



MODOC COUNTY  
TRANSPORTATION COMMISSION

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

**MINUTES**  
**Regular Meeting**  
**February 5, 2019**

**Commissioners Present**

John Dederick, Chair	City of Alturas Representative
Kathie Rhoads, Vice Chair	Modoc County Board of Supervisor, District III
Bobby Ray	Mayor, City of Alturas
Danny Parker	City of Alturas Member at Large

**Commissioners Absent**

Elizabeth Cavasso	Modoc County Board of Supervisor, District IV
Jim Wills	Modoc County Member At Large
Cheryl Nelson (Alternate)	City of Alturas Councilmember
Ned Coe (Alternate)	Modoc County Board of Supervisor, District I

**Staff Present**

Debbie Pedersen	Executive Director
Niki Lemke	Chief Fiscal Officer
Cindy Imbach	Senior Transportation Planner
Jacque Dockery	Office Assistant
Michelle Cox	Assistant Secretary

**Public Present**

Monica Derner	CPA PC
Mitch Crosby	Modoc County Road Commissioner

1. **Call to Order** – Chair Dederick called the meeting to order at 1:34 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 Ray. All ayes; motion carried.
4. **Consent Agenda**
  - a. Approve minutes from December 4, 2018, MCTC Regular meeting.
  - b. Financial transactions 11/01/18 through 12/31/18.

Vendor	Trans #	Amount	Explanation
Bartel Associates, LLC	1540	\$2,000.00	Actuarial and GASB 68 report

- c. Year-to-Date revenue and expenditure report (through 12/31/18)  
Motion by Commissioner Ray to approve Consent Agenda items a-c above, seconded by Commissioner Rhoads. All ayes; motion carried.

## 5. Regular Business

### a. MCTC Human Resources Policies and Procedures changes.

Debbie Pedersen, Executive Director reported that the proposed changes to the Human Resources Policies and Procedures are a result of modifications made by the salary committee and are shown in red text on the attached pages. A summary is as follows:

- Changes for step ranges and the time periods for performance evaluations (steps 1 and 2 are a one year period, and 3 and 4 are two year periods).
- Request that the in-lieu of medical insurance pay be documented by MCTC approval and followed with a minute order. The dollar amount has been omitted from the policies and procedures.
- Clarify cost sharing of medical premiums and advance payment (affects new hires - medical is pre pay).
- Propose a technical correction to Jury Duty – the policy and procedure did not specify a number of days for Jury Duty. The sentence has been modified to omit the number of days per year as Jury Duty is not within the control of MCTC or the employee. Also, policy was modified to allow employees to receive full salaries while on Jury Duty.

Motion by Commissioner Parker to approve MCTC Human Resources Policies and Procedure with changes, seconded by Commissioner Rhoads. All ayes; motion carried.

### b. MCTC Triennial Performance Audit.

Executive Director Pedersen introduced Monica Derner, CPA PC, who prepared the Triennial Performance Audit. Monica reported that the audit is in compliance with the Transportation Development Act and there were no findings to report.

Motion by Commissioner Rhoads to accept the MCTC Triennial Performance Audit, seconded by Commissioner Parker. All ayes; motion carried.

### c. Public Agency Retirement System.

Pedersen reviewed the attached PARS Annual Statement ending 12/31/18, MCTC Deposits through 12/3/218 and the High Mark investment for the third quarter 2018. This report is typically presented in December each year.

### d. Modoc State Transportation Improvement Program projects from 1998 through 2018.

Pedersen reported that the MCTC will be adopting the 2020 Regional Transportation Improvement Program this fall; the Fund Estimate (sets amount available to program) is anticipated to be adopted by the CTC in August 2019.

A summary of STIP projects that have been programmed and completed by each agency over the 20 year period was provided for review. The Modoc County Road Department has prepared a map to assist in locating county road projects funded to date.

Pedersen stated that it is anticipated that the STIP fund estimate (in June or July) will remain the same or better for the upcoming cycle and has asked the agencies to bring forth projects.

## 6. Agency Updates and Project Reports

### a. City of Alturas Public Works Department

Executive Director Pedersen reported the following information on behalf of Joe Picotte, City of Alturas, Director of Public Works:

- Central Business District Pedestrian Improvement STIP project (PPNO 2534) – Timeline as follows: Project advertised February 5; Bid Opening is March 3 with Bid Award March 19; construction is scheduled to begin in May, weather permitting. Joe Picotte indicated that there has been some local contractors interested in the project.

In order to reduce costs, two northerly segments (4<sup>th</sup> street and 3<sup>rd</sup> street) of the project were dropped.

