

STAFF REPORT



MEETING DATE:	2/25/14
SUBJECT:	Correspondence
AGENDA ITEM:	6-4
STAFF CONTACT:	Janie Coffman, Executive Assistant - Confidential

Attached is correspondence determined to be of interest to the board of directors:

- December 23, 2013, letter from SRTA to the Department of Transportation in regard to administrative modification #7 to the Shasta County 2013 Federal Transportation Improvement Program (FTIP)
- January 13, 2014, letter from SRTA to Caltrans District 2 in regard to the Integrated Traffic Data Collection and Management Plan for the South Central Urban Region
- January 15, 2014, letter from North State Super Region to the California Transportation Commission in regard to the Active Transportation Program
- February 6, 2014, letter from SRTA to the California Air Resources Board in regard to the Sustainable Communities Strategy Technical Methodology
- D.H. Scott & Company Communication of Control Deficiencies

A blue ink signature of Daniel S. Little, written in a cursive style.

Daniel S. Little, AICP, Executive Director



1255 East Street, Suite 202 • Redding, CA 96001 • (530)262-6190 • FAX (530)262-6189
E-Mail srta@srta.ca.gov • HOME PAGE www.srta.ca.gov

Daniel S. Little, Executive Director

December 23, 2013

Ms. Rachel Falsetti, Division Chief
Department of Transportation
Division of Transportation Programming, MS 82
P.O. Box 942874
Sacramento, CA 94274-0001

Attention: Gwyn Reese, SRTA FTIP Liaison

Subject: Administrative Modification # 7 to the Shasta County 2013 Federal Transportation Improvement Program (FTIP)

Dear Ms. Falsetti:

I hereby approve Administrative Modification # 7 to the 2013 Federal Transportation Improvement Plan (FTIP). The modification is consistent with metropolitan transportation planning regulations per Title 23 Code of Federal Regulations Part 450. As amended, the 2013 FTIP is financially constrained. The attached programming pages of the "prior" and "current" versions, the summary of changes for this administrative modification, and the grouped project listings are enclosed for your convenience.

In summary, the administrative modification changes are as follows:

- **Grouped Projects for purchase of new buses and rail cars to replace existing vehicles or for minor expansions to fleet, CTIPS ID (211-0000-0114):**
This amendment adds an additional \$8,088 of Federal Transit Administration (FTA) Section 5311(f) intercity bus funding to First Class Shuttle, Inc. to augment their original \$62,901 award to purchase a twelve-passenger shuttle bus. This resulted from procurement-related issues First Class Shuttle was experiencing. The additional award notification was issued November 5, 2013 by email from Ronaldo Hu, 5311(f) Intercity Bus Program Coordinator.

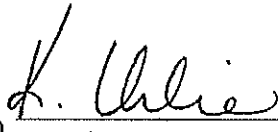
- **Grouped Projects for Highway Bridge Program (HBP) CTIPS ID (211-0000-0083):**

This grouped listing includes revisions to twenty bridge projects under the priority bridge funding list developed by Caltrans, Local Assistance. Revisions include: programming years, scope, and project funding increases/decreases. Overall, the grouped project listing has been reduced \$3,119,248 of federal HBRR funding and \$33,464 of local funding.

Included with this letter is a copy of the administrative modification. An electronic copy will be transmitted by email to you, and the below contact list.

If you have any questions, please contact Kathy Urlie at (530) 262-6194 or kurlie@srta.ca.gov.

Sincerely,


for Daniel S. Little, AICP, Executive Director
Shasta Regional Transportation Agency (MPO)

DSL/KKU

Attachments: Prior and Current CTIPS Programming Pages
Summary of Changes Table for Administrative Modification #7
Grouped Project Listings for both CTIPS Listings

C: Wade Hobbs – FHWA, CA Division
Hymie Luden – FTA, Region 9
Ronaldo Hu, Caltrans DMT

Rick Somers, Caltrans District2
Kim Nemchick, First Class Shuttle
Abhijit Bagde, CT Programming



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Daniel S. Little, Executive Director

January 13, 2014

John Bulinski, Director
California Department of Transportation
District 2
1657 Riverside Drive
Redding, CA 96001

Subject: Integrated Traffic Data Collection and Management Plan for the South Central Urban Region (Contract No: 74A0623)

Dear John:

We are pleased to have collaborated with you and your staff to develop a foundation for an Intelligent Transportation Systems (ITS) network in Shasta County. Through this project we have identified the needs of the region, the existing architecture, and future projects needed to implement a full ITS network.

