AGENDA

Thursday, April 3, 2014
9:00 a.m.

NOTE LOCATION THIS MONTH
County Board of Supervisors
701 Ocean St.
Santa Cruz CA 95060

NOTE
See the last page for details about access for people with disabilities and meeting broadcasts.

En Español
Para información sobre servicios de traducción al español, diríjase a la última página.

AGENDAS ONLINE
To receive email notification when the RTC meeting agenda packet is posted on our website, please call (831) 460-3200 or email info@sccrtc.org to subscribe.

COMMISSION MEMBERSHIP

Caltrans (ex-officio)    Tim Gubbins
City of Capitola          Dennis Norton
City of Santa Cruz        Don Lane
City of Scotts Valley     Randy Johnson
City of Watsonville       Eduardo Montesino
County of Santa Cruz      Greg Caput
County of Santa Cruz      Neal Coonerty
County of Santa Cruz      Zach Friend
County of Santa Cruz      John Leopold
County of Santa Cruz      Bruce McPherson
Santa Cruz Metropolitan Transit District    Dene Bustichi
Santa Cruz Metropolitan Transit District    Daniel Dodge
Santa Cruz Metropolitan Transit District    Lynn Robinson

The majority of the Commission constitutes a quorum for the transaction of business.
1. Roll call

2. Oral communications

   Any member of the public may address the Commission for a period not to exceed three minutes on any item within the jurisdiction of the Commission that is not already on the agenda. The Commission will listen to all communication, but in compliance with State law, may not take action on items that are not on the agenda.

   Speakers are requested to sign the sign-in sheet so that their names can be accurately recorded in the minutes of the meeting.

3. Additions or deletions to consent and regular agendas

   CONSENT AGENDA

   All items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the RTC or public wishes an item be removed and discussed on the regular agenda. Members of the Commission may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other Commissioner objects to the change.

MINUTES

4. Approve draft minutes of the March 6, 2014 Regional Transportation Commission meeting

POLICY ITEMS

   No consent items

PROJECTS and PLANNING ITEMS

   No consent items

BUDGET AND EXPENDITURES ITEMS

5. Accept status report on Transportation Development Act (TDA) revenues

ADMINISTRATION ITEMS

6. Approve Bicycle Committee membership appointments

INFORMATION/OTHER ITEMS

7. Accept monthly meeting schedule

8. Accept correspondence log
9. Accept letters from RTC committees and staff to other agencies - *none*

10. Accept miscellaneous written comments from the public on RTC projects and transportation issues

11. Accept information items
   -a. February 7, 2014 letter from the Special District Management Authority regarding a longevity distribution

**REGULAR AGENDA**

12. Commissioner reports – oral reports

13. Director’s report – oral report 
   *(George Dondero, Executive Director)*

14. Caltrans report and consider action items
   -a. District Director’s report
   -b. Construction projects update

15. 2014 Regional Transportation Improvement Program (RTIP) amendments
   *(Rachel Moriconi, Senior Transportation Planner)*
   -a. Staff report
   -b. Resolution
   -c. RTIP amendments
   -d. County of Santa Cruz RTIP amendment request

16. Amendment to the Regional Transportation Commission’s (RTC) Rules and Regulations
   *(Luis Pavel Mendez, Deputy Director)*
   -a. Staff report
   -b. Resolution amending the RTC Rules and Regulations

17. Review of items to be discussed in closed session

**CLOSED SESSION**

18. Conference with legal counsel—anticipated litigation. Significant Exposure to Litigation to be considered for two cases pursuant to Government Code Section 54956.9 (d)(2).

Agency Negotiator: George Dondero, Luis Mendez, Yesenia Parra
Negotiation Parties: Louis Rittenhouse and Steven Sheldon
Under Negotiation: Lease Price and Terms

OPEN SESSION

20. Report on closed session

21. Adjourn to special meeting of the Service Authority for Freeway Emergencies

   No agenda items this month

22. Next meetings

   The next RTC meeting is scheduled for Thursday, May 1, 2014 at 9:00 a.m. at
   the Capitola City Council Chambers, 420 Capitola Avenue, Capitola, CA.

   The next Transportation Policy Workshop meeting is scheduled for Thursday,
   April 17, 2014 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa
   Cruz, CA.

HOW TO REACH US

Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue, Santa Cruz, CA 95060
phone: (831) 460-3200 / fax (831) 460-3215

Watsonville Office
275 Main Street, Suite 450, Watsonville. CA 95076
(831) 768-8012
email: info@sccrtc.org / website: www.sccrtc.org

COMMENTS FROM THE PUBLIC

Written comments for items on this agenda that are received at the RTC office in Santa Cruz by noon on
the day before this meeting will be distributed to Commissioners at the meeting.

HOW TO STAY INFORMED ABOUT RTC MEETINGS, AGENDAS & NEWS

Broadcasts: Many of the meetings are broadcast live. Meetings are cablecast by Community Television of
Santa Cruz. Community TV’s channels and schedule can be found online (www.communitytv.org) or by
calling (831) 425-8848.

Agenda packets: Complete agenda packets are available at the RTC office, on the RTC website
(www.sccrtc.org), and at the following public libraries:
SCCRTC Agenda
April 3, 2014

- Aptos Library
- Branciforte Library
- Santa Cruz Downtown Library
- Garfield Park Library
- Live Oak Library
- Watsonville Main Library

- Boulder Creek Library
- Capitola Library
- Felton Library
- La Selva Beach Library
- Scotts Valley Library

For information regarding library locations and hours, please check online at www.santacruzpl.org or www.watsonville.lib.ca.us.

On-line viewing: The SCCRTC encourages the reduction of paper waste and therefore makes meeting materials available online. Those receiving paper agendas may sign up to receive email notification when complete agenda packet materials are posted to our website by sending a request to info@sccrtc.org. Agendas are typically posted 5 days prior to each meeting.

Newsletters: To sign up for E-News updates on specific SCCRTC projects, go to www.sccrtc.org/enews.

HOW TO REQUEST

❖ ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

The Santa Cruz County Regional Transportation Commission does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. This meeting location is an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact RTC staff at 460-3200 (CRS 800/735-2929) at least three working days in advance of this meeting to make arrangements. People with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those person affected, Please attend the meeting smoke and scent-free.

❖ SERVICIOS DE TRADUCCIÓN/ TRANSLATION SERVICES

Si gusta estar presente o participar en esta junta de la Comisión Regional de Transporte del Condado de Santa Cruz y necesita información o servicios de traducción al español por favor llame por lo menos con tres días laborables de anticipo al (831) 460-3200 para hacer los arreglos necesarios. (Spanish language translation is available on an as needed basis.) Please make advance arrangements (at least three days in advance) by calling (831) 460-3200.
1. Roll call

The meeting was called to order at 9:05 a.m.

Members present:
Tim Gubbins (ex officio)       Dennis Norton
Don Lane                     Randy Johnson
Eduardo Montesino            Greg Caput
Neal Coonerty                Zach Friend
John Leopold                 Virginia Johnson (alt.)
Dene Bustichi                Daniel Dodge
Lynn Robinson

Staff present:
George Dondero               Luis Mendez
Yesenia Parra                Jason Laning
Ginger Dykaar                Cory Caletti
Rachel Moriconi             Karena Pushnik

2. Oral communications

Lowell Hurst, Watsonville City Councilmember, thanked the RTC for its work along the Highway 1 corridor, side roads, and the rail-trail project.

Jack Nelson, Santa Cruz resident, discussed a graph regarding carbon pollution’s effect on future climate instability. He said that he became aware of the graph at a conference at UCSC regarding climate science and policy.

3. Additions or deletions to consent and regular agendas

Handouts for Items 21, 25, and 26 were distributed.
Commissioner Coonerty pointed out a typographical error in the FY 2012-13 Fiscal Audit of the RTC, found on page 12-15 of the agenda packet, where the figure “57.2%” should instead be “5.72%.”

**CONSENT AGENDA**

Commissioner Leopold moved and Commissioner Lane seconded the consent agenda. The motion passed unanimously, with Commissioners Norton, Lane, R. Johnson, Montesino, Caput, Coonerty, Friend, Leopold, V. Johnson, Bustichi, Dodge, and Robinson voting “aye.”

**MINUTES**

4. Approved draft minutes of the February 6, 2014 Regional Transportation Commission meeting

5. Accepted draft minutes of the February 10, 2014 Bicycle Committee meeting

6. Accepted draft minutes of the February 11, 2014 Elderly and Disabled Transportation Advisory Committee meeting

7. Accepted draft minutes of the February 13, 2014 Budget & Administration/Personnel (B&A/P) Committee meeting

8. Accepted draft minutes of the February 20, 2014 Interagency Technical Advisory Committee (ITAC) meeting

**POLICY ITEMS**

No consent items

**PROJECTS and PLANNING ITEMS**

9. Approved City of Santa Cruz Article 8 Transportation Development Act allocation request (Resolution 18-14)

**BUDGET AND EXPENDITURES ITEMS**

10. Accepted status report on Transportation Development Act (TDA) revenues

11. Approved Fiscal Year 2013-14 Budget and Work Program Amendments and Exchange of Regional Surface Transportation Program Funds (Resolution 19-14)

12. Accepted Fiscal Year 2012-13 Fiscal Audit of the RTC

**ADMINISTRATION ITEMS**
13. Approved appointment of members to the Elderly and Disabled Transportation Advisory Committee

14. Approved appointment of Commissioners to Budget & Administration/Personnel Committee

INFORMATION/OTHER ITEMS

15. Accepted monthly meeting schedule

16. Accepted correspondence log

17. Accepted letters from RTC committees and staff to other agencies
   a. January 24, 2014 letter from the RTC’s Bicycle Committee to Office of Traffic Safety in support of County of Santa Cruz Health Services Agency 2014 Office of Traffic Safety grant
   b. February 13, 2014 letter from the RTC’s Elderly and Disabled Transportation Advisory Committee to Santa Cruz METRO in appreciation for preview of the new transit buses
   c. February 13, 2014 letter from the RTC’s Elderly and Disabled Transportation Advisory Committee to Santa Cruz METRO regarding bus service to Frederick Street residents and businesses

18. Accepted miscellaneous written comments from the public on RTC projects and transportation issues

19. Accepted information items
   a. Summary of California Transportation Infrastructure Priorities: Vision and Interim Recommendations Report

REGULAR AGENDA

20. Commissioner reports – oral reports – none

21. Director’s report – oral report

   Executive Director George Dondero presented his report, which was distributed as a handout.

   Commissioners discussed a possible RTC Board retreat, and expressed a preference for the event to be held on April 17th. Commissioner Lane said he would like to participate in the passenger rail study.
22. Caltrans report and consider action items

Tim Gubbins, Caltrans District 5 Director, presented his report. He said that Caltrans has published a document called “The Mile Marker,” available on the Caltrans website, which presents Caltrans’ message and mission, and describes 15 of their main goals.

23. **9:30 am Public Hearing** - Draft 2014 Regional Transportation Plan (RTP)

Transportation Planner Ginger Dykaar presented her report, which included a PowerPoint presentation about the Draft 2014 RTP.

Commissioners discussed access from southern Santa Cruz County to southern Santa Clara County, whether auxiliary lanes would be displaced by construction of HOV lanes, and data regarding vehicle use in the county.

A public hearing was held beginning at 9:46 a.m. to receive public comments. Chair Montesino said that each speaker would have three minutes to make their comments.

**Jack Nelson,** Santa Cruz resident, said he liked that the RTP addresses greenhouse gas (GHG) emissions and climate change, but said that it doesn’t go far enough. He also said that AMBAG’s GHG reduction targets are too low.

**Paul McGrath,** Ride Spring, discussed an article from the Santa Cruz Sentinel regarding the RTC’s Cash for Carpoools program. He said that the program did not work, achieving under 1% of its traffic reduction projections. He said that a stop-work order had been issued for the program.

Paul McGrath’s comments exceeded the allotted time of three minutes, after which Chair Montesino asked Mr. McGrath to end his comments so that other members of the public could participate. Mr. McGrath then refused to end his comments, so Chair Montesino announced a 5-minute recess of the meeting at 9:52 a.m.

The meeting resumed at 10:00 a.m.

**Lowell Hurst,** Watsonville City Councilmember, encouraged the Commission to continue to look at all options to increase access between southern Santa Cruz County and Santa Clara County.

**Ron Swenson,** Executive Director of the International Institute of Sustainable Transportation, said that the Commission should investigate the possibility of incorporating solar energy and automated transportation networks into the transportation system.
Commissioners discussed expanding transit service, reduction of greenhouse gas emissions, and whether the RTP’s goals are realistic.

24. Draft 2035 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and Draft Environmental Impact Report for the 2035 MTP/SCS and RTPs of Monterey, San Benito and Santa Cruz Counties

Heather Adamson, AMBAG, and project manager for MTP/SCS, presented her report, which included a PowerPoint presentation.

Commissioners discussed the appropriateness of considering alternatives that result in a greater negative environmental impact, and thanked AMBAG for its series of public workshops.

25. Update on the 2014 State Transportation Improvement Program (STIP)

Senior Transportation Planner Rachel Moriconi presented her report. She said that California Transportation Commission (CTC) staff recommendations were released and include State Transportation Improvement Program (STIP) funding for all of the projects proposed by the RTC as part of adoption of the 2014 Regional Transportation Improvement Program (RTIP). She said that due to funding constraints in the first three years of the STIP, CTC staff has recommended funding some new projects several years later than what was proposed by project sponsors. She said that CTC staff is willing to shift those projects to earlier years, if other projects are shifted to later years, and that RTC staff has worked with project sponsors to update project schedules and distributed a handout with recommended changes to the funding year for several projects.

Commissioners discussed the timelines of specific projects, and procedures for shortening project timelines.

Commissioner Lane moved and Commissioner Coonerty seconded to direct staff to work with the California Transportation Commission (CTC) to move projects between fiscal years, according to staff’s recommendation as shown in the handout distributed to Commissioners. The motion passed unanimously with Commissioners Norton, Lane, R. Johnson, Montesino, Caput, Coonerty, Friend, Leopold, V. Johnson, Bustichi, Dodge, and Robinson voting “aye.”

26. Santa Cruz Branch Rail Line Bridge Rehabilitation Project

Deputy Director Luis Pavel Mendez presented his report.

Commissioners discussed whether it would be possible to construct a pedestrian and bicycle overcrossing concurrently with bridge rehabilitation, and whether the Commission is qualified to make design decisions.
Commissioner Friend moved and Commissioner Norton seconded to select “Enviro Green” as the paint color for the La Selva Beach railroad trestle, according to the recommendation of the La Selva Beach Improvement Association. The motion passed unanimously with Commissioners Norton, Lane, R. Johnson, Montesino, Caput, Coonerty, Friend, Leopold, V. Johnson, Bustichi, Dodge, and Robinson voting “aye.”

27. Fiscal Year 2014-15 Proposed Budget and Exchange of Regional Surface Transportation Program Funds

Deputy Director Luis Pavel Mendez presented his report.

Commissioners discussed: the meaning of the phrase “carryover to be determined”; whether a line item for professional services includes METRO staff; the efficacy of the Rideshare program and the methods used for quantifying the success of the program; and the possibility of creating a committee that represents the concerns of commuters.

Jack Nelson, Santa Cruz resident, said that it’s difficult to find hard evidence proving that adding additional highway lanes relieves highway congestion. He asked the Commission to consider ways to deal with commuter traffic congestion that don’t involve adding additional lanes.

Paul Elerick, Campaign for Sensible Transportation, commended the RTC on its traffic study between the northern and southern areas of the county. He asked whether it is worth allocating funding towards highway projects in order to alleviate only 15 minutes of extra travel time during peak commuting hours.

Lowell Hurst, Watsonville City Councilmember, recommended that the Commission use common sense when allocating funding for highway projects.

Commissioners Lane and Bustichi left the meeting.

Commission Alternate Virginia Johnson and Commissioner Robinson seconded to approve the proposed FY 2014-15 budget (Exhibit A of Attachment 1); exchange federal Regional Surface Transportation Program (RSTP) funds for state RSTP Exchange funds as shown on budget page 14; amend the 2014 Regional Transportation Improvement Program (RTIP) to reflect the exchange of funds; and direct staff to return to the Commission at a later date with a proposal to form a commuter advocacy committee.

The motion passed unanimously (Resolution 20-14), with Commissioners Norton, R. Johnson, Montesino, Caput, Coonerty, Friend, Leopold, V. Johnson, Dodge, and Robinson voting “aye.”

Commissioner Coonerty left the meeting.

28. Update on the 2014 Active Transportation Program (ATP)
Senior Transportation Planner Rachel Moriconi presented her report.

Commissioners discussed the timeline and process for proposals for the 2014
Active Transportation Program.

29. Review of items to be discussed in closed session

Chair Montesino said that issues related to real property negotiation would be
discussed in closed session.

Commissioners adjourned to closed session at 11:43 a.m.

CLOSED SESSION

30. Conference with Real Property Negotiators Pursuant to Government Code
Section 54956.8. Property: 1523 Pacific Ave. and 1101 Pacific Ave. Suite 320,
Santa Cruz, CA.

Agency Negotiator: George Dondero, Luis Mendez, Yesenia Parra
Negotiation Parties: Louis Rittenhouse and Steven Sheldon
Under Negotiation: Lease Price and Terms

31. Report on closed session

Commissioners reconvened to open session at 11:58 a.m. and there was no
closed session report.

32. Adjourn to special meeting of the Service Authority for Freeway Emergencies

No agenda items this month

33. Meeting adjourned at 11:58 a.m. Next meetings

The next RTC meeting is scheduled for Thursday, April 3, 2014 at 9:00 a.m. at
the Board of Supervisors Chambers, 701 Ocean Street, 5th Floor, Santa Cruz, CA.

The next Transportation Policy Workshop meeting is scheduled for Thursday,
March 20, 2014 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa
Cruz, CA.

Respectfully submitted,

Jason Laning, Staff
Attendees:

Heather Adamson  AMBAG
Lowell Hurst     Watsonville City Councilmember
Jack Nelson      Santa Cruz resident
Paul McGrath    Ride Spring
Ron Swenson     International Institute of Sustainable Transportation
Paul Elerick     Campaign for Sensible Transportation
William Whitney La Selva Beach resident
Jeff Allen       Kimley-Horn and Associates
Amy Weiss        Interpreter
## SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
### TDA REVENUE REPORT
#### FY 2013-2014

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<th>MONTH</th>
<th>FY12-13 ACTUAL REVENUE</th>
<th>FY13 - 14 ESTIMATE REVENUE</th>
<th>FY13 - 14 ACTUAL REVENUE</th>
<th>DIFFERENCE</th>
<th>PERCENTAGE OF PROJECTION</th>
<th>CUMULATIVE % OF ACTUAL TO PROJECTION</th>
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**Total:**

| TOTAL     | 7,744,102               | 8,165,853                   | 6,331,130                | 134,438    | 1.65%                    | 78%                                  |

**Note:**

I:\FISCAL\TDA\MonthlyReceipts\[FY13 - 14.xlsx]FY2014
RECOMMENDATIONS

Staff recommends that the Regional Transportation Commission make the following appointments to the Santa Cruz County Regional Transportation Commission’s Bicycle Advisory Committee:

1. Andy Ward (voting) and Daniel Kostelec (alternate) to represent the City of Capitola;
2. Lex Rau (voting) and Gary Milburn (alternate) to represent the City of Scotts Valley; and
3. Emily Glanville (voting) and Piet Canin (alternate) to represent Bike to Work.

