



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

**MINUTES
Regular Meeting
June 2, 2020**

Commissioners Present

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

Representative, City of Alturas
Board of Supervisors, District III, Modoc County
Board of Supervisors, District IV, Modoc County
Representative, City of Alturas
City of Alturas, Member At Large
Modoc County, 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
Michelle Cox

Executive Director
Chief Fiscal Officer
Assistant Secretary 2

Public Present

Mitch Crosby
Sean Shepard
Kathy Grah
Lilly Toaetolu
Jason Diven

Modoc County Road Commissioner
Caltrans District 2, Project Manager
Caltrans District 2, Planning & Regional Planning Chief
Modoc County Roads Administration & Project Delivery
City of Alturas, Director of Public Works

1. **Call to Order** – Chair Dederick called the teleconference meeting to order at 1:30 p.m. in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.
 - a. Roll call was taken.
 - b. Dederick 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 Rhoads. Roll call was taken, all present. All Ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from April 21, 2020 MCTC Regular meeting.
 - b. Financial transactions 03/01/20 through 04/30/20.

Vendor	Transaction	Amount	Explanation
NONE			

c. Year-to-Date revenue and expenditure report (through 04/30/20)

Motion by Commissioner Cavasso to approve Consent Agenda items a-c above, seconded by Commissioner Rhoads. Roll call was taken, all present. Ayes by Commissioners Dederick, Parker, Ray, Rhoads, Cavasso, Commissioner Wills abstained; motion carried.

5. Regular Business

a. **Consider adopting Resolution 19-01b Fiscal Year Final 2019/20 Budget.**

Chief Fiscal Officer, Niki Lemke explained the minor changes in the 2019/20 final budget. IT Equipment went down \$10,000 because we bought new computers last year. PARS monthly administration fee is now in its own expense category and out of the salaries & labor category.

Motion by Commissioner Wills to adopt Resolution 19-01b Fiscal Year Final 2019/20 Budget, seconded by Commissioner Ray. Roll call was taken, all present. All Ayes; motion carried.

b. **Consider adopting Resolution 20-05 2019 Planning, Programming, and Monitoring (PPM) Funds.**

Chief Fiscal Officer, Niki Lemke explained this is an annual resolution to request PPM funding from the State. PPM is programmed in the State Transportation Improvement Program and staff uses the funding to monitor agency's programmed projects, assist with time extensions and coordinate with the California Transportation Commission for Modoc's projects. The state programmed \$40,000 for 2020/21 Fiscal Year for MCTC.

Motion by Commissioner Wills to adopt Resolution 20-05 2019 Planning, Programming, and Monitoring funds, seconded by Commissioner Ray. Roll call was taken, all present. All Ayes; motion carried.

c. **Consider approval of the Fixed Asset Inventory and Disposition.**

Lemke explained the only change other than depreciation for the Fixed Asset Inventory and Disposition was the donation of all the old computers to the Modoc County Library.

Motion by Commissioner Cavasso to approve the Fixed Asset Inventory and Disposition, seconded by Commissioner Rhoads. Roll call was taken, all present. All Ayes; motion carried.

d. **Consider approval of the City of Alturas' Local Transportation Claim for Streets & Roads in the amount of \$10,703.21.**

The City of Alturas is requesting approval of this claim. It will be used for the Central Business District Pedestrian project cost overruns. Their trust currently has a balance of \$48,516.67.

Motion by Commissioner Ray to approve the City of Alturas' Local Transportation Claim for Streets & Roads in the amount of \$10,703.21, seconded by Commissioner Wills. Roll call was taken, all present. All Ayes; motion carried.

e. Consider approval of the Human Resources Policy and Procedure Manual Update.

There was a minor change based on the labor law changes. Through Paid Family Leave (PFL), employees receive partial wage replacement for up to eight (8) weeks in a twelve (12) - month period while on leave from work to care for a seriously ill or injured family member or to bond with a child.

