

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

MINUTES

Monday June 21, 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. Commissioners in attendance via teleconferencing are: Sharon Thrall, Phil Oels, Jeff Engel, and Greg Hagwood. Commissioners attending in person are Bill Powers and Susan Scarlett. A quorum is present.

Staff Attendees: John Mannle, Director of Public Works; Jim Graham, Executive Director (via teleconference), Carlee Tone, Fiscal & Technical Services Assistant III.

Others in attendance in person: Shauna Everton, Plumas Transit; John Rix, Seniors Transportation. Others in attendance via teleconferencing: John Maxwell, Caltrans Regional Planning; Dale Widner, Project Manager Caltrans District 2; Tamy Quigley, Senior Transportation Planner Caltrans District 2.

1B. Public Forum – Public

No comment

1C. Public Forum: Commissioners

No comment

2. Consideration of draft minutes for PCTC Meeting conducted on May 17, 2021

Motion is made by Commissioner Oels, seconded by Commissioner Engel to adopt the minutes of the May 17, 2021. Motion passes 6-0.

3. Caltrans' State Highway 89 Graeagle CAPM Project

Dale Widner, Project Manager Caltrans District 2 provides an overview of SR 89 Capital Maintenance Project through Graeagle. This project is 8.7 miles long and covers the entire length of SR 89 through Plumas County from the Sierra County line to the intersection of SR 70. The project includes pavement overlay and various drainage improvements. The project will also include shoulder widening through Graeagle to improve pedestrian and bicycle safety. Caltrans is currently will be conducting surveys next year in order to define the width of the prescriptive easement. Dale explains that Caltrans cannot make shoulder improvements unless easements are acquired from the Graeagle Land & Water Co. This will be the subject of on-going discussions with the land owner and PCTC staff.

4. **Resolution No. 21-06 - Authorizing budget transfer from Fund 2029A to Loan Fund 2029 funds for Plumas Transit Systems' operator payments for May and June service of Fiscal Year 2020/21 until FTA reimbursements arrive.**

Motion is made by Commissioner Oels, seconded by Commissioner Powers. Roll call 6-0. Motion passes.

5. **Presentation of the FY 21/22 Overall Work Program and Authorization of the Execution of the FY 21/22 Overall Work Program Agreement (OWPA)**

Jim Graham presents the FY 21/22 Overall Work Program and the various work elements. Jim requests that the commission approve the FY 21/22 OWP with an additional change to add as a proposed task the preparation of the Triennial Performance Audits for PCTC, Plumas Transit Systems and Seniors Transportation.

Resolution 21-07 - Adopting the Overall Work Program and Authorizing Commission Staff to execute the Overall Work Program Agreement for Fiscal Year 2021/22.

Motion is made by Commissioner Powers, seconded by Commissioner Scarlett. Roll call 6-0. Motion passes.

6. **AB 2766 DMV Surcharge Program – Submittal of Screening Proposal for Bike Racks 21/22**

Jim Graham explains that he has applied for funding through the Northern Sierra Air Quality Management District AB 2766 DMV Surcharge Program to purchase and install bicycle parking racks throughout Plumas County. Providing bicycle racks near employment centers, schools, commercial businesses, and recreation facilities will provide those wishing to ride their bicycle to these areas, a secure place to lock their bicycles. Not having a secure place to lock your bicycle is a major obstacle for those wishing to use their bike as a viable mode of transportation. The overall goal is to reduce vehicular miles travelled by replacing those vehicle trip with bicycle trips. Jim explains that this is a screening proposal and that a formal proposal to the NSAQMD will be required provided that the screening proposal advances to that stage. The formal proposal will be brought before the PCTC for review and consideration. Commissioner Thrall thinks the proposal is a good idea.

7. **Financial Audits for FY 21/22, 22/23, and 23/24 - Request for Proposals Status**

Jim Graham reports that PCTC staff has posted the RFP to obtain proposals. Staff has posted this solicitation on the local bulletin boards, Plumas County website, PCTC Website, and the CalACT Website. The RFP was also sent to firms who have previously expressed interest. Deadline to receive submittals is July 23, 2021 at 3:00pm.

8. Status of the Request for Qualifications for Triennial Performance Audits

Jim Graham reports that he and John Mannle reviewed and ranked four submittals with Michael Baker International being selected as the most qualified firm. Michael Baker International prepared the County's last TPA's. A contract will be prepared and submitted to County Counsel for approval as to form prior to contract execution.

