



MODOC COUNTY
TRANSPORTATION COMMISSION

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

MINUTES
Regular Meeting
October 3, 2017

Commissioners Present

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

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

Commissioners Absent

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

Board of Supervisors, District I, Modoc County
Board of Supervisors, 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
Sean Shepard
Aaron Casas
Mitch Crosby

Modoc County, Deputy Road Commissioner
City of Alturas, Director of Public Works
Caltrans District 2, Project Manager
Caltrans District 2, Regional Planning Liaison
Modoc County, Road Commissioner

1. **Call to Order** – Chairman Dederick called the meeting to order at 1:32 p.m. in the Alturas City Hall Council Chambers, 200 W. North St. 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 Rhoads to confirm agenda, seconded by Commissioner Parker. All ayes; motion carried.
4. **Consent Agenda**
 1. Approve minutes from the 08/01/17 MCTC regular meeting.
 2. Financial transactions 07/01/17 through 08/31/17

Summary of expenditures exceeding \$1,500 (excluding employee payroll, taxes, and benefits).

Vendor	Transaction	Amount	Explanation
GSRMA	1315	\$9,754.00	Property & Liability Insurance
AMBAG	1319	\$1,000.00	Rural Counties Task Force Dues
Renne Sloan Holtzman Sakai	1321	\$775.50	Legal Services – Possible Claims & Personnel Issues

3. Year to Date revenue and expenditure report (through 08/31/17)

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 appointment of interim Vice Chair

Executive Director Pedersen reported that the current appointed Vice Chair, Commissioner Allan, has been unavailable due to health issues. She explained that the Vice Chair conducts meetings in the absence of the Chair. In addition, the Vice Chair is an authorized signatory on the MCTC accounts, invoice approval, etc. In the event that the Chair is out of the area, the Vice Chair will be called upon to sign accounts payable transactions. This interim appointment is needed to continue the day to day functions of the MCTC; the Chair has scheduled trips in October and December. The interim Vice Chair would need to perform necessary duties until a new Chair and Vice Chair are appointed for 2018.

Motion by Commissioner Ray to nominate Commissioner Kathie Rhoads, Board of Supervisors, District III, Modoc County, as interim Vice Chair. No other nominations. Motion seconded by Commissioner Parker; all ayes, motion carried.

2. Consider adoption of **Resolution 17-06 – 2017 Regional Transportation Improvement Program (RTIP).**

Cindy Imbach, Senior Transportation Planner, reported that in June the STIP fund estimate was received in the amount of \$4.222 million. Five percent of that amount (\$108 thousand) will go for Planning, Programming and Monitoring first and the balance will be apportioned to City and County needs. In reference to the Project Schedule provided in the resolution, the first three programs, PPNO 2540, PPNO 2536, and PPNO 2539, which were already allocated, will be un-programmed by the County. The County and City have both indicated their proposed projects in the order that they would like to go forward. In answer to a question posed by Commissioner Ray, Director Pedersen explained the necessity of the PPM funds and the current guidelines including pedestrian and bicycle accommodations, reverse lanes and some stable community options that have been passed in laws in the last couple years. PPM is based off of the fund estimate. The City and County brought forth projects that exceed the fund estimate. After discussions with Sacramento Caltrans, it is felt that the project overage may be able to be funded from the next STIP County share cycle. If there is a need to reduce proposed projects, priorities 4 and 5, PPNOs 2438, will be un-programmed.

Director Pedersen reported that staff met with Caltrans, District 2, on September 15 regarding the State highway needs and, during the meeting, Caltrans indicated that they did not have any projects on the state highway that they would be requesting RTIP funding to construct, leaving the funds for the City and County which is in line with the RTP priorities. The programming years for this STIP cycle would begin in 2018/19 through 2023, allowing for possible additional STIP funding along the way.

Motion by Commissioner Ray to adopt Resolution 17-06, 2018 Modoc County Regional Transportation Improvement Plan, seconded by Commissioner Parker. All ayes; motion carried.

3. Consider approval of Amended **Resolution 16-01c FY 16/17 Final Budget**.

Chief Fiscal Officer, Niki Witherspoon, stated that, as a result of reviewing the budget, requested changes were made and the expenses were changed to closely match actual final amounts as suggested at the prior meeting.

Motion by Commissioner Ray to adopt Resolution 16-01c FY 16/17 with Attachment A, FY 16/17 Final Budget, seconded by Commissioner Rhoads. All ayes; motion carried.

