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**A M E N D E D**  
**A G E N D A**

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
PLACER COUNTY AIRPORT LAND USE COMMISSION  
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
PLACER COUNTY LOCAL TRANSPORTATION AUTHORITY**

**Wednesday, August 23, 2023  
9:00 a.m.**

**Placer County Board of Supervisors Chambers  
175 Fulweiler Avenue, Auburn CA 95603**

**Simultaneous Teleconference Location**

140 Pleasant Street  
Colfax, CA 95713

**PUBLIC PARTICIPATION INSTRUCTIONS:** This meeting will be conducted as an in-person meeting at the locations noted above. A remote teleconference Zoom address is listed for the public's convenience and in the event a Board Member requests remote participation due to just cause or emergency circumstances pursuant to Government Code section 54953(f). Please be advised that if a Board Member is not participating in the meeting remotely, remote participation for members of the public is provided for convenience only and in the event that the Zoom connection malfunctions for any reason, the Board of Directors reserves the right to conduct the meeting without remote access. By participating in this meeting, you acknowledge that you are being recorded.

Si necesita servicios de traducción para otro lenguaje, aparte de Ingles, Por favor llamar al 530.823.4030 para asistencia. Kung nangangailangan po ng tulong o interpretasyon sa ibang wika liban sa inglés, tumawag lang po sa 530.823.4030.

Agendas, Supplemental Materials and Minutes of the Board of Directors are available on the internet at: <https://www.pctpa.net/pctpa-board-meetings>. Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at the Agency office located at 299 Nevada Street, Auburn, and will be made available to the public on the Agency website.

**Webinar access:** <https://placer-ca-gov.zoom.us/j/93972570437>

**You can also dial in using your phone:** US: +1 877 853 5247 or 888-788-0099 or (Toll Free)

**Webinar ID:** 939 7257 0437

**A. Flag Salute**

**B. Roll Call**

**Board of Directors Meeting Agenda**  
**PLACER COUNTY TRANSPORTATION PLANNING AGENCY**  
**AIRPORT LAND USE COMMISSION**  
**WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICE AGENCY**  
**PLACER COUNTY LOCAL TRANSPORTATION AUTHORITY**  
**August 23, 2023**  
**Page 2**

**C. Agenda Review**

*Matt Click, Executive Director*

**D. AB 2449**

*Matt Click, Executive Director*

- If necessary, based on a Director’s announcement, the Board will consider approval of any Directors’ request to participate remotely and utilize a “just cause” or “emergency circumstance” exception for remote meeting participation pursuant to AB 2449 (Gov. Code 54953(f)).

**Action**

**E. Approval of Action Minutes: June 28, 2023**

**Action**  
Pg. 1

**F. Public Comment**

Persons may address the Board on items not on this agenda. Please limit comments to three (3) minutes.

**G. Consent Calendar: Placer County Transportation Planning Agency**

These items are expected to be routine and noncontroversial. They will be acted upon by the Board at one time without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion.

**Action**  
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1. Letter of Task Agreement for Legal Services through June 30, 2026: Sloan Sakai & Yeung LLP Pg. 8
2. FY 2023/24 City of Auburn Claims for Bicycle & Pedestrian Local Transportation Funds (LTF) - \$194,500 Pg. 10
3. Amendment to FY 2021/22 Local Transportation Funds (LTF) Apportionment to the City of Auburn Pg. 15
4. Amendment to FY 2022/23 Local Transportation Funds (LTF) Apportionment to the City of Auburn Pg. 16
5. Reprogramming CMAQ Funding to the City of Roseville’s Dry Creek Greenway Trail, Phase 1 Project from the Dry Creek Greenway Trail, Phase 2 Project, Mahany Park Trail Design and Construction Project, and the Stoneridge – Orvietto Bike Trail Project - \$6,102,736

**H. PRESENTATION: PCTPA Website Update**

*Cory Peterson, Senior Transportation Planner*

*Solvi Sabol, Executive Assistant II*

- For information only. Receive a presentation on PCTPA’s new pctpa.net website.

**Info**  
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**Board of Directors Meeting Agenda  
 PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
 AIRPORT LAND USE COMMISSION  
 WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICE AGENCY  
 PLACER COUNTY LOCAL TRANSPORTATION AUTHORITY  
 August 23, 2023  
 Page 3**

- I. PRESENTATION: PCTPA Equity Planning Study** **Info**  
*Mike Costa, Senior Transportation Planner*  
*Cory Peterson, Senior Transportation Planner* Pg. 19
  - For information only. Receive a presentation on PCTPA’s Equity Planning Study efforts to date.
  
- J. Executive Director’s Report** **Info**
  
- K. Board Direction to Staff**
  
- L. Informational Items** **Info**
  - 1. Status Reports
    - a. PCTPA – July 2023 Pg. 21
    - b. Meraki Consulting – July 2023 Pg. 26
    - c. Smith, Watts, & Harman-Politico, July 2023 Pg. 27
    - d. DKS – July 2023 Pg. 29
    - e. TFG – July 2023 Pg. 31
  - 2. PCTPA Receipts & Expenditures *Under Separate Cover*

***Next Meeting: September 27, 2023***

Following is a list of the 2023 Placer County Transportation Planning Agency (PCTPA) meetings.

Board meetings are typically held the **fourth Wednesday of the month** at 9:00 a.m. except for November and December meetings which are typically combined meetings. PCTPA meetings are typically held at the Placer County Board of Supervisors’ Chambers, 175 Fulweiler Avenue, Auburn.

<b>PCTPA Board Meetings – 2023</b>	
Wednesday, January 25	<del>Wednesday, July 26</del>
Wednesday February 22	Wednesday, August 23
Wednesday, March 22	Wednesday, September 27
<del>Wednesday, April 26</del>	Wednesday, October <del>25</del> <b>18</b>
Wednesday, May 24	Wednesday, December 6
Wednesday, June 28	

*The Placer County Transportation Planning Agency is accessible to the disabled. If requested, this agenda, and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact PCTPA for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should contact PCTPA by phone at 530-823-4030, email (ssabol@pctpa.net) or in person as soon as possible and preferably at least 72 hours prior to the meeting.*



# ACTION MINUTES

## REGULAR MEETING OF THE

**Placer County Transportation Planning Agency (PCTPA)  
Western Placer Consolidated Transportation Services Agency (CTSA)  
Placer County Airport Land Use Commission (ALUC)  
Placer County Local Transportation Authority (PCLTA)**

**June 28, 2023 - 9:00 a.m.  
Placer County Board of Supervisors Chambers  
175 Fulweiler Avenue, Auburn, California**

### ROLL CALL

Ken Broadway  
Trinity Burruss  
Amanda Cortez  
Alice Dowdin Calvillo  
Jim Holmes  
Bruce Houdesheldt  
Paul Joiner  
Suzanne Jones, Chair  
Dan Wilkins

### STAFF

Rick Carter  
Matt Click  
Mike Costa  
David Melko  
Cory Peterson  
Solvi Sabol

Chair Jones provided direction on remote participation procedures. Staff reports and a video of this meeting are available at: <https://pctpa.net/agendas-2023/>.

### AGENDA REVIEW

Matt Click informed the Board that there was an Amended Agenda provided and posted, which reflects an additional item on the PCTPA Consent Calendar. This consent calendar item requests Board approval to reprogram STBG Funding from Placer County’s Bowman Rd. Bridge Projects to the Foresthill Rd. Safety Project. Upon motion by Joiner and second by Dowdin Calvillo, the amended agenda was accepted by the following roll call vote:

**AYES:** Broadway, Burruss, Cortez, Dowdin Calvillo, Holmes, Houdesheldt, Joiner, Jones, Wilkins

**NOES/ABSTAIN:** None

**ABSENT:** None

### AB 2449

Matt Click informed the Board that all Board Members are present or participating remotely with public access. No Board action was necessary.

### APPROVAL OF ACTION MINUTES – March 22, 2023

Upon motion by Houdesheldt and second by Cortez, the May 24, 2023 action minutes were approved by the following roll call vote:

**AYES:** Broadway, Burruss, Cortez, Dowdin Calvillo, Holmes, Houdesheldt, Joiner, Jones, Wilkins

**NOES/ABSTAIN:** None

**ABSENT:** None

**PUBLIC COMMENT:**

Public comment was received from Peter Eakland, Rocklin resident.

