



**MODOC COUNTY  
TRANSPORTATION COMMISSION**

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

**MINUTES  
Regular Meeting  
April 4, 2023**

**Commissioners Present**

John Dederick, Chair  
Kathie Rhoads, Vice Chair  
Cheryl Nelson  
Elizabeth Cavasso  
Mark Moriarity  
Paul Minchella (Alternate)

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**

Brian Cox  
Ned Coe (Alternate)

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

**Staff Present**

Debbie Pedersen  
Michelle Cox

Executive Director  
Executive Assistant Secretary

**Public Present**

Cherie Clark  
Javed Iqbal  
Kathy Grah

Caltrans District 2, Regional Planning Liaison  
Caltrans District 2, Project Manager  
Caltrans District 2, Community & Regional Planning Chief

1. **Call to Order** – Chair John 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 Cavasso to Confirm Agenda, seconded by Commissioner Moriarity. All Ayes; motion carried.
4. **Consent Agenda-**
  - a. Approve minutes from the February 7, 2023, MCTC Regular Meeting.  
Motion by Commissioner Nelson to approve Consent Agenda, seconded by Commissioner Minchella. All Ayes; motion carried.

## **5. Regular Business**

### **a. Consider adopting the final FY 2023-24 Overall Work Plan.**

Executive Director, Debbie Pedersen reported the draft FY 2023/24 Overall Work Plan was submitted to Caltrans Headquarters and District 2 on January 23, 2023, for review and comments. March 2, 2023, MCTC received a letter from Caltrans with comments and requests. This year Caltrans has requested a new tribal map for Modoc County. Executive Director Pedersen addressed the comments and incorporated the changes to Caltrans' satisfaction. Pedersen has asked the Modoc County Road Department to supply the tribal map. The final OWP package with related documents is due to Caltrans by May 30, 2023.

Motion by Commissioner Cavasso to adopt the final FY 2023-24 Overall Work Plan with the addition of the new tribal map, seconded by Commissioner Rhoads. All Ayes; motion carried.

### **b. Public Hearing:**

#### **Consider adopting Resolution 23-02 defining the FY 2023-24 Unmet Transit Needs and Needs Reasonable to Meet.**

1. Chairman Dederick Opened the public Hearing at 1:37 p.m. to consider unmet transit needs and needs reasonable to meet.
2. Pedersen explained the Transportation Development Act (TDA) requires an annual public hearing to discuss unmet transit needs and needs reasonable to meet prior to utilizing any remaining funding for streets and roads.
3. There were no public comments written or verbal.
4. Chairman Dederick closed the Public Hearing at 1:39 p.m.

Motion by Commissioner Moriarity to adopt Resolution 23-02 Unmet Transit Needs and Needs Reasonable to Meet, seconded by Commissioner Minchella. All Ayes; motion carried.

### **c. Consider adopting Resolution 23-03 Local Transportation Fund (LTF) and State Transit Assistance Funds (STAF) Allocations.**

Pedersen reported 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 2023/24 are \$290,000 for Local Transportation Funds (LTF), \$112,526 for State Transit Assistance Fund (STAF), and \$15,116 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 \$140,000 LTF and MTA Transit Operations will be allocated \$40,050 LTF. The City of Alturas will be allocated \$32,468 LTF for streets and roads and the County of Modoc will be allocated \$77,482 LTF for streets and roads. STAF amount of \$112,526 will be allocated to MTA Operations as the funding can only be utilized by a transit operator and \$15,116 of SGR will be allocated to MTA Transit Capital.

Motion by Commissioner Minchella to adopt Resolution 23-03 Local Transportation Fund (LTF) and State Transit Assistance Funds (STAF) Allocations, seconded by Commissioner Nelson. All Ayes; motion carried.

### **d. Consider approving the FY 2023-24 LTF and STAF Claims.**

Transportation Development Act LTF & STAF Annual Project & Expenditure Plan Claim Forms must be filed to transfer funds. The MCTC and MTA have prepared the TDA claim process for their allocated apportionments. The MTA allocation is much lower than previous years due to the utilization of CARES round 2 funding. The City of Alturas Public

Works and Modoc County Road Department allocations will be added to the existing funds in the trust accounts until they request the MCTC to approve the TDA claims to transfer funds for streets and roads projects.

