

**AMENDED AGENDA – Posted on January 25, 2013**

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

**AGENDA FOR THE MEETING OF January 28, 2013 TO BE HELD AT 1:30 P.M. IN  
THE PUBLIC WORKS CONFERENCE ROOM, 1834 E. MAIN ST., QUINCY, CALIFORNIA**

The County of Plumas is required to ensure accessibility to all of its public meetings and programs. If you require accommodations (including auxiliary aids, documents in alternative formats, or other services) to participate in County public meetings or public events, please call the Plumas County Office for Accessibility at 530-283-6194. Persons may also use the 711 Relay System to make a request. Requests made at least 72 hours in advance will help to ensure availability.

The Commission consists of six members, who are:

Sharon Thrall, Chairperson (County Supervisor, District 3)  
Susan Scarlett, Vice-Chairperson (City Council Appointee, City of Portola)  
John Larrieu, (Mayor, City of Portola)  
Kevin Goss, (County Supervisor, District 2)  
Jon Kennedy, (County Supervisor, District 5)  
Juliana Mark, (Councilmember, City of Portola)

**Meeting Agenda**

1. Introduction of new Commissioner Kevin Goss. – Sherrie Thrall
2. Roll call
- 3a. Public Forum. Members of the public may address items that are related to the Commission's responsibilities and not on the agenda. The public should not request a decision on the item at this meeting, in compliance with the Brown Act. The Chair may limit comment to three minutes per speaker. Public may request action item(s) be placed on a future agenda, and are encouraged to contact the Chair or staff for assistance.
- 3b. Public Forum. Commissioners identify non-agenda items in compliance with the Brown Act.
4. Approval of Minutes for December 17, 2012.
5. Transportation/Circulation comments on the General Plan Update. Caltrans staff and Public Works staff will distribute copies of their comment letters submitted to the Planning Director. (An agenda item to enable full discussion on this topic will be included in the PCTC February agenda.)

6. Discussion regarding tree removal work by Caltrans' on State Route 70 within the Chips Fire area. – John Mannle
7. Caltrans' SB45 Semi-annual Report for STIP projects on the State Highway System in Plumas County (Greenville SR89 Rehabilitation) – Eric Orr
8. Plumas Rural Services contract to operate Plumas Transit – Bob Perreault
  - A. Caltrans' Division of Mass Transportation's recent letter requesting that no extensions be granted and that a new Request for Proposal be issued for transit operation.
  - B. Attached is a copy of January 22, 2013 Agenda request to CSA #12
  - C. Request for Commission concurrence on recommendation to County Service Area #12 to advertise for new proposals for transit operations.
9. Resolution 13-1 authorizing expenditure of a maximum of \$4,999 from the Local Transportation Fund (Fund 2029A) to purchase additional fare boxes and to install fare boxes on seven Plumas Transit buses. – John Mannle
10. Report on recent damages incurred to the bus patron shelter located at the Greenville-Wolf Creek Road in Greenville. – John Mannle
11. Confirmation that the next Meeting is scheduled for Monday, February 25<sup>th</sup>, 2013.
12. Adjournment

**COUNTY SERVICE AREA # 12**  
**PLUMAS COUNTY**

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268 • FAX (530) 283-6323

**AGENDA REQUEST**

for the January 29, 2013 Meeting of the Governing Board of CSA #12

Date: January 22, 2013

To: Honorable Governing Board

From: Robert Perreault, Director of Public Works and Interim Executive  
Director of the Plumas County Transportation Commission

Subject: Existing Contract with Plumas Rural Services; Consideration to  
advertise for new proposal to provide operations services for  
Plumas Transit; Discussion and direction to Staff

*Robert H Perreault*

**Background:**

During the early part of December, 2012, Caltrans (District 2) began requesting documents associated with the existing contract between CSA #12 and Plumas Rural Services (PRS) for the operation of Plumas Transit, said contract having been previously approved by Caltrans in 2010. Apparently, the current requests for documents were part of a regional request by Caltrans that focused on all transit agencies in the region.

Notwithstanding the previous issuance of approval by Caltrans, on or about January 10, 2013, Caltrans (District 2) informed Public Works staff that the federal transit agency was not satisfied that the bid documents issued 3 years ago had not contained suitable language for annual budget revisions and payments for transit operations.

