



**AGENDA
FEBRUARY 2, 2021 1:30 PM
REGULAR MEETING
VIA TELECONFERENCE
SAGE STAGE CONFERENCE ROOM
108 S. MAIN ST. ALTURAS, CA 96101**

<http://modoctransportation.com>

NOTICE OF TEMPORARY PROCEDURES FOR MCTC MEETINGS

On March 17, 2020 California Governor Gavin Newsom issued **Executive Order N-29-20**. This order removes the requirement that a location be made available for the public to gather for purposes of observing and commenting at the meeting. In response to the COVID-19 pandemic, Modoc County Transportation Commission will be enacting social distancing procedures for the MCTC Commissioners, the public, and staff. Additionally, members of the Commission are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

To protect the public, MCTC staff, and MCTC Commissioners, members of the public are encouraged to participate in Board Meetings Via Teleconference.

To participate in the meeting:

Teleconference Number (712) 451-0647

Access Code 113785



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 at Large Citizen

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
Assistant Secretary II

AGENDA

REGULAR MEETING

Sage Stage Conference Room
108 S. Main St. Alturas

February 2, 2021, at 1:30 p.m.
Teleconference Number (712) 451-0647
Access Code 113785

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 12/01/20.
 2. Financial transactions 11/01/20 through 12/31/20.
 3. Year to Date expenditure report through 12/31/20.
5. **Regular Business** **Action/Information**
 1. Information re: submittal of the Draft 2021/22 Overall Work Plan to Caltrans.
 2. Consider adopting Resolution 21-04 for the 2021 Public Participation Plan.
 3. Consider approval of the Title VI Plan (non-transit).
 4. Information regarding the Transportation Development Act Findings of Apportionment.
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.
 - Correspondence and updates
 - Future dates and events of interest
8. **Adjourn until next MCTC Regular meeting** **Action**
Tuesday, April 6, 2021, at 1:30 p.m., or soon thereafter, in the Sage Stage Conference Room, 108 S Main Street, Alturas, CA.

Report to Modoc County Transportation Commission	
Subject	Meeting Date
Consent Agenda	February 2, 2021
Presented by	Agenda Item
Not Applicable	4

ATTACHMENTS – shown in **bold** below:

- a. Approve the **minutes from the December 1, 2020 meeting**
- b. Approve **financial transactions from 11/01/20 through 12/31/20**
Summary of incidental expenditures (excluding employee payroll, taxes, and benefits).

Vendor	Transaction	Amount	Explanation
None			

- c. Information **Year-to-Date revenue and expenditure reports (through 12/31/20)**



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

MINUTES

**Regular Meeting
December 1, 2020**

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
Mark Moriarity	Modoc County, Member At Large
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

Staff Present

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

Public Present

Mitch Crosby	Modoc County Road Commissioner
Lilly Toaetolu	Modoc County Roads Administration & Project Delivery
Jason Diven	City of Alturas, Director of Public Works
Tamara Rich	Caltrans District 2, Regional Planning Liaison

- 1. Call to Order** - Chair Dederick called the teleconference meeting to order at 1:32 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.
- 2. Public Forum** – There were no public comments.
- 3. Confirm Agenda**
Motion by Commissioner Rhoads to confirm agenda, seconded by Commissioner Cavasso. Roll call was taken, all present. All Ayes; motion carried.
- 4. Consent Agenda**
 - a.** Approve minutes from October 29, 2020 MCTC Regular meeting.

- b. Financial transactions 09/01/20 through 10/31/20.

Vendor	Transaction	Amount	Explanation
GHD Inc	1753	\$1,512.00	Pavement Management System Progress Payment

- c. Year-to-Date revenue and expenditure report (through 10/31/20)

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

5. Regular Business

- a. **Consider adopting Resolution 20-11 in Appreciation of Danny Parker’s service to MCTC/MTA.**

Motion by Commissioner Cavasso to adopt Resolution 20-11 in Appreciation of Danny Parker’s service to MCTC/MTA, seconded by Commissioner Moriarity. Roll call was taken, all present. All Ayes; motion carried.

- b. **Consider accepting the FY 2019/20 Fiscal Audits.**

Chief Fiscal Officer, Niki Lemke reported that it is required by law to have the Fiscal Compliance Audits completed annually. The Audits were completed in October by Clay Singleton, Singleton/Auman, CPA. There were no major findings.

Motion by Commissioner Ray to accept the FY 2019/20 Fiscal Audits, seconded by Commissioner Rhoads. Roll call was taken, all present. All Ayes; motion carried.

- c. **Nominate Chair and Vice Chair for Calendar Year 2021**

Motion made by Commissioner Rhoads to nominate John Dederick as Chair, seconded by Commissioner Ray. Motion made by Commissioner Ray to nominate Kathie Rhoads as Vice Chair, seconded by Commissioner Cavasso. Roll call was taken, all present. All Ayes; motion carried.

- d. **Consider adopting Resolution 20-10 designating signatories for plans and programs.**

Debbie Pedersen explained this is an annual resolution that authorizes the Chair and Executive Director to execute agreements and documents to provide for efficient operations.

Motion by Commissioner Cavasso to adopt Resolution 20-10 designating signatories for plans and programs, seconded by Commissioner Nelson. Roll call was taken, all present. All Ayes; motion carried.

- e. **Consider approving the 2020 Coordinated Human Transportation Plan update.**

Executive Director, Pedersen explained that some federal transit grant programs require agencies to prepare a Coordinated Human Transportation Plan. MCTC’s first plan was prepared in 2008 and updated have occurred every six years. Caltrans has provided rural Regional Transportation Planning Agencies an opportunity to have the plan updated.

Commissioner Moriarity questioned the Modoc County Population trendline on page 17 of the plan. The trendline projects a decrease in population over the next 20 years, the population has increased in the year 2020. Pedersen will monitor the population.

The Coordinated Human Transportation Plan is no longer referred to as The Coordinated Human Transportation Plan. It is now the Coordinated Public Transportation Plan. MCTC recommends approval of the updated 2020 Coordinated Public Transportation Plan.

Motion by Commissioner Cavasso to approve the 2020 Coordinated Public Transportation Plan update, seconded by Commissioner Rhoads. Roll call was taken, all present. All Ayes; motion carried.

f. Consider providing State Transportation Improvement Program (STIP) funds for the Bowman Road Left Turn Lane.

Action regarding providing State Transportation Improvement Program (STIP) funds for the Bowman Road Left Turn Lane is tabled until the February 2, 2021, regular meeting.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

Jason Diven, City of Alturas Public Works Director, reported the contractors have not completed the work on the Central Business District Pedestrian Improvement STIP project (PPNO 2534). The contractors are projected to finish the concrete work in mid-December.

b. Modoc County Road Dept. – County Roads

Lilly Toaetolu, Modoc County Road Department reported they have two projects planned in involving Modoc and Siskyou Counties, they are waiting for the FLAP Grant application to open on December 8, 2020 for those projects.

The MCRD is looking for public input on the Local Roads and Safety Project. MCRD received a grant for the Local Road and Safety Plan. GHD has created a website with an interactive map that the public can access and leave comments. There is also a survey in the Modoc County Record that can be filled out.

MCRD met with CHP in November to discuss the proper signage and procedure for the CR 91/139 and CR 91/299 project. The signs are on the way and will be installed soon.

c. Caltrans District 2

Caltrans District 2, Regional Planning Liaison Tamara Rich will research the concerns Commissioner Ray has about the speed limit on Hwy 299. He would like to see the speed limit reduced from 45 mph to 35 mph.

d. Modoc County Transportation Commission

Debbie Pedersen reported that bids will be advertised January/February 2021 for the East Street Project. Bids will be open for six weeks.

7. Staff Update and Calendar

Niki Lemke provided a copy of the PARS end of the year report and a copy of the 2021 California Labor Law updates for information.

Calendar – consider future dates and events of interest:

12/01/20 MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room

12/24/20 Christmas Eve Holiday; Office closed, no bus service
12/25/20 Christmas Day Holiday; Office closed, no bus service
12/31/20 New Year's Eve Holiday; Office closed, Sage Stage services operating
01/01/21 New Year's Day Holiday; Office closed, no bus service
01/06/21 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room
01/18/21 Martin Luther King JR. Holiday; Office closed, Sage Stage services operating
02/02/21 MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room

- 8. Motion to Adjourn** –motioned by Commissioner Cavasso; seconded by Commissioner Nelson to adjourn the meeting at 2:16 p.m. Roll call was taken, all present. All Ayes; motion carried. The next regular meeting will be Tuesday, February 2, 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
Assistant Secretary II

Modoc County Transportation Commission
Transactions by Account
As of December 31, 2020

Date	Num	Name	Amount	Balance
LAIF - 002 (Reserve \$300K)				309,651.04
11/10/2020	111020	Modoc County Transportation Commission	-8,000.00	301,651.04
Total LAIF - 002 (Reserve \$300K)			-8,000.00	301,651.04
Plumas - Checking 0466				449,673.01
LTF Trust (MCTC)				343,756.44
County of Modoc (LTF)				149,208.74
11/03/2020	ADJR9	FY 19/20 True Up	110,450.62	259,659.36
Total County of Modoc (LTF)			110,450.62	259,659.36
City of Alturas (LTF)				37,813.46
11/03/2020	ADJR9	FY 19/20 True Up	46,283.62	84,097.08
Total City of Alturas (LTF)			46,283.62	84,097.08
LTF Trust (MCTC) - Other				156,734.24
11/03/2020	ADJR9	FY 19/20 True Up	-156,734.24	0.00
11/10/2020	111020	Modoc County Transportation Commission	8,000.00	8,000.00
12/02/2020		MTA Transfer - FY 19/20 True up	15,000.00	23,000.00
Total LTF Trust (MCTC) - Other			-133,734.24	23,000.00
Total LTF Trust (MCTC)			23,000.00	366,756.44
Plumas - Checking 0466 - Other				105,916.57
11/05/2020	110520	Aflac	-232.14	105,684.43
11/06/2020		RPA Q1	54,217.00	159,901.43
11/10/2020	1772	Cal ACT	-535.00	159,366.43
11/10/2020	111020	Intuit	-6.00	159,360.43
11/13/2020	1774	PARS	-655.64	158,704.79
11/15/2020	1773	Golden State Risk Management Authority	-2,142.04	156,562.75
11/16/2020	1775	Bartel Associated, LLC	-2,120.00	154,442.75
11/17/2020		LTF	13,686.90	168,129.65
11/26/2020	112620	FreeConferenceCall.com	-4.00	168,125.65
11/27/2020		QuickBooks Payroll Service	-12,128.26	155,997.39
11/30/2020		Pedersen, Deborah	0.00	155,997.39
11/30/2020		Lemke, Nicole L.	0.00	155,997.39
11/30/2020		Cox, Michelle D.	0.00	155,997.39
11/30/2020	1776	US Bank PARS Account #6746022500	-2,180.60	153,816.79
11/30/2020	1777	Edward Jones	-542.50	153,274.29
11/30/2020	1778	Singleton Auman PC	-9,500.00	143,774.29
11/30/2020	113020	EDD	-1,346.60	142,427.69
11/30/2020	113021	IRS (eftps.gov)	-5,050.40	137,377.29
11/30/2020		Interest	0.37	137,377.66
12/02/2020	1779	John Dederick	-400.00	136,977.66
12/02/2020	1780	Kathie Rhoads	-150.00	136,827.66
12/02/2020	1781	Bobby Ray	-150.00	136,677.66
12/02/2020	1782	Elizabeth Cavasso	-150.00	136,527.66
12/02/2020	1783	Mark Moriarity	-150.00	136,377.66
12/02/2020	1784	Cheryl Nelson	-150.00	136,227.66

Modoc County Transportation Commission
Transactions by Account
As of December 31, 2020

Date	Num	Name	Amount	Balance
12/02/2020	1785	Modoc County Record	-52.50	136,175.16
12/03/2020	120320	Aflac	-232.14	135,943.02
12/10/2020	121020	Intuit	-6.00	135,937.02
12/11/2020		LTF	14,194.19	150,131.21
12/17/2020	1786	PARS	-655.64	149,475.57
12/17/2020	1787	Golden State Risk Management Authority	-3,295.23	146,180.34
12/18/2020	121820	US Postmaster	-16.50	146,163.84
12/26/2020	122620	FreeConferenceCall.com	-4.00	146,159.84
12/29/2020	122621	IRS (eftps.gov)	-4,941.94	141,217.90
12/29/2020	122622	EDD	-1,304.45	139,913.45
12/30/2020		QuickBooks Payroll Service	-11,837.11	128,076.34
12/30/2020	1788	Edward Jones	-542.50	127,533.84
12/30/2020	1789	US Bank PARS Account #6746022500	-2,360.68	125,173.16
12/30/2020	1792	Modoc Transportation Agency	-4,282.35	120,890.81
12/31/2020		Lemke, Nicole L.	0.00	120,890.81
12/31/2020		Pedersen, Deborah	0.00	120,890.81
12/31/2020		Cox, Michelle D.	0.00	120,890.81
Total Plumas - Checking 0466 - Other			14,974.24	120,890.81
Total Plumas - Checking 0466			37,974.24	487,647.25
TOTAL			29,974.24	789,298.29

Modoc County Transportation Commission

Company Snapshots (As of 01-13-2021)



Modoc County Transportation Commission

01/13/21

Balance Sheet

Accrual Basis

As of December 31, 2020

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
LAIF - 002 (Reserve \$300K)	301,651.04
Plumas - Checking 0466	
LTF Trust (MCTC)	
County of Modoc (LTF)	259,659.36
City of Alturas (LTF)	84,097.08
LTF Trust (MCTC) - Other	<u>23,000.00</u>
Total LTF Trust (MCTC)	366,756.44
Plumas - Checking 0466 - Other	<u>120,890.81</u>
Total Plumas - Checking 0466	<u>487,647.25</u>
Total Checking/Savings	789,298.29
Accounts Receivable	<u>8,111.83</u>
Total Current Assets	797,410.12
Fixed Assets	<u>7,380.06</u>
TOTAL ASSETS	<u><u>804,790.18</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Def Rev - RSTP 19/20	30,453.00
PAYROLL LIABILITIES	
Compensated Absences	<u>48,418.56</u>
Total PAYROLL LIABILITIES	48,418.56
Total Other Current Liabilities	<u>78,871.56</u>
Total Current Liabilities	<u>78,871.56</u>
Total Liabilities	78,871.56
Equity	
Opening Balance Equity	119,678.89
Retained Earnings	605,908.23
Net Income	<u>331.50</u>
Total Equity	<u>725,918.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>804,790.18</u></u>

