

JAN ARBUCKLE – Grass Valley City Council  
ANDREW BURTON – Member-At-Large, Chair  
CAROLYN WALLACE DEE – Town of Truckee  
ANN GUERRA – Member-At-Large  
SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
ED SCOFIELD – Nevada County Board of Supervisors  
DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

## MINUTES OF NCTC MEETING May 20, 2020

An online meeting of the Nevada County Transportation Commission (NCTC) was held via teleconference, in light of COVID-19 restrictions on public gatherings, on Wednesday, May 20, 2020. The meeting was held via Zoom. Notice of the meeting was posted 72 hours in advance. The meeting was scheduled for 9:30 a.m.

Members Present: Jan Arbuckle  
Andy Burton  
Carolyn Wallace Dee  
Ann Guerra  
Susan Hoek  
\*Ed Scofield  
\*Duane Strawser

Staff Present: Dan Landon, Executive Director  
Mike Woodman, Deputy Executive Director  
Kena Sannar, Transportation Planner  
Dale Sayles, Administrative Services Officer  
Carol Lynn, Administrative Assistant

Standing Orders: Chair Burton convened the Nevada County Transportation Commission meeting at 9:32 a.m.

Pledge of Allegiance  
Roll Call

PUBLIC COMMENT: An email was submitted by Karen Ahrens, with Property Associates Management Company in Grass Valley. The email stated:

“I have been notified by Aaron at DOT that the Highway 20 project is moving forward for 2021. That is great news. I spoke at the NCTC meeting a year ago about my concern that current signage for our turnouts on this section of Highway 20 above Nevada City is ineffective. Most slow driving vehicles drive right past them, thinking that they are for people who need to stop for some other reason, not to allow safe passing for the many vehicles behind them.

“I realize this upcoming project is specifically for two small sections of the highway, but thankfully, turnouts are included in this plan. If proper signage to educate drivers to use the turnouts is included in the project, it will make a big difference. In addition, I will add that we have a handful of other turnouts on this highway section that are not well maintained, and simply have a sign that says “turnout”. That can hopefully be improved in the future with better signage to encourage their proper usage for slower moving vehicles. Thanks for your time. Sincerely, Karen Ahrens.”

## CONSENT ITEMS

1. Financial Reports  
February and March 2020
2. NCTC Minutes  
April 15, 2020 NCTC Meeting Minutes  
May 6, 2020 NCTC Meeting Minutes
3. Revised Findings of Apportionment for FY 2020/21  
Resolution 20-21
4. Regional Surface Transportation Program (RSTP) Bid Targets for FY 2019/20  
Approve Bid Target table
5. Update to the NCTC Personnel Manual  
Resolution 20-22

**ACTION: Approved Consent Items by roll call vote**

**MOTION: Dee / SECOND: Arbuckle**

**AYES: Arbuckle, Burton, Dee, Guerra, Hoek, Scofield**

**ABSTAIN: None**

**ABSENT: Strawser**

## INFORMATIONAL ITEMS

6. Correspondence
  - A. Betty T. Yee, California State Controller, Fiscal Year 2019-20 Second Quarter State Transit Assistance Allocation, File 1370.0, 3/12/2020.
  - B. Betty T. Yee, California State Controller, Fiscal Year 2019-20 State of Good Repair Program Second Allocation, File 370.2.1, 3/12/2020.
  - C. Wendy King, Office of Transit Grants and Contracts, FTA 5310 FY 2019 Approved Projects, File 1430.4, 3/30/2020.
  - D. California Department of Tax and Fee Administration, April 2020 Local & District Tax Advance Payment, 4/22/2020.

There were no comments on the Correspondence.

7. Executive Director's Report
  - Senate Bill 743 Vehicle Miles Traveled Methodology and Threshold Recommendation Study

- Western Nevada County Transit Development Plan and Nevada County Coordinated Public Transit – Human Services Transportation Plan Updates

Deputy Executive Director Mike Woodman reported that the Western Nevada County Transit Development Plan is a five-year analysis, and a projection of transit services and improvements. It takes a look at the existing public transportation system in Western Nevada County, along with other private and nonprofit transportation providers, and looks at existing gaps in transportation services. Staff will analyze that system, identify any needs for operating, as well as capital, and then look at the financial aspects, and come up with a five-year plan, a blueprint for Gold Country Stage and the paratransit services here in Western County.

