

MEETING OF THE PLUMAS COUNTY TRANSPORTATION COMMISSION

1834 E. Main St., Quincy - COUNTY OF PLUMAS - Tel. 283-6268

AGENDA FOR THE MEETING OF DECEMBER 11, 2023

**TO BE HELD AT 1:30 PM IN
THE PUBLIC WORKS CONFERENCE ROOM,
1834 EAST MAIN STREET,
QUINCY, CALIFORNIA**

The Commission consists of six members:

Gregory Hagwood, Chair (County Supervisor, District 4)
Pat Morton, Vice Chair (Councilmember, City of Portola)
Susan Scarlett, (City Council Appointee, City of Portola)
Bill Powers, (Councilmember, City of Portola)
Kevin Goss, (County Supervisor, District 2)
Tom McGowan, (County Supervisor, District 3)

REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact staff at the Department of Public Works at (530) 283-6268. Notification 72 hours prior to the meeting will enable County to make reasonable arrangements to ensure accessibility.

TELECONFERENCE OPTION: The call-in numbers for teleconference participation:
Dial in Number: 1-800-867-2581 Conference Code: 0439272 #

Meeting Agenda

- 1a. Roll call – Jim Graham
- 1b. Public Forum: Members of the public may address items that are related to the Commission's responsibilities and not on the agenda. The public should not request a decision on the item at this meeting, in compliance with the Brown Act. The Chair may limit comments to three minutes per speaker. The public may request action item(s) be placed on a future agenda and are encouraged to contact the Chair or staff for assistance.
- 1c. Commissioner and Staff Forum: Commissioners and staff identify non-agenda items in compliance with the Brown Act.
2. Consideration of Draft Minutes for PCTC Meeting conducted on October 16, 2023.
3. Approval of Resolution 23-33 Authorizing 90-day extension for submittal of the FY 22/23 Financial Audits to the State Controller's Office – Jim Graham
4. Approval of Resolution 23-34 Authorizing the use of up to Five Thousand Dollars (\$5,000) from the Regional Surface Transportation Program Funds (Local Transportation Fund No 2029), for transit shelter maintenance and repairs for FY 23/24 – Jim Graham
5. Approval of Resolution 23-35 Adopting the Plumas County Regional Transportation Improvement Program –John Mannle

6. Distribution of Draft Report of the Chester Main Street Community Connectivity Plan – Jim Graham
7. Discussion regarding near-term electric vehicle charging infrastructure installation – Jim Graham
8. Transit Operations Update
 - a) Plumas Transit Systems Update and FY 23/24 1st Quarter Report – Kelly McElwain, Transit Manager
 - b) Seniors Transportation Update – John Rix, Manager
 - c) Update on the procurement schedule for three buses awarded under the 5339 “Bus and Bus Facilities” Program.
9. Update on submittals received in response to the Request for Qualifications for preparation of PCTC, Plumas Transit and Seniors Transportation Triennial Performance Audits for FY 2022-2024 – Jim Graham
10. Update on submittals received in response to the Request for Qualifications for preparation of PCTC and Transit Operator Fiscal Audits for FY 2023-2025 – Jim Graham
11. Confirm the date of the next PCTC meeting for January 22, 2024, at 1:30 PM.
12. Adjournment

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

MINUTES

October 16, 2023

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by 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 Gregory Hagwood, 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

Other attendees: Kelly McElwain, Transit Manager; Shauna Everton, Transit Fleet Manager; Marco Velazquez, Associate Planner – Plumas County Planning Department; Todd Tregenza, Project Manager GHD; Meg Sigler, PE GHD

1B. Public Forum – Public

There are no comments from the public.

1C. Public Forum – Commissioners and Staff

There are no comments from the Commissioners or staff.

2. Consideration of draft minutes for PCTC Meeting conducted on September 18, 2023

Motion is made by Commissioner Powers, seconded by Commissioner Scarlett, to adopt the minutes of September 18, 2023. Motion passes 6-0.

3. Presentation of the Draft Chester Main Street Connectivity Plan

Todd Tregenza presents the Draft Chester Connectivity Plan from the project's origin, history of public meetings and coordination with important stakeholders including Caltrans. Tregenza goes through layouts of the corridor showing the various roadway design elements and safety treatments.

Tregenza informs the Commission that the project team will be meeting with Caltrans to go over the design and receive feedback. Caltrans in the coming months will be able to provide feedback on how much of the design they will be able to incorporate into the Chester project slated for construction in 2026. The plan will be presented to the community of Chester in the next month or two and then to the Board of Supervisors for final approval.