Modoc County Transportation Commission

Profit & Loss

01/13/21

July through December 2020

Accrual Basis

	<u>Jul - Dec 20</u>
Ordinary Income/Expense	
Income	
PPM 20/21	40,000.00
MCTC - LTF Trust Acct	15,000.00
Interest	1,823.21
LTF - MCTC Admin	60,189.15
RPA	54,217.00
	<hr/>
Total Income	171,229.36
Expense	
Pavement Management System	1,512.00
Accounting / Auditor Services	9,370.00
Commissioner Per Diem	3,450.00
Insurance	15,943.04
Lease & Overhead	8,564.70
Legal Notices	216.00
Office Supplies	165.65
Payroll Services / PARS Admin	4,687.64
Planning Support & Services	0.00
Payroll	124,844.83
Travel / Training / Memberships	2,144.00
	<hr/>
Total Expense	170,897.86
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Net Ordinary Income	331.50
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Net Income	<u>331.50</u>

Report to Modoc County Transportation Commission	
Subject	Meeting Date
Regular Business	February 2, 2021
Presented by	Agenda Item
MCTC Staff	5

ATTACHMENTS – shown in **bold** below:

1. Submittal of the **Draft 2021/22 Overall Work Plan (OWP)** to Caltrans District 2.
 The draft was submitted to Caltrans January 19, 2021; it will be circulated to various state departments for review. We have asked that comments be returned by March 1, 2021.
 The OWP has been updated with population statistics from the CA Department of Finance, planning work that is ongoing in 2022/23, and other related information. This annual document is necessary to receive \$158,000 State planning funds for mandated plans and programs. It also includes the State Transportation Improvement Program Planning, Programming and Monitoring funds. No local funds are included in the OWP.
2. Consider adopting **Resolution 21-04 for the 2021 Public Participation Plan**.
 The initial plan was adopted in 2002; the plan documents the process that MCTC follows to enable and establish working relationships with the community, public agency members, and partners. This plan update was undertaken by staff and funded through the 2019/20 Overall Work Program.
 Staff recommends adoption of Resolution 21-04 Adopting the 2021 Public Participation Plan.
3. Consider approval of the **Title VI Plan (non-transit)**.
 This is a new plan for MCTC and is a state requirement. The document was prepared by staff and funded through the 2019/20 Overall Work Program.
 Staff recommends approval of the Title VI Plan.
4. Information regarding the **Transportation Development Act Findings of Apportionment for FY 2021-22**.



Draft 2021/22 Overall Work Program Modoc County Transportation Commission

108 S Main Street
Alturas, CA 96101
530-233-6410

Contents

INTRODUCTION 3

Figure 1 - Map..... 4

BACKGROUND 5

ORGANIZATION 5

Figure 2 – Organization Chart..... 6

OVERALL WORK PROGRAM..... 7

REVENUE SOURCES 7

FY 2020/21 Overall Work Program Funding 8

Table 2: Overview of Funding by Work Element 8

Work Element 7001 – Administration 9

Work Element 7002 – Public Participation and Interagency Coordination 10

Work Element 7003 - Regional Transportation System Management 14

Work Element 7003.1 - Regional Transportation Plan 15

Work Element 7003.2 - Regional Transportation Improvement Program 16

Work Element 7004 – Multimodal and Public Transportation 17

[Appendix A](#)

Certs and Assurances 18

[Appendix B](#)

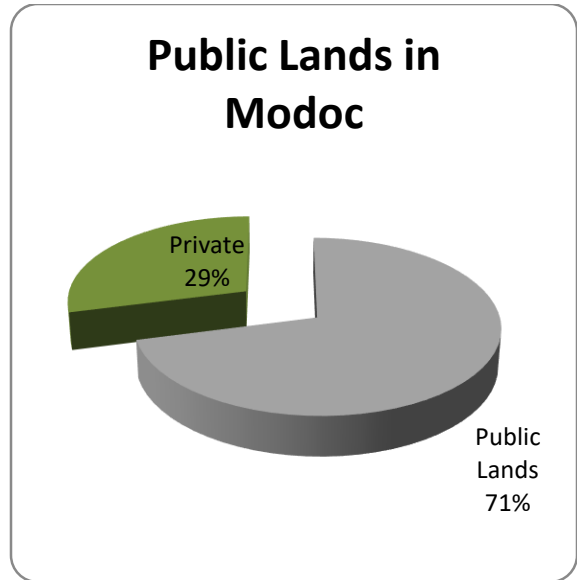
Debarment and Suspension Certification..... 18

[Appendix C](#)

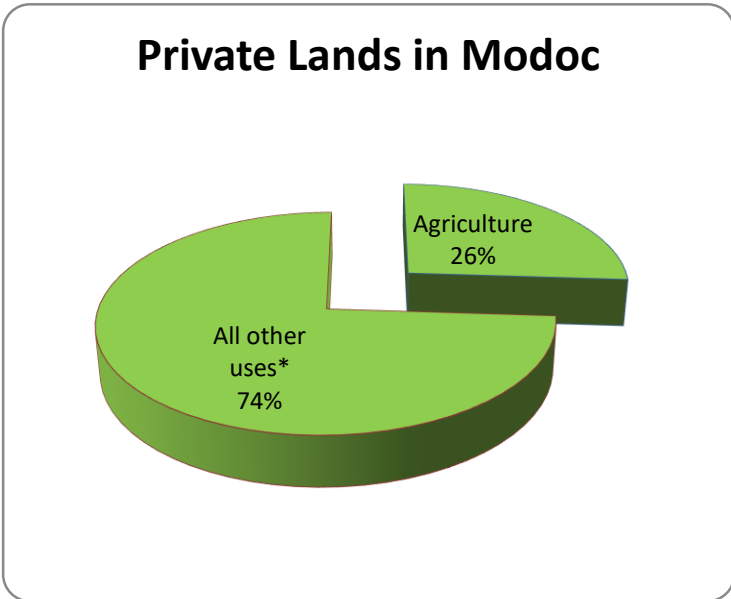
Federal Planning Emphasis Areas (PEAs)..... 18

INTRODUCTION

Modoc County is a land of rugged lava plateaus, fertile valleys, and immense mountains. The land area covers 3,944 square miles or about 2.5 million acres. The terrain is mountainous with high-desert vegetation and timber; numerous valleys or basins are suited for agricultural use. Predominant geographic features include the Modoc Plateau, Warner Mountains, and Surprise Valley with three often dry alkaline lakes. Public lands comprise a large percentage of land ownership.



There are five general land-use categories within the Modoc region: residential, commercial, industrial, agricultural, and public/quasi-public holdings. Agricultural lands comprise a large use within the county.

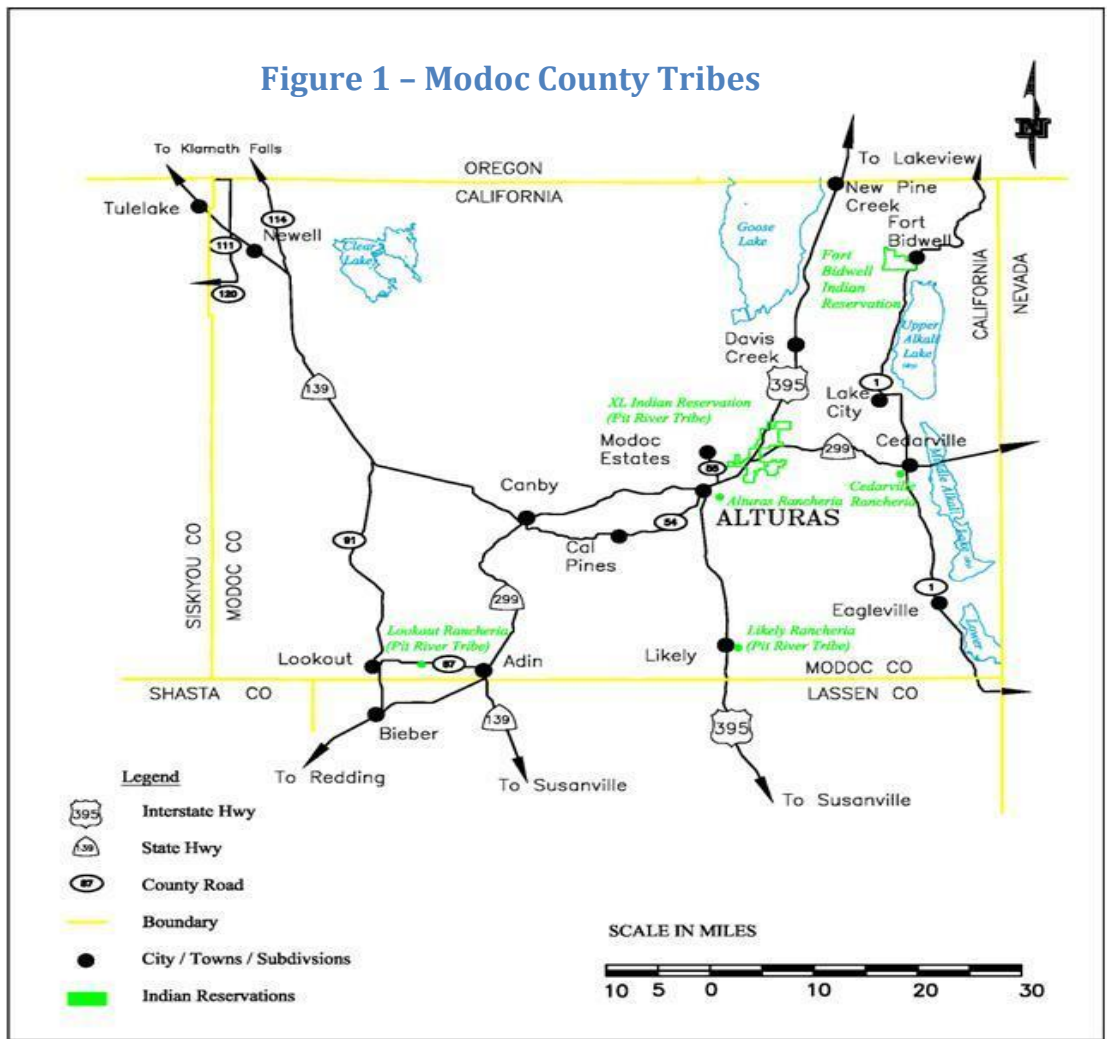


The population of the county is among the smallest in the state ranking 56th of the 58 counties. The Department of Finance estimated population for Modoc July 1, 2020 was 9,416; this equates to about 2.40 persons per square mile; the statewide average is 251.3 people per square mile. This is a decrease from the 2010 census population of 9,686.

The regional personal income statistics are comparatively lower than state average trends and local unemployment levels of 11% in October 2020 which is higher than statewide unemployment rates of 9.3%. Both rates are higher than 2019 primarily due to the impacts from the COVID-19 pandemic.

The City of Alturas is the County Seat and the only incorporated city in Modoc County. The unincorporated communities include Fort Bidwell, Lake City, Cedarville, and Eagleville along the east; Newell in the northwest, Canby, Adin, and Lookout to the southwest, Likely in the southeast and Davis Creek in the northeastern part of the county. Many of these communities are located along the State Routes 139, 299, and US 395 in Modoc. Elevation and temperate ranges and annual precipitation are shown below. Please see Figure 1 for an area map.

<p>Elevations Day Bench 3500 ft Eagle Peak 9934 ft</p>	<p>Temperatures Lows 16 ° F Highs 88 ° F</p>	<p>Annual Precipitation 9-16" valleys up to 35" mountains</p>
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There are 6 Federally recognized tribes in Modoc County as shown in Figure 1. MCTC coordinates and consults with these tribes throughout the year. The Pit River XL tribe is interested in a MOU with MCTC for consultation regarding ancestral lands. The Cedarville Indian Rancheria (CIR) would like an encroachment improved on SR 299 in Cedarville for their mini mart/gas station (Rabbit Traxx). In addition, CIR is interested in partnering with the City of Alturas to jointly fund some City STIP street projects; MCTC is coordinating the partnership. MCTC has been working with the tribe and Caltrans for these improvements to occur.

BACKGROUND

Regional transportation planning is integrated involving all regional stakeholders (agency representatives from Federal, tribal governments, State, City and County agencies and the private sector) working together to improve mobility. Many simultaneous and consecutive plans, programs, goals, and objectives occur over different periods of time within the region. The Overall Work Program (OWP) identifies planning activities and funding to implement goals and objectives during a 12-month fiscal year period (beginning July 1- and ending June 30 of the following calendar year).

The program outlines transportation activities for decision making, partnering, coordination, public participation and financing of plans and programs through work elements and scope of work. The OWP defines the annual scope of work and estimated costs tied to specific funding using four core Work Elements (WE) 7001 through 7004; work on Modoc County Transportation Commission (MCTC) policies (an on-going effort to develop and update policies and procedures), has been incorporated into WEs 7001 and 7003. One of the core products of the OWP is the Regional Transportation Plan (RTP). The OWP and RTP are consistent with federal and state planning goals, programs, plans and objectives; it represents a unified approach of the regional transportation (multimodal) network.

Some of the transportation plans (OWP and RTP), programs, and projects are interlinked including these key programs:

- Regional Transportation Improvement Program (RTIP)
- State Transportation Improvement Plan (STIP)
- Federal State Transportation Improvement Program (FSTIP)
- State Interregional Transportation Improvement Program (ITIP)
- State Highway Operation and Protection Program (SHOPP)

ORGANIZATION

The Modoc County Transportation Commission (MCTC) was created by the Transportation Development Act (TDA) and established by resolution of the Modoc County Board of Supervisors in 1972. The MCTC governing board consists of six regular and two alternate members; three regular and one alternate member are appointed each by the County of Modoc (County) and City of Alturas (City).

The MTA/Sage Stage governing board was established during 1997, specifically to operate public transit through a third-party contract operator. Although the MCTC and the MTA are separate and distinct entities, the composition of their governing boards and management staff include the same persons or appointees. The MTA has been designated as the Consolidated Transportation Service Agency (CTSA) as defined by the TDA.

Three employees staff the offices and handle the day-to-day operations for the two separate local transportation entities. These positions include the Executive Director, Chief Fiscal Officer, and Assistant Secretary 2. All operations are supported by dedicated transportation funding and grants from federal, State, and local transportation programs. State Rural Planning Assistance funds provide for transportation planning activities within the region and fund most of the work outlined in the OWP.