BACKGROUND

Seats on the Regional Transportation Commission’s Bicycle Committee correspond to City and Supervisorial District seats on the Regional Transportation Commission (RTC). Commissioners may nominate individuals for the RTC’s consideration. Two additional seats for Bike to Work and the Community Traffic Safety Coalition also exist and nominations are made by the respective agency. Seats for three-year terms on the Bicycle Committee expire on a rotating basis. This March 2014, positions expired for the Cities of Capitola and Scotts Valley.

The Bicycle Committee’s description, role and membership are shown on the 2004 Santa Cruz County Regional Transportation Commission Rules and Regulations (Attachment 1). A draft roster is also included as Attachment 2.

DISCUSSION

Seats on the Regional Transportation Commission’s Bicycle Committee for the Cities of Capitola and Scotts Valley expired at the end of March, 2013. Additionally, the current Bike to Work voting representative, Rob Straka, resigned and another application submitted for appointment consideration. Bicycle Committee members and alternates representing the Cities of Capitola and Scotts Valley indicated interest in reappointment and their requests were forwarded to the respective Commissioners. All applications are also on file and available for review upon request. The application from the Bike to Work applicant is enclosed as this would be a new appointment.
Ongoing vacancies exist for alternate seats representing Districts 4 and 5; and the alternate seat representing the City Watsonville. Staff has been working to recruit applicants to fill vacancies and welcomes recommendations from Commissioners.

**City of Capitola Nomination**
Andy Ward, the current voting member, and Daniel Kostelec, the current alternate member, are both seeking reappointments to serve the City of Capitola in their same capacities. Both are long term members of Bicycle Committee, have served as either as Chair or Vice-Chair, and have shown ongoing commitment and engagement. Both their requests were forwarded to Commissioner Norton who nominated Mr. Ward and Mr. Kostelec to represent the City of Capitola as voting and alternate members, respectively, for the next three-year term (Attachment 3 - a).

**City of Scotts Valley Nomination**
Lex Rau, the current voting member, and Gary Milburn, the current alternate member, are both seeking reappointments to serve as the City of Scotts Valley in their same capacities. Mr. Rau has served on the Committee since 2007 and Mr. Milburn has served since 1997. Both their requests were forwarded to Commissioner Johnson who nominated Mr. Rau as the City of Scotts Valley voting member and Mr. Milburn as the alternate representative for the next three-year term. The nomination was submitted to staff via email and is on file.

**Bike to Work**
The current Bike to Work representative recently resigned and a new applicant, Emily Glanville submitted information for appointment consideration. Since this is the first time Ms. Glanville applied for membership, her application is attached. Piet Canin, as Ecology Action’s Vice President of Transportation, has the authority to make the appointment. Mr. Canin selected Ms. Glanville to serve as the voting member and himself to serve as the alternate. Mr. Glanville’s application and the nomination letter is provided in Attachment 3 - b.

**Staff recommends that the Regional Transportation Commission approve nominations submitted by Commissioners Norton and Johnson, as well as Bike to Work’s Transportation Division Vice President, to serve on to the RTC’s Bicycle Committee.**

**SUMMARY**

Seats on the Regional Transportation Commission’s Bicycle Committee for the Cities of Capitola and Scotts Valley expired at the end of March, 2014 and one resignation was received. Reappointment requests were submitted from all members and were forwarded to the respective Commissioner. A new appointment request was also forwarded as appropriate. Staff recommends that the Regional Transportation Commission appoint the individuals nominated to fill those seats.

**Attachments:**
1. SCCRTC Rules and Regulations: Exhibit 4 - Bicycle Committee description
2. Draft Bicycle Committee roster
3. Nomination letters and attachments
Committee: BICYCLE COMMITTEE

Committee Objectives: Serves in an advisory capacity to the Regional Transportation Commission and its member agencies on bicycle-related issues, policies, plans, programs and projects.

1. Reviews claims submitted to the Commission that deal with bicycle facilities;

2. Reviews recommendations for the bicycle section of the Regional Transportation Plan, including policies, programs and capital improvement projects;

3. Reviews the bicycle sections of other studies, programs and plans prepared by the Commission;

4. Reviews and advises implementing agencies in a timely manner on transportation capital improvement projects with bicycle elements for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the Bicycle Committee involves review of the proposed concept and proposed design for the bicycle features of the transportation project. Local implementing agencies may seek the advice of the Bicycle Committee for more localized, locally funded bicycle projects at their discretion.

5. Advises the local jurisdictions' Public Works and Planning departments and Santa Cruz Metro, at their request, in their other functions as they related to bicycling, including bicycle plans, policies and ordinances and bikeway maintenance activities.

6. Advises local agencies and the Commission on the implementation of bicycle promotion programs funded by Commission funds;

7. Reviews and approves applications for Bikes Secure bike parking grant applications;

8. Assists in the pursuit of local, state and federal funds for bicycle projects and advises the Commission on project priorities for funding and grant applications for bicycle projects;

9. Serves as advocates on behalf of the bicycling population regarding bicycle related issues before the Commission.

Committee Membership:

One person representing each of the five supervisorial districts

Rules and Regulations  December 2004  Page 37
One person representing each of the four cities  4
One at-large member (until March, 2005 expiration of this position)  1
A representative of Bike to Work  1
A representative of the Community Traffic Safety Coalition  1

Total (prior to April, 2005)  12
Total (after March, 2005)  11

Appointments: Members representing agencies specified above are appointed by that agency and accepted by the Commission; all other members are appointed by the Commission based on recommendations of the Bicycle Committee and via open application process. The cities and the County Supervisors may nominate individuals for Commission consideration.

Quorum: A quorum is six members, assuming that there are no vacant positions. If there are vacant positions, a quorum will be half of the number of filled positions.

Meeting Frequency and Time: Set meeting time as 2nd Monday of the month from 7:00-9:00pm.

Meeting Location: At least one meeting annually will be scheduled for an appropriate location outside of the City of Santa Cruz and in proximity to a major transit route.
## DRAFT BIKE COMMITTEE ROSTER – April, 2014

<table>
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<tr>
<th>Representing</th>
<th>Member Name/Contact Info</th>
<th>Appointment Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 1 - Voting Soquel, Live Oak, part of Capitola</td>
<td>Kem Akol <a href="mailto:kemakol@msn.com">kemakol@msn.com</a> 247-2944</td>
<td>First Appointed: 1993 Term Expires: 3/16</td>
</tr>
<tr>
<td>Alternate</td>
<td>Holly M. Tyler <a href="mailto:holly.m.tyler@comcast.net">holly.m.tyler@comcast.net</a> 818-2117</td>
<td>First Appointed: 2010 Term Expires: 3/16</td>
</tr>
<tr>
<td>District 2 - Voting Aptos, Corralitos, part of Capitola, Nisene Marks, Freedom, PalDunes</td>
<td>David Casterson, Chair <a href="mailto:dbcasterson@gmail.com">dbcasterson@gmail.com</a> 588-2068</td>
<td>First Appointed: 2005 Term Expires: 3/15</td>
</tr>
<tr>
<td>Alternate</td>
<td>Jim Cook <a href="mailto:wookiv@comcast.net">wookiv@comcast.net</a> 345-4162</td>
<td>First Appointed: 12/13 Term Expires: 3/15</td>
</tr>
<tr>
<td>District 3 - Voting Big Basin, Davenport, Bonny Doon, City of Santa Cruz</td>
<td>Peter Scott <a href="mailto:drip@ucsc.edu">drip@ucsc.edu</a> 423-0796</td>
<td>First Appointed: 2007 Term Expires: 3/16</td>
</tr>
<tr>
<td>Alternate</td>
<td>William Menchine (Will) <a href="mailto:menchine@cruzio.com">menchine@cruzio.com</a> 426-3528</td>
<td>First Appointed: 4/02 Term Expires: 3/16</td>
</tr>
<tr>
<td>District 4 - Voting Watsonville, part of Corralitos</td>
<td>Amelia Conlen <a href="mailto:director@peoplepowersc.org">director@peoplepowersc.org</a> 425-0665</td>
<td>First Appointed: 5/13 Term Expires: 3/15</td>
</tr>
<tr>
<td>Alternate</td>
<td>Vacant</td>
<td>Term Expires: 3/15</td>
</tr>
<tr>
<td>District 5 - Voting SL Valley, Summit, Scotts Valley, part of Santa Cruz</td>
<td>Rick Hyman <a href="mailto:bikerick@att.net">bikerick@att.net</a></td>
<td>First Appointed: 1989 Term Expires: 3/16</td>
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<tr>
<td>Alternate</td>
<td>Vacant</td>
<td>Term Expires: 3/16</td>
</tr>
<tr>
<td>City of Capitola - Voting</td>
<td>Andy Ward, Vice Chair <a href="mailto:Andrew.ward@plantronics.com">Andrew.ward@plantronics.com</a> 462-6653</td>
<td>First Appointed: 2005 Term Expires: 3/17</td>
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<tr>
<td>Alternate</td>
<td>Daniel Kostelec <a href="mailto:dnlkostelec@yahoo.com">dnlkostelec@yahoo.com</a> 325-9623</td>
<td>First Appointed: Term Expires: 3/17</td>
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<tr>
<td>City of Santa Cruz - Voting</td>
<td>Wilson Fieberling <a href="mailto:anbfieb@yahoo.com">anbfieb@yahoo.com</a></td>
<td>First Appointed: 2/97 Term Expires: 3/15</td>
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<tr>
<td>Alternate</td>
<td>Carlos Garza <a href="mailto:carlos@cruzio.com">carlos@cruzio.com</a></td>
<td>First Appointed: 4/02 Term Expires: 3/15</td>
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<tr>
<td>City of Scotts Valley - Voting</td>
<td>Lex Rau <a href="mailto:lexrau@sbcglobal.net">lexrau@sbcglobal.net</a> 419-1817</td>
<td>First Appointed: 2007 Term Expires: 3/17</td>
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<tr>
<td>Alternate</td>
<td>Gary Milburn <a href="mailto:g.milburn@sbcglobal.net">g.milburn@sbcglobal.net</a>/438-2888 ext 210 wk 427-3839 hm</td>
<td>First Appointed: 1997 Term Expires: 3/17</td>
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<td>City of Watsonville - Voting</td>
<td>Myrna Sherman <a href="mailto:calgary1947@gmail.com">calgary1947@gmail.com</a></td>
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<tr>
<td>Alternate</td>
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<td>Term Expires: 3/16</td>
</tr>
<tr>
<td>Bike To Work - Voting</td>
<td>Emily Granville <a href="mailto:eglanville@ecoact.org">eglanville@ecoact.org</a> 415-637-2744</td>
<td>First Appointed: 4/14 Term Expires: 3/16</td>
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<tr>
<td>Alternate</td>
<td>Piet Canin <a href="mailto:pcanin@ecoact.org">pcanin@ecoact.org</a> 426-5925 ext. 127</td>
<td>First Appointed: 4/02 Term Expires: 3/16</td>
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<tr>
<td>Community Traffic Safety Coalition - Voting</td>
<td>Leo Jed <a href="mailto:leojed@gmail.com">leojed@gmail.com</a> 425-2650</td>
<td>First Appointed: 3/09 Term Expires: 3/15</td>
</tr>
<tr>
<td>Alternate</td>
<td>Jim Langley <a href="mailto:jim@jimlangley.net">jim@jimlangley.net</a> 423-7248</td>
<td>First Appointed: 4/02 Term Expires: 3/15</td>
</tr>
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</table>

All phone numbers have the (831) area code unless otherwise noted.
Cory Caletti

Senior Transportation Planner/Bicycle Coordinator

SCCRTC

I nominate Andy Ward to represent the City of Capitola as the voting member on the RTC’s Bicycle Advisory Committee and Daniel Kostelec to represent the City as the alternate member. Thanks to both of them for their continued commitment to the City of Capitola, a bicycle friendly community.

Thank You

Dennis Norton,

Capitola City Council and SCCRTC Board Member
Hi Cory,
Rob Straka has resigned as the RTC Bike Committee Bike to Work representative and I'm nominating Emily Glanville as the voting representing for Bike to Work and I'll maintain my position as alternate.

Piet Canin
VP of Transportation
Ecology Action

831-515-1327
COMMITTEE APPOINTMENT APPLICATION

Santa Cruz County Regional Transportation Commission (SCCRTC)
Bicycle Committee

Meetings are currently held the second Monday of every other month at 6:30 p.m. in the Santa Cruz County Regional Transportation Commission conference room, located at 1523 Pacific Avenue in downtown Santa Cruz. At least one meeting each year will be scheduled for an alternate location. Please refer to the Committee description, bylaws and recruitment process for more information.

If you are interested in serving on this committee, please complete this application, and return it to the Regional Transportation Commission office.

Please type or print clearly

Name: Emily Glanville

Home address: REDACTED

Mailing address (if different): ________________________________

Phone: (home) ___________________ (business/message/mobile) (415)637-2744

E-mail: eglanville@ecoact.org

Length of residence in Santa Cruz County: 10 years

Position(s) I am applying for: ☑ Any appropriate position

☐ ________________________________ ☐ Bike To Work

Previous experience on a government commission or committee (please specify)

Current member of the People Power of Santa Cruz County Steering Committee and past member of the Sanctuary Education Committee representing the Monterey Bay.
Relevant Work or Volunteer Experience

<table>
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<tr>
<th>Organization</th>
<th>Town or Address</th>
<th>Position</th>
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<tr>
<td>Ecology Action</td>
<td>877 cedar st,#240</td>
<td>Sustainable Transportation</td>
<td>4/15/13 to</td>
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<tr>
<td></td>
<td>Santa Cruz, CA</td>
<td>Program Specialist</td>
<td>current</td>
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<td>People Power</td>
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<td>Steering Committee Member</td>
<td>5/13 -</td>
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<td>steering committee</td>
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<tr>
<td>Save our Shores</td>
<td>305 Lake Ave,</td>
<td>Program Manager</td>
<td>3/2/2008 -</td>
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<tr>
<td></td>
<td>Santa Cruz, CA</td>
<td></td>
<td>6/12</td>
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**Statement of Qualifications:** Please attach a brief statement indicating why you are interested in serving on this committee and why you are qualified for the appointment. If you have served on this committee in the past, please summarize your accomplishments on the committee and indicate which of the committee’s potential future endeavors most interest you.

**Certification:** I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

_emily caletti_  
Signature  
3/21/14  
Date

**Return Application to:** SCCRTC  
Bicycle Committee  
1523 Pacific Avenue  
Santa Cruz, CA 95060  
Fax: (831) 460-3215 or email: ccaletti@sccrtc.org

**Questions or Comments:** Call Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org.
March 21, 2014

Santa Cruz County Regional Transportation Commission
Attn: Cory Caletti

RE: Statement of Qualifications for Bicycle Committee

Dear Cory,

I am very interested in serving on the Bicycle Committee as I have been an active cyclist in Santa Cruz for 10 years and have a vested interest in advocating for projects and policies that will help increase bicycling as well as make is safer. In addition, I currently work at Ecology Action as a Sustainable Transportation Program Specialist and coordinate Bike To Work Day along with Bike Week, Bike/Walk to School Day and our new Monthly Bike/Walk to School program.

Since I am an avid cyclist and have the opportunity to work on issues related to cycling in the Santa Cruz community I feel that it is important for me to stay engaged and informed regarding bicycle related policies, programs, and plans. An important component of my engagement in the bicycle community has been my participation as a Steering Committee Member for People Power of Santa Cruz County, which has allowed me to build more collaboration and leverage additional resources between Ecology Action’s Sustainable Transportation Department and People Power and Green Ways to School. Additional collaborative partnerships include my work with the Watsonville Bike Shack, the Bike Church, United Way’s Go For Health, Jovenes Sanos, Trips for Kids, Project Bike Trip, and the Santa Cruz County Cycling Club, among others.

I believe my work experience along with my personal commitment to cycling and promoting cycling in the Santa Cruz community would enable me to contribute in a positive and constructive way to this Bicycle Committee. Thank you for your consideration.

Best Regards,

Emily Glanville
Program Specialist
Ecology Action
(831) 515-1328
eglanville@ecoact.org
Santa Cruz County Regional Transportation Commission
THREE MONTH MEETING SCHEDULE

April 2014
Through
June 2014

All meetings are subject to cancellation when there are no action items to be considered by the board or committee.
Please visit our website for meeting agendas and locations www.sccrtc.org/meetings/

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Day</th>
<th>Meeting Type</th>
<th>Meeting Time</th>
<th>Meeting Place</th>
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<tr>
<td>4/3/14</td>
<td>Thursday</td>
<td>Regional Transportation Commission</td>
<td>9:00 am</td>
<td>Board of Supervisors Chambers</td>
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<td>4/7/14</td>
<td>Monday</td>
<td>Bicycle Committee <em>(note special date and time)</em></td>
<td>6:00 pm</td>
<td>Commission Offices</td>
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<td>4/8/14</td>
<td>Tuesday</td>
<td>Elderly &amp; Disabled Transportation Advisory Committee</td>
<td>1:30 pm</td>
<td>Commission Offices</td>
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<td>4/10/14</td>
<td>Thursday</td>
<td>Budget &amp; Administration/Personnel Committee</td>
<td>3:00 pm</td>
<td>Commission Offices</td>
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<tr>
<td>4/17/14</td>
<td>Thursday</td>
<td>Transportation Policy Workshop</td>
<td>9:00 am</td>
<td>Commission Offices</td>
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<tr>
<td>4/17/14</td>
<td>Thursday</td>
<td>Interagency Technical Advisory Committee</td>
<td>1:30 pm</td>
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<td>5/1/14</td>
<td>Thursday</td>
<td>Regional Transportation Commission</td>
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<td>Capitola City Council Chambers</td>
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<tr>
<td>5/12/14</td>
<td>Monday</td>
<td>Bicycle Committee – CANCELED</td>
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<tr>
<td>5/15/14</td>
<td>Thursday</td>
<td>Transportation Policy Workshop</td>
<td>9:00 am</td>
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<td>Thursday</td>
<td>Interagency Technical Advisory Committee</td>
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<td>6/5/14</td>
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<td>Regional Transportation Commission</td>
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<td>Watsonville City Council Chambers</td>
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<td>6/10/14</td>
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<td>Elderly &amp; Disabled Transportation Advisory Committee</td>
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<td>Location TBD</td>
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<td>6/12/14</td>
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<td>6/19/14</td>
<td>Thursday</td>
<td>Transportation Policy Workshop - CANCELED</td>
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<td>6/19/14</td>
<td>Thursday</td>
<td>Interagency Technical Advisory Committee</td>
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<td>6/26/14</td>
<td>Thursday</td>
<td><strong>Special Meeting</strong> Transportation Policy Workshop</td>
<td>9:00 am</td>
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Commission Offices-1523 Pacific Ave- Santa Cruz, CA
RTC Watsonville Offices-275 Main St Ste 450-Watsonville, CA
Board of Supervisors Chambers/CAO/RDA Conference room-701 Ocean St-5th floor-Santa Cruz, CA
City of Capitola-Council Chambers-420 Capitola Ave-Capitola, CA
City of Santa Cruz-Council Chambers-809 Center St-Santa Cruz, CA
City of Scotts Valley-Council Chamber-1 Civic Center Dr-Scotts Valley, CA
City of Watsonville-Council Chambers-275 Main St Ste 400-Watsonville, CA

S:\RTC\TC2014\TC0414\3 month meeting schedule - TC0414.docx
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<td>Letter</td>
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<td>George</td>
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<td>Richard A</td>
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<td>MBUAPCD</td>
<td>Stop Work Order on Grant 9-36, Carpool Incentive Program</td>
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<td>Palmisano</td>
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<td>Hwy 1/Harks Slough Road Interchange Project, WAT01/PPNO 413 Request for Project Modification and Reprogramming of Funds</td>
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<td>Letter</td>
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<td>John J</td>
<td>Presleigh</td>
<td>County of Santa Cruz</td>
<td>Timothy M</td>
<td>Gubbins</td>
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<td>02/26/14</td>
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<td>Jeffrey</td>
<td>Weeks</td>
<td>Santa Cruz &amp; Monterey Bay Railway (Iowa-Pacific Holdings)</td>
<td>Timothy M</td>
<td>Gubbins</td>
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<td>Invoice #1 - Rail Line Improvement</td>
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<td>03/07/14</td>
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## Correspondence Log
### April 3, 2014

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<td>Cory</td>
<td>Caletti</td>
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<td>City of Scotts Valley Bicycle Committee Member Nominations</td>
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<td>County of Santa Cruz Auditor-Controller</td>
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<td>Public Acquisition - APN 005-042-31</td>
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<td>Memorandum</td>
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<td>Project Sponsors</td>
<td>Rachel</td>
<td>Moriconi</td>
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<td>Approval of RSTP Exchange Funds</td>
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Hi, Karena! I see you have been busy. The 2014 Plan had not been delivered to my branch yet but I look forward to reading it soon. I notice there is an DEIR as well. That prompts this request for your help in educating me.

