

REPORT TO SHASTA COUNTY RTPA

SUBJECT		MEETING DATE	ITEM NUMBER
Amendment to Delegation of Authority to Executive Officer for Miscellaneous Expenditures		7/25/06	3-3

RECOMMENDATION

It is recommended that the Agency authorize the Executive Officer to approve claims for payment for:

1. Expenses for refreshments at various public meetings and hearings; and
2. Expenses for Agency members for RTPA related meetings and travel.

SUMMARY

To assist with expediting processing in the County Auditor-Controllers office, it is requested that the Agency authorize the Executive Officer to approve claims for refreshments at public meetings and travel claims for RTPA Agency members.

DISCUSSION

On October 21, 2003, the Agency authorized the Executive Officer to approve claims for miscellaneous expenditures including water, soft drinks, cookies or snacks at public meetings and workshops.

The Agency also authorized reimbursement to RTPA board members for "out-of-state" travel expenses. At this time, the Auditor's office has advised that Agency authorization is needed for in-state Agency member travel as well.

This authorization reaffirms the October 21, 2003, Agency action and clarifies that in-state travel by Agency members is also reimbursable with Executive Officer approval.

OTHER AGENCY INVOLVEMENT

The Auditor/Controller's office has reviewed the staff report and concurs with the recommendation.

FINANCING

The annual costs associated with providing refreshments at public meetings and hearings are estimated at \$400 annually. Travel for Agency members has historically been limited to one member attending two CalCOG conferences annually. Adequate funds are budgeted in the RTPA's Overall Work Program (OWP).

Daniel S. Little, AICP, Executive Officer

DSL/SLC/jac

APPROVED MINUTES

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY (MPO)
Tuesday, July 25, 2006, 4:00 p.m.
Shasta County Board Of Supervisors Chambers,
1450 Court Street, Suite 263, Redding, California.

(Note: These minutes are not intended to serve as a transcript or verbatim record of the proceedings of the Shasta County Regional Transportation Planning Agency, but rather as a record of meeting time, place and attendance; the order and general nature of discussion; Agency deliberations; and action taken, if any.)

Agency Members Clarke, Hawes, Mathena, and Hartman were present. Alternate agency members Palmer and Schaefer were present. Agency Members Pohlmeier, Connick and Goekler were absent.

1. Call to Order:

Chair Hawes called the meeting to order at 4:02 p.m.

2. Public Comment Period:

There was no one who wished to speak during the Public Comment Period.

Consent Calendar

3-1 Minutes of April 25, 2006, RTPA Meeting

3-2 Future RTPA Meeting Schedule Through July 2007 - Information Only

3-3 Delegation of Authority to Executive Officer for Miscellaneous Expenditures

By motion made, seconded and carried, the items on the Consent Calendar were approved.

Regular Calendar

4. Amendment #6 to the 2004 Federal Transportation Improvement Program (FTIP)

Executive Officer Dan Little explained that this is the final amendment for the 2004 FTIP because that cycle expires the end of September. These are some last minute amendments needed to claim some federal funds before the federal fiscal year ends. The projects are the Shasta Scenic Byways project, to do some signage through the Shasta Cascade Wonderland Association, and a Caltrans SHOPP

project on State Route 44, to advance the project into this fiscal year, which came at the request of Caltrans.

No one spoke during the public comment period.

By motion made and seconded (Hartman/Clarke) the staff recommendation passed unanimously.

5. Adopt the 2006 Federal Transportation Improvement Program (FTIP)

Executive Officer Dan Little explained the 2006 FTIP is approved in two-year cycles. It starts this next fiscal year, October 1, 2006, and runs for three years. Dan explained that this is an exercise to pull together all the federal money that comes in along with whatever matching funds there are, and putting them into a program that is satisfactory to the state, FHWA and FTA. \$424 million are in the program over three years. The amount is high mostly because of the Caltrans State Highway Operation and Protection Program; most notably the Antlers Bridge over the Sacramento River and the Lake Britton Bridge up by Burney.

Mr. Little also explained that this recommendation authorizes the RTPA Executive Officer to make technical corrections in response to comments or late comments that might be received.

John Mathena asked about lump sum on railroad crossings - if it was in reference to work on the pavement to the crossings.

Mr. Little explained that it is not a grade separation; it is three downtown Redding projects. The railroad will actually deliver the project. The City of Redding is waiting on word from the railroad to start the work.

No one spoke during the public comment period.

By motion made and seconded (Mathena/Schaefer) the staff recommendation passed unanimously.

