

**MEETING OF THE PLUMAS COUNTY TRANSPORTATION COMMISSION**  
**1834 E. Main St., Quincy – COUNTY OF PLUMAS – Tel. 283-6268**

**MINUTES**

**Monday August 16, 2021**

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Vice Chair Susan Scarlett with roll call at 1:30 PM in the Conference Room of the Plumas County Public Works Department.

- 1A.** Roll Call was conducted by Jim Graham, Executive Director.  
Commissioners in attendance via teleconferencing are Phil Oels and Jeff Engel.  
Commissioners attending in person are Bill Powers, Susan Scarlett, and Greg Hagwood.  
A quorum is present.

Staff Attendees: John Mannle, Director of Public Works; Jim Graham, Executive Director Plumas CTC.

Others in attendance in person: Kelly McElwain, Transit Manager.

Others in attendance via teleconferencing: Kathy Grah, Caltrans District 2 - Regional Planning.

- 1B. Public Forum – Public**  
No comment

- 1C. Public Forum: Commissioners**  
No comment

- 2. Consideration of draft minutes for PCTC Meeting conducted on July 19, 2021**  
Motion is made by Commissioner Engel, seconded by Commissioner Oels to adopt the minutes of the July 19, 2021. Motion passes 5-0.

- 3. Transit Operations Update**  
Jim Graham reports that several operational changes has occurred in response to the Dixie Fire. The North County Route was cancelled in the evacuation order zones. Beginning Tuesday, A modified route will go as far north as Crescent Mills. New schedules reflecting this change will be prepared. In addition, free use of the transit system is offered to anyone impacted by being in an evacuation order zone.

- 4. Approval to submit formal DMV 2766 Proposal for Bicycle Parking Racks County-wide.**  
Jim Graham informs the commission that he has completed the formal proposal for the solicitation and installation of bike parking racks County-wide and is seeking approval to submit the proposal to the Northern Sierra Air Quality Management District (NSAQMD).

Motion is made by Commissioner Hagwood and seconded by Commissioner Powers to authorize submission to the NSAQMD. Motion passes 5-0

5. **Evaluation of proposals for Financial Audits of the financial statements of the Plumas County Transportation Commission and the Plumas Transit Operators and authorize Executive Director to execute the Professional Services Agreement with Vasquez and Company subject to approval as to form by Plumas County Counsel.**  
Jim Graham informs the Commission that two proposals were received in response to the Request for Qualifications. Smith & Newell, and Vasquez & Company were the two submitters. After evaluation of the proposals, PCTC staff is recommending the selection of Vasquez and Company as the most highly qualified firm. Jim Graham asks the Commission to accept the recommendation of staff and authorize the Executive Director to execute a contract with Vasquez and Company, subject to review of the contract and approval as to form by County Counsel.

Motion is made by Commissioner Hagwood, seconded by Commissioner Powers to accept the selection of Vasquez & Company, and authorize the Executive Director to execute a contract with Vasquez and Company, subject to review of the contract and approval as to form by County Counsel. Roll call 5-0. Motion passes.

6. **Comments from Commissioners regarding the Nevada County Policy and Procedure Manual and direction to staff**  
Commissioner Oels asks if this manual can be adapted for the Plumas CTC as the Nevada CTC oversees an area much larger than Plumas County. Jim indicates that many of the elements of a policy and procedure manual are the same from jurisdiction to jurisdiction. Any elements that are found not to be necessary can be omitted from Plumas County's plan. Commissioner Scarlett indicates that she is in favor of utilizing an existing template. Following discussion, the Commissioners agree to utilize the Nevada CTC template, and authorize the Executive Director to execute a contract with Michael Baker International for preparation of the Plumas CTC Policy & Procedure Manual.
7. **Presentation of Amendment No. 1 to the FY 21/22 Overall Work Program and Adoption of Resolution 21-18 authorizing execution of the revised FY 21/22 Overall Work Program Agreement (OWPA).**  
Jim Graham explains to the Commission that Amendment No. 1 to the FY 21/22 OWP includes the addition of Work Element 609 (SR 36 Chester Complete Streets and Context Sensitive Streetscape Plan), and modification of Work Element 605 to add additional non-STA funds for completion of the Plumas CTC Policy & Procedure Manual by Michael Baker International.

Motion is made by Commissioner Powers, seconded by Commissioner Engel to approve Amendment No. 1 to the FY 21/22 Overall Work Program and adopt Resolution 21-18, authorizing the Executive Director to execute the amended Overall Work Program Agreement for Fiscal Year 2021/22. Roll call 5-0. Motion passes.

**8. 2022 STIP Cycle Update**

John indicates that the California Transportation Commission is moving forward with finalizing the fund estimates. Plumas County will then move forward with the programming of these funds to various projects, after meeting with the Technical Advisory Committee (TAC), utilizing special fund sources such as the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). In addition, approximately \$314,000 will be needed as a match for the Federal Land Access Program - Gold Lake Forest Highway Project. This amount will be split between Sierra and Plumas Counties and come from each counties Regional Transportation Improvement Program in FY 26/27.

**9. State of Good Repair (SGR) Allocation**

Jim Graham indicates that Plumas CTC has received approximately \$37,000 in SGR funds. These funds are to be utilized for maintaining of transportation infrastructure in good working condition. PCTC staff proposes to utilize these funds to cover the cost increase for the three 5339 buses and to pay for non-routine maintenance repairs for several of our buses.

**10. Update on Federal Infrastructure Bill**

John Mannle reports that the Senate has passed the Federal Infrastructure Bill which in its current form includes a 3 year extension to Secure Rural Schools at the 2017 funding levels. This would mean approximately 1.2 million dollars to Public Works which will help the department move forward with many of its projects. Other programs which will help Plumas County include additional funds for the Highway Bridge Program. The bill is set to move to the House of Representatives where many issues remain to be resolved. Staff will keep the Commission apprised of any changes to this legislation.

**11. Confirmation that the next meeting for PCTC is scheduled for Monday, September 20, 2021, at 1:30 PM.**

**12. Meeting adjourned at 2:00.**