**CONSENT CALENDAR: PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

Upon motion by Holmes and second by Houdesheldt, the PCTPA Consent Calendar items as shown below were approved by the following roll call vote:

**AYES:** Broadway, Burruss, Cortez, Dowdin Calvillo, Holmes, Houdesheldt, Joiner, Jones, Wilkins

**NOES/ABSTAIN:** None

1. Letter of Task Agreement for Funding Strategy Outreach through June 15, 2024: Meraki Public Affairs - \$90,000
2. Letter of Task Agreement for Legal Services through September 30, 2023: Sloan Sakai & Yeung LLP - \$10,000
3. FY 2023/24 PCTPA Claim for Local Transportation Funds (LTF) - \$475,000
4. Personnel Policy – Cafeteria Account Public Employee’s Medical and Hospital Care Act (PEMHCA) Compliance
5. Disposal of Surplus Property
6. FY 2022/23 City of Auburn Claims for Local Transportation Funds (LTF) – \$1,066,875
7. FY 2022/23 City of Auburn Claims for State Transit Assistance (STA) – \$128,439
8. FY 2022/23 City of Auburn Claims for State of Good Repair Funds (SGR) – \$16,964
9. FY 2021/22 TDA Financial Audit (under separate cover)
10. Reprogramming STBG Funding from the City of Rocklin’s Five Star Blvd & Destiny Drive Road Rehabilitation Project to the Whitney Ranch Pkwy./University Ave. Roundabout Project - \$1,216,854
11. Reprogramming FFY 2017 – 2019 STBG Funding from Placer County’s Bowman Rd. Bridge Projects to the Foresthill Rd. Safety Project - \$355,338.26

**CONSENT CALENDAR: AIRPORT LAND USE COMMISSION**

Upon motion by Dowdin Calvillo and second by Joiner, the ALUC Consent Calendar item as shown below was approved by the following roll call vote:

**AYES:** Broadway, Burruss, Cortez, Dowdin Calvillo, Holmes, Houdesheldt, Joiner, Jones, Wilkins

**NOES/ABSTAIN:** None

1. FY 2023/24 Letter of Task Agreement for On-Call Airport Land Use Compatibility Planning Technical Consulting Services: Mead & Hunt – \$10,000

**LINCOLN, CA PASSENGER RAIL FEASIBILITY STUDY FINAL REPORT**

*Staff report presented by David Melko, Senior Transportation Planner with consultant, R.L. Banks & Associates*

Public comment provided by Michael Garabedian, Placer County Tomorrow and Peter Eakland, Rocklin resident.

Upon motion by Houdesheldt and second by Holmes, the Board accepted the Lincoln Passenger Rail Feasibility Study Final Report as complete by the following roll call vote:

**AYES:** Burruss, Cortez, Dowdin Calvillo, Holmes, Houdesheldt, Joiner, Jones, Wilkins  
**NOES/ABSTAIN** None  
**ABSENT:** Broadway

**I-80 AUXILIARY LANES PROJECT PROGRESS UPDATE TO EXECUTE UTILITY AGREEMENT AMENDMENT WITH PG&E**

*Staff report presented by David Melko, Senior Transportation Planner. Contributing information provided by Tess Gotladera, PG&E WRO Project Manager - Gas Distribution Project Management.*

The Board received an update summarizing progress to execute the First Amendment to Utility Agreement No. 2452.1 with Pacific Gas and Electric (PG&E). No action. For information only.

**WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY (WPCTSA) BUDGET ADOPTION**

*Staff report presented by Mike Costa, Senior Transportation Planner.*

Upon motion by Houdesheldt and second by Cortex, the Board approved Fiscal Year 2023/24 Western Placer Consolidated Transportation Services Agency (WPCTSA) Budget as provided by the following roll call vote:

**AYES:** Burruss, Cortez, Dowdin Calvillo, Holmes, Houdesheldt, Joiner, Jones, Wilkins  
**NOES/ABSTAIN:** None  
**ABSENT:** Broadway

**PCTPA-WSP MASTER AGREEMENT AMENDMENT AND APPROVAL OF THE COMPREHENSIVE OPERATIONAL ANALYSIS AND SHORT-RANGE TRANSIT PLAN PROJECT LETTER OF TASK AGREEMENT**

*Staff report presented by Mike Costa, Senior Transportation Planner*

Public comment provided by Peter Eakland, Rocklin resident.

Upon motion by Houdesheldt and second Dowdin-Calvillo, the Board (1) amended the Master Agreement between PCTPA and WSP, USA, Inc., (WSP), dated January 22, 2020, to extend the total Agreement's compensation to an amount not to exceed \$719,000 to accommodate the Comprehensive Operational Analysis (COA) and Short-range Transit Plan (SRTP) project through June 30, 2025 and (2) approved the Letter of Task Order Agreement (LOTA) No. 23-22 between PCTPA and WSP, which includes the scope of work, timeline/schedule, personnel compensation rates, and other estimated direct costs associated with the COA/SRTP project, for an amount not to exceed \$650,000.00 by the following roll call vote:

**AYES:** Burruss, Cortez, Dowdin Calvillo, Holmes, Houdesheldt, Joiner, Jones, Wilkins  
**NOES/ABSTAIN:** None  
**ANBSENT:** Broadway

**NEVADA STATION BUILDING SURPLUS LANDS ACT DETERMINATIONS**

*Staff report presented by Matt Click, Executive Director*

Upon motion by Holmes and second by Dowdin Calvillo, the Board adopted Resolution No. 23-23, a joint resolution by PCTPA and SPRTA, making Surplus Lands Act findings related to the Nevada Station building and authorizing the Executive Director to provide notice and negotiate in good faith in accordance with the Surplus Lands Act by the following roll call vote:

**AYES:** Burruss, Cortez, Dowdin Calvillo, Holmes, Houdesheldt, Joiner, Jones, Wilkins  
**NOES/ABSTAIN:** None  
**ABSENT:** Broadway (Absent)

### **UPDATED SALARY SCHEDULE**

*Staff report presented by Matt Click, Executive Director*

Action Requested: Update PCTPA's salary schedule for all existing and newly created positions except for the Executive Director.

Dowdin Calvillo made a motion to continue the item as presented with Cortez seconding the motion.

Roll call:

**AYES:** Cortez, Dowdin Calvillo  
**NOES:** Broadway, Burruss, Holmes, Houdesheldt, Joiner, Jones, Wilkins  
**ABSENT:** None

The motion to continue did not pass with a vote of two 'ayes', and seven 'noes'.

Upon motion by Houdesheldt and second by Holmes the Board approved updating PCTPA's salary schedule for all existing and newly created positions except for the Executive Director by the following roll call vote:

**AYES:** Broadway, Burruss, Cortez, Dowdin Calvillo, Holmes, Houdesheldt, Joiner, Jones, Wilkins  
**NOES/ABSTAIN:** None  
**ABSENT:** None

### **EXECUTIVE DIRECTOR'S REPORT**

Matt Click reported on the following:

- I-80 Auxiliary Lanes
  - ✓ The construction contract was executed on June 16<sup>th</sup> and contractor is expected to start soon.
  - ✓ Caltrans District 2-in partnership with PCTPA will have a groundbreaking on August 1<sup>st</sup>.
- CCJPA – Third Track from Sacramento to Roseville
  - ✓ Today the CTC staff will be recommending \$25 million in Solutions for Congested Corridors funding for the Third Track Project. Matt recognized David Melko for his efforts in completing the process to apply for these funds which in turn, helped secure this funding.
- There will be no July 26<sup>th</sup> Board meeting.
- Funding Measure Outreach Campaign Update
  - ✓ Cherri Spriggs, Meraki Consulting, explained the educational and outreach efforts include a steady stream of social engagement through digital marketing, targeted mailers, individual one-on-one stakeholder meetings, community group and partner presentations, partner collaborations, and community group sponsorships.
  - ✓ Andy Galloway, Account Executive – 3Fold Communications, explained that one component of the Public Information and Education Campaign Creative addresses senior transportation needs with a focus on emergency response rates. The main message of the campaign focuses on the challenges and inconveniences that people experience with traffic congestion. Andy presented the three :15 second videos which will soon be complemented with :30 second videos that will include narrative. Andy added that the strategy includes a comprehensive media mix targeted toward swing voters that uses print, social media (Facebook / Instagram), connected TV, geo-fencing at special events, and direct mail.
  - ✓ Cherri gave an overview of the events planned from July – October 2023.

- Mike Costa and Cory Peterson recently graduated from the Loomis Leadership program.

Michael Garabedian, Placer Tomorrow, provided public comment.

**BOARD DIRECTION TO STAFF / BOARD ANNOUNCEMENTS:**

Vice Chair Broadway echoed Director Dowdin Calvillo and Director Joiner’s request of staff to provide additional information with staff reports whenever possible.

**OTHER ANNOUNCEMENTS**

Chair Jones announced that the next regularly scheduled meeting of the PCTPA Board is August 23<sup>rd</sup> as the July 26<sup>th</sup> meeting has been cancelled.

**ADJOURN:** The meeting adjourned at approximately 11:06 a.m. A video of this meeting is available online at <https://pctpa.net/agendas-2023/>.

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Matt Click, Executive Director

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Suzanne Jones, Chair

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Solvi Sabol, Clerk of the Board

SS:mbc



**TO: PCTPA Board of Directors**

**DATE: August 23, 2023**

**FROM: Matt Click, Executive Director**

**SUBJECT: AMENDED CONSENT CALENDAR**

Below are the Consent Calendar items for the August 23, 2023, agenda for your review and action.

1. Letter of Task Agreement for Legal Services through June 30, 2026: Sloan Sakai & Yeung LLP

Staff recommends approval of the attached Letter of Task Agreement (LOTA) with Sloan Sakai Yeung & Wong through June 30, 2026 for the amount commensurate with the hourly staff rate provided on the Proposal dated July 7, 2023 and identified in the LOTA. Legal expenditures are included in the FY 2023/24 Overall Work Program and Budget.