The Nevada County Coordinated Public Transit – Human Services Transportation Plan is a planning document to identify gaps in transportation service needs. It is a requirement for Federal Transit Administration grant funding that Transit Services will be seeking. It will identify capital needs, as well as any operating needs that can be used to apply for federal grant funding. The projects are just getting underway. Staff is in the data collection phase of the projects, and working with the consultants to modify public outreach plans to do online surveys and Zoom meetings.

There may be potential impacts over the short run of the next year to two years, in relation to transit revenue, due to the downturn in the economy. Although there are some federal and state efforts underway to get some emergency funding for transit, staff will monitor how the COVID-19 impact ripples through the next couple of years, in terms of providing transit services. People are starting to look into those issues and make some forecasts. Educated assumptions can be made based on the information that is coming out in real time. Staff may delay implementation of some expansions to services for a year or two to let the financial situation settle out.

- State Route 49 Corridor Plan and Roadside Safety Audit

Executive Director Landon reported the Roadside Safety Audit was conducted a couple of months ago and the consulting firm is currently putting together a draft report about the corridor. The public draft will be out in another couple of weeks. Staff will set up an online meeting of the State Route 49 Stakeholders Committee to give our local citizens an opportunity to review and comment.

Deputy Executive Director Woodman reported the safety audit for State Route 49 is part of a coordinated effort between Caltrans and NCTC to focus on improving safety in the corridor. Caltrans initiated the safety audit prior to the recent fatal accidents. This safety audit will identify some improvements, short term and long term, and update the Corridor System Management Plan for State Route 49, expanding it to include the whole corridor through Placer County. Armed with that information, staff plans to work with the public and also reach out with our state and elected officials to garner support for improvements in this corridor and work towards getting as many improvements funded as we can. Staff will include using social media to expand public outreach.

## 8. Project Status Reports

### A. Caltrans Project Report

Caltrans District 3 Project Manager Sam Vandell reviewed the May Caltrans Project Status Report.

The Highway 20 Omega Curve Correction Project is a safety project, but also identifies an operational need. Caltrans is putting in turnouts with this project. They have completed the environmental phase of the project and are moving on to the design phase. Target completion for the design phase is June 2021.

Another project, 0H660, Special Ops, is adding left turn pockets at Conservation and at Washington Road, along with a couple of turnouts as well. Caltrans is looking at the opportunity to combine this project with the Omega Curve project at the time of award to advertise the projects.

Chair Burton commented that he is pleased that there are plans to reroute and rebuild the Pioneer Trail systems that are affected by the Omega Curve project. Executive Director Landon said staff is coordinating with the US Forest Service to do those. Chair Burton described it as a phenomenal trail that perhaps not many people have taken advantage of. He is pleased that the trail aspect of this project is well within Caltrans' sights because it is a very special and unique trail system, and he is glad that it is going to be preserved. Mr. Vandell replied he appreciated that and wanted to give kudos to Caltrans environmental staff. They worked very closely with the Forest Service to get those redesigned and completed in such a way that it stays with the current nature of those trails. They are great trails and they want to make sure they continue to be a great value to the public.

The next project update is for 4E170, the Nevada 49 Corridor Improvement Project. Caltrans has been working closely with NCTC Deputy Executive Director Mike Woodman, Caltrans environmental staff, and with the Environmental Protection Agency (EPA) and the Federal Highway Administration (FHWA). Caltrans is looking to get the exception for the air conformity completed. Mr. Woodman has submitted documentation to get that done and completed, and staff has verbal confirmation from EPA headquarters, Caltrans headquarters, and FHWA.

Mr. Vandell said they are working closely with Caltrans environmental staff to get everything in line for the Federal Emergency Management Agency (FEMA) documentation to proceed with the FEMA portion of the draft environmental document, which has a date of October, and with a final PA&ED with the final environmental document in April of 2021. Caltrans will hold a public meeting after the draft environmental document is completed sometime in late October or early November. The public meeting may be online depending on the status of the COVID-19 response.

The next project update is for 3F680, ADA Upgrades. Caltrans is working with Grass Valley and getting the completion of the relinquishment for Highway 174. Caltrans is finalizing paperwork to submit to the legislature for them to review the relinquishment. Mr. Vandell said hopefully at that point, they'll be able to complete the environmental document.

Mr. Vandell referred to the comments from the public regarding the trees at the Banner overcrossing. He said Shelley Pangman called and said the work started yesterday. They anticipate a couple of weeks for completion.