Motion by Commissioner Parker to approve the Human Resources Policy & Procedure Manual Update, seconded by Commissioner Wills. Roll call was taken, all present. All Ayes; motion carried.

f. Information regarding the MCTC's role in managing the State Transportation Improvement Program.

Executive Director, Debbie Pedersen provided information regarding the MCTC's management role for the State Transportation Improvement Program (STIP). MCTC works directly with the California Transportation Commission (CTC) and can program and deliver road/street projects in house (Caltrans, County, or City).

g. Consider adopting policy for leaving bags, purses, and backpacks at the front desk for MCTC meetings.

In accordance with recommended safety requirements MCTC request adopting a policy for leaving bags, purses, backpacks, or luggage of any kind at the front desk for meetings held at the MCTC / MTA office.

Motion by Commissioner Cavasso to adopt a policy for leaving bags, purses, and backpacks at the front desk for MCTC meetings, seconded by Commissioner Rhoads. Roll call was taken, all present. All Ayes; motion carried.

h. Consider adopting policy for COVID-19 Protocol for the office.

Executive Director, Debbie Pedersen explained a new policy for social distancing protocol for the MCTC / MTA office. The policy will be accessed monthly. Pedersen will submit a copy of the policy to our Modoc County Health Officer, Dr. Edward P. Richert for review.

Motion by Commissioner Ray to adopt a policy for COVID-19 Protocol for the office, seconded by Commissioner Wills. Roll call was taken, all present. All Ayes; motion carried.

i. Consider action regarding the Main Street Design Committee outreach.

Action regarding the Main Street Design Committee outreach is tabled until the August 4, 2020 regular meeting.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

Jason Diven, City of Alturas Public Works Director reported that he has been in contact with the contractor for the Central Business District Pedestrian Improvement STIP project (PPNO 2534). The project should be out of winter suspension and starting back up soon.

Diven reported the MCTC's Executive Director, Debbie Pedersen has been working with GHD on the East Street project.

b. Modoc County Road Dept. – County Roads

Lilly Toaetolu – Modoc County Road Department reported that the MCRD has a public survey in circulation for the Active Transportation Program grant. The grant is to provide walkways for school children and pedestrians in Cedarville, CA. The grant is due by September 2020.

Mitch Crosby – Modoc County Road Department, Road Commissioner reported that the County Road 111 and the Blue Lake Road Federal Lands Access Program (FLAP) are both in the environmental studies phase.

c. Caltrans District 2

Caltrans District 2, Project Manager Sean Shepard reported that the Alturas CAP M Project and the Cedarville CAP M Project are both in the early planning phases.

Shepard reported that the State Route 299 between Bieber to Adin Project is out for bids until July. The project will start in late summer.

Shepard reported the Butte and Ash Creek bridge projects in Adin are projected to be completed before winter.

d. Modoc County Transportation Commission

Executive Director, Pedersen reported that the CTC has offered agencies workshops via webinar and extended deadlines for most programs due to the COVID-19 Virus. The deadline extensions will be helpful with the East Street project.

Pedersen has received information from the CTC that sales and gas tax revenue has decreased by 27%. The decrease will affect our funding in the future. MCTC uses the funding for administration and for operating transit. Pedersen will meet with Commissioner Dederick and Commissioner Ray to discuss our financial options.

7. Staff Update and Calendar

Calendar – consider future dates and events of interest:

- 06/02/20 MCTC and MTA meeting 1:30 – Sage Stage Conference Room
- 07/03/20 Independence Day – Holiday; Office closed – No Bus Service
- 07/15/20 Modoc TAC meeting 1:00 - Sage Stage Conference Room
- 08/04/20 MCTC and MTA meeting 12:45 – Sage Stage Conference Room (Annual BBQ)

8. Motion to Adjourn – motioned by Commissioner Ray seconded by Commissioner Wills to adjourn the meeting at 2:23 p.m. Roll call was taken, all present. All Ayes, motion carried. The

next regular meeting will be Tuesday, August 4, 2020, at 12:45 p.m., or soon thereafter, in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.

Submitted by,



Michelle Cox
Assistant Secretary 2

