

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

MINUTES

Monday May 18, 2020

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chairman Bill Powers of Plumas County Transportation Commission with roll call at 10:04 AM 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 John Mannle, Assistant Director of the Plumas County Transportation Commission. Commissioners in attendance via teleconferencing are: Bill Powers, Sherrie Thrall, Lori Simpson, Susan Scarlett, and Phil Oels. Jeff Engel is absent. A quorum is present.
Staff Attendees: John Mannle, Assistant Director of Public Works; Jim Graham, Senior Environmental Planner; Amanda Higgins, Fiscal Tech III. Via teleconferencing: Bob Perreault, Interim Executive Director
Others in Attendance: Kelly McElwain, Plumas Transit; John Rix, Senior Transportation and via teleconferencing: Kathy Grah, Caltrans.
- 1B. **Public Forum – Public**
No comment.
- 1C. **Public Forum: Commissioners**
No comment.
2. **Consideration of Draft Minutes for the PCTC Meeting Conducted on March 23, 2020**
Motion is made by Commissioner Simpson, seconded by Commissioner Scarlett to adopt the minutes of the March 23, 2020 PCTC meeting as presented. Bill Powers abstained. Motion passes 4-0.
3. **Update on the State Route 36/A13 Intersection Safety Project**
John Mannle explained that Caltrans is proposing a realignment of A13 into the existing State-owned right of way instead of purchasing additional lands. John suggested to Caltrans that they may want to relocate the north leg of the A13 intersection over into the State's right-of-way so that all the roads come off the roundabout. This would avoid having a tee intersection on the approach to high speed roundabout. John also brought up an issue with the amount of heavy truck traffic that goes through the County road to access Solid Waste Transfer Station. John is waiting for Caltrans to begin reviewing this project again to address these concerns. John is hoping that Caltrans will have found a replacement for Stacy Barnes former Caltrans Project Manager for project in Plumas County) this summer and have Caltrans District 2 give a project presentation to the Commission.

4. Plumas Transit Systems' 2nd & 3rd Quarterly Reports for FY 19/20

Kelly McElwain reported that the Chester and Portola Route ridership for the 2nd quarter were close to last year's ridership. Seniors and public transportation ridership were up. Kelly reported that the 3rd quarter ridership for the Quincy route were still rising. Kelly also explained that the ridership has gone down some in March due to COVID-19.

5. Resolution 20-06 – Reappointment of Social Services Transportation Advisory Council (SSTAC) Members

Jim Graham explained that some of the SSTAC membership terms have expired and need to be updated. Jim was able to contact 4 of the 6 SSTAC members whose membership needed renewal. Sarah Dimick will replace Marcy Lang. Jeff Engel, John Rix and Marty Byrne have agreed to renew their term on the SSTAC. Sarah Dimick and Jeff Engel are scheduled to serve a 2 year term. John Rix and Marty Byrne are scheduled to serve a 1 year term. Jim explained that he will bring a new resolution to the next PCTC meeting capturing the other 2 members that have agreed to continue their service on the SSTAC. Motion is made by Commissioner Oels, seconded by Commissioner Scarlett, to approve Resolution 20-06. Roll call vote. Motion passes, 5-0.

6. Resolution 20-07- Amending the Planning, Programming and Monitoring (PP&M) Budget (Fund 2027, Department 22193) in the amount of (\$29,000) from the cash balance 10180 to the Professional Services account 52190

John Mannle explained that for each fiscal year he has to obtain a resolution requesting authorization to sign the agreement for the PPM funds, deposit the funds and at the same time he also needs authority to put those funds in the budget line item.

Motion is made by Commissioner Thrall, seconded by Commissioner Scarlett, to approve Resolution 20-07. Roll call vote. Motion passes, 5-0.

7. May Draft Budget Briefing for FY 20/21 for PCTC and Transit Operators

John Mannle presented the draft budget briefing for FY 20/21 for the Transportation Commission, Plumas Transit Systems and Seniors Transportation, based on the current revenue and expenditure data. John explained that John Rix submitted a status quo draft budget, based on last year's budget for Seniors Transportation, as it is still early to know what Seniors Transportation will need for FY 20/21. John Mannle explained that COVID impacts to Plumas Transit are unknown at this time. The financial data through the end of March is on track. John explained that Plumas Transit collected \$39,500 in fare box revenue for FY 18/19, and as of the end of March 2020, Plumas Transit has collected \$38,600. John stated that even though Feather River College closed their operations, they still honored their commitment and contract for services, and paid in full. John Rix explained that due to COVID, Seniors Transportation has seen a decrease in the out of town doctor's appointments and shopping trips. John stated that they are still collecting fare box revenue for the shopping and delivery trips they make for senior citizens. Jim Graham mentioned that during the financial audits, Seniors Transportation depreciation expense was recalculated, bringing the fare box ratio up to 30%. Jim questioned the

