

## **MEETING OF THE PLUMAS COUNTY TRANSPORTATION COMMISSION**

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

### **AGENDA FOR THE MEETING OF AUGUST 18, 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/86730318868?pwd=hUhXbyBHmV15ZC1PiylhxFJqTQbPHd.1>

**Meeting ID: 867 3031 8868**

**Passcode: 125604**

### **MEETING AGENDA**

- 1a.** Roll call/Call to Order – Pat Morton, Chairperson
- 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. Agenda Corrections: Announcement of agenda corrections.
3. Consideration of Draft Minutes for Plumas County Transportation Commission (PCTC) Meeting conducted on July 21, 2025.
4. Update regarding Caltrans Projects – Caltrans Representative.
5. Update regarding Electric Vehicle Master Plan – Chris White, Senior Principal Planner, Kittleson and Associates.
6. Update regarding the Court Street Traffic Impact Study Outreach Event.
7. Update regarding California State Transportation Agency SB 125 funding for PCTC.
8. Approval of the Professional Services Agreement with Micheal Baker International, INC. for the preparation of Triennial Performance Audits for Fiscal Year 2022 through 2024 for the Plumas County Transportation Commission, Plumas Transit Systems and Plumas Seniors Transportation.
9. Approval of Resolution No. 25-25, Authorizing the Director or Assistant Director of Plumas County Public Works as Plumas County Transportation Commission Executive Director.
10. Approval of Resolution No. 25-26, Authorizing Retroactive Budget Transfers with Fund 2027 for Fiscal Year 2024/25.
11. Approval of Task Order #05-25 with Green DOT Transportation Solutions in the amount of \$65,000 for transportation program management, transit funding administration, grant support, and related PCTC administrative activities for the period of July 1, 2025, through April 30, 2026.
12. Confirm the date of the next PCTC meeting for September 15, 2025, at 1:30 PM.
13. Adjournment.

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

**MINUTES**

**July 21, 2025**

Meeting of the Plumas County Transportation Commission (PCTC) 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 Jeff Schwein, Green DOT Transportation Solutions.

The Commissioners present were Pat Morton, Susan Scarlett, Jeff Engel and Tom McGowan.

The Commissioners absent were Mimi Hall and Bill Powers.

Staff Attendees: Rob Thorman, Executive Director; Jeff Schwein, Transportation Planner; Carlee Tone, Management Analyst, Shauna Everton Transit Manager and John Rix, Seniors Transit Manager.

**1b. Public Forum – Public**

Amanda Harman, Assistant Planner from Plumas County stated the 7<sup>th</sup> Cycle Update for the Housing Element for FY 2024-29 is currently circulating for public comment for the 30-day period June 27<sup>th</sup> through July 28<sup>th</sup>, 2025, however staff will be taking comments throughout the process. She added that she has the Press Release for the Commissioners and members of the public. She stated the Draft is available on the County website and various places throughout the County. Any comments, questions or concerns can be directed to her, and her contact information is available on the Press Release.

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

- Rob Thorman announced the STIP funding cycle initials came out and it doesn't look good for the addition of new Plumas projects. He added there may be delays with the Greenville Asphalt Overlay and 2<sup>nd</sup> Phase Greagle/Johnsville projects. He stated there is no funding for new projects and will keep the Commissioners updated.

**2. Consideration of Draft Minutes for PCTC Meeting conducted on June 16, 2025.**

A motion is made by Commissioner Scarlett, seconded by Commissioner McGowan, to adopt the minutes of June 16<sup>th</sup> meeting as amended. Motion passes 4-0-2.

**3. Consideration to Approve the PCTC Meeting Calendar for Calendar Years 2025 and 2026.**

Jeff Schwein provided a summary of the meeting calendar.

Commissioner Scarlett stated the January and February Mondays of 2026 are holidays and should be rescheduled.

Discussion took place regarding the decision to reschedule the January and February 2026 meetings to the following Monday.

A Motion made by Commissioner McGowan, seconded by Commissioner Scarlett, to approve the PCTC Meeting Calendar for Calendar Years 2025 and 2026, with corrections as stated. Motion passes 4-0-2.

**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**

Jeff Schwein provided a summary of the funding and stated the contribution from Sierra County will fund the County's free fare transit program. He added this is beneficial to the County by providing additional funding for the transit program.

A Motion is made by Commissioner Morton, seconded by Commissioner Engel, to approve Resolution No. 25-12. Motion passes 4-0-2.

**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.**

Jeff Schwein gave a summary and explanation on procuring the FTA 5339(b) for the project.

In response to Commissioner Engel, Mr. Schwein stated yes, the upgrades will be done to the outside of the building and charging station.

Discussion took place regarding the funding for the demolition and cleanup costs.

Mr. Schwein stated additional funding is being sought after for this project so that it does not affect the County's General Fund.

A motion is made by Commissioner McGowan, seconded by Commissioner Engel, to approve Resolution No. 25-13. Motion passes 4-0-2.

**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 for EV Charging Stations in Plumas County.**

A motion is made by Commissioner McGowan, seconded by Commissioner Scarlett, to approve Resolution No. 25-14. Motion passes 4-0-2.

**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.**

Jeff Schwein provided a summary and background on the Carbon Reduction Program funding.

Rob Thorman clarified the funding sources and stated that this is a couple of years of funding to put on this application.

In response to Commissioner McGowan, Mr. Thorman discussed the locations of the EV charging stations throughout the County and in the City of Portola.

Commissioner Scarlett stated the Project Alignment Confirmation form has an error in Scope of Work regarding the location of the County owned parking lot on Main Street and Bradley Street. She stated it should be corrected to Lawrence Street and Bradley Street. Mr. Schwein stated the error has been corrected in the program.

A motion is made by Commissioner McGowan, seconded by Commissioner Engel, to approve Resolution No.25-15 Motion passes 4-0-2.

**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.**

Jeff Schwein provided a summary and background on the Regional Surface Transportation Funds.

Rob Thorman discussed the funding and allocation of these funds on projects.

A motion is made by Commissioner Engel, seconded by Commissioner Scarlett, to approve Resolution No. 25-16. Motion passes 4-0-2

**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.**

In response to Commissioner Scarlett, Mr. Thorman discussed the project details and funding sources.

Discussion took place regarding the location of the project.

A motion is made by Commissioner Engel, seconded by Commissioner Morton, to approve Resolution No. 25.17. Motion passes 4-0-2.

**10. Update on Dame Shirley Park EV Chargers.**

Rob Thorman provided an update on the status and operation of electric vehicle(EV) chargers at Dame Shirley Park. He stated the EV chargers have been operational for a few weeks and are getting occasional use. He explained the chargers are being monitored for revenue and expenses, with the goal of achieving a break-even point.

Mr. Thorman stated the EV chargers are listed on popular charging apps like ChargePoint and Google Maps. He added information is updated regularly.

Discussion took place regarding the possibility of having a third-party company managing future EV charger installations in the county, which would relieve the county of operational responsibilities while still allowing them to benefit from increased visitor traffic.

After several comments, Mr. Thorman was thanked for his update.

**11. Update on Court Street Traffic Impact Study and planned stakeholder outreach.**

Jeff Schwein provided an update on the plan to conduct a community outreach event to educate the community about the impact of the traffic study and possible closure. The event will be scheduled in mid-August and will be held at the Quincy library. Mr. Schwein stated staff will have an update for the Board of Supervisors by early September.

In response to Commissioner Engel, Mr. Schwein stated the study does recommend a closure for Court Street, however, modeling has been done at seven intersections to show the significance of impact.

Mr. Schwein further discussed the traffic impact study and the accepted levels of service outlined in the County General Plan.

## **12. Transit Operations Update.**

### **a) Plumas Transit Systems Update – Shauna Everton, Transit Manager**

Shauna Everton, Transit Manager, informs the commission that Plumas Transit Systems 3<sup>rd</sup> quarter ridership was recorded at 7,864 rides, an increase of 600 riders over the same quarter in the previous year.

Ms. Everton notifies the commission that Plumas Transit Systems is at full staff for the first time in two years.

Ms. Everton noted that ridership for the High Sierra Music Festival shuttle service was low and may not be continued next year.

Ms. Everton reminded the commissioners that some of the routes have ongoing construction along some of the routes and to expect temporary delays.

### **b) Seniors Transportation Update – John Rix, Manager**

John Rix, Seniors Transportation Manager, informs the commission that for the 4th quarter ridership numbers consisted of 498 rides in April, 519 in May, and 479 in June. For the 24/25-year end total 5,279 rides recorded an increase from the previous year of just over 4,000 rides.

Mr. Rix notifies the commission that 12,731 meals were delivered in the 4th quarter, and the year total was 50,404 making the meal delivery program still the most used service.

Mr. Rix added that senior transit will be working with Green DOT to secure FTA 5310 grant funding in hopes to expand the Dial-A-Ride service. He added that the partnership application was submitted for the FY 25/26 year, which will reimburse the contribution from PCTC.

## **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.**

Rob Thorman, Executive Director stated this series of resolutions should have been on the June meeting and due to an administrative misunderstanding are being brought to this meeting.

A motion was made by Commissioner McGowan, seconded by Commissioner Scarlett, to approve Resolution No. 25-18. Motion passes 4-0-2.

## **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.**

A motion was made by Commissioner McGowan, seconded by Commissioner Engel, to approve Resolution No. 25-19. Motion passes 4-0-2.

