



MODOC COUNTY
TRANSPORTATION COMMISSION

108 S. Main Street
Alturas, CA 96101-3936
(530) 233-6410 Phone
233-3744 Fax

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

Ned Coe
Alternate
County Supervisor I

Cheryl Nelson
Alternate
City Councilmember

Staff

Debbie Pedersen
Executive Director

Niki Lemke
Chief Fiscal Officer

Cindy Imbach
Sr. Transportation Planner

Michelle Cox
Assistant Secretary

AGENDA
REGULAR MEETING
Sage Stage Conference Room
108 S. Main St. Alturas
June 4, 2019, 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 MCTC meeting on April 2, 2019.
- 2. Financial transactions 03/01/19 through 04/30/19
- 3. Year to Date expenditure report through 04/30/19

5. Regular Business

Action/Information

- 1. Consider amendment to Resolution 18-01 Fiscal Year 2018/19 Budget (final).
- 2. Consider approval of the Fixed Asset Inventory and Reconciliation.
- 3. State Transportation Improvement Program – Draft Fund Estimate

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

7. Staff Update, Correspondence and Calendar

Information

Address outstanding issues, correspondence, information and materials received

- Information regarding mandatory training – available resources
- Future dates and events of interest

9. Adjourn until next MCTC Regular meeting

Action

Tuesday, August 6, 2019, at 12:45 p.m., or soon thereafter, in the Sage Stage Office Conference Room at 108 S. Main Street, Alturas, CA.

Report to Modoc County Transportation Commission	
Subject	Meeting Date
Consent Agenda	June 4, 2019
Presented by	Agenda Item
Not Applicable	4

ATTACHMENTS – shown in **bold** below

- a. Approve the **minutes from the 04/02/2019 meeting**

- b. Approve **financial transactions from 03/01/19 through 04/30/19**
 Summary of incidental expenditures (excluding employee payroll, taxes, and benefits).

Vendor	Transaction	Amount	Explanation
Debbie Pedersen	1578	\$1,007.92	Motel/mileage; CTC and NSSR

- c. Information **Year-to-Date revenue and expenditure reports (through 04/30/19)**



MODOC COUNTY
TRANSPORTATION COMMISSION

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

MINUTES
Regular Meeting
April 2, 2019

Commissioners Present

John Dederick, Chair
Kathie Rhoads, Vice Chair
Elizabeth Cavasso
Bobby Ray
Danny Parker
Jim Wills

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

Commissioners Absent

Cheryl Nelson (Alternate)
Ned Coe (Alternate)

Councilmember, City of Alturas
Board of Supervisors, District I, Modoc County

Staff Present

Debbie Pedersen
Niki Lemke
Cindy Imbach
Michelle Cox
Jacque Dockery

Executive Director
Chief Fiscal Officer
Senior Transportation Planner
Assistant Secretary
Office Assistant

Public Present

Annamarie Jones
Doreen Smith-Powers
Sean Shepard

Citizen
Citizen
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** - Annamarie Jones presented a complaint to the board stating that she has been prohibited from riding Sage Stage. Chair Dederick responded with plans to meet with management and a second Commissioner concerning her complaint and would notify her by mail of decisions made. Dederick encouraged her to place herself on the agenda for the June meeting if she is not satisfied with the response. Her mailing address was confirmed.
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 02/05/2019 meeting.
Commissioner Cavasso remarked that the spelling of Larissa’s name needed to be corrected to Lorissa.

b. Financial transactions 01/01/19 through 02/28/19.

Vendor	Trans #	Amount	Explanation
Monica Derner, CPA	1561	\$1,950.00	Triennial Audit

c. Year-to-Date revenue and expenditure report (through 02/28/19)

Motion by Commissioner Cavasso to approve Consent Agenda items a-c above with correction of the name Larissa in the minutes to Lorissa, seconded by Commissioner Parker All ayes; motion carried.

5. Regular Business

1. **Resolution 19-02 FY 2019/20 Unmet Transit Needs Finding and Reasonable to Meet Criteria for the allocation of Local Transportation Funds.**

Chairman Dederick Opened a Public Hearing at 1:42 p.m. to consider Unmet Transit Needs.

Executive Director Pedersen reported that the Social Service Transportation Advisory Council (SSTAC) met February 19, 2019, to discuss unmet transit needs. The SSTAC recommended that the local and intercity services continue and requested a service to Lakeview, Oregon, be considered if funding is available. To date, very few requests have been made for this service (1 or 2) and we don't have funding or drivers to cover the additional shift for a Lakeview service.

There were no public comments or other written comments.

Chairman Dederick closed the Public Hearing at 1:44 p.m.

Motion by Commissioner Ray to adopt **Resolution 19-02 Unmet Transit Needs Finding and Reasonable to Meet Criteria**, seconded by Commissioner Cavasso. All Ayes; motion carried.