I have been reading two Capitola documents, the General Plan update and a DEIR. In Capitola's DEIR the consultants note that later in the process EIRs will be required for specific projects. So if I understand the process correctly it sounds like the DEIR is for information only and consultants will not do any more work in responding to public comments about that document. I have many technical questions about data, models etc. based on concerns about specific traffic forecasts for 2035. If that is the case, I am wondering if it is worth my time writing up detailed questions. If you can enlighten me I would appreciate it.

Also the goals, policies and actions in the General Plan do not track consistently with how the topics are treated in the DEIR. The General Plan does not even reference the DEIR. Nor does it present a clear list of assumptions about growth and projects in the city that drive the 2035 numbers developed by the consultants.

Also, a 2011 RTC traffic count database is cited as the source of a traffic flow map [Fig. MO-2 at page MO-5] of "Existing Traffic Volumes". The figure has about 50 ADTs each of which is annotated by the year of the count in parentheses. My question is this: are those ADTs the same numbers as in the earlier traffic count [i.e. unadjusted] or has RTC adjusted them to a 2011 level, a perfectly sound way of developing estimates?

Last questions: are there comparable RTC estimates of future traffic levels and if so for which forecast years?

Thanks for your help!

Regards
Bill

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Hello Bill Delaney –
I'm glad to hear you'll be reading the Draft 2014 Santa Cruz County Regional Transportation Plan (RTP) and Draft EIR (DEIR) at your local library! They should be there already. Please let me know if that is not the case. This program-level DEIR covers not only the Santa Cruz County RTP but also the RTPs for Monterey and San Benito Counties, as well as the Metropolitan Transportation Plan for the tri-county region which includes the state-required Sustainable Communities Strategy.

In regards to the City of Capitola General Plan and EIR, questions would best be sent to Capitola staff.

In general, program-level Environmental Impact Reports provide an overview assessment of the projects included as a whole. When the individual projects move forward, a project specific EIR can also be required. I believe Capitola staff is required by CEQA to respond to public comments on the DEIR of the Capitola General Plan even when the EIR is a program-level document. The website says that today is the last day to provide comments/questions on the Capitola General Plan and the DEIR.

To answer your question about traffic counts, the counts listed in the map are the counts from the year they were taken. RTC has not adjusted the counts to 2011. Also, RTC has not estimated future traffic counts. The Association of Monterey Bay Area Governments (AMBAG) runs the Regional Travel Demand Model (RTDM) which provides forecasts of traffic levels at a regional scale. Forecasts years that AMBAG has been running are 2020 and 2035. I do not think the RTDM can provide the detail of traffic counts to compare with the Figure MO-2 in the Capitola General Plan but you can contact AMBAG (copied) to find out what level of traffic forecasts are available from the RTDM.

Karena Pushnik, Senior Planner/Public Information Coordinator
Santa Cruz County Regional Transportation Commission
Santa Cruz Office (main) 831.460.3210 | Watsonville 831.768.8012
1523 Pacific Avenue | Santa Cruz, CA 95060

Follow our social networks for the latest RTC news
From: justindavilla [mailto:justindavilla@yahoo.com]  
Sent: Wednesday, March 19, 2014 12:36 PM  
To: info@sccrtc.org  
Subject: Questions regarding Highway 1 widening

To whom it may concern,

As a resident and home owner in a neighborhood adjacent to Hwy 1 in Aptos, I have a few questions regarding long term planning and implementation of Hwy 1 widening south of 41st avenue. I understand the EIR process has shifted from a project specific to programmatic EIR and no widening project is currently planned with allocated funding in my area.

1. Do you have a time frame for the release of the Draft Programmatic EIR?  
2. Are there currently plans to add a normal (HOV) lane, an auxiliary lane, or both between Park Ave and State Park Drive in Aptos?  
3. Is the Mar Vista Pedestrian Bridge project a stand alone project or tied directly to freeway widening?  
4. In areas that an auxiliary lane is added, if HOV lanes are included at some point in the future will the auxiliary lanes be re-purposed or will a 4th lane be added in each direction? In other words, in the long term will I be living near a 6 lane highway or an 8 lane highway?  
5. If no project happens, am I to assume that there is no mechanism for the addition of soundwalls along HWY south of the new auxiliary lanes?

I understand that these projects take a tremendous amount of money and many will never happen due the budget constraints for the purposes of answering these questions, please assume funding will be available.

Thank you in advance.

Sincerely,

Justin Davilla  
2620 Estates Drive  
Aptos, CA 95003  
(831) 247-5665

03/19/14

Hello Justin,

Following is my attempt at short answers to your comprehensive questions:

2. The current plan is to build northbound and southbound auxiliary lanes between State Park Drive and Park Avenue in the nearer term, followed ultimately by HOV lanes between Morrissey Boulevard and San Andreas/Larkin Valley Road (see caveat in detail of answer #4).  
3. The pedestrian crossing at Mar Vista is a stand alone project that will be built to accommodate the ultimate freeway configuration through that area.  
4. Generally, the HOV lanes will be built in addition to the auxiliary lanes – which would create an 8-lane highway. However, the traffic studies in the Programmatic DEIR indicate that the northbound auxiliary lane between State Park and Park will not be needed with the addition of the northbound HOV lane. Assuming traffic patterns remain relatively constant, the northbound auxiliary lane (which is likely to be built sooner than the HOV lane) would be repurposed into the HOV Lane creating a 7-lane highway section between State Park and Park. The traffic study projects traffic to the year of 2035.  
5. Your premise in question #5 is basically correct. Given limited funds and overwhelming needs in all aspects of transportation (including maintenance of County roads) sound walls along the highway will only be built in association with a widening project.

Your questions indicate a better understanding of the issues then is typically encountered. I hope my responses are helpful. Please do not hesitate to give me a call or send me a message on any issues that remain unclear.

Sincerely,

Kim  

-------------------------  
Kim Shultz, Highway 1 Project Manager/Senior Planner  
Regional Transportation Commission  
831.460.3208
February 7, 2014

Ms. Yesenia Parra
Administrative Services Officer
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060-3911

Dear Ms. Parra,

On January 8, 2014, the SDRMA Board of Directors approved a longevity distribution for the fifth year in a row. The Longevity Distribution Policy was originally approved by the Board in 2010 to recognize and reward members for their loyalty and commitment to SDRMA programs. The policy is consistent with the goals and objectives of the Board's strategic business plan and helps ensure pool stability by rewarding members for remaining in our Property/Liability and Workers’ Compensation programs.

There is no action required by your agency. Every member that has completed the 3 full program year initial commitment period for either the Property/Liability or Workers’ Compensation program is eligible to receive a longevity distribution credit for that particular program when they renew coverage. The longevity distribution may only be declared by the Board of Directors each year only after all Board policy reserve requirements have been met. The amount available for the longevity distribution is the amount of investment earnings on reserves above the Board approved confidence level for each program as of June 30. The distribution is weighted based on the member’s length of time in that program and the amount of the member’s annual contributions compared to the total contributions of all pool members.

This year, the Board approved a longevity distribution in the amount of $257,476 for Property/Liability members and $252,660 for Workers’ Compensation members. For the Property/Liability program, over 94% of members will receive the distribution credit and for the Workers’ Compensation program, over 92% of members will receive the distribution credit.

Congratulations! Since you have participated in our Workers’ Compensation program for 6 years as of June 30, 2013, your agency will receive a longevity distribution credit on your 2014-15 renewal contribution invoice in the amount of $82! We encourage you to share this valuable news with your governing body!

REMEDY – We hope to see you at our Annual Membership Meeting and Safety/Claims Education Day on March 18, 2014 at the Sacramento Hilton Hotel! Visit our website, www.sdrma.org and click on “Register for a training workshop” in the lower right-hand column for more information.

Thank you for your participation and helping make SDRMA a premier risk management provider! If you have any questions, please contact the SDRMA Finance Department at 800.537.7790 or 916.231.4141.

Sincerely,
Special District Risk Management Authority

David Aranda, President
Board of Directors
NEWSWORTHY

- Caltrans is using more than 700 electronic highway signs to urge Californians to conserve water during the state's severe drought. The message, *Serious Drought Help Save Water*, will be interrupted only for critical emergencies, traffic safety information or Amber Alerts. Caltrans is also doing the following to address the drought:
  
  ➢ *Reducing irrigation activities by at least 50 percent, including ceasing watering in some areas.*
  
  ➢ *Delaying all new landscaping projects in severely impacted areas until the next rainy season to preserve water, and postponing all non-essential highway planting.*
  
  ➢ *Expanding smart irrigation technologies, which turn off automatically during rain and reduce water usage by nearly 60 percent.*
  
  ➢ *Using recycled water for irrigation and other activities when possible and foregoing washing vehicles except when necessary for safety.*


- Caltrans recently released the 2013 *State of the Pavement Report*. The document notes that about 16 percent of the state's highway miles (7,820 lane miles) are in poor condition, and 12,364 lane miles need low-cost preventative maintenance to sustain good condition. The remaining 29,534 lane miles are not distressed at this time. Overall, the report shows the system is improving, and Caltrans will continue to monitor conditions for the 60-year-old highway infrastructure. More information is available at: [http://www.dot.ca.gov/hq/maint/Pavement/Pavement_Program/PDF/2013_SOP_FINAL-Dec_2013-1-24-13.pdf](http://www.dot.ca.gov/hq/maint/Pavement/Pavement_Program/PDF/2013_SOP_FINAL-Dec_2013-1-24-13.pdf)

- The United States Department of Transportation (USDOT) recently released the 2013 *Status of the Nation's Highways, Bridges and Transit: Conditions and Performance*. The report confirms that a higher investment is needed to maintain and improve the nation's highway and transit systems. While overall pavement and bridge conditions have improved in many areas, the improvements are not uniform across the transportation infrastructure. The document and more information is available at: [http://www.fhwa.dot.gov/pressroom/dot1412.cfm](http://www.fhwa.dot.gov/pressroom/dot1412.cfm)

- Caltrans plans to release soon online the preliminary draft of the *California Freight Mobility Plan* for review and comment. Each chapter will be linked to the web site below once they are ready for review. If you would like to be notified as individual chapters are released for review, please email [CFAC@dot.ca.gov](mailto:CFAC@dot.ca.gov). More information is available at: [http://www.dot.ca.gov/hq/bpp/offices/kgm/cfmp.html](http://www.dot.ca.gov/hq/bpp/offices/kgm/cfmp.html)

FUNDING OPPORTUNITY

USDOT is offering $600 million nationwide for the 2014 Transportation Investment Generating Economic Recovery (TIGER) discretionary grant program. This funding is for road, rail, transit and port projects achieving critical national objectives and having a significant impact on the nation, region or a metropolitan area. Specific criteria are to be announced in the notice of funding availability in the Federal Register. No more than $150 million may be awarded to projects in a single state. Applications will be accepted beginning Thursday, April 3, 2014. **Final applications must be submitted online by 5 p.m. Monday, April 28, 2014.** More information is available at: [http://www.dot.gov/iger](http://www.dot.gov/iger)

Please Submit Maintenance Service Requests at the Following Link: [http://www.dot.ca.gov/hq/maint/mrssubmit/](http://www.dot.ca.gov/hq/maint/mrssubmit/)
## CONSTRUCTION PROJECTS

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Location</th>
<th>Description</th>
<th>Construction Timeline</th>
<th>Construction Cost</th>
<th>Funding Source</th>
<th>Implementing Agency</th>
<th>Project Manager (Resident Engineer)</th>
<th>Contractor</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hwy. 1 Guardrail Upgrade, Concrete Barrier, and improvements (05-0R9104)</td>
<td>Highway I from S of South Aptos Underpass to .1 Mi N. of Rt 9 (PM 9.0-17.6)</td>
<td>Upgrade Metal Beam Guard Rail, other improvements</td>
<td>Winter 2013/Winter 2014</td>
<td>$2.3 M</td>
<td>SHOPP</td>
<td>Caltrans</td>
<td>Doug Hessing (KB)</td>
<td>RWG Construction Inc., Livermore</td>
<td>Project awarded 11/22/13 and approved on 12/12/13. Construction suspended until April 15, 2014.</td>
</tr>
<tr>
<td>Hwy. 9 Holiday Lane Improvements (0K2304)</td>
<td>Highway 9 between Ben Lomond and the Highland Co. Park: S. of Holiday Lane (PM 8.4-8.6)</td>
<td>Construct Viaduct, Upgrade guardrail</td>
<td>Summer 2012 - June 14 2013 with 1 year plant establishment</td>
<td>$1.3 M</td>
<td>SHOPP</td>
<td>Caltrans</td>
<td>Steve DiGrazia (AN)</td>
<td>Pavex Construction Div., Watsonville</td>
<td>Project completed June 14, 2013. One-year plant establishment will complete June 11, 2014.</td>
</tr>
<tr>
<td>Hwy. 17 Guardrail Upgrade (0L7014)</td>
<td>In Santa Cruz County near Scots Valley at various locations from Santa's Village Road to the Santa Clara County Line (PM 6.0-12.6)</td>
<td>Upgrade guardrail</td>
<td>Summer 2013-Fall 2014</td>
<td>$10 Million</td>
<td>SHOPP</td>
<td>Caltrans</td>
<td>Steve DiGrazia (PD)</td>
<td>Pavex Construction</td>
<td>Work began on June 14, 2013. Primarily night work. Occasional daytime work.</td>
</tr>
<tr>
<td>Hwy. 17 Summit Slide Repair (1A7104)</td>
<td>In Santa Cruz County near Scots Valley at 0.2 mile north of Glenwood Dr. (PM 11.0)</td>
<td>Construct retaining wall with concrete slab &amp; barrier, HMA pave</td>
<td>Spring 2013-Winter 2014</td>
<td>$2 Million</td>
<td>SHOPP</td>
<td>Caltrans</td>
<td>Steve DiGrazia (BR)</td>
<td>Condon-Johnson &amp; Associates Inc., Oakland</td>
<td>Project completed and accepted February 28, 2014. One year of plant establishment (already started) will end in December 2014.</td>
</tr>
</tbody>
</table>
RECOMMENDATION

Staff recommends that the Regional Transportation Commission:

1. Adopt a resolution (Attachment 1) amending the 2014 Regional Transportation Improvement Program (RTIP) to reflect the 2014 State Transportation Improvement Program (STIP), as approved by the California Transportation Commission (CTC), and to reflect updates to other RTC-funded projects, as requested by project sponsors (Attachment 2); and amend the RTC Budget and Work Program to reflect these updates, as applicable.

BACKGROUND

The Santa Cruz County Regional Transportation Commission (RTC), as the state-designated Regional Transportation Planning Agency (RTPA) for Santa Cruz County, is responsible for selecting projects to receive a variety of state and federal funds. The Regional Transportation Improvement Program (RTIP) for Santa Cruz County is a list of transportation projects which have been selected by the RTC to receive certain state or federal funds over a five year period. The RTIP is typically adopted every two years. Interim amendments are made as needed.

Following a public hearing at its December 5, 2013 meeting, the Regional Transportation Commission (RTC) adopted the 2014 Regional Transportation Improvement Program (RTIP), selecting projects to receive $5,893,000 of the region’s projected share of State Transportation Improvement Program (STIP) funds through FY18/19, programming $3.46 million in Regional Surface Transportation Program (RSTP), selecting sections of the Monterey Bay Sanctuary Scenic Trail Network (MBSST) to receive $5.3 million in federal and state funds designated for the trail network, and amending information for several previously programmed projects. Projects selected by the RTC for STIP funds were then forwarded to the California Transportation Commission (CTC), which makes the final determination on which projects are programmed to receive STIP funds, what year they are programmed, and when to release (allocate) funds to individual projects.
DISCUSSION

STIP Project Amendments

Following release of CTC staff recommendations, the RTC directed staff (at its March 6, 2014 meeting) to work with project sponsors and the CTC to shift project funds between fiscal years in order to secure STIP funds for three projects in earlier years of the STIP. On March 20, 2014, the CTC adopted the 2014 State Transportation Improvement Program (STIP), including all of the projects as proposed by the RTC and project sponsors. The RTC must now amend the 2014 RTIP to reflect the years STIP funds were programmed by the CTC.

Other Amendments

Project sponsors have also submitted updates for several additional non-STIP projects that were previously approved for funding by the RTC. While some of these are relatively minor updates to the projects, in some instances project sponsors have proposed significant modifications to the project scope or are proposing to redirect funds that are no longer needed for a project. Since projects are selected by the RTC through a competitive process based on project benefits, when the scope or funding needs of a project change from that originally evaluated by the RTC board, staff, advisory committees, and the public, the Commission must decide whether to approve that modification. RTC policy requires that substantive project changes, such as major schedule changes, requests for additional funds, major scope changes, or adding or deleting projects require that concurrence be authorized by Commission action during a public hearing. If the RTC does not approve modifications, funds are returned to the RTC for future programming as part of the next competitive grant cycle.

Shifting Cost Savings: County of Santa Cruz Roadway Preservation Projects

The County of Santa Cruz has reported that the final cost of its 2010 Cape Seal and Overlay Project/Lump Sum Road Repairs project (CO 55) which repaired seven roads throughout the county, was $235,671 lower than the programmed amount and is requesting (Attachment 3) that those funds be reallocated to two other projects previously approved by the RTC ($173,933 for cost increases on Davenport area roadway resurfacing – CO 61 and $60,738 to Bear Creek Road– CO 71) in 2010 and 2013. The County is also requested to modify the road surface treatment for the Bear Creek Road project from a cape seal to a three-layer surface seal. Local county funds previously committed to the Bear Creek Road project would be shifted to other pavement preservation projects in the County.

