

AGENDA: August 2026

TO: Bicycle Advisory Committee
FROM: Sierra Topp, Transportation Planning Technician
RE: RTC Bicycle Committee and Elderly and Disabled Transportation Advisory Committee Member Engagement Survey

RECOMMENDATION

Santa Cruz County Regional Transportation Commission (RTC) Staff recommends that Advisory Committee members receive information on the Member Engagement Survey ([Attachment 1](#)).

BACKGROUND

The RTC can establish Committees to serve as advisory bodies to the Commission. The Elderly and Disabled Transportation Advisory Committee (E&DTAC) and Bicycle Advisory Committee (BAC) are two of the RTC advisory committees established in the RTC Rules and Regulations.

The BAC serves in an advisory capacity to the RTC and its member agencies on bicycle-related issues, policies, plans, programs and projects. The E&DTAC serves as the Social Services Transportation Advisory Council pursuant to Transportation Development Act statutes 99238 and advises the RTC, 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.

The purpose, membership, quorum and meeting frequency and location of each authorized Committee is outlined within the RTC's Rules and Regulations bylaws ([Attachment 2](#)).

DISCUSSION

RTC staff are undergoing a review of committee engagement and solicited input from BAC and E&DTAC committee members through a member survey.

The survey is organized into key themes including, but not limited to meeting agenda and materials, presentations and discussions, and committee member participation and recruitment. The survey will assist staff in exploring ways to enhance member engagement and implement strategies to support the committee members and staff in meeting the committee objectives as defined in the SCCRTC Rules and Regulations.

RTC staff is requesting that all advisory committee members fill out the member survey. Staff will provide time at the August BAC and E&DTAC advisory committee meetings for members to submit responses to the survey questions.

RTC staff will return to the BAC and E&DTAC advisory committees at a future meeting to provide a summary of responses, while maintaining confidentiality, and propose recommendations for committee engagement, if appropriate.

Staff recommend that Advisory Committee members receive information on the Member Engagement Survey (Attachment 1).

SUMMARY

The RTC has advisory committees including the Elderly and Disabled Transportation Advisory Committee (E&DTAC) and Bicycle Advisory Committee (BAC). RTC staff has prepared a Committee Membership Survey to obtain feedback about committee member engagement. As part of this process, staff are requesting all advisory committee members to complete the survey to help inform next steps and solutions.

Attachments:

1. Advisory Committee Effectiveness and Engagement Survey
2. Santa Cruz County Regional Transportation Commission Rules and Regulations
 - a. Exhibit 1 – SCCRTC Committees
 - b. Exhibit 2 – Bylaws for Commission Committees
 - c. Exhibit 3 – Committee: Bicycle Advisory Committee

Advisory Committee Effectiveness and Engagement Survey

The RTC is exploring ways to improve advisory committee meetings, increase member engagement, and ensure committee members have the information and support needed to effectively fulfill their role. Your feedback will help guide committee operations, meeting structure, member orientation, and communications. This survey is not anonymous, but responses will only be shared and summarized by RTC Staff.

This survey should take approximately 5-10 minutes to complete.

There are 6 sections to the survey including:

1. Staff Reports and Meeting Materials
2. Presentations and Meeting Discussions
3. Meeting Agenda Topics
4. Understanding Committee Roles
5. Committee Participation and Recruitment
6. Final Thoughts

Staff Reports and Meeting Materials

1. Do you typically have enough information to participate meaningfully in committee discussions?

- ☐ Always
- ☐ Usually
- ☐ Sometimes
- ☐ Rarely
- ☐ Never

2. How helpful would the following improvements be?

	Very helpful	Somewhat helpful	Neutral	Not helpful
Staff reports highlight information most relevant to the committee's objectives	☐	☐	☐	☐
Staff reports include discussion questions at the beginning of each item	☐	☐	☐	☐
Staff reports clearly explain why an item is being brought to the committee	☐	☐	☐	☐
Members are encouraged to submit clarifying questions to RTC staff prior to meetings	☐	☐	☐	☐
RTC staff designate time for standing office hours where members can ask clarifying questions prior to the meeting	☐	☐	☐	☐
Include an ongoing item under consent agenda with RTC activities	☐	☐	☐	☐

3. Do you have adequate time to review agenda packets and meeting materials? If not, how many days would be ideal to review the packet?

Presentations and Meeting Discussions

4. How engaged do you generally feel during committee meetings?

- ☐ Very engaged
- ☐ Somewhat engaged
- ☐ Neutral
- ☐ Somewhat disengaged
- ☐ Very disengaged

5. How well do current meeting agendas support meaningful discussion and participation?

- ☐ Very well
- ☐ Well
- ☐ Adequately
- ☐ Poorly
- ☐ Very poorly

6. How helpful would the following improvements be?

	Very helpful	Somewhat helpful	Neutral	Not helpful
Limiting presentation length to allow more discussion time	☐	☐	☐	☐
Clear communication to presenters regarding meeting goals and available time	☐	☐	☐	☐
Presentations focus on maps, plans, and technical details that supplement staff reports	☐	☐	☐	☐
Use of temporary ad-hoc working groups to explore specific topics in more depth	☐	☐	☐	☐
More interactive "workshop" style discussion opportunities	☐	☐	☐	☐

