



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

Paul Minchella
Commissioner
City Mayor

Elizabeth Cavasso
Commissioner
County Supervisor IV

Jodie Larranaga
Commissioner
City Councilmember

Mark Moriarity
Commissioner
County at Large Citizen

Ned Coe
Alternate
County Supervisor I

Brian Cox
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

AUGUST 6, 2024, at 12:30 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. 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 06/04/24.
- 2. Financial transactions 05/01/24 through 06/30/24.
- 3. Year to Date expenditure report through 06/30/24.

5. Regular Business

- 1. Confirm Social Service Transportation Advisory Council (SSTAC) appointments. **Action**
- 2. Consider adopting Resolution 24-05 In Appreciation of Cheryl Nelson’s service to MCTC. **Action**
- 3. MCTC account restructuring and reporting. **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.

- Future dates and events of interest.

8. Adjourn until next MCTC Regular meeting

Action

Tuesday, October 1, 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	August 6, 2024
Presented by	Agenda Item
Not Applicable	4

ATTACHMENTS – shown in **bold** below

- a. Approve the **minutes from the June 4, 2024, meeting.**
- b. **Financial Transactions from 05/01/24 through 06/30/24.**
- c. **Year-to-Date Expenditure Reports through 06/30/24**



**MODOC COUNTY
TRANSPORTATION COMMISSION**

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

**MINUTES
Regular Meeting
June 4, 2024**

Commissioners Present

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

Commissioners Absent

Ned Coe (Alternate)	Board of Supervisors, District I, Modoc County
Cheryl Nelson	Councilmember, City of Alturas
Elizabeth Cavasso	Board of Supervisors, District IV, Modoc County

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
Azeddine Bahloul	Caltrans District 2, Modoc Project Manager
Cherie Clark	Caltrans District 2, Community Engagement Coordinator
Skip Clark	Caltrans District 2, Regional Planning Liaison
Warren Farnam	City of Alturas, Director of Public Works

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. Caltrans District 2’s, Cherie Clark, introduced her replacement Skip Clark, as Caltrans District 2, Regional Planning Liaison. Cherie has taken a new position as Caltrans District 2, Community Engagement Coordinator.
2. **Public Forum** – There were no public comments.
3. **Confirm Agenda-**
Motion by Commissioner Rhoads to Confirm Agenda, seconded by Commissioner Moriarity.
All Ayes; motion carried.
4. **Consent Agenda-**
 - a. Approve minutes from the April 2, 2024, MCTC Regular Meeting.
 - b. Approve the financial reports from March 1, 2024, through April 30, 2024.
 - c. Year to Date expenditure report through April 30, 2024.

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

5. Regular Business-

a. Consider adopting Resolution 23-01 rev. Final Fiscal Year 2023/24 Budget.

Executive Director, Pedersen explained line-item adjustments to the final FY 2023/24 budget include moving \$3000 from Insurance to the Actuarial Audit and \$500 from Insurance to PARS Admin.

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

b. Consider approving the Assets and Disposition Lists for Fiscal Year 2023/24.

Executive Director, Debbie Pedersen reported the only change to the MCTC Fixed Asset and Inventory list was the donation of the old printer/copy machine to the Modoc County Library.

Motion by Commissioner Minchella to approve the Assets and Disposition Lists for Fiscal Year 2023/24, seconded by Commissioner Moriarity. All Ayes; motion carried.

c. Authorize the Executive Director to circulate the Request for Proposal (RFP) for the three-year Performance Audit ending year 2024.

Pedersen explained the Transportation Development Act (TDA) requires a performance audit to be completed every three years. The last triennial performance audit was completed for the year ending June 30, 2021.

Motion by Commissioner Rhoads to authorize the Executive Director to circulate the request for proposal (RFP) for the three-year Performance Audit ending year 2024, seconded by Commissioner Moriarity. 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 West 8th Street and North Court Street STIP projects are moving along on track and construction should begin in August.

CRRSSA funds have been allocated for the West 3rd Street project and construction should begin in late summer.

The painting has been completed on the Pit River Bridge located on Main Street.

The City Public Works Department and the County Road Department are working together to repair the streets around the Veterans Memorial Park.

b. Modoc County Road Dept. – County Roads

In the absence of Mitch Crosby, Modoc County Road Commissioner, Executive Director, Pedersen reported the Modoc County Road Department (MCRD) received Federal authorization for the Co. Rd. 111 Project.

