



# STAFF REPORT

|                       |                                                   |
|-----------------------|---------------------------------------------------|
| <b>MEETING DATE:</b>  | <b>April 23, 2019</b>                             |
| <b>SUBJECT:</b>       | <b>Appoint SRTA Transit Policy Committee</b>      |
| <b>AGENDA ITEM:</b>   | <b>11</b>                                         |
| <b>STAFF CONTACT:</b> | <b>Daniel S. Little, AICP, Executive Director</b> |

## SUMMARY

SRTA is responsible for transit funding; the launch of new transit services; farebox ratio requirements; oversight of transit services, including RABA; and promoting transit coordination and efficiencies. The SRTA Board of Directors last underwent a comprehensive update of SRTA transit policies five years ago. The current public transit environment is more complicated than ever and policy updates are needed.

The SRTA Fiscal Committee recommended a Transit Policy Committee to guide needed policy updates and related efforts. A committee separate from the current Fiscal Committee, with up to three members, was recommended to give other board members interested in public transit the opportunity to participate.

The public works directors in the region, by way of the attached letter, stated that a Transit Policy Committee is unnecessary and recommend that the board not move forward. SRTA staff remains committed to involving all agencies and is open to suggestions for a path forward that still provides a meaningful role for the SRTA Board of Directors, including selection of a committee from among themselves.

## STAFF RECOMMENDATION:

It is recommended that the SRTA Board of Directors appoint up to three members to a SRTA Transit Policy Committee and provide suggestions to engage all interested agencies.

## DISCUSSION:

SRTA is statutorily obligated to comply with various state and federal requirements with respect to public transportation. Chief among these responsibilities is determining the level of transit service in each jurisdiction; efficient distribution of all state and federal transit funding sources; monitoring of transit provider performance with recommendations for improvements; and coordination of all services to avoid unnecessary duplication. Periodically, the SRTA Board of Directors revisits policy to ensure these responsibilities are carried out. It has been about five years since this last occurred and in that time significant new state transit funding programs are available and new transit services are about to be tested.

Within this backdrop, SRTA has some immediate needs that require SRTA Board of Directors' guidance, preferably by utilizing a committee to spend more time on issues than is typically afforded at a regular board of directors meeting. These needs (and timing demands) include:

- Sunday Transit Service Final Implementation Plan (June 2019)
- City of Shasta Lake Alternative Transit Services (June 2019)
- Possible DHCL Contract Amendment Reflect New "ShastaConnect" Services (June 2019)
- Implementation of Sunday Service (August 2019)
- Scope of Short- and Long-Range Transit Plan (October 2019)
- Addressing RABA Audit Findings Regarding Farebox Ratio and Funding Eligibility (December 2019)
- Strategic Use of New Transit Grant Funds Totaling Over \$700,000 annually (February 2020)
- Addressing Prior Lapses of Transit Funds to the Region and Measures to Avoid this in the Future

Staff recommends forming a SRTA Transit Policy Committee and suggests beginning as a temporary ad-hoc committee for approximately one year. With respect to the position of public works agencies that a SRTA Transit Policy Committee not be formed, staff is open to suggestions from the board of directors. Participation in the SRTA decision-making process from all interested agencies has always been paramount to SRTA practices. Staff and the SRTA Transit Policy Committee, if formed, will make every effort to include other partners in the discussion beginning with the first meeting.

Irrespective of how agencies chose to participate, staff feels strongly that SRTA policies need to remain up to date and that meaningful guidance from the SRTA Board or Directors is an essential and required component of the public deliberation process.

#### **ALTERNATIVES:**

The board may delay or decline formation of a committee. Needed discussions and policy updates will still occur through normal channels such as the SRTA Fiscal Committee and the board of directors.

#### **TAC RECOMMENDATION AND OTHER AGENCY INVOLVEMENT**

At the Technical Advisory Committee (TAC), the city and county representatives had concerns about forming a committee and requested that the SRTA Board of Directors delay this item to the June meeting.

Since that time, the attached letter was provided stating instead that a committee is not warranted. In response, staff revised the recommendation originally presented to TAC (see attachment) to be more open-ended: Specific suggestions about formation, subject matter and agency inclusion – that however well-intentioned were not well-received – have been removed allowing room for more discussion.

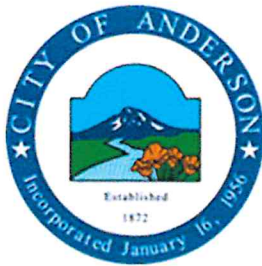
#### **FISCAL IMPACT:**

There is no fiscal impact associated with this action other than staff time to support the committee. This is currently budgeted in the Overall Work Program.



**Daniel S. Little, AICP, Executive Director**

**Attachment:** April 16, 2019, Letter from City and County Public Works Directors



April 16, 2019

**RECEIVED**

**APR 16 2019**

**SHASTA REGIONAL  
TRANSPORTATION AGENCY**

Board of Directors  
Shasta Regional Transportation Agency (SRTA)  
c/o Dan Little, SRTA Executive Director  
1255 East Street, Suite 202  
Redding, CA 96001

SUBJECT: Transit Committee

Honorable Board Members:

At the April 8, 2019, Technical Advisory Committee (TAC) meeting, local agency staff were invited to review/discuss agenda items proposed for the April 23, 2019, SRTA Board of Directors (Board) Meeting including the proposed Item #12 (Appoint Transit Policy Committee) attached. Staff from all four local agencies (i.e. Cities of Redding, Shasta Lake and Anderson and Shasta County) who are also the participating members of the Redding Area Bus Authority (RABA) Joint Powers Agreement (JPA) agreed that the need for a SRTA Board Committee is premature and/or unnecessary at this juncture and did not concur with the SRTA staff recommendation. The agencies urged SRTA to pull the item from the Board agenda to allow time for due consideration by their respective agencies given the potential impacts associated with the topics recommended for Board discussion. Topics that include eliminating area transit operators, revising the RABA JPA and modifying funding allocations among others. SRTA staff declined this request so this letter serves to provide the Board with local agency perspective when considering this item.

