



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

**MINUTES
Regular Meeting
December 6, 2022**

Commissioners Present

John Dederick, Chair
Kathie Rhoads, Vice Chair
Cheryl Nelson
Elizabeth Cavasso
Mark Moriarity
Brian Cox

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

Commissioners Absent

Ned Coe (Alternate)

Board of Supervisors, District I, Modoc County

Staff Present

Debbie Pedersen
Michelle Cox

Executive Director
Executive Assistant Secretary

Public Present

Mitch Crosby
Joe Picotte
Cherie Clark
Javed Iqbal
Kathy Grah
Paul Minchella (Alternate)

Modoc County Road Commissioner
City of Alturas, Director of Public Works
Caltrans District 2, Regional Planning Liaison
Caltrans District 2, Project Manager
Caltrans District 2, Community & Regional Planning Chief
Councilmember, City of Alturas

1. **Call to Order** – Chair Dederick called the meeting to order at 1:31 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. Introductions of guests and visitors.

The new city appointed alternate Commissioner, Paul Minchella started by introducing himself and acknowledged he was there to observe and not participate in the meeting. Kathy Grah, Cherie Clark, and Javed Iqbal all from Caltrans District 2 introduced themselves. Chair Dederick, introduced the new City of Alturas Mayor & MCTC Commissioner, Brian Cox.
 - c. Moment of silence took place in memory of the MCTC Commissioner, Bobby Ray.
2. **Public Forum** – There were no public comments.

3. Confirm Agenda-

Motion by Commissioner Cavasso to Confirm Agenda, seconded by Commissioner Rhoads. All Ayes; motion carried.

4. Consent Agenda-

- a. Approve minutes from June 7, 2022, Regular Meeting.

Motion by Commissioner Rhoads to approve Consent Agenda, seconded by Commissioner Moriarity. All Ayes; motion carried.

5. Regular Business

- a. **Adopt Resolution 22-06 in Recognition of Commissioner Bobby Ray.**

Commissioner Ray was appointed to the MCTC & MTA governing board by the City of Alturas in October 2000. Commissioner Bobby Rays' contribution was invaluable. He will be missed by all.

Motion by Commissioner Cavasso to adopt Resolution 22-06 Recognition of Commissioner Bobby Ray, seconded by Commissioner Nelson. All Ayes; motion carried.

- b. **Request Caltrans to remove the litter along SR 139 @ SR 299.**

Cherie Clark, Caltrans District 2, Regional Planning Liaison reported SR 139 @ SR 299 will now be checked for litter regularly by a Caltrans maintenance crew. Clarks stated Clean California grant funding is available for litter removal and offers free dump days.

Motion by Commissioner Cavasso to request Caltrans to remove the litter along SR 139 @ SR 299, seconded by Commissioner Moriarity. All Ayes; motion carried.

- c. **Consider adopting a policy for State Disability Insurance (SDI) claims.**

Executive Director, Pedersen explained MCTC needs to set policy for SDI claims. MCTC has never had an SDI claim until March 2022. It has been recommended for MCTC to have a set SDI claims policy. An SDI claims "coordinated benefit" policy retroactive to March 1, 2022, will prevent any confusion for future MCTC SDI claims. An employee's doctor determines the employee's ability to work or not. When an employee files a disability claim, approximately 66% of their salary is reimbursed by SDI. The remaining salary can be covered by sick leave, vacation, comp time, excess hours, or the employee working the hours. When an employee is paid by SDI, a copy of the payment is provided to MCTC, and the leave is credited back to the employee. This is called a coordinated benefit.

Motion by Commissioner Moriarity to adopt a policy for State Disability Insurance (SDI) claims, seconded by Commissioner Cox. All Ayes; motion carried.

- d. **Consider authorizing carryover of floating holidays to 2023.**

MCTC provides employees with two floating holidays per year: the Human Resources Policy and Procedures, Section 303, specifies that floating holidays are not accruable and unused hours are forfeited at the end of the year. Due to the office being staffed by one employee most of the year and the need to keep the office open, the opportunity to take the holidays did not arise.

Motion by Commissioner Cavasso to authorize carryover of floating holidays for six months. Floating holidays from 2022 are required to be used by June 30, 2023, or be forfeited, seconded by Commissioner Rhoads. All Ayes; motion carried.

e. Consider adopting the Fiscal Year 2021/22 Fiscal Compliance Audits.

Executive Director, Pedersen explained that every year the Auditor has the same separation of duties management finding. Our office has too few employees to prevent this finding. All transactions are reviewed by several people as part of our system. When possible one staff member counts the fareboxes and another staff member will record the deposit in Quickbooks and take the deposit to the bank. All the financial transactions are reviewed by the Chair or Vice-Chair, the Executive Director, and the staff member preparing the payments or deposits. The MCTC Commissioners also receive copies of the financial transactions to review and approve. The MCTC Commissioners are recommending the Auditor add this response to the separation of duties management finding.

