



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

**Meets Regularly  
First Tuesday of  
Even Numbered Months  
at 1:30 p.m.**

**Commissioners**

**John Dederick  
Chairman  
City Representative**

**Kathie Rhoads  
Vice Chair  
County Supervisor III**

**Bobby Ray  
Commissioner  
City Representative**

**Elizabeth Cavasso  
Commissioner  
County Supervisor IV**

**Cheryl Nelson  
Commissioner  
City Councilmember**

**Mark Moriarity  
Commissioner  
County at Large Citizen**

**Ned Coe  
Alternate  
County Supervisor I**

**Loni Lewis  
Alternate  
City Councilmember**

**Staff**

**Debbie Pedersen  
Executive Director**

**Niki Lemke  
Chief Fiscal Officer**

**Michelle Cox  
Executive Assistant Secretary**

# **AGENDA**

## **SPECIAL MEETING**

**Sage Stage Conference Room**

**108 S. Main St. Alturas**

**MAY 13, 2022, at 10:00 a.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 04/05/22.

**5. Regular Business**

- 1. Consider a monthly stipend for the Chief Fiscal Officer and Executive Assistant Secretary. **Action**

**6. Closed Session - Government Code §54956 Public Employment Contract Employee.**  
Consider extending the Executive Director Employment agreement. **Action**

**7. Adjourn until next MCTC Regular meeting** **Action**

Tuesday, June 7, 2022, at 1:30 p.m., or soon thereafter, in the Sage Stage Conference Room at 108 S Main Street, Alturas, CA.

<b>Report to Modoc County Transportation Commission</b>	
Subject	Meeting Date
<b>Consent Agenda</b>	<b>May 13, 2022</b>
Presented by	Agenda Item
<b>Not Applicable</b>	<b>4</b>

**ATTACHMENTS** – shown in **bold** below

1. Approve the **minutes** from the MCTC meeting on 04/05/22.



**MODOC COUNTY  
TRANSPORTATION COMMISSION**

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

**MINUTES  
Regular Meeting  
April 5, 2022**

**Commissioners Present**

John Dederick, Chair  
Kathie Rhoads, Vice Chair  
Bobby Ray  
Cheryl Nelson  
Elizabeth Cavasso  
Mark Moriarity

Representative, City of Alturas  
Board of Supervisors, District III, Modoc County  
Representative, City of Alturas  
Councilmember, City of Alturas  
Board of Supervisors, District IV, Modoc County  
Modoc County, Member at Large

**Commissioners Absent**

Loni Lewis (Alternate)  
Ned Coe (Alternate)

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

**Staff Present**

Debbie Pedersen  
Niki Lemke  
Michelle Cox

Executive Director  
Chief Fiscal Officer  
Executive Assistant Secretary

**Public Present**

Mitch Crosby  
Lilly Toaetolu  
Tamara Rich  
Javad Iqbal  
Kelly Zolotoff

Modoc County Road Commissioner  
Modoc County Roads Administration & Project Delivery  
Caltrans District 2, Regional Planning Liaison  
Caltrans District 2, Project Manager  
Caltrans District 2, SHOP & non-SHOP Coordinator

1. **Call to Order** – Chair Dederick called the meeting to order at 1:30 p.m. in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.
  - a. Dederick led those present in the Pledge of Allegiance.
  - b. There were no guests or visitors.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda**  
Motion by Commissioner Ray to confirm agenda, seconded by Commissioner Moriarity. All Ayes; motion carried.
4. **Consent Agenda**
  - a. Approve minutes from February 1, 2022, MCTC Regular Meeting.
  - b. Approve financial transactions 01/01/22 through 02/28/22.

Vendor	Transaction	Amount	Explanation
GHD, Inc.	1927	\$3,654.00	Pavement Management System Progress Payment November & December

- c. Year-to-Date revenue and expenditure report (through 02/28/22).

