



MODOC COUNTY
TRANSPORTATION COMMISSION

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

MINUTES
Regular Meeting
February 6, 2108

Commissioners Present

John Dederick	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
Patricia Cullins	Board of Supervisors, District II, Modoc County

Commissioners Absent

Bobby Ray	Councilmember, City of Alturas
Elizabeth Cavasso	Board of Supervisors, District IV, 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

Steve Jacques	Modoc County Deputy Road Commissioner
Joe Picotte	City of Alturas, Director of Public Works
Aaron Casas	Caltrans District 2, Regional Planning Liaison
Tom Grisell	APEX, Virtual Chief Information Officer (VCIO)
George	APEX

1. **Call to Order** – Chairman Dederick called the meeting to order at 1:34 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 Parker to confirm agenda, seconded by Commissioner Rhoads. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from:
 - 12/03/17 MCTC Regular meeting.
 - 01/17/18 MCTC Special meeting

b. Financial transactions 11/01/17 through 12/31/17

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

Vendor	Transaction	Amount	Explanation
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 12/31/17)

Motion by Commissioner Wills to approve Consent Agenda Items a through c above, seconded by Commissioner Rhoads; Ayes by Commissioners Dederick, Parker, Rhoads, Wills, Commissioner Cullins abstained; motion carried.

5. Regular Business

a. Consider adoption of Resolution 18-02 In Recognition of David Allan’s past service to MCTC and MTA.

Motion by Commissioner Rhoads to adopt Resolution 18-02 In Recognition of David Allan’s past service to MCTC and MTA, seconded by Commissioner Wills. All ayes; motion carried.

b. Receive a report regarding the health of the Information Technology System.

Tom Grisell, Virtual Chief Information Officer (VCIO), presented an overview of the services provided by APEX Technology Management (Redding, CA) to the MCTC.

Tom reported that APEX (which provides daily remote support services for pc’s, server systems and the network) came on site and executed a thorough analysis of all office systems and connectivity to the internet, hardware, etc. As a result of the analysis, most things were found to be working well with only a few issues found that do not meet the standards of best practices for commercial settings. All of the proposed new equipment would be supported by the vendor with full warranties which involves:

- Security - specifically the firewall, which needs to be replaced with an updated model.
- Reliable backup systems - which will be housed in the office and back up the server fully, sending encrypted copies of data offsite.
- Updated network switches (which are currently older and slower) to be replaced by a single, newer, faster switch. All of the proposed new equipment would be supported by the vendor with full warranties.

APEX has a fully-staffed help desk for providing immediate remote support during business hours Monday through Friday. APEX also monitors the systems regularly, watching for needed updates and possible system glitches. Commissioner Wills asked if APEX would work with the offices with a 5 or 10 year plan for equipment updates. Tom stated that there is not currently a plan in place, but they are in discussions with Debbie towards developing a capital expenditure plan for ongoing equipment and system changes.

Tom mentioned that several of the current PCs are “white box” systems, meaning that they are built with individual components, possibly excluding them from warranties and making

them difficult and labor-intensive to repair. The goal is to eventually replace such systems with name brand systems that are backed with full warranties.

A question was asked regarding our local internet speeds (we are using TNET) and Tom stated that internet speed hasn't been a problem, and if the speeds were slow, APEX is still able to provide support remotely. Director Pedersen mentioned that regardless of internet speeds, the response time with APEX is much faster than what we were getting. APEX has a toolset of software that allows them to work with staff by coming in to specific workstations remotely and looking at and solving issues without having the wait-time and cost of an appointed office visit.

Tom mentioned that APEX tries to be as proactive as possible and prefers to take the time to completely resolve issues rather than making temporary fixes, working to be sure issues are not ongoing. Debbie Pedersen, Executive Director, stated that MCTC/MTA has been pleased with the APEX services.

c. Receive information regarding the Public Agency Retirement (PARS) investment report.

Executive Director Debbie Pedersen reported that the first 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 were included for review.

This year the account is currently gaining interest. The agency was signed up with PARS starting August of 2016 and this is the first annual report. A first quarter-ending, 2016, High Market account report is indicating a one percent increase over the estimate on the original actuarial. The period is for a partial year as we joined PARS August 2016. This is a high-market account which is producing well. This will be an annual budgetary item.

d. Review and consider approval of the 5 year Operating Plan update.

