

REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Adopt Public Participation Plan	4/22/08	5

RECOMMENDATION

It is recommended that the Board:

1. Hold a public hearing to consider public testimony; and
2. Adopt the attached resolution approving the 2008 Public Participation Plan for Transportation Planning (PPP).

SUMMARY

Federal transportation law requires the RTPA to prepare and use a participation plan. Staff prepared and distributed a draft participation plan and made it available for a 45-day public comment period. Staff recommends that the Board hold a public hearing to consider public testimony, and adopt the attached resolution approving the 2008 Public Participation Plan for Transportation Planning.

DISCUSSION

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires metropolitan planning organizations to prepare and use a participation plan. The plan is required to define a process for providing interested parties with reasonable opportunities to be involved in transportation planning.

The draft PPP is based on the "Public Involvement Procedures for Transportation Planning" adopted by the RTPA in 2003. It has been updated to reflect SAFETEA-LU requirements.

In June of 2007, staff mailed approximately 129 letters to individuals and agencies on the RTPA's contact list, and to a wide array of businesses involved in transportation. The letter invited participation in the transportation planning process, and contained a questionnaire to determine areas of interest. Forty-three questionnaires were returned.

On June 28 and 29, the RTPA co-hosted a Planning and Environment Linkages Workshop to better engage resource agencies in our regional planning process.

In February of 2008, staff made a draft PPP available for a 45-day public review and comment period. A legal notice was placed in newspapers throughout the County. Copies were made available at five libraries. The draft PPP was mailed to 45 individuals and agencies, and a letter advising of the draft PPP's availability was sent to an additional 43 individuals and agencies. Staff received one public comment on the draft PPP and a written response was provided (attached).

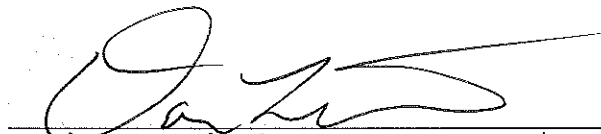
Staff consolidated many of the strategies and policies contained in the original draft PPP. Staff believes the revised draft plan contains all of the provisions needed to ensure the RTPA conducts its activities with an open process that encourages participation by all interested parties.

OTHER AGENCY INVOLVEMENT

Copies of the draft PPP were mailed to all agencies regularly involved in the transportation planning process, and to many agencies not related to transportation. This item was discussed at the Technical Advisory Committee (TAC) meeting of April 8, 2008. TAC recommends approval of the PPP.

FINANCING

There may be increased expenses associated with implementing the PPP's strategies. These expenses will be included in the Overall Work Program budget.



Daniel S. Little, AICP, Executive Director

DSL/JDS/jac

Attachments: Resolution 08-09
 Comment and Response
 Draft 2008 Public Participation Plan for Transportation
 Planning

RESOLUTION NO. 08-09

ADOPTING THE 2008 PUBLIC PARTICIPATION PLAN
FOR TRANSPORTATION PLANNING

WHEREAS, Section 134 of Title 23 of the U.S. Code and Section 450.316 of Title 23 of the Code of Federal Regulations require metropolitan planning organizations to develop and use a documented participation plan; and

WHEREAS, the Shasta County Regional Transportation Planning Agency is the designated metropolitan planning organization for Shasta County; and

WHEREAS, a draft 2008 Public Participation Plan for Transportation Planning (PPP) was prepared that describes a variety of strategies to provide all interested parties with reasonable opportunities to be involved in the transportation planning process; and

WHEREAS, the draft PPP was made available for review during the required 45 day public comment period; and

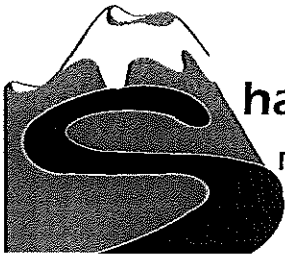
WHEREAS, the Technical Advisory Committee has reviewed the draft PPP and recommends approval; and

WHEREAS, a public hearing was held on April 22, 2008, to provide an additional opportunity for all interested parties to provide comments on the draft PPP.

NOW, THEREFORE, BE IT RESOLVED that the Shasta County Regional Transportation Planning Agency hereby approves the 2008 Public Participation Plan for Transportation Planning.

DULY PASSED AND ADOPTED this 22nd day of April, 2008, by the Shasta County Regional Transportation Planning Agency.

