



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

**MINUTES
Regular Meeting
February 7, 2023**

Commissioners Present

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

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

John Dederick, Chair
Ned Coe (Alternate)
Paul Minchella (Alternate)

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

Staff Present

Debbie Pedersen
Michelle Cox

Executive Director
Executive Assistant Secretary

Public Present

Mitch Crosby
Lilly Toaetolu
Cherie Clark
Javed Iqbal
Kathy Grah
Lorissa Soriano

Modoc County Road Commissioner
Modoc County Roads Administration & Project Delivery
Caltrans District 2, Regional Planning Liaison
Caltrans District 2, Project Manager
Caltrans District 2, Community & Regional Planning Chief
Modoc Economic Development Corporation

1. **Call to Order** – Vice Chair Kathie Rhoads called the meeting to order at 1:34 p.m. in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.
 - a. Rhoads led those present in the Pledge of Allegiance.
 - b. All attendees took turns introducing themselves.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda-**
MCTC Executive Director, Debbie Pedersen announced Agenda item 5. Regular Business item 4. has been changed from an action item to an information item.

Motion by Commissioner Cavasso to Confirm Agenda with the change to Agenda item 5. Regular Business item 4., seconded by Commissioner Cox. All Ayes; motion carried.

4. Consent Agenda-

- a. Approve minutes from the December 6, 2022, MCTC Regular Meeting.**

Motion by Commissioner Cox to approve Consent Agenda, seconded by Commissioner Nelson. All Ayes; motion carried.

5. Regular Business

- a. Draft FY 2023-24 Overall Work Program status.**

Executive Director, Debbie Pedersen reported the FY 2023/24 draft Overall Work Program was submitted to Caltrans Headquarters and District 2 on January 23, 2023, for review and comments. A draft copy of the OWP is available upon request or on the MCTC website.

- b. Consider approving the update to the Human Resources Manual.**

The State Disability Policy was adopted by the Commission on December 6, 2022. After review of the policy update, the Commission requested to add a qualified medical examiner (state doctor). With this addition the wording should read, an employee's primary physician or qualified medical examiner may determine that the employee can work light duty.

Motion by Commissioner Cox to approve the update to the Human Resources Manual with the addition of state doctor, seconded by Commissioner Moriarity. All Ayes; motion carried.

- c. Update on Office staffing.**

Pedersen reported the Chief Fiscal Officer position remains vacant. We have received no applicants or interest in the position. We need another person in the office and have Assistant Secretary 1 and 2 positions on the salary schedule. CPA, Monica Derner has agreed to prepare many financial items including payroll, reconciliations, budgets, financial transaction report, and other tasks. Another position will need to be created to define the duties the Executive Assistant Secretary has undertaken including payables, bus maintenance/documentation, route summaries, and other tasks.

- d. Consider approving a contract with Monica Derner for financial consultant services.**

Monica Derner will be providing financial consultant services at a monthly rate and special projects at an hourly rate. Special projects include tasks such as a State Disability Insurance (SDI) reports, auditing leave balances for the Executive Director, and other tasks as needed. Derner will provide a contract for approval at a future date.

- e. Consider approving the updated 2023 Salary Schedule.**

The MCTC Salary Schedule has not been updated since 2018. The beginning salary step for the Assistant Secretary 1 is below the 2023 California minimum wage. Comparisons have been made and are noted on the proposed 2023 Salary Schedule.

Motion by Commissioner Cox to approve the updated 2023 Salary Schedule, seconded by Commissioner Cavasso. All Ayes; motion carried.

- f. Progress report for Goose Lake Rail's Short Line Rail Improvement Project.**

Goose Lake Railway is required to deliver a quarterly project report to Caltrans and MCTC for PPNO TC126, Track Rehabilitation along the Pit River in Modoc County. The California Transportation Commission's (CTC) Short-Line Railroad Improvement Program (SLRIP) guidelines require a Regional Transportation Planning Agency submit the project funding plan for probable nominees. MCTC adopted Resolution 20-09 on October 29, 2020, nominating the Goose Lake Railway for the freight mobility project funding plan. Goose

Lake Railway was awarded \$432,962 for the project. SLRIP guidelines require the MCTC to monitor the project as necessary.

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, Commissioner Cox, and Executive Director Pedersen reported GHD, the consultant for the City of Alturas has been contacted for PS&E on Court Street (PPNO 2591) and West 8th Street (PPNO 2584).

Once the weather is good the East Street Project will resume construction and repairs will be made to a residential sprinkler system and driveway. After these final steps are complete the project will be ready for close out.

b. Modoc County Road Dept. – County Roads

Mitch Crosby, Modoc County Road Commissioner, reported County Road 111 STIP Project is in the PS&E phase and is moving along. Construction for Co. Rd. 111 is programed for 2024.

County Road 55 STIP Project is in the PS&E phase and will need a time-extension for the environmental due to archeological lands.

Lilly Toaetolu, Modoc County Road Department, reported last week that the Road Department received news that they were awarded \$12.9 million in funding for the Safe Streets and Roads for All Grant. Modoc County was in competition with the entire United States for this National Grant Funding. The funds will be used for safety measures on County Road 91 in the Lookout area and County Road 1 in Surprise Valley.

c. Caltrans District 2

Javed Iqbal, Caltrans District 2, Project Manager presented a power point presentation on the proposed design for the State Clean California Project in Modoc County. The proposed project design was not what the meeting attendees had expected, the proposed design had transformed into something much different than what was discussed in the early stages. The MCTC Commissioner's and staff are not in favor of the proposed design plans. Iqbal will report back to Caltrans with the comments and concerns.

The Modoc County Drainage rehabilitation Project on Highway 139 is in the construction phase. Construction should be complete in 2 or 3 months, reported Iqbal.

Iqbal provided updates to the Secret Valley Roadside Rest Area (SRRA) Project located in Lassen County. Over the years the (SRRA) has had issues with maintenance, cleanliness, no running water, and consistency of being open or not and the MCTC has been involved in seeking solutions to the issues. In April 2022 Caltrans provided MCTC with a projected minor improvement plan and a projected long-term improvement plan. The minor plan was to replace the existing building with a new modular and search out a contractor to maintain the facility. The long-term plan was to relocate the SRRA to Hwy 395 at Grasshopper Road in Termo, CA. The new proposed location has access to electricity, running water, and a much larger parking area. A contractor is now maintaining the existing building and Caltrans has decided not to pursue the minor plan. Caltrans plans to pursue the projected long-term plan and construction will begin in 2026.

d. Modoc County Transportation Commission

Executive Director, Pedersen reported the 2021 Performance Audit identified the need for a new Short-Range Transit Plan. Sustainable Planning Grants currently has a call for projects. Pedersen is preparing projects for the Agencies to submit before the March 9, 2023, deadline. A consultant will be hired to prepare the plan if we are awarded the grant funding.

7. Staff Update and Calendar

Pedersen reminded the Commission Form 700 is due by April 3, 2023.

Calendar – consider future dates and events of interest:

02/13/23 Lincoln's Birthday Holiday; Office Closed, Sage Stage Bus Operating
02/20/23 Presidents' Day Holiday; Office Closed, No Bus Service
03/08/23 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room
04/04/23 MCTC and MTA Meetings 1:30 Sage Stage Conference Room

- 8. Motion to Adjourn** –motioned by Commissioner Cox; seconded by Commissioner Moriarity to adjourn the meeting at 2:46 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, April 4, 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