

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

MINUTES

Monday February 28, 2022

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chair Susan Scarlett with roll call at 10:30 AM 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, Bill Powers, Phil Oels, and Jeff Engel. Commissioner attending in person is Susan Scarlett. Commissioner Hagwood is absent.

Staff Attendees: Jim Graham, Executive Director Plumas CTC; Carlee Tone, Fiscal and Technical Services Assistant III; and John Mannle, Director of Public Works

Others in attendance in person: Kelly McElwain, Transit Manager-Plumas Rural Services; Shauna Everton – Fleet Manager-Plumas Rural Services

Others in attendance via teleconferencing: John Maxwell, Caltrans District 2

1B. Public Forum – Public

No comments

1C. Public Forum: Commissioners

Jim Graham indicates that Caltrans has provided a letter explaining the reasons for not including a fourth leg on the proposed roundabout at the intersection of SR 36 and A-13. Jim will forward this letter to the Commissioners following the meeting.

Bill Powers asks the status of information to be provided by Caltrans regarding the proposed lane reduction proposal in Portola. Jim indicates that he will contact Caltrans and ask for a status report.

2. Consideration of draft minutes for PCTC Meeting conducted on January 24, 2022

Motion is made by Commissioner Thrall, seconded by Commissioner Engel, to adopt the minutes of January 24, 2022. Motion passes 5-0

3. Authorize contract with Michael Baker International, including retroactive clause, to complete preparation of the Triennial Performance Audits for PCTC, Plumas Transit Systems, and Seniors Transportation to July 1, 2022.

Jim Graham reports that it is necessary to extend the termination date of the contract with Michael Baker International for preparation of the Triennial Performance Audits due in part to the delay in the completion of the financial audits. Approved by roll call vote 5-0.

4. Authorize contract extension with Michael Baker International for preparation of the Policy and Procedure Manual for PCTC to July 29, 2022.

Jim Graham reports that it is necessary to extend the termination date of the contract with Michael Baker International for preparation of the PCTC Policy and Procedure Manual due in part to the delay in the completion of the financial audits and new TPA legislation. Approved by roll call vote 5-0.

5. Update on LSC's preparation of the Short Range Transit Plan

Jim reports that development of the Short Range Transit Plan is approximately 50% complete. Outreach efforts are currently underway with on-board flyers and surveys being distributed. Once the outreach efforts are completed, an analysis of unmet transit needs will be undertaken.

6. Update on the PCTC and Transit Operations Financial Audits

Carlee Tone reports that Vasquez & Company sent out a Draft Audit Report on Friday, February 25th. After a preliminary review PCTC staff found no matters or instances of non-compliance. John and Jim will be working on the management discussion and analysis. Requests for additional information have been submitted to the County Auditor's Office and staff are awaiting a response.

7. Report on the SR 36 Complete Streets & Context Sensitive Streetscape Plan

Jim reports that a grant kick-off meeting was held with representative of GHD, Caltrans and local community partners. The focus of this meeting was on public outreach which will be initiated this spring to increase awareness of the project and to introduce the project to the community.

8. Update on the Clean California Program

a) Greenville Landscaping Project

Jim reports that several meetings have occurred between Caltrans staff and the Greenville Streetscape Committee. The Streetscape Committee is well organized and despite the many challenges they face, they are optimistic that this project will be completed in a timely manner.

b) Chester Gateway Monument Project

Jim reports that a design meeting is being held last month in which several design options were explored. The design meeting was attended by Caltrans staff, local representatives, and the Maidu Summit Consortium.

9. Transit Operations Update

a) Plumas Transit Systems Update

Kelly McElwain reports that operations are going smoothly, and that ridership is slowly going up and is expected to go up with rising gas prices.

Jim reports that he is working with PRS staff on starting up free fare days beginning in April. This program is paid for through the Low Carbon Transit Operation Program.

b) Seniors Transportation Update

John Rix is not present

c) Update on 5310 Program (Enhanced Mobility of Seniors and Individuals with Disabilities Program) call for projects

Jim reports that John Rix was unable to complete due to his workload and staffing issues.

d) Update on bus purchases from the 5339 Bus and Bus Facilities Program

Jim reports that Freightliner has received one chassis and waiting to receive the other two. Due to supply chain issues, completion of the buses is expected to be delayed by 4 to 6 weeks.

Commissioner Engel asks if there is a backup plan if the new buses do not arrive in a timely manner. Jim responds that some buses will need to be repaired even though they have high miles and that PCTC staff will look to share a bus with Seniors Transportation.

e) Plumas Rural Services – Exercising the first of three one-year extensions to transit operations contract

Jim reports that after providing a marketing analysis to the Caltrans Division of Rail and Mass Transportation, the 1-year contract extension was approved and will be scheduled before CSA #12 for approval in March.

f) Update on the new fueling facility

John reports that the fueling facility is nearly complete and that the buses have been utilizing the facility since December.

10. Update on SSTAC Unmet Transit Needs Meeting held on February 24, 2022

Jim reports that an SSTAC meeting was held on February 24, 2022. The meeting was not well attended. A reason for the poor attendance may be that there is on-going outreach through the development of the Short Range Transit Plan. After discussing unmet transit needs with Kelly McElwain, there have been comments concerning the need for a Saturday service. Following an analysis of the outreach efforts from the Short Range Transit Plan, the SSTAC will provide recommendations on fulfilling any unmet transit needs.

- 11. Approval of the scoring of the Expanded Applications for the 5310 Program (Enhanced Mobility for Seniors and Individuals with Disabilities Program)**
Jim reports that this item is unnecessary as the 5310 Application will not be submitted.
- 12. Adoption of Resolution 22-02 - Adopting the Section 5310 Regional Priority List, authorizing the Executive Director to sign the 5310 Coordinated Plan Certifications and submit the Regional Priority List to Caltrans. Scoring of 5310 (Expanded Applications)**
Jim reports that this item is unnecessary as the 5310 Application will not be submitted.
- 13. Confirmation the scheduling of the next PCTC meeting for Monday, March 21, 2022, at 10:30 AM**
Chairperson Scarlett confirms that the next PCTC Meeting is scheduled for Monday, March 21, 2022, at 1:30 PM.
- 14. The meeting is adjourned at 11:15 AM**