



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 April 13, 2018, at 9:00 a.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

- 1. Approve minutes from the February 6, 2018, MCTC regular meeting
- 2. Financial transactions 01/01/18 through 02/28/18
- 3. Year to Date expenditure report through 02/28/18

5. Regular Business

Action/Information

- 1. **Public Hearing 9:00 a.m., or soon thereafter:** Identify Unmet Transit Needs; consider adoption of Resolution 18-05 Defining an Unmet Transit Need and Needs Reasonable to Meet for the allocation of Local Transportation Funds.
- 2. Consider adoption of Resolution 18-01 Fiscal Year 2018/19 Budget.
- 3. Consider approval of the pay scale and job descriptions for the Assistant Secretary series.
- 4. Update on correspondence to Caltrans re: Secret Valley Rest Area.
- 5. Consider approval of the MCTC Tort Claims Policy.
- 6. Consider adopting the MCTC 2018/19 Overall Work Program and Agreement.

6. Agency Updates and Project Reports

Information/Discussion

- 1. City of Alturas Public Works Department
- 2. Modoc County Road Department
- 3. Caltrans District 2

7. 9:30 a.m. Closed Session:

Conference with Legal Counsel - Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

NAME OF CASE: Linda Graves-Mikesell, et al. v. MCTC, et al. (Modoc County Superior Court Case No. CU-17-115)

8. Staff Update, Correspondence and Calendar

Information

- Address outstanding issues, correspondence, information and materials received
- Form 700 Conflict of Interest Forms
 - Future dates and events of interest

9. Adjourn until next MCTC Regular meeting

Action

Tuesday, June 5, 2018, at 1:00 p.m., in the Sage Stage Conference Room, 108 S Main St., Alturas, CA. Annual luncheon at 12:00 - Sage Stage Offices

| Report to Modoc County Transportation Commission | |
|---|-----------------------|
| Subject | Meeting Date |
| Consent Agenda | April 13, 2018 |
| Presented by | Agenda Item |
| Not Applicable | 4 |

ATTACHMENTS – shown in **bold** below

- a. Approve the **minutes from 02/06/18 MCTC Regular meeting**

- b. Approve **financial transactions from 01/01/18 through 02/28/18**
 Summary of expenditures exceeding \$1,500 (excluding employee payroll, taxes, and benefits).

| Vendor | Transaction | Amount | Explanation |
|----------------------------|--------------------|---------------|--------------------------------------|
| Renee Sloan Holtzman Sakai | 1407 | \$ 611.50 | Closed Session - Possible Litigation |
| Renee Sloan Holtzman Sakai | 1430 | \$1,455.50 | Closed Session - Possible Litigation |

- c. Information **Year-to-Date revenue and expenditure report (through 02/28/18)**

MCTC

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
Kathie Rhoads
Danny Parker
Jim Wills
Patricia Cullins

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

Commissioners Absent

Bobby Ray
Elizabeth Cavasso
Cheryl Nelson (Alternate)

Councilmember, City of Alturas
Board of Supervisors, District IV, 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

Steve Jacques
Joe Picotte
Aaron Casas
Tom Grisell
George

Modoc County Deputy Road Commissioner
City of Alturas, Director of Public Works
Caltrans District 2, Regional Planning Liaison
APEX, Virtual Chief Information Officer (VCIO)
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

Modoc County Transportation Commission
Transactions by Account
As of February 28, 2018

