



108 S. Main Street
Alturas, CA 96101-3936
(530) 233-6410 Phone

Meets Regularly
First Tuesday of
Even Numbered Months
at 1:30 p.m.

Commissioners

John Dederick
Chairman
City Representative

Kathie Rhoads
Vice Chair
County Supervisor III

Bobby Ray
Commissioner
Mayor, City of Alturas

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
October 2, 2018, at 1:30 p.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 the minutes from the August 7, 2018, MCTC meeting.
- 2. Financial transactions 07/01/18 through 08/31/18
- 3. Year to Date expenditure report through 08/31/18

5. Regular Business

Information/Action

- 1. Consider update to the Modoc County Transportation Commission Human Resources Policy and Procedure 403. Alcohol-Free and Drug-Free Workplace.
- 2. Consider approval of the FY 2017/18 Local Transportation Fund and Investments - Annual True up & Reconciliation.
- 3. Staff update regarding the Fiscal Year 2017/18 financial audits.
- 4. Consider approval of the Assistant Secretary I and II duties and position descriptions.
- 5. Information/Consider approval of the MCTC positions revised pay scales.

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 Update

7. Staff Update, Correspondence and Calendar

Information

- Address outstanding issues, correspondence, information and materials received
- Future dates and events of interest

9. Adjourn until next MCTC Regular meeting

Action

Tuesday, December 4, 2018, at 1:30 p.m., in the Alturas City Hall Council Chambers, 200 W North Street, Alturas, CA.

Report to Modoc County Transportation Commission	
Subject	Meeting Date
Consent Agenda	October 2, 2018
Presented by	Agenda Item
Not Applicable	4

ATTACHMENTS – shown in **bold** below

- a. Approve the **minutes from the 08/07/2018 meeting**

- b. Approve **financial transactions from 07/01/18 through 08/31/18**
Summary of incidental expenditures (excluding employee payroll, taxes, and benefits).

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

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

MCTC

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
Kathie Rhoads, Vice Chair
Elizabeth Cavasso
Bobby Ray
Jim Wills

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

Commissioners Absent

Danny Parker
Cheryl Nelson (Alternate)
Patricia Cullins (Alternate)

City of Alturas, Member at Large
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

Mitch Crosby
Sean Shepard
Joe Picotte

Modoc County Road Commissioner
Caltrans District 2 Project Manager
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

Modoc County Transportation Commission
Transactions by Account
 As of August 31, 2018

Date	Num	Name	Amount	Balance
Plumas - Checking 0466				252,320.78
LTF Trust (MCTC)				103,211.83
County of Modoc (LTF)				23,400.00
Total County of Modoc (LTF)				23,400.00
City of Alturas (LTF)				9,100.00
Total City of Alturas (LTF)				9,100.00
LTF Trust (MCTC) - Other				70,711.83
07/11/2018			23,575.32	94,287.15
Total LTF Trust (MCTC) - Other			<u>23,575.32</u>	<u>94,287.15</u>
Total LTF Trust (MCTC)			23,575.32	126,787.15
Plumas - Checking 0466 - Other				149,108.95
07/04/2018	70418	RackSpace Email	-12.00	149,096.95
07/04/2018	1474	Golden State Risk Management Authority	-10,154.00	138,942.95
07/04/2018		Golden State Risk Management Authority	975.40	139,918.35
07/06/2018	1473	Apex Technology Management, Inc.	-1,134.00	138,784.35
07/12/2018	1475	Singleton Auman PC	-4,800.00	133,984.35
07/16/2018	1476	Golden State Risk Management Authority	-3,033.76	130,950.59
07/18/2018	71018	Intuit	-456.00	130,494.59
07/18/2018	1477	PARS	-600.00	129,894.59
07/18/2018	1478	Trillium Solutions, Inc.	-280.00	129,614.59
07/19/2018		EDD - Refund	470.11	130,084.70
07/24/2018	1479	AMBAG	-1,000.00	129,084.70
07/24/2018		AFLAC - Refund	60.97	129,145.67
07/24/2018	1480	Cindy Imbach	-60.97	129,084.70
07/24/2018	72418	Aflac	-339.46	128,745.24
07/25/2018	73118	IRS (eftps.gov)	-4,778.24	123,967.00
07/25/2018	73119	EDD	-1,430.30	122,536.70
07/26/2018	1483	John Dederick	-200.00	122,336.70
07/30/2018		QuickBooks Payroll Service	-13,536.28	108,800.42
07/30/2018	1481	Edward Jones	-661.32	108,139.10
07/30/2018	1482	US Bank PARS Account #6746022500	-2,620.90	105,518.20
07/30/2018		RPA	17,310.00	122,828.20
07/31/2018	72424	Lemke, Nicole L.	0.00	122,828.20
07/31/2018	72425	Pedersen, Deborah	0.00	122,828.20
07/31/2018	72423	Imbach, Cindy J	0.00	122,828.20
07/31/2018	72426	Romero, Jan C.	0.00	122,828.20
07/31/2018		Interest	10.99	122,839.19
08/01/2018	1484	Apex Technology Management, Inc.	-1,134.00	121,705.19
08/04/2018	80418	RackSpace Email	-14.96	121,690.23
08/04/2018	1485	Modoc County Record	-45.00	121,645.23
08/07/2018	1486	John Dederick	-200.00	121,445.23

