

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

**MINUTES**

**December 16, 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, Kevin Goss and Tom McGowan.

Staff Attendees: Rob Thorman, Public Works Director

**1b. Public Forum – Public**

There are no comments from the public.

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

Jim Graham informs the Commissioner that the Portola Lane Reassignment (Restriping) is still being vetted by Caltrans headquarters. That process should be completed in the near future and the City and Caltrans can coordinate the scheduling of a public hearing on the issue. Graham also reports that the Quincy Non-Motorized Transportation Hub has been completed.

**2. Consideration of Draft Minutes for PCTC Meeting conducted on September 16, 2024**

Motion is made by Commissioner Scarlett, seconded by Commissioner Powers, to adopt the minutes of August 5, 2024. Motion passes 4-0.

**3. Adoption of Resolution No. 24-24 approving the Drug & Alcohol Policy adopted by Plumas Rural Services, 3<sup>rd</sup> Party Operator of Plumas Transit Systems**

Motion is made by Commissioner Goss, seconded by Commissioner McGowan, to adopt Resolution No. 24-24. Motion passes 6-0.

**4. Adoption of Resolution No. 24-25 authorizing the Executive Director to sign the Master Fund Transfer Agreement (MFTA).**

Motion is made by Commissioner McGowan, seconded by Commissioner Goss, to adopt Resolution No. 24-25. Motion passes 6-0.

**5. Adoption of Resolution No. 24-26 authorizing a 90-day extension for filing the 2023/2024 Financial Audit Report to be submitted to the State Controller's Office.**

Motion is made by Commissioner Powers, seconded by Commissioner Goss, to adopt Resolution No. 24-26. Motion passes 6-0.

**6. Update on the proposal to close off Court Street from Main Street and authorize the use of Local Transportation Funds to pay for traffic analysis.**

Graham reports that following the Board of Supervisors meeting concerning the closure of Court Street, Public Works decided to have a traffic analysis conducted using Public Work's On-call engineering firm MGE Inc. The cost for preparing this traffic analysis is \$34,786. Graham requests permission from the Commission to utilize Local Transportation Funds (LTF) to pay for this expense. Motion is made by Commissioner McGowan, seconded by Commissioner Powers, to authorize the use of LTF funds for this traffic analysis. Motion passes 6-0.

**7. Approval of contract with Quantum Energy Services & Technologies, Inc. for installation of EV charging infrastructure at Dame Shirley Plaza**

Motion is made by Commissioner McGowan, seconded by Commissioner Goss, to approve the contract with Quantum Energy Services & Technologies, Inc. for the installation of EV charging infrastructures at Dame Shirley Plaza. Motion passes 6-0.

**8. Approval of contract with Kittelson & Associates, Inc. for development of the Plumas County Electric Charging Infrastructure Master Plan**

Motion is made by Commissioner McGowan, seconded by Commissioner Goss, to approve the contract with Kittelson & Associates, Inc. for development of the Plumas County Electric Charging Infrastructure Master Plan. Motion passes 6-0.

**9. Update on the development of the Caltrans' Project Initiation Document for the Chester Main Street Project.**

Graham provides the commission an update on the draft Caltrans Project Initiation Document. This document includes the complete lane reduction, sidewalks and bike lanes through the entirety of the project.

**10. Public Hearing: Adoption of the 2025 Plumas County Regional Transportation Plan (RTP) and Adoption of the associated Initial Study/Mitigated Negative Declaration – Jim Graham**

Graham provides an overview of the 2025 Plumas County Regional Transportation Plan. PCTC Chair Hagwood opens the public hearing. No comments were received at this time. Chair Hagwood keeps the public hearing open and continues this item to the January 27<sup>th</sup>, 2025, PCTC Meeting. A motion to continue the public hearing is made by Commissioner Powers and seconded by Commissioner Goss. Motion passes 6-0.

**11. Update on the hiring of a Principal Transportation Planner.**

Public Works Director Rob Thorman provides an update on the hiring of a Principal Transportation Planner indicating that consultants will be utilized for day-to-day administrative responsibilities handled by Public Works staff. New job titles are still being evaluated by the Human Resources Department.

**12. Appointment of selection committee for the Transit Operations contract.**

Commissioner Goss and Powers agree to be on the selection committee.

**13. Update on delivery of new buses associated with the 2023 5339 procurement.**

Graham reports that the Freightliner will be delivered next week and that the two smaller buses will be delivered in mid-February.

**14. Approval of Resolution No. 24-28 appointing members to the Social Services Transportation Advisory Council.**

Motion is made by Commissioner Goss, seconded by Commissioner Powers, appointing members to the Social Services Transportation Advisory Council. Motion passes 6-0.

**15. Confirm the date of the next PCTC meeting for October 21, 2024, at 1:30 PM**

The meeting date for the January 27<sup>th</sup>, 2025, PCTC Meeting is confirmed.

**16. Adjournment**

The meeting adjourns at 2:15 PM