2. **Resolution 19-03 FY 2019/20 Local Transportation Fund (LTF) and FY 2019/20 State Transit Assistance Fund (STAF) Allocation Instructions.**

Niki Lemke, Chief Fiscal Officer, reported that annually the MCTC adopts allocation instructions for the LTF in accordance with the TDA regulations and MCTC's TDA handbook. These allocation instructions are provided to the auditor for the distribution of Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF). The FY 2019/20 LTF is estimated to be \$240K as indicated by the County Auditor. The estimated STAF is \$102,032 (eligible for transit use only). Resolution 19-03 distributes the funds as follows: \$118,000 LTF to MCTC administration, \$100,000 to MTA Transit. The remaining balance is distributed by population to the to the City of Alturas (\$6,565) and the County of Modoc (\$15,435) by population.

Motion by Commissioner Wills to adopt **Resolution 19-03 Local Transportation Fund and State Transit Assistance Fund Allocations**, seconded by Commissioner Cavasso. All Ayes; motion carried.

3. **Year End True Up Fiscal Year 2017/18 – City and County Streets and Roads.**

CFO Lemke stated that at the end of each fiscal year a true-up is necessary of the unallocated funds of LTF to the City and County by population as per PUC Code Sec. 99231. This True Up for the fiscal year 2017/18 will allocate the balance of \$70,711.83 of unused revenue. The City will receive \$21,099.00 bringing their balance to \$30,199.00 and the County \$49,612.83 bringing their balance to \$73,012.83.

Motion by Commissioner Ray to approve Year End True Up for Fiscal Year 2017/18, seconded by Commissioner Wills. All ayes; motion carried.

4. MCTC Administration claim and the Modoc Transportation Agency claim for transit operations for Fiscal Year 2019/20.

Lemke explained that every year an estimate is received from the auditor for the LTF and STAF allocations. The current MTA LTF claim for Transit is \$100,000 for the 2019/20 and the FY 2019/20 MTA claim for STA is \$102,032. The MCTC claims \$118,000 for Administration.

Director Pedersen mentioned that if the City and County are interested in claiming funds for streets and roads, the form is available at the Sage Stage office. The available balance prior to 2019/20 will be provided along with the appropriate code to use for the claim. The claim will come to the board for approval. This process is available on the website in the handbook.

Motion by Commissioner Parker to approve MCTC claim for administration for Fiscal Year 2019/20 and Modoc Transportation Agency claim for transit operations for Fiscal Year 2019/20, seconded by Commissioner Wills. All ayes; motion carried.

5. Fiscal Year 2019/20 Overall Work Program and Agreement.

Executive Director Pedersen reported that the draft 2019/20 OWP was submitted to Caltrans February 5, 2019, for review and comment. Staff received a letter from Caltrans dated March 19, 2019 requesting several modifications. The modifications were made to the document March 20, 2019 and resubmitted to Caltrans for review. Caltrans has not offered full concurrence at this time, but Aaron Casas has notified Debbie that the District is happy with changes made, and is agreeable to approve the OWP with authorization for the Executive Director to make any further minor modifications to the second draft and sign the agreement.

One comment was made regarding the data used for the population, which differs in sections. Director Pedersen will correct the information to be consistent throughout.

Motion by Commissioner Wills to approve FY 2019/20 OWP and Agreement for funding and authorize the Executive Director to make any minor changes to the final document and sign the Agreement for the 2019/20 OWP, seconded by Commissioner Parker. All ayes; motion carried.

6. Resolution 19-01 Fiscal Year 2019/20 Budget.

CFO Lemke referred to the attached 2019/20 Budget with a comparison to the 2018/19 budget. Two main increases are noted. The first increase is IT Equipment, to update office computers from Windows 7 (no longer supported) to Windows 10 and splitting this cost between two years. The second increase is in salaries and labor due to new office position filled this year and annual increases.

Two typing errors were noted, (spelling of the word “instructions” and a missing zero in the amount \$357,000) and will be corrected.

Motion by Commissioner Cavasso to adopt 2019/20 Budget with corrections, seconded by Commissioner Ray. All ayes; motion carried.

6. Agency Updates and Project Reports

a. City of Alturas Public Works Department

In the absence of Joe Picotte, Director of Public Works, Director Debbie Pedersen presented his written report for the following information:

- Central Business District Pedestrian Improvement STIP project (PPNO 2534) – The original bids came in high and the City requested an extension from the CTC. After some modifications, it was put out to bid again in February. Eagle Peak has come in as low bidder at \$671,443, approved by City Council, there was a total of six bidders. The City issued Requests for Proposals for construction management for the project and received one response from GHD. It is anticipated that the start of the project could be as early as mid-April and should be completed by the end of summer.