7. During meetings, discussions typically:

- ☐ Stay focused on agenda topics
- ☐ Are usually focused with occasional off-topic discussions
- ☐ Frequently go off-topic
- ☐ Almost always go off-topic

8. Would you support Chairs taking a more active role in keeping discussions focused on agenda topics?

- ☐ Strongly support
- ☐ Support
- ☐ Neutral
- ☐ Oppose
- ☐ Strongly oppose

9. What items, projects, or topics would you like to see come before the committee?

Meeting Agenda Topics

10. How relevant are agenda items to your committee's purpose and objectives?

- ☐ Extremely relevant
- ☐ Mostly relevant
- ☐ Somewhat relevant
- ☐ Rarely relevant
- ☐ Not relevant

11. Please indicate how helpful you believe the following changes would be.

	Very helpful	Somewhat helpful	Neutral	Not helpful
Chair and Vice Chair participate in agenda-setting discussions with staff before meetings	☐	☐	☐	☐
Future discussion topics are identified and tracked across meetings	☐	☐	☐	☐
Follow up from staff on items and how advisory committee comments were incorporated into plans or projects	☐	☐	☐	☐

12. Is there anything you would add specific to agenda topic tracking and scheduling?

Understanding Committee Roles

13. How would you describe your role and responsibilities as a committee member?

14. Which topics would you like additional training or information about?

- ☐ Committee roles and responsibilities
- ☐ Brown Act requirements
- ☐ How committee recommendations are used by the RTC
- ☐ How agenda items are developed
- ☐ Rules and procedures for updating committee bylaws or procedures
- ☐ Transportation planning and project development processes
- ☐ Effective meeting participation practices
- ☐ Other

15. How helpful would the following opportunities be?

	Very helpful	Somewhat helpful	Neutral	Not helpful
New member orientation	☐	☐	☐	☐
Annual refresher training for all members	☐	☐	☐	☐
Annual Chair and Vice Chair retreat or workshop	☐	☐	☐	☐
Written committee handbook or orientation guide	☐	☐	☐	☐

Committee Participation and Recruitment

16. Do you believe your committee has adequate member participation?

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ Unsure

17. Do you believe your committee has appropriately diverse representation?

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ Unsure

18. How important is recruiting members for vacant positions on the committee?

- ☐ Very important
- ☐ Somewhat important
- ☐ Neutral
- ☐ Not very important
- ☐ Not important at all

19. What could RTC staff do to better support committee members' needs and increase their participation?

20. How easy is it to get to the RTC office meeting location in-person?

- ☐ Extremely easy
- ☐ Somewhat easy
- ☐ Neutral
- ☐ Not very easy
- ☐ Not easy at all

21. If remote attendance was an option, without needing an AB2449 request, would you prefer that over attending in person?

- ☐ Yes
- ☐ No
- ☐ Sometimes

Final Thoughts

22. What is the single most important change RTC could make to improve advisory committee effectiveness?

23. What do you think works well on the advisory committee or should stay the same?

24. Is there any additional feedback you would like to share?

25. Name

26. Email

Exhibit 1

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

MEASURE D TAXPAYER OVERSIGHT COMMITTEE

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

TRANSPORTATION POLICY WORKSHOP

Exhibit 2

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION Bylaws for Commission Committees November 3, 2022

CREATION OF COMMITTEES

As needs arise, the Santa Cruz County Regional Transportation Commission (Commission) can establish working Committees to serve as advisory or oversight 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

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

APPOINTMENTS

Commissioner appointments to Committees with RTC board member membership 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 to the Elderly and Disabled Transportation Advisory Committee and the Bicycle Advisory Committee of members of the general public representing county supervisorial districts are made by the corresponding county supervisor for that district. Appointments of other members of the general public to Committees are made by the Commission based on an open application process and consistent with state law and local ordinance. Each of the cities is 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 nominating 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 not appointed by County Supervisors, Commission 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. Committee members appointed by County Supervisors shall serve four-year terms beginning in April after election of the corresponding County Supervisor and will serve at the will of the appointing supervisor. Other 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. At their discretion the Commission and other appointing entities 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 or two years. 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 agenda 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 Rosenberg's Rules of Order (see Exhibit 11).
- g) Minutes. Official minutes recording the members and visitors present, motions entertained, actions taken, and the votes cast 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.

Exhibit 3

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.

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. Provides 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.
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.
6. Advises the local jurisdictions' Public Works and Planning departments and Santa Cruz Metro, at their request, in their other functions as they relate to bicycling, including bicycle plans, policies and ordinances and bikeway maintenance activities.
7. Advises local agencies and the Commission on the implementation of bicycle promotion, safety or outreach programs funded by Commission funds;
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	5
One person representing each of the four cities	4
A representative of Bike to Work	1
A representative of the Community Traffic Safety Coalition	1
Total	11

Appointments: Members representing agencies specified above are appointed by that agency and accepted by the Commission; members representing county supervisorial districts are appointed by the corresponding county supervisor; all other members are appointed by the Commission based on an open application process. Commissioners representing cities are encouraged to 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 plus one of the number of filled positions.

Meeting Frequency and Time: Set meeting time as 2nd Monday of every other month, or as needed from 6:00-8:30pm. 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.