## **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.**

Commissioner Morton questioned if the abbreviation STA is for State Transit Administration or Assistance. She mentioned an error on the agenda.

Jeff Schwein confirmed STA is State Transit Assistance and assured the error would be corrected.

Further discussion took place regarding how STA was spelled out on the resolution. Commissioner McGowan confirmed the resolution was correct.

A motion was made by Commissioner Scarlett, seconded by Commissioner McGowan, to approve, as amended, Resolution No. 25-20. Motion passes 4-0-2.

**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.**

A motion was made by Commissioner McGowan, seconded by Commissioner Engel, to approve Resolution No. 25-21. Motion passes 4-0-2.

**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.**

A motion was made by Commissioner Engel, seconded by Commissioner McGowan, to approve Resolution No. 25-22. Motion passes 4-0-2.

**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.**

Jeff Schwein discussed the TDA funds and the process of moving them in order to utilize the Overall Work Program.

A motion was made by Commissioner McGowan, seconded by Commissioner Morton , to approve Resolution No. 25-23. Motion passes 4-0-2.

**19. Approval of Resolution No. 25-24 - Authorizing supplemental budget increase of \$160,000 to fund 2029A for FY 24/25.**

Commissioner Morton discussed a typo in the Resolution and Staff Report.

Jeff Schwien responded that was a typo in the Resolution title and the Staff Report should be corrected to read Fund 2029A not Fund 2027A.

Rob Thorman confirmed the Resolution titles have been corrected.

A motion was made by Commissioner Morton, seconded by Commissioner McGowan, to approve, as amended, Resolution No. 25-24. Motion passes 4-0-2.

**20. Confirm the date of the next PCTC meeting for August 18, 2025, at 1:30 PM**

The PCTC meeting date for **August 18<sup>th</sup>, 2025**, is confirmed.

**21. Adjournment**

The meeting was adjourned at 2:23 PM.

## STAFF REPORT – ITEM #4



**TO:** Plumas County Transportation Commission

**FROM:** Jeff Schwein - Transportation Program Manager

**MEETING DATE:** August 18, 2025

**PREPARED BY:** Jeff Schwein - Transportation Program Manager

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**TITLE:** Update regarding Caltrans Projects.

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**SUMMARY:** Caltrans staff will provide an update on current and upcoming transportation projects affecting Plumas County, including those in coordination with the PCTC.

The update includes project timelines, funding status, construction progress, planning efforts, and any recent changes or developments related to local or regional transportation priorities.

**RECOMMENDED ACTION:** None.

**INSTRUCTIONS TO CLERK:** None.



## STAFF REPORT – ITEM #5



**TO:** Local Transportation Commission

**FROM:** Jeff Schwein - Transportation Program Manager

**MEETING DATE:** August 18, 2025

**PREPARED BY:** Jeff Schwein - Transportation Program Manager

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**TITLE:** Update on Plumas County EV Charging Master Plan – Chris White, Senior Principal Planner, Kittleson and Associates.

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**SUMMARY:** Access to public electric vehicle (EV) charging infrastructure in Plumas County remains limited and rural regions continue to face infrastructure shortfalls. PCTC is currently developing a countywide EV Master Plan, expected to be completed by June 2027, to guide future siting and deployment of EV charging stations.

There are three public EV charging sites available in the county:

- Level 2 station in Quincy at Dame Shirley Plaza
- Level 2 station in Portola
- Level 2 station at Antlers Inn in Chester (newly installed)

Plumas County is marked as “in progress” on the state’s EV permitting scorecard, and continues to make efforts that assist in accelerating the compliance process that is necessary to procure additional funding and to ensure infrastructure expansion. Continued coordination with PG&E and local partners and to continue to explore additional grant and partnership opportunities to expand EV infrastructure.

The forthcoming EV Master Plan will help prioritize key corridors and tourism destinations for future investment. Ensuring adequate charging infrastructure will be critical to supporting regional transportation sustainability goals and the growing adoption of zero-emission vehicles in the County.

**RECOMMENDED ACTION:** None.

**INSTRUCTIONS TO CLERK:** None.

## STAFF REPORT – ITEM # 6



**TO:** Plumas County Transportation Commission

**FROM:** Jeff Schwein - Transportation Program Manager

**MEETING DATE:** August 18, 2025

**PREPARED BY:** Jeff Schwein - Transportation Program Manager

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**TITLE:** Update regarding the Court Street Traffic Impact Study Outreach Event.

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**SUMMARY:** A community meeting was held on August 12<sup>th</sup>, and staff will provide a summary.

**RECOMMENDED ACTION:** None.

**INSTRUCTIONS TO CLERK:** None.

## STAFF REPORT – ITEM #7



**TO:** Plumas County Transportation Commission

**FROM:** Jeff Schwein - Transportation Program Manager

**MEETING DATE:** August 18, 2025

**PREPARED BY:** Jeff Schwein - Transportation Program Manager

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**TITLE:** Update regarding California State Transportation Agency SB125 funding for PCTC.

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### **SUMMARY:**

PCTC submitted a formal request to California State Transportation Agency (CalSTA) for SB 125 funding totaling \$2,824,039, the maximum allowable amount for all FYs 2023-2026. The request included funding for five transit-related projects.

The following are the approved projects:

#### **1. Arlington Park and Ride (New Project)**

- This project is for the construction of a new park-and-ride facility, with a total of \$614,200 in TRICP funding. Environmental permits, ROW and feasibility study have been completed.

#### **2. Bus Shelters (New Project)**

- This project is for the installation of 10 new bus shelters in the transit system, with a total of \$250,000 in TRICP funding.

#### **3. Matching Funds for Bus Purchases**

- This project provides the required match for the FTA 5339 grant and will be used to support the purchase of two diesel buses and one gasoline Cutaway bus. With a total of \$100,520 in TRICP funding.

#### **4. Free Fares and General Operations (Operating Support)**

- This project supports the general operations and fare free program for the Plumas Transit Systems, with a total of \$1,552,223 in TRICP funding.

#### **5. Battery Electric Buses and Charging Infrastructure (New Project)**

- This project has been conditionally approved by CalSTA and will be for procuring up to nine

zero-emission buses to support a zero-emission fleet. The amount conditionally approved is \$307,096 in Zero Emission Transit Capital Program (ZETCP) funding. Final approved is contingent upon PCTC securing matching.

This funding is available for PCTC to utilize in improving transit infrastructure and operations, helping to reduce the local financial burden. If the County is unable to fully utilize the funds, they will be returned.

**RECOMMENDED ACTION:** None.

**INSTRUCTIONS TO CLERK:** None.

Agenda Item #7

July 8, 2024

Mr. Jim Graham  
Executive Director  
Plumas County Transportation Commission (PCTC)  
1834 East Main Street  
Quincy, CA 95971

Dear Mr. Graham:

In December 2023 PCTC requested an allocation of \$2,824,039 across all fiscal years to support the projects listed below, which is the maximum allowable amount. This allocation did not include a request of funding for administrative costs.

1. **Arlington Park and Ride (new project):** Uses \$614,200 of TIRCP funds to support this project. Includes the construction of a new park and ride location. The project has already undergone a feasibility study, acquired environmental permits, acquired right of way and is ready to be constructed.
2. **Bus Shelters (new project):** Uses \$250,000 of TIRCP funds to support this project. Includes the construction of 10 additional bus shelters on the system.
3. **Matching Funds for Bus Purchases:** Uses \$100,520 in TIRCP funds to procure two new diesel buses and one gasoline cutaway bus to replace aging models. PCTC has been awarded formula funding from FTA Formula Funding Section 5339 to purchase 3 new buses for the County's transit system and is using SB125 as the required match.
4. **Free Fares and General Operations Funding (operation expenditures):** Uses \$1,552,223 of TIRCP funds across all fiscal years to support operating expenses and implementation of targeted free fares. Operations funding will cover costs involved in maintaining current operations including those necessary for ensuring safety and state of good repair of the vehicles and infrastructure necessary to operate service.
5. **Battery Electric Buses and Charging Infrastructure (new project):** Uses \$307,096 of ZETCP across all fiscal years to support this project. Includes procuring up to nine new zero emission buses to support the transition to a zero-emission fleet.

CalSTA has analyzed the eligibility of the program of projects and reviewed for completeness the allocation request, including the required ridership, technical and data submissions. It has been determined that the submission package meets the minimum program requirements, and the ridership data has been publicly posted to PCTC's internet website and the elements of the program of projects satisfy eligibility requirements of increasing ridership and reducing greenhouse gas emissions. I am

pleased to notify you that the Arlington park and ride (\$614,200), bus shelters (\$250,000), matching funds for bus purchase (\$100,520), and free fares/operating expenses (\$1,552,223) have been approved.

Further, the battery electric buses and charging infrastructure component has been conditionally approved with final approval and the eventual transfer of funds contingent upon PCTC securing the matching funding identified in the allocation request. Upon confirmation that PCTC has secured the required matching funding at a date in the future, CalSTA will disburse the remaining funds.

CalSTA will disburse \$1,257,263 of TIRCP (100% General Fund) and \$114,463 of ZETCP (61,420.85 GGFR + 53,042.15 PTA) for a cumulative total of \$1,371,726. A total amount of \$1,259,680 of TIRCP and \$192,633 of ZETCP remains available to PCTC in future fiscal years. This funding will be disbursed in future allocation actions.

