the trust accounts we prepare an annual “End of Year True up & Reconciliation. Motion by Commissioner Ray to approve items (a) – (c). Approve \$9,000 be transferred from MCTC LAIF account to the LTF trust account for reallocation. Approval of \$122,041.56 in LTF funds be transferred as it becomes available to MCTC during FY 2019/20 as per the True up and Reconciliation for FY 2018/19 to FY 2019/20. The FY 2018/19 LTF trust unallocated balance as of 6/30/19 is \$106,851.65. This amount is available to claimants for local streets and roads. Approval of \$76,195.91 to the County of Modoc and \$30,655.74 to the City of Alturas.

Motion by Commissioner Ray to approve FY 2018/19 Annual True Up and Reconciliation, seconded by Commissioner Cavasso. All Ayes; motion carried.

## 6. Agency Updates and Project Reports

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

In the absence of Jason Diven, Director of Public Works, commissioner Ray and Dorothy Long, City of Alturas Treasurer/Finance Director reported the Central Business District Pedestrian Improvement STIP (PPNO 2534); project is completed – awaiting cost adjustments, final billing and contract acceptance.

Project close outs/wrap up for Alturas chip seals (PPNO 2508), Oak & Juniper Streets (PPNO 2535) and project from 2010 (PPNO 2197) have been completed – awaiting approval from Caltrans.

- b. Mitch Crosby, Road Commissioner Modoc County Road Department – County Roads**  
Mitch Crosby reported County road 111 STIP project has CTC vote for approval and is waiting on Caltrans authorization.

The County road 86 bridge replacement project and the bridge preventative maintenance program are almost complete.

County road crews have been busy fixing flood repairs and have worked on almost 8 miles of chip seal over the summer.

FHWA contacted the Modoc County Road Department last week regarding the Federal lands access program grant. They are scheduled to start testing this month on the road to blue Lake.

**c. Caltrans District 2**

In the absence of Aaron Casas, Caltrans District 2 Regional Planning Liaison, Debbie Pedersen reported the permanent speed limit signs have been installed on US 395 entering Alturas from the South.

The Commissioners reported that the Secret Valley rest stop is closed again. Debbie Pedersen will research the closure with Caltrans.

**d. Debbie Pedersen, Modoc County Transportation Commission**

Executive Director, Debbie Pedersen reported The City of Alturas “Main Street” Design Committee had an outreach meeting in August looking for ideas & feedback. Pedersen attended the noon Rotary meeting as well as the MORT meeting to gather feedback. Meetings with law enforcement, the High School and Main Street Business owners are planned as well.

Debbie Pedersen attended a rural counties task force meeting in Ukiah at the end of September. The meeting went well they talked about STIP.

DEAL East meeting is planned for October 3rd in Susanville. Executive Director Debbie Pedersen and commissioner Wills are planning to attend.

**7. Staff Update and Calendar**

**Calendar** – Ongoing and upcoming events

10/01/19 MCTC and MTA Meetings Alturas City Hall Council Chambers 1:30pm

10/03/19 DEAL East Meeting – 10:00 am 707 Nevada St. Susanville.

10/23/19 – 10/24/19 Golden State Risk Management Authority Conference.

- 10/14/19 Columbus Day – Holiday; Office closed – Sage Stage bus is operating.
- 11/06/19 Modoc TAC Meeting Sage Stage Conference room 1:00pm.
- 11/11/19 Veterans Day - Holiday; Office closed – Sage Stage bus is operating.
- 11/28/19 Thanksgiving Day – Holiday; Office closed – No bus service.
- 11/29/19 Day after Thanksgiving – Holiday; Office closed – No bus service.
- 12/03/19 MCTC and MTA Annual BBQ – 12:00pm Sage Stage offices.
- 12/03/19 MCTC and MTA Meetings – 12:45pm Sage Stage Conference room.

**8. Adjournment**

Commissioner Parker motioned to adjourn the meeting at 2:10p.m., seconded by Commissioner Wills. All ayes, motion carried. The next regular meeting will be Tuesday, December 3, 2019, at 12:45 p.m. in the Sage Stage Conference Room 108 S. Main Street, Alturas, CA.

Submitted by,



Michelle Cox  
Assistant Secretary 2

