



MODOC COUNTY
TRANSPORTATION COMMISSION

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

MINUTES
Regular Meeting
December 4, 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
Danny Parker	City of Alturas, Member at Large

Commissioners Absent

Jim Wills	Modoc County, 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
Cindy Imbach	Senior Transportation Planner
Jacque Dockery	Office Assistant

Public Present

Kathy Grah	Caltrans Dist. 2, Community & Regional Planning Chief
Mitch Crosby	Modoc County Road Commissioner
Sean Shepard	Caltrans District 2, Project Manager

1. **Call to Order** – Chair Dederick called the meeting to order at 1:30 p.m. in the Alturas City Hall 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**
Motion by Commissioner Parker to confirm agenda, seconded by Commissioner Cavasso. All ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from October 2, 2018, MCTC Regular meeting.
 - b. Financial transactions 09/01/18 through 10/31/18.

Vendor	Trans #	Amount	Explanation
Singleton Auman PC	1498	\$ 5,800.00	Fiscal Audit 2017/18
Modoc Transportation Agency	1501	\$ 4,282.35	Q1 Lease/Overhead
Bartel Associates, LLC	1511	\$ 4,500.00	Actuarial Valuation
Singleton Auman PC	1513	\$ 1,900.00	Fiscal Audit 2017/18
Modoc Transportation Agency	1515	\$12,847.05	Q2, Q3, Q4 Lease/Overhead
Cal ACT	1518	\$ 510.00	2019 Membership

- c. Year-to-Date revenue and expenditure report (through 10/31/18)

Motion by Commissioner Ray to approve Consent Agenda items a-c above, seconded by Commissioner Parker. All ayes; motion carried.

5. Regular Business

- a. **Consider acceptance of the Fiscal Year (FY) 2017/18 financial audits**

Chief Fiscal Officer, Niki Lemke, introduced Clay Singleton of Singleton Auman CPA, joining the meeting by phone, to review the fiscal year 2017/18 financial audits. Clay presented an overview of the Audit Report for the year ended June 30, 2018, clarifying information for the board. There will be a couple of minor text changes by Singleton Auman.

Motion by Commissioner Ray to accept fiscal year 2017/18 Financial Audits, seconded by Commissioner Cavasso. All ayes; motion carried.

- b. **Public Agency Retirement System (PARS) Actuarial Report**

Executive Director, Debbie Pedersen presented information regarding the PARS Actuarial Valuation Report.

The Actuarial Report for the PARS contribution has been prepared for the two year period ending June 30, 2018. The Unfunded Liability through June 30, 2018 is \$1,671.00 and the estimate through December 31, 2018 is \$1722.00. It was recommended by the actuarial auditor that the amount be paid as one payment rather than distributing the amount over the two year period.

Motion by Commissioner Parker to authorize a lump sum payment to PARS for the unfunded liability of \$1,722.00 through December 31, 2018, seconded by Commissioner Rhoads. All ayes; motion carried.

The Actuary also indicates that the employer and employee contributions be increased to 13.07% for the employer and 13.25% each for the employee for the next two years. This increase reflects the decrease in fund performance as reflected by CalPERS, dropping from a projected 6.5% interest to 6.25% over the next two period. The actuary auditor indicated that it is likely that the employee and employer contributions will change each two year period, as we have a small number of employees in the plan. Staff recommends that the contributions be increased to 13.25% for both the employer and employee.

Motion by Commissioner Ray to increase contributions by employer and employee to 13.25% each beginning January 1, 2019, seconded by Commissioner Parker. All ayes; motion carried.

- c. **Update on Triennial Performance Audit**

Niki Lemke, Chief Fiscal Officer, reported that Monica Derner, CPA, has been working on the Triennial Performance Audit for June 30, 2015 through June 30, 2018. Lemke is currently reviewing the draft. Any necessary changes will be made and the audit presented at the next regular board meeting in February for approval.

- d. **Consider adoption of Resolution 18-09 – Designated signatories for Plans and Programs calendar year 2019.**

Executive Director Pedersen stated that this is an annual resolution providing authorized signatories for grants, plans, programs, and reimbursement requests, which allows staff to effectively manage programs and grants administered by the MCTC. It was noted that the

Resolution should be for calendar year 2019 and not 2018 as presented. She mentioned that there have been no changes in the list of plans or programs.