Modoc County Transportation Commission
Transactions by Account
 As of August 31, 2018

Date	Num	Name	Amount	Balance
08/07/2018	1487	Kathie Rhoads	-150.00	121,295.23
08/07/2018	1488	Bobby Ray	-150.00	121,145.23
08/07/2018	1489	Elizabeth Cavasso	-150.00	120,995.23
08/07/2018	1490	Jim Wills	-150.00	120,845.23
08/10/2018	81018	Intuit	-8.00	120,837.23
08/13/2018		LTF	6,994.35	127,831.58
08/15/2018	1491	PARS	-600.00	127,231.58
08/15/2018	81518	Aflac	-339.46	126,892.12
08/15/2018	1492	Golden State Risk Management Authority	-2,089.25	124,802.87
08/22/2018	1493	US Bank PARS Account #6746022500	-2,620.90	122,181.97
08/22/2018	1494	Edward Jones	-661.32	121,520.65
08/22/2018	83118	IRS (eftps.gov)	-5,089.14	116,431.51
08/22/2018	83118	EDD	-1,514.26	114,917.25
08/30/2018		QuickBooks Payroll Service	-14,310.02	100,607.23
08/31/2018		Imbach, Cindy J	0.00	100,607.23
08/31/2018		Lemke, Nicole L.	0.00	100,607.23
08/31/2018		Pedersen, Deborah	0.00	100,607.23
08/31/2018		Romero, Jan C.	0.00	100,607.23
08/31/2018		Interest	10.67	100,617.90
Total Plumas - Checking 0466 - Other			-48,491.05	100,617.90
Total Plumas - Checking 0466			-24,915.73	227,405.05
TOTAL			-24,915.73	227,405.05

Modoc County Transportation Commission

Company Snapshots (As of 09-21-18)



Report to Modoc County Transportation Commission	
Subject	Meeting Date
Regular Business	October 2, 2018
Presented by	Agenda Item
MCTC Staff	5

ATTACHMENTS – shown in **bold** below

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

This item was tabled at the August 7 MCTC meeting; 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.

Staff recommends approval of Policy and Procedure 403.

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

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.

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.

Staff recommends that the MCTC approve the 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.

Regular Business	October 2, 2018
Presented by	Agenda Item
MCTC Staff	5 - Continued

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

Singleton Auman has been onsite June 26-27, 2018, and August 23-24, 2018. Draft fiscal audits are anticipated early October; the completed audits will be distributed when received.

The 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.

4. Consider approval of the **Assistant Secretary I and II position and job descriptions.**

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

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

Staff recommends approval of the Assistant Secretary I and II positions and job descriptions.

5. Information/Consider approval of the **MCTC Positions Revised Pay Scales.**

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 employees 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.

This item is for information and or action to approve.

403. ALCOHOL-FREE, DRUG-FREE and MARIJUANA-FREE WORKPLACE POLICY

The MCTC is obligated to abide by the requirements of the Drug-Free Workplace Act of 1988. The MCTC recognizes that the use of alcohol, drugs, marijuana and controlled substances in the workplace can create health and safety problems for employees and the public they serve. This policy shall be applied without bias or prejudice.