We recognize that implementing an ITS network in Shasta County will be an ongoing partnership between SRTA and Caltrans for years to come. Next steps should include:

1. Pursue funds proposed in the 2014/15 Governor's budget for traffic management mobility projects;
2. Encourage the incorporation of ITS elements into current or future projects for I-5, State Route 299 and State Route 44;
3. Identify other funds for implementation;
4. Incorporate identified projects into the 2015 RTP; and
5. Prioritize projects based on cost and need.

We look forward to our continued partnership with you in this endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director
Shasta Regional Transportation Agency (MPO)

DSL/SMT/jac



North State Super Region

1255 East Street, Suite 202, Redding, CA 96001

(530) 262-6190 nssr16@gmail.com

www.superregion.org

Marcella Clem, Chair

Jon Clark

Butte County Assn. of Governments

Scott Lanphier

Colusa County Transportation Comm.

Tamera Leighton

Del Norte Local Transportation Comm.

John Linhart

Glenn County Transportation Comm.

Marcella Clem

Humboldt County Association of Govt.

Lisa Davey-Bates

Lake Co City/Area Planning Comm.

Larry Millar

Lassen County Transportation Comm.

Phil Dow

Mendocino County Council of Governments

Debbie Pedersen

Modoc County Transportation Comm.

Daniel Landon

Nevada County Transportation Comm.

Robert Perreault

Plumas County Transportation Comm.

Daniel S. Little

Shasta Regional Transportation Agency/MPO

Tim Beals

Sierra County Transportation Comm.

Melissa Cummins

Siskiyou County Local Trans. Comm.

Gary Antone

Tehama County Transportation Comm.

Richard Tippet

Trinity County Transportation Comm.

January 15, 2014

Mr. James C. Ghielmetti, Chair

California Transportation Commission

1120 N Street, Room 2221 (MS-52)

Sacramento, CA 95814

RE: Active Transportation Program

I am writing on behalf of the North State Super Region (NSSR), a partnership representing the sixteen northern California Regional Transportation Planning Agencies (RTPAs). We represent 26% of California's total land area that contains 37% of California's state and federal roads. The primary focus of the NSSR is to support economic development, access, and efficient goods movement through strategic transportation network investments.

While on a national level, there were many rural states not in support of the federal Transportation Enhancement or Transportation Alternative Program that is not the case in California. California's Complete Streets Act requires our local governments to plan, design, operate, and maintain safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation. The Active Transportation Program (ATP) is the funding source for rural counties to meet this directive and improve the quality of life for our residents and visitors.

On behalf of the NSSR, I attended all but one of the ATP workshops, in addition to the Scoring Criteria Subgroup meetings. It was a satisfying and rewarding experience. Although sometimes long and repetitive, everyone who chose to participate had ongoing opportunities to collaborate on the development of the guidelines. The final draft is an accurate accounting of agreements and concessions made during the process.

We support the overall goal of improving safety and the flexibility in defining disadvantaged communities. One key reason why rural areas are not as successful in passing sales tax initiatives is the correlation with low median household incomes. Broadening the definition of disadvantaged communities to include this measure is appreciated.

We ask that you honor the work of your staff and wide range of transportation partners that worked on the draft guidelines by preserving the working group's recommendation with respect to distribution of the funds (page 2-3). In particular, we urge you to keep the requirement that "projects within the boundaries of a MPO with an urban area with a population of greater than 200,000 are not eligible for funding in the Small Urban or Rural programs". There is consensus that the ultimate goal is to program the best projects statewide. Maintaining this language will give small MPOs and rural areas a fair chance in the competitive process for the smallest allocation of funds, just under \$12 million per

January 18, 2014

Page 2

year. It could be that David beat Goliath because someone handed him the rock. These meager funds are our rock and will safeguard a geographic distribution of funds. Please keep in mind that the large MPOs have the ultimate advantage by running their individual programs after the statewide competition. It is understood that this is a consequence of the timely use of funds. We request that in future programs, the large MPOs, with guaranteed formula shares, select those projects in advance of the small urban/rural and statewide competitions.

What is missing from the guidelines is a meaningful role of small MPO and non-MPO RTPAs. Our ultimate directive is to develop regional priorities and breakdown jurisdictional silos. Our role in programming street and highway projects is clear. It does not make sense that we have a limited role for bicycle and pedestrian projects. It is our recommendation that each small MPO and RTPA should evaluate proposed projects against a regionally prioritized program of projects.