Director Pedersen stated that the 5 year Operating Plan includes an estimate of revenues and expenditures for Fiscal Years (FY's) 2018/19 through 2022/23. The plan is typically modified every two to three years unless there is a substantial increase or decrease in funding.

Changes from the previous Operating Plan (FY 16/17 through 21/22 and based off of actuals) include the following:

Revenue:

- Reduction in STIP PPM revenue is based on STIP PPM programmed. To avoid a zero revenue in FY 19/20, the funds were spread across from FY18/19. The revenue reductions will be offset with reduced expenditures.
- Regional Surface Transportation Program Planning funds - Federal MAP 21 expired;

Fixing America's Surface Transportation (FAST Act) combines the previous program with other programs. For the past three to four years the FAST Act program offered MCTC around \$42,000 per year. 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 include a 3 percent increase in loaded salary rate per year for 4 employees. There are currently three staff and an assistant secretary position that may be filled later this year. This position will allow for an entry-level secretarial ladder.
- The line item titled Vehicle, Fuel and Maintenance has been re-titled to Travel and Training.

Commissioner Wills questioned the insurance liability is a flat rate throughout the 5-year plan. Niki and Debbie remarked that the actual expenditure has always been less and therefore it is left as a flat rate.

Chairman Dederick questioned the numbers for Salaries & Benefits which seemed to indicate a 2 percent increase over the five years. Director Pedersen stated she would look into the increase to make sure it is correct.

Motion by Commissioner Parker to approve the 5 Year Operating Plan, seconded by Commissioner Wills. All ayes; motion carried.

- e. Consider adopting Resolution 18-03 – 2018/19 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) allocation.

Niki Lemke, Chief Fiscal Officer, reported that within the STIP there is allowed a 5 percent allocation for Planning, Programming and Monitoring funds which requires a resolution each year by Caltrans.

Motion by Commissioner Wills to adopt Resolution 18-03 – 2018/19 State Transportation Improvement Program Planning, Programming and Monitoring allocation, seconded by Commissioner Parker. All ayes; motion carried.

- f. Consider adopting Resolution 18-04 – Authorize DOJ Criminal Background Check

Chief Fiscal Officer Lemke stated that since our agencies are no longer under the County of Modoc, we must apply to and authorize the Department of Justice to perform background checks (through Live Scan at either City Police Department or Modoc County Sheriff's Office) on prospective employees.

Motion by Commissioner Rhoads to adopt Resolution 18-04 – Authorizing DOJ Criminal Background Checks, seconded by Commissioner Cullins. All ayes; motion carried.

- g. Receive report regarding the Transportation Development Act (TDA) Findings of Apportionment for FY 18/19 and the Auditor's Estimate.

Executive Director Pedersen reported that the Auditor's Estimate for FY 18/19 is \$224,000 for the Local Transportation Fund for the Transportation Development Act. This sum is from tax revenues of quarter cent sales tax which is returned to Modoc County. Based on this estimate, the STAF, which is a tax on diesel fuel, is estimated to be between \$58 and \$63,000. These funds would be for MTA (who is only eligible for a transit claim if it is running public transportation). Based on needs for the transit side for MTA for FY 18/19 including administration costs, due to the fact that there was one funding source reduced, the remaining balance will be about \$18,000 for FY 18/19 will be apportioned to the City and County based on their population.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

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

Construction allocation requests were submitted to Caltrans/CTC for the Juniper and Oak Street (PPNO 2535) and the Central Business District Pedestrian Improvement STIP projects (PPNO 2534) at the end of January. These are anticipated to be approved at the March 2018 CTC meeting. The Central Business District Pedestrian Improvement project was submitted to the State Architect for approval because of the sidewalk construction; this is a new requirement.

b. Modoc County Road Department – County Roads

Modoc County Deputy Road Commissioner, Steve Jacques, reported the following:

- Blue Lake Federal Lands Access Program (FLAP) project

The County is work with FHWA on a draft scoping report. It should be completed within a week or two and is required for the FLAP grant. Steve expressed that this process is moving along well.

