



MODOC COUNTY
TRANSPORTATION COMMISSION

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
City Representative

Elizabeth Cavasso
Commissioner
County Supervisor IV

Cheryl Nelson
Commissioner
City Councilmember

Mark Moriarity
Commissioner
County at Large Citizen

Ned Coe
Alternate
County Supervisor I

Loni Lewis
Alternate
City Councilmember

Staff

Debbie Pedersen
Executive Director

Niki Lemke
Chief Fiscal Officer

Michelle Cox
Executive Assistant Secretary

AGENDA

REGULAR MEETING

Sage Stage Conference Room

108 S. Main St. Alturas

OCTOBER 5, 2021, at 1:30 p.m.

Teleconference Number (712) 451-0647

Access Code 113785

1. Call to Order

- a. Roll Call
- b. Pledge of Allegiance
- c. 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 08/03/21.
- 2. Financial transactions 07/01/21 through 08/31/21.
- 3. Year to Date expenditure report through 08/31/21.

5. Regular Business

Action/Information

- 1. Consider authorizing the Executive Director to submit a letter to the California Transportation Commission stating that no projects will be programmed in the 2022 Modoc Regional Transportation Improvement Program.
- 2. Consider adopting a policy that requires agencies provide a copy of the Final Report of Expenditures and Project Closeout to MCTC for State Transportation Improvement Program funded projects.
- 3. Information: Public Agency Retirement System (PARS) end of year balance.

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.

- Future dates and events of interest.

8. Adjourn until next MCTC Regular meeting

Action

Tuesday, December 7, 2021, at 1:30 p.m., or soon thereafter, in the Sage Stage Conference Room at 108 S Main Street, Alturas, CA.

Report to Modoc County Transportation Commission	
Subject	Meeting Date
Consent Agenda	October 5, 2021
Presented by	Agenda Item
Not Applicable	4

ATTACHMENTS – shown in **bold** below

- a. Approve the **minutes from the 08/03/2021 meeting**
- b. Approve **financial transactions from 07/01/21 through 08/31/21**
Summary of incidental expenditures (excluding employee payroll, taxes, and benefits).

Vendor	Transaction	Amount	Explanation
Bartel Associates, LLC	1872	\$2,262.00	Actuarial and GASB 68
Golden State Risk Management Authority	1855	\$19,616.00	Insurance premium*

*Insurance rates have increased about \$2,000.00; GSRMA has indicated that it is due to a large payout of employee salaries (Imbach) and the losses from wildfires in 2020.

- c. Information **Year-to-Date revenue and expenditure reports (through 08/31/21)**



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

**MINUTES
Regular Meeting
August 3, 2021**

Commissioners Present

John Dederick, Chair	Representative, City of Alturas
Kathie Rhoads, Vice Chair	Board of Supervisors, District III, Modoc County
Elizabeth Cavasso	Board of Supervisors, District IV, Modoc County
Bobby Ray	Representative, City of Alturas
Cheryl Nelson	Councilmember, City of Alturas

Commissioners Absent

Mark Moriarity	Modoc County, Member at Large
Loni Lewis (Alternate)	Councilmember, City of Alturas

Staff Present

Debbie Pedersen	Executive Director
Niki Lemke	Chief Fiscal Officer
Michelle Cox	Executive Assistant Secretary

Public Present

Mitch Crosby	Modoc County Road Commissioner
Lilly Toaetolu	Modoc County Roads Administration & Project Delivery
Kim Dodds	City of Alturas, Assistant Director of Public Works
Joe Picotte	City of Alturas, Director of Public Works
Kathi Cravens	First Transit, General Manager
Kathy Grah	Caltrans District 2, Planning & Regional Planning Chief
Javed Iqbal	Caltrans District 2, Project Manager
Tamara Rich	Caltrans District 2, Regional Planning Liaison
Kristen Kingsley, P.E.	Caltrans District 2, Deputy District Asset, Program, and Project Management
Ned Coe (Alternate)	Board of Supervisors, District I, Modoc County

- 1. Call to Order** - Chair Dederick called the teleconference meeting to order at 12:50 p.m. in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.
 - a.** Roll call was taken.
 - b.** Dederick led those present in the Pledge of Allegiance.
 - c.** Executive Director, Debbie Pedersen introduced the guests and visitors.
- 2. Public Forum** – There were no public comments.
- 3. Confirm Agenda**
Motion by Commissioner Rhoads to confirm agenda, seconded by Commissioner Ray. Roll call was taken, all present. All Ayes; motion carried.

