

STAFF REPORT



MEETING DATE: December 10, 2019
SUBJECT: Correspondence
AGENDA ITEM: 5-4
STAFF CONTACT: Amy Lindsey, Administrative Associate

Attached and summarized below is correspondence determined to be of interest to the board of directors.

INCOMING CORRESPONDENCE

Date	From	Subject
10/10 through 10/17/19	- Patrick Minturn, Shasta County Department of Public Works director, and Paul Hellman, Shasta County Department of Resource Management director - Anne Wallach Thomas, Shasta Living Streets executive director - David Durette, city of Anderson director of Public Works - John Duckett, city of Shasta Lake city manager - Sara Sundquist, Healthy Shasta Coordinator - Chuck Aukland, city of Redding director of Public Works	Letter of support for Shasta Trunk Line Grant Application.
10/16/19	Tom Balkow, California Department of Transportation deputy district director planning and local assistance	Letter regarding 2020 State Transportation Improvement Program (STIP) Needs.
10/30/19	Aaron Casas Office of Community and Regional Planning, California Department of Transportation, grant manager, associate transportation planner	Letter of grant award for FY 2018-19 Long-Range Transit Plan.
10/31/19	Erin Thompson, Chief, Office of Regional Planning, Department of Transportation, Division of Transportation Planning	Letter regarding the Single Audit Report Finding 2018-002 for the fiscal year ending June 30, 2018.
11/8/19	Erin Thompson, Chief, Office of Regional Planning, Department of Transportation, Division of Transportation Planning and Tom Balkow, California Department of Transportation deputy district director planning and local assistance	Letter of reconciliation for FY 2018-19 to confirm unexpended totals in Consolidated Planning Grant (CPG) and state-funded grants as of June 30, 2019.

Daniel S. Little, AICP, Executive Director

Attachment: SRTA Correspondence Letters



Shasta County

DEPARTMENT OF PUBLIC WORKS AND
DEPARTMENT OF RESOURCE MANAGEMENT
1855 Placer Street, Redding, CA 96001

Patrick J. Minturn
Director, Public Works
Paul A. Hellman
Director, Resource Management

October 10, 2019

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

Subject: Shasta Trunk Lines

Dear Mr. Little:

The Shasta County Department of Public Works and Department of Resource Management (County) support the Shasta Regional Transportation Agency's (SRTA) application to expand the reach of key active transportation corridors in the region's Strategic Growth Areas (SGAs). The project's objective is to bridge the gap between plans and construction in the region's SGAs, providing non-motorized implementation tools to stakeholders. This will help the County work with SRTA to deliver on the community's vision for regional active transportation connectivity.

The goals and objectives of the Shasta County General Plan (General Plan) as well as the GoShasta Active Transportation Plan (GoShasta) coincide with Caltrans' mission to provide a safe, sustainable, integrated and efficient transportation system to enhance livability and the economy. The General Plan and GoShasta set out to connect various communities, including disadvantaged ones, with innovative, and safe mobility improvements for active transportation users. This project would be vital in furthering these as well as the grant's other objectives of sustainability, preservation, health and economic vitality – which are values found in the broader reaches of the General Plan. The community's vision for trunk lines achieves many of the County's transportation goals overall as well as Caltrans' stated objectives and the positive impacts on our rural communities and SGAs from the success of this grant application would be numerous.

The County looks forward to working with SRTA to develop innovative active transportation corridor concepts and programs that reflect the vision of the people of Shasta County. We have offered in-kind match for staff to collaborate with SRTA on the project. We wish you good luck on the grant application.