When a project sponsor does not end up needing all of the RTC-approved RSTPX (exchange) funds designated for a project, RTC rules and regulations state, “In the event that exchange funds exceed the final total costs of the exchange project, those funds must be returned to the Commission regional exchange account for future programming.”
This policy exists in part to maximize the number of projects that can be funded each grant cycle, discouraging project sponsors from over estimating the cost of a project during the competitive process, then shifting funds to other projects that have not been evaluated in combination with other proposals from other entities. That said, while the County’s request would require the RTC to make an exception to this policy, since the proposal is to shift funds to other projects that were approved by the RTC as part of a competitive process, staff recommends that the RTC make an exception to the policy and approve this request.

RTIP Amendment

Staff recommends that the RTC adopt a resolution (Attachment 1) amending the 2014 Regional Transportation Improvement Program (RTIP) and RTC Budget and Work Program (where appropriate) to reflect the CTC’s actions on STIP-funded projects and requests from project sponsors for the projects listed in Attachment 2 (Exhibit A of the Resolution).

Next Steps

RTC staff will work with the Association of Monterey May Area Governments (AMGAG) to incorporate new federally-funded and regionally significant projects and any amendments to projects in the Metropolitan Transportation Improvement Program (MTIP). Project sponsors will work with the RTC and Caltrans to implement projects, consistent with project applications or RTC approved amendments. As projects are designed, projects with bicycle and/or pedestrian components will undergo review by the RTC’s Bicycle Committee and/or Elderly and Disabled Transportation Advisory Committee (E&D TAC) and project sponsors should incorporate complete streets components where feasible and/or appropriate.

SUMMARY

On December 5, 2013, the RTC adopted the 2014 Regional Transportation Improvement Program (RTIP), which included its proposal for Santa Cruz County’s share of State Transportation Improvement Program (STIP) funds to the California Transportation Commission (CTC). On March 20, 2014 the CTC adopted the 2014 STIP, including approximately $5.9 million in new funding for projects approved by the RTC. Staff recommends that the RTC amend the 2014 RTIP to reflect the years that projects were programmed by the CTC, as well as updates to several other previously programmed projects.

Attachments:
1. Resolution
2. RTIP amendments
3. County of Santa Cruz RTIP amendment request

\|Rtcerv2\|internal\|RTIP\|2014RTIP\|AdoptionNoticesEtc\|2014RTIPamend.doc
RESOLUTION NO.

Adopted by the Santa Cruz County Regional Transportation Commission
on the date of April 3, 2014
on the motion of Commissioner
duly seconded by Commissioner

A RESOLUTION AMENDING THE
2014 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM
FOR SANTA CRUZ COUNTY TO MODIFY PREVIOUSLY PROGRAMMED PROJECTS

WHEREAS, the Santa Cruz County Regional Transportation Commission (RTC) is responsible for programming and monitoring use of various state and federal transportation funding sources and adopted the 2014 Regional Transportation Improvement Program on December 5, 2013 consistent with the Santa Cruz County Regional Transportation Plan (RTP), state law (including SB 45) and the California Transportation Commission’s (CTC) State Transportation Improvement Program (STIP) Guidelines, and in consultation and cooperation with local project sponsors, Caltrans District 5, and RTC advisory committees;

WHEREAS, the RTC is responsible for amending the Regional Transportation Improvement Program (RTIP) to reflect accurate project scope, schedule and cost;

WHEREAS, RTC policy requires local project sponsors to obtain SCCRTC concurrence in amendment or other requests for proposed changes to RTC-funded projects;

WHEREAS, the Santa Cruz County Regional Transportation Commission is the agency responsible for assuring that the regional shares of STIP and RSTP funds are programmed and expended according to CTC and Caltrans guidelines and programming actions;

THEREFORE, BE IT RESOLVED BY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION:

1. Changes to the scope, funding, and/or schedule for previously programmed projects are hereby approved and the 2014 Regional Transportation Improvement Program for Santa Cruz County is hereby amended to reflect these changes, as shown in Exhibit A.

2. The RTC Budget and Work Program are hereby amended to reflect changes to projects and funds listed in the RTC budget.
3. The Association of Monterey Bay Area Governments (AMBAG) is hereby requested to reflect these amendments in the Metropolitan Transportation Improvement Program (MTIP).

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSTAIN: COMMISSIONERS

ABSENT: COMMISSIONERS

___________________________
Eduardo Montesino, Chair

ATTEST:

__________________________________
George Dondero, Secretary

Exhibit A: Amendments to Previously Approved Projects

Distribution: AMBAG, CTC, Caltrans, Project Sponsors, RTIP files

S:\RESOLUTI\2014\RES0414\2014RTIPamendRes.doc
## Exhibit A

### 2014 Regional Transportation Improvement Program (RTIP)

#### Proposed Amendments to Previously Approved Projects

April 3, 2014

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project</th>
<th>Proposed Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 16</td>
<td>Bay Avenue/Capitola Avenue Roundabout Intersection Modification (design)</td>
<td>Shift STIP design funds to FY14/15.</td>
</tr>
<tr>
<td>WAT 01</td>
<td>Hwy 1/ Harkins Slough Road Interchange</td>
<td>Shift STIP funds to later years. RTC to consider significant scope changes proposed by the City of Watsonville once a new state-mandated Project Initiation Document (PID) is completed (est. 6-12 months).</td>
</tr>
<tr>
<td>WAT 38</td>
<td>Airport Blvd Improvements: Freedom Blvd to City limits</td>
<td>Shift STIP construction funds to FY15/16, update match to reflect HSIP (federal) grant.</td>
</tr>
<tr>
<td>WAT 40</td>
<td>Airport Boulevard Improvements (east of Westgate Drive/Larkin Valley Rd to east of Hanger Wy)</td>
<td>Shift STIP construction funds to FY16/17.</td>
</tr>
<tr>
<td>CO 55</td>
<td>2010 Lump Sum Road Repairs</td>
<td>Shift $234,671 unspent RSTP to CO 61 and CO 71.</td>
</tr>
<tr>
<td>CO 61</td>
<td>Davenport Resurfacing</td>
<td>Add $173,933 RSTP deprogrammed from CO 55.</td>
</tr>
<tr>
<td>CO 62</td>
<td>Nelson Road Storm Damage Repair</td>
<td>Update description: Reopen roadway or Build permanent bypass around 350 ft debris that has closed road.</td>
</tr>
<tr>
<td>CO 67B</td>
<td>Empire Grade Chip Seal</td>
<td>Shift $28k RSTP from Design to Construction</td>
</tr>
<tr>
<td>CO 71</td>
<td>Bear Creek Rd Chip Seal Surface Seal (PM4.75-PM 7.0)</td>
<td>Add $60,738 RSTP deprogrammed from CO 55. Amend project name and description to show 3-layer surface seal, rather than chip seal to be used.</td>
</tr>
<tr>
<td>CO 72</td>
<td>Capitola Road Cape Seal (30th to 17th Ave)</td>
<td>Shift $34k RSTPX from Design to Construction, increase total local match to $105k.</td>
</tr>
<tr>
<td>CO 74</td>
<td>Freedom Blvd Cape Seal (Hwy 1 to Pleasant Valey)</td>
<td>Reflect CTC shifted STIP funds from FY14/15 to FY15/16.</td>
</tr>
<tr>
<td>CO 76</td>
<td>Portola Dr. Cape Seal (E. Cliff/17th to 24th Ave)</td>
<td>Shift $27k RSTP from Design to Construction</td>
</tr>
<tr>
<td>CO 78</td>
<td>Summit Road Chip Seal (E. Cliff/17th to 24th Ave)</td>
<td>Shift $62k RSTP from Design to Construction</td>
</tr>
<tr>
<td>EA 01</td>
<td>South County Youth Bike Safety Training</td>
<td>Change lead public agency from City of Watsonville to RTC (budget amendment) in order to streamline invoicing and oversight process.</td>
</tr>
<tr>
<td>RTC 02</td>
<td>Commute Solutions Rideshare</td>
<td>Shift $200k previously approved RSTP to FY15/16.</td>
</tr>
<tr>
<td>RTC 24</td>
<td>Hwy 1 Corridor HOV Lanes and Tier 2 environmental</td>
<td>Shift $500k previously approved RSTP to FY14/15.</td>
</tr>
</tbody>
</table>
March 13, 2014

GEORGE DONDERO, EXECUTIVE DIRECTOR
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060-3911

SUBJECT: REQUEST FOR AMENDMENT TO THE REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

Dear Mr. Dondero:

The County of Santa Cruz hereby requests that the Santa Cruz County Regional Transportation Commission (SCCRTC) amend the Santa Cruz County Regional Transportation Improvement Program (RTIP). The County is requesting the following modifications to the RTIP based on shifting available funding.

The 2010 Cape Seal and Overlay Project/Lump Sum Road Repairs – 2010 (RTIP Project No. CO 55) is complete, and there was a cost savings of $234,671 of Regional Surface Transportation Program Exchange (RSTPX) funding associated with the construction of the project. Therefore, the County requests that $173,933 of the cost savings in RSTPX funding be reallocated to Project No. CO 61, and $60,738 of the cost savings in RSTPX funding be reallocated to Project No. CO 71.

Project No. CO 61 has a programmed total project cost of $200,000, and of that total cost, $45,000 is currently programmed as RSTPX funding with $50,000 in local funding and $105,000 in additional need. The project limits will remain the same; however, the estimate has been revised to $320,000 to include additional preparation work. Therefore, the additional RSTPX funding from Project No. CO 55 will reduce the additional need. The reprogrammed amount of RSTPX will be $173,933 in addition to $45,000 previously programmed in RSTPX funding, $50,000 in local funding and $51,067 in additional need.
Project No. CO 71 has a programmed total project cost of $834,000, and of that total cost, $432,000 is currently programmed as RSTPX funding with the remainder coming from local funding. The project limits will remain the same; however, the roadway surface treatment has been changed from a chip seal to a three-layer surface seal. Therefore, the total project cost has been revised to $850,000. The additional $60,738 in RSTPX funding from Project No. CO 55 will cover the additional costs to the revised estimate and reduce the local funding. The reprogrammed amount of RSTPX will be $492,738, and the local funding will be $357,262.

If you require additional information, please contact Steve Wiesner, Assistant Director, or Russell Chen, Senior Civil Engineer, at (831) 454-2160.

Yours truly,

JOHN J. PRESLEIGH
Director of Public Works

RJC:yv
AGENDA: April 3, 2014

TO: Regional Transportation Commission (RTC)

FROM: Luis Pavel Mendez, Deputy Director

RE: Amendment to the Regional Transportation Commission’s (RTC) Rules and Regulations

RECOMMENDATIONS

The Budget and Administration/Personnel (B&A/P) Committee and staff recommend that the Regional Transportation Commission (RTC) approve the attached resolution (Attachment 1) amending the RTC Rules and Regulations as shown on Exhibit A to Attachment 1.

BACKGROUND

The RTC’s Rules and Regulations serve as the bylaws for the RTC and its committees, puts forth local rules for Transportation Development Act (TDA) administration, and includes other administrative policies and procedures. The Rules and Regulations cover the following:

1. Membership and voting procedures for the Commission and its committees (Section II)
2. Apportionments, claims and disbursements for Transportation Development Act (TDA) funds (Sections III through VII)
3. Programming and reporting for Regional Transportation Improvement Program (RTIP) including regional share State Transportation Improvement Program (STIP) and federal Regional Surface Transportation Program (RSTP) funds (Section VIII)
4. Allocations and disbursement of Surface Transportation Program Exchange (STPX) funds (Section IX)
5. Environmental Review Guidelines (Section X)
6. Document Distribution and Pricing (Section XI)
7. Bylaws for committees (Exhibits 3 through 8)
8. Conflict of Interest Code (Exhibit 10)

The RTC last amended its Rules and Regulation in 2006. Since then there have been changes to laws, requirements, policies and practices that should be included in the RTC Rules and Regulations. In addition, the recently completed draft triennial performance audit of the RTC includes recommended revisions to the RTC Rules and Regulations.
DISCUSSION

The proposed draft amended Rules and Regulations (Attachment 1) includes all changes previously approved by the RTC. New changes are shown in underline and strikethrough format. Since it has been a number of years since the Rules and Regulations were last amended, there are revisions throughout the document to reflect current federal and state funding programs, the RTC’s autonomy from the County, current practice and Commissioner requests. Changes to each section include the following:

Section I. Introduction

1. Updates to references of state law, federal acts and RTC documents

Section II. General Rules and Regulations

1. Text updates to reflect current law and practice
2. Text clarifications
3. Incorporation of new legal requirements
4. Addition that meetings will be conducted according to Robert’s Rules of Order
5. Voting clarification based on discussions with the current Transportation Development Act (TDA) performance auditor and legal counsel

Sections III - VII. TDA Apportionments and Claims

1. Text updates to reflect current law and practice
2. Text clarifications
3. Voting clarification based on discussions with the current Transportation Development Act (TDA) performance auditor
4. Recommended updates of the TDA performance auditor

Section VIII. Regional Transportation Improvement Program (RTIP)

1. Text updates to reflect current law and practice
2. Text clarifications
3. Removal of funding programs that no longer exist or apply to Santa Cruz County
4. Removal of the RTC “Policy for Responding to Unanticipated Cost Increases for STIP Projects” because the California Transportation Commission (CTC) has a policy of not allocating STIP funds for cost increases on projects led by local agencies.

Section IX. Federal Apportionment RSTP Exchange Program

1. Text clarifications
2. Addition of advance delivery policy approved by the RTC in 2006
Section X.

1. Text updates to reflect current practice

Exhibits

1. Exhibit 1 - removed to reflect current practice
2. Exhibit 3 - minor clarifications
3. Exhibit 4 - changes to reflect current practice
4. Exhibit 6 - removal of one committee membership for entity that no longer exists (MASTF) and one that is always very problematic to fill and other changes to reflect current practice
5. Exhibit 7 - changes to reflect current practice
6. Exhibit 8 – remove funding programs that no longer exist and remove requirement for meeting in south county because there are now three regular RTC meetings in south county
7. Exhibit 9 – changes to reflect current practice
8. Exhibit 11 – removed because information is available in other documents

The B&A/P Committee and staff recommend that the RTC approve the attached resolution (Attachment 1) amending the RTC Rules and Regulations as shown on Exhibit A to Attachment 1.

At the B&A/P Committee, the RTC’s Bicycle Advisory Committee presented comments requesting that the RTC include language in its rules and regulations requiring local jurisdictions to obtain review from the RTC Bicycle Advisory Committee or its members for all bicycle and pedestrian projects. RTC legal counsel explained that the RTC cannot make such a blanket requirement of local jurisdictions because it would be overstepping its authority. Therefore, RTC staff committed to providing to the Bicycle Advisory Committee any information it has on projects so that Bicycle Advisory Committee members may approach local jurisdictions to provide review and comments of such projects.

SUMMARY

The RTC’s Rules and Regulation serve as the bylaws for the RTC and they have not been revised since 2006. Due to a variety of changes in law and practice it is necessary to amend the RTC Rules and Regulations. The B&A/P Committee and staff recommend that the RTC approve the attached resolution (Attachment 1) amending the RTC Rules and Regulations.

Attachments:
1. Resolution amending the RTC RTC Rules and Regulations (Exhibit A)
RESOLUTION NO.

A RESOLUTION AMENDING THE RULES AND REGULATIONS
FOR THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

WHEREAS, the RTC’s Rules and Regulations serve as the bylaws for the RTC and its committees, puts forth local rules for Transportation Development Act (TDA) administration, and includes other administrative policies and procedures; and

WHEREAS, periodically it is necessary to amend the RTC’s Rules and Regulations to incorporate current requirements, policies, practice, clarifications, etc.

BE IT RESOLVED BY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION:

1. The Rules and Regulations for the Santa Cruz County Regional Transportation Commission, as shown in Exhibit A, is hereby amended.

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSTAIN: COMMISSIONERS

ABSENT: COMMISSIONERS

Eduardo Montesino, Chair

ATTEST:

George Dondero, Secretary

S:\RESOLUTI\2014\RES0414\Rls&RgsAmend.docx

Exhibit A: Rules and Regulations, as amended.
Distribution: Auditor-Controller
RTC Fiscal
ITAC members
SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION
RULES AND REGULATIONS

December, 2004
Proposed: April 2014
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REGIONAL TRANSPORTATION COMMISSION

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I. INTRODUCTION

A. General

1. These rules establish the regulations and procedure for the conduct of all meetings of the Santa Cruz County Regional Transportation Commission and its committees.

2. These rules and regulations provide for the implementation of the Transportation Development Act (TDA) of 1971 as amended. They are intended solely to interpret, make specific and otherwise carry out provisions of legislation and to be subject to it, and are in no way intended to be inconsistent therewith.

3. These rules and regulations delineate procedures for submittal of claims for TDA funds. Pursuant to Public Utilities Code (PUC) Section 99261 and 99401, these rules delineate specific procedures for submission of claims for bicycle and pedestrian facilities and other claims for funds as outlined in P.U.C. Sections 99234 and 99400, respectively, and for other claims as specified. The rules for all other Transportation Development Act claims are generally defined herein and specifically defined in the California Code of Regulation under Title 21, Chapter Division 3, of the California Administrative Code, subchapter 2, titled “Transportation Development,” and incorporated by reference as a part of these rules and regulations.

4. These rules and regulations outline administrative procedures for administering the funding programs of the federal transportation act (most recently named the Intermodal Surface Transportation Efficiency Act (ISTEA) Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) “Moving Ahead for Progress in the 21st Century” (MAP 21)) as included in Title 23 of the United States Code Highways and implemented by state funding programs.

B. Consistency with Memoranda of Understanding

These rules and regulations are intended to complement and be consistent with the Commission’s Administrative and Fiscal Policies document, Memoranda of Understanding which the Commission has entered into with staff bargaining units, with the County of Santa Cruz for the provision of staff and other support services, and with the Association for Monterey Bay Area Governments, CALTRANS, the Santa Cruz Metropolitan Transit District, and other agencies delineating regional transportation planning and programming responsibilities.
II. GENERAL RULES AND REGULATIONS

A. Name and Purpose

The Santa Cruz County Regional Transportation Commission for the area within its boundaries is the Regional Transportation Planning Agency as established pursuant to Government Code Section 67940 and 67941.

The Santa Cruz County Regional Transportation Commission has also been designated as the Service Authority for Freeway Emergencies for Santa Cruz County, pursuant to Streets and Highways Code Sections 2550 to 2559, consistent with separate State regulations for this responsibility, and has established itself as a Rail/Trail Authority.

B. Membership

1. Consistent with Government Code Section 67940 (b), membership of the Commission is composed of all five members of the Santa Cruz County Board of Supervisors, one member appointed by each of the cities of the county and three members appointed by the Santa Cruz Metropolitan Transit District.

2. Each regular member may nominate an alternate member for confirmation by the appointing authority, and the Santa Cruz County Board of Supervisors for each of its members, may appoint an alternate member to serve in the place of the regular member. Alternate members may act and vote as any regularly appointed member. The Secretary shall keep a list indicating composition of the Commission.

3. The District Director of the State Department of Transportation District in which Santa Cruz County is located, or the director's designated alternate, shall serve as an ex-officio representative to the Commission.

C. Time and Place of Meetings

1. The Commission shall hold regular monthly meetings on the first Thursday of each month in Santa Cruz County, except in the month of July.

