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# 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, April 24, 2024  
9:00 a.m.**

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

**Simultaneous Teleconference Location  
140 Pleasant Street, Colfax, CA**

**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 2260 Douglas Blvd., Suite 130, Roseville, and will be made available to the public on the Agency website.

**Webinar access:** <https://placer-ca-gov.zoom.us/j/97538414348>

**You can also dial in using your phone:** +1 669 900 6833

**Webinar ID:** 975 3841 4348

**A. Flag Salute**

**B. Roll Call**

**C. Agenda Review**

*Matt Click, Executive Director*

**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**  
**April 24, 2024**  
**Page 2**

- D. AB 2449** **Action**  
*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)).
- E. Approval of Minutes: March 27, 2024** **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** **Action**  
Pg. 5  
These items are expected to be routine and noncontroversial. They will be acted upon by the Board with one action, without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion.
1. FY 2023/24 Low Carbon Transit Operations Program (LCTOP) Fund Allocation Estimate: \$960,991 Pg. 7
  2. Letter of Task Agreement for Fiscal and Compliance Audit Services for FY 2023/24: Richardson & Company, LLP - \$72,800 Pg. 10
- H. Consent Calendar: Western Placer Consolidated Transportation Services Agency** **Action**  
Pg. 22  
These items are expected to be routine and noncontroversial. They will be acted upon by the Board with one action, without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion.
1. FY 2023/24 WPCTSA Budget Amendment #2 Pg. 24
  2. Extension of Time and Cost for WPCTSA’s On-Call Consulting Contract with Tranova Pg. 25
  3. Letter of Task Agreement for Fiscal Audit Services for FY 2023/24: Richardson & Company, LLP - \$6,300 Pg. 29
- I. Placer County Local Transportation Authority Transportation Improvement Plan and Retail Transactions and Use Tax Ordinance South Placer County District** **Action**  
Pg. 39  
*Matt Click, Executive Director*  
  - Introduce Ordinance No. 24-01 Placer County Local Transportation Authority Transportation Improvement Plan and Retail Transactions and Use Tax

**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  
 April 24, 2024  
 Page 3**

Ordinance South Placer County District (Attachment 1) and waive oral reading of the full ordinance.

- Direct the Executive Director to prepare and cause to be published a summary of Ordinance 24-01 and bring the Ordinance back to the Authority for final approval at the May 22, 2024 Authority Board meeting.

**J. PUBLIC HEARING: Draft Placer County 2044 Regional Transportation Plan** **Action**  
*Mike Costa, Principal Transportation Planner* **Pg. 62**

- Conduct a public hearing to solicit comments and obtain public testimony of the draft 2044 RTP. .

**K. Executive Director’s Report** **Info**

**L. Board Direction to Staff**

**M. Informational Items** **Info**

1. Technical Advisory Committee (TAC) Minutes – April 9, 2024 **Pg. 65**
2. Status Reports
  - a. Smith, Watts, & Harman-Politico – March 2024 **Pg. 67**
  - b. The Ferguson Group (TFG) – March 2024 **Pg. 70**
  - c. Meraki – March 2024 **Pg. 72**
  - d. Capitol Corridor Performance Report – February 2024 **Pg. 73**  
 Capitol Corridor Performance – Year to Date
  - e. DKS – March 2024 **Pg. 86**
3. PCTPA Receipts and Expenditures – March 2024 **Separate Cover**

***Next Meeting: May 22, 2024***

<b>Board of Directors Meetings – 2024</b>	
Wednesday, January 24	Wednesday, July 24
Wednesday February 28	Wednesday, August 28
Wednesday, March 27	Wednesday, September 25
Wednesday, April 24	Wednesday, October 23
Wednesday, May 22	Wednesday, December 4
Wednesday, June 26	

*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. People 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

**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)**

**March 27, 2024 - 9:00 a.m.  
Placer County Planning Commission Hearing Room  
3091 County Center Drive, Auburn, California**

### **ROLL CALL**

Sandy Amara  
Ken Broadway, Chair  
Trinity Burruss  
Amanda Cortez  
Jim Holmes  
Bruce Houdesheldt  
Paul Joiner  
Suzanne Jones  
Dan Wilkins

### **STAFF**

Rick Carter  
Matt Click  
Mike Costa  
Jodi LaCosse  
David Melko  
Cory Peterson  
Solvi Sabol  
**LEGAL COUNSEL**  
DeeAnne Gillick

Chair Broadway provided direction on the procedures for participating remotely. Staff reports and a video of this meeting are available at: <https://www.pctpa.net/pctpa-board-meetings>

### **AGENDA REVIEW**

There were no changes to the agenda as presented.

### **AB 2449**

Matt Click informed the Board that no action is necessary on this item.

### **APPROVAL OF ACTION MINUTES – January 24, 2024**

Upon motion by Holmes and second by Cortez, the January 24, 2024 action minutes were by the following roll call vote:

**AYES:** Broadway, Cortez, Holmes, Joiner, Jones  
**NOES/ABSTAIN:** Houdesheldt (Abstain)  
**ABSENT:** Amara, Burruss, Wilkins

### **PUBLIC COMMENT:**

No public comment was provided. Public comment was provided by Peter Eakland, Rocklin resident.

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

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

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

1. Interstate 80 Auxiliary Lanes Project: Dokken Engineering Construction Support Services Letter of Task Agreement #23-01 Amendment #2 - \$212,945.40
2. Amendment to the Town of Loomis' STBG Paving Project's Scope of Work for FFY 2026/27
3. Reprogramming STBG funding from the City of Rocklin's Citywide Roadway Resurfacing Project (\$2,335,000) and Whitney Ranch/University Ave Roundabout Project (\$1,216,854) to the new At-Grade Railroad Roadway and Pedestrian Improvements Project (\$3,551,854)
4. Reprogramming \$503,000 in CMAQ funding from the City of Rocklin's Whitney Ranch/University Ave. Roundabout Project to the I-80/Rocklin Rd. Interchange Improvements Project
5. FY 2023/24 City of Rocklin Claim for Local Transportation Funds (LTF) - \$4,940,006
6. FY 2023/24 City of Rocklin Claim for State Transit Assistance (STA) - \$328,599
7. FY 2023/24 City of Rocklin Claim for Local Transportation Funds (LTF) Bicycle and Pedestrian Funds - \$286,000

**FY 2023 OVERALL WORK PROGRAM AND BUDGET – AMENDMENT #3**

*Presentation provided by Jodi LaCosse, Fiscal Administrative Officer*

Upon motion by Holmes and second by Cortez, the Board adopt Resolution 24-08 approving Amendment #3 of the FY 2023/24 Overall Work Program (OWP) and Budget as provided and authorized the Executive Director to submit to Caltrans by the following roll call vote:

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

**PRELIMINARY DRAFT FY 2024/25 OVERALL WORK PROGRAM (OWP) AND BUDGET**

*Presentation provided by Jodi LaCosse, Fiscal Administrative Officer*

Upon motion by Holmes and second by Jones, the Board approved the preliminary draft of FY 2024/25 Overall Work Program (OWP) and Budget as provided by the following roll call vote:

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

**HIGHWAY 49 SIDEWALK GAP CLOSURE PROJECT UPDATE**

*Presentation provided by Rick Carter, Deputy Executive Director.*

Rick provided the Board with a status update on the Highway 49 Sidewalk Gap Closure Project. Specifically, he reported on the current status of the contract advertising process, bids received, and next steps. This item was for information only. No Board action required.

**WESTERN PLACER COMPREHENSIVE OPERATONAL ANALYSIS (COA) AND SHORT-RANGE TRANSIT PLAN (SRTP) PROJECT UPDATE**

*Presentation provided by Mike Costa, Principal Transportation Planner.*

Mike introduced the project consultant team represented by Genevieve Evans, LSC, and Eric Bird, WSP. Staff and the team provided the Board with an update on the COA and SRTP. This item was for information only. No Board action required.

## **REGIONAL TRANSPORTATION PLAN (RTP) 2050 ROUND 2 COMMUNITY OUTREACH SUMMARY**

*Presentation provided by Cory Peterson, Senior Transportation Planner.*

Cory provided the Board with an update on the results of community outreach efforts specific to transportation priorities and projects in Placer County. Community input will be incorporated into the RTP. This item was for information only. No Board action required.

## **TRAFFIC VOLUME UPDATE**

*Presentation provided by Cory Peterson, Senior Transportation Planner.*

Cory presented the Board with traffic volumes on SR 65 and Interstate 80 in South Placer County and SR 267 in the Tahoe area as compared to the last update which was provided in September 2024. This item was for information only. No Board action required.

## **EXECUTIVE DIRECTOR'S REPORT**

- CTC Road Usage Charge TAC – March 1<sup>st</sup>
  - ✓ Matt attended the CTC Road Usage Charge TAC meeting. We will continue to monitor as a non-voting member of CARTA.
- Colfax City Manager – March 11<sup>th</sup>
  - ✓ Matt and Rick met in person with the new Colfax City Manager, Ron Walker. They provided an overview of PCTPA, the organization's role in Placer County, and the agency functions.
- Placer County Association of Realtors (PCAR) Presentation – March 19<sup>th</sup>
  - ✓ Chair Broadway gave a great presentation to PCAR on the upcoming transportation funding measure.
- Countywide Active Transportation Planning (ATP) Project – March 20<sup>th</sup>
  - ✓ Cory kicked off the ATP on March 20<sup>th</sup> with the consultant team that includes Kittleson, Mark Thomas, and AIM Consulting.
  - ✓ In addition to the roadway network, we support and want to invest in our active transportation modes and developing a quantifiable project list that includes sidewalks and bikeways through this project.
- Tahoe Tour with Placer County Public Works Director – March 21<sup>st</sup>
  - ✓ Matt attended a tour of Tahoe with the new Public Works Director, Derek Gade. This was a good opportunity to become more informed on some of the transportation issues in the eastern portion of Placer County.
- Expenditure Plan Presentations
  - ✓ We are in the process of going to all six municipalities and the Board of Supervisors to present and get approval on the Expenditure Plan.
  - ✓ In April the Placer County Local Transportation Authority (PCLTA) will have the 1<sup>st</sup> Reading of the Transportation Improvement Plan and Retail Transactions and Use Tax Ordinance – South Placer County, pending required approval of the Expenditure Plan municipalities and Board of Supervisors.
- Cap-to-Cap, Washington DC
  - ✓ We are planning on doing a briefing with our federal advocacy consultant, TFG, at their offices on April 14<sup>th</sup>
  - ✓ In addition to transportation, TFG may provide a brief overview of broadband. There are potential federal infrastructure opportunities that we are beginning to explore.

## **DIRECTOR COMMENTS**

- Vice Chair Houdesheldt reported on SACOG's Active Transportation Plan. He also noted that public comments and a survey are open for the City of Roseville's 'Transportation 360'. Lastly the bus charging station project has broken ground at Westfield Galleria for Rapid Link.

- There was a Board discussion on the following:
  - ✓ Introductory / discovery phase of the road usage charge pilot program that we are monitoring.
  - ✓ Carpool lanes and the misuse of carpool lanes on I-80.

**ADJOURN:** The meeting adjourned at approximately 10:35 PM. A video of this meeting is available online at <https://www.pctpa.net/2024-03-27-pctpa-board-meeting>.

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Matt Click, Executive Director

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Ken Broadway, Chair

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Solvi Sabol, Clerk of the Board

ss:mbc

**TO: PCTPA Board of Directors**

**DATE: April 24, 2024**

**FROM: Matt Click, Executive Director**

**SUBJECT: CONSENT CALENDAR**

Below are the Consent Calendar items for the April 24, 2024, agenda for your review and action.

1. FY 2023/24 Low Carbon Transit Operations Program (LCTOP) Fund Allocation Estimate: \$960,991

Senate Bill 862 of 2014, created the LCTOP program to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility by implementing new or expanded transit services. The LCTOP program is funded through California's Greenhouse Gas Reduction Fund, with revenues fluctuating annually based on the auction of credits pursuant to the funding program. According to the State Controller's Office (SCO) Eligible Allocation for FY 2023/24, approximately \$206.3 million of LCTOP funding is available statewide, with \$960,991 available for Placer County. The attached fund allocation identifies the formula allocation of LCTOP funds to Placer's jurisdictions, and the following two projects proposed for funding with the FY 2023/24 LCTOP allocation, all administered by Placer County:

- Phase II Zero Emissions Bus Infrastructure Project (\$475,690 of LCTOP funds): Phase II of this project will be the purchase and installation of the charging infrastructure and all related charging needs to support the zero-emission bus fleet and services operated in the resort triangle areas of Placer County, which includes the Mainline, Hwy 89, and Hwy 267 routes for Tahoe Truckee Area Regional Transit (TART).
- Zero Emissions Bus Replacement Project (\$485,301 of LCTOP funds): The LCTOP funds will help the County of Placer to purchase two zero emissions buses to support Placer County Transit's zero emissions fleet conversion plan established in response to the California Air Resources Board's Innovative Clean Transit (ICT) rule. The LCTOP funds will be used with other federal, state, and local funding sources to purchase the vehicles.

All LCTOP allocation request applications to claim the FY 2023/24 funding are due to Caltrans on April 26, 2024, for a joint review with the California Air Resources Board. The approved applications will then be submitted to the SCO in June 2024. Staff recommends approval of the attached, Resolution No. 24-12 allocating the FY 2023/24 LCTOP funding for the two projects administered by Placer County, who will be the project sponsor for implementation and administration of the FY 2023/24 LCTOP funding allocation shown in the attachment. The TOWG and TAC concurred with the funding allocation distribution and projects at their March 26, 2024, and April 9, 2024, meetings, respectively.



**Board of Directors**  
**Consent Calendar**  
**April 24, 2024**  
**Page 2**

2. Letter of Task Agreement for Fiscal and Compliance Audit Services for FY 2023/24:  
Richardson & Company, LLP - \$72,800  
Staff recommends approval of the attached Letter of Task Agreement with Richardson & Company for FY 2023/24. This agreement includes and one year extension to the Master Agreement and fiscal audit and financial statement preparation services of \$15,800, Transportation Development Act compliance audit services of \$46,000, ZETCP and TIRCP Funds claimant compliance of \$5,000, and procedures and disclosures due to sale of Nevada Station of \$1,500. Expenditures are included in the Overall Work Program and Budget.

MC:

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY**  
**FY 2023/24 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) ALLOCATION ESTIMATE**  
**(EXCLUDING TAHOE BASIN)**  
**April 2024**

PUC 99313 Allocation	\$841,345
PUC 99314 Allocation	\$119,646
Total LCTOP Allocation <sup>(1)</sup>	\$960,991
Allocation to WPCTSA	\$0
Total PUC 99313 Allocation Available to Jurisdictions	\$841,345

**FY 2023/24 Jurisdiction LCTOP Fund Allocation**

Jurisdiction	January 2023 Population <sup>(2)</sup>	PUC 99313 Population Percent	PUC 99313 Population Allocation	PUC 99314 Fare Revenue Allocation	Total Jurisdiction Allocation
Placer County <sup>(3)</sup>	101,952	25.47%	\$214,249	\$97,961	\$312,210
Auburn	13,365	3.34%	\$28,086	\$395	\$28,481
Colfax	2,016	0.50%	\$4,237	\$0	\$4,237
Lincoln	52,313	13.07%	\$109,934	\$0	\$109,934
Loomis	6,607	1.65%	\$13,884	\$0	\$13,884
Rocklin	71,179	17.78%	\$149,581	\$0	\$149,581
Roseville	152,928	38.20%	\$321,374	\$21,290	\$342,664
<b>TOTAL</b>	<b>400,360</b>	<b>100.00%</b>	<b>\$841,345</b>	<b>\$119,646</b>	<b>\$960,991</b>

**Notes:** (1) 2023/24 Low Carbon Transit Operations Program Eligible Fund Allocation, California State Controller Division of Accounting and Reporting, March 1, 2024.

(2) Table E-1: City/County Population Estimates January 1, 2022 to January 1, 2023, DOF, May 2, 2023.

(3) Western Slope of Placer County's and Tahoe Basin's population removed from Placer County population, per DOF estimates provided on June 15, 2023.

