



PLANNING & PROGRAMMING COMMITTEE
January 22, 1998

Los Angeles County
Metropolitan
Transportation
Authority

SUBJECT: PROPOSED REGIONAL TRANSPORTATION AGENCIES' COALITION (RTAC) MISSION, POLICIES AND PROCEDURES

ACTION: REVIEW AND COMMENT ON RTAC DRAFT MISSION, POLICIES AND PROCEDURES; SELECT ONE OF THE THREE VOTING SCENARIOS

RECOMMENDATION

- A. Approve RTAC Draft Mission, Policies and Procedures
- B. Select Voting Scenario A (see Attachment A)

ISSUE

In lieu of creating a formal joint powers authority (JPA), the RTAC Board has decided to formalize the organization by adopting Bylaws. RTAC is requesting member agency input on the draft mission, policies, and procedures language. In addition, the current member agencies have had difficulty reaching consensus on the voting member scenario that accomplishes the organizational goals. After member agency recommendations have been received, the Bylaws will be revised by the RTAC members and resubmitted to member agencies for final ratification.

POLICY IMPLICATIONS

MTA's participation in RTAC provides crucial access to the regional transportation and air quality policy development process. The RTAC Bylaws formalize the organization to provide a consensus-building forum for Southern California transportation and air quality issues and provide the opportunity for transportation agencies in the region to make formal, collective policy recommendations to the Southern California Association of Governments (SCAG) and to state and federal agencies. The adoption of Bylaws also clarifies the organization's goals and specifies the administration, work program authority, and fiduciary responsibility needed for an effective RTAC.

The composition of voting members will determine the level of elected official involvement in RTAC deliberations and may affect MTA and other CTCs' impact on regional transportation decisionmaking.

OPTIONS

1. Approval of RTAC Draft Mission, Policies, and Procedures
 - A. MTA may approve the Bylaws as drafted.
 - B. MTA may provide any recommended changes necessary to make the Bylaws acceptable for MTA.
 - C. MTA may reject the Bylaws concept and recommend either a more formal joint powers authority structure or recommend that the RTAC not be formalized any further than its current informal structure.
2. Voting Scenarios
 - A. MTA may choose Scenario A, giving only the CTCs and Imperial County a vote. Caltrans, SCAG, and Air Districts would be ex-officio members.
 - B. MTA may choose Scenario B, giving only the following member agencies a vote: CTCs, Imperial County, Caltrans, and SCAG. The Air Districts would be ex-officio. (This is the existing voting structure.)
 - C. MTA may choose Scenario C, giving all CTCs, Imperial County, SCAG, Caltrans and the Air Districts voting membership for all matters except SB 836 matters, which are voted on only by the CTCs and Imperial County.

FINANCIAL IMPACT

Compensation and expense reimbursement for RTAC members are at the discretion of each appointing member agency. Since the organization's inception, the administrative costs associated with chairing RTAC have been covered by the agency chairing the committee for the given calendar year. The Bylaws continue this fiscal arrangement. MTA is Chair during 1998.

BACKGROUND

RTAC provides member agencies with a forum to discuss legislative mandates of mutual interest as set forth in AB 1246, the state legislation which establishes county transportation commissions and required regional coordination. The original organizational purpose was expanded by SB 836, which requires RTAC to oversee implementation of the Regional Rideshare Program. Moreover, RTAC addresses issues of common interest in the areas of transportation, mobility, and air quality with the intent of facilitating identification, coordination, and resolution of issues affecting more than one of the member agencies. RTAC provides a unique role acting as a regional transportation/air quality coalition on transportation issues in regional, state, and federal forums.

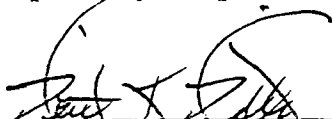
Since its inception in 1995, the RTAC has also identified and discussed the following matters as RTAC's on-going responsibility: SCAG's Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), SCAG's Overall Work Program (OWP), and Congestion Management Plans (CMPs).