- Juniper and Oak Street (PPNO 2535) is almost 80% complete on paperwork for the final pay request and project closeout.
- The City has submitted an allocation for phase 1 of the East Street project on their environmental which was due by June and should go to the CTC for the June vote. This project covers East Street from Modoc street to 4th Street.
- Senate Bill 1 funds for local streets and roads for 2019/20 have been approved for the rehabilitation of East Modoc Street from Estes to the end of Modoc Street at the railroad tracks.
- Chairman Dederick suggested combining water meters for the Sage Stage building to reduce meter cost. Currently there are several meters as a result of acquiring the different properties at different times. Pedersen stated that they will be looking at the office as built plans; rough cost estimates show recovery of costs in a few years with the elimination of meter charges.

b. Modoc County Road Department – no report

c. Caltrans District 2

In the absence of Aaron Casas, Caltrans District 2, Regional Planning Liaison, Executive Director Pedersen provided information regarding the following:

- Secret Valley Rest Area – is currently closed and MCTC has questioned this.
- US 395 Northbound entering Alturas – no changes on the speed limits entering Alturas. The cost information for a radar feedback sign is available and the road department has agreed to take this project on as a STIP project.
- Commissioner Ray shared concerns with the 45 mph speed limit on SR299 at the intersection of West C Street where traffic will be increasing for the Grocery Outlet strip mall and the new hospital. Ray would like to see speed reductions on SR299/12th street in that area for safety. Director Pedersen has submitted this concern to Aaron.

Sean Shepard, Caltrans District 2 Project Manager, reported that with the change in weather conditions construction projects will be under way again. The remaining work on the Caldwell Bridge Rehab project will complete the east end roadway rehabilitation. The Butte and Ash Creek bridge projects in Adin have been awarded to West Coast Contractors and will be starting soon. There is a project coming to construction 2020/21 on SR 299 west of Adin in Lassen County for about a mile.

Chairman Dederick commented that there are a limited number of cameras available in our area for road conditions and asked if more could be acquired. Shepard remarked that the network of traffic cameras is growing and there is a portion of SB 1 funding for ITS elements. He will look into this and report back to the board on planned projects for Modoc County and surrounding areas.

d. Modoc County Transportation Commission

- City of Alturas "Main Street" design/development committee
Director Pedersen reported that the planned March committee meeting was canceled. There are plans for the committee to meet in April or May. The committee is comprised of Aaron Casas from Caltrans, Lorissa Soriano, Barbara or Greg Weed, Lonnie Lewis, Jim Wills and Debbie Pedersen. Jenn Anderson will be invited, as well. There will be an outreach to the public, schools, the Chamber of Commerce and other interested parties eventually. This State project would be considered for 2020/22.

7. Staff Update and Calendar

2019 Labor Law Update

CFO Lemke referred to an attachment of the Highlights on 2019 California Labor Law Update – Webinar, Butte College Training Place 1/31/19. She highlighted a few areas that might affect our agency and remarked that most changes affect employers with 5 or more employees.

CTC Workshop/North State Super Region Meeting and Caltrans meeting the week of April 8, 2019

Executive Director Pedersen will be attending the CTC Workshop/North State Region Meeting and Caltrans meeting. She will be speaking on the topic of Challenges in Modoc County. Four agencies have been asked to speak: Lassen County, Shasta County, Nevada County and Modoc County. Pedersen will be providing fact sheets indicating City and County challenges and delivering road projects with a focus on our size and remoteness as we strive to meet all commitments.

Doreen Smith-Powers commented on the need to monitor the County's air quality in order to maintain our fresh air standards. Director Pedersen responded with information regarding current practices of air quality monitoring and the report's latest findings. The Board thanked Smith-Powers' for her comments and concerns.

Calendar – consider future dates and events of interest:

MCTC and MTA Meeting schedule - 1:30 p.m. City Hall Council Chambers 200 W. North St., Alturas

- 04/02/19
- 06/04/19

Modoc TAC Meeting Schedule - 1:00 p.m. Sage Stage Conference Room, 108 S. Main St., Alturas

- 05/08/19
- 07/10/19

Holiday Schedule

- 05/27/19 Memorial Day - office closed/no bus service
- 07/04/19 Independence Day - office closed/no bus service

9. Adjournment

Motion by Commissioner Rhoads.; seconded by Commissioner Cavasso to adjourn the meeting at 2:20 p.m. All ayes, motion carried. The next regular meeting will be Tuesday, June 4, 2019, at 1:30 p.m.

