

MEETING OF THE PLUMAS COUNTY TRANSPORTATION COMMISSION

1834 E. Main St., Quincy
Tel. 530-283-6268

AGENDA FOR THE MEETING OF JULY 21st, 2025

**TO BE HELD AT 1:30 PM
PUBLIC WORKS CONFERENCE ROOM
1834 EAST MAIN STREET,
QUINCY, CALIFORNIA 95971**

The Commission consists of six members:

Pat Morton, Chair (Councilmember, City of Portola)
Mimi Hall, Vice Chair (County Supervisor, District 4)
Susan Scarlett, (City Council Appointee, City of Portola) Bill Powers, (Councilmember, City of Portola)
Jeff Engel, (County Supervisor, District 5)
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.

VIRTUAL ATTENDANCE

Join Zoom Meeting

<https://us02web.zoom.us/j/87975214158?pwd=6lJGuMHZ8Zqp5bO3a7Aym8ws49zfD6.1>

**Meeting ID: 879 7521 4158
Passcode: 462576**

MEETING AGENDA

- 1a.** Roll call – Robert Thorman, Executive Director.
- 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 Plumas County Transportation Commission (PCTC)

Meeting conducted on June 16, 2025.

3. Consider PCTC Meeting Calendar for calendar years 2025 and 2026.
4. Approval of Resolution No.25-12, Accepting Sierra County Local Transportation Commission as a contributing sponsor for the FY 25/26 Low Carbon Transit Operations Program (LCTOP), for the purpose of procuring funding to operate the County's free fare transit program.
5. Approval of Resolution No. 25-13, Authorizing the application for the FY 25/26 FTA Competitive Grant 5339(b) Grants for Buses and Bus Facilities Competitive Program, for the purpose of procuring funding to transition the old County Jail into an Electric Vehicle (EV) charging and transit facility station.
6. Approval of Resolution No. 25-14, Authorizing the application for the FY 25/26 FTA Competitive Grant 5339(c) Low or No Emission Competitive Program, for the purpose of procuring funding to transition the old County Jail into an Electric Vehicle (EV) charging and transit facility station.
7. Approval of Resolution No. 25-15, Authorizing the Project Alignment Confirmation for the Carbon Reduction Program funding, for the purpose of procuring and constructing two Level 2, one dual port and one single port, ADA stall EV chargers at the County owned parking lot at Lawrence Street and Bradley Street.
8. Approval of Resolution No. 25-16, Authorizing Regional Surface Transportation Funds (Exchange) of \$150,000 to City of Portola for FY 25/26 for Gulling Street Bridge Scour Repairs and Engineering.
9. Approval of Resolution No. 25-17, Authorizing Regional Surface Transportation Funds (Exchange) of \$100,000 to Plumas County Public Works for FY 25/26 for Quincy Junction Road Right of Way.
10. Update on Dame Shirley Park EV Chargers.
11. Update on Court Street Traffic Impact Study and planned stakeholder outreach.
12. Transit Operations Update.
 - a) Plumas Transit Systems Update – Shauna Everton, Transit Manager
 - b) Seniors Transportation Update – John Rix, Manager
13. Approval of Resolution No. 25-18, Authorizing the allocation of \$5,599 of State Transit Administration (STA) funds for the operation of Senior Transportation.
14. Approval of Resolution No. 25-19, Authorizing the allocation of \$971 of State Transit Administration (STA)-State of Good Repair (SGR) funds for the operation of Senior Transportation.

15. Approval of Resolution No. 25-20, Authorizing the allocation of \$215,726 of State Transit Administration (STA) funds for the operation of the Plumas Transit System.
16. Approval of Resolution No.25-21, Authorizing the allocation of \$37,414 of State Transit Administration (STA)-State of Good Repair (SGR) funds for the operation of the Plumas Transit System.
17. Approval of Resolution No. 25-22, Authorizing the allocation of \$307,966 of Transit Intercity Rail Capital Program (TIRCP) funds for the operation of the Plumas Transit System.
18. Approval of Resolution No. 25-23, Authorizing the allocation of \$71,918 Transit Development Act (TDA) funds to the Overall Work Program for transportation planning purposes.
19. Approval of Resolution No. 25-24, Authorizing supplemental budget increase of \$160,000 to fund 2027A for FY 24/25.
20. Confirm the date of the next PCTC meeting for August 18, 2025, at 1:30 PM.
21. Adjournment.

MEETING OF THE PLUMAS COUNTY TRANSPORTATION COMMISSION
1834 E. Main St., Quincy, California, 95971– Tel. 530-283-6268

MINUTES

June 16, 2025

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by 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 Rob Thorman, Executive Director

The commissioners in attendance are Pat Morton, Susan Scarlett, Bill Powers, Mimi Hall and Tom McGowan. Jeff Engel was absent from the meeting.

Staff Attendees: Rob Thorman, Public Works Director, Carlee Tone, Management Analyst

1b. Public Forum – Public

There are no comments from the public.

1c. Public Forum – Commissioners and Staff

- Discussion regarding the Carmichael School lower Speed Zone to 15-MPH which will require a more in depth speed study.
- Striping in Portola scheduled in Fall of 2025
- Sierra County to donate their funds from the Low Carbon Transit Operating Program to PCTC totaling \$8,511.

2. Consideration of Draft Minutes for PCTC Meeting conducted on April 21, 2025.

A motion is made by Commissioner Powers, seconded by Commissioner Scarlett, to adopt the minutes of April 21st meeting as amended. Motion passes 5-0.

3. Amendment No.1 (should be No.2) – to The Professional Services Agreement to Green DOT Transportation Solutions– On Call Transportation Planning Services for the Federal Transit Administration (FTA) and related rural federal-aid funding applications for the Plumas County Transportation Commission (PCTC) during FY 2025-26

Thorman commented that the agenda has a typo error, the Amendment is No. 2. A motion is made by Commissioner Powers, seconded by Commissioner McGowan, to approve Amendment No. 2 to Green DOT's contract. Motion passes 5-0.

4. Amendment No. 3 – To the Professional Services Agreement with Green DOT Transportation Solutions – On-Call Transportation Planning Services for the Court Street Traffic Study Public Meeting.

Thorman commented that the agenda has a typo error, the Amendment is No. 3. A motion is made by Commissioner Scarlett, seconded by Commissioner Powers, to approve Amendment No. 3 to Green DOT's contract. Motion passes 5-0.

5. Approval of Resolution 25-06 --- Authorizing supplemental budget increase of \$30,000 to fund 1017-PPM for FY 24/25.

A motion is made by Commissioner Powers, seconded by Commissioner McGowan, to approve Resolution. Motion passes 5-0.

6. Approval of Resolution 25-07 --- Allocating TDA (Transit Development Act) funds for the operation of Senior's Transportation.

A motion is made by Commissioner McGowan, seconded by Commissioner Hall, to approve Resolution. Motion passes 5-0.

7. Approval of Resolution 25-08 – Authorizing payment of Rural Planning Assistance funds (\$1000) as annual dues to the Rural Counties Task Force as defined within the Commission's Overall Work Program (OWP).

A motion is made by Commissioner McGowan, seconded by Commissioner Hall, to approve Resolution. Motion passes 5-0.

8. Approval of Resolution 25-09 – Authorizing Federal funding to Plumas Transit Systems as "Pass-Thru" – FTA Section 5311 Operating Assistance Grant Funding.