Norma Commick, Chair
Shasta County Regional
Transportation Planning Agency



Shasta County

Regional Transportation
Planning Agency

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Daniel S. Little, AICP, Executive Officer

April 15, 2008

RPP 020110

Nata Greenleaf
E-mail: Blackoak33@yahoo.com

SUBJECT: Comments on Draft 2008 Public Participation Plan for Transportation Planning (PPP)

Thank you for submitting comments (attached) on the draft PPP. As you note in the last paragraph of your e-mail, many of your comments appear to address RTPA and SSTAC performance rather than suggestions for changes to the draft PPP. However, we will try to respond to all of your comments.

You state you do not agree that the RTPA actively seeks the involvement of the public in its planning efforts, and note that on "several occasions" you were told your input was not within the SSTAC's jurisdiction. Response: I can assure you that the RTPA does actively seek public involvement through a variety of means, including, but not limited to, e-mail, advertisements, notices, public meetings, newsletters, and our website. If someone raises an issue under the jurisdiction or control of another agency, that person will be advised to contact that agency so their concern can be addressed.

You wrote that you do not agree we are trying to inform and educate citizens about RTPA activities. You then discuss SSTAC membership. Response: We will consider your suggestions to try to recruit senior, low income, and disabled passengers as SSTAC members when future vacancies occur.

You wrote that the draft PPP states we respond to communications from the public, but one member of the RTPA board did not respond to your communications. Response: If you wish to contact a board member, we suggest you submit written comments to the board member addressed to the RTPA at 1855 Placer Street, Redding, CA 96001 or e-mail scrtpa@snowcrest.net. We will forward your communication to the member.

You suggest we include a "link" on the RABA website stating the SSTAC is an advisory committee to RABA. Response: We have forwarded your e-mail to RABA for their consideration.

You note that there is a typographical error in a proposed strategy. Response: Thank you for bringing this to our attention.

You indicate you approve of referencing the section numbers of codes under each strategy. Response: We have revised the draft PPP to delete these references under the strategies, but we have added two new appendices. Appendix B includes the full text of the section (450.316) of the Code of Federal Regulations requiring participation plans. Appendix C was added to show how the required contents of participation plans are addressed by strategies in the PPP. We believe the revisions provide more complete information.

You note there is a strategy to seek out and consider the needs of those traditionally underserved by existing transportation systems. You state SSTAC does discuss these needs, but SSTAC members do not ride the bus. You suggest RABA bus drivers be informed about the existence of the SSTAC, and that SSTAC meeting agendas and vacancies be put on the RABA office bulletin board. Response: We have forwarded your e-mail to RABA for their consideration.

You also note that RABA staff are aware of your interest in transportation and your willingness to provide input, but never contacted you about vacancies on the SSTAC. Response: RABA staff are not involved with filling vacancies on the SSTAC. The RTPA is responsible for appointing SSTAC members. I understand RTPA staff gave you an application in the fall of 2007 to apply to be an SSTAC member, but that it was not submitted. You are welcome to submit an application to the RTPA at any time. Appointments are made at the December RTPA meeting.

You comment on a strategy to ensure the representation on the SSTAC is reflective of the different segments of Shasta County's population, indicating you approve, but the RTPA does not actually do this. You state you see no purpose in writing an objective in the PPP that we do not intend to implement. Response: We intend to implement all strategies in the PPP.

You note there is a strategy to make SCRTPA documents available for public review at selected locations throughout the county, such as public libraries and government centers. However, you state that you asked if the RTPA had a copy of the "short range long range plan", and that staff said we did not. Response: The plan you are referring to is a RABA document, not an RTPA document. The RTPA was sent a draft copy for our review and comment, and staff advised you to check with RABA to ensure you would have the most current version.

You note there is a strategy to "demonstrate explicit consideration and response to public input received during the development of plans and programs." You describe an example of where you feel staff did not adhere to this strategy, and suggest that we train our staff to implement it. Response: This strategy is not in the current (2003) Public Involvement Plan, but it is something we strive to do, and it is a new strategy we propose in the 2008 PPP. We will ensure that our staff is aware of the strategies in the proposed PPP.

You note a strategy to “maintain a mailing list of interested parties for distribution of public participation materials...” You acknowledge this is being done, and support having this strategy in the PPP. Response: Thank you.

