



**MODOC COUNTY
TRANSPORTATION COMMISSION**

108 South Main, Alturas, CA 96101
Phone (530) 233-6410 • Fax 233-3744

**MINUTES
Regular Meeting
August 1, 2017**

Commissioners Present

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

Mayor, City of Alturas
Councilmember, City of Alturas
Board of Supervisor, District III, Modoc County
City At-Large Member
County At-Large Member

Commissioners Absent

David Allan, Vice Chair
Elizabeth Cavasso (Alternate)
Cheryl Nelson (Alternate)

Board of Supervisor, District I, Modoc County
Board of Supervisor, District IV, Modoc County
Councilmember, City of Alturas

Staff Present

Debbie Pedersen
Niki Witherspoon
Cindy Imbach
Jacque Dockery

Executive Director
Chief Fiscal Officer
Senior Transportation Planner
Office Assistant

Public Present

Steve Jacques
Joe Picotte

Modoc County, Deputy Road Commissioner
City of Alturas, Director of Public Works

1. **Call to Order** – Chairman Dederick called the meeting to order at 1:02 p.m. in the Sage Stage office conference room, Alturas, CA. Dederick led those present in the pledge of allegiance.
2. **Public Forum** – There were no public comments. Chairman Dederick announced that as a result of the Cove fire, Aaron Casas, Caltrans, will not be in attendance due to the potential closure of SR299. Chief Fiscal Officer, Niki Witherspoon, is under a fire evacuation order and will not be in attendance.
3. **Confirm Agenda** – Motion by Commissioner Rhoads to confirm agenda, seconded by Commissioner Parker. All ayes; motion carried.
4. **Consent Agenda**
 1. Approve minutes from the 06/07/17 MCTC regular meeting.
 2. Financial transactions 05/01/17 through 06/30/17
 3. Year to Date Expenditure report through 06/30/17

Motion by Commissioner Rhoads to approve consent agenda items 1-3 above, seconded by Commissioner Parker. All ayes; motion carried.

5. Regular Business

1. Consider approval of the Adin Heliport project/use permit

Executive Director Pedersen stated that the Sierra Medical Services Alliance (SMSA) was granted a Special Use Permit (SUP) by the Modoc County Planning Department June 8, 2017. A condition of the permit is that any requirements or approvals from the Department of Transportation Aeronautics Division (Caltrans DOA) and the Federal Aviation Administration be acquired. Caltrans DOA has indicated that the heliport needs approval from the Modoc Airports Land Use Committee (ALUC); Modoc was previously exempted from forming this committee. Caltrans DOA had indicated that MCTC approval of the SUP be sought by SMSA for the heliport in the absence of an ALUC.

MCTC does not have authority over airports in Modoc, but could support the approval of the project based on consistency with the Regional Transportation Plan and that the project is not anticipated to generate traffic that would impact County Road 87. Caltrans DOA concurs.

Motion by Commission Ray to send a letter of support, based on consistency with the RTP and that the project is not anticipated to impact traffic on County Road 87, for the Sierra Medical Services Alliance for the Adin Heliport project, seconded by Commissioner Wills. A Letter will be included that MCTC does not have authority over airports in Modoc. All ayes; motion carried.

2. Consider approval of Amended Resolution 16-01 FY 16/17 Final Budget

Director Pedersen presented information regarding Resolution 16-01 FY 16/17 Final Budget. She referred to the attached budget and mentioned that Regional Surface Transportation Program (RSTP) funds have not yet been received. Commissioner Ray questioned the assignment of the RSTP and mentioned that these funds should be included with 16/17 as accrued revenue because there is a contract for the funds, to be accrued revenue rather than unrealized revenue. The budget remains the same but the accounting will be modified to add RSTP (\$42,920) as accrued revenue, reduce the LTF (to \$81,580), and restate the LTF Trust (\$41,337).

Motion by Commissioner Ray to approve Resolution 16-01b FY 16/17 Final Budget with revisions; seconded by Commissioner Wills. All ayes, motion carried.

3. Update re: FY 16/17 Fiscal Audits schedule

Director Pedersen stated that the FY 16/17 Fiscal Audits will begin Wednesday and Thursday, August 2nd and 3rd; the second visit by the auditors is scheduled August 16th and 17th. A final FY 16/17 audits on December agenda for acceptance.

