

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

**MINUTES**

**Monday, February 22, 2021**

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chairman Sharon Thrall 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, Phil Oels 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, and Carlee Tone, Fiscal & Technical Services Assistant III.

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

Others in Attendance via teleconferencing are Kathy Grah, Senior Transportation Planner Regional Planning Caltrans District 2.

1B. **Public Forum – Public**

No comment.

1C. **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 Engel to adopt the minutes of the January 25, 2021. Roll call vote. Motion passes 6-0.

3. **Update on the FY 21/22 Sustainable Communities Grant Application – SR 36 Chester Complete Streets and Context Sensitive Streetscape Plan**

Jim Graham states that the grant application has been completed with the assistance from staff from the Almanor Recreation & Park District, and submitted to Caltrans for approval. The purpose of this grant is to improve pedestrian and bicycle mobility through

the Chester Main Street State Route 36 Corridor. Sherrie Thrall comments that improvements to the corridor are warranted and that there have been some bad accidents and many close calls over the years. Commissioner Thrall asked when we will hear if the grant has been awarded. Kathy Grah responded that awards should occur sometime in May.

**4. 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 Controller's Office on March 31<sup>st</sup>. Final audits still depend on receiving information from the County Auditor. The Auditor's Office has had many challenges due to COVID-19, staffing turnover and MUNIS software issues, in trying to meet the March 31<sup>st</sup> deadline. Public Works staff has had a fiscal staff turnover problem due to other departments' abilities to pay higher wages which has made it more difficult to complete the PCTC audits. John commented that the regular meeting for March 15 may be moved to later in the month to allow Commissioners time to review and approves the audits by the March 31 deadline. The PCTC financial auditor believes that the deadline can still be met.

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

Jim Graham reported that the new small bus is scheduled to roll off the assembly line on February 22, 2021, and should be in route to Sacramento thereafter. According to the A-Z Sales bus sales representative, the bus should be heading to Plumas County in the first week of March.

**6. Presentation of the University of Pacific's Draft 2021 Plumas County Coordinated Public Transportation Plan**

Jim Graham explains that this is yet another transit planning document that is required in order to receive funding for our transit operations. Any project that is selected for funding under the FTA Section 5310 must be included in a Coordinated Public Transit, Human Services Transportation Plan. This plan is intended to address three priority groups: individuals with disabilities, seniors, and individuals with limited incomes. This plan will go to the Social Services Technical Advisory Council (SSTAC) for review and then to PCTC for adoption.

**7. FTA 5310 Enhanced Mobility of Senior's and Individuals with disabilities Program-Discussion of Grant Opportunities for Transit Operator**

After meeting with Seniors Transportation and Plumas Transit, it was determined that Seniors Transportation has a need for additional vehicles that can be provided through this grant program. Jim Graham plans to assist Seniors Transportation with the grant application for submission later this year.

Commissioner Thrall asks if this funding can be used for funding meal delivery. Jim Graham states that delivery of meals is part of the program and this is where they plan to spend some of that funding.

John Mannle explains that PCTC's role in this program is to review and rank applications received from qualified operators. Operators sign the applications and are responsible for the delivery of approved projects. Greg Hagwood asks who would be considered a qualified operator. John Mannle replies that County Service Area #12 and Seniors Transportation from the Public Health Agency. Tribal organizations are also considered qualified applicants.

**8. Tentative Schedule for the 2022 State Transportation Improvement Program (STIP)**

John Mannle explains the STIP is a funding program that operates on a cycle of 5 years and must be updated every 2 years. The purpose of this program is to decide and discuss potential projects that would be eligible that would be included in the program. The agencies eligible to participate in the program are the County of Plumas, the City of Portola and Caltrans District 2. Attached to the agenda packet is a schedule of tasks to be completed under the direction of the California Transportation Commission over the next 12 months. The draft Fund Estimate will be submitted to the PCTC in June for review and then followed by adoption in August. Existing projects in the STIP include the City of Portola North Loop Project, and the County's Graeagle-Johnsville Road Reconstruction Project. STIP funding for Caltrans currently includes improvements to the Feather River Inn Road/Highway 70 intersection as part of the SR 70 Cromberg SHOPP project.


The Technical Advisory Committee (TAC) is comprised of representatives from County Public Works, City of Portola Public Works and Caltrans District 2. The TAC convenes each STIP cycle to discuss what the programming needs are for the upcoming cycle. Regional Technical Improvement Program (RTIP), which lists the region's programming needs, is submitted to the California Transportation Commission typically by December 15 of the off year of the STIP cycle, -(2021).

Jim Graham informs the commissioner of a grant opportunity that was not on the agenda. This grant is through the FTA 5339 (Bus and Bus Facilities) Program. The grant opportunity is for low or no emission buses. Jim would like to apply and purchase an electric bus with an electric charging facility at the Quincy maintenance yard for use by the Quincy local route.

**7. Confirmation that the next meeting for PCTC is scheduled for Monday, March 15, 2021 at 1:30 p.m.**

**8. Adjournment**

Meeting was adjourned at 11:05 AM

  
\_\_\_\_\_  
Jim Graham, Interim Executive Director, PCTC

Date: 3/29/2021