

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
Accountant I

Tristan Holt
Assistant Secretary I

AGENDA

REGULAR MEETING

Sage Stage Conference Room

108 S. Main St. Alturas

FEBRUARY 6, 2024, at 1:30 p.m.

Teleconference Number (712) 451-0647

Access Code 113785

1. Call to Order

- a. Pledge of Allegiance
- b. 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

1. Approve the minutes from the MCTC meeting on December 5, 2023.
2. Financial transactions 11/01/23 through 12/31/23. (Including the LTF Trust)
3. Year to Date expenditure report through 12/31/23.

5. Regular Business

1. Draft 2024/25 Overall Work program schedule **Information**
2. 2024 Transportation Development Act Funding of Apportionment **Information**
3. Consider adopting the 2024 Title VI Plan (non-transit) **Action**
4. Update on the Short-Range Transit Plan schedule **Information**
5. 2024 Regional Transportation Improvement Program **Information**

6. Agency Updates and Project Reports

Information/Discussion

1. City of Alturas Public Works Department
2. Modoc County Road Department
3. Caltrans District 2
4. Modoc County Transportation Commission

7. Staff Update, Correspondence and Calendar

Information

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

- 2023 Form 700's due April 2, 2024

8. Adjourn until next MCTC Regular meeting

Action

Tuesday, April 2, 2024, at 1:30 p.m., or soon thereafter, in the Sage Stage Conference Room at 108 S. Main Street, Alturas, CA.

Report to Modoc County Transportation Commission	
Subject	Meeting Date
Consent Agenda	February 6, 2024
Presented by	Agenda Item
Not Applicable	4

ATTACHMENTS – shown in **bold** below:

- a. Approve the **minutes from the December 5, 2023, meeting.**
- b. **Financial Transactions from 11/01/23 to 12/31/23.**

Vendor	Trans #	Amount	Explanation
Metropolitan Transportation Commission	2164	\$2250.00	Annual Dues

- c. **Year-to-Date Expenditure Reports**



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

**MINUTES
Regular Meeting
December 5, 2023**

Commissioners Present

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

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
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
Accountant 1

Public Present

Cherie Clark
Kathy Grah
Javed Iqbal
Warren Farnam

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

1. **Call to Order** – Chair John 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 were made.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda-**
Motion by Commissioner Rhoads to Confirm Agenda, seconded by Commissioner Cavasso. All Ayes; motion carried.
4. **Consent Agenda-**
 - a. Approve minutes from the October 3, 2023, MCTC Regular Meeting.
 - b. Approve the financial reports from September 1, 2023, through October 31, 2023.
 - c. Year to Date expenditure report through October 31, 2023.

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

5. Regular Business-

a. Consider adopting Resolution 23-05 2024 Modoc Regional Transportation Improvement Program (RTIP).

Executive Director, Debbie Pedersen explained MCTC is responsible for adopting the RTIP, following the release of the Fund Estimate, each odd numbered year. The RTIP is due to the California Transportation Commission (CTC) by December 15, 2023. Modoc's County Share is \$3.038 million; Planning, Programming, and Monitoring (PPM) is limited to 5% which is \$223,000, leaving \$2.815 million for the Commission to program for State, County, and City transportation infrastructure projects. Caltrans has not requested any State Highway projects for this cycle. The Modoc County 2024 RTIP summary was provided referencing the funding amounts programmed for each project.

Motion by Commissioner Moriarity to adopt Resolution 23-05 2024 Modoc Regional Transportation Improvement Program (RTIP), seconded by Commissioner Nelson. All Ayes; motion carried.

b. Consider adopting Resolution 23-06 Authorizing Calendar Year 2024 signatories.

Pedersen reported this is an annual resolution that is adopted by the Commission to authorize the Chair, Vice Chair, and Executive Director to sign documents related to the Commission's plans and programs.

Motion by Commissioner Cavasso to adopt Resolution 23-06 Authorizing Calendar Year 2024 signatories, seconded by Commissioner Moriarity. All Ayes; motion carried.

c. Consider accepting the 2022/23 Fiscal Compliance Audits

Executive Director, Pedersen, reported Singleton Auman PC completed the Fiscal Year 2022/23 Fiscal Compliance Audits for MCTC & MTA. We have the same three management findings as years past due to the number of office staff.

Motion by Commissioner Minchella to accept the 2022/23 Fiscal Compliance Audits, seconded by Commissioner Nelson. All Ayes; motion carried.

d. Nominate Chair and Vice Chair for Calendar Year 2024.

Motion by Commissioner Moriarity to nominate John Dederick as Chair and Kathie Rhoads as Vice Chair for Calendar Year 2024, seconded by Commissioner Nelson. All Ayes; motion carried.

6. Agency Updates and Project Reports

a. Alturas Public Works Dept. – City Streets

Warren Farnam, City of Alturas Public Works Director, reported construction on West 8th Street and Court Street is out for bid. The bids came in a little high and the projects have not been awarded yet.

Nagle Street and West C Street are moving along on track.

b. Modoc County Road Dept. – County Roads

In the absence of Mitch Crosby, Modoc County Road Commissioner, Executive Director, Debbie Pedersen reported the MCRD will be allocating STIP funds for the County Road 111 Project.

The County Road 55 project should be finishing up the E&P phase.

Construction on the Clean California Project at the Veterans Park is out for bid.

c. Caltrans District 2

Javed Iqbal, Caltrans District 2, Project Manager, reported there will be a couple minor chip seal projects going to construction next year during the 2024 construction season.

The Clean California Project in Modoc County is in the award process and will be going to construction in the spring of 2024.

Iqbal reported broadband is being considered along the SR-299 corridor in Modoc County.

Cherie Clark, Caltrans District 2, Regional Planning Liaison reported Caltrans will be sending three Clean California Project Managers to Modoc County to meet with the Clean California Grant Writers on December 20, 2023.

d. Modoc County Transportation Commission

Pedersen reported Caltrans has given MCTC permission to proceed with the Request for Proposal for the 2024 Short Range Transit Planning Grant.

