



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

Brian Cox  
Commissioner  
City Mayor

Elizabeth Cavasso  
Commissioner  
County Supervisor IV

Cheryl Nelson  
Commissioner  
City Councilmember

Mark Moriarity  
Commissioner  
County at Large Citizen

Ned Coe  
Alternate  
County Supervisor I

Paul Minchella  
Alternate  
City Councilmember

#### Staff

Debbie Pedersen  
Executive Director

Michelle Cox  
Executive Assistant Secretary

Heather Kolsen  
Assistant Secretary I

# AGENDA

## REGULAR MEETING

Sage Stage Conference Room

108 S. Main St. Alturas

AUGUST 1, 2023, at 12:30 p.m.

**Teleconference Number (712) 451-0647**

**Access Code 113785**

### 1. Call to Order

- Pledge of Allegiance
- 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**

- Approve the minutes from the MCTC meeting on 06/06/23.
- Financial transactions 05/01/23 through 06/30/23.
- Year to Date expenditure report through 06/30/23.

### 5. Regular Business

- Confirm Social Service Transportation Advisory Council (SSTAC) appointments. **Action**
- Consider approving the MCTC 2023 5-year operating plan. **Action**
- Consider approving the Accountant 1 and 2 duty statements. **Action**
- Consider approving the August 2023 MCTC Salary Schedule. **Action**

### 6. Agency Updates and Project Reports

**Information/Discussion**

- City of Alturas Public Works Department
- Modoc County Road Department
- Caltrans District 2
- Modoc County Transportation Commission

### 7. Staff Update, Correspondence and Calendar

**Information**

Address outstanding issues, correspondence, information, and materials received.

- Golden State Risk Management (GSRMA) Risk Management Accreditation Program (RMAP).
- Future dates and events of interest.

### 8. Adjourn until next MCTC Regular meeting

**Action**

Tuesday, October 3, 2023, 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>August 1, 2023</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 06/06/23.**
2. Financial **transactions 05/01/23 through 06/30/23.**
3. **Year to Date expenditure report through 06/30/23.**



MODOC COUNTY  
TRANSPORTATION COMMISSION

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

**MINUTES**  
**Regular Meeting**  
**June 6, 2023**

**Commissioners Present**

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

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

**Commissioners Absent**

Ned Coe (Alternate)  
Cheryl Nelson

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

**Staff Present**

Debbie Pedersen  
Michelle Cox

Executive Director  
Executive Assistant Secretary

**Public Present**

Cherie Clark  
Aaron Casas  
Emily Mallonee  
Drew Battles  
Natalie Kinney  
Robert Burnett  
Hillary Howell  
Lorissa Soriano  
Paul Minchella (Alternate)  
Mitch Crosby  
Lilly Toaetolu

Caltrans District 2, Regional Planning Liaison  
Caltrans District 2, Office Chief, System Planning  
Caltrans District 2, Alternative Fuels Liaison  
Caltrans District 2, Alternative Fuels Liaison  
Caltrans District 2, Transportation Planner, System Planning  
Caltrans District 2, Project Manager, Clean California  
Caltrans District 2, Assistant Project Manager  
Modoc Economic Development Corporation  
Councilmember, City of Alturas  
Modoc County Road Commissioner  
Modoc County Roads Administration & Project Delivery

1. **Call to Order** – Chair John Dederick called the meeting to order at 1:32 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. All guests and visitors were introduced.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda-**  
Motion by Commissioner Cox to Confirm Agenda, seconded by Commissioner Cavasso. All Ayes; motion carried.

**4. Consent Agenda-**

- a. Approve minutes from the April 4, 2023, MCTC Regular Meeting.
- b. Approve the financial reports from July 1, 2022, through April 30, 2023.

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

**5. Regular Business-**

- a. **Consider adopting the amended Resolution 22-01 rev. Final Fiscal Year 2022-23 Budget.**

Executive Director, Debbie Pedersen explained the minor differences between the original FY 2022-23 budget and the final FY 2022-23 budget. The past five years of budgets were provided for review and comparison.

Motion by Commissioner Moriarity to adopt the amended Resolution 22-01 rev. Final Fiscal Year 2022-23 Budget, seconded by Commissioner Cox. All Ayes; motion carried.

- b. **Consider approving the year-end Asset and Asset Disposition List.**

Pedersen reported due to no new purchases and not having donated or disposed of any equipment the FY 2022-23 year-end Asset and Asset Disposition Lists are the same as the prior year.

Motion by Commissioner Moriarity to approve the year-end Asset and Disposition of Assets List, seconded by Commissioner Cox. All Ayes; motion carried.

**6. Agency Updates and Project Reports**

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

Brian Cox, Councilmember, City of Alturas reported the West 8<sup>th</sup> Street, Court Street, West C Street, and Nagle Street are all moving along on track.

Deadlines are approaching for the final completion of the East Street Project. Pedersen will be contacting the contractor to find out when they will be finishing up. Once the contractor has finished the project will be ready for final closeout.

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

Mitch Crosby, Modoc County Road Commissioner reported the CTC approved the time extension for the environmental on the County Road 55 STIP Project.

The Safe Streets and Roads Grant Project is moving along slowly. The MCRD is hoping to have the grant agreement soon.

Lilly Toaetolu, Modoc County Roads Administration & Project Delivery reported the Clean California Park Project should start construction mid-July or early August.

