

# **PLUMAS COUNTY TRANSPORTATION COMMISSION**

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## **MINUTES**

April 18, 2011

Meeting of the Plumas County Transportation Commission (PCTC) opens with roll call at 1:30 p.m. in the Conference Room of Plumas County Public Works Department. Commissioners in attendance are: Jon Kennedy, Susan Scarlett, Dan Wilson, Sharon Thrall and Chairman John Larrieu. Also in attendance are: Bob Perreault, Acting Executive Director for the Commission & Director of Public Works; John Mannle - Transportation Planner for the Commission; Daniel Bastian, City of Portola; Frank Auguliaro, Plumas Transit; Michelle Pillar, Plumas Transit; Aaron Caballang, Cal-Trans; Bruce Carpenter, CHP; Cinda Leonard PCTC Secretary and Martin Byrne, Citizen. Supervisor Robert Meacher was absent.

Chairman Larrieu requests any comments for Public Forum.

### **1a. Public Forum**

Acting Executive Director Bob Perreault, addresses the Commission in regards to how the structure of the staff support has changed since the former Executive Director, Martin Byrne has retired. Mr. Perreault will be the Acting Executive Director, John Mannle will remain the Transportation Planner and Cinda Leonard will be taking the minutes of the meetings and performing Administrative support until such time that a new Executive Director can be retained. Having no input from the Commissioners, Chairman Larrieu moves on to item 1b.

### **b. Chairman Larrieu Requests Input from Commissioners on Non-Agenda Items:**

Hearing no input from Commissioners, Chairman Larrieu closes Public Forum.

### **2. Approval of Minutes of February 28, 2011.**

Minutes of the January 24th meeting are approved on motion by Sharon Thrall, second by Dan Wilson, followed by unanimous votes of approval.

### **3. Bid results for State Transportation Improvement Program (STIP) project – A15 Reconstruction (Phase 1) – City of Portola**

John Mannle opens the discussion with concerns that the bids that have been reviewed are considerably lower than the grant amount and questions the need to request a lower allocation. He was advised by Cal-Trans D-2 to contact Sacramento directly in order to get a request on the CTC action agenda. The deadline for the request is 3 months (90 days) after acceptance of the bid. Dan Bastian, City Engineer, states that there is a provision in the project description that allows for expansion of the program in order to use all of the available funds if it meets the requirements

of the environmental documents. In this case there is the potential to pave approximately an additional 400 feet.

John stated that he would like to work with the City's Engineer to determine an appropriate amount for the application of an AB608 request. The commission staff would process the agenda request.

Commissioner Wilson asks what the city needs to do next in order to expedite the process. The City Engineer stated that he would work on getting the amount solidified for the CTC report and get the figure to John Mannle.

4. California Air Resources Board – PCTC's Annual Transit Report Review with regard to Diesel Emissions Reduction

John Mannle opened the discussion that CARB had notified shortly after Marty Byrne retired that as of December 31, 2010 the fleet of buses was to have lowered its diesel emissions to 80% of its 2005 baseline. He explained that he told them that the new ARRA bus would drop us down to 30% but it is still in the inspection phase and has not been delivered yet. He also stated that once we have the new bus on the road, we would be able to take the 2002 unit down to low mileage status which would drop us to meeting 90% of the 2005 baseline. During a phone conversation with Eric Bissinger from CARB, John mentions that Eric stated that it is still a violation, but that since we have been very cooperative, he would pass this along as our plan. John plans to send Eric a letter with our formal intent and notification of the ARRA bus.

5. USDOT, Federal Motor Carrier Safety Administration Compliance Review of Plumas Transit

John Mannle states that in recent months over 21 people have died in transit bus accidents. As a result, Congress has mandated that any carrier with a USDOT number must be inspected. He reports that Plumas Transit passed the inspections with only minor issues that were found. One of the issues the drivers daily inspection reports were an outdated form. Jimmy LaPlante, PRS Transit Coordinator, has ordered new forms. The next issue was a need to maintain a driver duty status report. We just need a better paper trail. The final issue was the lack of an *interstate* DOT number on the buses when we were making the Reno trips. Jimmy LaPlante is obtaining the necessary paperwork to get the number.

6. Plumas Rural Services – FY 10/11 3<sup>rd</sup> Qtr Report for Plumas Transit

Frank Argugliaro and Michelle Pillar of Plumas Rural Services comment on the status of the 3<sup>rd</sup> Quarter report. Ridership is up in Quincy, but down in Greenville & Chester. This was due to the two days when the route was closed down due to hazardous snow conditions. The same applies to the Graeagle and Portola Routes. Susan Scarlett commented that the year to date figures looked good. The budget appears to be on track.