6. Blueprint Study Grant

Executive Officer Dan Little explained that there is a grant available through the state that was available last year as well. In last years cycle all but 4 of the 17 metropolitan planning organizations in California received grants. In Shasta County's case, the grant was not applied for. It is recommended that it be applied for at this time. The state set aside \$1 million out of the \$5 million

available for the grant to be given to the four MPOs that did not receive grants last year. It is reasonable to expect about \$250,000 available to the Shasta region through this grant. If the Governor approves it in his budget in subsequent cycles, we can get additional monies for additional phases of work as needed. The grant application is due in October, the funding would be approved in November or December and we would have two years to spend that first round of grant money. Mr. Little continued to say that it is still being refined what Blueprint grants can do, as it is a new concept. On a fundamental level it is basic information gathering to better understand the transportation network in our area. That information is in the form of better GIS data, public involvement and agency outreach, especially to our land use and planning departments. Mr. Little continued to explain that on another level Blueprint Planning is a framework for improved coordination with the different agencies, especially the land use agencies and the air quality districts if we ever reach federal non-attainment. On a deeper level it leads to better investment decisions with our limited transportation dollars. Mr. Little continued to explain that the grant itself would cover 80% of the cost to do the Blueprint. More and more of these Blueprints are being used as a requirement or prerequisite to getting money for transportation projects. Another reason to proceed is because it gives us information for other efforts, such as Capital Improvement Programs, Redevelopment Plans, Regional Transportation Plans, and Traffic Models.

Mr. Little concluded that there have been some workshops held with another one coming up August 9, 2006, in Chico and another one on September 13, 2006, in the Bay area - agency members are welcome to attend.

Mr. Little recommended that the Agency authorize application for the grant.

By motion made and seconded (Palmer/Mathena) the staff recommendation passed unanimously.

7. Executive Officer Report

Executive Officer Dan Little explained that he added this item to quickly update the Agency on items they have acted on before that may not be on the agenda. There was a CalCOG meeting last month and Agency member Mathena is the RTPA delegate for the CalCOG meetings.

Board member Mathena gave an update on CalCOG, stating that it is a very active group and it is good to go and hear what Caltrans is going to do. He noted that the bond to be voted on in November is a five-part initiative. They were told not to pick out any piece of it, but to vote for the whole bond initiative. Mr. Mathena continued to say that it was a good conference and very informative.

Mr. Little reviewed a fact sheet pertaining to the Governor's bond and how it relates to Shasta County.

Mr. Little updated the Board concerning the I-5 partnership. He noted that this covers needs from Shasta County down to the City of Corning. The first Executive Committee meeting will be held August 2, 2006, and Board members are welcome to attend.

Mr. Little discussed the South County Traffic Impact Fee Program. The last public meeting is Wednesday, July 26, 2006, and then an ordinance will be formed to go to the Board of Supervisors and the Anderson City Council hopefully in September.

Mr. Little discussed the Traffic Impact Fee Study for the Riverside Drive Interchange in the City of Anderson. The first kickoff meeting was held and they are waiting on the new traffic model to finish, which should be in August - the project will go smoother using the traffic model.

There being no other business to discuss, Chairman Hawes adjourned the meeting at 4:38 p.m.

Respectfully submitted,

Daniel S. Little, Executive Officer

/jac

SHASTA COUNTY
REGIONAL TRANSPORTATION
PLANNING AGENCY

MINUTE ORDER

STATE OF CALIFORNIA, COUNTY OF SHASTA

The Governing Board of the Shasta County Regional Transportation Planning Agency met in regular session on the 25th day of July 2006 at Redding, California, there being present Board Members Clarke, Schaefer, Palmer, Hartman, Hawes, and Mathena.

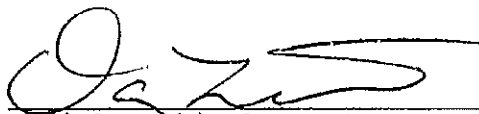
AMENDMENT TO DELEGATION OF AUTHORITY FOR MISCELLANEOUS EXPENSES

On recommendation of Executive Officer Little, and by motion made, seconded and carried, the Board unanimously voted to amend the delegation of authority to the Executive Officer for miscellaneous expenditures. The amendment includes reimbursement to RTPA Board Members for in-state travel, and expenses related to RTPA related business.