A motion is made by Commissioner McGowan, seconded by Commissioner Powers, to approve Resolution. Motion passes 5-0.

9. Approval of Resolution 25-10 – Authorizing Federal funding to Plumas Transit Systems as "Pass-Thru" – FTA Section 531(f)1 Operating Assistance Funding.

A motion is made by Commissioner Hall, seconded by Commissioner Scarlett, to approve Resolution. Motion passes 5-0.

10. Approval of FY 25/26 Overall Work Program and Adoption of Resolution 25-11 – Authorizing the Executive Director to execute the FY 25/26 Overall Work Program Agreement (OWPA).

A motion is made by Commissioner Scarlett, seconded by Commissioner Powers, to approve the 2025/26 OWP. Motion passes 5-0.

11. Discussion on the use of RTPA cash retained and Caltrans Local Assistance requirement that funds must be spent on projects and not carry over large amounts from year to year.

Thorman discussed the need to use the funds each year in order to get future funding. Thorman proposed bringing back resolutions to distribute \$150,000 to City of Portola for use on the Gulling Street Bridge repair and \$100,000 to Plumas County for use on Right of Way expenses on the Quincy Junction Road STIP project. Discussion only with general agreement amongst Commissioners.

12. Adoption of Final FY 25/26 Budget for PCTC and Transit Operators – Budget Briefing and Budget Resolutions for Plumas Transit Systems, Seniors Transportation and PCTC.

Approval of Adoption of Final FY 25/26 Budget for PCTC and Transit Operators. Motion passes 5-0.

13. Confirm the date of the next PCTC meeting for July 21st, 2025, at 1:30 PM

The PCTC meeting date for **July 21st, 2025**, is confirmed.

15. Adjournment

STAFF REPORT– ITEM 3

TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager



TITLE: Adoption of the PCTC Meeting Calendar for the calendar years 2025 and 2026

SUMMARY: This schedule outlines PCTC regular meeting dates for the remainder of the 2025 calendar year and through December 31, 2026. Establishing this schedule in advance will ensure that meetings are consistently planned, provide adequate notice to Commissioners and the public, and support efficient administration and coordination of Commission business throughout the year.

RECOMMENDED ACTION: Adopt the PCTC meeting calendar for the calendar years 2025 and 2026.

INSTRUCTIONS TO CLERK: None.

Agenda Item 3 – Adoption of the PCTC Meeting Calendar for calendar years 2025 and 2026

Adopt the following dates as the meeting calendar for the PCTC for calendar years 2025 and 2026.

2025

- Monday, August 18, 2025, 1:30 PM
- Monday, September 15, 2025, 1:30 PM
- Monday, October 20, 2025, 1:30 PM
- Monday, November 17, 2025, 1:30 PM
- Monday, December 15, 2025, 1:30 PM

2026

- Monday, January 19, 2026, 1:30 PM
- Monday, February 16, 2026, 1:30 PM
- Monday, March 16, 2026, 1:30 PM
- Monday, April 20, 2026, 1:30 PM
- Monday, May 18, 2026, 1:30 PM
- Monday, June 15, 2026, 1:30 PM
- Monday, July 20, 2026, 1:30 PM
- Monday, August 17, 2026, 1:30 PM
- Monday, September 21, 2026, 1:30 PM
- Monday, October 19, 2026, 1:30 PM
- Monday, November 16, 2026, 1:30 PM
- Monday, December 21, 2026, 1:30 PM

STAFF REPORT – ITEM 4



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-12, Accepting Sierra County Local Transportation Commission as a contributing sponsor for the FY 25/26 Low Carbon Transit Operations Program (LCTOP), for the purpose of supporting the Plumas Transit Services Free Fare Program.

SUMMARY: The LCTOP is a California State program providing funding to transit agencies to assist in programs that lower greenhouse gas emissions and improve mobility, with a focus on serving disadvantaged communities. The LCTOP is allocated annually by Caltrans to eligible transit agencies. For 2025 Plumas County Transportation Commission (PCTC) allocation request package consisted of \$48,699 for PUC § 99313 and \$7,581 for PUC § 99314 totaling \$56,280. The Sierra County Transportation Commission (SCTC) offered PCTC their remaining LCTOP funds in the amounts of \$8,196 for PUC § 99313 and \$315 for PUC § 99314 bringing the updated LCTOP allocation request package to a total of \$64,793.

In prior LCTOP allocations, Plumas County Transportation Commission (PCTC) has authorized the use of allocated LCTOP funds to fund the Plumas Transit Services Free Fare Program. The Plumas Transit Services Free Fare Program has led to increased ridership levels and reduced the financial burden on disadvantaged communities seeking transportation services. SCTC's additional funds as a contributing sponsor will allow for funding additional free fares and expanding advertisement for the program.

RECOMMENDED ACTION: Approve Resolution No. 25-12 accepting Sierra County Local Transportation Commission as a LCTOP contributing sponsor.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

RESOLUTION NO. 25-12

**AUTHORIZATION TO ACCEPT SIERRA COUNTY LOCAL TRANSPORTATION COMMISSION AS A
CONTRIBUTING SPONSOR FOR THE FY 25/26
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR ADDITIONAL FUNDING TO
SUPPORT PLUMAS COUNTY'S FARE-FREE TRANSIT PROGRAM**

WHEREAS, the Plumas County Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Sierra County Local Transportation Commission (SCLTC) is an eligible project sponsor of LCTOP funds and intends to serve as a contributing sponsor by allocating \$8,511.00 LCTOP funds to the Plumas County Transportation Commission; and

WHEREAS, the Plumas County Transportation Commission intends to utilize LCTOP funds to support and sustain the County's fare-free bus program; and

NOW, THEREFORE, BE IT RESOLVED by the Plumas County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funds; and

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director is authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Plumas County Transportation Commission that it hereby authorizes the acceptance of SCLTC as a contributing sponsor for the LCTOP funds

in the amount of \$8,511.00, for the purpose of supporting and sustaining the County's fare-free bus program.

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

_____ Date: _____
Pat Morton, Chair
Plumas County Transportation Commission

ATTEST: _____ Date: _____
Robert Thorman, Executive Director

STAFF REPORT – ITEM 5



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-13, Authorizing the application 25/26 Federal Transit Administration (FTA) Section 5339(b) Grants for Buses and Bus Facilities Competitive Grant Program Authorization

SUMMARY: The Federal Transit Administration (FTA) Section 5339 Competitive Grant Program provides capital funding to assist eligible recipients in replacing, rehabilitating, and purchasing buses and bus-related equipment, and in constructing or improving bus-related facilities. The program is designed to help maintain a state of good repair and support the transition to low- or zero-emission transit vehicles.

Plumas County Transportation Commission (PCTC), an eligible subrecipient under Caltrans' administration of FTA programs, is pursuing Section 5339(b) Grants for Buses and Bus Facilities Competitive Grant Program funding to modernize transit infrastructure and support compliance with California's Zero-Emission Vehicle (ZEV) mandate. As part of its long-term strategy to reduce emissions and improve service reliability, PCTC has submitted a competitive grant application.

The proposed project includes repurposing the old County Jail facility in Quincy into an Electric Vehicle (EV) charging and transit station. This centrally located site will be retrofitted to support the charging and staging of ZEV transit vehicles, while also serving as a central station for rural transit service operations. Transforming the unused jail property into a functional, sustainable transit facility will strengthen regional mobility, improve operational efficiency, and provide essential infrastructure to support PCTC's transition to a zero-emission fleet.