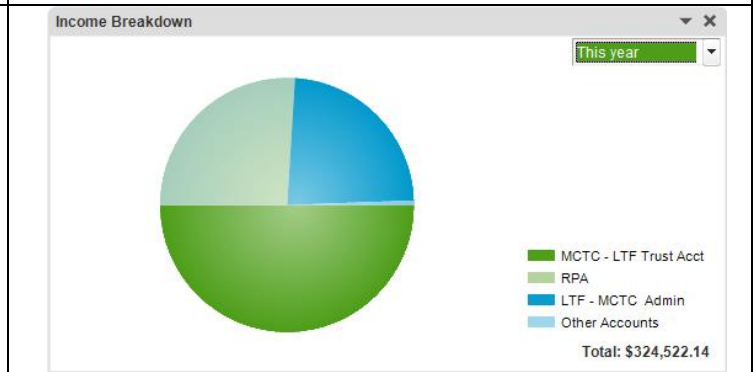
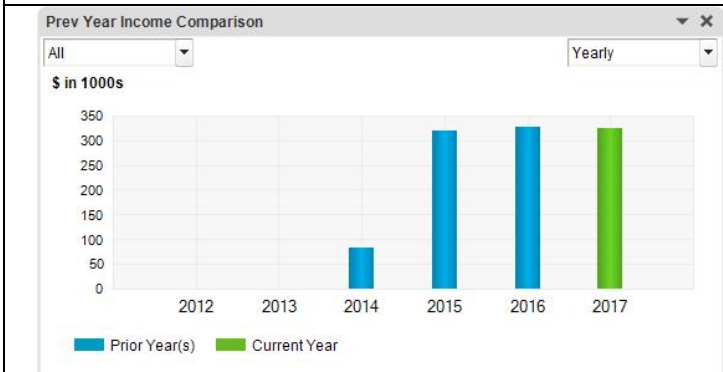
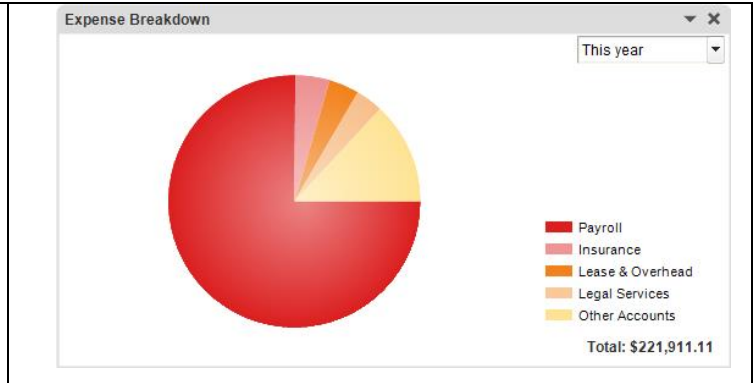
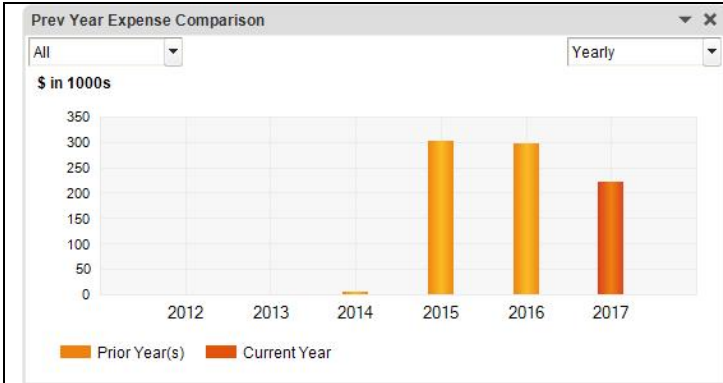
| Date | Num | Name | Amount | Balance |
|---------------------------------------|--------|--|------------|-------------------|
| LAIF - 002 (Reserve \$300K) | | | | 301,682.04 |
| Total LAIF - 002 (Reserve \$300K) | | | | 301,682.04 |
| Plumas - Checking 0466 | | | | 144,204.51 |
| LTF Trust (MCTC) | | | | 21,970.99 |
| 02/22/2018 | | | 11,144.33 | 33,115.32 |
| Total LTF Trust (MCTC) | | | | 11,144.33 |
| Plumas - Checking 0466 - Other | | | | 122,233.52 |
| 01/03/2018 | 1399 | Modoc County Record | -57.00 | 122,176.52 |
| 01/04/2018 | 120418 | Four Corner's Market | -39.66 | 122,136.86 |
| 01/04/2018 | 10419 | RackSpace Email | -12.00 | 122,124.86 |
| 01/04/2018 | 1401 | Butte College, The Training Place | -55.00 | 122,069.86 |
| 01/04/2018 | 1402 | Nicole Lemke | -232.84 | 121,837.02 |
| 01/04/2018 | 1403 | Monica Derner, CPA | -221.00 | 121,616.02 |
| 01/05/2018 | 1404 | Modoc Transportation Agency | -4,282.35 | 117,333.67 |
| 01/09/2018 | | Modoc Transportation Agency | 15,097.80 | 132,431.47 |
| 01/10/2018 | 1405 | John Dederick | -200.00 | 132,231.47 |
| 01/10/2018 | 021319 | Intuit | -10.00 | 132,221.47 |
| 01/17/2018 | | LTF | 18,150.89 | 150,372.36 |
| 01/17/2018 | 1406 | Modoc County Record | -43.50 | 150,328.86 |
