



MODOC COUNTY
TRANSPORTATION COMMISSION

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

MINUTES
Regular Meeting
December 13, 2017

Commissioners Present

Kathie Rhoads	Board of Supervisors, District III, Modoc County
Bobby Ray	Councilmember, City of Alturas
Danny Parker	City Member-At-Large
Jim Wills	County Member at Large
Elizabeth Cavasso	Board of Supervisors, District IV, Modoc County

Commissioners Absent

John Dederick, Chair	Mayor, City of Alturas
David Allan, Vice Chair	Board of Supervisors, District I, Modoc County
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Niki Lemke	Chief Fiscal Officer
Cindy Imbach	Senior Transportation Planner
Jacque Dockery	Office Assistant

Public Present

Kathy Grah	Caltrans District 2, Branch Chief, Community and Regional Planning
Joe Picotte	City of Alturas, Director of Public Works
Mitch Crosby	Modoc County Road Commissioner

1. **Call to Order** – Chairman Rhoads called the meeting to order at 1:32 p.m. in the Alturas City Hall Council Chambers, 200 W. North St. Alturas, CA. Rhoads 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 Wills. All ayes; motion carried.
4. **Consent Agenda**
 1. Approve minutes from the 10/03/17 MCTC regular meeting.
 2. Financial transactions 09/01/17 through 10/31/17

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

Vendor	Transaction	Amount	Explanation
Singleton Auman CPA	1356	\$4,900.00	FY 16/17 Fiscal Audits

3. Information Year-to-Date revenue and expenditure report (through 10/31/17)

Niki Lemke, Chief Fiscal Officer, noted that final page of the Financial Statement includes an update.

Motion by Commissioner Parker to approve Consent Agenda Items 1 through 3 above, seconded by Commissioner Wills; All ayes, motion carried.

5. Regular Business

1. Consider amendments to the Financial Policies and Procedures Manual.

Debbie Pedersen, Executive Director, stated that the Financial Policies and Procedures Manual is a living document that will be amended occasionally, as necessary. The FPPM was amended and approved April 11, 2017 by MTA. Proposed changes to the manual include Section 500 - Assets, Liabilities and Fund Balance, to incorporate policies set by the MCTC to restrict the Local Agency Investment Fund (LAIF) account (which includes funds for MCTC and MTA) and to include a policy for the annual true up process.

Motion by Commissioner Wills to approve the updated Financial Policies and Procedures Manual with the changes, as presented, seconded by Commissioner Parker. All ayes; motion carried.

2. Consider acceptance of the FY 16/17 Fiscal Audits.

Clay Singleton, of Singleton Auman PC, joined the meeting by telephone and presented an overview of the 2016/17 Fiscal Audits, which are required by the Transportation Development Act and other MCTC and MTA funding Sources. Mr. Singleton mentioned that the auditor's responsibility is to comply with Government Auditing Standards in performing the audits of the financial statements prepared by each agency with reasonable assurance of compliance by the agencies with these standards.

The audits have been reviewed by MCTC Chief Fiscal Officer, and found to be an accurate representation of MCTC and MTA revenues and expenditures.

Motion by Commissioner Ray to accept the FY 16/17 Fiscal Audits, seconded by Parker. All ayes; motion carried.

3. ~~Receive report regarding health of the Information Technology System (Tom Grisell, APEX).~~ Deferred to February 6 meeting.

4. Consider adoption of Resolution 17-07 (SB1) State of Good Repair (SGR) Program.

Cindy Imbach, Senior Transportation Planner, reported that in April Governor Brown passed SB1, the State of Good Repair program. This is a new funding program that is managed by the Board of Equalization and distributed quarterly to the County Treasurer. Approximately \$105 million per year will be made available to eligible transit agencies. It

is estimated that the MCTC will receive \$14,157. The funding will be assigned to the Modoc County Transportation Commission and then designated to the appropriate transit operator, Modoc Transportation Agency (MTA). MTA will use these funds as a match to the FY 17/18 Federal Transit Assistance 5311f grant to purchase a new vehicle.

Motion by Commissioner Wills to approve Resolution 17-07 (SB1) State of Good Repair (SGR) Program, seconded by Commissioner Cavasso. All ayes; motion carried.

5. Consider adoption of Resolution 17-08 Annual Plans and Program Resolution for 2018 Authorized Signatories.

Executive Director Pedersen requested the approval of Resolution 17-08 Designating Annual Plans and Program Authorized Signatories for 2018. Pedersen mentioned that this is an annual resolution that authorizes MCTC staff to carry out grant related work, expediting contract execution, reimbursement requests, and other related documents, for MCTC approved grants.

Motion by Commissioner Ray to approve Resolution 17-08 Designating Annual Plans and Program Authorized Signatories, seconded by Commissioner Wills. All ayes; motion carried.

6. Nominate and appoint MCTC Chair and Vice Chair for calendar year 2018.

The Chair and Vice Chair positions are nominated and appointed at the last meeting of the year. This allows MCTC business to carry forward and continue January 1, 2018.