Currently, RTAC is organized informally. The voting member agencies consist of one representative from each of the County Transportation Commissions (CTCs) in the SCAG region, Imperial County, SCAG, and Caltrans. The Air Districts are presently ex-officio member agencies. Jan Heidt is the 1998 RTAC Chairperson with staff support from MTA's Metro Systems Integration Unit of the Countywide Planning Department.

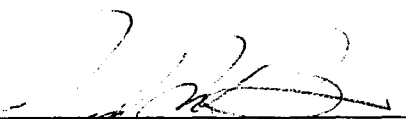
SCAG, Caltrans, and the Air Districts support voting member Scenario C. SCAG has recently amended its bylaws to allow CTCs as voting members of the SCAG Regional Council and has indicated that SCAG staff rather than elected officials would represent SCAG on RTAC if the RTAC Bylaws were adopted with SCAG as an ex-officio member. Some CTCs believe that the mandated AB 1246 coordination efforts can best be accomplished by limiting voting membership to the CTCs which were created pursuant to state law and wish for RTAC to maintain independence from Caltrans, SCAG and the Air Districts by limiting these organizations to ex-officio voting member status.

Voting Scenario A is the MTA staff-recommended choice. Scenario A gives the five CTCs in the region and Imperial County one vote each and designates the other member agencies (Caltrans, SCAG, and the Air Districts) as ex-officio.

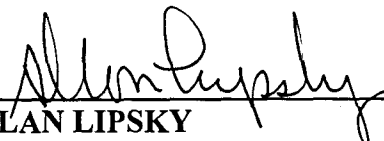
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Attachment(s)

A. Regional Transportation Agencies Coalition (RTAC) Draft Mission, Policies, and Procedures

Attachment A

RTAC Draft Mission and Policies and Procedures

Amended by Michelle Kirkhoff on November 25, 1997

I. CREATION OF THE RTAC

The committee, known as the Regional Transportation Agencies' Coalition (RTAC) is a free standing Committee, governed by the terms of these policies and procedures and any By-Laws passed and adopted by the RTAC.

II. MISSION STATEMENT

The mission of the RTAC is twofold:

1. To provide Member Agencies a forum to fulfill legislative mandates of mutual interest, such as but not limited to Public Utilities Code Sections 135008 and 135009 (hereinafter referred to as AB 1246) and Public Utilities Code Section 44243.5 (hereinafter referred to as SB 836), and
2. To address issues of common interest in the areas of transportation, mobility and air quality with the intent of facilitating identification, coordination and resolution of issues affecting more than one of the Member Agencies.

III. RESPONSIBILITIES

1. Fulfill the requirements of AB 1246 in an expanded forum that more appropriately reflects the current roles of Member Agencies having responsibilities for or mutual interest in meeting the mandates as set forth in the legislation.
2. Maintain a regular meeting format for member agencies to:
 - a. identify and address areas of mutual interest,
 - b. coordinate with members,
 - c. resolve areas of conflict,
 - d. develop consensus direction, and
 - e. advocate consensus positions.
3. Areas of mutual interest include, but are not limited to:
 - a. Regional Transportation Plan (RTP),
 - b. Regional Transportation Improvement Program (RTIP),
 - c. SCAG's Overall Work Program (OWP),
 - d. Regional rideshare programs,
 - e. Senate Bill 1402 Intercounty Bus Plan,
 - f. Federal Transit Administration Section 5310 Program (formerly known as Section 16),
 - g. Congestion Management System (CMS) and Congestion Management Program (CMP),
 - h. Air Quality Management Plan (AQMP),
 - i. goods movement,
 - j. Legislation,
 - k. Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and subsequent transportation legislation, and