7. Staff Update and Calendar

MCTC has hired one full-time and one part-time Assistant Secretary 1. The extra office staff has helped lighten the current workload.

Calendar – consider future dates and events of interest:

12/25/23 Christmas Eve Holiday; Office Closed, No Bus Service
12/26/23 Christmas Day Holiday; Office Closed, No Bus Service
01/01/24 New Years Eve Holiday; Office Closed, No Bus Service
01/02/24 New Years Day Holiday; Office Closed, Buses will be Operating.
01/10/24 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room
02/06/24 MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room

8. Motion to Adjourn –motioned by Commissioner Nelson; seconded by Commissioner Cavasso to adjourn the meeting at 1:59 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, February 6, 2024, at 1:30 p.m., or soon thereafter, in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.

Submitted by,

Michelle Cox
Accountant 1

11:54 AM

Modoc County Transportation Commission

01/26/24

Financial Transactions

Accrual Basis

November & December 2023

Type	Date	Num	Name	Amount	Balance
LAIF - 002 (Reserve \$300K)					308,568.51
Total LAIF - 002 (Reserve \$300K)					308,568.51
Plumas - Checking 0466					79,804.78
LTF Contingency Fund (\$100k)					100,000.00
Total LTF Contingency Fund (\$100k)					100,000.00
Plumas - Checking 0466 - Other					-20,195.22
Bill Pmt -Check	11/07/2023	2155	Monica Derner, CPA	-375.00	-20,570.22
Bill Pmt -Check	11/08/2023	2156	PARS	-716.43	-21,286.65
Bill Pmt -Check	11/09/2023	110923	Intuit	-12.00	-21,298.65
Deposit	11/22/2023			48,850.53	27,551.88
Bill Pmt -Check	11/26/2023	112623	FreeConferenceCall.com	-4.00	27,547.88
Liability Check	11/28/2023	2157	Aflac	-104.52	27,443.36
Liability Check	11/28/2023	2158	Edward Jones	-260.10	27,183.26
Liability Check	11/28/2023	2159	Golden State Risk Manageme...	-2,324.00	24,859.26
Liability Check	11/28/2023	2160	US Bank PARS Account #674...	-1,660.16	23,199.10
Liability Check	11/28/2023	2161	Golden State Risk Manageme...	-142.82	23,056.28
Check	11/28/2023	2162	US Bank PARS Account #674...	-5,630.00	17,426.28
Liability Check	11/29/2023		QuickBooks Payroll Service	-12,516.31	4,909.97
Paycheck	11/30/2023		Allen, Heather C	0.00	4,909.97
Paycheck	11/30/2023		Cox, Michelle D.	0.00	4,909.97
Paycheck	11/30/2023		Holt, Tristan D	0.00	4,909.97
Paycheck	11/30/2023		Pedersen, Deborah	0.00	4,909.97
Liability Check	11/30/2023		IRS (eftps.gov)	-4,921.94	-11.97
Liability Check	11/30/2023		EDD	-1,253.98	-1,265.95
Deposit	12/04/2023			59,402.79	58,136.84
Bill Pmt -Check	12/04/2023	2163	Modoc County Record	-49.50	58,087.34
Bill Pmt -Check	12/04/2023	2164	Metropolitan Transportation C...	-2,250.00	55,837.34
Bill Pmt -Check	12/07/2023	2165	John Dederick	-400.00	55,437.34
Bill Pmt -Check	12/07/2023	2166	Kathie Rhoads	-150.00	55,287.34
Bill Pmt -Check	12/07/2023	2167	Elizabeth Cavasso	-150.00	55,137.34
Bill Pmt -Check	12/07/2023	2168	Paul Minchella	-150.00	54,987.34
Bill Pmt -Check	12/07/2023	2169	Mark Moriarity	-150.00	54,837.34
Bill Pmt -Check	12/07/2023	2170	Cheryl Nelson	-150.00	54,687.34
Bill Pmt -Check	12/09/2023	120923	Intuit	-24.00	54,663.34
Bill Pmt -Check	12/11/2023	2171	PARS	-716.43	53,946.91
Deposit	12/13/2023			24,648.44	78,595.35
Liability Check	12/26/2023	2172	Aflac	-104.52	78,490.83
Liability Check	12/26/2023	2173	Edward Jones	-260.10	78,230.73
Liability Check	12/26/2023	2174	Golden State Risk Manageme...	-2,382.00	75,848.73
Liability Check	12/26/2023	2175	US Bank PARS Account #674...	-1,940.34	73,908.39
Liability Check	12/26/2023	2176	Golden State Risk Manageme...	-140.50	73,767.89
Bill Pmt -Check	12/27/2023	122623	FreeConferenceCall.com	-4.00	73,763.89
Liability Check	12/28/2023		QuickBooks Payroll Service	-13,235.52	60,528.37
Paycheck	12/29/2023		Allen, Heather C	0.00	60,528.37
Paycheck	12/29/2023		Cox, Michelle D.	0.00	60,528.37
Paycheck	12/29/2023		Holt, Tristan D	0.00	60,528.37
Paycheck	12/29/2023		Pedersen, Deborah	0.00	60,528.37
Liability Check	12/29/2023		EDD	-1,269.72	59,258.65
Liability Check	12/29/2023		IRS (eftps.gov)	-4,902.88	54,355.77
Total Plumas - Checking 0466 - Other				74,550.99	54,355.77
Total Plumas - Checking 0466				74,550.99	154,355.77
TOTAL				74,550.99	462,924.28

