

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

**MINUTES**

**Monday January 23, 2023**

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Vice-Chair Greg Hagwood 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 are Greg Hagwood, Bill Powers, Kevin Goss and Tom McGowan.  
Staff Attendees: Jim Graham, Executive Director; John Mannle, Director of Public Works; Carlee Tone, Management Analyst

Others in attendance: Kelly McElwain, Plumas Transit Systems; 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**

There is no comment from the commissioners or staff.

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

Motion is made by Commissioner Powers, seconded by Commissioner Goss, to adopt the minutes of December 19, 2022. Motion passes 4-0.

**3. Update on the submittal of Final FY 2020/2021 PCTC and Transit Operators Financial Audits by Vasquez & Co.**

John Mannle report that the audits are close to being completed and will be submitted to the State Controller's Office as soon as they are reviewed and approved by staff. Copies of the 20/21 Audits will be provided to the commission at the next available meeting.

**4. Adoption of Resolution 23-01 Amending the execution authorization of the 2022/23 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PP&M) Fund Transfer Agreement and authorize deposit of \$51,000 of PP&M Funds into District Planning Fund 2027.**

Jim Graham explains that these are funds provided to PCTC every year for planning, programming, and monitoring activities by PCTC staff. Motion is made by Commissioner Goss, seconded by Commissioner McGowan, to adopt Resolution 23-01. Motion passes 4-0.

**5. Adoption of Resolution 23-02 authorizing a supplemental budget increase of \$144,792 for transit operation payments for Plumas Transit Systems as the budget was not updated per the PCTC approved FY 22-23 budget.**

Jim Graham explains this is a budget adjustment to reflect the PCTC approved budget. Motion is made by Commissioner McGowan, seconded by Commissioner Goss, to adopt Resolution 23-02. Motion passes 4-0.

**6. Adoption of Resolution 23-03 authorizing a budget transfer within Fund 2029 to correct budget line items for FICA/Medicare OASDI and Per Diem per the PCTC approved FY 22-23 budget.**

Jim Graham explains this is a budget adjustment to reflect the PCTC approved budget. Motion is made by Commissioner McGowan, seconded by Commissioner Goss, to adopt Resolution 23-03. Motion passes 4-0.

**7. Update on the RFQs for 1) Preparation of the 2025 Regional Transportation Plan and 2) On-call Transportation Services**

Jim Graham reports that the RFQs for the preparation of the 2025 Regional Transportation Plan (RTP) and for On-call Transportation Services has been posted. The deadline for submission of responses is February 17, 2023. Jim explains that the last RTP was adopted in January of 2020 and that the new plan is due by January of 2025. The On-call Transportation Services RFQ will allow PCTC to have a consultant available to apply for grant funds that will fund needed transportation infrastructure improvements.

**8. Transit Operation Update**

**a) Plumas Transit Systems Operation Update and FY 22/23 1<sup>st</sup> Quarter Report**

Shauna Everton reports that ridership for the 1<sup>st</sup> Quarter is up significantly over the last two years. The emergence from the Covid pandemic and free fare days have contributed to the increase in ridership. Jim reports that staff is investigating the continuance of free fare days through the LCTOP Program or some other funding source

**b) Seniors Transportation Update**

John Rix is not present.

**9. Adoption of Resolution 23-04 authorizing appointment of members to the Social Services Transportation Advisory Council. Discussion and possible action**

Motion is made by Commissioner Goss and seconded by Commissioner McGowan to adopt Resolution 23-04. Motion passes 4-0.

**10. Update on the FY 2023 5311(f) Intercity Bus Program Application, and Adoption of Resolution 23-05 authorizing the Executive Director to execute and file all certification of assurances, contracts or agreements or any other documents required by Caltrans**

Jim Graham explains that the 5311f Program provides funding for routes that provide intercity connections. These routes include the North County route that connects to Susanville via Lassen Rural Bus and the East County Route that connects to Reno via Modoc Sage Stage. PCTC has applied for and received this funding through this program for the last 7 years. This year's funding amount is approximately \$223,000. Following discussion, a motion is made by Commissioner Goss, seconded by Commissioner Powers to adopt Resolution 23-05. Motion passes 4-0.

**11. Update on the second of three allowed contract extensions for Plumas Rural Services to provide transit operations.**

Jim Graham reports that Plumas Rural Services has requested that CSA 12 approve their 2<sup>nd</sup> of 3 allowed contract extensions for operating Plumas Transit Systems. Jim will perform the required market analysis and bring the contract extension to CSA 12 for review and approval.

**12. Confirm scheduling of the next PCTC meeting for Monday, February 27, 2023, at 1:30 PM.**

The next meeting is confirmed for February 27, 2023, at 1:30 PM

**13. The meeting adjourns at 1:56 PM.**