

MEETING OF THE PLUMAS COUNTY TRANSPORTATION COMMISSION
1834 E. Main St., Quincy, California, 95971– Tel. 530-283-6268

MINUTES

July 21, 2025

Meeting of the Plumas County Transportation Commission (PCTC) called to order by Chair Pat Morton 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 Jeff Schwein, Green DOT Transportation Solutions.

The Commissioners present were Pat Morton, Susan Scarlett, Jeff Engel and Tom McGowan.

The Commissioners absent were Mimi Hall and Bill Powers.

Staff Attendees: Rob Thorman, Executive Director; Jeff Schwein, Transportation Planner; Carlee Tone, Management Analyst, Shauna Everton Transit Manager and John Rix, Seniors Transit Manager.

1b. Public Forum – Public

Amanda Harman, Assistant Planner from Plumas County stated the 7th Cycle Update for the Housing Element for FY 2024-29 is currently circulating for public comment for the 30-day period June 27th through July 28th, 2025, however staff will be taking comments throughout the process. She added that she has the Press Release for the Commissioners and members of the public. She stated the Draft is available on the County website and various places throughout the County. Any comments, questions or concerns can be directed to her, and her contact information is available on the Press Release.

1c. Public Forum – Commissioners and Staff

- Rob Thorman announced the STIP funding cycle initials came out and it doesn't look good for the addition of new Plumas projects. He added there may be delays with the Greenville Asphalt Overlay and 2nd Phase Greagle/Johnsville projects. He stated there is no funding for new projects and will keep the Commissioners updated.

2. Consideration of Draft Minutes for PCTC Meeting conducted on June 16, 2025.

A motion is made by Commissioner Scarlett, seconded by Commissioner McGowan, to adopt the minutes of June 16th meeting. Motion passes 4-0-2.

3. Consideration to Approve the PCTC Meeting Calendar for Calendar Years 2025 and 2026.

Jeff Schwein provided a summary of the meeting calendar.

Commissioner Scarlett stated the January and February Mondays of 2026 are holidays and should be rescheduled.

Discussion took place regarding the decision to reschedule the January and February 2026 meetings to the following Monday.

A Motion made by Commissioner McGowan, seconded by Commissioner Scarlett, to approve the PCTC Meeting Calendar for Calendar Years 2025 and 2026, with corrections as stated. Motion passes 4-0-2.

4. Approval of Resolution No.25-12 - Accepting Sierra County Local Transportation Commission as a contributing sponsor for the FY 25/26 Low Carbon Transit Operations Program (LCTOP), for the purpose of procuring funding to operate the County's free fare transit program

Jeff Schwein provided a summary of the funding and stated the contribution from Sierra County will fund the County's free fare transit program. He added this is beneficial to the County by providing additional funding for the transit program.

A Motion is made by Commissioner Morton, seconded by Commissioner Engel, to approve Resolution No. 25-12. Motion passes 4-0-2.

5. Approval of Resolution No. 25-13 - Authorizing the application for the FY 25/26 FTA Competitive Grant 5339(b) Grants for Buses and Bus Facilities Competitive Program, for the purpose of procuring funding to transition the old County Jail into an Electric Vehicle (EV) charging and transit facility station.

Jeff Schwein gave a summary and explanation on procuring the FTA 5339(b) for the project.

In response to Commissioner Engel, Mr. Schwein stated yes, the upgrades will be done to the outside of the building and charging station.

Discussion took place regarding the funding for the demolition and cleanup costs.

Mr. Schwein stated additional funding is being sought after for this project so that it does not affect the County's General Fund.

A motion is made by Commissioner McGowan, seconded by Commissioner Engel, to approve Resolution No. 25-13. Motion passes 4-0-2.

6. Approval of Resolution No. 25-14 - Authorizing the application for the FY 25/26 FTA Competitive Grant 5339(c) Low or No Emission Competitive Program, for the purpose of procuring funding for EV Charging Stations in Plumas County.