PUC = Public Utilities Code

**FY 2023/24 LCTOP Project Summary**

Jurisdiction/Lead Agency	Project Title	99313 Fare Revenue Allocation	99314 Fare Revenue Allocation	FY 2023/24 Allocation Amount
Placer County	Phase 2 Zero Emissions Bus Infrastructure	\$475,690	\$0	\$475,690
Placer County	Zero Emissions Bus Replacement	\$365,655	\$119,646	\$485,301
	FY 2023/24 LCTOP Allocation	\$841,345	\$119,646	\$960,991

## PLACER COUNTY TRANSPORTATION PLANNING AGENCY

**IN THE MATTER OF: ALLOCATION OF FY 2023/24  
LOW CARBON TRANSIT OPERATIONS PROGRAM  
FUNDING FOR PLACER COUNTY'S PHASE II ZERO  
EMISSIONS BUS INFRASTRUCTURE AND ZERO  
EMISSIONS BUS REPLACEMENT PROJECTS (\$960,991)**

**RESOLUTION NO. 24-12**

The following resolution was duly passed by the Placer County Transportation Planning Agency at a regular meeting held April 24, 2024, by the following vote on roll call:

**WHEREAS**, the Placer County Transportation Planning Agency has been designated by the Secretary as the transportation planning agency for Placer County, excluding the Lake Tahoe Basin; and

**WHEREAS**, the Placer County Transportation Planning Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Placer County region, excluding the Tahoe Basin, was allocated \$960,991 of FY 2023/24 LCTOP funds pursuant to the Public Utilities Code Sections 99313 and 99314 eligible allocation distribution formulas; and

**WHEREAS**, the Placer County Transportation Planning Agency is a Contributing Sponsor to multiple agencies and also an eligible recipient of LCTOP funds; and

**WHEREAS**, the Placer County Transportation Planning Agency wishes to delegate authorization to execute these documents and any amendments thereto to Matt Click, Executive Director.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Placer County Transportation Planning Agency that it hereby authorizes the submittal of the following projects and allocation requests by the following project sponsor/lead agency to the Department for FY 2023/24 LCTOP funds (Section 99313):

1. *Project Name: Zero Emissions Bus Infrastructure Project  
Project Sponsor/Lead Agency: County of Placer  
Amount of Total LCTOP Funds: \$475,690  
Contributing Sponsors: PCTPA: \$475,690 (99313)  
Benefit to Priority Populations: Placer County used the CalEnviroScreen to identify the community and household needs, the area in the Kings Beach, CA Census Tract 6061020107 is considered low-income and this project would support reduced pollution and less burden on this community.  
Description: Phase II of this project will be the purchase and installation of the charging infrastructure and all related charging needs to support the zero-emission bus fleet and services operated in the resort triangle areas of Placer County, which includes Mainline, Hwy 89, and Hwy 267 routes for Tahoe Truckee Area Regional Transit (TART).*
  
2. *Project Name: Zero Emissions Bus Replacement Project  
Project Sponsor/Lead Agency: County of Placer  
Amount of Total LCTOP Funds: \$485,301  
Contributing Sponsors: PCTPA: \$365,655 (99313)  
City of Auburn: \$395 (99314)  
City of Roseville: \$21,290 (99314)  
County of Placer: \$97,961 (99314)  
Benefit to Priority Populations: The project improves the overall air quality within the County and supports zero-emissions public transit services provided within the southwestern Placer County region, which includes service to disadvantaged communities, low-income communities and low-income households within the region.  
Description: The LCTOP funds will help the County of Placer to purchase two (2) zero emissions buses to support Placer County Transit's zero emissions fleet conversion plan established in response to the California Air Resources Board's Innovative Clean Transit (ICT) rule. The LCTOP funds will be used with other federal, state, and local funding sources to purchase the vehicles.*

**BE IT FURTHER RESOLVED** by the Board of Directors of the Placer County Transportation Planning Agency that the Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the Department, and agrees to comply with all conditions and requirements set forth in the Certification and Assurances and other applicable program statutes.

Signed and approved by me after its passage.

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Ken Broadway, Chair  
Placer County Transportation Planning Agency

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Matt Click, AICP  
Executive Director



ALICE DOWDIN CALVILLO  
City of Auburn  
TRINITY BURRUSS  
City of Colfax  
PAUL JOINER  
City of Lincoln  
AMANDA CORTEZ  
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, AICP  
Executive Director

April 8, 2024

Ingrid Shepline, CPA  
Richardson & Company, LLP  
550 Howe Ave, Suite 210  
Sacramento, CA 95825

SUBJECT: LETTER OF TASK AGREEMENT #24-01  
BETWEEN RICHARDSON & COMPANY, LLP AND  
THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY

Dear Ms. Shepline:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Richardson & Company, LLP” dated May 22, 2019.

1. Incorporated Master Agreement: This Letter of Task Agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by Richardson & Company, LLP in fiscal year 2023/24. This signed Letter of Task Agreement comprises the contract between Richardson & Company, LLP and PCTPA.
2. Term: Consultant services which were originally set to terminate on June 30, 2023, pursuant to the terms/provisions established in the Master Agreement, which were executed on May 22, 2019, were extended to include audit services for the year ended June 30, 2024 and shall be completed in such a sequence as to assure that the project is on budget and on schedule, but in any event, all of the services required herein shall be completed no later than June 30, 2025.
3. Scope of Services:
  - Richardson & Company, LLP will perform the tasks for the fiscal year ending June 30, 2024 as described in the proposal submitted to PCTPA, dated February 22, 2024, in accordance with standard accounting practices and standards for government entities.
  - Consultant will perform the independent fiscal audit of PCTPA, the single audit of PCTPA federal funds as necessary, the compliance audits of Transportation Development Act (TDA) claimants in Placer County pursuant to Public Utilities Code 99245, the audits of Low Carbon Transit Operations Program (LCTOP), State of Good Repair Fund (SGR), assist with entries and compliance with GASB 68 and 75 for pension and other postemployment benefit plans, preparation of financial statements and the State Controller’s Financial Transactions Report for PCTPA.
  - Richardson & Company, LLP Engagement Letter, dated February 22, 2024, is an integral part of this agreement and further clarifies the scope of services to be conducted and audit objectives and procedures.

Richardson & Company, LLP  
Task Agreement #24-01  
April 8, 2024  
Page Two

4. Personnel: Consultant shall provide its own personnel to perform the work. Consultant shall provide administrative support and overhead expenses.

5. Compensation:

Fiscal and TDA Compliance Audit and PCTPA Single Audit - For services rendered in FY 2023/24, Consultant will receive a sum of \$72,800 (\$15,800 for the audit and preparation of financial statements of PCTPA, \$4,500 for PCTPA's Single Audit and \$46,000 for the TDA claimants, plus \$5,000 for ZETCP and TIRCP Funds claimant compliance, and \$1,500 procedures and disclosures due to sale of Nevada Station).

Additional Services – In FY 2023/24, should any of the claimant audits require a large number of adjustments that result in exceptional additional time or in the event the scope of the audit has to be increased, Consultant may bill hourly for these additional services only upon discussion and agreement by PCTPA staff. Consultant's hourly rates are included in the above referenced Engagement Letter.

Consultant will invoice for work completed and reference the appropriate work completed, the cost of each task and shall include a ten percent (10%) retainage withholding. The accumulated retainage will be released upon acceptance by PCTPA of all completed audit reports as specified in the scope of services in the proposal, noted above.

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 Jodi LaCrosse, Fiscal/Administrative Officer.

Sincerely,

Accepted by:

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

\_\_\_\_\_  
Ingrid Sheipline, CPA      Date  
Managing Partner  
Richardson & Company, LLP



550 Howe Avenue, Suite 210  
Sacramento, California 95825

Telephone: (916) 564-8727  
FAX: (916) 564-8728

February 22, 2024

Placer County Transportation Planning Agency  
2260 Douglas Blvd., Suite 130  
Roseville, California 95661

We are pleased to confirm our understanding of the services we are to provide for the Placer County Transportation Planning Agency (the Agency) for the year ended June 30, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information (as applicable) which collectively comprise the basic financial statements of the Agency, and the financial statements of the claimants, agencies and funds receiving Transportation Development Act (TDA) monies (Local Transportation Funds and State Transit Assistance Funds) and other State Funds from the Agency (collectively “the claimants”), as of and for the year ended June 30, 2024. We will also prepare the Agency’s State Controller’s Report.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Agency 's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Agency 's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management’s Discussion and Analysis
2. Schedule of the Proportionate Share of the Net Pension Liability
3. Schedule of Contributions to the Pension Plan
4. Schedule of Changes in Net OPEB Liability and Related Ratios
5. Schedule of Contributions to the OPEB Plan

## 6. Budgetary Comparison Schedule – Planning Fund

We have also been engaged to report on supplementary information other than RSI that accompanies the Agency’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards (if applicable).
2. Combining and Individual Non-major Fund Financial Statements and Schedules (if applicable).
3. Schedule of Allocations and Expenditures – Local Transportation Fund
4. Schedule of Allocations and Expenditures – State Transit Assistance Fund
5. Schedule of Allocations and Expenditures – State of Good Repair Fund
6. Schedule of Direct and Indirect Expenses.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor’s report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objective also includes reporting on—

- Internal control over compliance related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and condition of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).



### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Agency or to acts by management or employees acting on behalf of the Agency. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Agency's compliance with provisions of

applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Agency's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Agency's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under

the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant

assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Audit Administration and Fees**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Richardson & Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Richardson & Company, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. All professional and administrative services and expenses relating to such access will be charged as an additional expense to the Agency.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the oversight agency or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

In the event we are requested or authorized by you or required by government regulation, subpoena, or other legal process to produce our workpapers or our personnel to respond to inquiries or serve as witnesses with respect to this or any engagement for you, you will, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such a request. If such a request is made, and unless we are obligated by law or legal process to the contrary, we will inform you prior to providing such access. This paragraph shall not apply to legal and/or court actions arising from the wrongful conduct of our firm.

Our Firm, as well as all other accounting firms with a significant audit practice, participates in a “peer review” program, covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If you object to having the work we do for you reviewed by our peer reviewer, please notify us. At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the Organization; however, it is management’s responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors’ reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors’ reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management’s responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor’s reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor’s reports or nine months after the end of the audit period.

**Professional Fees**

Our total not-to-exceed cost for the year ended June 30, 2024 are in the table below.

PCTPA (includes GASB 68 and 75)	<u>\$ 13,500</u>
Preparation of financial statements	<u>\$ 2,300</u>
Single Audit, one major program	<u>\$ 4,500</u>
TDA Claimants	<u>\$ 46,000</u>
Audit of ZETCP and TIRCP Funds and claimant compliance	<u>\$ 3,000-5,000</u>
Additional procedures and disclosures due to sale of Nevada Station	<u>\$ 500-1,500</u>

The fee above includes one major program in a single audit each year. If more than one major program is required to be audited as part of the single audit, the audit of each additional major program after the first major program will be billed in the amount of \$3,600.

The fees above include up to 10 hours of time spent responding to financial questions during the year. In the event that the scope of our audit has to be increased because of changes in accounting or auditing pronouncements and standards, laws or regulations, a significant amount of audit adjustments to the claimants funds, material weaknesses in the internal control environment or significant changes in operations that increase the number of hours it will take to complete the audits, we will discuss the situation with you and arrive at a new fee arrangement.

Additional services requested by the Agency or claimants will be billed based on our regular rates per hour as follows:

<u>Classification</u>	<u>Hourly Rates</u>
Partner	\$ 220
Senior Managers	190
Managers	180
Supervisors	150
Seniors	120
Staff	100
Clerical	65

**Reporting**

We will issue a written report upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of Agency. Circumstances may arise in which our report

may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency’s internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency’s internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

\* \* \* \* \*

We appreciate the opportunity to provide our services to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please do not hesitate to ask. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

RICHARDSON & COMPANY, LLP



Ingrid M. Sheipline, CPA  
Managing Partner

Response:

This letter correctly sets forth the understanding of Placer County Transportation Planning Agency.

By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_





**TO:** WPCTSA Board of Directors  
**FROM:** Matt Click, Executive Director  
**SUBJECT:** CONSENT CALENDAR

**DATE:** April 24, 2024

Below are the Consent Calendar items for the April 24, 2024, agenda for your review and action.

1. FY 2023/24 WPCTSA Budget Amendment #2

Staff recommends approval of Amendment #2 to the Western Placer Consolidated Transportation Services Agency's (WPCTSA's) Fiscal Year (FY) 2023/24 Budget. Amendment #2 accounts for a proposed \$15,000 increase to the "Transit Planning" expense line to accommodate some additional on-call planning and marketing consultant costs anticipated from Tranova through June 30, 2024. Tranova's anticipated costs through the remainder of this fiscal year are being offset by a savings of \$8,155 recognized from reduced budgeted staff administrative costs identified in PCTPA's FY 2023/24 Overall Work Program (OWP) and Budget Amendment #3, which was adopted by the PCTPA Board of Directors in March 2024. Additionally, staff does not anticipate the Sierra College Transit Pass and TNC Subsidy Pilot Program's expenses to exceed \$240,000 during FY 2023/24, which allows for \$6,845 to be transferred from this budget expense line to further accommodate Tranova's anticipated remaining fiscal year expenses.

Additionally, a transfer of \$300 is being made from the "Direct Expenses" budget expense line to the "Fiscal Auditors (TDA)" budget expense line to accommodate a one-year extension of the Letter of Task Agreement (LOTA) with Richardson & Company, LLP, which is discussed later in this Consent Calendar (Item #3). As proposed, these minor budget amendments will not increase the WPCTSA's overall fiscal year operating costs that were approved per the WPCTSA's FY 2023/24 Budget Amendment #1 adopted in October 2023.

2. Extension of Time and Cost for WPCTSA's On-Call Consulting Contract with Tranova

In May 2022, the PCTPA/WPCTSA Executive Director executed a Master Agreement and associated Letter of Task Agreement #22-01 (LOTA #22-01) with Tranova, LLC (Tranova) to provide on-call marketing support, outreach, and general consulting services for the WPCTSA, at a not-to-exceed cost of \$50,000. Pursuant to the executed Master Agreement's and LOTA's terms/provisions, Tranova's on-call consulting services were originally set to terminate on June 30, 2023. In May 2023, the PCTPA/WPCTSA Board of Directors authorized the Executive Director to execute a time and cost extension to allow Tranova to continue supporting WPCTSA staff until June 30, 2024, for an additional \$50,000 (LOTA #23-01), with the total Master Agreement amount not to exceed \$100,000.

PCPTA's administrative operating procedures (which are also applicable to the WPCTSA) require the Board to approve any cost increase that causes the original contract's total compensation to exceed \$50,000. With the on-going implementation of the WPCTSA's marketing plan, adopted by the WPCTSA Board in January 2023, staff requires continued on-call consultant support to effectively implement the marketing plan and administer related WPCTSA programs. Staff recommends approval of second time and cost extension to Tranova's Master Agreement (see Attached LOTA #24-01) to allow Tranova to continue their on-call consulting service for the WPCTSA through June 30, 2025, for an additional \$85,000 (total original Master Agreement amount not to exceed \$185,000). This additional amount requested covers work being completed during the remainder of FY 2023/24 (i.e., \$15,000 approved in the WPCTSA FY 2023/24 Budget Amendment #2, discussed in Item #2, above) and continuing work/on-call support for the WPCTSA in FY 2024/25 (i.e., \$70,000 to be included in the WPCTSA FY 2024/25 Budget that is anticipated to be adopted in June 2024). Tranova's unique consulting expertise, competitive rate structure, and current work implementing the WPCTSA's marketing plan and assisting with related program administration make it solely qualified to continue assisting WPCTSA staff with these efforts.

3. Letter of Task Agreement for Fiscal Audit Services for FY 2023/24: Richardson & Company, LLP - \$6,300

Staff recommends approval of the attached Letter of Task Agreement with Richardson & Company for FY 2023/24. This agreement includes a one-year extension to the Master Agreement and fiscal audit and financial statement preparation services of \$6,300.

MC:rc:mbc

## Attachment 1: Western Placer CTSA FY 2024 Budget Amendment #2

April 2024

Operating Expenditures	FY 2024 Budget Amendment #2 <i>Proposed</i>	FY 2024 Adopted Budget Amendment #1 <i>October 2023</i>	Difference Proposed vs. Adopted
PCTPA Staff Administration - Per PCTPA OWP WE #23,24 (1)	\$ 277,262	\$ 285,417	\$ (8,155)
Legal Services	\$ 7,500	\$ 7,500	\$ -
Placer Collaborative Network (PCN) Membership	\$ 250	\$ 250	\$ -
Accounting Services	\$ 500	\$ 500	\$ -
Fiscal Auditors (TDA)	\$ 6,300	\$ 6,000	\$ 300
Outreach (2)	\$ 150,000	\$ 150,000	\$ -
Direct Expenses (3)	\$ 9,700	\$ 10,000	\$ (300)
Subtotal PCTPA Administration	\$ 451,512	\$ 459,667	\$ (8,155)
<b>Programs</b>			
MV Transit - Health Express (4)	\$ -	\$ -	\$ -
Seniors First - Health Express Program Management (4)	\$ -	\$ -	\$ -
Seniors First - My Rides (4)	\$ -	\$ -	\$ -
Placer Rides - Independent Living Partnership (5)	\$ -	\$ -	\$ -
Placer Rides - Seniors First (6)	\$ 481,750	\$ 481,750	\$ -
Transit Planning (7)	\$ 65,000	\$ 50,000	\$ 15,000
Short Range Transit Plans (8)	\$ 500,000	\$ 500,000	\$ -
Bus Pass Subsidy Program (9)	\$ 10,000	\$ 10,000	\$ -
South Placer Transit Information Center (Call Center) (10)	\$ 423,371	\$ 423,371	\$ -
Transit Ambassador Program (11)	\$ 49,845	\$ 49,845	\$ -
Mobility Training Program (12)	\$ 84,845	\$ 84,845	\$ -
Placer 211 (13)	\$ -	\$ -	\$ -
South Placer Transit Project Funding Commitment (14)	\$ 350,000	\$ 350,000	\$ -
Sierra College Transit Pass and TNC Subsidy Pilot Support (15)	\$ 243,155	\$ 250,000	\$ (6,845)
Subtotal Existing & New Programs	\$ 2,207,966	\$ 2,199,811	\$ 8,155
<b>Subtotal Operating Expenditures</b>	<b>\$ 2,659,478</b>	<b>\$ 2,659,478</b>	<b>\$ -</b>
Operating Reserve (16)	\$ 404,396	\$ 404,396	\$ -
<b>Total Operating Expenditures</b>	<b>\$ 3,063,874</b>	<b>\$ 3,063,874</b>	<b>\$ -</b>

Operating Revenue	Proposed	Adopted	Difference
FY 2023/24 LTF Article 4.5 (17)	\$ 733,045	\$ 733,045	\$ -
FY 2023/24 State Transit Assistance PUC 99313 (18)	\$ 176,821	\$ 176,821	\$ -
Interest Income (19)	\$ 120	\$ 120	\$ -
Carryover (20)	\$ 2,153,888	\$ 2,153,888	\$ -
<b>Total Operating Revenue</b>	<b>\$ 3,063,874</b>	<b>\$ 3,063,874</b>	<b>\$ -</b>