Submitted by,

Jacque Dockery
Office Assistant

Modoc County Transportation Commission
Transactions by Account
As of April 30, 2019

Date	Num	Name	Amount	Balance
LAIF - 002 (Reserve \$300K)				307,742.82
04/15/2019		Interest	1,930.42	309,673.24
Total LAIF - 002 (Reserve \$300K)			1,930.42	309,673.24
Plumas - Checking 0466				230,901.72
LTF Trust (MCTC)				137,000.99
County of Modoc (LTF)				23,400.00
04/03/2019	ADJR9		49,612.83	73,012.83
Total County of Modoc (LTF)			49,612.83	73,012.83
City of Alturas (LTF)				9,100.00
04/03/2019	ADJR9		21,099.00	30,199.00
Total City of Alturas (LTF)			21,099.00	30,199.00
LTF Trust (MCTC) - Other				104,500.99
03/21/2019			12,261.04	116,762.03
04/03/2019	ADJR9		-70,711.83	46,050.20
Total LTF Trust (MCTC) - Other			-58,450.79	46,050.20
Total LTF Trust (MCTC)			12,261.04	149,262.03
Plumas - Checking 0466 - Other				93,900.73
03/04/2019		RPA Q2	44,812.00	138,712.73
03/05/2019	30519	RackSpace Email	-12.00	138,700.73
03/06/2019	1564	John Dederick	-200.00	138,500.73
03/07/2019	30719	Aflac	-339.46	138,161.27
03/11/2019	40420	Intuit	-8.00	138,153.27
03/15/2019	1565	Golden State Risk Management Authority	-3,111.40	135,041.87
03/15/2019	1566	PARS	-618.00	134,423.87
03/20/2019	1567	Modoc County Record	-63.00	134,360.87
03/25/2019	32519	EDD	-88.00	134,272.87
03/25/2019	32520	EDD	-1,376.61	132,896.26
03/25/2019	32521	IRS (eftps.gov)	-4,741.76	128,154.50
03/27/2019	1570	Apex Technology Management, Inc.	-258.85	127,895.65
03/28/2019		QuickBooks Payroll Service	-14,765.28	113,130.37
03/28/2019		MTA Salaries Q3 - Reimb.	15,217.05	128,347.42
03/29/2019		Pedersen, Deborah	0.00	128,347.42
03/29/2019		Lemke, Nicole L.	0.00	128,347.42
03/29/2019		Imbach, Cindy J	0.00	128,347.42
03/29/2019		Cox, Michelle D.	0.00	128,347.42
03/29/2019	1568	US Bank PARS Account #6746022500	-3,574.52	124,772.90
03/29/2019	1569	Edward Jones	-821.32	123,951.58
03/31/2019		Interest	11.68	123,963.26
04/02/2019	1571	Modoc County Record	0.00	123,963.26
04/02/2019	1572	Bobby Ray	-150.00	123,813.26
04/02/2019	1573	Danny Parker	-150.00	123,663.26
04/02/2019	1574	Elizabeth Cavasso	-150.00	123,513.26

Modoc County Transportation Commission
Transactions by Account
As of April 30, 2019

Date	Num	Name	Amount	Balance
04/02/2019	1575	Jim Wills	-150.00	123,363.26
04/02/2019	1576	John Dederick	-200.00	123,163.26
04/02/2019	1577	Kathie Rhoads	-150.00	123,013.26
04/05/2019	40419	RackSpace Email	-12.00	123,001.26
04/08/2019		LTF (Trust)	16,874.72	139,875.98
04/10/2019	41019	Intuit	-609.95	139,266.03
04/10/2019	41020	Intuit	-8.00	139,258.03
04/16/2019	1578	Debbie Pedersen	-1,007.92	138,250.11
04/16/2019	1579	Aflac	-339.46	137,910.65
04/16/2019	43020	Office Depot	-197.33	137,713.32
04/17/2019	1579	Trillium Solutions, Inc.	-280.00	137,433.32
04/17/2019	1580	PARS	-618.00	136,815.32
04/23/2019	1581	Apex Technology Management, Inc.	-155.00	136,660.32
04/23/2019	43019	EDD	-1,376.59	135,283.73
04/23/2019	43020	IRS (eftps.gov)	-4,741.78	130,541.95
04/29/2019		QuickBooks Payroll Service	-14,765.29	115,776.66
04/30/2019		Lemke, Nicole L.	0.00	115,776.66
04/30/2019		Cox, Michelle D.	0.00	115,776.66
04/30/2019		Imbach, Cindy J	0.00	115,776.66
04/30/2019		Pedersen, Deborah	0.00	115,776.66
04/30/2019	1582	Edward Jones	-821.32	114,955.34
04/30/2019	1583	US Bank PARS Account #6746022500	-3,574.52	111,380.82
04/30/2019		Interest	11.63	111,392.45
Total Plumas - Checking 0466 - Other			17,491.72	111,392.45
Total Plumas - Checking 0466			29,752.76	260,654.48
TOTAL			31,683.18	570,327.72

Modoc County Transportation Commission

Company Snapshots (As of 03/19/19)