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

## 5. Regular Business

### a. Public Hearing:

**Consider adopting Resolution 22-02 defining the FY 2022/23 Unmet Transit Needs and Needs Reasonable to Meet.**

1. Chairman Dederick Opened the Public Hearing at 1:35 p.m. to consider unmet transit needs and needs reasonable to meet.
2. The Social Service Transportation Advisory Council met February 16, 2022, to discuss unmet transit needs. A survey was not undertaken because of COVID 19.
3. The SSTAC advised that there are needs reasonable to meet and requested that Sage Stage continue current services.
4. There were no public comments written or verbal.
5. Chairman Dederick closed the Public Hearing at 1:36 p.m.

Motion by Commissioner Ray to adopt Resolution 22-02 FY 2022/23 Unmet Transit Needs and Needs Reasonable to Meet, seconded by Commissioner Rhoads. All Ayes; motion carried.

### b. Consider adopting Resolution 22-03 Local Transportation Fund Allocation Instructions.

Chief Fiscal Officer, Niki Lemke explained each year the Modoc County Auditor provides an estimate of funds available for apportionment and allocation during the ensuing fiscal year. The estimates for FY 2022/23 are \$270,000 for Local Transportation Funds (LTF), \$95,284 for State Transit Assistance Fund (STAF), and \$15,694 for State of Good Repair (SGR). MCTC is required by the Transportation Development Act (TDA) to determine LTF, STAF, and SGR allocations. MCTC Administration will be allocated \$88,000 LTF and MTA Transit Operations will be allocated \$123,000 LTF. The City of Alturas will be allocated \$17,941 LTF for streets and roads and the County of Modoc will be allocated \$41,059 LTF for streets and roads. STAF amount of \$95,284 will be allocated to MTA Operations as the funding can only be spent by a transit operator and \$15,694 of SGR will be allocated to MTA Transit Capital.

Motion by Commissioner Cavasso to adopt Resolution 22-03 Local Transportation Fund Allocation Instructions, seconded by Commissioner Rhoads. All Ayes; motion carried.

### c. Consider approving the MCTC, MTA, and the Modoc County Road Department Transportation Development Act Claims.

Lemke reported Transportation Development Act LTF & STA Annual Project & Expenditure Plan Claim Forms must be filed to transfer funds. The MCRD, MCTC, and MTA have begun the TDA claim process. The MCRD is claiming \$100,000 of LTF to pave County Road 76. MCTC is claiming \$88,000 of LTF for Planning & Administration. MTA

is claiming \$123,000 of LTF, \$95,284 of STAF, and \$15,964 of SGR for Transit Operations and Transit Capital.

Motion by Commissioner Rhoads to approve the MCTC, MTA, and MCRD Transportation Development Act Claims, seconded by Commissioner Moriarity. All Ayes; motion carried.

**d. Consider adopting Resolution 22-01 Fiscal Year 2022/23 Annual Budget.**

Niki Lemke reported the FY 2022/23 budget is very similar to the previous FY budget. Due to COVID-19 funding revenue increased by \$20,600. Expenses also increased for insurance, auditor services, pavement management system services, and salaries & labor.

Motion by Commissioner Rhoads to adopt Resolution 22-01 Fiscal Year 2022/23 Annual Budget, seconded by Commissioner Ray. All Ayes; motion carried.

**e. Consider adopting the Final 2022/23 Overall Work Program.**

Executive Director, Debbie Pedersen reported the draft 2022/23 Overall Work Program (OWP) was submitted to Caltrans for review in January 2022. MCTC received a letter from Caltrans in February providing comments, staff has reviewed the comments and incorporated the changes to Caltrans' satisfaction.

Motion by Commissioner Ray to adopt the Final FY 2022/23 Overall Work Program, seconded by Commissioner Cavasso. All Ayes; motion carried.

**f. Consider adopting Resolution 22-04 Planning, Programming, and Monitoring Fund, State Transportation Improvement Program (STIP).**

Lemke explained the State Transportation Improvement Program (STIP) allows up to five percent of the Regional STIP county share to be used for Planning, Programming, and Monitoring (PP&M). The California Transportation Commission adopted the 2022 STIP in March which programmed \$62,000 in FY 2022/23 to the Modoc County Transportation Commission for PP&M. MCTC must provide the CTC with a fund transfer agreement as well as other required documents before the release of regional allocation.