Mr. Vandell referred to questions on the fuel reduction proposals that Caltrans was doing on Highway 49 and Highway 20. That was a grant from FEMA, but the federal government has put a pause on grants from FEMA right now. Caltrans has been placed on hold by management and headquarters until they get word on that. The actual work has been identified, from Highway 49 at the east end of Nevada City up to Sierra City, and then Highway 20 from that point up to Highway 80. No anticipated work has been identified on the stretch of Highway 20 from Penn Valley to Grass Valley. The fuel reduction work would include removing under-story brush and small trees, thinning over-story trees to create a 10 foot crown spacing and removing limbs up to 12 feet in height. Once they get the completed grant from FEMA, they will provide much better detail on exactly what is being done.

*\*At this point, Commissioner Strawser joined the meeting and Commissioner Scofield left the meeting.*

## B. Nevada County Transit

Transit Manager Robin Van Valkenburg reviewed the Nevada County Transit reports.

The Gold Country Stage and Gold Country Lift operations report covers the months of January through April. January and February were up over the prior year in ridership farebox.

As a result of the COVID-19 pandemic, ridership in March took a slight hit, but ridership in April took a significant hit. Although people are staying at home, Transit is still maintaining services. They reduced some service but they continued to run three trips a day to Auburn for the regional commuter route. That was done based on the needs of people utilizing essential services in Auburn and Placer County.

Mr. Van Valkenburg said they are sanitizing the buses on a nightly basis. Drivers have disinfectant spray and wipes in the vehicles, and they are wiping down during the day. There is social distance seating on the vehicles, the two seats behind the driver are closed off and every other seat in the vehicle is closed off. That is a significant reduction in capacity on the vehicles, and also a reduction in services. On the flip side of that, they are partnering with Freed, Area 4 Agency on Aging, and with a FEMA program called Great Plates, providing meal delivery services for low income seniors and disabled persons who are eligible for the various programs. The Meals on Wheels Freed programs have been going for about a week. While they are not providing the normal typical services to the communities, they are working to meet the rapidly changing needs of the community for different types of services. They will continue free fare services, at least through June.

Their transit services have seen an even more significant hit of approximately 85% to 90% ridership loss. They went from about 120 trips a day to about 30 trips a day. However, they have had the ability to provide some services, such as the senior Dial-A-Ride pilot program that provides transportation for seniors 65 and older that don't qualify for ADA services. He said the program has low ridership, typically none or one person utilizing the senior Dial-A-Ride service, the most being four in one day.

Chair Burton said he participates in the Area 4 Agency on Aging Governing Board and would

like to have a conversation about coordinating with other local senior service agencies regarding transportation services. Commissioner Guerra and Commissioner Arbuckle also expressed an interest in being involved. Chair Burton expressed that there is not enough money allocated from Area 4 for transportation services, and given that the county is divided into Eastern and Western, that small amount of money gets divided between those two halves and what it leaves is there is not a strong transportation program for seniors in the county. Because of the way things are changing, if transit is being brought into the equation to any degree, some communication, some coordination across different agencies would be great to see how we can best take advantage of that opportunity. Commissioner Guerra and Mr. Van Valkenburg agreed.

Deputy Executive Director Mike Woodman commented he was on a webinar with the California Transit Association, and one of the things they were talking about was the big impacts associated with COVID-19, and riders staying at home and others worried that maybe it is not safe. They are emphasizing that transit operators do public outreach and let the public know what safety measures are being taken so people can feel more comfortable getting back on the bus. Mr. Van Valkenburg said that Transit Services is disinfecting vehicles, wiping down all the rails, all the seats on a nightly basis, and drivers are wiping down the touch points while on route, and wiping in between runs. Drivers are wearing masks, and passengers are encouraged to wear masks. The county position is they can strongly recommend, but not require passengers to wear masks. That has been in place since the end of March. Beyond that, they are happy to look at and implement what is reasonable for them to do. There are challenges at places like bus stops, where people are sitting side by side on a bus bench that is only six feet long. Therefore, you know they are not social distancing. He is not sure how much control they have over that aspect. But what they do have control over within their vehicles and with their personnel, they have implemented and are rigorous in maintaining those procedures. As the reopening occurs, they want to see what the demand may look like and the best ways to maintain social distancing going forward. One of the ideas is rather than reinstating normal service hours, utilizing those service hours, and instead adding frequency. Adding another vehicle where possible would provide two vehicles for capacity, rather than trying to place everybody in one, and then minimizing the safety protocols they have in place. As they move forward into this reopening phase, and see demand, they will be looking at this methodology to maintain safety within the system.

