

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

MINUTES

Monday August 17, 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 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 John Mannle, Assistant Director of the Plumas County Transportation Commission. Commissioners in attendance via teleconferencing are: Bill Powers, Susan Scarlett, Jeff Engel, Lori Simpson, Sherrie Thrall and Phil Oels. A quorum is present.
Staff Attendees: John Mannle, Assistant Director of Public Works; Jim Graham, Senior Environmental Planner; Amanda Higgins, Fiscal Tech III. Stephanie McMillan, Recording Secretary. Bob Perreault attended via teleconferencing.
Others in Attendance: Kelly McElwain, Plumas Rural Services. Via teleconferencing: John Maxwell, Caltrans; Kathy Grah, Caltrans; Lauren Knox, Portola City Manager

- 1B. **Public Forum – Public**
No comment.

- 1C. **Public Forum: Commissioners**
Commissioner Thrall shared information on a recent meeting in Sacramento, CA with new Caltrans upper level management (EEAL). Bill Powers mentioned that there is interest in exploring new directions with regard to potential projects in Plumas County.

2. **Consideration of Draft Minutes for the PCTC Meeting Conducted on July 20, 2020**
Motion is made by Commissioner Thrall, seconded by Commissioner Oels to adopt the minutes of the July 20, 2020 PCTC meeting as presented. Roll call vote. Motion passes 6-0.

3. **Corrections to the Commissioners per Diem**
Amanda Higgins, Fiscal Tech III, informed the Commissioners that changes in the bylaws in May 2020 in regard to their monthly per diems in June and July 2020 were implemented without the Personal Action Forms (PAF) required when salaries are affected. As a result, due to an overpayment in July 2020, there will be a Forty Dollar (\$40.00) reduction to the August per diem per Commissioner. A general consensus was reached by the Commissioners.

4. **Portola Bus Shelter location**
Jim Graham reported that due to a change of ownership of the K&S Market in Portola it was necessary to find a new location for the shelter. Todd Roberts, Portola Director of

Public Works, suggested a site on East Riverside Avenue. Jim stated the City will facilitate a new encroachment permit for that location. Jim reported initial survey work is being done.

5. Riverwalk Pavement Maintenance and Draft Policy and Procedures

John Mannle provided the Commissioners with the requested draft Policy and Procedures and staff recommendations regarding future maintenance of Class 1 Pathways Funding Requests.

Motion is made by Commissioner Oels, seconded by Commissioner Engel to adopt the proposed Policy and Procedures. Roll call vote. Motion passes 6-0.

Resolution 20-21 – Authorizing Expenditure of Exchange Funds

John Mannle presented Resolution 20-21 requesting funds for the maintenance of Portola's Riverwalk Pathway.

Motion is made by Commissioner Oels, seconded by Commissioner Thrall to approve Resolution 20-21 authorizing the Expenditure of Exchange Funds in the amount of Thirty-Five Thousand and Twenty-Three Dollars (\$35,023) from Fund 2029 for Pavement Maintenance on the City of Portola's Riverwalk Pathway. Roll call vote. Motion passes 6-0.

6. Highway Improvement Programs (HIP) Funds

John Mannle informed the Commission that HIP funds, apportioned to the PCTC from FHWA over the last three years, needed to be used on an existing federally-funded project. John recommended that the funds in the amount of One Hundred Forty Six Thousand Two Hundred Twenty Nine Dollars (\$146,229) be assigned to the existing Spanish Ranch Road Bridge Replacement Project, Work Order 464 Federal Aid Project BRLO-5909(080).

A motion for a minute order to direct staff to program the funds to the project. Order passes 6-0.

7. State Route 36 (SR36) Sustainable Communities Grant Application Update

Jim Graham informed the Commission that he, Kathy Krah and John Maxwell met and discussed the unsuccessful application submitted for the Chester Safe Streets project and any improvements to be made before it is resubmitted. Jim stated that a required updated housing plan for the Chester area has been added. Kathy Krah indicated that new guidelines have not yet been received.

8. Transit Bus Purchase Update

Jim Graham reported that the Public Transportation Modernization, Improvement and Service Enhancement Act (PTMISEA) funds previously received from the State have allowed for the purchase of an additional 25-foot transit bus offering eighteen seats plus

two wheelchair spaces. The delivery is anticipated to occur in approximately three months. This acquisition along with the three funded by the FTA 5339 program will bring the entire fleet up to an almost new status and eliminating many vehicle maintenance issues.

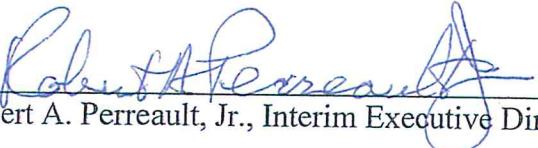
9. Plumas Transit Operations for FY 19/20

John Mannle updated the Commission on the usage and revenue figures for FY 19/20. Although program usage is down due to Covid19, there has been an increase in individual ridership. This has been reflected in an increase of cash receipts. Kelly McElwain, PRS, stated that she is in communication with Feather River College (FRC) regarding planned class schedules. Although classes are being conducted online, students do have to use the on-site lab facilities. Kelly is trying to plan times for routes to facilitate this need. Kelly also stated that FRC has executed a contract with PRS for Thirty Thousand Dollars (\$30,000) for this school year. Kelly reported that the recent annual bus inspections by the California Highway Patrol resulted in only minor corrections being requested on the buses. The CHP inspector will return to evaluate drug and alcohol files next week.

10. Confirmation that the next meeting for PCTC to be scheduled for Monday, September 21, 2020 at 1:30 pm using Teleconferencing.

11. Adjournment

Meeting was adjourned at 1:55 PM



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

Date: SEPT 23, 2020