



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

**MINUTES
Regular Meeting
August 3, 2021**

Commissioners Present

John Dederick, Chair	Representative, City of Alturas
Kathie Rhoads, Vice Chair	Board of Supervisors, District III, Modoc County
Elizabeth Cavasso	Board of Supervisors, District IV, Modoc County
Bobby Ray	Representative, City of Alturas
Cheryl Nelson	Councilmember, City of Alturas

Commissioners Absent

Mark Moriarity	Modoc County, Member at Large
Loni Lewis (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Niki Lemke	Chief Fiscal Officer
Michelle Cox	Executive Assistant Secretary

Public Present

Mitch Crosby	Modoc County Road Commissioner
Lilly Toaetolu	Modoc County Roads Administration & Project Delivery
Kim Dodds	City of Alturas, Assistant Director of Public Works
Joe Picotte	City of Alturas, Director of Public Works
Kathi Cravens	First Transit, General Manager
Kathy Grah	Caltrans District 2, Planning & Regional Planning Chief
Javed Iqbal	Caltrans District 2, Project Manager
Tamara Rich	Caltrans District 2, Regional Planning Liaison
Kristen Kingsley, P.E.	Caltrans District 2, Deputy District Asset, Program, and Project Management
Ned Coe (Alternate)	Board of Supervisors, District I, Modoc County

1. **Call to Order** - Chair Dederick called the teleconference meeting to order at 12:50 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.
 - c. Executive Director, Debbie Pedersen introduced the guests and visitors.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda**
Motion by Commissioner Rhoads to confirm agenda, seconded by Commissioner Ray. Roll call was taken, all present. All Ayes; motion carried.

4. Consent Agenda

- a. Approve minutes from June 1, 2021, MCTC Regular meeting.
- b. Financial transactions 05/01/21 through 06/30/21.

Vendor	Transaction	Amount	Explanation
None			

- c. Year-to-Date revenue and expenditure report (through 06/30/21.)

Motion by Commissioner Ray to approve Consent Agenda items a-c above, seconded by Commissioner Cavasso. Roll call was taken, all present. All Ayes; motion carried.

5. Regular Business

- a. **Confirm Social Service Transportation Advisory Council (SSTAC) appointments.**

Executive Director, Pedersen announced Carole McCulley has left her position at the county leaving an empty position on the Social Service Transportation Advisory Council (SSTAC). We will update the Commission when the position is filled.

- b. **Receive information regarding the 2021 Actuarial audit.**

Chief Fiscal Officer, Niki Lemke explained Modoc County Transportation Commission is required to have an Actuarial Audit prepared for the annual Fiscal Audit. The MCTC PARS Retirement Plan Actuarial Valuation Audit was prepared by Bartel Associates, LLC. Measurements of the Actuarial Valuation Audit are calculated with components of GASB 68 accounting information. Lemke reported MCTC was slightly overfunded at 102.2% during the audit period.

Consider approval of the FY 2020/21 Local Transportation Funds and Investments-Annual True up and Reconciliation.

Niki Lemke reported under the Transportation Development Act and the California Code of Regulations no operator shall receive Local Transportation Funds (LTF) exceeding actual net costs. To balance and return any unused funds to the trust accounts we prepare an annual "End of Year True up & Reconciliation."

The Local Agency Investment Funds (LAIF) account reserve of \$300K is based on the MCTC 5-year Operating Plan. Any interest earned above that amount is transferred back to the LTF Trust account for reallocation. Per LAIF policy, only funds \$5K and above can be transferred. MCTC 's overage is \$2,463.57 therefore \$0 will be transferred.

MCTC has an unused balance of \$98,190.10 in LTF funds. This balance is applied to the FY 2021/22 budget of \$89,400 therefore \$0 will be transferred.

The FY 2020/21 LTF trust unallocated balance is \$25,336.03. The City of Alturas and Modoc County are eligible claimants of the balance for streets and roads. Fund distribution is calculated by population. Until a TDA claim is submitted to the board for approval this amount will be held in trust accounts with the MCTC.