You note there is a strategy to “develop and maintain orientation manuals for new board members serving on the SCRTPA.” You state this is not done, and describe an example which you feel supports your comment. Response: We do provide an introductory binder to new board members. The contents in these binders is updated continually.

You note the draft PPP discusses the SSTAC, which operates according to bylaws. You state the SSTAC does not operate in accordance with their bylaws; members do not serve staggered three-year terms; and cite RTPA minutes as an example. Response: The SSTAC and RTPA have operated in accordance with their interpretation of the bylaws. In the December 12, 2006 staff report, member’s terms stagger over three years, with one expiring in 2008, seven expiring in 2009, and three expiring in 2010. The uneven distribution of the expiration of terms is probably due to the practice (an interpretation of the bylaws) of appointing new members to one-year terms. Upon further review of this provision of the bylaws, we believe there is another interpretation – that is, at this time, all members should be appointed to three-year terms. This will be discussed with the SSTAC.

You state “the SSTAC failed to include in their bylaws that they were appointed as a citizens’ advisory committee to the RABA Board.” Response: I believe you are referring to comments made by Ray Duryee, a RABA representative, at the January 16, 2008, SSTAC meeting. According to the unapproved minutes of that meeting, Ray stated the RABA Board wanted to use the SSTAC as a public outreach committee. I believe that meeting is the first time the SSTAC heard of RABA’s proposal. RTPA staff will review the situation and determine if the bylaws, adopted in 2003, need to be amended.

You note the RTPA web page does not give contact information for the Board of Directors, and suggest their contact information be included so the public will know how to contact them. Response: Good suggestion. We will modify our website to provide the same contact information that their respective agencies provide. The public may also mail correspondence to Board members at the RTPA office, at 1855 Placer Street, Redding, CA 96001, or call 530-225-5654, or e-mail scrtpa@snowcrest.net. This latter information is already provided on the RTPA website.

You state the public is prohibited from communicating with members of the SSTAC. Response: The public is not prohibited from communicating with SSTAC members. You may direct correspondence to SSTAC members to the RTPA office (see contact information above) or to the agencies they represent.

You note that the “unmet needs notices in RABA buses are put up in a timely manner, but they are left up for months afterward. You suggest that the PPP contain a provision

to remove the ads in a timely manner. Response: The RTPA does not operate RABA buses. However, we have forwarded your comments to RABA. I am told the notices for the 2008 comment period have been removed.

You note the draft PPP states "SCRTPA staff shall periodically review the effectiveness and the procedures and strategies contained in the PPP..." You offer some opinions and suggestions. Response: Thank you. We will consider your suggestions.

You note the January 2008 SSTAC meeting did not include an announcement about new and expiring members. Response: New and expiring members knew their status, therefore, no formal announcement was deemed necessary.

You state there is an inconsistency between the category of membership of SSTAC members when appointed by the RTPA Board and their category stated on the SSTAC minutes. Response: We maintain a list that shows which category each appointed member represents. This was attached to the RTPA staff report appointing SSTAC members. The SSTAC minutes do not show the category a member represents, but rather the agency the person is from. We will evaluate whether the SSTAC minutes should be changed to reference the category members represent.

You state you think we "are very accountable in the way we list all of our meetings ahead of time." Response: Thank you. This reflects our intent to provide notice of our activities and provide opportunities for public input.

Thank you again for providing comments on the draft 2008 PPP. I believe we have responded to the issues raised in your e-mail.

If you have any questions, please feel free to contact John Strahan at (530) 225-5475 or jstrahan@co.shasta.ca.us.

Very truly yours,



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

Attachment: E-mail from Nata Greenleaf

Cc: Ray Duryee, RABA
Sharon Howard, Chair, SSTAC
Michelle Millette, Caltrans

John Strahan

From: Nata Greenleaf [blackoak33@yahoo.com]
Sent: Wednesday, April 02, 2008 11:17 AM
To: John Strahan
Subject: SUGGESTIONS FOR THE 2008 DRAFT PUBLIC PARTICIPATION PLAN

John Strahan:

Below is my input to the draft 2008 Public Participation Plan (PPP).