### C. The Town of Truckee's Transit operations

Kelly Beede, Truckee Administrative Analyst II reviewed the Truckee TART Activity.

Truckee TART is seeing similar ridership decreases as Nevada County Transit, but it was mitigated by some service enhancements of extending hours and days, and adding a new regional night service route. April ridership is down about 65% from the beginning of the year. Similarly, Dial-A-Ride is significantly lower this year over last, down about 85%.

CDC flyers saying "COVID-19, stop the spread of germs" were posted around the shelters, offices, and on the buses. They did daily sanitizing of the buses and wiped down all of the surfaces. The area ski resorts closed March 15, and they continued operating the night service through the 1st of April. When they were seeing three to five one-way passenger trips over a 10-hour period between the regional TART and the Town of Truckee TART, it didn't make sense to continue operating. They suspended night service in partnership with the Placer County

Regional TART Service. In mid-April they reduced service further due to lower ridership, 8:00 a.m. to 6:00 p.m. on the weekdays, and 9:00 a.m. to 6:00 p.m. on the weekends. They did outreach to their Dial-A-Ride clients, letting them know they were still there to help get them to their essential services. They appreciate their paratransit services who are calling the Dial-A-Ride clients every week or so to check in on them and see if there is anything they need.

A rack card was created that outlined what their transit operator was doing to keep the buses as clean and safe as possible for riders, and safety protocols for the riders. They are requiring riders to wear masks, and if passengers did not board the bus with their own mask, one was provided. They have not had anybody decline wearing a mask. They cordoned off two rows behind the driver and then every other seat, and placed hand sanitizing stations at the busiest shelters. They received the foggers they had ordered, which they use to fog all of the buses about once a week, and have started installing plexiglass barriers. They have been pushing information out on social media, photographs of drivers cleaning the buses and helping passengers, to show the community what they are doing through their Facebook page and the TART Facebook page.

The Town will be a recipient of just over a \$100,000 in Phase One of the 55311 CARES Act funding, and they will keep an eye on the Phase Two funding.

Special events for June and July have been canceled, as well as the Truckee Thursdays shuttles. The Town has about \$200,000 of funding that needs to be used in either a disadvantaged community or low-income community area, and the area around Estates Drive near the senior apartments and the Truckee Pines affordable housing fits the bill for that, so they are putting in a grant to build a transit shelter on Estates Drive. It will likely start construction this summer. They have to use the funding pretty quickly or it goes back to the state, so they have been very quickly trying to get this project going, and the seniors will be very happy. The owners of the senior apartments have put in an application to build another facility across the street. This will be a great amenity for this location and will also serve that new development when it comes to fruition.

The Town Council has approved their new contract. Paratransit Services was the more qualified contractor, so they will be continuing as their operator. They've been doing a great job in Truckee. That will be a five-year contract plus two one-year contract extension options that the Town may exercise, so potentially a seven-year contract.

The Town Council approved the purchase of two all-wheel drive mini cutaway buses that will help support their transit operations.

The new contract starting July 1st will include ADA service for Placer County. It has been challenging for Placer County TART to provide that service, and Truckee appreciates the great partnership with them, so they collaborated with Placer County TART to provide their ADA service. Paratransit Services has done a great job of creating incentives for employees. They'll be paid a higher living wage, which is really important in Truckee, and they have done a great job of hiring local community members.

**ACTION: None – Information only.**

## ACTION ITEMS

### 9. FY 2018/19 Fiscal and Compliance Audits

Robert D. Griffith, CPA of the accounting firm AGT, and Randall Burriss, senior in charge of this year's audit, presented their report.

Mr. Griffith said there are financial statements for the Commission, for the County Transit Fund, for Truckee Transit Fund, and for the City of Grass Valley. There was no report for the City of Nevada City this year as there was no funding received this year to audit.

For the Commission, they expressed an unqualified opinion, which means that the assets, liabilities, revenues, and expenditures were all materially correct and presented in accordance with GAP. They had no issues of noncompliance and no issues of internal control, so a very clean report. He commented that Dan and his staff do an amazing job. He said it makes their job easy and they are happy to audit them because it is nice to have good audits.

