

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

MINUTES

Monday February 24, 2020

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Vice Chairman Sherrie Thrall with roll call at 10:30 AM in the Conference Room of the Plumas County Public Works Department.

- 1A. **Roll Call** was conducted by Bob Perreault, Interim Executive Director of the Plumas County Transportation Commission. Commissioners in attendance are: Lori Simpson, Susan Scarlett, Jeff Engel, Sherrie Thrall and Phil Oels.
Bill Powers was absent. A quorum is present.
Staff Attendees: John Mannle, Assistant Director of Public Works; Jim Graham, Senior Environmental Planner; Stephanie McMillan, Recording Secretary; Amanda Higgins, Fiscal Tech III
Others in Attendance: Stacey Barnes, Caltrans; Kelly McElwain, Plumas Transit; Shawna Everton, Plumas Transit
- 1B. **Public Forum – Public**
Jim Graham announced that the FY 19/20 FTA 5339 Bus Acquisitions Application has been approved for three (3) new buses in the amount of \$162,000 per bus.
- 1C. **Public Forum: Commissioners**
Commissioner Simpson reported that “garage sale” flyers are being posted on the new bus transit shelters. Jim Graham responded that trash receptacles are in the process of being installed at the shelters and that during the cleaning of the shelters, such signs will be removed.
2. **Consideration of Draft Minutes for the PCTC Meeting Conducted on January 27, 2020**
Motion is made by Commissioner Engel, seconded by Commissioner Simpson to adopt the minutes of the January 27, 2020 PCTC meeting as presented. Motion passes 4-0. Commissioner Thrall abstained.
3. **Update on FY 2018/19 Financial Audits**
John Mannle presented the FY 2018/19 Financial Audits draft to the Committee. Copies were made available for the Commissioners. The final edited copies are anticipated to be available for adoption at the next meeting.
4. **Status of Proposal for Short Range Transit Plan (SRTP)**
Jim Graham stated the Draft Request for Qualifications (RFQ) for the SRTP is nearing completion and should be posted sometime next week. Jim explained that SRTP covers all operational aspects of the County’s transit operations for the next 5 years.
5. **Resolution 20-03 to Authorization for Federal Funding under FTA Section 5311**
John Mannle indicated that this is a standard annual agreement. PCTC received approximately \$150,000 -\$300,000 last year. Motion to approve Resolution 20-03 is made by Commissioner Oels, seconded by Commissioner Engel. Roll call vote. Motion passes 5-0

6. Status Report from Caltrans regarding State Highway improvement projects

Stacey Barnes presented the Caltrans project update for Plumas County. Stacey distributed handouts to the Commission. Projects expected to be completed in 2020 are the Yellow Creek Bridge Replacement and the Plumas State Route 70 Drainage. Stacey also announced she will be transferring to another department for a minimum of 6 months.

7. Resolution No. 20-04 Authorizing Execution of 2018/19 PP&M Fund Transfer in the amount of \$29,000.00 to District Planning Fund No. 2027

John Mannle pointed out that this is another standard Resolution provided annually to transfer funds. Motion to approve Resolution 20-04 is made by Commissioner Engel, seconded by Commissioner Simpson. Roll call vote. Motion passes 5-0.

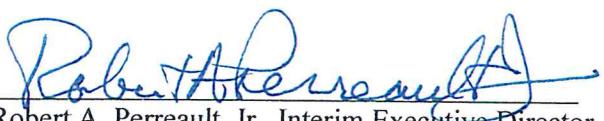
8. Public Works Staff Support Reorganization

Bob Perreault reported he has been in consultation with Craig Settlemire, County Council, regarding reassignment of duties within PCTC. Bob indicated that he will be in the process of delegating his responsibilities as the Interim Executive Director of the PCTC to Jim Graham. Jim Graham will be appointed to the Interim position for 6 to 12 months at which point the position will become permanent. In addition to chairing the PCTC meetings, Jim will focus on all aspects of transit/transportation issues. John Mannle will continue with the financial responsibilities until Jim can assume them. This will allow John to focus more on his responsibilities as Assistant Director of Public Works. Bob indicated there is some question regarding stipends being paid to County employees. Commissioner Thrall pointed out that, not only John Mannle, but all Commissioners are technically employees of the County. Sherrie recommended that the stipend and the mileage reimbursements be determined separately. Bob indicated that although he will not always attend PCTC meetings he will still oversee Public Works staff.

9. Confirmation of the next meeting for PCTC to be scheduled for Monday, March 16, 2020 at 1:30 PM.

10. Adjournment

Meeting was adjourned at 11:00 AM



Robert A. Perreault, Jr., Interim Executive Director, PCTC

Date: MARCH 23, 2020

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

MINUTES

Monday February 24, 2020

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Vice Chairman Sherrie Thrall with roll call at 10:30 AM in the Conference Room of the Plumas County Public Works Department.

- 1A. **Roll Call** was conducted by Bob Perreault, Interim Executive Director of the Plumas County Transportation Commission. Commissioners in attendance are: Lori Simpson, Susan Scarlett, Jeff Engel, Sherrie Thrall and Phil Oels.
Bill Powers was absent. A quorum is present.
Staff Attendees: John Mannle, Assistant Director of Public Works; Jim Graham, Senior Environmental Planner; Stephanie McMillan, Recording Secretary; Amanda Higgins, Fiscal Tech III
Others in Attendance: Stacey Barnes, Caltrans; Kelly McElwain, Plumas Transit; Shawna Everton, Plumas Transit
- 1B. **Public Forum – Public**
Jim Graham announced that the FY 19/20 FTA 5339 Bus Acquisitions Application has been approved for three (3) new buses in the amount of \$162,000 per bus.
- 1C. **Public Forum: Commissioners**
Commissioner Simpson reported that “garage sale” flyers are being posted on the new bus transit shelters. Jim Graham responded that trash receptacles are in the process of being installed at the shelters and that during the cleaning of the shelters, such signs will be removed.
2. **Consideration of Draft Minutes for the PCTC Meeting Conducted on January 27, 2020**
Motion is made by Commissioner Engel, seconded by Commissioner Simpson to adopt the minutes of the January 27, 2020 PCTC meeting as presented. Motion passes 4-0. Commissioner Thrall abstained.
3. **Update on FY 2018/19 Financial Audits**
John Mannle presented the FY 2018/19 Financial Audits draft to the Committee. Copies were made available for the Commissioners. The final edited copies are anticipated to be available for adoption at the next meeting.
4. **Status of Proposal for Short Range Transit Plan (SRTP)**
Jim Graham stated the Draft Request for Qualifications (RFQ) for the SRTP is nearing completion and should be posted sometime next week. Jim explained that SRTP covers all operational aspects of the County’s transit operations for the next 5 years.
5. **Resolution 20-03 to Authorization for Federal Funding under FTA Section 5311**
John Mannle indicated that this is a standard annual agreement. PCTC received approximately \$150,000 -\$300,000 last year. Motion to approve Resolution 20-03 is made by Commissioner Oels, seconded by Commissioner Engel. Roll call vote. Motion passes 5-0