It is our collective opinion that the need for a separate SRTA Board Committee may be premature, unnecessary and further complicate transit decision making given the following:

- There are effective existing policies and agreements currently in place including the RABA JPA and a Memorandum of Understanding (MOU) between SRTA, RABA and the County that serve the intended purpose. Additional discussion of these agreements follows below.
- RABA is currently meeting SRTA designated farebox ratios. While ridership has declined over the last couple of years, it is mostly due to the elimination of a transit need for the students of a pilot training school along Airport Road. In addition, RABA is working in the coming year to prepare a fare analysis that will address the need for potential fare increases (RABA has not increased fares since 2006), elimination of fare zones, consolidated monthly passes, daily passes, fare types, etc.
- RABA system dynamics may change significantly in the short term with several developments underway in Redding's downtown that will bring nearly 200 new residential units. Many of these units are designated affordable for low income households and the developments include grant funded RABA passes that will likely have a positive effect on the system farebox ratio.

- A two year grant funded pilot service will provide Sunday operations within the RABA service area to identify a potential unmet transit need. This service will be evaluated to determine if the service will reasonably meet SRTA policy requirements and whether RABA will be required to provide this service beyond the pilot. Because RABA does not currently operate on Sundays, SRTA is contracting with Dignity Connected Living to operate the service in the RABA service area during the pilot phase.
- SRTA is currently studying transit service in the City of Shasta Lake to determine if additional service or a different service alternative will be beneficial to their agency. The City of Anderson completed a similar study in 2011 ultimately determining staying in the RABA JPA was the most feasible solution for Anderson.
- SRTA's Salmon Runner Intercity Service to Sacramento will be operated outside RABA's service area and will not compete with local Transportation funding sources.

### **Existing MOU**

In July 2018, SRTA, RABA, and Shasta County entered into a memorandum of understanding (MOU) with the stated purpose and intent that covers most of the topics identified for Item #12 including coordinating transit planning and programming, designating transit operators, outlining grant responsibilities, short and long range planning responsibilities, performance measures and fiscal programming. It clearly designates RABA and the County as the transit service providers in the Redding Urbanized Area (UZA) and the Shasta Region. SRTA is designated the Regional Transportation Planning Agency (RTPA) and the Metropolitan Planning Organization (MPO) for the Shasta Region responsible for carrying out federal guidelines, regulations, and statutes for planning and coordination. Also, as a core function of an RTPA, SRTA annually oversees the unmet transit needs process to identify populations or groups that are likely to be transit dependent and whose needs are not currently met by existing services. The needs may be designated reasonable to meet by the SRTA Board pending further study or a grant funded pilot service.

SRTA oversees the overall regional transportation planning process adopting an annual overall work program (OWP) to address core transportation planning functions, tasks, and products and a long range regional transportation plan (RTP)/Sustainable Communities Strategy (SCS) every four years. RABA/Shasta County directly oversee transit planning preparing and adopting a short range transit plan (SRTP) every 5-10 years which specifies projects and service operations for transit funding. RABA and Shasta County are the designated parties eligible to apply for federal transit funding for capital and operating assistance for the public mass transportation system within the Redding UZA.

### **Existing RABA JPA**

RABA was formed by a JPA between local municipalities (i.e., the City of Redding, the City of Anderson, the City of Shasta Lake, and the County of Shasta) who desired to coordinate their efforts/authority to provide local public transportation services through a single public agency. The RABA JPA accommodates shared, agreed upon interests and a consolidated operation for local agencies, who otherwise would provide individual municipal operations.

As a designated transit operator in the Redding UZA, the RABA JPA clearly identifies an established service area and its Board of Directors has the responsibility to adopt and implement transit fares so as to meet certain farebox ratio requirements set forth by the SRTA Board. To minimize duplication of services and public confusion, Shasta County contracts with RABA to operate the Burney Express service outside the RABA service area but retains authority over funding sources and fares. Also discussed in the RABA JPA

are staffing, financing, and termination/withdrawal. Any modifications to the RABA JPA could have a substantial fiscal impact on any and all JPA participating agencies.

For the above reasons we recommend the SRTA Board of Directors not expend staff and agency resources at this time on this matter. Thank you for your consideration and should you have any questions or need additional information, please feel to reach out at your convenience.



David Durette, PE  
Public Works Director  
City of Anderson



Chuck Aukland, PE  
Director of Public Works/City Engineer  
City of Redding



Patrick J. Minturn, PE  
Director, Department of Public Works  
County of Shasta



Jeff Tedder, PE  
City Engineer/Public Works Director  
City of Shasta Lake

Attachments: Proposed Agenda Item #12  
Multi-agency MOU

# STAFF REPORT



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|-----------------------|---------------------------------------------------|
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| <b>SUBJECT:</b>       | <b>Appoint Transit Policy Committee</b>           |
| <b>AGENDA ITEM:</b>   | <b>12</b>                                         |
| <b>STAFF CONTACT:</b> | <b>Daniel S. Little, AICP, Executive Director</b> |

## **SUMMARY**

Public Transportation in the region is at a crossroads of opportunities and challenges in terms of new funding programs, declining ridership, new technology and the need to coordinate services. Focused coordination efforts are ultimately needed at the board of directors' level. The SRTA Fiscal Committee recommends appointing a committee comprised of SRTA and RABA board members to sort through these issues and make recommendations. A specific make-up is suggested for discussion purposes.

## **STAFF RECOMMENDATION:**

It is recommended that the SRTA Board of Directors appoint a Transit Policy Committee and invite joint participation by RABA.

## **BACKGROUND:**

Three agencies provide public transportation within the region: RABA, SRTA, and Shasta County. All of these services overlap to some degree causing confusion and, at times, frustration among riders. Each of the three agencies face somewhat duplicative administrative and reporting responsibilities that could be consolidated for efficiency. Each transit service has different staffs and boards of directors. Each of the three transit agencies have overlapping fiscal and policy roles that necessitate coordination at the staff and board level.

## **DISCUSSION:**

Within the background setting discussed above, public transportation has undergone several unprecedented changes in the past three years:

- Transit funding and new transit grant opportunities are at an all-time high, as are the associated reporting requirements and administrative burdens.
- Mobility needs are changing faster than transit systems can adapt and ridership is on the decline.
- Farebox ratios are falling and on pace to result in reduced funding eligibility.
- Technology is rapidly improving providing opportunities to operate more efficiently, reduce fleet diesel and gasoline use, equip vehicles with more active safety controls, and provide detailed data to better respond to rider needs.

- New transit services will launch within the next year including the ShastaConnect Sunday service on-demand pilot project; the Salmon Runner intercity bus service; and possible on-demand service in the city of Shasta Lake area.