- I. State Transportation Improvement Program (STIP).
4. Provide Member Agencies a forum for the county transportation commissions and air quality districts to coordinate their interests and efforts with Southern California Association of Governments (SCAG) and Caltrans on relevant regional issues by making recommendations to SCAG's Transportation and Communications Committee and Regional Council and other agencies.
5. Coordinate and review inter-agency transportation and transportation related efforts of Member Agencies to assist SCAG in achieving conformity with the RTP throughout all phases of the regional planning process.
6. Fulfill the mandates of SB 836 to implement voluntary rideshare services and programs at employer work sites and ensure that all entities having responsibilities under the legislation proceed with implementation in a collective and coordinated manner.
7. Develop and oversee the implementation of the regional rideshare program by the responsible agencies, in each county, including the allocation of funding.
8. Develop and implement policies and procedures necessary for the RTAC and its Member Agencies to operate in an effective and efficient manner in the discharge of responsibilities; i.e., administration, accounting, legal, etc.
9. Assist Caltrans with the delivery of the STIP.

IV. MEMBERSHIP AND VOTING

NOTE: AT the November 21, 1997 RTAC meeting, the RTAC is forwarding to the Member Agencies for their consideration, the following Membership Scenarios: A, B (similar to existing voting structure), and C (Chairman Mikels scenario).

Voting Members

The RTAC shall be selected and composed of one member with voting power. Voting Members shall vote on all items on the basis of one vote per Member Agency.

Ex-Officio Membership

Where indicated, the RTAC shall also be selected and composed of one Ex-Officio, nonvoting member from each of the following agencies.

Additional Notes

Since Imperial County does not have a designated transportation commission, then Imperial County will have a representative on the RTAC, who represents transportation matters for the County.

Voting Scenarios

Amended by RTAC on November 21, 1997

	Scenario C*		
Scenario A	Scenario B	SB 836 Matters	All Other Matters
<u>Voting Agencies:</u>	<u>Voting Agencies:</u>	<u>Voting Agencies:</u>	<u>Voting Agencies:</u>
1. Imperial County	1. Caltrans	1. LACMTA	1. Caltrans
2. LACMTA	2. Imperial County	2. OCTA	2. Imperial County
3. OCTA	3. LACMTA	3. RCTC	3. LACMTA
4. RCTC	4. OCTA	4. SANBAG	4. MDAQMD
5. SANBAG	5. RCTC		5. OCTA
6. VCTC	6. SANBAG		6. RCTC
	7. SCAG		7. SANBAG
	8. VCTC		8. SCAG
			9. SCAQMD
			10. SEAQMD
			11. VCAPD
			12. VCTC
 <u>Ex-Officio:</u>	 <u>Ex-Officio:</u>	 <u>Ex-Officio:</u>	 <u>Ex-Officio:</u>
1. Caltrans	1. MDAQMD	1. SCAG	None
2. MDAQMD	2. SCAQMD	2. SCAQMD	
3. SCAQMD	3. SEAQMD		
4. SEAQMD	4. VCAPD		
5. SCAG			
6. VCAPD			

* Under Scenario C, the agenda will be divided into two sections: one section dealing with all SB 836 matters (funding allocation, contract/fund administration, review/approval of reports/invoices) and the second section dealing with AB 1246 matters (including, but not limited to all other transportation, air quality and regional rideshare issues/funding).

Voting Scenarios
Amended by RTAC on November 21, 1997
Pros and Cons of Each Scenario

Note: A con to each of the scenarios where there are ex-officio members, is that the member agencies who do not have a vote may not send an elected official representing the agency to the RTAC, and may instead send staff to the meetings, therefore not participating as fully as if they had a voting seat.