John Mannle asks if there are cost estimates available for the project as proposed. Tregenza indicates that this information will be provided within the next 2-3 weeks.

4. Project Update on the Clean California Quincy Non-Motorized Transportation Hub and consideration of Resolution 23-29 approving supplemental funding in the amount of \$32,200 from Regional Surface Transportation Program funds to complete the Quincy Non-Motorized Transportation Hub

Jim Graham explains that this project is over budget due to project delays associated with the project right of way and lack of responses to the original request for bids. Graham explains that the project has been rebid and proposals have come in \$7,800 less than the previous bid. Motion is made by Commissioner Goss, seconded by Commissioner Powers to adopt Resolution 23-29 approving supplemental funding in the amount of \$32,200 from RSTP Funds to complete the Quincy Non-Motorized Transportation Hub. Motion passes 6-0.

5. Adoption of Resolution 23-30 approving a supplemental budget increase to Fund 2029A in the amount of \$8,000 to reimburse Seniors Transportation for budgeted Reno Trip expenses in FY 22/23

Motion is made by Commissioner Goss, seconded by Commissioner Powers to adopt Resolution 23-30 approving a supplemental budget increase to Fund 2029A in the amount of \$8,000 to reimburse Seniors Transportation for budgeted Reno Trip expenses in FY 22/23. Motion passes 6-0.

6. Adoption of Resolution 23-31 approving a supplemental budget increase of \$40,000 to Fund 2029 to account for expenditures from a new fare revenue associated with Feather River College Student Transportation Fees

Graham explains that transportation fees collected from Feather River College now come directly to CSA #12 instead of Plumas Rural Services. As a result, a supplemental budget increase is needed to account for this new revenue and expenditure.

Motion is made by Commissioner Goss, seconded by Commissioner Powers to adopt Resolution 23-31 approving a supplemental budget increase of \$40,000 to Fund 2029 to account for expenditures from a new fare revenue associated with Feather River College Student Transportation Fees. Motion passes 6-0.

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

John Mannle provides an overview of the STIP/RTIP process and summarizes the strategy for seeking an advance on future STIP funding to address current pavement maintenance needs. Mannle indicates that STIP funding will be used for maintenance of the County's major collectors as they have the most traffic and have the most maintenance needs. The City of Portola has also provided a recommendation to address their local road pavement maintenance needs. John goes over the County projects and the City of Portola's project. The projects listed will require an advance of STIP funds totaling 1.6 million dollars. Mannle provides a cost estimate of the recommended projects and informs the commission that due to cost escalations he is recommending eliminating County Road A-13 from the STIP project list. Mannle indicates that, barring any objection from the commissioners, the projects recommended for programming will be included in the RTIP programming document and presented to the commission in draft form at the November 13th PCTC meeting and then for final adoption during the December PCTC meeting ahead of the December 15th due date.

8. Approval of Green DOT Transportation Solutions Task Order Amendment No. 1 to apply for a Sustainable Communities Planning Grant to develop an Electric Vehicle Charging Infrastructure Master Plan.

Graham explains that this effort will entail conducting research and gathering data to evaluate the physical/financial feasibility of developing public ZEV charging stations for various communities in Plumas County. Motion is made by Commissioner Goss, seconded by Commissioner Scarlett to approve Task Order Amendment No. 1 with Green DOT Transportation Solutions. Motion passes 6-0.

9. Presentation of Amendment No. 1 to the FY 23/24 Overall Work Program and Adoption of Resolution 23-32 authorizing the Executive Director to execute the revised FY 23/24 Overall Work Program Agreement (OWPA) allocating rollover funds from the FY 22/23 OWP budget. Discussion and possible action

Graham explains that this amendment authorizes approval of FY 22/23 RPA rollover funds from last fiscal year and execution of the revised OWPA. Motion is made by Commissioner Goss, seconded by Commissioner Powers to adopt Resolution 23-32. Motion passes 6-0.

10. Determination of the date of the November PCTC meeting

The PCTC meeting is confirmed for November 13, 2023, at 1:30 PM.

11. Adjournment

The meeting adjourns at 2:30 PM

PLUMAS COUNTY TRANSPORTATION COMMISSION

RESOLUTION 23-33

**AUTHORIZING A 90-DAY EXTENSION OF TIME FOR THE 2021/2022 FINANCIAL
AUDITS TO BE SUBMITTED TO THE STATE CONTROLLER'S OFFICE**

WHEREAS, in accordance with the Transportation Development Act Public Utilities Code 99245, an Annual Fiscal Audit Report shall be submitted to the County Transportation Commission within 180 days after the end of the fiscal year. However, the Commission may grant an extension of up to 90 days, as it deems necessary, and;

WHEREAS, Plumas County Transportation Commission has determined that the finalized audits will be reviewed by the Commission no later than the PCTC meeting of March 18, 2024.

