

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

MINUTES

February 25, 2013

Meeting of the Plumas County Transportation Commission (PCTC) opens with roll call at 1:30 p.m. in the Conference Room of the Plumas County Public Works Department.

Commissioners in attendance are: Sharon Thrall, Susan Scarlett, Jon Kennedy, John Larrieu and Juliana Mark. Commissioner Kevin Goss is absent.

Staff Attendees: Bob Perreault, Interim Executive Director, John Mannle, Associate Engineer/Transportation Planner, Jim Graham, Senior Planner and Cinda Leonard, Recorder.

Public Attendees included: Aaron Casa, Caltrans; Roy Berlinghoff, PRS; Les Hall, PCPH

- 1A. **Roll call** is made by Interim Executive Director Perreault. All Commissioners are present with the exception of Commissioner Goss.
- 1B. **Public Forum - Public**
With there being no public comments, Chairperson Thrall moves to item 3b.
- 1C. **Public Forum - Commissioners**
With there being no comments from the Commissioners, Chairperson Thrall moves on to item
2. **Approval of Minutes for January 28, 2013.**
Meeting minutes are approved with a motion by Commissioner Larrieu, seconded by Commissioner Kennedy with unanimous votes of approval by attending Commissioners.
3. **Continuation of discussion pertaining to the letters of comments on the Draft General Plan Update submitted to Plumas County Planning Department**
Bob Perreault reports that the deadline for submitting comments has passed. Planning Director Randy Wilson is requesting Public Works staff and Caltrans meet with the Planning Department to resolve the issues stated in their comment letters. Mr. Wilson will be setting a meeting date and will inform Mr. Perreault and Caltrans of the date, place and time.
- 4A. **Management Discussion & Analysis (MD&A) on adopting the Financial Audits**
John Mannle reports to the Commission that the Financial Audits are ready to submit to the State upon approval of the Commission. He reviews his MD&A letter with the

Commission.

Motion to accept the MD&A and the submittal of the financial audits is made by Commissioner Larrieu, seconded by Commissioner Mark with unanimous votes of approval by attending Commissioners.

4B. **Resolution 13-2 approving the adoption of Fund Balance Policy**

John Mannle states that this policy is required by GASB 54 Standards and Applications. Commission Scarlett comments that there are issues with the policy and presents a copy of the Fund Balance policy used by the City of Portola.

Resolution 13-2 and the Fund Balance Policy will be reformatted and reintroduced at the March 19th meeting. No action is taken on this item.

5. **Plumas Transit Quarterly Budget Report**

Roy Berlinghoff addresses the Commission in regards to the 2nd quarter budget report. He states that ridership is up on all of the routes with the exception of FRC. He states that it is likely caused by the holidays in November and December. All budget numbers are on track for the mid-year.

6. **Plumas County Transportation Commission Mid-Year Budget Report**

John Mannle reports that all budgets are on track and there are no significant items to report.

7. **Resolution 13-3 Social Services Transportation Advisory Council (SSTAC)**

Bob Perreault reports that Commission staff is recommending that Commission reinstate SSTAC as required by State law and appoint the members set forth in Resolution 13-3. Commissioner Larrieu questions why there is no representative of eastern Plumas County. There is discussion about the procedure at which time it is decided that Interim Director Perreault will write a letter to the Portola City Manager inquiring if they would like to appoint a representative to the Council.

At this time Chairperson Thrall requests it be noted that Commissioner Kennedy left the meeting at 1:53 pm.

Motion to accept the by-laws and approve Resolution 13-3 is made by Commissioner Scarlett, seconded by Commissioner Larrieu with unanimous votes of approval by attending Commissioners.

8. **Short Range Transit Plan (SRTP) Status Report**

Jim Graham presents the Commissioners with an update on the status of the SRTP. The handout shows the Project Outline and status of each step. The data from the ride check is being entered for analysis. Upon completion of the SRTP, and executive summary will be presented to the Commission.

9. **Triennial Performance Status Report from Majic Consulting**

Bob Perreault reviews the memorandum from Belynda Johnston, Majic Consulting with the Commission. The memo identifies areas of concern that need to be addressed by PRS

and Senior Transit as well as the Commission. There is general discussion on the issues and concerns listed in the memo.

10. **Status Report on the RFP for the Operation of Plumas Transit Systems**

Discussion continues from the January 25th meeting of PCTC in regards to the RFP for the operation of Plumas Transit Systems. Bob Perreault reports that the Board of CSA 12 approved moving forward with the submittal of an RFP. The document was finalized by John Mannle and is now awaiting approval from Caltrans and County Counsel. Upon approval of the RFP, Public notice will be published in the county newspapers and on the County website.

11. **Fair Political Practice Commission (FPPC) "Form 700", Statement of Economic Interests**

Bob Perreault distributes the Form 700 to the attending Commissions. Upon completion of the form they are instructed to return the form to the Commission Fiscal Technician, Cinda Leonard.

Forms are being mailed to the Commissioners who are absent.

12. **Request Minute Order Approval Authorizing Interim Executive Director to sign Concurrence Letters of Approval for the Plumas County's Proposed Amendment to the 2012 Plumas County Regional Transportation Improvement Program**

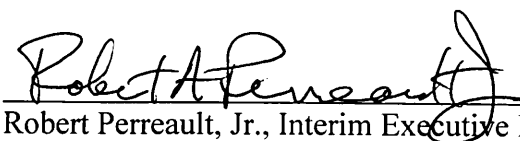
John Mannle reviews a memorandum addressed to the Commission. Plumas County, in accordance with the STIP guidelines, wishes to submit an amendment to the 2012 RTIP. The amendment will delete 2 projects, Big Creek Road Rock Sleep Protection and Bucks Lake Road (Frenchman Hill to Grizzly Creek). The amendment would replace those projects with Bucks Lake Pavement rehabilitation (from Snake Lake Road Intersection to Slate Creek Road Intersection).

Motion is made by Commissioner Larrieu, seconded by Commissioner Mark with unanimous votes of approval by attending Commissioners, to authorize the Interim Executive Director to sign the Concurrence letters.

13. **Confirmation that the next meeting date is scheduled for Monday, March 18, 2013**

The meeting date is confirmed by all attending Commissioners.

14. The meeting is adjourned at 2:19 pm


Robert Perreault, Jr., Interim Executive Director

4/15/13
Date