Scenario A- CTCs Vote Only	Scenario B - As Is	Scenario C - Two Agenda Sections
<p>Pros The entire region is represented on issues; no duplication based on geography</p> <p>CTCs are the primary benefactors of the RTAC and this structure represents this concern</p>	<p>Pros No change in voting structure</p> <p>Caltrans and SCAG are involved in key decisions</p>	<p>Pros Only agencies involved in the issues will vote on the agenda item at hand</p> <p>Since SB 836 involves funding and legislation, only those entities involved will vote - since SCAG and SCAQMD have to report to legislature on the effectiveness, then they are ex-officio</p>
<p>Cons Some issues directly impact and involve the air districts, SCAG and Caltrans and they should be a full voting member</p>	<p>Cons Air districts do not have a vote and may not become that involved on issues as ex-officio</p>	<p>Cons More complicated to divide the agenda into two sections - the agencies not involved in the SB 836 section may lose interest during the meeting</p> <p>Some believe not all the agencies should be voting on all other matters; agenda may need to be divided further</p>

V. MEMBERSHIP POLICIES

1. All appointments for voting members and their alternates, and Ex-Officio members and their alternates, shall be made by the respective appointing authority.
2. All voting members and alternates, shall be either an elected official from the jurisdiction of the voting agency or authority, a voting member of the county transportation commission, or their designee provided the designee has a formal reporting relationship to their governing authority.
3. When acting in the absence of the voting representative, the alternate must be designated to vote for the agency he/she represents.
4. The authorized appointing authority may appoint, reappoint or fill a vacancy by giving notice in writing to the RTAC Chairperson.
5. With the exception of Ex-Officio Members, no representative shall serve on both the RTAC and the RTAC-TAC.
6. Other public agency members may be designated as Ex-Officio, non-voting representatives by the RTAC voting Members.
7. Caltrans' voting member and alternate shall be the Director of Transportation or his/her designee.

VI. OFFICERS

1. Annually, on or before the December RTAC meeting, the RTAC shall elect a Chairperson and a Vice-Chairperson by majority vote of the voting RTAC members.
2. In the absence or inability of the Chairperson to act, the Vice-Chairperson shall act as Chairperson.
3. The Chairperson (or in his/her absence the Vice-Chairperson) shall preside at and conduct all meetings of the RTAC.
4. The RTAC Chairperson must be a voting member of the RTAC and can serve for as many terms as election results allow.
5. The terms of the Chairperson and Vice-Chairperson term will be from the January meeting, through the December meeting of the same calendar year.
6. In the event the Chairperson or Vice-Chairperson so elected ceases to be a member of the RTAC, the resulting vacancy shall be filled by the Member Agency's alternate to that position, and shall occur at the next meeting of the RTAC held after each vacancy occurs.

VII. RTAC-TAC MEMBERSHIP

The RTAC's Technical Advisory Committee (RTAC-TAC) shall be comprised of membership as approved by the RTAC, with one representative appointed by each of the same Voting and Ex-Officio members described in Section IV.

VIII. RTAC-TAC MEMBERSHIP POLICIES

1. RTAC-TAC members shall be designated by the RTAC voting and ex-officio member agencies from their staff.

2. All appointments for RTAC-TAC members for voting and ex-officio Member Agencies shall be made by the respective appointing authority.
3. The RTAC-TAC Chairperson shall keep a roster of all RTAC-TAC members.
4. Recognizing that several Member Agency staff may attend the RTAC-TAC meetings on a regular basis, only one vote is allowed per Member Agency.

IX. RTAC-TAC OFFICERS

1. In December of each year, the RTAC-TAC shall recognize the next Chairperson and Vice-Chairperson of the TAC, who shall be staff from Member Agency of the newly elected Chairperson and Vice-Chairperson.
2. The term will run from the January meeting, through the December meeting of the same calendar year.

X. AUTHORITY

As may be necessary to accomplish the RTAC mission, the RTAC shall have the authority to undertake the following:

A. Administration

1. Establish a Technical Advisory Committee (TAC) as an advisory committee to assist in developing presentations/items as requested by the RTAC, developing workprograms, RFPs, technical evaluations, agreements and any other work assigned by the RTAC.
2. Contingent upon a decision on policy determination on administration, RTAC may employ, contract with a Program Administrator, or accept the services of a member agency as Program Administrator.

