

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

**MINUTES**

**August 21, 2023**

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Vice Chair Pat Morton 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 Pat Morton, Susan Scarlett, Bill Powers, Kevin Goss and Tom McGowan.

Staff Attendees: Jim Graham, Executive Director; John Mannle, Public Works Director; Carlee Tone, Management Analyst

Caltrans District 2 Staff attendees: Kathy Grah, Senior Transportation Planner, Kelly Babcock, Caltrans Transit Coordinator

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

**1B. Public Forum – Public**

There are no comments from the public.

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

Commissioner Powers comments that the completion of the North Loop project looks very good and is ahead of schedule.

John Mannle reports that Butte County is having problems with theft of traffic control equipment and as a result have closed the Quincy-Oroville Highway. Public Works staff will report back on Butte County's efforts to investigate options for keeping their road open and accessible.

John Mannle reports on upcoming broadband projects next year specifically along SR 89. John reports that most of the work will occur outside the pavement and therefore should not have the traffic delays associated with the current PG&E underground projects.

**2. Consideration of draft minutes for PCTC Meeting conducted on June 26, 2023**

Motion is made by Commissioner Scarlett, seconded by Commissioner Goss, to adopt the minutes of June 26, 2023. Motion passes 4-0 with Commissioner McGowan abstaining.

**3. Presentation on On-Demand Route conversion for the Quincy Local Route**

This item is continued to the next PCTC Meeting.

#### **4. Project Update on the Chester Main Street Connectivity Project**

Jim Graham reports that the last workshop was held on August 1, 2023, and that the consultant team is now working on design plans in coordination with the Caltrans Project Initiation Document. The next step is to develop a set of improvement priorities.

Commissioner McGowan asks what accommodations Caltrans will make concerning access to businesses. Jim Graham states that Caltrans will always maintain access to businesses and that there are a variety of different strategies that can be employed including working at night. The schedule and method for working in front of businesses will be negotiated with Caltrans.

#### **5. Project Update on the Clean California Chester Gateway Monument Signs**

Jim Graham reports that the design of the Chester gateway monument signs has been finalized to the satisfaction of and in coordination with the Maidu community and that the signs will be constructed in the fall this year or the spring of next year.

#### **6. Project Update on the Clean California Quincy Non-Motorized Transportation Hub**

Jim Graham reports that the bids for the flat work portion of the project were opened on August 18<sup>th</sup> with the landscaping bids to be opened on August 25<sup>th</sup>. The flat work bids have come in higher than budgeted. Staff will confer and decide how to resolve this funding gap.

#### **7. Project Update on the Clean California Greenville Landscaping Project**

Jim Graham reports that construction of this project began on August 9<sup>th</sup> and should be completed by September 19<sup>th</sup>. A ribbon cutting ceremony will be held on October 21<sup>st</sup> to coincide with the Dixie Fire Collaborative meeting.

#### **8. Update on the anticipated start date of the SR 70 Cromberg Rehabilitation Project**

Jim Graham reports that the Cromberg Rehabilitation Project should be awarded within the next week or so. A pre-construction meeting will be held with the City of Portola and the County ahead of the project. The project is slated to commence in early September.

#### **9. Update on the 2024 State Transportation Improvement Program and proposals for PCTC's Regional Transportation Improvement Program**

John Mannle distributes background information regarding the State Transportation Improvement Program (STIP) and the County's development of its Regional Transportation Improvement Program (RTIP). This information includes the program's fund estimate, coordination efforts with Caltrans and the City of Portola, and the needs of the County and City.

John discusses funding options including the possibility of taking an advance on future STIP cycles to maintain pavement conditions above critical conditions. Over the next few months staff will present to the commission recommendations concerning the programming of new projects into the RTIP. The Commission must submit the adopted RTIP by December 15<sup>th</sup>.

## **10. Update on the Plumas County 2025 Regional Transportation Plan**

Graham reports that PCTC staff has held a kickoff meeting with the project consultant, GreenDot Transportation Solutions on August 2<sup>nd</sup>. The Existing Conditions and Demographic Projections components of the plan have been completed.

## **11. Update on the FY 21/22 Financial Audits**

Graham reports that PCTC is still waiting for bank reconciliation statements and that there is no estimate as to when this information will be provided. Graham reports that the State will likely start withholding State Transit Assistance funds.

## **12. Adoption of Resolution 23-26 approving the California State of Good Repair Project List for FY 2023-24**

Motion is made by Commissioner Powers, seconded by Commissioner Goss to adopt Resolution 23-26 approving the California State of Good Repair Project list for FY 23/24. Motion passes 5-0.

## **13. Adoption of Resolution 23-27 approving a supplemental budget increase to Fund 2028 in the amount of \$40,000 for FY 22/23 for unbudgeted contribution associated with the purchase of transit vehicles.**

Motion is made by Commissioner Goss, seconded by Commissioner McGowan to adopt Resolution 23-27 approving a supplemental budget increase to Fund 2028 in the amount of \$40,000 for FY 22/23 for unbudgeted contribution associated with the purchase of transit vehicles. Motion passes 5-0.

## **14. Adoption of Resolution 23-28 approving budget increase to Fund 2029A in the amount of \$15,000 for Transit operations for FY 22/23.**

Motion is made by Commissioner Goss, seconded by Commissioner Powers to adopt Resolution 23-28 approving budget increase to Fund 2029A in the amount of \$15,000 for Transit operations for FY 22/23. Motion passes 5-0.

## **15. Transit Operations Update**

### **a) Plumas Transit Systems Update and FY 22/23 4<sup>th</sup> Quarter Report**

Shauna reports an increase in ridership over the same time last year and that free fares have been very well received.

### **b) Seniors Transportation Update**

John Rix reports that ridership is trending upward towards pre-Covid levels. John is still experiencing staffing issues.

### **c) Update on the procurement schedule for three buses awarded under the 5339 “Bus and Bus Facilities” Program.**

Graham reports that this procurement will be for two small and one large bus. The agreement to purchase these buses should be ready in the next month or so. Caltrans has increased the amount of awarded funding for the purchase of these buses from \$559,000 to \$707,328 to account for inflationary pressures of the last couple of years.

**16. Confirm the scheduling of the next PCTC meeting for Monday, September 18, 2023, at 1:30 PM**

The PCTC meeting is confirmed for September 18, 2023.

**17. Adjournment**

The meeting adjourns at 2:20 pm