



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

Sage Stage Conference Room  
108 S Main St. Alturas, CA 96101

June 5, 2018, at 12:45 p.m., or soon thereafter

**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 April 13, 2018, MCTC regular meeting
- 2. Financial transactions 03/01/18 through 04/30/18
- 3. Year to Date expenditure report through 04/30/18

**5. Regular Business**

**Action/Information**

- 1. Consider adopting Resolution 18-06 Acceptance of the State of California Department of Transportation (Caltrans) US 395 Transportation Concept Report (TCR). Scott White
- 2. Consider adoption of Resolution 18-07 Identifying State of Good Repair Transit projects for Fiscal Year (FY) 2018/19.
- 3. Review the Fixed Assets/Disposition and consider approval of the MCTC Assets.
- 4. Consider amendment to Resolution 17-01 FY 2017/18 Final Budget.
- 5. Consider approval of the Modoc Transportation Agency Transportation Development Act Claim for Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF) for FY 2018/19.
- 6. Consider adoption of Resolution 18-08 FY 2018/19 LTF and STAF Allocation Instructions.

**6. Agency Updates and Project Reports**

**Information/Discussion**

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

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

**Information**

- Address outstanding issues, correspondence, information and materials received
- Fiscal and Triennial Performance Audits
  - Future dates and events of interest

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

**Action**

Tuesday, August 7, 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>June 5, 2018</b>
Presented by	Agenda Item
<b>Not Applicable</b>	<b>4</b>

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

- a. Approve the **minutes from 04/13/18 MCTC Regular meeting**
  
- b. Approve **financial transactions from 03/01/18 through 04/30/18**  
 Summary of expenditures exceeding \$1,500 (excluding employee payroll, taxes, and benefits).

<b>Vendor</b>	<b>Transaction</b>	<b>Amount</b>	<b>Explanation</b>

- c. Information **Year-to-Date revenue and expenditure report (through 04/30/18)**



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  
Kathie Rhoads  
Danny Parker  
Jim Wills  
Bobby Ray

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

**Commissioners Absent**

Cheryl Nelson (Alternate)  
Patricia Cullins

Councilmember, City of Alturas  
Board of Supervisors, District II, Modoc County

**Staff Present**

Debbie Pedersen  
Niki Lemke  
Jacque Dockery

Executive Director  
Chief Fiscal Officer  
Office Assistant

**Public Present**

Aaron Casas  
Brian Cox  
Leah Larsen

Caltrans District 2, Regional Planning Liaison  
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 29<sup>th</sup> 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 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 and County of Alturas, 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

**Modoc County Transportation Commission**  
**Transactions by Account**  
As of April 30, 2018

Date	Num	Name	Amount	Balance
<b>LAIF - 002 (Reserve \$300K)</b>				<b>301,682.04</b>
04/13/2018		Interest	1,122.44	302,804.48
Total LAIF - 002 (Reserve \$300K)			1,122.44	302,804.48
<b>Plumas - Checking 0466</b>				<b>173,809.07</b>
<b>LTF Trust (MCTC)</b>				<b>33,115.32</b>
03/02/2018		LTF	20,000.00	53,115.32
04/04/2018		LTF	17,582.71	70,698.03
Total LTF Trust (MCTC)			37,582.71	70,698.03
<b>Plumas - Checking 0466 - Other</b>				<b>140,693.75</b>
03/04/2018	30418	RackSpace Email	-12.00	140,681.75
03/05/2018		Interest	7.77	140,689.52
03/06/2018	30518	Staples	-54.99	140,634.53
03/07/2018	1431	John Dederick	-200.00	140,434.53
03/09/2018	30918	Aflac	-441.51	139,993.02
03/12/2018	31218	Intuit	-6.00	139,987.02
03/13/2018	31318	CSDA	-40.00	139,947.02
03/13/2018	31319	CSDA	-40.00	139,907.02
03/15/2018	1432	Golden State Risk Management Authority	-1,144.74	138,762.28
03/16/2018	1433	PARS	-600.00	138,162.28
03/20/2018	1434	Debbie Pedersen	-94.00	138,068.28
03/21/2018	1435	Monica Derner, CPA	-35.00	138,033.28
03/26/2018	1436	Renne Sloan Holtzman Sakai	-245.00	137,788.28
03/28/2018	33019	EDD	-1,339.40	136,448.88
03/29/2018		QuickBooks Payroll Service	-13,063.01	123,385.87
03/29/2018	1437	Edward Jones	-642.28	122,743.59
03/29/2018	1438	US Bank PARS Account #6746022500	-2,544.56	120,199.03
03/30/2018		Pedersen, Deborah	0.00	120,199.03
03/30/2018		Lemke, Nicole L.	0.00	120,199.03
03/30/2018		Imbach, Cindy J	0.00	120,199.03
03/30/2018	33018	IRS (eftps.gov)	-4,495.52	115,703.51
03/30/2018	1439	Modoc Transportation Agency	-4,282.35	111,421.16
04/03/2018	1440	Modoc County Record	-63.00	111,358.16
04/04/2018	40418	RackSpace Email	-12.00	111,346.16
04/05/2018		MTA	8,213.34	119,559.50
04/09/2018	1441	Modoc County Record	-60.00	119,499.50
04/10/2018	1442	Danny Parker	-113.25	119,386.25
04/12/2018	41218	Aflac	-441.51	118,944.74
04/13/2018	1444	John Dederick	-200.00	118,744.74
04/13/2018	1445	Kathie Rhoads	-150.00	118,594.74
04/13/2018	1446	Bobby Ray	-150.00	118,444.74
04/13/2018	1447	Elizabeth Cavasso	-150.00	118,294.74
04/13/2018	1448	Danny Parker	-150.00	118,144.74