STATE OF CALIFORNIA, COUNTY OF SHASTA:

I, DANIEL S. LITTLE, AICP, Executive Officer of the Shasta County Regional Transportation Planning Agency, do hereby certify the foregoing to be a full, true and correct copy of the minute order of said Transportation Planning Agency Governing Board on July 25, 2006.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 25th day of July 2006.



Daniel S. Little, AICP, Executive Officer
Shasta County Regional Transportation
Planning Agency

APPROVED MINUTES

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY (MPO)
Tuesday, October 21, 2003, 4:00 p.m.
Shasta County Board Of Supervisors Chambers,
1500 Court Street, Redding, California.

(Note: These minutes are not intended to serve as a transcript or verbatim record of the proceedings of the Shasta County Regional Transportation Planning Agency, but rather as a record of meeting time, place and attendance; the order and general nature of discussion; Agency deliberations; and action taken, if any.)

Agency Members Kight, Connick, Clarke, Duryee, Mathena and alternate Fust were present. Agency Members Wilson and Hawes were absent.

1. Call to Order:

Chair Kight called the meeting to order at 4:02 p.m.

2. Public Comment Period:

There was no one who wished to speak during the Public Comment Period.

Consent Calendar

- 3-1 Minutes of July 22, 2003, RTPA Meeting
- 3-2 Future RTPA Meeting Schedule Through October 2004 - Information Only
- 3-3 Consider Adopting Social Services Transportation Advisory Council Guidelines and By-Laws
- 3-4 Consider Approving 2001/2002 Transportation Development Act (TDA) True-Up Instructions and Amended Claims
- 3-5 Regional Transportation Improvement Program (RTIP) Project Status Report - Information Only
- 3-6 Consider Authorizing the Chairman to Sign a Resolution Endorsing Western COG and MPO Agencies to Mutually Work Together Toward the Creation of a West Coast Transportation Corridor System Coalition
- 3-7 Authorize the Chairman to Sign Resolutions Finding the Bike Plans for Redding and Shasta County Consistent With the Regional Transportation Plan
- 3-8 Consider Delegating Authority to the Executive Officer to Approve Miscellaneous Expenditures

By motion made, seconded and carried, the items on the Consent Calendar were approved.

Regular Calendar

Chair Kight acknowledged the RTPA, and Executive Officer Kovacich made introductions of the RTPA staff.

4. Consider Approving Amendment No. 1 to the 2003/2004 Overall Work Program (OWP)

Executive Officer Kovacich explained the amendment represents a budget adjustment for 2003/2004. Such adjustments are routine and are done every year. The Federal Planning Funds expire on June 30 of each year and there is no vehicle to encumber those commitments over to the next year. When there are projects in process during one fiscal year, then typically, money has to be moved to the next fiscal year.

Mr. Kovacich continued to explain that there are three projects to carry over. They are aerial surveys for the City of Redding and the City of Shasta Lake; a request for \$9,000 from the Redding Area Bus Authority for some mapping software for their website, and \$44,278 for phase two of their intermodal transfer facility. These are not new resources for the Agency; they are resources budgeted from 2002/2003.

By motion made and seconded (Clarke/Fust) the staff recommendation passed unanimously.

5. Receive a Status Report on the California Transportation Commission (CTC) Meeting Itinerary to be Held in Redding, October 29-30, 2003 - Information Only

Executive Officer Kovacich explained that the CTC is coming to Redding next week. Dan Little has been working with CTC staff to make the meeting a success.

Staff Member Dan Little explained how the CTC has been invited to come to Redding and hold a meeting for the last few years. To no ones knowledge has the CTC ever met in Redding since their establishment in the 1970's. It is good for the economy to have them up here.

Mr. Little continued to explain that the CTC will be in Redding on October 30, for a one-day meeting. Mike Warren, City Manager, has been gracious about hosting it at the City Council Chambers. On Wednesday, the 29th, there will be a reception at Turtle Bay. Most of the CTC commissioners are expected to be there, City Council members from Redding and some Board of Supervisors will also be there. About 125 people are expected to attend;

it will run from 6:00 to 8:00 p.m. at Turtle Bay and the Association of General Contractors (AGC) has agreed to host appetizers for that reception.

Mr. Little continued to explain that the CTC meeting will begin at 8:30 a.m. at Redding City Hall. At 9:00 a.m. there will be a half hour slot for the Agency to make a presentation to the CTC. Time had been offered to anybody who wanted to speak from our partners. Caltrans will speak for about 10 minutes, and City of Redding-Mayor Cibula will welcome them to City Hall. Mr. Kight, as Chairman of the RTPA, will make some brief remarks as well. Dan advised the Agency to give any comments about the Agency that they would like to be shared at the meeting.