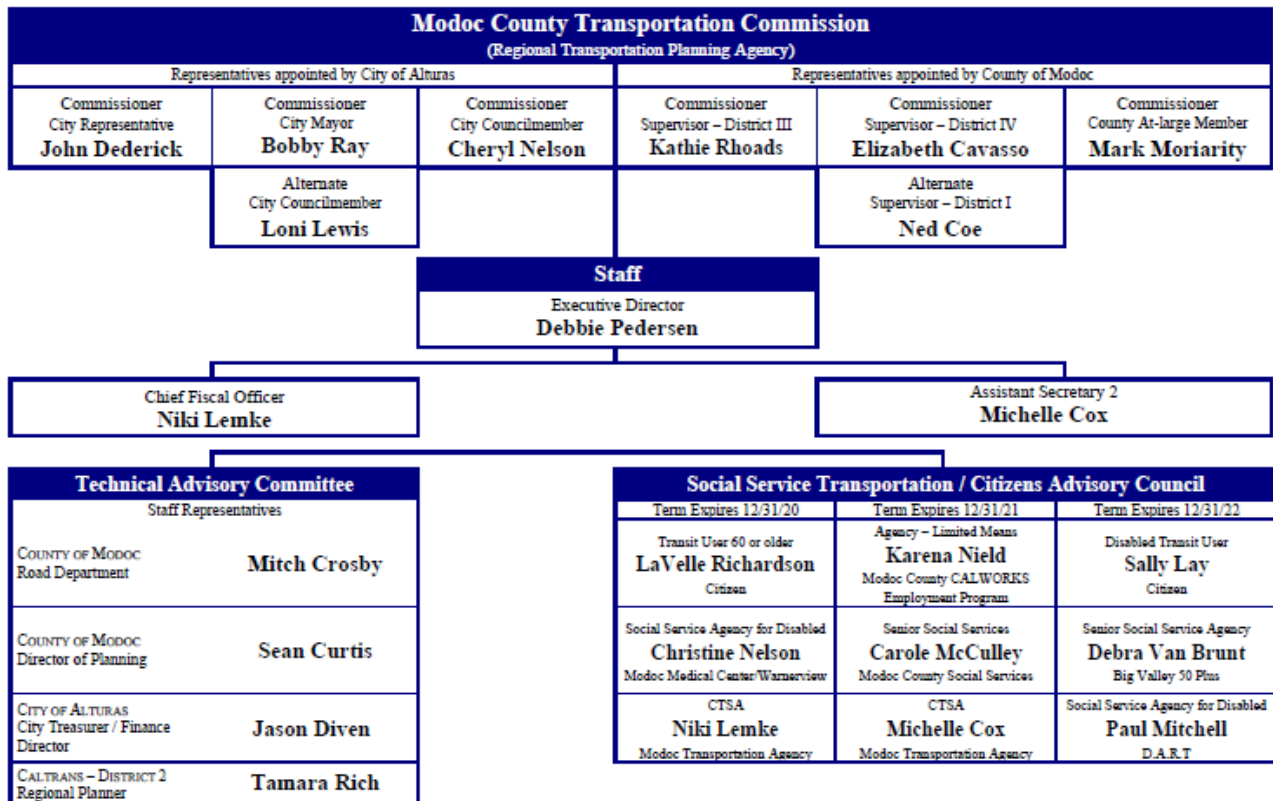
The Modoc Technical Advisory Committee (TAC) consists of representatives from related City and County road and public works departments, county planning Commission, and Caltrans District 2 staff. The TAC generally meets prior to each MCTC meeting to review and comment on the MCTC meeting agenda and to provide input relative to each respective agency. The TAC

provides technical assistance to the Commission and staff in various matters and activities relating to specific programs and projects.

The Social Service Transportation Advisory Committee (SSTAC) helps ensure broad citizen participation, assists with the annual Unmet Transit Needs Finding and subsequent MCTC TDA allocations. The SSTAC is a “mechanism to solicit input of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.” Per legislative intent, the SSTAC also serves as the Citizens Advisory Committee (CAC) to facilitate community and public input during regional transportation planning activities. Data and input gathered or updated annually are used to inventory existing public and social service agency transportation services, facilitate coordination of services, and to identify area gaps and needs.

The MCTC organization chart is displayed in Figure 2.

Figure 2 – Organization Chart



OVERALL WORK PROGRAM

MCTC is responsible for on-going administration and regional transportation planning based on the “3Cs” expressed in federal transportation law: continuing, cooperative and comprehensive. Transportation goals and objectives are considered during the planning and programming processes. Each federal reauthorization specifies planning factors to guide continuing, cooperative, and comprehensive transportation planning, as on-going activities rather than a single completed action. Typically, federal agencies encourage planning organizations to focus work activities on broad planning objectives as relevant to their respective regions and local communities. State and local interests align with those objectives by providing common ground for shared approaches. It is noted that MCTC receives State Rural Planning Assistance funds (no federal funds) and uses the federal planning factors to develop planning goals consistent with our rural needs.

MCTC participates in area task force meetings, is a member of the North State Super Region, and ongoing government to government relations with our tribal governments in the region. The primary regional transportation concerns are to preserve, rehabilitate and improve safety on existing transportation facilities, and to coordinate project sequences and transportation services to maximize efficiency and effectiveness of all available funding.

REVENUE SOURCES

The FY 2021/22 Overall Work Program for the Modoc region uses total funding of \$198,000. The anticipated revenue sources are described by fund source below and amounts are included in Tables 1 and 2. This OWP is financed using a combination of State funding sources identified below, which are approved / revised by separate MCTC resolution:

Rural Planning Assistance funds - Provided by subvention through Caltrans, Rural RPA funds are estimated to be \$6.5 million, pending adoption of the State budget. RPA funds are available for specific eligible uses on a reimbursement basis with maximum twenty-five percent (25%) carryover allowed between fiscal years.

State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM) funds – The Commission may use up to five percent (5%) of its Regional Improvement Program (RIP) share for eligible PPM activities associated with the STIP requirements. MCTC provides support to the City and County for preparing Project Study Reports for STIP projects. In addition, these funds are utilized to support region wide transportation planning efforts (RTP, pavement management systems, etc.).

FY 2021/22 Overall Work Program Funding

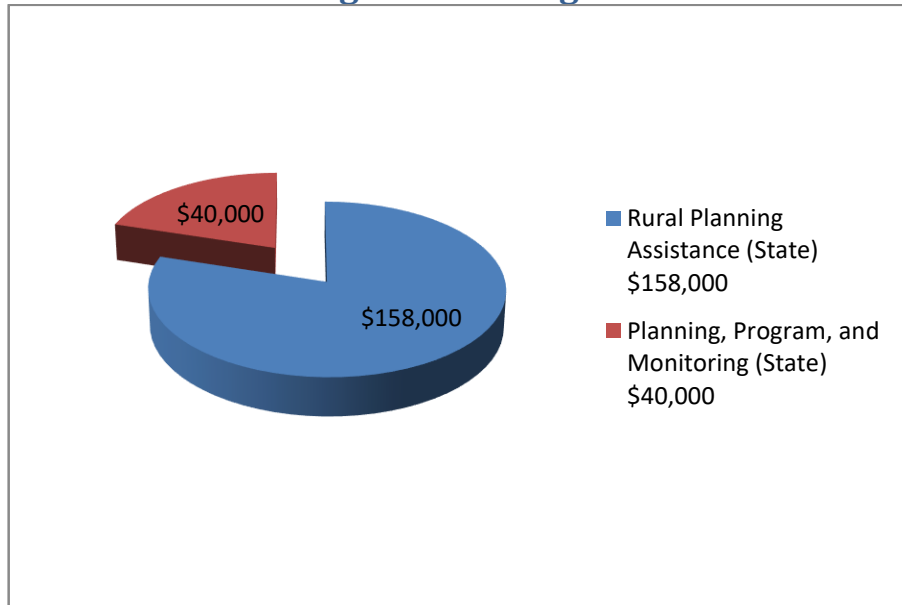


Table 2: Overview of Funding by Work Element

Table 2: Overview of Funding by Work Element

WE	Subset	Description	PEAS*	RPA	% RPA	PPM	Total by WE
7001		OWP Development	1, 5-8	\$25,000	16%	\$8,000	\$33,000
7002		Public Participation and Interagency Coordination	1-10	\$25,000	16%	\$5,000	\$30,000
	7002.1	Public Participation Plan		\$5,000	3%	\$5,000	\$10,000
	7002.2	Title VI Plan		\$5,000	3%	\$5,000	\$10,000
7003		Regional Transportation System Management	1-10	\$13,000	8%	\$1,500	\$14,500
	7003.1	Regional Transportation Plan		\$8,000	5%	\$5,500	\$13,500
	7003.2	Regional Transportation Improvement Program		\$46,000	29%	\$3,000	\$49,000
7004		Multimodal and Public Transportation	1-10	\$31,000	20%	\$7,000	\$38,000
Total by fund source				\$158,000	100%	\$40,000	\$198,000
				\$158,000			\$158,000

*Planning Emphasis Areas (PEA) as defined in current Federal Highway act (TEA 21, SAFETYLU, MAP 21, FAST Act, etc.) and are included in Appendix C. Please Note: MCTC receives RPA State Funds and no Federal Planning Funds because we are a rural RTPA.

Work Element 7001 - OWP Development

Purposes

1. Provide for efficient and effective administration and implementation of the Overall Work Program and;
2. Support the Modoc County Transportation Commission (MCTC), committees, and advisory groups;
3. Manage MCTC personnel, financial, and organizational policies, and procedures.
4. Manage daily operations and ensure compliance with applicable laws, rules, and regulations.
5. Manage, support, and maintain direct charges to all work elements and regional transportation planning processes.

Previous and ongoing Tasks

- a. Prepare the OWP/PPM Annual Budget
- b. Monitor revenues and expenditures; assess the need for the OWP Amendment
- c. Prepare materials for MCTC and TAC meetings (ongoing)

Tasks

- a. MCTC, TAC, and MCTC Committee meetings and workshops: prepare agendas, minutes, legal notices (including publication costs) and staff reports.
- b. Correspondence, resolutions, and reports to communicate MCTC policies and procedures.
- c. Review and approve OWP agreements, amendments, quarterly reimbursement requests, and review/approve charges to these programs.
- d. Maintain the organizational charts for MCTC and MCTC Committees.
- e. Prepare the OWP/PPM annual budgets; monitor expenditures and revenues in relation to the budget; prepare and manage MCTC RPA and PPM financials. (OWP and PPM charges and revenues tracked separately).
- f. Attend transportation planning workshops, meetings, conferences, including related staff training.

Products	Due Dates
Agendas, staff reports and minutes for board /advisory groups	Regularly/As required
OWP quarterly reports with invoice for reimbursement	10/21; 01/22; 04/22; 07/22
Amendments to FY 2021/22 OWP	Mid-year, as needed
Prepare draft FY 2022/23 Overall Work Program (OWP)	Jan-Feb 2022
MCTC adopt Final 2022/23 Overall Work Program; execute agreements	June 30, 2022
Execution of OWP agreements, MFTAs, and documents	On-going; Annually
Interagency communication: electronic mail, memos, and correspondence	On-going
Maintain orderly files, archives, and reference library	On-going

Work Element 7001 Budget		
Type	Description	Amount
Revenues	RPA	\$ 25,000
	PPM	\$ 8,000
TOTAL		\$ 33,000
Expenditures	Staff	\$ 32,000
	Legal notices	\$ 1,000
TOTAL		\$ 33,000

Work Element 7002 - Public Participation and Interagency Coordination

Purposes

1. To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and federal requirements; and
2. To coordinate regional transportation planning through consultation and collaboration in these ways:
 - a. Integrate local land use and regional transportation planning.
 - b. Promote cooperation among regional, State and Federal agencies to enhance transportation planning; consult and coordinate with Caltrans, neighboring jurisdictions, and agencies to undertake transportation planning studies (e.g., corridor studies, project study reports, special studies, coordinated research, etc.).
 - c. Coordinate and consult with regional goods movement and freight providers.
 - d. Coordinate and consult with regional bicycle groups and promote walk-able communities.
 - e. Review local agency goods movement and freight planning policies.
 - f. Work with partners to enhance movements of people, goods, services, and information.
 - g. Coordinate local transportation services with regional and interregional providers to improve connections, interregional mobility, and access to basic life activities.
 - h. Consult with and consider interests of community, Native Americans (individuals), Tribes (sovereign nations), Latino groups, and all under-represented groups.

Previous and Ongoing Tasks

- a. Prepare and publish workshop notices and maintain on-going communication elements.
- b. Meet with regional Tribes to discuss interests and needs. Document outcomes.
- c. Maintain and document communication files to monitor related inquiries.
- d. Continue coordination with goods movement industry.
- e. Regularly consult and coordinate and communicate with Tribal councils, disadvantaged and ethnic communities, and organizations to maintain good working relationships.
- f. Administer public notification in accordance with the Brown Act.
- g. Proactively solicit input from the public, local government, Tribes, advisory groups, and organizations.
- h. Monitor local government and agency meeting agenda, such as City Council, County Board of Supervisors, social service agencies, Tribal Councils; attend meetings for topics related to regional transportation and multimodal issues.
- i. Participate in local economic development meetings to help integrate transportation and community goals for land use, economic vitality, social welfare, and environmental preservation.
- j. Provide information and documents about regional transportation issues to interested parties and organizations.
- k. Prepare newspaper articles, press releases, display ads and other informational materials related to project planning, workshops, program development, preparation of RTIPs, etc.
- l. Use partnerships, collaborations, and consultation to identify and implement policies, strategies, programs, and projects to enhance regional movements of people, goods, services, and information.

- m. Participate in Rural County Task Force (RCTF), Regional Transportation Planning Agency (RTPA) group, District 2 RTPA Task Force and DEAL East meetings and other workshops, as reasonable and feasible.
- n. Consult via regional, state, and federal policy and technical advisory committees.
- o. Participate in relevant coordination training, workshops, and conferences.
- p. Serve as local clearinghouse for transportation funding opportunities – grants and programs.
- q. Assist transportation planning, programming, and monitoring activities for specific RTIP projects.

Products	Due Dates
Materials for public hearings, workshops, and meetings, including surveys and fact sheets	As needed
Press releases, public service announcements and public notices for project planning workshops, preparation of RTIPs and varied supporting studies	As required
Maintain current (interested parties) mailing list	On-going
News Releases	As needed
Document Tribal Government-to-Government relations	On-going

Work Element 7002 Budget		
Type	Description	Amount
Revenues	RPA	\$ 25,000
	PPM	\$ 5,000
TOTAL		\$ 30,000
Expenditures	Staff	\$ 30,000
	TOTAL	

Work Element 7002.1 - Public Participation Plan

Purpose

Review and revise the Public Participation Plan to ensure that all opportunities for involvement and feedback are included; ensure compliance with State and federal requirements.

Previous Products

- a. Adopted the MCTC Public Participation Plan June 7, 2016.
- b. Adopted the updated MCTC Public Participation Plan February 2021

Tasks

- a. Research public participation opportunities.
- b. Update the RTPA Public Participation Plan.
- c. Circulate the PPP for comment; post draft on the MCTC website.
- d. MCTC adopt the PPP; post final to the MCTC website.