Sincerely,

Patrick J. Minturn, Director
Department of Public Works

Paul A. Hellman, Director
Department of Resource Management

PH/DS/rk

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AIR QUALITY MANAGEMENT DISTRICT
(530) 225-5674
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BUILDING DIVISION
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☒ Suite 103
PLANNING DIVISION
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FAX: (530) 245-6468

☐ Suite 201
ENVIRONMENTAL HEALTH DIVISION
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FAX: (530) 225-5413

☐ Suite 200
ADMINISTRATION
(530) 225-5789
FAX: (530) 225-5807

Toll Free Access Within Shasta County 1-800-528-2850



Better bikeways, trails, walkable cities and vibrant public places

October 10, 2019

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

Subject: **Enthusiastic support for a comprehensive planning effort to identify best facilities for biking and walking corridors to connect neighborhoods, towns and cities in Shasta County with a trail-like experience. *Shasta Trunk Lines***

Shasta Living Streets enthusiastically supports the Shasta Regional Transportation Agency's application to expand the reach of key active transportation corridors in the region's Strategic Growth Areas. The project's objective is to bridge the gap between plans and construction in the region's SGAs, providing non-motorized implementation tools to stakeholders.

Enabling Trail-oriented and Transit-oriented Development

We believe our community has an exciting opportunity to build great cities and towns for our residents and visitors by providing access for all-day, all-purpose trips for people walking and bicycling, and by combining this with easily accessible affordable housing to create transit-oriented and trail-oriented development in our region.

This is not about thinking bikes are cool and it's not about weekend exercise and recreation in our beautiful parks and open spaces. Though those things are good too. We believe making bicycling, walking, and transit safe, accessible and convenient for everyday transportation brings tremendous advantages – it allows families to be healthy and save money on housing and transportation, makes more vibrant and connected communities, and supports our local businesses by helping them attract customers, retain talented staff and attract tourists. While at the same time powerfully reducing the emissions that cause climate change and preparing our community for the future.

Preparing our neighborhoods, cities, and towns for the future

We expect this planning process will

- Assess the transportation needs of our community that can be met by high-quality, biking and walking trails, giving people a *trail-like* experience that will enable people of all ages and abilities to walk and ride, especially now that pedal-assist bikes are becoming so popular here for the longer distances in our region.
- Plan for biking and walking corridors that are essential linkages between neighborhoods and new-housing, helping to prepare us for the future.
- Thus enabling the trail-oriented development that will accompany transit-oriented development, to create connected communities, enable people to travel regularly without use of a car, and prepare families and business for the future.

Great need in our community

Creating convenient and safe bicycle networks and walkable neighborhoods in our community is essential to

- reduce transportation costs
- reverse alarming negative health outcomes and inactivity behaviors that cause disease

Disadvantaged community. Shasta county is considered a disadvantaged community by measures of income and unemployment.

High rates of negative health outcomes related to inactivity. The latest County Health data prepared by the Robert Wood Johnson Foundation showed Shasta County ranks a low 48th of 58 for health outcomes and 41st of 58 for health behaviors, with physical inactivity rates higher than state average, and access to exercise opportunities significantly lower than the state average.

Thank you for improving the health and wellbeing of individuals, families and businesses in our region by ensuring funding for this community planning effort that will bring essential trail-oriented development to connect neighborhoods and affordable housing improvements in our region.

For so many reasons, this is a transportation priority for family and individual health, local business strength and regional economy.



Anne Wallach Thomas
Executive Director, Shasta Living Streets



October 14, 2019

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

Subject: Shasta Trunk Lines

Dear Mr. Little:

The City of Anderson supports the Shasta Regional Transportation Agency's (SRTA) application to expand the reach of key active transportation corridors in the region's Strategic Growth Areas (SGAs). The project's objective is to bridge the gap between plans and construction in the region's SGAs, providing non-motorized implementation tools to stakeholders.

This project will assist the city to provide a safe, sustainable, integrated and efficient transportation system to enhance our economy and livability. By providing safe corridors for alternative transportation, our citizens can have more opportunity to access jobs and services such as healthcare or other needs. As a disadvantaged community, issues such as safety, mobility, and good economic health are of paramount concern and we feel this project may help greatly alleviate much of the burdens associated with inequity. It is our hope that, through sustainable practices such as this project, our city can preserve the natural beauty of our small Northern California town while implementing innovative solutions to build up our community.

The City of Anderson looks forward to working with SRTA to develop innovative active transportation corridor concepts and programs. We have offered in-kind match for staff to collaborate with SRTA on the project. Good luck on the grant application.