I do not agree that "the Shasta County Metropolitan Planning Organization (MPO) actively seeks to incorporate the involvement of the public in its planning efforts pursuant to its Public Involvement Procedures". I have had several occasions in which Sue Crowe told me that my input was not within the SSTAC's jurisdiction when it was. I realize that involvement does not guarantee making the suggested change but it does require honesty.

When I consider the way you operate the SSTAC, I do not agree that you are really trying to "inform and educate citizens and other interested parties about the SCRTPA's ongoing transportation planning activities". You do not include disabled, senior, and low income passengers in SSTAC membership. You implement this exclusion by using word-of-mouth to inform people of your choosing about SSTAC vacancies and this information never reaches passengers. When a member of a social service agency's term expires, there is another social service agency employee to replace them but when a citizen stops attending, you do not contact another citizen to replace them. Some ways to correct this biased dissemination of SSTAC vacancies is to post notices about SSTAC meetings and vacancies in places where seniors, low income, and disabled passengers would see the notices, such as ads inside the fixed route RABA buses, ads in Demand Response buses, ads in Senior Transportation buses, and ads on the Senior Nutrition Center and Golden Umbrella bulletin boards. Also inform members of the public during unmet needs meetings about vacancies on the SSTAC because passengers attending unmet needs meetings would be the most likely individuals to be interested in attending SSTAC meetings and in filling committee vacancies.

The draft PPP stated that you respond to communication from members of the public. Currently one member of the RTPA board did not respond to my communications.

I suggest that you include a link on the RABA Board web page that states that the SSTAC is a citizens' advisory committee to the RABA Board. This would be an example of coordination as required by the Safe-te-leu. The RABA Board has designated the SSTAC as their citizens' advisory committee in their new PPP.

There is an error in inconsistency of singular and plural in the following: "Strategy 1.4: When appropriate, the SCRTPA shall produce *a special newsletters*". I think you intended to say either "a special newsletter" or "special newsletters".

I approve of the change in your new PPP of including section numbers of codes under each strategy. This must have taken a long time and is an example of accountability to the public so we can see what

04/15/2008

the exact wording of the code is. In this way we can see that you are following the guidelines and this gives you greater credibility in the eyes of the public.

Strategy 2.4 says that you will "seek out and consider the needs of those traditionally underserved by existing transportation systems, such as the elderly, low-income, and minority households". The SSTAC does discuss these needs this but SSTAC members do not ride the bus. Only bus drivers and bus passengers are aware of the many details of bus transportation. I suggest that RABA bus drivers be informed about the existence of the SSTAC. None of the drivers I spoke with ever heard of it. Perhaps you can put SSTAC meeting agendas and vacancies on the RABA office bulletin board. Only the RABA general manager was invited to be an SSTAC member. No one tells drivers about the SSTAC. This is another example of telling only the people you want about SSTAC vacancies. Sue Hanson and Ray Duryee have known of my interest in transportation for years and of my willingness to invest time in making input but never sought me out to tell me about vacancies on the SSTAC. Sue Hanson is probably approached by many low income, disabled, and senior passengers with complaints and suggestions and I do not think she ever tells passengers about the SSTAC. If the RTPA uses word of mouth to tell social service employees about the SSTAC and does not use word-of-mouth to tell passengers about the SSTAC, I suggest you equalize this.

Strategy 2.10 says that you "ensure that representation on the SSTAC is reflective of the different segments of Shasta County's population". I approve of this but you do not in actuality do this. I do not know what more you could write to emphasize that you should implement your PPP. I see no purpose in writing an objective in the PPP that you do not intend to implement. I think that in addition to updating your PPP you should train your staff to implement it.

Strategy 2.13 says that you will make SCRTPA documents available for public review at selected locations throughout the county, such as public libraries and government centers. When I asked Sue Crowe if the SCRTPA had a copy of the short range long range plan, she said you did not. There is no use in your writing an intention and then ignoring what you write.

Strategy 2.15 says that you will "demonstrate explicit consideration and response to public input received during the development of plans and programs". I emailed Sue Crowe a plan with details about how to inform Demand Response passengers about the discontinuation of the Anderson bus route and the suggestion was included in the Safe-te-leu and she did not want accept it. My suggestions were often described as outside of SSTAC jurisdiction when they were not. I believe Sue Crowe often fails to adhere to the guidelines in the PPP. I again suggest you train staff to implement the PPP, not just to update it. You have a lot of information in the PPP and it is possible that your staff simply is unaware of everything in the PPP.