4. Consent Agenda

- a. Approve minutes from June 1, 2021, MCTC Regular meeting.
- b. Financial transactions 05/01/21 through 06/30/21.

Vendor	Transaction	Amount	Explanation
None			

- c. Year-to-Date revenue and expenditure report (through 06/30/21.)

Motion by Commissioner Ray to approve Consent Agenda items a-c above, seconded by Commissioner Cavasso. Roll call was taken, all present. All Ayes; motion carried.

5. Regular Business

- a. **Confirm Social Service Transportation Advisory Council (SSTAC) appointments.**

Executive Director, Pedersen announced Carole McCulley has left her position at the county leaving an empty position on the Social Service Transportation Advisory Council (SSTAC). We will update the Commission when the position is filled.

- b. **Receive information regarding the 2021 Actuarial audit.**

Chief Fiscal Officer, Niki Lemke explained Modoc County Transportation Commission is required to have an Actuarial Audit prepared for the annual Fiscal Audit. The MCTC PARS Retirement Plan Actuarial Valuation Audit was prepared by Bartel Associates, LLC. Measurements of the Actuarial Valuation Audit are calculated with components of GASB 68 accounting information. Lemke reported MCTC was slightly overfunded at 102.2% during the audit period.

Consider approval of the FY 2020/21 Local Transportation Funds and Investments-Annual True up and Reconciliation.

Niki Lemke reported under the Transportation Development Act and the California Code of Regulations no operator shall receive Local Transportation Funds (LTF) 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.”

The Local Agency Investment Funds (LAIF) account reserve of \$300K is based on the MCTC 5-year Operating Plan. Any interest earned above that amount is transferred back to the LTF Trust account for reallocation. Per LAIF policy, only funds \$5K and above can be transferred. MCTC ‘s overage is \$2,463.57 therefore \$0 will be transferred.

MCTC has an unused balance of \$98,190.10 in LTF funds. This balance is applied to the FY 2021/22 budget of \$89,400 therefore \$0 will be transferred.

The FY 2020/21 LTF trust unallocated balance is \$25,336.03. The City of Alturas and Modoc County are eligible claimants of the balance for streets and roads. Fund distribution is calculated by population. Until a TDA claim is submitted to the board for approval this amount will be held in trust accounts with the MCTC.

Motion by Commissioner Nelson to approve the FY 20/21 Local Transportation Fund and Investments-Annual True up and Reconciliation, seconded by Commissioner Cavasso. Roll call was taken, all present. All Ayes; motion carried.

c. Receive information regarding the 2021 State Transportation Improvement Program (STIP) Fund Estimate and 2022 STIP cycle.

Debbie Pedersen reported that December 15th is the date of adoption for Regional Transportation Improvement Programs. The CTC may delay adopting the fund estimate until October.

MCTC administers STIP funds for the county and the city. As of now the 2022 STIP Fund Estimate is \$707K and, of that calculated estimate, \$35K is for Programming Planning and Monitoring (PPM).

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

Joe Picotte, City of Alturas Public Works Director, reported on Pedersen’s East Street Project. Concrete will continue to be poured for the next two weeks then grinding and paving will start shortly thereafter. There is a resident engineer and inspector on site and East Street is progressing along.

Pedersen stated the Central Business District Pedestrian Improvement STIP Project (PPNO 2534) needs to be wrapped up, Picotte will investigate and see where the project was left off.

b. Modoc County Road Dept. – County Roads

Mitch Crosby, Modoc County Road Commissioner reported the County Road 111 STIP Project (PPNO 2581) is starting to see progress. The MCRD was able to supplement State Transportation Improvement Program (STIP) funds with Highway Infrastructural Program (HIP) funds with the assistance of MCTC and Caltrans. Once the HIP funds are available project design will begin.

Environmental & Permits (E&P) will begin on the County Road 55 (Pencil Road) Project once the STIP funds are available.