Modoc County Transportation Commission

Balance Sheet

As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
LAIF - 002 (Reserve \$300K)	308,568.51
Plumas - Checking 0466	
LTF Contingency Fund (\$100k)	100,000.00
Plumas - Checking 0466 - Other	54,355.77
Total Plumas - Checking 0466	154,355.77
Total Checking/Savings	462,924.28
Accounts Receivable	
MTA - AR	22,283.05
Total Accounts Receivable	22,283.05
Total Current Assets	485,207.33
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	
Net Pension Asset	11,576.00
Deferred Outflow of Resources	40,693.00
Total Other Assets	52,269.00
TOTAL ASSETS	537,476.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	186.65
Total Accounts Payable	186.65
Other Current Liabilities	
AP Trade	24,411.00
PAYROLL LIABILITIES	
Compensated Absences	17,133.62
Vision insurance payable	35.50
Dental insurance payable	106.16
Health insurance payable	2,797.00
Total PAYROLL LIABILITIES	20,072.28
Total Other Current Liabilities	44,483.28
Total Current Liabilities	44,669.93
Long Term Liabilities	
Deferred Inflow of Resources	24,130.00
Total Long Term Liabilities	24,130.00
Total Liabilities	68,799.93
Equity	
Retained Earnings	450,280.48
Net Income	18,395.92
Total Equity	468,676.40

11:48 AM

Modoc County Transportation Commission

01/26/24

Balance Sheet

Accrual Basis

As of December 31, 2023

	Dec 31, 23
TOTAL LIABILITIES & EQUITY	537,476.33

Modoc County Transportation Commission

Profit & Loss

As of December 31, 2023

	Jul - Dec 23
Ordinary Income/Expense	
Income	
LTF - MCTC Admin	99,661.25
RPA	81,951.56
Total Income	181,612.81
Gross Profit	181,612.81
Expense	
Pavement Managment System	2,250.00
Accounting / Auditor Services	16,367.00
Commissioner Per Diem	3,300.00
Insurance	12,684.00
IT Service & Support	361.88
Legal Notices	282.50
Payroll Services / PARS Admin	14,276.72
Planning Support & Services	0.00
Payroll	
Unallocated Leave Time	-0.02
PARS retirement -employer share	4,887.17
Simple IRA - employer share	892.02
Payroll taxes	5,922.61
Salaries	85,271.51
Health Benefits Expense	
Dental Insurance	801.42
Health Ins. - Employer Portion	15,271.95
Vision Insurance	266.25
Total Health Benefits Expense	16,339.62
Total Payroll	113,312.91
Travel / Training / Memberships	20.00
Total Expense	162,855.01
Net Ordinary Income	18,757.80
Other Income/Expense	
Other Income	
Refunds/Reimbursements	-361.88
Total Other Income	-361.88
Net Other Income	-361.88
Net Income	18,395.92

Report to Modoc County Transportation Commission	
Subject	Meeting Date
Regular Business	February 6, 2024
Presented by	Agenda Item
MCTC Staff	5

ATTACHMENTS – shown in **bold** below:

1. Draft 2024/25 Overall Work Program (OWP) schedule *Information*
The draft 2024/25 OWP will be developed and circulated by February 2, 2024.

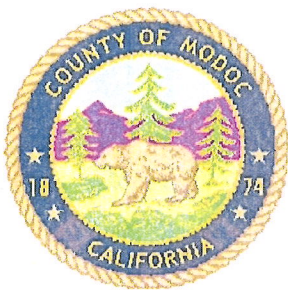
2. **2024 Transportation Development Act Funding of Apportionment** *Information*

3. Consider adopting the **2024 Title VI Plan** (non-transit). *Action*

4. Update on the Short-Range Transit Plan schedule *Information*

- Request for Proposals advertised January 25, 2024
- Questions due: February 12, 2024
- Proposals due: March 1, 2024
- Proposal review and evaluation: 15 days
- Cost Negotiation with first ranked consultant: 15 days
- Contract Award and Notice to Proceed: April 2, 2024

5. **2024 Regional Transportation Improvement Program** *Information*



COUNTY OF MODOC

Auditor/Clerk
108 E. Modoc Street
ALTURAS, CALIFORNIA 96101

(530) 233-6204 Office
(530) 233-6666 Fax

STEPHANIE WELLEMAYER
*Auditor, Clerk, &
Registrar of Voters*

January 29, 2024

Debbie Pedersen
Modoc County Transportation Commission
108 S. Main Street
Alturas, CA 96101

RE: Local Transportation Fund Estimate 2024-25

Dear Mrs. Pedersen,

Pursuant to California Code of Regulations , Divison 3, California State Transportation Agency, Chapter 2, Transportation Development, Article 3, Section 6620, I hereby submit the following estimate for the ensuing fiscal year:

Estimated Revenue: \$300,000

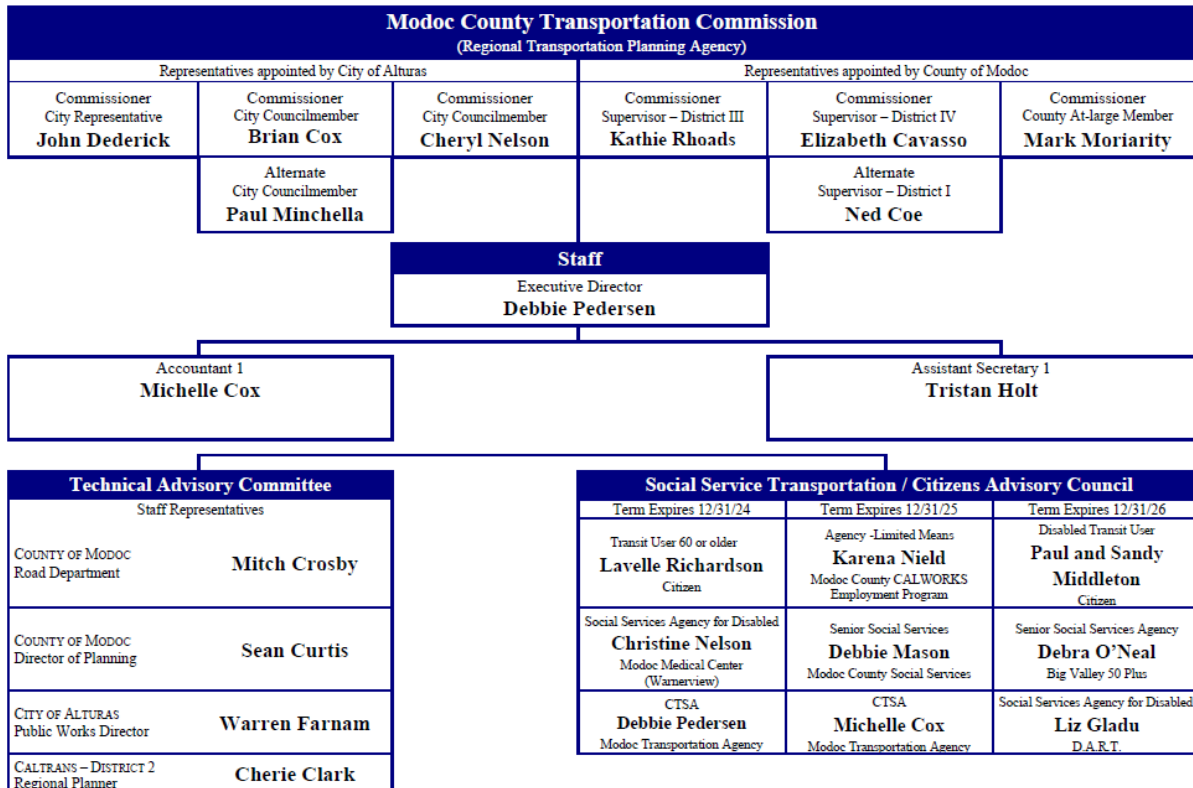
If you have any questions, please feel free to contact me at (530) 233-6204.

