

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

**MINUTES**

**Monday August 15, 2022**

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chair Susan Scarlett 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 John Mannle, Director of Public Works.

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

Staff Attendees: John Mannle, Public Works Director and Carlee Tone Fiscal & Technical Services Technician III.

Others in attendance in person: Dale Widner, CalTrans District 2 Project Supervisor, Kelly McElwain, and Shauna Everton.

**1B. Public Forum – Public**

Dale Widner Project Manager for Caltrans District 2 updated that the Arlington turn lane project is almost finished and the project did go over budget, but the state will be covering the overage. The report on the project should be finished in the next week. He also updated us on the Crescent Mills, CAPM project that will begin summer of 2024. The Cromberg project has the possibility of installing conduits for broadband lines, but the decision has not been finalized. This project could be started as early as summer of 2023.

Commissioner Scarlett made a comment about the striping in Portola, Dale Widner needs to gather more information on the subject and will get back to the Commissioners.

**1C. Public Forum – Commissioners**

No Comments

**2. Consideration of draft minutes for PCTC Meeting conducted on July 18, 2022**

Motion is made by Commissioner Engel, seconded by Commissioner Hagwood, to adopt the minutes of July 18, 2022. Motion passes 6-0.

**3. Plumas Transit Systems Operations Update – Kelly McElwain, Transit Manager**

Shauna and Kelly provide an overview of the bus situation. They have four buses out for repair: bus #336 needs a new radiator and has other issues, bus #341 numerous problems, #337 needs a new transmission, #340 is yet to be determined what the issue is. They currently have five buses to run six routes including the borrowed Seniors Transportation bus. Kelly stated that we do have one bus on the way and should arrive in Quincy in September. They also reported the good news that they passed their CHP inspection.

#### **4. Seniors Transportation Update – John Rix Seniors Transportation Manager**

Absent no comment

#### **5. Approval of contract term extension with Michael Baker International for completion of the Triennial Performance Audit – John Mannle, Director of Public Works**

Motion is made by Commissioner Hagwood, seconded by Commissioner Engel, to adopt the term extension with Michael Baker International. Roll call vote. Motion passes 6-0.

#### **5b. Approval of contract with Michael Baker International for completion of the PCTC Policy and Procedure Manual – John Mannle, Director of Public Works**

Motion is made by Commissioner Hagwood, seconded by Commissioner Engel, to adopt the contract with Michael Baker International for completion of the PCTC Policy and Procedure Manual. Roll call vote. Motion passes 6-0.

#### **6. Update on the Bid Opening for the Portola North Loop Project – John Mannle, Director of Public Works**

John stated that this project is funded by the State Transportation Improvement Program (STIP) project and that the contract award is required by September 30, 2022 per the project agreement and STIP Guidelines. Bids were opened on August 8, 2022. The city received five bids from qualified contractors. The low bid was \$770,000 under the engineer's estimate. The actual construction work will not begin until summer of 2023. Last week John reviewed the possibility of returning some of the excess funds allocated for the project's construction phase. The idea was to return any excess money out of project back into the commission's un-programmed balance. At least \$500,000 of funds will not be spent on the project unless something goes excessively wrong. STIP rules as set by the California Transportation Commission (CTC) do not allow local agencies to be returned funds when bids are low. The funds are returned into the State's coffers. STIP Guidelines do allow Caltrans' to be returned funds.

#### **7. Update on the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) projects and funds remaining – John Mannle, Director of Public Works**

John informed the PCTC that this program is coming to an end June 30, 2023, and all funds must be expended before that date. PCTC currently has two active projects, bus acquisitions and the fueling facility project. The bus project funds will be spent well before the deadline. The fueling facility project is finalized and funds for this project have not been fully expended.

John discussed the remainder of the funds from the PTMISEA and RSTP should be expended towards solar panels for Public Works Administration building. The project scope, as approved by the State, allows solar power to be provided as a method for CSA#12 to pay the equivalent rental cost for bus parking. The next step will be to advertise for bids. The building has already been measured and panel locations determined.

**8. Confirm scheduling of the next PCTC meeting for Monday September 19, 2022, at 1:30 PM.**

Chairperson Scarlett confirms that the next PCTC meeting is scheduled for Monday, September 19, 2022, at 1:30 PM.

**9. The meeting is adjourned at 1:55 PM**