

MCTC

MODOC COUNTY TRANSPORTATION COMMISSION

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

MINUTES **Regular Meeting** **April 13, 2018**

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
Bobby Ray	Councilmember, City of Alturas

Commissioners Absent

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

Staff Present

Debbie Pedersen	Executive Director
Niki Lemke	Chief Fiscal Officer
Jacque Dockery	Office Assistant

Public Present

Aaron Casas	Caltrans District 2, Regional Planning Liaison
Brian Cox	
Leah Larsen	Modoc Harvest/Modoc Farmers Markets

1. **Call to Order** – Chairman Dederick called the meeting to order at 9:02 a.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 Wills. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from 02/06/18 MCTC Regular meeting.
 - b. Financial transactions 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	1430	\$1,455.50	Closed Session – Possible Litigation

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

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

5. Regular Business

a. Public Hearing - Unmet Transit Needs.

Chair Dederick opened the Public Hearing opened at 9:03 a.m. He asked if there were any public comments from the public; then asked for the staff report.

Executive Director Pedersen stated that the Public Hearing is being held to consider Unmet Transit Needs as required by the Transportation Development Act. This annual process is required for the MCTC to allocate Local Transportation Funds (LTF). The MCTC TDA handbook was created in 2016 and serves as a guide for the Unmet Transit Needs process. In looking at the Short Range Transit Plan FY 17/18, it has been determined that the only plan item remaining is a bus purchase. Staff will begin working on grant funding to develop a new Short Range Transit Plan, as the 2013 plan has been implemented. The Short Range Transit Study could address any potential shortfalls with the 5311f intercity grant.

As part of the annual Unmet Transit Needs process, the Social Service Transportation Advisory Council (SSTAC) comprised of Social Service agencies including, DART, CALWORKS, Social Services, Modoc County Health Services and several other local agencies was convened. The SSTAC met February 27, 2018 to discuss unmet transit needs. The SSTAC recommended that the local and intercity services continue and also requested consideration of a monthly Saturday service to Klamath Falls and a service to Lakeview, Oregon, as funding is available. Staff has conducted feasibility of these new services and recommends that existing services continue to be funded. New services are not feasible to add at this time, due to funding constraints and driver availability.

Commissioner Ray remarked that there are two vacant positions on the SSTAC and Director Pedersen reported that these positions will be filled. These positions often are vacated and replacements appointed by the agencies; staff will work on the vacancies.

There were no public comments, either written or in person. Chair Dederick closed the Public Hearing at 9:06 a.m.

Motion to adopt Resolution 18-05 Defining and Unmet Transit Need and Needs Reasonable to Meet, by Commissioner Parker, seconded by Commissioner Rhoads. All ayes; motion carried.

b. Consider adoption of Resolution 18-01 Fiscal Year 2018/19 Budget.

Niki Lemke presented an overview of the fiscal year 2018/19 budget. 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.

Commissioner Ray questioned a discrepancy between the budget amount of \$331,500 that reads \$313,500 on the Resolution. Lemke stated that this was a typing error on the Resolution and it will be corrected.

Motion to adopt corrected Resolution 18-01 Fiscal Year 2018/19 Budget by Commissioner Ray, seconded by Commissioner Cavasso. All ayes; motion carried.

Chairman Dederick suggested that in the future it would be good to see the previous years' budget for comparison; Chief Fiscal Officer Lemke stated that she would bring that information to the next meeting.

c. Consider approval of the Assistant Secretary series pay scale and job descriptions.

Director Pedersen provided background regarding the secretarial position that was approved in 2016; only a higher level Executive Secretary position approved. The position requires a high skill level and when the vacancy was advertised the applicant pool was limited. The addition of the Assistant Secretary series would provide the option to hire someone for on-the-job training with promotion opportunities as the employee gains knowledge and job skills. Currently drivers are coming in to the office to help. It was noted that employees of MCTC are at-will and therefore would not experience a probationary period, but an orientation period.

Pursuant to a discussion regarding the levels and increase percentages, a committee was appointed, consisting of Debbie Pedersen, Jim Wills, and Elizabeth Cavasso, to review the MCTC positions/pay scales, including the Assistant Secretary series. All non contract MCTC positions and salaries will be reviewed by the committee and brought back with a recommendation at a subsequent meeting.

d. Update on correspondence to Caltrans re: Secret Valley Rest Area.