Operating Revenue to Expenditure Comparison	Proposed	Original	Difference
<b>Fund Balance (Carryover)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>

### Notes

1. Adjusted per WPCTSA costs identified in FY 2023/24 PCTPA OWP Amendment #2 Work Elements #23 and #24
2. Outreach includes implementation of the WPCTSA Marketing Plan (approved in Jan. 2023), consisting of creating the OSS website, setting up a Customer Relationship Management (CRM) database for performance tracking, preparing marketing collateral, and re-branding program efforts
3. Direct expenses include auto, meeting, professional membership, conference & training, postage, and travel reimbursements
4. Health Express and My Rides services terminated on June 30, 2021
5. Independent Living Partnership subscription services for TripTrak software terminated in March 2023.
6. Per five-year, adopted budget in WPCTSA Agreement with Seniors First, effective July 1, 2021
7. Set-aside for planning consultant services as needed for various programs, including general transit planning and marketing efforts
8. Continued set-aside to fund next Short Range Transit Plan update that started in late FY 2022/23
9. Bus pass reimbursement for participating social service organizations to be more promoted in FY 2023/24.
10. Per MOU with Roseville, effective July 1, 2021, and proposed FY 2023/24 program budget from Roseville (increase after the City's use of reserve funds ends in FY 2022/23)
11. Per MOU with Roseville, effective July 1, 2021, and proposed FY 2023/24 program budget from Roseville
12. Per MOU with Roseville, effective July 1, 2021, and proposed FY 2023/24 program budget from Roseville
13. Placer 211 Agreement with Placer County Health and Human Services FYs 2020/21-2022/23) ends June 2023, renewal not proposed
14. Committed funding proposed for South Placer Transit Express project from FY 2022/23 WPCTSA budget (carry-over reserve)
15. Annual funding commitment for Sierra College Transit Pass and TNC Subsidy pilot program (split with college and transit operators) - Year 2
16. The operating reserve is set to 15% of FY 2023/24 operating expenses
17. Assumes an approximately 2.45% WPCTSA allocation based on final FY 2023/24 LTF estimate from October 2023
18. Assumes a 4.5% WPCTSA allocation based on the final FY 2023/24 STA apportionment from October 2023
19. Interest income estimate for FY 2023/24
20. FY 2022/23 carryover amount, which includes FY 2022/23 operating reserve, based on year-end actuals



April 24, 2024

Tom Courts, Partner  
Tranova, LLC  
1920 Rockford Avenue  
Modesto, CA 95355

**SUBJECT: LETTER OF TASK AGREEMENT #24-01  
BETWEEN TRANOVA, LLC. AND WESTERN PLACER CONSOLIDATED  
TRANSPORTATION SERVICES AGENCY FOR CTSA AND PUBLIC TRANSIT  
MARKETING, OUTREACH AND OTHER CONSULTING SERVICES**

Dear Mr. Courts:

This letter, when countersigned, authorizes work under the “Master Agreement between Western Placer Consolidated Transportation Services Agency (WPCTSA) and Tranova, LLC.” dated May 17, 2022.

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 Tranova, LLC to provide marketing, outreach and general consulting services for WPCTSA and the Placer region’s public transit providers and social service agencies.
2. Term: Consultant services, which were originally set to terminate on June 30, 2023, pursuant to the terms/provisions established in the Master Agreement’s and original Letter of Task Order Agreement #22-01 (LOTA #22-01), which were executed on May 17, 2022, were extended to terminate on June 30, 2024 via LOTAs #23-01, and are to be extended to June 30, 2025 in LOTAs #24-01, to assure that on-going WPCTSA projects are completed. During the term of this contract extension, Consultant shall not engage in other work that would be deemed a conflict of interest with WPCTSA interests.
3. Scope of Services: Consultant will continue to perform the tasks as outlined in Attachment A: Scope of Services, which were established in LOTAs #22-01 and continued in LOTAs #23-01. Mike Costa, Principal Transportation Planner, will act as Project Manager.
4. Personnel: Consultant will provide their own personnel to perform the work in this Letter of Task Agreement. Consultant will provide administrative support and overhead expenses.
5. Compensation: For services rendered, Consultant compensation shall continue to be made as set forth under the hourly rates and other fees outlined under Attachment B: Rate and Fee Structure, with a total payment not-to-exceed \$85,000.00 (or \$185,000 for the Master Agreement), unless authorized in advance by the Executive Director. Consultant will invoice on a monthly basis for work completed. Such invoices shall include a description of the tasks and/or work addressed, hours associated with each task, and the hourly rate. If direct costs are invoiced for compensation per the rate and fee structure provided in Attachment B, Consultant shall provide the appropriate receipts and/or documentation supporting the direct expenses being invoiced. Invoices will be paid within thirty (30) days of receipt.



### **Attachment A: Scope of Services**

Consultant will assist staff with developing and coordinating marketing programs and outreach efforts to promote the Western Placer Consolidated Transportation Services Agency (WPCTSA) programs and provide general consultant services for other Placer County Transportation Planning Agency (PCTPA) transportation and transit programs and/or services including, but not limited to, the following tasks:

- Coordinate, attend, and facilitate meetings and workshops (both in person and/or virtual), as needed, with stakeholder management teams, clients and transit riders in order to develop and implement marketing efforts for Placer County transit providers and the WPCTSA.
- Work with the WPCTSA to identify a comprehensive list of stakeholders in Placer County.
- Serve as a liaison for the WPCTSA to various stakeholder entities including, but not limited to, the local Chambers of Commerce, Community Business Organizations (CBOs), non-profit social service agencies and transportation providers, and/or any local and regional governmental agencies that coordinate with the WPCTSA.
- Work with PCTPA and WPCTSA consultants to create graphic materials, social media posts, and other marketing materials as needed to promote any identified outreach campaign.
- Prepare materials as necessary to support general transportation and transit marketing efforts in the region.
- Work with WPCTSA staff and stakeholders to create a word-of-mouth marketing campaigns to educate social service agencies, including client support teams, on the transportation and transit options available in Placer County.
- Work with Placer County transit providers on the formation and implementation of a marketing and communication campaign and strategy to ensure consistent messaging amongst transit providers and the WPCTSA.
- Provide general consultation, guidance, and assistance to PCTPA and WPCTSA agency partners to assist with implementation of marketing strategies and trans planning efforts for the region.
- Provide general support for the administration of PCTPA transit planning and/or WPCTSA programs and initiatives.

**Attachment B: Rate and Fees Structure**

Tranova LLC Fee Structure

Consulting Fee: \$150.00 per hour

Auto Travel: based on variable IRS reimbursable rate (currently \$0.67 per mile in April 2024) + travel time at half hourly rate

Overnight Travel: Direct expenses (air, lodging, ground) + travel time at half hourly rate



April 8, 2024

Ingrid Sheipline, CPA  
Richardson & Company, LLP  
550 Howe Ave, Suite 210  
Sacramento, CA 95825

SUBJECT: LETTER OF TASK AGREEMENT #24-01  
BETWEEN RICHARDSON & COMPANY, LLP AND  
THE WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY

Dear Ms. Sheipline:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Richardson & Company, LLP” dated May 22, 2019.

- 1) Incorporated Master Agreement: This Letter of Task Agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by Richardson & Company in fiscal year 2023/24 for the Western Placer Consolidated Transportation Services Agency (WPCTSA). This signed Letter of Task Agreement comprises the contract between Richardson & Company and WPCTSA, with PCTPA acting as contract administrator.
- 2) Term: Consultant services which were originally set to terminate on June 30, 2023, pursuant to the terms/provisions established in the Master Agreement, which were executed on May 22, 2019, were extended to include audit services for the year ended June 30, 2024 and shall be completed in such a sequence as to assure that the project is on budget and on schedule, but in any event, all of the services required herein shall be completed no later than June 30, 2025.
- 3) Scope of Services:
  - Consultant will perform the tasks for the fiscal year ending June 30, 2024 as described in the proposal submitted to PCTPA, dated February 22, 2024, in accordance with standard accounting practices and standards for government entities, for the preparation of an independent fiscal audit of WPCTSA and the State Controller’s Financial Transactions Report for WPCTSA, including the STA supplemental form, as amended.
  - Richardson & Company Engagement Letter, dated February 22, 2024, is an integral part of this agreement and further clarifies the scope of services to be conducted and audit objectives and procedures.
- 4) Personnel: Consultant shall provide its own personnel to perform the work in the proposal. Consultant shall provide administrative support and overhead expenses.
- 5) Compensation: For services rendered in FY 2023/24, consultant will receive a sum not to exceed \$6,300. Consultant will invoice on a monthly basis for work completed and reference the appropriate work completed, the cost of each task, and shall include a ten percent (10%) retainage. The accumulated retainage will be released upon acceptance by WPCTSA of the audit report. Requisitions for payment shall reference the appropriate work completed and the cost of each task. Invoices will be paid within thirty (30) days of receipt.



Richardson & Company, LLP  
Letter of Task Agreement #21-01  
July 7, 2022  
Page Two

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 Jodi LaCosse, Fiscal/Administrative Officer, and Mike Costa, Senior Planner.

Sincerely,

Accepted by:

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Matthew Click                      Date  
Executive Director  
Western Placer Consolidated  
Transportation Services Agency

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Ingrid Sheipline, CPA                      Date  
Managing Partner  
Richardson & Company, LLP

February 22, 2024

Western Placer Consolidated Transportation Services Agency  
2260 Douglas Blvd., Suite 130  
Roseville, California 95661

We are pleased to confirm our understanding of the services we are to provide for the Western Placer Consolidated Transportation Services Agency (the Agency) for the year ended June 30, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of the Agency, which comprise the statements of net position, revenues and expenses and changes in net position and cash flows, and the related notes to the financial statements as of and for the years ended June 30, 2024. We will also prepare the Agency's State Controller's Report, including the STA supplemental form. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Agency's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Agency's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objective also includes reporting on financial reporting internal control over and compliance with the provisions of applicable laws, regulations, contracts, and award agreements,

noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Agency or to acts by management or employees acting on behalf of the Agency. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Agency's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements and related notes of the Agency in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform

any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations, rules, and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Audit Administration and Fees**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Richardson & Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under

the supervision of Richardson & Company, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. All professional and administrative services and expenses relating to such access will be charged as an additional expense to the Agency.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the oversight agency or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

In the event we are requested or authorized by you or required by government regulation, subpoena, or other legal process to produce our workpapers or our personnel to respond to inquiries or serve as witnesses with respect to this or any engagement for you, you will, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such a request. If such a request is made, and unless we are obligated by law or legal process to the contrary, we will inform you prior to providing such access. This paragraph shall not apply to legal and/or court actions arising from the wrongful conduct of our firm.

Our Firm, as well as all other accounting firms with a significant audit practice, participates in a “peer review” program, covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If you object to having the work we do for you reviewed by our peer reviewer, please notify us.

### **Professional Fees**

Our total not-to-exceed cost for the year ended June 30, 2024 is \$6,300.

In the event that the scope of our audit has to be increased because of changes in accounting or auditing pronouncements and standards, laws or regulations, material weaknesses in the internal control environment, significant changes in operations or the loss of key accounting personnel that increase the number of hours it will take to complete the audits, we will discuss the situation with you and arrive at a new fee arrangement.

Additional services requested by the Agency will be billed based on our regular rates per hour as follows:

<u>Classification</u>	<u>Hourly Rates</u>
Partner	\$ 220
Senior Managers	190
Managers	180
Supervisors	150
Seniors	120
Staff	100
Clerical	65

## Reporting

We will issue a written report upon completion of our audit of the Agency's financial statements. Our reports will be addressed to the Board of Directors of the Agency. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Agency is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

\* \* \* \* \*

We appreciate the opportunity to provide our services to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please do not hesitate to ask. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

RICHARDSON & COMPANY, LLP



Ingrid M. Sheipline, CPA  
Managing Partner

Response:

This letter correctly sets forth the understanding of Agency.

By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_





*Jones, Nale & Mattingly PLC*

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners  
Richardson & Company, LLP  
and the Peer Review Committee of the California Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Richardson & Company, LLP (the firm) in effect for the year ended March 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Richardson & Company, LLP in effect for the year ended March 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Richardson & Company, LLP has received a peer review rating of pass.

A handwritten signature in cursive script that reads "Jones, Nale &amp; Mattingly, P.C."

Louisville, Kentucky  
August 13, 2021



## ***MEMORANDUM***

**TO:** PCLTA Board of Directors **DATE:** April 24, 2024

**FROM:** Matt Click, Executive Director

**SUBJECT:** PLACER COUNTY LOCAL TRANSPORTATION AUTHORITY  
TRANSPORTATION IMPROVEMENT PLAN AND RETAIL  
TRANSACTIONS AND USE TAX ORDINANCE

### **ACTION REQUESTED**

1. Introduce Ordinance No. 24-01 Placer County Local Transportation Authority Transportation Improvement Plan and Retail Transactions and Use Tax Ordinance South Placer County District (Attachment 1) and waive oral reading of the full ordinance.
2. Direct the Executive Director to prepare and cause to be published a summary of Ordinance 24-01 and bring the Ordinance back to the Authority for final approval at the May 22, 2024, Authority Board meeting.

### **DISCUSSION**

Receive a presentation from staff on the Expenditure Plan and Ordinance 24-01 Placer County Local Transportation Authority Transportation Improvement Plan and Retail Transactions and Use Tax Ordinance South Placer County District. Staff will introduce Ordinance 24-01 for a potential ½ cent transportation sales tax measure.

### **BACKGROUND**

#### *Subcounty District Legislation – AB 1413*

Assembly Bill 1413 was signed into law in October 2019 by Governor Newsom permitting the formation of a sub-county sales tax district in the counties of San Diego, Solano and Placer. The proposed district must contain only contiguous cities, and either all the unincorporated area of the county or none of the unincorporated area of the county. If authorized by the voters in the proposed district, AB 1413 permits the revenue from the measure to fund transportation projects that would benefit the proposed district as set forth in the Expenditure Plan. The proposed district would be the cities of Rocklin, Roseville, and Lincoln.

#### *Sales Tax District Revenue Forecast*

Approximately \$1.58 billion is forecast for the proposed 30-year, ½ cent sales tax in the proposed South Placer County District. This revenue forecast was performed by HDL Companies.

#### *Proposed Expenditure Plan*

An updated draft expenditure plan is found as Attachment A of Ordinance 24-01.

**PCLTA Board of Directors**

**PLACER COUNTY LOCAL TRANSPORTATION AUTHORITY TRANSPORTATION IMPROVEMENT PLAN AND RETAIL TRANSACTIONS AND USE TAX ORDINANCE**

**April 24, 2024**

**Page 2**

City Council/Town Council/Board of Supervisor Review of Expenditure Plan

The Authority in January of 2024 requested that Placer city councils, town council and the Board of Supervisors approve the Draft Expenditure Plan. The following results can be reported:

Roseville City Council – Approved on March 20, 2024

Lincoln City Council – Approved on March 26, 2024

Placer County Board of Supervisors – Approved on April 9, 2024

Rocklin City Council - Approved on April 9, 2024

Loomis Town Council – Approved on April 9, 2024

Colfax City Council – Approved on April 10, 2024

Auburn City Council – Going to Council April 22, 2024

Introduction of Transportation Sales Tax Ordinance

To move this matter forward, the Authority must consider the introduction of the Placer County Local Transportation Authority Transportation Improvement Plan and Retail Transactions and Use Tax Ordinance - South Placer County District (Ordinance 24-01). The draft Ordinance was reviewed by PCTPA Legal Counsel and staff from the California Department of Tax and Fee Administration (CDTFA).

Staff would like to highlight a few key sections of the Ordinance:

Independent Citizen Oversight Committee

In addition to professional separate annual financial and performance audits, a citizen committee will oversee the expenditure of transportation sales tax dollars to ensure that they are spent on what they were originally intended. The Ordinance proposes that the three cities in the District each appoint one citizen to an oversight committee. It is proposed that the County appoint one individual as well to bring the committee to four (4) members.

Administrative Costs

A cap of 1% is the maximum amount that can be spent on administration by PCLTA of the transportation sales tax program. This is in line with all self-help counties throughout the state.

Next Steps

A second reading and final approval of the Ordinance by the Authority would occur on May 22, 2024. The Board of Supervisors will consider all election items in July.

MBC:DMG:ss



PLACER COUNTY  
LOCAL TRANSPORTATION  
AUTHORITY

## **ORDINANCE No. 24-01**

### **Placer County Local Transportation Authority Transportation Improvement Plan and Retail Transactions and Use Tax Ordinance South Placer County District**

The Placer County Local Transportation Authority does ordain as follows:

#### **PREAMBLE**

A properly functioning and well-maintained transportation system in Placer County is a key component of our high quality of life and ability to attract jobs to our region. However, the increasing decline in gas tax revenues, the increasing restrictions that the state and federal government have placed on using limited available transportation funds, and the increase in transportation capital costs has led to a deterioration of our existing streets, roads and highways, and little to no available funding to expand our transportation network. Our population is expected to continue to grow and with it, the demands on our transportation system will only increase. Already, traffic and congestion are growing, and Placer County residents spend an increasing amount of time stuck in traffic.

Maintenance and repairs of existing roadways and roadway improvements to relieve congestion cannot be accomplished with available funds. Without additional funds, the transportation system will congest further and pavement will crumble into disrepair. State and federal highway funds are inadequate and competition among counties for funds is increasing. Projects in regions of the state which have a local source of transportation funds have been and will continue to be viewed more favorably in the selection process for limited state and federal transportation dollars. Local governments must either generate revenues to expand our transportation system or watch the system collapse and endanger the economy, welfare, and safety of all Placer County residents.