These changes have resulted in the need for new policy direction regarding clarification of agency roles; coordination of services; strategic use of new funding sources; and adaptation to changing technology and mobility demands. Challenges encountered to date include duplication of services, lapses in federal funding, lack of mutual support for service changes, and a farebox ratio that continues to struggle across all services.

To this end, the SRTA Fiscal Committee met and concluded that a good place to start would be a Transit Policy Committee comprised of elected officials who represent the three area transit providers: SRTA, RABA and Shasta County. It is also recommended that the RABA Board of Directors and RABA staff be invited to co-participate. The Transit Policy Committee appointed by SRTA could be endorsed by the RABA board, or RABA could suggest additional members while mindful of Brown Act quorum limitations.

The Fiscal Committee recommends appointments representative of the three agencies that provide staff to run the three transit services in our region: Redding, SRTA, and Shasta County. Members that have been directly involved with the aforementioned transit developments over the past three years is also desirable. The recommendations (and representations) are:

1. Kristen Schreder (SRTA Chair, RABA, Redding)
2. Leonard Moty (SRTA Vice Chair, County Chair)
3. Julie Winter (SRTA, RABA, Redding Mayor)

Attached is a list of staff-suggested topics for consideration by the Transit Policy Committee. Four meetings are anticipated over about six months culminating in specific action items and a possible joint-meeting of the SRTA and RABA boards.

Going forward, the committee process would bring in all affected stakeholders before any policy or funding decisions are made. This would be done through existing stakeholder and public involvement processes employed by SRTA and RABA. All city and county staffs would be invited to participate in committee meetings and receive meeting materials. Meeting materials will also be posted on the agency website.

Staff suggests beginning as a temporary ad-hoc committee. One policy consideration could be the establishment of a standing committee once this process concludes.

#### **ALTERNATIVES:**

The board of directors may decline the formation of a committee or appoint different representatives.

**OTHER AGENCY INVOLVEMENT**

All action items suggested by the Transit Policy Committee would require approval by the full SRTA Board of Directors and the RABA Board of Directors as appropriate. The Board of Supervisors and city councils will likely be involved depending on policy recommendations. *///The Technical Advisory Committee (TAC) concurs with the staff recommendation.//*

**FISCAL IMPACT:**

There is no fiscal impact associated with this action other than staff time to support coordination efforts associated with the committee meetings. SRTA currently has adequate staff time budgeted for transit coordination and would be willing to conduct the majority of the work. SRTA currently funds RABA and would support programming planning funds to fully cover RABA's added cost to participate.

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**Daniel S. Little, AICP, Executive Director**

Attachment: Specific Topics for RABA, SRTA, and County Consideration

### **Suggested Topics for RABA, SRTA, and County Consideration**

- Alternative service delivery options for Burney Express, particularly if farebox ratio is projected to fall below 10%
- Consolidate Burney Express with ShastaConnect or RABA to get the county out of the transit agency business and eliminate duplicative administrative costs, as well as user confusion
- Strategies to avoid transit funding cuts if the RABA farebox ratio falls below 15%, including coordination efficiencies, on-demand service options, private/non-profit partnerships, and technology
- RABA support of Sunday Transit, On-Demand Transit, Salmon Runner, and short- and long-term role in providing these services
- Application of the city of Shasta Lake On-demand Transit Feasibility Study examining partial replacement of RABA services
- Strategic use of flexible funding sources such as FTA, LCTOP, State of Good Repair, and “County Spillover”
- Better coordinate and eliminate duplicative services between RABA, ShastaConnect, and Burney Express
- Appropriate lead to serve state-mandated CTSA provider role and transit coordination role
- Integrated fares, passes, and ticketing, and possible elimination of zone transfer fees between jurisdictions
- Coordinate marketing
- Evaluate CTSA performance and develop a long-term vision for CTSA role and Dignity Health Connected Living capacity to support that vision
- Processes for more accurate and efficient tracking of funds and to avoid funding lapses
- Guidance for mutual agency support and sponsorship of transit grants
- Guidance on pursuing grants for low- or zero-emission buses and vans
- Shared use of support facilities including intermodal facilities, transit stops, maintenance facilities, charging and solar facilities
- Coordinate efforts for driver recruitment, retention, and training
- Modify or reaffirm SRTA’s various transit funding apportionment and allocation formulas
- Develop a joint action plan based on the above outcomes
- Hold a joint SRTA/RABA board meeting to solidify Transit Policy Committee findings and recommendations
- Revise SRTA/RABA/County Transit MOU and possibly the RABA JPA
- Revise policies as appropriate
- Scope of new short- and long-range transit plan funded by SRTA

**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
SHASTA REGIONAL TRANSPORTATION AGENCY  
REDDING AREA BUS AUTHORITY  
SHASTA COUNTY DEPARTMENT OF PUBLIC WORKS**

**FOR THE PURPOSE OF COORDINATION OF ONGOING TRANSIT PLANNING AND  
PROGRAMMING OF STATE/FEDERAL FUNDS THAT SUPPORT  
THE ONGOING AND FUTURE DEVELOPMENT OF TRANSIT SERVICES  
IN THE REDDING URBANIZED AREA AND THE SHASTA REGION**

This Memorandum of Understanding (MOU) is entered into between the **SHASTA REGIONAL TRANSPORTATION AGENCY**, hereinafter, referred to as SRTA, the **REDDING AREA BUS AUTHORITY**, hereinafter referred to as RABA, and the **SHASTA COUNTY DEPARTMENT OF PUBLIC WORKS**, hereinafter referred to as County. SRTA, RABA, and County are hereinafter referred to collectively as the Parties, effective the last date of signature on the final page.