contribution from the general fund that is provided to the Seniors Transportation, as that contribution was to help them make their 10% fare box ratio. John Mannle stated that John Rix will need to determine the adjustments needed to be made between the general fund contributions and the LTF contributions between now and the June 15, 2020 PCTC meeting. John discussed that the state is forecasting a 27% decrease in sales tax for the entire FY, dropping the LTF revenues about \$180,000. John stated the STA funds from the gas tax may drop off, he will update the commission on future data received by the June 15, 2020 meeting. John stated that the federal agreements for FTA 5311 and 5311f funds have been processed for FY 19/20, and the commission will be receiving approximately \$380,000 in federal funds before June 30, 2020. The draft budget will have to be adopted at the June PCTC meeting.

8. Presentation and discussion of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, a \$2 trillion economic aid package that includes \$25 billion in emergency relief funding for public transportation

John Mannle explained that the (CARES) Act is federal funding that is set up to help agencies and operators who have lost revenue due to lack of ridership, were completely shut down, and any extra expenses for protective gear, and sanitation supplies from January 20, 2020 through May 31, 2020. John stated that the funding is set aside through the FTA 5311 program and that Plumas County Transportation, if they can document losses will be eligible for a maximum of \$125,000. John stated that an additional \$125,000 through the FTA 5311(f) program will be available next FY if the COVID-19 extends into the summer months or if there are serious impacts to the public transit operation. John will update the Transportation Commission on the status of the (CARES) Act at the June Meeting.

9. Presentation of the FY 20/21 Overall Work Program and Authorization of the Execution of the FY 20/21 Overall Work Program (OWPA)

John explained that Caltrans is requesting that the OWP be adopted in May 2020 for submittal to the State, so they can get the agreements started. John stated that the OWP can be amended at any time up until April 1, 2021. John explained that the major task for next year is to update the short range transit plan that is funded solely through LTF funds.

9A. Resolution 20-08 - Adopting the Overall Work Program and Authorizing Commission Staff to execute the Overall Work Program Agreement for FY 2020/21.
Motion is made by Commissioner Oels, seconded by Commissioner Thrall, to approve Resolution 20-08. Roll call vote. Motion passes 5-0.

10. Resolution 20-09 - FY 19/20 Low Carbon Transit Operations Program (LCTOP) Authorizing the application and execution of the Certifications and Assurances for the West Portola Bus Shelter and Replacement Bus Shelter in Quincy in the amount of (\$38,973)

Jim Graham explained that the LCTOP application is for a second bus shelter in Portola, located between the Canyon Cafe and Dollar General. Also included in the application is

a replacement bus shelter next to the Plumas Pines Shopping Center.
Motion is made by Commissioner Oels, seconded by Commissioner Simpson, to approve Resolution 20-09. Roll call vote. Motion passes 5-0.

11. Resolution 20-10 - Approving the Plumas County Transportation Commission Title VI Plan

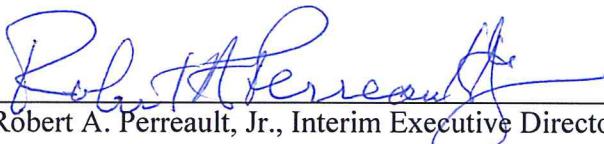
Jim Graham explained that Caltrans requires that the PCTC Title VI plan needs to be updated every 3 years. Jim explains that Title VI of the civil rights act Plan provides that no person in the United States shall be discriminated against, under any program or activity receiving federal financial assistance. Jim stated that having an updated Title VI plan affects not only the LCTOP program but all programs in which we receive federal financial assistance.

Motion is made by Commissioner Simpson, seconded by Commissioner Oels, to approve Resolution 20-10. Roll call vote. Motion passes 5-0.

12. The next meeting for PCTC to be scheduled for Monday June 15, 2020 at 1:30 PM using Teleconferencing.

11. Adjournment

Meeting was adjourned at 10:55 AM



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

Date: 6/16/2020