2. The Commission shall hold monthly Transportation Policy Workshop meetings...
on the third Thursday of each month, as needed, as detailed in Exhibit 28.

3. **Regular** All meetings of the Commission, and its committees, adjourned meetings, special meetings, and executive meetings shall be held in conformity with the provisions of the Ralph M. Brown Act specified in Sections 54950 through 54963 of the Government Code, and all subsequent amendments thereto.

D. **Members' Reimbursement for Expense**

The members shall serve without compensation, and shall receive reimbursement for actual and necessary expenses incurred in connection with the performance of their duties; provided, however, that in lieu of such reimbursement for attendance at Commission and Committee meetings, each member of the Commission who is not on the staff of an appointing agency shall receive a per diem of $50 for attendance at Commission meetings, $50 per month for attendance at one or more Commission committee meetings, plus the necessary traveling expenses as may be authorized by the Commission. The Commission shall pay all costs pursuant to this section.

E. **Election of Chair**

The Commission shall, at its regular meeting in December of each year, choose one of its members to serve as Chair and one of its members to serve as Vice Chair, to serve for one year, beginning in January, or until the election of their successors.

Should the office of Chair or Vice Chair become vacant, the Commission shall, at the meeting at which the vacancy occurs, choose a successor to fill the vacancy for the balance of that year, or until the election of a successor.

F. **Staff**

1. **Designation of an Executive Director** is appointed by and serves at the pleasure of the Commission is provided by a selection process in accordance with the requirements of a published job description and approval of the Commission membership. All other Staff appointments are made by the Executive Director in consultation with the appropriate manager and consistent with support provided by a hiring process approved by staff management as outlined in the Commission’s Human Resources Policies document. Staff support for Commission activities is provided by the County of Santa Cruz in accordance with Chapters 2 and 3 of the Memorandum of Understanding between the Commission and the
2. The performance of the Executive Director shall be evaluated by the Regional Transportation Commission once every year, consistent with the procedure described in Exhibit 1. The Commission shall include a summary of their written evaluation to the County Personnel Department for inclusion in the Executive Director's Personnel file, and to the County Administrative Officer, who shall incorporate the Commission's evaluation into an annual evaluation consistent with County requirements.

G. Agenda

1. All reports, communications, resolutions, or other matters to be submitted to the Commission and included in the meeting packet should be submitted to the Executive Director not later than 5 pm on the Friday, thirteen days preceding a regular Commission meeting. Materials that are relevant to an agenda item may be distributed at a meeting, if received by noon on the day before the meeting.

2. The Executive Director shall arrange the agenda and shall furnish a copy available of it to each member of the Commission, to all the cities within Santa Cruz County, to the Santa Cruz Metropolitan Transit District, to the County Counsel, to the County of Santa Cruz Administrative Officer, and to the public at least 72 hours prior to the meeting.

3. Consistent with the provisions of the Ralph M. Brown Act, Government Code Sections 54950 through 54963, no action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by a two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Commission subsequent to the agenda being posted.

H. Public Hearings

All public hearings scheduled by the Commission shall be identified as such in the...
agenda. Notice of a public hearing shall be published in newspapers of general circulation or be sent via e-mail announcements at least 10 days in advance of the hearing. The newspapers selected shall serve the area affected by the item under consideration. Staff will make available in its offices the information provided to the Commission of the item and, as appropriate, distribute that information to the public library system.

I. Chair to Preside

The Chair shall preside at the meeting of the Commission. If s/he is absent or unable to act, the Vice Chair shall serve until the Chair returns or is able to act. The Vice Chair has all of the powers and duties of the Chair while acting as Chair.

J. Quorum and Voting

A majority of the voting members of the Commission shall constitute a quorum for the transaction of business, except as specified in VI.C.1 and VI.C.2. No act of the Commission shall be valid unless at least a majority of members present and casting votes on the item concur therein. A majority of the eligible members shall be present to vote on any claim.

K. Reading of Minutes

Minutes may be approved on the consent agenda and shall include all “aye” and “no” votes and abstentions on all actions of the Commission.

L. Rules of Debate

1. The Chair or such other member of the Commission as may be presiding may move, second, and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members; and s/he shall not be deprived of any of the rights and privileges of a commissioner by reason of her/his acting as the presiding officer.

2. Every member desiring to speak shall address the Chair; and, upon recognition by the presiding officer, shall confine him/herself to the question under debate.

3. Notwithstanding Sections II.L.1 and II.L.2, the meetings are to be conducted in accordance with the principles of Robert’s Rules of Order.

M. Method of Voting & Recording Votes
Voting on all motions, Article 3 and Article 8 claims shall be by a roll call vote. Other claims or resolutions may be done with a voice vote. Any Commissioner may request a vote by hand or roll call on any item. All “aye” and “no” votes and abstentions shall be recorded accurately and recorded in the minutes of the meeting.

N. Abstaining from Voting

A commissioner may abstain from voting.

O. Attendance at Meetings

Should any commissioner or alternate commissioner be absent for three consecutive regular meetings of the Commission without valid excuse, the Chair of the Commission shall, through the Executive Director, notify the appointing authority of such unexcused absences.

P. Adoption and Revision of Rules

All rules promulgated by the Commission, and all revisions of these rules, must be approved by a two-thirds vote of the members present.

Q. Establishment of Committees

The Commission shall have the authority to establish temporary and permanent Commission and advisory committees. Current committees are shown in Exhibit 2. Procedures for appointment to permanent advisory committees and the charge to such committees shall be established and maintained through committee bylaws approved by the Commission. Annual Commissioner appointments to committees shall be made at the March Commission meeting by the Chair with concurrence of the Commission (Exhibit 23). When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

R. Committee Bylaws

Permanent Commission Committees shall operate under the bylaws included as Exhibit 23.

S. Public Comment

At the beginning of each meeting, the Commission shall allow members of the public the opportunity to provide oral communications regarding items under the Commission's jurisdiction, which are not on the Commission's regular agenda, for
a period not to exceed limits established by the Commission Chair. A copy of each letter from the public on policy issues shall be provided to the Commission for the next regular meeting of the Commission, in accordance with the timing in II.G.1.

T. Conflict of Interest Code

Commissioners and designated staff are subject to the Conflict of Interest Code included as Exhibit 410.

III. PROCEDURE FOR ESTABLISHING ANNUAL TRANSPORTATION DEVELOPMENT ACT FUND APPORTIONMENTS

A. Annual Revenue Estimates

By December 31, the Auditor-Controller shall provide the Commission with an estimate of Transportation Development Act revenue for the ensuing fiscal year. This estimate shall include both new revenue and interest revenue. The Commission may also request the Auditor-Controller to provide the Commission with an estimate of the moneys expected to remain in the Local Transportation Fund at the end of the current fiscal year after all allocations are honored (California Administrative Code Section 6620).

B. Budget and Apportionment Schedule

The staff shall prepare and the Commission shall adopt a Budget and Apportionment Schedule for the next fiscal year at its February meeting. The Budget will be based upon the estimate of the Auditor-Controller and priorities in allocating funds specified in Public Utilities Code Section 99233 and in these rules and regulations.

C. Appropriation Priorities

Priorities for public transportation and other appropriations of Transportation Development Act funds will be based on the following:

1. Consistent with Public Utilities Code (PUC) Section 99230 pertaining to allocation, 99233 pertaining to allocation purposes, 99233.1 pertaining to administration, PUC Section 99233.2 pertaining to planning and programming, PUC Section 99233.9 pertaining to miscellaneous transportation allocations, PUC Section 99400 pertaining to claim purposes and PUC Section 99402 pertaining to the transportation planning process; there shall be allocated to the Commission from the Local Transportation Act funds.
Fund such sums as are necessary to administer the provisions of the Transportation Development Act and to accomplish the Commission's annual work program including, but not limited to, expenditures for audits, legal and accounting services, office expense and transportation planning and professional services, as specified in Section IV. The intent of these allocations is to share the cost of regional transportation planning proportionately among all eligible claimants.

2. Consistent with PUC Sections 99233.8 and 99260 pertaining to Public Transportation (Article 4), eighty-five and one half percent of the remaining fund, after making appropriations according to Section III.C.1 above, shall be appropriated to the Santa Cruz Metropolitan Transit District for public transportation purposes, as specified in Section V.

3. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, eight and four tenths percent of the remaining fund, after making appropriations according to Section III.C.1 above, shall be appropriated to the Consolidated Transportation Services Agency for specialized transportation services, as specified in Section VII.

4. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, one percent of the remaining fund, after making appropriations according to Section III.C.1 above, shall be appropriated to the Volunteer Center for specialized transportation services.

5. Consistent with PUC Sections 99400(a) pertaining to Article 8 claims for projects for use by pedestrians and bicycles and 99402 pertaining to the transportation planning process the remaining fund, after the above appropriations have been made, shall be appropriated to Demonstration Programs, and to the County of Santa Cruz and the cities in the County proportionately, according to their population as last certified by the California Department of Finance, for bikeway, pedestrian and other projects as specified in Section VI.C.

D. Budget and Apportionment Revisions

The Commission's Budget and Apportionment Schedule and Work Program may be revised at any regular meeting to adjust for new information or work program amendments.

E. Transportation Development Act and RTC - Reserve Funds

1. The Commission shall maintain a Transportation Development Act Reserve Fund of at least 8% of the annual revenue estimate. Should the
reserve be depleted due to a deficit in TDA revenues or a special allocation in any fiscal year, new TDA revenues from subsequent years shall be allocated to the Reserve Fund as the first priority.

2. The Commission shall maintain a general RTC reserve fund of at least 30% of the RTC’s operating budget, of which 8% shall be used as a cash flow reserve and 22% shall be restricted reserve. TDA surplus funds used to build this reserve shall be spent consistent with TDA requirements.

F. Transportation Development Act Surplus

Any surplus funds remaining in the Local Transportation Fund, after accounting for an adequate reserve, shall be reported to the Commission and appropriated by the Commission during its fall budget. The intention of this provision is to maintain the allocation priorities established in Section III.C. above; however, the Commission retains flexibility to appropriate a portion of the surplus to other high priority activities by special allocation.

G. Special Allocations

1. The Commission may use a portion of the Reserve Fund for a special allocation to a high priority project for which other funds are not available if the special allocation is accompanied by a plan to rebuild the Reserve Fund to the 8% target level in the following fiscal year.

2. The Commission may conduct a call for projects for special allocations.

3. Special allocations must be consistent with the Transportation Development Act and these Rules and Regulations.

H. Transportation Development Act - Funding Shortfall

TDA shortfall is defined as a shortfall in actual revenues available in the Local Transportation Fund in relation to the estimated TDA revenue for a fiscal year. This includes new TDA revenues and interest earnings in that fiscal year and funds available in the TDA Reserve Fund. It excludes unclaimed allocations from prior years. If in any fiscal year there is a TDA shortfall, this shortfall shall be applied to claimants proportionate to their share of the total TDA apportionment in the fiscal year in which the shortfall occurred. Their claims for the subsequent fiscal year will then be reduced by their proportionate share of the prior year's shortfall. The TDA allocation adjustment for the following fiscal year budget shall occur at the August Commission meeting. If, however, the Commission determines that there is an emergency situation with regard to cash flow in the Local
Transportation Fund, the TDA allocation adjustment may be made in the fiscal year in which the shortfall occurred.

I. Apportionments - Unclaimed

Annual Article 8 or Article 4 apportionments not claimed shall be carried over from year to year, and may be later claimed by the appropriate applicant.

IV. CLAIMS FOR TDA ADMINISTRATION AND PLANNING PROGRAM FUNDS (ARTICLES 3 AND 8)

A. Submission of Claims

The Transportation Development Act applicable California Administrative Code Title 21, Chapter 3, subchapter 2, provides regulations for the submission of claims for administration of the Transportation Development Act and for conduct of the transportation planning and programming process by the designated Regional Transportation Planning Agency, the Santa Cruz County Regional Transportation Commission.

B. Claims by the County of Santa Cruz on behalf of the Santa Cruz County Regional Transportation Commission for TDA Funds.

1. Consistent with the Memorandum of Understanding between the County of Santa Cruz and the Santa Cruz County Regional Transportation Commission to provide staff services and administrative support via County procedures and administrative governance, claims for Transportation Development Act Administration may be filed by the Santa Cruz County Regional Transportation Commission Executive Director on behalf of the County. Allowable expenses include but are not limited to legal fees, audits, postage, duplicating, office expense and staff work on administration functions.

2. Consistent with the above referenced MOU, claims for the transportation planning and programming process to be conducted by the Santa Cruz County Regional Transportation Commission may be filed by the Santa Cruz County Regional Transportation Commission Executive Director on behalf of the County. Allowable expenses include but are not limited to short and long range multi-modal transportation planning, transportation improvement programming, transportation monitoring, bicycle planning and education, specialized transportation planning, transportation systems management, budget and work program development, plan coordination,
and public information, consistent with the Commission’s adopted annual work program and budget. The Commission may, at its discretion, contract with other entities to accomplish portions of its adopted work program.

V. CLAIMS FOR PUBLIC TRANSPORTATION FUNDS: TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 4 CLAIMS AND STATE TRANSIT ASSISTANCE (STA) CLAIMS

A. Submission of Claims

The Transportation Development Act and the applicable California Administration Code Title 21, Chapter 3, subchapter 2, provide regulations for the submission of claims for Public Transportation. By this reference, they are incorporated in the rules and regulations of the Santa Cruz County Regional Transportation Commission.

B. Claims by the Santa Cruz Metropolitan Transit District

1. Claims may be filed under PUC Sections 99260 and 99313 for the support of public transportation systems and for aid to public transportation research and demonstration projects by the Santa Cruz Metropolitan Transit District, consistent with the Commission’s adopted budget and work program.

2. In accordance with Transportation Development Act regulations, Public Utilities Code Section 6645 (relating to operators in urbanized and non-urbanized areas), the Transit District shall meet 1) a ratio of fare revenue to operating cost ratio of no less than 15% and 2) a ratio of fare revenue plus local support to operating cost of no less than 56.9% (ratio in FY 1978-79 established in Public Utilities Code Section 6633.2.) The size and density of the service area as well as the proportion of the ridership that is transit dependent have been considered prior to the adoption of this ratio.

3. The Transit District shall submit a written report of its current and upcoming activities along with its annual claim.

4. The annual claim shall be submitted utilizing the SCCRTC’s TDA Claim Form.

5. The Commission shall transfer one-quarter of the Transit District’s annual TDA allocation by the last day of October, January, April and July, subject to the availability of TDA funds.
C. Claims for Research and Demonstration Projects

1. The RTC may elect to designate a portion of TDA revenues for research and/or demonstration projects. Claims for Article 4 and 8 TDA funds for research and demonstration projects may include funds for all tasks associated with the planning, design, construction, operation and maintenance of a project (or program). Claims for these purposes will be analyzed and evaluated on the basis of the following criteria:

   a. The potential of the project to meet the intent of the Regional Transportation Plan and the Transportation Development Act.

   b. The transferability or applicability of the project on a countywide, regional, and statewide basis.

   c. A well-defined measure of success or completion of the project.

   d. The amount of funding available for projects of this nature.

   e. The availability of other funding sources for the proposed project.

   f. The degree to which the project is coordinated with existing projects.

2. The claim shall be accompanied by the following data:

   a. Description of the project.

   b. Justification for the project, including a statement regarding its consistency with and relationship to the Regional Transportation Plan.

   c. The anticipated schedule and time period of the proposed project. A maximum two-year period is encouraged, but this may vary according to the nature of the project. The determined time period should be included as a condition of claim approval.

   d. Estimated cost of the project, including percent to be funded by the Commission and sources of other funding.

   e. Proposed funding for continuation of the project should it prove
successful.

3. Process

   • The Transportation Commission may conduct a call for projects.

   • Review by one or more SCCRTC committee(s) may be required for certain projects.

   • After Commission approval, the claimant and the Transportation Commission shall sign a grant acceptance agreement.

4. Disbursement of funds

   • When a claimant approves a contract or otherwise begins work on a project after the effective date of the claim, the claimant may request a disbursement or disbursements not to exceed a total of 90 percent of the approved claim amount for that project, prior to completion of project.

   • A claimant may request a disbursement for the final 10 percent of expenditures upon the completion of an approved project.

   • The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.

   • A final report on the project must be submitted to the Regional Transportation Commission prior to final disbursement.

VI. BICYCLE AND PEDESTRIAN FACILITIES AND OTHER CLAIMS FOR TRANSPORTATION DEVELOPMENT ACT - (TDA) FUNDS (ARTICLES 3 & 8)

A. General

• The Transportation Development Act in Article 3, Section 99233.3 and Article 8, Section 99400 provides for the allocation of funds for pedestrian and bicycle facilities and for other claims. The following rules and regulations do not release a claimant from meeting the requirements of the Transportation Development Act and appropriate administrative code.

• Pedestrian and bicycle allocations under Article 3 are limited by state law to two percent of a County’s apportionment. Pedestrian and bicycle
allocations under Article 8 are not subject to this limitation, and will therefore be used by the SCCRTC instead of Article 3 monies to fund bicycle and pedestrian projects under the TDA.

B. Eligible Claimants

The County of Santa Cruz and each city in the County qualify as eligible claimants for Article 8 funds under this section.

C. Disqualification from Voting

1. The three members appointed by the Santa Cruz Metropolitan Transit District shall have no vote in the approval of claims filed under Public Utilities Code Section 99400 (Article 8).

2. The Commission approval requires a majority of the eligible voters on Article 8 claims. There are nine members eligible to vote on these claims, and five members constitute a quorum for approval of these claims.

D. Claims for Article 8 Funds

1. Prior to 60 days before the start of the fiscal year, the Commission shall notify each applicant of its apportionment for the year.

2. A claim for the entire year may be submitted by an applicant after it has adopted its annual budget.

3. Changes may be submitted any time during the year.

4. Claims shall be submitted utilizing a TDA Claim Form developed by the RTC staff. The claim form includes shall be accompanied by the following information:

   a. Description of the project(s) adequate for a review by the Commission and its advisory committees (including performance measures and a proposed schedule of regular progress reports with a year-end evaluation—see VIII-G, Project Monitoring/Assistance Program).

   b. Justification for the project, including a statement regarding its consistency and relationship with the Regional Transportation Plan and Congestion Management Program.

   c. Estimated cost of the project, including other funding sources.
d. A statement agreeing to maintain funded project in the condition in the submitted plans for a period of 20 years. Any change to the agreement must be approved by the Commission.

e. A resolution-Assurances from the TDA Eligible Claimant indicating their role and responsibilities.

f. Preferred method and schedule of disbursement, consistent with Section H, Disbursements.

5. All project Claims must be reviewed by the Bicycle Advisory Committee (bike related projects) or the Elderly and Disabled Transportation Advisory Committee (pedestrian related projects), as appropriate, and submitted to be approved by the Commission prior to initiation of the project.

E. Conditions for Approval

Before a claim can be approved, the Commission must find that each project for which funds are claimed is in conformance with the Regional Transportation Plan. This finding must be included in the resolution submitted to the Commission for approval.