A 20% local match is required for the grant, with the remaining 80% provided through federal 5339(a) formula funds. If awarded, staff will coordinate with Caltrans district representative and the FTA to ensure full compliance with federal requirements throughout the design, development, and implementation process. Additional transit facility improvements and fleet upgrades may be pursued in future funding cycles as part of PCTC's comprehensive capital improvement plan.

RECOMMENDED ACTION: Approve Resolution No. 25-13 authorizing the federal funding under FTA Section 5339(b) Grants for Buses and Bus Facilities Competitive Grant Program with the California Department of Transportation.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

RESOLUTION NO. 25-13

**AUTHORIZING THE FEDERAL FUNDING
UNDER FTA SECTION 5339(b) COMPETITIVE GRANT PROGRAMS WITH THE CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5339 Competitive Grant Program of the Federal Transit Act (**FTA C 5100.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5339 Competitive Grant Programs for transportation projects for the public for the rural transit and intercity bus; and

WHEREAS, the Plumas County Transportation Commission (PCTC) is an eligible subrecipient and desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Plumas County; and

WHEREAS, the PCTC has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies); and

WHEREAS, the PCTC does hereby Authorize the Executive Director to file and execute applications on behalf of the Commission with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5339(b) Grants for Buses and Bus Facilities Competitive Grant Program of the Federal Transit Act (**FTA C 5100.1**), as amended; and

NOW, THEREFORE, BE IT RESOLVED, the Executive Director of the PCTC is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director of the PCTC is authorized to provide additional information as the Department may require in connection with the application for the Section 5339(b) Grants for Buses and Bus Facilities Competitive Grant Program project(s).

That the Executive Director of the PCTC is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5339(b) Grants for Buses and Bus Facilities Competitive Grant Program project(s).

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

_____ Date: _____
Pat Morton, Chair
Plumas County Transportation Commission

ATTEST: _____ Date: _____
Robert Thorman, Executive Director

STAFF REPORT – ITEM 6



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-14, Authorizing the application for FY 25/26 Federal Transit Administration (FTA) Section 5339(c) Low or No Emissions Competitive Grant Program Authorization

SUMMARY: The Federal Transit Administration (FTA) Section 5339 Competitive Grant Program provides capital funding to assist eligible recipients in replacing, rehabilitating, and purchasing buses and bus-related equipment, and in constructing or improving bus-related facilities. The program is designed to help maintain a state of good repair and support the transition to low- or zero-emission transit vehicles.

Plumas County Transportation Commission (PCTC), an eligible subrecipient under Caltrans' administration of FTA programs, is pursuing Section 5339(c) Low or No Emission Competitive Grant Program funding to modernize transit infrastructure and support compliance with California's Zero-Emission Vehicle (ZEV) mandate. As part of its long-term strategy to reduce emissions and improve service reliability, PCTC has submitted a competitive grant application.

The proposed project includes repurposing the old County Jail facility in Quincy into an Electric Vehicle (EV) charging and transit station. This centrally located site will be retrofitted to support the charging and staging of ZEV transit vehicles, while also serving as a central station for rural transit service operations. Transforming the unused jail property into a functional, sustainable transit facility will strengthen regional mobility, improve operational efficiency, and provide essential infrastructure to support PCTC's transition to a zero-emission fleet.

A 20% local match is required for the grant, with the remaining 80% provided through federal 5339(a) formula funds. If awarded, staff will coordinate with Caltrans district representative and the FTA to ensure full compliance with federal requirements throughout the design, development, and implementation process. Additional transit facility improvements and fleet upgrades may be pursued in future funding cycles as part of PCTC's comprehensive capital improvement plan.

RECOMMENDED ACTION: Approve Resolution No. 25-14 authorizing the federal funding under FTA Section 5339(c) Low or No Emissions Competitive Grant Program with the California Department of Transportation.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

RESOLUTION NO. 25-14

**AUTHORIZING THE FEDERAL FUNDING
UNDER FTA SECTION 5339(c) LOW OR NO EMISSION COMPETITIVE GRANT PROGRAM WITH
THE CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5339 Competitive Grant Program of the Federal Transit Act (**FTA C 5100.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5339 Competitive Grant Programs for transportation projects for the public for the rural transit and intercity bus; and

WHEREAS, the Plumas County Transportation Commission (PCTC) is an eligible subrecipient and desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Plumas County; and

WHEREAS, the PCTC has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies); and

WHEREAS, the PCTC does hereby Authorize the Executive Director to file and execute applications on behalf of the Commission with the Department to aid in the financing of low or no emission projects pursuant to Section 5339(c) Low or No Emission Competitive Grant Program of the Federal Transit Act (**FTA C 5100.1**), as amended; and

NOW, THEREFORE, BE IT RESOLVED, the Executive Director of the PCTC is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director of the PCTC is authorized to provide additional information as the Department may require in connection with the application for the 5339(c) Low or No Emission Competitive Grant Program project(s).

That the Executive Director of the PCTC is authorized to submit and approve request for reimbursement of funds from the Department for the 5339(c) Low or No Emission Competitive Grant Program project(s).

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

_____ Date: _____
Pat Morton, Chair
Plumas County Transportation Commission

ATTEST: _____ Date: _____
Robert Thorman, Executive Director

STAFF REPORT – ITEM 7



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-15, Authorizing the Project Alignment Confirmation for the Carbon Reduction Program (CRP) funds

SUMMARY: PCTC is advancing a project to procure and install one dual port L2 and one single port L2 for ADA stall EV chargers at the County owned parking lot at the corner of Lawrence Street and Bradley Street in Quincy, CA.

The project is being funded through the Carbon Reduction Program (CRP) in the amount of \$224,000 for construction and engineering costs. Additionally, the funding will help implement infrastructure that supports cleaner transportation and reduces carbon emissions in the region.

RECOMMENDED ACTION: Approve Resolution No. 25-15 authorizing the Executive Director to accept the project alignment confirmation of CRP funds.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

RESOLUTION NO. 25-15

AUTHORIZATION TO ACCEPT THE PROJECT ALIGNMENT CONFIRMATION FOR THE CARBON REDUCTION PROGRAM FUNDS FOR ELIGIBLE TRANSPORTATION PROJECTS

WHEREAS, the Carbon Reduction Program (CRP) was established by the Federal Infrastructure Investment and Jobs Act (IIJA) to reduce transportation-related carbon emissions through the funding of eligible transportation projects; and

WHEREAS, the California Department of Transportation (Caltrans) serves as the designated recipient and administrator of CRP funds in the State of California; and

WHEREAS, the Plumas County Transportation Commission (PCTC) is an eligible subrecipient of CRP funds for planning and capital improvement projects that assist in the reduction of emissions; and

WHEREAS, PCTC intends to procure and construct 1 dual port Level 2 and 1 single port Level 2 for ADA stall EV chargers at the County owned parking lot at the corner of Lawrence Street and Bradley Street in Quincy; and

WHEREAS, the PCTC will comply with all applicable federal, state, and local laws, regulations, and reporting requirements; and

WHEREAS, the PCTC Executive Director, or designee, is authorized to act on behalf of the Commission in all matters pertaining to the application, receipt, and administration of CRP funds;

NOW THEREFORE, BE IT RESOLVED by the PCTC that the Commission hereby authorizes the submittal of funding requests and project applications to the Carbon Reduction Program and accepts any awarded CRP funds to support eligible transportation projects within Plumas County;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Executive Director, or designee, is hereby authorized to execute all necessary documents, agreements, amendments, and certifications required for the receipt and administration of CRP funds on behalf of the PCTC.

