

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

**MINUTES**

**Monday May 17, 2021**

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Sharon Thrall, Chair, with roll call at 1:30 PM in the Conference Room of the Plumas County Public Works Department.

**1A.** Roll Call was conducted by Jim Graham, Executive Director, PCTC. Commissioners in attendance via teleconferencing are: Sharon Thrall, Susan Scarlett, Phil Oels, and Jeff Engel. Commissioners attending in person is Greg Hagwood. Commissioners absent is Bill Powers. A quorum is present.

Staff Attendees: John Mannie, Acting Director of Public Works; Jim Graham, Interim Executive Director, PCTC; Carlee Tone, Fiscal & Technical Services Assistant III.

Others in attendance: Kelly McElwain, Transit Manager, Shauna Everton, Plumas Transit. Others in attendance via teleconferencing: John Maxwell, Caltrans Regional Planning; Kathy Grah, Senior Transportation Planner Regional Planning Caltrans District 2; Dale Widner, Project Manager Caltrans District 2; Kelly Zolotoff, Caltrans District 2, STIP Coordinator.

**1B. Public Forum – Public**

No comment

**1C. Public Forum: Commissioners**

No comment

**2. Consideration of draft minutes for PCTC Meeting conducted on April 19, 2021**

Motion is made by Commissioner Oels, seconded by Commissioner Scarlett to adopt the minutes of the April 19, 2021. Motion passes 5-0.

**3. CalTrans' State Highway Projects in Plumas County-Dale Widner**

Dale Widner explained there are many projects currently happening, most projects are going to have traffic control but the wait should be no longer than 15 minutes. Typically the road closers will be 1 mile to 1 1/2 miles long. Working days will be Mondays through Friday until 3:00 PM. Project numbers 3 and 8 are the current projects for this summer. They will begin after July 1<sup>st</sup>. Project number 3 is the largest project happening this summer. It will be a 3 season project. It is cleaning up after the flood of 2017. It is a significant project. He also touched on upcoming projects.

4. **Resolution No. 21-04 – Approving and adopting the 2015 Coordinated Public Transit – Human Services Transportation Plan – Discussion and possible action by PCTC – Jim Graham**  
Motion is made by Commissioner Engel, seconded by Commissioner Oels. Roll call 5-0. Motion passes.
5. **Final Financial Audits by Vasquez & Co. – presentation of the FY 2019/2020 Commission and the Transit Operators Financial Audits Previously Submitted to the State Controller’s Office. Discussion – John Mannle**  
Audits were submitted on April 23, 2021.
6. **Plumas Transit Systems’ 2<sup>nd</sup> Quarterly Report for FY 20/21 – Shauna Everton**  
Total of 4,306 passengers decrease 4613 passengers over 19/20 due to Covid. Ridership was up in August and September and then fell again in November due to isolation. Looking forward to going back to normalcy and passenger ridership back to normal. Jim suggested continuation of monitoring ridership for students. He mentioned that remote learning has had a huge impact on ridership numbers.
7. **Triennial Performance Audits for 18/19, 19/20, and 20/21 - Request for Proposals – Jim Graham**  
We have posted RFQ to obtain quotes, we have posted this on the bulletin boards, Plumas County website, PCTC website, and we have also sent to previous interests. Deadline is June 4<sup>th</sup> 2021 at 3:00pm.
8. **Resolution No. 21-05 – Authorizing Interim Executive Director of Public Works to Execute Federal Exchange Agreement No. X21-6147(041) and the Deposit of Regional Surface Transportation Funds (\$70,024) to Local Transportation District Fund Number 2029. Discussion and possible action by PCTC – John Mannle**  
These funds are used for tasks and projects including commissioner stipends, building bus stops, preparing sidewalks, anything except purchasing buses. Motion is made by Commissioner Oels, Seconded by Commissioner Scarlett. Roll Call 5-0. Motion passes.
9. **Pedestrian and Bicycle Allocations through TDA Funds – Jim Graham**  
TDA offers a 2% allocation that can be used for Pedestrian and Bicycle projects. Jim wants to bank these funds and match with other funds if needed. This non-motorized transportation plan which includes safe routes to school projects, sidewalk gap closure and other safety improvement projects. Jim wants to set aside funds to begin some projects. Commissioner Thrall asked how Jim would anticipate putting aside funds. Jim responded saving and building the account to use on larger projects. Minute order Roll call vote 5-0. Motion passes.
10. **Interim Executive Director’s Title. Discussion and possible action by PCTC – John Mannle**

Reinstitute a temporary stipends until HR and the Union can get their work done. Thrall made a motion to temporarily give our Executive Director to have a temporary stipend of \$500.00 beginning May 17, 2021. Hagwood Seconded roll call vote 5-0. Motion passes. Interim has been removed from Executive Director Title.

- 11. FY 21/22 Budget Briefing for PCTC and Transit Operators – John Mannie**  
The only major purchase we need to expect for this FY21/22 is we will be purchasing 3 new buses which will not be reimbursed until later in the year. All other items are standard and do not need discussion.
- 12. Confirmation that the next meeting for PCTC to be scheduled for Monday, June 21, 2021 at 1:30 PM**
- 13. Adjournment**