Sincerely,

Stephanie Wellemeyer
Auditor/Clerk



Title VI Non-Discrimination Compliance Plan Non-Transit



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

Adopted by the Modoc County Transportation Commission *****.

To obtain services or copies in an alternate format or language, please contact the Modoc County Transportation Commission at (530) 233-6410, email dpedersen@modoctransportation.com, or visit the Commission's website at <http://www.modoctransportation.com>

Para obtener servicios o copias en un formato o idioma alternativo, comuníquese con la Comisión de Transporte del Condado de Modoc al (530) 233-6410, envíe un correo electrónico dpedersen@modoctransportation.com o visite el sitio web de la Comisión en <http://www.modoctransportation.com>

Table of Contents

Title VI Program Policy and Complaint Procedures	1
Policy	1
Applicability.....	1
Definitions.....	1
General Requirements and Guidelines	2
Environmental Justice Considerations	4
Limited English Proficient (LEP) Individuals and Public Participation Requirements	4
Oral Language Assistance	5
Complaints, Lawsuits and Appeals.....	5
Deficiencies with Title VI Compliance	8
Administration of Regulation.....	8
Limited English Proficiency (LEP) Plan	8
Introduction	8
Plan Summary	9
Limited English Proficiency (LEP) Plan Outline.....	10
Language Assistance Measures	11
Staff Training	11
Outreach Techniques	11
Monitoring and Updating the LEP Plan.....	12
Dissemination of the LEP Plan	12
Public Participation Plan	13
Summary of Public Participation Efforts	13
Public Meetings and Outreach.....	13

Title VI Program Policy and Complaint Procedures

Policy

Modoc County Transportation Commission (MCTC) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color or national origin. All persons, regardless of their citizenship, are covered under this regulation. In addition, MCTC prohibits discrimination based on race, color or national origin in its employment and business opportunities. MCTC will:

- not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and/or this regulation;
- ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964;
- ensure the level and quality of its transportation service is provided without regard to race, color, or national origin;
- promote the full and fair participation of all affected populations in the transportation decision-making process;
- make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within the region as provided herein;
- ensure that Limited English Proficient (LEP) individuals have access to MCTC's programs, activities, and services; and
- post this plan and policy on the website at www.modoctransportation.com and within the business office.

These regulations shall be maintained in English and made available in Spanish upon request.

Applicability

This policy is applicable to all MCTC employees, members of the public and all contractors hired by MCTC.

Failure of an MCTC employee to follow this policy and procedure may subject such employee to disciplinary action up to and including employment termination.

Definitions

Adverse Effect means having a harmful or undesired effect.

Discrimination refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effects of prior discrimination based on race, color or national origin.

Limited English Proficient (LEP) Persons are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes

people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

Low-Income Population means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.

Minority Individuals

1. American Indian and Alaska Native, which refers to people having origins in any of the original people of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. Asian, which refers to people having origins in any of the original people from the Far East, Southeast Asia, or the Indian subcontinent.
3. Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
4. Hispanic or Latino, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
5. Native Hawaiian and Other Pacific islanders, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

National Origin means the nation in which a person was born, or where the person's parents or ancestors were born.

Race means a group of people united or classified together based on common history, nationality, or geographic distribution.

Recipient means one that has received or is receiving Federal financial assistance. The term includes sub-recipients of a recipient and sub-recipients in FTA State administered programs.

Retaliation Any adverse action taken against another individual because of his/her participation in the complaint, investigation, or hearing relating to this policy or the provision of federal or state law.

Vital Documents are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program (e.g., public notices, consent forms, complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).

General Requirements and Guidelines

MCTC will carry out its programs, activities, and services in compliance with Title VI of the Civil Rights Act of 1964. MCTC or any of its employees will not, on the grounds of race, color, national origin, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination under any MCTC programs, services, or activities.

MCTC, any of its employees, or contractors will not, on the grounds of race, color, or national origin:

- a. Provide any service, financial aid, or benefit that is different from that provided to others.
- b. Subject an individual to segregation or segregation or separate treatment.
- c. Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others.
- d. Deny any individual service, financial aid, or benefits under any MCTC programs, services, or activities.
- e. Treat individuals differently in terms of whether they satisfy admission or eligibility requirements.
- f. Deny an individual the opportunity to participate as a member of a planning or advisory body.

MCTC shall evaluate significant plan and program changes to determine whether these changes have a discriminatory impact on low-income and Limited English Proficiency individuals.

MCTC conducts regular board meetings every other month to ensure that all individuals are afforded an opportunity to participate in transportation decisions. If items for board approval become apparent before that regular meeting, a special meeting is scheduled.