The road department will be receiving the grant agreement for the Active Transportation Project (ATP) in Cedarville after the 2023/24 Fiscal Year begins.

The MCRD has submitted 3 grant applications for Clean California cycle 2, one of which is a partnership with the City of Alturas.

- c. **Caltrans District 2**

Aaron Casas, Caltrans District 2, System Planning, Emily Mallonee, Caltrans District 2, Alternative Fuels Liaison, and Drew Battles, Caltrans District 2, Alternative Fuels Liaison provided an informational overview on types of alternative fuels, designated alternative fuel corridors, Federal and State alternative fuels policies, and Caltrans role in alternative fuels.

Robert Burnett, Caltrans District 2, Clean California Project Manager provided information about the Modoc County Clean California Projects. The information included the proposed graphic designs and dimensions of the sculptures, the proposed construction materials, the locations of each project and the current stage of the projects. Modoc County, the City of Alturas, and Caltrans Headquarters, are all happy with the proposed project designs.

**d. Modoc County Transportation Commission**

Goose Lake Railway LLC is required to submit a quarterly progress report to the MCTC & Caltrans for PPNO TC126 Track Rehabilitation along the Pit River in Modoc County. The Goose Lake Railway was awarded funding for the project from the California Transportation Commission's (CTC) Short-Line Railroad Improvement Project (SLRIP). SLRIP guidelines require the MCTC to monitor the project if necessary. The report indicates the project is still scheduled for construction in 2023 and there have been no changes to cost, scope, schedule, and benefits.

**7. Staff Update and Calendar**

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

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 Annual BBQ 12:00 p.m. Sage Stage Conference Room  
08/01/23 MCTC and MTA Meetings 12:45 p.m. Sage Stage Conference Room  
09/04/23 Labor Day Holiday; Office Closed, No Bus Service  
09/06/23 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room  
10/03/23 MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room

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

A Closed Session §54956 Public Employment Contract Employee convened at 2:34 p.m. The Regular Meeting resumed at 2:45 p.m.

The Executive Director Employment Agreement, between the Modoc County Transportation Commission and Debbie Pedersen is entered into effective July 1, 2023, through June 30, 2028.

Motion by Commissioner Cox to approve the Executive Director Employment Agreement, seconded by Commissioner Moriarty. Ayes by Commissioners, Dederick, Cavasso, Cox, Moriarty, Commissioner Rhoads abstained; motion carried.

**9. Motion to Adjourn** –motioned by Commissioner Cavasso; seconded by Commissioner Cox to adjourn the meeting at 2:48 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, August 1, 2023, at 12:45 p.m., or soon thereafter, in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.

