



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 Alturas City Council Chambers 108 S Main St. Alturas February 12, 2020, at 1:30 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 three (3) 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 12/03/19.
- 2. Financial transactions 11/01/19 through 12/31/19
- 3. Year to Date expenditure report through 12/31/19.

5. Regular Business

Action/Information

- 1. Draft 2020/21 Overall Work Plan
- 2. Local Transportation Fund – Finding of Apportionment

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
- Fair Political Practices Form 700 Due by April 1, 2020
- Highlights on 2020 California Labor Law Update

8. Adjourn until next MCTC Regular meeting

Action

Tuesday, March 31, 2020, at 1:30 p.m., or soon thereafter, in Alturas Council Chambers
200 W North Street, Alturas, CA.

Report to Modoc County Transportation Commission	
Subject	Meeting Date
Consent Agenda	February 12, 2020
Presented by	Agenda Item
Not Applicable	4

ATTACHMENTS – shown in **bold** below

- a. Approve the **minutes from the 12/03/2019 meeting**

- b. Approve **financial transactions from 11/01/19 through 12/31/19**
 Summary of incidental expenditures (excluding employee payroll, taxes, and benefits).

Vendor	Transaction	Amount	Explanation
Metropolitan Transportation Commission	1654	\$3110.00	Pavement Management System Annual Fee & Start up entry
GHD Inc.	1655	\$1,893.75	Pavement Management System – Initial Software purchase
City of Alturas	1658	\$1,554.00	PSR Reimbursement – Nagle St.

- c. Information **Year-to-Date revenue and expenditure reports (through 12/31/19)**

MCTC

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
Kathie Rhoads, Vice Chair
Elizabeth Cavasso
Bobby Ray
Jim Wills
Danny Parker

Representative, City of Alturas
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

Cheryl Nelson (Alternate)
Ned Coe (Alternate)

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

Staff Present

Debbie Pedersen
Niki Lemke
Cindy Imbach
Michelle Cox

Executive Director
Chief Fiscal Officer
Senior Transportation Planner
Assistant Secretary 2

Public Present

Mitch Crosby
Kathleen Cravens
Dorothy Long
Macey Binning
Doreen Smith Power

Modoc County Road Commissioner
General Manager, First Transit
City Treasurer/Finance Director, City of Alturas
City Clerk, City of Alturas
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. Pubic Agency Retirement System (PARS) Annual Year End Information

Chief Fiscal Officer, Niki Lemke referred to the PARS Agency Annual Statemen 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 Kathy 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

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

Date	Num	Name	Amount	Balance
LAIF - 002 (Reserve \$300K)				304,571.77
Total LAIF - 002 (Reserve \$300K)				304,571.77
Plumas - Checking 0466				311,169.35
LTF Trust (MCTC)				242,842.69
County of Modoc (LTF)				149,208.74
Total County of Modoc (LTF)				149,208.74
City of Alturas (LTF)				48,516.67
Total City of Alturas (LTF)				48,516.67
LTF Trust (MCTC) - Other				45,117.28
Total LTF Trust (MCTC) - Other				45,117.28
Total LTF Trust (MCTC)				242,842.69
Plumas - Checking 0466 - Other				68,326.66
11/01/2019	1651	Apex Technology Management, Inc.	-1,132.00	67,194.66
11/06/2019	1649	John Dederick	-200.00	66,994.66
11/06/2019	1650	Modoc County Record	-232.50	66,762.16
11/07/2019	110719	Aflac	-361.43	66,400.73
11/13/2019	111319	Intuit	-120.32	66,280.41
11/13/2019	1653	PARS	-636.54	65,643.87
11/15/2019	1652	Golden State Risk Management Author	-3,111.40	62,532.47
11/18/2019	1654	Metropolitan Transportation Commissio	-3,110.00	59,422.47
11/19/2019	1655	GHD Inc.	-1,893.75	57,528.72
11/22/2019		LTF	25,349.71	82,878.43
11/25/2019	1656	US Bank PARS Account #6746022500	-3,777.96	79,100.47
11/25/2019	1657	Edward Jones	-867.38	78,233.09
11/26/2019	1658	City of Alturas	-1,554.00	76,679.09
11/26/2019	112719	IRS (eftps.gov)	-5,076.32	71,602.77
11/26/2019	112720	EDD	-1,499.09	70,103.68
11/27/2019		QuickBooks Payroll Service	-15,744.21	54,359.47
11/29/2019		Imbach, Cindy J	0.00	54,359.47
11/29/2019		Pedersen, Deborah	0.00	54,359.47
11/29/2019		Lemke, Nicole L.	0.00	54,359.47
11/29/2019		Cox, Michelle D.	0.00	54,359.47
11/30/2019		Interest	12.82	54,372.29
11/30/2019	113019	Intuit	-8.00	54,364.29
12/01/2019	1659	Apex Technology Management, Inc.	-1,132.00	53,232.29
12/01/2019		RPA Q1	39,974.00	93,206.29
12/03/2019	1660	Modoc County Record	-57.00	93,149.29
12/03/2019	1661	Bobby Ray	-150.00	92,999.29
12/03/2019	1662	Danny Parker	-150.00	92,849.29
12/03/2019	1663	John Dederick	-200.00	92,649.29
12/03/2019	1664	Kathie Rhoads	-150.00	92,499.29

2:28 PM
 01/13/20
 Accrual Basis

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

Date	Num	Name	Amount	Balance
12/03/2019	1665	Elizabeth Cavasso	-150.00	92,349.29
12/03/2019	1666	Jim Wills	-150.00	92,199.29
12/04/2019	1667	Cal ACT	-535.00	91,664.29
12/05/2019	120519	Aflac	-361.43	91,302.86
12/11/2019	121119	US Postmaster	-15.70	91,287.16
12/15/2019	1668	Golden State Risk Management Author	-3,194.00	88,093.16
12/17/2019	1669	US Bank PARS Account #6746022500	-3,777.96	84,315.20
12/17/2019	1670	Edward Jones	-867.38	83,447.82
12/17/2019	1671	PARS	-636.54	82,811.28
12/26/2019	123119	IRS (eftps.gov)	-5,073.38	77,737.90
12/26/2019	123120	EDD	-1,498.04	76,239.86
12/30/2019		QuickBooks Payroll Service	-15,735.72	60,504.14
12/30/2019		LTF	22,159.79	82,663.93
12/31/2019		Lemke, Nicole L.	0.00	82,663.93
12/31/2019		Pedersen, Deborah	0.00	82,663.93
12/31/2019		Imbach, Cindy J	0.00	82,663.93
12/31/2019		Cox, Michelle D.	0.00	82,663.93
12/31/2019	1672	Modoc Transportation Agency	-4,282.35	78,381.58
12/31/2019		Interest	14.50	78,396.08
12/31/2019	123119	Intuit	-8.00	78,388.08
Total Plumas - Checking 0466 - Other			10,061.42	78,388.08
Total Plumas - Checking 0466			10,061.42	321,230.77
TOTAL			10,061.42	625,802.54

Modoc County Transportation Commission

Company Snapshots (As of 01-13-2020)