1. For the purposes of this policy, a controlled substance is one that is:
 - a. Not legally obtainable;
 - b. Being used in a manner different than prescribed or is prescribed for someone else;
 - c. Legally obtainable, but has not been legally obtained
 - d. Referenced in federal or state, or controlled-substance acts.
2. It is the MCTC's policy that all employees, as a condition of employment, are prohibited from:
 - a. Unlawful manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on MCTC premises or while performing work for the MCTC.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on MCTC premises or while performing work for the MCTC.
3. All MCTC employees must:
 - a. Receive a copy of this policy.
 - b. Notify his or her supervisor, before beginning work, when taking medications or prescription drugs that can interfere with safe and effective performance of duties or operation of MCTC equipment.
 - c. Not report to work while his or her ability to perform job duties is impaired due to on-duty or off-duty alcohol, marijuana, or drug use.
 - d. Abide by the terms of the MCTC policy regarding an alcohol-free, drug-free, and marijuana-free workplace; and
 - e. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on MCTC premises or while performing work for the MCTC, not later than five (5) days after such conviction.
4. The MCTC will take one or both of the following actions within 30 days of receiving notice of an employee being alcohol- or drug-impaired on the job or of the employee's conviction of an alcohol- or drug-related offense
 - a. Require the employee to participate in an alcohol or drug abuse rehabilitation program approved by a federal, state, or local health or law enforcement or MCTC; and
 - b. Take appropriate personnel action against the employee consistent with these Personnel Rules and relevant policies.
5. In order to make employees aware of dangers of drug and alcohol abuse, the MCTC will endeavor to:
 - a. Provide each employee with a copy of the MCTC alcohol-, drug-, and marijuana-free workplace policy;
 - b. Post notice of the MCTC alcohol-, drug-, and marijuana-free workplace policy in a place where other information is posted;
 - c. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to MCTC employees; and
 - d. Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee assistance programs.

6. "Reasonable suspicion" is a belief based on objective facts and reasonable inferences drawn from those facts sufficient to lead a reasonably prudent person to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or the employee's ability to perform the job safely is reduced. The suspicion may be based on factors related to the employee's appearance, behavior, performance and/or speech such as :
 - a. Slurred or excessively rapid speech;
 - b. Alcohol odor on breath or clothing;
 - c. Unsteady standing, walking or movement;
 - d. Pupils dilated or constricted or difficulty focusing eyes;
 - e. An accident involving MCTC property or equipment;
 - f. A physical altercation;
 - g. A verbal altercation; provided, however, such altercation shall not, by itself, be considered a basis for reasonable suspicion;
 - h. A pattern of unusual behavior, such as hyperactivity, mood swings, hostility, absentmindedness, lethargy or withdrawal;
 - i. Ingestion of alcohol, marijuana or an illegal drug while on MCTC premises or while on duty;
 - j. Possession of alcohol, an open container, marijuana, illegal drugs or drug paraphernalia;
 - k. Substandard work performance, including increased errors or absenteeism, a decrease in quantity or quality of work performed, or deterioration of work relationships; provided, however, that substandard work performance shall not, by itself, be considered a basis for reasonable suspicion; and/or
 - l. Information obtained from a reliable person with direct personal knowledge.

Refusal by an MCTC employee to submit immediately to an alcohol and/or drug screen as a result of reasonable suspicion, when requested by the MCTC, may constitute insubordination and may result in disciplinary action(s) up to and including termination. Employees reasonably believed to be impaired or under the influence of alcohol, drugs, or marijuana shall be prevented from engaging in further and will be safely transported from the work site.

