



MODOC COUNTY  
TRANSPORTATION COMMISSION

108 S. Main Street  
Alturas, CA 96101-3936  
(530) 233-6410 Phone  
233-3744 Fax

Meets Regularly  
First Tuesday of  
Even Numbered Months  
at 1:30 p.m.

**Commissioners**

John Dederick  
Chairman  
City Councilmember

Kathie Rhoads  
Vice Chair  
County Supervisor III

Bobby Ray  
Commissioner  
City Councilmember

Elizabeth Cavasso  
Commissioner  
County Supervisor IV

Danny Parker  
Commissioner  
City at Large Citizen

Jim Wills  
Commissioner  
County at Large Citizen

Patricia Cullins  
Alternate  
County Supervisor II

Cheryl Nelson  
Alternate  
City Councilmember

**Staff**

Debbie Pedersen  
Executive Director

Niki Lemke  
Chief Fiscal Officer

Cindy Imbach  
Sr. Transportation Planner

# AGENDA

## REGULAR MEETING Alturas City Council Chambers 200 W North St. Alturas, CA 96101 February 6, 2018, at 1:30 p.m.

**1. Call to Order**

- a. Pledge of Allegiance
- b. Introductions – guests and visitors

**2. Public Forum –**

Citizens may address the Commission with matters that are related directly to Commission responsibilities. If any matters call for action by the Commission, they will be placed on subsequent agendas. Because the Chairman may limit speakers to five (5) minutes each, citizens are encouraged to contact the Chairman or staff for assistance before the meeting.

**3. Confirm Agenda**

**Action**

**4. Consent Agenda**

**Action**

- a. Approve minutes from the 12/13/17 MCTC regular meeting
- b. Approve minutes from the 01/17/18 MCTC Special meeting
- c. Financial transactions 11/01/17 through 12/31/17
- d. Year to Date expenditure report through 12/31/17

**5. Regular Business**

**Action/Information**

- a. Consider adoption of Resolution 18-02 In Recognition of David Allan's past service to MCTC and MTA
- b. Receive a report regarding the health of the Information Technology System. Tom Grisell APEX
- c. Receive information regarding the Public Agency Retirement (PARS) investment report.
- d. Review and consider approval of the 5 year Operating Plan update.
- e. Consider adopting Resolution 18-03 - 2018/19 State Transportation Improvement Program Planning, Programming and Monitoring allocation.
- f. Consider adopting Resolution 18-04 - Authorize DOJ Criminal Background Check
- g. Receive report regarding the Transportation Development Act (TDA) Findings of Apportionment for FY 18/19 and the Auditor's Estimate.

**6. Agency Updates and Project Reports**

**Information/Discussion**

- a. City of Alturas Public Works Department
- b. Modoc County Road Department
- c. Caltrans District 2

**7. Staff Update, Correspondence and Calendar**

**Information**

Address outstanding issues, correspondence, information and materials received

- Form 700 Conflict of Interest Forms
- Draft FY 18/19 Overall Work Program
- Update re: Labor Law changes
- Future dates and events of interest

**8. Adjourn until next MCTC Regular meeting**

**Action**

Tuesday, April 3, 2018, at 1:30 p.m., in the Alturas City Council Chambers, 200 W North St., Alturas, CA.

<b>Report to Modoc County Transportation Commission</b>	
Subject	Meeting Date
<b>Consent Agenda</b>	<b>February 6, 2018</b>
Presented by	Agenda Item
<b>Not Applicable</b>	<b>4</b>

**ATTACHMENTS** – shown in **bold** below

- a. Approve the **minutes from**  
**10/03/17 MCTC Regular meeting**  
**01/17/18 MCTC Special meeting**
  
- b. Approve **financial transactions from 11/01/17 through 12/31/17**  
Summary of expenditures exceeding \$1,500 (excluding employee payroll, taxes, and benefits).

<b>Vendor</b>	<b>Transaction</b>	<b>Amount</b>	<b>Explanation</b>
Apex Technology Mgmt, Inc	1372	1100.82	Change over mileage plus Nov fee
Singleton Auman PC	1392	2150.00	Audits
Renee Sloan Holtzman Sakai	1398	4761.50	Potential litigation - application for late claim

- c. Information **Year-to-Date revenue and expenditure report (through 012/31/17)**

# MCTC

## 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  
Bobby Ray  
Danny Parker  
Jim Wills  
Elizabeth Cavasso

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

#### Commissioners Absent

John Dederick, Chair  
David Allan, Vice Chair  
Cheryl Nelson (Alternate)

Mayor, City of Alturas  
Board of Supervisors, District I, Modoc County  
Councilmember, City of Alturas

#### Staff Present

Debbie Pedersen  
Niki Lemke  
Cindy Imbach  
Jacque Dockery

Executive Director  
Chief Fiscal Officer  
Senior Transportation Planner  
Office Assistant

#### Public Present

Kathy Grah

Caltrans District 2, Branch Chief, Community and  
Regional Planning

Joe Picotte  
Mitch Crosby

City of Alturas, Director of Public Works  
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).