Products	Due Dates
Review and revise PPP/new draft PPP	As needed
MCTC adopt PPP	Feb 2025
Post PPP to MCTC Website	As updated

Work Element 7002.1 Budget		
Type	Description	Amount
Revenues	RPA	\$ 5,000
	PPM	\$ 5,000
TOTAL		\$ 10,000
Expenditures	Staff	\$ 10,000
	TOTAL	

Work Element 7002.2 - Title VI (non-transit)

Purpose

To ensure that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its program, activities, or services based on race, color, or national origin. All persons, regardless of their citizenship, are covered under this regulation.

To comply with State and federal regulations.

Previous and Ongoing Products

- a. Prepared and adopted the FTA Title VI Plan
- b. Review, revise, and update the MCTC Title VI Plan

Tasks

- a. Review Title VI.
- b. Revise Title VI Plan, post to the website, and circulate the draft.
- c. MCTC adopt the Title VI Plan.

Products	Due Dates
Review and revise Title VI Plan/new draft Title VI Plan	As needed
Final Title VI Plan	Feb 2024
Post Plan MCTC Website	As updated

Work Element 7002.2 Budget		
Type	Description	Amount
Revenues	RPA	\$ 5,000
	PPM	\$ 5,000
TOTAL		\$ 10,000
Expenditure	Staff	\$ 10,000
TOTAL		\$ 10,000

Work Element 7003 - Regional Transportation System Management

Purpose

1. Determine and establish policies, safety needs, deficiencies and multimodal improvement programs for streets, roads, and highways in the region, coordinating with local partners and Caltrans, particularly District 2 staff, and functional units.

Previous and ongoing Tasks

- a. Review RTP Consistency with plans and programs (ongoing)
- b. Consult extensively with shareholders and the public, including outreach to targeted minority groups.
- c. Perform outreach to promote and support bicycle and pedestrian mobility improvements.
- d. Consult with local agencies regarding their efforts to maintain and improve airports, including annual visits; monitor maintenance of and improvements to general aviation facilities within region.
- e. Consult with Tribal Governments and advisory group meetings for various projects.
- f. Support partnerships with County of Modoc Road and Planning Departments, City of Alturas Public Works, Caltrans, Tribal Governments, transportation providers and stakeholders.
- g. Manage the Pavement Management System.
- h. Coordinate with Caltrans District 2 on SHOPP projects (i.e., Main Street Design Committee)

Products	Due Dates
Meeting agendas.	Ongoing as needed
Document consultation and advisory meeting outcomes.	Ongoing
Pavement Condition data.	Ongoing
Responses to survey/information requests from Caltrans, agencies, and organizations.	As possible
Assist/Review/develop grant applications for regional transportation projects.	By deadlines

Work Element 7003 Budget		
Type	Description	Amount
Revenues	RPA	\$ 13,000
	PPM	\$ 1,500
TOTAL		\$ 14,500
Expenditures	Staff	\$ 14,500
	TOTAL	

Work Element 7003.1 - Regional Transportation Plan

Purpose

1. Update elements of the Regional Transportation Plan (RTP) – in collaboration with federal, State, and local agencies, Caltrans, and the public to maintain consistency with State laws and guidelines and local General and Housing plans.

Previous Tasks

- a. Adopted the 2019 Regional Transportation Plan.
- b. Updated long and short-range capital improvement needs (all modes) and coordinate with agencies.
- c. Monitored infrastructure rehabilitation needs to preserve existing infrastructure and facilities.
- d. Facilitated community-based development and transportation improvements to improve livability, economic vitality, and sustainable development.
- e. Met with Tribal Boards and staff to review tribal transportation needs, economic development, housing, etc. and to review information in the RTP.
- f. Integrated local streets & roads data and State highways data into regional roadway inventory.
- g. Reviewed past safety and accident history and modified data as needed.
- h. Conducted outreach to state and federal agencies for input into the Draft RTP; requested information and updates from Caltrans and local agencies.
- i. Reviewed agency housing elements for planned developments and updated demographic and housing data in the Draft RTP.
- j. Updated aeronautics, transit, bicycle and pedestrian, rail, and goods movement data.
- k. Prepared CEQA document and filed with County Clerk.
- l. Prepared the request for No Effect to Department of Fish and Game.
- m. Circulated Draft RTP; held a workshop. Received comments and modified draft.
- n. MCTC conducted public hearing to adopt the 2019 RTP.

Products	Due Dates
2019 Regional Transportation Plan amendments	As needed
Confirm consistency between the Regional Transportation Plan and regional projects programmed with various State and Federal funds.	Ongoing
Update demographics and data to be consistent with State and local plans.	Ongoing/2024 RTP
Prepare CEQA and circulate draft/adopt final CEQA (NOD)	November 2024
Updated maintained mileage inventory in coordination agencies; support agency efforts to collect pavement condition surveys	Ongoing/2024 RTP

Work Element 7003.1 Budget		
Type	Description	Amount
Revenues	RPA	\$ 8,000
	PPM	\$ 5,500
TOTAL		\$ 13,500
Expenditures	Staff	\$ 13,500
TOTAL		\$ 13,500

Work Element 7003.2 - Regional Transportation Improvement Program

Purpose

1. To develop the RTIP following the CTC's Fund Estimate
2. Assist Agencies in project delivery, STIP amendments/allocations, and monitor timely use of funds.

Previous and Ongoing Tasks

- a. Assisted agencies with STIP Amendments and Time Extensions.
- b. Adopted the 2020 RTIP and submitted to the CTC for inclusion in the 2020 STIP.
- c. Support the development of Project Study Reports, STIP Amendments, monitor timely use of funds.
- d. Update capital improvement needs and monitor roadway rehabilitation needs to preserve existing infrastructure and facilities.
- e. Conduct interagency and public outreach during the development of the RTIP.
- f. Facilitate interagency collaboration to identify and develop new projects, explicitly integrating environmental considerations for efficient and timely project delivery.
- g. Participate during CTC, Caltrans HQ and D2, RCTF, NSSR and RTPA group meetings / workshops regarding RTIP / STIP preparation, adoption, guidelines development, project criteria, etc.
- h. Coordinate with CTC staff to process STIP amendments and assess funding options; support agency projects and address project issues.

Products	Due Dates
TIP/STIP amendments, allocation requests, time extensions, etc.	Ongoing; As needed
Review the draft and final Fund Estimate	June-Aug 2021
Set targets for agencies; review programming documents for consistency with STIP Guidelines	June-Sept 2021
Adopt the 2022 RTIP and submit to the California Transportation Commission	By Dec 15, 2021
Manage adopted STIP - Timely use of funds, allocations, etc.	Ongoing

Work Element 7003.2 Budget		
Type	Description	Amount
Revenues	RPA	\$46,000
	PPM	\$ 3,000
TOTAL		\$49,000
Expenditures	Staff	\$49,000
TOTAL		\$49,000

Work Element 7004 - Multimodal and Public Transportation

Purposes:

1. To review and comment on various projects for transportation impacts
2. Ensure consistency with the Regional Transportation Plan.
3. Investigated the viability of a Bicycle Transportation Plan; Modoc is a small rural area. The climate is not conducive for bicycle commuters about 7-9 months of the year (high terrain, low winter temperatures, snow, ice, etc.). ATP and Bicycle projects are in the 2019 Modoc RTP.
4. Coordinate among public, private, Tribal, and social service transportation providers to support regional mobility.
5. Continuity between the Modoc Public Transit / Social Services Transportation - Coordination Plan document and the Modoc Regional Transportation Plan (RTP) document.

Previous and Continuing Tasks

- a. Coordinated Public Transit – Human Services Transportation Plan and necessary updates.
- b. Support regional agencies efforts to enhance bicycle and pedestrian options; provide RTPA support for local agency grant applications/projects.
- c. Monitor activities related to non-motorized transportation (bicycle, pedestrian, and transit), general aviation airports within the region, and rail transportation plus ancillary activities, including railroad museum and support *Rails to Trails* initiatives
- d. Revise surveys; assess existing and proposed services regarding public transportation and multimodal needs.
- e. Attend community meetings to discuss and promote multimodal options.
- f. Facilitate interagency coordination necessary to identify and develop bicycle and pedestrian projects for potential ATP projects.
- g. Identify funding opportunities to support multimodal opportunities, community transportation, planning and coordination of regional transportation services.
- h. Provide information to local partners about Alternative Transportation Program (ATP) funding cycles. Conduct outreach to community bicycle groups to promote and foster partnerships. Work with public health departments to support walk-able communities.

Products	Due Dates
Identify and inventory regional and interregional transit needs. Monitor and update transit and multimodal information. Review transportation projects to plan viable solutions to integrate transit and other modes.	On-going
Document/update issues and compliance requirements for interstate/intercity travel	On-going

Work Element 7004 Budget		
Type	Description	Amount
Revenues	RPA	\$ 31,000
	PPM	\$ 7,000
TOTAL		\$ 38,000
Expenditures	Staff	\$ 38,000
TOTAL		\$ 38,000

Appendix A Certifications and Assurances

Appendix B- Debarment and Suspension Certification

Appendix C Federal Planning Emphasis Areas (PEAs)

The ten Federal Planning Factors (USC 23 Part 134(f) and MAP-21 Section 1201(h)) are updated and issued as part of the federal transportation bill reauthorization process. Federal Planning Factors emphasize the national perspective.

1. Increase the **safety** of the transportation system for both motorized and non-motorized users on all public roads.
2. Increase the **security** of the transportation system for motorized and non-motorized users.
3. Support the **economic vitality** of the planning area, by enabling global competitiveness, productivity, and efficiency.
4. Increase the accessibility and mobility of people and for freight in rural communities.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Please Note: MCTC is a Rural RTPA and does not receive any Federal Planning funding, only State Regional Planning Assistance (RPA) and Planning and Program Monitoring (PPM) funding.

MODOC COUNTY TRANSPORTATION COMMISSION

RESOLUTION No. 21-04

Adopting the 2021 MCTC Public Participation Plan

WHEREAS, Modoc County Transportation Commission (MCTC) is the Regional Transportation Planning Agency (RTPA), responsible for regional transportation planning and for allocating transportation funds; and

WHEREAS, transportation planning and decision-making significantly affect the local community, specific state and federal mandates require that each RTPA develop a Public Participation Program as part of its planning process, including Title 23 USC Sections 134(g)(4) and 135(e), and Title 23 CFR 450.316(b)(1); and

WHEREAS, certain State laws and regulations impact the MCTC and public participation process, such as the Ralph M. Brown Act, Transportation Development Act of 1971, PUC Sections 99200-408, and Transportation Funding Act of 1997; and

NOW, THEREFORE, BE IT RESOLVED that the Modoc County Transportation Commission hereby adopts the 2021 MCTC Public Participation Plan to promote early and continued public involvement, assuring opportunities for individuals and entities to take part in all phases of regional transportation planning.

BE IT ALSO RESOLVED that the MCTC authorizes the Chairman to execute this resolution, and directs staff to fully implement the plan, to review its effectiveness every three to four years, and to recommend changes, as necessary.

PASSED AND ADOPTED this ** day of ***** 2021 by the following vote:

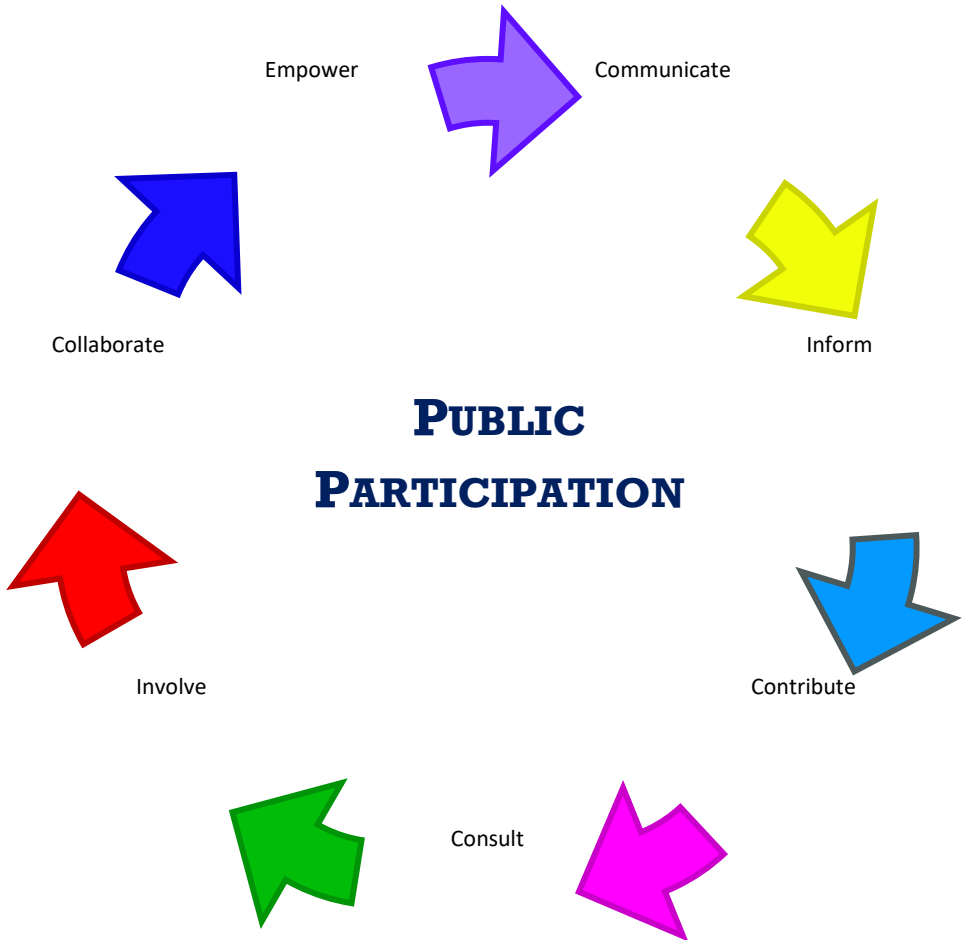
AYES: Commissioners:
NOES: None
ABSENT: Commissioner:

John Dederick, Chairman
Modoc County Transportation Commission

ATTEST

Debbie Pedersen, Executive Director
Modoc County Transportation Commission

MODOC COUNTY TRANSPORTATION COMMISSION



Public Participation Plan for Regional Transportation Planning

108 S Main St.

Alturas, CA 96101

(530) 233-6410

modoctransportation.com

Table of Contents

Preface	3
Modoc County Transportation Commission (MCTC) Overview	3
Table 1 - MCTC Staff Contact Information	4
1. Introduction.....	4
A. Public Participation Plan Goals	4
B. How to use the PPP.....	4
C. Challenges.....	5
Table 2 – Challenges and Sample Strategies and Techniques	5
D. Levels of Participation.....	6
2. Purpose of the PPP	6
A. Satisfying Legal Requirements	6
1. Sustainable Communities and Climate Protection Act of 2008 (SB 375).....	6
2. The Ralph M. Brown Act (California Government Code §§ 54950-963).....	6
3. Title VI of the Civil Rights Act of 1964 as Amended (42 U.S.C., Section 2000d)	7
4. Consultation and Coordination with Tribal Governments (U.S. DOT Order 5301.1).....	7
B. Accountability	7
C. Consistency	7
3. Tools and Techniques for Effective Public Outreach.....	8
A. Summary of Tools	8
Table 3– Outreach Tools.....	9
4. Activities Involving Public Participation.....	10
A. Recurring Plans	10
1. Regional Transportation Plan (RTP)	10
2. Transportation Improvement Programs (local, State, and Federal).....	11
B. Supporting Documents	12
C. Special Projects	13
5. Transportation Planning Partnerships.....	13
A. Governmental Partners	13
B. Private Non-Governmental Partners	14
6. Measuring Success	14
MCTC Resolution 21-04	15

List of Acronyms in the Plan

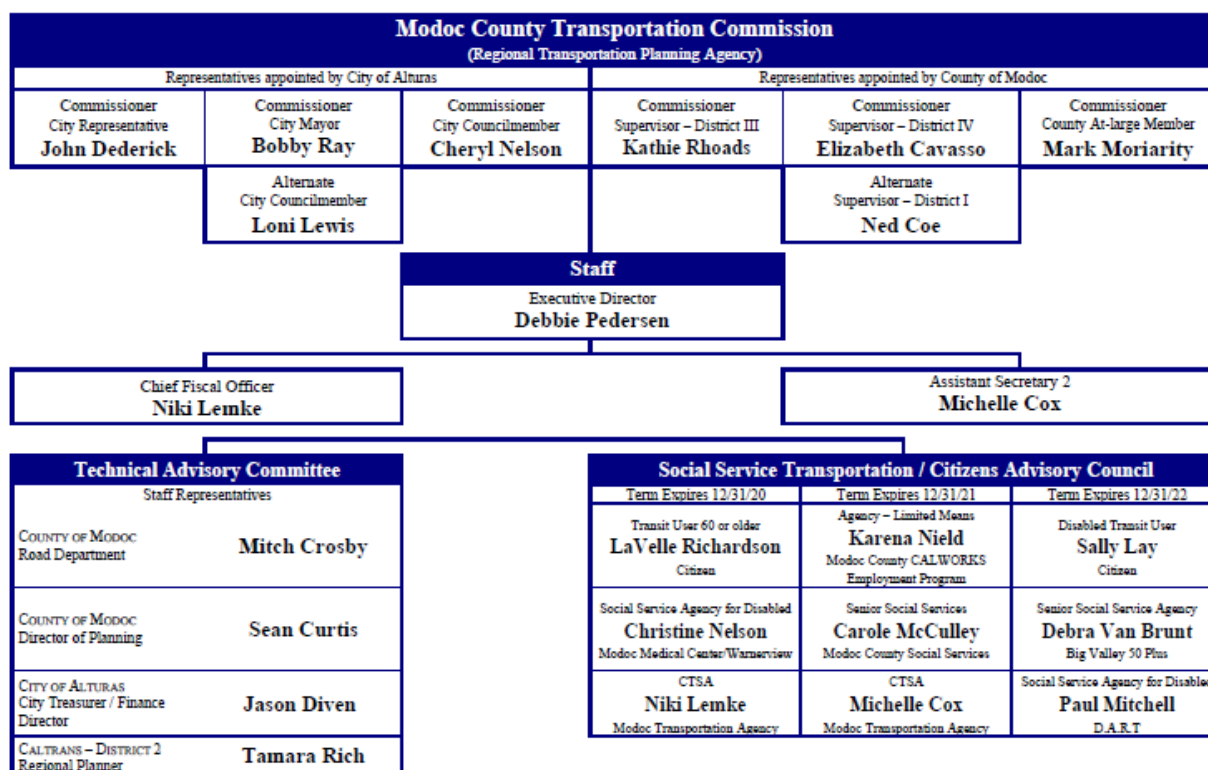
ADA	Americans with Disabilities Act
ARB	Air Resources Board
Caltrans	California Department of Transportation
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
CTC	California Transportation Commission
CTSA	Consolidated Transportation Services Agency
EIR	Environmental Impact Report
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GHG	Greenhouse Gas
MAP-21	Moving Ahead for Progress in the 21 st Century
MCBOS	Modoc County Board of Supervisors
MCTC	Modoc County Transportation Commission
MTA	Modoc Transportation Agency
NEPA	National Environmental Policy Act
OWP	Overall Work Program
PPP	Public Participation Plan
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
SB	Senate Bill
SCS	Sustainable Communities Strategy
SSTAC	Social Services Transportation Advisory Council
STIP	State Transportation Improvement Program
TAC	Technical Advisory Committee
TDA	Transportation Development Act
TIP	Transportation Improvement Program (Federal, State, local)
USC	United States Code

Preface

Modoc County Transportation Commission (MCTC) Overview

The MCTC was created by the Modoc County Board of Supervisors (MCBOS) in 1972 by Resolution 72-08, in accordance with Government Code, Title 3, Division 3, Chapter 2, Article 11, Sections 29532 and 29535. The MCBOS created MCTC as a “public transportation entity” and local transportation commission pursuant to statute (Gov. Code §§ 29532, 29535) in order to establish a local transportation fund and receive a portion of the tax from the State Board of Equalization (Gov. Code § 29530). The MCTC adopted Bylaws in 1982 and adopted an update in April 2016.

The MCBOS appoints three members and one alternate member to the MCTC, and the City of Alturas appoints three members and one alternate member to the MCTC as required by statute (Gov. Code § 29535). MCTC operates as a fully independent government agency with three full time employees.



Under the direction of MCTC, staff evaluates regional transportation needs and obtains and manages many grants to fund projects and prepare plans. Staff also recommends to MCTC what improvements will be made. Each year, MCTC administers over \$4 million in state and federal funds to support regional planning and program highway, street, and road projects. These actions support the State and local agencies efforts to construct, operate and maintain transportation projects in the Modoc region.

Table 1 - MCTC Staff Contact Information

Position	Name	Email
Executive Director	Debbie Pedersen	dpedersen@modoctransportation.com
Chief Fiscal Officer	Nicole Witherspoon	nlemke@modoctransportation.com
Administrative Assistant 2	Michelle Cox	mcox@modoctransportation.com

Physical/Mailing Address	Telephone	Website
Modoc County Transportation Commission (MCTC), 108 S. Main St., Alturas, CA 96101	(530) 233-6410 or (530) 233-6422	modoctransportation.com

1. Introduction

A. Public Participation Plan Goals

MCTC’s role in transportation planning and decision making is a balancing act between diverse community needs, values, and priorities. We rely on the public and integrate public input into policies, plans, and products to provide balance between community-based and technical solutions. Community members have an integral knowledge of their surroundings because they work and live here.

The Public Participation Plan (PPP) sets forth the process that MCTC follows to enable and establish working relationships with community and public agency members. This process is open and continuous to enable early, ongoing, and continuous public involvement.

B. How to use the PPP

The PPP is a reference document for community members and MCTC. It serves as an informal two-way agreement between MCTC and community members and sets forth clear processes, and desired outcomes. Community members can be defined as public, community stakeholders, community decision makers, tribal government officials, local partners and agencies, multimodal groups, neighboring inter county agencies, special interest groups, and state and federal partners and agencies. The PPP can be used by all interested individuals and entities to interact and follow MCTC’s activities and assist MCTC in consistent outreach efforts.

The PPP is presented in sections to present the information in an organized manner.

Section 1 - *Introduction*. Information is provided for the use the PPP and challenges that MCTC experiences with different aspects of public outreach strategies and techniques.

Section 2 – *Purpose of the Plan*. This section provides information on why MCTC prepares a PPP and provides relative information on laws and regulations. MCTC desires to build accountability and consistency with processes to foster and encourage public participation.

Section 3 – *Tools and Techniques* – A summary of tools and techniques is provided that MCTC utilizes to engage and encourage public participation.

Section 4 – *Activities Involving Public Participation* – MCTC is required to provide opportunities for public comment during development of plans and programs. This section provides a summary of plans and programs that are routinely updated and amended and the desired level of public participation.

Section 5 – *Partner Consultations* – A framework for interacting with tribal government officials, state government agencies, and local government agencies to gain technical participation in the development of plans and programs is provided.

Section 6 – *Measuring Participation* – Public participation is challenging to measure for MCTC. MCTC employs 3-4 full time employees to work for two agencies. This section provides general information to measure public participation.

C. Challenges

Table 2 below lists some of the challenges and examples of strategies and techniques MCTC employs to address the challenges. Planning projects in a county with a large area and varying demographics presents its challenges.

Table 2 – Challenges and Sample Strategies and Techniques

Challenge	Potential Strategy/Technique to Address Challenge
MCTC is legally and ethically bound to represent a diverse population with varying needs, priorities, and ability to access and influence the planning process.	Partner with social service agencies to target traditionally underrepresented segments of the population, including low-income households, elderly, disabled, and non-English speaking citizens.
Limited advertising options and MCTC resources make it difficult to compete for public attention	Use grass roots communication versus expensive media buys. Establish good rapport with the local newspaper. Utilize opportunities to advertise on bus service, public agency bulletin boards, etc.
The planning process is complicated and can be intimidating to community members that would like to participate and provide input.	Avoid the use of planning and legal jargon. Use visualization techniques to describe complex concepts. Request to attend community or neighborhood meetings. Do not wait for public to engage MCTC.
MCTC projects are normally long-term and regional.	Employ continuous communication to engage community members, place posters in local businesses, and distribute updates via email to interested parties. Develop email lists from attendees or community members expressing interest in a project or plan.
It is difficult to measure the effectiveness of public outreach efforts.	MCTC utilizes a range of measures based on Access (points of dissemination of information); Awareness (community members ability to understand issues and alternatives); and Action (community members actively participate in the planning process and or provides meaningful feedback)

D. Levels of Participation

MCTC recognizes that not all decisions, plans, programs, or projects require the same outreach. MCTC selects the type and method of noticing based on the level of public input needed. This approach helps ensure limited resources are applied most effectively and does not saturate the public and cause a negative outcome (i.e., having public toss or discard notices due to oversaturation).

Inform – This level of public participation provides the public with the information they need to understand the decision-making process and where public input would not likely change the outcome of the decision.

Consult – This level of participation is the basic minimum opportunity for public input to a decision. This approach seeks the public’s opinion and decision makers consider public input however the input typically has little to no impact on the decision. For example, input is generally asked for at transportation project milestones.

Collaborate – the public is directly engaged in decision-making. Actions and or solutions are typically generated by the public and consensus is normally reached through this process. Conducting a collaborative program is time-consuming and resource intensive.

Outreach is conducted through a multi-faceted effort; these levels are not rigidly applied. Flexibility and adaptability are essential to a successful outreach effort.

2. Purpose of the PPP

A. Satisfying Legal Requirements

The PPP has been developed and is updated in accordance with guidelines established by federal, state, or local regulations including the following:

1. Sustainable Communities and Climate Protection Act of 2008 (SB 375)

This act prompts regional planning to reduce greenhouse gas (GHG) emissions from cars and light trucks through coordinated transportation and regional land use planning in order to meet regional per capita vehicular greenhouse gas emissions targets set by the California Air Resources Board (CARB).

2. The Ralph M. Brown Act (California Government Code §§ 54950-963)

The Ralph M. Brown Act (Act) is commonly referred to as the Brown Act, Open Meeting Law, or the Sunshine Law. It governs the meetings and actions of governing board members of local public agencies and their created bodies. The Act ensures that local government bodies are open to the public. It also extends to any committee or other subsidiary body of a local agency, whether permanent or temporary, decision making or advisory, which is created by such a governing board. The Act sets minimum standards for open meetings relative to access to public, location of meetings, notice posting, agenda distribution, and public input. The public agency may adopt reasonable regulations ensuring the public’s right to address the agency and may also to limit the total amount of time allocated for

public testimony. MCTC and its committees adhere to these requirements involving proper noticing, access, and ability to address the board of directors and committees.

Due to time constraints at board of directors' meetings, unscheduled comments by the public may be limited to three minutes in length. The MCTC encourages interested citizens to provide written copies of presentations to the board of directors/committees, particularly if the statement is too long to be presented in its entirety. Citizens unable to attend the meeting may submit their concerns and ideas in writing to staff, who will then present the comments to the respective board of directors/ committee in either a written or oral format.

3. Title VI of the Civil Rights Act of 1964 as Amended (42 U.S.C., Section 2000d)

Title VI states that "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." MCTC adheres to Title VI and environmental justice principles. Elderly, disabled, and persons with limited means, located within 10 miles of a MCTC meeting, may call 48 hours prior to a meeting for a free ride to and from that meeting. To arrange a Spanish translator, contact the office at least 72 hours prior to the meeting.

4. Consultation and Coordination with Tribal Governments (U.S. DOT Order 5301.1)

U.S. Department of Transportation ensures that program, policies, and procedures administered by the U.S. DOT are responsive to the needs and concerns of Native American Tribal Governments. The MCTC Executive Director maintains ongoing communication with tribal councils regarding transportation planning projects. MCTC has a policy for Consultation with Native American Tribal Governments that details how the agency consults with local Tribal Governments regarding transportation plans and programs.

B. Accountability

MCTC conducts business during regular meetings, open to public attendance and public comment. To encourage participation and inform the community, a variety of media formats is used to provide notice for meetings, workshops, and public hearings. Some of these methods of notification are to comply with laws. MCTC often exceeds the required minimum notification standard to provide opportunities for community input, provide information, foster partnerships, and involve the public. Positive experiences between MCTC and the public lead to continued participation with future projects. These interactions also build trust and foster partnerships.

C. Consistency

The PPP sets reasonable expectations for those wishing to participate in the development of transportation plans, programs, and projects. The PPP is intended to provide information on how people can get involved in the MCTC processes for fair and

equitable access. Public participation is not a “one size fits all” approach. Each public opportunity should be tailored by MCTC to elicit and facilitate open and informal settings to encourage public participation.

3. Tools and Techniques for Effective Public Outreach.

A. Summary of Tools

Most MCTC plans, grants, and programs have minimum requirements that MCTC needs to meet for public comment opportunities. Each requires an assessment or specific set of outreach strategies and or tools. Public outreach tools are ever evolving. Table 3 represents an assessment of the most common tools MCTC utilizes.