Modoc County Transportation Commission / Modoc Transportation Agency

Fiscal Year 2017/18 End of Year True up & Reconciliation

Final Approved 10/02/18

INVESTMENT ACCOUNTS RECONCILIATION		
MCTC Trust (6/30/18)	MTA - Op Plan Adjustments	MCTC - Op Plan Adjustments
	5 Year Operating Plan - Adopted 02/06/18	5 Year Operating Plan - Adopted 02/06/18
\$ 23,400.00 County	6/30/18 Balance	6/30/18 Balance
\$ 9,100.00 City	\$ - CD (To LAIF 10/24/17)	
\$ 70,711.83 Unprogrammed	\$ 626,262.70 LAIF	\$ 302,804.48 LAIF
\$ 6,000.00 MTA Transfer	\$ 626,262.70 Total	\$ 302,804.48 Total
\$ 3,000.00 MCTC Transfer	\$ 620,000.00 Approved Reserve (10/4/16)	\$ 300,000.00 Approved Reserve (10/4/16)
\$ 112,211.83 End Balance	\$ 6,262.70 MCTC Trust - Transfer	\$ 2,804.48 MCTC Trust - Transfer
	\$ 6,000.00 Transfer Nearest 1,000	\$ 3,000.00 Transfer Nearest 1,000
For Board Approval (10/2/18)	1. Transfer \$6,000 from LAIF into MTA bank account.	Transfer \$3,000 from LAIF into MCTC-LTF Trust bank account.
	2. Write a check from MTA bank account for \$6,000 to MCTC & deposit into MCTC-LTF Trust Bank Account.	

LOCAL TRANSPORTATION FUND (LTF) - OPERATING ACCOUNT BALANCE TO BUDGET RECONCILIATION		
6/30/18 Balance	MTA - LTF Adjustments	MCTC - LTF Adjustments
<i>Operating Cash Balance</i>	\$ 119,521.78	\$ 149,108.95
<i>Capital Bus Purchase</i>	\$ (76,300.00) FTA 5311f To be Reimb.	
<i>Capital Bus Match Funds</i>	\$ (9,900.00) SGR 17/18 - Bus Match	
<i>Deferred Revenue</i>		\$ (26,690.00) RSTP 17/18
<i>Deferred Revenue</i>		\$ (59,000.00) PPM 17/18 Def. Rev.
Total Adjusted Cash Balance	\$ 33,321.78	\$ 63,418.95
<i>FY 18/19 LTF Budget</i>	\$ 90,000.00 <i>18/19 LTF Budget</i>	\$ 116,000.00 <i>18/19 LTF Budget</i>
	\$ 33,321.78 <i>Less Adj. Bank Balance</i>	\$ 63,418.95 <i>Less Adj. Bank Balance</i>
For Board Approval (10/2/18)		
LTF Due for FY 2018/19 Budget	\$ 56,678.22 LTF Budget Bal Due	\$ 52,581.05 LTF Budget Bal Due

ASSISTANT SECRETARY I

SALARY RANGE

\$2,600-\$2,952 monthly
\$15.00 to \$17.03 per hour

DEFINITION

Under indirect supervision, performs a variety of general or specialized clerical duties related to filing, reception, form processing, record maintenance, mail, typing or data entry; may obtain and compare information related to MCTC records programs, and services,

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Senior Transportation Planner. Exercises no supervision over staff.

CLASS CHARACTERISTICS

This is the mid level of the Assistant Secretary classification. Employees in this class learn work under limited direction so that work can be performed independently with little direction in the performance of routine clerical duties relating to MCTC and MTA activities. The work requires the ability to work with the public and handle passenger requests, file, process forms, maintain records, receive and process mail, prepare draft minutes from recorded meetings, copy and distribute agency documents and reports, and perform tasks independently after training; non-procedural questions are referred to the supervisor. Direct day to day supervision of work is limited and as experience is gained, a degree of independence is exercised by the Assistant Secretary I position and the complexity of work increases.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administrative secretarial and clerical support to the MCTC and MTA staff using general computer software and templates.
- Front desk receptionist; greets incoming customers, answers telephones and responds to inquiries or direct calls to appropriate staff; refers complaints or problems to the appropriate MCTC or MTA staff.
- Schedules passenger trips, calculates and processes accurate payment of passenger fares, and counts change from paid fares. Balances the cash drawer daily.
- Accurately communicates messages in person and or in writing.
- Attends agency meetings and prepares draft notes or minutes, copies and collates meeting materials, and updates mailing lists as directed.
- Receives and processes incoming and outgoing mail in accordance with established procedures.
- Operates a variety of standard office equipment including copiers, facsimile machines, multi-lined telephones, transcription equipment, computer hardware and software applications, and other department-specific equipment.
- Updates the agency websites as requested by MCTC or MTA staff.
- May assist with meeting set up, coordination, scheduling, and related materials.
- Monitors office supplies and creates lists of office and other related supply needs.
- Works with limited supervision and independently as knowledge base broadens.