<b>Vendor</b>	<b>Transaction</b>	<b>Amount</b>	<b>Explanation</b>
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 | <b>Christmas Eve Day Holiday (Sunday –observed Monday)</b> – 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



MODOC COUNTY  
TRANSPORTATION COMMISSION

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

MINUTES  
MCTC and MTA Joint Special Meeting  
January 17, 2018

**Commissioners Present**

John Dederick, Chair	Mayor, City of Alturas
Kathie Rhoads	Board of Supervisors, District III, Modoc County
Danny Parker	City Member-At-Large
Jim Wills	County Member at Large
Elizabeth Cavasso	Board of Supervisors, District IV, Modoc County

**Commissioners Absent**

Bobby Ray	Councilmember, City of Alturas
Patricia Cullins (Alternate)	Board of Supervisors, District II, Modoc County
Cheryl Nelson (Alternate)	Councilmember, City of Alturas

**Staff Present**

Debbie Pedersen	Executive Director
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**Public Present**

None

1. **Call to Order** – Chair Dederick called the meeting to order at 1:13 p.m. in the Sage Stage Conference Room 108 S Main 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 Parker to confirm agenda, seconded by Commissioner Wills. All ayes; motion carried.
4. **Closed Session: Closed Session - Conference with Legal Counsel - Anticipated Litigation**  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 59456.9 (Two Potential Cases: Claims Filed by Linda Graves-Mikesell and Edsel Mikesell)
5. **Closed Government Code Section 54956 Public Employment**  
Executive Director Employment Contract  
Closed sessions concluded at 1:35 p.m.; MCTC convene open session meeting.
6. **Required report outs from closed sessions.**  
Chair Dederick asked if there were any public comments or comments from Commissioners; there were none.  
  
Closed Sessions regarding the Mikesell Claims (2). Motion by Commissioner Wills, seconded by Commissioner Parker, to hereby reject the government claims submitted to MCTC by Linda Graves Mikesell and Edsell Mikesell. Motion unanimously passed by the vote of 5 ayes and zero noes.



Closed Session regarding the Executive Director Employment Agreement. Motion by Commissioner Wills to amend the Executive Director's Employment Agreement Section 4.A to eliminate the raise scheduled for July 1, 2018, and Section 5 paragraph 2 to allow the employee to join the MCTC medical dental and vision plans as provided to other MCTC employees through Golden State Risk Management Authority. Medical insurance effective the date of the Executive Director's filed divorce decree. Motion seconded by Commissioner Cavasso and unanimously passed by the vote of 5 ayes and zero noes.

**Motion to Adjourn** – by Commissioner Parker at 1:45 p.m., motion seconded by Commissioner Wills. 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.