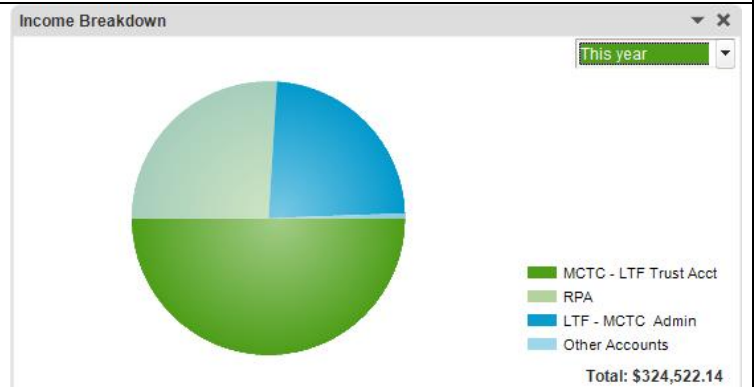
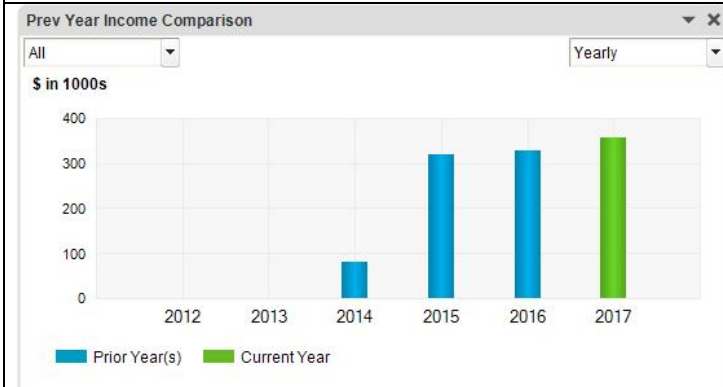
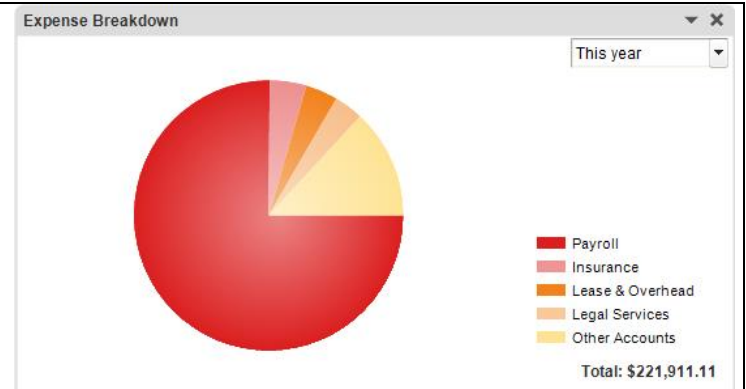
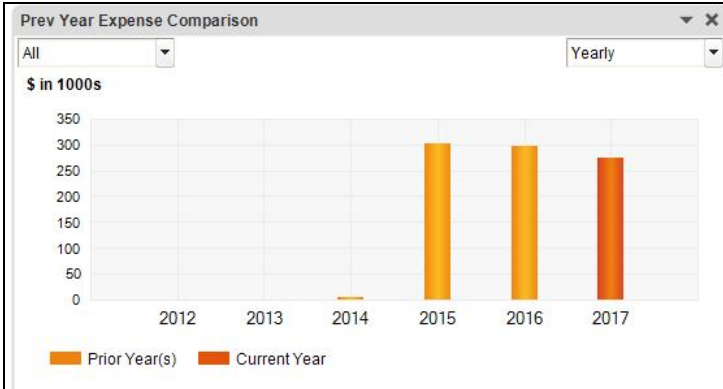