2. FY 2023/24 City of Auburn Claims for Bicycle & Pedestrian Local Transportation Funds (LTF) - \$194,500

The City of Auburn has submitted a claim for \$194,500 in Bicycle & Pedestrian LTF funds for FY 2023/24. These funds will be used for the Highway 49 Sidewalk Gap Closure project for work within the City of Auburn. PCTPA is ineligible to claim bicycle & pedestrian LTF funds, and as such the City of Auburn is claiming these funds on behalf of PCTPA. The Auburn City Council approved this claim at their meeting on July 10, 2023. Staff recommends approval.

3. Amendment to FY 2021/22 Local Transportation Funds (LTF) Apportionment to the City of Auburn

Staff is requesting an amendment to the City of Auburn's FY 2021/22 LTF apportionment to reduce it by \$571,904.67, bringing the total apportionment for FY 2021/22 to \$596,767.33. The reduction of \$571,904.67 will be moved to the City's LTF apportionment in FY 2022/23 as shown in Consent Item #4. The reason this change is necessary is because the County Auditor received the allocation instructions to pay the City of Auburn in the amount of \$571,904.67 in August 2022, after the end of the fiscal year. As such, the County Auditor's office was not able to record the expense in their accounting system until FY 2022/23. The amendment to move \$571,904.67 is necessary to change the apportionments to match the recorded expenditures in the County Auditor's system. There is no change in the amount of funds going to the City of Auburn. Staff recommends approval.

4. Amendment to FY 2022/23 Local Transportation Funds (LTF) Apportionment to the City of Auburn

Staff is requesting an amendment to the City of Auburn's FY 2022/23 LTF apportionment to increase it by \$571,904.67, bringing the total apportionment for FY 2022/23 to \$1,638,779.67. The increase of \$571,904.67 is being moved from the City's LTF

apportionment in FY 2021/22 as shown in Consent Item #3. The reason this change is necessary is because the County Auditor received the allocation instructions to pay the City of Auburn in the amount of \$571,904.67 in August 2022, after the end of the previous fiscal year. As such, the County Auditor's office was not able to record the expense in their accounting system until FY 2022/23. The amendment to move \$571,904.67 is necessary to change the apportionments to match the recorded expenditures in the County Auditor's system. There is no change in the amount of funds going to the City of Auburn. Staff recommends approval.

**5. Reprogramming CMAQ Funding to the City of Roseville's Dry Creek Greenway Trail, Phase 1 Project from the Dry Creek Greenway Trail, Phase 2 Project, Mahany Park Trail Design and Construction Project, and the Stoneridge - Orvietto Bike Trail Project - \$6,102,736**

The Dry Creek Greenway Trail, Phase 1 project (PLA19910) will construct a Class 1 bike trail along Dry Creek, Cirby Creek and Linda Creek from Riverside Avenue/Darling Way to Rocky Ridge Drive. On August 8, 2023 the City of Roseville opened construction bids for the project. The low bid exceeded the engineer's estimate by \$5,880,357.50 and exceeds available contingency funds. In order to fully fund and award the project, including additional construction contingency funding, the City is requesting the reprogramming of a total of \$6,102,736 in CMAQ funds from three other multi-use trail projects: \$1,050,736 from the Dry Creek Greenway Trail, Phase 2 project (PLA25833), \$2,526,000 from the Mahany Park Trail Design and Construction project (PLA25849), and \$2,526,000 from the Stoneridge - Orvietto Bike Trail (PLA25863). The PCTPA Board of Directors approved the programming of CMAQ funding for all three projects at the March 2023 meeting. The reprogramming noted above leaves \$10,000 of CMAQ funding on both the Dry Creek Greenway Trail, Phase 2 project and the Mahany Park Trail Design and Construction project in order to maintain federal National Environmental Policy Act (NEPA) review eligibility. Staff recommends approval.

RC:mbc:ss



August 23, 2023

Nancy Miller  
Sloan Sakai Yeung & Wong LLP  
555 Capitol Mall, Suite 600  
Sacramento, California 95814

**SUBJECT: LETTER OF TASK AGREEMENT #23-02  
BETWEEN SLOAN SAKAI YEUNG & WONG LLP AND  
AND THE PLACER COUNTY TRANSPORTATION PLANNING  
AGENCY**

ALICE DOWDIN CALVILLO  
City of Auburn  
TRINITY BURRUSS  
City of Colfax  
PAUL JOINER  
City of Lincoln  
DANNY CARTWRIGHT  
Town of Loomis  
KEN BROADWAY  
City of Rocklin  
BRUCE HOUESHELDT  
City of Roseville  
JIM HOLMES  
SUZANNE JONES  
Placer County  
DAN WILKINS  
Citizen Representative  
MATT CLICK  
Executive Director

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Sloan Holtzman Sakai LLP” dated August 23, 2023. This contract shall supersede Letter of Task Agreement #23-01 which ends on September 30, 2023.

1. Incorporated Master Agreement: This Letter of Task Agreement (LOTA) is the statement of contract-specific requirements applicable to the work effort to be undertaken by Sloan Sakai Yeung & Wong LLP to provide legal counsel to PCTPA. PCTPA also (1) administers the South Placer Regional Transportation Authority (SPRTA), (2) acts as the Placer County Airport Land Use Commission (ALUC), (3) acts as the Western Placer Consolidated Transportation Services Agency (WPCTSA), (4) is a member of the Capitol Corridor Joint Powers Authority, and (4) is designated as the transportation sales tax authority for Placer County by the Placer County Board of Supervisors. PCTPA also currently leases office space in the Nevada Station office building which is owned by SPRTA. It is understood that this agreement and the incorporated Master Agreement applies to these ancillary interests in which PCTPA is associated. For the purposes of this LOTA and the Master Agreement, PCTPA and the ancillary agencies, authorities and interests will be called “PCTPA”.
2. Term: Consultant services are to commence September 1, 2023 and shall be completed in such a sequence as to assure that services are completed in a timely manner. This letter of task agreement shall end on June 30, 2026. At the end of the agreement term, PCTPA will have the option to exercise two (2), one (1) year renewal options. This contract supersedes Letter of Task Agreement #23-01 which ends on September 30, 2023. During the term of this contract, you are not to engage in other work that would be deemed a conflict of interest with PCTPA or agencies in which PCTPA interests.
3. Scope of Services: Consultant will perform the tasks described below:
  - a. Provide legal review and advice to PCTPA on documents, agreements, and responsibilities relating to transportation planning and funding. Typical duties might include review of memoranda of understanding and funding agreements between agencies and analysis of legislation as it may affect PCTPA programs.

- b. Provide legal review and advice to PCTPA on documents, agreements, and responsibilities relating to administration and personnel issues for a public agency.
  - c. Attend Board meetings as may be required on an “as needed” basis as requested by the Executive Director.
  - d. Other legal services as may be needed and requested by the Executive Director or the Board of Directors.
4. Personnel: DeeAnne Gillick will provide primary legal counsel. Consultant will provide additional personnel to perform above noted services as needed
5. Compensation: For services rendered in FY 2023/24, Consultant will be compensated at the following rates:

Sloan Sakai Yeung & Wong Staff	Hourly Rate Schedule
Nancy C. Miller	\$ 315
Genevieve Ng	\$ 330
Paul J. Chrisman	\$ 295
DeeAnne Gillick	\$ 300
Osman I. Mufti	\$ 295
Madeline E. Miller	\$ 290
Other Partners & of Counsel	\$ 300-425
Other Associates & Senior Counsel	\$ 260-300
Paralegals	\$ 125-195
Consultants	\$ 195-325

PCTPA shall pay those fees described in the fee schedule above. The total fees will be based on the amount of time devoted to representation of PCTPA and will be computed on the basis of the appropriate hourly charges of the attorneys, law clerks, and paralegals rendering services.

Consultant shall invoice for time and materials monthly for work completed. Documented mileage will be reimbursed at the current IRS rate. Other actual and necessary costs will be reimbursed at cost with appropriate back-up documentation. Invoices will be paid within thirty (30) days of receipt.

If this Letter of Task Agreement meets with your approval, please sign, and return one copy. Questions concerning this agreement and the project in general should be directed to Matt Click, Executive Director, at (530) 823-4030.

Sincerely,

Accepted by:

\_\_\_\_\_  
 Matt Click, AICP Date  
 Executive Director  
 Placer County Transportation Planning Agency

\_\_\_\_\_  
 Timothy G. Yeung Date  
 Managing Partner  
 Sloan Sakai Yeung & Wong LLP

MBC:ss

**CLAIM FOR BICYCLE AND PEDESTRIAN FUNDS**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
299 NEVADA STREET, AUBURN, CA 95603

FROM: CLAIMANT: City of Auburn  
ADDRESS: 1225 Lincoln Way  
Auburn, CA 95603

CONTACT PERSON: Natalie Hampton  
Phone: 530-823-4211 ext. 134 Email: nhampton@auburn.ca.gov

The City of Auburn hereby requests, in accordance with the State of California Public Utilities Code, AS AMENDED (Chapter 3, Section 99234), that this claim for Bicycle and Pedestrian funds in the amount of \$194,500 be approved for Fiscal Year 2023/24 , to be drawn from the Bicycle and Pedestrian Trust Fund.

