

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

MINUTES

Monday June 27, 2022

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

1A. Roll Call

Roll call is conducted by Jim Graham, Executive Director.

Commissioners attending in person are Susan Scarlett, Bill Powers and Greg Hagwood.

Commissioners in attendance via teleconferencing are Sherrie Thrall and Phil Oels.

Commissioner Jeff Engel is absent.

Staff Attendees: Jim Graham, Executive Director Plumas CTC; Carlee Tone, Fiscal & Technical Services Assistant III

Others in attendance in person: Kelly McElwain, Transit Manager-Plumas Rural Services; Shauna Everton, Fleet Manager-Plumas Rural Services; John Rix, Seniors Transportation Manager; John Maxwell, Caltrans District 2; Kathy Grah, Caltrans District 2

1B. Public Forum – Public

No comments

1C. Public Forum: Commissioners

Bill Powers comments that he has still not received information regarding lane reduction examples for Portola. Jim Graham indicates that he will reach out to Caltrans for a response.

2. Consideration of draft minutes for PCTC Meeting conducted on May 16, 2022

Motion is made by Commissioner Thrall, seconded by Commissioner Oels, to adopt the minutes of May 16, 2022. Motion passes 5-0

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

Jim Graham reports that staff is still waiting for information from the County Auditor in order to complete the financial audits.

4. Adoption of Final FY 22/23 Budget for PCTC and Transit Operators - Budget Briefing and Budget Resolutions for Plumas Transit System, Seniors Transportation and OWP.

Jim provides an overview of the final budget briefing indicating that the Seniors Transportation budget has gone up significantly due to increases in liability, overhead, fuel and wage costs. Jim indicates that the 22/23 OWP budget is less than last year as the

Short Range Transit Plan, Triennial Performance Audits and the PCTC Policy and Procedure Manual are nearing completion. Chairman Scarlett asks why the ending fund balance is so high. Jim responds that the additional funding from CARES Act for 5311, 5311f and CRRSAA funds have lessened the need to utilize other commissioner funds. Motion is made by Commissioner Thrall, seconded by Commissioner Oels, to adopt Resolutions 22-06 through 22-15. Motion passes 5-0

5. Adoption of the FY 22/23 Overall Work Program and approval of Resolution 22-16 authorizing the Executive Director to execute the FY 22/23 Overall Work Program Agreement (OWPA).

Jim reports that staff has applied for a 10% Overhead Cost Rate certification which will allow the PCTC to capture a portion of the 15% overhead that is applied to staff wages. This will allow PCTC to capture a portion of the PCTC overhead costs utilizing RPA funds. Motion is made by Commissioner Powers, seconded by Commissioner Hagwood, to approve the FY 22/23 OWP and adopt Resolution 22-16. Motion passes 4-0

6. Plumas Transit Systems Operations Update

Shauna Everton reports that Plumas Transit will be providing the charter for the High Sierra Music Festival and that during July, transit will be providing free transit service. Shauna also reports that they have temporarily borrowed a bus from Seniors Transportation. Kelly also reports that they are short on drivers.

7. Update on the FTA Bus & Bus Facilities Program funding request for 3 new buses – Jim Graham

Jim reports that PCTC has received funding for three additional buses under the 5339 Program. These buses will be ordered as soon as the FTA agreements are provided to staff.

8. Seniors Transportation Update

John Rix reports that ridership is slowly but steadily increasing and that he is still short two drivers. John also reports that the Thursday Reno runs are ready to start up again on July 14th. Jim recommends that John promote that through Plumas News.

9. Authorize contract extension with Michael Baker International for completion of the Triennial Performance Audits for PCTC to September 1, 2022. Motion is made by Commissioner Thrall, seconded by Commissioner Hagwood, to authorize the contract extension. Motion passes 5-0

10. Resolution 22-17 – Authorizing the Executive Director to execute the Restricted Grant Agreement and associated documents for the Clean California – Quincy Pocket Park Project. Motion is made by Commissioner Hagwood, seconded by Commissioner Powers, to approve Resolution 22-17. Motion passes 5-0

11. Update on the public engagement meeting for the Quincy CAPM Complete Streets held June 22nd at the Quincy Library.

Jim reports that this meeting had a good turnout with the community conveying the scope of “Complete Street” improvements that they would like to see incorporated as part of this project. Complete street improvements include sidewalks, bike paths and other amenities that support non-motorized modes of transportation. Caltrans will be giving a presentation on this project at the July 18th PCTC meeting.

12. Authorize transfer of \$7,000 from Account 52846 (Contribution for buses) to Account 51200 (Per Diem) for Commission staff Per Diems.

Motion is made by Commissioner Hagwood, seconded by Commissioner Powers to approve this transfer, motion passes unanimously 5-0.

13. Allocation of unused Highway Improvement Program (HIP) funds to existing federally funded projects.

Motion is made by Commissioner Powers, seconded by Commissioner Hagwood to approve the allocation of HIP funds as described in the backup, motion passes unanimously 5-0.

14. Confirmation of the next PCTC meeting for Monday, July 18, 2022, at 1:30 PM

Chairperson Scarlett confirms that the next PCTC Meeting is scheduled for Monday, July 18, 2022, at 1:30 PM.

15. The meeting is adjourned at 11:15 AM