F. Criteria for Article 8 Claims

1. Joint operations and planning are encouraged.

2. Claims should be for:

a. Transportation planning - comprehensive planning and special projects.
   1) Refinement of the Regional Transportation Plan
   2) Transportation System and Demand Management Planning
   3) Transit Planning
   4) Bicycle and Pedestrian Planning
   5) Guideway or Rail Planning
   6) Development of a comprehensive neighborhood or area circulation system
7) Preliminary engineering for approved projects

8) Bicycle Safety Education Programs

b. New facilities: capital investments, operations and construction on new and old rights of way, where budget in the claim is specifically attributable:

1) Transit, including special bus stops

2) Bikeways and trails

3) Pedestrian facilities

4) Turnouts, rest stops

5) Scenic overlooks

6) Where the project, on new or old rights of way, is critical to transit operations and/or will allow transit controlled or transit only use (i.e., bus-actuated or bus only routes)

7) Sidewalks, curb cuts and other pedestrian facilities

The project should fit into an overall planned network which that is part of the best available transit or transportation plan; however, these funds should not be used for projects for which other funds are available.

c. Landscaping and medians for use with the items listed in "b" above.

d. Maintenance or development of new safety features on the existing transportation network for use with the items listed in "b" above, where needed for the safety of transportation modes other than automobiles.

e. Lighting that contributes to bike, bus, and pedestrian safety.

f. Demonstration projects, as specified in Section V.C.

3. Other Provisions

a. Funding of bicycle lane and sidewalk projects that are part of a general road improvement project will be limited to the cost of
providing the bicycle lane / sidewalk portion. Bicycle lane designs shall be consistent with guidelines found in the California Highway Design Manual, Sections 7-1000, Bikeway Planning and Transportation -Design. Deviations from this standard may be allowed by the Commission after design review and comment by its Bicycle Advisory Committee.

b. All projects must submit evidence of environmental review at the time the claim is submitted.

G. Commission and Committee Review

1. The appropriate Committee (the Bicycle Advisory Committee and/or the Elderly and Disabled Technical-Transportation Advisory Committee) and the Commission shall review each claim according to criteria in Section VI.F. and shall, from the analysis and evaluation thereof, recommend, approve, amend or reject the claim.

2. The appropriate Committee shall review and approve the final design for facilities prior to final disbursement. If the Committee does not approve the final design, the Commission shall review and approve the final design for facilities prior to final disbursement.

H. Disbursements

1. Before disbursement of funds to previously approved Article 8 bikeway projects can occur, the Bicycle Advisory Committee, or the Commission must have approved the final project design plans prior to construction. Final project design plans will be a map of the project listing the project's "typical" dimension, surface, and alignment, and identifying any deviations from that "typical" cross section and other changes in the surface and alignment. All planned parking restrictions along the route should be identified.

2. When a claimant approves a contract or otherwise begins work on a project after the effective date of the claim, the claimant may request a disbursement or disbursements not to exceed a total of 90 percent of the approved claim amount for that project, prior to completion of project.

3. A claimant may request a disbursement for the final 10 percent of additional unreimbursed expenditures upon the completion of an approved project.

4. The Executive Director is authorized to make these disbursements in
accordance with these rules and regulations and the resolution approving the claim.

5. Any interest earned on Article 8 monies disbursed to a claimant and any unexpended Article 8 dollars must accrue to the Article 8 program and be allocated in the claim for the following year.

I. **Appeal**

In the event of disagreement, an applicant may file an appeal with the California State Secretary of Business and Transportation (Public utility Code Section 99235 and Section 6670, Title 21, Chapter 3, of the California Administrative Code).

J. **Amount of Claim**

No applicant may file claims for an amount that exceeds its apportionment.

K. **Approved Claims**

The approved claim shall be transmitted by the Executive Director of the Commission to the applicant, and the Auditor-Controller, upon receipt of an allocation instruction as per Section 6659, Title 21, Chapter 3, of the California Administrative Code, shall make disbursements in the manner and at the times determined by these rules and regulations and/or the resolution approving the claim.

L. **Interest**

Any interest generated by Transportation Development Act (TDA) funds distributed to claimants shall be considered TDA funds. Expenditure of any and all of this interest shall be approved by the Commission.

VII. **TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS FOR SPECIALIZED TRANSPORTATION SERVICES (ARTICLE 8)**

A. **Submission of Claims**

The Transportation Development Act applicable California Administrative Code Title 21, Chapter 3, subchapter 2, provides regulations for the submission of claims for specialized transportation services.

B. **Claims for Specialized Transportation**
1. Claims for specialized transportation services consistent with PUC Section 99400(c), the Regional Transportation Plan and the Short Range Transit Plan for Specialized Transportation may be filed by a city or county on behalf of the Consolidated Transportation Services Agency, consistent with an agreement between the local jurisdiction and the Consolidated Transportation Services Agency, and the Commission’s adopted budget and work program. **Claimants shall use the RTC TDA Claim Form.**

2. Claims for specialized transportation services consistent with PUC Section 99400(c), the Regional Transportation Plan and the Short Range Transit Plan for Specialized Transportation may be filed by a city or county on behalf of the Volunteer Center, consistent with an agreement between the local jurisdiction and the Volunteer Center, and the Commission’s adopted budget and work program.

3. Claims for specialized transportation for the exclusive use of the elderly and disabled require a minimum of 10 percent local match. The local match can take the form of fares, donations, agency charges, grants, revenue sharing, and other non-restricted sources of funding. In kind services may not apply toward the local match.

4. Each claimant shall submit a written report of its current and upcoming activities along with its annual claim.

5. Prior to approving a claim for specialized transportation programs, the Santa Cruz County Regional Transportation Commission shall make a finding that the transportation services contracted for are responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant and that, where appropriate, the services are coordinated with other transportation services.

C. **Commission and Committee Review**

The Elderly and Disabled Transportation Advisory **Committee** and the Commission shall review each claim and the Commission shall approve, amend or reject the claim.

D. **Disbursements**

1. The Consolidated Transportation Services Agency may request a quarterly disbursement of the approved claim amount, with the first quarter being up to 35% of the annual claim amount, and the remaining quarterly payments being one-third of the remaining claim amount.
2. The Commission shall make the quarterly payments to the Consolidated Transportation Services Agency by the last day of October, January, April, and July, subject to the availability of TDA funds.

3. The Volunteer Center may request payment of the full approved claim amount in the first quarter.

4. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.

E. Appeal

In the event of disagreement, an applicant may file an appeal with the California State Secretary of Business and Transportation (Public Utility Code Section 99235 and Section 6670, Title 21, Chapter 3, of the California Administrative Code).

F. Amount of Claim

No applicant may file claims for an amount that exceeds its apportionment.

G. Approved Claims

The approved claim shall be transmitted by the Executive Director of the Commission to the applicant, and the Auditor-Controller, upon receipt of an allocation instruction as per Section 6659, Title 21, Chapter 3, of the California Administrative Code, shall make disbursements in the manner and at the times determined by these rules and regulations and/or the resolution approving the claim.

VIII. THE REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)

A. General

1. Consistent with state and federal law, four major sources of federal and state funding are apportioned to the Commission for programming:

   a. Regional Surface Transportation Program (RSTP)
   b. Congestion Mitigation and Air Quality Improvement Program (CMAQ)

   is this still relevant?
Transportation Enhancement Activities Program (TEA), and Regional Share State Transportation Improvement Program (STIP).

These programs are established by the Federal Surface Transportation Acts, State Senate Bill 45 (SB45), Section 182.6 of the Streets and Highways Code, and Section 101a of Title 23 of the United States Code, and establish these regional shares of funding. Rules governing use and distribution of these funds are also mandated by the California Transportation Commission, the California Department of Transportation (Caltrans) and the Memorandum of Understanding between Caltrans, the Association of Monterey Bay Area Governments (AMBAG) and other regional agencies in the AMBAG region.

As the Regional Transportation Planning Agency (RTPA) for Santa Cruz County, the Commission programs and monitors these funds through its Regional Transportation Improvement Program (RTIP). The RTIP is subsequently incorporated into the State Transportation Improvement Program, prepared by the California Transportation Commission, and the Federal Transportation Improvement Program (FTIP), prepared by the federally designated metropolitan planning organization for this region, AMBAG.

B. Eligible Applicants

Federal, state, regional and local public agencies may nominate projects to receive the regions share of state and federal funds (including RSTP, TEA, CMAQ or STIP projects/programs), subject to any limitations established in state or federal statute or guidelines. Other entities may apply for funds through sponsorship by a public agency.

For all transit related projects sponsored by an eligible agency, the Transit District should be the co-sponsor. If the eligible agency decides not to use the funds for its transit projects, then as a co-sponsor of the project, the Transit District may request that the funds be programmed for another underfunded STP/CMAQ transit project.

C. Eligible Projects/Programs

1. Regional Surface Transportation Program (RSTP)

Eligible RSTP projects/programs are listed in Section 133(b) of Title 23 of the United States Code and shown summarized in Exhibit 511. In general, RSTP funds are available for a wide range of surface transportation
projects, including highway projects, roadway rehabilitation, safety improvements, rideshare projects, enhancement activities, and transit capital projects. RSTP funds may not be used for projects on roads that are functionally classified as local or rural minor collectors. Bridge projects are not limited to these roads, but must be located on a public road.

2. Congestion Mitigation and Air Quality Improvement Program (CMAQ)

   Eligible CMAQ projects/programs are listed in Section 149 (b) of Title 23 of the United States Code and shown in Exhibit 5. Generally, CMAQ funds are directed towards projects/programs in Clean Air Act non-attainment areas for ozone and carbon monoxide. CMAQ projects/programs must contribute to meeting the attainment of national ambient air quality standards.

3. Transportation Enhancement Activities (TEA)

   Eligible TEA projects/programs are listed in Section 101a of Title 23 of the United States Code defines 10 categories of activities which qualify for TEA funding. These are shown in Exhibit 5.

4. State Transportation Improvement Program (STIP)

   Eligible STIP projects/programs are listed in the California Transportation Commission STIP Guidelines. Eligible projects include capital projects that improve State highways, local roads, public transit (including buses), intercity and other rail, pedestrian and bicycle facilities, grade separations, transportation system management, soundwalls, intermodal facilities, and safety; project development/monitoring activities and rideshare programs. The California Transportation Commission provides final approval of the STIP and may specify priority projects. Other non-capital projects (e.g. road and transit maintenance) are not eligible.

4. Consistency with the Regional Transportation Plan

   All projects receiving regional shares of state or federal transportation funds STIP, RSTP, CMAQ, or TEA funds must be consistent with the adopted Regional Transportation Plan.

D. Project Application and Programming Process

1. Establish Criteria for Programming Funds

   According to federal and state guidelines, projects and programs...
compete for inclusion in the RSTP/CMAQ/TEA or STIP program funding based on their merits.

b. The screening criteria ensure that general conditions such as project type, eligibility, project definition, and funding requirements are met.

c. Scoring criteria may be developed and applied by the Commission, consistent with state and federal law. Scoring criteria are used to evaluate the projects/programs based on relative merit.

d. The Commission’s Interagency Technical Advisory Committee will assist with development of applications and scoring criteria for each programming cycle.

2. Issue Call for Projects

The Commission shall notify eligible agencies of proposed RSTP/CMAQ/TEA or STIP funding cycles, approximate funding amounts, programming timeline, and programming process.

3. Workshop

To facilitate public participation, the Commission staff will hold a workshop early in the programming schedule to explain application and processing procedures to potential project applicants as needed.

4. Project applicants shall submit applications containing the following information:

a. Completed project application which includes data on project location, project description, proposed program year(s), project timeline, project budget, project narrative, and satisfaction of applicable screening and scoring evaluation criteria, including a Project Study Report (PSR) or PSR Equivalent for STIP projects.

b. Letter of commitment to sponsorship or resolution signed by an official of the applicant agency, indicating the agency's authority to carry out the proposed project, documenting board approval and a commitment to provide any matching funds (if applicable).

5. Project Review, Selection and Programming Process

a. After screening and scoring criteria are applied, the Commission's...
Interagency Technical Advisory Committee (ITAC) and, as appropriate, the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee shall review the staff recommendations and refer their recommendations to the Commission.

b. The Commission shall hold a public hearing to receive public comment on the proposed program of projects, consider staff and committee recommendations and adopt a program of projects.

The Commission may elect to keep a portion of the available funds in reserve for future programming.

c. The Commission shall amend the program of projects into the Regional Transportation Improvement Program (RTIP) and request that the Association of Monterey Bay Area Governments (AMBAG) include the program of projects in the current Federal Transportation Improvement Program (FTIP), as appropriate. The Commission shall also request the California Transportation Commission to include regional STIP projects in the State Transportation Improvement Program.

E. Amendments to the Approved Program

1. General Policy

Local project sponsors are required to obtain SCCRTC concurrence in allocation, extension, amendment or other requests for proposed changes to projects listed in the Regional Transportation Improvement Program (RTIP) prior to submittal of such request to Caltrans and the California Transportation Commission (for STIP projects) or AMBAG (for federally funded projects). Concurrence shall be handled administratively by SCCRTC staff unless substantive project issues (such as major schedule changes, requests for additional RSTP/CMAQ/TEA or STIP funds, major scope changes, or adding or deleting projects) require that concurrence be authorized by Commission action, during a public hearing meeting. (From Per resolution 11-01). Changes to the program cannot be to the detriment of other programs included in the program and must not negatively impact air quality conformity determinations made on the FTIP, based on Caltrans policy.

2. Amendment Process

a. For projects/programs included in the approved RTIP which have...
secured other funding:

1) The project sponsor must certify that the original project is completely funded and will not compete again for any additional RSTP/CMAQ/TEA or STIP funds; and

2) The project sponsor may request to redirect those RSTP/CMAQ/TEA or STIP funds from the original project to another eligible underfunded project which is included in the approved RTIP. If the project sponsor does not have an underfunded-alternate project in the RTIP or the RTC does not approve the shift of funds, then the funds return to the general regional RSTP/CMAQ/TEA or STIP balance to be allocated in the subsequent programming cycle.

b. For projects/programs deleted from the RTIP

STIP and RSTP funds from deprogrammed CMAQ, RSTP, STIP, or TEA from projects will be placed in reserve for future programming as part of a competitive grant program, providing that the region is not at risk of losing those funds to timely use of funds requirements. (approved by RTC 11/1/01)

c. Policy for Responding to Unanticipated Cost Increases for STIP Projects (approved by RTC 6/1/00)

1) The Commission will consider written requests from local project sponsors for supplemental allocations for projects in the State Transportation Improvement Program (STIP) under the following conditions:

- Project has experienced an unanticipated cost increase after the allocation of State Transportation Improvement Program funds;
- Project has completed design and environmental work and is ready to begin the construction phase (non-construction work is not eligible);
- Project cost increase has resulted from unanticipated factors not under the control of the project sponsor and has not resulted from an increase in the project scope; and,
- Unprogrammed reserves are available in the Santa Cruz County regional
2) Requests for supplemental allocations shall be limited to the following amounts:

a. For projects with a total programmed STIP construction cost less than $750,000, up to $75,000;

b. For projects with a total programmed STIP construction cost equal to $750,000 or more, 10% of the total programmed STIP construction cost, up to a total of $250,000 per project;

c. For all projects, the total amount requested may not exceed the amount required to cover the unanticipated construction cost increase as specified in a valid bid;

d. No more than 75% of the unanticipated cost overrun shall be absorbed by a supplemental STIP allocation; 25% shall be absorbed by the project sponsor; and,

A STIP project is eligible one time only for a supplemental allocation under this policy.

3) Written requests shall be delivered to the SCCRTC and will be acted upon as soon as possible, but no earlier than the next Commission meeting that occurs at least 3 weeks after the request is received at Commission offices.

4) Access to supplemental STIP funds is dependent upon:

a. Amendment of the Regional Transportation Improvement Program by the SCCRTC;

b. Amendment of the Federal Transportation Improvement Program by the Association of Monterey Bay Area Governments; and,

c. Approval of the allocation by the California Transportation Commission.

5) The SCCRTC retains the authority to approve or deny requests based on financial or other considerations.
6) The SCCRTC reserves the right to give special consideration to making exceptions to this policy under unique circumstances, on a case-by-case basis.

F. Reimbursement for RSTP/CMAQ/TEA or STIP Funds

Costs for RSTP/CMAQ/TEA or STIP Funds for All Projects Are Reimbursed.

1. For Non-Planning Projects

Reimbursable expenses for non-planning projects are administered through Caltrans and can be initiated following inclusion of the project in a federally approved Federal Transportation Improvement Program (FTIP), completion of a Caltrans field review, authorization to proceed (ENM-E-76), and/or receipt of an allocation for STIP projects from the California Transportation Commission, as applicable. Project sponsors shall coordinate STIP allocation requests with Regional Transportation Commission staff.

2. For RSTP and CMAQ Planning Programs

a. General

As the Metropolitan Planning Organization for the Monterey Bay Region, AMBAG is responsible for the receipt of federal planning funds. Therefore, planning projects using federal RSTP or CMAQ funds must be included in AMBAG’s Overall Work Program (OWP) as well as in an approved Regional Transportation Improvement Program (RTIP), and Federal Transportation Improvement Program (FTIP).

b. Reimbursement Claims for RSTP/CMAQ Planning Programs

1) A completed agreement between the Commission and the RSTP/CMAQ planning project recipients regarding reimbursement procedures must be completed before any federal reimbursement is made.

2) Not later than October 15th, January 15th, April 15th, and July 15th of each year, the RSTP/CMAQ recipients shall complete progress reports for the previous quarter to the SCCRTC. The quarters are specified as follows: First quarter—July through September, Second quarter—October through December, Third quarter—January through March, and Fourth quarter—April through
June.

3) Along with the progress reports, RSTP/CMAQ recipients must submit to the Commission an invoice and appropriate documentation for reimbursement of funds expended on the approved program.

4) Expenditures shall be reimbursed by AMBAG directly to each RSTP/CMAQ Recipient.

G. Project Monitoring/Assistance Program (Adopted by RTC 8/6/98)

The Commission has adopted a Monitoring and Assistance Program for state and federally funded transportation projects (Exhibit 612). The objectives of the program are to:

- Assure timely, cost-effective implementation of RSTP/CMAQ/TEA/STIP and TDA projects
- Ensure that the region as a whole meets the “timely use of funds” provisions of SB 45 and AB 1012, and other state and federal requirements
- Provide regular information to Commissioners on project milestones
- Assist local agencies with trouble shooting, especially with state and federal agencies
- Help lead agencies obtain the resources and expertise needed
- Develop a regular, streamlined reporting process
- Devote extra attention to STIP and state highway projects

IX. FEDERAL APPORTIONMENT (STP) EXCHANGE PROGRAM

A. General

As authorized by Section 182.6 of the Streets and Highways Code, Caltrans has established a yearly Federal Apportionment Exchange Program which allows the Commission the option to exchange all or a portion of its annual apportionment of Surface Transportation Program (STP) funds with Caltrans for non-Federal (State) funds.

B. Eligible Claimants

The Commission, County of Santa Cruz, each city in the county and other eligible public agencies as identified in Title 23 of the United States Code-Highways Sect.
133 whose projects have been programmed using Regional Surface Transportation Program (RSTP) funds are eligible claimants for the Federal Apportionment Exchange Program.

C. Eligible Uses of Funds

Exchange funds must be used for projects as defined in Sections 133(b) and 133(c) of Title 23 of the United States Code-Highways, and not excluded by Article XIX-Motor Vehicle Revenues of the State Constitution. Only direct project related costs are eligible. Local agency overhead and other non-direct charges are ineligible.

