

AGENDA: January 8, 2004

TO: Regional Transportation Commission
FROM: Linda Wilshusen, Executive Director
RE: Agreements with Caltrans for the Receipt of State and Federal Funds

RECOMMENDATIONS:

Staff recommends that the Santa Cruz County Regional Transportation Commission:

1. Approve the attached resolution (Attachment 1) authorizing the Executive Director to sign a new Master Fund Transfer Agreement, contingent upon County Counsel review, and other agreements as necessary for the receipt of Commission-authorized state and federal funds;
 2. Direct staff to review all existing agreements with contractors and agencies which receive state or federal funds through the Commission to ensure that the agreements comply with the requirements in the new Master Fund Transfer Agreement.
-

BACKGROUND

The Commission receives state and federal funds via Caltrans for some of its operating programs and projects, such as the Rideshare, Planning and Freeway Service Patrol programs (funded by State Transportation Improvement Program funds), the Rail line Acquisition analysis (State Proposition 116 funds) and the Don't Drive 1 in 5 project (Federal CMAQ) funds. The Commission also occasionally receives state or federal funds for a planning project conducted by a non-profit organization. Currently the Commission receives CMAQ funds for the Pajaro Valley Transportation Management Association. The Commission also receives Surface Transportation Program (STP) Exchange funds from Caltrans, which the Commission passes on the project lead agencies, the local jurisdictions and the transit district.

DISCUSSION

To enable receipt of state and federal transportation funds for the Commission's programs and for implementing agencies, the Commission and Caltrans have a general Master Fund Transfer Agreement for all the funds, and annual Supplemental Agreements for specific projects. Some of these agreements require Board approval prior to signature by the Executive Director. In 1997, the Commission approved a resolution authorizing the Executive Director to sign the Master Fund Transfer Agreement and other agreements

as necessary to receive state and federal funds consistent with the Commission's adopted budget and work program.

Caltrans has revised the Master Fund Transfer Agreement to clarify rules regarding documentation and reporting. Staff has reviewed that Agreement and has sent it to County Counsel for its review. Staff recommends approval of the attached Resolution authorizing the Executive Director to sign the revised Master Fund Transfer Agreement.

As in the 1997 resolution, the attached resolution includes authorization to sign other agreements as are necessary to receive state and federal funds, consistent with the Commission's adopted budget and work program or other Commission actions.

The Commission is in compliance with the Master Fund Transfer Agreement in terms of its audits and controls. This is a good time to review all existing agreements with contractors and agencies which receive state or federal funds through the Commission to ensure that those agreements comply with the requirements of the Master Fund Transfer Agreement.

SUMMARY

A resolution is needed to sign the revised Master Fund Transfer Agreement and other agreements for receipt of Commission-authorized state and federal funds. All agreements with contractors and agencies using these state or federal funds will be reviewed by staff to ensure compliance with the Master Fund Transfer Agreement.

Prepared by Pat Dellin

Attachment 1: Resolution

Attachment 2: Draft Revised Master Fund Transfer Agreement