Strategy 3.1 says that you will "maintain a mailing list of interested parties for distribution of public participation materials, such as newsletters and draft documents". I acknowledge that this is being done and should be included in the PPP. I receive emails regularly about the topics I checked.

Strategy 5.2 says that you will "develop and maintain orientation manuals for new board members serving the SCRTPA". This sounds commendable but it is not done. During the February 2007 unmet needs I and other citizens asked Supervisor Les Baugh questions and he said he did not know about the issues because he was new to the job.

The draft PPP says that "the SSTAC is a nine member council appointed by the SCRTPA who represent various segments of transit users and social service providers. The members serve staggered three-year terms as outlined in the California Public Utilities Code (Section 99238). The SSTAC operates in accordance with bylaws approved by the SSTAC and SCRTPA". This is not done. The SSTAC does not operate in accordance with their bylaws. In fact, the SSTAC members probably do not know what their bylaws say. SSTAC members do not serve staggered three-year terms. The December 12, 2006 RTPA minutes say that seven SSTAC members have terms that will expire in 2009. You reappointed seven current members to three year terms. In these same minutes you wrote that new members are appointed to one-year terms.

The SSTAC failed to include in their bylaws that they were appointed as a citizens' advisory committee to the RABA Board. The SSTAC has no guidelines about the method they will use to inform the RABA Board of SSTAC recommendations. In a former set of SSTAC minutes I read that Sue Crowe said the SSTAC was playing phone tag with the RTPA and the RTPA would not respond. There was no formal decision that Ray Duryee, SSTAC member and RABA manager, would forward SSTAC recommendations to the RABA Board. It is typically the responsibility of the chairperson to forward recommendations.

Your web page does not give contact information for the Board of Directors. I suggest you include their FAXes, emails, telephone numbers, and addresses so members of the public know how to contact them.

Communication by members of the public with members of the SSTAC is prohibited but this prohibition is not mentioned in the SSTAC bylaws. When I emailed a suggestion or a question to a few SSTAC members, they refused to respond and the email list was removed from the agenda. If the SSTAC wishes to continue to prohibit the public from communicating with them this should be formally stated in their bylaws.

You put unmet needs notices in RABA buses in a timely way but you leave them up for months afterwards. This wastes money. I suggest you include in the PPP that ads placed be removed in a timely way to save unnecessary expenses. If you want to leave an ad up for several months, I suggest you pay for ads that advertise the SSTAC and vacancies for passengers and how to apply.

The PPP says that the SCRTPA staff shall periodically review the effectiveness of the procedures and strategies contained in the PPP to ensure a full and open participation process. The word "effectiveness" means how the PPP works rather than how it looks on paper. You also write that you evaluate the PPP annually. I doubt you do this. Procedures and strategies cannot replace honest intentions. The poor attendance of passengers and members of the public at SSTAC meetings verifies that the public lacks information yet I have not read any SSTAC minutes where the SSTAC discussed how to inform passengers about meetings and vacancies. In Butte County the RTPA appoints nine members from social service agencies and these nine members appoint one person who is a client of their agency.

The January 2008 SSTAC meeting did not include an announcement about new members and expiring members. There is also an inconsistency between the category of membership of SSTAC members at the time the RTPA Board appoints them and their category of membership as stated in SSTAC minutes. For example, Virginia Webster was appointed as a disabled citizen in the RTPA Board minutes but the SSTAC minutes state she represents Shasta Senior Nutrition Programs.

I think you are very accountable in the way you list all of your meetings ahead of time. For example, you have meeting dates and locations listed for all of your committees for the next year.

The above comments sound more like criticism of RTPA and SSTAC performance than suggestions for changes in the draft PPP. I leave it to you to find the exact words to express what I am describing. It is impossible to change dishonesty by changing words. Something in your integrity has to change.

Nata Greenleaf

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2008 PUBLIC PARTICIPATION PLAN

for Transportation Planning



Shasta County Regional Transportation Planning Agency

(Metropolitan Planning Organization)

1855 Placer Street
Redding, California 96001

Phone: 530-225-5654

Fax: 530-225-5667

Email: scrtpa@snowcrest.net

Website: www.scrtpa.org

April 22, 2008

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INTRODUCTION



This "Public Participation Plan for Transportation Planning" (PPP) is an update of the 2003 "Public Involvement Procedures for Transportation Planning." It describes the strategies that the

Shasta County Regional Transportation Planning Agency (SCRTPA) will use to encourage participation in the transportation planning process by all interested parties. A documented participation plan is required by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and its implementing regulations*.

