

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

MINUTES

Monday September 20, 2021

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chair Sherrie Thrall 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 Sherrie Thrall, Phil Oels and Jeff Engel. Commissioners attending in person are Bill Powers, Susan Scarlett, and Greg Hagwood. A quorum is present.

Staff Attendees: Jim Graham, Executive Director Plumas CTC; John Mannie, Director of Public Works; Carlee Tone, Public Works Fiscal Technician III

Others in attendance in person: Kelly McElwain, Transit Manager.

Others in attendance via teleconferencing: Mike Butler, Caltrans District 2 - Regional Planning; Dale Widener, Caltrans District 2 - Program Manager

1B. Public Forum – Public

No comment

1C. Public Forum: Commissioners

No comment

2. Consideration of draft minutes for PCTC Meeting conducted on August 16, 2021

Motion is made by Commissioner Engel, seconded by Commissioner Powers to adopt the minutes of the August 16, 2021. Motion passes 6-0.

3. Update on Triennial Performance Audits for PCTC, Plumas Transit Systems, and Seniors Transportation

Jim Graham reports that the contract with Michael Baker International, Inc. has been executed. Staff is gathering documents for transmittal to the consultant and has scheduled a project kick-off meeting with the consultant.

4. Update on Policy and Procedure Manual for PCTC

Jim Graham reports that the contract with Michael Baker International, Inc. has been executed. Staff will be discussing the project kick-off at a future date and time.

5. Update on PCTC and Transit Operations Financial Audits

Jim Graham reports that the Financial Audit contract with Vazquez & Company, Inc. has been executed. Staff is gathering documents for transmittal to the consultant and has scheduled a project kick-off meeting.

6. Update on the Sustainable Communities Grant for the SR 36 Complete Streets & Context Sensitive Streetscape Plan.

Jim Graham reports that PCTC staff has satisfied all conditions of the grant award and has been issued a Notice to Proceed. Jim has prepared a draft Request for Qualifications and hopes to have it published by the beginning of October.

7. Report on the Evaluation of Proposals for the Update to the 2015 Short Range Transit Plan. Approval of staff's selection of most highly qualified firm and request authorization for the Executive Director to execute contract subject to review and approval as to form by County Counsel.

Jim Graham reports that the PCTC has received three proposals in response to the Request for Qualification to prepare the Update to the Plumas County 2015 Short Range Transit Plan. After evaluation of the proposals, staff is recommending the selection of LSC Transportation Consultants, Inc. as the most highly qualified firm, and requests authority for the Executive Director to execute the contract subject to review and approval of the contract as to form by County Counsel.

Motion is made by Commissioner Oels and seconded by Commissioner Engel to approve the selection of LSC Transportation Consultants, Inc. and authorize the Executive Director to execute the contract with LSC Transportation Consultants, subject to review and approval of the contract as to form by County Counsel. Motion passes 6-0

8. Transit Operations Update

a) Report by Plumas Transit Systems

Kelly McElwain reports that CHP conducted their annual vehicle inspections, and all vehicles passed their yearly inspections. In addition, Kelly reports that while all routes are currently operating, ridership overall is still down. Kelly and her staff were congratulated for keeping the buses in safe operational order and operating during this difficult time.

b) Proposed route modification facilitating inter-city connections

Jim Graham reports that one of Plumas Transit System's (PTS) inter-city connections has ceased operations due to Susanville Indian Rancheria's shut down of their transit service to Redding and Red Bluff. This connection was made through a PTS connection in Chester. This inter-city connection loss has a financial impact as PTS routes that provide intercity connections are partially funded through the 5311f Program. Jim Graham and Kelly McElwain are exploring options to institute an intercity route to Reno (which makes a connection to Greyhound Bus Service and Amtrak) via Modoc Sage Stage. This potential connection would occur three days a week Monday, Wednesday, and Friday. Route schedule modifications are currently being explored to determine the feasibility of modifying the existing transit schedule to accommodate this connection.

c) Update on 5339 bus purchases

Jim Graham reports that PCTCs 5339 standard agreements have been approved. Jim will place the order for the buses once the CalAct Purchasing Cooperative Contract is finalized.

9. 2022 STIP Cycle Update

John Mannle reports that a Draft RTIP will be presented to the Commission at the October PCTC Meeting with Final RTIP approval during the December PCTC Meeting.

10. Update on Federal Infrastructure Bill

John Mannle reports that he continues to monitor the Federal Infrastructure Bill legislation and will report updates to the Commissioners until its passage.

11. Update on the Impacts of the Dixie Fire on the SR 89 Greenville Streetscape Infrastructure

John Mannle reports that Caltrans District 2 staff have secured funding to replace the fire damaged Greenville streetscape infrastructure constructed as part of the SR 89 Greenville streetscape improvements. John and PCTC staff express thanks to Caltrans staff for their efforts in this regard.

12. Confirmation that the next meeting for PCTC to be scheduled for Monday, October 18, 2021, at 1:30 PM

13. Meeting is adjourned at 2:20