Sincerely,

David Durette, P.E.
Director of Public Works

October 16, 2019

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

Subject: Shasta Trunk Lines

Dear Mr. Little:

The City of Shasta Lake supports the Shasta Regional Transportation Agency's (SRTA) application to expand the reach of key active transportation corridors in the region's Strategic Growth Areas (SGAs). The project's objective is to bridge the gap between plans and construction in the region's SGAs, providing non-motorized implementation tools to stakeholders.

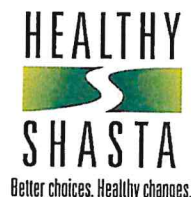
Specifically, the Shasta Lake loop project will create a continuous safe path of travel for pedestrians to get out of their vehicles encouraging walking and biking. The City of Shasta Lake is fortunate to have a walkable community, however as a disadvantaged City, the available funding for non-motorized projects are very minimal, therefore outside funding is necessary to carry projects to further the goals of the grant program to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.

The City of Shasta Lake looks forward to working with SRTA to develop innovative active transportation corridor concepts and programs. We have offered in-kind match for staff to collaborate with SRTA on the project. Good luck on the grant application.

Sincerely,



John N. Duckett, Jr.
City Manager
City of Shasta Lake



Caltrans, District 2
City of Anderson
City of Redding
City of Shasta Lake
County of Shasta
Dignity Health, Mercy
Medical Center Redding
First 5 Shasta
Good News Rescue
Mission
Redding Rancheria
Redding School District
Shasta County Child
Abuse Prevention
Coordinating Council
Shasta College
Shasta Community Health
Center
Shasta County Office of
Education
Shasta Regional
Transportation Agency
Shasta Family
YMCA
Shasta Head Start
Simpson University
The McConnell
Foundation
Turtle Bay Exploration
Park
University of California
Cooperative Extension
Viva Downtown
Whiskeytown National
Recreation Area

October 16, 2019

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

Subject: Shasta Trunk Lines & Sustainable Transportation Planning

Dear Mr. Little:

Healthy Shasta supports the Shasta Regional Transportation Agency's (SRTA) application to expand the reach of key active transportation corridors in the region's Strategic Growth Areas (SGAs) through the Sustainable Transportation Planning efforts. The project's objective is to bridge the gap between plans and construction in the region's SGAs, providing non-motorized implementation tools to stakeholders.

Healthy Shasta's vision is for a community where the 'healthy choice is the easy choice' for active healthy lifestyles. One of our initiative areas is focused on increasing walking and bicycling throughout Shasta County, from encouraging community members to become more active to working with partners to create communities that are safer and more inviting to walk or bike. Planning funds to engage the community and work out details for high quality bicycle and pedestrian projects would greatly benefit our community, which suffers from high rates of chronic disease and low average life expectancies. We also have high rates of poverty, so active transportation options are often the only option many people have to get to the places they need to go – so safe convenient non-motorized infrastructure is critical.

Healthy Shasta looks forward to working with SRTA to develop innovative active transportation corridor concepts and programs. We are willing to partner on efforts that increase safety and convenience for active transportation, and that have the potential to positively impact health outcomes and equity.

Sincerely,

A handwritten signature in black ink, appearing to read "Sara Sundquist", is written over a light blue horizontal line.

Sara Sundquist
Healthy Shasta Coordinator



CITY OF REDDING

777 CYPRESS AVENUE, REDDING, CA 96001

P.O. Box 496071, REDDING, CA 96049-6071

**PUBLIC WORKS
ENGINEERING DIVISION**

530.225.4170

530.245.7024

October 17, 2019

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

Subject: Sustainable Transportation Planning Grant Application

Dear Mr. Little:

The City of Redding Public Works Department supports the Shasta Regional Transportation Agency (SRTA) application to expand the reach of key active transportation corridors in the region's Strategic Growth Areas (SGAs). The project's objective is to bridge the gap between plans and construction in the region's SGAs, providing non-motorized implementation tools to stakeholders.