**WITNESS THAT:**

**WHEREAS**, RABA and County are public transportation operators that provide services in the Redding urbanized area and Shasta region, and are eligible to apply for and receive State, Federal Transit Administration (FTA) and/or Federal Highway Administration (FHWA) transit funding for capital, operating and planning assistance for the delivery of public mass transportation; and

**WHEREAS**, SRTA is the Regional Transportation Planning Agency and the Metropolitan Planning Organization (MPO) for the Shasta Region, directed by a duly comprised board of directors of elected officials responsible for carrying out federal guidelines, regulations, and statutes for planning and coordination; and

**WHEREAS**, the Fixing America's Surface Transportation Act, or "FAST Act", requires MPOs to work cooperatively with public transit operators to develop Regional Transportation Plans (RTPs) and Federal Transportation Improvement Programs (FTIPs) for areas within the MPO, which are intended to further the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems to serve the mobility of people and freight and foster economic growth, as well as development within and throughout the MPO area—while minimizing transportation-related fuel consumption and air pollution; and

**WHEREAS**, the FAST Act also requires MPOs to work cooperatively with public transit operators to implement performance-based planning and programming for areas within the MPO, which are intended to improve the safety of the nation's public transportation systems, ensure that those systems are in a state of good repair, and provide increased transparency into agencies' budgetary decision-making processes; and

**WHEREAS**, FTA 23 CFR Section 450.310, requires either an MOU or an overall (unified) planning work program between the MPO and all local authorities and transit operators receiving FTA funds to specify the procedures for carrying out transportation planning and fund programming; and

**WHEREAS**, FTA 23 CFR Section 450.314(h) requires the MPO(s), State(s), and the providers of public transportation to jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO ([§ 450.306\(d\)](#)), and the collection of data for the State asset management plans for the National Highway System (NHS); and

**WHEREAS**, Parties will work cooperatively to establish a process and a set of guiding principles for the selection of transit projects to be included in the FTIP.

**NOW, THEREFORE**, in consideration of the mutual benefits to the transit operators and jurisdictions hereto, and in consideration of the covenants and conditions herein contained, Parties enter into the MOU:

## **SECTION 1: Cooperative Relationship**

### **1.1 MOU Purpose and Intent**

The purpose of this MOU is to:

- a) Set forth the basic structure for cooperative planning and decision making regarding transit planning and programming between Parties;
- b) Foster a cooperative and mutually beneficial working relationship for the provision of comprehensive, effective, and coordinated transit planning on behalf of the region's public mass transportation system;
- c) Identify the regional transit planning responsibilities, in coordination with the State of California, for programming federal funds within the SRTA FTIP;
- d) Codify the process for selection of transit projects and locally-acceptable methodology for federal funds in the Redding Urbanized Area (UZA) and Shasta region; and
- e) Ensure that federal transit funds are distributed in the Redding UZA and Shasta region in compliance with federal requirements.

The intent of this MOU is to:

- a) Articulate a transparent process for funding of transit projects with federal and state dollars in full accordance with federal and state regulations;
- b) Support implementation of a performance-based approach to transportation decision making;
- c) Foster economies of scale through assistance in the coordination of funding mutually beneficial capital projects, including shared transit facilities and bus purchase contracts;
- d) Provide for coordinated planning and foster coordinated services; and
- e) Utilize federal transit dollars to implement transit priorities identified in the SRTA's RTP/Sustainable Communities Strategy (SCS), RABA's Short Range Transit Plan (SRTP), and the Shasta County General Plan (if appropriate).

### **1.2 Social Services Transportation Advisory Committee Input**

The Social Services Transportation Advisory Committee (SSTAC) is comprised of citizens and staff from various agencies and interests. RABA/County shall provide a staff liaison to the SSTAC. The committee's purpose is to advise the SRTA Board of Directors on issues relating to transit and to monitor and promote improvements to public transportation services for people traditionally under-represented and underserved.

### **1.3 Communication and Agreements**

A critical component of coordination involves open and productive communication. SRTA is required to update the FTIP every even-numbered year and the RTP every four (4) years. Responsive communication between the Parties is imperative in order to meet this mandate.

Within the designated UZA and Shasta region, transit operators that meet the applicable federal requirements are eligible to apply for FTA and/or FHWA transit funding for capital, operating, and planning assistance for the delivery of public mass transportation under agreements made through an MOU between Parties consistent with FTA and FHWA requirements.

#### **Annual Certification and Assurances Regarding FTA Grant Programs**

By signing this agreement, RABA/County certifies to comply with the applicable Annual Certifications and Assurances for FTA Grant Programs, including the Urbanized Area Formula Program (Sections 5307 and 5339) or Rural Formula Program (Section 5311), published annually in the Federal Register. RABA/County shall provide a signed copy of the Annual Certifications and Assurances in FTA's Transit Award Management System (TrAMS) and make it accessible to SRTA.

### Public Involvement

The federal regulations for metropolitan planning under the FAST Act are incorporated within SRTA's adopted Participation and Partnership Plan (Title VI). Federal law requires that the MPO work cooperatively with the state department of transportation and the regional transit operators to provide citizens, affected public agencies, users of public transit, federal land management agencies, and other interested transit operators and jurisdictions a reasonable opportunity to comment on proposed transportation plans and programs.

To receive an FTA grant, a grant applicant must meet certain public participation requirements in development of FTA programs. Per FTA Circular 9030.1E, Chapter V, FTA considers a grantee to have met the public participation requirements associated with the annual development of the Program of Projects (POP) when the grantee follows the public involvement process outlined in the FHWA/FTA planning regulations for the FTIP (see MOU Section 3.2). SRTA publishes a POP for FTIP actions involving FTA formula funds.

All SRTA public involvement efforts are consistent with Title VI of the Civil Rights Act and the Executive Order on Environmental Justice.

### National Transit Database (NTD)

The NTD is the primary source for information and statistics on financial, operating and asset conditions of America's transit systems. Transit operators that receive FTA formula funding under the Urbanized Area Formula Program (Sections 5307 and 5339) or Rural Formula Program (Section 5311) are required to report information to the NTD annually.

RABA/County is required by statute and FTA guidance (FTA Circular C 9030.1 E Section VI-9) to provide a complete report to NTD of all transit operations. Financial information reported to the NTD must be reported in accordance with the Uniform System of Accounts.

## **1.4 Responsibilities**

The Executive Director of SRTA, the Executive Officer of RABA, and the Director of County are the primary individuals responsible for ensuring compliance with the provisions specified in this MOU.

## **SECTION 2: Transit Planning**

### **2.1 SRTA Planning Assistance**

Upon request, or in order to maintain eligibility for federal funds, SRTA will assist in the development of transit planning documents produced by RABA/County. The type of assistance provided by SRTA will include, but not be limited to, the following:

- a) Obtain and analyze data from various sources to develop demographic, growth, and other useful assumptions for the purpose of transit development (e.g. trip generation tables, census information, maps);
- b) Assist in obtaining state and federal funds for projects consistent with SRTA's RTP/SCS, SRTA's FTIP (e.g. completing paperwork, facilitating FTIP/RTP amendments), RABA's SRTP, and County's General Plan (as appropriate);
- c) Provide a program and include projects in the FTIP/RTP or Overall Work Program (OWP) through which federal funds can be authorized for expenditure; and
- d) Support RABA/County to ensure compliance with FAST Act mandates.

