



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 Councilmember

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

JUNE 4, 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 April 2, 2024.
- 2. Financial transactions 03/01/24 through 04/30/24. (Including the LTF Trust)
- 3. Year to Date expenditure report through 04/30/24.

**5. Regular Business**

- 1. Consider adopting Resolution 23-01 rev. Final Fiscal Year 2023/24 Budget. *Action*
- 2. Consider approving the Assets and Disposition Lists for Fiscal Year 2023/24. *Action*
- 3. Authorize the Executive Director to circulate the Request for Proposal (RFP) for the three-year Performance Audit ending year 2024. *Action*

**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.

**8. Adjourn until next MCTC Regular meeting**

*Action*

Tuesday, August 6, 2024, at 12:30 p.m., or soon thereafter, in the Sage Stage Conference Room at 108 S. Main Street, Alturas, CA. Annual BBQ starts at noon.

<b>Report to Modoc County Transportation Commission</b>	
Subject	Meeting Date
<b>Consent Agenda</b>	<b>June 4, 2024</b>
Presented by	Agenda Item
<b>Not Applicable</b>	<b>4</b>

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

- a. Approve the **minutes from the April 4, 2024, meeting.**
- b. **Financial Transactions from 03/01/24 to 04/30/24**
- c. **Year-to-Date Expenditure Reports**



MODOC COUNTY  
TRANSPORTATION COMMISSION

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

**MINUTES**  
**Regular Meeting**  
**April 2, 2024**

**Commissioners Present**

John Dederick, Chair	Representative, City of Alturas
Kathie Rhoads, Vice Chair	Board of Supervisors, District III, Modoc County
Elizabeth Cavasso	Board of Supervisors, District IV, Modoc County
Mark Moriarity	Modoc County, Member at Large
Paul Minchella	Councilmember, City of Alturas
Cheryl Nelson	Councilmember, City of Alturas

**Commissioners Absent**

Ned Coe (Alternate)	Board of Supervisors, District I, Modoc County
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**Staff Present**

Debbie Pedersen	Executive Director
Michelle Cox	Accountant 1
Tristan Holt	Assistant Secretary 1

**Public Present**

Kathy Grah	Caltrans District 2, Community & Regional Planning Chief
Javed Iqbal	Caltrans District 2, Modoc Project Manager
Azeddine Bahloul	Caltrans District 2, Modoc Project Manager
Warren Farnam	City of Alturas, Director of Public Works
Mitch Crosby	Modoc County Road Commissioner
Lilly Toaetolu	Modoc County Roads Administration & Project Delivery

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. Javed Iqbal, Caltrans District 2, Modoc Project Manager introduced his replacement. The new Caltrans District 2, Modoc Project Manager is Azeddine Bahloul.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda-**  
Motion by Commissioner Cavasso to Confirm Agenda, seconded by Commissioner Moriarity.  
All Ayes; motion carried.
4. **Consent Agenda-**
  - a. Approve minutes from the February 6, 2024, MCTC Regular Meeting.
  - b. Approve the financial reports from January 1, 2024, through February 29, 2024.
  - c. Year to Date expenditure report through February 29, 2024.

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

**5. Regular Business-**

**a. Public Hearing:**

**b. Consider adopting Resolution 24-02 defining the FY 2024-25 Unmet Transit Needs and Needs Reasonable to Meet.**

1. Chairman Dederick Opened the Public Hearing at 1:35 p.m. to consider unmet transit needs and needs reasonable to meet.
2. The Transportation Development Act (TDA) requires an annual public hearing to discuss unmet transit needs and needs reasonable to meet prior to utilizing any remaining funding for streets and roads.
3. Executive Director, Pedersen reported the Lakeview Hospital has contacted her regarding the need for transportation between Lakeview, Oregon and Alturas, California. The 2024 Modoc Short-Range Transit Plan will address these needs.
4. There were no public comments written or verbal.
5. Chairman Dederick Closed the Public Hearing at 1:39 p.m.

Motion by Commissioner Moriarity to adopt Resolution 24-02 defining the FY 2024-25 Unmet Transit Needs and Needs Reasonable to Meet, seconded by Commissioner Nelson. All Ayes; motion carried.

**c. Consider adopting Resolution 24-03 Local Transportation Fund and State Transit Assistance Allocations.**

Pedersen reported each year the Modoc County Auditor provides an estimate of funds available for apportionment and allocation during the ensuing fiscal year. The estimates for FY 2024/25 are \$300,000 for Local Transportation Funds (LTF), \$110,767 for State Transit Assistance Fund (STAF), and \$15,389 for State of Good Repair (SGR). MCTC is required by the Transportation Development Act (TDA) to determine LTF, STAF, and SGR allocations. MCTC Administration will be allocated \$149,450 LTF and MTA Transit Operations will be allocated \$40,600 LTF. The City of Alturas will be allocated \$32,468 LTF for streets and roads and the County of Modoc will be allocated \$77,482 LTF for streets and roads. STAF amount of \$112,526 will be allocated to MTA Operations as the funding can only be utilized by a transit operator and \$15,116 of SGR will be allocated to MTA Transit Capital Reserve.