Developing safe, efficient and sustainable bicycle, pedestrian and transit facilities will advance local, regional, and state efforts to reduce single occupancy vehicle trips and transportation-related greenhouse gas emissions. These facilities will enhance the livability and economy of our region by promoting safe, alternative transportation connections to key residential and employment nodes.

The City of Redding Public Works Department looks forward to working with SRTA to develop innovative active transportation corridor concepts and programs. We have offered in-kind match for staff to collaborate with SRTA on the project. Good luck on the grant application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chuck Aukland", is written over a blue oval-shaped stamp.

Chuck Aukland, P.E.
Director of Public Works

CA:sm
101719L-SRTA-TrunkLines_Support

DEPARTMENT OF TRANSPORTATION

DISTRICT 2

DIVISION OF PLANNING AND LOCAL ASSISTANCE

1657 RIVERSIDE DRIVE, MS 5

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October 16, 2019

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SHASTA REGIONAL
TRANSPORTATION AGENCY

Mr. Dan S. Little
Executive Director
Shasta Regional Transportation Agency
1255 East Street, Ste 202
Redding, CA 96001

Dear Mr. Little:

The 2020 State Transportation Improvement Program (STIP) guidelines, Section 17, requests consultation between the California Department of Transportation (Caltrans) and regional agencies in the identification of needs on the State highway system (SHS). As a result of this consultation, a fiscally constrained list of state highway needs was established. Caltrans combined this list with a statewide needs report that was provided to the California Transportation Commission (CTC) by September 15, 2019, ninety days prior to the final Regional Transportation Planning Agency's (RTPAs) portion of this statewide list. Attached is the Shasta Regional Transportation Agency (SRTAs) portion of this list.

In preparation for the 2020 STIP cycle, on July 18, 2019, Caltrans met with you to discuss State highway needs. Caltrans provided a comprehensive list of needs on the SHS in the Shasta County region for discussion. The list included current programmed projects and proposed future projects in the STIP and the State Highway Operations and Protection Program (SHOPP). Caltrans priority is to continue to support State highway projects already fully or partially funded in the STIP. SRTA currently has 2 projects programmed in the STIP.

- Redding to Anderson Six Lane (RASL), currently in construction, is a fully funded partnered project combining STIP, SHOPP, Local, and Trade Corridor Enhancement Program (TCEP) funds on Interstate 5.
- North Redding Six Lane (NR6L), currently in environmental, is a partially funded partnered project funded with STIP-RIP funds. Both SRTA and Caltrans are pursuing additional funding to complete this project through the SHOPP, TCEP, and Better Utilizing Investments to Leverage Development (BUILD) grants.

Mr. Little
October 16, 2019
Page 2

Shasta RTA has shown continued commitment to programming the majority of their STIP on the State highway system. They have been successful recipients of 2006" Proposition 1B CMIA and STIP Augmentation funds, as well as Senate Bill (SB) 1 TCEP funds on multiple State highway projects worth hundreds of millions of dollars in improvements to the State highway in Shasta County.

The District is also supportive of SRTAs focus on active transportation throughout the Shasta region. The Turtle Bay to Downtown-non-motorized project is currently partially-programmed through environmental with STIP-RIP funds. They are actively looking for alternative fund sources, outside of the STIP to program the remaining phases of work. Through other planning efforts, such as GoShasta and Sustainable Shasta, SRTA has been partnering and collaborating with the Cities of Redding, Anderson, Shasta Lake, Shasta County, and Caltrans to identify, implement, and grow the active transportation network within the region.

We look forward to continued partnership and cooperation in prioritizing the transportation needs in the Shasta region and seeking creative funding solutions for these important efforts. If you have any questions or would like to discuss further, please feel free to contact Kelly Zolotoff at (530) 225-4671 or me at the number above.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tom Balkow', with a stylized flourish at the end.