B. Workprograms

1. Establish and adopt a workprogram for all responsible programs and authorize contractual arrangements as deemed necessary.
2. Adopt legislative positions, policies and procedures, as necessary, for the performance of its responsibilities. These shall include, but not be limited to, the development of RFPs, guidelines for workprograms and selection criteria.
3. Perform any other duties it deems necessary to monitor and advocate for responsible programs, communicate these efforts to the relevant Federal, State, regional and local agencies and legislative bodies, and publicize its successes.

C. Fiduciary Responsibilities

Select on a calendar year basis, a member agency or agencies, which act as the Fund/Contract Administrator(s), for the program's dues (if any), SB 836 funds and any other programs/funding that require fiduciary administration. These entity(s) will be responsible for delegation of the following: ***(Hold for further development***

based upon policy action on the final voting makeup of the RTAC).

XI. ROLES OF MEMBER AGENCIES

While the RTAC will oversee the implementation of the actions described within these Policies and Procedures, the support of the Member Agencies is required. These roles will include the following:

1. As needed, staff support shall be provided by the Member Agencies to assist in related studies, projects and policy development, legal counsel, and to obtain necessary Member Agency approvals.
2. Policy support shall be provided by Member Agencies to either approve, or respond quickly to, any recommendations made as to administrative or financial support, the annual work program, and other policy areas.
3. As specified in Section X.C of these Policies and Procedures, one or more Member Agency(s) shall be designated by the RTAC to provide Fund/Contract Administrative duties.
4. To assure that the RTAC's actions are implemented quickly and efficiently, a Program Administrator may be selected by the Member Agencies and funded by negotiated contributions of members.

XII. REIMBURSEMENT OF EXPENSES

Compensation and/or expense reimbursement for the RTAC Voting and Ex-Officio members shall be the responsibility and at the discretion of each appointing Member Agencies.

XIII. OPERATIONAL POLICIES AND PROCEDURES

1. The RTAC shall convene at least six regular meetings each year. Such further meetings may be conducted as reasonable, depending upon the issues at hand.
2. The dates, times, and location of such meetings will be determined by the Chairperson, at the first meeting conducted in each calendar year.
3. A majority of the voting members of the RTAC shall constitute a quorum, and all action at a meeting shall require the affirmative vote of a majority of the voting members.
4. At any regular meeting not held for lack of a quorum, the members present, if less than a quorum, may constitute themselves as a "Committee of the Whole," for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee shall automatically cease if a quorum is reached.
5. The Chairperson may designate standing and ad hoc committees subject to the concurrence of the RTAC members. The Chair shall make appointments to all committees.
6. All agenda items shall be submitted by RTAC or RTAC-TAC Member Agencies, in writing, to the Program Administrator at least ten days prior to

- the next scheduled meeting, with a written copy to the RTAC-TAC Chair.
7. The Program Administrator shall cause minutes of regular, adjourned regular and special meetings, to be kept, and shall, after each meeting, cause a copy of the minutes to be forwarded to each member of the RTAC and to be ultimately approved by the RTAC.
 8. All meetings of the RTAC, including without limitation, regularly adjourned, regular and special meetings, shall be called, noticed, held, conducted and public comments allowed, in accordance with the Ralph M. Brown Act. Public comments shall be limited by the discretion of the Chairperson.
 9. Rules and procedures shall be at the discretion of the Chairperson and consistent with both state and federal laws.
 10. The RTAC at any time, may establish, revoke or modify any or all of the authority of such policy and technical committees, taskforces, or project terms as it deems desirable to assist the RTAC in implementing its mission.
 11. The RTAC may adopt additional policies and procedures pertaining to the conduct of committee meetings to the extent that such policies and procedures are consistent with these Policies and Procedures and any By-Laws subsequently adopted by the RTAC.
 12. The office of the RTAC shall be located at the offices of the Program Administrator. Should the Program Administrator be a firm/entity that is not a member agency, then the offices shall include a separate phone line, fax line and E-mail capabilities.
 13. The RTAC may adopt from time to time By-Laws as may be required for the conduct of its meetings and the orderly operation of the RTAC and its TAC.