



**MODOC COUNTY
TRANSPORTATION COMMISSION**
108 S. Main St., Alturas, CA 96101
Phone (530) 233-6410

**MINUTES
Regular Meeting
February 1, 2022**

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
Cheryl Nelson	Councilmember, City of Alturas

Commissioners Absent

Loni Lewis (Alternate)	Councilmember, City of Alturas
Ned Coe (Alternate)	Board of Supervisors, District I, Modoc County
Elizabeth Cavasso	Board of Supervisors, District IV, Modoc County
Mark Moriarity	Modoc County, Member at Large

Staff Present

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

Public Present

Mitch Crosby	Modoc County Road Commissioner
Tamara Rich	Caltrans District 2, Regional Planning Liaison
Javad Iqbal	Caltrans District 2, Project Manager
Tamy Quigley	Caltrans District 2, Senior Transportation Active Manager

1. **Call to Order** – Chair Dederick called the meeting to order at 1:35 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 Ray to confirm agenda, seconded by Commissioner Nelson. All Ayes; motion carried.
4. **Consent Agenda**
 - a. Approve minutes from December 7, 2021, MCTC Regular Meeting.
 - b. Financial transactions 11/01/21 through 12/31/21.

Vendor	Transaction	Amount	Explanation
None			

- c. Year-to-Date revenue and expenditure report (through 12/31/21.)

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

5. Regular Business

- a. **Consider adopting modifications to Resolution 21-03 (21-03 rev) and approving a line-item budget modification for Contingency - \$100,000 based on the Finance Committee recommendation.**

Chief Fiscal Officer, Niki Lemke explained annual revenue for Regional Transportation Planning Assistance (\$158K) and Planning Programming and Monitoring (\$40K) are received on an intermittent reimbursement basis causing low cash flow for daily expenses. On January 10, 2022, the Finance Committee met with staff and determined that the solution is to create a \$100,000 contingency reserve fund with Local Transportation Funds to be utilized when reimbursements do not arrive before expenses need to be paid. When reimbursements are received, the funds will be repaid to the contingency reserve fund.

Motion by Commissioner Ray to adopt modifications to Resolution 21-03 (21-03 rev) and approving a line-item budget modification for Contingency - \$100,000 based on the Finance Committee recommendation, seconded by Commissioner Nelson. All Ayes; motion carried.

- b. **Authorize the Executive Director to establish a new bank account at Plumas Bank for the Local Transportation Fund Trust Account.**

Lemke reported the State Controller's Office currently deposits Local Transportation Funds (LTF) electronically into an account at the Modoc County Treasurers' Office. The County Treasurer then writes checks to MCTC & MTA as requested and according to their approved allocations and budgets. Once MCTC's & MTA's budgets have been fulfilled the remaining balance is held in a LTF Trust sub account under MCTC's operating account for future allocations. Having the LTF Trust sub account under MCTC's operating account has caused conflict with separation on audits, and reports. The fiscal auditors have recommended a separate bank account be established for the Local Transportation Fund Trust for claimants like the City of Alturas and the Modoc County Road Department for streets and roads projects.

Motion by Commissioner Ray to authorize the Executive Director to establish a new bank account at Plumas Bank for the Local Transportation Fund Trust Account, seconded by Commissioner Nelson. All Ayes; motion carried.

- c. **Review the 2022/23 Draft Overall Work Program.**

Executive Director, Debbie Pedersen will be submitting the draft Overall Work Program to Caltrans for review and comment. Pedersen will provide hard copies of the draft OWP if anyone would like to review or comment. The final document will be presented at a subsequent meeting.

- d. **Transportation Development Act 2022/23 Local Transportation Fund Findings of Apportionment.**

Annually MCTC receives a letter from the Modoc County Auditor regarding Local Transportation Fund estimated revenue. The LTF estimate for FY 2022/23 is \$270,000.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

In the absence of Joe Picotte, City of Alturas Public Works Director, Debbie Pedersen reported the Central Business Improvement STIP project (PPNO 2534) is complete and ready for closeout.

Environmental documents should clear this week for both the Court Street phase 1 Rehabilitation STIP project (PPNO 2591) and the West 8th Street Rehabilitation STIP project (PPNO 2584). Construction for both projects will start next year.

b. Modoc County Road Dept. – County Roads

Mitch Crosby, Modoc County Road Commissioner, reported consultants have started on STIP projects County Road 55 and County Road 111.

Crosby announced, Lilly Toaetolu, Modoc County Roads Administration & Project Delivery, was nominated and accepted to the weeklong Transportation Planning Academy hosted by Caltrans.

c. Caltrans District 2

Javad Iqbal, Caltrans District 2, Project Manager reported on upcoming projects.

The Caltrans Clean California Program projects in Modoc County include constructing gateway monuments welcoming into Modoc County at both Agriculture Stations as well as upgrading and beautifying the Pit River Bridge in Alturas. The Clean California projects will be awarded by July 2022 and the projects must be completed by June 2023.

The Modoc County Road Department ATP local streets project will provide walkways for pedestrians and school children in Cedarville. Caltrans has plans to construct sidewalks and install storm drains in Cedarville as part of the Cedarville CAPM project. If the MCRD and Caltrans will coordinate the Cedarville projects, it will have a greater impact for the ATP application when the MCRD applies for the Cycle-6 ATP funds.

Iqbal reported that Caltrans has plans to improve the Secret Valley Rest Area located in Lassen County. They are asking that anyone with comments or complaints regarding the Secret Valley Rest Area document and report them to the Caltrans Customer Service Request Website and provide detailed information. Caltrans is currently addressing issues with extremely poor maintenance at the rest area and the lack of running water at the site. Spring water will be tapped and held in an above ground tank to resolve the water issue. Caltrans is having a new modular building constructed soon to replace the existing structure. Relocation of the rest area is a possibility in the long-term plan.

MCTC, Commissioners would like to see directional signage at the intersection of Highway 395 and Standish-Buntingville Road (A3) in Lassen County referencing Highway 395 North, the route to Alturas. Javad Iqbal will contact the Chief of the Caltrans Signs Department and report back to the Commission.

d. Modoc County Transportation Commission

Executive Director, Pedersen reported although Hat Creek Construction purchased Eagle Peak Construction, Eagle Peak will retain the East Street project. The East Street project is 99.9% complete.

Pedersen announced the Goose Lake Short Line Rail Regional Improvement Project contract has been executed. Construction will begin this spring to repair tracks and prevent derailment on the Pit River curve.

The Modoc County Road Department and the City of Alturas Public Works Department have LTF funds available for local streets and roads. MCTC will assist in starting the paperwork to utilize the funds.

7. Staff Update and Calendar

Fare Political Practices Conflict of Interest Form 700- are due April 1, 2022.

2022 Labor Law Updates

Niki Lemke reported new 2022 Labor Laws that will affect MCTC are-

1. SB 657- Allows employers to provide required notices by email
2. SB 807- Extends personnel records retention from 3 years to 4 years
3. SB 718- Authorizes smaller employers to group together to get better health benefits for employees (normally for large group employers)
4. Requires employers to give written notice to employees when exposed to COVID-19

Calendar – consider future dates and events of interest:

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

03/09/22 Modoc TAC meeting 1:00 p.m. Sage Stage Conference Room

04/05/22 MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room

- 8. Motion to Adjourn** –motioned by Commissioner Ray; seconded by Commissioner Nelson to adjourn the meeting at 2:40 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, April 5, 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