



MODOC COUNTY  
TRANSPORTATION COMMISSION

108 S. Main Street  
Alturas, CA 96101-3936  
(530) 233-6410 Phone  
233-3744 Fax

Meets Regularly  
First Tuesday of  
Even Numbered Months  
at 1:30 p.m.

**Commissioners**

John Dederick  
Chairman  
City Representative

Kathie Rhoads  
Vice Chair  
County Supervisor III

Bobby Ray  
Commissioner  
Mayor, City of Alturas

Elizabeth Cavasso  
Commissioner  
County Supervisor IV

Danny Parker  
Commissioner  
City at Large Citizen

Jim Wills  
Commissioner  
County at Large Citizen

Ned Coe  
Alternate  
County Supervisor I

Cheryl Nelson  
Alternate  
City Councilmember

**Staff**

Debbie Pedersen  
Executive Director

Niki Lemke  
Chief Fiscal Officer

Cindy Imbach  
Sr. Transportation Planner

Michelle Cox  
Assistant Secretary

# AGENDA

## REGULAR MEETING

Sage Stage Conference Room

108 S Main St. Alturas

December 3, 2019, at 12:45 p.m.

**1. Call to Order**

- a. Pledge of Allegiance
- b. Introductions – guests and visitors

**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**

- 1. Approve the minutes from the MCTC meeting on 10/01/19.
- 2. Financial transactions 09/01/19 through 10/31/19
- 3. Year to Date expenditure report through 10/31/19.

**5. Regular Business**

**Action/Information**

- 1. **12:45 or Soon thereafter, Public Hearing:** Modoc 2019 Regional Transportation Plan; consider adoption of Resolution 19-05 and the Modoc 2019 Regional Transportation Plan
- 2. Consider adoption of Resolution 19-04 2019 Modoc Regional Transportation Improvement Program.
- 3. Consider approval/adoption of the 2018/19 Fiscal Compliance Audits.
- 4. Public Agency Retirement System (PARS) Annual Year End Information
- 5. Consider adoption of Resolution 19-06 Calendar Year 2020 Authorized Signatories for agency plans and programs.
- 6. Nominate Chair/Vice Chair for Calendar Year 2020

**6. Agency Updates and Project Reports**

**Information/Discussion**

- 1. City of Alturas Public Works Department
- 2. Modoc County Road Department
- 3. Caltrans District 2
- 4. Modoc County Transportation Commission

**7. Staff Update, Correspondence and Calendar**

**Information**

Address outstanding issues, correspondence, information and materials received

- Future dates and events of interest

**8. Adjourn until next MCTC Regular meeting**

**Action**

Tuesday, February 4, 2020, at 1:30 p.m., or soon thereafter, in Alturas Council Chambers  
200 W North Street, Alturas, CA.

| <b>Report to Modoc County Transportation Commission</b> |                         |
|---|-------------------------|
| Subject   | Meeting Date            |
| <b>Consent Agenda</b>                                   | <b>December 3, 2019</b> |
| Presented by  | Agenda Item             |
| <b>Not Applicable</b>                                   | <b>4</b>                |

**ATTACHMENTS** – shown in **bold** below

- a. Approve the **minutes from the 10/01/2019 meeting**
  
- b. Approve **financial transactions from 09/01/19 through 10/31/19**  
Summary of incidental expenditures (excluding employee payroll, taxes, and benefits).

| <b>Vendor</b>              | <b>Transaction</b> | <b>Amount</b> | <b>Explanation</b>   |
|----------------------------|--------------------|---------------|--|
| 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. Information **Year-to-Date revenue and expenditure reports (through 10/31/19)**



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  
Elizabeth Cavasso  
Bobby Ray  
Jim Wills  
Danny Parker

Board of Supervisor, District III, Modoc County  
Board of Supervisor, District IV, Modoc County  
Mayor, City of Alturas  
Modoc County Member At Large  
City of Alturas Member at Large

**Commissioners Absent**

John Dederick, Chair  
Cheryl Nelson (Alternate)  
Ned Coe (Alternate)

Representative, City of Alturas  
Councilmember, City of Alturas  
Board of Supervisors, District I, Modoc County

**Staff Present**

Debbie Pedersen  
Cindy Imbach  
Michelle Cox

Executive Director  
Senior Transportation Planner  
Assistant Secretary 2

**Public Present**

Mitch Crosby  
Dorothy Long

Modoc County Road Commissioner  
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).

| <b>Vendor</b>                | <b>Transaction</b> | <b>Amount</b> | <b>Explanation</b>                 |
|------------------------------|--------------------|---------------|------------------------------------|
| 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