## **2.2 RABA/County Planning Assistance**

A final copy of all transit planning documents, including FTA Triennial Audits, NTD, and State Controller Reports, as well as transit asset management plans, State of Good Repair, and safety plans produced by RABA/County, will be provided to SRTA. This will assist SRTA in overall transit planning coordination as well as ensuring that FTA and FHWA transit funds are used in accordance with FTA and FHWA requirements.

## **2.3 Regional Planning (Regional Transit Coordination)**

SRTA will provide a forum to foster partnerships and coordination in the development of public transit services throughout the Shasta region. Such services may include fare, transfer and pass policies, transit information, marketing, schedules, service coordination, data needed to meet periodic reporting requirements, and other required activities.

As part of its MPO role, SRTA will continue to ensure a continuing, cooperative and coordinated transportation planning process for the Shasta region. RABA/County's relationship to the regional and interregional transit network, is critical to the implementation of SRTA's RTP/SCS.

As the MPO, SRTA will also be responsible for the development of required regional planning documents for the Shasta region, such as the RTP/SCS. RABA/County will provide technical information during the development of these regional planning documents through the SRTA committee, and ad hoc committee, as applicable, structure.

## **2.4 Long Range Regional Transportation Plan**

SRTA agrees to prepare, adopt and maintain as required, a long-range RTP. In accordance with the planning regulations and FTA and FHWA guidance, RABA/County will participate in the development of SRTA's RTP/SCS. The RTP/SCS will assess the transportation needs of the region and set forth improvements necessary to address those needs over a minimum twenty (20) year period. SRTA updates its RTP/SCS every four (4) years, consistent with federal and state guidelines.

In order to comply with the planning regulations and federal guidance for the development of the RTP/SCS, RABA/County will cooperate in providing information required to complete the RTP. Examples of the type of information required to be provided to SRTA by RABA/County include but is not limited to, the following:

- a) FTA Triennial Reviews;
- b) NTD and State Controller Reports;
- c) An overview of key performance measures of existing transit systems;
- d) Transit demand projections;
- e) Anticipated fleet replacement and expansion needs (e.g. Transit Asset Management Plan, Transit Asset Management Targets and Agency Safety Plans and targets);
- f) Anticipated equipment replacement and rehabilitation needs;
- g) Anticipated facility needs;
- h) System improvement strategies with time frames for action; and
- i) A financial plan, including expected revenues, planned expenditures, documentation of fiscal ability to operate and expand services and strategies to deal with potential funding support changes.
- j) Documentation of the public participation process used to develop the local inputs to the RTP/SCS.

## **2.5 Short-Range Transit Plan**

In response to FTA and FHWA planning regulations and guidance, RABA/County will prepare SRTPs that set out transit planning and programming for the short-term (anticipated to be a ten-year period). If all projects in the SRTP have been completed, the SRTP will be updated every five years. These SRTPs will provide input for SRTA's preparation of the Transportation Improvement Program. The SRTPs will address unmet transit needs and service level sustainment, in addition to other agency-specific concerns.

SRTPs shall contain a list of projects for future FTA and FHWA transit funding, if applicable. The project list shall:

- a) Identify and describe the scope of the specific projects and services, which address ongoing and increased transit demands. These projects and services shall address short-term challenges and provide analysis of RABA/County's financial resources. The list shall also address the issues related to unmet needs that are reasonable to meet; and
- b) Identify the amount and type of federal and non-federal funds required to support the projects for each year represented in the Plan. In addition, the list shall identify anticipated discretionary funding estimates for the future FTIP and RTP.

Parties will work cooperatively in their effort to generate information needed to prepare SRTPs and future updates.

## **2.6 Air Quality**

Shasta County is in attainment with respect to the Federal air quality standards. As such, the Shasta region is not subject to air quality conformity analyses and conformity determination findings for its FTIP and RTP/SCS.

## **2.7 Overall Work Program (OWP)**

The OWP is a management tool and is developed to address the core planning functions, tasks, and products that SRTA will undertake to deliver each fiscal year. SRTA develops its annual work program in consultation with interested transit operators and local government agencies. Through a collaborative process with federal, state and local agencies, SRTA also seeks input on the OWP from the public on key issues facing the Shasta region.

Planning for the OWP is a continuous process. Each year, the draft OWP is provided to local, state and federal agencies for review. The draft OWP is presented to the SRTA Board of Directors typically in February and, upon approval, is sent to Caltrans and FHWA/FTA for review. The OWP is also posted on SRTA's website for public review. SRTA then responds to the comments received and the SRTA Board of Directors adopts the Final OWP, typically at its April Board of Directors meeting.

The Parties will coordinate during the preparation of each annual OWP on upcoming transit planning and programming activities. This includes the preparation of projects to be included in the OWP, which shall include, at a minimum, the following: project tasks, entities responsible for carrying out project tasks, project schedule, and a project budget, including estimated revenues by fund source and expenditures.

## **2.8 Performance Measures**

Passage of the Moving Ahead for Progress in the Twenty-first Century Act (MAP-21) required FTA to develop a set of transit asset management performance measures and targets. FTA established a minimum set of standards that must be followed by all transit agencies that report to the NTD, per 49 USC 625. RABA/County shall comply with 49 USC 625, as amended, including the following activities:

- a. Development of a Transit Asset Management (TAM) Plan by October 1, 2018, that includes, at minimum, the following:
  - a. An inventory of assets;
  - b. A condition assessment of inventoried assets;
  - c. Description of a decision support tool; and
  - d. A prioritized list of investments.
- b. Updating the TAM Plan every four years;

- c. Set annual performance targets for each asset class included in the TAM Plan and report them to the NTD; and
- d. Provide final copies of each TAM plan and annual performance measure targets to SRTA for incorporation in SRTA's TIP/RTP.

It is assumed that the Parties will meet annually to discuss upcoming transit performance measure target setting, and that the Parties will meet every four years to discuss upcoming updates to the transit asset management plan, including any new rules, regulations or requirements set forth by federal and/or state agencies.