Motion by Commissioner Nelson to approve the FY 20/21 Local Transportation Fund and Investments-Annual True up and Reconciliation, seconded by Commissioner Cavasso. Roll call was taken, all present. All Ayes; motion carried.

c. Receive information regarding the 2021 State Transportation Improvement Program (STIP) Fund Estimate and 2022 STIP cycle.

Debbie Pedersen reported that December 15th is the date of adoption for Regional Transportation Improvement Programs. The CTC may delay adopting the fund estimate until October.

MCTC administers STIP funds for the county and the city. As of now the 2022 STIP Fund Estimate is \$707K and, of that calculated estimate, \$35K is for Programming Planning and Monitoring (PPM).

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

Joe Picotte, City of Alturas Public Works Director, reported on Pedersen's East Street Project. Concrete will continue to be poured for the next two weeks then grinding and paving will start shortly thereafter. There is a resident engineer and inspector on site and East Street is progressing along.

Pedersen stated the Central Business District Pedestrian Improvement STIP Project (PPNO 2534) needs to be wrapped up, Picotte will investigate and see where the project was left off.

b. Modoc County Road Dept. – County Roads

Mitch Crosby, Modoc County Road Commissioner reported the County Road 111 STIP Project (PPNO 2581) is starting to see progress. The MCRD was able to supplement State Transportation Improvement Program (STIP) funds with Highway Infrastructural Program (HIP) funds with the assistance of MCTC and Caltrans. Once the HIP funds are available project design will begin.

Environmental & Permits (E&P) will begin on the County Road 55 (Pencil Road) Project once the STIP funds are available.

The plans for the Blue Lake Road Federal Lands Access Program (FLAP) will be 95% complete later this year and construction is still projected to begin in 2025.

c. Caltrans District 2

Kristen Kingsley, P.E., Caltrans District 2 Deputy District Director Asset, Program, and Project Management, stated Caltrans has just kicked off the 2024 PID development and Kingsley reported MCTC's concerns, comments, and suggestions regarding the Secret Valley Rest Area to Caltrans.

Javed Iqbal, Caltrans District 2, Project Manager reported Caltrans has approved the PID's for both the Alturas Downtown CAPM and the Cedarville Downtown CAPM. Opportunity for community feedback and project design will begin in July 2022.

The FHWA will assist Caltrans with funding to incorporate broadband into programmed construction projects for underserved communities. Caltrans headquarters is considering the possible construction projects and candidates for broadband.

Kathy Grah, Caltrans District 2, Planning & Regional Planning Chief announced Tamara Rich will no longer be filling in for Aaron Casas as Caltrans District 2, Regional Planning Liaison as Rich has been assigned the position permanently.

d. Modoc County Transportation Commission

Executive Director, Pedersen reported the last working day on the East Street Project will be 8/31/21. Forty percent of the contract items and thirty-five percent of the roadway items are complete as of today.

Pedersen reminded Picotte the Court Street Project and West 8th Street Projects need the Environmental and Permits (E&P) allocated soon as the schedules are tight on those projects.

7. Staff Update and Calendar

Pedersen reported MCTC participated in Golden State Risk Management Authority (GSRMA) Risk Management Accreditation Program (RMAP). This year Michelle Cox was assigned the project, MCTC received a score of 100% and GSRMA awarded back 10% of the annual contribution equaling \$1,720.30.

Chief Fiscal Officer, Lemke reported the first virtual visits went well with the Triennial Performance Auditors.

Calendar – consider future dates and events of interest:

09/06/21 Labor Day Holiday; Office closed, no bus service
09/08/21 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room
10/05/21 MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room
10/11/21 Columbus Day Holiday; Office closed, Sage Stage bus service operating

- 8. Motion to Adjourn** –motioned by Commissioner Ray; seconded by Commissioner Nelson to adjourn the meeting at 1:31p.m. Roll call was taken, all present. All Ayes; motion carried. The next regular meeting will be Tuesday, October 5, 2021, at 1:30 p.m., or soon thereafter, in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.

Submitted by,



Michelle Cox
Executive Assistant Secretary