



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

**MINUTES
Regular Meeting
October 3, 2023**

Commissioners Present

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

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

Commissioners Absent

John Dederick, Chair
Ned Coe (Alternate)

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

Staff Present

Debbie Pedersen

Executive Director

Public Present

Paul Minchella
Cherie Clark
Javed Iqbal
Lilly Toaetolu
Warren Farnam

Councilmember, City of Alturas
Caltrans District 2, Regional Planning Liaison
Caltrans District 2, Modoc Project Manager
Modoc County Road Department
City of Alturas, Director of Public Works

- a. **Call to Order** – Vice Chair Kathie Rhoads called the meeting to order at 1:30 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. Introductions were made.
- b. **Public Forum** – There were no public comments.
- c. **Confirm Agenda-**
Motion by Commissioner Rhoads to Confirm Agenda, seconded by Commissioner Nelson. All Ayes; motion carried.
4. **Consent Agenda-**
 - a. Approve minutes from the August 1, 2023, MCTC Regular Meeting.
 - b. Approve the financial reports from July 1, 2023, through August 31, 2023.
 - c. Year to Date expenditure report through August 31, 2023.
Motion by Commissioner Cavasso to approve the Consent Agenda, seconded by Commissioner Moriarity. All Ayes; motion carried.

5. Regular Business-

a. Consider accepting the 2022/23 PARS and GASB68 reports.

Debbie Pedersen, Executive Director, stated that Foster & Foster have prepared the 2022/23 PARS and GASB 68 annual reports. The GASB 68 report includes information regarding the Unfunded Liability (UL) for the PARS fund. The UL for 2022/23 is \$5,630.00 which needs to be paid by MCTC.

Staff recommends that the MCTC approve the payment of \$5,630.00 to PARS so that there is no unfunded liability.

Motion by Commissioner Cox to accept the 2022/23 PARS and GASB 68 reports, seconded by Commissioner Nelson. All Ayes; motion carried.

b. Consider adopting Resolution 22-05 rev. to include language for the actions that can be approved by the Executive Director or Chair for the Sustainable Planning Grant.

Motion by Commissioner Cavasso to adopt Resolution 22-05 rev. to include language for the actions that can be approved by the Executive Director or Chair for the Sustainable Planning Grant; motion seconded by Commissioner Moriarity. All Ayes; motion carried.

c. Consider approving the 2023/24 Overall Work Program Amendment #1 to include the Sustainable Planning Grant awarded to MCTC from Caltrans.

Pedersen explained that the Sustainable Planning Grant – Road Maintenance and Management Act RMRA (state funds) have been conditionally awarded to MCTC to prepare a Short-Range Transit Study. The conditions require that the funding, scope of work, tasks, and products are included in the 2023/24 Overall Work Program and Agreement. The amount of the grant is \$84,717. (\$75,000. RMRA and \$9,717. local match-LTF). Work will commence once Caltrans has approved the amendment and agreement. We will be soliciting requests for proposals for a consultant to prepare the plan.

Staff recommends approval of the 2023/24 OWP Amendment #1.

Motion by Commissioner Cox to approve the 2023/24 OWP Amendment #1 to include the Sustainable Planning Grant awarded to MCTC from Caltrans, seconded by Commissioner Nelson. All Ayes; motion carried.

d. Consider approving the October 2023 Salary Schedule.

The Finance Committee met and agreed to changing the salary schedule to a step/ladder schedule to be more consistent with the industry standard. They also agreed to the salaries for Accountant 1 and 2 positions. Since we currently have the Executive Assistant Secretary position in the February 7, 2023, Salary Schedule, it is recommended that the Executive Assistant Secretary position remain as shown in the February 7, 2023, Salary Schedule until the position is vacated to eliminate the need to meet and confer. Once the position is vacated, the October 2023 salary schedule will supersede.

Staff recommend approval of the October 2023 Salary Schedule and retaining the February 7, 2023, Salary Schedule for the Assistant Executive Secretary position until it is vacated.

e. MCTC and MTA Funding Chart

Pedersen explained that she had prepared the funding chart for the fiscal auditors and wanted to bring the chart to the Commission. It can be used as a tool; contact her if there are questions.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

Warren Farnum, Alturas Department of Public Works Director, reported the West 8th Street and Court Street Projects are moving along on track and will be put out to bid early 2024. In addition, Nagle and West C Streets are in PS&E.

The City has paid the final payment for East Street and filed the Notice of Completion. The City Council is anticipated to adopt a Resolution accepting the project at their October meeting. Following, the City will prepare final project close out documents and submit them to Caltrans.

b. Modoc County Road Dept. – County Roads

Lilly Toaetolu, Modoc County Road Department reported on the County's Cedarville Sidewalk ATP; it is being voted by the CTC. The County Clean CA Veterans' Park Improvements project is going out to bid this week. They are anticipating finding out if the City/County ATP project applications are approved and hope to hear by the end of the month.

c. Caltrans District 2

Javed Iqbal, Caltrans District 2, Project Manager, reported that the Hwy 139 Drainage & Culvert Project is complete and will need follow up environmental mitigation; the Clean California Project is out for bid; they are planning the Alturas CAPM Project Open House November 7, 2023; the Cedarville CAPM Project public meeting will be scheduled Spring/Summer 2024; and project study reports have been completed for the Goose Lake Pavement Project (2027 CON), and the Crowder Flat Pavement Project (2028 CON).

d. Modoc County Transportation Commission

Pedersen explained that we have 7 applications for the Assistant 1 or 2 position and requested a Commissioner to sit on the interview panel. Paul Minchella said he would be on the interview panel.

Pedersen reminded the City and County that they need to prepare their project programming requests for the 2024 STIP and submit them the first week of November.

7. Staff Update and Calendar

Calendar

MCTC Meeting schedule – 1:30

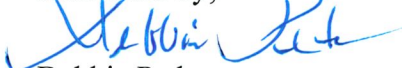
- 10/03/23
- 12/05/23

Modoc TAC Meeting Schedule - 1:00 p.m

- 09/06/23
- 11/08/23

8. **Motion to Adjourn** –motioned by Commissioner Cavasso; seconded by Commissioner Moriarity to adjourn the meeting at 2:31 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, December 5, 2023, at 1:30 p.m., or soon thereafter, in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.

Submitted by,



Debbie Pedersen
Executive Director