NOW, THEREFORE BE IT RESOLVED that the Plumas County Transportation Commission grants a 90-day extension for the submittal of the financial audit to the State Controller's Office, said submittal to be submitted to the State Controller's Office no later than March 31, 2023.

PASSED AND ADOPTED this 11th day of December 2023 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Greg Hagwood, Chair
Plumas County Transportation Commission

ATTEST:

Jim Graham, Executive Director

Date

PLUMAS COUNTY TRANSPORTATION COMMISSION

RESOLUTION NO. 23-34

**Authorizing the Expenditure of Regional Surface Transportation Program
Exchange Funds for the Transit Shelter Maintenance & Repairs for FY 23/24**

WHEREAS, Sufficient funds and budget exists within the Regional Surface Transportation Program (RSTP) Fund account,

WHEREAS, the Commission's use of these funds for transit shelter maintenance and repairs is consistent with the use of these RSTP funds.

NOW, THEREFORE BE IT RESOLVED that the PCTC does hereby authorize the use of up to Five Thousand Dollars (\$5,000) from the Regional Surface Transportation Program Funds (Local Transportation Fund No 2029), for transit shelter maintenance and repairs for FY 23/24.

PASSED AND ADOPTED this 11th day of December 2023 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Chair, Plumas County Transportation Commission

ATTEST:

Jim Graham, Executive Director

Date

RESOLUTION NO. 23-35

2024 STIP

Adopting the 2024 Plumas County Regional Transportation Improvement Program (RTIP)

***WHEREAS**, the California Transportation Commission (CTC) has provided requirements, guidelines, and criteria for the 2024 State Transportation Improvement Program (STIP) in the “STIP Guidelines” adopted by the CTC on August 17, 2023 (Resolution G-23-58); and*

***WHEREAS**, the overall STIP process must operate according to statute, SB45; and*

***WHEREAS**, the Plumas County Transportation Commission (PCTC) continues to fully participate in the STIP process; and*

***WHEREAS**, the PCTC, in accordance with the “STIP Guidelines”, wishes to submit the 2024 Plumas County Regional Transportation Improvement Program (2024 RTIP); and*

***WHEREAS**, the PCTC, in accordance with the “STIP Guidelines”, wishes to amend the 2024 STIP as follows:*

Existing Programmed Projects

Plumas County Transportation Commission

PPNO #2057 - Planning, Programming and Monitoring (PP&M)

Program \$54,000 in FY 27/28

Program \$54,000 in FY 28/29

County of Plumas

PPNO #2548 - Graeagle-Johnsville Road Reconstruction (Phase 1)

Split CONST Phase into two phases (1 and 2)

Phase 1 remains in FY 24/25 and the CONST phase is programmed for \$3,500,000 STIP Federal funds.

See #2548B below.

New Programmed Projects

PPNO #2548B - Graeagle-Johnsville Road Reconstruction (Phase 2)

Phase 2 is to be programmed in FY 26/27 and the CONST phase is programmed for \$3,002,000 STIP Federal funds.

PPNO #2645 - Plumas County - Greenville Streets - Dixie Fire Pavement Rehabilitation

Program \$856,000 in FY 27/28 for CONST Phase.

PPNO #2646 - City of Portola - Rio Grande Street Pavement Rehabilitation

Program \$15,000 in FY 24/25 for E&P Phase.

Program \$91,000 in FY 24/25 for PS&E Phase.

Program \$692,000 in FY 25/26 for CONST Phase.

PPNO #2647 - Plumas County - Beckwourth-Calpine Road Pavement Rehabilitation (County Route A23)

Program \$1,516,000 in FY 24/25 for CONST Phase.

PPNO #2648 - Plumas County - Gold Lake Forest Highway Pavement Rehabilitation

Program \$1,538,000 in FY 25/26 for CONST Phase.

PPNO #2649 - Plumas County - Quincy Jct. Road FLAP Project – Matching Funds for FHWA-administered project

Program \$500,000 in FY 25/26 for CONST Phase.

NOW, THEREFORE, BE IT RESOLVED that the 2024 RTIP for Plumas County be adopted as shown.