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

_____ Date: _____
Pat Morton, Chair
Plumas County Transportation Commission

ATTEST: _____ Date: _____
Robert Thorman, Executive Director

Carbon Reduction Program (CRP)**Project Alignment Confirmation****Agenda Item-7****Project Alignment Confirmation
Carbon Reduction Strategy (CRS) for CRP Project****Agency Information**

Local Agency Name: Plumas County Transportation Commission

County: Plumas Congressional District(s): 3

Caltrans District: 2 MPO¹ (RTPA, if no MPO): PCTC

Contact² Name: Robert Thorman

Title: Executive Director

Phone No.: _____ (Office) (530) 283-6495 (Cell) (530) 394-7230

Email: robthorman@countyofplumas.com

Project Information

Project Name: Quincy Innovation Hub EV Chargers Fed-Aid No: N/A
(use N/A if unknown)

Location: 493 Main Street, Quincy, CA

Scope of Work

Procure and construct 1 dual port L2 and 1 single port L2 for ADA stall EV chargers at County owned parking lot at the corner of Main Street and Bradley Street in Quincy, CA.

CRP Funds Programming

	2022	2023	2024	2025	2026	2027	Beyond
PE				10000			
RW							
CON					54170		
CE					10000		

Schedule

PE	[mm/yyyy]	RW	[mm/yyyy]	CON/CE	[mm/yyyy]
Authorize PE	09/2025	Authorize RW		Authorize CON	03/2026
Beg. Work	10/2025	Beg. Work		Award	05/2026
NEPA Doc.	11/2025	RW Cert.		Beg CON.	06/2026
PS&E Bid Pkg.	12/2025			FROE	08/2026

☐

Requesting "Flex" FTA funding transfer (for transit, transit related, and multi-modal projects)³


¹ For urban area specify MPO; for rural area specify MPO or RTPA. Must have jurisdiction where project is located.

² Enter the local agency contact to answer any questions regarding this form and proposed project.

³ See [FHWA CRP Guidance Section C, No. 3](#) for more information.

Carbon Reduction Program (CRP)**Project Alignment Confirmation****Local Agency Certification** (Quincy Innovation Hub EV Chargers)

I affirm the information in this form is correct and true to the best of my knowledge. I certify this project complies with the Carbon Reduction Program Implementation Guidance, located on the [Director's Office of Sustainability's Carbon Reduction Program \(CRP\) web page](#), and with other guidance, provided on, or linked to, the CRP web page. I understand reimbursable work for project phase of work shall not commence until a Request for Authorization (E76) for the project phase of work has been authorized by FHWA, and we have received the respective E-76 Notice to Proceed.

Signature: Robert Thorman  Digitally signed by Robert Thorman
Date: 2025.07.02 10:25:57 -07'00'

Name: Robert Thorman Date: 07/09/2025

Job Title: Executive Director


Agency: Plumas County Transportation Commision

Email: robthorman@countyofplumas.com Phone: (530) 283-6495

Distribution: Submit this form to MPO, or Rural RTPA without MPO, per their instructions

MPO, or Rural RTPA without MPO, Use Only**MPO Certification (or RTPA Certification for rural areas without an MPO)**

I affirm the local agency has consulted with us as the MPO or Rural RTPA which represents the area where Quincy Innovation Hub EV Chargers is located. In coordination with the local agency, and after careful review and consideration, we have decided to fund this project with our apportioned CRP funds. We further understand the authority to select which CRP projects to fund, using our CRP designated apportionments, rests solely with the MPO, or RTPA for rural areas without an MPO, and cannot be delegated. We certify we have developed a region-wide, performance-driven project selection process that aligns with the California Transportation Carbon Reduction Strategy and that it was used to select this project for CRP funding. We further affirm the project selection process is documented, in writing, and is available to FHWA and Caltrans upon request. (**For local agencies in rural areas where there is no MPO, the RTPA shall serve as the MPO for development of the Regional Carbon Reduction Strategy (CRS) and CRP project selection process.*)

Signature: Robert Thorman  Digitally signed by Robert Thorman
Date: 2025.07.02 10:26:45 -07'00'

Name: Robert Thorman Date: 07/09/2025

Job Title: Public Works Director

Agency: Plumas County Public Works


Email: robthorman@countyofplumas.com Phone: (530) 283-6495

**Distribution: Submit this form to HQ Director's Office of Sustainability
(Carbon.Reduction@dot.ca.gov)**

Carbon Reduction Program (CRP)Project Alignment Confirmation

Director's Office of Sustainability (HQ) Use Only**CRS-CRP Project Alignment Confirmation**

The signature below confirms this CRP project Quincy Innovation Hub EV Chargers
aligns with the California Carbon Reduction Strategy.

Signature: **Barbara Marquez** Digitally signed by Barbara Marquez
Date: 2025.07.09 11:41:30 -07'00'Printed Name: Barbara MarquezDate: 07/09/2025Job Title: Climate Action Program Manager**Distribution: MPO (or Rural RTPA without MPO), DLA-HQ Program Coordinator**

STAFF REPORT – ITEM 8



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-16, Authorizing to Exchange RSTP funds of \$150,000 to the City of Portola for FY 25/26 for Culling Street Bridge Scour Repairs and Engineering

SUMMARY: PCTC receives Regional Surface Transportation Program (RSTP) funds on an annual basis, which can be exchanged for State dollars to ensure project delivery and give local agencies more flexibility.

The City of Portola has identified the Gulling Street Bridge as a critical infrastructure need due to scour damage that poses a risk to the structural integrity of the bridge. Engineering services and scour repair are required to maintain safety and ensure continued access for the community.

RECOMMENDED ACTION: Approve Resolution No. 25-16, authorizing to Exchange RSTP funds to the City of Portola Bridge Scour Repairs and Engineering.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

**PLUMAS COUNTY TRANSPORTATION COMMISSION
RESOLUTION NO. 25-16**

**AUTHORIZING EXCHANGE FUNDS OF \$150,000 TO THE CITY OF PORTOLA FOR FY 25/26 FOR
GULLING STREET BRIDGE SCOUR REPAIRS AND ENGINEERING**

WHEREAS, Plumas County Transportation Commission (PCTC) has a balance in available Exchange Funds from the Regional Surface Transportation Program as of July 1, 2025, and

WHEREAS, use of Commission funding for projects is a priority, and

NOW THEREFORE, BE IT RESOLVED THAT PCTC hereby authorize the transfer of \$150,000 in funding to City of Portola to be used on the Gulling Street Bridge Scour Repair and Related Engineering services.

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Pat Morton, Chair
Plumas County Transportation Commission

Date: _____

ATTEST: _____
Robert Thorman, Executive Director

Date: _____

STAFF REPORT – ITEM 9



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-17, Authorizing to Exchange RSTP funds of \$100,000 to the Plumas County Public Works for FY 25/26 for the Quincy Junction Road Right of Way

SUMMARY: PCTC receives Regional Surface Transportation Program (RSTP) funds on an annual basis, which can be exchanged for State dollars to ensure project delivery and give local agencies more flexibility.

