

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

**MINUTES**

December 2, 2013

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.

Commissioners in attendance are: Sharon Thrall, Jon Kennedy, John Larrieu, Susan Scarlett, Kevin Goss and Pat Morton.

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

Public Attendees included: Aaron Casas, Caltrans; Michele Piller, PRS; Gary McFarland, PRS Transit Manager and Louise Steenkamp, Senior Transportation

1. **Roll call** is conducted by Bob Perreault. All Commissioners are present. Commissioner Morton has been selected by the City of Portola to replace Juliana Mark.
- 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 October 21, 2013**  
Motion by Commissioner Larrieu, seconded by Commissioner Kennedy: to adopt the draft minutes for the October 21, 2013 meeting after adding Sharon Thrall to the list of Commissioners present. Motion passed unanimously.
3. **Plumas Rural Services – Introduction of the new Transit Manager**  
Michele Piller, PRS, introduces the new Transit Manager as Gary McFarland.
4. **Resolution 13-18 – SSTAC Appointment of Transit Operator to serve on the Social Services Transportation Advisory Council**  
Jim Graham explains the meaning of SSTAC for Commissioner Morton's benefit. Gary McFarland will be joining the Advisory Council, taking the place of the previous Transit Manager.  
Motion by Commissioner Larrieu, seconded by Commissioner Kennedy; to approve Resolution 13-18; Motion passed unanimously.

**5. Review of Draft Financials for FY 2012/13**

Bob Perreault begins by thanking staff for the effort put forth during FY 2012/13 to ensure that the Draft Financial Audit went smoothly. Bob then gives John Mannle the floor to further discuss the audit.

John Mannle explains the findings to the Commissioners. It is noted that all of the findings from the Financial Audit for FY 2011/12 have been implemented by staff. John explains that the findings on the Senior Transportation audit. The audit shows that the Senior Transportation did not maintain the 10% fare box revenue as mandated by the TDA. John explains that if the 10% fare box revenue goal is not made for FY 2013/14, the Commission must reduce funding by a corresponding amount.

Louise Steenkamp addresses the Commission. She states that there has been unanticipated revenue received this fiscal year that will help meet the 2013/14 revenue goal. Louise explains that she plans to go before the Board of Supervisors to request a General Fund contribution of \$6500 if it is needed at the end of the fiscal year.

Commissioner Kennedy questions the necessity of asking for the funds now instead of waiting until closer to the end of the fiscal year.

There is general discussion between the Commissioners.

**6. Resolution 13-19 – Commission to authorize a 90-day Extension of time for finalizing the draft financial audits for FY 2013-14.**

John Mannle explains to the Commission that an extension of time is needed to be able to finalize the financial audits. The finalized audits and the Management Discussion Analysis will be reviewed and adopted by the Commissioners before being sent to the State Controller.

Motion by Commissioner Scarlett, seconded by Commissioner Larrieu, to approve Resolution 13-19; Motion passed unanimously.

**7. Resolution 13-20 – Adoption of the Regional Transportation Improvement Program (RTIP) for the 2014 State Transportation Improvement Plan (STIP)**

John Mannle distributes a spreadsheet with some late technical revisions that shows the staff recommendations for the Plumas County RTIP. John Mannle explains the projects for the benefit of Commissioner Morton.


Motion by Commissioner Kennedy, seconded by Commissioner Goss, to approve Resolution 13-20. Motion passed unanimously.

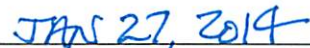
**8. Meeting date**

The Commissioners confirmed that the next PCTC meeting date will be Monday, January 27, 2014 at 1:30 pm

**9. Adjournment**

Chair Thrall adjourns the meeting at 2:08 pm

  
Robert Perreault, Jr., Interim Executive Director

  
Date