The plans for the Blue Lake Road Federal Lands Access Program (FLAP) will be 95% complete later this year and construction is still projected to begin in 2025.

c. Caltrans District 2

Kristen Kingsley, P.E., Caltrans District 2 Deputy District Director Asset, Program, and Project Management, stated Caltrans has just kicked off the 2024 PID development and Kingsley reported MCTC’s concerns, comments, and suggestions regarding the Secret Valley Rest Area to Caltrans.

Javed Iqbal, Caltrans District 2, Project Manager reported Caltrans has approved the PID’s for both the Alturas Downtown CAPM and the Cedarville Downtown CAPM. Opportunity for community feedback and project design will begin in July 2022.

The FHWA will assist Caltrans with funding to incorporate broadband into programmed construction projects for underserved communities. Caltrans headquarters is considering the possible construction projects and candidates for broadband.

Kathy Grah, Caltrans District 2, Planning & Regional Planning Chief announced Tamara Rich will no longer be filling in for Aaron Casas as Caltrans District 2, Regional Planning Liaison as Rich has been assigned the position permanently.

d. Modoc County Transportation Commission

Executive Director, Pedersen reported the last working day on the East Street Project will be 8/31/21. Forty percent of the contract items and thirty-five percent of the roadway items are complete as of today.

Pedersen reminded Picotte the Court Street Project and West 8th Street Projects need the Environmental and Permits (E&P) allocated soon as the schedules are tight on those projects.

7. Staff Update and Calendar

Pedersen reported MCTC participated in Golden State Risk Management Authority (GSRMA) Risk Management Accreditation Program (RMAP). This year Michelle Cox was assigned the project, MCTC received a score of 100% and GSRMA awarded back 10% of the annual contribution equaling \$1,720.30.

Chief Fiscal Officer, Lemke reported the first virtual visits went well with the Triennial Performance Auditors.

Calendar – consider future dates and events of interest:

- 09/06/21 Labor Day Holiday; Office closed, no bus service
- 09/08/21 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room
- 10/05/21 MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room
- 10/11/21 Columbus Day Holiday; Office closed, Sage Stage bus service operating

8. Motion to Adjourn –motioned by Commissioner Ray; seconded by Commissioner Nelson to adjourn the meeting at 1:31p.m. Roll call was taken, all present. All Ayes; motion carried. The next regular meeting will be Tuesday, October 5, 2021, at 1:30 p.m., or soon thereafter, in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.

Submitted by,

Michelle Cox
Executive Assistant Secretary

Modoc County Transportation Commission
Transactions by Account
 As of August 31, 2021

Date	Num	Name	Amount
LAIF - 002 (Reserve \$300K)			
07/15/2021	1680033	Interest	246.95
Total LAIF - 002 (Reserve \$300K)			246.95
Plumas - Checking 0466			
LTF Trust (MCTC)			
County of Modoc (LTF)			
08/06/2021	ADJR9		17,631.34
Total County of Modoc (LTF)			17,631.34
City of Alturas (LTF)			
08/06/2021	ADJR9		7,704.69
Total City of Alturas (LTF)			7,704.69
LTF Trust (MCTC) - Other			
08/06/2021	ADJR9		-25,336.03
08/17/2021			6,000.00
Total LTF Trust (MCTC) - Other			-19,336.03
Total LTF Trust (MCTC)			6,000.00
Plumas - Checking 0466 - Other			
07/01/2021	1848	Golden State Risk Management Authority	0.00
07/01/2021	1852	Bartel Associated, LLC	-870.00
07/01/2021	1855	Golden State Risk Management Authority	-19,616.00
07/06/2021	1856	El Dorado Co. Transp. Commission	-1,000.00
07/07/2021	1857	Trillium Solutions, Inc.	-250.00
07/09/2021	71321	Intuit	-506.00
07/14/2021	1859	PARS	-655.64
07/15/2021	1858	Golden State Risk Management Authority	-3,295.23
07/20/2021	72021	Aflac	-194.96
07/20/2021	1860	Edward Jones	-578.38
07/20/2021	1861	US Bank PARS Account #6746022500	-2,519.14
07/27/2021	72621	FreeConferenceCall.com	-4.00
07/28/2021	73021	EDD	-1,456.82
07/28/2021	73022	IRS (eftps.gov)	-5,068.08
07/29/2021		QuickBooks Payroll Service	-12,553.79
07/30/2021		Lemke, Nicole L.	0.00
07/30/2021		Pedersen, Deborah	0.00
07/30/2021		Cox, Michelle D.	0.00
08/02/2021		City of Alturas	155.95
08/02/2021	1862	Modoc County Record	-49.50
08/04/2021	1863	Cheryl Nelson	-150.00
08/04/2021	1864	Elizabeth Cavasso	-150.00
08/04/2021	1865	Kathie Rhoads	-150.00
08/04/2021	1866	Bobby Ray	-150.00
08/04/2021	1867	John Dederick	-400.00