Plumas County Public Works will utilize the funding for the Quincy Junction Road Right of way acquisition with services provided by Bender Rosenthal Incorporated.

RECOMMENDED ACTION: Approve Resolution No. 25-17 authorizing to Exchange RSTP funds to Plumas County Public Works for right of way acquisition.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

**PLUMAS COUNTY TRANSPORTATION COMMISSION
RESOLUTION NO. 25-17**

**AUTHORIZING EXCHANGE FUNDS OF \$100,000 TO PLUMAS COUNTY PUBLIC WORKS FOR FY
25/26 FOR QUINCY JUNCTION ROAD RIGHT OF WAY**

WHEREAS, Plumas County Transportation Commission (PCTC) has a balance in available Exchange Funds from the Regional Surface Transportation Program as of July 1, 2025, and

WHEREAS, use of Commission funding for projects is a priority, and

NOW THEREFORE, BE IT RESOLVED THAT PCTC hereby authorize the transfer of \$100,000 in funding to Plumas County Public Works to be used on Quincy Junction Road Right of Way through Bender Rosenthal Incorporated.

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Pat Morton, Chair
Plumas County Transportation Commission

Date: _____

ATTEST: _____
Robert Thorman, Executive Director

Date: _____

STAFF REPORT – ITEM 10



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Update on Dame Shirley Park EV Chargers

SUMMARY: The Dame Shirley Park EV charging station is operational and the project has progressed through several key stages:

- **Site Assessment:** An initial site assessment confirmed the feasibility of installing EV chargers at Dame Shirley Park, including adequate space, electrical access, and public visibility.
- **Partnerships and Coordination:** Coordination has occurred with [e.g., PG&E, EV service providers, County Facilities, or Caltrans] to plan utility connections and system requirements.
- **Funding:** Funding for this project is being pursued through [list sources, e.g., Carbon Reduction Program (CRP) funds, CALeVIP, or local transportation funds]. Applications are pending/approved/in development, depending on current status.
- **Design and Procurement:** Preliminary charger specifications have been identified. Procurement options are being evaluated to ensure compatibility with state standards and local needs.
- **Next Steps:** The EV chargers at Dame Shirley Park are now fully operational. Staff will continue to monitor usage, coordinate with the service provider for maintenance as needed, and promote the availability of the chargers through local outreach and regional clean transportation initiatives and continue to align with the Commission's goals to improve transportation sustainability and infrastructure accessibility. Staff will continue to provide updates as the project advances toward implementation.

RECOMMENDED ACTION: None.

INSTRUCTIONS TO CLERK: None.

STAFF REPORT – ITEM 11



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Update on Court Street Traffic Impact Study and planned stakeholder outreach

SUMMARY: The Court Street Traffic Impact Study proposes changes to Court Street at its intersection with Main Street in Quincy. A Transportation Impact Study (TIS), prepared by TJKM Transportation Consultants, was completed on April 9, 2025, to evaluate potential effects associated with the closure.

The study also analyzed two closure scenarios:

- Scenario A (total closure of Court Street at Main Street)
- Scenario B (partial closure, which retains right-turn movements from Court Street onto Main Street).

Under both closure scenarios, all study intersections and roadway segments were found to operate within Plumas County's Level of Service (LOS) standards. No significant delays or capacity issues were identified, and all 95th-percentile queue lengths were within acceptable limits. The LOS findings are consistent with the thresholds set forth in the 2035 Plumas County General Plan Circulation Element, which identifies LOS "D" as acceptable for areas with Community or Specific Plans, and LOS "C" elsewhere in the County.

The study also assessed pedestrian, bicycle, and transit impacts. The proposed closure is not expected to conflict with existing pedestrian or bicycle infrastructure or decrease user safety. Transit service provided by Plumas Transit Systems may require rerouting or relocation of the bus stop currently located on Court Street. Existing sidewalks, crosswalks, and pedestrian connections are expected to remain accessible.

Staff recommend moving forward with planning for the total closure of Court Street at Main Street. The closure is not anticipated to result in significant transportation impacts and will stay consistent with the County's transportation goals. Coordination with Plumas Transit will be necessary to address minor adjustments to bus stop locations or routing as part of implementation.

Planned stakeholder outreach will include a range of events such as public workshops, focus group meetings, community pop-up booths, and briefings to local advisory committees.

RECOMMENDED ACTION: None.

INSTRUCTIONS TO CLERK: None.

STAFF REPORT – ITEM 12



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Transit Operations Report

SUMMARY: Transit Operations Report:

- Plumas Transit Systems Update – Shauna Everton, Manager
- Seniors Transportation Update – John Rix, Manager
 - For the fourth quarter the rides break down to:
 - April – 498
 - May – 519
 - June – 479
 - 24/25-year end total – 5,279 rides, up from the previous year total of just over 4,000.
 - Meals delivered for the fourth quarter – 12,731
 - Year total – 50,404

RECOMMENDED ACTION: None.

INSTRUCTIONS TO CLERK: None.

DATE: July 9, 2025

TO: Plumas County Transportation Commission

FROM: Kelly McElwain Transit Coordinator

SUBJECT: TRANSIT PERFORMANCE REPORT Q3 FY 24/25

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

ROUTE PERFORMANCE

During Quarter 3 of *FY 2024/2025* a total of 7,864 passengers were transported, an increase of 610 passengers over *FY 2023/2024 (Q3)*. This is an increase with all routes. The biggest increase was the general public. People can’t believe that we are free, and still free. A lot of people are riding just because it is free.

Comparative ridership figures for *FY 2023/24 Q3 VS FY 2024/25 Q3*:

	<i>2023/2024 Q3</i>	<i>2024/2025 Q3</i>	<i>Inc/Dec</i>
• Chester Route:	1756	1818	+62
• Portola Route:	1697	1970	+273
• Quincy Routes:	3801	4076	+275
• Seniors:	600	478	-322
• Disabled:	828	806	-22
• FRC:	1155	967	-188
• Deviated Response:	153	63	-90
• Other Public	4482	5550	+1068

CHARTER REPORT

Agenda Item-12a

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

Total for Charters this Quarter was \$0.00

We had a total of 0 Charters for the quarter. This is generally our slow time for the year on Charters, which should continue through March.

FINANCIAL PERFORMANCE

Attached are the Budget to Expenditures, and Revenues through March 31st, 2025

COST AND PERFORMANCE MEASURES

1. The following measures are July 1st, 2023 through March 31st, 2024

➤ Cost per Revenue Service Hour:	\$149.00
➤ Cost per Revenue Service Mile:	\$ 4.47
➤ Passengers per Revenue Service Mile:	0.16
➤ Passengers per Revenue Service Hour:	5.18

COST AND PERFORMANCE MEASURES

2. The following measures are July 1, 2024 through March 31st, 2025

➤ Cost per Revenue Service Hour:	\$108.50
➤ Cost per Revenue Service Mile:	\$ 3.29
➤ Passengers per Revenue Service Mile:	0.16
➤ Passengers per Revenue Service Hour:	5.42