D. Accrued Interest on RSTP Exchange Funds

Interest accrued in the regional RSTP Exchange account of the Commission will be available for future programming.

Interest accrued in the local jurisdiction's RSTP Exchange account must either be:

1. Applied to that particular project for which it was accrued; or

2. If the interest accrued cannot be applied to that project, the interest must be returned to the Commission for deposit in the regional RSTP Exchange account for future programming.

E. Disbursement Procedure for Federal Apportionment Exchange Program

1. A list of RSTP Exchange Projects for each cycle is approved by the Commission by adoption into the Commission's Budget and Work Program, or by separate resolution.

2. The Commission authorizes the Executive Director by resolution to disburse funds for the approved list of exchange projects.

3. Each exchange participant must have a signed Agreement between the Commission and the RSTP Recipients for the Federal Apportionment Exchange Program, which details requirements set forth for the program by Caltrans, on file prior to invoice processing incurring reimbursable expenses.

4. Exchange participants have two options to receive exchange disbursement:

   a. Exchange participants may invoice for exchange projects on a project-by-project basis, for the total amount of the project no
earlier than six months prior to that project's initiation date (i.e. for
construction projects, the initiation date is considered the award of
contract; for right-of-way acquisition, the initiation date is
considered after CEQA clearance), or for projects with identifiable
phasing (e.g. by preliminary engineering, right-of-way, construction
etc.), at the initiation of each project phase; or

b. Exchange participants may invoice for exchange projects by
reimbursement after the project, or project phase, is completed.

5. Commission staff reviews the invoices and submits them to the County
Auditor-Controller for payment.

F. Return of Exchange Funds

In the event that exchange funds exceed the final total costs of the exchange
project, those funds must be returned to the Commission regional exchange
account for future programming.

G. Advance Delivery of RSTP Exchange Projects (Resolution 24-06)

In the event that an implementing agency [hereafter “Agency”] is ready to proceed
with a project eligible for RSTP Exchange funds prior to the RTC disbursing
(allocating) those exchange funds to that project, the project sponsor may
implement that project and later request reimbursement (advance delivery) if the
following terms and risks are agreed to:

1. Agency certifies that they understand the responsibilities and risks listed herein
   prior to proceeding with the project;

2. Agency receives approval from RTC staff to advance their project;

3. Agency uses its own funds to advance the project;

4. Agency follows the rules that apply to RSTPX-funded projects, as defined in
   the RTC’s Rules and Regulations and previously signed “Agreement Between
   the SCCRTC and the STP Recipients for the Federal Apportionment Exchange
   Program”;

5. The Commission will consider approval of reimbursement allocations of
   RSTPX funds once a year, after receiving a reimbursement allocation request
   from the project sponsor and when sufficient exchange funds are available.

6. Projects remain subject to the California Environmental Quality Act (CEQA);
7. Only those expenditures made by or under contract to the Agency for a project which is programmed for RSTP funds are eligible for reimbursement by the Commission;

8. Expenditures made more than 36 months prior to date of Commission approval of RSTP Exchange funds for the project are not eligible;

9. Expenditures which exceed the amount of RSTP funds that were or are programmed in the RTIP for the particular project component are not eligible;

10. Only expenditures made in accordance with the “Agreement Between the SCCRTC and the STP Recipients for the Federal Apportionment Exchange Program” between the local entity and SCCRTC are eligible;

11. In the event that expenditures made by the local agency are determined to be ineligible, the SCCRTC has no obligation to reimburse those expenditures;

12. INDEMNIFICATION

   a. The Agency assumes all risks, of proceeding ahead of schedule and understands that if RSTP Exchange funds do not materialize the sponsor may have to follow federal regulations in order to receive reimbursement for their project, in the form of federal RSTP funds.

   b. The implementing agency agrees to defend, indemnify and hold harmless the SCCRTC from and against all claims, actions, proceedings, demands, liabilities, costs and expenses (including attorneys’ fees), or damage claimed by third parties on account of any damage, loss, injury to, costs or attorneys fees incurred by said third parties related to the allocation or reimbursement of RSTP Exchange Program funding.

13. If exchange funds do not become available and a completed project is no longer eligible for federal-RSTP funds, the implementing agency may request the SCCRTC program a substitute project for federal RSTP funds; and

14. Any implementing agency intending to take advantage of these reimbursement provisions understands its obligations and the risk that is inherently involved.

The Commission will approve reimbursement allocations only when it finds that the expenditures were and are consistent with RSTP programming and that the project is itself eligible for RSTPX. The availability of state RSTPX funds and the lack of specific legal impediment do not obligate the Commission to approve an
allocation ahead of other allocations.

X. ENVIRONMENTAL REVIEW GUIDELINES

A. Lead Agency

The Commission, under state legislation and the Memorandum of Understanding with AMBAG, et al., may be assigned responsibilities for the development of plans and programs and projects such as the Regional Transportation Plan for Santa Cruz County, which may require environmental review. In these cases where the Santa Cruz County Regional Transportation Commission is the lead agency, it may have the responsibility for complying with applicable environmental review requirements under the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA).

B. Guidelines

1. Any environmental documents certified by the Commission must be in conformance with the California Environmental Quality Act (CEQA), and, when applicable, with the National Environmental Policy Act (NEPA). In implementing CEQA and NEPA requirements, the Commission shall be guided by the latest state and federal CEQA and NEPA Guidelines.

2. The Commission may join with another agency, such as the Association of Monterey Bay Area Governments or the Santa Cruz Metropolitan Transit District, to jointly prepare environmental documents for joint projects or plans.

XI. DOCUMENT DISTRIBUTION AND PRICING

A. Document Distribution

The Commission shall distribute draft and final documents consistent with the policies listed in Exhibit 39.

B. Document Pricing

The Commission shall price documents based on printing and copying costs.
PROCEDURE FOR ANNUAL PERFORMANCE REVIEW OF EXECUTIVE DIRECTOR

The Commission shall perform performance reviews of the Executive Director every year consistent with the following procedures:

1. On an annual schedule to be determined by the Personnel Committee, the Executive Director shall prepare a self-evaluation using the form in Attachment 1; (form not included) shall review achievement of prior goals and propose new goals for the upcoming year, and shall submit this material to the Commission at least two weeks prior to the performance review.

2. The Commission shall conduct the annual performance review in executive session with the Executive Director present; and, at its discretion, may also meet in executive session without the Executive Director present.

3. The Executive Director shall revise the written review form in response to the Commission’s performance review and circulate it to all Commissioners for their review.

4. The Executive Director shall then complete the final written performance review for the signature of the Commission Chair.

5. The final performance review shall be submitted to the County Administrative Officer for incorporation into the County performance appraisal process, and to the Personnel Department for inclusion in the Executive Director’s personnel file.
Exhibit 2

SCCRTC COMMITTEES

This document contains descriptions for the following committees:

- BICYCLE ADVISORY COMMITTEE
- BUDGET AND ADMINISTRATION/PERSONNEL COMMITTEE
- ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE
- INTER-AGENCY TECHNICAL ADVISORY COMMITTEE

This document also contains a description of the special workshop meeting of the Commission:

TRANSPORTATION POLICY WORKSHOP
CREATION OF COMMITTEES

As needs arise, the Santa Cruz County Regional Transportation Commission (Commission) can establish working Committees to serve as advisory bodies to the Commission for any designated length of time. Such Committees will adopt the bylaws below, as approved by the Commission, for rules and procedures.

PURPOSES, POWERS AND DUTIES

A separate attachment describing the purpose, membership, quorum and meeting frequency and location of each authorized Committee is included with these bylaws.

MEMBERSHIP

The Commission shall designate the number of members and affiliations to serve on each Committee at the Commission's pleasure. Committees can include Commissioners and non-Commission members, representatives from other agencies and jurisdictions, and members of the general public as deemed appropriate by the Commission. For each committee, an individual may be appointed to one membership seat only, as either member or alternate.

APPOINTMENTS

Commissioner appointments to Committees are made by the Commission Chair with the concurrence of the Commission. The Chair shall ensure fair Committee representation by the entities represented on the Commission itself. Non-Commissioner appointments to agency membership slots for Committees are made by the represented agency. Each represented agency shall inform the Commission in writing of its appointment. Appointments of members of the general public to Committees are made by the Commission based on an open application process. Each of the cities and each member of the Board of Supervisors are encouraged to nominate members to the Bicycle Advisory Committee and the Elderly and Disabled Transportation Advisory Committee. The nominations are limited to representation for the appointing entity’s jurisdiction. The nominations will be considered along with any other applications for the seats to be filled. Current membership lists shall be maintained by the Commission's Executive Director.

Commissioner appointments to committees shall be made annually at the March Commission meeting by the Chair with concurrence of the Commission. When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.
ALTERNATES

Commissioners' designated alternates shall serve as their alternates on Committees. Alternates for non-Commissioner committee member seats shall be appointed in the same manner as appointments to the corresponding regular membership slot.

VACANCIES

A vacancy may be created when an appointed member of the Committee misses three consecutive regular meetings without good cause so entered in the minutes. A vacancy shall be created when due to death, disability, or extenuating circumstances, an appointed member can no longer carry out responsibilities; when an appointed member resigns as a Committee member; or when a Commissioner appointed to a Committee resigns from the Commission. Vacancies are to be filled in the same manner as the original appointments were made.

Commission staff shall notify Committee members when they have missed two consecutive meetings without good cause so entered in the minutes, in order to inform them of the potential creation of a vacancy.

For membership slots filled by members of the public, the Commission Executive Director staff shall advertise the opening on the Commission website and in other manners as to notify the public of the membership opportunity.

The membership structure, including alternates and ex-officio members, of each Committee is included as separate attachments to these bylaws.

COMMITTEE MEMBERS ATTENDANCE RESPONSIBILITIES

A Committee Member on a given Committee shall be responsible for contacting his or her Alternate in the event the Committee Member cannot attend a scheduled meeting.

A Committee Member or Alternate on a given Committee shall be responsible for notifying staff 24 hours prior to the meeting that the Alternate will be serving as the representative to that Committee on behalf of the Committee Member or that neither the member nor alternate will be in attendance.

Should a Committee Member comply with the above (contacting the Alternate and notifying staff), in the event the Alternate does not attend the meeting, it will be noted in the minutes that the Committee Member is excused.

Should a Committee Member fail to notify staff that his or her Alternate will be serving as the representative to the Committee, and should the Alternate not be in attendance at the meeting, the Committee Member shall be entered in the minutes as absent without cause and subject to the
Vacancies requirement.

ALTERNATES ATTENDANCE RESPONSIBILITIES

An Alternate shall be required to attend Committee meetings only in the event that his or her Committee Member is unable to attend; however, the Alternate may attend and may participate as a member of the public (but may not vote) at Committee meetings even if the Committee Member is present.

TERMS OF OFFICE

Commissioners appointed to Committees shall serve a term of one year, and continue to serve until a new appointment is made. Non- Commissioner members of Committees shall serve three year terms. Alternates shall serve a term that coincides with the term of the committee member for whom they are an alternate. Terms of office for all Committee members are renewable by the Commission. At its discretion the Commission may review and change Committee appointments at any time.

OFFICERS

A Chairperson and Vice Chairperson for each Committee shall be elected to serve for a term of one year. The Committee shall elect its officers at the first meeting following the March SCCRTC meeting of every year. Election shall be by a roll call vote. The Chairperson shall preside at all meetings of the Committee. The Chairperson shall maintain order and decorum at the meetings, decide all questions of order, and announce the Committee’s decisions. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. In the event both officers are absent from the Committee, the majority of quorum may appoint a presiding officer for that meeting. All officers shall continue in their respective offices until their successors have been elected and have assumed office.

COMMITTEE STAFF

The Executive Director of the Commission shall appoint a staff member to serve as the primary staff to each Committee.

ORGANIZATION AND PROCEDURES

a) Meetings. Committee meetings are to be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings are to be held in a freely accessible location in order to facilitate the attendance of disabled members of the Committee and community in general. The scheduled meeting time for each committee is listed on the separate attachments but may be changed at the decision of a quorum of the Committee. The date, time and place of the meeting may also occasionally be changed due to availability of members or
timeliness of agenda items.

b) **Quorum.** A majority of the voting members shall constitute a quorum for the transaction of business. No official action shall be taken during any Committee meeting at which a quorum is not present. No act of a Committee shall be valid unless a majority of the members present concur therein.

c) **Voting.** Voting on all matters shall be on a voice vote unless a roll call vote is requested by any member in attendance. Ex officio members of the Committee shall not be eligible to vote although they may participate freely in any and all discussions of the Committee.

d) **Agenda.** Except as otherwise specified, all Committees shall comply with the notice and agenda requirements applicable to the Commission. All issues requiring a vote or Committee discussion must be included on the meeting’s agenda. Written materials concerning these items must be included in the agenda packet of the meeting for which that item is scheduled for discussion. A Committee member may request that an issue not on the agenda be put on the next meeting’s agenda for discussion and/or vote. By majority vote, the Committee may approve continuation of an agendized item to the next meeting.

Members who wish to place items on the agenda shall notify commission staff and provide appropriate documentation to staff at least two weeks prior to the meeting except for emergency items considered pursuant to requirements of the Brown Act.

e) **Limitation of Discussion.** Discussion on any particular matter by either Committee members or by any member of the general public may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances.

f) **Conduct of Meetings.** The meetings are to be conducted in accordance with the principles of Robert's Rules of Order.

g) **Minutes.** Official minutes recording the members and visitors present, motions entertained and actions taken at each Committee meeting, shall be prepared by staff and submitted to the Committee for approval and to the Commission for its acceptance.

h) **Oral Communications.** A time for Oral Communications will be included on all agendas to hear comments from non-committee members on items not on the Committee agenda but within the jurisdiction of the Committee’s business. Permission to address the Committee must first be secured from the Presiding Officer. The general time limit is three minutes, unless more time is granted by the presiding officer. Matters raised during oral communications, or at other times,
which require further information or investigation can be referred by the Committee to staff, and if action is required, placed on a future agenda.

i) Bylaws. The information set forth herein shall be deemed sufficient to serve as the bylaws for the Commission's Committees subject to approval by the Commission. The committee descriptions included in the Commission’s Rules and Regulations can be amended by a majority vote of the subject committee’s members with approval by the Commission.

CONFLICTS OF INTEREST

A member of the Commission or its committees is prohibited from participating in a governmental decision, including, but not limited to the making of a contract, in which he or she has a financial interest.
Committee: BICYCLE ADVISORY COMMITTEE

Committee Objectives: Serves in an advisory capacity to the Regional Transportation Commission and its member agencies on bicycle-related issues, policies, plans, programs and projects.

F.1. Reviews claims submitted to the Commission that deal with bicycle facilities;

G.2. Reviews recommendations for the bicycle section of the Regional Transportation Plan, including policies, programs and capital improvement projects;

H.3. Reviews the bicycle sections of other studies, programs and plans prepared by the Commission;

H.4. Provide input into development of the Monterey Bay Sanctuary Scenic Trail Network as outlined in the adopted Master Plan. Review design and engineering plans for segments at the conceptual and design levels whether the RTC or another entity is the implementing body.

I.5. Reviews and advises implementing agencies in a timely manner on transportation capital improvement projects with bicycle elements for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the Bicycle Advisory Committee involves review of the proposed concept and proposed design for the bicycle features of the transportation project. Local implementing agencies may seek the advice of the Bicycle Committee for more localized, locally funded bicycle projects at their discretion.

J.6. Advises the local jurisdictions' Public Works and Planning departments and Santa Cruz Metro, at their request, in their other functions as they related to bicycling, including bicycle plans, policies and ordinances and bikeway maintenance activities.

K.7. Advises local agencies and the Commission on the implementation of bicycle promotion, safety or outreach programs funded by Commission funds;

L.8. Reviews and approves applications for Bikes Secure bike parking grant applications;

M.9. Assists in the pursuit of local, state and federal funds for bicycle projects and advises the Commission on project priorities for funding and grant applications for bicycle projects;

10. Serves as advocates on behalf of the bicycling population regarding bicycle related issues before the Commission.

Committee Membership:
One person representing each of the five supervisorial districts  5
One person representing each of the four cities  4
One at-large member (until March, 2005 expiration of this position)  1
A representative of Bike to Work  1
A representative of the Community Traffic Safety Coalition  1

Total (prior to April, 2005)  12
Total (after March, 2005)  11

Appointments: Members representing agencies specified above are appointed by that agency and accepted by the Commission; all other members are appointed by the Commission based on recommendations of the Bicycle Committee and via open application process. The cities and the County Supervisors may nominate individuals for Committee and Commission consideration.

Quorum: A quorum is six members, assuming that there are no vacant positions. If there are vacant positions, a quorum will be half of the number of filled positions.

Meeting Frequency and Time: Set meeting time as 2\textsuperscript{nd} Monday of every other month from 6:00-8:30pm but the time may be changed by the Committee with a majority vote.

Meeting Location: Preferably, at least one meeting annually will be scheduled for an appropriate location outside of the City of Santa Cruz and in proximity to a major transit route.
Committee: BUDGET & ADMINISTRATION/PERSOONEL COMMITTEE

Committee Objectives: In order to ensure efficient and effective operations, the Budget & Administration Committee serves to review and monitor issues relating to the budget, work program, and other administrative functions of the Commission and makes recommendations to the Commission regarding such items. The committee also functions as the Personnel Committee to review personnel matters, and to conduct an annual performance evaluation of the Executive Director.

Committee Membership: Commission Chair and up to 54 other Commissioners. A Commissioner can be designated to serve in lieu of the Commission Chair, at the direction of the Commission Chair and with the concurrence of the Commission.

Meeting Frequency and Time: The Committee will meet at least quarterly; meeting times will be set as needed and noticed appropriately.

S:\RULESREG\2003 rules & regs\b&a.doc
Committee: ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE (E/D TAC)

Committee Objectives: Serves as the Social Services Transportation Advisory Council pursuant to Transportation Development Act statutes 99238. Advises the Santa Cruz County Regional Transportation Commission (SCCRTC), the Santa Cruz Metropolitan Transit District (Metro), the Consolidated Transportation Services Agency (CTSA), social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs and projects for the elderly, disabled (includes physical and mental disabilities) and persons of limited means populations. (Committee duties specifically referenced in other documents are as noted: A - Transportation Development Act Statutes, B - 1992 Paratransit Implementation Plan)

1. Assists in the determination of transportation needs of the elderly, disabled and persons of limited means populations, including the annual assessment of unmet transit needs (A, B);

2. Solicits input of transit dependent and transit disadvantaged persons, including elderly, disabled and persons of limited means, for the unmet needs assessment process pursuant to Transportation Development Act statutes 99238.5 (A);

3. Reviews claims submitted to the Commission that deal with specialized transportation services or pedestrian issues;

4. Advises the SCCRTC, Metro, CTSA, the County and other providers on policy decisions including but not limited to the coordination and consolidation of specialized transportation services, paratransit and other transportation for the county’s elderly and disabled residents and residents of limited means (B);

5. Reviews specialized transportation planning and the pedestrian sections of studies and plans prepared by the Santa Cruz County Regional Transportation Commission, the Santa Cruz Metropolitan Transit District, the Consolidated Transportation Service Agency, the local jurisdictions and other agencies, as necessary (A, B);

6. Reviews recommendations for the specialized transportation, transit and pedestrian sections of the Regional Transportation Plan, including policies, programs and capital improvement projects (A);

7. Reviews and advises implementing agencies on transportation capital improvement projects with pedestrian elements with regards to accessibility for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the E&D TAC involves review of the proposed concept and proposed design for the accessible pedestrian features of the transportation project. Local implementing agencies may seek the advice of the E&D TAC for more localized, locally...
funded pedestrian projects at their discretion.