A motion is made by Commissioner McGowan, seconded by Commissioner Scarlett, to approve Resolution No. 25-14. Motion passes 4-0-2.

7. Approval of Resolution No. 25-15 - Authorizing the Project Alignment Confirmation for the Carbon Reduction Program funding, for the purpose of procuring and constructing two Level 2, one dual port and one single port, ADA stall EV chargers at the County owned parking lot at Lawrence Street and Bradley Street.

Jeff Schwein provided a summary and background on the Carbon Reduction Program funding.

Rob Thorman clarified the funding sources and stated that this is a couple of years of funding to put on this application.

In response to Commissioner McGowan, Mr. Thorman discussed the locations of the EV charging stations throughout the County and in the City of Portola.

Commissioner Scarlett stated the Project Alignment Confirmation form has an error in Scope of Work regarding the location of the County owned parking lot on Main Street and Bradley Street. She stated it should be corrected to Lawrence Street and Bradley Street. Mr. Schwein stated the error has been corrected in the program.

A motion is made by Commissioner McGowan, seconded by Commissioner Engel, to approve Resolution No.25-15 Motion passes 4-0-2.

8. Approval of Resolution No. 25-16 - Authorizing Regional Surface Transportation Funds (Exchange) of \$150,000 to City of Portola for FY 25/26 for Gulling Street Bridge Scour Repairs and Engineering.

Jeff Schwein provided a summary and background on the Regional Surface Transportation Funds.

Rob Thorman discussed the funding and allocation of these funds on projects.

A motion is made by Commissioner Engel, seconded by Commissioner Scarlett, to approve Resolution No. 25-16. Motion passes 4-0-2

9. Approval of Resolution No. 25-17 - Authorizing Regional Surface Transportation Funds (Exchange) of \$100,000 to Plumas County Public Works for FY 25/26 for Quincy Junction Road Right of Way.

In response to Commissioner Scarlett, Mr. Thorman discussed the project details and funding sources.

Discussion took place regarding the location of the project.

A motion is made by Commissioner Engel, seconded by Commissioner Morton, to approve Resolution No. 25.17. Motion passes 4-0-2.

10. Update on Dame Shirley Park EV Chargers.

Rob Thorman provided an update on the status and operation of electric vehicle(EV) chargers at Dame Shirley Park. He stated the EV chargers have been operational for a few weeks and are getting occasional use. He explained the chargers are being monitored for revenue and expenses, with the goal of achieving a break-even point.

Mr. Thorman stated the EV chargers are listed on popular charging apps like ChargePoint and Google Maps. He added information is updated regularly.

Discussion took place regarding the possibility of having a third-party company managing future EV charger installations in the county, which would relieve the county of operational responsibilities while still allowing them to benefit from increased visitor traffic.

After several comments, Mr. Thorman was thanked for his update.

11. Update on Court Street Traffic Impact Study and planned stakeholder outreach.

Jeff Schwein provided an update on the plan to conduct a community outreach event to educate the community about the impact of the traffic study and possible closure. The event will be scheduled in mid-August and will be held at the Quincy library. Mr. Schwein stated staff will have an update for the Board of Supervisors by early September.

In response to Commissioner Engel, Mr. Schwein stated the study does recommend a closure for Court Street, however, modeling has been done at seven intersections to show the significance of impact.

Mr. Schwein further discussed the traffic impact study and the accepted levels of service outlined in the County General Plan.

12. Transit Operations Update.

a) Plumas Transit Systems Update – Shauna Everton, Transit Manager

Shauna Everton, Transit Manager, informs the commission that Plumas Transit Systems 3rd quarter ridership was recorded at 7,864 rides, an increase of 600 riders over the same quarter in the previous year.

Ms. Everton notifies the commission that Plumas Transit Systems is at full staff for the first time in two years.

Ms. Everton noted that ridership for the High Sierra Music Festival shuttle service was low and may not be continued next year.