Enactment of a one-half of one percent (0.5%) retail transactions and use tax for transportation in and between the contiguous cities of Lincoln, Rocklin and Roseville, to supplement traditional revenue sources, and revenues to be generated through locally-adopted developer fees and assessment districts for transportation improvements, is a way local governments can generate the funds needed to be sure the transportation system will serve the current and future travel needs within south Placer County.

The Placer County Local Transportation Planning Authority will continue to seek maximum funding for transportation improvements through state and federal programs. The Authority will not provide retail transactions and use tax revenues to any city to replace revenues currently used by the city for transportation purposes; all the funds generated will be used to provide new funding for expanding our transportation network and maintenance of the existing transportation network.

It is important that the people of Placer County know that the funds generated by this proposed retail transactions and use tax for transportation purposes will be used only for the projects in the transportation expenditure plan detailed in this ordinance, and therefore, the Authority will establish a robust system of public accountability in conjunction with the tax, including a taxpayer oversight committee which will perform independent audits of the spending on an annual basis and report the findings of the audit to the people of Placer County.

SECTION I. SUMMARY. This Ordinance provides for the adoption of a South Placer County District Transportation Expenditure Plan, the imposition of a retail transactions and use tax of one-half of one percent (0.5%) for transportation purposes for a period of thirty (30) years, the authority to issue bonds secured by such taxes, the administration of the tax proceeds, and the creation of an independent Citizen Oversight Committee to review the mandatory annual financial and performance audits of program expenditures and to produce an annual report of findings to the Authority Board of Directors and the public.

SECTION II. DEFINITIONS. The following definitions shall apply in this Ordinance:

- A. "Authority" means the Placer County Local Transportation Authority designated by the Placer County Board of Supervisors on August 22, 2006 pursuant to the Local Transportation Authority and Improvement Act commencing with section 180000 of the Public Utilities Code.
- B. "County" means the County of Placer.
- C. "District" or "South Placer County District" means the area composed of the incorporated territory within the City of Lincoln, City of Rocklin, and City of Roseville as authorized by California Government Code Section 67912.
- D. "Expenditure Plan" or "Plan" means the South Placer County District Transportation Expenditure Plan attached hereto as Exhibit A and adopted herein as part of this Ordinance including any future amendments thereto.
- E. "Transportation Tax" means the retail transactions and use tax created by this Ordinance.

SECTION III. AUTHORITY. This Ordinance is enacted, in part, pursuant to the provisions of California Government Code Section 67912, Division 19 (commencing with

section 180000) of the Public Utilities Code, and Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code.

SECTION IV. IMPOSITION OF RETAIL TRANSACTIONS AND USE TAX. Subject to voter approval within the District, the Authority imposes, in the incorporated territory of the City of Lincoln, City of Rocklin, and City of Roseville, a retail transactions and use tax for transportation purposes at the rate of one-half of one percent (0.5%) for a thirty (30) year period commencing April 1, 2025 (referred to as the "Transportation Tax"). The Transportation Tax shall be imposed pursuant to Section 67912 of the Government Code and in accordance with section 180201 of the Public Utilities Code and Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code. The provisions of Revenue Code Sections 7261 and 7262, unless specifically modified by this Ordinance, are incorporated herein by reference as though fully set forth herein. The Transportation Tax shall be in addition to any other taxes authorized by law, including any existing or future state or local sales tax or transactions and use tax.

SECTION V. PURPOSES. This Ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

- A. To adopt a retail transactions and use tax ordinance that imposes a transportation sales tax in the District consisting of the City of Lincoln, City of Rocklin, and City of Roseville, and provides a measure therefor that can be administered and collected by the California Department of Tax and Fee Administration ("CDTFA") in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the CDTFA in administering and collecting the California State Sales and Use Taxes.
- B. The funds generated by the Transportation Tax may only be used for transportation purposes only as set forth in the Expenditure Plan, including the administration of the Expenditure Plan, as amended, the construction, acquisition, and maintenance of streets, roads, highways, including state highways and public transit systems and for related transportation purposes, including project management and oversight of the projects to be funded using the Transportation Tax, such as coordination with other responsible agencies as well as project delivery and negotiation of project agreements. These purposes include expenditures for planning, environmental reviews and mitigation, engineering and design costs, and related right-of-way acquisition and administration of the funds, including the defense or prosecution of legal actions related thereto. Expenditures also include, but are not limited to, debt service on bonds or other indebtedness, and expenses and reserves in connection with the issuance of the same.

- C. It is the intent of this Ordinance that if Assembly Constitutional Amendment 1 (Aguiar-Curry) ("ACA 1") is approved by the electors and becomes effective, this Ordinance is implemented in compliance with the requirements of ACA 1 and consistent with ACA 1, the Authority has evaluated all alternative funding sources and the funds generated from the Transportation Tax are for the sole purpose of funding the construction, reconstruction, rehabilitation, or replacement of public infrastructure for transportation purposes, or the acquisition or lease of real property for public infrastructure for transportation purposes consistent with this Ordinance.

SECTION VI. BONDING AUTHORITY. Pay-as-you-go financing is the preferred method of financing transportation improvements and programs under this Ordinance. However, the Authority may decide to use bond financing as an alternative method if the scope of planned expenditures makes pay-as-you-go financing infeasible.

Upon voter approval of this Ordinance, the Authority shall have the power to sell or issue, from time to time, on or before the collection of taxes, bonds, or other evidence of indebtedness, in an amount equal to the sum of the principal of, and interest on, the bonds, not to exceed the estimated proceeds of the Transportation Tax, and to secure such indebtedness solely by way of future collection of the Transportation Tax, for capital outlay expenditures for the purposes set forth in Section V hereof, including, but not limited to, carrying out the transportation projects described in the Expenditure Plan.

SECTION VII. MAINTENANCE OF EFFORT. The Authority, by enactment of this Ordinance, intends the additional funds provided to local agencies by this Ordinance is to supplement existing local revenues being used for transportation purposes. The funds generated by the Transportation Tax shall not be used to supplant other transportation revenues or to replace requirements for new development to provide for its own transportation needs. Under this Ordinance, funding priorities should be given to addressing current transportation needs, easing congestion, and improving safety.

The local agencies which receive funds from the Transportation Tax shall maintain their existing commitment of transportation funds for transportation purposes, and the Authority shall enforce this provision by appropriate actions, including fiscal audits of the local agencies. For purposes of this Section VII, the local agency shall have satisfied this maintenance of effort requirement if it demonstrates that it has expended funds for local street improvements and maintenance other than Transportation Taxes allocated to it in an amount no less than an amount equal to the average percentage of the general fund budget spent for local street improvements and maintenance for the three (3) fiscal years prior to the date when the local agency submits its report as required by the Expenditure Plan. One-time allocations that have been expended for local street improvements and

maintenance, but which may not be available on an ongoing basis shall not be considered when calculating a local agency's annual maintenance of effort.

SECTION VIII. ADMINISTRATION OF PLANS. The Authority shall impose the Transportation Tax and enter into an agreement with the California Department of Tax and Fee Administration to collect the funds, shall allocate revenues derived from the Transportation Tax, and shall administer the Expenditure Plan, consistent with the authority cited herein.

SECTION IX. TRANSPARENCY, ACCOUNTABILITY, AND ADMINISTRATIVE COSTS.

A. The Authority shall expend only that amount of the funds generated from the Transportation Tax for staff support, audit, administrative expenses, and contract services that is necessary and reasonable to carry out its responsibilities. Consistent with Public Utilities Code section 180109 the funds expended for salaries and benefits of Authority staff to implement this Ordinance shall not exceed one percent (1%) of the annual amount of revenue raised by the Transportation Tax and consistent with the requirements of ACA 1, funds shall not be expended for general employee salaries or other operating expenses of the Authority. Furthermore, in compliance with ACA 1 the administrative cost of the local government executing the projects and programs funded by this Ordinance shall not exceed five percent of the proceeds of the tax.

B. The Authority will conduct annual, independent performance audits and financial audits to ensure the proceeds of the Transportation Tax have been expended only on the specific projects listed in the Expenditure Plan and consistent with this Ordinance. The annual audits will be posted by the Authority in a manner easily accessible to the public and submitted to the California State Auditor for review.

C. An entity owned or controlled by a local official that votes to put this Ordinance on the ballot is prohibited from bidding on any work funded by the Ordinance.

SECTION X. OPERATIVE DATE. Subject to voter approval, this Ordinance shall be operative on the first day of the first calendar quarter commencing more than 110 days after adoption of the Ordinance, but in no event earlier than April 1, 2025. Prior to the operative date of the Ordinance, the Authority shall contract with the California Department of Tax and Fee Administration to perform all functions incidental to the administration and operation of the Ordinance; provided that if the Authority shall not have contracted with the CDTFA prior to the operative date, it shall nevertheless so contract and, in such case, the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

SECTION XI. ELECTION. The Authority requests the Board of Supervisors to call an election within the District for voter approval of this Ordinance, which election shall be held on November 5, 2024. The election shall be called and conducted in the same manner as provided by law for the conduct of elections by a county. Pursuant to Section 180203 of the Public Utilities Code, the sample ballot to be



mailed to the voters shall be the full proposition as set forth in this Ordinance, and the voter information handbook shall include the entire Expenditure Plan. Approval of this Ordinance, and the imposition of the Transportation Tax, shall require the affirmative vote of the applicable majority of the electors voting on the proposition at the election described in this section pursuant to the applicable provisions of the California Constitution. The language to be placed on the ballot shall read substantially as follows:

**South Placer Traffic Relief.** Shall a measure to reduce traffic congestion and build transportation projects in Roseville, Rocklin, and Lincoln—including widening Highway 65; fixing the 80/65 Interchange bottleneck; funding local road repair; guaranteeing more State transportation matching funds; and authorizing bond financing—by establishing a half-cent sales tax that cannot be taken by the State and would raise approximately \$41,000,000 annually over 30 years, with independent audits and a citizens’ oversight committee, be adopted?

YES \_\_\_\_\_ NO \_\_\_\_\_

SECTION XII. EXPENDITURE PLAN AMENDMENTS. The Expenditure Plan, attached hereto as Exhibit A, for Transportation Tax funds is hereby adopted and may be amended once annually by initiation of the amendment by the Authority reciting findings of necessity consistent with Government Code 180207. Notice of the Authority approved Expenditure Plan amendments shall be provided to the Board of Supervisors and the city or town council of each city or town in the county and shall become effective 45 days after notice is given.

Commencing on or before 2035 and at least every ten (10) years thereafter, the Authority shall review and, when necessary, propose revisions to the Expenditure Plan. Such revisions shall be submitted for approval according to the procedures set forth in this Section XII. Until revisions to the Expenditure Plan have been approved and become effective, the then-existing Expenditure Plan shall remain in full force and effect.

SECTION XIII. ANNUAL APPROPRIATIONS LIMIT. The annual appropriations limit of the Authority established pursuant to Section 4 of Article XIII B of the California Constitution and Section 180202 of the Public Utilities Code shall be \$450 million. The appropriations limit shall be subject to adjustment as provided by law.

SECTION XIV. SEVERABILITY. If any provision of this Ordinance, or the application thereof, is for any reason held invalid or unenforceable by a court of competent jurisdiction to a person or circumstance, the remainder of the Ordinance and the application of such provision to other persons or circumstances

shall not be affected thereby, and the Authority declares that it would have passed each part of this Ordinance irrespective of the validity of any other part.

SECTION XV. TRANSACTIONS TAX RATE, PLACE OF SALE, AND USE TAX RATE.

A. TRANSACTIONS TAX RATE. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the District at the rate of one-half of one percent (0.5%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this Ordinance.

B. PLACE OF SALE. For the purposes of this Ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration (CDTFA).

C. USE TAX RATE. An excise tax is hereby imposed on the storage, use or other consumption in the District of tangible personal property purchased from any retailer on and after the operative date of this Ordinance for storage, use or other consumption in said territory at the rate of one-half of one percent (0.5 %) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

SECTION XVI. ADOPTION OF PROVISIONS OF STATE LAW. Except as otherwise provided in this Ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this Ordinance as though fully set forth herein.

SECTION XVII. LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of the Authority shall be substituted therefore. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Board of Control, California Department of Tax

- and Fee Administration ("CDTFA"), State Treasury, or the Constitution of the State of California;
2. The result of that substitution would require action to be taken by or against the Authority or any agency, officer, or employee thereof rather than by or against the CDTFA, in performing the functions incident to the administration or operation of this Ordinance.
  3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
    - i. Provide an exemption from this transportation tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;
    - ii. Impose this transportation tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.
  4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.
- B. The word "District" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.
- C. PERMIT NOT REQUIRED. If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this Ordinance.
- D. EXEMPTIONS AND EXCLUSIONS.
1. There shall be excluded from the measure of the Transportation Tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.
  2. There are exempted from the computation of the amount of the transactions tax the gross receipts from:
    - i. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the District as defined in this ordinance in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.
    - ii. Sales of property to be used outside the District as defined in this ordinance which is shipped to a point outside the District as defined in this ordinance, pursuant to the contract of sale, by delivery to such point by the retailer or the retailer's agent, or by

delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the District as defined in this ordinance shall be satisfied:

(a) With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-District address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

(b) With respect to commercial vehicles, by registration to a place of business out-of-District and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

- iii. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.
- iv. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this Ordinance.
- v. For the purposes of subparagraphs iii. and iv. of this subsection, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

3. There are exempted from the use tax imposed by this Ordinance, the storage, use or other consumption in this District of tangible personal property:

- i. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.
- ii. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.
- iii. If the purchaser is obligated to purchase the property for a fixed

price pursuant to a contract entered into prior to the operative date of this Ordinance.

- iv. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this Ordinance.
- v. For the purposes of subparagraphs iii. and iv. of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
- vi. Except as provided in subparagraph vii. a retailer engaged in business in the District shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the District or participates within the District in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the District or through any representative, agent, canvasser, solicitor, subsidiary, or person in the District under the authority of the retailer.
- vii. "A retailer engaged in business in the District" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the District.

4 Any person subject to use tax under this Ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

SECTION XVIII. INDEPENDENT CITIZEN OVERSIGHT COMMITTEE. An Independent Citizen Oversight Committee shall be formed as provided in the Expenditure Plan to ensure that the proceeds of the Transportation Tax are expended only for the purposes described in this Ordinance approved by the

voters. Members of the Independent Citizen Oversight Committee shall receive educational training about local taxation and fiscal oversight.

SECTION XX. AMENDMENTS. All amendments subsequent to the effective date of this Ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this Ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this Ordinance.

SECTION XXI. ENJOINING COLLECTION FORBIDDEN. No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the Authority, or against any officer of the State or the Authority, to prevent or enjoin the collection under this Ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

SECTION XXII. EFFECTIVE DATE. This Ordinance relates to the levying and collecting of the District retail transactions and use taxes and shall take effect immediately.

SECTION XXIII. ENVIRONMENTAL. This Ordinance is not a project as defined in Section 15378 of the California Environmental Quality Act (CEQA) Guidelines and is therefore exempt from CEQA requirements. Prior to commencement of any project included in the Expenditure Plan, any necessary environmental review required by CEQA shall be completed.

SECTION XXIV. ADOPTION OF ORDINANCE. This Ordinance was introduced and the title thereof read at the regular meeting of the Authority's Board on \_\_\_\_\_, 2024 and further reading was waived by a vote of the Board present.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was passed and enacted by the Board of the Placer County Local Transportation Authority at a regular meeting thereof, this \_\_\_day of \_\_\_\_2024 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_, 2024

By: \_\_\_\_\_  
Ken Broadway, Chair  
Placer County Local Transportation Authority

ATTESTED:

By: \_\_\_\_\_  
Solvi Sabol, Clerk of the Board  
Placer County Local Transportation Authority



PLACER COUNTY  
LOCAL TRANSPORTATION  
AUTHORITY

## **EXPENDITURE PLAN EXHIBIT A TO ORDINANCE NO. 24-01**

### **South Placer County District Transportation Expenditure Plan**

This South Placer County District Expenditure Plan (the "Expenditure Plan" or "Plan"), was prepared by the Placer County Local Transportation Authority (the "Authority") for the purpose of establishing a one-half of one percent (0.5%) retail transactions and use tax for transportation purposes (the "Transportation Tax") within the incorporated territory of the cities of Lincoln, Rocklin and Roseville (collectively referred to as the "District"), to be collected for thirty (30) years, if approved by the voters on November 5, 2024. This is proposed by the Authority as a means to fill the shortfall in funding needed to: implement necessary highway, local road, interchange, rail, and transit projects; secure new transportation corridors through environmental clearance and right of way purchases; provide adequate maintenance and improvements on the local street and road system; promote economic growth throughout the County; and meet the needs of commuters and the specialized needs of the growing senior and disabled population. The Authority has evaluated all alternative funding sources and the funds generated from the Transportation Tax are for the sole purpose of funding the construction, reconstruction, rehabilitation, or replacement of public infrastructure for transportation purposes, or the acquisition or lease of real property for public infrastructure for transportation purposes consistent with Transportation Improvement Plan and Retail Transactions and Use Tax Ordinance ("Ordinance").

#### **Chapter 1: Goals and Objectives**

##### ***1.1 Maintain and Improve the Quality of Life in Placer County by Supplementing Existing Funds for Transportation***

Reduce current congestion and provide adequate transportation facilities to accommodate reasonable growth in the future.