CalSTA will modify the SB 125 Program Guidelines no later than September 30, 2024, for the distribution of funds for the 2024-25 fiscal year, which may include updated fund totals available to PCTC per year across all fiscal years that were impacted as part of the 2024 final budget agreement.

PCTC is responsible for tracking the receipt and utilization of these funds separately, and recording interest earned (or other investment income earned) on each fund source separately. The interest or investment earnings must also be spent on approved eligible projects within each program and will be accounted for when PCTC submits its required Annual Report.

Please expect additional correspondence from CalSTA to verify PCTC's proper account information prior to the completion of the transfer of funds.

If you have any questions, please contact CalSTA Chief Deputy Secretary Chad Edison at 916-323-5401.

Sincerely,

A handwritten signature in black ink that reads "Toks Omishakin". The signature is written in a cursive, flowing style.

TOKS OMISHAKIN  
Secretary

## STAFF REPORT – ITEM #8



**TO:** Plumas County Transportation Commission

**FROM:** Jeff Schwein - Transportation Program Manager

**MEETING DATE:** August 18, 2025

**PREPARED BY:** Jeff Schwein - Transportation Program Manager

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**TITLE:** Approval of the Professional Services Agreement with Micheal Baker International, INC. for the preparation of Triennial Performance Audits for Fiscal Year 2022 through 2024 for the Plumas County Transportation Commission, Plumas Transit Systems and Plumas Seniors Transportation.

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**SUMMARY:** The California Public Utilities Code requires transportation planning agencies to conduct performance audits of activities and transit operators that receive Transportation Development Act (TDA) funds. These audits are required to be conducted by an independent auditor no less than once every three years and serve as a condition for maintaining eligibility for continued TDA funding.

Michael Baker International, Inc. was the selected consultant, through a competitive RFQ process to complete the Triennial Performance Audits for PCTC and its transit operators covering FYs 2021/22, 2022/23, and 2023/24.

The term of the agreement is from July 2, 2025, through July 1, 2027, with any services rendered after July 2, 2025, to be authorized upon approval of the agreement.

Funding for this work is included in the adopted Overall Work Program (OWP) and FY 2025/26 budget.

**RECOMMENDED ACTION:** Approve the Professional Services Agreement with Micheal Baker International, INC for the Triennial Performance Audits for FY 2022 through 2024.

**INSTRUCTIONS TO CLERK:** Send signed agreement to Executive Director.

Professional Services Agreement  
For  
Preparation of Triennial Performance Audits for FY 2022 through 2024  
Plumas County Transportation Commission  
Plumas Transit Systems, and  
Plumas County Seniors Transportation

This Agreement is made by and between the PLUMAS COUNTY TRANSPORTATION COMMISSION, a political subdivision of the State of California, (hereinafter referred to as "Commission"), and MICHAEL BAKER INTERNATIONAL, INC. a Pennsylvania corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the Commission with services as set forth in the Scope of Work - Exhibit A and Schedule – Exhibit C, attached hereto.
2. Compensation. Commission shall pay Contractor for services provided to Commission pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by Commission to Contractor under this Agreement shall not exceed Seven thousand four hundred fifty two dollars (\$7,452).
3. Term. The term of this agreement shall be from July 2, 2025, through July 1, 2027, unless terminated earlier as provided herein. Plumas County Transportation Commissioner's hereby ratifies, and approves for payment, services provided by Contractor from July 2, 2025, to the date of approval of this Agreement by the Commission.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the Commission shall promptly notify Contractor, and shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the Commission shall have the option to either cancel this Agreement with no further liability incurring to the Commission or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

\_\_\_\_ COUNTY INITIALS

- 1 -

CONTRACTOR INITIALS \_\_\_\_



6. Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently in accordance with that level of skill and care ordinarily observed by like professionals performing similar services under similar circumstances (Standard of Care). Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), Commission shall not be liable for, and Contractor shall defend and indemnify Commission and its officers, agents, employees, and volunteers (collectively "Commission Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, , labor disputes, losses, damages, expenses, charges or costs of any kind or character, including reasonable attorney's fees and court costs (hereinafter collectively referred to as "Claims"), to the extent caused by the negligent act, error, omission or willful misconduct of Contractor or its officers, employees, agents, contractors, licensees or servants, excluding, Claims caused by the negligent act, error or omission, whether active or passive of Commission Parties. Contractor shall have no obligation, however, to defend or indemnify Commission Parties from a Claim if it is determined by a court of competent jurisdiction, or by agreement of the parties, or by decision of a mediator or arbitrator that such Claim was caused by the negligence or willful misconduct of Commission Parties. The obligations of this indemnity shall be for the full amount of all damage to Commission, including defense costs, and shall not be limited by any insurance limits.
9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
  - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.

- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
- i. Each policy of commercial general and automobile liability policies shall be endorsed to name the Commission, its officers, officials, employees, representatives, and agents (collectively, for the purpose of this section 9, the "Commission") as additional insureds. The Additional Insured endorsement for commercial general liability shall be at least as broad as ISO Form Number's CG 20 10 04 13 in combination with CG 20 37 04 13; and
  - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the Commission, as the additional insured; and
  - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the Commission, including defense costs and damages; and
  - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
  - v. Contractor's commercial general and automobile liability policy shall be primary insurance as respects the Commission, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the Commission, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement for commercial general liability shall be at least as broad as ISO Form 20 01 04 13; and
  - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the Commission before the Commission's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- d. Workers Compensation insurance in accordance with California state law.

If requested by Commission in writing, Contractor shall furnish a certificate of insurance satisfactory to Commission as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the

Commission (ten (10) days notice for cancellation due to non-renewal). Commission reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor represents and warrants to Commission that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to Commission that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the Commission, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, Commission. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in Commission. It is understood by both Contractor and Commission that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Professional Services Contract. Contractor represents and warrants that Contractor customarily and regularly exercises discretion and independent judgment in the performance of the services, and that those services fall within those stated in California Labor Code section 2778. Contractor represents and warrants that Contractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor shall determine the method, means and manner of performance including, but not limited to, such matters as outlined in Exhibit "A" without restriction by Commission. Commission is interested only in the results to be achieved from Contractor's performance of the services Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor shall have the right to provide the same or similar services to entities other than Commission without restriction and holds themselves out to as available to perform the same type of work. Commission shall have no authority, control, or liability regarding Contractor's performance or activities before or after each instance, wherein, Contractor may perform under this Agreement. Contractor will at all times indemnify and hold Commission, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor's services.

13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the Commission.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of Commission relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the Commission, the Commission may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

Commission:

Robert Thorman, Executive Director  
Plumas County Transportation Commission  
1834 East Main Street  
Quincy, CA 95971

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS \_\_\_\_

Contractor:

Rick Williams  
Michael Baker International, Inc.  
3100 Zinfandel Drive, Suite 125  
Rancho Cordova, CA 95670

23. Time of the Essence. Subject to exercise of the Standard of Care for performance of the services, time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
26. Suspension and Debarment. The Commission does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
  - a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
  - b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS \_\_\_\_

- c. This certification is a material representation of fact relied upon by the Commission. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Commission, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
  - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
27. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the Commission or as part of any audit of the Commission for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the Commission or to the State Auditor upon the request of either the State Auditor or the Commission.
28. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.
29. Force Majeure. Contractor shall not be liable for any failure to perform or any impairment to its performance to the extent such failure or impairment is caused by any act of God, fire, flood, natural catastrophe, labor dispute or strike or shortage, national or state emergency, epidemic or pandemic, insurrection, riot, act of terrorism, war, act of government, any action or inaction of the Commission or a third-party engaged by it, and/or any other event, occurrence or circumstance beyond the reasonable control of Contractor .

[SIGNATURES ON FOLLOWING PAGE]

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CONTRACTOR INITIALS \_\_\_\_

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

**CONTRACTOR:**

Michael Baker International, a Pennsylvania Corporation

By:   
Name: Trudi Lim  
Title: Vice President  
Date signed:


By:   
Name: Richard Beck  
Title: Assistant Secretary  
Date signed:

**COMMISSION:**

County of Plumas, a political subdivision of the State of California

By: \_\_\_\_\_  
Name: Robert Thorman  
Title: Executive Director  
Date signed:

Approved as to form:

  
Joshua Breehtel, Attorney  
County Counsel's Office

\_\_\_\_ COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_\_

# Exhibit A

## Scope of Work

PLUMAS COUNTY TRANSPORTATION COMMISSION ■ PREPARATION OF TRIENNIAL PERFORMANCE AUDITS FOR FISCAL YEARS 2022-2024

### PERFORMANCE AUDIT OF PLUMAS COUNTY TRANSPORTATION COMMISSION

#### Task 1: Kickoff Meeting and Data Collection

**Objective:** Conduct initial kickoff meeting with the PCTC to communicate work scope and schedule, understand project expectations, and answer questions. Develop list of specific documents to be provided by the PCTC.

**Approach:** We will coordinate the kickoff meeting to:

- Introduce the Michael Baker team.
- Review overall performance audit objectives.
- Clarify any aspects of our work plan, schedule, or approach.
- Clarify the roles and responsibilities of the PCTC and the consultant team.
- Discuss the study schedule and progress reporting.
- Initiate the data collection effort.