Table 3- Outreach Tools

Tool/Strategy	Pros	Cons
Formal Public Hearings – Legal Notices	<ul style="list-style-type: none"> • Direct public input/feedback • Typically used to satisfy program and grant legal notice requirements • Provides basic broad access 	<ul style="list-style-type: none"> • Structured - impedes free flow of information • Intimidates some • Occurs later in the process with little or no impact on final outcome.
Public Meetings or Workshops	<ul style="list-style-type: none"> • Direct public input/feedback 	<ul style="list-style-type: none"> • Takes considerable effort and expense to attract attendees for each event. • Difficult for some to attend
Town or Community Meetings	<ul style="list-style-type: none"> • Direct community-based comments, input, and feedback 	<ul style="list-style-type: none"> • Can take considerable staff time • Attendance is unpredictable
Fairs, special events, group/organization meetings	<ul style="list-style-type: none"> • Direct community-based comments, public input/feedback. • Can provide a good cross section of community 	<ul style="list-style-type: none"> • Can take considerable staff time, depending on the event. • Not all community members involved
Technical Advisory Committees	<ul style="list-style-type: none"> • Expert review, feedback and recommendations 	<ul style="list-style-type: none"> • Input typically focused on a technical or narrow perspective.
Steering Committees	<ul style="list-style-type: none"> • Representation from disparate groups to collaborate, discuss options, and recommend options to decision makers 	<ul style="list-style-type: none"> • Not all community members are involved; input via representation. • Potential to miss segments of population when establishing groups
Website	<ul style="list-style-type: none"> • Timely and convenient public access to planning, programming, grants, and project documents, meeting locations, agendas, etc. • Low cost 	<ul style="list-style-type: none"> • Not all segments of the population have internet access and/or computer experience. • Requires staff time to keep information fresh and relative.
Social Media	<ul style="list-style-type: none"> • Direct input/feedback from public • Low cost • Interested people can follow progress with instant/relative updates • Becoming increasingly popular 	<ul style="list-style-type: none"> • Public comments can be difficult to validate or easily misunderstood. • Anonymity can foster inappropriate comments that quickly digress. • Management of this media group can be labor intensive.
Surveys (mail, newspaper, telephone, internet, spot locations – neighborhood canvassing)	<ul style="list-style-type: none"> • Direct input/specific questions • Aids in the collection and analysis of data • Web-based surveys compile instantly and are updated and displayed as data is submitted. 	<ul style="list-style-type: none"> • Low response rate for direct mail and newspaper circulation. • Can be costly • Need to consider type of questions so that data is easier to tabulate • Qualitative difficult to tabulate
Focus Groups	<ul style="list-style-type: none"> • Interactive/team building. • Conducive to building trust, consensus, and support 	<ul style="list-style-type: none"> • Time consuming • Works well for small groups 8-10 participants
Open House	<ul style="list-style-type: none"> • Informal setting • Provides opportunity for personal exchanges • Can be conveniently located for public/community attendance 	<ul style="list-style-type: none"> • Multiple locations may be needed to get a good cross section of input • Public attendance is unpredictable

4. Activities Involving Public Participation

A. Recurring Plans

There are several key plans and programs that are required by state and federal legislation. Federal law prescribes early and continuing opportunities for public participation in developing the Regional Transportation Plan and State law mimics this standard.

1. Regional Transportation Plan (RTP)

The Regional Transportation Plan (RTP) is a long-range planning and policy document – state law requires the plan be updated each five years in rural areas like Modoc County. The RTP establishes priorities for all modes of transportation in the county over the 20-year planning horizon. Regional stakeholders (the city, county, and state) provide information on their systems (roads, streets, highways, airports, bridges, transit, and other modes). Many federal and state funded transportation programs require projects to be listed in a RTP to be eligible for funding. The RTP also addresses transportation related issues such as air quality, safety, land use, and environmental impacts. The RTP undergoes an initial environmental study to comply with the California Environmental Quality Act (CEQA) and typically a Negative Declaration is approved and filed. Each transportation project undergoes federal and state environmental reviews and special studies are often needed to complete the environmental process for a transportation project. Below are the typical steps used to update or amend the RTP:

RTP Update

- a. Develop a comprehensive project scope and timeline by utilizing stakeholder and advisory committee feedback. The project scope includes early and continuing opportunities to comment.
- b. Stakeholder and advisory committee meetings, targeted public workshops, letters soliciting input and participation.
- c. Opportunities to participate via the website; draft documents are available online for public review and comment. A news release is used to solicit public input.
- d. Intergovernmental consultation with affected agencies and tribal governments.
- e. Draft plan released for 30-day public review. Conduct a workshop and circulate the document to stakeholders, the library, and other public locations. Additional or expanded public review if issues arise that need addressed.
- f. Final RTP adopted by the MCTC following a public hearing. Minimum of one public hearing conducted at the MCTC meeting.

RTP Amendment

- a. Public Notice – amendment reviewed by the technical advisory committee. Notices posted in the MCTC office and county and city bulletin boards and on the MCTC website.

- b. Legal notice published regarding the MCTC proposed action to amend the RTP.
- c. RTP amendment approved during a regular or special MCTC public meeting.

2. Transportation Improvement Programs (local, State, and Federal)

Regional Transportation Improvement Program (RTIP)

MCTC is required by state law to develop and adopt a 5-year program outlining regional transportation projects. This five-year program is known as the Regional Transportation Improvement Program and is due each odd numbered year by the 15th of December. It is a list of recommended capital projects for transportation improvements including rehabilitation of streets, roads, and highways, new construction, and operational improvements. Each planning entity in the State adopts a RTIP for their jurisdiction.

State Transportation Improvement Program

The STIP is a multi-year capital improvement program of the transportation projects on and off the state highway system, funded with revenues from various transportation funding sources. RTIPS statewide, the State's portion of the program (the Interregional Transportation Improvement Program) and other state programs are included in the STIP. STIP programming is adopted by the California Transportation Commission every two years.

Federal Transportation Improvement Program

Caltrans prepares the FTIP for all rural agencies each four years. The FTIP typically includes all (STIP) projects that are funded with federal funds. Federally funded projects require state and federal approvals for environmental, permits, and the plans, specifications and estimates and construction. These projects often require a higher effort of work, more time and more funding to construct the project than a state only funded project. The FTIP represents projects that utilize federal aid for transportation, transit, and capital projects. The FTIP is adopted every four years. Below are the typical steps used to update or amend the TIP.

TIP Update

- a. TIP reviewed by the technical advisory committee. Public notices posted in the MCTC office and county and city bulletin boards and on the MCTC website.
- b. Intergovernmental consultation with affected agencies and tribal governments (if applicable).
- c. Draft TIP released for 30-day public review. Conduct a workshop and circulate draft to stakeholders and other public entities. Additional or expanded public to address public concerns (as needed).
- d. Legal notice published regarding the public hearing for the TIP adoption.
- e. TIP approved during a regular or special MCTC public meeting, following a public hearing.

TIP Amendment

- a. Public Notice – amendment reviewed by the technical advisory committee. Notices posted in the MCTC office and county and city bulletin boards and on the MCTC website.
- b. Legal notice published regarding the MCTC proposed action to amend the TIP.
- c. TIP amendment can be approved administratively (by MCTC Executive Director) or during a regular or special MCTC public meeting.
- d. Note: TIP technical corrections are occasionally necessary – there are no approvals or public reviews required. A technical correction does not affect an overall project.

B. Supporting Documents

Overall Work Program (OWP)

The Overall Work Program is adopted annually by MCTC during a regular public meeting. The OWP outlines transportation planning goals, objectives, actions, and funding to support work in the OWP. The OWP is a contract between the state and MCTC to undertake mandated and desired regional planning functions for Modoc like the RTP, the RTIP, plans for other modes, consultation, public outreach, etc.

Unmet Needs

The Transportation Development Act (TDA) funding is generated from fuel taxes (State Transit Assistance) and a portion of the sales tax generated in Modoc (Local Transportation Fund). TDA provides funding for local program activities including administration costs, pedestrian and bicycle facilities, community transit services, public transportation, bus and rail projects, and local streets and roads (construction and maintenance). Annually MCTC conducts the Unmet Needs process and assesses public transportation needs. Public transportation needs that are “reasonable to meet” (MCTC has the ability financially support) are addressed before funding can be used for other nonpublic transit uses. The STA can only be used for public transit uses, administrative, planning costs for contracted public transportation, and capital acquisition and maintenance (typically intermodal facilities and bus acquisition). The MCTC TDA Handbook and the TDA Guidebook published by Caltrans Division of Mass Transportation provide more information regarding the Unmet Needs and TDA.

Coordinated Human Services Transportation Plan

MCTC prepares and develops the Coordinated Human Services Transportation (CHST) Plan. This plan is required to obtain some federal funds for transit operation and capital improvements. The CHST identifies social service agencies and opportunities to coordinate transportation services. It also focuses on meeting basic transportation needs of individuals with disabilities, older adults, and people with low income and limited means. Caltrans Division of Mass Transportation assisted 13 rural agencies (including Modoc) in updating their CHST plan in 2013. The plan is currently being updated.

Short Range Transit Study

MCTC prepared the Short-Range Transit Study (SRTS) in 2013. This study focuses on a five-year period (through 2018) and outlines transit service expansions, transit bus replacement schedule (capital improvement program), assesses current transit operations and recommends fare structure options, provides marketing and recommended schedule improvements, etc. The study was funded through a federal planning grant awarded to MCTC. Typically, it takes more than five years to implement improvements included in a SRTS and some of the program expansions are implemented and others (pilot) services are not maintained because ridership does not support the service. MCTC operates funds pilot transit services six to twelve months, giving an opportunity for riders to use new services. A new start that has grant funds may operate longer than a year.

Public Participation Plan

The PPP provides guidance for MCTC Board, committees and staff, local agencies and officials, and public members. It provides general information on the types of public participation and interagency consultation for the regional transportation planning process.

C. Special Projects

Special projects are often grant-funded projects and come with specific requirements for public outreach. In addition, area or specific plans may generate the need for new public outreach strategies. As these grants are developed, budgets may include expanded outreach efforts such as telemarketing, community surveys, radio advertising, attendance and presentation at local governing agency boards, tribal governments and committees, community workshops, etc.

5. Transportation Planning Partnerships

Transportation planning is most effective when open, continuous, and collaborative processes are utilized. MCTC maintains contact with public agencies, tribal governments, and non-governmental groups, and organizations to foster and develop these partnerships. Some of these partners are included below.

A. Governmental Partners

Tribal Government Partners – Alturas Indian Rancheria, Cedarville Rancheria, Ft. Bidwell Reservation, Pit River XL Reservation, Pit River Tribe Lookout and Pit River Tribe Likely.

Local and Regional Government Partners – City of Alturas – Public Works, Police and Planning Department; Modoc County – Road, Health, Social Services, and Planning Department, Sheriff’s Office, CalWORKS, and Air Pollution Control District, Local Agency Formation Commission, adjoining Counties, Modoc Transportation Agency, North State Super Region, California Rural Counties Task Force.

State Government Partners – Caltrans District 2, California Transportation Commission (CTC), California Highway Patrol (CHP), Business Transportation and Housing Agency

(BT&H), Governors' Office of Planning and Research (OPR), State Parks, Cal Fire, Department of Fish and Game

Federal Government Partners – Federal Highway Administration (FHWA), Federal Transit Administration, US Department of Transportation, US Bureau of Indian Affairs, National Fish and Wildlife Service, Bureau of Land Management, US Forest Service.

B. Private Non-Governmental Partners

This is not an all-inclusive list – many entities play beneficial and important roles in the transportation planning process.

Local service clubs (Rotary, Lions and Elks), area Chamber of Commerce, Builders Exchanges, California Trucking Association, Far Northern Regional Council, Modoc Work Activity Center, Modoc Senior Citizens Center, Surprise and Big Valley 50 Clubs, Surprise Valley Saturday Market, Alliance for Workforce Development, and Modoc Medical Center (Skilled Nursing Facility and Last Frontier Health District).

6. Measuring Success

MCTC staff will utilize the effectiveness of public outreach efforts by using the data collected at public venues and by the following criteria:

Access – does the public have equitable access to information on all MCTC plans, programs, and decision-making processes?

Awareness – is adequate information available to the public in an understandable format (explains actions, plans, needs, etc., and avoids acronyms as practical) – does the public receive the information and is the information presented in an understandable form?

Action – Did the MCTC/staff receive public input or did the public contribute to the planning process? (Was the public able to act or comment?)

MCTC has sign in sheets available for each public forum (MCTC meetings, workshops, committee meetings, community meetings, etc.). It is not mandatory for attendees to sign in, it is mainly used to see what public members attended and add them to mailing lists for future meetings.

