

# PLUMAS COUNTY TRANSPORTATION COMMISSION

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## MINUTES

May 9, 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, Robert Meacher and Chairman John Larrieu. Also in attendance are: Bob Perreault, Executive Director for the Commission & Director of Public Works; John Mannle - Transportation Planner for the Commission; Aaron Cabaccang, CalTrans; Jimmy LaPlante, Plumas Transit; Michelle Piller, PRS; Joe Blackwell, PCPW; Scot Thompson, CalTrans.

Chairman Larrieu requests any comments for Public Forum.

1a. Public Forum

Having no input from the Public, 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 April 18, 2011.

Minutes of the April 18th meeting are approved on motion by Robert Meacher, second by Sharon Thrall, followed by unanimous votes of approval.

3. Formally Appoint Executive Director per By-laws

Bob Perreault briefly discusses the by-laws that are needed for formal approval to appoint an Executive Director for the Transportation Commission. The Motion is made by Dan Wilson to appoint Bob Perreault Executive Director, seconded by Jon Kennedy, followed by unanimous votes of approval.

4. Discussion on future proposal for changes to the by-laws with regards to authority to sign claims

This item is to be addressed at the Commission meeting scheduled for Monday, June 20, 2011.

5. Review of the Draft PCTC Triennial Performance Audit

John Mannle reviews the final Triennial Audit. All of the criteria from the audit recommendations have been met. The next audit will be prepared for fiscal years 09/10, 10/11 & 11/12.

6. Review of Draft transit Budget

The draft budget has been altered to reflect two proposals; with and without the Reno Route. The basic budget without the Reno route is discussed. The discussion centers on the cost of Workers Compensation, the cost of fuel and insurance.

7. Review of Draft Senior Budget

The draft budget is reviewed. Senior Transit is requesting the same amount as fiscal year 2010/11. Sharon Thrall questions a status Quo budget when fuel costs are rising. Martha Heezel states that they know they will have to move money around to help with the rising fuel costs. They are looking to cut fuel costs by reducing the number of extra group trips they will be making. Also they expect lower expenses in the vehicle maintenance budget since the buses are all fairly new and generally require regular maintenance and upkeep.

Final Adoption of this budget will be held at the regular meeting scheduled for June 20, 2011.

8. Review of Draft OWP and Commission Budget

John Mannle begins the discussion by explaining the Overall Work Plan (OWP) and its funding. This program is typically fully funded between the Rural Planning Assistance dollars, Grant Revenue and the STIP funding. The OWP budget is approved by CalTrans and then adopted by the Commission.

John goes on to explain the cost plan and the reimbursement process and the urgency to get the budget adopted before the next fiscal year. John also explained that indirect costs are not reimbursable without a Caltrans-approved indirect cost rate proposal (ICRP). These ICRP's typically cannot be determined until after the end of the fiscal year audit. OWP program requires the final invoices for a given to be processed before end of the year audit are completed. However, John will explore the possibility of getting an interim indirect cost rate approved by Caltrans' Audits and Investigations Unit later this fiscal year.

John Mannle discusses the Budget spreadsheet showing the figures of each fund with Revenue and Expenditures to date and the projected figures through the end of the fiscal year. Then he explains the proposed budget for fiscal year 2011/12. If adopted as proposed, the Local Transportation Fund would experience a decrease of over \$91000. The decrease in the fund balance is primarily within the State Transit Assistance (STA) account. STA funds can only be used for transit operations and are typically spent every year. The increase in expenditures is due to the increasing costs of fuel and workers compensation. He recommends adopting this budget as presented. There is discussion on making cuts and having a rate increase.

9. Prop 1B PTIMSEA Program – Resolution 11-5 & 11-6

John Mannle explains PTIMSEA and its use of funds. He asks for Resolution 11-5 to authorize staff for actions necessary to execute certifications and assurances required by Prop 1B for various future transit projects. The motion is made by Robert Meacher, seconded by Sharon Thrall and approved by unanimous votes of approval.

Resolution 11-6 is presented to the Commission to delegate authority to staff for actions necessary to obtain Prop 1B funds for various future transit projects. Motion carried.

10. Transit Bus Parking

John Mannle opens the discussion explaining that the Planning Department informed Local Trans that there will be no more parking the buses at the Plumas Rural Services office. Under the General Plan and County code, Buses are not allowed to park on unpaved surfaces. Currently the buses are parked at the Recreation Departments (Caltrans) lot at a cost of \$400 per month. John states that he will be required to extend the contract since it expires on June 30, 2011. John Mannle discusses the possibility of housing the buses at the Public Works Maintenance yard with some improvements. If the arrangement is made, PCTC, through PTIMSEA program funding, would help to build a covered parking area and enlarge the fuel tanks so that the buses can fuel at the facility to take advantage of bulk fuel rates. PRS will be instructed to move the buses located in Beckwourth and Chester to the Public Works Maintenance yards for storage in the near future.

11. Greenville Rancheria meeting information

John Mannle gives an overview of the structure of the Rancheria transportation planning process. They can contribute to the improvements and maintenance on Plumas County roads as part of their system for funding. John explains the map showing the Rancheria's proposed inventory of County routes significant to the tribe.

The staff planner for the Rancheria is required to turn in a work program each year for funding. It is the wishes of the Rancheria to spend the funded money, approximately \$125,000, on County roads. John has given the Rancheria a list of all of the Public Works projects in the Greenville area that are planned for this year.

12. Next Meeting and Adjournment

The next meeting is set for June 20, 2011 at 1:30 pm. The meeting adjourns at 2:30 pm.

ATTEST:

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Bob Perreault Executive Director