As part of our initial communication, we will create a list of data needs and documents that traditionally have been used to help create a background assessment of the agency's performance and compliance over the past three years. Additional items may be identified as a result of the kickoff discussion.

Michael Baker will coordinate with the PCTC on the request for specific information and documents necessary to complete the audit requirements. We will follow up with telephone calls to answer questions and clarify data needs.

#### TYPES OF INFORMATION REQUIRED (AT MINIMUM):

1. Prior TDA performance audit.
2. Annual budgets and financial and compliance audits.
3. TDA and STA claims and board resolutions.
4. Organizational chart, goals, objectives, policies, and procedures.
5. Unmet transit needs documentation.
6. Transportation Improvement Program documentation.
7. Overall Work Program/Annual Financial Plan.
8. Response to prior performance audit recommendations.

#### Task 2: Evaluate Compliance with TDA Administrative Processes

**Objective:** Evaluate the way in which the PCTC complies with requirements under the TDA.

**Approach:** Caltrans' *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* identifies a series of compliance requirements that RTPAs, such as the PCTC, must meet. These comprise 14 specific requirements found in the PUC and in the California Code of Regulations. Conformance with these requirements will be ascertained during this task.

With this in mind, we will review the PCTC's previous performance audit, relevant accounting records, internal documents such as the Board of Directors' meeting minutes, meeting minutes from relevant policy and technical advisory committees, and other pertinent information.

In addition, we will interview PCTC staff to identify any problems that may impede the efficient and timely administration of the TDA funds. As part of this evaluation, we will conduct audit investigations to ensure that adequate documentation and instructions to claimants are available and that accurate records exist regarding apportionments and allocations to the claimants.

We will develop a table of the 14 compliance requirements and document the PCTC's effort to meet each requirement.

RTPC COMPLIANCE REQUIREMENTS	REFERENCES
1. All transportation operators and city or county governments which have responsibility for serving a given area, in total, claim no more than their fiscal transportation fund monies apportioned to that area.	Public Utilities Code, Section 99231
2. The RTPC has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.	Public Utilities Code, Section 99233 and 99234
3. The RTPC has established a social services transportation advisory council. The RTPC must ensure that there is a claim participation process that includes at least an annual public hearing.	Public Utilities Code, Section 99238 and 99238.5
4. The RTPC has annually identified, analyzed and recommended potential productivity improvements which could lower operating cost of those operators which operate at least 50 percent of their vehicle service miles within the RTPC's jurisdiction. Recommendations include, but are not being limited by, those made in the performance audit: <ul style="list-style-type: none"><li>• A committee for the purpose of providing advice on productivity improvements may be formed.</li><li>• The operator has made a reasonable effort to implement improvements recommended by the RTPC, as determined by the RTPC, or else the operator has not received an allocation that exceeds its prior year allocation.</li></ul>	Public Utilities Code, Section 99242
5. The RTPC has ensured that all claimants to whom it allocated TDA funds submit to it and to the state controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year.	Public Utilities Code, Section 99245
6. The RTPC has designated an independent entity to conduct a performance audit of operators and itself for the fiscal year previous to the year for operators, the audit was made and calculated the required performance indicators and the audit report was transmitted to the entity that allocates the operator's TDA monies and to the RTPC within 12 months after the end of the triennium. If an operator's audit was not transmitted by the start of the second fiscal year following the first fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.	Public Utilities Code sections 99250 and 99250.5



# Exhibit A

## Scope of Work

PLUMAS COUNTY TRANSPORTATION COMMISSION ■ PREPARATION OF TRIENNIAL PERFORMANCE AUDITS FOR FISCAL YEARS 2022-2024

### Task 3: Evaluate TDA Claim Approval Process and Transit Performance Oversight

**Objective:** Review the TDA claims process and transit monitoring program.

**Approach:** We will review the claims process and the PCTC's role in administering the funds. We will review documentation or reports required to confirm issues and seek to develop procedures that could assist the process if, in fact, problems are perceived.

Sample completed claims packets and accompanying documentation to substantiate the claims for TDA and STA funds will be collected and reviewed. Compliance checklists and/or other documents typically attached to the claims forms will be evaluated and reviewed with staff.

We will review the transit performance reporting and monitoring system employed by the PCTC. For example, Plumas Transit Systems submits a self-evaluation on a quarterly basis per the contract requirement with Plumas County. We will confirm or verify that the data provided by the transit operators is "adequate" for basing decisions on claim allocations and for monitoring progress on previous allocations. In performing this evaluation, we will select certain data provided by the systems and verify through independent confirmations that the data is materially correct. Our evaluation will also review the usefulness of the performance indicator monitoring system as a means to monitor trends in transit operator performance and to provide a focus for the performance audit process.

### Task 4: Conduct Detailed Review of PCTC Functions

**Objective:** Determine operational and structural efficiencies and institutional relationships.

**Approach:** During this task, we will review the PCTC's organizational effectiveness through an analysis of the following specific areas.

- **PCTC Administration and Management.** We will examine the general management of the agency, identifying achievements and challenges, policies and goals, Board of Directors and committee activities, and Overall Work Programs. We will interview PCTC staff to identify any administrative and management issues of concern to them. We will investigate potential issues, make findings, and possible recommendations as part of the audit. Topics to be covered include:
  - General administration
  - Internal planning and achievement
  - Board of Directors activities
  - Personnel
- **Planning and Regional Coordination.** This effort will include evaluating the PCTC's regional functions as an LTC. It will include the practices and methods in which the PCTC prepares transportation and related planning documents. We will also examine the process the PCTC follows in managing transit plans and other transit projects in its area of jurisdiction. Topics to be covered include:
  - Regional Transportation Plan (RTP) development and adoption.
  - RTP topics and implementation.
  - Transportation and transit planning and programming. In 2023, the PCTC adopted the Plumas County SRTP. The plan is intended to address the mobility needs of county residents with an in-depth look at the transit systems currently in place, identify the optimal manner in which transit can meet the public's needs within Plumas County, and carefully identify where transit resources should be devoted over the plan period.
  - Information collection, generation, and distribution for use in the planning process.
- **Relationship with Related Agencies.** We will interview PCTC staff on the agency's role in working with allied planning organizations such as neighboring LTCs and Caltrans, as well as other local governmental agencies in the PCTC's jurisdiction and in adjacent areas where travel and development may have an impact on the PCTC's related responsibilities. We will contact these other agencies as necessary.

# Exhibit A

## Scope of Work

PLUMAS COUNTY TRANSPORTATION COMMISSION ■ PREPARATION OF TRIENNIAL PERFORMANCE AUDITS FOR FISCAL YEARS 2022-2024

- **TDA Claims Processing and Transit Oversight.** We will review the claims process and the PCTC's role in administering the funds. Sample completed claims packets and accompanying documentation to substantiate the claims for TDA and STA funds will be collected and reviewed. We will evaluate compliance checklists and/or other supporting documents that are typically attached to the claims forms. Topics to be covered include the following:
  - Transit productivity monitoring and evaluation
  - Technical and managerial assistance to transit operators
  - Assistance with TDA compliance
  - TDA claim processing
- **Marketing and Transportation Alternatives.** We will review the PCTC's marketing and communication efforts pertaining to its regional transportation planning activities. We will review the PCTC's efforts to help keep the public informed about transportation issues and external events that influence travel and transportation choices.
- **Grant Management.** This will include gaining an understanding of the level of grant administration and assistance provided by the PCTC for transportation revenue sources such as state and federal programs. We will review the PCTC's ability to secure discretionary funding sources that enhance and increase the availability and quality of transportation in the county. Topics to be covered include those listed below.
  - Grant application coordination
  - Grant application assistance
  - Grant management and compliance

Finally, we will interview PCTC staff to identify any administrative and management issues of concern. We will investigate potential issues and make findings and potential recommendations as part of the audit.

### Task 5: Follow Up on Prior Performance Audit Recommendations

**Objective:** Review prior performance audit recommendations and actions taken by the PCTC to implement recommendations.

**Approach:** We will follow up on the implementation status of the prior recommendations from the FY 2018-19 through FY 2020-21 performance audit.

*The two prior audit recommendations for the PCTC are summarized as follows:*

1. Institute a documented TDA claims process in accordance with PUC guidelines and the recently updated Policies and Procedures Manual.
2. Maintain on file evidence of submission of TDA fiscal and compliance audits, and TDA performance audits.

As a general course for this task, we will focus our activities in the following specific areas.

- **Obtain and Review Key Documents.** We will collect documents that contain prior recommendations and review the status of those recommendations. Possible key literature includes prior performance audits, recommendations submitted in management memorandums, and other performance evaluation documents.
- **Document Implementation of Recommendation.** We will follow up on the course of action taken by the PCTC to implement the recommendations.
  - If the PCTC has implemented a recommendation, we will seek data to confirm implementation, discuss the effectiveness and benefits from the recommendation, and discuss difficulties and costs associated with the recommendation.
  - If the PCTC is currently implementing a recommendation, we will address the current status of implementation, as well as any difficulties and costs of implementation.
  - If a recommendation has not been implemented, we will determine whether the recommendation is (a) no longer applicable due to changes in circumstances, (b) infeasible, or (c) still valid and should still be implemented. For each determination, we will draw conclusions on the implementation status of these recommendations.
  - If the prior recommendation still has merit, we will include the recommendation in the current audit report. We will document evidence of implementation. Evidence may be contained in operator reports, memorandums and documents, or obtained through direct observation.