Motion by Commissioner Cavasso to adopt Resolution 18-09, including the change from year 2018 to 2019, Designated signatories for Plans and Programs calendar year 2019, seconded by Commissioner Ray. All ayes; motion carried.

e. Appoint Chair and Vice Chair for 2019

Pursuant to a brief discussion and nominations, a motion was made by Commissioner Ray to appoint John Dederick as Board Chairman and Kathy Rhoads as Vice Chair, seconded by Commissioner Parker. All ayes; motion carried.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

In the absence of Joe Picotte, Bobby Ray, City of Alturas Mayor, mentioned that an extension has been approved by the California Transportation Commission for the Central Business District Pedestrian Improvement STIP project (PPNO 2534). MCTC Director Pedersen reported that the project extension will be six to eight months for awarding the bid. The bid solicitation is anticipated to be released in January or February, leaving adequate time for the receipt of bids before the extension deadline.

Ray reported that the Juniper and Oak Street (PPNO 2535) project has been completed.

Pedersen stated that there will be a STIP project for East Street soon and the new STIP cycle will begin in August with a new RTIP program by December of 2019. An overview will be presented at the February meeting regarding the status of the remaining STIP funds for the city and county. Caltrans STIP projects are complete and there are plans to look at an advance speed limit warning system on SR395 on the overpass coming north into Alturas.

b. Modoc County Road Dept. – County Roads –

Mitch Crosby - Modoc County Road Department, Road Commissioner reported that plans are still on schedule for the CR 86 Bridge replacement and the bridge preventative maintenance program.

A consultant selection process has begun to hire environmental consultants to be prepared to start on February 1 as on-call consultants for upcoming projects.

CR111 in Newell Basin and the Blue Lake Federal Lands Access Program (FLAP) are upcoming STIP projects for the next fiscal year that will require environmental consultants.

c. Caltrans District 2

Sean Shepard, Caltrans District 2 project manager reported that the Caldwell Bridge project near Canby has been under way and on schedule with approximately five miles completed. It is currently in winter suspension. The eastern portion of the project will resume in the spring.

The CTC meets on December 5th and 6th to vote on supplemental funds for the Adin Bridges. and Caltrans hopes to award the bridges project in Adin. The top three bidders (which came in within 2% of each other) were all above the engineer's estimate, which requires the CTC to vote additional funds. If all goes well at the CTC meeting, the contract can be awarded and construction could begin in the spring.

Kathy Grah, Caltrans District 2 Branch Chief, Community and Regional Planning, provided information regarding Secret Valley Rest Area. The person in charge of maintaining that rest area is planning to propose that it be replaced in the future due to the difficulties of maintaining the existing facility.

Caltrans Traffic Investigation Office will collect speed data to support the idea of a radar feedback sign or additional speed limit signs to slow traffic on SR 395 northbound into Alturas. Director Pedersen mentioned CHP placed an educational trailer on the highway during the summer. More information should be forthcoming within the next 30 days.

d. Modoc County Transportation Commission

Debbie Pedersen – MCTC Executive Director, stated that members are needed to form the City of Alturas “Main Street” Design/Development Committee. Pedersen suggested that there be five members to put together a community plan. The plan would outline design features in place for a state highway project in 2022. Recommendations from the board included utilizing members of the MCTC park design committee.

A Contract Employees negotiation meeting is scheduled for December 12, 2018. The committee members are Commissioner Ray and Chair Dederick.

Advertisements for the Assistant Secretary 1 or 2 positions were placed in the Modoc Record and posted at the Alliance for Workforce office. About twelve or thirteen applications were disbursed and seven were returned. Two candidates dropped out and five have been scheduled for testing on Thursday, December 6.

7. Staff Update and Calendar

Ongoing and upcoming events

Calendar – consider future dates and events of interest:

- 12/24/18 Christmas Eve Holiday – MCTC office is closed – no Sage Stage Bus Service
- 12/25/18 Christmas Holiday – MCTC office is closed – no Sage Stage Bus Service
- 12/31/18 New Years Eve Holiday – MCTC office is closed – Sage Stage Bus operating
- 01/01/19 New Years Day Holiday – MCTC office is closed – no Sage Stage Bus Service
- 01/07/19 Modoc TAC meeting – Sage Stage Conference Room

8. Motion to Adjourn – motioned by Commissioner Rhoads.; seconded by Commissioner Parker to adjourn the meeting at 2:27 p.m. All ayes, motion carried. The next regular meeting will be Tuesday, February 5, 2019, at 1:30 p.m. in the Alturas City Council Chambers, 200 W. North Street, Alturas, CA.

Submitted by,

Jacque Dockery
Office Assistant