4. Information regarding the **MCTC/MTA FY 16/17 End of Year True-Up and Reconciliation**.

Niki Witherspoon, Chief Fiscal Officer, reported that this is a fairly new item with two parts. Referring to the flow chart provided, she explained the processes of the end of the year True-Up and Reconciliation as follows:

- a. The MCTC adopted a 5 year Operating Plan October 4, 2016 that sets a \$300K annual reserve amount to be held in the MCTC Local Agency Investment Fund (LAIF) administered by the State Treasurer's Office. At this meeting the MCTC restricted the LAIF account which requires staff to obtain board approval to move funds into the MCTC Plumas daily operating account.

At the end of each fiscal year the accounts are reconciled. Adjustments are made to the LAIF account to maintain \$300K. Since this is the first year that the reserve is being set aside, it was necessary to transfer a large lump sum between MTA and MCTC accounts to balance both agencies to their respective operating reserve plan amounts. It is anticipated that future transfers will be from accrued LAIF interest (over the \$300K reserve) which will be transferred into the MCTC-LTF Trust account. LAIF's policy requires transfers to the nearest thousand. Staff will transfer rounded amounts to get as close as possible to the \$300k budget, as approved by the Executive Director and Chairperson.

- b. The Transportation Development Act (TDA) Handbook was adopted December 6, 2016 by the MCTC and provides direction and policy for Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF) claimant processes. The TDA states that any LTF funds not expended at the end of the fiscal year must be returned to the trust for reallocation to claimants. The End of Year True-Up & Reconciliation was created to recognize unexpended LTF funds for distribution.

At the end of each fiscal year the ending bank balance is reconciled for both MCTC and MTA. Restricted and deferred revenue amounts that must stay in the bank are subtracted from the year end bank balance. This becomes the adjusted bank balance. The adjusted bank balance is subtracted from the next year's LTF budget amounts for the MCTC and MTA. The LTF balance due is then allocated by percentage to the MCTC and MTA monthly as payments are received from the Board of Equalization (BOE). LTF received from the BOE over budgeted amounts are deposited into the MCTC – LTF Trust account to be allocated to claimants the next year.

City and County annual claims are processed at the end of the fiscal year or held in the MCTC Trust account as apportioned to them by the MCTC.

5. Consider approval of a three year contract for Information Technology (IT) Support Services.

Staff advertised a request for quotes for IT Support Services September 7 and 14, 2017, and requested proposals by September 21, 2107. We received two proposals as follows:

- a. Sean Buie, our current IT provider, quoted \$1200/month for the same services as in the past 10 years (up from \$950/month). Sean indicated that he was raising his costs to be more in line with what IT Services cost and that he has been providing adequate service for us.
- b. Apex Technology Management quoted \$1291 per month as noted in the attached Gold Plan summary of services. They are based in Redding with a staff of 30 people. They will serve us remotely, with a response time averaging 17 seconds, and on-site once per quarter.

Executive Director Pedersen remarked about reports from Apex local users and determined that there were ways to accommodate the remote location of their office. She also mentioned that the proposal covers 1 server and 11 workstations, when, in fact, we are only using 9 workstations and a laptop (10 workstations), which may reduce the monthly fee. Chair Dederick questioned the potential of upgrading to Apex's Platinum Plan for \$1500 per month which includes On-Site visits. Pedersen responded that we are not included in their service area for this plan, but she will ask about the option. She also addressed questions regarding On-Site work travel costs (especially mileage and time), which are estimated to be only once per quarter and possibly less than that. She will request more information regarding these costs (including whether the travel, mileage and technician fees are included in the initial setup fee which is waved with the three-year contract).

Motion by Commissioner Wills to approve and authorize a three-year contract with APEX Technology Management, based out of Redding, for IT Support Services for MCTC, seconded by Commissioner Rhoads. All ayes; motion carried.

6. Agency Updates and Project Reports

1. Alturas Public Works Dept. – City Streets

- **Central Business District Pedestrian Improvement STIP project (PPNO2534)**

Joe Picotte, Director of Public Works, City of Alturas, reported that the City is moving forward requesting construction dollars for both the Central Business District Pedestrian Improvement STIP project (PPNO 2534) and the **Juniper and Oak Street project (PPNO 2535)**, which are anticipated to begin in the spring or summer of 2018.

2. Modoc County Road Department – County Roads

- **USFWS multimodal trail CR56/114 Modoc Wildlife Refuge**

Steve Jacques, Deputy Road Commissioner, Modoc County, reported that the CR 56/114 USFWS Multimodal trail project to the Modoc Wildlife Refuge has begun, is on time, and anticipates paving soon if the weather cooperates. The plan is to have the project completed this year, with a ribbon-cutting ceremony in the spring.