3:13 PM
 09/14/21
 Accrual Basis

Modoc County Transportation Commission Transactions by Account As of August 31, 2021

Date	Num	Name	Amount
08/05/2021	80421	Verizion Wireless	-169.98
08/05/2021	1868	Bartel Associated, LLC	-3,968.00
08/05/2021	1869	Moore & Associates	-5,345.68
08/10/2021	80921	Intuit	-6.00
08/13/2021	1870	PARS	-655.64
08/17/2021	81721	Aflac	-194.96
08/17/2021		City of Alturas	974.66
08/17/2021	1871	Golden State Risk Management Authority	-3,295.23
08/26/2021	82621	FreeConferenceCall.com	-4.00
08/26/2021	82622	EDD	-1,456.81
08/26/2021	82623	IRS (eftps.gov)	-5,068.06
08/26/2021	1874	Bartel Associated, LLC	-2,262.00
08/30/2021		QuickBooks Payroll Service	-12,553.81
08/30/2021	1872	Edward Jones	-578.38
08/30/2021	1873	US Bank PARS Account #6746022500	-2,519.14
08/31/2021		Pedersen, Deborah	0.00
08/31/2021		Lemke, Nicole L.	0.00
08/31/2021		Cox, Michelle D.	0.00
Total Plumas - Checking 0466 - Other			-86,564.62
Total Plumas - Checking 0466			-80,564.62
TOTAL			-80,317.67

Modoc County Transportation Commission

Company Snapshots (As of 09-14-21)



Modoc County Transportation Commission

Profit & Loss

July through August 2021

	<u>Jul - Aug 21</u>
Ordinary Income/Expense	
Income	
MCTC - LTF Trust Acct	6,000.00
Interest	246.95
	<hr/>
Total Income	6,246.95
Expense	
Actuarial Audit / GASB 68	4,838.00
Accounting / Auditor Services	4,288.12
Commissioner Per Diem	1,000.00
Insurance	19,616.00
IT Service & Support	250.00
Legal Notices	49.50
Payroll Services / PARS Admin	1,823.28
Planning Support & Services	0.00
Payroll	40,586.14
Travel / Training / Memberships	1,008.00
	<hr/>
Total Expense	73,459.04
Net Ordinary Income	<hr/> -67,212.09
Net Income	<hr/> <u>-67,212.09</u>

Modoc County Transportation Commission

Balance Sheet

As of August 31, 2021

09/14/21

Accrual Basis

	<u>Aug 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
LAIF - 002 (Reserve \$300K)	302,710.52
Plumas - Checking 0466	
LTF Trust (MCTC)	
County of Modoc (LTF)	277,290.70
City of Alturas (LTF)	91,801.77
LTF Trust (MCTC) - Other	<u>30,411.24</u>
Total LTF Trust (MCTC)	399,503.71
Plumas - Checking 0466 - Other	<u>71,534.77</u>
Total Plumas - Checking 0466	<u>471,038.48</u>
Total Checking/Savings	<u>773,749.00</u>
Accounts Receivable	
Accounts Recievable	1,684.25
MTA - AR	<u>11,577.28</u>
Total Accounts Receivable	<u>13,261.53</u>
Total Current Assets	<u>787,010.53</u>
Fixed Assets	<u>3,637.42</u>
TOTAL ASSETS	<u><u>790,647.95</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Def Rev - RSTP 20/21	30,078.00
PAYROLL LIABILITIES	
Compensated Absences	<u>29,746.92</u>
Total PAYROLL LIABILITIES	<u>29,746.92</u>
Total Other Current Liabilities	<u>59,824.92</u>
Total Current Liabilities	<u>59,824.92</u>
Total Liabilities	<u>59,824.92</u>
Equity	
Opening Balance Equity	138,350.53
Retained Earnings	659,684.59
Net Income	<u>-67,212.09</u>
Total Equity	<u>730,823.03</u>
TOTAL LIABILITIES & EQUITY	<u><u>790,647.95</u></u>