PASSED AND ADOPTED this 11th day of December 2023 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Chair – Plumas County Transportation Commission

ATTEST: _____
Jim Graham, Executive Director

Date



PLUMAS RURAL SERVICES

Serving People, Strengthening Families, Building Communities

711 E. Main St.
Quincy CA 95971
www.plumasruralservices.org

DATE: December 4, 2023

TO: Plumas County Transportation Commission

FROM: Kelly McElwain Transit Coordinator

SUBJECT: TRANSIT PERFORMANCE REPORT Q1 FY 23/24

ENCLOSURES: (1) Transit Ridership Charts
(2) Budget & Expenditures

ROUTE PERFORMANCE

During Quarter 1 of *FY 2023/2024* a total of 6487 passengers were transported, an increase of 458 passengers from *FY 2022/23 (Q1)*.

The Chester and Portola routes are down from last year but all the individual categories are up from last year. FRC has continued to go up, slowly but it still going up. Our local FRC riders went up, as our Portola college riders were down from last year.

Comparative ridership figures for FY 2022/23 Q1 VS FY 2023/24 Q1:

	<i>2022/2023 Q1</i>	<i>2023/2024 Q1</i>	<i>Inc/Dec</i>
• Chester Route:	2136	2012	-124
• Portola Route:	1784	1713	-71
• Quincy Routes:	2109	2762	+653
• Seniors:	230	316	+86
• Disabled:	945	959	+14
• FRC:	712	826	+114
• Deviated Response:	71	155	+84
• Other Public	4071	4231	+160

CHARTER REPORT

PLUMAS TRANSIT SYSTEMS

530-283-2538 • FAX 530-283-3647

711 Main Street, Quincy, CA 95971

transit@plumasruralservices.org

Effective 7/1/13 Plumas Transit began reporting charter information separately.

Total for Charters this Quarter was \$0

We had a total of 0 Charters for the quarter.

FINANCIAL PERFORMANCE

Attached are the Budget to Expenditures, and Revenues through Dec. 31st 2022

COST AND PERFORMANCE MEASURES

1. The following measures are July 1st, 2022 through September 30, 2022

➤ Cost per Revenue Service Hour:	\$129.38
➤ Cost per Revenue Service Mile:	\$3.81
➤ Passengers per Revenue Service Mile:	0.14
➤ Passengers per Revenue Service Hour:	4.59

COST AND PERFORMANCE MEASURES

2. The following measures are July 1st, 2023 through September 30, 2023

3.

➤ Cost per Revenue Service Hour:	\$137.68
➤ Cost per Revenue Service Mile:	\$ 4.04
➤ Passengers per Revenue Service Mile:	0.15
➤ Passengers per Revenue Service Hour:	4.59

FLEET MILEAGE STATUS

Unit No.	Make / Model	YR	Auto Chains	Fuel Type	Current Mileage	Replacement Requirement
70	Ford	17	No	Gas	62,566	200K or 7 Yrs
337	Chevy	08	Yes	Diesel	364,059	200K or 7 Yrs
340	Ford	11	Yes	Diesel	372,318	200K or 7 Yrs
342	Freightliner	15	Yes	Diesel	279,948	200K or 7 Yrs
343	Ford	19	Yes	Gas	192,020	200K or 7 Yrs
344	Freightliner	19	Yes	Diesel	161,151	200K or 7 Yrs
345	Ford	21	Yes	Gas	94,114	200K or 7 Yrs
346	Freightliner	22	Yes	Diesel	37,214	200K or 7 Yrs
347	Freightliner	22	Yes	Diesel	35,401	200K or 7 Yrs
348	Freightliner	22	Yes	Diesel	27,950	200K or 7 Yrs

Total Miles Driven Q1: 62,787

PLUMAS TRANSIT SYSTEMS
530-283-2538 • FAX 530-283-3647
711 Main Street, Quincy, CA 95971
transit@plumasruralservices.org

PLUMAS TRANSIT SYSTEMS

Ridership for FY 23/24 vs. Ridership for FY 22/23

FY 23/24

	Chester	Portola	Quincy	Reno	Charter	Total	Other Public	Seniors	Deviated Response	College	Disabled
July	656	442	668			1,766	1,306	99	59	45	257
August	716	621	941			2,278	1,469	115	49	300	345
September	640	650	1,153			2,443	1,456	102	47	481	357
October						0	0				
November						0	0				
December						0	0				
January						0	0				
February						0	0				
March						0	0				
April						0	0				
May						0	0				
June						0	0				
Total	2,012	1,713	2,762	#DIV/0!	#DIV/0!	6,487	4,231	316	155	826	959
Avg / Month	671	571	921			998	651	105	52	275	320