Modoc County Transportation Commission

Profit & Loss

July 2018 through April 2019

05/15/19

Accrual Basis

	<u>Jul '18 - Apr 19</u>
Ordinary Income/Expense	
Income	
PPM 17/18	59,000.00
MCTC - LTF Trust Acct	62,047.12
Interest	6,977.21
LTF - MCTC Admin	52,581.05
RPA	91,489.00
Total Income	<u>272,094.38</u>
Expense	
IT Equipment (Computers, Misc.)	413.85
Accounting / Auditor Services	14,700.00
Commissioner Per Diem	5,000.00
Insurance	
Workers' Comp Ins	4,172.00
Property Ins.	188.00
Liability Ins.	5,794.00
Insurance - Other	-975.40
Total Insurance	<u>9,178.60</u>
IT Service & Support	8,376.40
Lease & Overhead	14,274.50
Legal Notices	301.50
Legal Services	85.50
Miscellaneous Expense	214.00
Office Supplies	1,399.63
Payroll Services	526.00
Payroll	234,891.16
Travel / Training / Memberships	<u>2,832.78</u>
Total Expense	<u>292,193.92</u>
Net Ordinary Income	-20,099.54
Other Income/Expense	
Other Income	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>-20,099.54</u></u>

Modoc County Transportation Commission

Balance Sheet

As of April 30, 2019

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
LAIF - 002 (Reserve \$300K)	309,673.24
Plumas - Checking 0466	
LTF Trust (MCTC)	
County of Modoc (LTF)	73,012.83
City of Alturas (LTF)	30,199.00
LTF Trust (MCTC) - Other	46,050.20
Total LTF Trust (MCTC)	<u>149,262.03</u>
Plumas - Checking 0466 - Other	111,392.45
Total Plumas - Checking 0466	<u>260,654.48</u>
Total Checking/Savings	570,327.72
Accounts Receivable	6,309.94
Total Current Assets	<u>576,637.66</u>
Fixed Assets	
Fixed Asset	1,864.55
Total Fixed Assets	<u>1,864.55</u>
TOTAL ASSETS	<u><u>578,502.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	256.50
Other Current Liabilities	
Def Rev - PPM 18/19	59,000.00
Def Rev - RSTP 17/18	26,690.00
PAYROLL LIABILITIES	
Compensated Absences	44,539.82
PARS payable	-0.01
Total PAYROLL LIABILITIES	<u>44,539.81</u>
Total Other Current Liabilities	<u>130,229.81</u>
Total Current Liabilities	<u>130,486.31</u>
Total Liabilities	130,486.31
Equity	
Opening Balance Equity	123,557.64
Retained Earnings	344,557.80
Net Income	-20,099.54
Total Equity	<u>448,015.90</u>
TOTAL LIABILITIES & EQUITY	<u><u>578,502.21</u></u>

Report to Modoc County Transportation Commission	
Subject	Meeting Date
Regular Business	June 4, 2019
Presented by	Agenda Item
MCTC Staff	5

ATTACHMENTS – shown in **bold** below

1. Consider amendment to **Resolution 18-01 Fiscal Year 2018/19 Budget (final)**.

2. Consider approval of the **FY 2018/19 Fixed Asset Inventory and Reconciliation**.

The office computers require upgrading for new software upgrades. 6 computers and one laptop will be replaced.

Staff requests that the Fixed Asset Inventory be approved as shown, and take a subsequent action to declare the 6 computers and one laptop surplus. The computers will be donated to the Modoc County Library and will replace outdated equipment that is currently in service.

3. State Transportation Improvement Program – Draft Fund Estimate

The Draft Fund Estimate is anticipated to be approved at the June 26, 2019 California Transportation Commission Meeting. The CTC anticipates a robust Fund Estimate due to the economy and voter approval of Senate Bill 1.

MODOC COUNTY TRANSPORTATION COMMISSION
RESOLUTION No. 18-01b - FINAL
Fiscal Year (FY) 2018/19 Budget

WHEREAS, the Modoc County Transportation Commission (MCTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the MCTC apportioned the FY 18/19 Transportation Development Act (TDA) funds in the Findings of Apportionment on February 6, 2018 to claimants MCTC planning & administration, the Modoc Transportation Agency/Transit Operations, the Modoc County Road Department and the City of Alturas; and

WHEREAS, the MCTC FY 2018/19 Budget, as shown in Attachment A, includes revenues from TDA Funds, Regional Planning Assistance, and State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM) funds, Regional Surface Transportation Program funds and programs identified in Resolution 17-08 Authorized Signatories for Plans and Programs; and

WHEREAS, the MCTC FY 18/19 Budget, as shown in Attachment A, identifies estimated expenditures to administer the revenue from the Commission grants and programs; and

WHEREAS, the MCTC authorizes the Executive Director or Chairman to modify line item amounts within the budget for daily operations so long as the overall revenues and expenditures are in accordance with amounts shown in Attachment A, and with subsequent approval by MCTC.

NOW, THEREFORE, BE IT RESOLVED that the Modoc County Transportation Commission hereby adopts this FY 2018/19 MCTC Budget (\$369,690).