# Exhibit A

## Scope of Work

PLUMAS COUNTY TRANSPORTATION COMMISSION ■ PREPARATION OF TRIENNIAL PERFORMANCE AUDITS FOR FISCAL YEARS 2022-2024

### Task 6: Identify Improvements and Develop Recommendations

**Objective:** Identify the specific improvements and issues from each of the previous tasks and develop recommendations that would assist in implementing the improvements.

**Approach:** Based on work done earlier during the study, recommendations could be developed for the following principal areas:

- The TDA administrative process, including the institutional arrangements, organizational structure, allocation process, prioritization, detailed LTC review, and how the previous performance audit recommendations have been implemented.
- The monitoring of performance indicators and how the data can be used for claim review, analysis, and monitoring performance.
- The adequacy of the monitoring system, including the validity of the data and whether the most appropriate data are being collected and utilized. Data consistency and comparability will be reviewed in developing recommendations for improvement.
- Effectiveness of administrative controls.

The task will highlight both accomplishments and any areas where the PCTC may not be in compliance with TDA regulations; the impact of noncompliance will be identified. We will provide recommendations in sufficient detail to address the issue or concern found. In addition, all recommendations will identify the priority and responsible party for implementing the recommendations.

### Task 7: Prepare Audit Report and Presentation

**Objective:** Prepare an administrative draft for review and then finalize the audit report.

**Approach:** The draft and final versions of the report will contain the detailed review, findings, and recommendations from the audit process. An executive summary will also be included summarizing the audit findings and recommendations.

We will provide the PCTC executive director nine (9) copies plus an electronic PDF copy of the draft audit report for distribution, review, and comment. After we have received comments, we will prepare the final report and deliver nine (9) hard copies and an electronic PDF copy of the final report by February 17, 2025.

## PERFORMANCE AUDIT OF PLUMAS TRANSIT SYSTEMS AND SENIORS TRANSPORTATION

### Task 1: Kickoff and Data Collection

**Objective:** Coordinate the kickoff with the PCTC and the transit operators to communicate work scope and schedule, understand project expectations, and answer questions. Develop a list of specific documents to be provided by each operator.

**Approach:** We will coordinate the kickoff to discuss the audit steps and schedule, and to understand some of the issues through discussion with the agencies. As part of our initial communication, we will create a list of data needs and documents that traditionally have been used to help create a background assessment of each transit operator's performance and compliance over the past three years. Additional items may be identified as a result of the kickoff discussion. We will coordinate on the request for specific information and documents necessary to be provided by the operators to complete the audit requirements. We will follow up with telephone calls to answer questions and clarify data needs.

*At minimum, the types of information required will include (for the audit period plus the FY 2021 baseline year):*

1. Prior TDA performance audit of the transit system.
2. Transit Operator Financial Transactions Reports submitted to the State Controller .
3. National Transit Database Reports (Annual Report - Rural).
4. Annual budgets and financial and compliance audits.
5. California Highway Patrol Safety Compliance Report Terminal Record Update, Carrier Inspection, and Equipment Inspection Report.
6. MOUs/service provider agreements with other operators and agencies.
7. Performance productivity reports (e.g., monthly and end-of-year summary).
8. Vehicle operations data such as on-time performance, road calls, vehicle failures, and customer complaints.
9. Organizational charts, goals, objectives, policies, and procedures.
10. Short-range transit plans.
11. Response to prior performance audit recommendations.



# Exhibit A

## Scope of Work

PLUMAS COUNTY TRANSPORTATION COMMISSION ■ PREPARATION OF TRIENNIAL PERFORMANCE AUDITS FOR FISCAL YEARS 2022-2024

Upon receipt of the data, we will compile performance profiles using numeric data and initiate compliance reviews. We will begin to identify areas of compliance as well as potential noncompliance. We will also compile the TDA-mandated performance indicators, farebox recovery ratios, and other indicators relevant to functional area performance. We will document the values used for the statistics and indicators, note the amount of change, and determine whether this change represents a positive or negative trend. Causal factors for all observed trends will be determined in subsequent tasks.

### Task 2: Conduct Site Visits and Interviews

**Objective:** Conduct in-person site visits.

**Approach:** Prior to our site interviews and fieldwork, we will review the materials provided from the list under Task 1 and generate a list of follow-up questions to ask during the meetings and possibly other materials. The background data and preliminary analysis described in the prior task will serve as a basis for the audit process and site visits.

Performance trend results will be discussed with each operator in major functional areas such as operations, maintenance, and administration in order to focus the site visit interviews accordingly. Interview guides will be developed and used to help focus discussions and maximize the effectiveness of time spent in discussions with transit staff. Potential topics for discussion include:

- Data collection and reporting processes.
- Performance trends and factors influencing trends.
- Accomplishments and challenges.
- Actions taken to implement prior audit recommendations, the resources required for implementation, and the results of those actions.

We will not examine performance in a vacuum, which is why site visits are important for this assignment. As the auditor, we recognize that performance findings are only meaningful when placed in the context of established objectives, overall policy direction, and constraints of the operating environment. **In lieu of in-person site visits and to achieve a higher degree of cost effectiveness, agency participation, and flexibility, we are open to conducting virtual interviews with agency staff via videoconferencing platforms (i.e., Microsoft Teams or Zoom).**

### Task 3: Determine Compliance with Statutory and Regulatory Requirements

**Objective:** Review and make a determination as to each operator's compliance with TDA and related sections of the California Code of Regulations. *Contingent on the completion and availability of the FY 2024 Transit Operator Financial Transactions Reports submitted to State Controller, which are not due to the state until January of each year, three months later than previous law allowed.*

**Approach:** During this task, we will focus our activities in three specific areas *(continued on the following page).*

- **Discuss Compliance Requirements with the Operator.** This first step involves meeting with operator staff and discussing the compliance requirements to ensure the operator is aware of the compliance requirements described in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*. We will discuss the approximately 11 operator compliance requirements listed in the guidebook.
- **Investigate Evidence of Compliance.** Based on the interviews and discussions with transit staff, we will investigate evidence of compliance by collecting pertinent documents and records that show sufficient objective evidence to meet each of the minimum 11 compliance requirements. Some documents will be from the initial data list provided during the kickoff. Staff assistance from the operators and from the PCTC will be used to obtain the most relevant data. Evidence of compliance may also be produced from our direct observation of the compliance requirement.

OPERATOR COMPLIANCE REQUIREMENTS	REFERENCE
1. The transit operator submitted annual reports to the RPTI based upon the Uniform System of Accounts and Records established by the State Controller.	Public Utilities Code Section 99243
2. The operator has submitted annual fiscal and compliance audits to the RPTI and to the State Controller within 180 days following the end of the fiscal year, or has received the 360-day extension allowed by law.	Public Utilities Code Section 99245
3. The RPTI has, within the 11 months prior to each TDA, been notified by an operator certified the operator's compliance with Vehicle Code Section 18091 following RPTI inspection of the operator's financial.	Public Utilities Code Section 99241(b)
4. The operator's claim for TDA funds is submitted in compliance with rules and regulations adopted by the RPTI for such claims.	Public Utilities Code Section 99261
5. If an operator serves unincorporated and nonincorporated areas, it has not incurred a ratio of fare revenues to operating cost at least equal to the ratio determined by the rules and regulations adopted by the RPTI.	Public Utilities Code Section 99230.1
6. The operator's per capita budget has not increased by more than 10% over the preceding year, nor indicate a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities unless the operator has reasonably supported and substantiated the changes.	Public Utilities Code Section 99256
7. The operator's definitions of performance measures are consistent with Public Utilities Code Section 99247, including: (a) operating cost, (b) operating cost per passenger, (c) operating cost per vehicle service hour, (d) passengers per vehicle service hour, (e) passengers per vehicle service mile, (f) total passengers, (g) transit vehicle, (h) vehicle service hours, (i) vehicle service miles, and (j) vehicle service hours per employee.	Public Utilities Code Section 99237
8. If the operator serves unincorporated areas, it has maintained a ratio of fare revenues to operating cost at least equal to or less than 20 percent, unless it is in a county with a population of less than 500,000 in which case it must maintain a ratio of fare revenues to operating cost at least three months after 15 percent, if so determined by the RPTI.	Public Utilities Code Sections 99230.2, 99230.3, & 99230.4
9. If the operator serves a rural area, it has maintained a ratio of fare revenues to operating cost at least equal to or less than 10 percent.	Public Utilities Code Sections 99230.2, 99230.3, & 99230.4
10. The current cost of operator retirement system is fully funded with respect to the officers and employees of the public transportation system of the operator, as determined by a plan approved by the RPTI, which will fully fund the retirement system for 10 years.	Public Utilities Code Section 99231
11. If the operator receives state transportation funds, the operator makes full use of funds if it is eligible to under the Urban Mass Transportation Act of 1964 before TDA claims are granted.	California Code of Regulations, Section 6751223(b)

# Exhibit A

## Scope of Work

PLUMAS COUNTY TRANSPORTATION COMMISSION ■ PREPARATION OF TRIENNIAL PERFORMANCE AUDITS FOR FISCAL YEARS 2022-2024

- **Disclose Results of the Compliance Review.** We will document the methodology and results of the compliance review. The review will ensure that the evidence collected is objective and representative of the transit operators' activities for the past three years. If we find an indication of noncompliance with any requirement, we will make a finding in the audit report, draw conclusions, and make appropriate recommendations.

