



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

MINUTES

**Regular Meeting
December 7, 2021**

Commissioners Present

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

Commissioners Absent

Loni Lewis (Alternate)	Councilmember, City of Alturas
Ned Coe (Alternate)	Board of Supervisors, District I, Modoc County

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
Tamara Rich	Caltrans District 2, Regional Planning Liaison
Javad Iqbal	Caltrans District 2, Project Manager
Meagan Benham	Caltrans District 2, Clean California District Manager
Joe Picotte	City of Alturas, Director of Public Works

1. **Call to Order** – Chair Dederick called the meeting to order at 1:34 p.m. in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.
 - a. Dederick led those present in the Pledge of Allegiance.
 - b. There were no guests or visitors.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda**
Motion by Commissioner Cavasso to confirm agenda, seconded by Commissioner Nelson. All Ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from October 5, 2021, MCTC Regular Meeting.

b. Financial transactions 09/01/21 through 10/31/21.

Vendor	Transaction	Amount	Explanation
Singleton Auman	1875	\$6,000.00	2020/21 Fiscal Audits
Singleton Auman	1893	\$8,000.00	2020/21 Fiscal Audits

c. Year-to-Date revenue and expenditure report (through 10/31/21.)

Motion by Commissioner Rhoads to approve Consent Agenda items a-c above, seconded by Commissioner Moriarity. All Ayes; motion carried.

5. Regular Business

a. Caltrans will present information regarding the Clean California Program.

Meagan Benham, Caltrans District 2, Clean California District Manager, reported the state enhancement projects have been submitted to headquarters and are awaiting approval later this month. Project proposals submitted in Modoc County include beautification, upgraded handrails, and tile work on the Pit River Bridge in Alturas and metal sculptures with gateway monuments welcoming into Modoc County at both the Agriculture Station on Highway 395 and the Agriculture Station on Highway 139. Local grant program guidelines have been finalized and are available on the Clean California website. Applications are being accepted and are due by February 1, 2022. Clean California state enhancement projects must be completed by June 30, 2023.

b. Accept the Fiscal Year (FY) 2020/21 Fiscal Audits.

Chief Fiscal Officer, Niki Lemke reported the FY 2020/21 Fiscal Audits are an annual requirement and were completed by Clay Singleton of Singleton Auman PC. Lemke explained MTA is considered a component unit of MCTC therefore the MCTC audit includes both MCTC and MTA. For reference Governmental Activities refers to MCTC and Business-Type Activities refers to MTA. There were no major findings.

Motion by Commissioner Ray to accept the Fiscal Year 2020/21 Fiscal Audits, seconded by Commissioner Nelson. All Ayes; motion carried.

c. Accept the 2020/21 Triennial Performance Audit.

The California Public Utilities code requires all Regional Transportation Planning Agencies conduct an independent Triennial Performance Audit to be eligible for Transportation Development Act (TDA) funding. The three-year audit covers FYs 2018/19, 2019/20, and 2020/21. Moore & Associates was thorough and did an excellent job preparing the very detailed three-year audit. Information provided across the prior three years will be a great tool to reference for future planning. There were no major findings.

Motion by Commissioner Ray to accept the 2020/21 Triennial Performance Audit, seconded by Commissioner Moriarity. All Ayes; motion carried.

d. Adopt Resolution 21-08 Calendar Year 2022 Designated Signatories for Plans and Programs.

Executive Director, Debbie Pedersen explained this is an annual resolution to keep MCTC daily operations running smoothly.

Motion by Commissioner Cavasso to adopt Resolution 21-08 Calendar Year 2022 Designated Signatories for Plans and Programs, seconded by Commissioner Ray. All Ayes; motion carried.

e. Approval to utilize the Local Transportation Trust Fund (LTTF) for operation expenses as needed and until funding programs reimburse MCTC.

Niki Lemke explained MCTC works on a reimbursement basis for Regional Transportation Planning Assistance funds, MTA payroll, and some vendor payments. Operating on a reimbursement basis causes cash flow to sometimes become too low to meet expenses. Until staff convenes with the Financial Committee to identify and discuss a solution, MCTC requests approval to utilize LTF trust funds from the Plumas Bank account that will be reimbursed by MCTC for operating expenses. Executive Director Pedersen and Chief Fiscal Officer Lemke will meet with the Financial Committee and discuss a solution before the February 1, 2022, MCTC Meeting.

