

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

**MINUTES**

**August 18th, 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, Mimi Hall, Jeff Engels, Susan Scarlett, and Bill Powers.

The Commissioners absent were Tom McGowan.

Staff Attendees: Jeff Schwein, Transportation Planner; R

**1b. Public Forum – Public - None**

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

- Jeff Schwein announced that there was a correction for the agenda. Item 11 for Task Order 25-05 incorrectly stated that the amount was \$75,000 and that the correct figure is \$65,000.

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

A motion is made by Commissioner Morton, seconded by Commissioner Scarlett, to adopt the minutes of July 21<sup>st</sup> meeting as amended. Motion passes 5-0-1.

**3. Update regarding Caltrans Projects.**

A Caltrans representative discussed the projects in Plumas County. In response to Mr. Schwein regarding the phase, he stated the Chester project funds are allocated for Summer 2026.

Jeff Schwein clarified that RTL stands for Ready to List meaning the project construction is ready to go to the street.

Further discussion took place regarding Commissioner Powers' concerns with budget related issues moving forward with the project.

**4. Update regarding Electric Vehicle Master Plan – Chris White, Senior Principal Planner, Kittleson and Associates.**

Chris White, Senior Principal Planner with Kittleson Associates provided an update on the EV Master Plan. She stated she is excited about this project, and it's been a pleasure working with everyone.

Ms. White provided a brief overview of her background, stating that she has experience with EV plans, evacuation plans and roadways in rural counties.

Ms. White gave a PowerPoint presentation and discussed the following slides:

- Project Goals
- Creating a Baseline
- Stories that People Tell
- Focus on Tourism
- Surveying Responses from Current EV Drivers
- Marketing Messages
- Next-Step Outreach & Education

Commissioner Hall commented on the Portola Motorcycle Rally and said it was nice to see Electric motorcycles there.

In response to Commissioner Hall, Ms. White stated Economic Development is the goal. To use existing businesses and install charging stations to potentially increase revenue for local businesses.

Jeff Schwein asked if this could be an.

In response to Mr. Schwein, Ms. White stated all the options for investment opportunities for local businesses or outside entities are being looked into.

Further discussion took place regarding the fire requirements and clearance and what the government's role would be.

In response to the Commissioners, Ms. White confirmed she has been coordinating with the planning department.

After several comments, the Commissioners thanked Ms. White for the presentation.

#### **6. Update regarding the Court Street Traffic Impact Study Outreach Event.**

Jeff Schwein provided an update on the August 12<sup>th</sup> community outreach meeting. He stated overall it was a good meeting with roughly 25 in attendance. He discussed the 4 options for the Court Street project.

Discussion took place regarding the participation and public reaction at the meeting.

Further discussion took place regarding if there was a need for a recommended action or not given the overall response from the outreach event.

#### **7. Update regarding California State Transportation Agency SB 125 funding for PCTC.**

Jeff Schwein provided an update regarding the SB 125 funding. He stated the agencies are waiting for funding to become available through the program. He added, there is no expected date yet, but he will update the Commissioners when there is.

#### **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.**

Jeff Schwein provided an overview of the Professional Services Agreement with Michael Baker International. He stated this agreement is for the preparation of the Triennial performance Audits for FY 22-24 for the Plumas County Transportation Commission, Plumas Transit Systems, and Plumas Seniors Transportation.

A motion is made by Commissioner Morton, seconded by Commissioner Hall, to approve of the Professional Services Agreement. Motion passes 5-0-1.

### **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.**

Jeff Schwein provided an overview of the resolution.

Commissioner Powers made a motion.

Discussion took place regarding whether to list the names for the Executive Director and Assistant Director on the resolution. Commissioner Hall stated in previous years, the names have been listed on the resolution.

There was not second to the motion, motion does not carry.

Further discussion regarding the previous resolutions and next steps.

Jeff Schwein suggests bringing the resolution back to the next meeting. The Commissioners agree.

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

Jeff Schwein provided overview of the resolution.

A motion is made by Commissioner Morton, seconded by Commissioner Powers, to approve of Resolution No. 25-26. Motion passes 5-0-1.

### **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.**

Jeff Schwein provided overview of the contract. He discussed the duties and responsibilities and clarified the Task Order for Commissioner Hall.

A motion is made by Commissioner Morton, seconded by Commissioner Powers, to approve Task Order #05-25. Motion passed 5-0-1.

### **12. Confirm the date of the next PCTC meeting for September 15, 2025, at 1:30 PM.**

The PCTC meeting date for **September 15<sup>th</sup>, 2025**, is confirmed.

**13. Adjournment**

The meeting was adjourned at 2:23 PM.**at 2:32 PM.**