Submitted by,

Michelle Cox  
Executive Assistant Secretary

1:09 PM

## Modoc County Transportation Commission

07/21/23

## Bank Detail for 2 Months

Accrual Basis

As of June 30, 2023

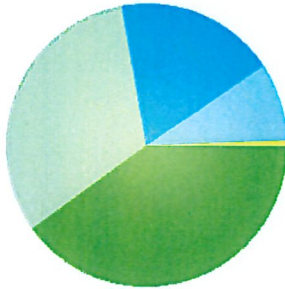
Type	Date	Num	Name	Amount	Balance
LAIF - 002 (Reserve \$300K)					303,875.91
Total LAIF - 002 (Reserve \$300K)					303,875.91
Plumas - Checking 0466					128,121.92
LTF Contingency Fund (\$100k)					100,000.00
Total LTF Contingency Fund (\$100k)					100,000.00
Plumas - Checking 0466 - Other					28,121.92
Paycheck	05/01/2023		Pedersen, Deborah	0.00	28,121.92
Liability Check	05/01/2023		IRS (eftps.gov)	-3,829.20	24,292.72
Liability Check	05/01/2023		EDD	-935.22	23,357.50
Check	05/01/2023	42723	Intuit	-346.52	23,010.98
Check	05/03/2023	2079	Apex Technology Management, Inc.	-1,258.00	21,752.98
Deposit	05/04/2023			2,487.24	24,240.22
Deposit	05/10/2023			30,408.00	54,648.22
Check	05/11/2023	51123	Intuit	-10.00	54,638.22
Check	05/15/2023	2080	PARS	-695.56	53,942.66
Check	05/19/2023	2081	Trillium Solutions, Inc.	-250.00	53,692.66
Liability Check	05/24/2023	2082	Aflac	-104.52	53,588.14
Liability Check	05/24/2023	2083	Edward Jones	-453.82	53,134.32
Liability Check	05/24/2023	2084	US Bank PARS Account #6746022500	-2,004.38	51,129.94
Bill Pmt -Check	05/24/2023	2085	Monica Derner, CPA	-1,784.50	49,345.44
Liability Check	05/25/2023	2086	Golden State Risk Management Authority	-1,233.41	48,112.03
Liability Check	05/25/2023	2087	Golden State Risk Management Authority	-1,233.41	46,878.62
Liability Check	05/25/2023	2088	Golden State Risk Management Authority	-3,700.23	43,178.39
Check	05/26/2023	52623	FreeConferenceCall.com	-4.00	43,174.39
Liability Check	05/30/2023		QuickBooks Payroll Service	-11,639.54	31,534.85
Paycheck	05/31/2023		Cox, Michelle D.	0.00	31,534.85
Paycheck	05/31/2023		Kolsen, Heather E	0.00	31,534.85
Paycheck	05/31/2023		Pedersen, Deborah	0.00	31,534.85
Liability Check	05/31/2023		IRS (eftps.gov)	-4,639.80	26,895.05
Liability Check	05/31/2023		EDD	-1,220.89	25,674.16
Check	06/05/2023	2089	Apex Technology Management, Inc.	-1,258.00	24,416.16
Check	06/05/2023	2090	Modoc County Record	-43.50	24,372.66
Deposit	06/06/2023			57,990.04	82,362.70
Check	06/07/2023	2091	John Dederick	-400.00	81,962.70
Check	06/07/2023	2092	Kathie Rhoads	-150.00	81,812.70
Check	06/07/2023	2093	Elizabeth Cavasso	-150.00	81,662.70
Check	06/07/2023	2094	Mark Moriarity	-150.00	81,512.70
Check	06/07/2023	2095	Brian Cox	-150.00	81,362.70
Deposit	06/08/2023			1,527.70	82,890.40
Liability Check	06/08/2023	2096	Golden State Risk Management Authority	-2,324.00	80,566.40
Liability Check	06/08/2023	2097	Golden State Risk Management Authority	-142.82	80,423.58
Check	06/12/2023	2099	Monica Derner, CPA	-825.00	79,598.58
Check	06/14/2023	61423	Intuit	-15.00	79,583.58
Check	06/15/2023	2100	PARS	-695.56	78,888.02
Liability Check	06/26/2023	2101	Aflac	-104.52	78,783.50
Liability Check	06/26/2023	2102	Edward Jones	-453.82	78,329.68
Liability Check	06/26/2023	2103	Golden State Risk Management Authority	-214.23	78,115.45
Liability Check	06/26/2023	2104	US Bank PARS Account #6746022500	-2,004.38	76,111.07
Liability Check	06/26/2023	2105	Golden State Risk Management Authority	-3,486.00	72,625.07
Check	06/27/2023		FreeConferenceCall.com	-4.00	72,621.07
Check	06/28/2023	2106	Modoc Transportation Agency	-17,129.40	55,491.67
Liability Check	06/29/2023		QuickBooks Payroll Service	-11,591.07	43,900.60
Deposit	06/29/2023			8,481.25	52,381.85
Paycheck	06/30/2023		Cox, Michelle D.	0.00	52,381.85
Paycheck	06/30/2023		Kolsen, Heather E	0.00	52,381.85
Paycheck	06/30/2023		Pedersen, Deborah	0.00	52,381.85
Liability Check	06/30/2023		EDD	-1,199.09	51,182.76
Liability Check	06/30/2023		IRS (eftps.gov)	-4,631.10	46,551.66
Bill Pmt -Check	06/30/2023	2107	Monica Derner, CPA	-600.00	45,951.66
Total Plumas - Checking 0466 - Other				17,829.74	45,951.66
Total Plumas - Checking 0466				17,829.74	145,951.66
TOTAL				17,829.74	449,827.57

# Modoc County Transportation Commission

## Company Snapshots

### July 1, 2022 to June 30, 2023

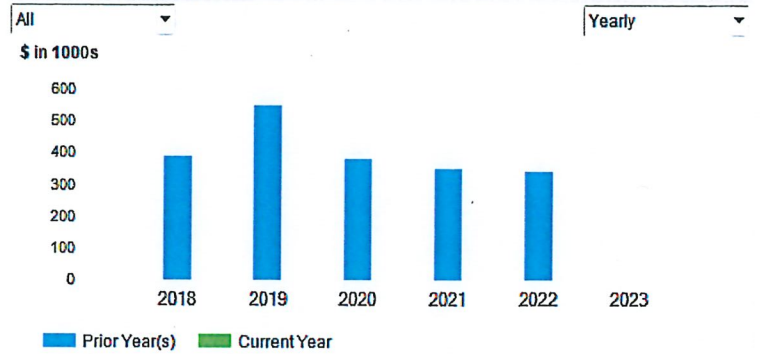
#### Income Breakdown



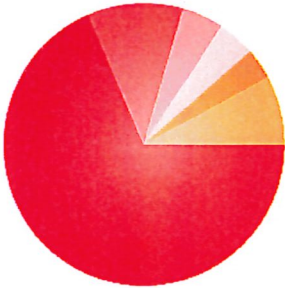
RPA  
 LTF - MCTC Admin  
 PPM 22/23  
 RSTP 21/22  
 Other Accounts

Total: \$339,204.83

#### Prev Year Income Comparison



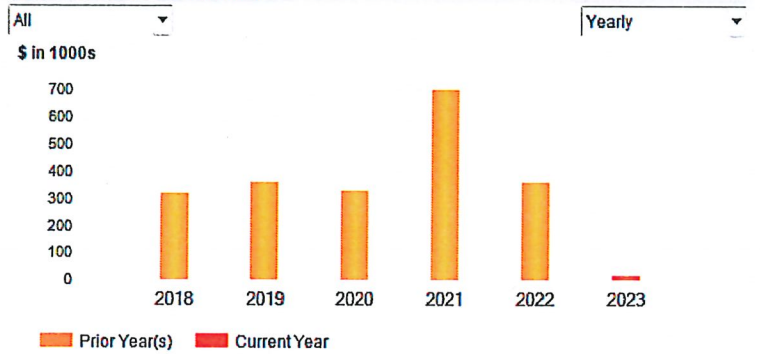
#### Expense Breakdown



Payroll  
 LTF Claim  
 Lease & Overhead  
 Payroll Services / PA...  
 Insurance  
 Other Accounts

