

STAFF REPORT



MEETING DATE:	December 18, 2025
SUBJECT:	Approve the 2025 Shasta Public Participation and Title VI Plan
AGENDA ITEM:	11
STAFF CONTACT:	Laurent Beauregard, Assistant Transportation Planner

SUMMARY:

The Shasta Public Participation and Title VI Plan (PPP) outlines the processes by which SRTA engages with the public, tribal governments, and partner agencies to ensure transparency and inclusion in regional transportation planning and programming efforts. The PPP was last updated in 2022 and must be updated every three years to comply with federal and state regulations and to ensure continued eligibility for federal and state funding. The 2025 PPP includes administrative revisions to improve readability, refresh demographic data, update outreach methods, and modernize examples of public engagement. The draft was circulated for a 45-day public review period beginning November 3, 2025, and concluding on December 18, 2025.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Hold a public comment period;
2. Approve the 2025 Shasta Public Participation Plan pursuant to Resolution 25-13; and
3. Authorize the executive director to make minor administrative amendments as appropriate.

DISCUSSION:

The Shasta Public Participation and Title VI Plan is due for its mandatory triennial update. SRTA regularly seeks input from citizens; tribal governments; and federal, state, local, and regional partners as part of its planning and programming activities. Federal regulations (23 CFR 450.316) require each Metropolitan Planning Organization (MPO) to maintain a documented public participation plan describing how and when public participation occurs. These requirements are consolidated into a single reference document known as the Public Participation and Title VI Plan, or PPP. The PPP serves as both a policy framework and a reference document for SRTA's communication with the public throughout the development of plans and programs.

The 2025 PPP includes the following required core elements:

- **Public Participation Plan** – Outlines SRTA's policies and strategies to ensure all residents have opportunities to review and comment on regional plans, programs, and projects.
- **Title VI Plan** – Ensures SRTA's activities comply with Title VI of the Civil Rights Act of 1964 and prohibits discrimination in the distribution of benefits and services based on race, color, or national origin.
- **Limited English Proficiency (LEP) Plan** – Identifies language access needs in the region and describes how SRTA provides meaningful access to individuals with limited English proficiency.

- **Federal Land Management Agency Consultation Process** – Describes roles, responsibilities, and procedures for coordinating with federal land management agencies when their jurisdictions or interests are affected by transportation plans or projects.
- **Native American Tribal Government Consultation Process** – Outlines SRTA's responsibilities for early, continuous, and meaningful consultation with federally recognized tribal governments in the region.

SRTA staff reviewed demographic information, evaluated communication tools and outreach practices, and updated examples of recent community engagement efforts. The revised plan improves clarity throughout the document, refreshes demographic and limited English proficiency data, modernizes descriptions of some outreach tools, and updates SRTA's organizational structure and contact information. Following an evaluation of statewide public review periods for Federal Transportation Improvement Program (FTIP) amendments, staff updated the public review period for SRTA's FTIP amendments to align with most peer agencies across the state, making the review period 7-days instead of 14-days.

The draft plan was released for a 45-day public review period beginning November 3, 2025, and concluding on December 18, 2025. As of December 11, 2025, no comments were received. Although a formal public hearing is not required, it is recommended that the SRTA Board of Directors hold a public comment period at the meeting to receive any final comments before adoption. Approval of the 2025 PPP is necessary to ensure SRTA remains eligible for federal and state transportation funding and continues to effectively engage the public in regional transportation planning.

ALTERNATIVES:

The board of directors may continue this item to request additional information or approve the plan with specific modifications.

OTHER AGENCY INVOLVEMENT:

Federal, state, local, and tribal government agencies were invited to review and comment on the plan. The Technical Advisory Committee (TAC) met on December 3, 2025, to review and discuss the PPP and concurs with staff's recommendation.

FISCAL IMPACT:

Developing the plan was budgeted under Work Element 704.01 – Public Information and Participation of SRTA's FY 2025/26 Overall Work Program. There is no net fiscal impact to SRTA for approving the plan. An outdated PPP can jeopardize SRTA's eligibility for state and federal grant awards.



Sean Tiedgen, AICP, Executive Director

Attachments:

A: Resolution 25-13 Approve the 2025 Shasta Public Participation and Title VI Plan

B: Draft 2025 Shasta Public Participation and Title VI Plan Hyperlink:

<https://www.sрта.ca.gov/DocumentCenter/View/10006/PPP-2025-DRAFT-update?bidId=>

RESOLUTION 25-13

A RESOLUTION OF THE SHASTA REGIONAL TRANSPORTATION AGENCY ADOPTING THE 2025 SHASTA PUBLIC PARTICIPATION AND TITLE VI PLAN



WHEREAS, the U.S. Code of Federal Regulations (23 CFR 450.316) guides the implementation of the Infrastructure Investment and Jobs Act (IIJA) with respect to the adoption of a Public Participation Plan by each Metropolitan Planning Organization (MPO); and

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is the designated MPO for Shasta County and is responsible to carry out the transportation planning and programming process; and

WHEREAS, the Public Participation and Title VI Plan was last updated in December 2022 and is required to be updated every three years; and

WHEREAS, the draft 2025 Public Participation and Title VI Plan has been made available for public review for the required 45 days; and

WHEREAS, the board of directors has considered all relevant information, including the factors set forth in the federal regulations that guide the implementation of IIJA; any new requirements or changes since the adoption of the last plan; and all relevant verbal and written comments which have been submitted in a timely manner; and

WHEREAS, all interested agencies, organizations, and persons have been given opportunity to be heard with respect to any matters relating to the proposed Public Participation and Title VI Plan; and

WHEREAS, the proposed Public Participation and Title VI Plan meets or exceeds the requirements of the federal and state regulations; and

WHEREAS, the 2025 Shasta Public Participation and Title VI Plan includes the Public Participation Plan, the Title VI Plan, the Limited English Proficiency Plan, the Federal Land Management Agency Consultation Process, and the Native American Tribal Government Consultation Process.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Shasta Regional Transportation Agency hereby:

1. Approves and adopts the 2025 Shasta Public Participation and Title VI Plan; and
2. Authorizes the executive director to make minor administrative amendments to the plan in response to federal and state review and approval processes.

PASSED AND ADOPTED this 18th day of December 2025, by the Board of Directors of the Shasta Regional Transportation Agency.

Greg Watkins, Chair
Shasta Regional Transportation Agency

ATTEST:

Sean Tiedgen, AICP, Executive Director
Shasta Regional Transportation Agency