When approved, this claim will be transmitted to the Placer County Auditor for funds to be reserved. Jurisdictions will receive payment as reimbursement of funds expended in implementing bicycle and pedestrian projects. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT:  
CITY OF AUBURN  
1225 LINCOLN WAY  
AUBURN, CA 95603

BY: _____ (signature)	BY: <u>Mengil Deane</u> (signature)
TITLE: _____	TITLE: <u>Public Works Manager</u>
DATE: _____	DATE: <u>8/9/2023</u>

## BICYCLE AND PEDESTRIAN PROJECT DESCRIPTION AND FINANCIAL PLAN

Briefly describe the project for which you are applying for Bicycle / Pedestrian Funds. Also, identify all funding sources related to the project. The total project cost and total funding source(s) listed below should balance for each project.

Include a location map for the project as appropriate.

Claimant: City of Auburn

Fiscal Year: FY 2023/24

<u>Brief Project Description</u>	<u>Project Cost</u>	<u>Source of Funding &amp; Amount</u>
Highway 49 Sidewalk Gap Closure Project – PS&E Phase	\$1,989,989 (PS&E phase only)	CMAQ - \$1,200,000 (PCTPA) Highway Infrastructure Program (HIP) - \$595,489 (PCTPA) LTF Bike/Ped - \$194,500 (City of Auburn)  Note: PCTPA is the project lead and the CMAQ and HIP funds are being utilized by the agency, not the City of Auburn

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

**IN THE MATTER OF: ALLOCATION OF BICYCLE  
AND PEDESTRIAN TRUST FUNDS  
TO THE CITY OF AUBURN**

**RESOLUTION NO. 23-20**

The following resolution was duly passed by the Placer County Transportation Planning Agency at a regular meeting held August 23, 2023 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

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Chair Jones  
Placer County Transportation Planning Agency

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Matt Click, Executive Director

**WHEREAS**, pursuant to California Government Code, Title 7.91, Section 67910, PCTPA was created as a local area planning agency to provide regional transportation planning for the area of Placer County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, California Government Code Section 29532.1(c) identifies PCTPA as the designated regional transportation planning agency for Placer County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, it is the responsibility of PCTPA to review Bicycle and Pedestrian Trust Fund Claims and to take action on such claims; and

**WHEREAS**, all Bicycle and Pedestrian Trust Fund Claims for projects must be consistent with the applicable bicycle plan and with the Regional Transportation Plan.

**THEREFORE, BE IT RESOLVED THAT** the PCTPA has reviewed the claim and makes funds available from both the 2016-2020 5-year Bicycle and Pedestrian Discretionary Allocation and 2021-2025 5-year Bicycle and Pedestrian Cash Management Plan for allocation in fiscal year 2022/23.

To the City of Auburn for the Hwy 49 Sidewalk Gap Closure Project	\$194,500
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**BE IT FURTHER RESOLVED THAT** the funds will be made available to the City on a reimbursement basis.

1 RESOLUTION NO. 23 - 99

2 RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF THE  
3 2023/2024 BICYCLE AND PEDESTRIAN CLAIM TO THE PLACER COUNTY  
4 TRANSPORTATION PLANNING AGENCY

5 -----  
6 WHEREAS, in the procedures established by the Placer County  
7 Transportation Planning Agency (PCTPA) requires the applicant to certify by  
8 resolution approval of the execution of the application before submission of  
9 said application to the PCTPA;

10 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

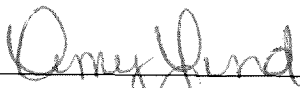
11 That the CITY OF AUBURN authorizes the submittal of an application to  
12 PCTPA for the 2023/2024 Local Transportation Fund Claim. The Public Works  
13 Manager of the City of Auburn or his designee, is hereby authorized and  
14 empowered to execute the 2023/2024 Bicycle and Pedestrian Claim and all  
15 necessary amendments and payment requests hereto in the amount of:  
16 \$194,500.00 P.U.C 99234 (Bicycle and Pedestrian Funds)

17  
18 DATED: July 10, 2023

19 

20 Alice Dowdin Calvillo, Mayor

21 ATTEST:

22 

23 \_\_\_\_\_  
24 Amy Lind, City Clerk

25 I, Amy Lind, City Clerk of the City of Auburn, hereby certify that the  
26 foregoing resolution was duly passed at a regular session meeting of the  
27 City Council of the City of Auburn held on the 10<sup>th</sup> day of July 2023 by the  
28 following vote on roll call:

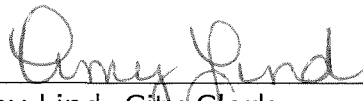


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Ayes: Amara, Berlant, Holmes, Radell-Harris, Dowdin Calvillo

Noes:

Absent:

  
\_\_\_\_\_  
Amy Lind, City Clerk

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY (PCTPA)**

**FINAL FINDINGS OF APPORTIONMENT FOR FY 2021/2022**

**LOCAL TRANSPORTATION FUND (LTF)**

September 2021

		FY 2020/2021 Estimated Fund Balance Subtotal <sup>(1)</sup>	FY 2021/2022 Revenue Subtotal	FY 2021/2022 Apportionment Total
<b>PLACER COUNTY LTF REVENUE ESTIMATE</b>		\$7,903,263	\$29,985,467	\$37,888,730
TRPA Revenue Estimate <sup>(2)</sup>	2.83016539%		\$848,638	\$848,638
TRPA LTF Fund Balance		\$254,151		\$254,151
<b>TRPA TOTAL</b>			\$848,638	\$1,102,789
County Auditor Administrative Costs			\$264	\$264
<b>BALANCE AVAILABLE FOR APPORTIONMENT BY TRPA</b>				\$1,102,525
PCTPA Revenue Estimate	97.16983461%		\$29,136,830	\$29,136,830
PCTPA LTF Fund Balance		\$7,649,112		\$7,649,112
<b>PCTPA TOTAL</b>			\$29,136,830	\$36,785,942
County Auditor Administrative Costs			\$8,736	\$8,736
PCTPA Administrative and Planning Costs <sup>(3)</sup>			\$475,000	\$475,000
Pedestrian and Bicycle Allocation <sup>(4)</sup>		\$152,982	\$573,061.87	\$726,044
Community Transit Service Article 4.5 Allocation <sup>(5)</sup>		\$299,845	\$1,263,601	\$1,563,447
<b>BALANCE AVAILABLE FOR APPORTIONMENT BY PCTPA</b>		\$7,196,285	\$26,816,430	\$34,012,715

Apportionment of FY 2021/2022 PCTPA LTF Revenue Estimate by Jurisdiction					
Jurisdiction	Population January 1, 2021	Percent (%)	FY 2021/22 Allocation Subtotal	FY 2020/21 Carryover Apportionment <sup>(6)</sup>	Revenue Apportionment
PLACER COUNTY	103,151	26.21159143%	\$7,029,013	\$1,663,229	\$8,692,242
AUBURN	14,433	3.66755435%	\$983,507	\$233,859	\$1,217,366
COLFAX	2,172	0.55192462%	\$148,006	\$44,113	\$192,120
LINCOLN	49,624	12.60990212%	\$3,381,526	\$1,010,932	\$4,392,457
LOOMIS	6,808	1.72997367%	\$463,917	\$141,195	\$605,112
ROCKLIN	70,469	17.90680300%	\$4,801,965	\$1,127,311	\$5,929,277
ROSEVILLE	146,875	37.32225080%	\$10,008,495	\$2,975,646	\$12,984,141
<b>TOTAL</b>	<b>393,532</b>	<b>100.00%</b>	<b>\$26,816,430</b>	<b>\$7,196,285</b>	<b>\$34,012,715</b>

Apportionment of FY 2021/2022 PCTPA LTF Revenue Estimate Available to Claimant			
Jurisdiction	Revenue Apportionment	Planning Contribution <sup>(7)</sup>	Available to Claimant <sup>(8)</sup>
PLACER COUNTY	\$8,692,242	(\$347,690)	\$8,344,552
AUBURN	\$1,217,366	(\$48,695)	<del>\$1,168,672</del> <b>\$596,767</b>
COLFAX	\$192,120	(\$7,685)	\$184,435
LINCOLN	\$4,392,457	(\$175,698)	\$4,216,759
LOOMIS	\$605,112	(\$24,204)	\$580,907
ROCKLIN	\$5,929,277	(\$237,171)	\$5,692,106
ROSEVILLE	\$12,984,141	(\$519,366)	\$12,464,776
<b>TOTAL</b>	<b>\$34,012,715</b>	<b>(\$1,360,509)</b>	<del><b>\$32,652,206</b></del> <b>\$32,080,301</b>

**NOTES:**

- 1) FY 2020/2021 LTF balance based on August 10, 2021 Final LTF Fund Estimate provided by the Placer County Auditor.
- 2) Tahoe Regional Planning Agency receives funds proportional to its population within Placer County (see box below).
- 3) Apportioned per Section 7.1 PCTPA Rules & Bylaws for FY 2021/2022 Preliminary Overall Work Program and Budget, May 26, 2021.
- 4) Pedestrian and Bicycle Allocation is 2% of the remaining apportionment, per PCTPA Board direction.
- 5) Community Transit Service Article 4.5 allocation is up to 5% of the remaining apportionment, per PCTPA Board direction.  
FY 2021/2022 Article 4.5 allocation is set at 4.5%.
- 6) FY 2020/21 carryover apportionment (see next page) uses May 2020 DOF population estimates.
- 7) PCTPA receives 4% of apportionment for regional planning purposes and implementation of FAST-Act planning requirements.
- 8) Assumes 1% growth in revenue over FY 20/21.