PASSED AND ADOPTED this 4th day of June, 2019 by the following vote:

AYES: Commissioners:

NOES:

ABSENT: Commissioners:

ATTEST:

John Dederick, Chairperson

Debbie Pedersen, Executive Director
Modoc County Transportation Commission

**Modoc County Transportation Commission
FY 2018/19 Final Budget
Resolution 18-01b - Attachment A**

Adopted 6/4/19 (Res. 18-01b)				
<u>REVENUES</u>	Operating	LTF Trust Acct	FY 2018/19 Forecast	Difference
Local Transportation Fund (LTF)				
Estimate - Sales Tax Revenues (FY 18/19)	\$ 83,000		\$ 83,000	\$ -
LTF Trust Account (MCTC)		\$ 43,000	\$ 43,000	\$ -
Special Programs				
Rural Planning Assistance (FY 18/19)	\$ 158,000		\$ 158,000	\$ -
STIP PP&M (FY 17/18)	\$ 59,000		\$ 59,000	\$ -
RSTPG	\$ 26,690		\$ 26,690	\$ -
Tota Revenues	\$ 326,690	\$ 43,000	\$ 369,690	\$ -
	\$ 369,690		\$ 369,690	
<u>EXPENSES</u>				
Commissioner Per Diem Expenses	\$ 6,500		\$ 6,150	\$ 350
Facility Lease & Overhead Agreement	\$ 17,160		\$ 17,130	\$ 30
Insurance (Building & Liability)	\$ 9,500		\$ 9,179	\$ 321
IT Equipment (Computers, Misc.)	\$ 10,800		\$ 10,500	\$ 300
Legal Notices	\$ 500		\$ 500	\$ -
Office Supplies	\$ 2,000		\$ 1,862	\$ 138
Planning Support & Services	\$ -		\$ -	\$ -
Professional / Specialized				\$ -
Accounting / Auditor Services	\$ 8,500		\$ 8,200	\$ 300
Actuarial Audit / GASB 68	\$ 6,500		\$ 6,500	\$ -
Modoc County - OMB A87 Cost Plan	\$ -		\$ -	\$ -
Payroll Services	\$ 650		\$ 530	\$ 120
IT Service & Support (<i>IT Monthly, Hosting, Domains</i>)	\$ 8,700		\$ 8,400	\$ 300
Legal Services	\$ 1,000		\$ 800	\$ 200
Miscellaneous Services	\$ 500		\$ 275	\$ 226
Salaries / Labor	\$ 250,880		\$ 248,000	\$ 2,880
Travel / Staff Training / Memberships	\$ 3,500		\$ 2,850	\$ 650
<u>CAPITAL, RESERVE & TRUST</u>				
Operating Reserve				\$ -
LTF to City of Alturas (FY 18/19)		\$ 12,831	\$ 12,831	\$ 0
LTF to County of Modoc (FY 18/19)		\$ 30,169	\$ 30,169	\$ (0)
Total Expenses	\$ 326,690	\$ 43,000	\$ 363,876	\$ 5,815
	\$ 369,690		\$ 369,690	

2018/19 FINAL - FOR ADOPTION 6/4/19

Modoc County Transportation Commission
FIXED ASSET INVENTORY
FY 2018/19
(06/04/19 Mtg)

Acquired	Vendor	Description	ORIGINAL COST			ACCUMULATED DEPRECIATION (3 year Life)				Book Value
			Amount	Sales	Adj Book Bal	A/C Depre	New deprec.	Adj on Sales	Total A/C Depre	
12/05/04	Dell Marketing L.P.	Server 3.4GHz/1MB	\$ 5,347.42		\$ 5,347.42	\$ 5,347.42			\$ 5,347.42	\$ -
08/09/12	Associated Business Systems	Ricoh MPC3502 Copier	\$ 6,784.64		\$ 6,784.64	\$ 6,784.64	\$ -		\$ 6,784.64	\$ -
04/09/14	Computer Haven	Custom PM - Intel i5 (Sr Planner Office)	\$ 1,053.50	\$ 1,053.50	\$ -	\$ 1,053.50	\$ -	\$ 1,053.50	\$ -	\$ -
07/09/14	Computer Haven	Lenovo Thinkpad - Laptop 15.6" w/Software (Conf Rm)	\$ 1,184.35	\$ 1,184.35	\$ -	\$ 1,184.35	\$ -	\$ 1,184.35	\$ -	\$ -
10/07/15	Computer Haven	Custom PC Intel i3 CPU - (Library #2)	\$ 1,638.74		\$ 1,638.74	\$ 1,456.66	\$ 182.08		\$ 1,638.74	\$ -
1/14/016	Computer Haven	Custom PC Intel i3 CPU - (Driver's Rm)	\$ 912.68		\$ 912.68	\$ 735.21	\$ 177.47		\$ 912.68	\$ -
01/14/16	Computer Haven	Custom Server - Dual Intel Xeon Intel Server	\$ 7,740.00		\$ 7,740.00	\$ 6,235.00	\$ 1,505.00		\$ 7,740.00	\$ -
GRAND TOTAL			\$ 24,661.33	\$ 2,237.85	\$ 22,423.48	\$ 22,796.78	\$ 1,864.55	\$ 2,237.85	\$ 22,423.48	\$ -