**Modoc County Transportation Commission**  
**Transactions by Account**  
 As of April 30, 2018

Date	Num	Name	Amount	Balance
04/13/2018	1449	Jim Wills	-150.00	117,994.74
04/16/2018	1443	Golden State Risk Management Authority	-1,144.74	116,850.00
04/17/2018	1450	PARS	-600.00	116,250.00
04/19/2018	040918	Intuit	-186.60	116,063.40
04/20/2018	1451	Jim Wills	-124.25	115,939.15
04/24/2018	1452	Sloan Sakai Yeung & Wong LLP	-1,956.50	113,982.65
04/24/2018	1453	Edward Jones	-642.28	113,340.37
04/24/2018	1454	US Bank PARS Account #6746022500	-2,544.56	110,795.81
04/24/2018	43018	IRS (eftps.gov)	-4,495.56	106,300.25
04/26/2018	1455	Monica Derner, CPA	-21.00	106,279.25
04/26/2018	43020	EDD	-1,339.40	104,939.85
04/27/2018		QuickBooks Payroll Service	-13,062.99	91,876.86
04/30/2018		Lemke, Nicole L.	0.00	91,876.86
04/30/2018		Imbach, Cindy J	0.00	91,876.86
04/30/2018		Pedersen, Deborah	0.00	91,876.86
04/30/2018		Interest	7.61	91,884.47
04/30/2018	43021	Intuit	-6.00	91,878.47
Total Plumas - Checking 0466 - Other			-48,815.28	91,878.47
Total Plumas - Checking 0466			-11,232.57	162,576.50
<b>TOTAL</b>			<b>-10,110.13</b>	<b>465,380.98</b>

# Modoc County Transportation Commission

## Company Snapshots (As of 05-16-18)



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

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

1. Consider adopting **Resolution 18-06 accepting the State of California Department of Transportation (Caltrans) US 395 Transportation Concept Report (TCR)**. Scott White

Note: The entire US 395 TCR is available on the MCTC website at this location: <http://modoctransportation.com/plans-reports/> right column under the State Reports Section - the document is titled "Caltrans Draft US 395 Transportation Concept Report" - click on Download pdf. An electronic copy can be emailed to you or hard copy printed for you to pick up by calling 233-6410 and requesting your preference (email or hard copy). Due to the size and cost to reproduce the report, these options are being provided in lieu of printing.

Caltrans presented the US 395 TCR to Lassen County Transportation Commission (LCTC) on February 9, 2018. LCTC directed their staff to seek public and private partnerships to fund future US 395 projects and the LCTC also listed US 395 projects as LCTC's second priority, following roadway rehabilitation in the Lassen Regional Transportation Plan. LCTC staff has been in contact with MCTC, Sierra, and Plumas in regards to a special US 395 corridor study to address the entire route.

Staff recommends that the MCTC adopt Resolution 18-06 accepting the US 395 Transportation Concept Report.

2. Consider adoption of **Resolution 18-07 Identifying State of Good Repair Transit projects for Fiscal Year (FY) 2018/19**.
3. Review Fixed Assets and consider approval of the **MCTC Assets and Disposition**.
4. Consider amending **Resolution 17-01 Fiscal Year 2017/18 Budget**.  
The FY 2017/18 modified budget is attached; it represents estimated actual revenue and expenditures for the fiscal year.
5. Consider approval of the **Modoc Transportation Agency Transportation Development Act Claim** for LTF and STAF for 2018/19.
6. Consider adoption of Resolution **18-08 LTF & STAF Allocation Instructions**.

