

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

MINUTES

July 17, 2013

Meeting of the Plumas County Transportation Commission (PCTC) opens with roll call at 1:30 p.m. in the Conference Room of the Plumas County Public Works Department.

Commissioners in attendance are: Sharon Thrall, Jon Kennedy, John Larrieu and Susan Scarlett. Absent are Juliana Mark and Kevin Goss.

Staff Attendees: Bob Perreault, Interim Executive Director, John Mannle, Associate Engineer/Transportation Planner, Jim Graham, Senior Planner and Cinda Leonard, Recorder.

Public Attendees included: Aaron Casa, Caltrans; Eric Orr, Caltrans; Marcelino Gonzales, Caltrans; Roy Berlinghoff, PRS

- 1A. **Roll call** is conducted by Bob Perreault. Four Commissioners are present and two are absent.
- 1B. **Public Forum - Public**
There were no public comments.
- 1C. **Public Forum - Commissioners**
There were no comments from the Commissioners.
2. **Approval of Minutes for June 17, 2013**
Motion by Commissioner Larrieu, seconded by Commissioner Kennedy: to adopt the draft minutes for the June 17, 2013 meeting. Motion passed unanimously.
3. **FY 2012/13 Supplemental Budget Request for Plumas Transit System – John Mannle**
John Mannle reports that there will be no need for a supplemental budget for Transit. The fiscal officer for Plumas Rural Services was able to move funds to cover any deficiencies. He stated that there will be a need in the future to address the fuel budget and the increase in the dead head drive time costs. John explains that if the new fuel tank is installed for the buses in the Public Works yard, the savings could amount to up to \$1000 a month.
4. **General Plan Update – Bob Perreault**
Bob Perreault reports to the Commission that there has not been a meeting between Public Works staff, Planning staff and Caltrans as was hoped for. Bob states that the issues that Public Works staff has with the General Plan update will have to be voiced at

the General Plan meeting scheduled for Thursday, July 18th at the Plumas County Fairgrounds.

There is general discussion on the General Plan.

5. **Report on the Greenville Outreach Meeting for SSTAC – Jim Graham**

Jim Graham reports to the Commission that the attendance to the meeting was low. The comments that did come from the attendees were focused on the lack of public knowledge on the Transit system, specifically the Transit schedule and the services available.

6. **2014 State Transportation Improvement Program (STIP) Briefing – John Mannle**

John Mannle addresses the Commission with the explanation of the two-year cycle of the STIP. The projects that are scheduled for the 2014/15 cycle are for the 2nd phase of the A-15 project in Portola and the SR 89 project in Greenville.

John is scheduled to meet with the Caltrans long range planner to go over the State highway needs in Plumas County. The TAC meeting will consist of Transportation staff, Caltrans staff and City of Portola staff. Staff will then come back to the Commission in September with a list of needs for this cycle. Staff will give a draft plan in October, with a request for adoption in November and to submit the plan before the December 15th deadline.

7. **Caltrans Report for the Greenville SR 89/SB 45 Rehabilitation Project – Eric Orr**

Eric Orr reviews the SB45 Progress with the Commission. Eric states that the construction phase is scheduled to begin in fiscal year 2015/16, providing that the Engineering report is finished.

It is reported that the Community Development Commission has obtained funding for an Engineer's report on the sewer main. The report is slated to be final in November, 2013. This report will pinpoint the problem areas of the sewer system.

8. **Discussion of Staff final edits on the Draft Triennial Performance Report – Bob Perreault**

Bob reports that staff has reviewed and amended the audits and is prepared to send them to the auditor. The final reports will be posted on the County website. Hard copies will be available at the Public Works office for public viewing.

9. **Resolution 13-14 Authorizing expenditure of PTMISEA funds for travel costs to inspect the new Bus before final delivery**

John Mannle explains the need for the inspection of the new bus before delivery. Roy Berlinhoff , PRS, will be traveling to Hayward for the inspection. John explains that the funds will be used for fuel, lodging and meals.