**Modoc County Transportation Commission
Office Equipment List
FY 2018/19
(06/04/19 Mtg)**

In Use	Scrap	Donate Gov.	Date	Vendor	Description	Amount (Under \$5K)	Purchases	Sales/Scrap
x			03/15/01	L&P Office Products	Bookcase	\$ 176.55		
x			03/15/01	L&P Office Products	Bookcase with Door Kit	\$ 225.65		
x			06/16/04	L&P Office Products	Lexis Mahogany Bookcase/Door Kit	\$ 265.99		
x			06/16/04	L&P Office Products	Lexis Mahogany Bookcase/Door Kit	\$ 265.99		
x			06/16/04	L&P Office Products	Lexis Mahogany Bookcase/Door Kit	\$ 265.99		
x			02/18/05	Supply Partners	Hon Exec. Leather High back Chair (#15778)	\$ 504.06		
x			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
x			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
x			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
x			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
x			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
x			02/18/05	Supply Partners	Hon Guest Sled Chair (#88022)	\$ 300.28		
x			03/11/05	Supply Partners	Hon - Leather Manager Chair	\$ 450.44		
x			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
x			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
x			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
x			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
x			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
x			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
x			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.36		
x			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
x			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
x			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
x			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
x			03/11/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
x			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
x			03/11/05	Supply Partners	Hon - Stack Chair w/o arms	\$ 311.01		
x			06/03/05	Supply Partners	Hon - Manager Chair	\$ 257.39		
x			04/07/06	Supply Partners	Hon - Countr hght arm, Stool	\$ 231.65		
x			04/19/12	J. Thayer	Lorell Mesh High Back Chair	\$ 268.12		
x			03/15/01	L&P Office Products	Executive "U" Desk - Exec Director	\$ 1,160.95		
x			03/15/01	L&P Office Products	Executive "U" Desk - Systems Manager	\$ 1,160.95		
x			03/15/01	L&P Office Products	Credenza, Knee Space (Desk)	\$ 551.05		
x			06/12/04	L&P Office Products	Lexis Mahogany Desk - Planner	\$ 1,366.38		
x			02/18/05	Supply Partners	Hon Knee space Credenza (#15349) (pc)	\$ 568.41		
		x	03/11/05	Supply Partners	Lectern Base			\$ 395.74
		x	03/11/05	Supply Partners	Lectern Top			\$ 139.41
x			01/27/97	Natl Business Furn	Lateral File Cabinet, 3-Drawer	\$ 609.54		
x			01/27/97	Natl Business Furn	Lateral File Cabinet, 3-Drawer	\$ 609.54		
x			01/27/97	Natl Business Furn	Lateral File Cabinet, 3-Drawer	\$ 609.54		
x			02/15/01	Natl Business Furn	Lateral File Cabinet, 3-Drawer	\$ 637.28		
x			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (nw)	\$ 471.88		
x			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (nw)	\$ 471.88		
x			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (ci)	\$ 471.88		
x			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (ci)	\$ 471.88		
x			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (pc)	\$ 471.88		
x			02/18/05	Supply Partners	HON Lateral File 2 Drwr (#91850) (pc)	\$ 471.88		
x			07/08/09	J. Thayer Comp.	HON Lateral File 2 Drwr (#91850) (nw)	\$ 573.71		

Modoc County Transportation Commission
Office Equipment List
FY 2018/19
(06/04/19 Mtg)

