

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

**MINUTES**

**Monday October 17, 2022**

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Vice Chair Greg Hagwood 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 Greg Hagwood, Bill Powers, and Jeff Engel. Commissioners in attendance via teleconferencing are Phil Oels.

Staff Attendees: Jim Graham, Executive Director; John Mannle, Director of Public Works; and Carlee Tone Fiscal & Technical Services Technician III. Others in attendance: Kelly Zolotoff, Caltrans District 2; Kelly McElwain, Plumas Transit Systems Manager; John Maxwell, Caltrans District 2; and Dale Widner, Caltrans District 2

**1B. Public Forum – Public**

There is no comment from the public

**1C. Public Forum – Commissioners**

Jim Graham informs the Commission that Caltrans Right-of-Way Division is asking PCTC to obtain an Airspace Lease Agreement prior to constructing the Quincy Pocket Park. Caltrans has informed PCTC staff of an option to acquire the property as part of a relinquishment to the County. Jim asks the Commission if they have any objections to this process, provided that an environmental investigation is conducted to ensure that the County is not acquiring any pre-existing environmental hazards. Commissioner Engel states that he wants to ensure that on-going maintenance is addressed before the project is built. Commissioner Hagwood indicates that he would bring the topic of the County acquiring the property to the Board as needed.

**2. Consideration of draft minutes for PCTC Meeting conducted on September 19, 2022**

Motion is made by Commissioner Powers, seconded by Commissioner Engel, to adopt the minutes of September 19, 2022. Motion passes 4-0.

**3. Review of the Project Report for the Arlington Left Turn Lane STIP Project and authorize the Executive Director to sign the Project Report.**

Dale Widner provides an overview of the project and the changes in the project scope as outlined in the Project Report. Following discussion, motion is made by Commissioner Engel, seconded by Commissioner Powers to authorize the Executive Director to sign the Project Report for the Arlington Left Turn Lane STIP Project. Motion passes 4-0.

**4. Adoption of Resolution 22-22, Approving the STIP Amendment for the Arlington Left Turn Lane Project.**

Motion is made by Commissioner Engel, seconded by Commissioner Powers, to adopt Resolution 22-22. Motion passes 4-0.

## **5. Transit Operation Update**

### **a) Plumas Transit Systems Operation Update**

Kelly McElwain reports that two new buses have been delivered with one currently on route. The other bus is having decals applied at Wild Hare Signs. The 3<sup>rd</sup> bus should show up later this week. Jim reports that grant funding has been awarded for three additional buses. The agreements for these buses should come out at the beginning of next year.

### **b) Seniors Transportation Update**

John Rix is not present

### **c) Update on the delivery of buses purchased under the 5339 Bus and Bus Facilities Program**

This item was discussed in 5.a) above.

## **6. Presentation of Amendment No. 1 to the FY 22/23 Overall Work Program and Adoption of Resolution 22-23 authorizing the Executive Director to execute the revised FY 22/23 Overall Work Program Agreement (OWPA) allocating rollover funds from the FY 21/22 OWP budget.**

Jim Graham explains the OWP rollover of 21/22 funds into the 22/23 Overall Work Program. Motion is made by Commissioner Engel, seconded by Commissioner Powers to approve Resolution 22-23. Motion passes 4-0.

## **7. Adoption of Resolution 22-24, Authorizing budget transfer loan of \$100,000 from Fund 2029A to Fund 2027.**

Jim Graham explains the need for additional cash flow in order to pay invoices associated with the Chester Main Motion is made by Commissioner Hagwood, seconded by Commissioner Powers to approve Resolution 22-19. Motion passes 6-0.

## **8. Update on the completion of the PCTC financial audits.**

John informs the Commission that the financial audits have still not been completed.

## **9. Confirm scheduling of the next PCTC meeting for Monday November 21, 2022, at 1:30 PM.**

The Commission decides to cancel the November PCTC meeting due the Thanksgiving holiday. The next meeting will be December 19, 2022

## **10. The meeting adjourns at 2:05 PM.**