FY 22/23

	Chester	Portola	Quincy	Reno	Charter	Total	Other Public	Seniors	Deviated Response	College	Disabled
July	781	424	615	0		1,820	1,389	82	26	37	286
August	626	532	694			1,852	1,256	63	21	216	296
September	729	828	800			2,357	1,426	85	24	459	363
October	701	789	905			2,395	1,519	81	14	425	356
November	491	643	794			1,928	1,233	53	15	346	281
December	410	441	678			1,529	1,024	69	29	164	243
January	462	514	868			1,844	1,300	93	13	161	277
February	528	447	888			1,863	1,120	83	31	313	316
March	594	542	1,265			2,401	1,535	108	29	443	286
April	588	538	1,077			2,203	1,348	141	30	320	364
May	712	611	1,154			2,477	1,469	173	48	364	423
June	709	478	843			2,030	1,437	108	35	95	355
Total	7,331	6,787	10,581	0	#DIV/0!	24,699	16,056	1,139	315	3,343	3,846
Avg / Month	611	566	882			2,058	1,338	95	26	279	321

PLUMAS TRANSIT SYSTEMS

Ridership for FY 21/22 vs. Ridership for FY 20/21

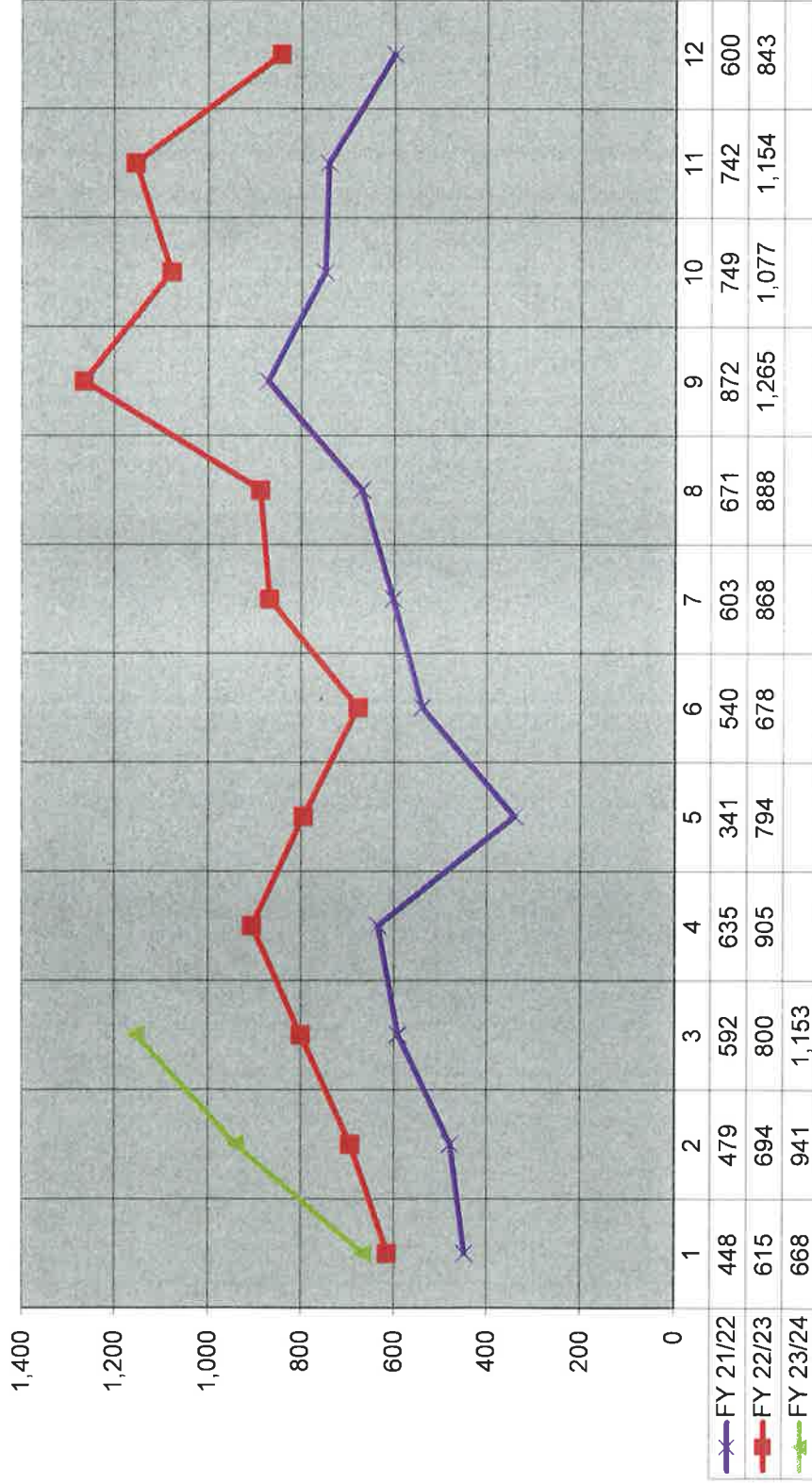
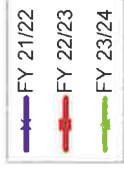
FY 22/23