Participation by citizens, affected public agencies, community groups, and other interested parties is an important part of a successful public planning program. The SCRTPA actively encourages the participation of all interested parties in its planning efforts. This PPP is designed to accomplish the following:

1. Inform and educate citizens and other interested parties about the SCRTPA's ongoing transportation planning activities;
2. Provide reasonable opportunities for citizens, affected public agencies, and other interested parties to be involved in the transportation planning process; and

3. Comply with the participation requirements of SAFETEA-LU.

Furthermore, this document outlines the public participation component of the following SCRTPA activities:

- Regional Transportation Plan (RTP)
- Regional Transportation Improvement Program (RTIP)
- Federal Transportation Improvement Program (FTIP)
- Coordinated Human Transportation Plan
- Administration of Transportation Development Act (TDA) funds
- Federal and state grant and bond programs
- Transit studies
- Area transportation plans
- Annual Overall Work Program
- Shasta *FORWARD*>> blueprint planning
- Special projects

* SAFETEA-LU was passed as U.S. Public Law 109-59 in 2005. Provisions requiring a participation plan are contained in Section 134(i)(5) of Title 23 of the U.S. Code. The implementing regulations are in Section 450.316 of Title 23 of the Code of Federal Regulations (see Appendix B).

PUBLIC PARTICIPATION STRATEGIES

The SCRTPA shall provide all interested parties with reasonable opportunities to be involved in the transportation planning process consistent with the following strategies.

General Strategies:

1. Provide timely notice and reasonable access to information about transportation issues and processes, including time for public review and comment at key decision points.
2. Produce plans and programs in a user-friendly, non-technical format that is easily understood by the general public.
3. Employ visualization techniques, where appropriate, to describe plans and programs. This may include use of presentation software, animations, maps, drawings, charts, graphs, pictures, or other techniques.



4. Provide copies of draft planning documents to affected local, state, and federal agencies and tribal governments for their review and comment.

5. Make draft documents available for public review on the SCRTPA website and at selected locations throughout the county, such as public libraries and government centers. Make final documents available for review on the website or at the SCRTPA office.
6. Utilize the SCRTPA website, at www.scrtpa.org, to make relevant information available in an electronically accessible format. The website contains information about the SCRTPA, meetings, agendas, contact information, newsletters, plans and programs, local studies, transportation methods, links to other agencies involved with transportation planning, a "what's new" page, and other information. The SCRTPA may utilize additional websites dedicated to special programs, such as Shasta*FORWARD*>> blueprint planning and the Fix 5 Partnership.
7. Seek out and incorporate the needs of those traditionally underserved by existing transportation systems, such as the elderly, low-income, and minority households, and mentally or physically disabled persons. Utilize the Social Services Transportation Advisory Council to represent the needs of traditionally underserved segments of the population.
8. Monitor census and Title VI information to identify minority populations and document changing needs.

9. SCRTPA staff shall periodically review the effectiveness of the strategies contained in the PPP to ensure a full and open participation process.
10. Coordinate with the statewide transportation planning public involvement and consultation processes.

Meetings Strategies:

11. Hold public meetings at convenient and accessible locations and times. Prioritize locations that are served by public transit.



12. Rotate SCRTPA board meetings between cities in the region.
13. Utilize the SCRTPA standing committees, the Technical Advisory Committee and the Social Services Transportation Advisory Council, as primary sources of input and recommendations from stakeholders in the transportation planning process.
14. The SCRTPA and its standing committees shall hold open and

public meetings in accordance with the Ralph M. Brown Act (California Government Code Section 54950 et seq).

15. Utilize ad hoc committees and working groups to gather technical expertise and citizen input on specific projects or programs, such as interchange studies, regional studies, and the Shasta *FORWARD* >> blueprint planning program.
16. Hold public workshops when deemed appropriate. Workshops may be appropriate for high-profile projects or where controversy is anticipated. The workshop format is designed to provide information to the public and facilitate feedback from attendees.
17. Encourage early involvement in the transportation planning process by providing early scoping meetings and timely notice and reasonable access to developing information about plans and programs.