Motion by Commissioner Cavasso to approve the FY 2023-24 LTF and STAF Claims, seconded by Commissioner Moriarity. All Ayes; motion carried.

**e. Consider adopting Resolution 23-01 Fiscal Year 2023-24 Budget.**

The MCTC FY 2023-24 budget is slightly different than the previous year's budget. This year adjustments were made to reflect the changes in salaries & labor and accounting & auditor services due to the restructuring of office staffing. Staff will monitor the FY 2023-24 budget through the year and request any modifications if necessary.

Motion by Commissioner Minchella to adopt Resolution 23-01 Fiscal Year 2023-24 Budget, seconded by Commissioner Moriarity. All Ayes; motion carried.

**f. Consider adopting Resolution 23-04 Fiscal Year 2023-24 Planning, Programming, and Monitoring Funds.**

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 (CTC) programmed \$34,000 in FY 2023-24 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 Cavasso to adopt Resolution 23-04 Fiscal Year 2023-24 Planning, Programming, and Monitoring Funds, seconded by Commissioner Rhoads. All Ayes; motion carried.

**g. Caltrans will provide an update on the Clean California Modoc Projects.**

March 22, 2023, MCTC Staff, and Representatives from the City of Alturas, the County of Modoc, and the Modoc Economic Development Corporation met with Caltrans' Clean California Project Manager, Caltrans' Landscape Architects, and a Landscape Engineer to discuss the proposed Modoc County Clean California Projects. The meeting went very well, and everyone was pleased with the outcome. The decision was made to relocate the project from the Pit River Bridge to the Modoc County Museum and to incorporate the two proposed welcome signs into one larger sign. The Gateway Monument north of Alturas on Highway 395 will be relocated to the Sugar Hill overlook making the sign more visible to travelers entering Modoc County. The Gateway Monument on Highway 139 will remain as originally planned, near the Agricultural Station.

**h. Update on office staffing.**

MCTC has hired Heather Kolsen as the new Assistant Secretary I, her first day was April 3, 2023.

**6. Agency Updates and Project Reports**

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

Debbie Pedersen reported that the environmental is finished for Nagle Street and West C Street. Allocation requests for PS&E on Nagle Street and West C Street will be prepared by the contractor and ready for the June 2023, CTC Meeting.

Allocation requests for PS&E on West 8<sup>th</sup> Street and Court Street will also be ready for the June 2023, CTC Meeting.

The East Street Project has a few loose ends to tie up before the project is completed. Construction to tie up the loose ends will begin this summer.

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

Debbie Pedersen reported that the Modoc County Road Department (MCRD) is requesting a time extension at the May 2023, CTC Meeting for Environmental and Permits on the County Road 55 Project. The extension has been approved by Caltrans District 2.

The MCRD stated that current grants are moving along slowly. They will also be applying for two new grants.

**c. Caltrans District 2**

Cherie Clark, Caltrans District 2, Regional Planning Liaison reported Caltrans District 2 is in the process of reviewing two grants - one for the MCTC and one for Modoc County. The grants will be submitted to Caltrans Headquarters for the review process Friday, April 7, 2023.

Javed Iqbal, Caltrans District 2, Project Manager reported the Caltrans projects in Modoc County and the Secret Valley Rest area Project in Lassen County moving along as scheduled. Iqbal is preparing a presentation for the Alturas City Council Meeting in April 2023, to explain the status and review the Caltrans projects in the City of Alturas.

**d. Modoc County Transportation Commission**

Executive Director Pedersen reported MCTC has prepared a Sustainable Planning Grant. The 2021 Performance Audit identified the need for a new Short-Range Transit Plan. If the grant funding is approved a consultant will be hired to prepare a Short-Range Transit Plan.

**7. Staff Update and Calendar**

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

05/10/23 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room  
05/29/23 Memorial Day Holiday; Office Closed, No Bus Service  
06/06/23 MCTC and MTA Meetings 1:30 Sage Stage Conference Room  
07/04/23 Independence Day Holiday; Office Closed, No Bus Service  
07/05/23 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room  
08/01/23 MCTC and MTA Meetings 1:30 Sage Stage Conference Room

**8. Motion to Adjourn** –motioned by Commissioner Moriarity; seconded by Commissioner Nelson to adjourn the meeting at 2:16 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, June 6, 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