Accordingly, Public Works staff has been advised by Caltrans that – notwithstanding existing contract provisions pertaining to contract extension(s) – the contract to be in effect on July 1, 2013 must be the result of issuance of a new request for proposals and a new, replacement contract, all of which is subject to approval by Caltrans.

Attached is a copy of an e-mail and a draft letter, received from Caltrans on January 17, 2013. Public Works staff immediately discussed the attached document with County Counsel. Subsequently, PRS was notified via e-mail of the contents of the attached letter. Upon receipt of a signed letter from Caltrans, it will be immediately distributed by Public Works staff to all parties.

This matter is scheduled for consideration by the Plumas County Transportation Commission at their meeting scheduled for Monday, January 28, 2013.

**Recommendation:**

Public Works staff recommends that the Governing Board of CSA #12 direct Public Works staff to commence and implement a Request for Proposals in regard to providing Operations Services for Plumas Transit, effective July 1, 2013.

**Perreault, Bob**

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**From:** Michelle Millette [michelle.millette@dot.ca.gov]  
**Sent:** Thursday, January 17, 2013 11:59 AM  
**To:** Perreault, Bob; Mannle, John  
**Cc:** Aaron Casas; Toni Clayborne  
**Subject:** Third Party Agreement for Transit Services  
**Attachments:** Plumas\_transit.docx

Dear Bob,  
Per our telephone conversation, attached is the letter - in DRAFT - regarding your third party agreement for transit services. (See attached file: *Plumas\_transit.docx*)  
The final may be a little different - James is out of the office this week. I expect he will final and send first part of next week.

Michelle Millette  
Senior Transportation Planner  
District 2, Office of Community & Regional Planning  
California Department of Transportation  
(530) 229-0517  
FAX (530) 225-3578

DEPARTMENT OF TRANSPORTATION  
DIVISION OF MASS TRANSPORTATION MS 39  
1120 N STREET  
P. O. BOX 942874  
SACRAMENTO, CA 94274-0001  
PHONE (916) 651-6116  
FAX (916) 654-9366  
TTY 711



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January 18, 2012

Mr. Bob Perreault, Executive Director  
Plumas County Transportation Commission  
1834 E. Main Street  
Quincy, CA 95971

Dear Mr. Perreault:

This letter is in reference to the existing third party agreement between County Service Area Number 12 (Plumas) and the Plumas Rural Services (PRS) dated June 15, 2010. The California Department of Transportation, Division of Mass Transportation (DMT) has reviewed the contract and found that Section 8. COMPENSATION (beginning on page 5 of 21) regarding payment to the contractor does not comply with federal statutes and regulations in regard to full and open competitive bidding. All third party agreements must comply with:

- 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreement to State and Local Governments
- FTA Circular 4220.1E-Third Party Contracting Requirements
- FTA Best Practice Procurement and Construction Management Manual

As the recipient of the Federal Transit Administration (FTA) Section 5311 funding, DMT is responsible for ensuring that all procurement requests comply with federal statutes and regulations. Therefore, as a subrecipient of this funding, your agency must demonstrate to DMT that all procurement and third party contracting activities you engage in conform with all federal statutes and regulation. Please be reminded that any contract options or changes exercised by Plumas and funded with 5311 funds must first be approved by DMT prior to exercising the options. In regard to funding, Plumas should ensure that options applied (contract extensions or amendments) are within the Cost Price Index (CPI) for the year and the price option exercised is not above the ongoing price range for operating contracts in the region.

There is currently a call for projects for FTA 5311 funding. Caltrans District Transit Representative (Michelle Millette in District 2) will accept Plumas' program of projects and application, but will not enter into a contract with Plumas unless and until Plumas has a new, competitively bid, third party agreement that is approved by Caltrans. We strongly advise Plumas County to immediately begin the process to advertise and hire for a qualified third party contractor to operate the Plumas transit system that will be in place on June 30, 2013.

Should you have any questions, please contact Michelle Millette at (530) 229-0517.

Sincerely,

JAMES OGBONNA  
Branch Chief  
Rural Transit and Intercity Bus