**MODOC COUNTY TRANSPORTATION COMMISSION**

**RESOLUTION No. 18-06**

**Concurring with the Caltrans Transportation Concept Report (TCR) for  
US 395 from Post Mile Mod 0.0 to Mod 61.6**

**WHEREAS**, the Modoc County Transportation Commission (MCTC) is the Regional Transportation Planning Agency (RTPA) for Modoc County region, serving residents of the County of Modoc and the incorporated City of Alturas; and

**WHEREAS**, regional transportation planning, includes the functional relationship between the local road system and State highway system; and

**WHEREAS**, the California Department of Transportation, District 2 (District) is responsible for the planning, construction and operation of the State Highway system, which includes the functional relationship between the State highway system and local road system; and

**WHEREAS**, District 2 in cooperation with the MCTC has prepared a TCR for US 395 within Modoc County, which sets forth a conceptual plan for the development, operation, and management of the route for the next twenty years; and

**WHEREAS**, the TCR provides a framework for coordinated planning and funding decisions between the District and its local and regional partners.

**NOW, THEREFORE, BE IT RESOLVED** that MCTC concurs that the TCR presents a balanced and logical concept for the development and operation of US 395 over the next twenty years.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the MCTC that the US 395 TCR should be considered during preparation of the Regional Transportation Plan, Regional Transportation Improvement Program and Interregional Transportation Improvement Program.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the MCTC hereby identify that the Executive Director or the Chairman to serve as designated authority to sign the “Concurrence” sheet for the US 395 TCR.

PASSED AND ADOPTED this 5<sup>th</sup> day of June 2018 by the following vote:

AYES: Commissioners:

NOES: None

ABSENT: Commissioners:

---

John Dederick, Chairman  
Modoc County Transportation Commission

ATTEST:

---

Debbie Pedersen, Executive Director  
Modoc County Transportation Commission

**Modoc County Transportation Commission  
RESOLUTION 18-07**

**Authorization for the Execution of all program documents for the  
California State of Good Repair Program**

**WHEREAS**, the Modoc County Transportation Commission has named the Modoc Transportation Agency as an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR and has developed guidelines for the purpose of administering said funds to eligible local agencies; and

**WHEREAS**, the Modoc County Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to the MTA, Executive Director, or Senior Transportation Planner and furthermore identifies the SGR funds to be used as follows:

MTA - Vehicle Acquisition Fund  
Combining FY 18/19, FY 19/20, and FY 20/21

**NOW, THEREFORE, BE IT RESOLVED** by the Modoc County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director, Chair, or Senior Transportation Planner be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED this 5th day of June 2018 by the following vote:

AYES: Commissioners:

NOES: None

ABSENT: Commissioners:

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

ATTEST:

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

**Modoc County Transportation Commission  
FIXED ASSET INVENTORY  
FY 2017/18  
(Board Action 6/5/18)**

Acquired	Vendor	Description	ORIGINAL COST		ACCUMULATED DEPRECIATION			Book Value
			Amount	Adj Book Bal	A/C Depre	New deprec.	Total A/C Depre	
12/05/04	Dell Marketing L.P.	Server 3.4GHz/1MB	\$ 5,347.42	\$ 5,347.42	\$ 5,347.42		\$ 5,347.42	\$ -
08/09/12	Associated Business Systems	Ricoh MPC3502 Copier	\$ 6,784.64	\$ 6,784.64	\$ 6,784.64	\$ -	\$ 6,784.64	\$ -
04/09/14	Computer Haven	Custom PM - Intel i5 (Sr Planner Office)	\$ 1,053.50	\$ 1,053.50	\$ 1,053.50	\$ -	\$ 1,053.50	\$ -
07/09/14	Computer Haven	Lenovo Thinkpad - Laptop 15.6" w/Software (Conf Rm)	\$ 1,184.35	\$ 1,184.35	\$ 1,184.35	\$ -	\$ 1,184.35	\$ -
10/07/15	Computer Haven	Custom PC Intel i3 CPU - (Library #2)	\$ 1,638.74	\$ 1,638.74	\$ 910.41	\$ 546.25	\$ 1,456.66	\$ 182.08
1/14/016	Computer Haven	Custom PC Intel i3 CPU - (Driver's Rm)	\$ 912.68	\$ 912.68	\$ 430.99	\$ 304.23	\$ 735.21	\$ 177.47
01/14/16	Computer Haven	Custom Server - Dual Intel Xeon Intel Server	\$ 7,740.00	\$ 7,740.00	\$ 3,655.00	\$ 2,580.00	\$ 6,235.00	\$ 1,505.00
<b>GRAND TOTAL</b>			<b>\$ 24,661.33</b>	<b>\$ 24,661.33</b>	<b>\$ 19,366.31</b>	<b>\$ 3,430.47</b>	<b>\$ 22,796.78</b>	<b>\$ 1,864.55</b>