The Co. Rd. 55 Project is in the PS&E phase.

The Cedarville Pedestrian Improvements Project is on track. A consultant is on board to help with project design.

The Clean California Project at the Veterans Memorial Park is scheduled to be completed by June 30, 2024.

c. Caltrans District 2

Cherie Clark, Caltrans District 2, Community Engagement Coordinator, announced the area surrounding the intersection of Highway 299 & Highway 139 in Canby, CA has been approved for the Adopt -A- Highway Program. Anyone interested can adopt this area and gather up the overabundance of litter. Caltrans would haul away the litter, and post signage in recognition of the adopter.

d. Modoc County Transportation Commission

The Goose Lake Railway provided the MCTC the FY 2023/24, third quarter report showing the progress made replacing the existing 90-pound rail with 115-pound rail. The project located on Highway 395 along the Pit River is moving along as scheduled.

7. Staff Update and Calendar

Calendar – consider future dates and events of interest:

07/04/24 Independence Day Holiday; Office Closed, No Bus Service.

07/10/24 Modoc TAC Meeting 1:00 p.m. Sage Stage Conference Room

08/06/24 MCTC and MTA Meetings 1:30 p.m. Sage Stage Conference Room

09/02/24 Labor Day Holiday; Office Closed, No Bus Service.

8. Motion to Adjourn –motioned by Commissioner Moriarity; seconded by Commissioner Rhoads to adjourn the meeting at 1:48 p.m. All Ayes; motion carried. The next regular meeting will be Tuesday, August 6, 2024, at 12:30 p.m., or soon thereafter, in the Sage Stage Conference Room, 108 S. Main Street, Alturas, CA.

Submitted by,

Michelle Cox
Accountant 1

Modoc County Transportation Commission Financial Transactions May & June 2024

07/24/24

Accrual Basis

Type	Date	Num	Name	Amount	Balance
LAIF - 002 (Reserve \$300K)					308,568.51
Total LAIF - 002 (Reserve \$300K)					308,568.51
Plumas - Checking 0466					195,801.96
LTF Contingency Fund (\$100k)					100,000.00
Total LTF Contingency Fund (\$100k)					100,000.00
Plumas - Checking 0466 - Other					95,801.96
Bill Pmt -Check	05/03/2024	2215	Apex Technology Manageme...	-1,386.00	94,415.96
Bill Pmt -Check	05/03/2024	2216	Mendocino Council of Govern...	-1,000.00	93,415.96
Liability Check	05/07/2024	2218	Golden State Risk Manageme...	-2,682.00	90,733.96
Liability Check	05/07/2024	2217	Golden State Risk Manageme...	-140.50	90,593.46
Bill Pmt -Check	05/10/2024	424	Intuit	-18.00	90,575.46
Bill Pmt -Check	05/16/2024	2219	PARS	-716.43	89,859.03
Bill Pmt -Check	05/16/2024	2220	LSC Transportation Consulta...	-515.00	89,344.03
Deposit	05/21/2024			30,532.49	119,876.52
Bill Pmt -Check	05/26/2024	52624	FreeConferenceCall.com	-4.00	119,872.52
Liability Check	05/28/2024	2221	Aflac	-104.52	119,768.00
Liability Check	05/28/2024	2222	Edward Jones	-260.10	119,507.90
Liability Check	05/28/2024	2223	US Bank PARS Account #674...	-1,940.34	117,567.56
Liability Check	05/30/2024		QuickBooks Payroll Service	-11,775.82	105,791.74
Paycheck	05/31/2024		Cox, Michelle D.	0.00	105,791.74
Paycheck	05/31/2024		Holt, Tristan D	0.00	105,791.74
Paycheck	05/31/2024		Pedersen, Deborah	0.00	105,791.74
Liability Check	05/31/2024		EDD	-1,191.80	104,599.94
Liability Check	05/31/2024		IRS (eftps.gov)	-4,783.28	99,816.66
Bill Pmt -Check	05/31/2024	53124	Monica Derner, CPA	-450.00	99,366.66
Bill Pmt -Check	06/04/2024	2224	Apex Technology Manageme...	-1,392.00	97,974.66
Bill Pmt -Check	06/10/2024	624	Intuit	-18.00	97,956.66
Bill Pmt -Check	06/12/2024	2228	Modoc County Record	-48.00	97,908.66
Liability Check	06/12/2024	2226	Golden State Risk Manageme...	-140.50	97,768.16
Liability Check	06/12/2024	2227	Golden State Risk Manageme...	-2,682.00	95,086.16
Bill Pmt -Check	06/20/2024	2229	Modoc Transportation Agency	-300.00	94,786.16
Bill Pmt -Check	06/24/2024	2230	LSC Transportation Consulta...	-5,685.00	89,101.16
Bill Pmt -Check	06/24/2024	2231	PARS	-716.43	88,384.73
Bill Pmt -Check	06/24/2024	2232	Modoc County Record	-69.00	88,315.73
Liability Check	06/25/2024	2233	Aflac	-104.52	88,211.21
Liability Check	06/25/2024	2234	Edward Jones	-260.10	87,951.11
Liability Check	06/25/2024	2235	US Bank PARS Account #674...	-1,940.34	86,010.77
Bill Pmt -Check	06/26/2024	62624	FreeConferenceCall.com	-4.00	86,006.77
Bill Pmt -Check	06/26/2024	2236	Modoc Transportation Agency	-8,564.70	77,442.07
Liability Check	06/27/2024		QuickBooks Payroll Service	-11,775.87	65,666.20
Paycheck	06/28/2024		Cox, Michelle D.	0.00	65,666.20
Paycheck	06/28/2024		Holt, Tristan D	0.00	65,666.20
Paycheck	06/28/2024		Pedersen, Deborah	0.00	65,666.20
Liability Check	06/28/2024		EDD	-1,191.79	64,474.41
Liability Check	06/28/2024		IRS (eftps.gov)	-4,783.20	59,691.21
General Journal	06/30/2024	2225	Golden State Risk Manageme...	-8,058.00	51,633.21
Total Plumas - Checking 0466 - Other				-44,168.75	51,633.21
Total Plumas - Checking 0466				-44,168.75	151,633.21
TOTAL				-44,168.75	460,201.72

