

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

**MINUTES**

**April 15, 2024**

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by 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 in attendance are Greg Hagwood, Pat Morton, Susan Scarlett, Bill Powers, and Tom McGowan.

Staff Attendees: John Mannle, Public Works Director; Rob Thorman, Assistant Public Works Director

Caltrans District 2 Staff attendees: Kathy Grah, Senior Transportation Planner; Maz Rahmani, Plumas County Project Manager; Dave Moore, District 2 Chief

Other attendees: Marco Velazquez, Associate Planner – Plumas County Planning Department; Kelly McElwain, Transit Manager; Shauna Everton, Fleet Manager; John Rix, Seniors Transportation Manager.

**1b. Public Forum – Public**

Caltrans District 2 Chief Dave Moore acknowledges John Mannle's career and commends him for his professionalism and the positive working relationship he has had with Caltrans.

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

Greg Hagwood commends John for his service to Plumas County.

**2. Consideration of Draft Minutes for PCTC Meeting conducted on February 26, 2024**

Motion is made by Commissioner Scarlett, seconded by Commissioner Powers, to adopt the minutes of February 26, 2024. Motion passes 4-0.

**3. Caltrans Construction Look-ahead**

Maz Rahmani, Plumas County Project Manager, provides an update on proposed construction activity this coming season. The Commissioners and staff question the actual start dates and when work will commence. Dave Moore explains that the start date listed on the handouts can be misleading and promised to provide better documentation as to when construction activities will begin. Jim Graham indicates that a meeting is needed to coordinate the traffic delays associated with the Cromberg Project to make sure that the transit and schools can get riders to work and school on time.

#### **4. California Transportation Commission RTIP/STIP update**

Mannle explains that the CTC approved all the proposed projects in the Plumas County RTIP.

#### **5. Adoption of Resolution 24-04 authorizing the Executive Director to execute the Federal Exchange Agreement and the deposit (\$105,977) of Regional Surface Transportation Funds to Local Transportation District Fund 2029. Discussion and possible action.**

A motion is made by Commissioner Powers, seconded by Commissioner Morton, to approve Resolution 24-04. Motion passes 5-0.

#### **6. Presentation of the Draft 24/25 Overall Work Program (OWP)**

Graham provides an overview of the Draft 24/25 OWP indicating that this year's OWP is typical. The biggest task is preparation of the 2025 Regional Transportation Plan. Graham asks that the commissioners review Draft 24/25 OWP and provide any comments by the next PCTC Meeting.

#### **7. Presentation of the Draft 24/25 PCTC Budget Briefing**

Graham provides an overview of the Draft 24/25 PCTC Budget along with a summary of revenues and expenditures associated with the current 23/24 Budget. Graham asks that the commissioners review the Draft 24/25 Budget and provide any comments by the next PCTC Meeting.

#### **8. Discussion on retaining GHD through an on-call contract to assist PCTC staff in the coordination with Caltrans on the development of the Project Initiation Document for the Chester Project**

Graham proposes retaining the services of GHD under an on-call contract to assist the County with on-going work associated with the development of the Project Initiation Document for the Chester Project. The commission agrees with this approach. Graham indicates that he will draft an on-call contract for the commissioner's consideration at the next meeting.

#### **9. Update on the near-term installation of ZEV charging stations**

Graham reports that based on previous direction from the commission, he is pursuing near term installation of ZEV charging stations in the major communities in Plumas County. The Dame Shirley Plaza is currently being analyzed for charging station with the assistance of ChargePoint. ChargePoint is an equipment service provider that also provides charging management platform services. Once more details are learned concerning cost and management, they will be shared with the commission.

#### **10. Adoption of Resolution 24-05 approving a supplemental budget increase of \$125,000 to Fund 2029 for Plumas Transit Systems operations (Fund 0115)**

Graham reports that costs for both fuel and bus maintenance have exceeded budgeted amounts and that additional funds are needed for transit operations. A motion is made by Commissioner Powers, seconded by Commissioner Morton, to approve Resolution 24-05. Motion passes 5-0.

#### **11. Update on the Transit Operations Request for Proposals and the draft transit contract**

Graham reports that FY 24/25 will be the last year of Plumas Rural Services' contract for transit services operating Plumas Transit Systems. Work has begun on preparing the Request for Proposals (RFP), the draft transit contract, in compliance with requirements of the Federal Transit Administration and Caltrans procurement regulations. The RFP is anticipated to be released in late September of 2024.

#### **12. Update on the start of the on-demand bus service for the Quincy Evening Route**

Graham report that the start date of the on-demand service for the Quincy Evening Route has been delayed until May 15, 2024, due to delays associated with production of marketing materials.

#### **13. Confirmation of the date of the next PCTC meeting for May 20, 2024, at 1:30 PM.**

The PCTC confirms the meeting for May 20, 2024, at 1:30 PM.

#### **14. Adjournment**

The meeting adjourns at 2:20 PM