### Task 4: Follow Up on Prior Performance Audit Recommendations

**Objective:** Review prior performance audit recommendations and actions taken by the operators to implement the recommendations.

**Approach:** The prior performance audits identified separate recommendations for each operator. During this task, we will focus our activities in three specific areas.

- **Review Prior Recommendations and Evidence of Compliance.** We will review the prior audit recommendations with respective transit staff and review the status of implementation. We will work with staff to determine the validity of each recommendation in light of the evolving nature of transit operations. Evidence may be contained in operator reports, memorandums and documents, and performance evaluation documents, or obtained through direct observation
- **Document Implementation of Recommendation.** We will follow up on the course of action taken by the operator to implement the recommendations.
  - If the operator has implemented a recommendation, we will seek data to confirm implementation, discuss the effectiveness and benefits from the recommendation, and discuss difficulties and costs associated with the recommendation.
  - If the operator is currently implementing a recommendation, we will address the current status of implementation, as well as any difficulties and costs of implementation.
  - If a recommendation has not been implemented, we will determine whether the recommendation is (a) no longer applicable, with a clear statement as to why, (b) infeasible, with a clear statement as to why, or (c) still valid and should be implemented, as well as likely benefits. For each determination, we will draw conclusions on the implementation status of these recommendations. If the prior recommendation still has merit, we will include the recommendation in the current audit report, either as stated or modified to account for any changes in conditions.

The prior audit recommendations for each transit operator are summarized as follows:

Transit Operator Audits FY 2019-2021 Period	Prior Recommendations
Plumas Transit Systems (PTS)	<ul style="list-style-type: none"> <li>▪ Ensure timely completion and submittal of external TDA financial reports.</li> <li>▪ Reformat the DVR to allow for the reporting of revenue hours and miles as well as route deviations.</li> <li>▪ Post ADA route deviation policy in the bus brochure and on the website.</li> </ul>
Plumas County Seniors Transportation	<ul style="list-style-type: none"> <li>▪ Ensure the timely completion and submittal of the annual Transit Operators Financial Reports to the State Controller.</li> <li>▪ Ensure timely completion and submittal of external TDA financial reports.</li> <li>▪ Work with fiscal auditor to develop consistent methodology for calculating farebox recovery ratio with regard to TDA exclusions.</li> </ul>

- **Disclose Results of Follow-Up Review.** We will document the results of the review and report the status of prior recommendations. For those recommendations that have been implemented, significant accomplishments will be recognized as well as difficulties and costs of implementation. The evidence used to confirm implementation will meet the standards for performance audit fieldwork evidence described in the Comptroller General's revised Government Auditing Standards.

### Task 5: Verify Performance Indicators

**Objective:** Quantify and review the efficiency and effectiveness of the transit operator's activities, TDA-required performance measures, and other potential performance indicators if warranted.

# Exhibit A

## Scope of Work

### Approach:

- **Subtask A.** We will first review and validate the operator's collection methods of basic data needed to calculate these indicators, including operating cost, passenger counts, vehicle service hours, vehicle service miles, employee hours, and fare revenue. This will be accomplished by tracing and evaluating the steps taken by the operator to report the data. We will review sample driver logs, driver manifests, daily and monthly operator reports, and other pertinent materials where actual performance data is recorded to determine their compliance with the TDA definitions (PUC Section 99247). Additional operations data such as on-time arrival, missed trips, and number of road calls and preventable accidents will be included in the review of operational performance. We will discuss this process with the transit operator and identify any issues discovered during our review. If warranted, we will then suggest corrective actions to ensure compliance with the statute.
- **Subtask B.** A triennial performance audit must include the verification of a minimum of five performance measures. PUC Section 99246(d) requires the following performance indicators:
  - Operator's operating cost per passenger
  - Operating cost per vehicle service hour
  - Passengers per vehicle service hour
  - Passengers per vehicle service mile
  - Vehicle service hours per employee as defined in PUC Section 99247

Though the farebox recovery ratio is not a required performance indicator under Section 99246(d), Section 99268 et seq. requires that the farebox ratio be calculated so that an operator's eligibility for funding under Article 4 can be determined. We will be attentive to how each operator calculates its farebox ratios, as reflected in documents such as the State Controller Report, TDA claims, and annual fiscal audits.

Our analysis of farebox recovery and other key performance indicators will address the impacts of the COVID-19 pandemic on transit operations. As mentioned, we are very knowledgeable about the implications of recent transit legislation, including SB 508, AB 1113, AB 90, and AB 149 on both transit operators and transportation planning agencies, and will discuss the intricacies and benefits provided by these bills as a value-added service.

We will create user-friendly tables to depict the trends over the recent three-year period on a systemwide basis and by mode/type (e.g., fixed route, dial-a-ride). We will contrast these performance trends with other three-year trends that influence transit performance (e.g., Consumer Price Index). We will document the values used for the statistics and indicators, note the amount of change, and determine whether this change represents a positive or negative trend. We will document causal factors for all observed performance trends based on the numerical information and information from the site visits.

In addition to tables, we will include visual graphic representations via bar/line charts and data labels. The performance trends will identify changes in efficiencies and effectiveness, as well as symptoms of potential issues that will be reviewed in depth during the functional review audit.

Other performance indicators to be determined will be calculated if the analysis warrants further examination of a particular performance area of concern not covered by any of the five indicators. Any additionally developed performance measures are intended to be useful and help determine trends in service. Sample additional performance indicators include complaints per 100,000 passengers, on-time performance, and vehicle breakdowns per 100,000 revenue miles.

We will consult the Transit Cooperative Research Program (TCRP) document entitled *A Guidebook for Developing a Transit Performance-Measurement System* for a comprehensive listing of performance indicators relative to various transit functional areas. Additional functional area performance indicators pertaining directly to service efficiency and effectiveness during the audit period will be developed as necessary.

Each piece of basic data can be influenced by a series of interrelated variables in transit operations. Therefore, the calculation and analysis of the above performance indicators may point out potential issues that may need investigation during the next task, which will examine the operator functions. We will select and use the appropriate performance indicators to identify, quantify, and/or resolve performance problems and potential areas for improvement. We will draw on our experience and consult the TCRP document to select additional indicators.



# Exhibit A

## Scope of Work

If appropriate, we will also compare the performance indicators to select peer transit agencies for informational purposes and as a frame of reference.

We will consult other authoritative sources as warranted for performance indicators, such as the *Caltrans Performance Audit Guidebook* and the *Mineta Transportation Institute publication Transit Performance Measures in California*.

### Task 6: Operator Functional Reviews

**Objective:** Review the various functions and investigate potential functional concerns, problems, and possible improvements, while also highlighting recent accomplishments.

**Approach:** The review of operator functions can be divided into two parts: an initial review and a detailed review. The initial review will provide an understanding of the operator's characteristics and the functions performed. Operator characteristics include general data such as a description of the entity providing service, legal status (e.g., local jurisdiction, joint powers authority), mode of service (bus, van, general public, specialized, etc.), type of service (e.g., fixed route, dial-a-ride), and size of operations. We will review pertinent documents such as transit plans and staff reports in addition to conducting discussions with appropriate transit staff to obtain a clear view of the audited transit system's general functions.

The detailed review of operator functions can be divided into the various functions of a transit operator. The various functions are consistent with the *Performance Audit Guidebook* and include management and organization, operations, service planning, maintenance, financial planning and control, and marketing and public relations. Each function, in turn, can be divided into several sub-functional areas. For example, maintenance sub-functions include preventive maintenance, sufficiency of facility, vehicle conditions, and parts procurement. Likewise, operations can be separated into sub-functions such as dispatch, operations, on-time performance, and driver training. We will use various data as means to perform the assessment, including interviews with transit staff and management, in-house data collection, annual productivity reports, surveys and public input, transit plans, and other materials presented to the board.