MCTC and MCTC's legal counsel will maintain a list (a minimum of four years in active status) of any Title VI investigations, complaints, or lawsuits filed which allege MCTC discriminated against a person or group on the basis of race, color, or national origin. This list will include:

- a. The date the investigation, complaint, or lawsuit was filed.
- b. A summary of the allegation(s).
- c. The status of the investigation, complaint, or lawsuit; and
- d. Any actions or corrective actions taken by MCTC in response to the investigation, complaint, or lawsuit.

MCTC will keep the public informed of the protections against discrimination afforded to them by Title VI and MCTC's obligations under Title VI by posting a [Title VI Policy Statement](#) (Attachment A) and associated English and Spanish [Complaint Forms](#), on MCTC's website at www.modoctransportation.com and at the MCTC's office.

MCTC will take steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities, and services for individuals that are Limited English Proficient (LEP).

MCTC has met the Safe Harbor Provision by providing a written Spanish translation of the Complaint form and Notice of Title VI rights. In addition, oral translation is made available as needed.

MCTC will provide information, upon request from FTA, and investigate complaints of discrimination, or resolve concerns about possible noncompliance with Title VI.

MCTC will submit its Title VI Program to the FTA's regional civil rights officer and the California Department of Transportation Division of Mass Transportation once every three years to ensure compliance with Title VI Requirements.

MCTC will ensure that minority and low-income individuals have meaningful access to MCTC's programs, activities, and services.

Environmental Justice Considerations

MCTC shall integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects. MCTC is not required to conduct environmental justice analyses of projects where NEPA documentation is not required. MCTC will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:

- a. A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, direct observation, or a public involvement process).
- b. A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations.
- c. A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as transit needs or services or accessibility.
- d. A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project;
- e. A discussion of the remaining effects, if any, and why further mitigation is not proposed; and
- f. For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas.

Limited English Proficient (LEP) Individuals and Public Participation Requirements

MCTC will seek out and consider the viewpoints of minority, low-income, and Limited English Proficient (LEP) populations while conducting public outreach and involvement activities. MCTC's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

MCTC will ensure that individuals have access to its programs, activities, and services by developing and carrying out the language plan herein. MCTC will continually assess the language assistance needs of the population to be served.

MCTC will use the following four (4) factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals.

- a. Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service.
- b. Frequency with which LEP individuals encounter MCTC programs, activities, and services.
- c. Importance of the program, activity, or service provided by MCTC to LEP individuals lives.
- d. Resources needed to provide effective language assistance and costs.

Oral Language Assistance

MCTC provides an interpretation service by appointment.

Complaints, Lawsuits and Appeals

How to File a Title VI Complaint with MCTC: Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, with respect to MCTC's programs, activities, services, or other transit related benefits, may file a written complaint with MCTC. A complaint may be filed by the individual or by a representative. A complaint must be filed within 180 days after the date of the alleged discrimination, but complainants are encouraged to submit complaints as soon as possible. MCTC will promptly investigate all complaints filed under Title VI, pursuant to this regulation.

Complaint must include the following information:

- a. A complaint must be in writing and signed and dated by the complainant or his/her representative before any action can be taken.
- b. A complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the complainant, the date, time, and location of the incident. The complaint shall include a description of the program, activity, or service on which the alleged discrimination occurred.

A *Complaint Form* (Attachment C) can be used to file a Title VI complaint with MCTC. A complaint form will be made in an accessible format upon request. A complaint form can be obtained at:

- a. MCTC's website www.modctransportation.com
- b. By calling MCTC at (530) 233-6410 and a complaint form can be mailed.
- c. By picking up a complaint form at 108 S. Main St., Alturas, CA 96101.

If the complaint is received by anyone besides MCTC'S Executive Director, the individual in receipt of the complaint shall forward it to the Executive Director as soon as practicable but no later than two (2) business days of receipt. The Executive Director shall immediately provide a copy of the

complaint to the Chair of the MCTC regarding the program or activity that is identified as being out of compliance.

Procedures for Investigating Complaints

The Executive Director shall promptly investigate the alleged complaint and shall prepare a written response as soon as possible, but no later than ten (10) business days of his/her receipt of the complaint. The Executive Director may consult with appropriate staff in the preparation of his/her response to the complaint.

Efforts to Contact Complainant

The Executive Director shall make efforts to speak (meeting or telephone conversation) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that his/her rights under Title VI have been violated. The Executive Director shall review and consider the response prepared by the Executive Director, all the information provided by the complainant, if any, and any other evidence available regarding the allegations of the complaint. The Executive Director shall prepare a written report of his/her findings and if corrective action is required, a timetable for the completion of such action.

Completion of Investigation

As soon as it is practicable, but no later than twenty (20) business days following receipt of the initial complaint, the Executive Director shall inform the complainant of his/her findings and any corrective action to be taken as a result of the complaint together with the timetable for completion of such action.

Appeal to MCTC Chair

If the complainant is not satisfied with the findings and/or action of MCTC's Executive Director, then the complainant may file his/her Complaint with the Chair of the MCTC or with the FTA's Office of Civil Rights.

Appeal Process

If the complainant chooses to file his/her complaint with the Chair of the MCTC, then the complaint and any supporting documentation should be submitted within five (5) business days of his/her receipt of the results of the Executive Director's investigation, with the Chair of MCTC by providing it to the Executive Director at MCTC's facility. Upon review of the file, the Chair shall notify the complainant of what actions, if any, will be taken as a result of the review by the Chair with ten (10) business days of the Chair's notification that the complainant is not satisfied with the results of the Executive Director's investigation. The decision of the Chair of MCTC shall be final.

Timeline waiver

Any timeline set forth herein may be extended by the Executive Director upon a showing of good cause.