The County Transit Fund had no findings as well. There was no noncompliance, there was no internal control issues. In addition, they also had reports on RSTP and PTMISEA funds, and there were no findings on those funds, they spent those funds in accordance with the relevant provisions for both of those. So again, a clean report for the County Transit.

Truckee Transit was audited in accordance with the TDA regulations for the TDA funds it received. It had PTMISEA funds and State of Good Repair funds. The report shows no noncompliance and no internal control issues.

Grass Valley received RTMF funds and some RSTP funds. They audited those funds in accordance with the provisions and found those funds were spent in compliance with provisions. For all the audits, there was no noncompliance, no internal control issues, everything was spent in accordance with the relevant guidelines. Mr. Griffith credited Dan and his staff who keep everybody on task and make sure they are spending the money the right way. He said Dan is very integral with the claimants during the year, and that's evident in these reports. Commissioner Dee agreed that Dan and his staff have consistently improved their systems and run clean every single audit, it is a rare thing and they are doing a great job. Mr. Griffith gave thanks to Administrative Services Officer Dale Sayles for stepping in over the last couple of years, learning the process and doing a great job. He said she definitely keeps the numbers in line which makes their job easy as well.

**ACTION: Accepted the FY 2018/19 Fiscal and Compliance Audits by roll call vote**

**MOTION: Guerra / SECOND: Arbuckle**

**AYES: Arbuckle, Burton, Dee, Guerra, Hoek, Strawser**

**ABSTAIN: None**

**ABSENT: Scofield**

10. Final FY 2020/21 Overall Work Program  
Resolution 20-23

Executive Director Landon reported that this annual work program and budgeting document has been developed in concert with the comments that were received from Caltrans. Member agencies have reviewed it and staff is prepared to move it forward. Staff expects in late June to receive an updated revenue estimate from the county auditor's office, so there may be an adjustment to this document at the July meeting.

**ACTION: Adopted Resolution 20-23 by roll call vote**  
**MOTION: Dee / SECOND: Strawser**  
**AYES: Arbuckle, Burton, Dee, Guerra, Hoek, Strawser**  
**ABSTAIN: None**  
**ABSENT: Scofield**

11. NCTC Lease Extension Agreement with Providence Park, LTD  
Resolution 20-24

Executive Director Landon said staff has been in their current location now for 30 years, and everything is working well. Staff did a review of properties available in the area before coordinating with Providence Park. Providence Park provided staff with what Mr. Landon believes to be a very acceptable offer, and staff is prepared to recommend approval of this extension.

**ACTION: Adopted Resolution 20-24 by roll call vote**  
**MOTION: Dee / SECOND: Strawser**  
**AYES: Arbuckle, Burton, Dee, Guerra, Hoek, Strawser**  
**ABSTAIN: None**  
**ABSENT: Scofield**

12. Amendment 4 to the Professional Services Agreement with Fehr & Peers to Develop Senate Bill 743 Vehicle Miles Traveled Methodology and Thresholds Recommendations  
Resolution 20-25

Executive Director Landon said the state has been changing some of the criteria related to implementing the Vehicle Miles Traveled methodology, and are updating things. Staff is requesting an extension of the agreement to give Fehr & Peers an opportunity to provide some additional consulting with member agencies so they can adopt their thresholds in accordance with the new state guidance.

**ACTION: Adopted Resolution 20-25 by roll call vote**  
**MOTION: Dee / SECOND: Arbuckle**  
**AYES: Arbuckle, Burton, Dee, Guerra, Hoek, Strawser**  
**ABSTAIN: None**  
**ABSENT: Scofield**

COMMISSION ANNOUNCEMENTS: There were no commission announcements.

SCHEDULE FOR NEXT MEETING: The next regularly scheduled meeting of the NCTC will be July 15, 2020 via Zoom Webinar.

ADJOURNMENT OF MEETING

Chair Burton called for a motion to adjourn the meeting. Commissioner Arbuckle made a motion to adjourn. Commissioner Guerra seconded the motion. The meeting was adjourned at 10:43 a.m.

Respectfully submitted by:   
\_\_\_\_\_  
Carol Lynn, Administrative Assistant

Approved on: \_\_\_\_\_

By: \_\_\_\_\_  
Andrew Burton, Chair  
Nevada County Transportation Commission