**Modoc County Transportation Commission  
Office Equipment List  
FY 2017/18**

In Use	Scrap	Donate Gov.	Date	Vendor	Description	Amount	Purchases	Sales/Scrap
			01/27/97	Natl Business Furn	Lateral File Cabinet, 3-Drawer	\$ 609.54		
			01/27/97	Natl Business Furn	Lateral File Cabinet, 3-Drawer	\$ 609.54		
			01/27/97	Natl Business Furn	Lateral File Cabinet, 3-Drawer	\$ 609.54		
			03/15/01		Executive "U" Desk - Exec Director	\$ 1,160.95		
			03/15/01	L&P Office Products	Executive "U" Desk - Systems Manager	\$ 1,160.95		
			03/15/01	L&P Office Products	Hutch, Executive "U"	\$ 433.35		
			03/15/01	L&P Office Products	Hutch, Executive "U"	\$ 433.35		
			03/15/01	L&P Office Products	Credenza, Knee Space (Desk)	\$ 551.05		
			03/15/01	L&P Office Products	Bookcase	\$ 176.55		
			03/15/01	L&P Office Products	Bookcase with Door Kit	\$ 225.65		
			06/12/04	L&P Office Products	Lexis Mahogany Desk - Transit Manager	\$ 1,366.38		
			06/16/04	L&P Office Products	Lexis Mahogany Bookcase/Door Kit	\$ 265.99		
			06/16/04	L&P Office Products	Lexis Mahogany Bookcase/Door Kit	\$ 265.99		
			06/16/04	L&P Office Products	Lexis Mahogany Bookcase/Door Kit	\$ 265.99		
			02/18/05	Supply Partners	Hon Knee space Credenza (#15349) (pc)	\$ 568.41		
			02/18/05	Supply Partners	Hon Corner Table (#16077)	\$ 295.93		
			02/18/05	Supply Partners	Hon Exec. Leather High back Chair (#15778)	\$ 504.06		
			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
			06/16/04	L&P Office Products	HON High Back Task Chair	\$ 371.09		
			06/16/04	L&P Office Products	HON High Back Task Chair	\$ 371.09		
			04/07/06	Supply Partners	Hon - Countr hght arm, Stool	\$ 231.65		
			06/03/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.36		
			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
			03/11/05	Supply Partners	Hon - Leather Manager Chair	\$ 450.44		
			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
			03/11/05	Supply Partners	Lectern Base	\$ 395.74		
			03/11/05	Supply Partners	Lectern Top	\$ 139.41		
			04/19/12	J. Thayer	Lorell Mesh High Back Chair	\$ 268.12		
			06/03/05	Supply Partners	Keyboard Platform (Assistant Desk)	\$ 107.23		
			03/14/11	Computer Haven	Custom PC - Intel i5 CPU 4GB DDR3 & (2) Monitors (ri)	\$ 1,549.89		
			06/01/11	Staples	HP 3015 Laser Jet Printer	\$ 599.98		

