

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

**MINUTES**

Monday, June 18, 2018

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chairman Bill Powers with roll call at 1:30 pm in the Conference Room of the Plumas County Public Works Department.

**1A. Roll Call** is conducted by John Mannle

Commissioners in attendance are: Bill Powers, Michael Sanchez, Susan Scarlett, Lori Simpson, Phil Oels, and Sherrie Thrall. A Quorum is present

Staff Attendees: John Mannle, Assistant Director; Jim Graham, Senior Environmental Planner; Angelique Pluff, Fiscal Technician; Amanda Higgins, Recording Secretary.

Others in Attendance: John Maxwell, Caltrans; Kelly McElwain, Plumas Transit; John Rix, Seniors Transportation.

**1B. Public Forum – Public**

No comments

**1C. Public Forum: Commissioners**

Commissioner Simpson received an email from a community member that had questions regarding the beautification projects in Quincy. Commissioner Simpson encouraged them to attend a PCTC meeting to discuss.

Commissioner Thrall reported a complaint from a third party that witnessed a Transit driver on the phone while driving out of the Public Works yard, that they were unable to locate contact information on the county website. Commissioner Thrall clarified to the party that the transit system is not a county agency that it is contracted with PRS.

Kelly reported that issue has been taken care of.

**2. Consideration of Draft Minutes for PCTC Meeting Conducted on May 21, 2018**

Motion made by Commissioner Simpson, seconded by Commissioner Oels, to adopt the minutes of the May 21, 2018 meeting. Roll call vote, motion passes 6-0.

**3. Plumas Transit System FY 2017/18 3<sup>rd</sup> Quarter Report**

Kelley McElwain reported that the college ridership was down. The Portola route had an increase in ridership. There is also a slot open for a driver in Portola.

**4. High Sierra Music Festival Contract- Charter Source and Extended Hours Service**

Kelley updated that there is no contract in place yet. High Sierra plans to use the local service through the weekend with extended hours of service on Saturday and Sunday.

**5. Comments from Commissioners on - Administrative Draft of 2018 Administrative Modification to the 2010 Regional Transportation Plan**

Commissioners made comments on the typos. Commissioner Sanchez commented on the need to update the acknowledgement section and questioned if a formal letter needed to be adopted by the board and whether the RTP needed to reference the County's emergency evacuation plans. John Mannle stated that he sent the draft to Caltrans Headquarters. John will edit the RTP, send a revised copy to the Commissioners and add it to the agenda for the July meeting.

**6. Status of the Request for Qualifications for Financial Audits**

John Mannle reported that the Commission received 1 Statement for Qualification from Vasquez & Co. John had a discussion with Vasquez on the operations of Plumas County Transportation. Vasquez sent a cost proposal of \$48,000. John stated that after further discussion with Vasquez they sent a modified cost proposal of \$21,000. Move to action item for approval at July meeting.

**7. Status of the Request for Qualifications for the Triennial Performance Audits**

Jim Graham reported that the department received 2 Statement for Qualifications from Michael Baker International and LSC. The references were contacted and it was discovered that Michael Baker International is very knowledgeable with calculating the TPA. John explained that the collective decision was to contract with Michael Baker International. Move to action item for approval at July meeting.

**8. FY 2018/19 Final Budget Briefing and Budget Resolutions for Plumas Transit Systems**

John explained the budgets and handouts that were distributed.

Commissioner Scarlett commented that the amount of General Fund contribution shown for Senior Transportation should be shown as \$39,661 until the B.O.S. approves the requested amount of \$49,661.

**8A. Resolution 18-07- Allocating TDA funds in the amount of (\$266,838) to Plumas Rural Services for FY 2018/19 from the State Transit Fund (2028)**

Motion is made by Commissioner Oels, seconded by Commissioner Simpson, to adopt Resolution 18-07. Motion passes 6-0.

**8B. Resolution 18-08- Allocating STA funds in the amount of (\$145,626) to Plumas Rural Services for FY 2018/19 from the State Transit Fund (2028)**

Motion is made by Commissioner Thrall, seconded by Commissioner Sanchez, to adopt Resolution 18-08. Motion passes 6-0.

**8C. Resolution 18-09- Allocating STA- State of Good Repair (SGR) funds in the amount of (\$27,599) to Plumas Rural Services for FY 2018/19 from the State Transit Fund (2028)**

Motion is made by Commissioner Simpson, seconded by Commissioner Scarlett, to adopt Resolution 18-09. Motion passes 6-0.

**8D. Resolution 18-10- Authorizing the Federal Funding under FTA Section 5311 (49 U.S.C. Section 5311) with California Department of Transportation**

Motion is made by Commissioner Oels, seconded by Commissioner Thrall, to adopt Resolution 18-10. Motion passes 6-0.

**8E. Resolution 18-11- Authorizing (\$110,407) for the Operation of Plumas Transit Systems a "Pass-Thru" FTA Section 5311 Operators Assistance Grant Funding from the Local District Fund (2029) for Fiscal Year 2018/19**

Motion is made by Commissioner Thrall, seconded by Commissioner Simpson, to adopt Resolution 18-11. Motion passes 6-0.

**8F. Resolution 18-12- Authorizing (\$124,529) for the Operations of Plumas Transit Systems as "Pass-Thru" FTA Section 5311(f) Operators Assistant Grant Funding from the Local District Fund (2029) for FY 2018/19**

Motion is made by Commissioner Oels, seconded by Commissioner Sanchez, to adopt Resolution 18-12. Motion passes 6-0.

**9. Resolution 18-13- Allocating TDA funds in the amount of (\$250,756) to Plumas County Public Health Agency for operation for the Seniors Transportation from the Local Transportation Fund (2029A) for FY 2018/19**

Motion is made by Commissioner Simpson, seconded by Commissioner Oels, to adopt Resolution 18-13. Motion passes 6-0.

**10. Resolutions to adopt Overall Work Program (OWP) and Budget**

Commissioner Thrall noted that the statement on the SB1 repeal measure needed to be updated. Commissioner Thrall also requested corrections to the paragraph on the PCCC on page 9 of the OWP along with corrections to page numbers.

John stated he would make the necessary edits to the OWP and Budget Briefing and bring them to the next meeting.

**10A. Resolution 18-14- Adopting the Overall Work Program and Authorizing Commission Staff to execute the Overall Work Program Agreement for Expenditures and Revenues for FY 2018/19**

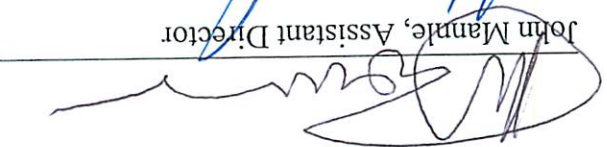
Motion is made by Commissioner Scarlett, seconded by Commissioner Sanchez, to adopt Resolution 18-14. Motion passes 6-0.

**10B. Resolution 18-15- Allocating LTF (Fund 2029A) funds in the amount of (\$50,000) for the 2018/19 Overall Work Plan to the Transportation Planning Fund (2027).**

Motion is made by Commissioner Oels, seconded by Commissioner Thrall, to adopt Resolution 18-15. Motion passes 6-0.

11. **PCTC Next Meeting**  
The meeting is scheduled for Monday, July 16, 2018 at 1:30 PM

12. **Adjournment**  
Meeting adjourned at 2:24 P.M.

  
John Mannie, Assistant Director

Date: July 18, 2018