Total: \$359,353.53

#### Prev Year Expense Comparison



## Modoc County Transportation Commission

07/21/23

## Profit &amp; Loss

Accrual Basis

July 2022 through June 2023

	Jul '22 - Jun 23
Ordinary Income/Expense	
Income	
RSTP 21/22	30,408.00
PPM 22/23	62,000.00
Interest	567.86
LTF - MCTC Admin	109,250.04
RPA	135,451.23
Total Income	337,677.13
Expense	
Actuarial Audit / GASB 68	2,200.00
LTF Claim	39,034.04
Accounting / Auditor Services	8,481.25
Commissioner Per Diem	5,250.00
Insurance	12,686.00
IT Service & Support	7,786.00
Lease & Overhead	17,129.40
Legal Notices	1,168.00
Legal Services	132.50
Office Supplies	1,471.90
Payroll Services / PARS Admin	15,690.22
Planning Support & Services	0.00
Payroll	
Unallocated Leave Time	-0.54
PARS retirement -employer share	10,208.76
Simple IRA - employer share	3,094.97
Payroll taxes	8,906.50
Salaries	194,262.50
Health Benefits Expense	
Dental Insurance	1,561.18
Health Ins. - Employer Portion	27,613.10
Vision Insurance	514.75
Total Health Benefits Expense	29,689.03
Total Payroll	246,161.22
Travel / Training / Memberships	2,163.00
Total Expense	359,353.53
Net Ordinary Income	-21,676.40
Other Income/Expense	
Other Income	
Refunds/Reimbursements	1,527.70
Total Other Income	1,527.70
Net Other Income	1,527.70
Net Income	-20,148.70



## Modoc County Transportation Commission

## Balance Sheet

As of June 30, 2023

	Jun 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
LAIF - 002 (Reserve \$300K)	303,875.91
Plumas - Checking 0466	
LTF Contingency Fund (\$100k)	100,000.00
Plumas - Checking 0466 - Other	45,951.66
Total Plumas - Checking 0466	145,951.66
Total Checking/Savings	449,827.57
Accounts Receivable	
MTA - AR	9,540.74
Total Accounts Receivable	9,540.74
Total Current Assets	459,368.31
Fixed Assets	
Fixed Asset	
Equipment / Furniture	25,752.98
Accumulated Depreciation	-25,752.98
Total Fixed Asset	0.00
Total Fixed Assets	0.00
Other Assets	
Deferred Outflow of Resources	31,572.00
Total Other Assets	31,572.00
<b>TOTAL ASSETS</b>	<b>490,940.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PAYROLL LIABILITIES	
Compensated Absences	22,928.28
Vision insurance payable	-17.75
Dental insurance payable	-53.66
State taxes - DE88	-0.02
Health insurance payable	-944.75
PAYROLL LIABILITIES - Other	46.50
Total PAYROLL LIABILITIES	21,958.60
Total Other Current Liabilities	21,958.60
Total Current Liabilities	21,958.60
Long Term Liabilities	
Net Pension Liability	-7,103.00
Deferred Inflow of Resources	1,676.00
Total Long Term Liabilities	-5,427.00
Total Liabilities	16,531.60
Equity	
Opening Balance Equity	145,169.17
Retained Earnings	349,388.24
Net Income	-20,148.70
Total Equity	474,408.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>490,940.31</b>

<b>Report to Modoc County Transportation Commission</b>	
Subject	Meeting Date
<b>Regular Business</b>	<b>August 1, 2023</b>
Presented by	Agenda Item
<b>MCTC Staff</b>	<b>5</b>

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

1. Confirm **Social Service Transportation Advisory Council (SSTAC)** appointments. *Action*  
Staff recommends approval of the SSTAC appointments.
2. Consider approving the **MCTC 2023 5-year Operating Plan**. *Action*  
The Operating Plan has been updated to reflect the current structure of the MCTC and update cost projections for the 5-year period. Staff recommends approval of the 2023 5-year Operating Plan.
3. Consider approving the **Accountant 1 and 2 duty statements**. *Action*  
Staff recommends approval of the duty statements.
4. Consider approving the **August 2023 MCTC Salary Schedule**. *Action*  
The salary schedule includes pay for Accountant 1 and 2 positions; these are new positions for the agency. Staff recommends approval of the salary schedule.