Outreach Strategies:

18. Produce a periodic newsletter providing current information about SCRTPA activities, the status of projects, project highlights, meeting schedules, the SCRTPA website address, and contact information.
19. Use legal notices to advertise meetings, agendas, and public comment periods on proposed

plans, programs, or documents. Use display ads to promote meetings that are not regularly scheduled or agenda items that may be of wide public interest. Use direct mailings to announce upcoming meetings or activities in a targeted area or group of people, such as an area of potential impacts from a project, or to groups with specific interests. Send press releases to local media to announce upcoming meetings and activities and to provide information on specific issues. Use radio and television ads to generate public interest and involvement, when deemed appropriate.

20. Maintain a master contact list of citizens, public agencies, businesses, groups, and other interested parties. The list is used for general communications, and to distribute newsletters, draft documents, meeting notifications, and announcements.
21. Seek public speaking opportunities during the development of major planning initiatives.
22. Encourage local media to cover projects and issues that are relevant and of interest to the public by providing meeting notices, agendas, press releases, interviews, meeting with editorial boards, and writing articles or guest columns.
23. When appropriate, conduct public opinion surveys to help identify

public opinion. This may involve audience polling technology, website surveys, telephone surveys, or traditional paper-based surveys.

24. In developing the RTP and RTIP, the SCRTPA shall:
 - a. Demonstrate explicit consideration of, and response to, public input received.
 - b. Provide an additional opportunity to comment if the proposed final RTP or RTIP differs significantly from the version that was made available for public comment.
25. Provide information in alternative languages when appropriate or requested.



APPENDIX A
PUBLIC PARTICIPATION GUIDELINES

	TRANSPORTATION PROJECTS AND ENVIRONMENTAL DECISIONS											
Public Participation Actions	Special Studies	FTIP Adoption or Amendment*	RTIP Adoption or Amendment	OWP	Negative Declaration	EIR	Public Participation Plan	Coordinated Human Transportation Plan	Bikeway Plan	RTP Adoption	RTP Amendment	"Unmet Transit Needs" Assessment
Public Notice												
Display ad												
Respond to public comments												
Longer review for significant changes												
Public Hearing												
Draft available for 30 days												
Draft available for 45 days												
Public workshop												
SSTAC recommendation												
Ad hoc committee recommendation												
TAC recommendation												
Information on website												

*A public hearing is required for FTIP adoption only; not for an FTIP amendment.

LEGEND	
Unnecessary	
Discretionary based on significance of project and public controversy	
Required by statute or RTPA policy	

Appendix B

Code of Federal Regulations, Title 23, Part 450, Section 450.316:

§ 450.316 Interested parties, participation, and consultation.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- (2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
- (3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.
- (b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
 - (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
 - (2) Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
 - (3) Recipients of assistance under 23 U.S.C. 204.
- (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

Appendix C

Code of Federal Regulations Compliance Chart

Section 450.316 of Title 23 of the Code of Federal Regulations requires metropolitan transportation organizations (such as the SCRTPA) to develop and use a documented participation plan. The participation plan must address the topics shown in the following chart.

CFR Section	Topic	Addressed by Strategy #
450.316(a)(1)(i)	Provide adequate public notice & time for public review & comment at key decision points	1, 4, 14, 16, 17, 18, 19, 20
450.316(a)(1)(ii)	Provide timely notice and reasonable access to information	1, 4, 5, 6, 14, 16, 17, 18, 19, 20, 21, 22, 25
450.316(a)(1)(iii)	Employ visualization techniques to describe plans & programs	3
450.316(a)(1)(iv)	Make public information available on the World Wide Web	1, 5, 6
450.316(a)(1)(v)	Hold public meetings at convenient & accessible locations & times	11, 12
450.316(a)(1)(vi)	Demonstrate explicit consideration and response to public input on RTP & RTIP	24
450.316(a)(1)(vii)	Seek out and consider the needs of those traditionally underserved by existing transportation systems	7, 8, 13, 20
450.316(a)(1)(viii)	Provide an additional opportunity for public comment if final RTP or RTIP differs significantly from the version made available for public comment	24
450.316(a)(1)(ix)	Coordinate with the statewide public involvement & consultation process	10
450.316(a)(1)(x)	Periodically review the effectiveness of the strategies in the participation plan	9