- May maintain calendars and make meeting arrangements, schedule meetings between MCTC/MTA staff and other groups or organizations and arrange for necessary set-up and materials to be available at meetings.
- Learns to perform skilled word processing and data entry with limited direction. Composes, formats, and edits correspondence, presentations, and reports.
- May provide information to the public, contractors, and vendors by phone or in person to ensure understanding of MCTC and MTA policies and procedures; listens to questions and explains procedures according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate MCTC or MTA source; coordinates or resolves problems of a moderate nature when appropriate.
- Dusts, vacuums, and cleans the office and maintain clean work area though the work day.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern administrative and secretarial practices and procedures, including the use of standard office equipment.
- Organization and function of public agencies, including the role of appointed boards, committees, and commissions.
- Principles and procedures of record keeping and reporting.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, basic web design, database, and spreadsheet applications.
- Business arithmetic techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and MCTC staff, in person and over the telephone.

Ability to:

- Maintain sensitive information and to be discreet in the handling and processing confidential information and data.
- Explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as MCTC and MTA policies and procedures.
- Perform responsible administrative support work with accuracy, speed, and minimal supervision.
- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the MCTC, MTA and outside agencies related to assigned responsibilities.
- Compose correspondence and reports from brief instructions.
- Make accurate arithmetic and financial computations.
- Maintain a variety of filing, record keeping, and tracking systems. Maintain and update specialized database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

- Operate modern office equipment, including computer equipment and word-processing, database, and spreadsheet application programs.
- Use tact, initiative, and prudence, within general policy, procedural, and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with staff, the MCTC board and others contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of increasingly responsible secretarial experience involving public contact. Relevant post high-school training or certificate is highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives while directing them to appropriate staff.

ASSISTANT SECRETARY II

SALARY RANGE

\$3,041-\$3,453 monthly
\$17.55 to 19.92 per hour

DEFINITION

Performs a variety of general or specialized clerical duties related to filing, organizes and prioritizes own daily work, reception, form processing, record maintenance, mail, typing or data entry; may obtain and compare information related to MCTC records programs, and services with little direct supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direct supervision from the Senior Transportation Planner. Exercises no supervision over staff.

CLASS CHARACTERISTICS

This is the journey level of the Assistant Secretary classification. Employees in this class work independently and with little direction to perform routine clerical duties relating to MCTC and MTA activities. The work requires the ability to prioritize their daily work and work independently with the public, handle passenger requests and complaints, file, process forms, maintain records, receive and process mail, prepare draft minutes from recorded meetings, and copy and distribute agency documents and reports; refer non-procedural questions to the supervisor. There is not direct day to day supervision of work, and the Assistant Secretary II prioritizes their daily work to complete tasks on time; the overall complexity of work increases.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides complex administrative secretarial and clerical support to the MCTC and MTA staff using computer software, templates, databases, and forms.
- Front desk receptionist; greet incoming customers, answers telephones and responds to inquiries or direct calls to appropriate staff; handles routine complaints or problems as they related to MCTC or MTA policies and procedures. Refers non-procedural questions or complaints to the supervisor.
- Schedules passenger trips, calculates and processes accurate payment of passenger fares, and counts change from paid fares. Balances cash drawer daily.
- Accurately communicates messages in person and or in writing.
- Attends agency meetings and prepares notes or minutes from recorded or manual notes, copies and collates meeting materials, and updates mailing lists as needed.
- Receives and processes mail in accordance with established procedures.
- Operates a variety of standard office equipment including copiers, facsimile machines, multi-lined telephones, transcription equipment, computer hardware and software applications, and other department-specific equipment.
- Update the agency websites as necessary to keep information current.
- Set up, schedule, and coordinate meetings; maintain calendars; assemble and distribute related materials.
- Monitors office supplies and creates lists of office and other related supply needs; obtains approval to order supplies.