**Modoc County Transportation Commission**  
**Transactions by Account**  
 As of October 31, 2019

| Date                                  | Num   | Name                                   | Amount      | Balance           |
|---------------------------------------|-------|--|-------------|-------------------|
| <b>LAIF - 002 (Reserve \$300K)</b>    |       |  |             | <b>311,652.08</b> |
| 10/15/2019                            |       | Interest                               | 1,919.69    | 313,571.77        |
| 10/16/2019                            | 1     | Modoc County Transportation Commission | -9,000.00   | 304,571.77        |
| Total LAIF - 002 (Reserve \$300K)     |       |  | -7,080.31   | 304,571.77        |
| <b>Plumas - Checking 0466</b>         |       |  |             | <b>317,747.61</b> |
| <b>LTF Trust (MCTC)</b>               |       |  |             | <b>232,180.76</b> |
| <b>County of Modoc (LTF)</b>          |       |  |             | <b>73,012.83</b>  |
| 10/09/2019                            | ADJR9 | Year End True up - LTF to City/County  | 76,195.91   | 149,208.74        |
| Total County of Modoc (LTF)           |       |  | 76,195.91   | 149,208.74        |
| <b>City of Alturas (LTF)</b>          |       |  |             | <b>30,199.00</b>  |
| 10/09/2019                            | ADJR9 | Year End True up - LTF to City/County  | 30,655.74   | 60,854.74         |
| 10/10/2019                            | 1644  | City of Alturas - LTF Claim            | -12,338.07  | 48,516.67         |
| Total City of Alturas (LTF)           |       |  | 18,317.67   | 48,516.67         |
| <b>LTF Trust (MCTC) - Other</b>       |       |  |             | <b>128,968.93</b> |
| 10/09/2019                            | ADJR9 | Year End True up - LTF to City/County  | -106,851.65 | 22,117.28         |
| 10/16/2019                            | 1     | LAIF Transfer - MCTC                   | 9,000.00    | 31,117.28         |
| 10/29/2019                            |       | LAIF Transfer - MTA                    | 14,000.00   | 45,117.28         |
| Total LTF Trust (MCTC) - Other        |       |  | -83,851.65  | 45,117.28         |
| Total LTF Trust (MCTC)                |       |  | 10,661.93   | 242,842.69        |
| <b>Plumas - Checking 0466 - Other</b> |       |  |             | <b>85,566.85</b>  |
| 09/03/2019                            | 1624  | Apex Technology Management, Inc.       | -1,967.07   | 83,599.78         |
| 09/03/2019                            | 1625  | Modoc County Record                    | -389.25     | 83,210.53         |
| 09/05/2019                            | 1626  | Apex Technology Management, Inc.       | -44.92      | 83,165.61         |
| 09/09/2019                            | 1627  | John Dederick                          | -200.00     | 82,965.61         |
| 09/09/2019                            | 1628  | Golden State Risk Management Authority | -3,111.40   | 79,854.21         |
| 09/10/2019                            | 91019 | Aflac                                  | -361.43     | 79,492.78         |
| 09/12/2019                            |       | LTF                                    | 13,942.41   | 93,435.19         |
| 09/13/2019                            | 91319 | EDD                                    | -0.01       | 93,435.18         |
| 09/13/2019                            | 91320 | EDD                                    | -27.72      | 93,407.46         |
| 09/13/2019                            |       | EDD                                    | 27.73       | 93,435.19         |
| 09/18/2019                            | 93019 | EDD                                    | -1,499.08   | 91,936.11         |
| 09/18/2019                            | 93020 | IRS (eftps.gov)                        | -5,076.30   | 86,859.81         |
| 09/23/2019                            |       | Intuit                                 | 8.00        | 86,867.81         |
| 09/23/2019                            |       | Intuit                                 | 2.00        | 86,869.81         |
| 09/23/2019                            | 83019 | Intuit                                 | -8.00       | 86,861.81         |
| 09/27/2019                            |       | QuickBooks Payroll Service             | -15,744.23  | 71,117.58         |
| 09/30/2019                            |       | Pedersen, Deborah                      | 0.00        | 71,117.58         |
| 09/30/2019                            |       | Lemke, Nicole L.                       | 0.00        | 71,117.58         |
| 09/30/2019                            |       | Imbach, Cindy J                        | 0.00        | 71,117.58         |
| 09/30/2019                            |       | Cox, Michelle D.                       | 0.00        | 71,117.58         |
| 09/30/2019                            | 1629  | US Bank PARS Account #6746022500       | -3,777.96   | 67,339.62         |