Respectfully,

Debbie Pedersen  
Executive Director

DRAFT

**Modoc County Transportation Commission**  
**Transactions by Account**  
As of December 31, 2017

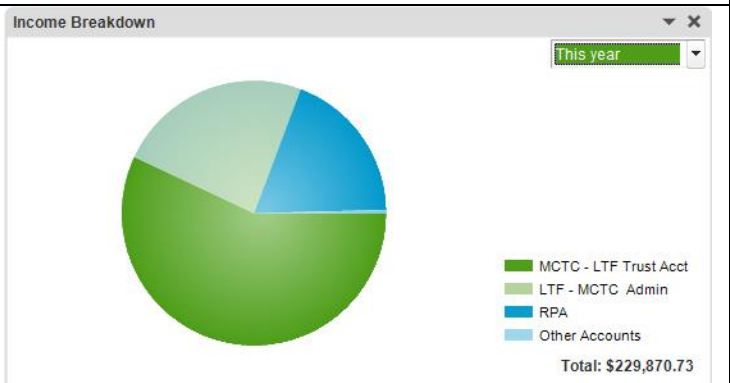
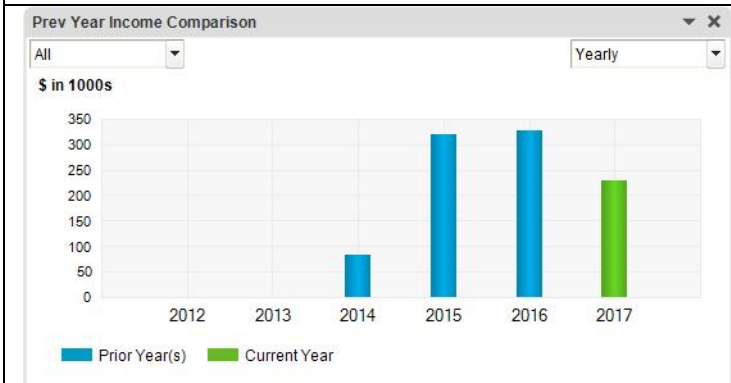
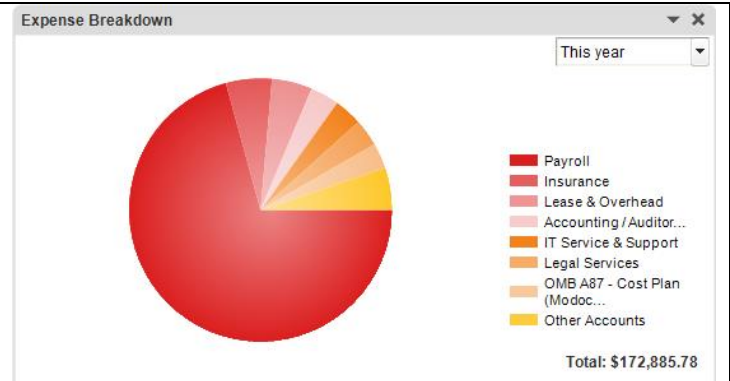
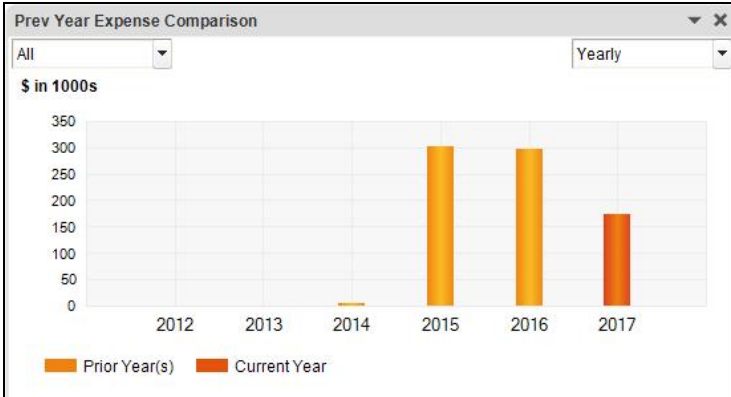
Date	Num	Name	Amount	Balance
<b>LAIF - 002 (Reserve \$300K)</b>				<b>300,768.82</b>
Total LAIF - 002 (Reserve \$300K)				300,768.82
<b>Plumas - Checking 0466</b>				<b>151,083.02</b>
<b>LTF Trust (MCTC)</b>				<b>21,970.99</b>
Total LTF Trust (MCTC)				21,970.99
<b>Plumas - Checking 0466 - Other</b>				<b>129,112.03</b>
11/04/2017	110417	RackSpace Email	-12.00	129,100.03
11/09/2017	1371	Monica Derner, CPA	-117.00	128,983.03
11/09/2017	1372	Apex Technology Management, Inc.	-1,100.82	127,882.21
11/09/2017	110917	Aflac	-441.51	127,440.70
11/09/2017	1373	John Dederick	-200.00	127,240.70
11/10/2017	111418	Intuit	-6.00	127,234.70
11/13/2017	1374	Golden State Risk Management Authority	-1,873.18	125,361.52
11/14/2017	1375	PARS	-600.00	124,761.52
11/14/2017	111417	Amazon	-105.62	124,655.90
11/22/2017	1376	Apex Technology Management, Inc.	-975.00	123,680.90
11/27/2017		RPA Q1	43,334.00	167,014.90
11/28/2017	112817	EDD	-1,057.51	165,957.39
11/28/2017	112818	IRS (eftps.gov)	-4,597.60	161,359.79
11/28/2017	1377	US Bank PARS Account #6746022500	-2,544.57	158,815.22
11/28/2017	1378	Edward Jones	-642.28	158,172.94
11/28/2017	1379	Apex Technology Management, Inc.	-927.00	157,245.94
11/28/2017	1380	Apex Technology Management, Inc.	-32.00	157,213.94
11/29/2017		QuickBooks Payroll Service	-12,861.11	144,352.83
11/29/2017		LTF	12,102.06	156,454.89
11/30/2017		Imbach, Cindy J	0.00	156,454.89
11/30/2017		Pedersen, Deborah	0.00	156,454.89
11/30/2017		Lemke, Nicole L.	0.00	156,454.89
11/30/2017		Interest	6.33	156,461.22
12/04/2017	120417	RackSpace Email	-12.00	156,449.22
12/04/2017	120417	Amazon	-77.93	156,371.29
12/05/2017	1381	Cal ACT	-485.00	155,886.29
12/05/2017	1382	Modoc County Record	-86.00	155,800.29
12/06/2017	1383	Modoc County Record	-57.00	155,743.29
12/07/2017	120717	Aflac	-441.51	155,301.78
12/11/2017	121117	Intuit	-6.00	155,295.78
12/12/2017	1384	Monica Derner, CPA	-136.50	155,159.28
12/13/2017	1385	Bobby Ray	-150.00	155,009.28
12/13/2017	1386	Kathie Rhoads	-150.00	154,859.28
12/13/2017	1387	Danny Parker	-150.00	154,709.28
12/13/2017	1388	Jim Wills	-150.00	154,559.28
12/13/2017	1389	John Dederick	-200.00	154,359.28
12/14/2017	1390	Elizabeth Cavasso	-150.00	154,209.28