MCTC Resolution 21-04

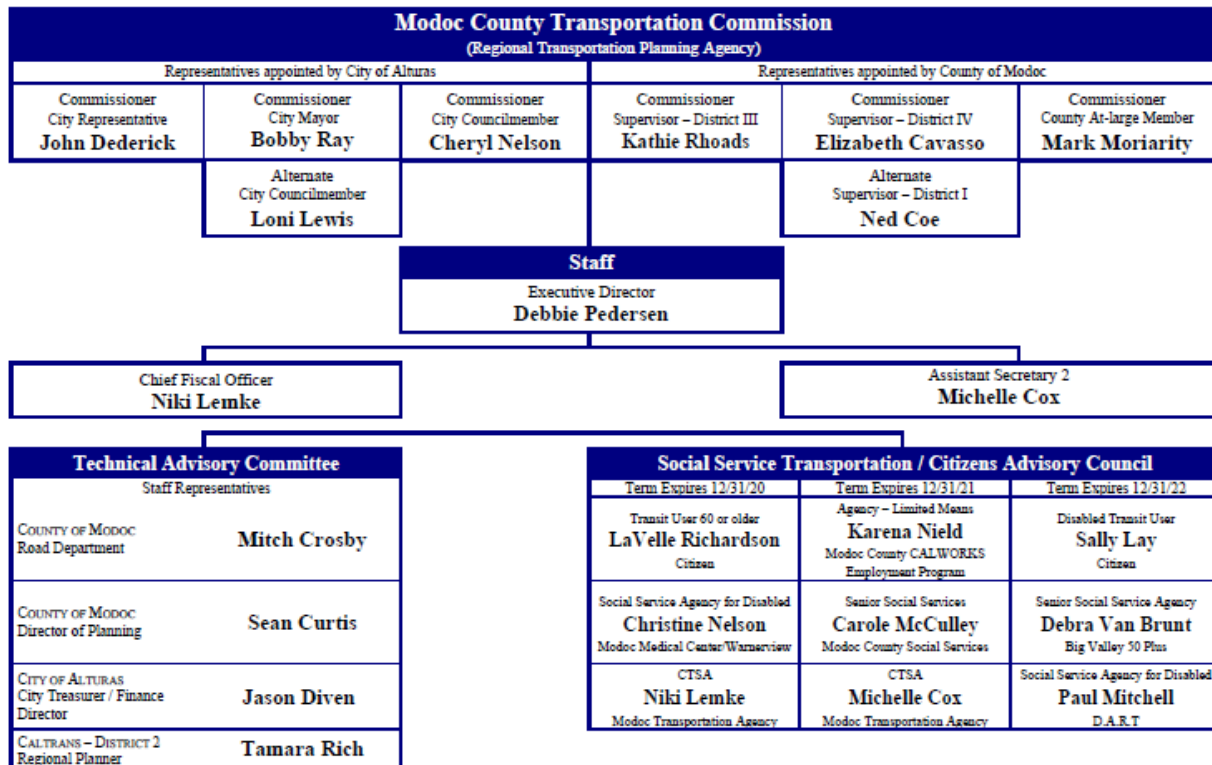
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**MODOC COUNTY
TRANSPORTATION COMMISSION**

Title VI Non-Discrimination Compliance Plan

Non-Transit



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

Adopted by the Modoc County Transportation Commission ***** *, ****

To obtain services or copies in an alternate format or language, please contact the Modoc County Transportation Commission at (530) 233-6410, email dpedersen@modoctransportation.com, or visit the Commission's website at <http://www.modoctransportation.com>

Para obtener servicios o copias en un formato o idioma alternativo, comuníquese con la Comisión de Transporte del Condado de Modoc al (530) 233-6410, envíe un correo electrónico dpedersen@modoctransportation.com o visite el sitio web de la Comisión en <http://www.modoctransportation.com>

Table of Contents

- Title VI Program Policy and Complaint Procedures 1
 - Policy 1
 - Applicability..... 1
 - Definitions..... 1
- General Requirements and Guidelines 2
- Environmental Justice Considerations 4
- Limited English Proficient (LEP) Individuals and Public Participation Requirements 4
 - Oral Language Assistance 5
- Complaints, Lawsuits and Appeals..... 5
- Deficiencies with Title VI Compliance 8
- Administration of Regulation..... 8
- Limited English Proficiency (LEP) Plan 8
 - Introduction 8
 - Plan Summary 9
 - Limited English Proficiency (LEP) Plan Outline..... 10
 - Language Assistance Measures 11
 - Staff Training 11
 - Outreach Techniques 11
 - Monitoring and Updating the LEP Plan..... 11
 - Dissemination of the LEP Plan 12
- Public Participation Plan 13
 - Summary of Public Participation Efforts 13
 - Public Meetings and Outreach..... 13

Title VI Program Policy and Complaint Procedures

Policy

Modoc County Transportation Commission (MCTC) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color or national origin. All persons, regardless of their citizenship, are covered under this regulation. In addition, MCTC prohibits discrimination based on race, color or national origin in its employment and business opportunities. MCTC will:

- not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and/or this regulation;
- ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964;
- ensure the level and quality of its transportation service is provided without regard to race, color, or national origin;
- promote the full and fair participation of all affected populations in the transportation decision-making process;
- make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within the region as provided herein;
- ensure that Limited English Proficient (LEP) individuals have access to MCTC's programs, activities, and services; and
- post this plan and policy on the website at www.modoctransportation.com and within the business office.

These regulations shall be maintained in English and made available in Spanish upon request.

Applicability

This policy is applicable to all MCTC employees, members of the public and all contractors hired by MCTC.

Failure of an MCTC employee to follow this policy and procedure may subject such employee to disciplinary action up to and including employment termination.

Definitions

Adverse Effect means having a harmful or undesired effect.

Discrimination refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effects of prior discrimination based on race, color or national origin.

Limited English Proficient (LEP) Persons are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes

people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

Low-Income Population means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.

Minority Individuals

1. American Indian and Alaska Native, which refers to people having origins in any of the original people of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. Asian, which refers to people having origins in any of the original people from the Far East, Southeast Asia, or the Indian subcontinent.
3. Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
4. Hispanic or Latino, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
5. Native Hawaiian and Other Pacific islanders, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

National Origin means the nation in which a person was born, or where the person’s parents or ancestors were born.

Race means a group of people united or classified together based on common history, nationality, or geographic distribution.

Recipient means one that has received or is receiving Federal financial assistance. The term includes sub-recipients of a recipient and sub-recipients in FTA State administered programs.

Retaliation Any adverse action taken against another individual because of his/her participation in the complaint, investigation, or hearing relating to this policy or the provision of federal or state law.

Vital Documents are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program (e.g., public notices, consent forms, complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).

General Requirements and Guidelines

MCTC will carry out its programs, activities, and services in compliance with Title VI of the Civil Rights Act of 1964. MCTC or any of its employees will not, on the grounds of race, color, national origin, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination under any MCTC programs, services, or activities.

MCTC, any of its employees, or contractors will not, on the grounds of race, color, or national origin:

- a. Provide any service, financial aid, or benefit that is different from that provided to others.
- b. Subject an individual to segregation or segregation or separate treatment.
- c. Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others.
- d. Deny any individual service, financial aid, or benefits under any MCTC programs, services, or activities.
- e. Treat individuals differently in terms of whether they satisfy admission or eligibility requirements.
- f. Deny an individual the opportunity to participate as a member of a planning or advisory body.

MCTC shall evaluate significant plan and program changes to determine whether these changes have a discriminatory impact on low-income and Limited English Proficiency individuals.

MCTC conducts regular board meetings every other month to ensure that all individuals are afforded an opportunity to participate in transportation decisions. If items for board approval become apparent before that regular meeting, a special meeting is scheduled.

MCTC and MCTC's legal counsel will maintain a list (a minimum of four years in active status) of any Title VI investigations, complaints, or lawsuits filed which allege MCTC discriminated against a person or group on the basis of race, color, or national origin. This list will include:

- a. The date the investigation, complaint, or lawsuit was filed.
- b. A summary of the allegation(s).
- c. The status of the investigation, complaint, or lawsuit; and
- d. Any actions or corrective actions taken by MCTC in response to the investigation, complaint, or lawsuit.

MCTC will keep the public informed of the protections against discrimination afforded to them by Title VI and MCTC's obligations under Title VI by posting a *Title VI Policy Statement* (Attachment A) and associated English and Spanish *Complaint Forms*, on MCTC's website at www.modctransportation.com and at the MCTC's office.

MCTC will take steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities, and services for individuals that are Limited English Proficient (LEP).

MCTC has met the Safe Harbor Provision by providing a written Spanish translation of the Complaint form and Notice of Title VI rights. In addition, oral translation is made available as needed.

MCTC will provide information, upon request from FTA, and investigate complaints of discrimination, or resolve concerns about possible noncompliance with Title VI.

MCTC will submit its Title VI Program to the FTA's regional civil rights officer and the California Department of Transportation Division of Mass Transportation once every three years to ensure compliance with Title VI Requirements.

MCTC will ensure that minority and low-income individuals have meaningful access to MCTC's programs, activities, and services.

Environmental Justice Considerations

MCTC shall integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects. MCTC is not required to conduct environmental justice analyses of projects where NEPA documentation is not required. MCTC will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:

- a. A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, direct observation, or a public involvement process).
- b. A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations.
- c. A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as transit needs or services or accessibility.
- d. A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project;
- e. A discussion of the remaining effects, if any, and why further mitigation is not proposed; and
- f. For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas.

Limited English Proficient (LEP) Individuals and Public Participation Requirements

MCTC will seek out and consider the viewpoints of minority, low-income, and Limited English Proficient (LEP) populations while conducting public outreach and involvement activities. MCTC's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

MCTC will ensure that individuals have access to its programs, activities, and services by developing and carrying out the language plan herein. MCTC will continually assess the language assistance needs of the population to be served.

MCTC will use the following four (4) factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals.

- a. Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service.
- b. Frequency with which LEP individuals encounter MCTC programs, activities, and services.
- c. Importance of the program, activity, or service provided by MCTC to LEP individuals lives.
- d. Resources needed to provide effective language assistance and costs.

Oral Language Assistance

MCTC provides an interpretation service by appointment.

Complaints, Lawsuits and Appeals

How to File a Title VI Complaint with MCTC: Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, with respect to MCTC's programs, activities, services, or other transit related benefits, may file a written complaint with MCTC. A complaint may be filed by the individual or by a representative. A complaint must be filed within 180 days after the date of the alleged discrimination, but complainants are encouraged to submit complaints as soon as possible. MCTC will promptly investigate all complaints filed under Title VI, pursuant to this regulation.

Complaint must include the following information:

- a. A complaint must be in writing and signed and dated by the complainant or his/her representative before any action can be taken.
- b. A complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the complainant, the date, time, and location of the incident. The complaint shall include a description of the program, activity, or service on which the alleged discrimination occurred.

A *Complaint Form* (Attachment C) can be used to file a Title VI complaint with MCTC. A complaint form will be made in an accessible format upon request. A complaint form can be obtained at:

- a. MCTC's website www.modctransportation.com
- b. By calling MCTC at (530) 233-6410 and a complaint form can be mailed.
- c. By picking up a complaint form at 108 S. Main St., Alturas, CA 96101.

If the complaint is received by anyone besides MCTC'S Executive Director, the individual in receipt of the complaint shall forward it to the Executive Director as soon as practicable but no later than two (2) business days of receipt. The Executive Director shall immediately provide a copy of the

complaint to the Chair of the MCTC regarding the program or activity that is identified as being out of compliance.

Procedures for Investigating Complaints

The Executive Director shall promptly investigate the alleged complaint and shall prepare a written response as soon as possible, but no later than ten (10) business days of his/her receipt of the complaint. The Executive Director may consult with appropriate staff in the preparation of his/her response to the complaint.

Efforts to Contact Complainant

The Executive Director shall make efforts to speak (meeting or telephone conversation) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that his/her rights under Title VI have been violated. The Executive Director shall review and consider the response prepared by the Executive Director, all the information provided by the complainant, if any, and any other evidence available regarding the allegations of the complaint. The Executive Director shall prepare a written report of his/her findings and if corrective action is required, a timetable for the completion of such action.

Completion of Investigation

As soon as it is practicable, but no later than twenty (20) business days following receipt of the initial complaint, the Executive Director shall inform the complainant of his/her findings and any corrective action to be taken as a result of the complaint together with the timetable for completion of such action.

Appeal to MCTC Chair

If the complainant is not satisfied with the findings and/or action of MCTC's Executive Director, then the complainant may file his/her Complaint with the Chair of the MCTC or with the FTA's Office of Civil Rights.

Appeal Process

If the complainant chooses to file his/her complaint with the Chair of the MCTC, then the complaint and any supporting documentation should be submitted within five (5) business days of his/her receipt of the results of the Executive Director's investigation, with the Chair of MCTC by providing it to the Executive Director at MCTC's facility. Upon review of the file, the Chair shall notify the complainant of what actions, if any, will be taken as a result of the review by the Chair with ten (10) business days of the Chair's notification that the complainant is not satisfied with the results of the Executive Director's investigation. The decision of the Chair of MCTC shall be final.

Timeline waiver

Any timeline set forth herein may be extended by the Executive Director upon a showing of good cause.

How to file a Title VI complaint with the FTA Office of Civil Rights

Any person who believes that he/she or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual

orientation, or gender identity, with respect to MCTC's programs or activities, may file a written complaint with FTA. A complaint may be filed by the individual or by a representative. A complaint must be filed within 180 days after the date of the alleged discrimination. FTA will promptly investigate all Complaints filed under Title VI in accordance with DOT regulations 49 CFR 21.11 (b) and 21.11 (c)

- A. A complaint must include the following information: A complaint must be in writing and signed and dated by the complainant or his/her representative before any action can be taken. In cases where a complainant is unable or incapable of providing a written statement, but wishes FTA or DOT to investigate alleged discrimination, a verbal complaint of discrimination may be made to the FTA Director, Office of Civil Rights. If necessary, the Civil Rights Official will assist the person in converting the verbal complaint into writing. All complaints must, however, be signed by the complainant or his/her representative.

FTA.ADAAssistance@dot.gov

Federal Transit Administration Office of Civil Rights

Attn: Title VI Program Coordinator

East Building, 5th Floor – TCR

1200 New Jersey Avenue, S.E.

Washington, DC 20590

TTY: 1 800 877-8339

Voice: 1 866 377-8642

- B. A complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the date, time, and location of the incident. The complaint shall include a description of the program, activity, or service on which the alleged discrimination occurred.

Complaint Acceptance

Once a complaint has been accepted, FTA will notify MCTC that it has been subject to a Title VI complaint and ask MCTC to respond in writing to the complainant's allegations. Once the complainant agrees to release the complaint to MCTC, FTA will provide MCTC with the complaint. FTA may choose to close a complaint if the complainant does not agree to release the complaint to MCTC. FTA strives to complete a Title VI complaint investigation within 180 days of the acceptance date of a complaint.

Investigations

FTA will make a prompt investigation whenever a compliance review, report, complaint, or any other information indicates a possible failure to comply with Title VI Regulations. FTA's investigation will include a review of the pertinent practices and policies of MCTC, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether MCTC has failed to comply with Title VI regulations.

Following the investigation, FTA's Office of Civil Rights will transmit to the complainant and MCTC one of the following three letters based on its findings:

- a. *Letter of Resolution*: explains the steps that MCTC has taken or promises to take to come into compliance with Title VI.
- b. *Letter of Finding (Compliance)*: explains that MCTC is found to have complied with Title VI. This letter will include an explanation of why MCTC was found to have complied and provide notification of the complainant's appeal rights.
- c. *Letter of Finding (Noncompliance)*: explains that MCTC is found to be in noncompliance. This letter will include each violation referenced, the applicable regulations, a brief description of proposed remedies, notice of the time limit on the conciliation process, the consequences for failure to achieve voluntary compliance, and an offer of assistance to MCTC in devising a remedial plan for compliance.

Appeals Process

The letters of finding and resolution will offer the complainant and MCTC the opportunity to provide additional information that would lead FTA to reconsider its conclusions. FTA requests that the parties in the complaint provide this additional information within 60 days of the date of the FTA letter of finding. FTA's Office of Civil Rights will respond to an appeal either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

Deficiencies with Title VI Compliance

Compliance Reviews will be conducted periodically by FTA, as part of its ongoing responsibility pursuant to its authority under 49 CFR 21.11(a).

If FTA determines that MCTC is in noncompliance with Title VI, it will transmit a *Letter of Findings* that describes FTA's determination and requests that MCTC voluntarily take corrective action(s) which FTA deems necessary and appropriate.