Report to Modoc County Transportation Commission	
Subject	Meeting Date
Regular Business	October 5, 2021
Presented by	Agenda Item
MCTC Staff	5

ATTACHMENTS – shown in **bold** below

1. Consider authorizing the Executive Director to submit a letter to the California Transportation Commission stating that no projects will be programmed in the 2022 Modoc Regional Transportation Improvement Program (RTIP).
The 2022 Modoc RTIP only has \$707k available for programming. The City’s share is \$166k and the County’s is \$506k. The CTC has indicated that there is no new money the first 3 years of the cycle and projects would need to be programmed in Fiscal Year 25-26 and 26-27. Staff is recommending that no new projects get funded in the 2022 RTIP as the funding amounts are minimal. This does not preclude an agency’s ability to ask for a STIP Amendment before the 2024 STIP Cycle.
2. Consider adopting a policy that requires agencies provide a copy of the Final Report of Expenditures and Project Closeout to MCTC for State Transportation Improvement Program (STIP) funded projects.
The last step in a STIP project is to complete the Final Report of Expenditures and Project Closeout. Agencies have 24 months, following completion of Construction, to submit these reports to Caltrans. MCTC has responsibility to track and monitor all STIP components in accordance with Timely Use of Funds. Staff recommends that MCTC request the City and County to provide a copy of the reports to the Executive Director.
3. Information: Public Agency Retirement System (PARS) end of year balance.



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TRANSPORTATION COMMISSION

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

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*Michelle Cox
Executive Assistant Secretary*

October 6, 2021

Mitch Weiss, Executive Director
California Transportation Commission
1120 N Street
Room 2221 (MS-52)
Sacramento, CA 95814

Subject: 2022 Modoc Regional Transportation Improvement Program.

Dear Mr. Weiss:

The Modoc County Transportation Commission (MCTC) is providing notification that we will not be programming any new projects in the 2022 State Transportation Improvement Program (STIP) due to Modoc's limited county share.

If there are questions or comments, please contact me at (530) 233-6410 or dpedersen@modoctransportation.com.

Sincerely,

Debbie Pedersen
Executive Director

Report to Modoc County Transportation Commission

Subject Agency Updates and Project Status Reports	Meeting Date October 5, 2021
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).
- West 8th Street – Environmental and Permits (E&P) allocation pending CTC approval.
- Court Street - Environmental and Permits (E&P) allocation pending CTC approval.

b. Modoc County Road Dept. - County Roads

Mitch Crosby

- County Road 111 – Plans, Specifications and Estimate (PS&E) allocation pending CTC approval.
- CR 91/SR 139 and CR 91/299 update
- Blue Lake Road (Federal Lands Access Program)

Key Milestone Dates:

	2020	2021	2025
Prelim Eng/Design	Apr	Oct	
NEPA - Env Surveys	May-Oct		
Advertise Construction			Dec

c. Caltrans District 2 – Regional Planning Liaison

Tamara Rich

Caltrans has no updates.

d. MCTC -

Debbie Pedersen

- East Street

Report to Modoc County Transportation Commission	
Subject Staff Update and Calendar	Meeting Date October 5, 2021
Presented by Debbie Pedersen, Executive Director	Agenda Item 7

Staff Updates, Correspondence, and Calendar

There are no staff updates or correspondence.

Calendar

MCTC Meeting schedule –

- December 7, 2021

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

- November 3, 2021
- January 5, 2022

Office Holiday Schedule

- 10/11/21 Columbus Day holiday – office closed.
- 11/11/21 Veterans' Day holiday – office closed.
- 11/25,26/21 Thanksgiving Holiday – office closed.