**Modoc County Transportation Commission**  
**Transactions by Account**  
As of December 31, 2017

Date	Num	Name	Amount	Balance
12/14/2017	1392	Singleton Auman PC	-2,150.00	152,059.28
12/19/2017	1393	PARS	-600.00	151,459.28
12/19/2017	121417	Amazon	-115.91	151,343.37
12/21/2017	1394	Debbie Pedersen	-19.54	151,323.83
12/21/2017	122117	Amazon	-39.75	151,284.08
12/27/2017	122718	EDD	-33.60	151,250.48
12/27/2017	122719	EDD	-1,232.41	150,018.07
12/27/2017	122720	IRS (eftps.gov)	-5,003.38	145,014.69
12/27/2017	1395	US Bank PARS Account #6746022500	-2,544.57	142,470.12
12/27/2017	1396	Edward Jones	-642.28	141,827.84
12/27/2017	1397	Golden State Risk Management Authority	-1,144.74	140,683.10
12/27/2017	1398	Renne Sloan Holtzman Sakai	-4,761.50	135,921.60
12/28/2017		QuickBooks Payroll Service	-12,789.15	123,132.45
12/29/2017	1400	Budmark, Tiffany R.	-868.92	122,263.53
12/29/2017		Imbach, Cindy J	0.00	122,263.53
12/29/2017		Pedersen, Deborah	0.00	122,263.53
12/29/2017		Lemke, Nicole L.	0.00	122,263.53
12/31/2017		Interest	7.49	122,271.02
Total Plumas - Checking 0466 - Other			-6,841.01	122,271.02
Total Plumas - Checking 0466			-6,841.01	144,242.01
<b>TOTAL</b>			<b>-6,841.01</b>	<b>445,010.83</b>

# Modoc County Transportation Commission

## Company Snapshots (As of 01-12-18)



## Modoc County Transportation Commission

## Balance Sheet

As of December 31, 2017

01/12/18

Accrual Basis

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
LAIF - 002 (Reserve \$300K)	300,768.82
Plumas - Checking 0466	
LTF Trust (MCTC)	21,970.99
Plumas - Checking 0466 - Other	<u>122,271.02</u>
Total Plumas - Checking 0466	144,242.01
Total Checking/Savings	<u>445,010.83</u>
Other Current Assets	
Undeposited Funds	<u>15,097.80</u>
Total Other Current Assets	<u>15,097.80</u>
Total Current Assets	460,108.63
Fixed Assets	
Fixed Asset	
Equipment / Furniture	24,661.33
Accumulated Depreciation	<u>-19,366.31</u>
Total Fixed Asset	<u>5,295.02</u>
Total Fixed Assets	<u>5,295.02</u>
<b>TOTAL ASSETS</b>	<b><u>465,403.65</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>4,282.35</u>
Total Accounts Payable	4,282.35
Other Current Liabilities	
Def Rev - PPM 17/18	59,000.00
Def Rev - PPM 16/17	59,000.00
PAYROLL LIABILITIES	
Compensated Absences	38,372.95
PARS payable	60.13
Simple IRA payable	<u>15.00</u>
Total PAYROLL LIABILITIES	<u>38,448.08</u>
Total Other Current Liabilities	<u>156,448.08</u>
Total Current Liabilities	<u>160,730.43</u>
Total Liabilities	160,730.43
Equity	
Opening Balance Equity	123,557.51
Retained Earnings	123,193.31
Net Income	<u>57,922.40</u>
Total Equity	<u>304,673.22</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>465,403.65</u></b>