9. Final Budget Adoption FY 21/22 for PCTC and Transit Operators - Final Budget Briefing and Budget Resolutions for Plumas Transit System.

John Mannle provides a budget briefing explaining that costs have risen across the board with the CPI going up approximately 3.8% for Plumas Transit System operations. This increase, together with increases in fuel and maintenance, results in an overall increase of \$54,000. This increase is off-set by various COVID and federal funding programs. It is also assumed that ridership will not rebound quickly. Seniors had increase in their operations due to increase in wages. This results in an increase in approximately \$22,000. Commission's budget remains steady.

During this year PCTC staff will be preparing several reports including the Short Range Transit Plan, Triennial Performance Audits and the 3-year Financial Audits. The increase in the TDA budget is off-set by the increase in federal funding. State sales tax remains relatively steady. John also explains that fare-box ratio may be calculated by combining Seniors Transportation and Plumas Transit Systems. Ridership at Feather River College will also be monitored closely. The Seniors Transportation Reno runs also look to restart soon.

Resolution 21-08 Allocating TDA funds in the amount of One Hundred Thirty-Four Thousand Seven Hundred Dollars (\$134,700) to the Plumas Rural Services for Fiscal Year 21/22 from the Local Transportation Fund (2029A).

Resolution 21-09 Allocating STA funds in the amount of One Hundred Forty-Two Thousand Seven Hundred Ninety-Two Dollars (\$142,792) to Plumas Rural Services for Fiscal Year 21/22 from the State Transit Fund (2028).

Resolution 21-10 Allocating STA-State of Good Repair (SGR) funds in the amount of Thirty Thousand Five Hundred Forty Dollars (\$30,540) to Plumas Rural Services for Fiscal Year 21/22 from the State Transit Fund (2028).

Resolution 21-11 Authorizing Two Hundred Fifty-Two Thousand Seven Hundred Dollars (\$252,700) for the Operation of Plumas Transit Systems as "Pass-Thru" FTA Section 5311 Operators Assistance Grant Funding from the Local District Fund (2029) for Fiscal Year 21/22.

Resolution 21-12 Authorizing Three Hundred Five Thousand Three Hundred Thirty-Three Dollars (\$305,333) for the Operation of Plumas Transit Systems as “Pass-Thru” FTA Section 5311(f) Operators Assistance Grant Funding from the Local District Fund (2029) for Fiscal Year 21/22.

Motion is made by Commissioner Oels, seconded by Commissioner Scarlett to approve Resolutions 21-08 through 21-12. Roll call 6-0. Motion passes.

Resolution 21-13 Allocating TDA funds in the amount of Three Hundred Four Thousand Fifty-Three Dollars (\$304,053) to Plumas County Public Health Agency for operation for the Seniors Transportation from the Local Transportation Fund (2029A) for Fiscal Year 21/22.

Resolution 21-14 Allocating STA funds in the amount of Three Hundred Eighty Hundred Sixty-Seven Dollars (\$3,867) to Plumas County Public Health Agency for operation for the Seniors Transportation from the Local Transportation Fund (2028) for Fiscal Year 21/22.

Resolution 21-15 Allocating STA-SGR funds in the amount of Eight Hundred Twenty-Seven Dollars (\$827) to Plumas County Public Health Agency for operation for the Seniors Transportation from the Local Transportation Fund (2028) for Fiscal Year 21/22.

Motion is made by Commissioner Powers, seconded by Commissioner Hagwood to approve Resolutions 21-13 through 21-15. Roll call 6-0. Motion passes.

Resolution 21-16 Allocating LTF (Fund 2029A) funds in the amount of One Hundred Sixty-Four Thousand One Hundred Ninety-Four Dollars (\$164,194) for the 21/22 Overall Work Program to the Transportation Planning Fund (2027).

Motion is made by Commissioner Oels, seconded by Commissioner Hagwood to approve Resolution 21-16. Roll call 6-0. Motion passes.

Motion is made by Commissioner Engel and seconded by Commissioner Oels to authorize the Vice Chair, Susan Scarlett to sign the resolutions approved during this meeting. Unanimously carried. 6-0

10. Confirmation that the next meeting for PCTC to be scheduled for Monday, July 19, 2021 at 1:30 PM.
11. Meeting adjourned at 2:20.