Ms. Everton reminded the commissioners that some of the routes have ongoing construction along some of the routes and to expect temporary delays.

b) Seniors Transportation Update – John Rix, Manager

John Rix, Seniors Transportation Manager, informs the commission that for the 4th quarter ridership numbers consisted of 498 rides in April, 519 in May, and 479 in June. For the 24/25-year end total 5,279 rides recorded an increase from the previous year of just over 4,000 rides.

Mr. Rix notifies the commission that 12,731 meals were delivered in the 4th quarter, and the year total was 50,404 making the meal delivery program still the most used service.

Mr. Rix added that senior transit will be working with Green DOT to secure FTA 5310 grant funding in hopes to expand the Dial-A-Ride service. He added that the partnership application was submitted for the FY 25/26 year, which will reimburse the contribution from PCTC.

13. Approval of Resolution No. 25-18 - Authorizing the allocation of \$5,599 of State Transit Administration (STA) funds for the operation of Senior Transportation.

Rob Thorman, Executive Director stated this series of resolutions should have been on the June meeting and due to an administrative misunderstanding are being brought to this meeting.

A motion was made by Commissioner McGowan, seconded by Commissioner Scarlett, to approve Resolution No. 25-18. Motion passes 4-0-2.

14. Approval of Resolution No. 25-19 - Authorizing the allocation of \$971 of State Transit Administration (STA)-State of Good Repair (SGR) funds for the operation of Senior Transportation.

A motion was made by Commissioner McGowan, seconded by Commissioner Engel, to approve Resolution No. 25-19. Motion passes 4-0-2.

15. Approval of Resolution No. 25-20 - Authorizing the allocation of \$215,726 of State Transit Administration (STA) funds for the operation of the Plumas Transit System.

Commissioner Morton questioned if the abbreviation STA is for State Transit Administration or Assistance. She mentioned an error on the agenda.

Jeff Schwein confirmed STA is State Transit Assistance and assured the error would be corrected.

Further discussion took place regarding how STA was spelled out on the resolution. Commissioner McGowan confirmed the resolution was correct.

A motion was made by Commissioner Scarlett, seconded by Commissioner McGowan, to approve, as amended, Resolution No. 25-20. Motion passes 4-0-2.

16. Approval of Resolution No.25-21 - Authorizing the allocation of \$37,414 of State Transit Administration (STA)-State of Good Repair (SGR) funds for the operation of the Plumas Transit System.

A motion was made by Commissioner McGowan, seconded by Commissioner Engel, to approve Resolution No. 25-21. Motion passes 4-0-2.

17. Approval of Resolution No. 25-22 - Authorizing the allocation of \$307,966 of Transit Intercity Rail Capital Program (TIRCP) funds for the operation of the Plumas Transit System.

A motion was made by Commissioner Engel, seconded by Commissioner McGowan, to approve Resolution No. 25-22. Motion passes 4-0-2.

18. Approval of Resolution No. 25-23 - Authorizing the allocation of \$71,918 Transit Development Act (TDA) funds to the Overall Work Program for transportation planning purposes.

Jeff Schwein discussed the TDA funds and the process of moving them in order to utilize the Overall Work Program.

A motion was made by Commissioner McGowan, seconded by Commissioner Morton , to approve Resolution No. 25-23. Motion passes 4-0-2.

19. Approval of Resolution No. 25-24 - Authorizing supplemental budget increase of \$160,000 to fund 2029A for FY 24/25.

Commissioner Morton discussed a typo in the Resolution and Staff Report.

Jeff Schwien responded that was a typo in the Resolution title and the Staff Report should be corrected to read Fund 2029A not Fund 2027A.

Rob Thorman confirmed the Resolution titles have been corrected.

A motion was made by Commissioner Morton, seconded by Commissioner McGowan, to approve, as amended, Resolution No. 25-24. Motion passes 4-0-2.

20. Confirm the date of the next PCTC meeting for August 18, 2025, at 1:30 PM

The PCTC meeting date for **August 18th, 2025**, is confirmed.

21. Adjournment

The meeting was adjourned at 2:23 PM.