Motion by Commissioner Ray to approve MCTC to utilize of the Local Transportation Trust Fund (LTTF) for operation expenses as needed and until funding programs reimburse MCTC, seconded by Commissioner Nelson. All Ayes; motion carried.

f. Nominate Chair and Vice Chair for Calendar Year 2022.

Motion made by Commissioner Cavasso to nominate John Dederick as Chair, seconded by Commissioner Moriarity. Motion made by Commissioner Cavasso to nominate Kathie Rhoads as Vice Chair, seconded by Commissioner Moriarity. All Ayes; motion carried.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

Joe Picotte, City of Alturas Public Works Director reported the Central Business Improvement STIP project (PPNO 2534) construction is complete. The last step is the Final Report of Expenditures and Project Closeout.

The CTC approved the Environmental and Permits allocations for both the Court Street phase 1 Rehabilitation STIP project (PPNO 2591) and the West 8th Street Rehabilitation STIP project (PPNO 2584).

b. Modoc County Road Dept. – County Roads

Mitch Crosby, Modoc County Road Commissioner, reported the request for authorization paperwork has been submitted to Caltrans and is awaiting approval for the County Road 55 Rehabilitation STIP project (PPNO 2438) and the County Road 111 Rehabilitation STIP project (PPNO 2581). The consultants are on board and ready to begin as soon as they are authorized to proceed.

Lilly Toaetolu, Modoc County Roads Administration & Project Delivery, reported the MCRD is in cycle 6 of the grant application for the Cedarville Active Transportation Program (ATP). The grant will provide sidewalks for school children and pedestrians in Cedarville, CA.

The Blue Lake Road (Federal Lands Access Program) plans are 95% complete. Construction will begin as soon as funding becomes available.

c. Caltrans District 2

Tamara Rich, Caltrans District 2, Regional Planning Liaison, had nothing to report.

Javad Iqbal, Caltrans District 2, Project Manager reported on upcoming projects in Modoc County. The Highway 139 Drainage Rehabilitation is currently in the project development and construction will begin in July 2022.

The Alturas CAPM and Cedarville CAPM projects are currently in the planning phase. Modoc County will be asked to provide comments and feedback in July 2022 during project design. Construction is projected to begin in 2028.

d. Modoc County Transportation Commission

Executive Director, Pedersen reported the East Street project is 99.9% complete. Modifications to a driveway need completed before final closeout.

7. Staff Update and Calendar

Pedersen reported an informal amendment to the Overall Work Program was processed and approved November 3, 2021. MCTC deferred and did not submit a 2022 RTIP program creating an overage of staff time hours for that work element. To utilize the funding from the overage MCTC staff and Tamara Rich, Caltrans District 2, Regional Planning Liaison worked together to spread out the staff time hours to other work elements.

The 2022 State Transportation Improvement Program (STIP) guidelines, requests consultation between the California Department of Transportation (Caltrans) and regional agencies to identify needs on the State Highway System (SHS). Caltrans and the Modoc County Regional Transportation Planning Agency met on July 19, 2021 and the need for a West bound left turn lane on Highway 299 at County Road 75 was discussed as a potential future project candidate.

Calendar – consider future dates and events of interest:

- 12/23/21 Christmas Holiday; Office closed, no bus service
- 12/24/21 Christmas Holiday; Office closed, no bus service
- 12/30/21 New Year’s Holiday; Office closed, Sage Stage bus service operating
- 12/31/21 New Year’s Holiday; Office closed, no bus service
- 01/05/22 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room
- 01/17/22 Martin Luther King Holiday; Office closed, Sage Stage bus service operating
- 02/01/22 MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room
- 02/11/22 Lincoln’s Birthday Holiday; Office closed, Sage Stage bus service operating
- 02/21/22 Presidents’ Day Holiday; Office closed, no bus service

8. Motion to Adjourn –motioned by Commissioner Cavasso; seconded by Commissioner Moriarity to adjourn the meeting at 2:34 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, February 1, 2022, 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