4. Draft 2018 State Transportation Improvement Program Fund Estimate.

Director Pedersen referred to the attached 2018 State Transportation Improvement Program Fund Estimate which outlines STIP funds available including estimates for 2022 through 2023. The estimated net share for Modoc County is roughly \$4.1 million with \$108 thousand for PPM.

There will be a Caltrans Partnering meeting August 15, 2017, at 10:30 a.m. The agencies will discuss regional transportation needs.

6. Agency Updates and Project Reports

1. Alturas Public Works Dept. – City Streets

Joe Picotte, City Director of Public Works, reported on the following projects:

- The Central Business District Pedestrian Improvement STIP project (PPNO 2534) is anticipated to begin construction next summer.
- Juniper and Oak Street (PPNO 2535) is scheduled to begin next spring.
- Crews have been patching and doing overlays in different areas throughout the city as asphalt is available. The batch plant has been low on asphalt due to functioning issues.

2. Modoc County Road Department

Steve Jacques, County Deputy Road Commissioner, reported on the following projects:

- Update on USFWS multimodal trail CR 56/114/Modoc Wildlife Refuge.
A notice from the project manager was just received stating plans to start construction in late August or early September. All permits are in place.
- Blue Lake Federal Lands Access Program (FLAP) Grant
Applicants should be notified in August or September regarding the FLAP grant rewards. There are 64 applicants for a total of \$416 million and they will be awarding \$60-\$70 million.
- Other Projects
Chip seals, fog seals, etc., are going along smoothly with a few interferences from the weather and the batch plant issues.

3. Caltrans District 2 – Regional Planning Liaison

On behalf of Aaron Casas, Caltrans Regional Planning Liaison, Executive Director Pedersen reported the following:

- The Alturas SR 299 Improvement Project “test fix” will be at the Les Schwab location, but there is no start date yet.
- The Caltrans Award for Excellence for the Canby Community Improvements Project; the Canby project was nominated for this award; pending notification of award, a news release will be submitted for both awards.
- Caltrans has been doing a good job keeping up with necessary maintenance and repairs at the Secret Valley rest stop. There has been more vandalism at that stop.

7. Staff Update and Calendar

Ongoing and upcoming events:

Executive Director Pedersen reported that the Modoc Regional Transportation Improvement Program is required to be adopted by December 15th. The following is a tentative schedule of events for the completion of the RTIP:

- Develop Project Study Reports and Project Programming Requests – mid August 2017
- Project lists and draft RTIP developed with agencies at the Sept. 11, 2017, TAC meeting

- MCTC consider/adopt RTIP project list/resolution – October 3, 2017
- Submit Modoc RTIP to the CTC and Caltrans by mid November 2017

Chair Dederick mentioned that Monica Derner, CPA, has been working with Niki to begin taking over payroll within the agency. Director Pedersen stated that the first live payroll was completed for July and the transition was smooth. An upgraded form of Quick Books has been purchased to accommodate the needs of the transition.

Chair Dederick also mentioned that the Executive Assistant Secretary has resigned and Director Pedersen stated that the position will not be filled at this time. Jacque Dockery will be filling in as needed.

Calendar – Consider future dates and events of interest:

- 08/01/2017 MCTC and MTA Annual BBQ at noon – 108 S. Main St. – Sage Stage Conference Room, Alturas, CA
- 08/01/2017 MCTC and MTA Meetings at 1:00 p.m., 108 S. Main St. – Sage Stage Conference Room, Alturas, CA
- 08/15/17 Caltrans partnering meeting, 10:30 a.m.
- 09/04/2017 Observance of Labor Day; MCTC and MTA holiday no bus service and office is closed.
- 09/11/2017 Modoc TAC Meeting at 1:00 p.m., 108 S. Main St., Sage Stage Conference Room, Alturas, CA
- 10/03/2017 MCTC and MTA meetings at 1:30 p.m., 200 W. North Street, Alturas City Council Chambers, Alturas, CA
- 10/09/2017 Columbus Day; MCTC holiday, the office is closed, no change in Sage Stage transit schedules

8. Motion to Adjourn – by Commissioner Ray at 2:04 p.m.; seconded by Commissioner Parker. All ayes, motion carried. The next regular meeting will be Tuesday, October 3, 2017, at 1:30 p.m. in the City Council Chambers, 200 W. North St, Alturas, CA.

Submitted by,

Jacque Dockery
Office Assistant