

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

**MINUTES**

**June 26, 2023**

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 in attendance are Susan Scarlett, Greg Hagwood, Bill Powers, and Kevin Goss .

Staff Attendees: Jim Graham, Executive Director; John Mannie, Public Works Director; Carlee Tone, Management Analyst

Caltrans District 2 Staff attendees: John Maxwell, Senior Transportation Planner, Kathy Grah, Senior Transportation Planner

Other attendees: Kelly Babcock, Caltrans Right of Way Agent

**1B. Public Forum – Public**

There are no comments from the public.

**1C. Public Forum – Commissioners and Staff**

Commissioner Scarlett asks for an update on the needed repairs on State Route 70 near Chalet View. Jim Graham reports that discussions with Caltrans indicate that funding for the repairs is with Caltrans headquarters. Graham will obtain an update and report back to the commission.

**2. Consideration of draft minutes for PCTC Meeting conducted on May 15, 2023**

Motion is made by Commissioner Powers, seconded by Commissioner Hagwood, to adopt the minutes of May 15, 2023. Motion passes 4-0.

**3. Appointment of Pat Morton as Plumas County Transportation Commissioner representing the City of Portola, replacing Commissioner Stan Peiler.**

Motion is made Commissioner Goss, seconded by Commissioner Hagwood to appoint Pat Morton as the Plumas County Transportation Commissioner representing the City of Portola replacing Stan Peiler. Motion passes 4-0.

**4. Adoption of Resolution No. 23-12 authorizing Supplemental Budget Increase of \$60,000 to Fund 2029A to account for additional unanticipated expenditures.**

Motion is made Commissioner Goss, seconded by Commissioner Hagwood to adopt Resolution 23-12 authorizing a supplemental budget increase of \$60,000 to Fund 2029A to account for additional unanticipated expenditures. Motion passes 5-0.

**5. Adoption of Resolution No. 23-13 authorizing Supplemental Budget Increase of \$140,000 to Fund 2029 to repay loan authorized by Resolution No. 21-06.**

Motion is made Commissioner Goss, seconded by Commissioner Hagwood to adopt Resolution 23-13 authorizing a supplemental budget increase of \$140,000 to Fund 2029 to repay loan authorized by Resolution No. 21-06. Motion passes 5-0.

**6. Adoption of Resolution No. 23-14 authorizing Supplemental Budget Increase of \$10,000 to Fund 2027-PPM.**

Motion is made Commissioner Goss, seconded by Commissioner Hagwood to adopt Resolution 23-14 authorizing a supplemental budget increase of \$10,000 to Fund 2027-PPM to account for unanticipated expenditures. Motion passes 5-0.

**7. Approval of the FY 23/24 Overall Work Program and Adoption of Resolution 23-15 authorizing the Executive Director to execute the FY 23/24 Overall Work Program Agreement (OWPA).**

Motion is made Commissioner Goss, seconded by Commissioner Hagwood to adopt Resolution 23-15 authorizing the Executive Director to execute the FY 23/24 Overall Work Program Agreement (OWPA). Motion passes 5-0.

**8. Adoption of Final FY 23/24 Budget for PCTC and Transit Operators - Budget Briefing and Budget Resolutions for Plumas Transit System, Seniors Transportation and OWP.**

Motion is made Commissioner Goss, seconded by Commissioner Hagwood to adopt Budget Resolutions 23-16 through 23-24 for Plumas Transit, Seniors Transportation and Plumas County Transportation Commission Overall Work Program. Motion passes 5-0.

**9. Presentation of the 2023 Plumas County Short Range Transit Plan and discussion of the five recommended service alternatives.**

Graham discusses the following five recommended service alternatives presented in the 2023 Short Range Transit Plan as recommended for implementation by the Social Services Transportation Advisory Council.

1. North County – Serve Taylorsville 2 RT per Day – Pilot Program
2. Convert Quincy Evening Fixed Route to On-Demand Service
3. Implementing Saturday Quincy On-Demand Service
4. Consistent Hourly Headways, Serve East Quincy, On-Demand Stops
5. Transportation Reimbursement Program

Graham explains that he is working with Plumas Rural Services and Seniors Transportation to implement these alternatives. Graham indicates that he will keep the Commission apprised of the progress towards implementing these alternatives.

**10. Summary of the May 15<sup>th</sup> Unmet Transit Needs Meeting and Adoption of Resolution No. 23-25 Establishing the definitions of “Unmet transit need” and “Reasonable to meet”**

Graham briefly explains the Unmet Transit Needs process with the first of two steps consisting of the definition of an “Unmet Transit Need” and the term “Reasonable to meet”. The second step, to occur later, is to determine whether there are any unmet transit needs which are reasonable to meet. Motion is made Commissioner Goss, seconded by Commissioner Hagwood to adopt Resolution 23-25 defining the terms “Unmet transit need” and “Reasonable to meet.” Motion passes 5-0.

**11. Selection of new PCTC Chair and Vice Chair for a 2-year term from July 1, 2023, through June 30, 2025.**

Motion is made by Commissioner Powers to nominate Commissioner Hagwood as the Chair and Commissioner Pat Morton as Vice Chair. Motion is passes 5-0.

**12. Confirm scheduling of the next PCTC meeting for Monday, July 17, 2023, at 1:30 PM.**

The next meeting is confirmed for July 17, 2023, at 1:30 PM.

**13. The meeting adjourns at 2:15 PM.**