Motion by Commissioner Parker to nominate and appoint John Dederick as Chairman and Kathie Rhoads as Vice Chair of the Modoc County Transportation Commission, seconded by Commissioner Cavasso. All ayes; motion carried.

6. Agency Updates and Project Reports

1. Alturas Public Works Dept. – City Streets

Joe Picotte, Director of Public Works, City of Alturas, expressed his gratitude to Executive Director Pedersen for her assistance in assuring the City's receipt of SB1 funding. Picotte stated that all current projects are moving forward and the chip seal litigation is over.

2. Modoc County Road Department – County Roads

Mitch Crosby, Modoc County Road Commissioner, reported that the USFWS multimodal trail CR 56/114/Modoc Wildlife Refuge has been completed. There will be a ribbon-cutting ceremony in the spring sponsored by the Fish and Wildlife agency.

Crosby reported that the Blue Lake Federal Lands Access Program (FLAP) project FHW attended a scoping meeting and may be making minor adjustments to the project and they anticipate the final scope in about two months. The project start date is scheduled for 2022.

Mitch stated that Gene Morris, Modoc County Road Department Project Manager, has retired and will be greatly missed for his many contributions to the County.

3. Caltrans District 2 – Regional Planning Liaison

Kathy Grah, Caltrans District 2, Branch Chief/District Transit Representative, reported the following information for Aaron Casas:

- A grinder has been unavailable for the Les Schwab “test fix” as a result of the SR 299 Improvements Project, so Aaron will bring in a consultant in the next construction season.
- The City has called the manhole cover issue at the corner of North Street and Main to the attention of Caltrans and they will be in conference with each other to determine the responsibility of maintenance.
- An inquiry was made by Commissioner Ray regarding the Secret Valley Rest Area. He stated that the work that was proposed, epoxy floors and regular maintenance has not been done. Commissioner Parker confirmed that he has stopped there and noticed the same lack of maintenance. It was noted that the exterior is clean and nice now. Kathy will look into the matter.

7. Staff Update and Calendar

Ongoing and upcoming events:

- Director Pedersen stated that an Extra elp Office Position has been recently posted due to the pending loss of one of the five drivers. Two of the drivers, Kathy Norwood and Jacque Dockery, have been helping in the office and will be required to fill the gap in the driving schedule. It is anticipated that the office position will be filled within the week and will be part-time without benefits, offering a flat hourly rate.
- Pedersen mentioned that it would be beneficial to create a lower-level entry position in the Executive Administrative Assistant Series, and build a ladder within the series for training to move up, thus accommodating a realistic skill-set within the area.
- Commissioner Ray questioned the Regular Business Agenda Item 3 about the Information Technology report and Director Pedersen reported that Apex would be presenting an update at the February meeting. She also stated that the quote was \$1291 when Apex started and they removed unused workstations from the network, reducing the monthly fee to \$937 (which is less than we were being charged before). We will only be charged for coverage of the systems that are actually on line. We have been receiving very quick and efficient remote assistance on any help calls we’ve made, which have been numerous due to overnight updates and the resulting patches applied. The necessary adjustments and fixes are being handled well and the system is running smoothly overall.

Calendar – Consider future dates and events of interest:

- | | |
|----------|---|
| 12/13/17 | MCTC and MTA Meetings 1:30 p.m., 200 W North Street, Alturas City Council Chambers, Alturas, CA |
| 12/25/17 | Christmas Eve Day Holiday (Sunday –observed Monday) – Office and Sage Stage Services closed. |

12/26/17 **Christmas Day Holiday (Monday – observed Tuesday)** – Office and Sage Stage Services closed.

01/01/18 **New Year’s Eve Day (Sunday – observed Monday)** – Office and Sage Stage Services closed.

01/02/18 **New Year’s Day (Monday – observed Tuesday)** – Office Closed – Sage Stage Services operating.

01/15/18 **Martin Luther King, Jr. – Office Closed** – Sage Stage Services operating.

02/06/18 MCTC and MTA regular meetings 1:30 p.m. – Alturas City Council Chambers, 200 W. North St., Alturas

8. Closed Session: Conference with Legal Counsel – Anticipated Litigation:

The MCTC/MTA Closed Session was called to order at 2:17 p.m. regarding significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 59456.9 (two potential cases).

Closed session concluded at 2:29 p.m.

Motion by Commissioner Ray, seconded by Commissioner Cavasso, that the MCTC hereby grants the application for leave to present the late claim in accordance with Government Code Section 911.6. All ayes; motion carried.

Motion to Adjourn – by Commissioner Parker at 2:30 p.m.; seconded by Commissioner Cavasso. All ayes, motion carried. The next regular meeting will be Tuesday, February 6, 2018, at 1:30 p.m. in the City Council Chambers, 200 W. North St, Alturas, CA.

Submitted by,

Jacque Dockery
Office Assistant