## Modoc County Transportation Commission

## Profit &amp; Loss

01/12/18

July through December 2017

Accrual Basis

	Jul - Dec 17
Ordinary Income/Expense	
Income	
MCTC - LTF Trust Acct	131,000.00
Interest	941.24
LTF - MCTC Admin	54,595.49
RPA	43,334.00
Total Income	229,870.73
Expense	
OMB A87 - Cost Plan (Modoc Coun	5,424.00
Accounting / Auditor Services	6,125.00
Commissioner Per Diem	3,150.00
Insurance	
Workers' Comp Ins	4,050.00
Property Ins.	79.00
Liability Ins.	5,625.00
Total Insurance	9,754.00
IT Service & Support	5,956.82
Lease & Overhead	8,564.70
Legal Notices	301.50
Legal Services	5,749.50
Miscellaneous Expense	30.50
Office Supplies	1,076.23
Payroll Services	1,581.40
Payroll	
Unallocated Leave Time	0.00
PARS retirement -employer share	11,551.53
Simple IRA - employer share	2,038.34
Payroll taxes	5,312.36
Salaries	95,136.70
Health Benefits Expense	
Opt Out Health	250.00
Dental Insurance	843.26
Health Ins. - Employer Portion	6,924.75
Vision Insurance	248.50
Total Health Benefits Expense	8,266.51
Payroll - Other	0.96
Total Payroll	122,306.40
Travel / Training / Memberships	1,928.28
Total Expense	171,948.33
Net Ordinary Income	57,922.40
Net Income	57,922.40

<b>Report to Modoc County Transportation Commission</b>	
Subject	Meeting Date
<b>Regular Business</b>	<b>February 6, 2018</b>
Presented by	Agenda Item
<b>MCTC Staff</b>	<b>5</b>

**ATTACHMENTS** – shown in **bold** below

1. Consider adoption of **Resolution 18-02** In Recognition of David Allan's past service to MCTC and MTA.
  
2. Receive a report regarding the health of the Information Technology System. Tom Grisell APEX
  
3. Receive information regarding the **Public Agency Retirement (PARS) investment report**.  
 The PARS annual investment report for the period ending 06/30/17 was received late October. The summary of the report and the PARS account reconciliation are included for review. PARS Plan balances are in excess of amounts contributed by MCTC and Employees from plan earnings. The period is for a partial year as we joined PARS August 2016.
  
4. Review and consider approval of the **5 year Operating Plan** update.  
 The 5 year Operating Plan includes Fiscal Years (FYs) 2018/19 through 2022/23.  
 Changes from the previous Operating Plan (FY 16/17 through 21/22) include the following:  
Revenue:
  - Reduction in STIP PPM revenue is based on STIP PPM programmed.
  - Regional Surface Transportation Program Planning funds - Federal MAP 21 expired; Fixing America's Surface Transportation (FAST Act) combines the previous program with other programs. It is assumed that the planning funds (about \$40,000) will not be included in the new program for the purposes of the MCTC Operating Plan.Expenditure:
  - Salaries and benefits includes a 3 percent increase in loaded salary rate per year for 4 employees. One position remains vacant and may be filled later this year.
  - The line item titled Vehicle, Fuel and Maint. has been retitled to Travel and Training
  
5. Consider adopting **Resolution 18-03** - 2018/19 State Transportation Improvement Program Planning, Programming and Monitoring allocation.
  
6. Consider adopting **Resolution 18-04** - Authorize DOJ Criminal Background Check
  
7. Receive report regarding the Transportation **Development Act (TDA) Findings of Apportionment for FY 18/19** and the **Auditor's Estimate**.

**MODOC COUNTY TRANSPORTATION COMMISSION  
RESOLUTION No. 18-02**

**In Recognition and Appreciation of David Allan's Past Service to MCTC/MTA**

WHEREAS, the Modoc County Transportation Commission (MCTC) and the Modoc Transportation Agency are comprised of six members, three from the City and three from the County; and

WHEREAS, David Allan has unselfishly served on the MCTC and the MTA as the County Board of Supervisors, District 1, Appointed member since January 2011; and

WHEREAS, the MCTC and MTA have enjoyed David's attentiveness and perception regarding in areawide public transit and State Highway and local road transportation efforts; and

WHEREAS, David has enthusiastically supported both MCTC and MTA goals and challenges throughout his tenure; and

WHEREAS, David Allan will be fondly remembered for his undying support and overseer of the State Route 299 Cedar Pass guard rail installation project and County Road 1 project that have been constructed during his term; and

NOW, THEREFORE, BE IT RESOLVED that the governing board of the MCTC hereby appreciates and recognizes David Allan for serving as the County Board of Supervisor representative to the MCTC and MTA and wishes David much happiness and good health in the coming years.