# Modoc County Transportation Commission

(Regional Transportation Planning Agency)

Representatives appointed by City of Alturas			Representatives appointed by County of Modoc		
Commissioner City Representative <b>John Dederick</b>	Commissioner City Councilmember <b>Brian Cox</b>	Commissioner City Councilmember <b>Cheryl Nelson</b>	Commissioner Supervisor – District III <b>Kathie Rhoads</b>	Commissioner Supervisor – District IV <b>Elizabeth Cavasso</b>	Commissioner County At-large Member <b>Mark Moriarity</b>
	Alternate City Councilmember <b>Paul Minchella</b>			Alternate Supervisor – District I <b>Ned Coe</b>	

## Staff

Executive Director  
**Debbie Pedersen**

Executive Assistant Secretary  
**Michelle Cox**

Assistant Secretary  
**vacant**

## Technical Advisory Committee

Staff Representatives	
COUNTY OF MODOC Road Department	<b>Mitch Crosby</b>
COUNTY OF MODOC Director of Planning	<b>Sean Curtis</b>
CITY OF ALTURAS Public Works Director	<b>Joe Picotte</b>
CALTRANS – DISTRICT 2 Regional Planner	<b>Cherie Clark</b>

## Social Service Transportation / Citizens Advisory Council

Term Expires 12/31/23	Term Expires 12/31/24	Term Expires 12/31/25
Transit User 60 or older <b>Lavelle Richardson</b> Citizen	Agency -Limited Means <b>Karena Nield</b> Modoc County CALWORKS Employment Program	Disabled Transit User <b>Sally Lay</b> Citizen
Social Services Agency for Disabled <b>Christine Nelson</b> Modoc Medical Center (Warnerview)	Senior Social Services <b>Debbie Mason</b> Modoc County Social Services	Senior Social Services Agency <b>Debra O’Neal</b> Big Valley 50 Plus
CTSA Modoc Transportation Agency	CTSA <b>Michelle Cox</b> Modoc Transportation Agency	Social Services Agency for Disabled <b>Liz Gladu</b> D.A.R.T.

Modoc County Transportation Commission					
5 year Capital Improvement Plan and Operating Expenses					
	Fiscal Year				
	2023/24	2024/25	2025/26	2026/27	2027/28
<b>Description of Revenue</b>					
Regional Planning Assistance	\$158,000	\$158,000	\$158,000	\$158,000	\$158,000
STIP PPM	\$34,000	\$40,000	\$40,000	\$40,000	\$50,000
TDA/LTF - Admin	\$100,000	\$120,000	\$125,000	\$130,000	\$135,000
RSTP - exchange	\$30,078	\$30,980	\$31,910	\$32,867	\$33,853
Total Revenue	\$322,078	\$348,980	\$354,910	\$360,867	\$376,853
<b>Description of Expenditure</b>					
Salaries & Benefits*	\$192,891	\$198,677	\$204,638	\$210,777	\$217,100
Rents to MTA	\$17,200	\$17,200	\$17,200	\$17,200	\$17,200
Commissioner Per Diem	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400
Liability/Insurance	\$20,000	\$20,600	\$21,630	\$22,712	\$23,847
Office Supplies	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431
Legal Notices	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Planning Support & Svcs	\$4,978	\$6,000	\$6,300	\$6,615	\$6,946
Professional & Specialized*	\$30,000	\$56,800	\$53,690	\$61,825	\$62,166
Travel and Training	\$3,000	\$3,090	\$3,183	\$3,278	\$3,377
Total Expenditures	\$279,469	\$313,867	\$318,245	\$334,121	\$342,466
Variance budget/revenue	\$42,609	\$35,113	\$36,664	\$26,746	\$34,387
<b>*Professional &amp; Specialized breakdown</b>					
Accounting & Audit services	\$30,000	\$31,500	\$33,075	\$34,729	\$40,465
Actuarial Audit/GASB 68		\$5,000		\$6,000	
Payroll Services	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
IT Service & Support	\$5,000	\$5,000	\$5,000	\$5,150	\$5,408
Legal Services	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078
Pavement Mgmt System	\$2,000				
Miscellaneous	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216
		\$56,800	\$53,690	\$61,825	\$62,166

04/30/23 MCTC Reserves (LAIF Acct)

\$308,568.51

each 3 years Performance Audit due  
each 2 years Actuarial/GASB 68  
Split w/MTA

	2023/24	2024/25	2025/26	2026/27	2027/28
STAF -All MTA	\$112,526	\$112,526	\$112,526	\$112,526	\$112,526
LTF	\$290,000	\$295,000	\$300,000	\$305,000	\$310,000
Remaining LTF	\$190,000	\$175,000	\$175,000	\$175,000	\$175,000
MTA LTF	\$40,050	\$42,053	\$46,258	\$55,509	\$65,501
Remaining LTF - S&R	\$149,950	\$132,948	\$128,742	\$119,491	\$109,499

Salaries					
	Fiscal Years				
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$296,755	\$305,658	\$314,827	\$324,272	\$334,000
MTA	35%	35%	35%	35%	35%
MCTC	65%	65%	65%	65%	65%
	MCTC	stipend	# per year		
# ann meetir	5	\$150	8	\$6,000	
Chair fee	1	\$200	12	\$2,400	
				\$8,400	

PARS    26.50%    13.25% Each Empl and MCTC    GSRMA Health    1162

Executive Director				
135000				
	Empl	MCTC	Empl	MCTC
Gross Monthly Pay				11250.00
In leiu insurance				
SS/FICA	0.062	0.062	697.50	697.50
MED/FICA	0.01450	0.01450	163.13	163.13
PARS - not partic.			0.00	0.00
SDI	0.009		99.00	0.00
UI			0.00	238.00
DEL				54.07
Health Insurance	0.15	0.85	174.30	987.70
VIS				17.75
Total			1133.93	13408.15
Burden Rate/Pr Hr			77.36	
Paid Hrs(8/day)			173.33	
Hire Date			7/1/2012	
Step Inc Date				
77.36				
Annual Salary W/Benefits			Gross Annual Salary	
\$160,897.74			\$135,000.00	