- Other projects planned for 2018

If oil prices hold, there are plans for approximately 85 miles of chip seal and about 30 miles of fog seal totaling about 115 miles out to bid for this summer. With the winter offering such mild temperatures the County has been able to complete some crack sealing in February.

c. Caltrans District 2 – Regional Planning Liaison

Aaron Casas, Caltrans District 2 Regional Planning Liaison reported the following:

- Secret Valley Rest Area

Aaron stated that, following the last MCTC meeting, Kathy Grah talked to the roadside maintenance staff and that they reported that they had been out to the rest area and that it was being cleaned regularly. Aaron said that they had received recent reports of rest area disarray that indicated it was not being maintained regularly. Aaron talked to Tom March, Roadside Maintenance, who will talk to the supervisor for that assignment and request detailed reports about what was done. Tom suggested that they would develop a Progress Initiation Document (PID) to start to identify the need to upgrade or relocate the existing rest area, which would be a solution over time. This would require funding through a state program.

Director Pedersen reported that she received an email from Commissioner Ray; he requested, in his absence, that it be reported that he had visited the rest stop in the past month, the rest stop is not being maintained, it is dirty, and the floors are not being swept. He had heard from another user that they found the stop to be filthy, with human feces on the walls in the women's unit. Aaron has done a great job of trying to get the maintenance issue resolved, but it just is not being maintained. Bobby stated that he feels that there is a definite lack of maintenance and that he would like to escalate the issue within Caltrans.

Debbie mentioned that at the last US 395 Transportation Concept Report workshop, one comment noted is that there are no rest areas in Modoc County and the first stop available on 395 is Secret Valley, which is a sad representation of Caltrans facilities. Chairman Dederick provided the example that the Forest Service seems to be able to adequately maintain a number of the pit toilets throughout the forest and yet the discussion over the Secret Valley rest area maintenance has been ongoing for nearly two years.

Aaron stated that providing letters to Caltrans would help to keep this matter in the spotlight. Debbie stated that efforts will be made by MCTC to work with Caltrans to help find a solution to this issue.

- Signage on State Highways for limiting Jake brake use – policy and process

Aaron reported that he was given information from Rob Stinger, Transportation Engineer, Caltrans District 2, stating that the “Easy On the Engine Brakes” signs were posted on an experimental basis, running between 2000 and 2002. Since then the use of the signs has been discontinued. Commissioner Wills questioned whether a local (City or County) ordinance would be helpful to give evidence of the need to reinstate the signs. Aaron stated that he would look in to this.

- Man hole cover at the intersection of W. North Street and Main Street

Aaron had talked to Joe Picotte, City of Alturas, Director of Public Works, to see if he had had the opportunity to look at the manhole in question. Joe said he had gone there and saw that the manhole cover was secure. The cover had been spot welded by Caltrans and a new assembly has been ordered.

- Other information

Caltrans, District 2, hosted a planning grant workshop. There is additional money from Senate Bill 1 available for planning grants for the FY 18/19. He offered the potential for City, County and the Transportation Commission to apply for funds from these grants. Caltrans will help with the application process to get them approved. Director Pedersen mentioned that MCTC might be looking at a new Short Range TDP, as the previous plan was through 2018. The amounts offered would be a minimum of \$250,000. Debbie said that needed funds for any of the plans are rarely over \$75,000, so Aaron will look in to the possibility of requesting less.

7. Staff Update and Calendar

Ongoing and upcoming events:

Executive Director Pedersen reported the following:

- Form 700 Conflict of Interest Forms are due to the County Auditor or City Clerk
- Draft FY 18/19 Overall Work Program – modification of past practices to circulating the draft ahead of time and bringing only the final to the Board Meeting. The draft will be available by February 20.
- Update re: Labor Law changes – Chief Fiscal Officer, Niki Witherspoon, reported that she had attended a Labor Law workshop in Chico and found it very informative. She provided a handout with a few highlighted areas of interest.

- Commissioner Parker questioned a possible workshop offered by Niki at MCTC to qualify the board for Ethics Training. Niki stated that she found that this cannot be done as a group, it is only done on an individual basis for online classes due to certificates being for registered users. She sent a list of the required training options for each person to register on their own and stated that MCTC would provide travel costs for those who wished to attend training out of town. Commissioner Rhoads mentioned that the County is having a training session that is open to all districts in March.
- Director Pedersen directed attention to a hand out of the highlights of the California Transportation Commission Annual Report, the full report is available in the MCTC office.

Calendar – Consider future dates and events of interest:

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

Motion to Adjourn – by Commissioner Parker at 2:47 p.m.; seconded by Commissioner Rhoads. All ayes, motion carried. The next regular meeting will be Tuesday, April 3, 2018, at 1:30 p.m. in the City Council Chambers, 200 W. North St, Alturas, CA.

Submitted by,

Jacque Dockery
Office Assistant