

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

**MINUTES**

**December 11, 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, 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: Marco Velazquez, Associate Planner – Plumas County Planning Department

**1B. Public Forum – Public**

There are no comments from the public.

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

Jim Graham informs the Commission of additional funding that is being made available to support transit and zero-emission transit conversion. This additional funding is the SB 125 Transit and Intercity Rail Capital Program (TIRCP) & Zero Emission Transit Capital Program (ZETCP). Under this new funding source, Plumas County Transportation Commission will receive approximately 2.8 million dollars with 2.5 million allocated to support transit and 0.3 million in support of zero-emission transit conversion. To receive these funds, PCTC staff are required to submit an allocation package to the State which is due by December 31, 2023.

Graham recommends submitting an allocation package for transit that includes continued funding for transit operations, free fares, matching funds for bus acquisition, transit bus shelter construction and construction of the Arlington Park and Ride. The allocation package for the Zero Emission Transit Capital Program will include purchase of transit ZEV charging infrastructure and ZEV buses.

Graham explains that these funds have no expiration date once they are allocated for the purposes discussed. The Commission unanimously agrees with the proposed plan for use of these funds.

Commissioner Powers reports that a recent Caltrans inspection of the Gulling Street bridge has revealed significant scour issues that have resulted in bridge usage restrictions. It is not currently known the extent of the repairs that are necessary to correct the scour issue. Powers indicates that he may ask the Commission for a letter of support to address the issue.

**2. Consideration of draft minutes for PCTC Meeting conducted on October 16, 2023**

Motion is made by Commissioner Goss, seconded by Commissioner Powers, to adopt the minutes of October 16, 2023. Motion passes 5-0.

**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**

Motion is made by Commissioner Powers, seconded by Commissioner Goss, to adopt Resolution authorizing a 90-day extension for submittal of the FY 22/23 Financial Audits to the State Controller's Office. Motion passes 5-0.

**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**

Motion is made by Commissioner Powers, seconded by Commissioner Goss, to adopt 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. Motion passes 5-0.

**5. Approval of Resolution 23-35 Adopting the 2024 Plumas County Regional Transportation Improvement Program**

Following a presentation by John Mannle, a motion is made by Commissioner Goss, seconded by Commissioner Powers, to adopt Resolution 23-35 approving of the 2024 Plumas County Regional Transportation Improvement Program. Motion passes 5-0.

**6. Distribution of Draft Report of the Chester Main Street Community Connectivity Plan**

Jim Graham provides an update on the next steps and distributes the Draft Chester Main Street Community Connectivity Plan and asks the commission members to provide comments at the January PCTC Meeting.

**7. Discussion regarding near-term electric vehicle charging infrastructure installation**

Jim Graham asks the Commission for authorization to pursue near-term electric vehicle charging infrastructure in our major communities through PCTC's on-call transportation consultants. Motion is made by Commissioner McGowan, seconded by Commissioner Goss to pursue near-term installation of electric vehicle charging infrastructure. Motion passes 5-0

**8. Transit Operations Update**

**a) Plumas Transit Systems Update and FY 23/24 1st Quarter Report**

Jim Graham reports that ridership is continuing to go up, rising approximately 7.5% over last year. Jim reports that the advertising of free fares on the buses will hopefully increase ridership.

**b) Seniors Transportation Update**

John Rix is not available to provide an update.

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

Jim Graham reports that he anticipates being able to order the 2 small and 1 large buses awarded in 2022 under the 5339 Bus and Bus Facility 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 reports that two submittals were received in response to the solicitation for preparation of the FY 22 through FY24 Triennial Performance Audits. PCTC staff has reviewed the two proposals submitted and has selected the consultants who prepared the last Triennial Performance Audits, Michael Baker International. A contract will be submitted to PCTC for approval in January or February.

**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 reports that one submittal was received in response to the solicitation for preparation of financial audits for PCTC and the two transit operators. Fortunately, the one submittal was from our existing auditor, Vasquez & Company. Staff has reviewed the submittal by Vasquez and Company and found it acceptable. A contract will be submitted to PCTC for approval in January or February.

**11. Confirmation of the date of the next PCTC meeting for January 22, 2024, at 1:30 PM.**

The PCTC meeting is confirmed for January 22, 2024, at 1:30 PM.

**12. Adjournment**

The meeting adjourns at 2:30 PM