



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

**MINUTES
Regular Meeting
December 3, 2019**

Commissioners Present

John Dederick, Chair	Representative, City of Alturas
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

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 2

Public Present

Mitch Crosby	Modoc County Road Commissioner
Kathleen Cravens	General Manager, First Transit
Dorothy Long	City Treasurer/Finance Director, City of Alturas
Macey Binning	City Clerk, City of Alturas
Doreen Smith Power	Citizen

1. **Call to Order** – Chair Dederick called the meeting to order at 1:03 p.m. in the Sage Stage Conference Room, 108 S. Main Street, 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 Ray All Ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from October 1, 2019, MCTC Regular meeting.
 - b. Financial transactions 09/01/19 through 10/31/19.

Vendor	Trans #	Amount	Explanation
Apex Technology Mgmt. Inc.	1624	\$ 1,967.07	Office 365 for 6 PCs including backup software; labor to install
Debbie Pedersen	1632	\$ 805.19	Rural Counties Task Force

- c. Year-to-Date revenue and expenditure report (through 10/31/19)

Motion by Commissioner Ray to approve Consent Agenda items a-c above, seconded by Commissioner Cavasso. All Ayes; motion carried.

5. Regular Business

- a. Chairman Dederick opened a Public Hearing at 1:05 p.m. to consider adopting the 2019 Modoc Regional Transportation Plan. Public hearing notice published in the Modoc Record November 27, 2019. Chairman Dederick noted that there Caltrans submitted written comments; he asked if there were any public comments. There were none; Dederick closed the public hearing at 1:08 p.m.

Executive Director, Debbie Pedersen explained the (RTP) is nearly complete it has several charts and tables making it user friendly. The document was submitted to Caltrans for review and came back with no major issues. There were a few comments from Caltrans Headquarters regarding federal metropolitan requirements, that are not relative to MCTC. They also wanted to make sure that we are in compliance with our Public Participation Plan. Pedersen explained that we are a very rural area and that we followed our Public Participation Plan. We are waiting for Fish and Games exemption of \$1,250.00 for the work done on the document. The final document will be sent to Caltrans for approval. Pedersen expects the document to go through with no issues.

Motion made by Commissioner Wills to adopt Resolution 19-05 adopting the 2019 Modoc Regional Transportation Plan and authorize the MCTC Executive Director to make necessary modifications as needed Motion seconded by Commissioner Cavasso. All Ayes; motion carried.

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

Executive Director, Debbie Pedersen reported that the 2020 Modoc RTIP programs \$1.991 million STIP funds for regional projects. Caltrans concurs that there are no capacity increasing projects in Modoc. MCTC will utilize the allowable funding for Planning, Programming and Monitoring. The City has unprogrammed a 2018 project and added funding to 2 existing projects and added 3 new projects. Debbie Pedersen will be assisting Dorothy Long, Finance Director, City of Alturas to deliver these projects on an aggressive schedule. The County has added funding to one of their existing projects and moved funding years for the other.

Commissioner Ray pointed out that the number amounts in the columns did not add up correctly. Pedersen will make the corrections.

Motion by Commissioner Ray to adopt Resolution 19-04 adopting the 2019 Modoc Regional Transportation Improvement Program with corrections and authorize the MCTC Executive Director to make minor adjustments to funding component/program years as

requested by CTC staff for inclusion in the statewide STIP. Motion seconded by Commissioner Rhoads. All Ayes; motion carried.

c. Consider approval of the 2018/19 Fiscal Compliance Audits.

Chief Fiscal Officer, Niki Lemke, reported that it is required by law to have the Fiscal Compliance Audits completed annually. The Audits were completed in October by Clay Singleton, Singleton/Auman, CPA. There were no major findings. The Audits will now be sent to the State Controller and Caltrans. Commissioner Ray noticed a mistake on page 28. It states that the MCTC Commissions labor is contracted out from employees of Modoc County. Lemke will have that corrected.

Motion by Commissioner Ray to accept fiscal year 2018/19 Compliance Audits with corrections, seconded by Commissioner Parker. All Ayes; motion carried.

d. Public Agency Retirement System (PARS) Annual Year End Information

Chief Fiscal Officer, Niki Lemke referred to the PARS Agency Annual Statement we have a balance of \$110,166.25 as of fiscal year ending 6/30/19. A payment report was attached for comparison.

e. Consider adoption of Resolution 19-06 – Designated signatories for Plans and Programs calendar year 2020.

Executive Director Pedersen stated that this is an annual resolution providing authorized signatories for grants, plans, programs, and reimbursement requests, which allows staff to effectively manage programs and grants administered by the MCTC. Updates have been made.

Motion by Commissioner Cavasso to adopt Resolution 19-06, Designated Signatories for Plans and Programs calendar year 2020, seconded by Commissioner Rhoads. All Ayes; motion carried.

f. Appoint Chair and Vice Chair for 2020

Motion made by Commissioner Rhoads to appoint John Dederick as Board Chairman and Motion made by Commissioner Cavasso to appoint Kathie Rhoads as Vice Chair, seconded by Commissioner Parker. All Ayes; motion carried.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

Dorothy Long – City of Alturas reported the Central District Pedestrian Improvement STIP project (PPNO 2534) is not complete. Some concrete work needs to be redone, and then the Final Report of Expenditures can be prepared.

The East Street Phase 1 project CEQA was completed. The CTC allocated Plans, Specifications and Engineering (PS&E) at their 10/08/19 meeting. The allocation request for the Right of Way will be submitted to Caltrans in January 2020, for the March 2020 CTC meeting.

b. Modoc County Road Dept. – County Roads –

Mitch Crosby - Modoc County Road Department, Road Commissioner reported that the two contracted projects, the CR 86 Bridge replacement and the bridge preventative maintenance project, were both completed this year. Both projects will be closed out with Caltrans this winter. For the first time in 20 years we have no bridges that need replaced.

c. Caltrans District 2

In the absence of Aaron Casas, Executive Director Debbie Pedersen reported that the speed signs on Hwy 395 entering town have been installed. One of the comments received during the Main St. Design outreach was to have semitrucks drive in the center lanes through town for pedestrian safety.

Caltrans provided feedback and has agreed to install the directional signs for safety. This should be completed in six to nine months.

Secret Valley Rest Area will remain closed until a contractor is found.

d. Modoc County Transportation Commission

Debbie Pedersen - MCTC, Executive Director, reported that her and Lorissa Soriano will spend the day December 4, 2019, visiting Main Street businesses to get their feedback on the Main Street design/development. The map with the ideas and comments will be turned into Caltrans for review.

7. Staff Update and Calendar

Ongoing and upcoming events

Calendar – consider future dates and events of interest:

- 12/24/19 Christmas Eve Holiday – MCTC office is closed – no Sage Stage Bus Service
- 12/25/19 Christmas Holiday – MCTC office is closed – no Sage Stage Bus Service
- 12/31/19 New Year’s Eve Holiday – MCTC office is closed – Sage Stage Bus operating
- 01/01/20 New Year’s Day Holiday – MCTC office is closed – no Sage Stage Bus Service
- 01/15/20 Modoc TAC meeting – Sage Stage Conference Room

8. Motion to Adjourn – motioned by Commissioner Wills.; seconded by Commissioner Cavasso to adjourn the meeting at 1:40 p.m. All Ayes, motion carried. The next regular meeting will be Wednesday, February 12, 2020, at 1:30 p.m. in the Alturas City Council Chambers, 200 W. North Street, Alturas, CA.

Submitted by,

Michelle Cox
Assistant Secretary 2