

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

MINUTES

Monday November 15, 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

Roll call is conducted by Jim Graham, Executive Director.

Commissioners in attendance via teleconferencing are Sherrie Thrall, Susan Scarlett, Phil Oels, Bill Powers, and Jeff Engel. Commissioner attending in person is Greg Hagwood. A quorum is present.

Staff Attendees: Jim Graham, Executive Director Plumas CTC and John Mannle, Director of Public Works.

Others in attendance in person: John Rix, Manager Plumas County Seniors Transportation, Tom McGowan, Plumas County Planning Commissioner

1B. Public Forum – Public

No comments

1C. Public Forum: Commissioners

No comments

2. Consideration of draft minutes for PCTC Meeting conducted on October 18, 2021

Motion is made by Commissioner Engel, seconded by Commissioner Oels, to adopt the minutes of October 18, 2021. Motion passes 5-0, Commissioner Scarlett abstains

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

Jim Graham reports that staff of the PCTC, Plumas Rural Services, and Seniors Transportation have been busy providing data and documents to Michael Baker International for their work on the Triennial Performance Audits with interviews conducted with Jim Graham and John Rix.

4. Update on Policy and Procedure Manual for PCTC

Jim Graham reports that staff has reviewed and provided a mark-up of the Nevada County Policy and Procedure Manual to the consultant. The mark-up identifies elements to keep, edit out and modify. PCTC staff will be meeting with the consultant soon to discuss amendments to the TDA claims process.

5. Update on the PCTC and Transit Operations Financial Audits

Jim Graham reports that PCTC staff and the Auditors office continue to compile and send information to Vasquez & Company for completion of the financial audit. Staff is still waiting for the County books to close for 20/21 and that PCTC staff will ask for a 3 month extension in filing the audits at the December PCTC Meeting.

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

Jim Graham indicates that the deadline for submitting proposal is this Friday, November 19, 2021. Jim reports that the consultant selection review committee consists of the following members: Jim Graham – Executive Director PCTC, John Mannle – Director, Plumas County Public Works, Sherri Thrall – Plumas County Supervisor District 3, Dale Widner – Caltrans District 2 Program Manager, Tammy Quigley – Complete Streets Coordinator Caltrans District 2, Carlos Espana – Almanor Recreation and Park District Coordinator, and Tom McGowan – Almanor Area Chamber of Commerce. Jim indicates that it is his intent to distribute the submittals to the consult selection review committee before Thanksgiving.

7. Update on the Short Range Transit Plan update

Jim Graham reports that LSC Transportation Consultants kicked off the Short Range Transit Plan on Monday, November 10, 2021, as part of the meeting with the Social Services Transportation Advisory Council. Transit needs were briefly discussed as well as ideas for reaching out to the community during the unmet transit needs process. In addition, PCTC staff has been gathering data requested by the consultant.

8. Update on the Clean California Program

Jim explains the purpose of this program and reports that two projects were presented to Caltrans, the first being the Chester Gateway Monument and associated landscaping Project, and the second being for streetscape landscaping for the community of Greenville.

9. Adoption of Resolution #21-20 - Renewal of the term of various Social Services Transportation Advisory Council Members

Motion is made by Commissioner Hagwood, seconded by Commissioner Oels to approve Resolution #21-20, Motion passes 6-0.

10. Report on Social Services Transportation Advisory Council Meeting held on November 8, 2021

a) Unmet Transit Needs Process

Jim explains that this SSTAC meeting was a kick-off of the Unmet Transit Needs Process. The SSTAC discussed various strategies for conducting effective outreach for this process. Jim explains that the outreach associated with Unmet Needs Process will be coordinated with the development of the concurrent Short Range Transit Plan.

b) Recommendation regarding proposed route modifications facilitating inter-city connection to Reno via Modoc Sage Stage

Jim reports that the SSTAC reviewed the proposed east county route modifications necessary to make the connection with Modoc Sage Stage. The route modifications affect mid-morning and mid-afternoon routes and do not affect a large number of riders. Jim reports that Bob Battistoni, SSTAC member representing the Alive Program, indicated that he discussed the route modifications with the Alive program coordinator, and it was determined that these route modifications would have negligible impact on usage by the Alive clientele. The SSTAC, unanimously recommended that the PCTC approve the proposed route modifications. Jim further explains that the new routes would go into effect after the first of the year provided that the condition of the existing transit fleet can accommodate these changes given the age of the bus fleet and various bus maintenance issues. Motion is made by Commissioner Hagwood, seconded by Commissioner Oels to approve the proposed route modifications to accommodate the inter-city route connection to Reno via the Modoc Sage Stage. Motion passes unanimously.

11. Transit Operations Update

a) Plumas Transit Systems Update

Jim reports that the free bus passes available to Dixie fire evacuees has been expanded to include those individuals adversely impacted by the Dixie Fire. This includes displaced individuals and those who have lost their home, residence, car, or job. According to new farebox recovery rules, this will not have an adverse impact on Plumas Transit Systems' minimum 10% farebox ratio.

b) Seniors Transportation Update

John Rix reports that number of out-of-town trips provided during July, August and September has been steadily increasing. Jim reports that there is a funding opportunity through the Federal Transportation Administration's 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Program. Jim and John Rix will be attending a workshop at the beginning of the year. Commissioner Thrall asks how well the Senior's fleet is holding up. John reports that their vehicles, except for those previously purchased under the 5310 Program, are very old and in need of replacement. Commissioner Thrall asks if the 5310 Program can be used for purchase of vehicles. Jim states that, depending on who applies, Seniors Transportation or CSA #12, funding may be available for both capital expenses and operating costs.

c) Update on 5339 bus purchases

Jim reports that the order for the buses has been received and the chassis are currently being built. Jim will provide further updates as they are received from Clay Hartman of A-Z Bus Sales.

d) Report on California Integrated Travel Project & General Transit Feed Specifications

Jim explains that the Cal-ITP GTFS program allows transit agencies to upload their transit schedules into a format that allows them to be used by several transit planning applications enabling transit users to trip plan using their phones. There is also an option to provide real-time tracking of buses and their estimated arrival times. A pilot program with T-Mobile will be launched around the beginning of next year. This program utilizes on-board devices that transmit GPS tracking that of the buses location that is then conveyed to transit users.

12. Resolution #21-21- Authorizing Regional Transportation Improvement Program (RTIP) for the 2022 State Transportation Improvement Program (STIP)

John explains that this is a CTC requirement that allows our RTIP to be incorporated into the STIP. John explains that RTIP, discussed at previous PCTC meetings, is explained in the attached table. Motion is made by Commissioner Engel, seconded by Commissioner Hagwood to approve Resolution #21-21 and authorize Commissioner Hagwood to sign the Resolution #21-21, Motion passes 6-0.

13. Update on Federal Infrastructure Bill

John reports that the federal infrastructure bill has been signed and includes a 3 year extension to Secure Rural Schools funding set at the 2017 allocation. This means approximately 1.2 million to the Road Department. Also included in the bill is increased funding to the Highway Bridge Program.

14. Chairperson Thrall confirms that the next meeting for the PCTC is scheduled for Monday, December 20, 2021, at 1:30 PM

15. The meeting is adjourned at 2:10