### **SECTION 3: Programming of Federal Funds**

#### **3.1 Federal Funds Locally-Accepted Methodology**

FTA planning guidelines state that using a predetermined split of formula or programming funds in the UZA and Shasta region is not consistent with the goals of the metropolitan planning process. However, if there were to be more than one transit operator in the UZA, to sub-allocate FTA UZA Formula Grants (5307) and Bus and Bus Facilities (5339) Program funds SRTA, in cooperation and coordination with RABA/County, will develop a locally-acceptable methodology for the programming of Federal formula funds. This methodology will be revisited periodically through a comprehensive planning process and will include collaboration with all transit stakeholders in the UZA and Shasta region.

Notices of intent, publication of proposed projects, and public involvement and review shall be used to fulfill the public hearing requirements of 49 USC Section 5307, covering review and approval of FTA grant applications for FTIP/RTP projects.

#### **3.2 Federal Transportation Improvement Program and Regional Transportation Plan Programming**

RABA/County agree to use the locally-acceptable methodology developed in accordance with Section 3.1 of this MOU and the RABA SRTP for making programming decisions for applicable federal formula funds available for allocation within the UZA and Shasta region.

As part of the FTIP/RTP process, projects are programmed in the FTIP/RTP on behalf of all transit providers receiving federal funds. Following direct consultation with RABA/County, as well as all transit operators and member agencies, SRTA distributes notices of intent to develop or amend the FTIP/RTP, publishes the proposed program of projects to be adopted if the projects include FTA formula funds, and carries out a public involvement and review process for FTIP adoption or amendment, in compliance with 23 CFR 450.312 and 450.324, and SRTA's Participation and Partnership Plan (Title VI). Any transit operator or member agency seeking FTIP/RTP programming and subsequent grant approvals will provide SRTA with sufficient

project detail to convey understanding of the projects by all interested agencies and persons, meet FTA grant application requirements, and provide a clear linkage to FTIP/RTP project descriptions.

SRTA, RABA/County and all other transit operators affected by the UZA and Shasta region funding, shall annually consult to use the locally-developed process and recommended a prioritized list of projects for the allocation of federal funds that may be available for distribution from FTA and FHWA.

### **3.3 Applications for Transit Funding (FTA Grant Administration)**

As the MPO, SRTA is responsible for programming federal formula funds allocated under FTA and identifying these funds in the FTIP. Participation in this MOU is required for the receipt of Federal FTA and/or FHWA funds, specifically the Urbanized Area Formula Program (Sections 5307 and 5339) or Rural Formula Program (Section 5311).

After completion of the locally-developed methodology, RABA/County will prepare applications to the FTA or FHWA for federal transit funding. Applications will be submitted to SRTA using the FTA TrAMS or another mutually agreed upon method. RABA will request application review by SRTA in advance of the FTA or FHWA grant execution to confirm accuracy and consistency with FTIP/RTP programming requirements and with the local SRTP and SRTA's RTP/SCS, as required by federal guidelines.

All Parties agree to work in good faith to develop consistent programming, documentation, and funding requests in a manner consistent with FTA or FHWA requirements.

## **SECTION 4: FTIP Project Monitoring & Maintenance**

### **4.1 Progress Reporting**

SRTA is responsible for tracking the overall progress of all projects in the FTIP/RTP and is required to produce an annual list of projects for which federal funds have been obligated in the preceding year, as well as ensure that it is made available for public review.

RABA/County will assist SRTA's efforts to track the overall progress of transit projects in the FTIP/RTP by providing basic access to the FTA TrAMS accounts. At a minimum, milestones/progress reports submitted to FTA and reviewed by SRTA shall contain all the information required in FTA Circular 5010.1D, as amended, for grant administration procedures. If specific questions are raised by FTA or SRTA that cannot be answered through review of the TrAMS documentation, RABA/County will, upon request, provide SRTA additional information. Examples of information that may be periodically requested may include the following:

- a) A classification of the projects by the individual categories, as identified in the FTIP/RTP;
- b) A documentation of the stage of project implementation;
- c) An explanation for any project delays if the project is behind schedule;
- d) The reasons for any cost overruns if the project is over budget;
- e) A status update on the amount of federal funding obligated, received, and used to support projects;
- f) Any identified needs for an FTIP/RTP amendment; and
- g) Project savings to be reverted, if any, at project completion.

#### **4.2 FTIP/RTP Amendments**

SRTA processes FTIP/RTP modifications and amendments periodically. Amendments may be needed to address issues such as funding shortfalls, delays in project implementation, and/or new projects, or new project funding, that need to be included in the FTIP/RTP.

RABA/County are responsible for notifying SRTA if there is a need to amend the FTIP/RTP. Formal amendments may typically require up to two months for processing and federal approval. SRTA processes FTIP/RTP amendments on an as-needed basis. For amendments, RABA/County shall make a formal request to SRTA for changes in project cost, scope, or schedule, and certain minor adjustments. Administrative modifications require the same written notification, but typically only require a few weeks for processing and approval.

### **SECTION 5: Additional Terms and Conditions of the MOU**

#### **5.1 MOU Amendments**

This MOU may be amended by written consent of both Parties. Amendments must be approved by the SRTA and RABA Boards of Directors and County Board of Supervisors, unless such Boards have delegated authority to their respective Executive Director, Chief Executive Officer, or Director.

#### **5.2 MOU Withdrawal; MOU Termination**

Participation in the MOU may be terminated by either party hereto provided that the terminating party provides notice to the other party at least ninety (90) days prior to the date of termination. Termination or withdrawal by any party will result in the halt of certain activities which, in turn, may affect the selecting, funding, and grant application of state- and federally-funded transit projects. Termination or withdrawal does not relieve RABA/County from meeting or complying with state and federal mandates. Furthermore, a termination of withdrawal means that all Parties who are signatory to the MOU will need to meet and confer.

All Parties must determine how best to continue the purpose and intent of the MOU and confer and discuss how to implement a replacement MOU.

