

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

MINUTES

Monday December 19, 2022

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chair Greg 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 Jim Graham, Executive Director

Commissioners attending in person are Greg Hagwood, Bill Powers, and Susan Scarlett.

Commissioners in attendance via teleconferencing are Sherrie Thrall and Stan Peiler.

Staff Attendees: Jim Graham, Executive Director; John Mannle, Director of Public Works

Others in attendance: Derek Willis, Caltrans District 2; Shauna Everton, Plumas Transit Systems Manager; John Maxwell, Caltrans District 2

1B. Public Forum – Public

There is no comment from the public

1C. Public Forum – Commissioners and Staff

Susan Scarlett informs the Commission that Stan Peiler is replacing Phil Oels as the City of Portola's representative on the Commission.

Jim Graham presents Sherrie Thrall with a Certificate of Appreciation for her 16 years of service on the Transportation Commission.

2. Consideration of draft minutes for PCTC Meeting conducted on September 19, 2022

Motion is made by Commissioner Powers, seconded by Commissioner Hagwood, to adopt the minutes of October 17, 2022, as amended. Motion passes 4-0 with Chair Scarlett abstaining.

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

Jim Graham reports on the latest public outreach meeting held in Chester in which three corridor alternatives associated with the proposed lane reduction were presented (Parking, Pedestrian and Landscaping). The unanimous choice of these was the pedestrian priority. Jim reports that public sentiment for this project is overwhelmingly positive.

4. Caltrans District 2 Update

Caltrans District 2 Program Manager/Office Chief, Derek Willis provides the Commission with a map and listing of upcoming projects in Plumas County and addresses key projects moving forward, including the Cromberg Project and the Graeagle Project. Derek reports that the area prone to flooding along SR 89 near Clio will likely be funded for a reconstruction/re-alignment project to remove the highway away from the Middle Fork of the Feather River and out of the area prone to flooding. More information on this project will be available at the next PCTC meeting.

Jim requests that Caltrans coordinate the delays on the Cromberg Project in order to minimize impacts to the transit system. Derek indicates that Caltrans will reach out to staff to begin coordination on this issue.

Jim asks Derek for an update from Derek on the Beckwourth Capital Maintenance Project and whether in bike lane improvements have been included in that project as requested. Derek indicates that he will investigate that and report back to staff.

Derek also provides an update on the numerous construction projects occurring in the Feather River Canyon.

5. Approval of contract term extension with Michael Baker International for completion of the Triennial Performance Audit

Jim reports that there is a need to extend this contract further due to on-going delays in completing the 20/21 Financial Audits. Motion is made by Commissioner Powers and seconded by Commissioner Hagwood to approve this contract extension. Motions passes 5-0.

6. Update on the PCTC Policy and Procedure Manual and approval of contract term extension with Michael Baker International for completion of the PCTC Policy and Procedure Manual

Jim reports that the Policy and Procedure Manual is nearing completion. Staff has received a draft that is currently under review. PCTC should have a draft to review by the January or February PCTC meeting. Motion is made by Commissioner Hagwood and seconded by Commissioner Powers to approve this contract extension. Motions passes 5-0.

7. Update on the Short Range Transit Plan and approval of contract term extension with LSC Transportation Consultants for completion of the Short Range Transit Plan

Jim reports that the Short Range Transit Plan is nearing completion with public outreach presently occurring on proposed service alternatives. SSTAC and PCTC should have a draft to review within the next 4 to 6 weeks. Motion is made by Commissioner Powers and seconded by Commissioner Hagwood to approve this contract extension. Motions passes 5-0.

8. Review and approval of the Request for Qualifications for preparation of the 2025 Regional Transportation Plan.

Jim reports that the Plumas County Regional Transportation Plan is due to be updated by January of 2025. This RFQ is to solicit a consultant to assist staff in the preparation of this 2025 Plumas County Regional Transportation Plan. Commissioners are requested to provide any requested edits to staff by January 2, 2023.

9. Review and approval of the Request for Qualifications for On-call Transportation Services.

Jim reports that PCTC may have a need for a consultant to assist in the preparation of various grant applications for various complete street improvements associated with the Chester Main Street Project and potentially other projects. These grant applications will pursue funding to complete various complete street improvements that cannot be funded through Caltrans. This RFQ is for an On-Call contract meaning that all contracts issued under the on-call base contract would go before

the PCTC for review and approval. Commissioners are requested to provide any requested edits to staff by January 2, 2023.

10. Transit Operation Update

a) Plumas Transit Systems Operation Update

Shauna Everton reports that the three additional buses have been a big help. Both the drivers and passengers really like the new buses. The Free Fare Months are going over well with riders and the new transit schedules have been well received. Plumas Rural Services is continuing to struggle to find drivers.

b) Seniors Transportation Update

John Rix is not present

c) Update on the delivery of buses purchased under the 5339 Bus and Bus Facilities Program

As reported above, the new buses have been delivered.

d) Update on the General Transit Feed Specification (GTFS) Real Time Pilot Project

Jim reports that Plumas Transit Systems is currently running a pilot project that would allow riders to track the arrival of buses at their stop on their phones. The pilot project would determine if cell coverage is good enough to allow the tracking technology to operate effectively. More information will be reported following the conclusion of the pilot project.

e) Update on the new bus shelter map displays

Jim reports that the new bus shelter displays have been installed at all bus shelters.

f) Update on the commencement of the new route schedules enabling connection to Reno

Jim Reports that the new schedules are now being implemented.

11. Approval of Resolution 22-25 Authorizing 90-day extension for submittal of the FY 21/22 Financial Audits to the State Controller's Office

Motion is made by Commissioner Powers and seconded by Commissioner Hagwood to approve Resolution 22-25. Motions passes 5-0.

12. Approval of Resolution 22-26 Authorizing contribution of up to \$10,795 to satisfy Plumas County's local match portion of the "Lassen/Plumas Counties Electric Vehicle Electrification Feasibility Study"

Jim Graham explains the need for PCTC to contribute its share of the required local match for completion of the Lassen/Plumas Counties Electric Vehicle Electrification Feasibility Study. Following discussion, a motion is made by Commissioner Hagwood, seconded by Commissioner Powers to approve Resolution 22-26. Motion passes 5-0.

13. Update on the completion of the PCTC financial audits.

John informs the Commission that the financial audits have still not been completed.

14. Confirm scheduling of the next PCTC meeting for Monday, January 23, 2022, at 1:30 PM.

The next scheduled for January 23, 2023

10. The meeting adjourns at 2:20 PM.