Agenda Item-12a

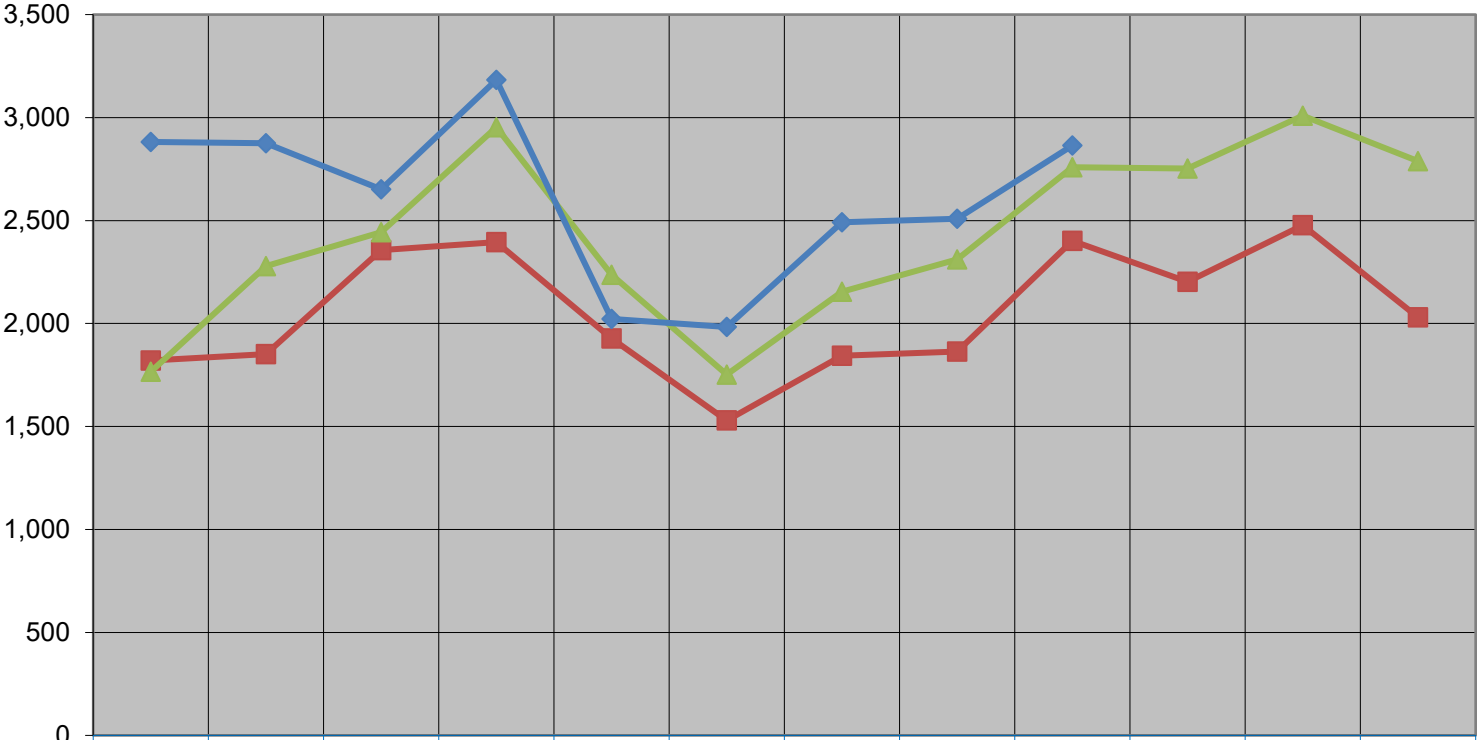
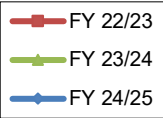
FLEET MILEAGE STATUS

Unit No.	Make / Model	YR	Auto Chains	Fuel Type	Current Mileage	Replacement Requirement
70	Ford			Gas	106,695	200K or 7 Yrs
343	Ford	18	Yes	Gas	221,455	200K or 7 Yrs
344	Freightliner	18	Yes	Diesel	207,786	200K or 7 Yrs
345	Ford	21	Yes	Gas	138,541	200K or 7 Yrs
346	Freightliner	22	Yes	Diesel	101,198	200K or 7 Yrs
347	Freightliner	22	Yes	Diesel	98,852	200K or 7 Yrs
348	Freightliner	22	Yes	Diesel	80,127	200K or 7 Yrs
349	Freightliner	25	Yes	Diesel	9,089	200K or 7 Yrs
350	Ford	25	Yes	Gas	2,637	200K or 7 Yrs
351	Ford	25	Yes	Gas	2,944	200K or 7 Yrs

Total Miles	Driven Q3:	59,755
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Agenda Item-12a

Plumas Transit System Total



	1	2	3	4	5	6	7	8	9	10	11	12
FY 22/23	1,820	1,852	2,357	2,395	1,928	1,529	1,844	1,863	2,401	2,203	2,477	2,030
FY 23/24	1,766	2,278	2,443	2,953	2,237	1,752	2,155	2,311	2,758	2,753	3,009	2,789
FY 24/25	2,881	2,876	2,651	3,183	2,022	1,983	2,492	2,508	2,864			

July thru June

STAFF REPORT – ITEM 13



TO: Local Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE Approval of Resolution No. 25-18, Allocating State Transit Administration (STA) funds for the operation of Senior Transportation

SUMMARY: Plumas County Public Health Agency (PCPHA), under the direction of the Plumas County Board of Supervisors, operates the County's Seniors Transportation program and is an eligible recipient of State Transit Assistance (STA) funds.

PCPHA is the designated recipient and has submitted a formal request to the PCTC for STA funding to support transportation services for seniors within the county.

RECOMMENDED ACTION: Approve the Resolution No. 25-18 allocating \$5,599 of STA funds for the operation of Senior Transportation.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

**PLUMAS COUNTY TRANSPORTATION COMMISSION
RESOLUTION NO. 25-18**

**ALLOCATING STATE TRANSIT ASSISTANCE FUNDS FOR THE OPERATION OF
SENIORS TRANSPORTATION**

WHEREAS, Plumas County Public Health Agency, acting under direction of the Plumas County Board of Supervisors, as operators of Seniors Transportation and eligible recipients of STA funds hereinafter referred to as CLAIMANT, has filed with the Plumas County Transportation Commission a claim for an allocation from the State Transit Assistance Fund (2028), and

WHEREAS, the CLAIMANT'S expenditures are in conformity with the Regional Transportation Plan, and

WHEREAS, the CLAIMANT'S fare box revenues are exceeding the requirements of Public Utilities Code Section 99268.5, and

WHEREAS, the sum of the CLAIMANTS allocations from the State Transit Assistance Fund does not exceed the amount which the CLAIMANT is eligible to receive, and

WHEREAS, priority consideration has been given to claims: to enhance existing public transportation services; and to meet high priority regional, county-wide, or area-wide public transportation needs,

NOW THEREFORE, BE IT RESOLVED THAT Plumas County Transportation Commission approves said claim and does authorize the Plumas County Auditor to allocate to the CLAIMANT funds as and when needed to cover actual expenditures in the proposed project within fiscal year 2025/26 not to exceed the amount of Five Thousand Five Hundred Ninety-Nine Dollars (\$5,599). Said allocations from the State Transit Assistance Fund (2028) are subject to the conditions of Section 6659 of the California Administrative Code.

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Pat Morton, Chair
Plumas County Transportation Commission

Date: _____

ATTEST: _____ Date: _____
Robert Thorman, Executive Director

STAFF REPORT – ITEM 14



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-19, Authorizing the allocation of \$971 of State Transit Administration (STA)-State of Good Repair (SGR) funds for the operation of Senior Transportation

SUMMARY: Plumas County Public Health Agency(PCPHA), under the direction of the Plumas County Board of Supervisors, operates the County's Seniors Transportation program and is an eligible recipient of STA-SGR funds.

