



MODOC COUNTY
TRANSPORTATION COMMISSION

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

MINUTES
Regular Meeting
August 7, 2018

Commissioners Present

John Dederick, Chair	Representative, City of Alturas
Kathie Rhoads, Vice Chair	Board of Supervisor, District III, Modoc County
Elizabeth Cavasso	Board of Supervisor, District IV, Modoc County
Bobby Ray	Mayor, City of Alturas
Jim Wills	Modoc County Member At Large

Commissioners Absent

Danny Parker	City of Alturas, Member at Large
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

Mitch Crosby	Modoc County Road Commissioner
Sean Shepard	Caltrans District 2 Project Manager
Joe Picotte	City of Alturas, Director of Public Works

1. **Call to Order** – Chair Dederick called the meeting to order at 1:33 p.m. in the Alturas City Hall Council Chambers, 200 W. North Street, Alturas, CA. Dederick led those present in the Pledge of Allegiance.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda** –
 Director Pedersen noted corrections to Agenda Item 4, items 2 and 3, which should read 05/01/18 through 06/30/18 (rather than 05/01/18 through 06/31/18)
 Motion by Commissioner Rhoads to confirm agenda with corrections, seconded by Commissioner Cavasso. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from the MCTC June 5, 2018. meeting.
 Executive Director Pedersen noted that Item 5d included the word ‘has’ twice and requested that the minutes be corrected to delete one of them.
 - b. Financial transactions 05/01/18 through 06/30/18.

- c. Information Year-to-Date revenue and expenditure report (through 06/30/18)

Motion by Commissioner Wills to approve Consent Agenda Items a through c above, with the stated correction in the minutes, seconded by Commissioner Cavasso. All ayes; motion carried.

5. Regular Business

- a. Consider update to the **Modoc County Transportation Commission Human Resources Policy and Procedure 403. Alcohol-Free and Drug-Free Workplace.**

Executive Director Pedersen indicated that MCTC's legal counsel recommended modifying the MCTC policy related to drugs/alcohol to address the recreational use of marijuana. This is in response to California law changes regarding marijuana.

Pursuant to Board discussion, a few suggested changes include the removal of the words "unlawful" and "in the work place" and adding the word "Marijuana" along with alcohol, drugs, and controlled substances. The workplace policy will be modified and brought to the next meeting for approval. This item was tabled.

- b. **Progress/update on the Fiscal Year 2017/18 Audits**

Chief Fiscal Officer, Niki Lemke reported that Singleton Auman began the audits with their visit on June 26-27, 2018. They gathered financial information and copies of documents for review. They are scheduled to return to the office August 23-24, 2018, to continue the audits. The draft fiscal audits are anticipated early October and Lemke anticipates that the completed audit report will be available for the December meeting.

- c. **Update on the Triennial Performance Audits (Fiscal Years 2015/16, 16/17, and 17/18).**

Lemke stated that a Triennial Performance Audit is completed each 3 years. This audit reviews compliance and efficient use of the Transportation Development Act provisions for the transit operations and administration functions. This audit was awarded to Monica Derner, CPA; she began collecting background data for the audit mid July.

6. Agency Updates and Project Reports

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

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

- Central Business District Pedestrian Improvements State Transportation Improvement Program (STIP) project (PPNO 2534) - will bid in late September and contract award following. The project will likely be placed into winter suspension; construction is anticipated to begin in the spring of 2019.
- Juniper and Oak Streets (PPNO 2535) currently being rehabilitated. Completion of the project is anticipated in the next few weeks.
- Projects planned for 2018 include some projects funded with Senate Bill 1 (SB1). Joe mentioned some issues with SB1 reporting forms, but overall the program seems to be working well.
- The patching and pot hole filling projects are currently behind schedule due to delays with Eagle Peak construction.

b. Mitch Crosby, Road Commissioner Modoc County Road Department – County Roads

- The Road Department does not have any Federal-Aid projects this year.
- Road crews are about half way through chip-seal projects throughout the Alturas area, and will be working on County Road 60 near Likely and County Road 64 in Jess Valley.
- SB1 reporting - they have noted that the State is still sorting out format/submittal issues.

c. Caltrans District 2

Sean Shepard, Caltrans District 2 Project Manager reported the following:

- Both the Caldwell Creek Bridge and the Caldwell Roadway Rehabilitation Projects are in construction (near Canby, east towards Alturas). Shepard requested that information be relayed to him regarding excessive traffic delays or other inconveniences with this project.
- The Adin Bridges project is progressing in line with the project delivery schedule. PS&E has been completed and allocation and bid advertisement/award be completed soon.
- Within the next couple of years, State Route 299 between Bieber and Adin will be repaired. This project includes realignment of the intersection of 139 and 299.

