

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

**MINUTES**

Monday, April 15, 2019

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chairman Bill Powers with roll call at 1:30 PM in the Conference Room of the Plumas County Public Works Department.

**1A.** **Roll Call** is conducted by Bob Perreault. Commissioners in attendance are: Bill Powers, Phil Oels, Sherrie Thrall, Michael Sanchez and Lori Simpson. Susan Scarlet is absent. A quorum is present.

Staff Attendees: Jim Graham, Senior Environmental Planner; Amanda Higgins, Fiscal Tech III, Stephanie McMillan, Recording Secretary.

Others in Attendance: John Maxwell, Caltrans; Kelly McElwain, Plumas Transit; John Rix, PCPHA – Senior Transportation

**1B. Public Forum – Public**

No comments

**1C. Public Forum: Commissioners**

No comments

**2. Consideration of Draft Minutes for PCTC Meeting Conducted on March 25, 2019**

Motion is made by Commissioner Oels, seconded by Commissioner Thrall, to adopt the minutes of the March 25, 2019 meeting. Motion passes, 5-0. Commissioner Scarlet abstain.

**3. FY 18/19 Low Carb Transit Operations Program (LCTOP) Authorization for the execution of the Certifications and Assurances and Authorize Agent Forms**

**Resolution 19-01:** Jim Graham reported that this resolution requests authorization for \$39,108 in Low Carbon Operations Program (LCTOP) funds to construct a bus shelter on Bucks Lake Road in front of Plumas District Hospital. Funds are allotted each year and require that agencies implement improvements that reduce their carbon footprint. LCTOP funds allocated in 2018 will be used to construct a bus shelter in Portola estimated at \$27,000. That shelter is proposed to be located on Gulling Street in Portola next to the K & S gas station. A Chester bus shelter, proposed for in front of the Holiday Market property, is awaiting permits from Caltrans. The existing Greenville bus shelter pad is too small and will be moved to a larger space in front of Nellz Towne Pump. A shelter will be placed on an existing pad at Greenville High School this week while students are on spring break. The Graeagle area will be reviewed for a possible bus shelter on State Highway 70 at the Park & Ride lot. The cost estimate for the proposed shelter at Plumas District Hospital is more expensive than previous shelters due to the need to construct a paved bus pullout to allow buses to stop completely outside of the traveled way and for room for snowplowing without causing damage to the shelter. The new bus shelters are 17ft long and are solar illuminated. Motion is made by Commissioner Simpson, seconded by Commissioner Sanchez, to adopt Resolution 19-01. Roll call vote. Motion passes, 5-0.

4. **Authorize the transfer \$15,000 from contingency in the Transportation Planning Fund (Fund 2027) to the budget for Work Element 604 - Resolution 19-02:** John Mannle requested authorization for transfer of funds in the amount of \$15,000 from Transportation Planning contingency fund to the budget for Work Element 604. Unexpected labor costs were incurred in the process of completing the FY 17/18 audits. The original budget included necessary contracts for financial audits and performance audits but only \$7500 for the staff labor needed to meet the TDA requirements. Only TDA funds can be used to pay for TDA-required items such as the financial audits. Motion is made by Commissioner Thrall, seconded by Commissioner Simpson, to adopt Resolution 19-02. Roll call vote. Motion passes, 5-0.
5. **Status of FY 17/18 Financial Audits for the Commission and the Transit Operators**  
John stated that the Transportation Commission audit was completed and submitted. The second audit is the Transit Funds audit that reviews how payments are made between the Commission and the transit operators. One of the delays in completing the audit occurred when the County Auditor had difficulty in providing the Vasquez and Company with the fund balances from the prior year. The issue was resolved and the Transit Funds audit is expected to be completed this weekend.
6. **Update on the 2019 Regional Transportation Plan (RTP) Project**  
Jim explained that the meeting dates for the RTP outreach meetings have been set for May 8 in Chester at the Recreation Center, May 9 in Quincy and May 13 for Portola at their libraries. The Plumas County RTP website is operational and staff will send information to the Commissioners on using the site.
7. **Status of Transit Operators Contract and Request for Proposal (RFP)**  
Bob stated that only one RFP submittal was received for the Transit Operators and that was from Plumas Rural Services. Commissioners Powers and Thrall were on the Selection Committee along with Commission staff. The Selection Committee recommended the selection of Plumas Rural Services as the most highly qualified submitter. The committee recommended that the PCTC concur with this finding and to recommend that CSA #12 execute a contract with PRS. The proposal package will be sent to Caltrans for approval for Federal Transit Administration compliance first. The selection committee's ranking sheets will be sent along with the proposal for review by Caltrans Division of Mass Transportation. Staff must also submit a list of additional information regarding the federal requirements for receiving and approving a single bid. The contract will then be taken to CSA#12 for award. The earliest dates to get a contract executed would be May 7, 14 or 21. Minute Order is made by Commissioner Powers to recommend that CSA #12 to award the contract to Plumas Rural Services subject to Caltrans approval. Motion is made by Commissioner Thrall, seconded by Commissioner Simpson. Motion approved, 5-0.

**8. Report on North State Super Region Meeting and the California Transportation Commissions Town Hall Meeting in Chico on April 9 – 10. 2019.**

Jim Graham attended reports that discussions at the NSSR- CTC meeting included presentations by other North State jurisdictions. Several jurisdictions expressed frustration with the current Alternative Transportation Program (ATP) and how funds are allocated. ATP applications can take 80-100 hours to prepare and are difficult to process for small agencies. Some requirements regarding air quality are not applicable to mountain counties. The State seemed to recognize that our counties do not have the same air quality problems as others and agencies hope some exceptions could be made. Butte County spoke about the extreme damage done to their County roads during the repair of the Oroville Dam spillway. The paved roads were reduced to dirt within one week. Butte County is still trying to get reparations for that damage and litigation is ongoing. In addition, the Camp Fire cleanup involves over a hundred of large trucks removing waste and damaging existing roads. Staff thought that it was very helpful to have the NSSR and CTC meetings on the same day allowing a lot of information to be shared.

**9. Report on 2020 STIP Programming Needs Meeting with City of Portola and Commission Staff on Monday, April 8, 2019**

John Mannle stated he has had a meeting City Public Works staff regarding the possibilities of submitting new projects in the 2020 State Transportation Improvement Program. The program has been stabilized under the implementation of SB1 and staff recommended that this was possibly a good time to get some repaving projects done in Portola in early part of programming cycle. He suggests projects of \$500,000.00 or less in areas where there is existing base, no utilities problems and no ADA issues. With the stabilized gas tax revenues, it seems to be a good time to plan. The current pavement conditions on the south side of the City near the Portola High School would be possible candidates. The north side of the City may pose more problems due to terrain and damage. The fund estimate for STIP cycle by the state will not be adopted until August. The Commission's Regional Transportation Improvement Programs (RTIP) will need to be adopted in November. Currently the PCTC has an unprogrammed balance of \$1.3 million and the 2020 STIP is estimated to provide an additional \$2 million.

**10. PCTC Next Meeting**

The next meeting is tentatively scheduled for Monday May 13, 2019 at 1:30 PM

**9. Adjournment**

Adjournment at 2:06 PM



Robert A. Perreault Jr., Interim Executive Director

Date: 5/13/19