MCTC will submit a remedial action plan including a list of planned corrective actions and, if necessary, sufficient reasons and justification for FTA to reconsider any of its findings or recommendations within 30 days of receipt of FTA's *Letter of Findings*.

Administration of Regulation

MCTC will integrate the provisions within its Title VI Program into all programs and activities. MCTC will integrate the Title VI Program into its policies and procedures.

Limited English Proficiency (LEP) Plan

Introduction

This Limited English Proficiency (LEP) Plan has been prepared to address the MCTC's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1A dated May 13, 2007, which states that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

Plan Summary

MCTC is the regional transportation planning agency for Modoc County. MCTC has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by MCTC. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

To prepare this plan, MCTC undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter an MCTC program or activity.
2. The frequency with which LEP persons encounter MCTC programs or activities.
3. The nature and importance of programs, activities or services provided by MCTC to the LEP population.
4. The resources available to MCTC and overall costs to provide LEP assistance.

A summary of the results of the MCTC four-factor analysis follows.

Four-Factor Analysis

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a MCTC program, activity, or service.

In review of the 2015 U.S. Census Language Survey Report and determined that 1094 persons in Modoc County [12.5 % of the population] speak a language other than English. In Modoc County, 498 persons [45.5%] indicate having limited English proficiency; that is, they speak English "not very well" while 596 speak English "very well."

In Modoc County, of those persons with limited English proficiency, 906 (10.3% of the total population) speak Spanish; the remaining 188 respondents speak approximately 33 different languages, each accounting for less than 1.6% of the population.

2. The frequency with which LEP persons encounter MCTC programs or activities.

MCTC assessed the frequency with which staff have, or could have, contact with LEP persons. This includes documenting phone inquiries for requests for interpreters and translated documents. MCTC staff have stated they recall having none or just 1 or 2 calls

where an interpreter was needed. Based on this information MCTC will continue to schedule appointments with an interpretation service as needed. MCTC works with local community service agencies having high LEP person traffic and ensure that language assistance information is posted in areas such as buses website and MCTC office.

3. The nature and importance of programs, activities or services provided by MCTC to the LEP population.

The largest geographic concentration of LEP individuals in the MCTC service area is Spanish. The 2010 Census indicates that 86.7% of Modoc residents over 5 years of age speak only English with 13.3% (1,205 people) speaking a language other than English of which 11.8% (1069 people) speak Spanish. 380, or 4.2%, of Spanish speaking residents noted that they speak English less than “very well.” MCTC planning documents, meetings, workshops, etc., are available to the LEP and public.

MCTC would most likely encounter LEP individuals at the MCTC office where community outreach events and posters are displayed relating to transportation planning activities.

4. Assessment of the resources available to MCTC and overall costs to provide LEP assistance.

MCTC assessed its available resources that could be used for providing LEP assistance, including determining the cost of a professional interpreter and translation service on an as-needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that MCTC could partner with for outreach and translation efforts. The amount of staff that might be needed was also considered. See Attachment E-1 for a summary. Based on the four-factor analysis, MCTC developed its LEP Plan as outlined in the following section.

Limited English Proficiency (LEP) Plan Outline

How MCTC and staff may identify an LEP person who needs language assistance:

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Have staff greet participants as they arrive to MCTC sponsored events. By informally engaging participants in conversation, it is possible to gauge each attendee’s ability to speak and understand English.
3. Have Census Bureau Language Identification flashcards available at MCTC meetings. This will assist MCTC in identifying language assistance needs for future events and meetings.
4. Have Census Bureau Language Identification flashcards available at the office to assist staff in identifying specific language assistance needs of customers. If such individuals are encountered, staff will be instructed to try to obtain contact information to give to MCTC management staff for follow-up.
5. MCTC staff will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

Language Assistance Measures

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which MCTC staff responds to LEP persons, whether in person, by phone or in writing.

- a. Provide Spanish-speaking interpreter by appointment at the office.
- b. Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on MCTC programs and services;
- c. Placement of statements in notices and publications that interpreter services are available for these meetings, with seven (7) days advance notice;
- d. Survey bus drivers and other staff annually on their experience concerning any contacts with LEP persons during the previous year;
- e. Post MCTC's Title VI Program and LEP Plan on the agency website, www.modoctransportation.com, and at the office;
- f. Provide travel training to LEP persons with the assistance of bilingual staff; and
- g. When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will utilize a professional interpreter service.

Staff Training

The following training has been and continues to be provided to MCTC staff:

1. Information on the MCTC Title VI Procedures and LEP responsibilities (ongoing).
2. Description of language assistance services offered to the public (ongoing)
3. How to handle a potential Title VI / LEP complaint (ongoing)

Outreach Techniques

To ensure that LEP individuals are aware of MCTC's language assistance measures, MCTC provides the following:

- a. Spanish language contact information, phone, and email is posted on the MCTC website home page, at the office, and on planning documents.
- b. Bilingual staff available for in-person or phone customer service at the MCTC office by appointment.

Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers and agendas can be provided upon request. Notices are posted in the following locations:

- a. MCTC office
- b. Alturas City Hall
- c. Modoc County Courthouse
- d. MCTC website

Such notices may also be posted or announced with local stakeholders and community centers. Interpreters will be provided and made available as needed.

Monitoring and Updating the LEP Plan

MCTC will update the LEP plan as required by U.S. DOT. At a minimum, the plan will be reviewed and updated every three (3) years in conjunction with the Title VI submission, when data from

the 2020 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the MCTC service area. Updates will include the following:

- a. The number of documented LEP person contacts encountered annually
- b. How the needs of LEP persons have been addressed
- c. Determination of the current LEP population in the service area
- d. Determination as to whether the need for translation services has changed
- e. Determine whether local language assistance programs and funding have been effective and sufficient to meet any needs
- f. Determine whether MCTC has fully complied with the goals of the LEP Plan
- g. Determine whether complaints have been received concerning MCTC's failure to meet the needs of LEP individuals

Dissemination of the LEP Plan

A link to the MCTC's LEP Plan and the Title VI Program is included on the MCTC website at www.modoctransportation.com.

Any person or agency with internet access will be able to access and download the plan from the MCTC website. Alternatively, any person or agency may request a copy of the plan via telephone, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which MCTC will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to the Modoc County Transportation Commission, Executive Director:

Modoc County Transportation Commission
Debbie Pedersen, Executive Director
108 S. Main Street
Alturas, CA 96101
(530) 233-6410
dpedersen@modoctransportation.com

Public Participation Plan

Summary of Public Participation Efforts

Over the last reporting period, MCTC conducted the following public outreach and involvement activities:

- Main Street Design Committee Outreach
- MCTC meetings
- 2019 Regional Transportation Plan Workshop

Public Meetings and Outreach

The MCTC Board Meetings are regularly scheduled public meetings that are conducted on the first Tuesday of February, April, June, August, October, and December annually. All timetables and public meeting information are available on the MCTC website prior to the meeting. Special Arrangements for “free” transportation to and from MCTC meetings will be provided to elderly, disabled, and persons with limited means, within 10 miles of meeting location and with 48-hour advance notice. In addition to the MCTC public meetings, special events are noticed in the local newspaper and by posting flyers in the office, at the Modoc County Courthouse, Alturas City Hall, at our local grocery stores, and on the MCTC website.

MCTC contacts a bilingual social service employee that provides translation for Spanish-speaking customers. Bilingual assistance is utilized in outreach programs when needed and appropriate.

Attachment A

POLICY STATEMENT

The Modoc County Transportation Commission (MCTC) is committed to providing public transportation in an environment that is free from discrimination on the basis of race, color or national origin. MCTC operates its programs, activities and services without regard to race, color or national origin.

As a Federal Transit Administration (FTA) fund recipient, Modoc County Transportation Commission will ensure that its programs, policies and activities comply with Title VI of the Civil Rights Act of 1964, as amended, and Department of Transportation regulations.

Any person, who believes that he/she, has been subjected to discrimination on the basis of race, color or national origin, with respect to MCTC's programs, activities, services, or other transit related benefits, may file a Title VI complaint. Complaints must be filed in writing and signed by the complainant, or a representative, and should include the complainants name, address, and telephone number or other means by which the complainant can be contacted. Complaints must be filed within 180 days of the date of the alleged discriminatory act.

To request additional information on the MCTC non-discrimination obligations or to file a Title VI Complaint, please submit your request or complaint in writing to:

Modoc County Transportation Commission
Attn: Debbie Pedersen, Executive Director
108 S. Main St.
Alturas, CA 96101

Complaint forms can also be obtained at www.modoctransportation.com

Federal Transit Administration (FTA) Title VI Complaints may be filed directly to:

Federal Transit Administration Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Attachment B

LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS (GENERAL REQUIREMENT)



Modoc County Transportation Commission does not have any past, current, or pending Title VI complaints

Attachment C
Complaint Form



TITLE VI DISCRIMINATION COMPLAINT FORM

108 S. Main St., Alturas, CA 96101

Complainant's Name: _____
Street Address: _____
City/State/Zip: _____
Phone: _____ E-mail Address: _____
Date of Violation: _____ Time of Violation: _____
Date of Complaint: _____ Place of Violation: _____
Bus Number: _____ Bus Route: _____

Discrimination because of:

- Race Color National
Origin

Please provide the names(s) of the MCTC employee(s) who allegedly discriminated against you, including their job titles (if known). _____

Identify what MCTC service, program, or activity did not comply with Title VI of the Civil Rights Act of 1964. _____

Identify individuals by name, address and phone number that has information relating to the violation. _____

Explain as clearly as possible what happened, how you feel you were discriminated against and who was involved. Please include how other individuals were treated differently from you. _____

Signature of Complainant: _____ Date: _____

Attachment C (Spanish)

Complaint Form



MODOC COUNTY
TRANSPORTATION COMMISSION

FORMULARIO DE QUEJA POR DISCRIMINACIÓN DEL TÍTULO VI
108 S. Main St., Alturas, CA 96101

Nombre del demandante: _____
Dirección: _____
Ciudad/Estado/Zip: _____
Teléfono: _____ Dirección de correo electrónico: _____
Fecha de violación: _____ Hora de la infracción: _____
Fecha de la queja: _____ Lugar de violación: _____
Número de _____ autobús: Ruta del autobús: _____

Discriminación por:
Color de la raza Origen nacional

Proporcione los nombres de los empleados de MCTC que supuestamente lo discriminaron, incluidos sus puestos de trabajo (si se conocen). _____

Identificar qué servicio, programa o actividad de MCTC no cumplía con el Título VI de la Ley de Derechos Civiles de 1964. _____

Identificar a las personas por nombre, dirección y número de teléfono que tenga información relacionada con la violación. _____

Explique lo más claramente posible lo que sucedió, cómo se siente que fue discriminado y quién estuvo involucrado. Incluya cómo otras personas fueron tratadas de manera diferente a usted. _____

Firma del demandante: _____ Fecha: _____

Attachment D
Minority Representation



**TABLE DEPICTING MINORITY REPRESENTATION OF NON-ELECTED
SOCIAL SERVICE TRANSIT ADVISORY COMMITTEE**

Committee	Caucasian	Latino	African American	Asian American	Native American
Population	83.46%	13.86%	0.85%	0.81%	3.82%
Social Service Transit Advisory Committee	82.35%	5.88%	0%	0%	17.65%

Modoc County Transportation Commission encourages participation on non-elected committees via requests for participation or by nomination of persons involved with local human services agencies, non-profit community-based organizations, and other local stakeholders.

Attachment E-1

MCTC Assessment of Available Resources	
<i>Professional interpreter</i>	Not available - rural area
<i>Translation service</i>	Not readily available
<i>Partnering Agencies</i>	Currently partner with agencies



COUNTY OF MODOC

Auditor/Clerk
108 E. Modoc Street
ALTURAS, CALIFORNIA 96101

(530) 233-6204 Office
(530) 233-6666 Fax

STEPHANIE WELLEMAYER
*Auditor, Clerk, &
Registrar of Voters*

January 6, 2021

Debbie Pedersen
Modoc County Transportation Commission
108 S. Main Street
Alturas, CA 96101

RE: Local Transportation Fund Estimate 2021-22

Dear Mrs. Pedersen,

Pursuant to California Code of Regulations, Division 3, California State Transportation Agency, Chapter 2, Transportation Development, Article 3, Section 6620, I hereby submit the following estimate for the ensuing fiscal year:

Estimated Revenue: \$250,000

If you have any questions, please feel free to contact me at (530) 233-6204.

Sincerely,

Stephanie Wellemeyer
Auditor/Clerk/Recorder

Report to Modoc County Transportation Commission	
Subject Agency Updates and Project Status Reports	Meeting Date February 2, 2021
Presented by Each Respective Agency	Agenda Item 6

a. Alturas Public Works Dept. - City Streets

- Central Business District Pedestrian Improvement STIP project (PPNO 2534); the project is in winter suspension. **Jason Diven**

b. Modoc County Road Dept. - County Roads

Mitch Crosby

- Active Transportation Program – MCRD grant application to provide walkways for Cedarville school children and pedestrians.
- County Road 111 – Environmental and Permits (E&P) – Environmental studies underway.
- CR 91/SR 139 and CR 91/299 update
- Blue Lake Road (Federal Lands Access Program) – Key milestone dates:

Key Milestone Dates:

	2020	2021	2026
Prelim Eng/Design	Apr	Oct	
NEPA - Env Surveys	May-Oct		
Advertise Construction			Dec

c. Caltrans District 2 – Various Departments

- Update on District 2’s Active Transportation Plan and survey. **Tamy Quigley**
- Follow-up regarding Commissioner Ray’s concerns on SR 299 **Tamara Rich**
- Request for speed limit reduction. **Troy Arseneau**
- Misaligned intersection on SR 299 at Juniper and West C **Javed Iqbal**

d. MCTC -

Pedersen

- East Street – Advertise for bids
- Working with Caltrans re: costs for CR 75 left turn lane and CCTVs (Adin and Sage Hen)
- Lake Rail Short Line Railroad Improvement Program (SLRIP) application

Report to Modoc County Transportation Commission	
Subject Staff Update and Calendar	Meeting Date February 2, 2021
Presented by Debbie Pedersen, Executive Director	Agenda Item 7

Staff Updates, Correspondence, and Calendar

FPPC Form 700s are due April 1, 2021

Calendar

MCTC and MTA Meeting schedule –

- April 6, 2021MCTC and MTA Meetings
- June 1, 2021MCTC and MTA Meetings

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

- May 5, 2021 Modoc TAC Meeting
- July 7, 2021 Modoc TAC Meeting

Office Holiday Schedule

- February 12, 2021Lincoln’s Birthday
- February 15, 2021Presidents’ Day