Executive Assistant Secretary				
	Empl	MCTC	Empl	MCTC
Gross Montly Pay			139.91 67.62 617.94 41.04 0.00 174.30 1040.81	4663.67
In leiu insurance				139.91
Simple IRA	0.030	0.030		67.62
MED	0.01450	0.0145		617.94
PARS	0.1325	0.1325		41.04
SDI	0.009			0.00
UI				150.00
DEL				54.07
Health Ins	0.15	0.85		987.70
VIS				17.75
Total			6698.66	
Burden Rate/Pr Hr			38.65	
Paid Hrs(8/day)			173.33	
Hire Date			1/1/2019	
Step Inc Date				
38.65				
\$80,383.92			55964.04	

Assistant Secretary 1				
	Empl	MCTC	Empl	MCTC
Gross Montly Pay				2900.00
In leiu insurance				
Simple IRA	0.030	0.030	87.00	87.00
MED	0.01450	0.0145	42.05	42.05
PARS	0.1325	0.1325	384.25	384.25
SDI	0.009		25.52	
UI			0.00	150.00
DEL				54.07
Health Ins	0.15	0.85	174.30	987.70
VIS				17.75
Total			713.12	4622.82
Burden Rate/Pr Hr			26.67	
Paid Hrs(8/day)			173.33	
Hire Date			4/1/2023	
Step Inc Date				
26.67				
\$55,473.84			\$ 34,800.00	

Total Salaries per year  
\$296,755

\$135,857.76 loaded rate  
\$90,764.04 gross



**August 2023**  
**FLSA: Non-Exempt**  
**Confidential**

## **ACCOUNTANT 1**

### **SALARY RANGE**

Under direction, manage and perform fiscal accounting work to include all accounts receivable and payable, assist with monthly reconciliations, and management of funds in agency accounts. May assist with the following: the preparation of state and federal tax forms and financial reports, under direction of the CPA or the Executive Director prepare annual reports and audits maintenance and tracking of consulting contracts, administration, preparing and reporting of federal and state funding grants and agreements and associated invoicing, and with purchasing and administration of Local Transportation Fund and State Transit Assistance Fund claim processes. Organize and maintain the grants and accounting database systems.

Assist the Executive Director in development and management of the budget, develop and manage forms, supplies, office equipment, communication service, central files, and may assist the Executive Director with administrative and human resource matters. Assist with benefits administration; provide technical and responsible support to the Executive Director in areas of expertise; and perform related work as required. May negotiate contracts with outside agencies for personnel services and administer those contracts. Assist the Executive Director in developing the annual state and federal reports.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Executive Director. Exercises no direct supervision over staff. May exercise technical and functional direction and provide training to lower-level staff and may monitor consultants on a day-to-day or project basis.

### **CLASS CHARACTERISTICS**

This is an entry level professional accounting classification. Incumbents work under general direction and exercise discretion and independent judgment in performing the routine to complex accounting, financial record-keeping, and assist with human resources and risk management functions. Successful performance of the work requires knowledge of governmental accounting practices and procedures, fund accounting, fiscal management, and non-personnel general office management.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- In collaboration with external vendors, plan, manage, and participates in the operations and activities of the MCTC's and MTA's accounting programs and functions, including accounts payable and receivable, audits, budgeting, financial analysis, fleet maintenance and scheduling, cash management, and may assist the CPA with payroll.
- Develop the ability to provide professional and technical assistance in the administration and implementation of the MCTC's and MTA's financial, financial report development, budget monitoring, forecasting, financial analysis, and reimbursement billings in compliance with all applicable federal, state, and local laws, rules, and regulations.

- Analyze and reconcile expenditure and revenue accounts, verify availability of funds and classification of expenditures; research and analyze transactions to resolve discrepancies; may monitor contracts and prepare reports in accordance with awarded grants.
- May assist with monthly and year-end general ledger closing; may assist the CPA with preparing journal entries with proper documentation; may post and balance general ledger accounts; ensure compliance and accuracy in accordance with generally accepted accounting procedures and principles.
- Coordinate and administer a wide variety of financial and accounting programs.
- Participate in the preparation of annual budgets and fixed assets; provide revenue and expense projections and monitor expenditures.
- May assist with preparing financial and accounting activity studies, statistics, statements, and reports, including cash flows, historical summaries, charts, graphs, and various memos and letters.
- Research and analyze technical transactions to resolve questions and validate data; ensure fiscal accountability and fund integrity for transactions.
- May assist with benefits administration, including maintaining flexible benefits accounts, process enrollment and termination, review invoices, and allocate benefits costs to appropriate accounts; prepare and report pension and deferred compensation to providers.
- May assist with risk management duties in matters relating to worker's compensation, liability, and property damage claims; ensure that safety issues and concerns of employees and the public are addressed.
- Interpret, explain, and apply general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of regional government; provide professional and technical guidance and training to other staff in accounting processes and procedures.
- Maintain a variety of working files and ensure the confidentiality of personnel files.
- Attend meetings, conferences, workshops, and training sessions, and review publications to remain current on principles, practices, and new developments in accounting and finance.
- Assist the Executive Director with special projects as needed.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Develop the ability to learn modern principles, practices, and methods of public and governmental accounting and financial analysis, including program budgeting and auditing, grants accounting, and the application to public agency operations.
- General principles and practices of data processing and its applicability to accounting and public agency operations.
- Ability to manage accurate record-keeping, processing, reporting, and payment requirements of various state and federal agencies and benefit providers.
- Develop the ability to learn basic principles and procedures of benefits administration and risk management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, and computer equipment and applications related to perform the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the MCTC in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with vendors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and MCTC staff

**Ability to:**

- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Review, post, balance, reconcile, and maintain accurate and confidential employee personnel and benefits records.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

High school graduate or equivalent and three (3) years of responsible professional public accounting and office management experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.