8. Monitors programs concerning transportation needs of elderly and disabled persons and persons of limited means initiated by the implementing agencies and proposes methods of using transportation to integrate the elderly, disabled and persons of limited means populations into the community (A, B);

9. Operates as a forum for communication between public and private agencies, users, and providers (B);

10. Assists in the pursuit of local, state and federal funds for specialized transportation and pedestrian projects and advises the Commission on project priorities for funding and grant applications for pedestrian projects and other projects and programs addressing transportation for the elderly, disabled and persons of limited means populations;

11. Serves as advocates on behalf of the elderly, disabled and persons of limited means populations regarding transportation related issues.

Committee Membership (*As required by the Transportation Development Act statutes):

<table>
<thead>
<tr>
<th>Representatives of:</th>
<th># of voting members</th>
</tr>
</thead>
<tbody>
<tr>
<td>potential transit users who are 60 years of age or older*</td>
<td>1</td>
</tr>
<tr>
<td>potential users who have a disability*</td>
<td>1</td>
</tr>
<tr>
<td>local social service providers for seniors*, potentially including one representative of the Santa Cruz County Seniors Commission</td>
<td>2</td>
</tr>
<tr>
<td>local social service providers for people with disabilities*, potentially including one representative of the Santa Cruz County Commission on Disabilities</td>
<td>2</td>
</tr>
<tr>
<td>local social service provider for persons of limited means*</td>
<td>1</td>
</tr>
<tr>
<td>for each of the five supervisorial districts, the elderly, persons with disabilities and/or persons of limited means</td>
<td>5</td>
</tr>
<tr>
<td>private, for profit transportation agency*</td>
<td>1</td>
</tr>
<tr>
<td>Santa Cruz County Consolidated Transportation Service Agency (CTSA)</td>
<td>2</td>
</tr>
<tr>
<td>Santa Cruz Metropolitan Transit District (Metro)</td>
<td>1</td>
</tr>
</tbody>
</table>
Metro Accessible Services Task Force (MASTF)

**Total** 17

**Appointments:** Members representing agencies specified above are appointed by that agency and accepted by the Commission; all other members are appointed by the Commission based on an open application process.

**Quorum:** A quorum is nine members, assuming that there are no vacant positions.

**Meeting Frequency:** Second Tuesday of every even numbered month; second Tuesday of the month at 1:30 pm.

**Meeting Location:** At least Preferably, one meeting annually will be scheduled for an appropriate location outside of the City of Santa Cruz and in proximity to a major transit route.

**Bylaws Approval:** Bylaws must be recommended for approval by the Elderly & Disabled Transportation Advisory Committee and approved by the Santa Cruz County Regional Transportation Commission. The Bylaws shall also be submitted to the Consolidated Transportation Services Agency Board for their review.
Committee: INTERAGENCY TECHNICAL ADVISORY COMMITTEE

Committee Objective: Serves to coordinate regional transportation capital improvement projects and transportation planning programs; serves as a technical and planning forum for local jurisdictions, SCMTD, AMBAG, UCSC, Cabrillo College, Caltrans and the TMAsEcology Action Transportation Group; serves as a forum to consider technical and policy issues, such as Transportation System Management/Transportation Demand Management, Intelligent Transportation Systems (ITS), bicycle and pedestrian facilities, land use-transportation/air quality issues, such as general plans, development projects, housing elements; serves as an arena to distribute and share information on state and federal funding opportunities and requirements; and makes recommendations to the Commission regarding these issues. Specific actions taken by the committee include, but are not limited to:

1. Provides recommendation for funding programmed by the Regional Transportation Commission (RTC) in the Regional Transportation Improvement Program (RTIP);

2. Reviews and provides recommendations on the Regional Transportation Plan, including policies, programs and capital improvement projects;

3. Reviews transportation studies, programs and plans prepared by the Commission;

4. Reviews and provides recommendations on the RTC’s Legislative Program.

Committee Membership: # voting members

- City and County Public Works staffs 5
- City and County Planning staffs 5
- Santa Cruz Metropolitan Transit District 2
- Caltrans District 5 Transportation Planning Branch 1
- Association of Monterey Bay Area Governments 1
- Monterey Bay Unified Air Pollution Control District 1
- Ecology Action Transportation Group 1
- Transportation Management Associations 2
- University of California, Santa Cruz 1
- Cabrillo College 1
- California Highway Patrol (ex-officio)

voting members 19

The local jurisdiction members may also assign an alternate for a specific meeting as appropriate for the topics on the agenda.
Quorum

One member from a local jurisdiction or the SCMTD may serve as proxy for the other voting member from that jurisdiction or agency for purposes of voting. A majority of members (including proxy votes) will constitute a quorum. Committee members or alternates should notify staff or other local jurisdiction staff member 24 hours prior to the meeting if a proxy will be representing the member in the member's absence. For efficiency of meetings, when possible, agenda items of interest to Planning staff will be grouped separately from items of interest to Public Works staff.

Meeting Frequency and Time:

Committee meets monthly on the third Thursday of each month at 1:30 pm, as needed.
Exhibit 8

Committee: TRANSPORTATION POLICY WORKSHOP

Policy Workshop Objectives: For the Commission to review and discuss major policy, funding and project development issues in greater detail and in a less formal setting than the regular meetings of the Commission. The intent is to provide the Commission and other attendees with an opportunity for detailed discussion of complex transportation issues, including the following:

1. Funding, development and implementation of major state highway projects such as improvements to Highways 1 and 17.

2. Funding, development and implementation of the SCCRTC’s major projects including the project to acquire the Santa Cruz Branch Line Rail right of way.

3. Development of major planning documents such as the Regional Transportation Plan.

4. Programming of state and federal funds by the Commission, including Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), Transportation Enhancements Activity (TEA), and State Transportation Improvement Program (STIP) regional share funds.

The Transportation Policy Workshop also hears oral presentations on topics of interest.

Committee Membership: The Transportation Policy Workshop is a meeting of the Commission; the membership is the full Commission.

Quorum: A quorum is six Commissioners.

Meeting Frequency, Date and Time: Every month on the third Thursday of the month at 9:00 am, with the flexibility to meet less frequently at Commission discretion.

Meeting Location: Typically in the Commission offices, with at least one meeting per year in a south or mid-county location.
Public Access to SCCRTC Documents

1. The SCCRTC posts all Commission and Committee agendas, all Commission packets and most Commission documents on the Commission website (www.sccrtc.org). In addition, these documents are available for viewing at the Commission office during normal business hours. Major Commission documents are also distributed to area public libraries. The Commission has an email notification list for meeting notices and agendas for the Commission and each SCCRTC committee. To reduce the use of non-renewable resources, the SCCRTC encourages the public to access Commission materials via the website, and by viewing copies available in the Commission office and at public libraries.

Agendas and Packets for Commission and Committee Meetings

1. Notification of availability of electronic versions of SCCRTC Commission and Committee packets are distributed free of charge to public agencies and members of the press.
2. Hard copies of commission and committee packets will be available to members and alternates that request them on an annual basis, limited to one packet per agency/media organization.

2. Others who wish to receive hard copies of agenda packets or agendas may be charged a fee, computed annually and included on the SCCRTC Document Fee Schedule.

3. Annually, Commission staff will contact each recipient of a hard copy or email notification of a Commission or committee agenda or agenda packet, asking them whether they want to continue to receive the materials or notification. (Commission and committee members will automatically receive agenda materials and will be excluded from this annual renewal process.)

Copies of Other Printed Documents

1. A copy of a draft document produced by the SCCRTC (or its agents or contractors) that is being distributed for public comment will be available free of charge to each individual, group or agency that requests it during the comment period.

2. A copy of a final document will be distributed free of charge to each of those individuals, groups or agencies that provided written comments on earlier drafts, as well as to relevant public agencies.
3. A copy of an adopted document will be available free of charge to any individual, group or agency requesting it within 30 calendar days of its adoption.

4. Requests received more than 30 calendar days after adoption of an SCCRTC document, will cost the prices indicated on its SCCRTC Document Fee Schedule. Documents listed as “free” on the Document Fee Schedule are exempt from this provision.

General

1. Free documents (as listed on the Document Fee Schedule) are generally limited to one per individual, agency or organization and are available while supplies last. For organizations and business that assist the SCCRTC in distributing free documents to the public, up to 100 copies may be requested. More than 100 copies may be provided to a third party as part of an event or promotion.

2. For single copies of portions of SCCRTC documents or Commission or committee agendas, the SCCRTC will charge the price listed on the SCCRTC Document Fee Schedule.

3. Document fees or packet fees may be waived at the discretion of the Executive Director.

4. SCCRTC staff will fulfill requests for copies in a timely fashion within the following guidelines: within one (1) business day for 20 pages or less; within two (2) business days for documents easily duplicated in-house; and within three (3) business days if an outside copy service is needed. More time may be required for copies mailed to a recipient.

5. For documents or materials prepared by consultants or other organizations for the Commission, Commission staff shall receive and process all requests for copies.

6. The SCCRTC Document Fee Schedule may be revised at any time and will be updated on a regular basis to reflect changes in duplicating, mailing, and administrative costs. Costs for new materials will be established at the time of publication.
SCCRTC DOCUMENT FEE SCHEDULE
(Revised October 2002)

– Subject to change at any time –

Fees are for hard copies. Most items are available for viewing or downloading on the SCCRTC website: www.sccrtc.org

<table>
<thead>
<tr>
<th>Commission or Committee</th>
<th>Annual Fee</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting <em>(includes mailing)</em></td>
<td>Full Packet</td>
<td>Agenda Only</td>
</tr>
<tr>
<td>SCCRTC/Transportation Policy Workshop</td>
<td>$60</td>
<td>$5</td>
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<td>Interagency Technical Advisory Committee</td>
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<td>$5</td>
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<tr>
<td>Bicycle <em>Advisory Committee</em></td>
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<tr>
<td>Elderly and Disabled Transportation</td>
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<tr>
<td>Advisory Committee</td>
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<tr>
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<td>free</td>
</tr>
<tr>
<td>Other committees and task forces</td>
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</tr>
</tbody>
</table>

Costs for partial year mailings will be prorated.

**Final Documents** (most are available for viewing and downloading at www.sccrtc.org)

For printed copies, prices are as follows:

- Regional Transportation Improvement Program $ 8.00
- Regional Transportation Plan $30.00
- SCCRTC Rules and Regulations $ 6.00

**Santa Cruz County Traffic Monitoring Report** $ 6.00

SCCRTC documents not listed above will be supplied at the cost of 5 cents per page or the cost of the outside copying service, if higher.

**Free Documents** - Except for informational materials, hard copies of free documents are

**Rules and Regulations**

*December 2004 Spring 2014*
generally limited to one per individual, agency or organization, while supplies last

Santa Cruz County Bikeway Map

Cost of Driving Brochure

Guide to Specialized Transportation (available in English, Spanish and Large Print))

SCCRTC Annual Report

Informational brochures and handouts produced by the SCCRTC

**Single Copies of Portions of SCCRTC Packets or Documents**

For small quantities that can be produced in-house:

1. 5 cents per page, single sided
2. 10 cents per page, double sided

All other copies:

actual cost for outside copying service, if higher

**Additional Charge for Mailing**

The cost of mailing will be added to the copying cost charged to the person/organization ordering the document, unless otherwise specified above. (Please NOTE: Agenda pricing already includes postage costs.)
CONFLICT OF INTEREST CODE OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

SECTION 100. Incorporation of Model Code.
The terms of 2 C.C.R. § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of this Authority.

SECTION 200. Designated Positions.
The positions listed on Exhibit “10-A” are designated positions. Officers and employees holding those positions are deemed to make or participate in the making of decisions that may foreseeably have a material effect on a financial interest.

SECTION 300. Disclosure Statements.
A person holding a designated position shall be assigned to the disclosure category set forth on Exhibit “10-B” unless such persons are already required to file disclosure statements of economic interests under the provisions of Section 87200 of the California Government Code. Each person assigned a disclosure category shall file an annual statement disclosing that person’s interest in investments, real property, and income designated as reportable under the category to which the person’s position is assigned in Exhibit “10-A”.

SECTION 400. Place and Time of Filing.

(a) Filing Originals. All persons holding designated positions with an assigned disclosure category shall file the original statement of economic interests with this agency.

(b) Filing Copies. This agency shall make and retain a copy and forward the originals of these statements to the County Clerk-Elections Department.

(c) Initial Statements – After Code Adoption. A person holding a designated position with an assigned disclosure category shall submit an initial statement of economic interest within 30 days after the effective date of this Code.

(d) Annual and Other Statements. Persons holding designated positions with an assigned disclosure category shall file annual statements of economic interest and other required statements pursuant to Section 5 of the Conflict of Interest Code provisions contained in 2 C.C.R. § 18730.
### Exhibit 10-A

**APPENDIX, CONFLICT OF INTEREST CODE**

Appendix, 2 C.C.R. § 18730  
As adopted by reference

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***DESIGNATED POSITIONS***

<table>
<thead>
<tr>
<th>Category</th>
<th>Disclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commission Members (including Alternate Members)</td>
<td>1</td>
</tr>
<tr>
<td>2. Executive Director</td>
<td>1</td>
</tr>
<tr>
<td>3. Deputy Director</td>
<td>1</td>
</tr>
<tr>
<td>4. Administrative Services Officer</td>
<td>1</td>
</tr>
</tbody>
</table>

*See Section 2, Conflicted Code (2 C.C.R. § 18730)*
Exhibit 10-B

APPENDIX, CONFLICT OF INTEREST CODE

Appendix, 2 C.C.R. § 18730
As adopted by reference

DISCLOSURE CATEGORIES.

CATEGORY 1. Interests in Real Property, Sources of Income, Investments and Business Positions Held by Designated Officer or Employee. All interests in real property located within Santa Cruz County. All income (including loans and gifts) from any source which contracts with or may in the foreseeable future contract with the Commission to provide services, supplies, equipment, or other property. All investments in any business entity or trust in which the designated officer or employee is a director, officer, partner, trustee, employee, or holds any position of management, which contracts with or may foreseeably contract with the Commission to provide services, supplies, equipment, or other property.
Exhibit 11—RSTP, CMAQ and TEA PROGRAMMING CATEGORIES

REGIONAL SURFACE TRANSPORATION PROGRAM (RSTP) Eligible Project Types:

- Local street and road construction, reconstruction, rehabilitation, resurfacing, restoration, and preventative maintenance on roadways that are part of the Pavement Management System (PMS)
- Operational improvements for highway and bridge projects, including bridge seismic retrofit, painting
- Transit (bus and rail) capital projects including vehicles and facilities used to provide inter-city passenger service by-bus
  - Carpool projects
  - Park and ride lots: fringe and corridor parking facilities
- Bicycle facilities
- Non-construction projects (educational programs)
- Pedestrian walkways, and modification of public sidewalks to comply with the Americans with Disabilities Act of 1990
- Highway and transit safety infrastructure projects, hazard eliminations, projects to mitigate hazards caused by wildlife, and railway-highway grade crossing elimination or improvement
- Highway and transit research and development and technology transfer programs
- Capital and operating costs for traffic monitoring, management and control facilities and programs
  - Surface transportation planning programs
  - Transportation enhancement activities
  - Transportation control measures that improve air quality
- Wetlands mitigation and natural habitat efforts related to projects funded under Title 23 USC
- Capital improvements for infrastructure-based intelligent transportation systems
- Environmental restoration and pollution abatement projects, including retrofit or construction of stormwater treatment facilities (limited to 20% of the total cost of reconstruction, rehabilitation, resurfacing, or restoration projects)

CONGESTION MITIGATION AND AIR QUALITY (CMAQ) Eligible Projects:

- Transportation Activities in an approved State Implementation Plan or Maintenance Plan
- Transportation Control Measures
- Extreme Low-Temperature Cold Start Programs
- Public-Private Partnerships
- Alternative Fuels
- Traffic Flow Improvements
- Transit Projects
• Bicycle and Pedestrian Facilities and Programs
• Travel Demand Management
• Outreach and Rideshare Activities
• Telecommuting
• Fare/Fee Subsidy Programs
• Intermodal Freight
• Planning and Project Development Activities
• Inspection/Maintenance (I/M) Eligibility
• Magnetic Levitation Transportation Technology Deployment Programs
• Experimental Pilot Projects

TRANSPORTATION ENHANCEMENT ACT (TEA) — Eligible Categories:

• Provision of facilities for pedestrians and bicycles.
• Acquisition of scenic easements and scenic or historic sites.
• Scenic or historic highway programs.
• Landscaping and other scenic beautification.
• Historic preservation.
• Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals).
• Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails).
• Control and removal of outdoor advertising.
• Archaeological planning and research.
  Mitigation of water pollution due to highway runoff.
Exhibit 12

SCCRTC’s Monitoring/Assistance Program for State and Federally Funded Projects
(Adopted 8/6/98)

1. State Highway Regional Share or Jointly-Funded Interregional Projects
   a. Memorandum of Understanding (overall) between Caltrans and SCCRTC
   b. Cooperative Agreement between Caltrans and implementing agency for each project
   c. Project development team (includes local jurisdiction, SCCRTC, Caltrans, others)
   d. SCCRTC staff assistance in coordination between local agencies and Caltrans
   e. Quarterly scope, schedule and budget status reports by Caltrans to the Commission, monthly reports as the project nears construction
   f. Submittal of early draft environmental and design documents by Caltrans to the project development team members for review
   g. Monitoring of the project schedule and budget by project milestones by SCCRTC
   h. Oversight of STIP amendments by SCCRTC

2. Local STIP Projects
   a. Biannual scope, schedule and budget status reports submitted by project sponsors to the Commission (proposed for March and September)
   b. Monitoring of the project schedule and budget by project milestones by SCCRTC
   c. Submittal of early draft environmental and design documents (65% to 80% stage, basic drawings, not plans and specs) by project sponsor to SCCRTC staff for review
   d. Review of project design (65% to 80% stage, basic drawings) by the Bicycle Advisory Committee
   e. Oversight of STIP amendments by SCCRTC
   f. Notification to SCCRTC of STIP allocation request by project sponsors
   g. Review of STIP allocation request and issuance of concurrence letter to Caltrans by SCCRTC staff to determine if project meets state law/guidelines and RTIP provisions; if issues exist, bring concurrence letter to Commission for approval

3. Local Non-STIP Projects (e.x. TDA, RSTP, CMAQ, TEA)
   a. Annual scope, schedule and budget status reports by project sponsor to the Commission (proposed for September)
   b. Submittal of early draft environmental by project sponsor to SCCRTC staff for review
   c. Review of project design (65% to 80% stage, basic drawings) by the Bicycle Advisory Committee, if appropriate
   d. Local agency assistance by SCCRTC staff as requested, particularly in interactions with Caltrans and the Federal Highway Administration
   e. Hold informational workshops as appropriate and provide a forum for discussing common implementation issues (ITAC)
   f. Encourage non-transportation departments or agencies to seek assistance from local public works departments if project delivery issues arise
   g. Submittal of courtesy copies of Environmental Enhancement and Mitigation grant requests by local agencies to SCCRTC staff