PASSED AND ADOPTED this 6th day of February 2018 by the following vote:

AYES: Commissioners:

NOES: None

ABSENT: Commissioners:

\_\_\_\_\_  
John Dederick, Chairman

ATTEST:

\_\_\_\_\_  
Debbie Pedersen, Executive Director



AGENCY ANNUAL STATEMENT

Modoc County Transportation Commission PARS REP-D  
 Plan Year Ending 06/30/2017

ACCOUNT SUMMARY

Beginning Balance		0.00
Plus:		
Contributions	30,754.84	
Transfers In	0.00	
Year to Date Earnings	1,205.56	
Sub-Total	<u>31,960.40</u>	
Less:		
Year to Date Expenses	34.72	
Distributions	0.00	
Transfers Out	0.00	
Sub-Total	<u>34.72</u>	
Ending Balance		<u><u>31,925.68</u></u>

PARTICIPANT SUMMARY

Beginning Number		0
Plus:		
New Participants	3	
Less:		
Terminated Participants	0	
Ending Number**		<u><u>3</u></u>

\*\* This figure may include employees who terminated employment but whose distributions were still in process as of 06/30/2017

Prepared by Public Agency Retirement Services (PARS)

Modoc County Transportation Commission  
Find Report  
As of May 30, 2017

Month	TG	CI	NW	Employer	Total	Balance	Ck Amount	Ck No.	Date
Aug-16	\$ 619.41	\$ 619.41	\$ 619.41	\$ 1,231.64	\$ 2,470.46	\$ 2,470.46			
Sep-16	\$ 619.41	\$ 619.41	\$ 619.41	\$ 1,231.64	\$ 4,940.92	\$ 4,940.92			
Oct-16	\$ 379.24	\$ 619.41	\$ 619.41	\$ 1,608.68	\$ 3,226.74	\$ 8,167.66	1227		11/1/2016
Nov-16	\$ 377.04	\$ 615.82	\$ 615.82	\$ 1,618.06	\$ 3,226.74	\$ 11,394.40	1233		12/4/2016
Dec-16	\$ 377.04	\$ 615.82	\$ 615.82	\$ 1,618.06	\$ 3,226.74	\$ 11,394.40	1245		1/4/2017
Jan-17	\$ 377.04	\$ 615.82	\$ 615.82	\$ 1,618.06	\$ 3,226.74	\$ 14,621.14	1253		1/31/2017
Feb-17	\$ 377.04	\$ 615.82	\$ 615.82	\$ 1,618.06	\$ 3,226.74	\$ 17,847.88	1265		2/28/2017
Mar-17	\$ 377.04	\$ 615.82	\$ 615.82	\$ 1,618.06	\$ 3,226.74	\$ 21,074.62	1278		3/31/2017
Apr-17	\$ 377.04	\$ 615.82	\$ 615.82	\$ 1,618.06	\$ 3,226.74	\$ 24,301.36	1300		4/28/2017
May-17	\$ 377.04	\$ 615.82	\$ 615.82	\$ 1,618.06	\$ 3,226.74	\$ 27,528.10	1306		5/31/2017
<b>Jun-17</b>	<b>\$ 3,018.52</b>	<b>\$ 6,168.97</b>	<b>\$ 6,168.97</b>	<b>\$ 15,398.38</b>	<b>\$ 30,754.84</b>	<b>MCTC Balances</b>			
	\$ 3,066.04	\$ 6,271.57	\$ 6,271.57	\$ 16,316.50	\$ 31,925.68	PARS Plan Statement			
Difference	\$ 47.52	\$ 102.60	\$ 102.60	\$ 918.12	\$ 1,170.84	Total Difference			
Jun-17	\$ 377.04	\$ 615.82	\$ 615.82	\$ 1,618.06	\$ 3,226.74	\$ 30,754.84	1317		6/28/2017
Jul-17	\$ 263.93	\$ 634.29	\$ 634.29	\$ 1,541.45	\$ 3,073.96	\$ 33,981.58	1325		7/27/2017
Aug-17	\$ -	\$ 634.29	\$ 634.29	\$ 1,275.98	\$ 2,544.56	\$ 37,055.54	1346		7/27/2017
Sep-17	\$ -	\$ 634.29	\$ 634.29	\$ 1,275.98	\$ 2,544.56	\$ 39,600.10	1346		7/27/2017
						\$ 42,144.66			