	Chester	Portola	Quincy	Reno/Chico	Charter	Total		Other Public	Seniors	Deviated Response	College	Disabled
July	781	424	615	0		1,820	July	1,389	82	26	37	286
August	626	532	694			1,852	August	1,256	63	21	216	296
September	729	828	800			2,357	September	1,426	85	24	459	363
October	701	789	905			2,395	October	1,519	81	14	425	356
November	491	643	794			1,928	November	1,233	53	15	346	281
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FY 21/22

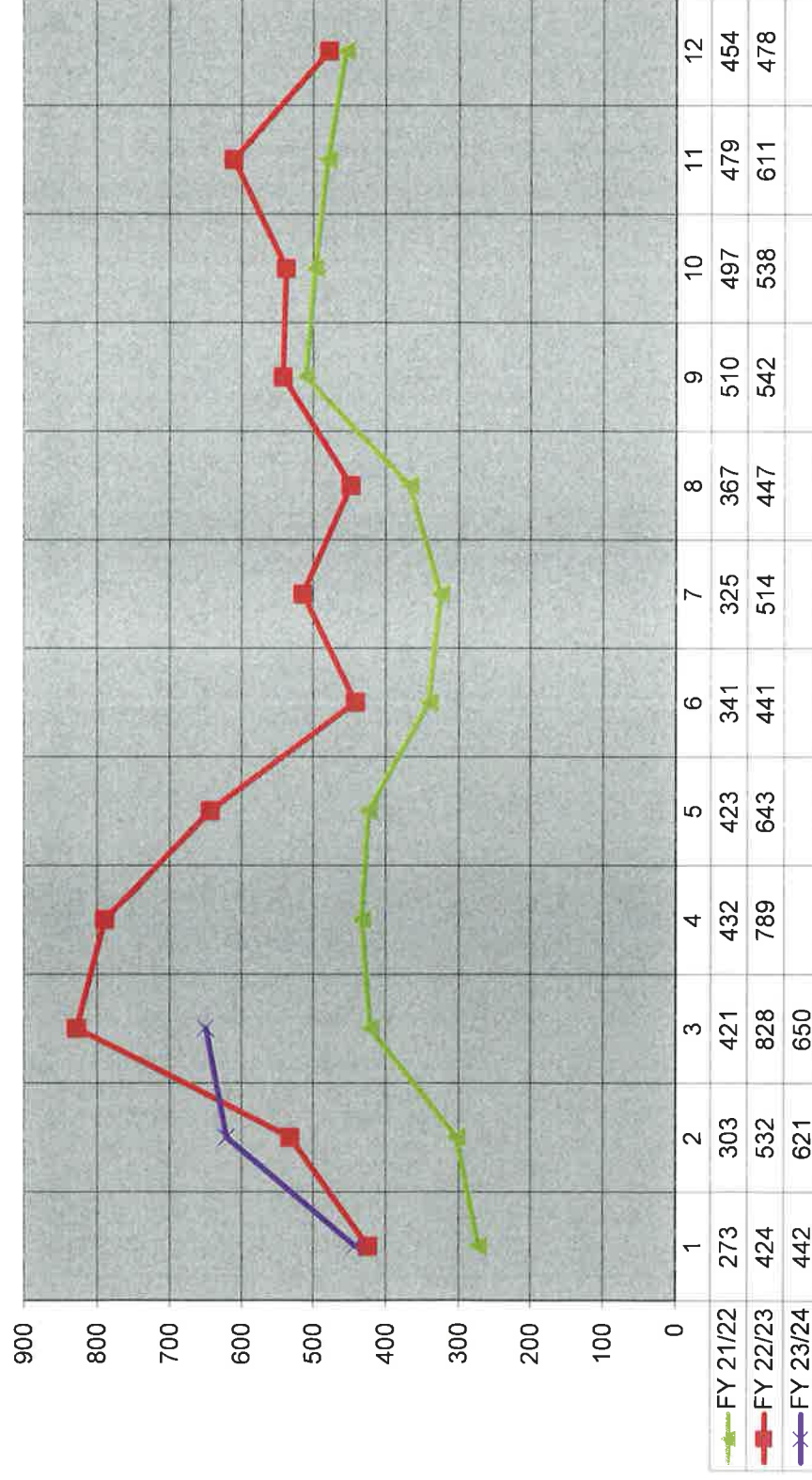
	Chester	Portola	Quincy	Reno/Chico	Charter	Total		Other Public	Seniors	Deviated Response	College	Disabled
July	479	273	448			1,200	July	689	133	40	31	307
August	79	303	479			861	August	496	101	35	69	160
September	357	421	592			1,370	September	686	67	31	222	364
October	409	432	635			1,476	October	769	71	26	216	394
November	423	423	341			1,187	November	587	99	29	166	306
December	276	341	540			1,157	December	734	93	20	108	202
January	458	325	603			1,386	January	787	93	35	154	317
February	471	367	671			1,509	February	816	119	47	204	323
March	611	510	872			1,993	March	1,062	149	58	251	473
April	520	497	749			1,766	April	1,115	109	36	132	374
May	536	479	742			1,757	May	1,022	119	29	133	454
June	586	454	600			1,640	June	1,118	92	23	60	388
Total	5,205	4,825	7,272	0	0	17,302	Total	9,881	1,245	409	1,746	4,062
Avg / Month	434	402	606	#DIV/0!	#DIV/0!	1,442	Avg / Month	823	104	34	146	339