Motion by Commissioner Nelson to adopt Resolution 22-04 Planning, Programming, and Monitoring Fund, State Transportation Improvement Program, seconded by Commissioner Moriarity. All ayes; motion carried.

**6. Agency Updates and Project Reports**

**a. Alturas Public Works Dept. – City Streets**

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

Both the Court Street phase 1 Rehabilitation STIP project (PPNO 2591) and the West 8<sup>th</sup> Street Rehabilitation STIP project (PPNO 2584) allocation requests were submitted to District 2 last week. The projects are on the CTC May 2022, meeting agenda. Construction for both projects will start next year.

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

Mitch Crosby, Modoc County Road Commissioner, reported consultants have started on STIP projects County Road 55 and County Road 111 and progress is moving along slowly.

The Blue Lake Road, Federal Lands Access Program (FLAP) plans are 95% complete. There have been no new discussions with the Federal Highway Administration (FHWA).

Lilly Toaetolu, Modoc County Roads Administration & Project Delivery reported the Modoc County Road Department was recently awarded a \$4.5 million Clean California Local Grant to repair and improve the Veteran's Memorial Park. The MCRD reached out to the community and received over 230 responses and ideas to improve the park. The grant funds will be used to rehabilitate the Chamber of Commerce building, install ADA compliant restrooms, create more seating with shade structures, and update playground equipment. Clean Californian projects must be completed by June 30, 2024.

**c. Caltrans District 2**

Javad Iqbal, Caltrans District 2, Project Manager provided a detailed list and map of upcoming projects in Modoc County. The Project summary provided the project name, route location and post mile marker, project work description, and projected project construction beginning and end years.

Iqbal reported Caltrans has plans to improve the Secret Valley Roadside Rest Area (SRRA) located in Lassen County. Minor plans are to replace the existing building with a new modular building. In the past no water has been an issue, to resolve the issue Caltrans plans to tap into the spring and hold water in an on-site water tank. The minor plan construction will begin in 2023. Long term plans for the SRRA include relocating the rest area. The preferred proposed site location is on Hwy 395 at Grasshopper Road in Termo. The new location already has access to running water and electricity. This location has plenty of parking and is easily accessible. The project is in the initial planning phase and construction would begin in 2028/29.

**d. Modoc County Transportation Commission**

Executive Director, Pedersen reported East Street is in winter suspension.

The Goose Lake Short Line Railroad Improvement Program has submitted their first quarterly report and have obtained supplies to correct the tracks on the curve in the canyon. Construction will begin this Spring.

**7. Staff Update and Calendar**

There were no staff updates.

**Calendar – consider future dates and events of interest:**

05/11/22	Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room
05/30/22	Memorial Day Holiday; Office Closed, No Bus Service
06/07/22	MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room
07/04/22	Independence Day Holiday; Office Closed, No Bus Service
07/06/22	Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room
08/02/22	MCTC and MTA Meetings 12:00 p.m. - Annual BBQ Sage Stage Conference Room

- 8. Motion to Adjourn** –motioned by Commissioner Moriarity; seconded by Commissioner Nelson to adjourn the meeting at 2:25 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, June 7, 2022, at 1:30 p.m., or soon thereafter, in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.

Submitted by,

Michelle Cox

Executive Assistant Secretary

<b>Report to Modoc County Transportation Commission</b>	
Subject	Meeting Date
<b>Regular Business</b>	<b>May 13, 2022</b>
Presented by	Agenda Item
<b>MCTC Staff</b>	<b>5</b>

**ATTACHMENTS** – shown in **bold** below

1. Consider a monthly stipend for the Chief Fiscal Officer and Executive Assistant Secretary. **Action**  
The Executive Director has been out of the office since March 3, 2022 and is currently on State Disability Insurance with partial remote work. The Finance Committee met on May 2, 2022 to discuss stipend payments for these positions as they have taken on additional duties in the Director's absence.  
The Committee recommends a \$1,000 stipend for these positions from March 1, 2022 with termination of the stipend upon the Director's return to work.