Provide funding for the adequate maintenance and improvement of local streets and roads, and transit infrastructure within, or for the benefit of, the City of Lincoln, City of Rocklin, and City of Roseville.

Enhance Placer County's ability to secure state and federal funding for transportation by offering local matching funds.

### ***1.2 Provide for Accountability in the Expenditure of Taxpayer Funds***

Provide for mandatory dedication of Transportation Tax funds only for the transportation infrastructure improvements and programs identified in this Plan and no other purpose. Provide for mandatory, annual financial and performance audits of program expenditures to ensure that all funds are spent in accordance with this voter adopted Plan and Ordinance.

Provide for an independent Citizen Oversight Committee to review the mandatory annual financial audits of program expenditures and to produce an annual report of findings to the Authority Board and the public.

Provide for a Maintenance of Effort requirement in funds made available to city governments for local street and road programs to ensure the new money for this purpose is adding to current funding levels.

Provide for the strict limitation of Authority costs in implementing this Plan, by limiting, in law, funds expended for salaries and benefits of Authority staff to implement the Plan to no more than one percent (1%) of the annual amount of revenues raised by the Transportation Tax and prohibiting all expenditures for general employee salaries or other operating expenses of the Authority.

Provide for this Plan to be reviewed at least every ten (10) years for the period it is in effect to ensure that the changing needs and priorities of the jurisdictions are met, as provided in Section XII of the Ordinance.

Provide for the mandatory termination of the Transportation Tax in thirty (30) years from the operative date, requiring additional voter approval at a general election for any extension.

### ***1.3 Provide for Equity in the Distribution of Transportation Tax Revenues***

Address the unique needs of each of the areas of the District. Provide a reasonable balance between competing highway, rail, transit, bicycle/pedestrian, and local streets and road needs.

### ***1.4 Provide for Local Control of the Transportation Improvement Plan***

Provide cost effective, local administration of the Plan through the existing Placer County Transportation Planning Agency which is designated as the Placer County Local Transportation Authority. No new agency will be created to administer these funds.

Delegate appropriate administrative responsibility to the cities and other local agencies designated by a city or the Authority for local programs.

## **Chapter 2: Taxpayer Accountability Safeguards**

### ***2.1 Legal Dedication of Funds***

Funds generated by the Transportation Tax, net of the amount of fees paid to the California Department of Tax and Fee Administration (CDTFA), may only be used for transportation purposes as described in the Ordinance governing this Plan, including the acquisition, construction, environmental mitigation, and maintenance of streets, roads, highways, including state highways and public transit systems and equipment, and for related transportation purposes. These purposes include but are not limited to expenditures for planning, environmental reviews, engineering and design costs, related right-of-way acquisition, and construction, engineering, project management, and administration.

### ***2.2 Mandatory Annual Fiscal and Performance Audit***

No less than annually, the Authority shall conduct an independent fiscal audit of the expenditure of all funds generated by the Transportation Tax and an independent performance audit to ensure the expenditure of funds is consistent with the Plan and Ordinance. The audits, which shall be made available to the public, shall report on evidence that the expenditure of funds is in accordance with this Plan as adopted by the voters in approving the Ordinance on November 5, 2024. In addition, the audits shall determine compliance with the Maintenance of Effort requirements and requirements described in Section 3.3 of this Plan entitled "Local Transportation Program."

### ***2.3 Independent Citizen Oversight Committee***

A four (4) member Independent Citizen Oversight Committee shall be formed to review the annual independent fiscal and performance audits of the expenditures of the Transportation Tax funds and issue to the Authority Board of Directors an annual report on its findings regarding compliance with the requirements of the Expenditure Plan and the Ordinance. The annual report shall also be made available to the public by posting it in a manner that is easily accessible to the public. Membership in the Independent Citizen Oversight Committee shall be composed of one registered voter appointed by the governing body of each District city council and one appointed by the Placer County Board of Supervisors. The appointee of the County shall reside in the District. Persons currently employed by the Placer County Transportation Planning Agency, County of Placer or any District incorporated city therein, or currently serving as a city councilmember or member

of the Board of Supervisors, are not eligible for membership on the Citizen Oversight Committee.

#### ***2.4 Mandatory Plan Update and Termination of Transportation Tax***

This Plan shall be reviewed by the Authority at least every ten (10) years that the Transportation Tax is in effect to reflect current and changing transportation priorities and needs in the District, as defined by the duly elected local government representatives on the Authority Board. Any changes to this Plan must be adopted in accordance with Section XII of the Ordinance and with current law in effect at the time of the update and must be based on findings of necessity for change by the Authority. The Transportation Tax authorized to be collected by the voters shall expire in thirty (30) years, unless the voters approve an extension of the Transportation Tax prior to the expiration date, as may be required under state law in effect at the time of the vote for extension.

### **Chapter 3: Specific Transportation Programs to Be Funded**

The Transportation Tax shall be allocated by the Authority for projects within or benefiting the District cities consistent with the following provisions and are limited to the purpose of funding the construction, reconstruction, rehabilitation, or replacement of public infrastructure for transportation purposes, or the acquisition or lease of real property for public infrastructure for transportation purposes.

#### ***3.1 Major Highway and Road Programs – 52%***

Many more state highway improvement projects are needed to deal with congestion and safety problems in the District than existing state and federal revenues can fund. Approximately \$3,318 million in major highway/road improvements over the thirty (30) years have been identified in this Plan. Projected state and federal funds are estimated to be \$431 million and will fund about 13% of the improvement costs needed and identified in this Plan. Funds generated by the Transportation Tax will supplement those funding sources with an estimated \$825 million (25% of the improvement costs) and, along with an estimated \$2,062 million in developer impact fees (62% of the improvement costs), will cover the remaining costs estimated to accomplish these improvements. The actual amount of funds available for expenditure on state highway improvement projects from the identified sources and the amount expended for such purposes may vary from these estimates.

52% of the Transportation Tax is allocated to Major Highway/Road Projects. The Major Highway/Road projects to be implemented with the Transportation Tax revenues are as follows:

<b>ROUTE</b>	<b>LIMITS</b>	<b>PROJECT</b>
SR 65	Galleria Blvd. to Twelve Bridges.	Widen to 3-5 lanes each direction
I-80/SR 65	Interchange Improvements	Improve interchange safety and capacity
I-80	I-80/Rocklin Road Interchange and Auxiliary Lane	Improve interchange safety and capacity
Baseline Road	Foothills Blvd to SR 70/99	Widen to 4-6 lanes and grade separation at railroad crossing
SR 65	SR 65/Nelson Lane Interchange SR 65/Nicholas Road Interchange	Improve to grade separated interchange
Placer Parkway	SR 65 to SR 70/99	Construct 4 lane expressway

The final scope and project limits of all improvements proposed for the State Highway system will be determined through the environmental clearance process.

The Authority may add additional Major Highway/Road projects, should the Transportation Tax produce more revenue than now predicted or the Authority be more successful than anticipated in attracting state/federal matching funds, developer impact fees, or obtaining other grants and funds for transportation infrastructure purposes, or due to unforeseen circumstances.

### ***3.2 Rail and Transit Program – 12%***

This Plan will provide an estimated \$187 million of Transportation Taxes to expand rail, add bus rapid transit, and implement programs to meet the transit needs of seniors, disabled persons and commuters.

#### ***3.2.a. Transportation Services for Seniors, Disabled Persons and Local Residents***

Seniors and disabled persons are becoming an increasing percentage of the population each year and will drive demand for more frequent transit service to more areas. In addition, a number of transportation programs have been implemented which meet specialized needs for transportation to medical services, social service agencies and programs, shopping and other purposes that cannot be met by conventional transit. Local residents are also in need of improvements in local transit service. An estimated

\$75 million in Transportation Tax funds will be used for transit infrastructure.

**3.2.b. *Capitol Corridor Rail and Bus Rapid Transit Service***

The existing Capitol Corridor rail service has provided a viable alternative to the automobile for daily commuters to downtown Sacramento and reduces traffic on I-80. The current service level needs to be augmented by expanding capacity between Sacramento and Roseville to bring ten (10) round trips per day to Placer County. In addition, establishment of frequent and timely bus rapid transit service that provides a reasonable alternative to the automobile for existing and future daily commuters who travel to and within the South Placer area is needed. An estimated \$50 million of Transportation Tax funds will be made available for capital of these rail and bus rapid transit infrastructure improvements and to match available federal funds.

**3.2.c. *Commuter/Express Bus Service***

Commuter bus services provide a safe, convenient, and comfortable alternative to driving and removes congestion from highways. There is strong demand to expand this highly popular effective service to connect more residential areas and major employment centers. An estimated \$62 million of Transportation Tax funds will be made available for capital of commuter and express bus infrastructure, and to match available federal and state funds.

The actual amount of funds available for expenditure on transit and other projects described in this Section from the identified sources and the amount expended for such purposes may vary from these estimates.

**3.3 *Local Transportation Program – 25%***

The local transportation systems, particularly local streets and roads are critical to the everyday movement of people within the District.

Much of the road system is aging, has potholes, and is in need of expanded maintenance and rehabilitation. Current resources, without the establishment of Transportation Tax revenues for transportation, cannot provide adequate funding to maintain the local street and road system at the level necessary to adequately serve the public.

The priorities for local transportation vary among individual local jurisdictions. While overlay, reconstruction, repair, and maintenance of the local road system are needs common to all and are specifically allowable as an expenditure of these funds, there are additional needs as well. Transportation Tax funds can be used for transportation projects, as designated by this Plan. Some examples of allowable projects include widening existing local roads, traffic signalization, traffic safety improvements, sidewalks, bike

paths, transit centers, local matching funds for transportation grants or earmarks, charging stations for electric vehicles, compressed natural gas or other alternative fuels, lighting, landscaping, park and ride lots, and Safe Routes to School programs.

This Plan will provide an estimated \$394 million of Transportation Taxes specifically for these purposes. The funds will be distributed to the cities within the District for connecting roadways, trails and transit systems within or benefiting the District cities by a formula based on an equal weighting of each jurisdiction's proportionate share of the total County population. Allocations will be updated annually based on California Department of Finance population data.

The actual amount of funds available for expenditure on local transportation projects from the identified sources and the amount expended for such purposes may vary from these estimates.

In order to be eligible for these funds, each jurisdiction shall satisfy and continue to satisfy the following requirements:

1. By July 1 of each year, file with the Authority a Five-Year Capital Improvement program including all capital transportation projects, including those projects funded by the jurisdiction's share of the Transportation Tax.
2. Adopt and administer a development impact fee program that requires new development to pay a fair share of necessary transportation improvements attributable to the new development.
3. By December 31 of each year, file with the Authority an annual Expenditure Report for the prior fiscal year identifying the amount of Transportation Taxes, developer impact fees and other local agency funds expended by the jurisdiction, and certify that the maintenance of effort requirements of the Ordinance and the Expenditure Plan have been satisfied.

### ***3.4 Bicycle and Pedestrian Program – 5%***

Bicycle, pedestrian, and neighborhood electric vehicle (NEV) travel provide a viable alternative for short distance trips and enhance the quality of life in our neighborhoods. Safe, easy to use facilities in key areas support the attractiveness of these clean and healthy transportation modes. An estimated \$75 million in net Transportation Tax funds will be used to match local, state, and federal funds to construct and improve bicycle, pedestrian, and neighborhood electric vehicle facilities and otherwise to support walkable and bikeable communities including Safe Routes to School.

The Authority shall establish the criteria by which projects are deemed eligible for funding under this Program, and the selection criteria by which such eligible projects are selected. The initial criteria shall be established by the Authority within one year of the

adoption of the Ordinance. The eligibility and selection criteria may include safety, connectivity to schools and to the overall system estimated demand/usage, ability to attract matching funds, and lack of other funding in the overall Transportation Expenditure Plan.

### ***3.5 Competitive Projects Program – 5%***

It is recognized that the Plan cannot anticipate every factor that could affect transportation needs over its thirty (30) year life. New technologies, new travel patterns, and new transportation modes are amongst the many possibilities that may arise in the future. To provide the flexibility to meet those unanticipated needs and opportunities, the Transportation Plan is anticipated to provide approximately \$79 million to a Competitive Projects Program. The Authority shall establish the criteria by which projects are deemed eligible for funding under this Program, and the selection criteria by which such eligible projects are selected. The initial criteria shall be established by the Authority within one year of the adoption of the Ordinance. The eligibility and selection criteria may include safety, congestion relief, ability to attract matching funds, and lack of other funding in this overall Transportation Expenditure Plan. Any Competitive Projects Program funds unspent at the conclusion of the thirty (30) year Plan would be added to the Local Transportation Program.

## **Chapter 4: Bond Financing**

Construction of the highway and rail projects and implementation of the local streets and roads and other programs identified in this Plan are needed as soon as possible. In order to accomplish this, some level of borrowing will be required, with debt to be repaid with Transportation Tax revenues. The Authority will determine the extent of borrowing that is reasonable and that can be supported by Transportation Tax revenues as the Plan is implemented.

## Chapter 5: Allocations Summary

TRANSPORTATION TAX REVENUE ALLOCATIONS	
Major Highway/Road Program	52%
Rail and Transit Program	12%
Local Transportation Program	25%
Bicycle and Pedestrian Program	5%
Competitive Projects Program	5%
Transparency, Accountability, and Administration	1%
TOTAL	100%

The Authority may reallocate the expenditure of Transportation Taxes in any given year on a different percentage basis provided that the percentage allocations set forth above are achieved over the duration of the Ordinance.

## Chapter 6: Funding Flexibility and Bonding to Expedite Projects

To deliver transportation projects more quickly for the benefit of Placer County residents, visitors, and businesses, the Authority may temporarily shift Transportation Tax revenues and developer impact fees administered by the South Placer Regional Transportation Authority ("SPRTA") amongst projects in any given year. However, the proportionate shares for funding contributions and purposes over the 30-year period may not be changed without an amendment of this Plan as required by law and Section XII of the Ordinance. Transportation Tax revenues subject to this temporary shift specifically exclude those annually allocated to the cities under the Local Transportation Program (Section 3.3 of this Plan).

## Chapter 7: Informing the Public of Local Funding Support

All projects using \$1 million or more of Transportation Tax revenues shall be signed to inform the public that Transportation Tax revenues support the project.

## Chapter 8: Severance Provisions

If any provision of this Plan, or the application thereof, is for any reason held invalid and unenforceable by a court of competent jurisdiction to a person or circumstance, the remainder of the Plan and the application of such provision to other persons or circumstances shall not be affected thereby, and the Authority declares that it would have passed each part of this Plan irrespective of the validity of any other part.





# Placer County Transportation Planning Agency

## *MEMORANDUM*

**TO:** PCTPA Board of Directors

**DATE:** April 24, 2024

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

**SUBJECT:** PUBLIC HEARING: DRAFT PLACER COUNTY 2044 REGIONAL  
TRANSPORTATION PLAN

### **ACTION REQUESTED**

Following staff's presentation of the draft Placer County 2044 Regional Transportation Plan (2044 RTP), staff recommends that PCTPA Board of Directors conduct a public hearing to solicit comments and obtain public testimony on the draft 2044 RTP.

### **BACKGROUND**

As the state designated Regional Transportation Planning Agency (RTPA) for Placer County, PCTPA is required to prepare a Regional Transportation Plan (RTP). The RTP serves as a 20-year, fiscally constrained planning document that identifies the Placer County region's multi-modal transportation investment goals, policies, priorities, and projects/programs/services that PCTPA and its partnering agencies anticipate implementing during the RTP's planning period. The Sacramento Area Council of Governments (SACOG), which serves as the federally designated Metropolitan Planning Organization (MPO) for Placer County and the other five counties in the greater Sacramento region (El Dorado, Sacramento, Sutter, Yolo, and Yuba counties), is required to prepare a long-range, fiscally constrained Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS) that pairs the six-county region's transportation project investments with an anticipated land-use development scenario. This is done to achieve federal air quality conformity requirements and state greenhouse gas emission reduction targets established for the six-county SACOG planning area. Both SACOG MTP/SCS and PCTPA RTP must be updated every four and five years respectively, pursuant to federal and state requirements. Both long-range planning efforts require extensive coordination and are typically done concurrently since PCTPA's RTP project list is integrated into SACOG's MTP/SCS project list and modeled by SACOG to address federal and state performance requirements. Additionally, both planning exercises utilize similar forecasted growth and revenue projections, as well as coordinated public and stakeholder engagement approaches.

PCTPA's current 2040 RTP was adopted in December 2019, closely following the adoption of SACOG's 2020 MTP/SCS that same year. In the Spring of 2022, PCTPA began development of the 2050 RTP concurrently with SACOG's 2025 MTP/SCS (known as the 2025 Blueprint). The original intent was to adopt the 2050 RTP by December 2024, per state requirements for the RTP's update cycle. However, during this development process, SACOG received legislative approval to extend the development of their SCS to 2025, and subsequently adopted an interim 2023 MTP in November 2023. This document satisfied federal and state regulatory compliance and allowed for the 2025 Blueprint to be completed in late 2025, one year after its original update

**PCTPA Board of Directors**  
**Public Hearing: Draft Placer County 2044 Regional Transportation Plan**  
**April 24, 2024**  
**Page 2**

deadline. Because of these actions PCTPA's 2050 RTP development schedule has been delayed since much of the coordinated work required with SACOG's 2025 Blueprint planning effort has been extended through 2025. PCTPA staff contacted the California Department of Transportation (Caltrans) to determine if an extension could be granted for the development of PCTPA's 2050 RTP and was instructed to instead complete an update to its current RTP document by 2024, which would conform with RTP update guidance and ensure that the Placer County region's state funding would not be jeopardized.