Quincy local Route Monthly Riders



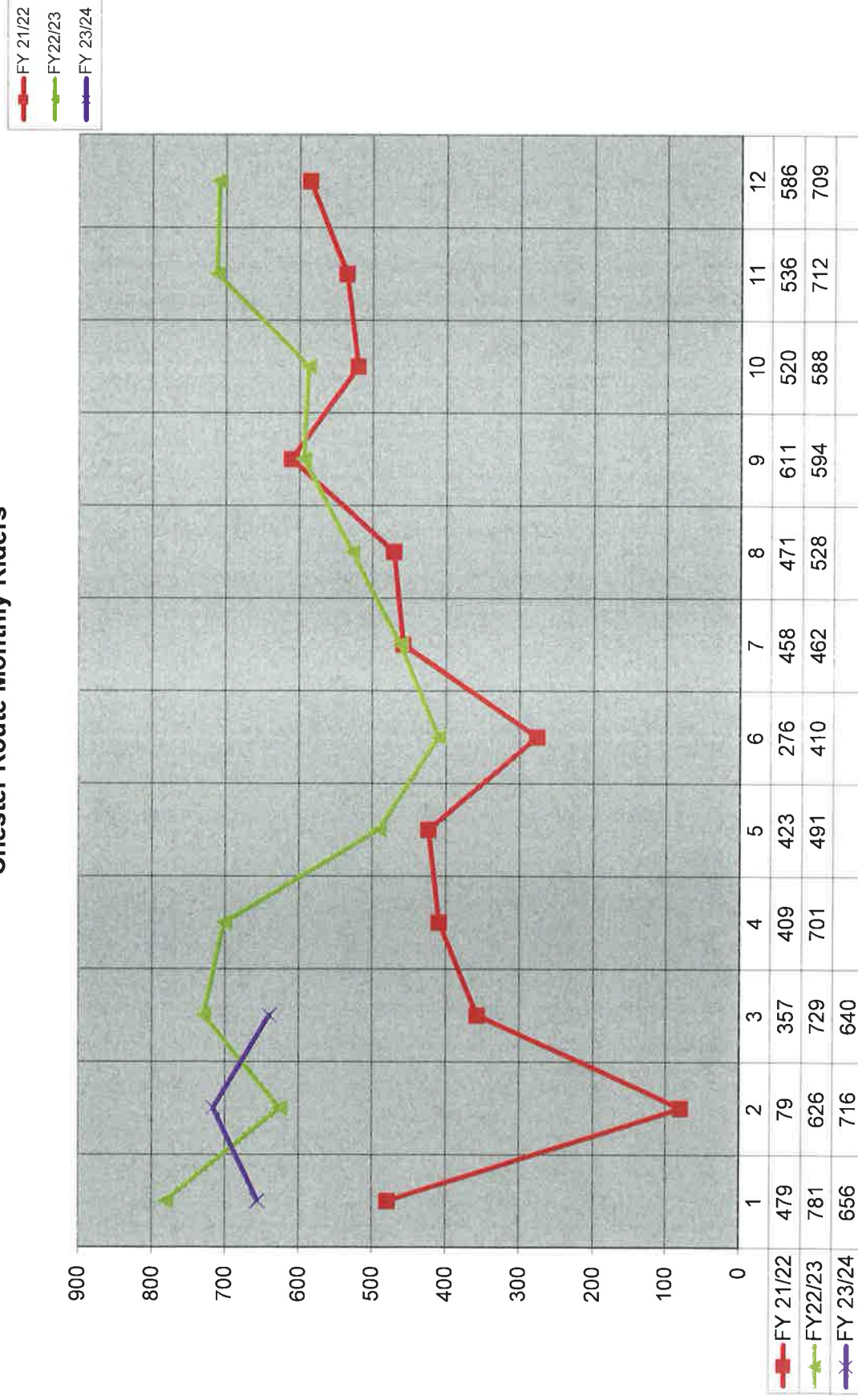
July thru June

Portola Route Monthly Ridership



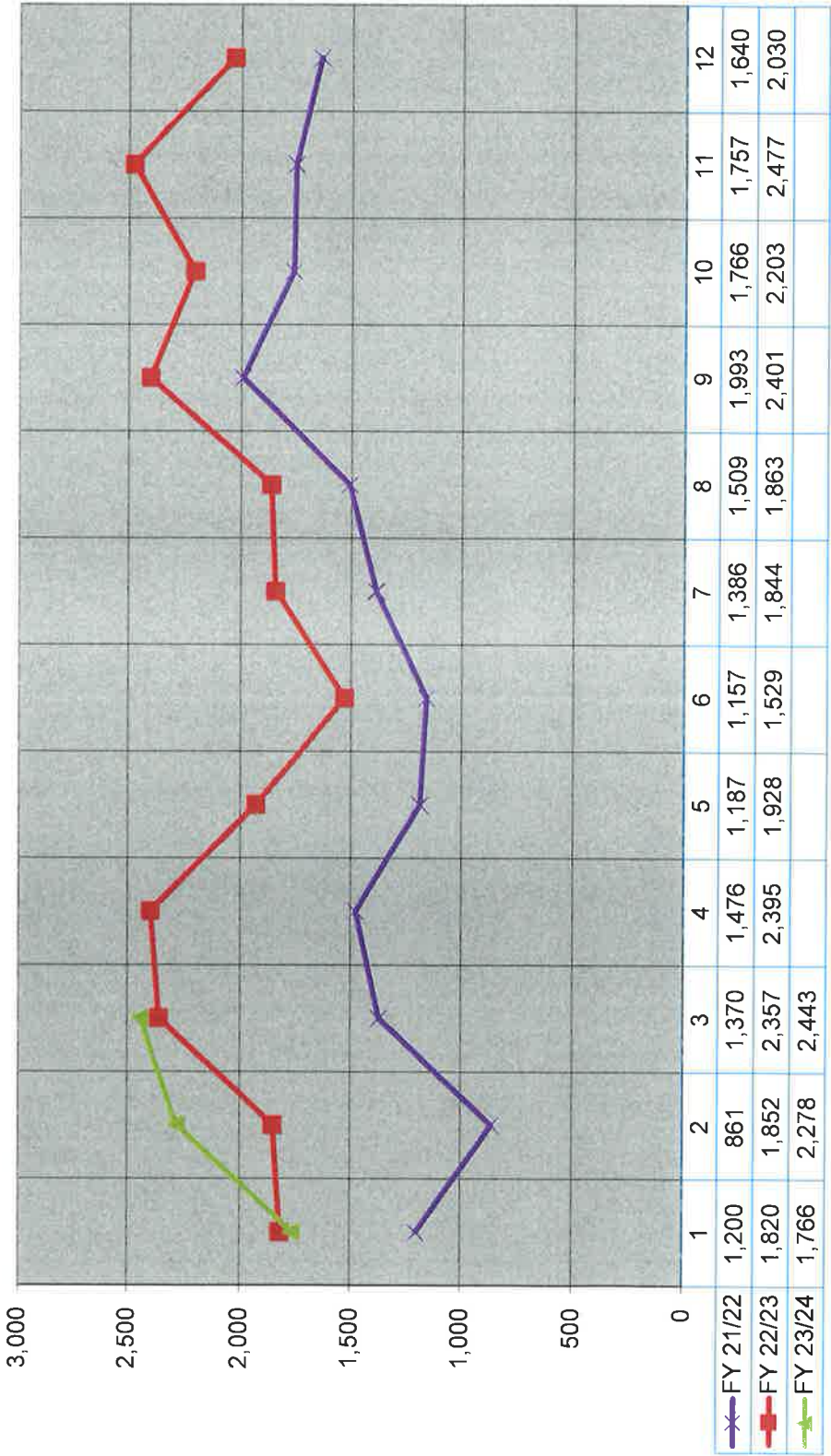
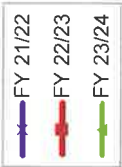
July thru June

Chester Route Monthly Riders



July thru June

Plumas Transit System Total



July thru June