How to file a Title VI complaint with the FTA Office of Civil Rights

Any person who believes that he/she or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual

orientation, or gender identity, with respect to MCTC's programs or activities, may file a written complaint with FTA. A complaint may be filed by the individual or by a representative. A complaint must be filed within 180 days after the date of the alleged discrimination. FTA will promptly investigate all Complaints filed under Title VI in accordance with DOT regulations 49 CFR 21.11 (b) and 21.11 (c)

- A. A complaint must include the following information: A complaint must be in writing and signed and dated by the complainant or his/her representative before any action can be taken. In cases where a complainant is unable or incapable of providing a written statement, but wishes FTA or DOT to investigate alleged discrimination, a verbal complaint of discrimination may be made to the FTA Director, Office of Civil Rights. If necessary, the Civil Rights Official will assist the person in converting the verbal complaint into writing. All complaints must, however, be signed by the complainant or his/her representative.

FTA.ADAAssistance@dot.gov

Federal Transit Administration Office of Civil Rights

Attn: Title VI Program Coordinator

East Building, 5th Floor – TCR

1200 New Jersey Avenue, S.E.

Washington, DC 20590

TTY: 1 800 877-8339

Voice: 1 866 377-8642

- B. A complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the date, time, and location of the incident. The complaint shall include a description of the program, activity, or service on which the alleged discrimination occurred.

Complaint Acceptance

Once a complaint has been accepted, FTA will notify MCTC that it has been subject to a Title VI complaint and ask MCTC to respond in writing to the complainant's allegations. Once the complainant agrees to release the complaint to MCTC, FTA will provide MCTC with the complaint. FTA may choose to close a complaint if the complainant does not agree to release the complaint to MCTC. FTA strives to complete a Title VI complaint investigation within 180 days of the acceptance date of a complaint.

Investigations

FTA will make a prompt investigation whenever a compliance review, report, complaint, or any other information indicates a possible failure to comply with Title VI Regulations. FTA's investigation will include a review of the pertinent practices and policies of MCTC, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether MCTC has failed to comply with Title VI regulations.

Following the investigation, FTA's Office of Civil Rights will transmit to the complainant and MCTC one of the following three letters based on its findings:

- a. *Letter of Resolution*: explains the steps that MCTC has taken or promises to take to come into compliance with Title VI.
- b. *Letter of Finding (Compliance)*: explains that MCTC is found to have complied with Title VI. This letter will include an explanation of why MCTC was found to have complied and provide notification of the complainant's appeal rights.
- c. *Letter of Finding (Noncompliance)*: explains that MCTC is found to be in noncompliance. This letter will include each violation referenced, the applicable regulations, a brief description of proposed remedies, notice of the time limit on the conciliation process, the consequences for failure to achieve voluntary compliance, and an offer of assistance to MCTC in devising a remedial plan for compliance.

Appeals Process

The letters of finding and resolution will offer the complainant and MCTC the opportunity to provide additional information that would lead FTA to reconsider its conclusions. FTA requests that the parties in the complaint provide this additional information within 60 days of the date of the FTA letter of finding. FTA's Office of Civil Rights will respond to an appeal either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

Deficiencies with Title VI Compliance

Compliance Reviews will be conducted periodically by FTA, as part of its ongoing responsibility pursuant to its authority under 49 CFR 21.11(a).

If FTA determines that MCTC is in noncompliance with Title VI, it will transmit a *Letter of Findings* that describes FTA's determination and requests that MCTC voluntarily take corrective action(s) which FTA deems necessary and appropriate.

MCTC will submit a remedial action plan including a list of planned corrective actions and, if necessary, sufficient reasons and justification for FTA to reconsider any of its findings or recommendations within 30 days of receipt of FTA's *Letter of Findings*.

Administration of Regulation

MCTC will integrate the provisions within its Title VI Program into all programs and activities. MCTC will integrate the Title VI Program into its policies and procedures.

Limited English Proficiency (LEP) Plan

Introduction

This Limited English Proficiency (LEP) Plan has been prepared to address the MCTC's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1A dated May 13, 2007, which states that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

Plan Summary

MCTC is the regional transportation planning agency for Modoc County. MCTC has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by MCTC. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

To prepare this plan, MCTC undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter an MCTC program or activity.
2. The frequency with which LEP persons encounter MCTC programs or activities.
3. The nature and importance of programs, activities or services provided by MCTC to the LEP population.
4. The resources available to MCTC and overall costs to provide LEP assistance.

A summary of the results of the MCTC four-factor analysis follows.

Four-Factor Analysis

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a MCTC program, activity, or service.

In review of the 2015 U.S. Census Language Survey Report and determined that 1094 persons in Modoc County [12.5 % of the population] speak a language other than English. In Modoc County, 498 persons [45.5%] indicate having limited English proficiency; that is, they speak English "not very well" while 596 speak English "very well."

In Modoc County, of those persons with limited English proficiency, 906 (10.3% of the total population) speak Spanish; the remaining 188 respondents speak approximately 33 different languages, each accounting for less than 1.6% of the population.

2. The frequency with which LEP persons encounter MCTC programs or activities.

MCTC assessed the frequency with which staff have, or could have, contact with LEP persons. This includes documenting phone inquiries for requests for interpreters and translated documents. MCTC staff have stated they recall having none or just 1 or 2 calls

where an interpreter was needed. Based on this information MCTC will continue to schedule appointments with an interpretation service as needed. MCTC works with local community service agencies having high LEP person traffic and ensure that language assistance information is posted in areas such as buses website and MCTC office.

3. The nature and importance of programs, activities or services provided by MCTC to the LEP population.

The largest geographic concentration of LEP individuals in the MCTC service area is Spanish. The 2010 Census indicates that 86.7% of Modoc residents over 5 years of age speak only English with 13.3% (1,205 people) speaking a language other than English of which 11.8% (1069 people) speak Spanish. 380, or 4.2%, of Spanish speaking residents noted that they speak English less than “very well.” MCTC planning documents, meetings, workshops, etc., are available to the LEP and public.

MCTC would most likely encounter LEP individuals at the MCTC office where community outreach events and posters are displayed relating to transportation planning activities.