**DISCUSSION**

The draft 2044 RTP has been developed as an interim, long-range transportation planning document that largely carries forward the same transportation goals, policies, priorities, and projects/programs/services identified in the 2040 RTP. PCTPA staff took this approach recognizing that the 2050 RTP is actively under development and will immediately replace the 2044 RTP once it is adopted in late 2025.

The following sections provide a brief description of the 2044 RTP and its components:

- **Demographics:** The 2044 RTP maintains the same regional growth forecasts and land use development assumptions contained in the 2040 RTP but adds four years to project growth to 2044, which is consistent with SACOG's adopted 2023 MTP.
- **Policy Element:** The 2044 RTP maintains the exact same Policy Element as adopted in the 2040 RTP, and reflects the transportation investment goals, objectives, and policies that guide the 2044 RTP's Action Element and transportation project list.
- **Action Element:** The 2044 RTP maintains a fiscally constrained transportation projects list that addresses regional transportation priorities pursuant to the goals, objectives, and policies identified in the Policy Element. Some of these priorities include alleviating congestion with different infrastructure projects along the State Route 65 (SR 65) corridor, infrastructure improvements at the Interstate 80/SR 65 interchange, maintaining existing roadway and bridge infrastructure, extending local and regional bikeway networks, increasing local and interregional transit service options through capital investments on the Capitol Corridor passenger rail corridor and expanded transit service and frequency options that benefit both the general public and seniors/disabled population groups, and ensuring that appropriate future infrastructure is in place to address anticipated growth occurring in the western Placer region such as the Placer Parkway project. The 2044 RTP's transportation projects list is substantively similar to the 2040 RTP's adopted project list and has only been updated to remove projects that have already been delivered since the 2040 RTP's adoption and include exempt projects and/or modifications to existing project's scope, delivery, and cost, consistent with amendments to SACOG's current Metropolitan Transportation Improvement Program (MTIP) and 2023 MTP following the 2040 RTP's adoption. No non-exempt projects that would otherwise change SACOG's air quality conformity modeling/analysis results for the 2040 RTP have been added to the 2044 RTP's project list.
- **Financial Element:** The 2044 RTP maintains a financially constrained project list and forecasts transportation revenues consistent with the planning assumptions contained in the adopted 2040 RTP, as well as SACOG's financial forecast assumptions made in the 2023

## PCTPA Board of Directors

### Public Hearing: Draft Placer County 2044 Regional Transportation Plan

April 24, 2024

Page 3

MTP. The 2044 RTP's draft revenue projection is \$6.9 billion (in 2018 dollars) and \$8.8 billion for forecasted year of expenditure dollars. The transportation project list developed for the 2044 RTP is consistent with those forecasts. As identified in the adopted 2040 RTP, the 2044 RTP maintains the revenue estimate assumption for a voter approved transportation sales tax measure in the cities of Lincoln, Rocklin, and Roseville (i.e., the established district for the transportation measure), which if approved by the voters is anticipated to be enacted in November 2024.

- Performance Metrics: The 2044 RTP maintains the same performance metrics as the adopted 2040 RTP, with the SACOG-modeled results accounting for a 2044 planning horizon instead of 2040.
- Air Quality Conformity Element: As part of their 2023 MTP update, SACOG re-evaluated and modeled the transportation project list that included all of the Placer County 2044 RTP's projects, and found that the changes made from the last approved long-range transportation plans (i.e., the 2020 MTP/SCS and 2040 RTP) would not impede the SACOG region's 2020 plan to attain air quality goals and standards established under federal and state requirements. Pursuant to the terms of its MOU with SACOG, PCTPA relies upon SACOG's MTP/SCS air quality analysis for its RTP's compliance with federal and state air quality requirements.
- Environmental Review: Since the 2044 RTP made no substantive changes to the 2040 RTP's transportation investment goals, policies and project list that substantially changed the project or results in new or increased significant environmental effects including existing air quality conformity impacts, the 2040 RTP's adopted and certified programmatic Environmental Impact Report (EIR) findings and mitigation measures are still applicable and will be relied upon for 2044 RTP. No new EIR has been prepared for the 2044 RTP based on this evaluation.

PCTPA anticipates releasing the draft 2044 RTP for a 45-day public review/comment period beginning on April 15, 2024, which will conclude on May 30, 2024. During this period, staff recommends that the PCTPA Board of Directors conduct a public hearing to solicit comments and input for the draft 2044 RTP at the Board's regularly scheduled meeting on April 24, 2024. All written and oral comments received from the public, partner agencies, and stakeholders will be addressed in the final 2044 Placer County RTP. Staff anticipates returning to the Board in June 2024, to adopt the 2044 RTP. In addition, staff will continue to be actively coordinating the 2050 RTP's concurrent development with SACOG's 2025 Blueprint planning effort and will be returning to the PCTPA Board periodically in the coming months for further direction.

The draft 2044 RTP can be found online for public review at [www.pctpa.net/2044-rtp](http://www.pctpa.net/2044-rtp). A hard-copy of the document is also available at PCTPA's offices located at 2260 Douglas Blvd., Suite 130, Roseville, CA 95611, and at the following libraries: the Placer County Library in Auburn, Colfax Branch Library, Granite Bay Branch Library, Lincoln Public Library, Loomis Library and Community Learning Center, Rocklin Branch Library, and the Martha Riley Community Library in Roseville.

MC:CP:rc:mbc



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

## **Technical Advisory Committee Meeting Minutes**

**April 9, 2024 – 3:00 pm**

### **ATTENDANCE**

#### **Technical Advisory Committee (TAC)**

Gaby Wentz, Caltrans  
Jonathan Wright, City of Auburn  
Vin Cay, City of Lincoln  
Merril Buck Town of Loomis  
Amber Conboy, Placer County  
Tiffany Gray, Placer County  
Katie Jackson, Placer County  
Rich Moorehead, Placer County  
Jamie Wright, Placer County  
Megan Bressemer, City of Rocklin  
Jake Hanson, City of Roseville  
Jason Shykowski, City of Roseville

#### **Staff**

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

#### **Transportation Sales Tax Ordinance – First Reading of the Ordinance**

Matt explained that there is a strong likelihood we'll be moving forward with a transportation sales tax measure for South Placer County this year. We are in the process of going to the six municipalities and the Board of Supervisors for approval of the Expenditure Plan. To date, we have received approval from the cities of Roseville and Lincoln and this morning the Board of Supervisors approved the plan. Tonight we'll be going to Rocklin and the Town of Loomis. The City of Colfax is Wednesday, April 10<sup>th</sup> and finally the Auburn City Council will hear it on April 22<sup>nd</sup>. The Placer County Local Transportation Authority will have the first reading of the Ordinance on April 24<sup>th</sup> with the second reading occurring in May. Matt thanked everyone for all support.

#### **2044 Regional Transportation Plan Public Review**

Mike Costa explained that PCTPA launched an update to the Regional Transportation Plan (RTP), known as the 2050 RTP, in early 2022. The 2050 RTP folds into the SACOG Metropolitan Transportation Plan/Sustainable Communities Strategies (MTP/SCS) planning process and as such these planning processes are typically done concurrently, with SACOG starting their MTP/SCS update, known as the 2025 Blueprint, around the same time that the 2050 RTP began. In late 2023, SACOG received legislative approval to extend the current SCS out to 2025, and concurrently updated their MTP (known as the 2023 MTP/SCS) as an interim long-range transportation plan to allow for the 2025 Blueprint to be

adopted in 2025. SACOG's 2023 MTP/SCS essentially carried forward all the programs, projects, and policies from their adopted 2020 MTP/SCS four years to 2044.

Because of this new schedule/timeline for the 2025 Blueprint, PCTPA staff reached out to Caltrans to request an extension of the 2050 RTP's development to align with SACOG's MTP/SCS process that concluded in 2025. Caltrans responded by directing PCTPA to adopt an interim 2044 RTP to remain compliant with state law and continue to be eligible for state funding. Like SACOG, PCTPA has prepared a 2044 RTP, which carries forward the same goals, policies, investment strategies, and projects forward from 2040 to 2044. Any projects delivered since the 2040 RTP's adoption were removed from the 2044 RTP's project list, and minor modifications to existing project's scopes, cost estimates, and delivery schedule were made to correspond to SACOG's Metropolitan Transportation Improvement Program (MTIP) amendments, and 2023 MTP, since 2019. However, the 2044 RTP does not contain any substantive changes to the project list that would result in new air quality conformity findings that impede the previous plan's ability to attain air quality goals and greenhouse gas emission reduction targets established for the region. No new Environmental Impact Report is required since there are no new, non-exempt projects or substantial changes to the 2044 RTP's project list compared to the 2040 RTP. The draft 2044 RTP will be released on April 15<sup>th</sup> for public review, with a public hearing being held during the regularly scheduled PCTPA Board of Directors meeting on April 24<sup>th</sup>. The public review period will close on May 30<sup>th</sup>.

#### **FY 2023/24 WPCTSA Budget Amendment #2**

Mike said that PCTPA staff will be taking the FY 2023/24 Amendment #2 to the Board this month. This amendment includes a \$15,000 increase to the transit planning line item for an on-call consultant to continue supporting WPCTSA staff during the remainder of FY 2023/24. This cost is offset from an \$8,155 savings for reduced staff budget as reflected in the FY 2023/24 OWP and Budget – Amendment #3 and savings anticipated from the Sierra College Transit Pass program. Lastly, there is a slight increase in expenses for the Fiscal Auditor.

#### **FY 2023/24 LCTOP Fund Allocation**

Mike Costa presented the FY 2023/24 LCTOP Fund Allocation which totals \$960,991. These funds are derived from state Cap-and-Trade sales revenue. These funds provide operating and capital assistance to transit agencies to reduce greenhouse gas emissions and increase transit ridership on transit services that further benefit disadvantaged and low-income populations. Mike reached out through the Transit Operators Working Group (TOWG) and there were two eligible projects identified which are both in Placer County: (1) Phase 2 Zero Emissions Bus Infrastructure and (2) Zero Emissions Bus Replacement. The TAC concurred with the recommendation.

#### **Other Info / Upcoming Deadlines**

- a. Mike Costa noted that SACOG released the 2025 Blueprint Discussion Scenario, which contains the currently proposed transportation project list for each jurisdiction. These must be analyzed for completeness and accuracy before becoming the final transportation project lists that will be included in the 2025 Blueprint and PCTPA's 2050 RTP. He encouraged the TAC to reach out to SACOG to set up meetings and asked that the TAC include him and Cory when meeting.
- b. April 24, 2024: PCTPA Board Meeting - Placer County Board of Supervisors
- c. May 7, 2024: PCTPA TAC Meeting

The TAC meeting concluded at approximately 3:21 p.m.

ss:mbc

# Smith, Watts & Hartmann, LLC.

Consulting and Governmental Relations

April 3, 2024

To: Matt Click

From: Mark Watts

Re: April 2024 State Report

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I am pleased to provide the following report on activities occurring in the state Capitol, including specifically updated information on legislative and budgetary activities.

## Legislative Activities

*Senate Bill 1031 (Wiener): Regional Transportation Revenue Measure.* The recent amendments to SB 1031 (Wiener) establishes this Bay Area measure now as the new legislative vehicle for *Connect Bay Area* legislation, which is MTC and the Senator's effort. Transportation agencies around the state are monitoring the measure to ensure there is not cross-over effects in the policies within the bill that could be detrimental to areas outside the SF bay Area.

### *Background*

On March 18, 2024, SB 1031 was amended to incorporate specific language reflecting the Commission's adopted policy framework for a regional transportation revenue measure along with priorities of Senator Aisha Wahab (Hayward) related to transit consolidation that had previously been expressed in SB 926 (Wahab).

## Budget Information

On April 2, 2024, the Assembly Leadership agreed to a portion of the Governor's proposed "early budget actions" to address the state's massive budget deficiency for the current year and next. They have agreed to \$17 billion in early legislative actions to cut the state budget deficit.

This package of spending cuts, delays and deferrals, circulated at a Democratic caucus meeting Tuesday, also calls for a freeze on yet-to-be-disbursed one-time funding that has not been endorsed by the Senate or the governor. It could come up for a floor vote as soon as April 11. This is expected to include a delay of \$1 billion from the formulaic portion of the Transit and Intercity Rail Capital programs (TIRCP), which will then force a spillover reduction in available state assistance to the state's local transit agencies.

## Governor Newsome Administration

### *CTC Appointments*

On March 29, 2024, the Governor reappointed Lee Ann Eager to the California Transportation Commission, where she has served since 2020. Previously, Eager was President and Chief Executive Officer of the Fresno County Economic Development Board from 2009 to 2023.

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## CalSTA

*TIRCP Guidelines issued.*

The 2024 TIRCP grant cycle will program projects starting with the 2024-25 fiscal year and ending with the 2028-29 fiscal year. The new program cycle will include previously awarded and active projects that have not been fully allocated by the end of the 2023-24 fiscal year, and projects selected with the 2024 cycle. This will necessitate the state to engage in the development of an outreach process to update the awarding guidelines. On their website, CalSTA welcomes input from all stakeholders to provide input on TIRCP, including interaction through public workshops and written comments. Please send your comments to: [tircpcomments@dot.ca.gov](mailto:tircpcomments@dot.ca.gov).

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## APPENDIX

### KEY Transportation BILLS OF NOTE

*AB 2535 (Bonta)*: This bill would eliminate general purpose lanes as an eligible use for TCEP under any circumstance and eliminate highway capacity as an eligible use in disadvantaged communities. Should a highway project under TCEP expand the highway footprint in limited instances, the bill would require full mitigation of all environmental impacts.

*AB 2086 (Schiavo)*: AB 2086 would require Caltrans to report to the Legislature on how it advanced its Core Four (safety, equity, climate action, and economic prosperity) priorities with the funding that was made available to it in the preceding 5 fiscal years. AB 2086 would also create a new role for the CTC to develop performance targets for the Core Four goals.

*AB 2290 (Friedman)*: AB 2290 would, among other things, require a bicycle facility that is identified for a street in an adopted bicycle plan or active transportation plan to be included in a project funded by the program that includes that street. This is of concern for rural counties and areas.

*SB 960 (Wiener)*: SB 960 would require all transportation projects funded or overseen by Caltrans to provide “comfortable, convenient, and connected” complete streets facilities unless an exemption is documented and approved. SB 960 would also require the CTC to adopt targets and performance measures related to making progress on complete streets. Finally, SB 960 would require Caltrans to adopt a Transit Priority Project policy for state and local highways.





April 10, 2024

## Placer County Transportation Planning Agency Federal Update

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### Capitol Hill and Administration

*Capitol Hill.* Congress avoided a shutdown and passed Fiscal Year (FY) 2024 government funding legislation. Notwithstanding this late success, Congress – and especially the House of Representatives – is currently experiencing significant turbulence as Speaker Johnson’s hold on the speakership is being challenged by some Members in his party. If the challenge is successful it is likely that business in the House of Representatives – including the annual appropriations legislation – will experience delays.

With the conclusion of the FY24 appropriations process, Congress is rolling out the FY25 earmarking process. Some Members – including all those Members of PCTPA’s congressional delegation participating in earmarking – have concluded their earmark request cycle for FY25 and are currently evaluating requests submitted to each office. We are waiting for the House and Senate Appropriations Committees to release their guidance for the FY25 cycle to learn whether the Committees have made any significant changes to earmarking, including but not limited to whether:

- earmarked programs will be earmarked again;
- programs previously not earmarked will be opened to earmarking; and
- cost shares will be adjusted.

Rep. Tom Cole (R-Okla-4) was elected to Chair the House Appropriations Committee on, April 10th. Cole was elected unanimously by the Republican Steering Committee and will assume this role succeeding the retiring Rep. Kay Granger (R-TX-12). This was an important step in helping to ensure regular order in the annual appropriations process.

*Administration.* The Administration has opened several key competitive grant programs, including:

- [Nationally Significant Freight and Highway Projects \(INFRA\)](#)
- [National Infrastructure Project Assistance \(Mega\)](#)
- [Rural Surface Transportation Grant Program \(Rural\)](#)

Like last year, these three programs are covered by a single application, making it easier for project sponsors to apply to several programs simultaneously while also providing DOT the flexibility to determine the best program for a project and, occasionally, funding a single project from more than one program.

## **PCTPA Federal Agenda**

In March, TFG continued tracking FY24 appropriations closely, monitoring general funding levels, earmarks of interest to PCTPA, and the timing of the FY25 appropriations process. We remain in touch with PCTPA's congressional delegation regarding FY25 appropriations and earmarks and will keep you posted. TFG will host a briefing for PCTPA during Cap-to-Cap, and TFG has arranged a meeting with a key House professional staff member who is likely to be in a leadership role as the next transportation authorization process takes form.