January 1, 2021 DOF Population Estimates <sup>1</sup>		
TRPA Population <sup>2</sup>	11,462	2.83016539%
PCTPA Population	393,532	97.16983461%
<b>TOTAL</b>	<b>404,994</b>	<b>100.00000000%</b>

Sources:

1. Table E-1: City/County Population Estimates January 1, 2020 to January 1, 2021, DOF, May 1, 2021.
2. Western Slope and Tahoe Basin for Placer County as of January 1, 2021, DOF, May 15, 2021.

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY (PCTPA)**

**FINAL FINDINGS OF APPORTIONMENT FOR FY 2022/2023**

**LOCAL TRANSPORTATION FUND (LTF)**

August 2022

	FY 2021/2022 Estimated Fund Balance Subtotal <sup>(1)</sup>	FY 2022/2023 Revenue Subtotal	FY 2022/2023 Apportionment Total
<b>PLACER COUNTY LTF REVENUE ESTIMATE</b>	\$2,691,508	\$33,403,862	\$36,095,370
TRPA Revenue Estimate <sup>(2)</sup>	2.44923904%	\$818,141	\$818,141
TRPA LTF Fund Balance	\$166,238		\$166,238
<b>TRPA TOTAL</b>		\$818,141	\$984,379
County Auditor Administrative Costs		\$264	\$264
<b>BALANCE AVAILABLE FOR APPORTIONMENT BY TRPA</b>			\$984,115
PCTPA Revenue Estimate	97.55076096%	\$32,585,722	\$32,585,722
PCTPA LTF Fund Balance	\$2,525,270		\$2,525,270
<b>PCTPA TOTAL</b>		\$32,585,722	\$35,110,992
County Auditor Administrative Costs		\$8,736	\$8,736
PCTPA Administrative and Planning Costs <sup>(3)</sup>		\$475,000	\$475,000
Pedestrian and Bicycle Allocation <sup>(4)</sup>	\$50,505	\$642,039.71	\$692,545
Community Transit Service Article 4.5 Allocation <sup>(5)</sup>	\$111,364	\$1,415,698	\$1,527,062
<b>BALANCE AVAILABLE FOR APPORTIONMENT BY PCTPA</b>	\$2,363,400	\$30,044,248	\$32,407,648

Apportionment of FY 2022/2023 PCTPA LTF Revenue Estimate by Jurisdiction					
Jurisdiction	Population January 1, 2022	Percent (%)	FY 2022/2023 Allocation Subtotal	FY 2021/2022 Carryover Apportionment <sup>(6)</sup>	Revenue Apportionment
PLACER COUNTY	102,669	25.73112752%	\$7,730,724	\$619,485	\$8,350,209
AUBURN	13,608	3.41046648%	\$1,024,649	\$86,679	\$1,111,328
COLFAX	2,042	0.51177047%	\$153,758	\$13,044	\$166,802
LINCOLN	51,252	12.84488743%	\$3,859,150	\$298,022	\$4,157,172
LOOMIS	6,739	1.68894280%	\$507,430	\$40,886	\$548,316
ROCKLIN	71,663	17.96033654%	\$5,396,048	\$423,209	\$5,819,257
ROSEVILLE	151,034	37.85246875%	\$11,372,490	\$882,074	\$12,254,564
<b>TOTAL</b>	<b>399,007</b>	<b>100.00%</b>	<b>\$30,044,248</b>	<b>\$2,363,400</b>	<b>\$32,407,648</b>

Apportionment of FY 2022/2023 PCTPA LTF Revenue Estimate Available to Claimant			
Jurisdiction	Revenue Apportionment	Planning Contribution <sup>(7)</sup>	Available to Claimant <sup>(8)</sup>
PLACER COUNTY	\$8,350,209	(\$334,008)	\$8,016,200
AUBURN	\$1,111,328	(\$44,453)	<del>\$1,066,875</del> <b>\$1,638,780</b>
COLFAX	\$166,802	(\$6,672)	\$160,130
LINCOLN	\$4,157,172	(\$166,287)	\$3,990,885
LOOMIS	\$548,316	(\$21,933)	\$526,384
ROCKLIN	\$5,819,257	(\$232,770)	\$5,586,487
ROSEVILLE	\$12,254,564	(\$490,183)	\$11,764,381
<b>TOTAL</b>	<b>\$32,407,648</b>	<b>(\$1,296,306)</b>	<del><b>\$31,111,342</b></del> <b>\$31,683,247</b>

**NOTES:**

- FY 2021/22 LTF balance based on August 4, 2022 Final LTF Fund Estimate provided by the Placer County Auditor.  
LTF balance has been adjusted for claims owed to jurisdictions and online sales tax adjustment per HDL to occur during FY 2022/23.
- Tahoe Regional Planning Agency receives funds proportional to its population within Placer County (see box below).
- Apportioned per Section 7.1 PCTPA Rules & Bylaws for FY 2022/23 Final Overall Work Program and Budget, May 25, 2022.
- Pedestrian and Bicycle Allocation is 2% of the remaining apportionment, per PCTPA Board direction.
- Community Transit Service Article 4.5 allocation is up to 5% of the remaining apportionment, per PCTPA Board direction.  
FY 2022/23 Article 4.5 allocation is set at 4.5%.
- FY 2021/22 carryover apportionment (see next page) uses May 2021 DOF population estimates.
- PCTPA receives 4% of apportionment for regional planning purposes and implementation of federal planning requirements.
- Assumes 0.1% growth in revenue over FY 2022/23 per HDL recommendation.

January 1, 2022 DOF Population Estimates <sup>1</sup>		
TRPA Population <sup>2</sup>	10,018	2.44923904%
PCTPA Population	399,007	97.55076096%
<b>TOTAL</b>	<b>409,025</b>	<b>100.00000000%</b>

Sources:

- Table E-1: City/County Population Estimates January 1, 2021 to January 1, 2022, DOF, released May 2, 2022.
- Western Slope and Tahoe Basin for Placer County as of January 1, 2022, DOF, June 15, 2021.

**TO: PCTPA Board of Directors**

**DATE: August 23, 2023**

**FROM: Cory Peterson, Senior Transportation Planner  
Solvi Sabol, Planning Administrator**

**SUBJECT: PRESENTATION: PCTPA WEBSITE UPDATE**

**ACTION REQUESTED**

None. For information only.

**BACKGROUND**

Placer County Transportation Planning Agency (PCTPA) has maintained a website, pctpa.net, for many years with the latest iterations of the website supported by WordPress. As PCTPA has evolved and encompassed other ancillary agencies, including South Placer Regional Transportation Authority (SPRTA), Western Placer Consolidated Transportation Services Agency (WPCTSA), and the Airport Land Use Commission (ALUC), an outside vendor has been needed to redesign the website. The current iteration of the website with WordPress has existed since the early 2000's and needs an update. Updates and postings to the existing website proved to be time-consuming and cumbersome.

**DISCUSSION**

In March of 2023, staff sought out website design services specifically geared toward government agencies. Important criteria for establishing a new website were:

1. Compliance: Ability to ensure the new website kept us compliant with state and federal guidelines, and specifically the Brown Act;
2. Accessibility & Security: The website needed to be ADA compliant and also have the ability to translate languages to assure that our Title VI standards were met and those with limited English proficiency were able to access the information on the website;
3. Transparency: The public, partner agencies, Board Members, and other interested parties should be easily able to find the information quickly and efficiently.
4. Ease & Control: Staff members wanted to confidently post an agenda and upload images and documents;
5. Training & Support: Staff wanted to be properly trained and access support if needed.

PCTPA received four proposals which included design and setup as well as annual fees. Proposals ranged from \$1,250 for setup/design plus \$4,260 in annual fees to \$31,953 for setup/design plus \$13,654 in annual fees. Proposers were uniquely geared to local municipalities that have a wide range of departments such as fire / police, transit, and sewer. PCTPA is somewhat unique as it specializes in transportation specifically and also has ancillary agencies (SPRTA, WPCTSA, and ALUC), and the agencies' needs fall more within a special district category.

**PCTPA Board of Directors**  
**PRESENTATION: PCTPA Website Update**  
**August 23, 2023**  
**Page 2**

Proposals were evaluated and ranked and the website agency that best served our needs was Streamline, which came in at \$1,250 for an initial setup/design and an annual fee of \$4,260. Streamline specializes in special districts and comes highly recommended from the El Dorado County Transportation Commission (EDCTC). These costs were budgeted in FY 2022/23 Overall Work Program and Budget (OWP) and ongoing annual costs are accounted for in the FY 2023/24 OWP.

Over the past several months, PCTPA staff has been working with Streamline on creating the new pctpa.net website and staff will be providing the Board with a brief overview of its features.

CP:SS:rc;mbc

**TO: PCTPA Board of Directors**

**DATE: August 23, 2023**

**FROM: Cory Peterson, Senior Transportation Planner  
Mike Costa, Senior Transportation Planner**

**SUBJECT: PRESENTATION: PCTPA EQUITY PLANNING STUDY**

**ACTION REQUESTED**

None. For information and discussion only.