PCPHA is the designated recipient and has submitted a formal request to the PCTC for STA-SGR funding to support transportation services for seniors within the county.

RECOMMENDED ACTION: Approve Resolution No. 25-19 allocating \$971 of STA-SGR funds for the operation of Senior Transportation.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

**PLUMAS COUNTY TRANSPORTATION COMMISSION
RESOLUTION NO. 25-19**

**ALLOCATING STA-SGR FUNDS FOR THE OPERATION OF
SENIORS TRANSPORTATION**

WHEREAS, Plumas County Public Health Agency, acting under direction of the Plumas County Board of Supervisors, as operators of Seniors Transportation and eligible recipients of STA-SGR funds hereinafter referred to as CLAIMANT, has filed with the Plumas County Transportation Commission a claim for an allocation from the State Transit Assistance Fund (2028), and

WHEREAS, the CLAIMANT'S expenditures are in conformity with the Regional Transportation Plan, and

WHEREAS, the sum of the CLAIMANTS allocations from the State Transit Assistance Fund does not exceed the amount which the CLAIMANT is eligible to receive, and

WHEREAS, priority consideration has been given to claims: to enhance existing public transportation services; and to meet high priority regional, county-wide or area-wide public transportation needs,

NOW THEREFORE, BE IT RESOLVED THAT this Plumas County Transportation Commission approves said claim and does authorize the Plumas County Auditor to allocate to the CLAIMANT funds as and when needed to cover actual expenditures in the proposed project within fiscal year 2025/26 not to exceed the amount of Nine Hundred Seventy-One Dollars (\$971). Said allocations from the State Transit Assistance – State of Good Repair Fund (2028) are subject to the conditions of Section 6659 of the California Administrative Code.

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Pat Morton, Chair
Plumas County Transportation Commission

Date: _____

ATTEST: _____ Date: _____
Robert Thorman, Executive Director

Approval of Resolution No. 25-20 **STAFF REPORT – ITEM 15**



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-20, Authorizing the allocation of \$215,726 of State Transit Administration (STA) funds for the operation of the Plumas Transit System

SUMMARY: Plumas County Service Area #12 submitted a claim for STA funds to support transit operations in FY 2025/26. The request is consistent with the Regional Transportation Plan and meets eligibility requirements. Resolution 25-20 authorizes allocation of up to \$215,726, subject to California Administrative Code Section 6659. Funds will be distributed as needed during the fiscal year.

RECOMMENDED ACTION: Approve Resolution No. 25-20 allocating \$215,726 of STA funds to Plumas Transit Systems.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

**PLUMAS COUNTY TRANSPORTATION COMMISSION
RESOLUTION NO. 25-20**

**ALLOCATING STATE TRANSIT ASSISTANCE FUNDS FOR THE OPERATION OF
PLUMAS TRANSIT SYTEMS**

WHEREAS, Plumas County Service Area #12, hereinafter referred to as CLAIMANT, has filed with the Plumas County Transportation Commission a claim for an allocation from the State Transit Assistance Fund (2028), and

WHEREAS, the CLAIMANT'S expenditures are in conformity with the Regional Transportation Plan, and

WHEREAS, the CLAIMANT is making full use of federal funds available, and

WHEREAS, the sum of the CLAIMANTS allocations from the State Transit Assistance Fund does not exceed the amount which the CLAIMANT is eligible to receive, and

WHEREAS, priority consideration has been given to claims: to enhance existing public transportation services; and to meet high priority regional, county-wide or area-wide public transportation needs,

NOW THEREFORE, BE IT RESOLVED THAT this Plumas County Transportation Commission approves said claim and does authorize the Plumas County Auditor to allocate to the CLAIMANT funds as and when needed to cover expenditures for transit services within fiscal year 2025/26 not to exceed the amount of Two Hundred Fifteen Thousand Seven Hundred and Twenty-Six Dollars (\$215,726). Said allocations from the State Transit Assistance Fund (2028) are subject to the conditions of Section 6659 of the California Administrative Code.

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Date: _____

Pat Morton, Chair
Plumas County Transportation Commission

ATTEST: _____ Date: _____
Robert Thorman, Executive Director

STAFF REPORT – ITEM 16



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-21, Authorizing the allocation of \$37,414 of State Transit Administration (STA)-State of Good Repair (SGR) funds for the operation of the Plumas Transit System

SUMMARY: Plumas County Service Area #12 has submitted a claim for STA-SGR funding to support the continued operation of Plumas Transit Systems. The requested allocation aligns with the goals and policies set forth in the Regional Transportation Plan and adheres to program eligibility and funding requirements. The STA-SGR program provides critical funding for maintaining the safety, reliability, and efficiency of public transit systems, and this allocation supports that mission locally.

The total amount requested and recommended for approval is \$37,414. The funding will be made available as needed to cover actual eligible expenses incurred during FY 2025/26, subject to all applicable program conditions and compliance with Section 6659 of the California Administrative Code.

RECOMMENDED ACTION: Approve Resolution No. 25-21 allocating \$37,414 of STA-SGR funds to Plumas Transit Systems.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

**PLUMAS COUNTY TRANSPORTATION COMMISSION
RESOLUTION NO. 25-21**

ALLOCATING STA-SGR FUNDS FOR THE OPERATION OF PLUMAS TRANSIT SYTEMS

WHEREAS, Plumas County Service Area #12, hereinafter referred to as CLAIMANT, has filed with the Plumas County Transportation Commission a claim for an allocation from the State Transit Assistance State of Good Repair Program (STA-SGR) (Fund 2028), and

WHEREAS, the CLAIMANT'S expenditures are in conformity with the Regional Transportation Plan, and

WHEREAS, the CLAIMANT is making full use of federal funds available, and

WHEREAS, the sum of the CLAIMANTS allocations from the State Transit Assistance – State of Good Repair Fund does not exceed the amount which the CLAIMANT is eligible to receive, and

WHEREAS, priority consideration has been given to claims: to enhance existing public transportation services; and to meet high priority regional, county-wide, or area-wide public transportation needs,

NOW THEREFORE, BE IT RESOLVED THAT this Plumas County Transportation Commission approves said claim and does authorize the Plumas County Auditor to allocate to the CLAIMANT funds as and when needed to cover actual expenditures in the proposed project within fiscal year 2025/26 not to exceed the amount of Thirty-Seven Thousand Four Hundred Fourteen Dollars (\$37,414). Said allocations from the State Transit Assistance State of Good Repair Fund (2028) are subject to the conditions of Section 6659 of the California Administrative Code.

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Date: _____

Pat Morton, Chair
Plumas County Transportation Commission

ATTEST: _____ Date: _____
Rob Thorman, Executive Director

STAFF REPORT – ITEM 18



TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-22, Authorizing the allocation of \$307,966 of Transit Intercity Rail Capital Program (TIRCP) funds for the operation of the Plumas Transit System

SUMMARY: Plumas County Service Area 12 has submitted a request for funding from the Transit and Intercity Rail Capital Program to support essential transit operations for the upcoming fiscal year. This funding will ensure uninterrupted service and address ongoing public transportation needs within the county.