Modoc County Transportation Commission

Balance Sheet

As of June 30, 2024

	Jun 30, 24
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	51,633.21
Total Plumas - Checking 0466	151,633.21
Total Checking/Savings	460,201.72
Accounts Receivable	
Accounts Receivable	45,270.00
MTA - AR	35,831.90
Total Accounts Receivable	81,101.90
Other Current Assets	
Other Receivables	40,333.00
Prepaid Expenses	8,058.00
Total Other Current Assets	48,391.00
Total Current Assets	589,694.62
Fixed Assets	0.00
Other Assets	
Deferred Outflow of Resources	54,176.00
Total Other Assets	54,176.00
TOTAL ASSETS	643,870.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	12,674.01
Total Accounts Payable	12,674.01
Other Current Liabilities	
PAYROLL LIABILITIES	
Compensated Absences	19,165.62
Health insurance payable	-429.60
Total PAYROLL LIABILITIES	18,736.02
Total Other Current Liabilities	18,736.02
Total Current Liabilities	31,410.03
Long Term Liabilities	
Net Pension Liability	5,630.00
Deferred Inflow of Resources	8,609.00
Total Long Term Liabilities	14,239.00
Total Liabilities	45,649.03
Equity	
Retained Earnings	524,790.48
Net Income	73,431.11
Total Equity	598,221.59
TOTAL LIABILITIES & EQUITY	643,870.62

Modoc County Transportation Commission

Profit & Loss

07/24/24

As of June 30, 2024

Accrual Basis

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
RSTP 23-24	43,219.00
RSTP 22-23	2,051.00
PPM 23/24	34,000.00
LTF - MCTC Admin	168,191.83
MTA Reimbursements	31,832.51
RPA	150,988.96
Total Income	430,283.30
Gross Profit	430,283.30
Expense	
Pavement Management System	2,250.00
Accounting / Auditor Services	16,367.00
Commissioner Per Diem	3,300.00
Insurance	12,684.00
IT Service & Support	7,796.00
Lease & Overhead	17,129.40
Legal Notices	606.50
Legal Services	84.00
Office Supplies	1,249.00
Payroll Services / PARS Admin	24,685.30
Planning Support & Services	0.00
Professional / Specialized	17,447.86
Payroll	
Unallocated Leave Time	13,722.73
PARS retirement -employer share	10,708.19
Simple IRA - employer share	1,672.32
Payroll taxes	11,882.74
Salaries	169,431.91
Health Benefits Expense	
Dental Insurance	2,000.20
Health Ins. - Employer Portion	41,125.80
Vision Insurance	723.05
Total Health Benefits Expense	43,849.05
Total Payroll	251,266.94
Travel / Training / Memberships	1,848.00
Total Expense	356,714.00
Net Ordinary Income	73,569.30
Other Income/Expense	-138.19
Net Income	73,431.11

