

**MEETING OF THE PLUMAS COUNTY TRANSPORTATION COMMISSION**

1834 E. Main St., Quincy – COUNTY OF PLUMAS – Tel. 283-6268

**MINUTES**

Monday May 13, 2019

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chairman Bill Powers with roll call at 1:30PM 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, Phil Oels, Sherrie Thrall, Michael Sanchez, Lori Simpson and Susan Scarlet. A quorum is present. Bob Perrault is absent.

Staff Attendees: Jim Graham, Senior Environmental Planner; Amanda Higgins, Fiscal Tech III, Stephanie McMillan, Recording Secretary.

Others in Attendance: John Maxwell, Caltrans; Kelly McElwain, Plumas Transit; John Rix, PCPHA – Senior Transportation

**1B. Public Forum – Public**

No comments

**1C. Public Forum: Commissioners**

Commissioner Scarlett asked for an update on the SB1 funding for housing starts. John Mannle responded that he thought it was unenforceable. John reported that he and Bob were to attend the Caltrans meeting scheduled for Thursday to discuss STIP Fund partnerships with Caltrans. They will report on possible projects at the June PCTC meeting. Also the State applied for and was approved for the use of Safety Funds for a round-about for the intersection of Highway 36 and County Route A-13 to be scheduled for construction in 2022.

**2. Consideration of Draft Minutes for the PCTC Meeting Conducted on April 15, 2019**

Motion is made by Commissioner Oels, seconded by Commissioner Thrall to adopt the minutes of the April 15, 2019 meeting. Motion passes 6-0

**3. Final Financial Audit Submitted by Vasquez & Co. – Discussion of FY 2017/18**

**Financial Transit Funds Audit – John Mannle**

Finished audit was completed and submitted to the State on April 19 2019. Transit Fund Audit indicated that Seniors Transportation achieved the minimum amount of 10%. The Final Audit will be presented in June 2019.

**4. Triennial Performance Audit – John Mannle**

John expected the Triennial Performance Audits to be completed and sent to Caltrans by June 30, 2019.

**5. Status of Regional Transportation Plan (RTP) 2019 Update – Bob Perrault and Jim Graham**

Jim Graham reported on the RTP meetings held in Quincy on Tuesday and Chester on Wednesday with another to be held tonight in Portola. These have not been well attended but have resulted in good questions from those in attendance. Most questions are in reference to speeding, road conditions, better sidewalks and bicycles, etc. Sherrie Thrall and Jim would like to present a draft Facebook page to Bob to increase notification and attendance at these meetings and others. Other pop-up events will be part of local community events. Commissioner Michael Sanchez voiced concern over the school children needing to make unsafe crossings over Hwy 70 near Grizzly Road while using the school bus. John indicated Michael should speak to School District Transportation office.

**6. Status of Transit Operator Request for Proposal (RFP) & Contract – John Mannle**

John stated there are several challenges in getting Disadvantaged Business Enterprises to participate in sub-contracting at the level requested by the State and Caltrans. The Transportation Operator contract needs an independent cost estimate before we ask for a bid. Federal estimated participation of 3% is difficult to achieve in our rural area. One bid was received and there was zero DBE participation. In Northern California there are few DBE's available and willing to work on transit contracts In Plumas County. John is concerned that federal funds in the amount of \$250,000 may be lost if there is no contract by July 1, 2019.

**7. Discussion on the upcoming traffic counts in Plumas County to be conducted by Caltrans – John Mannle**

The City received a letter that the State will be collecting data on roads connected to State Highways. John had to remind them that some of the roads are not listed correctly. Public Works needs to issue an encroachment permit. The counts will be used to confirm the County data. This does not affect gas tax funding but is involved with the Vehicles Miles Traveled. John is trying to get the state to accept our estimates which are much lower than theirs. The counting period is approximately 2-3 months throughout the County and will be completed by September.

**8. Federal Transit Administration (FTA) 5311 (f) program application for FY 2019/20**

John explained the 5311 is the Rural Transit Program application for approximately \$200,000 to \$300,000 in Federal funding.

**8A. Resolution 19-03 – Authorizing Commission Staff to execute the Caltrans Agreement for Fiscal Year 2019/20 and to submit the applications for funding and the required FTA certifications. Discussion and possible action to follow.**

Motion made by Commissioner Oels, seconded by Commissioner Sanchez to authorize application for (FTA) 5311 (f) funds. Roll call vote. Motion passes 6-0.

**9. Authorize Execution of the FY 19/20 Overall Work Program (OWPA) – John Mannle**  
John stated this resolution is typically addressed every year with the Budget. This year it is being requested by June 4, 2019.

**9A. Resolution 19-04 – Adopting the Overall work Program and Authorizing Commission Staff to execute the Overall Work Program Agreement for the Fiscal Year 2019/20. Discussion and possible action to follow.**

Motion is made by Commissioner Thrall, seconded by Commissioner Simpson to authorize execution of the agreement. Roll call vote. Motion passes 6-0.

**10. May Draft Budget Briefing for FY 19/20 for PCTC and Transit Operators – John Mannle**

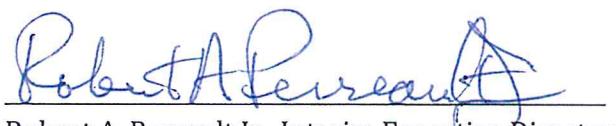
John indicated this is the standard budget briefing. The Transit Operators Contract could change some of the numbers in the budget. The updated Senior Transit handout was given to the Commissioners reflecting the request for \$30,000 in funds for 2019/20. John Rix explained that the amount went up due to loss of \$32,500 and the increase in minimum wage which will be reflected in increased salaries and service hours for drivers. He suggested Senior Transit might look into this funding for vans. The funds are available for 2019/20.

**11. PCTC Next Meeting**

The next meeting is tentatively scheduled for Monday, June 17, 2019 at 1:30pm.

**12. Adjournment**

Adjourned at 2:10 pm

  
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Robert A. Perrault Jr., Interim Executive Director

Date JUNE 17, 2019