**April 10, 2024**

**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 March 2024 Activities

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Below please find a brief summary of Funding Strategy activities that took place in the month of March. 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;
- Had call with research team to continue to prep for Spring survey;
- Prepared monthly report of activities;

**Collateral**

- Coordinated with Creative Team on digital advertising;

**Community Engagement & Outreach**

- Met with local and regional elected leaders;
- Held Stakeholder Meeting
- Engaged various community groups;
- Prepared for and Attended Roseville City Council Meeting
- Prepared for and Attended Lincoln City Council Meeting

**Planned Activities for April:**

- Weekly team meetings;
- Coordinating and planning additional partnership presentations, community meetings and events;
- Prepare for Council Presentations;
- Prepare for additional Mayor/Supervisor Community Coffees/Dinners;
- Prepare for tracking research;

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

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

**Budget Expended: \$67,500**

**Remaining Budget: \$22,500**

# CAPITOL CORRIDOR

## Monthly Performance Report



### SERVICE PERFORMANCE OVERVIEW

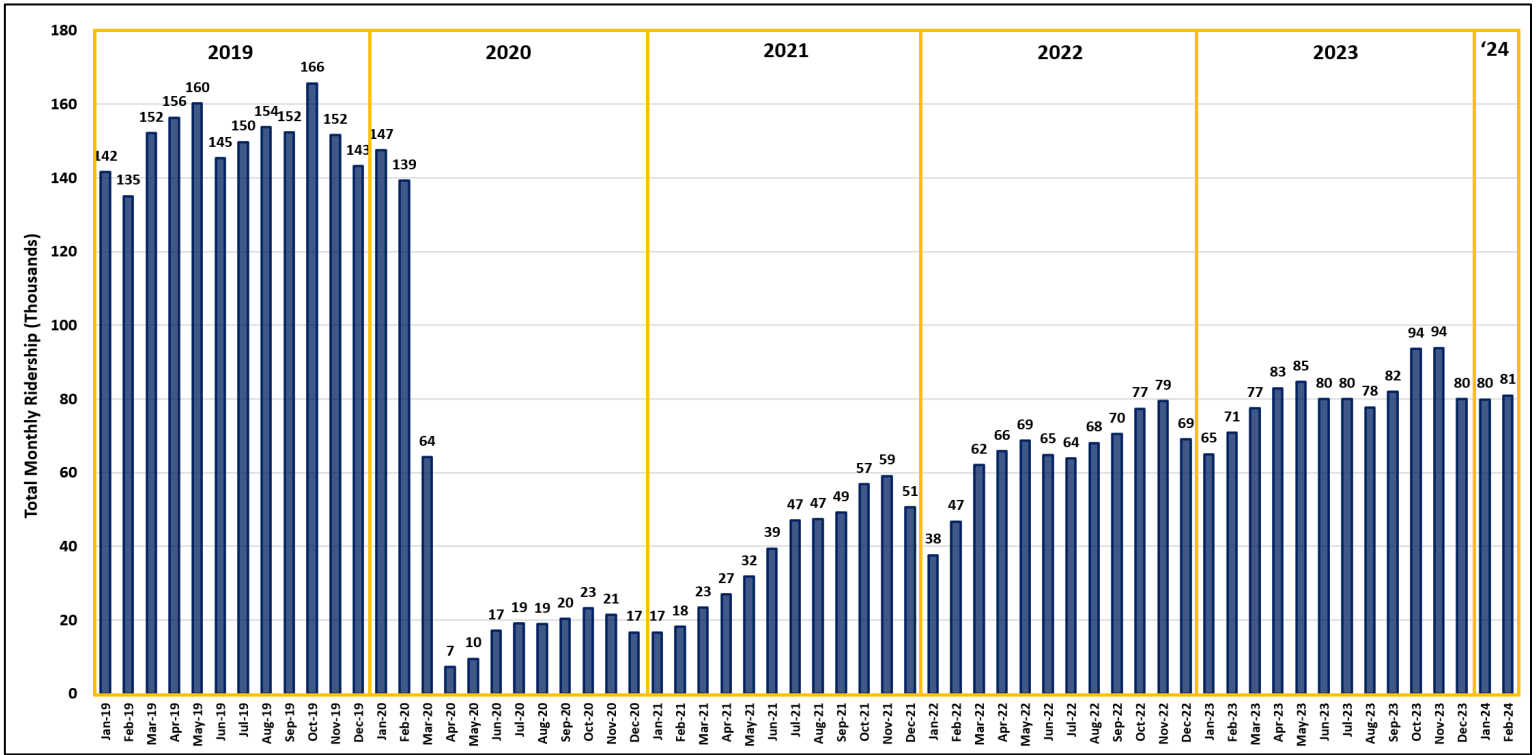
#### February 2024 Service Performance for the Capitol Corridor

During February 2024, steady growth continued on Capitol Corridor, with an increase in ridership of 14% and revenue of 28% as compared to the same period in FY 2023. February end-point on-time performance (OTP) fell short of our 90% target but still showed significant improvement compared to the start of the fiscal year, with monthly OTP at 87%. Performance was heavily impacted by third-party incidents, including vehicles on track and trespasser incidents. We continue to focus on improving OTP by addressing third-party safety incidents, including vehicle and trespasser-related issues.

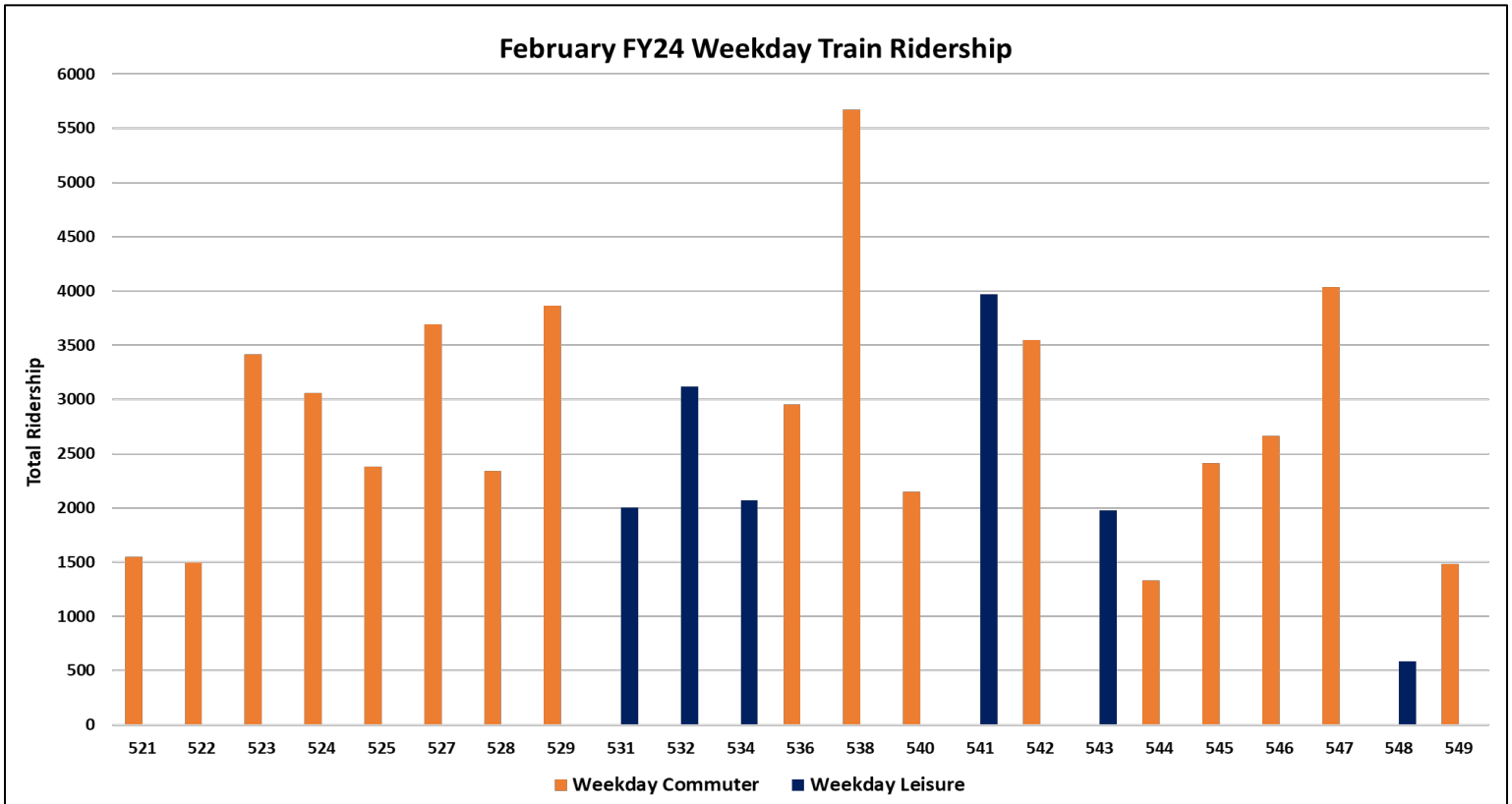
Performance Metric	Feb FY 2024	vs. FY 2023	vs. FY 2019	FY 2024 YTD	vs. FY 2024 ABP	vs. FY 2023 YTD	vs. FY 2019 YTD
Ridership	79,606	14%	-41%	421,421	-10%	16%	-41%
Revenue	\$2,116,295	28%	-26%	\$11,382,100	6%	28%	-27%
End-Point OTP	87%	0%	-2%	85%	-6%	7%	-3%
Passenger OTP	90%	1%	3%	87%	-4%	6%	1%

*\*Please note that numbers above include preliminary data received as of the date of the mailing of the Monthly Performance Report.*

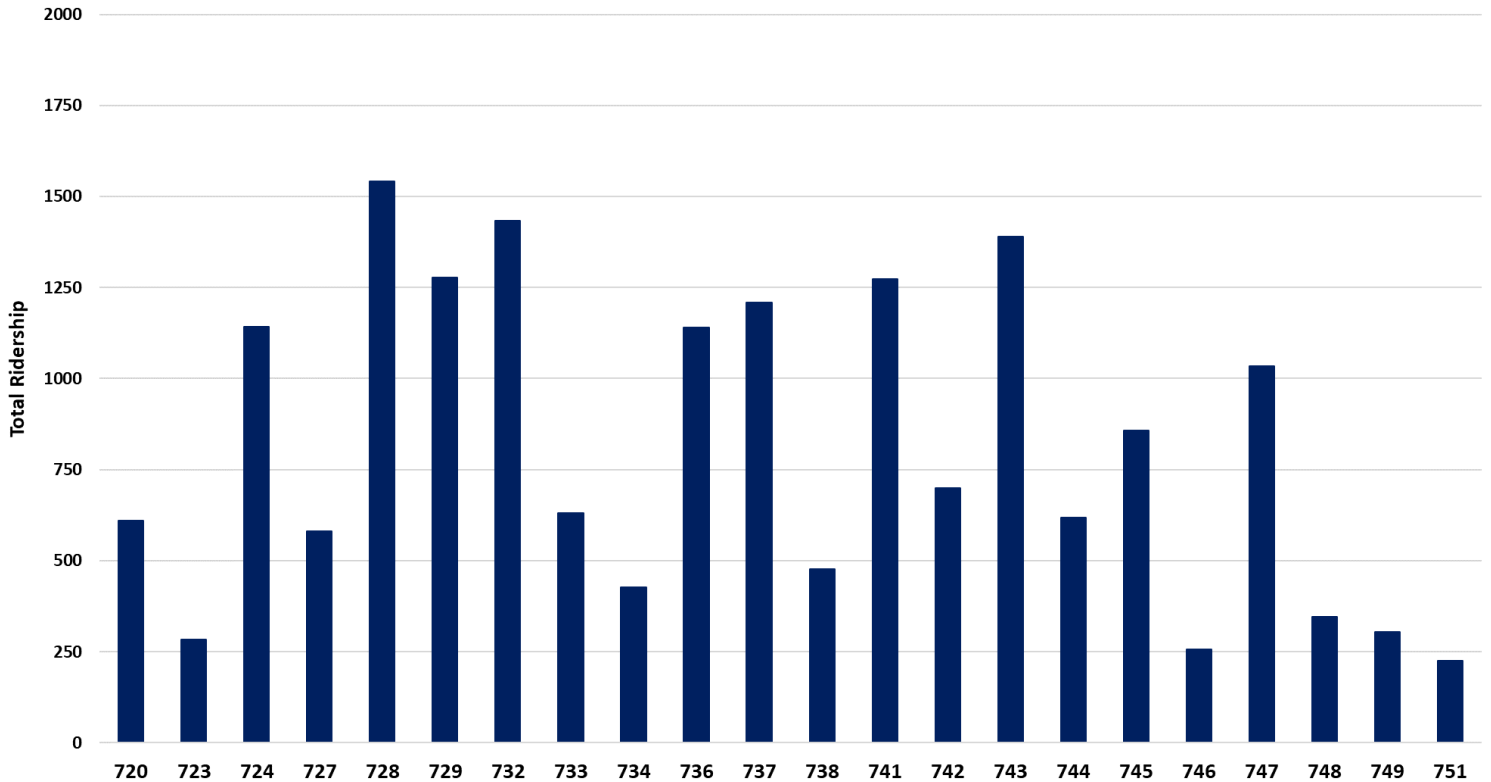
### Total Monthly Ridership (January 2019 to February 2024)



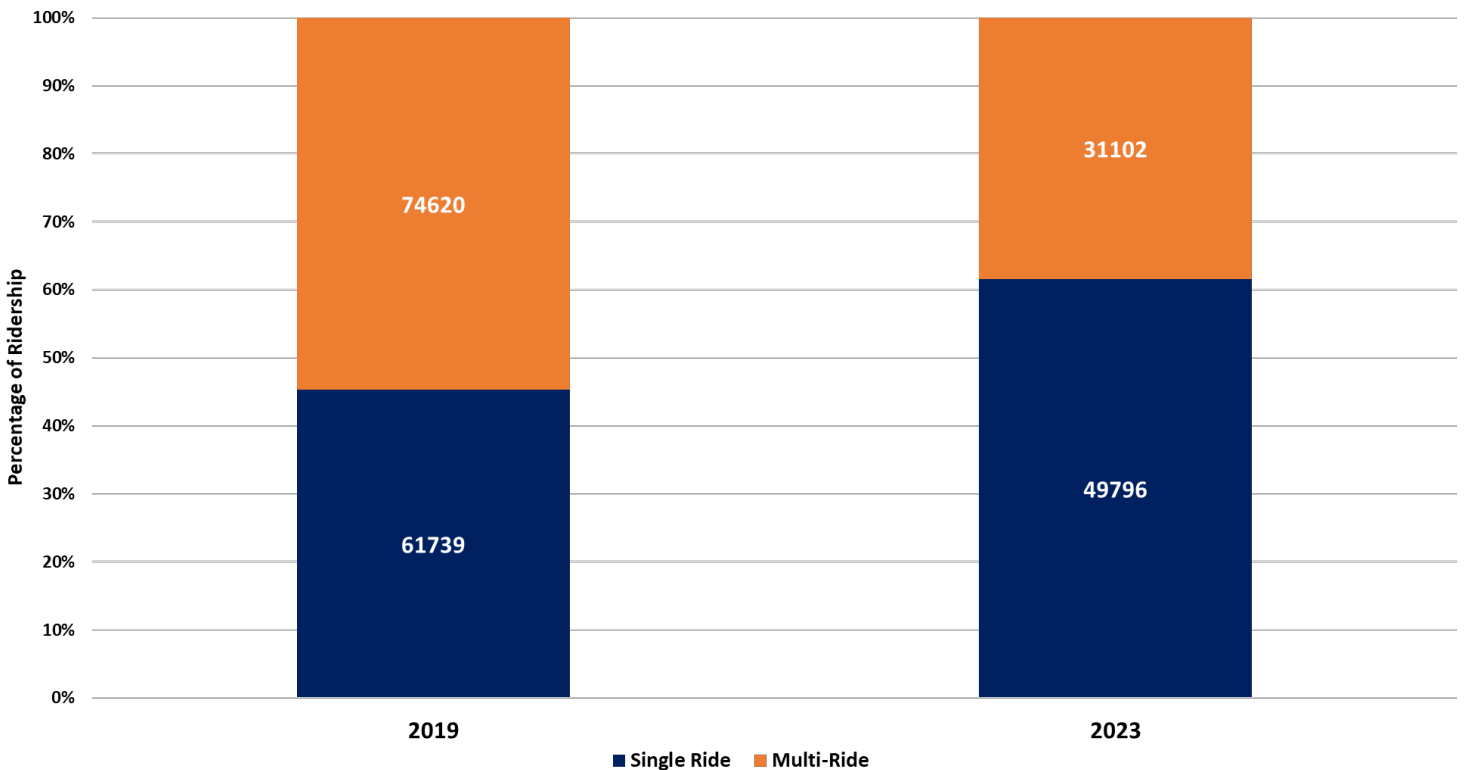
### February Ridership Data Analysis



**February FY24 Weekend Train Ridership**



**Ridership by Single-Ride & Multi-Ride Tickets (Feb. FY19 vs FY24)**



## LEGISLATION AND FUNDING

### *State Legislation and Funding*

#### **California's Fiscal Year 2024-25 State Budget**

Governor Newsom released his [proposed Fiscal Year \(FY\) 2024-25 budget](#) based on the latest economic forecasts available to the Governor and his Department of Finance.

Responding to a \$37.9 billion budget deficit, the \$291.5 billion budget proposes to implement a series of funding delays and shifts (between fund sources) to maintain the state's commitments to addressing top priorities, including preserving transit operations, delivering major capital projects, combating the housing and homelessness crises, preparing for and responding to climate change, and expanding access to healthcare services.

The Governor's proposed budget preserves the \$5.1 billion for transit operations and capital projects secured in the Budget Act of 2023-24 but delays the appropriation of some of this critical funding to address the state's budget problem.

Specifically, the Governor's proposed budget:

- Holds harmless the \$2 billion appropriated to the population-based Transit and Intercity Rail Capital Program in FY 2023-24.
- Holds harmless the \$1.1 billion appropriated to the Zero-Emission Transit Capital Program between FY 2023-24 and FY 2027-28.
- Extends the appropriation timeline for the \$2 billion that the state committed to appropriate to the population-based TIRCP in FY 2024-25 by appropriating \$1 billion in FY 2024-25 and the remaining \$1 billion in FY 2025-26.

