

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

**MINUTES**

**May 20, 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 Kevin Goss.

Staff Attendees: Rob Thorman, Acting Public Works Director; Carlee Tone, Management Analyst

Caltrans District 2 Staff attendees: Kathy Grah, Senior Transportation Planner; Maz Rahmani, Plumas County Project Manager; John Maxwell, Transportation Planner; Natalie Kinney, Associate Transportation Planner-Regional Planning

Other attendees: Marco Velazquez, Associate Planner – Plumas County Planning Department; John Rix, Seniors Transportation Manager; John Kolb.

**1b. Public Forum – Public**

John Kolb addresses the Commission regarding master planning for Dame Shirley and specifically the intersection of Crescent Street (SR 70) and Bucks Lake Road. Mr. Kolb urges the commission to look at this intersection as part of the entire plan for Dame Shirley and the surrounding area. Additional discussion is had regarding closing off access to Court Street from SR 70 and the safety benefits to both pedestrians and vehicles backing out from diagonal parking spaces on Court Street.

Commissioner Hagwood requests this item be placed on the agenda of the next Plumas County Transportation Commission meeting in June, followed by a discussion with the Board of Supervisors.

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

Graham reminds the commission of the Cromberg Project Open House at the Portola Library on May 29<sup>th</sup> from 4 to 6 pm.

**2. Consideration of Draft Minutes for PCTC Meeting conducted on April 15, 2024**

Motion is made by Commissioner Powers, seconded by Commissioner Morton, to adopt the minutes of April 15, 2024. Motion passes 5-0.

**3. Submittal of Final FY 2021/2022 PCTC and Transit Operators Financial Audits to State Controller's Office by Vasquez & Co. and update on release of withheld State Transit Assistance Funds**

Graham reports that the FY 2021/2022 PCTC and Transit Operators Financial Audits have been submitted to the State Controller's Office and that our withheld State Transit Assistance Funds totaling approximately \$250,000 have been released for payment.

**4. Adoption of Resolution 24-06 - Approving the 2024 Low Carbon Transit Operations Program (LCTOP) Project and authorizing the execution of associated Certifications and Assurances, and Authorized Agent Forms.**

Graham reports that this year's allocation of LCTOP funds will be used to fund a new bus shelter next to the Feather River College Dormitories and a replacement shelter in Portola on the north side of the highway next to Sierra Energy. A motion is made by Commissioner Goss, seconded by Commissioner Powers, to approve Resolution 24-06. Motion passes 5-0.

**5. Adoption of Resolution 24-07 - Amending the execution authorization of the 2023/24 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PP&M) Fund Transfer Agreement and authorize deposit of \$19,000 of PP&M Funds into District Planning Fund 2027.**

Graham reports that these are funds that the commission received regularly as part of the STIP. A motion is made by Commissioner Goss, seconded by Commissioner Powers, to approve Resolution 24-07. Motion passes 5-0.

**6. Adoption of Resolution 24-08 Authorizing a budget transfer for repayment of a loan that was made from Fund 2029A to 2027 (Transportation Planning) to accommodate the cash flow necessary to pay the large consultant payments associated with the SR 36 Complete Streets and Context Sensitive Streetscape Plan Grant.**

Graham reports that this resolution authorizes repayment of a loan to fund 2029A. A motion is made by Commissioner Goss, seconded by Commissioner Powers, to approve Resolution 24-08. Motion passes 5-0.

**7. Adoption of Resolution 24-09 Authorizing the Executive Director to execute and file all certification of assurances, contracts or agreements or any other documents associated with the 5311, 5311f and 5339 operating assistance funds and capital projects as required by Caltrans. Discussion and possible action**

Graham reports that this resolution authorizes the commission to apply for grants funding associated with the 5311 and 5311f operating assistance grant programs, and for the 5339 grant program for bus acquisition. A motion is made by Commissioner Goss, seconded by Commissioner Powers, to approve Resolution 24-09. Motion passes 5-0.

**8. Comments from the Commission on the Draft 24/25 Overall Work Program (OWP)**

Graham provides an overview of the 24/25 OWP and indicates that this document is scheduled for adoption at the June PCTC meeting. There are no comments from the commission on the Draft 24/25 OWP.

**9. Comments from the Commission on the Draft 24/25 PCTC Budget Briefing**

Graham provides an overview of the 24/25 PCTC Budget Briefing and indicates that this document is scheduled for adoption at the June PCTC meeting. There are no comments from the commission on the Draft 24/25 PCTC Budget Briefing.

## **10. Transit Operations Update**

### **a) Plumas Transit Systems Update and FY 22/23 3rd Quarter Report**

Graham reports that Quarter 3 ridership is up 1,146 passengers over the same time last year. Graham also provides an update on the recent launch of the on-demand system for the Quincy Evening Route and summarizes the marketing efforts.

### **b) Seniors Transportation Update – John Rix, Manager**

John Rix reports that ridership is growing slowly and indicates that they recently filled the Chester driver position.

## **11. Confirmation of the date of the next PCTC meeting for June 17, 2024, at 1:30 PM.**

The PCTC confirms the meeting for June 17, 2024, at 1:30 PM.

## **12. Adjournment**

**The meeting adjourns at 2:10 PM**