### **5.3 Notice**

Any formal notice with regard to this MOU shall be in writing and either personally delivered or sent by First Class U.S. Mail, postage pre-paid, addressed as follows:

**SRTA**

Daniel S. Little  
Executive Director  
Shasta Regional Transportation Agency  
1255 East Street, Suite 202  
Redding, CA 96001

**RABA**

Chuck Aukland  
Public Works Director  
City of Redding  
777 Cypress Avenue  
Redding, CA 96001

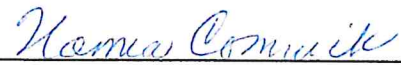
**Shasta County Department of Public Works**

Patrick J. Minturn  
Director  
Shasta County Department of Public Works  
1855 Placer Street  
Redding, CA 96001

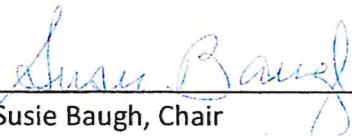
SRTA-RABA-County Memorandum of Understanding for Planning and Programming

5.4 MOU Authorization

By our signature below, we certify that the respective Board of Directors have authorized entering into this Memorandum of Understanding on behalf of each agency, effective the last date of signature to this document.

  
Norma Comnick, Chair  
Redding Area Bus Authority (RABA)

Date: 6/29/18

  
Susie Baugh, Chair  
Shasta Regional Transportation Agency (SRTA)

Date: 7-12-18

  
LES BAUGH, CHAIRMAN  
Board of Supervisors  
County of Shasta  
State of California

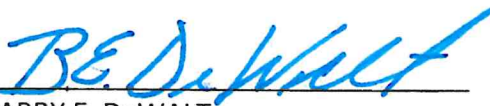
Date: 7/17/18

ATTEST:

LAWRENCE G. LEES  
Clerk of the Board of Supervisors

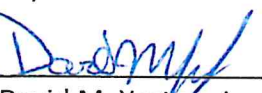
By:   
Deputy

Approved as to form:

By:   
BARRY E. DeWALT  
General Counsel

Approved as to Form:

RUBIN E. CRUSE, JR  
County Counsel

By:   
David M. Yorton, Jr.  
Senior Deputy County Counsel

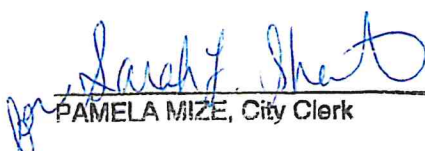
Approved as to Form:

By:   
John Kenny  
SRTA Legal Counsel

RISK MANAGEMENT APPROVAL

By:   
James Johnson  
Risk Management Analyst III

ATTEST:

  
PAMELA MIZE, City Clerk

AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT FOR  
OPERATION OF THE REDDING AREA BUS AUTHORITY

THIS AGREEMENT is entered into by and between the COUNTY OF SHASTA ("County"), the CITY OF REDDING ("Redding"), the CITY OF ANDERSON ("Anderson") and the CITY OF SHASTA LAKE ("Shasta Lake"), sometimes herein referred to collectively as the "participating agencies" or "parties".

RECITALS

WHEREAS, the parties desire to coordinate their efforts to provide public transportation services in Shasta County through a single public agency to the extent feasible; and

WHEREAS, to effect such coordination the parties wish to establish an authority to operate a public transit system serving the Cities of Redding, Anderson and Shasta Lake, and certain adjacent urbanizing areas in unincorporated areas of Shasta County (collectively to be referred to as the 'RABA Service Area'), pursuant to the Joint Exercise of Powers Act (commencing with Section 6500 of the Government Code); and

WHEREAS, by the formation of a new joint powers authority ("JPA") the cities of Anderson and Shasta Lake can formally join the City of Redding and Shasta County in governing the delivery of local public transportation services.

TERMS

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN the parties hereto as follows:

A. Joint Powers Authority Creation. There is hereby created a separate public entity to be known as the Redding Area Bus Authority (herein "RABA").

B. Powers and Duties. RABA shall have the following powers and duties:

1. To adopt and implement fixed bus routes and demand-response services, and hours of operation for each, in those areas identified in Section D of this agreement as the "RABA Service Area".

2. Provide transit services outside the RABA Service Area as may be determined by separate service agreements with individual participating agencies.

3. To adopt and implement transit fares.

4. To prepare and submit applications for state and federal grant funds as may be appropriate.

5. To adopt an annual budget, and any revisions thereto.

6. To administer an annually proposed and adopted budget to finance RABA operations, and to finance the acquisition of buses and other real or personal property necessary for system operation and maintenance.

7. To obtain and maintain in force insurance against loss in the operation of the system, such insurance to name each party hereto as an additional insured.

8. To incur debts, liabilities or obligations. To the extent permitted under state law, and pursuant to provisions of Government Code Section 6508.1, the debts, liabilities and obligations of RABA shall be its own and shall not constitute the debts, liabilities and obligations of any of the member jurisdictions.

9. To acquire, construct, manage, maintain, or operate any building, works, or improvement and to acquire rolling stock and other capital facilities.

10. To acquire, hold, and dispose of real or personal property.

11. To sue and be sued in its own name.

12. To exercise the power of eminent domain.

13. To exercise all other powers and duties authorized by Government Code §6500 et seq., except as otherwise limited herein.

C. Governing Board Composition.

1. The RABA Board shall be composed of eight (8) members, each of whom shall be elected members of the Board of Supervisors or City Councils of the participating cities.

2. Membership on the RABA Board shall be apportioned between the County and the cities as follows: the City of Redding shall have five (5) members, and the County and Cities of Shasta Lake and Anderson shall each have one (1) member. In each case appointments to the RABA Board shall be made by the Board of Supervisors or city council of which the appointee is a member.

3. RABA Board appointees shall serve at the pleasure of their respective appointing authorities.

D. RABA Service Area.

1. The RABA Service Area shall be certain urbanized portions of Shasta County, including all areas within the cities of Redding, Anderson and Shasta Lake, and certain adjacent unincorporated areas, as more specifically shown on Exhibit "A", which is incorporated herein by reference.

2. The RABA Service Area boundary may be modified from time to time by the RABA Board, but only upon obtaining the formal consent of each party's governing board or council where there is a proposed change within its jurisdiction.

E. Staff and Legal Counsel.

1. The City of Redding shall provide staff assistance and legal counsel to the Authority.

2. The City of Redding Treasurer shall be the RABA Treasurer, and the City of Redding Finance Officer shall be the RABA Controller. RABA shall provide for an independent audit of all its books and accounts at least annually.

3. The reasonable cost of the above mentioned City of Redding services shall be deemed a cost of operation, and the City shall be reimbursed from RABA operating funds.

4. The Redding City Clerk shall be designated as the RABA agent authorized to accept service of process.

5. Notwithstanding any provisions of this agreement to the contrary, RABA's staff, legal counsel, treasurer and controller, and the official to be designated as its agent for service of process may be initially designated or subsequently changed by a simple majority vote of the RABA Board.

