

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

MINUTES

January 27, 2014

Meeting of the Plumas County Transportation Commission (PCTC) opens with roll call at 1:30 p.m. in the Conference Room of the Plumas County Public Works Department.

1. Roll call is conducted by Bob Perreault.

Commissioners in attendance are: Sharon Thrall, Jon Kennedy, John Larrieu, Susan Scarlett, Kevin Goss and Pat Morton. Bob Perreault announces that a quorum is present.

Staff Attendees: Bob Perreault, Interim Executive Director, John Mannle, Associate Engineer and Transportation Planner, Jim Graham, Senior Environmental Planner and Cinda Leonard, Recording Secretary.

Others in attendance are: Aaron Casas, Caltrans; Eric Orr, Caltrans; Michael Webb, Caltrans; Gary McFarland, PRS Transit Manager; Louise Steenkamp, Senior Transportation; Dana Cash, Senior Transportation

1A. Public Forum - Public

There were no public comments.

1B. Public Forum - Commissioners

There were no comments from the Commissioners.

2. Approval of Minutes for December 2, 2013

Motion by Commissioner Larrieu, seconded by Commissioner Scarlett: to adopt the draft minutes for the December 2, 2013 meeting. Motion passed unanimously.

3. Final Financial Audits Submittal

For informational purposes, John Mannle informs the Commission that they will be receiving a draft copy of the discussion and analysis for review before the next PCTC meeting. The final audits have to be submitted to the state before March 31st.

4. Briefing on the December 12, 2013 meeting of the SSTAC

Jim Graham informs the Commission that a Transit Coordinators meeting was held as requested by SSTAC. The meeting was held on Thursday, January 24th and was well attended by the transportation providers from Lassen County, the various tribal organizations, Seniors Transportation, Drug and Alcohol, Mental Health and Plumas Transit. There was discussion on the items in the Mobility Management Feasibility Study.

The idea of promoting the Volunteer Driver Program was discussed.

There was discussion on the development of a job description for the Mobility Management Coordinator position. There is the possibility that this position could be provided within Plumas Transit.

Jim reported that the Plumas Transit manager and he have been working with the Lassen Rural Bus about the possibility of making the transit rides connect at Hamilton Branch and Holiday Market in Chester to make that connection for rides to Susanville as well as Red Bluff and Chico.

Jim reports that there was also discussion with the possibility of transit making a connection at Hallelujah Junction with the Modoc Sage Stage for trips into Reno.

5. Plumas Rural Services 2nd Quarter Report

Gary McFarland, Operations Manager for Plumas Transit, informs the Commission that the fare boxes are ready to be installed and will be put into use on Monday, February 4th. Gary then reports on the 2nd quarter financials for Plumas Transit. Ridership is down in Greenville, Quincy and for the Feather River College route in comparison to fiscal year 2012/13. Gary states that Charters are up and there currently are several Charter bids outstanding with one verbal agreement for a charter in 2014.

Regarding the quarterly budget report, Susan Scarlett requests that there be a column added to the report that shows the previous fiscal years' budgeted and actual numbers.

6. Seniors Transportation Overview

Louise Steenkamp, Public Health, distributes a budget overview to the Commissioners. There is general discussion on the proposed use of one time funds received, the possibility of raising the donation rate and out of county trips.

Louise introduces Dana Cash. Dana will be assuming Louise's role as Louise moves into a position in the Alcohol and Drug administration.

John Mannle asks Louise for an update on the fare box ratio to date.

7. Fare Box Project Completion

John Mannle explains to the Commission that this project was one of the findings of the Performance Audit that needed to be completed. The next small Transit Project will be determining how to get radios for the buses rather than relying on cell phones. The grants are available through OES program.

8. Title VI Requirements and Plan Update

Jim Graham distributes the Title VI program checklist to the Commissioners. Jim explains that every 3 years each recipient that receives any Federal funding for a program must complete the requirements to ensure that there is no discrimination on the basis of race, creed or national origin. Jim states that he will complete the program checklist and

report back to the Commission before the June 30th deadline.

9. SB 45 Report on the Greenville SR89 Project

Eric Orr, Caltrans, introduces Mike Webb, the Project Engineer for the Greenville project. Eric reports that the project is in the Planning and Estimate phase. The project is being delayed by utility installations. Currently the project is over budget by approximately 10% due to rising costs. Originally the project was scheduled for completion during fiscal year 2014/15 but has been moved to 2016/17.

There is general discussion on the delays caused by the utility installations.

Eric informs the Commission that there will be a meeting held in Greenville at 6:00 pm today with the Greenville Streetscape committee to discuss the project.

10. Bus Auction Results – Discussion on the use of the proceeds (\$5964)


John Mannle reports that the two buses that were sold at the recent Public Works auction brought in \$5,964. This unanticipated revenue will be used to offset the reduction in the Transit's fuel budget for this fiscal year.

11. Meeting date

The Commissioners confirmed that the next PCTC meeting date will be Monday, February 24, 2014 at 1:30 pm

12. Adjournment

Chair Thrall adjourns the meeting at 2:18 pm



Robert Perreault, Jr., Interim Executive Director

FEB 24, 2014
Date