4. Assessment of the resources available to MCTC and overall costs to provide LEP assistance.

MCTC assessed its available resources that could be used for providing LEP assistance, including determining the cost of a professional interpreter and translation service on an as-needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that MCTC could partner with for outreach and translation efforts. The amount of staff that might be needed was also considered. See Attachment E-1 for a summary. Based on the four-factor analysis, MCTC developed its LEP Plan as outlined in the following section.

Limited English Proficiency (LEP) Plan Outline

How MCTC and staff may identify an LEP person who needs language assistance:

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Have staff greet participants as they arrive to MCTC sponsored events. By informally engaging participants in conversation, it is possible to gauge each attendee’s ability to speak and understand English.
3. Have Census Bureau Language Identification flashcards available at MCTC meetings. This will assist MCTC in identifying language assistance needs for future events and meetings.
4. Have Census Bureau Language Identification flashcards available at the office to assist staff in identifying specific language assistance needs of customers. If such individuals are encountered, staff will be instructed to try to obtain contact information to give to MCTC management staff for follow-up.
5. MCTC staff will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

Language Assistance Measures

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which MCTC staff responds to LEP persons, whether in person, by phone or in writing.

- a. Provide Spanish-speaking interpreter by appointment at the office.
- b. Utilize cell phone language translation applications.
- c. Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on MCTC programs and services;
- d. Placement of statements in notices and publications that interpreter services are available for these meetings, with seven (7) days advance notice;
- e. Survey bus drivers and other staff annually on their experience concerning any contacts with LEP persons during the previous year;
- f. Post MCTC's Title VI Program and LEP Plan on the agency website, www.modoctransportation.com, and at the office;
- g. Provide travel training to LEP persons with the assistance of bilingual staff; and
- h. When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will utilize a professional interpreter service.

Staff Training

The following training has been and continues to be provided to MCTC staff:

1. Information on the MCTC Title VI Procedures and LEP responsibilities (ongoing).
2. Description of language assistance services offered to the public (ongoing)
3. How to handle a potential Title VI / LEP complaint (ongoing)

Outreach Techniques

To ensure that LEP individuals are aware of MCTC's language assistance measures, MCTC provides the following:

- a. Spanish language contact information, phone, and email is posted on the MCTC website home page, at the office, and on planning documents.
- b. Bilingual staff available for in-person or phone customer service at the MCTC office by appointment.

Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers and agendas can be provided upon request. Notices are posted in the following locations:

- a. MCTC office
- b. Alturas City Hall
- c. Modoc County Courthouse
- d. MCTC website

Such notices may also be posted or announced with local stakeholders and community centers. Interpreters will be provided and made available as needed.

Monitoring and Updating the LEP Plan

MCTC will update the LEP plan as required by U.S. DOT. At a minimum, the plan will be reviewed and updated every three (3) years in conjunction with the Title VI submission, when data from the 2020 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the MCTC service area. Updates will include the following:

- a. The number of documented LEP person contacts encountered annually
- b. How the needs of LEP persons have been addressed
- c. Determination of the current LEP population in the service area
- d. Determination as to whether the need for translation services has changed
- e. Determine whether local language assistance programs and funding have been effective and sufficient to meet any needs
- f. Determine whether MCTC has fully complied with the goals of the LEP Plan
- g. Determine whether complaints have been received concerning MCTC's failure to meet the needs of LEP individuals

Dissemination of the LEP Plan

A link to the MCTC's LEP Plan and the Title VI Program is included on the MCTC website at www.modoctransportation.com.

Any person or agency with internet access will be able to access and download the plan from the MCTC website. Alternatively, any person or agency may request a copy of the plan via telephone, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which MCTC will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to the Modoc County Transportation Commission, Executive Director:

Modoc County Transportation Commission
Debbie Pedersen, Executive Director
108 S. Main Street
Alturas, CA 96101
(530) 233-6410
dpedersen@modoctransportation.com

Public Participation Plan

Summary of Public Participation Efforts

Over the last reporting period, MCTC conducted the following public outreach and involvement activities:

- Main Street Design Committee Outreach
- MCTC meetings
- 2019 Regional Transportation Plan Workshop

Public Meetings and Outreach

The MCTC Board Meetings are regularly scheduled public meetings that are conducted on the first Tuesday of February, April, June, August, October, and December annually. All timetables and public meeting information are available on the MCTC website prior to the meeting. Special Arrangements for “free” transportation to and from MCTC meetings will be provided to elderly, disabled, and persons with limited means, within 10 miles of meeting location and with 48-hour advance notice. In addition to the MCTC public meetings, special events are noticed in the local newspaper and by posting flyers in the office, at the Modoc County Courthouse, Alturas City Hall, at our local grocery stores, and on the MCTC website.

MCTC contacts a bilingual social service employee that provides translation for Spanish-speaking customers. Bilingual assistance is utilized in outreach programs when needed and appropriate.

Attachment A

POLICY STATEMENT

The Modoc County Transportation Commission (MCTC) is committed to providing public transportation in an environment that is free from discrimination on the basis of race, color or national origin. MCTC operates its programs, activities, and services without regard to race, color or national origin.

As a Federal Transit Administration (FTA) fund recipient, Modoc County Transportation Commission will ensure that its programs, policies and activities comply with Title VI of the Civil Rights Act of 1964, as amended, and Department of Transportation regulations.

Any person, who believes that he/she, has been subjected to discrimination on the basis of race, color or national origin, with respect to MCTC's programs, activities, services, or other transit related benefits, may file a Title VI complaint. Complaints must be filed in writing and signed by the complainant, or a representative, and should include the complainants name, address, and telephone number or other means by which the complainant can be contacted. Complaints must be filed within 180 days of the date of the alleged discriminatory act.

