

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

**MINUTES**

**Monday, January 25, 2021**

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 10:30 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 Jim Graham, Interim Executive Director.

Commissioners in attendance via teleconferencing are: Bill Powers, Sherrie Thrall, Susan Scarlett, and Jeff Engel.

Commissioners attending in person are Greg Hagwood. A quorum is present.

Commission Staff Attendees attending in person: Jim Graham, Interim Executive Director of the Plumas County Transportation; John Mannle, Assistant Director of Public Works.

Others in Attendance in person: Kelly McElwain, Transit Manager, Plumas Rural Services.

Others in Attendance via teleconferencing are: Bob Perreault, Director of Public Works, John Maxwell, Caltrans Regional Planning

1B. **Nomination of Chair and Vice Chair:**

Motion made by Commissioner Scarlett, seconded by Commissioner Engel to nominate Commissioner Thrall as Chair of the PCTC. Roll call vote. Motion passes 5-0-1.

Motion made by Commissioner Thrall, seconded by Commissioner Powers to nominate Commissioner Scarlett as Vice Chair of the PCTC. Roll call vote. Motion passes 5-0-1.

Commissioner Oels joins the meeting at 10:35 AM.

1C. **Public Forum – Public**

No comment.

1D. **Public Forum: Commissioners**

No comment.

2. **Consideration of Draft Minutes for the PCTC Meeting Conducted on November 16, 2020**

Motion is made by Commissioner Scarlett, seconded by Commissioner Powers to adopt the minutes of the November 16, 2020. Roll call vote. Motion passes 6-0.

**3. Update on the Status of the FY 2019/20 Financial Audits for the Commission and the Transit Operators**

John Mannle provides an update on the audits that are due to the State Comptroller's Office on March 31<sup>st</sup>. The PCTC auditor is anticipating drafts audits to the commission in February. Final audits depend on receiving information from the County Auditor who, due to COVID-19, staffing turnover and MUNIS software issues, is working hard to meet the March 31<sup>st</sup> deadline. John will provide another update at the February PCTC meeting. The PCTC auditor believes that the March 31<sup>st</sup> deadline can be met.

**4. Plumas Transit Systems' 1<sup>st</sup> Quarterly Report for FY 20/21 – Kelly McElwain, PRS**

Kelly McElwain provides an update on transit operations and, as anticipated, the ridership numbers are way down due to COVID.

**5. Update on the FTA 5339 Grant for Bus Acquisitions**

Jim Graham reports on both the new small bus which should be arriving in late February. The three large buses, that the PCTC received funding for from the 5339 Program, will ordered as soon as Caltrans gathers the necessary programming documents and issues the Standard Agreements. This will likely take another couple of months. As soon as the Standard Agreements are issued, PCTC staff will immediately order the buses.

Jim Graham also reports that cough shields are being installed on all the buses. This expenditure is paid for with CARES Act funds.

John reminds the commissioner that the 5339 Program is a reimbursable program and that resolutions, authorizing the use of LTF fund, will need to be approved by the Commission to pay for the buses initially. The LTF account will then be reimbursed through the 5339 Program. The LTF account balance is approximately \$900,000. The three buses are anticipated to cost between \$580,000 to \$600,000.

**6. Resolution 21-01, Request Authorizing the Execution of the 2020/21 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PP&M) Fund Transfer Agreement and Authorizing the Deposit of PP&M Funds to District Planning Fund 2027**

John explains that the purpose of the PP&M funds is to plan, program and monitor the STIP projects. PP&M funds allow for the preparation of Project Study Reports, staff time to get projects programmed in the Regional Transportation Improvement Program (RTIP), and to monitor the delivery of RTIP projects. The amount of the PP&M funds for this FY is \$51,000 and the funds are available for use for two years.

Motion is made by Commissioner Engels, seconded by Commissioner Oels to adopt Resolution 21-01. Roll call vote. Motion passes 6-0.

**7. Confirmation that the next meeting for PCTC is scheduled for Monday, February 22, 2021 at 10:30 a.m.**

**8. Adjournment**

Meeting was adjourned at 11:05 AM

A handwritten signature in blue ink, appearing to read "Jim Graham", is written over a horizontal line.

Jim Graham, Interim Executive Director, PCTC

Date: 2/24/2021