| 01/17/2018 | 1407 | Renee Sloan Holtzman Sakai | -611.50 | 149,717.36 |
| 01/17/2018 | 1408 | PARS | -600.00 | 149,117.36 |
| 01/17/2018 | 1409 | Golden State Risk Management Authority | -1,144.74 | 147,972.62 |
| 01/23/2018 | 12418 | Ramada Plaza Chico | -119.95 | 147,852.67 |
| 01/25/2018 | 1410 | Debbie Pedersen | -13.40 | 147,839.27 |
| 01/26/2018 | 12618 | Aflac | -441.51 | 147,397.76 |
| 01/26/2018 | 1412 | Edward Jones | -642.28 | 146,755.48 |
| 01/26/2018 | 1413 | US Bank PARS Account #6746022500 | -2,544.57 | 144,210.91 |
| 01/29/2018 | 12918 | EDD | -602.55 | 143,608.36 |
| 01/29/2018 | 12919 | EDD | -1,339.41 | 142,268.95 |
| 01/29/2018 | 12920 | IRS (eftps.gov) | -4,495.54 | 137,773.41 |
| 01/30/2018 | | Payroll Expense | -13,062.99 | 124,710.42 |
| 01/31/2018 | | Imbach, Cindy J | 0.00 | 124,710.42 |
| 01/31/2018 | | Lemke, Nicole L. | 0.00 | 124,710.42 |
| 01/31/2018 | | Pedersen, Deborah | 0.00 | 124,710.42 |
| 01/31/2018 | 1414 | City of Alturas | -150.00 | 124,560.42 |
| 01/31/2018 | | Interest | 6.84 | 124,567.26 |
| 02/06/2018 | 20617 | RackSpace Email | -12.00 | 124,555.26 |
| 02/06/2018 | 1415 | Modoc County Record | -54.00 | 124,501.26 |
| 02/06/2018 | 1416 | Danny Parker | -300.00 | 124,201.26 |
| 02/06/2018 | 1417 | John Dederick | -200.00 | 124,001.26 |
| 02/06/2018 | 1418 | Jim Wills | -300.00 | 123,701.26 |
| 02/06/2018 | 1419 | Patricia Cullins | -150.00 | 123,551.26 |

