

MCTC

MODOC COUNTY TRANSPORTATION COMMISSION

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

MINUTES Regular Meeting October 2, 2018

Commissioners Present

Kathie Rhoads, Vice Chair
Elizabeth Cavasso
Bobby Ray
Danny Parker

Board of Supervisor, District III, Modoc County
Board of Supervisor, District IV, Modoc County
Mayor, City of Alturas
City of Alturas, Member at Large

Commissioners Absent

John Dederick
Jim Wills
Cheryl Nelson (Alternate)
Patricia Cullins (Alternate)

Representative, City of Alturas
Modoc County Member At Large
Councilmember, City of Alturas
Board of Supervisors, District II, Modoc County

Staff Present

Debbie Pedersen
Niki Lemke
Cindy Imbach
Jacque Dockery

Executive Director
Chief Fiscal Officer
Senior Transportation Planner
Office Assistant

Public Present

Mitch Crosby
Doreen Smith Powers

Modoc County Road Commissioner
Citizen

1. **Call to Order** – Commissioner Rhoads, Vice Chair, called the meeting to order at 1:30 p.m. in the Alturas City Hall Chambers, 200 W. North Street, Alturas, CA. Rhoads led those present in the Pledge of Allegiance.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda**
Motion by Commissioner Ray to confirm agenda, seconded by Commissioner Parker. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from August 7, 2018, MCTC Regular meeting.
Motion by Commissioner Ray to approve minutes with correction of next meeting date from August 7, 2018 to October 2, 2018, seconded by Commissioner Cavasso. All ayes; motion carried.
 - b. Financial transactions 07/01/18 through 08/31/18.

| Vendor | Transaction | Amount | Explanation |
|------------------------------|--------------------|---------------|---|
| Golden State Risk Management | 1474 | \$10,154.00 | Liability, Workman's Comp & Property Annual Insurance |
| SingletonAuman PC | 1475 | \$4,800.00 | Fiscal Audit 2017/18 Payment #1 |

Motion by Commissioner Ray to approve Financial transactions 07/01/18 through 08/31/18, seconded by Commissioner Parker. All ayes; motion carried.

- c. Information Year-to-Date revenue and expenditure report (through 08/31/18)

Motion by Commissioner Ray to approve Year-to-Date revenue and expenditure report (through 08/31/18), 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.**

Debbie Pedersen, Executive Director, reported that this item was tabled at the August 7 MCTC meeting and the policy has been re-written to more accurately depict the standards for the MCTC workplace. The draft policy was circulated to members and minimal comments were received. There was one comment requesting that any proposed changes to policies be presented to board members prior to the meeting to be reviewed before approval.

Commissioner Cavasso noted that the last paragraph of the Policy and Procedure (Item #6) could be re-worded for clarification. After discussion, it was agreed that the sentence will read "Employees reasonably believed to be impaired or under the influence of alcohol, drugs, or marijuana shall be prevented from engaging further in job duties and will be safely transported from the work site".

Motion by Commissioner Ray to approve update to the Modoc County Transportation Commission Human resources Policy and Procedure 403, Alcohol-Free Workplace, with amendment, seconded by Commissioner Cavasso. All ayes; motion carried.

- b. **Consider approval of the FY 2017/18 Local Transportation Fund and Investments - Annual True up & Reconciliation.**

Niki Lemke, Chief Fiscal Officer, stated that under the Transportation Development Act and the California Code of Regulations, no operator or transit provider shall receive Local Transportation Funds (LTF) or State Transit Assistance Funds (STAF) exceeding actual net costs. To balance and return any unused funds to the trust accounts we prepare an annual "End of Year True up & Reconciliation." STAF may only be used for transit related activities so is spent first in the MTA operating account until exhausted and therefore is not included in the reconciliation.

Lemke, referring to the table provided, stated that the first section of the reconciliation focuses on the Local Agency Investment Funds (LAIF) accounts for MTA (green column) and MCTC (blue column). Both LAIF accounts are the 5 year Operating Plan fund reserve amounts which were adopted by the Commission 2/6/18. Any interest earned that exceeds \$620K in the MTA and \$300K in the MCTC LAIF accounts should be transferred (by Commission approval only) back to the LTF Trust account for reallocation. Per LAIF's policy only funds in the \$1,000 can be transferred. Currently, the MCTC LAIF overage is \$2,804.

The second reconciliation section is to account for LTF that MTA and MCTC had remaining (unused) or over expended at the end of the prior year (FY 2017/18) (true-up); and to capture (balance) the actuals in this year's (FY 2018/19) LTF allocation budget. This is done by taking the final year-end cash balance as of 6/30/18 for each agency and deducting any deferred revenue or obligated funds for capital projects. The end balance is then added or deducted from the current year (FY 2018/19) LTF budget due for allocation. The LTF due for 2018/19 to each agency is then allocated as funds become available.

Motion by Commissioner Parker to approve FY 2017/18 Local Transportation Fund and Investments Annual True Up and Reconciliation and to authorize staff to transfer \$3,000 from the MCTC LAIF Account (MCTC Reserve) to the MCTC FY 18/19 revenues, seconded by Commissioner Ray. All ayes, motion carried.

c. Progress/update on the Fiscal Year 2017/18 Audits.

Chief Fiscal Officer Lemke reported that Singleton Auman has been onsite June 26-27, 2018, and August 23-24, 2018. Draft fiscal audits have been received with one finding (the same one as in the past) which notes that the financial statements have not been prepared by a CPA before presenting to the auditor. MCTC will continue to present the statements without the additional cost of preparation by a CPA. The completed audits will be distributed when received.

Lemke also noted that Monica Derner, CPA, has been preparing the Triennial Audits (performance audits rather than fiscal) and she anticipates that draft to be available for the December board meeting.