TOM BALKOW
Deputy District Director Planning and Local Assistance

Enclosure

2020 State Highway Needs

District 2 RTPA Consultation Meetings

DIST	Co	Rte	PM	NICKNAME	PROJECT DESCRIPTION	PPNO	EA	PID STATUS	Programmed (Y/N)	Project Phase
2	SHA	5		Redding to Anderson Six Lane (RASL)	Construct median lanes. Widen bridges. Construct new bridges.	3445A	4C40V	Complete	Y	CON
2	SHA	5	15.4/19.5	North Redding Six Lane	Expand freeway to six lanes from north of Route 5/299 separation to north of Oasis Rd interchange.	3597	0H820	Complete	Y	PAED
2	SHA	299	16.5/18.3	Shasta Divide	Add bike lanes along SR 299 from Old Shasta to Whiskeytown National Recreation Area	3377	0E840	TE App Complete		
2	SHA	44		Turtle Bay to Downtown - Multi-modal	Add multi-modal facilities between Turtle Bay Dr and Continental Street in the City of Redding.	2588		ATP Cycle 4 - PSR Equivalent (City of Redding)	Y	PAED
2	SHA	273	3.8/20.033	SR 273 Active Transportation Projects	Add bike lanes along the SR 273 corridor between Redding and Anderson.			Not Initiated	N	
2	SHA	5	R14.5/R16.2	I-5/SR 44 Interchange	Reconfigure Interchange			Complete/Would need to be updated if pursued	N	

DEPARTMENT OF TRANSPORTATION

DISTRICT 2

Office of Community and Regional Planning

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REDDING, CA 96002

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October 30, 2019

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

Dear Mr. Little:

The California Department of Transportation (Caltrans) is pleased to inform the Shasta Regional Transportation Agency that Conditions of Grant Acceptance have been met and work for the below Transportation Planning grant is authorized to begin effective July 23, 2018.

Sustainable Communities Formula – Road Maintenance and Rehabilitation Account

Grant Fiscal Year (FY)	2018-19
Project Title	Long Range Transit Plan
Grant Award	\$167,765
Local Match	\$21,736
Total Project Amount	189,501
Grant Expiration Date	February 28, 2021 (time extensions are not allowed)
Final Invoice Due	April 28, 2021

As a reminder, Caltrans approval is required when making any changes to the list of Sustainable Communities Formula grant activities that were submitted to satisfy Condition 2.

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TRANSPORTATION AGENCY

Mr. Daniel Little
October 30, 2019
Page 2

I look forward to working with your agency on your Sustainable Communities Formula grant activities. If you have questions, please contact me at 530-225-4732.

Sincerely,



AARON CASAS, GRANT MANAGER
Associate Transportation Planner
Office of Community and Regional Planning

c: GILBERT VALENCIA, Transportation Planner, Caltrans, Headquarters

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

P.O. BOX 942874, MS-32

SACRAMENTO, CA 94274

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October 31, 2019

Ms. Monika Long, CPA
Chief Financial Officer
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

Dear Ms. Long:

This letter is in regard to the management decision made by the Independent Office of Audits and Investigations (IOAI) regarding the resolution of Single Audit Report (SAR) Finding 2018-002 of the Shasta Regional Transportation Agency (SRTA) for the fiscal year ending on June 30, 2018. In the finding, SRTA's independent certified public accountant (CPA) reported the fourth Quarterly Progress Report and the Certification of Allocation and Expenditures by Fund Source were submitted to Caltrans after the due date. The CPA recommended that SRTA update procedures to improve the risk assessment process and control activities over the timely submission of the reports in the event of key personnel turnover.

Corrective Actions:

SRTA must update the appropriate policies and procedures to demonstrate:

- How SRTA will ensure, in the event of turnover, that the new project planners/project managers will recognize their duties and responsibilities.
- Who will perform the project planners/project managers duties while their positions are vacant to ensure timely submission of the reports.

Caltrans requests that SRTA provide a corrective action plan outlining how the above corrective actions will be implemented and dates for completion. Failure by SRTA to respond and submit the corrective action plan to Caltrans within 60 days of this letter will result in Caltrans not recommending SRTA's FY 2020–21 Overall Work Program for Federal approval. Caltrans has consulted with FHWA and FTA regarding the above course of action.