Modoc County Transportation Commission
Transactions by Account
As of February 28, 2018

| Date | Num | Name | Amount | Balance |
|--------------------------------------|-------|--|------------------|-------------------|
| 02/06/2018 | 1420 | Elizabeth Cavasso | -150.00 | 123,401.26 |
| 02/06/2018 | 1421 | Kathie Rhoads | -300.00 | 123,101.26 |
| 02/09/2018 | 21218 | Intuit | -6.00 | 123,095.26 |
| 02/14/2018 | 1422 | Modoc County Record | -40.50 | 123,054.76 |
| 02/14/2018 | 1423 | Office Depot | 0.00 | 123,054.76 |
| 02/20/2018 | 1424 | Golden State Risk Management Authority | -1,144.74 | 121,910.02 |
| 02/20/2018 | 1425 | J. Thayer Co. | -13.03 | 121,896.99 |
| 02/20/2018 | 1426 | PARS | -600.00 | 121,296.99 |
| 02/20/2018 | 1427 | Monica Derner, CPA | -455.00 | 120,841.99 |
| 02/22/2018 | | Fund Transfer to LTF Trust | -11,144.33 | 109,697.66 |
| 02/22/2018 | 1428 | US Bank PARS Account #6746022500 | -2,544.57 | 107,153.09 |
| 02/22/2018 | 1429 | Edward Jones | -642.28 | 106,510.81 |
| 02/26/2018 | 22628 | Aflac | -441.51 | 106,069.30 |
| 02/26/2018 | 22619 | EDD | -602.55 | 105,466.75 |
| 02/26/2018 | 22620 | EDD | -1,339.41 | 104,127.34 |
| 02/26/2018 | 22618 | IRS (eftps.gov) | -4,495.56 | 99,631.78 |
| 02/26/2018 | 1430 | Renee Sloan Holtzman Sakai | -1,455.50 | 98,176.28 |
| 02/27/2018 | | Payroll Expense | -13,062.99 | 85,113.29 |
| 02/27/2018 | | LTF | 14,462.84 | 99,576.13 |
| 02/28/2018 | | Imbach, Cindy J | 0.00 | 99,576.13 |
| 02/28/2018 | | Lemke, Nicole L. | 0.00 | 99,576.13 |
| 02/28/2018 | | Pedersen, Deborah | 0.00 | 99,576.13 |
| 02/28/2018 | | Interest | 5.62 | 99,581.75 |
| 02/28/2018 | | RPA Q2 | 41,112.00 | 140,693.75 |
| Total Plumas - Checking 0466 - Other | | | 18,460.23 | 140,693.75 |
| Total Plumas - Checking 0466 | | | 29,604.56 | 173,809.07 |
| TOTAL | | | 29,604.56 | 475,491.11 |

Modoc County Transportation Commission

Company Snapshots (As of 03-19-18)



| Report to Modoc County Transportation Commission | |
|---|-----------------------|
| Subject | Meeting Date |
| Regular Business | April 13, 2018 |
| Presented by | Agenda Item |
| MCTC Staff | 5 |

ATTACHMENTS – shown in **bold** below

1. **Public Hearing 1:30 p.m., or soon thereafter:** Unmet Transit Needs; consider adoption of **Resolution 18-05 Defining an Unmet Transit Need and Needs Reasonable to Meet** for the allocation of Local Transportation Funds.
 - a. Open Public Hearing to consider Unmet Transit Needs
 - b. Staff update regarding transit services survey and Short Range Transit Plan FY 17/18 Action item
 - c. The Social Service Transportation Advisory Council (SSTAC) met February 27, 2018, to discuss unmet transit needs. The SSTAC recommended that the local and intercity services continue and requested a monthly Saturday service to Klamath Falls and a service to Lakeview Oregon be considered if funding is available.
 - d. Public Comments
 - e. Other written comments (none to date)
 - f. Close Public Hearing
 - g. Discussion and action by Commissioners

Staff recommends adoption of **Resolution 18-05 Defining an Unmet Transit Need and Needs Reasonable to Meet.**

2. Consider adoption of **Resolution 18-01 Fiscal Year 2018/19 Budget.**
 The Fiscal Year 2018/19 budget is attached - staff recommends approval. The FY 2018/19 Budget reflects the MCTC Operating Plan that was approved by MCTC in February 2018 with the following adjustments: IT Equipment increased from \$0 to \$1,000; Legal Notices increased from \$800 to \$1,000; Office Supplies increased from \$1,000 to \$3,000; Accounting/Auditor Services increased from \$8,500 to \$9,190; Modoc Co. OMB A87 increased from \$0 to \$5,500; and IT Service & Support increased from \$7,500 to \$8,000.
3. Consider approval of the **pay scale and job descriptions** for the **Assistant Secretary** series.
 Staff recommends approval of the Assistant Secretary series. Currently we only have an Executive Assistant Secretary position; it requires a high skill level at entry level. The addition of this series would provide the option to hire someone for on the job training with promotion opportunities as an employee gains knowledge and job skills.

| | |
|-------------------------|-----------------------|
| Regular Business | April 13, 2018 |
| Presented by | Agenda Item |
| MCTC Staff | 5 - Continued |

4. Update on **correspondence** to Caltrans re: Secret Valley Rest Area. Aaron Casas, Caltrans Regional Planning Liaison.