**BACKGROUND**

Considering equity in transportation planning and project investment has become an important national, statewide, and regional topic over the last few years. Competitive funding programs at all these levels have begun incorporating equity metrics into their evaluation criteria for determining project funding awards. In the greater, six-county Sacramento region, the Sacramento Area Council of Governments (SACOG) has led robust planning and public engagement efforts to define and promote equity in its programs and funding opportunities through the implementation of its Race Equity Action Plan and Race Equity & Inclusion Working Group. To complement these efforts, Placer County Transportation Planning Agency (PCTPA) staff recognize the importance of understanding what equity means for Placer County and how it can be considered as one of many lenses for planning, funding, and implementing the region's transportation network, projects, and programs.

**DISCUSSION**

With the help of PCTPA's on-call communications consulting team, DKS Associates (DKS), staff has begun preparing an equity study to help guide the agency's transportation planning and program funding efforts moving forward. Specifically, the equity study is anticipated to result in the following actions:

- Identify transportation burdens and barriers specific to the PCTPA planning and service area,
- Bring equity into one of the many lenses used by PCTPA for project planning and permitting processes,
- Establish targets to measure transportation equity in Placer County,
- Update equity related policies in the PCTPA Regional Transportation Plan (RTP), and
- Use an established equity study and RTP policies to leverage discretionary funding opportunities for the Placer region.

Completing these actions will involve identifying and collaborating with key disadvantaged and/or other underserved populations to understand their respective transportation needs and concerns. Additionally, an equity index guidance document will be created to help with evaluating the Placer region's transportation projects and programs that some populations may be unable to access and/or fully benefit from. Staff will use quantitative data and other well-established demographic

**PCTPA Board of Directors**  
**PRESENTATION: PCTPA Equity Planning Study**  
**August 23, 2023**  
**Page 2**

data tools to assist with implementing the equity study's actions and support the project's overall planning efforts.

Staff currently anticipates conducting a series of stakeholder outreach and focus groups over the next couple of months, then bringing back preliminary equity information and data to the PCTPA Board of Directors in October for discussion. Draft policies and recommendations for the RTP and an updated Public Participation Plan are further anticipated to be brought to the Board in December for review and consideration. Should you have any questions and/or concerns regarding the equity study, please contact Mike Costa, Senior Transportation Planner, at [mcosta@pctpa.net](mailto:mcosta@pctpa.net) or Cory Peterson, Senior Transportation Planner, at [cpeterson@pctpa.net](mailto:cpeterson@pctpa.net).

MC:CP:rc:mbc

**TO: PCTPA Board of Directors**

**DATE: August 23, 2023**

**FROM: Cory Peterson, Senior Transportation Planner  
Mike Costa, Senior Transportation Planner**

**SUBJECT: STATUS REPORT**

**RTP 2050 2<sup>nd</sup> Round Outreach**

Every five years, PCTPA updates its Regional Transportation Plan (RTP) to convey the policy direction, projects, and funding recommendations to meet the needs of Placer County's transportation system. The previous update was adopted by the Board in 2019, and had a horizon year of 2040. The new update will extend the plan until 2050. It will be completed as a parallel effort to SACOG's Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS), known as the 2025 Blueprint, planning efforts.

Public involvement is critical to the success of the RTP. Regional Transportation Planning Agencies (RTPAs) are required to implement a public involvement process, including opportunities for private and public operators of transit and freight, tribal governments, local cities and communities, the general public, and other interested/affected stakeholders. The RTP will also include an effort to reach out to and solicit feedback from underserved and/or disadvantaged communities within Placer County.

PCTPA conducted the first round of public outreach for the RTP in October through December 2022. During this engagement period, staff attended numerous pop-up events throughout Placer County, conducted three public workshops (two virtual and one in-person) and hosted an online survey that was responded to by over 1,100 people. The outreach's objective was to broadly assess the public regarding their transportation investment priorities. A summary of this outreach and its results were presented to the PCTPA Board on March 22, 2023.

A second round of public outreach, including a new survey, is planned to begin in September 2023, and will focus on prioritizing specific regional projects for the RTP. Projects identified in the survey consist of various modes, including roadway, transit, and bicycle/pedestrian projects. PCTPA staff also plans to attend various local pop-up events in each of Placer's jurisdictions to share information about this survey effort and project information with the public. The tentative schedule for these events is as follows:

- Auburn: Old Town Farmers Market (October 14, 2023)
- Colfax: Railroad Days (September 17, 2023)
- Lincoln: Taste of Lincoln Showcase (September 23, 2023)
- Loomis: Eggplant Festival (October 7, 2023)
- Rocklin: Hot Chili Cool Cars (September 16, 2023)
- Roseville: Family Fest (September 30, 2023)
- Roseville: Placer Valley Tourism Expo (October 6, 2023)



**PCTPA Board of Directors**  
**Status Report**  
**August 23, 2023**  
**Page 2**

- Unincorporated – West Slope: Sheridan Pop-Up Market (Tentative) (to be determined)
- Unincorporated – Resort Triangle: Made in Tahoe Festival (Tentative) (October 8, 2023)

In addition to these pop-up event, PCTPA staff will host two virtual workshops (October 18<sup>th</sup> and 19<sup>th</sup>), and one in-person workshop at PCTPA’s offices in Auburn (October 17<sup>th</sup>). We are also presenting at each City/Town Council (with the exception of Roseville, where we will attend their Transportation Commission) throughout the months of August and September 2023.

**RTP 2050 Timeline Extension & Interim RTP**

In accordance with state law, PCTPA updates its RTP every five years. The previous update (known as RTP 2040) was adopted in 2019. PCTPA’s next update (known as RTP 2050) must be adopted by the end of 2024. Concurrently, SACOG is updating its regional Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS), known as the 2025 Blueprint.

PCTPA’s and SACOG’s planning processes for these long-range transportation planning documents are intrinsically tied together. Per a Memorandum of Understanding (MOU) with SACOG as the federal Metropolitan Planning Organization (MPO) for Placer County, PCTPA relies on SACOG for many core components of its RTP, including demographic and financial forecasting, air quality modeling, and financially constrained transportation project lists that must align exactly with each other. SACOG is extending their 2025 Blueprint update timeline to adopt the final plan by the end of 2025, which allows more time for community engagement and aligns the 2025 Blueprint with both the Bay Area’s and San Joaquin Council of Governments’ MTP/SCS updates. As such, PCTPA must adjust the RTP 2050 update timeline to also adopt by the end of 2025. By doing so, SACOG, PCTPA, and El Dorado County Transportation Commission (EDCTC) will all be on the same RTP update schedule where each agency’s RTP will be adopted in the same year after 2025.

As part of the timeline extension, SACOG is currently preparing an interim MTP/SCS update that will allow them to extend their full 2025 Blueprint adoption schedule while remaining within air quality conformity guidelines. This is expected to occur in fall 2023. During the process of requesting a timeline extension from Caltrans for PCTPA’s RTP, staff learned that PCTPA also needs to adopt a similar interim RTP. This will include minimal changes to the document itself and allow PCTPA to remain in compliance with state law and do a full 2025 RTP adoption by the end of 2025. Staff anticipates this interim update will occur in early 2024.

Staff will continue to update the Board as more information becomes available regarding this matter.

**FY 2024/25 Unmet Transit Needs Assessment and Comprehensive Operational Analysis / Short-range Transit Plan Outreach/Engagement Process**

PCTPA will begin the annual Unmet Transit Needs (UTN) Assessment outreach process on September 5, 2023. This year’s outreach/engagement process will involve the availability of an online survey (available in English, Spanish, and Tagalog), informational e-mails sent to various public and partnering agencies regarding the UTN process and survey availability, and social media posts to solicit stakeholder engagement through the available survey. Additionally, PCTPA staff plans to visit each member jurisdiction during August through October to conduct in-person

**PCTPA Board of Directors  
 Status Report  
 August 23, 2023  
 Page 3**

UTN presentations and/or make information available about the process and where members of the public can provide their input regarding transit needs (through the survey).

Concurrent with this year’s UTN Assessment process, staff has begun planning efforts for the Comprehensive Operational Analysis (COA) and Short-range Transit Plan (SRTP) project, which started in July 2023. The COA/SRTP project implements additional transit outreach and public engagement activities, including the administration of an onboard transit survey (on Placer County Transit and Auburn Transit buses/services) and focus group meetings with various stakeholders throughout the region. This process will also be soliciting public feedback on public transit systems and services provided in Placer County alongside the UTN Assessment survey. Staff will coordinate both the UTN and COA/SRTP outreach and engagement activities to avoid duplication of efforts and reduce confusion and/or fatigue.

The schedule, below, provides a timeline for this year’s UTN Assessment process, concurrent with the COA/SRTP outreach/planning efforts occurring in September and October. The UTN Assessment process is anticipated to be completed in February 2024, with a draft report and staff recommendation regarding whether there are any unmet transit needs that are reasonable to meet for the Board’s review/determination. The COA/SRTP planning process and additional public engagement will continue through Spring 2025, which is when the project will be completed. Starting September 5<sup>th</sup>, public comments regarding unmet transit needs can be provided through PCTPA’s unmet transit needs survey (which will be available online at <https://www.pctpa.net/unmet-transit-needs>), via e-mail to [mcosta@pctpa.net](mailto:mcosta@pctpa.net), or by calling Mike Costa at (530) 823-4029. Comments will be accepted from September 5<sup>th</sup> through October 31<sup>st</sup>, 2023.