Executive Director Pedersen reported that a letter was sent to Caltrans regarding the Secret Valley Rest Area condition. A coordination meeting was held on March 29th with Caltrans attended by Don Anderson, Deputy District Director Maintenance and Operations, Sean Shepard, Caltrans Modoc County Project Manager, and Kelly Zolotoff, STIP partnership program, to talk about several agenda items including this rest area. Pedersen stated that she has sent out notes from the meeting to MCTC members. In summary, Caltrans will have maintenance stop by and check the rest area each work day and take pictures to confirm the condition of the rest area. There is a cleaning contract in place and they will determine if this agreement is being fulfilled. One of the issues that is occurring is from the epoxy that did not set properly; it is sticky and accumulates dirt. Caltrans is going to power-wash and the reapply the epoxy.

The meeting was reported by those in attendance to have gone very well and several issues were addressed with positive responses.

Aaron Casas reported that Sean Shepard emailed him that they found that the "non potable" sign is affixed at the Secret Valley Rest Area. Commissioner Ray stated that he had driven through recently and noticed that the sign was there.

Commissioner Cavasso inquired as to whether a timeline was offered for the resolution of issues presented. Director Pedersen will contact Caltrans to continue dialog with items that need follow up and report back to the MCTC.

e. Consider approval of the MCTC Tort Claims Policy

Executive Director Pedersen reported that 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 10% cost savings. One additional policy, Return to Work, has been reviewed by MCTC legal. The Tort Claims policy will become part of the Modoc County Transportation Commissions Policy and Procedures manual.

Motion by Commissioner Ray to approve the MCTC Tort Claims Policy, seconded by Commissioner Wills. All ayes; motion carried.

f. Consider adopting the MCTC 2018/19 Overall Work Program (OWP) and Agreement

Director Pedersen explained that Caltrans provides Rural Planning Assistance (RPA) funding to the rural agencies for work defined in the annual OWP. Each year, prior to March 1, MCTC prepares the Draft OWP outlining planned work and costs for that work. The Draft is submitted 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.

Aaron Casas, Caltrans District 2, Regional Planning Liaison, mentioned that over the years, MCTC has cleaned up and streamlined the OWP to the point that approving each year's OWP is much easier.

Motion to adopt the MCTC 2018/19 Overall Work Program (OWP) and Agreement by Commissioner Cavasso, seconded by Commissioner Ray. All ayes; motion carried.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets – no report

b. Modoc County Road Department – County Roads – no report

c. Caltrans District 2 – Regional Planning Liaison – Aaron Casas remarked that the meeting on March 29, 2018, between Modoc Region State Highway, the City of Alturas, County of Modoc, MCTC, and Caltrans went well, as reported, with the Secret Valley Rest Area discussion. Caltrans will be following up on their portions of the issues presented.

7. Closed Session: Opened: 9:38 a.m.

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).

Closed Session Concluded 9:45 a.m. No actions to report out.

8. Staff Update and Calendar

Ongoing and upcoming events:

- Form 700 Conflict of Interest Forms – Director Pedersen reminded Commissioners to submit their forms. Commissioner Parker noted how easy it was to complete this form electronically.

Calendar – Consider future dates and events of interest:

May 7, 2018	1:00 p.m. Modoc Technical Advisory Committee meeting - Sage Conference Room, 108 S Main Street, Alturas, CA.
May 28, 2018	Memorial Day - MCTC and Sage Stage observed holiday - office closed, no bus service.
June 5, 2018	12:00 p.m. Annual Luncheon - Sage Stage Office –BBQ and farewell for John Dederick
June 5, 2018	1:00 p.m. MCTC and MTA meetings

Motion to Adjourn – by Commissioner Parker at 9:50 a.m.; seconded by Commissioner Cavasso. All ayes, motion carried. The next regular meeting will be Tuesday, June 5, 2018, at 1:00 p.m. in the Sage Stage Office, 108 S. Main Street, Alturas, CA.

Submitted by,

Jacque Dockery
Office Assistant