

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

MINUTES

Monday September 21, 2020

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

Due to COVID19 and the new rules adopted by Governor Gavin Newsom, Commissioners that were not present at the meeting could comment and vote via teleconference.

1A. **Roll Call** was conducted by John Mannle, Assistant Director of the Plumas County Transportation Commission. Commissioners in attendance via teleconferencing are: Bill Powers, Susan Scarlett, Lori Simpson, Sherrie Thrall and Phil Oels. Jeff Engel is absent. A quorum is present.
Staff Attendees: John Mannle, Assistant Director of Public Works; Amanda Higgins, Fiscal Tech III. Stephanie McMillan, Recording Secretary. Bob Perreault attended via teleconferencing.
Others in Attendance: Kelly McElwain, Plumas Rural Services. Via teleconferencing: John Maxwell, Caltrans.

1B. **Public Forum – Public**

John Mannle reported on a call he received from Scott Kingsbury of the Mass Trans Division in charge of the State of Good Repair Program. Scott indicated that a new resolution is usually submitted each FY for SGR funds even if there's no changes in the projects to be funded. John stated that a new resolution was not sent because PCTC was still funding the existing projects involving bus repairs for Plumas Transit and the purchase and installation of the On-Spot chain systems for Senior Transportation. Scott suggested that the Commission give approval for John to send a letter on PCTC letterhead verifying PCTC's programming request. The Commissioners had no objection to John sending the letter.

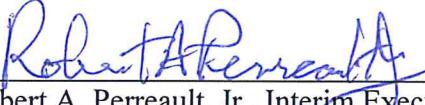
1C. **Public Forum: Commissioners**

No comment.

2. **Consideration of Draft Minutes for the PCTC Meeting Conducted on August 17, 2020**

Motion is made by Commissioner Thrall, seconded by Commissioner Oels to adopt the minutes of the August 17, 2020. Roll call vote. Motion passes 5-0.

3. **Authorizing the request from Vasquez & Company for the Interim Executive Director to sign the engagement letter to initiate the FY 2019/20 Financial Audits**
John Mannle informed the Commission that this is a standard engagement letter received each year from the Auditors outlining their responsibilities for the annual financial audits for the Transit Operators and the Commission. Motion is made by Commissioner Scarlett, seconded by Commissioner Simpson to approve the sending of the engagement letter as recommended. Roll call vote. Motion passes 5-0.
4. **Authorizing the Interim Executive Director to execute the Contract Amendment No. 2 for submitting FY 2019/20 on-line reports to the State Controller's Office.**
John Mannle explained that the State Controller's Office has additional annual audit reports that are entered on-line. John stated that having Vasquez & Co. enter the data while they are working on the financial audits is more efficient and accurate. Motion made by Commissioner Thrall, seconded by Commissioner Oels to authorize the execution of Contract Amendment No. 2 as recommended. Roll call vote. Motion passes 5-0.
5. **Plumas Transit Systems' 4th Quarter Report for FY 2019/20**
Kelly McElwain, PRS, presented the 4th Quarter Report for FY 19/20 for the months of April - June 2020, confirming the expected reduction in ridership due to COVID-19. Kelly stated that due to the use of on-line classes at Feather River College there has been a significant reduction in student ridership. John Mannle reported that recovery of lost fares due to the pandemic will be explored under the CARES ACT agreements with Caltrans.
6. **Confirmation that the next meeting for PCTC to be scheduled for Monday, October 19, 2020 at 1:30 p.m.**
11. **Adjournment**
Meeting was adjourned at 1:42



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

Date: OCT 19, 2020