

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

**MINUTES**

**May 15, 2023**

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 Jim Graham, Executive Director

Commissioners in attendance are Susan Scarlett, Greg Hagwood, Bill Powers, and Tom McGowan.

Staff Attendees: Jim Graham, Executive Director; Carlee Tone, Management Analyst

Caltrans District 2 Staff attendees: Ian Howat, Project Manager; John Maxwell, Senior Transportation Planner

Other attendees: Shauna Everton, Transit Manager; John Rix, Seniors Transportation Manager

**1B. Public Forum – Public**

There are no comments from the public.

**1C. Public Forum – Commissioners and Staff**

Commissioner Scarlett asks Caltrans staff if State Route 70 near Chalet View will be repaired before the Cromberg Project comes through. Ian Howat replies that he will investigate the issue and report back to the Commission.

**2. Consideration of draft minutes for PCTC Meeting conducted on April 17, 2023**

Motion is made by Commissioner Hagwood, seconded by Commissioner McGowan, to adopt the minutes of April 17, 2023. Motion passes 4-0.

**3. Adoption of Resolution 23-11 authorizing the Executive Director to execute Federal Exchange Agreement and the deposit (\$99,693) of Regional Surface Transportation Funds to Local Transportation District Fund 2029.**

Jim Graham provides an explanation of these funds and how they are used by the Commission. Following discussion, a motion is made by Commissioner Powers, seconded by Commissioner Hagwood, to adopt Resolution 23-11. Motion passes 4-0.

**4. Adoption of FY 18/19 through 20/21 Triennial Performance Audits for PCTC, Plumas Transit and Seniors Transportation.**

Jim Graham provides an overview of the findings and recommendations for each Triennial Performance Audit and explains that PCTC, Plumas Rural Services, and Seniors Transportation staff are working towards their implementation. Following discussion, a motion is made by Commissioner Hagwood, seconded by Commissioner Powers to adopt the Triennial Performance Audits for PCTC, Plumas Transit and Seniors Transportation. Motion passes 4-0.

## **5. Adoption of the PCTC Policy and Procedure Manual**

Motion is made by Commissioner Hagwood, seconded by Commissioner Powers to adopt the Plumas County Transportation Commission Policy and Procedure Manual. Motion passes 4-0.

## **6. Update on the 2023 Short Range Transit Plan.**

Jim Graham reports that the Draft 2023 Short Range Transit Plan is complete and that the Social Services Transportation Advisory Council will review the document and provide recommendations to PCTC. Graham further explains the following five service alternatives that are set forth in the plan.

- a) North County – Serve Taylorsville 2 RT per Day – Pilot Program
- b) Convert Quincy Evening Fixed Route to On-Demand Service
- c) Implementing Saturday Quincy On-Demand Service
- d) Consistent Hourly Headways, Serve East Quincy, On-Demand Stops
- e) Transportation Reimbursement Program

## **7. Update on the 23/24 PCTC Budget**

Jim Graham provides a budget outlook and explains that a draft budget will be provided to the commission several weeks before the next PCTC meeting in June. Discussion ensues regarding the use of LTF funds for Plumas Transit and Seniors Transportation. Graham explains that before LTF fund can be allocated for non-transit related purposes, PCTC must make a finding that there are no unmet transit needs that are reasonable to meet.

## **8. Comments on the Draft 23/24 Overall Work Program**

The commission has no questions or comments on the Draft 23/24 Overall Work Program.

## **9. Transit Operations Update**

- a) **Plumas Transit Systems Update and FY 22/23 3rd Quarter Report – Shauna Everton, Fleet Manager**  
Shauna Everton provides an overview of the 3<sup>rd</sup> Quarter report indicating that following a slow February due to snow conditions, ridership is continuing to rise and that the riders are appreciative of the free fares.
- b) **Seniors Transportation Update – John Rix, Manager**  
John Rix reports that following a period of low ridership due to snow, ridership has picked up significantly.

## **11. Confirm scheduling of the next PCTC meeting for Monday, June 26, 2023, at 1:30 PM.**

The next meeting is confirmed for June 26, 2023, at 1:30 PM

## **12. The meeting adjourns at 2:30 PM.**