F. System Operation and Improvements.

1. Any public transportation system operated under this agreement shall be operated in the name of RABA and not the parties hereto.

2. RABA shall adopt all rules and regulations necessary for the operation of the system. RABA shall have authority to implement all traffic control measures necessary for operation

of the system, including, but not limited to, the location and placement of stops, benches, shelters and curb cuts after obtaining appropriate encroachment permit(s) from affected jurisdiction. Costs for these items will be considered a part of the system capital costs as determined appropriate by the RABA Governing Board.

3. Operating details and level of service decisions shall require the affirmative vote of a majority of the RABA Board members from each affected participating agency.

G. JPA Financing.

1. Pursuant to applicable Transportation Development Act ("TDA") statutes (commencing with Public Utilities Code Section 99200), each party is and shall continue to be a claimant jurisdiction which is entitled to receive TDA funds upon submittal of a proper claim to and approval thereof by the Shasta County Regional Transportation Planning Agency ("RTPA"). However, to effect the objectives of this agreement, and as a matter of administrative convenience, each participating agency hereby authorizes RABA to serve as its agent for the purpose of claiming and receiving allocations for that portion of its TDA apportionment attributable to the RABA service area.

2. In exercising its powers RABA shall proceed in a way that results in system operation based on the RTPA funding formula then in effect. Interest accrued on idle RABA funds shall remain in its entirety with RABA or if the RABA Board determines there is an excess of funds, the distribution of the funds shall be in proportion to the financial contribution of each one of the parties to this agreement.

3. The parties intend that the claimed TDA funds will be used by RABA to generate federal and state matching grant funds for the public transportation system contemplated

herein as may be available such that no local funds will be required, unless an individual participant agency wishes to further enhance transit services within its jurisdiction by utilizing other available fund.

H. Termination and Withdrawal.

1. This agreement may be terminated by the agreement of all parties.
2. Upon termination of the JPA, if all assets and obligations shall be sold and the proceeds distributed to the parties on the basis of population (i.e., that portion of the entire service area population residing within each participating jurisdiction) at the time of termination, except that the Cities of Shasta Lake and Anderson shall be entitled to a portion of the proceeds only upon having been a JPA member for at least five years. Where the asset can be determined to have been purchased by an individual agency, the distribution of the asset shall be to said agency.
3. Any party may withdraw as a participating agency in the JPA upon twelve months advance written notice of such intent.
4. Following the withdrawal of a party from the JPA, the remaining parties shall pay to the withdrawing party the fair market value of its local share RABA interest (i.e., that portion of the withdrawing party's interest not funded or purchased with special funding sources including state and federal funds) based on the population formula set forth in paragraph G.2. Provided, however, that the fair market value of any portion of the system within the withdrawing party's service area that is continued in operation at the sole election of the remaining parties shall not be included in the local share distribution to the withdrawing party. Such a payment may, at the option of the remaining parties, be paid in no more than ten (10) equal annual installments with accrued interest at the then existing legal rate.

J. Effect on Prior Agreements.

1. This agreement shall amend and supersede any prior agreements between the City of Redding and the County concerning the provision of public transportation services through creation of a joint powers authority, including that dated June 4, 1985, as amended on February 19, 1991, except as otherwise provided herein.

2. The assets, liabilities, rights, duties and obligations of RABA, as previously formed, governed and administered by prior agreement between the County and Redding, shall be fully transferred to and accepted by the joint powers authority herein established.

K. Effective Date.

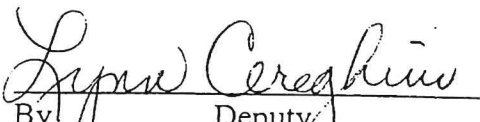
This agreement shall be effective on December 16, 1997, and shall continue in full force and effect until terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have authorized their representatives to execute this document this 9th day of December, 1997.

ATTEST:

CAROLYN TAYLOR  
Clerk of the Board of Supervisors

COUNTY OF SHASTA

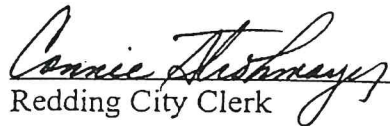
  
By Deputy

 Dec. 9, 1997  
RICHARD DICKERSON, Chairman  
Board of Supervisors, County of Shasta  
State of California

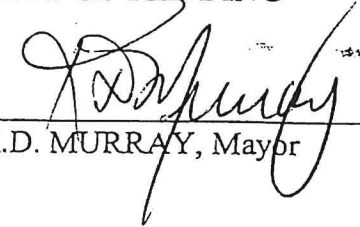
APPROVED AS TO FORM:  
KAREN KEATING JAHR

  
County Counsel

ATTEST:

  
Redding City Clerk

CITY OF REDDING

  
K.D. MURRAY, Mayor

APPROVED AS TO FORM:

  
LEONARD WINGATE  
City Attorney

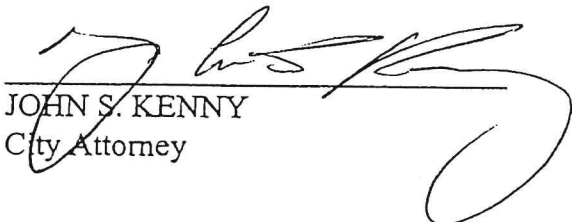
ATTEST:

  
Shasta Lake City Clerk

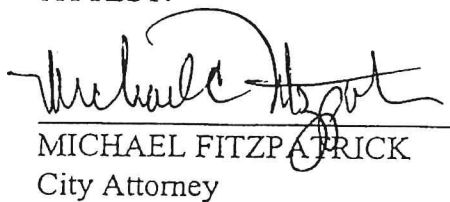
CITY OF SHASTA LAKE

  
LINDA FRANK, Mayor

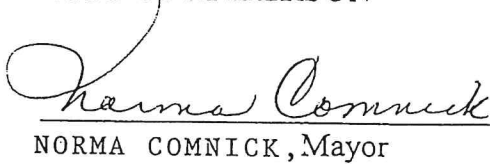
APPROVED AS TO FORM:

  
JOHN S. KENNY  
City Attorney

ATTEST:

  
MICHAEL FITZPATRICK  
City Attorney

CITY OF ANDERSON

  
NORMA CORNICK, Mayor

# REDDING AREA BUS AUTHORITY SERVICE AREA MAP