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

ATTACHMENTS – shown in **bold** below

1. Confirm **Social Service Transportation Advisory Council (SSTAC) appointments.** *Action*
2. Consider adopting **Resolution 24-05 In Appreciation of Cheryl Nelson’s service to MCTC.** *Action*
3. MCTC account restructuring and reporting. *Information*

Modoc County Transportation Commission

(Regional Transportation Planning Agency)

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

Staff
Executive Director Debbie Pedersen

Accountant 1 Michelle Cox

Assistant Secretary 1 Vacant
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Technical Advisory Committee	
Staff Representatives	
COUNTY OF MODOC Road Department	Mitch Crosby
COUNTY OF MODOC Director of Planning	Sean Curtis
CITY OF ALTURAS Public Works Director	Warren Farnam
CALTRANS – DISTRICT 2 Regional Planner	Cherie Clark

Social Service Transportation / Citizens Advisory Council		
Term Expires 12/31/25	Term Expires 12/31/26	Term Expires 12/31/27
Agency -Limited Means Karena Nield Modoc County CALWORKS Employment Program	Disabled Transit User Paul and Sandy Middleton Citizen	Disabled Transit User Paul and Sandy Middleton Citizen
Senior Social Services Debbie Mason Modoc County Social Services	Senior Social Services Agency Debra O’Neal Big Valley 50 Plus	Transit User 60 or older Lavelle Richardson Citizen
CTSA Michelle Cox Modoc Transportation Agency	Social Services Agency for Disabled Liz Gladu D.A.R.T.	CTSA Debbie Pedersen Modoc Transportation Agency

**MODOC COUNTY TRANSPORTATION COMMISSION
RESOLUTION No. 24-05**

In Appreciation of Cheryl Nelson’s Service to MCTC/MTA

WHEREAS, the Modoc County Transportation Commission (MCTC) and Modoc Transportation Agency (MTA) are comprised of six members, three from the City and three from the County; and

WHEREAS, Cheryl Nelson has been a Commissioner and Board Member since January 15, 2009; and

WHEREAS, Cheryl has been an advocate for City, County, and State projects and supportive of the Sage Stage public transit system; and

WHEREAS, we will miss Cheryl and wish her many happy years of traveling, cooking, and spending time with family.

NOW, THEREFORE, BE IT RESOLVED that the governing board of the MCTC and MTA hereby appreciates Cheryl Nelson for serving as a City Council representative on the Modoc County Transportation Commission and the Modoc Transportation Agency. We all wish Cheryl much success and good health in the coming years.

PASSED AND ADOPTED this 6th day of August 2024 by the following vote:

AYES: Commissioners:

NOES: None

ABSENT: Commissioners:

John Dederick, Chairman

ATTEST:

Debbie Pedersen, Executive Director

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

- a. **Alturas Public Works Dept. - City Streets** **Warren Farnam/Dominick Budmark**
- West 8th Street (PPNO 2584)
 - Court Street (PPNO 2591)
 - Nagle Street (PPNO 2593)
- b. **Modoc County Road Dept. - County Roads** **Mitch Crosby**
- County Road 111 (PPNO 2581) – CON phase
 - CR 55 (PPNO 2438) – E&P phase
 - Active Transportation Program Cycle 6 – Cedarville Pedestrian Improvements
 - County Clean California grant – Veteran’s Memorial Part Improvements
- c. **Caltrans District 2 – Regional Planning Liaison** **Skip Clark**
- Update regarding SR 139 and 299 Adopt-a-Highway
- d. **MCTC -** **Debbie Pedersen**
- 2014 Modoc Short Range Transit Plan
 - Triennial Performance Audit
 - Regional Transportation Plan – Zero Emissions Vehicle Plan

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

Staff Updates, Correspondence, and Calendar

Calendar

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

- October 1, 2024 – 108 S Main St., Alturas CA

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

- September 4, 2024 – 108 S Main St., Alturas, CA

Office Holiday Schedule

- 09/02/24 – Labor Day
- 10/14/24 – Columbus Day