Director Pedersen reported the following updates from Aaron Casas, Caltrans District 2 Regional Planning Liaison:

- Secret Valley Rest Area

There are no new updates regarding the Secret Valley Rest Area. Caltrans is looking into reasons why trim is being damaged in the women's bathroom and has issued a work order to repair the wall. Caltrans thanked the MCTC for the comments and pictures they've received and asked MCTC to continue to report any needed repairs.

- SR 299 at Wagon Wheel and Les Schwab

A Day-Labor contract has been approved to repair the culvert crossings on SR 299. Construction is expected to begin within the next 30 days

- US 395 Northbound entering Alturas

Aaron is still waiting for a response from the Traffic Department regarding the transition of speed limit signs northbound US 395 into Alturas.

- Other information

The Sheriffs' K-9 Association has requested two memorial signs, in memory of Deputy Hopkins, be placed along US 395 southbound (leaving Alturas) and at the county line near Likely along US 395 northbound. Caltrans special maintenance crew will be installing the signs; Caltrans apologized for the delay.

d. Debbie Pedersen, Modoc County Transportation Commission

- SR 299 at Nagle Street – Last Frontier Hospital District

MCTC has stepped in to work with the Hospital to help try to reduce costs for the proposed turn lane at SR 299 and Nagle Street. The costs were originally projected to be \$30K. The standards have since changed and the cost has increased to \$70K. The State may be reluctant to reduce the cost for reasons of risk. Commissioner Ray thanked staff for any assistance they can provide the hospital.

- 2019 Regional Transportation Plan update – undertaken by MCTC staff
The RTP is required to be updated each 5 years. Staff has started updating the 2019 RTP; the work will be completed by MCTC staff. The City and County will assist by providing updates regarding airports, roads, bridges, etc. As with the 2014 RTP update, the City and County will be reimbursed to update the data needed for the RTP.
- Interest to copartner (City and MCTC) a “Main Street” design/development committee.
Staff has an interest in partnering with the City to create a committee for the design and development of Main Street. Caltrans has a SHOPP project planned to rehabilitate SR 299/Main Street. It is envisioned that the City would take the lead for this project and MCTC would assist. Ideas could be gathered from the community as to what Main Street should look like. When Caltrans conducted the SR 299 Transportation Concept Report (TCR) workshop, several ideas and comments included updated street lighting, student crosswalk beacons, updated crosswalks, improvements at the railroad tracks and aesthetically pleasing pedestrian walkways. This committee approach has been used in other small communities where the state highway serves as a "Main Street" and Caltrans has implemented design features based on community input.
The general consensus of the board was that a proactive approach is a good idea.
- GSRMA – Award for reaching accreditation status; reduction of insurance costs
MCTC has received accreditation status, based on updated and implemented policies and procedures. GSRMA presented a check and a plaque to MCTC.
- Contract Employee negotiations – contracts expire 7/1/2019 (Imbach, Lemke, Pedersen)
The negotiating process for 2019 employee contracts will begin this fall. The Employee Negotiations Committee members are Commissioners Dederick and Ray. The contracts for three employees expire June 30, 2019.

7. Staff Update and Calendar

Calendar – Ongoing and upcoming events

07/04/18 Independence Day holiday – Office closed, no bus service
 07/16/18 Modoc TAC meeting – Sage Stage Conference Room
 08/07/18 MCTC and MTA Meetings

8. Adjournment

Commissioner Wills motioned to adjourn the meeting at 2:16 p.m., seconded by Commissioner Ray. All ayes, motion carried. The next regular meeting will be Tuesday, August 7, 2018, at 1:30 p.m. in the Alturas City Council Chambers, 200 W. North Street, Alturas, CA.

Submitted by,

Jacque Dockery
Office Assistant