**Schedule for FY 2024/25 Unmet Transit Needs Assessment Process and Concurrent COA/SRTP Outreach/Engagement Efforts**

<b>DATE</b>	<b>TASK</b>
<b>July 2023</b>	Project kick-off for COA/SRTP planning efforts
<b>August 2023</b>	Present UTN schedule to TOWG and PCTPA Board (information item only)
<b>September 2023</b>	5 <sup>th</sup> – UTN/COA survey made available at <a href="https://www.pctpa.net/unmet-transit-needs">https://www.pctpa.net/unmet-transit-needs</a> and through various other media platforms and print materials
	Social media, stakeholder, and e-mail outreach
	Administer onboard transit surveys for COA planning efforts (starting in mid-September)
<b>October 2023</b>	Hold community stakeholder focus group meetings for COA project
	Continue social media, stakeholder, and e-mail outreach
	18 <sup>th</sup> - Unmet transit needs public hearing at PCTPA Board meeting
	31 <sup>st</sup> – UTN/COA survey closes

**PCTPA Board of Directors**  
**Status Report**  
**August 23, 2023**  
**Page 4**

DATE	TASK
<b>November 2023</b>	Evaluate unmet transit needs
	Meet with TOWG to discuss initial comments from UTN survey and onboard transit surveys (mid-November)
<b>December 2023</b>	Finalize evaluation of comments
	Preparation of draft UTN Assessment Report
	Meet with SSTAC/TOWG to discuss preliminary UTN findings (tentative)
<b>January 2024</b>	If unmet needs that are reasonable to meet, meeting with transit staff
	Present draft UTN Assessment Report and findings to SSTAC/TOWG
<b>February 2024</b>	Present draft UTN Assessment Report and findings to TAC
	28 <sup>th</sup> - Present draft UTN Assessment Report and findings to PCTPA Board

**Transit Ridership and WPCTSA Call Center Operations Quarterly Report**

The following tables summarize the current ridership for each of Placer County’s transit services, and the performance statistics for the South Placer Transit Information and Call Center. Staff will continue to provide this report quarterly to keep the Board apprised of ridership and operational performance trends for transit-related operations in Placer County.

Transit Operator	FY 2021		FY 2022					FY 2023					1-Year Change
	4th Quarter (Apr-Jun)	Total FY 2021	1st Quarter (Jul-Sep)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-Jun)	Total FY 2022	1st Quarter (Jul-Sep)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-Jun)	Total FY 2023	
<b>Auburn Transit</b>													
Total (all services)	4,089	14,277	3,777	3,705	6,224	7,791	21,497	7,342	6,793	7,141	7,335	28,611	33.1%
<b>Placer County Transit</b>													
Fixed Route	31,623	119,014	36,130	38,781	37,313	44,574	156,798	46,868	49,382	44,992	45,989	187,231	19.4%
Dial-A-Ride	3,717	15,706	4,133	4,667	4,103	4,458	17,361	4,827	4,858	6,118	5,499	21,302	22.7%
Vanpool	1,302	4,784	1,066	895	630	636	3,227	686	466	456	476	2,084	-35.4%
Commuter	1,545	5,379	1,575	2,546	2,287	2,945	9,353	2,832	2,510	2,898	2,797	11,037	18.0%
Total (all services)	38,187	144,883	42,904	46,889	44,333	52,613	186,739	55,213	57,216	54,464	54,761	221,654	18.7%
<b>TART</b>													
Total (all services)	50,097	200,805	61,899	62,031	105,196	52,762	281,888	66,989	81,338	136,932	44,990	330,249	17.2%
<b>Roseville Transit</b>													
Fixed Route	26,885	98,865	22,703	26,004	26,294	28,034	103,035	29,773	27,049	25,889	29,259	111,970	8.7%
Dial-A-Ride	4,092	14,497	4,545	4,111	4,015	4,044	16,715	4,095	4,012	4,235	4,908	17,250	3.2%
Commuter	3,806	12,312	4,534	4,955	5,072	6,230	20,791	6,227	6,155	6,731	6,570	25,683	23.5%
Total (all services)	34,783	125,674	31,782	35,070	35,381	38,308	140,541	40,095	37,216	36,855	40,737	154,903	10.2%
<b>Western Placer CTSA</b>													
Placer Rides - Volunteer	739	2,697	545	721	737	1,641	3,644	1,171	1,209	1,253	1,418	5,051	38.6%
Placer Rides - Last Resort	751	2,828	63	53	214	315	645	247	211	193	349	1,000	55.0%
Total (all services)	1,490	5,525	608	774	951	1,956	4,289	1,418	1,420	1,446	1,767	6,051	41.1%
<b>Region-Wide</b>													
Total (all services)	128,646	491,164	140,970	148,469	192,085	153,430	634,954	171,057	183,983	236,838	149,590	741,468	16.8%

**PCTPA Board of Directors  
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Quarterly Call Center Statistics												
Call Summary Data	FY 2021		FY 2022					FY 2023				
	4th Quarter (Apr-Jun)	Total FY 2021	1st Quarter (Jul-Sep)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-Jun)	Total FY 2022	1st Quarter (Jul-Sep)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-Jun)	Total FY 2023
Calls Answered	8,534	33,072	7,649	7,559	7,444	8,778	31,430	8,765	8,275	8,712	8,422	34,174
% Calls Answered within 90 seconds	83%	83%	88%	83%	86%	84%	85%	80%	83%	76%	70%	77%
% Calls Answered within 3 minutes	91%	91%	93%	88%	93%	91%	91%	88%	91%	85%	81%	86%
% Calls Answered within 6 minutes	97%	98%	99%	91%	99%	98%	97%	97%	97%	99%	99%	98%
Calls Abandoned	973	3,432	631	634	794	911	2,970	1,144	980	1,437	1,755	5,316
Average Speed Calls Answered	0.62	0.56	0.37	0.29	0.44	0.48	0.39	0.73	0.65	1.08	1.31	0.94
Average Incoming Call Time	1.83	1.55	1.72	1.31	1.42	1.42	1.46	1.5	1.63	1.52	1.62	1.57
Calls Transferred Out	2,198	7,974	1,965	2,066	1,849	2,099	7,979	2,386	2,112	2,261	2,381	9,140

MC:CP:rc:mbc



**August 8, 2023**

**TO:** Matt Click, executive director, Placer County Transportation Planning Agency  
**FROM:** Cherri Spriggs, chief executive officer, Meraki Public Affairs  
Aldo Pineschi, chief executive officer, Pineschi Consulting  
**RE:** Funding Strategy Outreach Program July 2023 Activities

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Below please find a brief summary of Funding Strategy activities that took place in the month of July. Please let us know if you have any questions. Thank you!

**Account Management/ Strategic Communications Advice**

- Attended biweekly meetings;
- Monthly General Comms Alignment Meetings;
- Met with PCTPA Finance Director;
- Prepared monthly report of activities;
- Assisted with I80 Ribbon Cutting invite list;

**Collateral**

- Coordinated with the Creative Team on :30 spots;
- Coordinated with Creative Team on digital advertising around coffee events;

**Community Engagement & Outreach**

- Met with local and regional elected leaders;
- Met with local and regional stakeholders individually on next steps for Funding Strategy;
- Engaged various community groups;
- Participated in Celebrate America;
- Coordinated Roseville State of the City (August);
- Prepared for Mayor Joiner's Coffee (August);
- Prepared for Mayor Houdesheldt's Coffee (August);
- Prepared for Lincoln Airport Festival (August);
- Coordinated RocketTV creative with the Advertising Team;

**Planned Activities for August:**

- Weekly team meetings;
- Coordinating and planning additional partnership presentations, community meetings and events;
- Plan next stakeholder meeting;
- Prepare for September research;
- Prepare for Hot Chili Cool Cars;
- Prepare for Lincoln Showcase;
- Prepare for Sun City Roseville Events;
- Prepare for Placer Valley 2023;

**Fiscal Year 23/24 Budget: \$90,000**

**Monthly Retainer Fee: \$7,500 for 12 months**

**Remaining Budget: \$82,500**

# Smith, Watts & Hartmann, LLC.

Consulting and Governmental Relations



August 4, 2023

To: Matt Click, Executive Director, Placer County Transportation Planning Agency

From: Mark Watts, Smith, Watts & Hartmann

**Re: March 2023 State Advocacy Report**

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On behalf of Smith, Watts & Hartman (SWH) and Politico Group (PG) I am pleased to provide the following report to the Placer County Transportation Planning Agency (PCTPA) on state legislation, budget matters, and administrative activities of interest to PCTPA.

## LEGISLATIVE STATUS

The Legislature is on summer recess until Monday, August 14. Bills in either Appropriations committee have two weeks to move ahead or become ineligible until next year.

## STATE ADVOCACY

### **Small Cities – Balancing state allocations.**

A framework for addressing the relatively small allocations from SB 1 and prior local agency fuel tax revenues was developed and presented to management in mid-July. The paucity of revenue allocated results in delayed application of the available resources to meet the city maintenance and rehabilitation needs, not to speak of meeting mobility connections and non-motorized transportation projects. With the relatively small annual allocations available for smaller localities, major project needs require city management to assemble the revenue over time and watch the cost to deliver increase.