**August 2023**  
**FLSA: Non-Exempt**  
**Confidential**

## **ACCOUNTANT 2**

### **SALARY RANGE**

Under limited direction, manage and perform fiscal accounting work to include all accounts receivable and payable and monthly reconciliation and management of funds in agency accounts, and prepare the following: state and federal tax forms and financial reports, annual reports and audits maintenance and tracking of consulting contracts, administration, preparation and reporting of federal and state funding grants and agreements and associated invoicing, and with purchasing and administration of Local Transportation Fund and State Transit Assistance Fund claim processes. Organize and maintain the grants and accounting database systems.

Assist the Executive Director in development and management of the budget, develop and manage forms, supplies, office equipment, communication service, central files, and may assist the Executive Director with administrative and human resource matters. Assist with benefits administration; provide technical and responsible support to the Executive Director in areas of expertise; and perform related work as required. Negotiate contracts with outside agencies for personnel services and administer those contracts. Assist the Executive Director in developing the annual state and federal reports.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Executive Director. Exercises no direct supervision over staff. May exercise technical and functional direction and provide training to lower-level staff and may monitor consultants on a day-to-day or project basis.

### **CLASS CHARACTERISTICS**

This is the journey level professional accounting classification. Incumbents work under general direction and exercise discretion and independent judgment in performing the routine to complex accounting, financial record-keeping, and assist with human resources and risk management functions. Successful performance of the work requires knowledge of governmental accounting practices and procedures, fund accounting, fiscal management, and non-personnel general office management.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- In collaboration with external vendors, plans, manages, and participates in the operations and activities of the MCTC's and MTA's accounting programs and functions, including accounts payable and receivable, audits, budgeting, financial analysis, fleet maintenance and scheduling, cash management, and may assist the CPA with payroll.
- Provide professional and technical assistance in the administration and implementation of the MCTC's and MTA's financial, financial report development, budget monitoring, forecasting, financial analysis, and reimbursement billings in compliance with all applicable federal, state, and local laws, rules, and regulations.

- Analyze and reconcile expenditure and revenue accounts, verifies availability of funds and classification of expenditures; research and analyze transactions to resolve discrepancies; may monitor contracts and prepare reports in accordance with awarded grants.
- Prepare monthly and year-end general ledger closing and journal entries with proper documentation; may post and balance general ledger accounts; ensure compliance and accuracy in accordance with generally accepted accounting procedures and principles.
- Coordinate and administer a wide variety of financial and accounting programs.
- Participate in the preparation of annual budgets and fixed assets; provide revenue and expense projections and monitor expenditures.
- Prepare financial and accounting activity studies, statistics, statements, and reports, including cash flows, historical summaries, charts, graphs, and various memos and letters.
- Research and analyze technical transactions to resolve questions and validate data; ensure fiscal accountability and fund integrity for transactions.
- Assist with benefits administration, including maintaining flexible benefits accounts, process enrollment and termination, review invoices, and allocate benefits costs to appropriate accounts; prepare and report pension and deferred compensation to providers.
- Assist with risk management duties in matters relating to worker's compensation, liability, and property damage claims; ensure that safety issues and concerns of employees and the public are addressed.
- Interpret, explain, and apply general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of regional government; provide professional and technical guidance and training to other staff in accounting processes and procedures.
- Maintain a variety of working files and ensure the confidentiality of personnel files.
- Attend meetings, conferences, workshops, and training sessions, and review publications to remain current on principles, practices, and new developments in accounting and finance.
- Assist the Executive Director with special projects as needed.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental accounting and financial analysis, including program budgeting and auditing, grants accounting, and the application to public agency operations.
- General principles and practices of data processing and its applicability to accounting and public agency operations.
- Ability to manage accurate record-keeping, processing, reporting, and payment requirements of various state and federal agencies and benefit providers.
- Basic principles and procedures of benefits administration and risk management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, and computer equipment and applications related to perform the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the MCTC in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with vendors and the public.
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**Ability to:**

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- Review, post, balance, reconcile, and maintain accurate and confidential employee personnel and benefits records.
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- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
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- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
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**Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

High school graduate or equivalent and three (3) years of responsible professional public accounting and office management experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Adopted August \*\*, 2023**  
**MCTC Positions Salary Schedule**