The proposed use of funds is consistent with the Plumas County Regional Transportation Plan and meets the eligibility criteria under TIRCP guidelines. Additionally, current fare box revenues exceed the minimum thresholds established under Public Utilities Code Section 99268.5, further supporting the program's financial sustainability.

The total allocation amount is \$307,966, and the funds will be drawn from the Local Transportation Fund (Fund 2029). Disbursement is subject to the requirements outlined in Section 6659 of the California Administrative Code.

RECOMMENDED ACTION: Approve Resolution No. 25-22 allocating \$307,966 of TIRCP funds to Plumas Transit Systems.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

**PLUMAS COUNTY TRANSPORTATION COMMISSION
RESOLUTION NO. 25-22**

**ALLOCATING TIRCP FUNDS FOR THE OPERATION OF PLUMAS TRANSIT
SYSTEMS**

WHEREAS, Plumas County Service Area #12, has requested funding from the Transit and Intercity Rail Capital Program (TIRCP) in support of continuing transit operations, and

WHEREAS, these transit operation expenditures are in conformity with the Regional Transportation Plan, and

WHEREAS, fare box revenues are exceeding the requirements of Public Utilities Code Section 99268.5, and

WHEREAS, transit operations are an eligible use of these TIRCP that meet high priority regional, county-wide or area-wide public transportation needs,

NOW THEREFORE, BE IT RESOLVED THAT this Plumas County Transportation Commission approves the use of these funds to cover expenditures in the proposed project within fiscal year 2025/26 not to exceed the amount of Three Hundred Seven Thousand Nine Hundred Sixty-Six Dollars (\$307,966). Said allocations from the Local Transportation Fund (2029) are subject to the conditions of Section 6659 of the California Administrative Code.

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Pat Morton, Chair
Plumas County Transportation Commission

Date: _____

ATTEST: _____ Date: _____
Robert Thorman, Executive Director

STAFF REPORT – ITEM 18



TO: Local Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager

TITLE: Approval of Resolution No. 25-23, Authorizing the allocation of Local Transportation Funds (LTF) to the Overall Work Program (OWP) for transportation planning purposes

SUMMARY: PCTC has approved the FY 25/26 OWP, which outlines transportation planning activities and projects for the upcoming fiscal year. The budget includes anticipated revenues from multiple sources, including the Local Transportation Fund (LTF).

For FY 25/26, the OWP budget identifies \$71,918 in revenue from LTF to support transportation planning work. These funds will be used to carry out tasks in the OWP in accordance with applicable state guidelines and the adopted Regional Transportation Plan (RTP).

RECOMMENDED ACTION: Approve Resolution No. 25-23 to allocate Local Transportation Funds for transportation planning purposes.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

**PLUMAS COUNTY TRANSPORTATION COMMISSION
RESOLUTION NO. 25-23**

**ALLOCATING LOCAL TRANSPORTATION FUNDS TO THE OVERALL WORK
PROGRAM FOR TRANSPORTATION PLANNING PURPOSES**

WHEREAS, the Plumas County Transportation Commission approved the 2025/26 budget for the Overall Work Program (OWP), and

WHEREAS, the proposed expenditures are in conformity with the Regional Transportation Plan, and

WHEREAS, the amount does not exceed the requirements of Public Utilities Code Section 99233.2, and

WHEREAS, the PCTC is making full use of state Rural Planning Assistance funds where available, and

NOW THEREFORE, BE IT RESOLVED THAT this Plumas County Transportation Commission approves said claim and does authorize the Plumas County Auditor to allocate to the funds as and when needed to cover eligible expenditures in the Overall Work Program within fiscal year 2025/26 not to exceed the amount of Seventy-One Thousand Nine Hundred Eighteen Dollars (\$71,918). Said allocation from the Local Transportation Fund (2029A) is subject to the conditions of Section 6659 of the California Administrative Code.

PASSED AND ADOPTED this 21st day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Pat Morton, Chair
Plumas County Transportation Commission

Date: _____

ATTEST: _____ Date: _____
Robert Thorman, Executive Director

STAFF REPORT – ITEM 19

TO: Plumas County Transportation Commission

FROM: Jeff Schwein - Transportation Program Manager

MEETING DATE: July 21, 2025

PREPARED BY: Jeff Schwein - Transportation Program Manager



TITLE: Resolution No. 25-24, Authorizing supplemental budget increase of \$160,000 to fund 2027A for FY 24/25

SUMMARY: Due to the recent acquisition of new buses, the budget increases are required to continue to cover the operating costs and invoices for Plumas Rural Services for the month of June.

The \$160,000 increase requested will ensure that the County can continue to support its public transit services without disruption. Although Fund 2029A (Public Transit) currently lacks sufficient budget authority to accommodate these additional costs, the Commission has confirmed that there is adequate cash available to cover the expenses. This adjustment will increase the total authorized budget for public transit under Fund 2029A to \$1,074,241.

RECOMMENDED ACTION: Approve Resolution No. 25-24, authorizing the supplemental budget increase of \$160,000 to fund 2027A for FY 24/25.

INSTRUCTIONS TO CLERK: Send signed resolution to Executive Director.

**PLUMAS COUNTY TRANSPORTATION COMMISSION
RESOLUTION NO. 25-24**

**AUTHORIZING SUPPLEMENTAL BUDGET INCREASE OF \$160,000
TO FUND 2027A FOR FY 24/25**

WHEREAS, additional expenditures in the amount of \$160,000 are needed to continue to pay transit invoices through June 2025 due to new buses being paid out of this account, and

WHEREAS, the Plumas County Transportation Commission (PCTC) has sufficient cash ballance to pay the additional expenses associated with the aforementioned tasks, and

WHEREAS, the Plumas County Transportation Commission (PCTC) has insufficient budget within the Public Transit line item within Fund 2029A, and

NOW THEREFORE, BE IT RESOLVED THAT the Plumas County Transportation Commission approves said supplemental budget increase of \$160,000 to Fund 2029A (Acct. 52896-Public Transit), not to exceed the revised total amount of \$1,074,241.

PASSED AND ADOPTED this 21th day of July 2025 by the Plumas County Transportation Commission.

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Pat Morton, Chair
Plumas County Transportation Commission

Date: _____

ATTEST: _____ Date: _____
Robert Thorman, Executive Director

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: LTF 1/4%

Dept. No: 26691

Date 7/15/2025

The reason for this request is (check one):

Approval Required

- A. ☐ Transfer to/from Contingencies OR between Departments
 B. ☒ Supplemental Budgets (including budget reductions)
 C. ☐ Transfers to/from or new Fixed Asset, within a 51XXX
 D. ☐ Transfer within Department, except fixed assets
 E. ☐ Establish any new account except fixed assets

Board
 Board
 Board
 Auditor
 Auditor

☐ **TRANSFER FROM OR**☒ **SUPPLEMENTAL REVENUE ACCOUNTS**

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
2029A	26691		Spend Down Cash	160,000.00
Total (must equal transfer to total)				160,000.00

☐ **TRANSFER TO OR**☒ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
2029A	26691	52896	Public Transit	160,000.00
Total (must equal transfer to total)				160,000.00

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Additional revenue needed to fund contributions to Senior Transportation

B) N/A

C) Payment needs to be made from FY24/25 budget

D) _____

Approved by Department Signing Authority: Damian Fink

 Approved/ Recommended Disapproved/ Not recommended

Auditor/Controller Signature: _____

Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____ Initials _____

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

- Transfers that are going to be submitted to the Board for approval:
- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.