5. Consider approval of the **MCTC Tort Claims Policy**.
Golden State Risk Management Authority offers a Risk Management Accreditation Program to its members to update policies and procedures or adopt new policies to reduce risk. Participants earn points for each policy that is in place, and accrued points reduce the member contributions by up to 10%. MCTC has participated in this program, and will earn a 7% cost savings. One additional policy, Return to Work, is being reviewed by MCTC legal; next year we anticipate reaching accredited status.

6. Consider adopting the **MCTC 2018/19 Overall Work Program (OWP) and Agreement**.
Caltrans provides Rural Planning Assistance (RPA) funding to the rural agencies for work defined in the annual OWP. Each year, prior to March 1, 2018, MCTC prepares the Draft OWP for the ensuing fiscal year and submits it to Caltrans for comment. This annual process should be completed prior to June 30 so that MCTC is eligible to bill for planning related expenditures July 1.

The Draft 2018/19 OWP was circulated to Caltrans, the City and County in February 2018. The **comments received from Caltrans** have been taken into consideration and incorporated as needed.

Staff recommends adoption of the 2018/19 OWP and OWP Agreement and authorizes the Executive Director to execute the agreement and modify the OWP and OWPA as needed in FY 2018/19.

MODOC COUNTY TRANSPORTATION COMMISSION

RESOLUTION No. 18-05

FY 2018/19 Unmet Transit Needs Finding and Reasonable to Meet Criteria

WHEREAS, the Modoc County Transportation Commission (MCTC) is the regional transportation planning agency with responsibility to allocate Transportation Development Act (TDA) funding;

WHEREAS, the California Public Utilities Code, Section 99401.5 (TDA) requires the MCTC to define “Unmet Transit Needs” and “transit needs that are reasonable to meet”;

WHEREAS, the MCTC hereby defines “Unmet Transit Needs” as travel by public transit (bus) for the following purposes:

1. Trips made by the general public, including elderly and handicapped, within the region to access the following services in order of priority:
 - a) to obtain non-emergency medical and health care services;
 - b) to attend school, college or programs for functioning individuals, who are elderly or disabled as defined by the Americans with Disabilities Act (ADA);
 - c) to obtain, maintain or prepare for employment, including vocational training, college and workshops teaching job search or employment skills;
 - d) to shop for food, clothing or specialized items;
 - e) to transact personal business, such as banking, paying bills, posting mail, etc.; and
 - f) for religious, social and recreational purposes.

WHEREAS, the MCTC hereby defines “transit needs that are reasonable to meet,” as it pertains to the allocation of regional TDA funds as follows:

An operation that provides public transit services to the general public, including school aged children, for established fares originating in Modoc. Said service must demonstrate that it meets and maintains compliance with the: California State Controller’s Office, Highway Patrol, Public Utilities Commission and Departments of Transportation and Motor Vehicles; Nevada and Oregon Departments of Transportation, Highway Patrols and Motor Vehicles; and U.S. Department of Transportation Federal Transit Administration, Federal Highway Administration, and Federal Motor Carrier Safety Administration.

WHEREAS, the MCTC hereby establishes a farebox ratio of 10% as required by the Transportation Development Act § 99268.4 that one paying fare is required for an intercity service to operate and services and or routes funded with other grants are provided TDA funding priority.

NOW, THEREFORE BE IT RESOLVED, that the Modoc County Transportation Commission hereby adopts this resolution and a) finds that there are Unmet Transit Needs including those that are reasonable to meet; b) defines reasonable to meet transit needs; and c) establishes criteria for public transit operations serving the Modoc County region.

BE IT FURTHER RESOLVED THAT nothing in this resolution construes that any jurisdiction has financial responsibility beyond available Transportation Development Act funding.

PASSED AND ADOPTED this 3rd day of April 2018 by the following vote:

AYES: Commissioners:

NOES:

ABSENT: Commissioners:

John Dederick, Chairman
Modoc County Transportation Commission

ATTEST:

Debbie Pedersen, Executive Director
Modoc County Transportation Commission