Motion by Commissioner Moriarity to adopt the Fiscal Year 2021/22 Fiscal Compliance Audits with the response added, seconded by Commissioner Cox. All Ayes; motion carried.

f. Consider terminating the Public Agency Retirement System Defined Benefit Plan.

In 2016, when MCTC separated from the County, the MCTC provided a retirement plan through PARS for existing employees. At that time, the two employees chose the PARS plan that did not pay into Social Security. We don't have the ability to make changes to the plan. This has adverse impacts to employees that have not paid into Social Security for 30 years due to Windfall Elimination Penalty. The Finance Committee will research alternative options and provide information to the Commission before presenting a plan.

g. Consider appointing a Finance Committee member.

Motion by Commissioner Cavasso to appoint Kathie Rhoads as the Finance Committee member, seconded by Commissioner Moriarity. All Ayes; motion carried.

h. Consider adopting Resolution 22-05 Designated Signature Authorities for 2023.

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

Motion by Commissioner Rhoads to adopt Resolution 22-05 Designated Signature Authorities for 2023, seconded by Commissioner Cox. All Ayes; motion carried.

i. Nominate Chair and Vice Chair for Calender Year 2023.

Motion made by Commissioner Rhoads to nominate John Dederick as Chair for calender year 2023, seconded by Commissioner Cavasso. Motion made by Commissioner Cavasso to nominate Kathie Rhoads as Vice Chair for calender year 2023, 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 West 8th Street (PPNO 2584) and the Court Street (PPNO 2591) are currently in the PS&E phase. Both projects need to have a construction contract by June 30, 2022.

The East Street project is almost complete. The only construction remaining is the installation of new street signs and repairs to a resident's driveway and lawn irrigation system.

b. Modoc County Road Dept. – County Roads

Mitch Crosby, Modoc County Road Commissioner, reported there has been no movement on the Co. Rd. 111 & Co. Rd. 55 STIP projects or the Blue Lake Road Federal Lands Access Program (FLAP) project.

Crosby announced the MCRD was awarded an Active Transportation Program (ATP) grant. The grant funding is for Cedarville Pedestrian Improvements. Construction of new ADA compliant sidewalks and crosswalks are planned for streets near the schools as well as other areas in the town of Cedarville, CA.

c. Caltrans District 2

Javed Iqbal, Caltrans District 2, Project Manager provided a map and list of upcoming Caltrans construction projects in Modoc County. The detailed project list includes the project name, work description, county, route, post miles, estimated cost, funding source, project manager, project phase, and the estimated construction year beginning and end. Iqbal explained each project in detail and welcomed any comments, input, or questions. The Commission requested Iqbal provide draft project design maps, accident and safety statistic data and any other information as it becomes available.

Caltrans was able to acquire a new maintenance contractor to maintain the Secret Valley Rest Area at its current location. Geological survey testing is in progress at the proposed relocation site of the new Secret Valley Rest Area on Hwy 395 at Grasshopper Road in Termo, CA.

d. Modoc County Transportation Commission

Executive Director, Pedersen reported Caltrans has provided an encroachment permit for improvements on the sign located in Lassen County at the junction of Hwy 395 and County Road A3 Standish-Buntingville Road. Funding is estimated at \$15,000 for the modified professional redesigned directional sign acknowledging the turn off as an access route to Alturas. MCTC will be researching possible funding sources for the project

7. Staff Update and Calendar

Golden State Risk Management Authority (GSRMA) – Risk Management Accreditation Program. Pedersen asked the Commissioner's to provide copies of their mandatory Anti-Harassment and Local Agency Ethics training certificates that are a requirement for the GSRMA RMAP report. If all requirements are complete in the submittal of the report. MCTC is eligible to receive a rebate of up to 10% for their loss prevention efforts.

Calendar – consider future dates and events of interest:

12/23/22 Christmas Eve Holiday; Office Closed, No Bus Service
12/26/22 Christmas Day Holiday; Office Closed, No Bus Service
12/30/22 New Year's Eve Day Holiday; Office Closed, Sage Stage Bus Operating
01/02/23 New Year's Day Holiday; Office Closed, No Bus Service
01/04/23 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room
01/16/23 Martin Luther King Jr. Holiday; Office Closed, Sage Stage Bus Operating
02/07/23 MCTC and MTA Meetings 1:30 Sage Stage Conference Room

8. Closed Session – Government Code §54956 Public Employment Contract Employee. Consider extending the Executive Director Employment Agreement.

A Closed Session §54956 Public Employment Contract Employee convened at 2:25 p.m. The Regular Meeting resumed at 2:40 p.m.

The Third Amendment to the July 1, 2019, Executive Director Employment Agreement, between the Modoc County Transportation Commission and Debbie Pedersen is entered into effective December 2, 2022. The Executive Directors Employment Agreement has been extended to June 30, 2023, and a grace period has been granted to allow vacation to exceed the cap until December 31, 2023. Said leave will be forfeited if it remains unused by that date.

9. **Motion to Adjourn** –motioned by Commissioner Rhoads; seconded by Commissioner Cavasso to adjourn the meeting at 2:41 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, February 7, 2023, 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