**Modoc County Transportation Commission  
Office Equipment List  
FY 2017/18**

In Use	Scrap	Donate Gov.	Date	Vendor	Description	Amount	Purchases	Sales/Scrap
			12/05/04	Dell Marketing L.P.	Power Edge Rack System	\$ 2,010.33		
	X	EW	260-0085	Dell Marketing L.P.	Firebox/Firewall System			\$ 420.48
			12/05/04	Dell Marketing L.P.	Power Supply System	\$ 566.95		
			06/02/05	Dell Marketing L.P.	Maxtor - External Hard Drive	\$ 299.23		
			11/10/08	Computer Haven	Custom PC - Intel Core 2 Duo 8600 CPU (ed)	\$ 2,016.30		
			03/23/10	Computer Haven	Custom PC - Intel CPU 2GB DDR2 & (2) Monitors (ci)	\$ 2,598.61		
			01/04/10	Computer Haven	Custom PC - Intel CPU, 4GB DDR2 & (2) Monitor (nw)	\$ 1,555.08		
			08/12/09	Computer Haven	Custom PC - Intel CPU, 2GB DDR2(Drivers)	\$ 540.17		
			02/07/13	Computer Haven	ASUS 23" Monitor	\$ 276.12		
			02/08/13	Computer Haven	ASUS 23" Monitor	\$ 276.13		
			01/18/13	Computer Haven	Custom NAS PC500GB SATAII - Back up Hard Drive	\$ 1,716.00		
			07/23/01	Reliable Off Supplies	Electric Binding Machine	\$ 605.99		
			02/25/05	Supply Partners	Chrome Rnd Table Top/Base (#6056 #6023)	\$ 821.62		
			02/25/05	Supply Partners	Quart Paper Shredder #13147	\$ 203.76		
			02/25/05	Supply Partners	Quart Mark Wipe Board X2 (#24969)	\$ 237.77		
			02/25/05	Supply Partners	Quart Mark Wipe Board X2 (#24969)	\$ 237.77		
			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (nw)	\$ 471.88		
			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (nw)	\$ 471.88		
			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (ci)	\$ 471.88		
			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (ci)	\$ 471.88		
			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (pc)	\$ 471.88		
			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (pc)	\$ 471.88		
			07/08/09	J. Thayer Comp.	HON Lateral File 2 Drwr (#91850) (nw)	\$ 573.71		
			02/15/01	Natl Business Furn	Lateral File Cabinet, 3-Drawer	\$ 637.28		
			09/14/11	J. Thayer Comp.	HSM Shredder - Classic 108.2	\$ 734.66		
			01/29/10	Computer Haven	Digital Audio Recorder PPM 07/08	\$ 269.54		
			04/07/06	J. Thayer	Quartet Dry Erase Board	\$ 318.63		
				<b>GRAND TOTAL</b>		<b>\$ 39,299.01</b>	<b>\$ -</b>	<b>\$ 420.48</b>



**MODOC COUNTY TRANSPORTATION COMMISSION**  
**RESOLUTION No. 17-01b**  
**FY 2017/18 Revised Budget**

WHEREAS, the Modoc County Transportation Commission (MCTC) is responsible for adopting an annual Budget each fiscal year (FY) that identifies anticipated revenues and expenditures; and

WHEREAS, the MCTC has allocated Transportation Development Act (TDA) funds in Resolution 17-04 for its administration, Modoc Transportation Agency/Transit Operations, Modoc County Road Department and the City of Alturas; and

WHEREAS, the MCTC FY 2017/18 Revised Budget, as shown in Attachment A, includes revenues from TDA Funds, Regional Planning Assistance, and State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM) funds, Regional Surface Transportation Program funds and programs identified in Resolution 17-08; and

WHEREAS, the MCTC FY 17/18 Revised Budget, as shown in Attachment A, identifies estimated expenditures to administer the revenue from the Commission grants and programs; and

WHEREAS, the MCTC authorizes the Executive Director or Chairman to modify line item amounts within the budget for daily operations so long as the overall revenues and expenditures are in accordance with amounts shown in Attachment A, and with subsequent approval by MCTC.

NOW, THEREFORE, BE IT RESOLVED that the Modoc County Transportation Commission hereby adopts this FY 2017/18 MCTC Revised Budget (\$338,500).

PASSED AND ADOPTED this 5<sup>th</sup> day of June, 2018 by the following vote:

AYES: Commissioners:

NOES:

ABSENT: Commissioners:

ATTEST:

