

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

MINUTES

Monday October 18, 2021

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chair Sherrie Thrall 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 Sherrie Thrall, Phil Oels, Bill Powers, and Jeff Engel. Commissioners attending in person are Greg Hagwood. A quorum is present.

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

Others in attendance in person: Kelly McElwain, Transit Manager Plumas Transit Systems; Shauna Everton, Plumas Transit Dispatcher Plumas Transit Systems; John Rix, Manager Plumas County Seniors Transportation

Others in attendance via teleconferencing: Kathy Grah, Senior Transportation Planner - Caltrans District 2; Kelly Zolotoff, STIP (Non-SHOPP Coordinator) - Caltrans District 2; Meghan Benham, Clean California Program Manager - Caltrans District 2

1B. Public Forum – Public

No comments

1C. Public Forum: Commissioners

No comments

- 2. Consideration of draft minutes for PCTC Meeting conducted on September 20, 2021**
Motion is made by Commissioner Engel, seconded by Commissioner Hagwood to adopt the minutes of the September 20, 2021. Motion passes 5-0.

3. Presentation on the Clean California Program

Kelly Zolotoff provides a brief background of the Clean California Program and introduces Meghan Benham, the Clean California Program Coordinator for Caltrans District 2. Meghan explains that the program has a goal to address litter and public space beautification of public spaces. The program has 296 million dollars of funding which will be allocated through a grant application process. The call for projects will be in December 2021 with applications due in February 2022. Awards are expected in March of 2022.

Meghan further states that Caltrans is looking providing a gate-way monument for the community of Chester. Meghan explains, in response to a question by Jim Graham, that Caltrans can perform activities under this project within their right-of-way, but that other

projects must go through the formal application process. Jim will reach out to both Meghan Benham and Kelly Zolotoff to discuss the potential projects contemplated by the County.

4. Update on Triennial Performance Audits for PCTC, Plumas Transit Systems, and Seniors Transportation

Jim Graham reports that staff of the PCTC, Plumas Rural Services, and Seniors Transportation have been busy providing data and documents to Michael Baker International for their work on the Triennial Performance Audits.

5. Update on Policy and Procedure Manual for PCTC

Jim Graham reports that Michael Baker International are also preparing the update to the Policy and Procedure Manual for the PCTC and that this effort will commence following the activities associated with the Triennial Performance Audits. Staff will begin by evaluating and providing a mark-up of the Nevada County Policy and Procedure Manual identifying elements to keep, edit out and modify. Sherrie asks when the PCTC Policy and Procedure Manual last updated. Jim Graham replies that it was over 10 years ago.

6. Update on the PCTC and Transit Operations Financial Audits

Jim Graham reports that PCTC staff and the Auditors office are busy collecting and sending information to Vasquez & Company so that they can complete their financial audit. Staff is waiting for the County books to be closed on 20/21 and that PCTC staff will likely ask for a 3 month extension in filing the audits.

7. Update on the Sustainable Communities Grant for the SR 36 Complete Streets & Context Sensitive Streetscape Plan

Jim Graham reports that the RFQ for this project was published on October 4th. The RFQ closes on November 19, 2021, with interview of the top three candidates occurring around December 10, 2021. Jim reports that he is in the process of establishing a consultant selection review committee. Jim explains that Dale Widner, Plumas County Project Manager for Caltrans District 2 and Tammy Quigley, Complete Streets Program Manager for Caltrans District 2 have both agreed to sit on this committee along with ARPD Trails Coordinator, Carlos Espana; a representative from the Lake Almanor Area Chamber of Commerce; John Mannle and himself. Jim asks Commissioner Thrall if she would agree to sit on this committee and she agrees.

Sherrie asks if and how the Clean California Program can be integrated into this project. Jim explains that because the Clean California Program has a quick completion turnaround that any Clean California Program elements would have to be implemented so as not to constrain the ultimate complete streets plan for Chester. Jim explains that he will look into this further to see what can be done.

8. Update on the Short Range Transit Plan update

Jim Graham reports that the contract with LSC Transportation Consultants was executed this last week and that a kick-off meeting is scheduled for November 10, 2021.

9. Update on the NSAQMD AB 2677 Grant

Jim Graham reports that unfortunately the PCTC's bike rack proposal was not selected for award and that he will resubmit next year.

10. Transit Operations Update

a) 3rd Quarter Report by Plumas Transit Systems

Shauna Everton from PRS reports that ridership for the 3rd quarter is 3,797, down 4,624 from the same period last year. Covid impacts are having a drastic negative impact on ridership. Ridership is slowly increasing month to month but are not close to pre-pandemic ridership numbers. Senior ridership is staying steady.

b) Proposed route modification facilitating inter-city connections

Jim reports that he and Kelly are continuing discussions and evaluating route modifications to accommodate a connection to Reno three days a week, Monday, Wednesday, and Friday via a connection to Modoc Sage Stage at Hallelujah Junction at the intersection of SR 70 and 395. As previously mentioned, these connections would be eligible for funding through the 5311f Intercity Bus Program.

c) Update on 5339 bus purchases

Jim reports that the order for the three buses has been placed and they are expected to be completed and delivered by the end of April 2022.

d) Seniors Transportation Update

John Rix reports that due to Covid, the numbers are still down. The number of riders is starting to increase. John indicates that their activity in transporting clients to medical appointments is steady. John reports that he is looking into when the Reno service on Thursday will be able to resume. John Rix reports that he was very busy during the Dixie fire as he was assigned the task of the transportation coordinator. John extends his thanks to Kelly and the PRS staff for their assistance in transporting individuals during evacuations. Sherri extends her thanks to John for a great job during this time.

11. Draft 2022 RTIP

John explains that local transportation commissions are required to submit their RTIP to the California Transportation Commission by December 15th. John explains that this update is focusing on the project in North Loop project in Portola and the County's Graeagle-Johnsville Road Rehabilitation Project. Project costs are escalating rapidly so it's important to ensure that there are enough funds to construct these projects. John provides an explanation of the spreadsheet which illustrates the fund balance and the programming of STIP and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds. The STIP cycle is performed every two years. John explains how RTIP/STIP programming occurs and the use of funds.

John is concerned that bids for the North Loop Project may come in high. In anticipation of this scenario, John is proposing leaving \$500,000 in unprogrammed STIP funds so that these funds can be utilized for the North Loop project if necessary.

John provides an update on the schedule, and funding allocations for the Graeagle-Johnsville Road Project.

12. Update on Federal Infrastructure Bill

John provides an update on the status of the federal infrastructure bill.

13. Adoption of Resolution 21-19, approving the California State of Good Repair project list for FY 2021-22

Jim explains that this resolution is the formal adoption of the project list for the California State of Good Repair program. The funds from this program were proposed to be utilized for the additional cost associated with the purchase of the three new buses and for On-spots for Seniors Transportation which was presented to the Commission during the budget briefings earlier this year.

Motion is made by Commissioner Oels and seconded by Commissioner Hagwood to approve the California State of Good Repair project list for FY 2021-22. Motion passes 5-0

Motion is made by Commissioner Thrall and seconded by Commissioner Oels to authorize Commissioner Hagwood to sign Resolution 21-19. Motion passes 5-0

14. Confirmation that the next meeting for PCTC to be scheduled for Monday, November 15, 2021, at 1:30 PM

15. The meeting is adjourned at 2:20