**Proposed 2023 MCTC Position Salary Schedule**

Class Description	Base	1 yr min*	1 yr min*	2 yr min*	2 yr min*	FLSA Designation	
		1	2	3	4		
Associate Transportation Planner	per year	\$ 62,400	\$ 64,272	\$ 67,486	\$ 70,860	Exempt	Confidential
	per month	\$ 5,200	\$ 5,356	\$ 5,624	\$ 5,905		
	per hour	\$ 30.00	\$ 30.90	\$ 32.45	\$ 34.07		
Assistant Transportation Planner	per year	\$ 51,000	\$ 52,530	\$ 55,157	\$ 57,914	Non Exempt	General
	per month	\$ 4,250	\$ 4,378	\$ 4,596	\$ 4,826		
	per hour	\$ 24.52	\$ 25.25	\$ 26.52	\$ 27.84		
Accountant 2	per year	\$ 66,396	\$ 80,388	\$ 83,808	\$ 87,398	Non-Exempt	Confidential
	per month	\$ 5,533	\$ 5,699	\$ 5,984	\$ 6,283		
	per hour	\$ 31.92	\$ 38.65	\$ 40.29	\$ 42.02		
Accountant 1	per year	\$ 55,685	\$ 69,356	\$ 72,223	\$ 63,235	Non-Exempt	Confidential
	per month	\$ 4,640	\$ 4,780	\$ 5,019	\$ 5,270		
	per hour	\$ 26.77	\$ 33.34	\$ 34.72	\$ 30.40		
Executive Assistant Secretary	per year	\$ 47,609	\$ 49,037	\$ 51,489	\$ 54,063	Non-Exempt	Confidential
	per month	\$ 3,967	\$ 4,086	\$ 4,291	\$ 4,505		
	per hour	\$ 22.89	\$ 23.58	\$ 24.75	\$ 25.99		
Assistant Secretary 2	per year	\$ 40,704	\$ 41,925	\$ 44,021	\$ 46,222	Non Exempt	General
	per month	\$ 3,392	\$ 3,494	\$ 3,668	\$ 3,852		
	per hour	\$ 19.57	\$ 20.16	\$ 21.17	\$ 22.22		
Assistant Secretary 1	per year	\$ 34,800	\$ 35,844	\$ 37,636	\$ 39,518	Non Exempt	General
	per month	\$ 2,900	\$ 2,987	\$ 3,136	\$ 3,293		
	per hour	\$16.73	\$17.23	\$ 18.10	\$ 19.00		

Modoc Co  
\$3995-\$6197  
  
Modoc Co  
\$3616-\$5610

**Notes:**

1. Employee must have a "Satisfactory, Very Good, or Excellent" performance evaluation in each evaluation area (1-13) to be eligible for a step increase. If an employee is unable to attain this benchmark, a corrective action plan will be provided to assist an employee in improving his/her job performance. Continued employment and increases are contingent upon satisfactory job performance.
2. Steps 1 and 2 have a one year performance and a step increase opportunity (based on satisfactory job performance). Steps 3 and 4 are each two year step increase opportunities based on overall rating of satisfactory or better job performance.

Executive Director	Contract position with negotiated salary	Exempt	Confidential/ Management
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<b>Report to Modoc County Transportation Commission</b>	
Subject <b>Agency Updates and Project Status Reports</b>	Meeting Date <b>August 1, 2023</b>
Presented by <b>Each Respective Agency</b>	Agenda Item <b>6</b>

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

**Brian Cox/Dorothy Long**

- West 8<sup>th</sup> Street (PPNO 2584)
- Court Street (PPNO) 2591
- East St.

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

**Mitch Crosby**

- County Road 111 (PPNO 2581) – PS&E phase
- CR 55 (PPNO 2438) – E&P phase – Time extension for E&P approved by the CTC
- Active Transportation Program Cycle 6 – Cedarville Pedestrian Improvements; Cycle 7 pending award of grants.
- County Clean California grant – Veteran’s Memorial Part Improvements

**c. Caltrans District 2 – Regional Planning Liaison/Project Manager**

**Cherie Clark/Javed Iqbal**

- Update on the Sage Hen State Roadside Rest Area

**d. MCTC -**

**Debbie Pedersen**

- City STIP projects
- **2024 Draft Fund Estimate**

DRAFT 2024 STIP Fund Estimate (x\$1,000)								
Region	Net Carryover		Formula Distribution	Base (Minimum)	Target	Maximum	5% PPM Limitations	
	<i>Unprogrammed Balance</i>	<i>Balance Advanced</i>		<i>Share through 2027/28</i>	<i>Share through 2028/29</i>	<i>Estimated Share through 2031/32</i>	<i>FY 2024/25 - 2027/28</i>	<i>FY 28/29</i>
Lassen	2,564	0	4,053	6,692	8,680	14,559	417	99
Modoc	859	0	2,179	3,038	4,108	7,268	223	54
Plumas	6,869	0	2,439	9,308	10,504	14,042	249	60
Shasta	0	2,524	6,989	4,959	8,389	18,527	714	172
Siskiyou	240	0	4,904	5,144	7,550	14,662	497	120
Tehama	10,279	0	3,561	13,976	15,723	20,888	364	87
Trinity	1,990	0	2,580	4,570	5,836	9,578	261	63

\* Data as of June 26, 2023

<b>Report to Modoc County Transportation Commission</b>	
Subject <b>Staff Update and Calendar</b>	Meeting Date <b>August 1, 2023</b>
Presented by <b>Debbie Pedersen, Executive Director</b>	Agenda Item <b>7</b>

## **Staff Updates, Correspondence, and Calendar**

### **Calendar**

MCTC Meeting schedule – 1:30 Sage Stage Conference Room, Alturas, CA 96101

- 10/03/2023

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

- 09/06/2023

Office Holiday Schedule

- 09/04/2023 Labor Day holiday