- Performs skilled word processing and data entry using independent judgment; composes, formats, and edits correspondence, presentations, and reports.
- May provide information to the public, contractors, and vendors by phone or in person to ensure understanding of MCTC and MTA policies and procedures; listens to questions and explains procedures according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate MCTC, MTA or other source; coordinates or resolves problems of a moderate nature when appropriate.
- May document and draft procedures and policies as the need arises.
- Works independently and prioritizes own workload to complete assigned tasks.
- Dusts, vacuums, and cleans the office and maintains a clean work area throughout the work day.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern administrative and secretarial practices and procedures, including the use of standard office equipment.
- Organization and function of public agencies, including the role of appointed boards, committees, and commissions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record keeping and reporting.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, basic web design, database, and spreadsheet applications.
- Business arithmetic techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and MCTC staff, in person and over the telephone.

Ability to:

- Maintains customer and agency sensitive information, and uses discretion in handling and processing sensitive information and data.
- Interprets, applies, and explains applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and MCTC policies and procedures.
- Performs independent and responsible administrative support work with accuracy, and speed.
- Provides varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Understands the organization and operation of the MCTC, MTA, and of outside agencies to perform assigned responsibilities.
- Composes correspondence and reports independently or from brief instructions.
- Makes accurate arithmetic and financial computations.
- Establishes and maintains a variety of filing, record keeping, and tracking systems. Maintains and updates specialized database and records systems.
- Files materials alphabetically, chronologically, and numerically.
- Organizes and prioritizes a variety of assigned projects and tasks in an effective and timely manner in order to meet critical time deadlines.
- Enters and retrieves data from a computer with sufficient speed and accuracy to perform assigned work.

- Operates modern office equipment, including computer equipment and word-processing, database, and spreadsheet application programs.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Uses English effectively to communicate in person, over the telephone, and in writing.
- Establishes, maintains, and fosters positive and effective working relationships with staff, the MCTC board and others contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of increasingly responsible secretarial experience involving public contact. Relevant post high-school training or certificate is highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives while directing them to appropriate staff.

CURRENT/EXISTING SALARY BY RANGE AND STEP AUGUST 1, 2016
MCTC Staff Positions: Base Salaries by Range and Step

Class Description	Base	A	B	C	D	E	F	FLSA Designation	
Associate Transportation Planner	per year	\$ 48,756	\$ 50,220	\$ 51,732	\$ 53,280	\$ 54,876	\$ 56,520	Exempt	Confidential/ Management
	per month	\$ 4,063	\$ 4,185	\$ 4,311	\$ 4,440	\$ 4,573	\$ 4,710		
	per hour	\$ 23.44	\$ 24.14	\$ 24.87	\$ 25.62	\$ 26.38	\$ 27.17		
Assistant Transportation Planner	per year	\$ 39,504	\$ 40,692	\$ 41,916	\$ 43,176	\$ 44,472	\$ 45,804	Exempt	General
	per month	\$ 3,292	\$ 3,391	\$ 3,493	\$ 3,598	\$ 3,706	\$ 3,817		
	per hour	\$ 18.99	\$ 19.56	\$ 20.15	\$ 20.76	\$ 21.38	\$ 22.02		
Executive Assistant Secretary	per year	\$ 36,600	\$ 37,704	\$ 38,832	\$ 39,996	\$ 41,196	\$ 42,432	Non- Exempt	Confidential
	per month	\$ 3,050	\$ 3,142	\$ 3,236	\$ 3,333	\$ 3,433	\$ 3,536		
	per hour	\$ 17.60	\$ 18.13	\$ 18.67	\$ 19.23	\$ 19.81	\$ 20.40		

Effective August 1, 2016

Executive Director	Contract positions	Exempt	All
Chief Fiscal Officer		Exempt	Confidential/
Senior Transportation Planner		Exempt	Management

Salary Survey May 2018

RTPA - 2016 Data	CalPERS contract	Total employed	Top Salary Range				
			Assoc Transp Planner	Assist Transp Planner	Executive Assistant Secretary	Assistant Secretary II	Assistant Secretary I
Butte 2016	X	11				42827	
Eldorado 2016	X	6	\$82,888	\$71,864	\$64,334		
Kings 2016	X	5	\$58,992	\$55,453	\$44,116		N/A
Madera 2016	X	7			\$46,121		\$32,463
Nevada RTPA 2016	X	5					
Placer CTPA 2016	X	7	\$88,460	\$72,252	\$92,050		
Shasta RTPA 2016	X	8	\$65,825		\$49,454		
Tulare 2016	X	20	\$74,771	\$66,462	\$48,134	\$43,281	
AVERAGES			\$74,187	\$66,523	\$57,368	\$43,054	\$32,463
PROPOSED FOR MCTC			\$69,860	\$57,914	\$48,470	41440*	\$35,430