<b>Modoc County Transportation Commission</b>						
5 year Capital Improvement Plan and Operating Expenses						
	Fiscal Year					
	2018/19	2019/20	2020/21	2021/22	2022/23	
<b>Description of Revenue</b>						
Regional Planning Assistance	158000	158000	158000	158000	158000	
STIP PPM	30000	30000	54000	54000	54000	
TDA/LTF - Admin	116000	110000	95000	90000	98000	
Miscellaneous (RTAP)	1500	1500	1500	1500	1500	
RSTP - exchange w/LTF						
<b>Total Revenue</b>	<b>305500</b>	<b>299500</b>	<b>308500</b>	<b>303500</b>	<b>311500</b>	
<b>Description of Expenditure</b>						
Salaries & Benefits*	224250	224923	226047	227178	228313	
Rents to MTA	17160	17160	17160	17160	17160	
Commissioner Per Diem	8400	8400	8400	8400	8400	
Liability/Insurance	12000	12000	12000	12000	12000	
Office Supplies	1000	1150	1323	1521	1749	
Legal Notices	800	850	900	1000	1000	
Planning Support & Svcs	4000	4000	4200	4410	4631	
Professional & Specialized*	30000	21500	26000	20000	28500	
Travel and Training	6000	6300	6615	6946	7293	
<b>Total Expenditures</b>	<b>303610</b>	<b>296283</b>	<b>302645</b>	<b>298614</b>	<b>309046</b>	
Variance budget/revenue	1890	3217	5855	4886	2454	
<b>*Professional &amp; Specialized breakdown</b>						
Accounting & Audit services	8500	6000	6000	6000	8500	each 3 years Performance Audit due
Actuarial Audit/GASB 68	6000		6000		6000	each 2 years Actuarial/GASB 68
Payroll Services	2000	2000				
IT Service & Support	7500	7500	8000	8000	8000	Split w/MTA
Legal Services	5000	5000	5000	5000	5000	
Miscellaneous	1000	1000	1000	1000	1000	
	30000	21500	26000	20000	28500	

12/31/17 MCTC Reserves (LAIF Acct)

\$300,768.82

**MODOC COUNTY TRANSPORTATION COMMISSION  
RESOLUTION No. 18-03**

**STIP Planning, Programming and Monitoring (PP&M) Funds  
FY 2018/19 (\$59,000)**

WHEREAS, the State Transportation Improvement Program (STIP) allows up to five percent (5%) of the Regional STIP county share to be used for Planning, Programming, and Monitoring (PP&M); and

WHEREAS, the California Transportation Commission adopted the 2015 STIP October 5, 2015, which programmed \$59,000 in FY 18/19 to the Modoc County Transportation Commission for Planning, Programming and Monitoring funds (PPNO 2051); and

WHEREAS, the State Department of Transportation will release the regional allocation for FY 2018/19 PP&M to the Modoc County Transportation Commission for said purposes upon execution of fund transfer agreement and other required documents.

NOW, THEREFORE, BE IT RESOLVED that the Modoc County Transportation Commission hereby authorizes staff to request allocation of FY 2018/19 STIP PP&M funds (\$59,000); approves execution of related Fund Transfer Agreement between the State of California and the Modoc County Transportation Commission; directs staff to submit documentation and to administer said funds.

PASSED AND ADOPTED this 6<sup>th</sup> day of February 2018 by the following vote:

AYES: Commissioners:

NOES:

ABSENT: Commissioners:

\_\_\_\_\_  
John Dederick, Chairman

ATTEST:

\_\_\_\_\_  
Debbie Pedersen, Executive Director  
Modoc County Transportation Commission



**MODOC COUNTY  
TRANSPORTATION COMMISSION**

*Modoc County Transportation Commission  
108 S. Main Street*

*Alturas, CA 96101-3936*

(530) 233-6410 Phone • 233-3744 Fax

**ATTACHMENT A**

MCTC Resolution No. 18-03

**STIP Planning, Programming and Monitoring Activities Plan  
FY 2018/19 (\$59,000)**

<u>Lead Agency</u>	<u>Activity</u>	<u>Time Period</u>	<u>FY 18/19</u>
MCTC	Admin, IT & Equip Support	7/2018-6/2020	\$ 6,000
	Public Participation & Coordination		10,000
	Regional Transp. System Management		40,000
	Public & Social Service Transportation		3,000
		<b>Total</b>	<b>\$ 59,000</b>

**MODOC COUNTY TRANSPORTATION COMMISSION  
RESOLUTION No. 18-04**

**Authorize Department of Justice Access to State Criminal History for Employment**

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, or governing body of a city, county, district or joint powers authorities to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE, BE IT RESOLVED, that the Modoc County Transportation Commission is hereby authorized to access state summary criminal history information for employment (including volunteers and contract employees), licensing, or certification purposes and may not disseminate the information to a private entity.