- Juniper and Oak Street (PPNO2535) - the contractor submitted final documentation and the project closeout paperwork is being prepared.
- As a result of a near miss pedestrian incident on Main St and 8<sup>th</sup> street (by the high school), the City is requesting improvements to the intersection and also for North and Main (by the Niles Theater). These will be brought to the Main Street Design Committee.

b. Modoc County Road Department

Mitch Crosby, Road Commissioner, reported that there will be two bridge projects starting construction this summer, County Road 86 bridge replacement a couple miles north of Adin and the bridge preventative maintenance program involving eleven different bridges around the county. The county has received 100% plans and specs for both of these projects. The plans and specs are currently being reviewed by Caltrans and the resident engineer. It is anticipated that advertisement for construction for these projects will be placed by the end of February.

Currently the County is working on acquiring an environmental consultant for the current STIP projects. County Road 111 (STIP) funds for Environmental and Permits will be available for allocation July 1, 2019.

c. Caltrans District 2

In the absence of Aaron Casas, Caltrans District 2 Regional Planning Liaison, Executive Director Pederson presented the following information:

- Secret Valley Rest Area

The rest area will be improved through the State Highway Operation Protection Project (SHOPP). Improvements include replacing the existing building with a modern building that includes a men's and women's restroom with a storage closet between them. The lighting will be improved and supplied by solar panels and batteries. Questions regarding these plans can be submitted through Director Pedersen who will forward them to Aaron Casas, Regional Planning Liaison, or Tom March, Roadside Maintenance.

At a meeting with Don Anderson last May, it was indicated that there would be a QR code on the sign at the secret Valley Rest area to allow the public to report on the condition of the facility via scanning on a smart phone. This has not been done yet.

- US 395 Northbound entering Alturas

A rough cost estimate has been acquired for a solar powered feedback sign in the amount of \$11,500. Pedersen has spoken with Mitch Crosby, Modoc County Road Commissioner, and this project will be programmed as part of the STIP cycle later this year.

- Butte/Ash Creek Bridge Replacement Project

Sean Shepard provided information on the Butte and Ash Creek Bridge Replacement projects. They have been awarded to West Coast Contractors. Construction will begin this spring.

- The Caldwell Bridge project

The Caldwell Bridge project, between Canby and just beyond Fisher Hill, is in winter suspension and will resume in the spring.

- Aaron Casas has requested to be included on the Main Street Improvement Committee as a representative of Caltrans.

d. Modoc County Transportation Commission

- The City of Alturas "Main Street" Design/Development Committee

Debbie Pedersen, Executive Director, reported that The City of Alturas "Main Street" design/development committee includes Lorissa Soriano, Jim Wills, Barb or Greg Weed, Lonnie Lewis, Aaron Casas, and Debbie Pedersen. Chair Dederick recommended consideration of contracting with Jenn Anderson and other interested parties. Meetings will begin soon.

**7. Staff Update and Calendar**

Executive Director Pedersen referred to the following attachments:

- Modoc County Auditor Apportionment of Transportation Funds for fiscal year 2019/20.
- A notice by the Modoc County Auditor/Clerk that Form 700's are due by April 2, 2019

Pedersen reported that she has been invited to speak at the North State Super Region and California Transportation Commission Workshop, April 10-11, 2019, in Chico. She will give a presentation regarding Modoc County challenges.

Calendar – consider future dates and events of interest:

- 02/05/19 MCTC and MTA Meetings – 1:30 p.m. City Council Chambers 200 W. North St., Alturas
- 02/12/19 Lincoln's Birthday holiday – office closed; Sage Stage bus is operating.
- 02/18/19 President's Day holiday – Office and Sage Stage observe holiday – closed.
- 03/11/19 Modoc TAC meeting – Sage Stage Conference Room

**8. Employee Negotiations Committee (Chair Dederick and member Ray**

A Closed Session GC §54956 PUBLIC EMPLOYMENT – Employee Negotiations/Employment Agreements convened at 2:05 p.m. The regular meeting resumed at 2:15 p.m.

Motion by Commissioner Ray to approve the Employee Negotiations/Employment contracts as presented and to approve the additional duties of the Executive Director to prepare the Regional Transportation Plan, seconded by Commissioner Parker. All ayes; motion carried

Executive Director Pedersen stated that, instead of HR Policies being updated each time there is an occurrence, a Minute Order would be prepared stating that MCTC is to pay \$325 In-Lieu-Of funds and 85% of the medical premium based on contract negotiations.

**9. Motion to Adjourn –**

Motion by Commissioner Ray.; seconded by Commissioner Rhoads to adjourn the meeting at 2:17 p.m. All ayes, motion carried. The next regular meeting will be Tuesday, April 2, 2019, at 1:30 p.m. in the Alturas City Council Chambers, 200 W. North Street, Alturas, CA.

Submitted by,

Jacque Dockery  
Office Assistant