Admin Assistant

*Asst Sec 1 +5%

PROPOSED

MCTC Positions Salary Schedule

Draft - 2018 MCTC Position Salary Schedule

Class Description	Base	1 yr min*	1 yr min*	2 yr min*	2 yr min*	FLSA Designation	
		1	2	3	4		
Associate Transportation Planner	per year	\$ 62,400	\$ 64,272	\$ 67,486	\$ 70,860	Exempt	Confidential Management
	per month	\$ 5,200	\$ 5,356	\$ 5,624	\$ 5,905		
	per hour	\$ 30.00	\$ 30.90	\$ 32.45	\$ 34.07		
Assistant Transportation Planner	per year	\$ 51,000	\$ 52,530	\$ 55,157	\$ 57,914	Exempt	General
	per month	\$ 4,250	\$ 4,378	\$ 4,596	\$ 4,826		
	per hour	\$ 24.52	\$ 25.25	\$ 26.52	\$ 27.84		
Executive Assistant Secretary	per year	\$ 42,684	\$ 43,964	\$ 46,162	\$ 48,470	Non-Exempt	Confidential
	per month	\$ 3,557	\$ 3,664	\$ 3,847	\$ 4,039		
	per hour	\$ 20.52	\$ 21.14	\$ 22.19	\$ 23.30		
Assistant Secretary 2	per year	\$ 36,493	\$ 37,588	\$ 39,467	\$ 41,440	Non Exempt	General
	per month	\$ 3,041	\$ 3,132	\$ 3,289	\$ 3,453		
	per hour	\$ 17.55	\$ 18.07	\$ 18.98	\$ 19.92		
Assistant Secretary 1	per year	\$ 31,200	\$ 32,136	\$ 33,743	\$ 35,430	Non Exempt	General
	per month	\$ 2,600	\$ 2,678	\$ 2,812	\$ 2,952		
	per hour	\$15.00	\$15.45	\$ 16.22	\$ 17.03		

Note: In 2020 this position would be Non Exempt unless Step 1 is adjusted to \$30/hour

Notes:

1. Employee must have a "Satisfactory, Very Good, or Excellent" performance evaluation in each evaluation area (1-13) to be eligible for a step increase. If an employee is unable to attain this benchmark, a corrective action plan will be provided to assist an employee in improving his/her job performance. Continued employment and increases are contingent upon satisfactory job performance.
2. Steps 1 and 2 have a one year performance and a step increase opportunity (based on satisfactory job performance). Steps 3 and 4 are each two year step increase opportunities based on overall rating of satisfactory or better job performance.

Executive Director	Contract positions with negotiated salaries August 1, 2016	Exempt	All
Chief Fiscal Officer		Exempt	Confidential/
Senior Transportation Planner		Exempt	Management

Report to Modoc County Transportation Commission	
Subject Agency Updates and Project Status Reports	Meeting Date October 2, 2018
Presented by Each Respective Agency	Agenda Item 6

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

Joe Picotte

- Central Business District Pedestrian Improvement STIP project (PPNO 2534) - Time Extension to Award Bids submitted September 18, 2018; to California Transportation Commission 10/18/2018
- Juniper and Oak Street (PPNO 2535)
- Projects planned for 2018

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

Mitch Crosby

- Blue Lake Federal Lands Access Program project
- Projects planned for 2018

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

Aaron Casas

- Secret Valley Rest Area
- US 395 Northbound entering Alturas
- Other information

d. **MCTC -**

Debbie Pedersen

- SR 299 at Nagle Street - Last Frontier Hospital District
- The City of Alturas "Main Street" design/development committee
- Deal EAST meeting September 21, 2018

Report to Modoc County Transportation Commission	
Subject Staff Update and Calendar	Meeting Date October 2, 2018
Presented by Debbie Pedersen, Executive Director	Agenda Item 7

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 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 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