In Use	Scrap	Donate Gov.	Date	Vendor	Description	Amount (Under \$5K)	Purchases	Sales/Scrap
x			03/15/01	L&P Office Products	Hutch, Executive "U"	\$ 433.35		
x			03/15/01	L&P Office Products	Hutch, Executive "U"	\$ 433.35		
x			12/05/04	Dell Marketing L.P.	Power Edge Rack System	\$ 2,010.33		
x			12/05/04	Dell Marketing L.P.	Power Supply System	\$ 566.95		
X			07/09/14	Computer Haven	Lenovo Thinkpad - Laptop 15.6" w/Software (Conf. Rm)	\$ 1,184.35		
x			02/07/13	Computer Haven	ASUS 23" Monitor	\$ 276.12		
x			02/08/13	Computer Haven	ASUS 23" Monitor	\$ 276.13		
x			07/23/01	Reliable Off Supplies	Electric Binding Machine	\$ 605.99		
x			02/25/05	Supply Partners	Quart Paper Shredder #13147	\$ 203.76		
x			02/25/05	Supply Partners	Quart Mark Wipe Board X2 (#24969)	\$ 237.77		
x			02/25/05	Supply Partners	Quart Mark Wipe Board X2 (#24969)	\$ 237.77		
x			06/02/05	Dell Marketing L.P.	Maxtor - External Hard Drive	\$ 299.23		
x			06/03/05	Supply Partners	Keyboard Platform (Assistant Desk)	\$ 107.23		
x			04/07/06	J. Thayer	Quartet Dry Erase Board	\$ 318.63		
x			01/29/10	Computer Haven	Digital Audio Recorder PPM 07/08	\$ 269.54		
x			09/14/11	J. Thayer Comp.	HSM Shredder - Classic 108.2	\$ 734.66		
x			01/18/13	Computer Haven	Custom NAS PC500GB SATAII - Back up Hard Drive	\$ 1,716.00		
x			06/01/11	Staples	HP 3015 Laser Jet Printer	\$ 599.98		
x			11/10/08	Computer Haven	Custom PC - Intel Core 2 Duo 8600 CPU (ed)	\$ 2,016.30		
x			08/12/09	Computer Haven	Custom PC - Intel CPU, 2GB DDR2(Drivers)	\$ 540.17		
x			01/04/10	Computer Haven	Custom PC - Intel CPU, 4GB DDR2 & (2) Monitor (nw)	\$ 1,555.08		
x			03/23/10	Computer Haven	Custom PC - Intel CPU 2GB DDR2 & (2) Monitors (ci)	\$ 2,598.61		
x			03/14/11	Computer Haven	Custom PC - Intel i5 CPU 4GB DDR3 & (2) Monitors (r)	\$ 1,549.89		
X			04/09/14	Computer Haven	Custom PC - Intel i5 (Sr Planner Office)	\$ 1,053.50		
	X		06/16/04	L&P Office Products	HON High Back Task Chair			\$ 371.09
	X		06/16/04	L&P Office Products	HON High Back Task Chair			\$ 371.09
	x		02/18/05	Supply Partners	Hon Corner Table (#16077)			\$ 295.93
x			02/25/05	Supply Partners	Chrome Rnd Table Top/Base (#6056 #6023)	\$ 821.62		\$ 821.62
				GRAND TOTAL		\$ 39,963.60	\$ -	\$ 2,394.88

Tentative 2020 STIP Schedule

- June 26, 2019 Draft 2020 Fund Estimate submitted by Caltrans to CTC
- July 22, 2019 2020 STIP Guidelines and Fund Estimate Workshop
- August 14-15, 2019 CTC to adopt the 2020 Fund Estimate and STIP Guidelines
- August 2019 – City and County update existing projects and request programming for new projects
- September 23, 2019 – MCTC staff to prepare Modoc RTIP
- October 8, 2019 – MCTC adopt the 2020 RTIP
- December 13, 2019 – 2020 Regional Transportation Improvement Program (RTIP) Due
- February 6, 2020 – North STIP Hearing (CTC)
- February 28, 2020 – CTC staff to release recommendations regarding the 2020 STIP
- March 18-19, 2020 – CTC adopts the 2020 STIP

Report to Modoc County Transportation Commission	
Subject Agency Updates and Project Status Reports	Meeting Date June 4, 2019
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) –
- Project close outs/wrap up.
- Projects planned for 2018

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

Mitch Crosby

- 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

- The City of Alturas "Main Street" design/development committee – May 14, 2019
- MCTC staff to assist the City with STIP projects (programmed and new project programming)
- April 9-12 – North State Super Region Meeting, CTC Workshop, meeting with First Transit, and State Highway Safety Plan meeting.
- Caltrans District 2 Coordination meeting (short staffed, unable to attend)
- DEAL East Meeting May 24, 2019

Report to Modoc County Transportation Commission	
Subject Staff Update and Calendar	Meeting Date June 4, 2019
Presented by Debbie Pedersen, Executive Director	Agenda Item 7

Staff Updates, Correspondence, and Calendar

Information regarding mandatory training

Calendar

MCTC and MTA Meeting schedule - 1:30 p.m.

- 06/04/19 – Sage Stage Conference Room, 108 S Main St., Alturas
- 08/06/19 – Annual BBQ luncheon 12:00 – Meetings follow at Sage Stage Office Conference Room

Modoc TAC Meeting Schedule - 1:00 p.m. Sage Stage Conference Room, 108 S Main St., Alturas

- 07/10/19 – Sage Stage Conference Room, 108 S Main St., Alturas
- 09/11/19 – Sage Stage Conference Room, 108 S Main St., Alturas

Holiday Schedule

- 05/27/19 Memorial Day - office closed/no bus service
- 07/04/19 Independence Day - office closed/no bus service
- 09/09/19 Labor Day – office closed/no bus service