Dan concluded by explaining that the meeting will end around 3:00 p.m. All the Agency members are invited to the Reception and the CTC meeting if they would like to see how the CTC functions are carried out.

Chair Kight complimented Dan Little on doing a good job, and it is great that Dan got the CTC to Redding. Board Member Clarke agreed.

6. Consider a Request to Join the Association of General Contractors

Dan Kovacich explained how Ty Hixson, of the Association of General Contractors (AGC), had approached him. The AGC has modified their bylaws to allow government agencies to be part of their organization. This was the first time the Agency had been approached by a trade group or organization like this to join. Direction is needed from the Agency as whether to join the ranks of agencies like this and perhaps other agencies.

Mr. Kovacich continued to explain that he believes there would be benefits to joining this agency, in that they are a stakeholder in the transportation system and in how transportation revenues are spent. Some benefits could be gained by networking with this organization. The position of the need for transportation funding could be put forth.

Mr. Kovacich continued to say that it is the first time going down this road. He added that there were some concerns expressed at the TAC meeting that the cost of joining would not be reimbursed by the Federal Planning Fund because this is a lobbying organization. They do some lobbying, but just about every organization today does lobbying, it is part of survival.

Mr. Kovacich continued to say that another issue raised at TAC was what if there was an approach by the Chamber of Commerce and other organizations to join. His response was that perhaps it would be good to belong to that organization as well. Perhaps it would be better to be inclusive not exclusive.

Mr. Kovacich concluded by asking the Board for direction in where they would like to see the Agency go in the future in terms of organizations like this.

Chair Kight asked what the cost was to join and noted that it wasn't budgeted. Mr. Kovacich answered that it was \$500 and that there was enough revenue budgeted to pay for it.

Board Member Mathena asked how the networking would be done and how many meetings they have a year. Mr. Kovacich answered that that he did not know how many meetings there were, but the meetings would be attended and perhaps presentations would be made on transportation issues.

Board Member Clarke expressed concern about the fact that the AGC has an annual Public Official Recognition night where the public officials are invited and one is recognized as a public official of the year. Pat Minturn was recognized one year and she had been recognized a few years ago. Mrs. Clarke wondered if being a part of that organization would play into that public official role, given that the RTPA Board is made up of public officials, or if it would have any impact. She concluded that the AGC is a great organization and it could be an excellent networking operation; their interest is not only in transportation but allows the ability to have a close relationship and perhaps turn out better products.

Board Member Mathena noted that he thought they should be networking with us, not us with them.

Chair Kight stated that he did not know that he necessarily agreed with that. He added that he thinks the City is a member of the Chamber, he believes every City belongs to the Chamber. Mr. Kight continued to say that his first thought was that he did not want to get involved with these types of things because it opens the door to every organization that comes to the Agency. But at the same time, we probably should be out networking, there is a wealth of information depending on who they are and what trade they happen to be. Mr. Kight concluded by saying that it could be tried for a year and see how it goes, if it works fine, if not, do not renew.

Board Member Duryee stated that Shasta Lake belongs to various organizations and it works out very well.

By motion made and seconded (Duryee/Connick) the staff recommendation passed unanimously.

7. **Report of Activities of California Council of Governments (CALCOG) - Information Only**

Executive Officer Kovacich explained that at a recent Western Council of Governments (COG) meeting - which is a meeting of Councils of Governments from Washington, Oregon and California, the Chair of the California COG suggested implementing a system whereby each of the COG's report to their elected body the activities of CALCOG.

Mr. Kovacich continued to say that attached to the staff report was summaries of both the Western COG meeting, and the September COG Directors meeting, which is a meeting of like peers in other regions throughout the State.

Mr. Kovacich concluded by stating that unless the Agency provides further direction it is suggested that this be a standing consent agenda item, giving an opportunity to see what CALCOG is doing.

Board Member Clarke noted that it was a good idea. Even though sometimes there is an overload of information, the more information about what they are doing in the rest of the State, the better opportunity we have to prepare ourselves for the same.

Board Member Duryee suggested that this item be a regular consent calendar item on the agenda unless the Board needs to know something, then schedule it as a presentation.

Mr. Kovacich asked if that was the direction the Board wanted staff to go. It was agreed.

8. **Adjourn**

There being no other business to discuss, Chair Kight adjourned the meeting at 4:18 p.m.

Respectfully submitted,

Daniel J. Kovacich, Executive Officer

/jac