- **Blue Lake Federal Lands Access program (FLAP) project**

Jacques mentioned that the County has been awarded the grant for the Blue Lake Federal Lands Access Program (FLAP) project (\$6.5 million). This will repave CR258 (heading in to Blue Lake) and create rock slope protection on CR64. The Forest Service will be partnering with the County on this project to get the road to and around the lake re-paved. The project is fully funded and Federal Highways will manage it. The anticipated start of construction for this project is scheduled for 2022.

- **Other projects – chip seals, fog seals, etc.**

Steve reported that the local chip seal and fog seal projects are complete with a total of 110 miles of roads being repaired. They are catching up now on other projects set aside during the summer. Chair Dederick confirmed that the initial inventory of repairs was about 900 miles and Jacques added that they have paved nearly 500 miles, so far.

3. Caltrans District 2 – Regional Planning Liaison

- **Les Schwab “test fix” project – Alturas SR299 Improvements Project**

Aaron Casas, Caltrans District 2 Regional Planning Liaison, noted that the Les Schwab “text fix” project (part of the Alturas SR 299 Improvements project) was slated to be under construction at the end of September but, it didn’t look as though any work has been done yet. He was informed that there were some machinery issues, requiring a change of plans, and doesn’t have updated information. He will follow up on this project.

- **Radar feedback signs – northbound and southbound lanes entering the City of Alturas**

Casas reported that the potential Radar feedback signs on the northbound and southbound lanes of 395 entering the City of Alturas have been discussed in the planning office and are requiring more data feedback from the City of Alturas and MCTC on pedestrian counts and indication of accidents or near-miss incidents. This was also indicated in the 395 Transportation Concept Report and Director Pedersen mentioned that, when the State Highway Needs met, the SHOPP 10-year plans were shared and in 2022 there is a South Alturas rehab project with asset management and they may tag the Radar Feedback signs on that project.

- **Secret Valley Rest Stop - upgrades**

Aaron mentioned that for the Secret Valley Rest Stop, the Roadside Management Office reported that they were putting down new epoxy floors and replacing pedestals and lighting. Commissioner Ray reported that, the last time he went by, the rest stop was still cordoned off and there was noticeably new paint on the outside, a new solar light and general clean-up. Sean Shepard, Caltrans District 2 Project Manager, mentioned that there are some drawbacks with that particular location which restrict any upgrades of running water and power. The pit-toilet is the only option for that site. Commissioner Ray noted that, with the Honey Lake rest area only twenty miles down the road, this stop is adequate with the existing facility repaired and cleaned up.

- SR299 Caldwell Creek State Bridge Rehabilitation Project

Caltrans Project Manager, Sean Shepard, reported that the SR299 Caldwell Creek State Bridge Rehabilitation Project (17 – 18 lane miles long), near Canby, is very close to being completed with anticipation of being approved with a contractor by next spring. It is anticipated to be under construction for the next two summers.

7. Staff Update and Calendar

- Chief Fiscal Officer, Niki Witherspoon, stated that the FY 16/17 Audit is in draft form and should be received soon for review. The audit should be available for approval at the December board meeting.
- Executive Director Debbie Pedersen noted that the annual Open Enrollment for Health Benefits with Golden State Risk Management Authority (GSRMA) is in effect from October 1 through the 31st for employees to make changes to their plans for 2018.

Calendar – Consider future dates and events of interest:

10/03/17	MCTC and MTA Meetings 1:30 p.m., 200 W North Street, Alturas City Council Chambers, Alturas, CA
10/09/17	Holiday – Office closed; Sage Stage Bus Operates
11/10/17	Holiday – Office closed; Sage Stage Bus Operates.
11/23/17	Holiday – Office closed for Thanksgiving Day – Sage Stage services closed
11/24/17	Holiday – Office closed for Day After Thanksgiving – Sage Stage services closed
12/05/17	MCTC and MTA meetings at 1:30 p.m., 200 W. North Street, Alturas City Council Chambers, Alturas, CA

8. **Motion to Adjourn** – by Commissioner Parker at 2:17 p.m.; seconded by Commissioner Wills. All ayes, motion carried. The next regular meeting will be Tuesday, December 5, 2017, at 1:30 p.m. in the City Council Chambers, 200 W. North St, Alturas, CA.

Submitted by,

Jacque Dockery
Office Assistant