

PLUMAS COUNTY TRANSPORTATION COMMISSION

1834 EAST MAIN STREET, QUINCY, CA 95971

(916) 283-6268 § (916) 283-6323

MINUTES

February 28, 2011

Meeting of the Plumas County Transportation Commission (PCTC) opens with roll call at 1:30 p.m. in the Conference Room of Plumas County Public Works Department. Commissioners in attendance are: Jon Kennedy, Robert Meacher, Susan Scarlett, Dan Wilson, Sharon Thrall and Chairman John Larrieu. Also in attendance are: Bob Perreault, Director of Public Works; Jimmy LaPlante – Plumas Rural Services, Manager of Plumas Transit System; Lee Thrall – citizen; John Mannle - Transportation Planner for the Commission and Martin Byrne, Executive Director for the Commission.

Chairman Larrieu requests any comments for Public Forum.

1a. Public Forum

Hearing no public input, Chair moves on to Item 1b.

b. Chairman Larrieu Requests Input from Commissioners on Non-Agenda Items:

Chairman Larrieu informs all that the project to reconstruct A-15 in the City of Portola is now out to bid.

Hearing no further input from Commissioners, Chairman Larrieu closes Public Forum.

2. Approval of Minutes of January 24, 2011.

Minutes of the January 24th meeting are approved on motion by Robert Meacher, second by Dan Wilson, followed by unanimous votes of approval.

3. Biannual SB45 Status Report on the Greenville Streetscape Project by Eric Orr, Project Manager.

Executive Director Byrne informs the commissioners that Caltrans' staff will not be attending today. Mr. Byrne notes that the environmental clearance for the Greenville Streetscape Project was issued in October of last year. Design work on the project is scheduled to begin in July, 2012. Much hinges on the STIP Fund Estimate which will come from the California Transportation Commission after the State budget is approved. The fund estimate will provide information on the levels of funding available and when those funds can be programmed for work on the Greenville project. July/August would be the earliest anticipated time for the estimate but the budget can be delayed for months.

4. Independent Auditors Report (FY 2009/10) for the Plumas County Transportation Commission and Transit Funds.

Mr. Byrne summarizes the reports as representing the limited program being overseen by the Commission as sales tax revenues are decreasing. He notes that concern is raised in the report about the need for accounting expertise on the part of Commission staff. Discussion has taken place about the possibility of having an accounting consultant work with staff to create financial reports, properly formatted, that meet the needs of the independent auditor. Timely quarterly reports are also identified within the report as concerning the independent auditor.

Commissioner Scarlett asks about the negative assets shown for the Senior's Transit on Page 5 of the report on Transit Funds. She points out the "OPEB" obligation and asks about the nature of same. OPEB is short for "other post employment benefits". Mr. Byrne cannot answer the question but informs that Martha Heeszal, who manages the Senior's Transit, could probably explain the item.

5. **Resolution 11-3** Authorizing Allocation and Transfer of Local Transportation Funds in the Amount of \$15,000 for Planning Purposes.

Mr. Byrne informs the commissioners that the budget for Local Transportation Funds includes a line item for planning in the amount of \$20,000. He is requesting the transfer at this time to assure that Mr. Mannle has as much cash on-hand within his planning fund to carry on in the absence of Mr. Byrne.

Mr. Byrne also points out that such a Resolution as this is called for in the independent auditors report—even though the funds have been included in the annual budget. In the past Mr. Byrne would rely on a Minute Order on such a minor, budgeted item as sufficient validation or authorization to the County Auditor for the transfer.

On motion by Robert Meacher, second by Sharon Thrall and unanimous vote of approval, **Resolution No. 11-3** is approved.

6. **Resolution No. 11-4** Authorizes John Mannle to Administer Documents Required for Federal Transit Administration (FTA) Section 5311 Grants.

Executive Director Byrne points out that an identical resolution, authorizing him for same, has been in place for years. This Resolution would now likewise authorize John Mannle.

On motion by Robert Meacher, second by Dan Wilson and unanimous vote of approval, **Resolution No. 11-4** is approved.

7. Update on the Plumas County Triennial Performance Audits.

Executive Director Byrne calls attention to the memo from Mr. Jim Moore of Moore & Associates.

That memo covers progress on varied aspects of the project through February 11th. Functions of the Commission are almost 100% complete. Aspects of the report touching on Senior's Transit are lagging pending coordination with Martha Heeszal, Manager of Senior's Transit, who had been out on medical leave.

Mr. Byrne expresses confidence that a report will be ready for the Commission at the March 21st meeting.

8. Status of the Contract for the Feasibility Study for a Plumas County Mobility Management Center.

Executive Director Byrne informs the Commission that the contract is being prepared and will be administered by David Keller at the Plumas County Community Development Commission (CDC). Mr. Byrne notes that numerous e-mails of coordination between the CDC, Public Works and the firm of "Nelson-Nygaard" (N/N) indicate that the contract is close to being executed. The project will soon be underway with a proposed completion in June of this year.

Mr. Byrne expresses confidence in the ability of the consultant, N/N, to provide a good feasibility study for Plumas County. He notes that N/N has done numerous studies for the County over the years, including, the Non-Emergency Medical Transportation Study and the Human Services Transportation Coordination Study, which gave rise to the public interest in a Mobility Management Center.

9. Next Meeting and Adjournment.

The next meeting is set for March 21st. The meeting adjourns at 1:50

ATTEST: _____
Martin J. Byrne, Executive Director