The Fiscal and Triennial audits will be placed on the December Agendas for MCTC and MTA acceptance. The Transportation Development Act (TDA) requires that annual fiscal compliance audits be submitted to the State Controllers' Office by December 30, following the close of each fiscal year.

d. Consider approval of the Assistant Secretary I and II duties and position descriptions.

Director Pedersen reported that a Salary Schedule and Position Committee was appointed by MCTC April 13, 2018. The Committee (including Commissioners Wills and Cavasso, and Director Pedersen) was assigned to review and modify the pay scales/salary steps and review the position and job descriptions.

The Salary Schedule and Position Committee met over the past few months and has agreed that two new Assistant Secretary positions would be adequate. The two new job descriptions provide an entry level position as the Assistant Secretary I and an intermediate level position as the Assistant Secretary II, with the Executive Secretary position at the top of the secretarial series.

Motion by Commissioner Parker to approve the Assistant Secretary I and II duties and position descriptions, seconded by Commissioner Ray. All Ayes; motion carried.

e. **Consider approval of the MCTC positions revised pay scales.**

Director Pedersen stated that, in addition to the secretarial positions above, the Salary Schedule and Position Committee reviewed the positions and pay scales for MCTC. The Committee's goal was to reduce the number of step increases from 6 to 4 with variable lengths of service in each step. In addition, salary compensation was revised to be more in line with the completed Salary Survey. The proposed 2018 Salary by Range schedule for the MCTC Positions does not include the three contract employees. The contract employee's contracts will be negotiated later this fall.

There is adequate funding in the MCTC budget and 5-Year Operating Plan. It is anticipated that a secretarial position will be filled in 2019. The other positions will remain vacant; the lower level planning series will be used if a vacancy occurs.

Commissioner Elizabeth Cavasso remarked that, after scrutiny, this pay scale is determined to be sustainable, competitive with other counties, and provides an adequate living wage.

Motion by Commissioner Parker to approve MCTC positions revised pay scales, seconded by Commissioner Ray. All ayes; motion carried.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

In the absence of Joe Picotte, Commissioner Ray reported that the City has submitted an application for a time extension to the California Transportation Commission to carry over the Central Business District Pedestrian Improvement STIP project (PPNO 2534), to the spring.

b. Modoc County Road Department - County Roads

Mitch Crosby, Modoc County Road Commissioner, reported that the county has received 95% Plans and Specs for the County Road 86 bridge replacement project a few miles north of Adin and for the Bridge Preventative Maintenance Program to make improvements to 11 bridges. Work is expected to begin next summer.

Crosby stated that the County road crews have attained their goals by completing 80 miles of chip seal and 35 miles of fog seal over the summer.

There is concern over the possibility of passage of Proposition 6 and the repeal of SB1 which would have a huge impact on the budget for the road projects planned in current and future years.

c. Caltrans District 2

Aaron Casas absent and no updates provided.

Executive Director Pedersen mentioned that Caltrans appreciates receiving photos of the Secret Valley Rest area and comments on the maintenance of that facility and encourages

everyone to continue this process. The rest stop has improved and is maintaining a higher standard.

Pedersen also reported that, at the recent Deal East meeting, the discussions regarding US 395 northbound entering Alturas was added to the list for the Caltrans District 2 Director to consider.

d. Modoc County Transportation Commission

Executive Director Pedersen reported on the following items:

- SR 299 at Nagle Street – Last Frontier Hospital District

Pursuant to issues with the engineering of the encroachment and turn pocket (with additional width) on Nagle Street, approval has been attained with no additional changes needed.

- The City of Alturas “Main Street” design/development committee.

Pedersen reported that she attended the City Council meeting in support of MCTC assisting the City with a committee of 5 to 7 people including Caltrans to design and develop the Alturas Main street area. Any ideas or suggestions from the board are welcome. This project will be in the early planning stages until approval is attained in the future.

- Deal EAST meeting September 21, 2018

Director Pedersen attended this meeting and reported that the State talked about the difficulties of closing and re-opening lanes on I-5 due to the fires. Once Emergency Services takes over control of a highway, Caltrans does not have control anymore. This causes delays in getting a highway closed and re-opened. There will be work on the coordination of Incident Command, Emergency Services, and Caltrans, with changes in the processes of Traffic Management during emergency situations.

There were no discussions regarding Proposition 6 or SB1 due to the State mandated to stay clear of politics and being prohibited from attending meetings regarding these ballot items.

Projects in the region were presented and there weren't many in Modoc County. Maps and information for upcoming projects will be available in the Sage Stage office.

7. Staff Update and Calendar

Ongoing and upcoming events

Calendar – consider future dates and events of interest:

10/02/18 MCTC and MTA meetings - City of Alturas Council Chambers, 200 W North St., Alturas

10/08/18 Columbus Day - Office closed - Sage Stage Services operating (no bus holiday)

- 11/05/18 Modoc Technical Advisory Committee Meeting - Sage Stage Office - 108 S Main Street Alturas
- 11/12/18 Veterans' Day - Office closed - Sage Stage Services operating (no bus holiday)
- 11/22/18 Thanksgiving Day - Office and Sage Stage Closed - both observe this holiday
- 11/23/18 Day after Thanksgiving Day - Office and Sage Stage Closed - both observe this holiday
- 12/04/18 MCTC and MTA Meetings - City of Alturas Council Chambers, 200 W North St., Alturas

8. Motion to Adjourn – by Commissioner Parker at 2:20 p.m.; seconded by Commissioner Ray. All ayes, motion carried. The next regular meeting will be Tuesday, December 4, 2018, at 1:30 p.m. in the Alturas City Council Chambers, 200 W. North Street, Alturas, CA.

Submitted by,

Jacque Dockery
Office Assistant