A concept was presented despite the fact that some policy makers have long been loath to make changes to these formulas that have stood the test of time, but this memo may provide solid suggestions that don't "rock the boat" but also achieve modest increases in smaller city resources.

## OTHER KEY LEGISLATION

**[SB 695 \(Gonzalez\)](#)** – Passed out of the Assembly Transportation Committee by unanimous vote. The bill is now resident to the Assembly Appropriations Committee.

*Status:* SB 695 must be approved by the Appropriations Committee by Friday, September 1.

# Smith, Watts & Hartmann, LLC.

Consulting and Governmental Relations



[AB 1335](#) (Zbur) - This bill is intended to make changes to the housing projections included in regional transportation plan/sustainable communities' strategies (RTP/SCS)s and adds additional reporting requirements for local governments.

*Status:* Senate Transportation; held over to 2024.

## **Governor Signs Budget, Trailer Bills, and Infrastructure Streamlining Package**

Following the June 26 announcement of a three-way deal on the 2023-24 state budget between Governor Gavin Newsom, former Assembly Speaker Anthony Rendon, and Senate President pro Tempore Toni Atkins, the Legislature quickly approved, AB 102 (Committee on Budget), which made changes to the previously approved Budget Act of 2023 (SB 101, Committee on Budget), as well as a series of 19 budget trailer bills.

The “Big Three” were able to reach agreement by removing acceleration of the controversial Delta tunnels project from the Governor’s infrastructure streamlining package and the Legislature subsequently approved five policy bills that include the majority of the Governor’s proposals, as well as Legislative proposals related to equity in infrastructure delivery.

Notably, the overall 2023-24 spending package provides funding to help avert transit agencies from toppling off a “fiscal cliff” attributed to flagging ridership and the exhaustion of federal aid related to the COVID-19 pandemic. Several provisions of SB 125, the transit funding trailer bill, have proven controversial, and we expect there may be opportunities to enact changes to the bill in future trailer bill clean-up later this summer.

## **Governor Appoints First Director of New Oil Watchdog**

Governor Gavin Newsom appointed Tai Milder as the first Director of the Division of Petroleum Market Oversight within the California Energy Commission (CEC) – the next step in the Governor’s effort to hold oil companies accountable following last year’s record gasoline price spikes. Milder has served as Counsel to the Assistant Attorney General for the Antitrust Division at the U.S. Department of Justice since 2022, where he also served as a Trial Attorney from 2009 to 2017 and again in 2021. Milder served as a Deputy Attorney General in the Antitrust Law Section at the California Department of Justice from 2019 to 2021. He was Counsel at Robins Kaplan LLP from 2017 to 2019. Milder served as a Special Assistant U.S. Attorney at the U.S. Department of Justice from 2014 to 2015. He earned a Juris Doctor degree from the University of California, Berkeley School of Law and a Bachelor of Arts degree in Political Science from the University of California, Berkeley.

## **Contact**

Mark Watts ([mark@whstrat.com](mailto:mark@whstrat.com) or (916) 813-1107)

Kiana Valentine ([kiana@politicogroup.com](mailto:kiana@politicogroup.com) or (916) 266-3892)



## DKS WORK SUMMARY MEMO

DATE: August 10, 2023

TO: Matt Click, Executive Director | PCTPA  
Solvi Sabol, Administrative Manager | PCTPA

FROM: Kendall Flint, Project Manager | DKS

SUBJECT: Work Summary

P#23049-001

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### WORK PERFORMED THROUGH JULY 31, 2023

DKS is pleased to provide this summary of work performed on behalf of PCTPA through July 31, 2023.

#### TASK ORDER 1: ON CALLL SUPPORT SERVICES

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- Attended staff workshop to review annual needs/plan.
- Completed update of the PCTPA media list.
- Updated of the PCTPA stakeholder database:
  - Local agencies/member agencies
  - Community based organizations
  - Faith based organizations
  - Advocacy groups
- Developed new social media policy for PCTPA.
- Updated PCTPA Public Participation Plan.<sup>1</sup>
- Attended monthly meetings with 3Fold to collaborate on upcoming outreach efforts.
- Completed initial development of PCTPA Brand Update.
- Developed and deployed social media posts on behalf of PCTPA.
- Attended collaboration meeting with Caltrans for I80 lanes event.
- Attended weekly coordination meeting with staff.

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<sup>1</sup> Draft Plan to be submitted for Board review following completion of PCTPA Equity Policy Plan



### **TASK ORDER 3: CTSA SUPPORT**

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DKS provided support services for CSTA as follows:

- Development of a South Placer Transit brand packaged (currently in committee review).
- Regular meetings with CSTA project manager.

### **TASK ORDER 4: REGIONAL TRANSPORTATION PLAN UPDATE SUPPORT**

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DKS provided support to PCPTA for its engagement efforts as part of the current RTP Update. Tasks completed include:

- Development of updated brand logo.
- Development of a Frequently Asked Questions/Fact Sheet (Bilingual)
- Development of Pull-Up Banners for community events.
- Development of bilingual hand-out Cards for community events.
- Regular meetings with staff to review project needs.

### **TASK ORDER 5: DEVELOPMENT OF EQUITY POLICY PLAN**

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DKS is preparing an Equity Policy Plan for Board Review later this fall. Tasks include:

- Preparation of an online equity tool to identify populations within the PCTPA service area with specific socio-economic challenges that may be addresses via transportation/multimodal policies and/or investments.
- Initial development of a series of focus groups to meet with representative of these populations.
- Review of current equity policy efforts underway by SACOG to ensure collaboration and consistency.



August 2, 2023

## Placer County Transportation Planning Agency Federal Update

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### Capitol Hill and Administration

Both the House and the Senate are on August recess. The Senate returns on September 5 and the House reconvenes on September 12. The legislative calendar is quite full, with 12 annual spending bills – including the Transportation Appropriations bill – and FAA reauthorization requiring passage or extension by September 30. A federal government shut down may occur as early as October 1 if Congress does not pass appropriations legislation or a continuing resolution providing temporary funding for federal agencies. A shutdown could impact federally funded construction projects and transit funding, and we are tracking this closely.

The House and Senate published lists of congressional earmarks included in the Transportation Appropriations legislation. The House list is [here](#) and the Senate list is [here](#). Both earmark lists are searchable by several factors including project name or Member/Senator last name. Funding for earmarked projects is not guaranteed; the legislation must be approved by Conference Committee and both bodies once again, and then be signed into law by the President.

The White House updated its “Open and Upcoming Infrastructure Funding Opportunities” webpage located [here](#). This webpage provides a good overview of many Bipartisan Infrastructure Law-funded programs but should not be viewed as comprehensive. We use this resource along with many other sources to ensure we have a complete picture of federal funding opportunities related to transportation and PCTPA projects, including discussions with key White House and agency officials and staff, daily reviews of the Federal Register and agency resources, and TFG grants tracking.

### PCTPA Federal Agenda

TFG worked with PCTPA staff to identify and prioritize the Agency’s capital projects and policy interests. We assisted PCTPA in organizing project information development for grant applications and earmark proposals and identifying information gaps. This process helps us assess project readiness and prepare for upcoming funding opportunities and related advocacy efforts on Capitol Hill and at federal agencies. Specifically, we are working with staff to develop the following project information:

- Budget (funds available / funds sought)
- Project status (e.g., whether project is included in TIP, status of preconstruction engineering and design, environmental review status, right-of-way status, construction readiness)
- Timeline

We are focusing on developing project information on the following projects:

Road Construction

- 80/65 Interchange Expansion
- Widen Highway 65
- Widen Baseline / Riego Road
- Widen Blue Oaks Blvd
- Widen Ferrari Ranch Road
- Rocklin Road Interchange
- Nelson Road Interchange
- Nicholas Road Interchange

Alternative / Active Transportation

- Increase Bicycle/Pedestrian Facilities

Transit

- Improve Public Transit Suitable for Suburban Community
- Capitol Corridor Third Rail

**Project Funding Opportunities – Grants Calendar & Appropriations (FY2025)**

There are two main funding opportunities TFG focuses on for PCTPA: (a) competitive grants administered by federal and state agencies, and (b) congressionally directed spending, also known as congressional earmarks.<sup>1</sup>

Competitive Grants. TFG will provide a calendar of open and upcoming grant opportunities tailored to PCTPA's project list. In addition to preparing to respond to Notices of Funding Opportunities ("NOFOs"), TFG will assist PCTPA in developing project awareness and political support in Congress and at the US Department of Transportation this fall.

Earmarks. TFG is coordinating with PCTPA staff to develop briefing materials for meetings with your congressional delegation and other relevant Members and committee staffers. While Congress currently working through the FY 2024 appropriations process, we are preparing now for possible earmark advocacy this fall in advance of the formal appropriations request process opening mid-winter for FY 2025.

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<sup>1</sup> The US Senate refers to earmarks as "Congressionally Directed Spending" or "CDS" while the House of Representatives nomenclature is "Community Project Funding" or "CPF." They are essentially the same thing with nearly identical processes and submittal timelines (winter/early spring).