To request additional information on the MCTC non-discrimination obligations or to file a Title VI Complaint, please submit your request or complaint in writing to:

Modoc County Transportation Commission
Attn: Debbie Pedersen, Executive Director
108 S. Main St.
Alturas, CA 96101

Complaint forms can also be obtained at www.modoctransportation.com

Federal Transit Administration (FTA) Title VI Complaints may be filed directly to:

Federal Transit Administration Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Attachment B

LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS (GENERAL REQUIREMENT)



Modoc County Transportation Commission does not have any past, current, or pending Title VI complaints

Attachment C

Complaint Form



MODOC COUNTY
TRANSPORTATION COMMISSION

TITLE VI DISCRIMINATION COMPLAINT FORM

108 S. Main St., Alturas, CA 96101

Complainant's Name: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ E-mail Address: _____

Date of Violation: _____ Time of Violation: _____

Date of Complaint: _____ Place of Violation: _____

Bus Number: _____ Bus Route: _____

Discrimination because of:

☐ Race

☐ Color

☐ National

Origin

Please provide the names(s) of the MCTC employee(s) who allegedly discriminated against you, including their job titles (if known). _____

Identify what MCTC service, program, or activity did not comply with Title VI of the Civil Rights Act of 1964. _____

Identify individuals by name, address and phone number that has information relating to the violation. _____

Explain as clearly as possible what happened, how you feel you were discriminated against and who was involved. Please include how other individuals were treated differently from you. _____

Signature of Complainant: _____ Date: _____

Attachment C (Spanish)

Complaint Form



MODOC COUNTY
TRANSPORTATION COMMISSION

FORMULARIO DE QUEJA POR DISCRIMINACIÓN DEL TÍTULO VI

108 S. Main St., Alturas, CA 96101

Nombre del demandante: _____

Dirección: _____

Ciudad/Estado/Zip: _____

Teléfono: _____

Dirección de correo electrónico: _____

Fecha de violación: _____

Hora de la infracción: _____

Fecha de la queja: _____

Lugar de violación: _____

Número de _____

autobús: Ruta del autobús: _____

Discriminación por:

☐Color ☐de la raza ☐Origen ☐nacional

Proporcione los nombres de los empleados de MCTC que supuestamente lo discriminaron, incluidos sus puestos de trabajo (si se conocen). _____

Identificar qué servicio, programa o actividad de MCTC no cumplía con el Título VI de la Ley de Derechos Civiles de 1964. _____

Identificar a las personas por nombre, dirección y número de teléfono que tenga información relacionada con la violación. _____

Explique lo más claramente posible lo que sucedió, cómo se siente que fue discriminado y quién estuvo involucrado. Incluya cómo otras personas fueron tratadas de manera diferente a usted. _____

Firma del demandante: _____ Fecha: _____

Attachment D
Minority Representation



**TABLE DEPICTING MINORITY REPRESENTATION OF NON-ELECTED
SOCIAL SERVICE TRANSIT ADVISORY COMMITTEE**

Committee	Caucasian	Latino	African American	Asian American	Native American
Population	83.46%	13.86%	0.85%	0.81%	3.82%
Social Service Transit Advisory Committee	82.35%	5.88%	0%	0%	17.65%

Modoc County Transportation Commission encourages participation on non-elected committees via requests for participation or by nomination of persons involved with local human services agencies, non-profit community-based organizations, and other local stakeholders.

Attachment E-1

MCTC Assessment of Available Resources	
<i>Professional interpreter</i>	Not available - rural area
<i>Cell phone translation applications</i>	Utilizing for translation
<i>Translation service</i>	Not readily available
<i>Partnering Agencies</i>	Currently partner with agencies

Modoc County 2024 RTIP																		
					New Programming by Fiscal Year					Programming by Component					2024 MCTC STIP	Change from 2022 STIP	State/Fed Funds	Comments
Priority	PPNO	Agency	Project Title	Prior	Current	24-25	25-26	26-27	27-28	R/W	CON	E&P	PS&E	CE				
	2051	MCTC	PPM - New %	96	34	87	47	47	47		228				\$ 228	\$ 189	State	5% of County Share
1	2593	Alturas	Nagle St Rehab	53		598					598	1	52		\$ 598	\$ 598	State	Fully funds CON
2	2592	Alturas	West C St	683	603							1	79		\$ -		State	
3	2644	Alturas	East 4th St			1	148			10		1	138		\$ 149	\$ 149	State	\$1k local funds; \$148K RIP
Totals						686	195	47	47	15	826	112	269		\$ 975	\$ 787		

City owes MCRD \$170 (2021 STIP Relief) to be balanced with the 2024 STIP cycle.

			City		
	3775		1793	City	1474.1 programmed 2593 CON
MCTC PPM to program	189		-170		
	3586		1623.1	City available to program	
50/50 split	1793				
			County		
			1793	County	1963
			170		
			1963.1	County available to program	

Lapse \$603 CON 2592; available for City to program in 2026

Report to Modoc County Transportation Commission	
Subject Agency Updates and Project Status Reports	Meeting Date February 6, 2024
Presented by Each Respective Agency	Agenda Item 6

a. Alturas Public Works Dept. - City Streets

Brian Cox/Dorothy Long/Warren Farnum

- West 8th Street (PPNO 2584)
- Court Street (PPNO) 2591
- West C Street (PPNO) 2592

b. Modoc County Road Dept. - County Roads

Mitch Crosby

- County Road 111 (PPNO 2581) – CON phase
- CR 55 (PPNO 2438) – E&P phase – Time extension for E&P submitted to Caltrans
- Active Transportation Program Cycle 6 – Cedarville Pedestrian Improvements
- County Clean California grant – Veteran’s Memorial Part Improvements

c. Caltrans District 2 – Regional Planning Liaison

Cherie Clark

- Update on the State Clean California projects in Modoc County.

d. MCTC -

Debbie Pedersen

- Goose Lake Rail Short Line Regional Improvement Program

Report to Modoc County Transportation Commission	
Subject Staff Update and Calendar	Meeting Date February 6, 2024
Presented by Debbie Pedersen, Executive Director	Agenda Item 7

Staff Updates, Correspondence, and Calendar

Form 700s are due April 2, 2024

Calendar

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

- 04/02/24

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

- 03/05/24

Office Holiday Schedule

- 02/12/24 – Lincoln’s Birthday
- 02/19/24 – Presidents’ Day