Motion by Commissioner Cavasso to adopt Resolution 24-03 Local Transportation Fund and State Transit Assistance Allocations, seconded by Commissioner Nelson. All Ayes; motion carried.

**d. Consider approving the FY 2024-25 LTF and STAF Claims.**

Transportation Development Act LTF & STAF Annual Project & Expenditure Plan Claim Forms must be filed to transfer funds. The MCTC and MTA have prepared the TDA claim process for their allocated apportionments. The MTA allocation is much lower than previous years due to the utilization of CARES and ARPA funding. The City of Alturas Public Works and Modoc County Road Department allocations will be added to the existing funds in the trust accounts until they request the MCTC to approve the TDA claims to transfer funds for streets and roads projects.

The MTA Claim Form has an error in the dollar amount. A corrected Claim Form has been provided.

Motion by Commissioner Cavasso to approve the FY 2024-25 LTF and STAF Claims, seconded by Commissioner Moriarity. All Ayes; motion carried.

**e. Consider adopting Resolution 24-04 FY 2024-25 Planning, Programming, and Monitoring Funds.**

The State Transportation Improvement Program (STIP) allows up to five percent of the Regional STIP county share to be used for Planning, Programming, and Monitoring (PP&M). The California Transportation Commission (CTC) programmed \$87,000 in FY 2024-25 to the Modoc County Transportation Commission for PP&M. MCTC must provide the CTC with a fund transfer agreement as well as other required documents before the release of regional allocation.

Motion by Commissioner Minchella to adopt Resolution 24-04 FY 2024-25 Planning, Programming, and Monitoring Funds, seconded by Commissioner Nelson. All Ayes; motion carried.

**f. Consider adopting Resolution 24-01 Fiscal Year 2024-25 Budget.**

The MCTC FY 2023-24 Budget is slightly different than the previous year's budget. This year's budget reflects the Sustainable Communities Planning Grant Funding for the 2024 Modoc Short-Range Transit Plan.

Motion by Commissioner Cavasso to adopt Resolution 24-01 Fiscal Year 2024-25 Budget, seconded by Commissioner Moriarity. All Ayes; motion carried.

**g. Consider providing the MCTC employees with a benefit of transit fare cards to ride Sage Stage.**

All three MCTC employees utilize the Sage Stage bus for transportation. Each employee will receive an annual benefit of transit fare cards valued at \$100.00.

Motion by Commissioner Cavasso to provide the MCTC employees with a benefit of transit fare cards to ride Sage Stage, seconded by Commissioner Moriarity. All Ayes; motion carried.

**h. Consider adopting the 2024-25 Overall Work Plan.**

Executive Director, Pedersen reported the Overall Work Plan (OWP) was submitted to Caltrans the first week of February for review and comments. Pedersen reviewed the comments and made changes to the OWP.

Motion by Commissioner Cavasso to adopt the 2024-25 Overall Work Plan, seconded by Commissioner Nelson. All Ayes; motion carried.

**i. Consider authorizing the Executive Director to contract with LSC Transportation Consultants, in the amount of \$84,140, to prepare the 2024 Modoc Short Range Transit Plan.**

A request for proposals went out in February for consultant services to prepare the 2024 Modoc Short Range Transit Plan. MCTC received one proposal from LSC Transportation Consultants, and it came in just under the grant amount.

Motion by Commissioner Cavasso to authorize the Executive Director to contract with LSC Transportation Consultants, in the amount of \$84,140, to prepare the 2024 Modoc Short Range Transit Plan, seconded by Commissioner Rhoads. 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 they have been working with GHD on the West 8<sup>th</sup> Street & Court Street STIP projects and have worked out some over budget issues.

The City has been filling several potholes and has ordered more mix to continue filling them.

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

Mitch Crosby, Modoc County Road Commissioner, reported the California Transportation Commission (CTC) approved the additional funds and allocation request for the County Road 111 STIP project and construction should begin this summer.

Lilly Toaetolu, Modoc County Roads Administration & Project Delivery, reported demo has begun at the Veteran’s Memorial Park. The construction contracts have been awarded. They are working with the City to repair the streets around the park and are pushing to complete the project by June 30, 2024.

**c. Caltrans District 2**

Javed Iqbal, Caltrans District 2, Project Manager, provided a map and detailed list of the Caltrans District 2, Construction Projects for Modoc County. Iqbal discussed each project explaining the project location, project phase, project description, and project construction time frame.

**d. Modoc County Transportation Commission**

Pedersen is working on the Regional Transportation Plan (RTP) and thanked Caltrans and the Modoc County Road Department for providing their updated information.

**7. Staff Update and Calendar**

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

- 05/01/24 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room
- 05/27/24 Memorial Day Holiday; Office Closed, No Bus Service.
- 06/04/24 MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room
- 07/04/24 Independence Day Holiday; Office Closed, No Bus Service.

**8. Motion to Adjourn** –motioned by Commissioner Moriarity; seconded by Commissioner Cavasso to adjourn the meeting at 2:17 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, June 4, 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