Each functional review can be categorized into several sub-functional areas as described by the following:

Functional Review Type	Sub-functional Area / Topics to be Included
<b>General Management and Organization.</b> We will review the management and structure of the operator.	<ul style="list-style-type: none"> <li>Administrative oversight</li> <li>Recent program changes and innovations</li> <li>Organizational structure and reporting</li> <li>Areas of interest to management and the board</li> </ul>
<b>Scheduling, Dispatch, and Operations.</b> The daily scheduling and coordination of routes, drivers, and vehicles will be reviewed.	<ul style="list-style-type: none"> <li>Assignment of drivers and vehicles to specific routes</li> <li>Part-time and cover drivers</li> <li>Driver absence and sick leave</li> <li>Dispatch procedures and communication</li> </ul>
<b>Service Planning.</b> We will review how short-range transit plan recommendations, public input through surveys, and other planning and evaluation techniques have been implemented, and assess their results on operations.	<ul style="list-style-type: none"> <li>Strategic planning</li> <li>Planning for special transportation needs</li> <li>Short-range planning</li> <li>Surveys of riders/non-riders</li> <li>Evaluation of routes</li> </ul>
<b>Maintenance.</b> We will review how short-range transit plan recommendations, public input through surveys, and other planning and evaluation techniques have been implemented, and assess their results on operations.	<ul style="list-style-type: none"> <li>Preventive maintenance</li> <li>Parts and inventory management</li> <li>Sufficiency of facility</li> <li>Communications with dispatch</li> <li>Vehicle condition and maintenance schedules</li> <li>Maintenance outsourcing</li> </ul>
<b>Personnel Management and Training.</b> We will review personnel policies, driver recruitment practices, turnover trends, and management of human resources.	<ul style="list-style-type: none"> <li>Recruitment and motivation</li> <li>Discipline</li> <li>Training and safety</li> <li>Benefits</li> </ul>

# Exhibit A

## Scope of Work

PLUMAS COUNTY TRANSPORTATION COMMISSION • PREPARATION OF TRIENNIAL PERFORMANCE AUDITS FOR FISCAL YEARS 2022-2024

Functional Review Type	Sub-functional Area / Topics to be Included
<b>Administration and Financial Controls.</b> Business and support services necessary for agency operations will be assessed. We will examine adopted policy documents guiding financial management and procurement practices.	<ul style="list-style-type: none"> <li>▪ Budgeting, financial, and grants management</li> <li>▪ Payroll</li> <li>▪ Revenue collection and cash management</li> <li>▪ Risk management</li> </ul>
<b>Marketing and Public Information.</b> Efforts to make information available to the public, market the service to the community, and communicate with social service agencies and other governmental entities will be reviewed.	<ul style="list-style-type: none"> <li>▪ Marketing programs and objectives</li> <li>▪ Intergovernmental communications</li> <li>▪ Communications strategies with the public</li> </ul>

We will describe the improvements and changes made over the past three years in each function. We will also review events and/or activities that may have occurred either before or after the audit period, as necessary, to gain a deeper understanding of the actions taken during the audit period. Among the developments that the audit will address are COVID-19 pandemic impacts to the transit systems, fluctuations in ridership generated by Feather River College attendance, the development of key planning documents such as the Plumas County Coordinated Public Transportation Plan (May 2021) and 2023 Plumas County SRTP, the SR-36 Complete Streets & Context Sensitive Streetscape Plan in Chester, the construction of the dedicated fueling facility for the transit fleet and Public Works vehicles, and the procurement of three new transit vehicles through the FTA Section 5339 Bus and Bus Facilities Formula Program.

We will identify any functional concerns and evaluate them using applicable and relevant methods. Our site visits and interviews, as well as documents such as board and advisory committee reports and agendas and internal documentation, will help with describing the service changes or performance concerns.

From the functional review, we will then endeavor to provide a set of clear and concise recommendations for improvement with a clear timeline for implementation (possibly prioritized by year and quarter), and identify the potential cost savings/benefit and responsible party for follow-up. Depending on the operator function, the recommendations may range from managerial improvements to operational efficiencies to financial controls. We are prepared to bring a fresh, objective approach to the audits and conduct the work as prescribed by state law.

### Task 7: Prepare Audit Report and Presentation

**Objective:** Prepare administrative drafts for review and then finalize the audit reports.

**Approach:** We will prepare a draft report encompassing all aspects of the audit process and meeting state TDA requirements. The report will also serve as a detailed action plan for recommended improvements, thereby providing a useful management tool for the transit operators. The report will include a discussion of:

- Audit scope, approach, methods used to test compliance and internal controls, interviews conducted, and documents reviewed.
- Agency accomplishments during the audit period as well as particular challenges.
- Performance trends, audit findings, and conclusions for the TDA indicators.
- Causal factors contributing to performance results.
- Specific recommendations for improvement as warranted by findings and conclusions with a suggested action plan for implementation.

We will provide the PCTC executive director nine (9) copies plus an electronic PDF copy of the draft audit report for distribution, review, and comment prior to finalization. After we have received comments, we will prepare the final report and deliver nine (9) hard copies and an electronic PDF copy of the final report by February 17, 2025.

We will assist the PCTC and the transit operators in an advisory capacity in implementing the recommendations after the board's approval of the performance audits. Our philosophy to help meet our clients' needs not only applies during the project but also extends beyond the timeline to ensure the findings and recommendations we make positively influence an agency's overall health and growth. We will provide assistance as needed via phone and email upon receiving a request from the agency.



Exhibit B

Michael Baker Team Staff Hours							
Task	R. Williams Project Manager		Technical Specialist		A. Cotham Admin/Tech Edit		Total Hours
	Hours	\$153	Hours	\$135	Hours	\$110	
Task 1: Kickoff, Interviews, and Site Visit	0	\$0	0	\$0	0	\$0	0
Task 2: Compliance and Regulatory Requirements	3	\$459	0	\$0	0	\$0	3
Task 3: Prior Performance Recommendations	3	\$459	0	\$0	0	\$0	3
Task 4: Performance Indicators	4	\$612	0	\$0	0	\$0	4
Task 5: Functional Review	24	\$3,672	0	\$0	0	\$0	24
Task 6: Draft Audit Findings and Recommendations	4	\$612	0	\$0	0	\$0	4
Task 7: Prepare Draft and Final Audit Reports	4	\$612	0	\$0	8	\$880	12
<b>Subtotal Labor</b>	<b>42</b>	<b>\$6,426</b>	<b>0</b>	<b>\$0</b>	<b>8</b>	<b>\$880</b>	<b>50</b>
<b>Direct Expenses</b>							
Bound Copies							\$84
Express Delivery							\$49
<b>Subtotal Direct Expenses</b>							\$133
Direct Expense Mark-Up (10%)							\$13
<b>Total Audit Hours/Budget</b>							<b>50</b>
							<b>\$7,452</b>

# Exhibit C

## Project Schedule

PLUMAS COUNTY TRANSPORTATION COMMISSION ■ PREPARATION OF TRIENNIAL PERFORMANCE AUDITS FOR FISCAL YEARS 2022-2024

### SECTION C. PROPOSED SCHEDULE

The proposed schedule generally follows the task duration and milestones described in the RFQ. Collection of information in collaboration with the PCTC could start as soon as the issuance of a Notice to Proceed by the PCTC on or around February 19, 2024. While we will discuss the potential start date with the PCTC project manager, a general start date of July or August 2024 is anticipated, which closely aligns with the availability of key data identified in our work scope. As indicated in the RFQ, nine (9) copies plus an electronic PDF copy of the draft audit report for distribution, review, and comment are to be submitted pending receipt of key reports from all agencies that could impact the performance audit findings (e.g., FY 2024 fiscal audits, State Controller Reports). As was mentioned under Task 1 of the Performance Audit of Plumas Transit Systems and Seniors Transportation, there is a new reporting period for the transit operator State Controller Reports, which are not due to the state until January of each year, three months later than previous law allowed.

The detailed schedule identifies task duration, interviews and site visits, draft and final deliverables, and presentations. Audits of both the PCTC and the transit operators will be conducted in parallel to achieve cost savings in areas such as data collection, site visits, and presentations. The schedule of tasks and deliverables assumes full cooperation from each entity during the conduct of the audit.

**The proposed schedule for the audits is shown below. We will follow the general schedule parameters described in the RFQ and propose completion of all audit tasks no later than February 17, 2025.**

Triennial Performance Audit Schedule				
TASK DESCRIPTION	JUL/AUG 2024	SEPT/OCT 2024	NOV/DEC 2024	JAN/FEB 2025
Task 1: Kickoff, Interviews, and Site Visit	✓			
Task 2: Compliance and Regulatory Requirements				
Task 3: Prior Performance Recommendations				
Task 4: Performance Indicators				
Task 5: Functional Review				
Task 6: Draft Audit Findings and Recommendations				
Task 7: Prepare Draft and Final Audit Reports				<div>✓ Draft</div> <div>✓ Final Reports</div>

## STAFF REPORT – ITEM #9



**TO:** Plumas County Transportation Commission

**FROM:** Jeff Schwein - Transportation Program Manager

**MEETING DATE:** August 18, 2025

**PREPARED BY:** Jeff Schwein - Transportation Program Manager

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**TITLE:** Approval of Resolution No. 25-25, Authorizing the Director or Assistant Director of Plumas County Public Works as Plumas County Transportation Commission Executive Director.

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**SUMMARY:** This item authorizes the Director or Assistant Director of Plumas County Public Works as the Executive Director of PCTC.

The authorization allows the Executive Director to execute various funding agreements for PCTC to receive and utilize State and Federal transportation funds. These may include, but are not limited to, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements, and any related amendments.

**RECOMMENDED ACTION:** Approve Resolution No. 25-25 authorizing the Director or Assistant Director of Plumas County Public Works as Plumas County Transportation Commission Executive Director.

**INSTRUCTIONS TO CLERK:** Send signed resolution to Executive Director.

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

**AUTHORIZING THE DIRECTOR OR ASSISTANT DIRECTOR OF PLUMAS  
COUNTY PUBLIC WORKS AS PLUMAS COUNTY TRANSPORTATION  
COMMISSION EXECUTIVE DIRECTOR**

**WHEREAS**, Plumas County Transportation Commission (PCTC) is eligible to receive Federal and/or State funding for certain Transportation Projects, through the California Department of Transportation, and

**WHEREAS**, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds could be claimed, and

**NOW THEREFORE, BE IT RESOLVED THAT**, the Plumas County Transportation Commission wishes to delegate authorization to execute these agreements and any amendments hereto to the Director of Public Work or Assistant Director as Executive Director be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund exchange Agreements, Fund Transfer Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto with California Department of Transportation.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of August 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 #10



**TO:** Plumas County Transportation Commission

**FROM:** Jeff Schwein - Transportation Program Manager

**MEETING DATE:** August 18, 2025

**PREPARED BY:** Jeff Schwein - Transportation Program Manager

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**TITLE:** Approval of Resolution No. 25-26, Authorizing Retroactive Budget Transfers with Fund 2027 for Fiscal Year 2024/25.