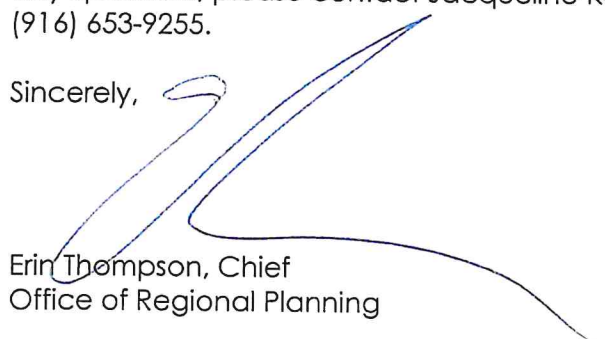
All support documentation and corrective actions provided by SRTA will be reviewed by Caltrans staff. SRTA's progress with regards to the corrective actions and final

Ms. Monika Long
October 31, 2019
Page 2

resolutions will be closely monitored by Caltrans staff, including any follow-up audit work that may be performed.

We appreciate SRTA's cooperation and coordination during this process. If you have any questions, please contact Jacqueline Kahrs at jacqueline.kahrs@dot.ca.gov or (916) 653-9255.

Sincerely,



Erin Thompson, Chief
Office of Regional Planning

c: Tashia Clemons, Director of Program Development, Federal Highway Administration
Rodney Whitfield, Director of Financial Services, Federal Highway Administration
Grace Regidor, Financial Specialist, Federal Highway Administration
Veneshia Smith, Financial Manager, Financial Services, Federal Highway
Administration
Marsue Morrill, Chief, External Audits, Independent Office of Audits and Investigations
Tom Balkow, Deputy Director, Planning and Local Assistance, District 2, Caltrans
Kathy Grah, Senior Transportation Planner, Planning and Local Assistance, District 2,
Caltrans
Ian Howat, District Local Assistance, District 2, Caltrans

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

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November 8, 2019

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

Dear Mr. Dan Little:

The purpose of this reconciliation letter for fiscal year (FY) 2018-19 is to confirm the unexpended totals in Consolidated Planning Grant (CPG) and state funded grants as of June 30, 2019.

FHWA Metropolitan Planning (PL):	\$78,689.04
FTA 5303 Statewide & Metropolitan Planning:	\$70,933.06
FTA 5304 Strategic Partnerships – Transit Grants:	
WE 703.05	\$355,871.92
RMRA (SB1) Sustainable Communities Formula (18/19):	
WE 701.12	\$167,765.00
Total CPG and State Planning Funds Available:	\$673,259.02

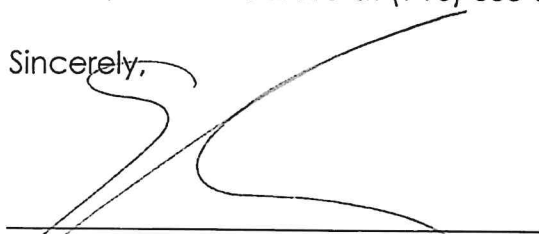
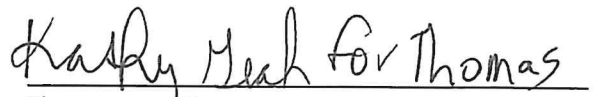
Please review the reconciled totals. If in agreement with the balance(s), please sign and return the **original copy** to:

Rosie Flores
Chief, Fiscal Management Branch
Office of Regional Planning
Division of Transportation Planning
Department of Transportation
P.O. Box 942874, MS-32
Sacramento, CA 94274-0001

Mr. Dan Little
November 8, 2019
Page 2

If you have any questions or need additional information, please contact your district Regional Planning Liaison, Aaron Casas at (530) 225-4732 or Caltrans Headquarters Liaison, Brenda Caruso at (916) 653-5995.

Sincerely,


Erin Thompson
Chief, Office of Regional Planning
Division of Transportation Planning
Thomas Balkow
Planning Deputy District Director
District 2

I concur with the above balances:


Dan Little
Executive Director
Shasta Regional Transportation Agency

11-18-2019
Date