7. Plumas Rural Services – FY 11/12 Draft Budget for Plumas Transit

Jimmy LaPlante is attending Cal Act Conference this week and will brief the Commission on the Conference at the next meeting.

John Mannle opens the discussion by stating that he requested that the draft budget reflect costs that would be incurred if the Reno run was restarted. John notes that it appears that the costs are in the figures, but not the revenue from the Charters. Michelle Pillar spoke that the revenues were included under the FRC contract. That amount rose from \$35,300 to \$41,000. John stated that the LTF, FTA and STA revenue figures are estimated numbers. The estimated number for the STA is high. He received the estimate as \$87,000 rather than the posted \$100,000 figure from PRS. The rest of the Revenue figures have been estimated by Michelle & Jimmy.

Susan Scarlett questioned why the Charter revenue figures were estimated lower than this years figures. Michelle explained that Charters are down. They have had several cancellations and are anticipating less revenues from them. Another issue is that they had to schedule staff for the

Charters and then they would get cancelled at the last minute. Michelle stated that they had made changes in their cancellation policy to help alleviate last minute cancellations without being compensated for the time. The customer who cancels after a set time period will be required to pay part of the costs.

Michelle pointed out that Cash Ticket Sales were up., partially due to the \$12,000 PRS received from Cal-Works. Cal-Works is giving bus tickets to its participants, so that counts for the cash ticket sales being up. This \$12,000 amount is included in the cash sales figures.

Michelle mentions that they have asked for an increase from the Far Northern Regional center from \$8600 to \$11,000. The increase is requested because the Transit buses are making far more trips into the more rural areas than usual. There has been no word from Far Northern as to if they will agree to the increase.

John Mannle questions the large increase in Workers Compensation, Health Insurance and Insurance of almost \$40,000 when there is only an increase of \$10,000 in the fuel budget.

Michelle states that the Health Insurance amount could go down if some employees worked under the 20 hour per week limit. She also said that amount could be affected if they hired addition part-time employees who would not qualify for Health Insurance.

Susan Scarlett inquires about the \$24,000 increase in the Workers' Compensation budget and asks if it was due to a high number of claims. Michelle answers that Workers Comp rates have been raised. The rates for the drivers are higher. PRS uses a Non-profit agency for their Workers Comp. She feels that they get the best rate they can.

Susan states that given the draft revenue amount versus the draft expenditures, the budget will be in the negative. John replies that this is what they will be working on for the next 30 days to figure out.

Fuel costs and insurance costs will need to be looked at closer. He also wants the Reno numbers brought into a different column. The Reno trips are just an option and those figures should be listed separately. We need to look at our actual budget without those figures.

Michelle brought up the option of talking to the County about a bulk fuel rate. John stated that it is an option that will need to be looked at in the next couple of years.

Supervisor Thrall asks for the reason that the retirement budget is zeroed out.

Michelle replies that the overall PRS programs are looking at a budget shortfall of over \$500,000. PRS is looking for ways to cut costs within the Agency. The general consensus at this time is to cut retirement in order to save man hours, keeping more people working.

#### 8. Plumas Rural Services – Annual CHP Terminal Inspection Results for Plumas Transit

Frank Argigliaro reports that all is satisfactory with the Inspections.

#### 9. Draft Plumas County Triennial Performance Audits

The Triennial Audits are caught up to current. John Mannle reads the recommendations.

1. Ensure fiscal audits are being submitted on time; 180 days after the end of each fiscal year;
2. Begin reporting FTEs and VSH/VSM according to the PUC guidelines;
3. Develop an ADA Paratransit Plan
4. Develop a Short Range Transit Plan.

Overall, the Audit shows the we are in good shape.

#### 10. Grant Application for the Short Range Transit Plan

John Mannle shares that Jim Moore of Moore & Associates, has offered to fill out the Grant Application Pro bono. He then states that the money will be available when the State passes their budget. The requested amount is \$49,000.

#### 11. Status of the Feasibility Study

Bob Perreault reports on the status of the feasibility study for a Plumas County Mobility Management Center. There will be a workshop conducted on Tuesday, April 26<sup>th</sup> from 8:30 AM to 12:00 PM in the Quincy Library Conference Room @ 445 Jackson Street in Quincy. The consultant to the project workshop will be informing the Commission of how the workshop went at the next meeting.

12.     Next Meeting and Adjournment

The next meeting is set for May 9, 2011 at 1:30 pm. The meeting adjourns at 2:15 pm.

ATTEST:     \_\_\_\_\_  
              (Not sure whose name should go here)