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**SUMMARY:** The Overall Work Program is organized by Work Element and the budget amounts for each work element are established at the beginning of the FY. As the Commission draws the budget in each we throughout the year, adjustments are required at the end of the fy to balance out the overall OWP budget. This exercise will allow a accurate distribution of funds throughout the WE as the fy closes out and final invoice submitted to the State.

During fiscal year 2024/25, Work Elements(WEs) 601 (Administration), 602 (Transportation Development Act Management), and 603 (Public Outreach and Interagency Coordination) exceeded their originally allocated budgets. WE 609 (Regional Transportation Planning) is a flexible planning element designed to support tasks as needed throughout the year. There are sufficient funds available in WE 609 to accommodate these transfers without impacting overall program performance or deliverables.

PCTC requires Commission approval for any budget transfers between WEs and to maintain financial accuracy and support continued operations, the following transfers are proposed:

- **\$25,000** from **WE 609** to **WE 601**
- **\$25,000** from **WE 609** to **WE 602**
- **\$35,000** from **WE 609** to **WE 603**

Total budget transfer of **\$85,000**.

**RECOMMENDED ACTION:** Approve Resolution No. 25-26 Authorizing Retroactive Budget Transfers within Fund 2027 for Fiscal Year 2024/25.

**INSTRUCTIONS TO CLERK:** Send signed resolution to Executive Director.

**PLUMAS COUNTY TRANSPORTATION COMMISSION  
RESOLUTION NO. 25-26**

**AUTHORIZING RETROACTIVE BUDGET TRANSFERS  
WITHIN FUND 2027 FOR FY 24/25**

**WHEREAS**, ongoing expenditures were needed within the expense funds within Fiscal Year 24/25 in order to pay regular program expenses, and

**WHEREAS**, budget transfers require PCTC approval by resolution, and

**WHEREAS**, the Plumas County Transportation Commission (PCTC) has sufficient funds within the Work Element 609 expense account in Fund 2027 to pay the additional expenses associated with the aforementioned tasks, and

**WHEREAS**, the Plumas County Transportation Commission (PCTC) has insufficient budget within Work Element 601, 602, and 603 within Fund 2027, and

**NOW THEREFORE, BE IT RESOLVED THAT** the Plumas County Transportation Commission approves said budget transfers of \$25,000 each from the Work Element 609 to Work Elements 601, 602, and \$35,000 to Work Element 603; for a total amount of \$85,000.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of August 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 #11



**TO:** Plumas County Transportation Commission

**FROM:** Jeff Schwein - Transportation Program Manager

**MEETING DATE:** August 18, 2025

**PREPARED BY:** Jeff Schwein - Transportation Program Manager

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**TITLE:** Approval of Task Order #05-2025 with Green DOT Transportation Solutions in the amount of \$65,000 for transportation program management, transit funding administration, grant support, and related PCTC administrative activities for the period of July 1, 2025, through April 30, 2026.

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**SUMMARY:** Green DOT Transportation Solutions currently provides on-call transportation planning and program management services to Plumas County under an existing contract executed April 17, 2023. These services are for planning, programming, compliance, and administration of transportation projects and funding.

This Task Order provides continued support for key PCTC functions, including grant applications and reporting, reimbursement processing, Caltrans project coordination, EV charging infrastructure planning, OWP invoicing and reporting, and general board and administrative assistance. Funding is provided through existing PCTC allocations with no additional local match required.

**RECOMMENDED ACTION:** Approve Task Order #05-25, Green DOT Transportation Solutions in the amount of \$65,000 for transportation program management, transit funding administration, grant support, and related PCTC administrative activities for the period of July 1, 2025, through April 30, 2026.

**INSTRUCTIONS TO CLERK:** Send signed Task Order to Executive Director.

**TASK ORDER**

**#05-2025**

**CLIENT:** Plumas County  
**CONTRACT:** Plumas County On-Call  
**CONTRACT START:** 5/1/2025  
**CONTRACT END:** 4/30/2026  
**TASK START DATE:** 7/1/2025

PROPOSED BUDGET	APPROVED BUDGET	FUNDING SOURCE
\$ 65,000.00		Existing Green DOT contract signed April 17, 2023

**TASK DESCRIPTION**

Provide transportation program management and deliver the remaining scope items listed below, with emphasis on delivering the annual Overall Work Program and implementing the Regional Transportation Plan, transit funding/programming, grant administration, reimbursements, audits, Caltrans/STIP coordination, EV charging planning/implementation, and related PCTC administrative support.

**Notes on Overall Work Program (OWP) Work Elements (WE):**

- WE 604 – Transit Support & TDA Administration (non RPA): Transit funding & compliance, FTA/LCTOP/TDA actions, audits & reporting.
- WE 603 – OWP & Commission Administration: OWP invoicing/reporting, resolutions, website/admin coordination.
- WE 602 – Transportation Systems Planning & STIP Mgmt: Caltrans project coordination, STIP/ITIP project actions, project delivery support.
- WE 601 – Regional Transportation Planning: Community engagement, local planning studies/meetings, non motorized planning/grant scouting.
- WE 609 – EV Charging Infrastructure Master Plan: EV plan management, site development steps, funding strategy and near term implementation.

**TASK DETAILS**

**SB 125 Second Year Allocation & Reporting** — prepare forms, coordinate with Caltrans/State Controller; submit reporting. **[WE 604]**

**Reimbursement Requests (RFRs) – two Ford Glaval buses** — compile documentation, submit in BlackCat, track receipt. **[WE 604]**

**Pre Procurement Package** — prepare and submit once purchase agreement is executed (coord. with Michael Lange). **[WE 604]**

**TIRCP Account Repayment** — process repayment upon Freightliner reimbursement; reconcile. **[WE 604]**

**2029A Fund Repayment** — process repayment upon Ford Glaval reimbursement; reconcile. **[WE 604]**

**PRS Reimbursement (Bus #342)** — obtain reimbursement for difference between auction price and assessed value. **[WE 604]**

**FTA Section 5339 Application** — prepare and submit; coordinate with PCTC/Caltrans; schedule. **[WE 604]**

**5339 – Obtain Copy of Completed Application** for records/board files. **[WE 604]**

**FTA Section 5310** — coordinate with **Seniors Transportation** to apply; prepare elements as needed. **[WE 604]**

**TDA Claims Process** — complete **LTF** claims for Seniors and **STA** claims for PRS & Seniors; board actions. **[WE 604]**

**LCTOP Reporting** — submit upon completion of Feather River College and Portola shelters. **[WE 604]**

**2025/26 Certifications & Assurances** — prepare/file all required program documents. **[WE 604]**

**Caltrans Projects Coordination** — coordinate all ongoing Caltrans projects (CAPM/SHOPP, etc.). **[WE 602]**

**EV Charging Master Plan** — manage development & early implementation actions (consultant coordination, deliverables). **[WE 609]**

**OWP Quarterly Invoicing & Reporting** — Assist/submit OWP invoices & quarterly product reports. **[WE 603]**

**Monthly Transit Invoicing & Tracking** — review operator invoices; track expenses/performance monthly. **[WE 604]**

**CRP Allocation for EV Chargers** — pursue Carbon Reduction Program funding for **Dame Shirley** L2/L3 chargers. **[WE 609]**

**Arlington Park & Ride Project** — implement/oversee near term steps, coordination, and programming. **[WE 602]**

**BlackCat Contact Update** — refresh org contact info and roles in BlackCat system. **[WE 604]**

**PCTC Website Update** — refresh contact information on the PCTC site; meeting materials upkeep. **[WE 603]**

**IVCSD Spring Reminder** — remind IVCSD to turn on landscaping irrigation in spring. **[WE 603]**

**Chester Project Grants** — research funding for landscaping, streetscape furniture, pedestrian oriented streetlights. **[WE 601]**

**Greenville & Graeagle EV Charging** — advance establishment of charging stations (site readiness, partners). **[WE 609]**

**RSTP Exchange Resolution** — draft/process resolution; coordinate with County/City for execution. **[WE 603]**

**STA SGR Project List** — prepare for adoption of State Transit Assistance – State of Good Repair list. **[WE 604]**

**Quarterly Transit Reports** — compile and submit to PCTC. **[WE 604]**

**Triennial Performance Audit** — complete with Michael Baker (coordination, data, responses). **[WE 604]**

**PCTC & Operator Audits** — finalize remaining audit work (financials, findings responses, closeout). **[WE 604]**

**General Transportation Program Management (remainder of year)** — staff support for board items, funding/programming strategy, interagency coordination, and emerging needs; billed to **[WE 604]** for transit specific work and **[WE 603/602]** for PCTC admin and state system coordination.

**GREEN DOT**

**PLUMAS COUNTY**

**SUBMITTED BY:** Jeff Schwein, President/CEO

**APPROVED BY:**

**SIGNATURE:**

**SIGNATURE:**

**DATE:**

**DATE:**