**Modoc County Transportation Commission**  
**Transactions by Account**  
 As of October 31, 2019

| Date                                 | Num    | Name                                   | Amount            | Balance           |
|--------------------------------------|--------|--|-------------------|-------------------|
| 09/30/2019                           | 1630   | Edward Jones                           | -867.38           | 66,472.24         |
| 09/30/2019                           |        | Interest                               | 13.22             | 66,485.46         |
| 10/01/2019                           | 1631   | Modoc County Record                    | -54.00            | 66,431.46         |
| 10/01/2019                           | 1632   | Debbie Pedersen                        | -805.19           | 65,626.27         |
| 10/01/2019                           | 1633   | Bobby Ray                              | -150.00           | 65,476.27         |
| 10/01/2019                           | 1634   | Danny Parker                           | -150.00           | 65,326.27         |
| 10/01/2019                           | 1635   | Elizabeth Cavasso                      | -150.00           | 65,176.27         |
| 10/01/2019                           | 1636   | Jim Wills                              | -150.00           | 65,026.27         |
| 10/01/2019                           | 1637   | John Dederick                          | -200.00           | 64,826.27         |
| 10/01/2019                           | 1638   | Kathie Rhoads                          | -150.00           | 64,676.27         |
| 10/03/2019                           | 1639   | Jim Wills                              | -131.64           | 64,544.63         |
| 10/07/2019                           | 1640   | PARS                                   | -636.54           | 63,908.09         |
| 10/07/2019                           | 1641   | Apex Technology Management, Inc.       | -1,132.00         | 62,776.09         |
| 10/09/2019                           | 1642   | Golden State Risk Management Authority | -3,111.40         | 59,664.69         |
| 10/09/2019                           | 1643   | Modoc Transportation Agency            | -4,282.35         | 55,382.34         |
| 10/10/2019                           | 101019 | Aflac                                  | -361.43           | 55,020.91         |
| 10/10/2019                           | 93019  | Intuit                                 | -8.00             | 55,012.91         |
| 10/16/2019                           |        | MTA                                    | 14,118.66         | 69,131.57         |
| 10/22/2019                           | 1645   | City of Alturas                        | -168.00           | 68,963.57         |
| 10/22/2019                           | 1646   | PARS                                   | -636.54           | 68,327.03         |
| 10/23/2019                           | 1647   | Edward Jones                           | -867.38           | 67,459.65         |
| 10/23/2019                           | 1648   | US Bank PARS Account #6746022500       | -3,777.96         | 63,681.69         |
| 10/24/2019                           |        | LTF                                    | 26,991.78         | 90,673.47         |
| 10/30/2019                           |        | QuickBooks Payroll Service             | -15,744.22        | 74,929.25         |
| 10/30/2019                           | 103019 | Day-Timer                              | -40.20            | 74,889.05         |
| 10/30/2019                           | 103020 | IRS (eftps.gov)                        | -5,076.30         | 69,812.75         |
| 10/30/2019                           | 103021 | EDD                                    | -1,499.09         | 68,313.66         |
| 10/31/2019                           |        | Lemke, Nicole L.                       | 0.00              | 68,313.66         |
| 10/31/2019                           |        | Pedersen, Deborah                      | 0.00              | 68,313.66         |
| 10/31/2019                           |        | Cox, Michelle D.                       | 0.00              | 68,313.66         |
| 10/31/2019                           |        | Imbach, Cindy J                        | 0.00              | 68,313.66         |
| 10/31/2019                           |        | Interest                               | 13.00             | 68,326.66         |
| Total Plumas - Checking 0466 - Other |        |  | -17,240.19        | 68,326.66         |
| Total Plumas - Checking 0466         |        |  | -6,578.26         | 311,169.35        |
| <b>TOTAL</b>                         |        |  | <b>-13,658.57</b> | <b>615,741.12</b> |

# Modoc County Transportation Commission

## Company Snapshots (As of 11-12-19)



| <b>Report to Modoc County Transportation Commission</b> |                         |
|---|-------------------------|
| Subject   | Meeting Date            |
| <b>Regular Business</b>                                 | <b>December 3, 2019</b> |
| Presented by  | Agenda Item             |
| <b>MCTC Staff</b>                                       | <b>5</b>                |

**ATTACHMENTS** – shown in **bold** below

1. **12:45, or Soon Thereafter, Public Hearing:** 2019 Modoc Regional Transportation Plan.
  - a. Open Public Hearing for the 2019 Modoc Regional Transportation Plan.
  - b. Staff Report: The RTP has been prepared by MCTC staff and in accordance with the California Transportation Commission 2017 Regional Transportation Plan Guidelines.
  - c. Public Comments
  - d. Other written comments
  - e. Close Public Hearing
  - f. Discussion and action by Commissioners

Staff recommends adopting Resolution 19-05 approving the 2019 Modoc Regional Transportation Plan and to authorize the Executive Director to make minor modifications to the document as needed.

2. Consider adoption of Resolution 19-04 2019 Modoc Regional Transportation Improvement Program (RTIP).

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 adding 3 new projects.
- The County has added funding to one of their existing projects and moved funding years for the other.

Staff recommends adoption of Resolution 19-04 and to authorize the Executive Director to make minor adjustments to funding component/program years as requested by CTC staff for the statewide STIP.

3. Consider approval/adoption of the 2018/19 Fiscal Compliance Audits

|                         |                         |
|-------------------------|-------------------------|
| <b>Regular Business</b> | <b>December 3, 2019</b> |
| Presented by            | Agenda Item             |
| <b>MCTC Staff</b>       | <b>5 - Continued</b>    |

4. Public Agency Retirement System (PARS)
  - Annual Year End Statement ending 6/30/19
  - MCTC Payment Report to PARS for comparison
  
5. Consider adopting Resolution 19-06 Calendar Year 2020 Authorized Signatories for plans and programs.
  
6. Nominate and appoint Chair/Vice Chair for Calendar Year 2020