\_\_\_\_\_  
John Dederick, Chairperson

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

**Modoc Transportation Agency  
FY 2017/18 Budget  
17-01b - Attachment A**

<b>Adopted 6/5/18 (17-01b)</b>		
<b><u>REVENUES</u></b>	Operating	Capital Expense
Facility Sub-Lease - AP Tech Drug & Alcohol	\$ 21,260	
LTF - Sales Tax Revenue Estimate - FY 17/18	\$ 105,500	\$ 8,000
STAF - Estimate FY 17/18	\$ 63,216	
State of Good Repair (17/18)		\$ 14,157
MTA		
Regional Surface Transportation Program (FY 16/17)		\$ _____
Local Gov Collaborative - LTSA Reno Route Agreement	\$ 30,000	
CTAF 2014/15		\$ 7,940
CTAF 2015/16		\$ 7,940
CTAF 2016/17		\$ 6,352
LCTOP 2015/16 Carry Forward	\$ 6,828	
LCTOP 2016/17	\$ 4,251	
FTA 5311 Operating Assistance (16/17 Grant)	\$ 86,827	
FTA 5311 Operating - Toll Credits (16/17 Grant)	\$ _____	
FTA 5311(f) Intercity Routes (17/18 Grant)	\$ 122,651	
FTA 5311(f) Capital Bus (FY 16/17 Grant)		\$ 76,233
Farebox	\$ 60,000	
<b>Total Revenues</b>	<b>\$ 500,533</b>	<b>\$ 120,622</b>
	<b>\$ _____</b>	<b>\$ 621,155</b>
<b><u>EXPENSES</u></b>		
Fuel	\$ 41,820	
Insurance (Building & Liability)	\$ 5,000	
Legal Notices	\$ 1,000	
Marketing / Public Information	\$ 9,180	
Professional / Specialized		
Accounting / Auditor Services	\$ 6,500	
IT Service & Support	\$ 8,000	
Legal Services	\$ 9,000	
Miscellaneous Services	\$ 7,000	
Purchased Transportation	\$ 212,000	
Supplies Consumed		
Office Supplies	\$ 6,000	
Vehicle & Shop Supplies	\$ 3,000	
Salaries / Labor	\$ 110,000	
Travel / Staff Training / Memberships	\$ 5,500	
Uniforms	\$ 1,050	
Utilities	\$ 20,000	
Vehicle Maintenance & Repair	\$ 48,858	
<b><u>CAPITAL &amp; RESERVE</u></b>		
IT Equipment (Server/Firewall upgrades)		\$ 12,257
Transit Vehicles		\$ 86,133
Bus Shelters		\$ 22,232
Building Improvements - Reserve	\$ 6,625	
Operating - Reserve	\$ -	
<b>Total Expenses</b>	<b>\$ 500,533</b>	<b>\$ 120,622</b>
	<b>\$ _____</b>	<b>\$ 621,155</b>

**LOCAL TRANSPORTATION FUND (LTF) AND STATE TRANSIT ASSISTANCE (STA) FUND**  
**ANNUAL PROJECT AND EXPENDITURE PLAN**

**Claimant:** Modoc Transportation Agency

**Fiscal Year** 2018/19

See Chapter 10 of MCTC's Transportation Development Act Workbook for detailed instructions on how to complete this form.

PROJECT TITLE	SOURCE OF FUNDING					TOTAL	
	TDA - LTF		TDA - STA		Local Fund Balance		Other
	LTF \$ amount	PUC Article & Section	STA \$ amount	CCR Section			
						-	
Transit Operations	90,000.00	Article 8 / 99400 (c )	63,000.00	21 CCR6731(b)		153,000.00	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
<b>TOTAL</b>	<b>90,000.00</b>		<b>63,000.00</b>		-	<b>153,000.00</b>	

**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%

From the February 6, 2018 MCTC meeting

**MODOC COUNTY TRANSPORTATION COMMISSION  
RESOLUTION No. 18-08**

**FY 2018/19 Local Transportation Fund (LTF) and  
FY 2018/19 State Transit Assistance Fund (STAF)  
Allocation Instructions**

WHEREAS, the California Code of Regulations, Title 21, Division 3, Chapter 2, Article 3, Section 6620 requires the County Auditor and the State Board of Equalization, prior to February 1 of each year, to provide MCTC with an estimate of moneys to be available for apportionment and allocation during the ensuing fiscal year and are estimated as follows:

Fiscal Year 2018/19 LTF is estimated at \$224,000

Fiscal Year 2018/19 STAF is estimated at \$63,000; and

**LTF Allocation Instructions:**

WHEREAS, the California Public Utilities Code, Chapter 4, also known as the Transportation Development Act (TDA) Article 3, Section 99230 annually requires the regional transportation planning agency or the Modoc County Transportation Commission (MCTC) to determine Local Transportation Fund (LTF) allocations; and

WHEREAS, the California Code of Regulations, Title 21, Division 3, Chapter 2, Article 5, Section 6659 requires MCTC to convey allocation instructions to the County Auditor by the resolution authorizing allocation and payment method; and