Motion by Commissioner Larrieu, seconded by Commissioner Scarlett; To approve expenditures. Motion passed unanimously by attending Commissioners

10. The Commissioners confirmed that the next meeting date will be Monday, August 19, 2013 at 1:30 p.m.

11. Chair Sherrie Thrall adjourns the meeting at 2:15 p.m.

3A-1. Resolution 13-7 allocating \$340,441 in funds to the Transit Operations for FY 2013/14 from the LTF fund (2029A)

Motion by Commissioner Larrieu, seconded by Commissioner Kennedy: to approve Resolution 13-7. Motion passed unanimously

3A-2. Resolution 13-8 allocating \$102,564 in funds to Transit Operations for F/Y 2013/14 from the State Transit Fund (2028)

Motion by Commissioner Goss, seconded by Commissioner Scarlett; To approve allocation; Motion passed unanimously

3A-3. Resolution 13-9 allocating \$131,468 in funds to Transit Operations as “Pass-Thru” FTA Section 5311 Operators Assistance Grant Funding (2029) for FY 2013/14

Motion by Commissioner Goss, seconded by Commissioner Larrieu; To approve Allocation; Motion passed unanimously

3B. Budget Resolution 13-10 allocating \$218,468 from Fund 2029A for Operating Assistance for Seniors Transit

Mimi Hall, Public Health Services, gives an overview of the Amended budget for Seniors Transportation. The Amended Budget is \$10,735 less than the original budget, but contains a budget line for Compensated Absences (\$19,146) and a General Fund Contribution (\$13,500).

After general discussion, Commissioner Scarlett requests that the Seniors Transit Budget be status quo from FY 2012/13 (\$199,243) until the County budget hearings.

Motion by Commissioner Scarlett, seconded by Commissioner Goss; To approve the resolution with changes in the budgeted amount. Motion passed unanimously

3C. Budget Resolution 13-11 adopting the 2013/14 Overall Work Plan (OWP)
John Mannle presented a brief overview of the proposed overall work plan.

Motion by Commissioner Larrieu, seconded by Commissioner Goss; To adopt the 2013/14 Overall Work Plan; Motion passed unanimously

4. **General Plan Update**

Bob Perreault informs the Commission that the Planning Department has received written comments from the General Plan Consultants. In turn, Planning has requested Caltrans and Public Works to submit responses to the Consultant's comments. Bob Perreault informs the Commission that he has sent an email to Randy Wilson, Planning Director, requesting that Planning arrange a face-to-face meeting between Caltrans, Public Works and the General Plan Consultants.

5. Report on June 13, 2013 SSTAC Meeting

Jim Graham informs the Commission that SSTAC is now a fully functional SSTAC committee with 10 members and a mission to concentrate on the "Unmet Transit Needs." The Council is concentrating on educating the Public on the purpose of the Council. They will be using social media networks, the County website, radio and Community meetings to get attention. Jim tells the Commission that he is finalizing the meeting schedule and will be distributing flyers throughout the communities.

6. Resolution 13-12 authorizing the Interim Executive Director to execute the Federal Exchange Agreement X13-6147(025) and deposit funds

John Mannle explains that RSTP funds are funds that are directed towards small Counties with a population less than 50,000 people. The funds are used on specific projects such as ADA compliance for bus shelters, the Park and Ride study, the new bus yard and a proposed bus stop in Chester.

Motion by Commissioner Larrieu, seconded by Commissioner Goss; To authorize the Interim Executive Director to execute the agreement; Motion passed unanimously.

7. Discussion and direction to staff on the Draft Triennial Performance Audits

Bob Perreault inquires if the Commissioners have any comments or questions on the Draft Triennial Audits. There being no discussion, Bob states that staff will prepare a response to the recommendations and submit it to the contract-auditor.

8. Next PCTC Meeting

The Commissioners confirmed that the next PCTC Meeting date will be Monday, July 15, 2013 at 1:30 p.m.

9. Adjournment

Chair Sherrie Thrall adjourns the meeting at 2:15 p.m.

Robert Perreault, Jr., Interim Executive Director

Date