

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

MINUTES

Monday March 23, 2020

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Bob Perreault, Interim Executive Director of Plumas County Transportation Commission with roll call at 1:30 PM in the Conference Room of the Plumas County Public Works Department.

Due to COVID19 and the new rules adopted by Governor Gavin Newsom, Commissioners that were not present at the meeting could comment and vote via teleconference.

- 1A. **Roll Call** was conducted by Bob Perreault, Interim Executive Director of the Plumas County Transportation Commission. Commissioners in attendance via teleconferencing are: Lori Simpson, Susan Scarlett, Jeff Engel, and Phil Oels. Bill Powers and Sherrie Thrall are absent. A quorum is present.
Staff Attendees: John Mannle, Assistant Director of Public Works; Jim Graham, Senior Environmental Planner; Stephanie McMillan, Recording Secretary; Amanda Higgins, Fiscal Tech III.
Others in Attendance: Kelly McElwain, Plumas Transit and via teleconferencing: Kathy Grah
- 1B. **Public Forum – Public**
No comment.
- 1C. **Public Forum: Commissioners**
No comment.
2. **Consideration of Draft Minutes for the PCTC Meeting Conducted on February 24, 2020**
Motion is made by Commissioner Simpson, seconded by Commissioner Oels to adopt the minutes of the February 24, 2020 PCTC meeting as presented. Motion passes 4-0.
3. **Final Financial Audits FY 2018/19 and Transit Operators Funds Audits**
John Mannle presented the Final FY 2018/19 Financial Audits to the Commission a motion was made by Commissioner Oels and seconded by Commissioner Scarlett to approve the Final Financial Audits for FY 2018/19 and submit them to the State Controller's Office.
John explained that there were changes to the audit as the Transit Fare Box Ratio was calculated at less than the required minimum of 10%. The recalculation included depreciation expenses of the Senior Transit buses and equipment. The Fare Box Ratio was revised upward as a result of these changes to 28%, well above the 10% requirement. Commissioner Engels made a motion for a Minute Order to approve the changes to the Financial Audits and submit them to the State Controller's Office by March 31, 2020. Commissioner Oels seconded. Roll call vote on both items. Minute Order is adopted 4-0.

4. Resolution 20-05 Authorizing the Interim Executive Director to Execute the Federal Exchange Agreement and Deposit of the Regional Surface Transportation Funds in the amount of (\$72,313) to Fund 2029

John Mannle presented the annual PCTC agreement with the State, authorizing the Interim Executive Director to Execute the Federal Exchange Agreement and the Deposit of Regional Surface Transportation Funds in the amount of Seventy Three Thousand Three Hundred and Thirteen Dollars (\$72,313) to Local Transportation District Fund 2029 for FY 2019/20. Commissioner Engel made a motion to approve Resolution 20-05. Motion was seconded by Commissioner Simpson. Roll call vote. Motion passes 4-0

5. Bus Stop Construction Projects

Jim Graham reported that the Portola Bus Shelter easement approval is pending and that preliminary survey work has begun for the Plumas District Hospital Bus Shelter. Shelters are being stored at the Public Works yard pending construction in the summer 2020.

6. Update on the Progress of the installation of Bus Shelter Trash Receptacles

Jim Graham reported that Public Works staff have installed all existing shelters with secured trash receptacles. The Plumas Rural Services Alive Program will assume responsibility to clean and maintain the shelters. Commissioner Simpson applauded the organization and process of the Public Works staff on this project.

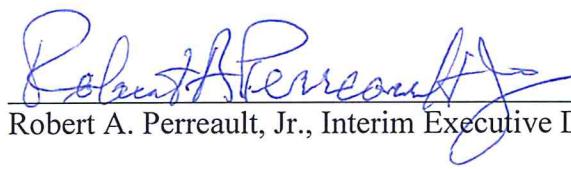
7. Public Works Staff Support Reorganization and Revisions to PCTC Rules and Regulations

Bob Perreault reported on the proposed revisions to the PCTC Rules and Regulations with regard to Public Works staff members and Commissioners compensation. The PCTC Interim Executive Director's stipend has been eliminated on the advice of County Counsel as reflected in Section 7. Those funds will be directed toward changes in the stipend paid to Commission members and staff and should not impact the PCTC budget. Section 8 of the Rules and Regulations indicate that each Commissioner will now receive \$100.00 per meeting and the mileage reimbursement would be paid separately based on the County Mileage Reimbursement rate. Section 9 directs that reimbursement for Public Works staff assisting PCTC be directed to the Public Works Department rather than by stipend to the staff member.

Commissioner Scarlett made a motion for a Minute Order to accept the revised PCTC Rules and Regulations. Seconded by Commissioner Simpson. Roll Call vote. Minute Order is adopted 4-0

8 John Mannle observed that since no Chair or Vice-Chair of PCTC was present at the meeting, it was recommended that another Commissioner be elected to do so. Claims will be emailed to the Commissioners with the request to return them with blue ink signatures. Commissioner Engel made a Minute Order motion to elect Commissioner Simpson to sign the Resolution 20-05. Seconded by Commissioner Oels. Roll Call vote. Minute order adopted 4-0.

9. Jim Graham introduced Kelly McElwain, Plumas Rural Services, to report on the COVID-19 procedures being followed by PRS employees. Employees are wiping down buses in between runs and during breaks. PRS have returned to summer hours due to the limited numbers of riders.
10. Confirmation of the next meeting for PCTC to be scheduled for Monday, April 20, 2020 at 1:30 PM using Teleconferencing.
11. **Adjournment**
Meeting was adjourned at 2:04 PM



Robert A. Perreault, Jr., Interim Executive Director, PCTC

Date: 5/18/2020