WHEREAS, as the sole public transit operator in the region, the Modoc Transportation Agency (MTA) shall operate the *Sage Stage Bus* to provide fixed-route with deviation services from Alturas to Klamath Falls, Reno/Susanville, Redding; and Dial-A-Ride service within 10-miles of Alturas in accordance with local performance criteria adopted by MCTC Resolution No. 18-05, and

WHEREAS, California Public Utilities Code section 99233.1 authorizes the MCTC as eligible claimant for administration of TDA activities as necessary; and

WHEREAS, the MCTC hereby instructs the County Auditor to pay Local Transportation Funds (Trust Fund 255) as they become available and as requested by the Chairman or Executive Director for the following total amounts:

LTF MCTC Administration	\$116,000
LTF to MTA Transit Operations	\$90,000
LTF to City of Alturas	\$4,998
<u>LTF to County of Modoc</u>	<u>\$13,002</u>
<b>Total FY 2018/19 LTF</b>	<b>\$224,000</b>

**STA Allocation Instructions:**

WHEREAS, the California Public Utilities Code, Chapter 4, also known as the Transportation Development Act (TDA), Article 6.5, Section 99314.3 requires the Modoc County Transportation Commission (MCTC) to annually allocate the State Transit Assistance Fund (STAF) apportionment to public transit operators in its jurisdiction; and

WHEREAS, the California Code of Regulations (CCR), Title 21, Chapter 3, Subchapter 2.5, Article 5, Section 6753 requires the MCTC to adopt a resolution for allocating STAF that defines the effective fiscal year, amount and any terms and conditions; and Section 6754 requires the MCTC to make applicable findings within the resolution; and

WHEREAS, as the sole public transit operator in the region, the Modoc Transportation Agency (MTA) shall operate the *Sage Stage Bus* to provide fixed-route with deviation services from Alturas to Klamath Falls, Reno through Susanville, Redding, Canby and Dial-A-Ride service within 10-miles of Alturas in accordance with local performance criteria adopted April 11, 2017 by MCTC Resolution No. 18-05; the proposed expenditures are in conformity with the Regional Transportation Plan, the level of passenger fares and charges meets the fare revenue requirements of TDA, and the MTA is making full use of federal funds available under the Urban Mass Transportation Act of 1964 as amended; and

WHEREAS, the MCTC hereby instructs the County Auditor to transfer funds from Trust Fund 257, as funds become available and as requested by the Chairman or Executive Director as follows:

**STAF to MTA Transit Operations - \$63,000.**

NOW, THEREFORE BE IT RESOLVED that the Modoc County Transportation Commission hereby adopts this resolution allocating Transportation Development Act (LTF and STAF) to the MCTC for administration costs and the Modoc Transportation Agency to provide contracted public transit services that satisfy reasonable unmet transportation needs, and that such services were coordinated with existing transportation providers in accordance with the TDA, Article 8, Section 99400(c), (d) and (e).

PASSED AND ADOPTED this 5<sup>th</sup> day of June 2018 by the following vote:

AYES:           Commissioners:

NOES:

ABSENT:       Commissioners:

---

John Dederick, Chairman

ATTEST:

---

Debbie Pedersen, Executive Director  
Modoc County Transportation Commission

<b>Report to Modoc County Transportation Commission</b>	
Subject <b>Agency Updates and Project Status Reports</b>	Meeting Date <b>June 5, 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) - construction
- Juniper and Oak Street (PPNO 2535) - construction
- Projects planned for 2018

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

**Mitch Crosby**

- Projects planned for 2018

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

**Sean Shepard/Aaron Casas**

- District 2 Projects
- Secret Valley Rest Area
- SR 299 at Wagon wheel and Les Schwab
- US 396 Northbound entering Alturas
- Other information

d. **MCTC -**

- Deal East meeting
- Follow up to March 29, 2018 Caltrans Coordination meeting

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

Subject <b>Staff Update and Calendar</b>	Meeting Date <b>June 5, 2018</b>
Presented by <b>Debbie Pedersen, Executive Director</b>	Agenda Item <b>7</b>

### Ongoing and upcoming events

- 05/28/18 Memorial Day holiday - Office closed; no bus service
- 06/05/18 MCTC/MTA Annual Barbeque - At Sage Stage Office - 12:00
- 06/05/18 MCTC/MTA regular meeting - begins at 12:45 p.m. or soon thereafter
- 07/04/18 Independence Day holiday - Office closed; no bus service
- 07/02/18 Modoc TAC meeting 1:00 p.m. - Sage Stage Conference Room

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