Finally, we recommend that small urban and rural agencies be represented on the evaluation committees. Thank you for your consideration of these comments and recommendations.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Marcella Clem', with a stylized, flowing script.

Marcella Clem, Chair
North State Super Region

cc: Members, California Transportation Commission
Brian Kelly, Secretary, California Transportation Agency
Brian Annis, Deputy Secretary, California State Transportation Agency
Ms. Arwen Chenery, Office of Senate Pro Tempore Darrell Steinberg
Mr. Mark Ibele, Senate Budget and Fiscal Review Committee
Mr. Christian Griffith, Assembly Budget Committee
Ms. Erica Martinez, Assembly Speaker's Office
Ms. Erin Riches, Senate Transportation and Housing Committee
Ms. Janet Dawson, Assembly Transportation Committee
Mr. Ted Link-Oberstar, Senate Office of Research
Mr. Malcolm Dougherty, Director, California Department of Transportation
Mr. Andre Boutros, Executive Director, California Transportation Commission
Mitch Weiss, Deputy Director, California Transportation Commission



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Daniel S. Little, Executive Director

February 6, 2014

Ms. Mary Nichols
Chair
California Air Resources Board (ARB)
1001 I Street
Sacramento, CA 95812

Subject: Shasta Regional Transportation Agency (SRTA) Sustainable Communities Strategy
Technical Methodology

Dear Ms. Nichols:

Please find enclosed a summary of SRTA's technical methodology for estimating Sustainable Communities Strategy greenhouse gas emissions as required under California Government Code 5080(b)(2)(I)(i), for your review and approval as part of our coordination required under Senate Bill 375.

If you have questions on SRTA's Technical Methodology, please contact Dan Wayne, Senior Planner, at (530) 262-6186 or Sean Tiedgen, Associate Planner, at (530) 262-6185.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director
Shasta Regional Transportation Agency (MPO)

DSL/SMT/DTW/jac

Enclosure

c: Cari Anderson, Air Resources Engineer, ARB

SHASTA REGIONAL TRANSPORTATION AGENCY
COMMUNICATION OF CONTROL DEFICIENCIES
JUNE 30, 2013



D. H. SCOTT & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
A LIMITED LIABILITY PARTNERSHIP

David H. Scott, APC, CPA
Keith F. Hunting, CPA
Vivian R. Piche', CPA
Paul J. Catanese, APC, CPA/MBA
Larry T. Dahl, CPA

Charlie J. Burns, CPA
Casey M. Cancilla, CPA
Lori Goyne, CPA/ABV
Cheryl Hull, CPA
Gerald R. Tadina, CPA

To the Board of Directors
Shasta Regional Transportation Agency
Redding, California

In planning and performing our audit of the financial statements of the Shasta Regional Transportation Agency (the Agency) as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

This communication is intended solely for the information and use of management, the Shasta Regional Transportation Agency, Agency Board, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

D. H. Scott & Company LLP

Redding, California
December 17, 2013

CURRENT YEAR
FINDINGS AND RECOMMENDATIONS
JUNE 30, 2013

CONTROL DEFICENCY

AUDIT COMMITTEE MEETINGS

Finding

The Agency has established an Audit Committee to function as a liaison between the Agency and its auditors. This committee serves a vital role in reviewing audit reports and providing direction to the auditors on areas of concern to those with responsibility for oversight. The audit committee also provides the opportunity for the auditors to independently share the results of the audit and internal control review without management involvement. During the current audit, the committee chose not to meet with the auditors.

Recommendation

We recommend that the audit committee meet with the auditors at least twice annually; once as an entrance conference and once as an exit conference.

PRIOR YEAR
FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2013

CONTROL DEFICIENCIES

BOARD OVERSIGHT

Finding

Board members do not receive or review financial reports on a regular basis.

Status

Management presents financial reports to the Board at each meeting.

ORGANIZATION-WIDE BUDGET

Finding

The Agency develops the Overall Work Program as a budget, however, the Overall Work Program does not include all activities of the Agency.

Status

The Agency is including all activities in the Overall Work Program.

GRANT AND CONTRACT DOCUMENTATION

Finding

The Agency did not have complete grant and contract documentation.

Status

The Agency developed and implemented policies and procedures for grant monitoring during the year and was able to provide all required grant and contract documentation.