

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

**MINUTES**

**Monday April 25, 2022**

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chair Susan Scarlett with roll call at 10:30 AM in the Conference Room of the Plumas County Public Works Department.

**1A. Roll Call**

Roll call is conducted by Jim Graham, Executive Director.

Commissioners in attendance via teleconferencing are Sherrie Thrall, Phil Oels, and Jeff Engel. Commissioner attending in person is Susan Scarlett. Commissioner Powers and Hagwood are absent.

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 Rural Services; John Rix, Seniors Transportation Manager

**1B. Public Forum – Public**

No comments

**1C. Public Forum: Commissioners**

No Comments

**2. Consideration of draft minutes for PCTC Meeting conducted on March 28, 2022**

Motion is made by Commissioner Thrall, seconded by Commissioner Engel, to adopt the minutes of March 28, 2022. Motion passes 4-0

**3. Submittal of Final FY 2020/2021 PCTC and Transit Operators Financial Audits by Vasquez & Co.**

John Mannle indicates that the Operator Audits are still not complete as PCTC is still awaiting information from the County Auditor.

**4. Report on the SR 36 Complete Streets & Context Sensitive Streetscape Plan**

Jim Graham reports that the project consultant team will be in Chester on Tuesday, April 26<sup>th</sup> to walk the corridor and to host two open house sessions at the Almanor Recreation Center.

**5. Adoption of Resolution 22-03 Amending the execution authorization of the 2021/22 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PP&M) Fund Transfer Agreement and authorize deposit of \$51,000 of PP&M Funds into District Planning Fund 2027.**

John Mannle states that this is the yearly PP&M funds obtained through the State Transportation Improvement Program (STIP). PCTC may program up to 5% of any allotted new programming capacity to PP&M tasks. Typically, these involve project study reports so that a project may be accepted and programmed into the STIP. PP&M funds may also be used to perform some transportation planning elements under the Overall Work Program (OWP). Motion is made by Commissioner Oels and seconded by Commissioner Engel to approve Resolution 22-03. Motion passes 4-0.

**6. Adoption of Resolution 22-05 authorizing the Executive Director to execute Federal Exchange Agreement and the deposit (\$76,158) of Regional Surface Transportation Funds to Local Transportation District Fund 2029.**

John Mannle states that this is the yearly allocation of the RSTP (Regional Surface Transportation Program) Exchange funds that are given directly to the Commission for use on transportation planning activities or projects. Caltrans exchanges small portions of Federal funds with State funds that are allocated to the RTPAs. Motion is made by Commissioner Thrall and seconded by Commissioner Oels to approve Resolution 22-05. Motion passes 4-0.

**7. Update on the FY 2022 5311, 5311(f), and 5339 Consolidated Application, and Adoption of Resolution 22-04 authorizing the Executive Director to execute and file all certification of assurances, contracts or agreements or any other documents required by Caltrans.**

Jim Graham reports that this consolidated application includes the following funding requests: \$163,483 in FY 2022 5311 funds; \$166,753 in FY 2023 5311 funds; \$206,421 in FY 2023 5311(f) Funds; and \$475,320 in funding in the 5339 Program for the purchase of 3 new buses. Motion is made by Commissioner Engel and seconded by Commissioner Oels to approve Resolution 22-04. Motion passes 4-0.

**8. Award of Lassen/Plumas Counties Electric Vehicle Electrification Feasibility Study Grant.**

Jim Graham reports that Lassen County Transportation Commission has been awarded a Sustainable Communities Grant to explore the feasibility of converting the County and transit fleets of both Lassen and Plumas Counties to zero or near zero emission fuels. Jim explains the scope of this project, as outlined in the grant, to the commission.

**9. Division of Rail and Mass Transportation (DRMT) Compliance Review of PCTC's and Plumas Rural Services (PRS) oversight and compliance with Federal Transit Administration program requirements Transit Operations Update**

Jim Graham reports that PCTC and PRS staff underwent a compliance audit by DRMT of FTA's program requirements and that DRMT found PCTC and PRS staff to be in full compliance with FTA's program requirements.

**10. Transit Operations Update**

**a) Plumas Transit Systems Update**

Kelly McElwain reports that ridership is still down though there seems to be a slight increase lately. Kelly reports that more monthly bus passes are being purchased as the price of gas increases.

**b) Seniors Transportation Update**

John Rix reports that ridership is still down overall but that ridership is slowly increasing. John indicates that he is down a couple of drivers and has had problems recruiting new drivers. Commissioner Oels asks if Seniors Transportation is still operating in Portola. John Rix replies that the Portola driver has quit and that he is in the process of hiring a new driver.

**11. Presentation of Draft 2022/2023 Overall Work Program**

Jim Graham presents an overview of the 22/23 OWP indicating that the 22/23 OWP is much the same as last year except that many of the work elements, such as the Policy and Procedure Manual for PCTC and the Short Range Transit Plan will be nearing completion.

**12. Discussion of 2022/2023 Transit Operations Budgets**

John indicates that draft budgets will be prepared and presented at the May 16<sup>th</sup> PCTC Meeting with adoption of the final budgets at the June 27<sup>th</sup> PCTC Meeting. John will be providing information to Jim for completion of the PCTC and Transit Operations Budget Briefing. John reminds the Commission that a quorum will be needed at this meeting which will be held at 10:30 a.m. John indicates that final budget numbers for Plumas Transit Systems will be dependent on the final CPI which is capped at 2.5% per the contract with Plumas Rural Services.

**13. Confirmation the scheduling of the next PCTC meeting for Monday, May 16, 2022, at 1:30 PM**

Chairperson Scarlett confirms that the next PCTC Meeting is scheduled for Monday, May 16, 2022, at 1:30 PM.

**14. The meeting is adjourned at 11:15 AM**