PASSED AND ADOPTED this 6<sup>th</sup> day of February 2018 by the following vote:

AYES:       Commissioners:

NOES:

ABSENT:   Commissioners:

\_\_\_\_\_  
John Dederick, Chairman

ATTEST:

\_\_\_\_\_  
Debbie Pedersen, Executive Director

**Fiscal Year 2018-19 Findings of Apportionment**  
 Transportation Development Act

Estimated State Transit Assistance - FY 2018/19		\$58,000
Claimants (Transit Operators Only)		
Modoc Transportation Agency (MTA)		\$63,000

County Auditor Estimate FY 18/19 \$224,000

Estimated Local Transportation Fund 2018/19		\$224,000		
Claimants	By Population		By Type of Service	
	Relative Share	Amount	Amount	Use
MCTC			\$116,000	Administration
MTA			\$90,000	Transit
Remaining Bal			\$18,000	
City of Alturas	28%	\$4,998		
County of Modoc	72%	\$13,002		

2017 Dept of Finance Population Estimates  
 County/City

	<b>1/1/2017</b>	
<b>Modoc</b>	9,580	
Alturas	2,660	28%
Balance of County	6,920	72%



# COUNTY OF MODOC

Auditor/Clerk  
108 E. Modoc Street  
ALTURAS, CALIFORNIA 96101

(530) 233-6204 Office  
(530) 233-6666 Fax

**STEPHANIE WELLEMAYER**  
*Auditor, Clerk, &  
Registrar of Voters*

January 11, 2018

Debbie Pedersen  
Modoc County Transportation Commission  
108 S. Main Street  
Alturas, CA 96101

**RE: Local Transportation Fund Estimate 2018-19**

Dear Mrs. Pedersen,

Pursuant to California Code of Regulations, Division 3, California State Transportation Agency, Chapter 2, Transportation Development, Article 3, Section 6620, I hereby submit the following estimate for the ensuing fiscal year:

Estimated Revenue: \$224,000

If you have any questions, please feel free to contact me at (530) 233-6204.

Sincerely,

Stephanie Wellemeyer  
Auditor/Clerk/Recorder



## **Report to Modoc County Transportation Commission**

Subject <b>Agency Updates and Project Status Reports</b>	Meeting Date <b>February 6, 2018</b>
Presented by <b>Each Respective Agency</b>	Agenda Item <b>6</b>

a. **Alturas Public Works Dept. - City Streets**

**Joe Picotte**

- Central Business District Pedestrian Improvement STIP project (PPNO 2534)
- Juniper and Oak Street (PPNO 2535)
- Other projects planned for 2018

b. **Modoc County Road Dept. - County Roads**

**Steve Jacques**

- Blue Lake Federal Lands Access Program (FLAP) project
- Other projects planned for 2018

c. **Caltrans District 2 – Regional Planning Liaison**

**Aaron Casas**

- Secret Valley Rest Area
- Signage on State Highways for limiting Jake brake use - policy and process
- Man hole cover at the intersection of W North St and Main St
- Other information

<b>Report to Modoc County Transportation Commission</b>	
Subject <b>Staff Update and Calendar</b>	Meeting Date <b>February 6, 2018</b>
Presented by <b>Debbie Pedersen, Executive Director</b>	Agenda Item <b>7</b>

Ongoing and upcoming events

- Form 700 Conflict of Interest Forms
- Draft FY 18/19 Overall Work Program - modification of past practices
- Update re: Labor Law changes - Chief Fiscal Officer
- Future dates and events of interest

**Calendar – consider future dates and events of interest:**

- 02/06/18 MCTC and MTA regular meetings 1:30 p.m. - Alturas City Council Chambers, 200 W. North St., Alturas.
- 02/08/18 MV Transportation - Division visit by General Manager (Roberta) and Regional District Manager (Laura Hansen).
- 02/12/18 President Lincoln Holiday - Observed by MCTC; Sage Stage is operating this holiday.
- 02/19/18 President's Day Holiday - Observed by MCTC and Sage Stage - no bus service.
- 02/27/18 Social Service Transportation Advisory Committee (SSTAC) meeting at 10:00 a.m. Sage Stage Office, 108 S. Main St., Alturas.
- 03/05/18 Modoc Technical Advisory Committee (TAC) meeting at 1:00 p.m. Sage Stage Office, 108 S. Main St., Alturas.