

AGENDA: December 2, 2004

TO: Regional Transportation Commission
FROM: Linda Wilshusen, Executive Director
REGARDING: Amendment to the SCCRTC's Rules and Regulations

RECOMMENDATIONS

1. The Budget and Administration/Personnel Committee and staff recommend that the Regional Transportation Commission approve the attached resolution (Attachment 1) amending the Rules and Regulations (Attachment 2, enclosed separately); and
 2. The Interagency Technical Advisory Committee and staff recommend that the Regional Transportation Commission postpone consideration of adding the Highway 1 Construction Authority as a member of the Interagency Technical Advisory Committee until the HCA establishes its permanent staffing.
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BACKGROUND

The Commission's Rules and Regulations serves as the bylaws for the Commission and its committees, puts forth local rules for Transportation Development Act (TDA) administration, and includes other administrative policies and procedures. In specific, the Rules and Regulations document covers the following:

1. Membership and voting procedures for the Commission and its committees (Section II and Exhibit 2)
2. Apportionments, claims and disbursements for Transportation Development Act (TDA) funds (Sections III through VII)
3. Programming and reporting for Regional Transportation Improvement Program funds, including Regional STIP funds, Regional Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) funds, and Transportation Enhancement Activities (TEA) funds (Section VIII and Exhibit 5)
4. Allocations and disbursement of Surface Transportation Program Exchange (STPX) funds (Section IX)
5. Procedure for Evaluation of the Executive Director (Exhibit 1)
6. Environmental Review Guidelines (Section X)
7. Document Distribution and Pricing (Section XII and Exhibit 3)
8. Conflict of Interest Code (and Exhibit 4)

A complete review and revision of the Rules and Regulations in its entirety was last done in 1997. The Commission has taken a number of actions since that time to update

sections of the Rules and Regulations.

- In January 2002, the Commission revised the Rules and Regulations to implement an increase to Commission membership to 12 regular members, adding the fifth County Supervisor and one directly appointed representative from each of the four cities.
- In November 2001, the Commission concluded a major evaluation of the SCCRTC Committee structure and revised Exhibit 2 of the Rules and Regulations pertaining to committee bylaws, objectives and memberships.
- The Commission recently approved changes to its Document Distribution and Pricing policies (Exhibits 3 and 4) and adopted a Conflict of Interest Code (Exhibit 5).
- Over the past three years, the Commission has approved new policies related to Regional Transportation Improvement Program programming and monitoring, but many of these were not incorporated in the last document printed for distribution.

Over the past year, staff has been working with the Commission's Budget and Administration/Personnel Committee on updating the Rules and Regulations. The Interagency Technical Advisory Committee, Elderly and Disabled Transportation Advisory Committee and Bicycle Committee also reviewed the Rules and Regulations.

DISCUSSION

The proposed draft amended Rules and Regulations (Attachment 2, enclosed separately) includes all changes previously approved by the Commission. New changes are shown in underline/strikeover format.

Most of the new changes since the 2002 version of this document have been made to Section VIII: RTIP Program. Changes to this section include previously approved policy and procedural changes and rewritten/ reorganized text. For example, Section X on the Transportation Enhancements Activities (TEA) program has been incorporated in Section VIII.

Some changes have also been made to the following sections of the Rules and Regulations. The majority of these changes merely reflects and clarifies current practice.

- II.E. regarding TDA Reserve Funds and Special Allocations
- V.B. regarding claims by SCMTD
- V.C. regarding claims for Demonstration Projects
- VI. regarding claims for bicycle and pedestrian projects
- VII. regarding claims for specialized transportation services

The proposed amended Rules and Regulations also includes a change to Exhibit 1 whereby the performance evaluation of the Executive Director will be conducted every year by the full Commission rather than every two years by the Budget and Administration/Personnel Committee.

Highway 1 Construction Authority Membership in the ITAC

The SCCRTC's Interagency Technical Advisory Committee (ITAC) is a staff-level committee that coordinates planning and programming between all the local agencies which are frequent recipients of SCCRTC funds. As such, the recently formed Highway 1 Construction Authority should have a place at the table. Staff forwarded this concept to the ITAC for their input, which recommends that the consideration be postponed until the HCA has permanent staffing. The issue has not yet been considered by the HCA board.

Next Steps

After the Commission approves the amendment, the Rules and Regulations will be reprinted and distributed to interested parties, mainly the Commission, staff from our member agencies and RTC committee members.

SUMMARY

The draft amended Rules and Regulations includes policies approved by the Commission over the past few years and other updates as necessary. After the Commission approves the amendment, the Rules and Regulations will be reprinted and distributed.

Attachment 1: Resolution

Attachment 2: Proposed Amended Rules and Regulations (enclosed separately)