Additionally, the Governor's proposed budget delays the appropriation of a portion of funding for TIRCP Cycle 6 (i.e., funding committed in FY 2022-23 that was awarded at the beginning of calendar year 2023 for new and existing transit projects) by applying an analysis of the cashflow needs of award recipients. This delay is not expected to impact the construction of awarded projects.

The release of the Governor's proposed budget initiates months of hearings in the Legislature's budget committees. The [Assembly](#) and [Senate](#) Committees on Budget have released their highlights of the Governor's 2024-25 budget. The Legislature will have until June 15 to pass a budget.

*Source: Executive Director's Report, January 16, 2024, California Transit Association*

*Federal Legislation and Funding*

**FY 2024 USDOT Budget Approved**

Congress passed the elements of the FY24 Federal budget, including USDOT, during the first week in March. Detailed appropriations for relevant programs are shown in the table below. Congress still needs to address eight remaining federal agencies for FY24 and will then turn its attention to FY25 appropriations.

	Final Omni FY23	IJA Advance Approps FY24	Final FY24 Approps	Total FY24 Funding
<b>USDOT RAISE</b>	\$800m	\$1.5b	\$345m	\$1.8b
<b>USDOT MEGA</b>	\$0	\$1b	\$0	\$1b
<b>USDOT INFRA</b>	\$0	\$1.64b	\$0	\$1.64b
<b>Amtrak NEC</b>	\$1.260b	\$1.2b	\$1.14b	\$2.3b
<b>Amtrak National Network</b>	\$1.193b	\$3.2b	\$1.29b	\$4.5b
<b>FRA CRISI</b>	\$560m	\$1b	\$199m	\$1.2b
<b>FRA Fed-State Partnership</b>	\$100m	\$7.2b	\$75m	\$7.3b
<b>FRA Rail Restoration/Enhancement</b>	\$0	\$0	\$0	\$0
<b>FRA Rail Crossing Elimination</b>	\$0	\$600m	\$0	\$600m
<b>FTA CIG</b>	\$2.635b	\$1.6b	\$2.2b	\$3.8b
<b>FTA Formula funds</b>	\$13.6b	-	\$13.99b	\$13.99b
<b>WMATA Special Appropriation</b>	\$150m	-	\$150m	\$150m

**Federal Corridor Identification and Development Program**

The Capitol Corridor service was one of many rail corridors across the country selected under the new FRA Corridor Identification and Development Program. This program is intended to be the mechanism through which rail corridor improvements are identified, evaluated, and implemented. As described in the selection, the proposed corridor would enhance the existing state-supported Capitol Corridor between San Jose and Auburn, CA, with an extension to San Francisco, Salinas, and Novato, CA, and Reno/Sparks, NV. The proposed corridor would also include new frequencies. Caltrans, as the corridor sponsor, will develop a scope, schedule, and cost estimate for preparing, completing, or documenting the corridor service development plan.

**Key Notices of Federal Funding Opportunities**

The U.S. Department of Transportation (DOT) has posted [Key Notices of Funding Opportunity](#), a schedule for upcoming Notices of Funding Opportunities (NOFOs) for key programs within the Bipartisan Infrastructure Law (BIL) and the Inflation Reduction Act (IRA), as well as adjacent programs that support BIL and IRA objectives.




**PROGRAM UPDATES**


**Social Media**

February was a busy month for social media. There was a mix of celebratory posts, such as Black History Month, Lunar New Year, and Valentine’s Day. Due to the ongoing storms last month, we also notified our followers of service and weather advisories. We had fun promoting our new spring Buy One Get One Free discount and local events and shows along our corridor. We also shared amazing photos our followers tagged us in, which increased our overall engagement across our platforms!


**February Top Performing Posts (Impressions)**

 Capitol Corridor  
Wed 2/21/2024 10:08 am PST


Thank you to @vacavillerrailfan for posting this great shot of one of our trains! If you want to see your train shot featured on our page don't forge...




Impressions 3,435

 capitolcorridor  
Mon 2/26/2024 10:26 am PST


How many did you get right? 🎯 Are you a true Bay Area local? #capitolcorridor #bayarea #norcal...



Impressions 2,998

 @CapitolCorridor  
Mon 2/12/2024 11:10 am PST

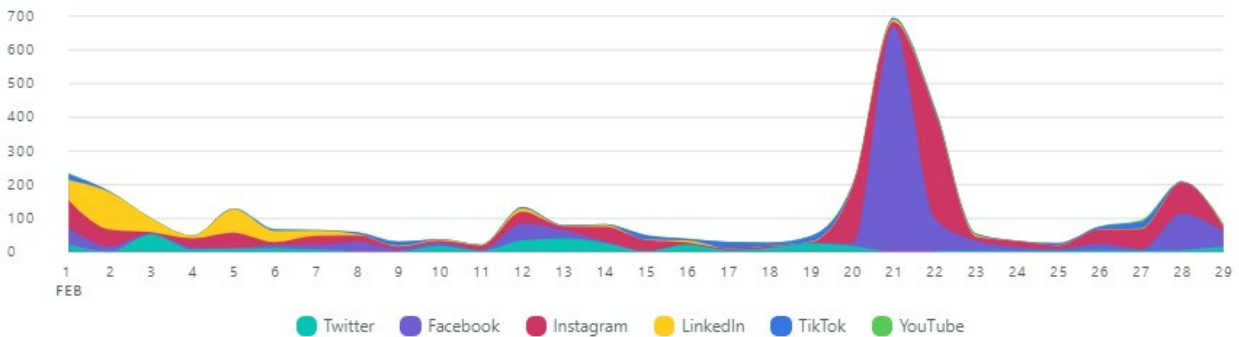
Due to equipment issues, trains 549 and 540 are CANCELLED today, 2/12. 549 passengers will be re-accommodated to 551 and 540 to 542. Capito...



Impressions 1,922

**February Social Media (Engagement)**

Engagements, by Day



## OUTLOOK - CLOSING

Our ridership and performance continue to show a positive upward trend despite challenges from third-party vehicle and trespasser incidents. We hope that continuing to engage with stakeholders in grade-crossing diagnostic meetings will lead to positive safety results. We are eagerly awaiting the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Notice of Funding Opportunity (NOFO). We will apply for a federal grant to secure the Right-of-Way along the Capitol Corridor route. San Joaquin Joint Powers Authority has placed in service a second Siemens Venture Car set, getting us closer to shifting equipment from San Joaquin to Capitol Corridor, allowing us to expand our current fleet and better respond to surging demand for our service. We look forward to presenting our draft Annual Business Plan to the CCJPA Board in April and sharing our many great comments and questions from our riders. Thank you for your continued support, and we look forward to seeing you soon!

# FY 2024 Capitol Corridor Performance Year-to-Date October 2023 – February 2024

Performance Measure	*FY 24 Actual Year-to-Date (YTD)	vs Budget	vs Prior Year FY23	vs Pre-Pandemic FY 19
*Ridership	421,421	-10%	16%	-41%
*Revenue	\$11.3M	6%	28%	-27%
End-Point OTP	85%	-6%	7%	-3%
Passenger OTP	86.8%	-4%	6%	1%

\*FY 24 actual data presented above is preliminary includes metrics received from Amtrak to date, which is generally received within 45 days following the last day of the month. YTD numbers may change based on documentation received from Amtrak. Final YTD numbers are confirmed within 90 days after the close of the federal fiscal year.

**MARKETING ACTIVITIES REPORT**  
February – March 2024

**Marketing & Public Relations**

**BOGO+ Weekends**



In February, we launched our spring-summer promotion, Buy-One-Get-One+ Weekends. Through September 2, 2024, Riders can buy one full-fare ticket and get another companion fare free on Saturday, Sunday and Monday. We are sharing this promotion in conjunction with spring break, summer vacations, etc.

**Café Car Special**



During the month of February, we promoted La Marca Rose as our Café Car special for \$6. We shared this promotion on our website, via email, and on social media.

**Black History Month**



We commemorated Black History Month this February by sharing about the contributions and sacrifices of former Pullman Porter, C.L Dellums and how he helped disseminate job opportunities in the rail industry via our digital media channels.

**Women's History Month**



In March, we celebrated the female trailblazers in transportation history to the women that manage and support the industry today.

**Lunar New Year**



We also celebrated Lunar New Year and the Year of the Dragon in February on our digital channels by sharing cultural events and activities along the corridor that riders could take the train to.

**Oakland Restaurant Week**



We partnered with Visit Oakland to co-promote taking Capitol Corridor to Oakland for Oakland Restaurant Week 2024. With many participating businesses steps from the train station, we shared messaging on social media, email, PIDS signs, and onboard Wi-Fi placement.



# Social Media February – March 2024

Followers as of 03/28/24

17,569  
+82



Engagements, by Day

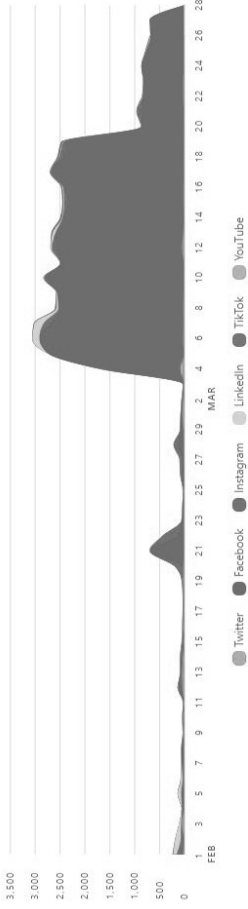
7,356  
+3



5,392  
+209



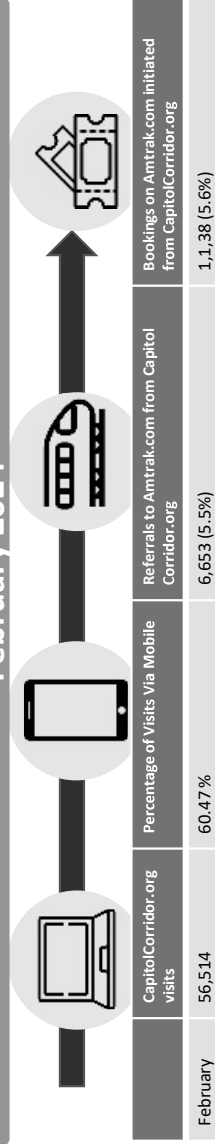
4,235  
-2



# CC Rail Mail February – March 2024

Feb-Mar 2024	New Subscribers	Total Subscribers	Engagement Rate
CC Rail Mail	-8	7,311	42%
Weekday Service Alerts	19	7,150	30%
Weekend Service Alerts	35	3,896	26%

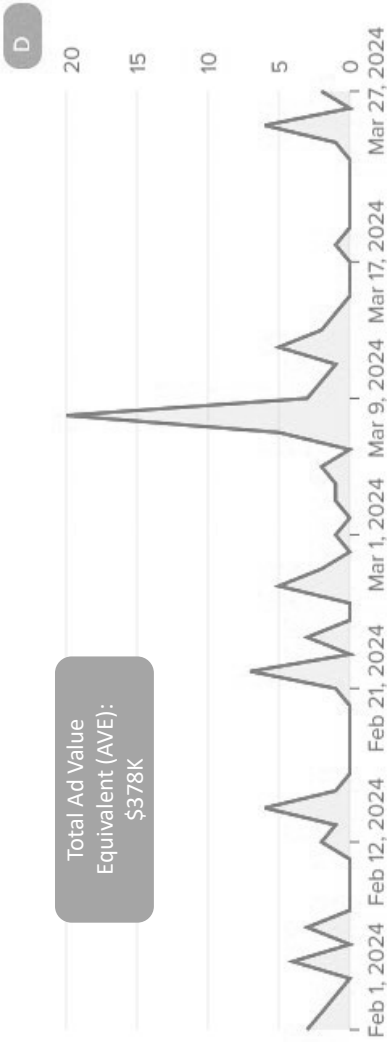
# Website February 2024



# Earned Media February – March 2024

## Total Mentions Over Time

Search: Capitol Corridor



### Highest Readership

Search: Capitol Corridor

1		<b>What's the latest on Austin's HealthSouth property downturn?</b> Feb 27 • Yahoo News
2		<b>Here is The Bee's endorsement for Placer County supervisor repping the Rocklin area   Op</b> Feb 7 • Yahoo News
3		<b>A Closer Look at San Jose's Top 3 Shared Office Spaces: Why They're Worth Your Consider</b> Feb 5 • NewsBreak
4		<b>« Amtrak Joe » : la politique historique de l'administration Biden en faveur du train</b> Feb 1 • The Conversation
5		<b>« Amtrak Joe » : la politique historique de l'administration Biden en faveur du train</b> Feb 1 • The Conversation
6		<b>California's billionaire-funded city could expand the state's rail pla</b> Feb 27 • Fast Company
7		<b>California's billionaire-funded city is now going to include a billionaire-funded train</b> Feb 27 • Fast Company
8		<b>Borenstein: Dealing with the A's, city should stop swinging for the fences, take back contr</b>

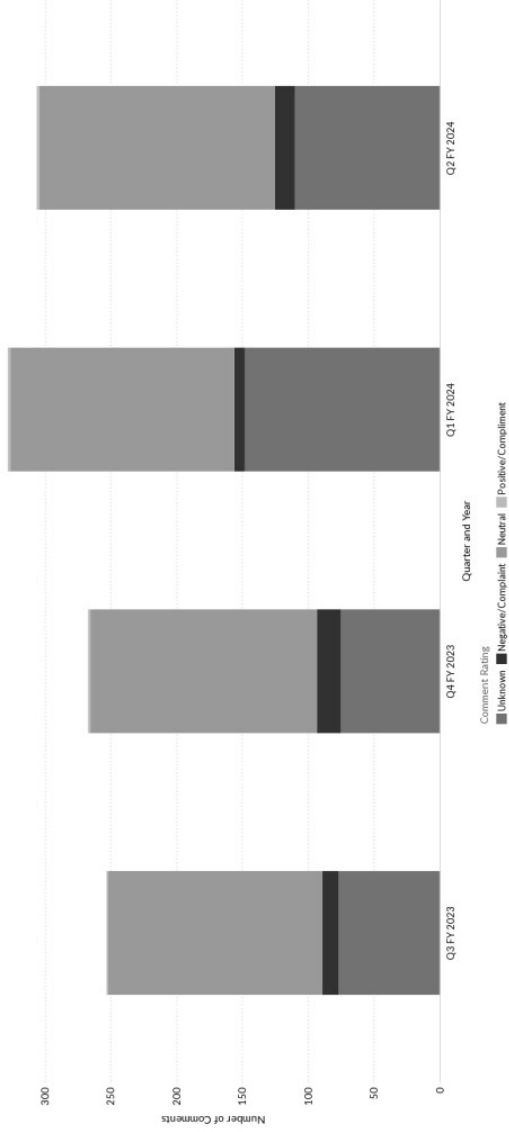
Number of News Stories:  
Number of Broadcast Stories:  
Positive: 35 Negative: 5 Neutral: 53

## Top Mentions



# Customer Experience – February 2024

## Comment Rating Board Customer Service Report

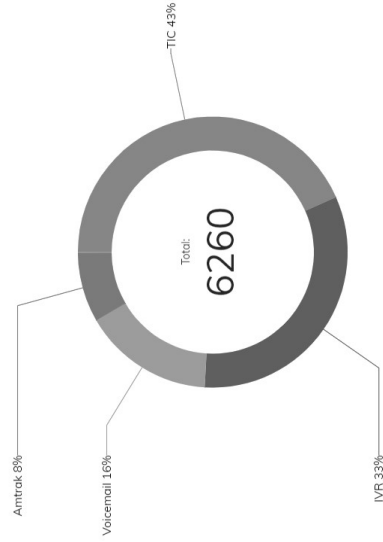


## IVR

### February – March 2024

## Call Distribution

Initial Call Flow	Feb Total	Mar Total
Group Travel	1	4
Articles - Knowledge	531	532
Base #	8	6
Refunds and Credits	56	59
Schedules	379	381
Service Alerts	5	4
Something Else +	218	194
Stops Directory	154	149
Train Status	174	123
Transfer to Amtrak	268	270
Transfer to Live Agent	1471	1207
Travel Advisories	33	37
Trip Planning	246	252
Voicemail	504	498
<b>Total *</b>	<b>4048</b>	<b>3716</b>



\*Call total discrepancy exists when callers disconnect before being routed.  
 #Answer is a pre-written response.  
 +Callers can ask questions and IVR will use keywords to resolve.



## FY24 Marketing and Communications Overview

<p style="text-align: center;"><b>July</b></p> <ul style="list-style-type: none"> <li>✓ Taylor Swift Concerts</li> <li>✓ Sacramento Kings Partnership</li> <li>✓ Sacramento River Cats Partnership</li> </ul>	<p style="text-align: center;"><b>August</b></p> <ul style="list-style-type: none"> <li>✓ Beyoncé Concert</li> <li>✓ Planning for 49ers Special Schedule</li> <li>✓ New rotation of complimentary onboard movies</li> <li>✓ August Drink Specials for Café Car</li> </ul>	<p style="text-align: center;"><b>September</b></p> <ul style="list-style-type: none"> <li>✓ FRA CRISI Award Press Event</li> <li>✓ Rail Safety Month</li> <li>✓ Bay Area Transit Month</li> <li>✓ Ed Sheeran Concert</li> <li>✓ 49ers special schedule and promotion</li> <li>✓ 49ers Café Car Drink Specials</li> <li>✓ Arik Armstead (SF 49ers player/community leader) endorsement</li> </ul>
<p style="text-align: center;"><b>October</b></p> <ul style="list-style-type: none"> <li>✓ Cappy Hour event</li> <li>✓ Café Car Drink Specials</li> <li>✓ Corridor Conversations Webinar</li> <li>✓ GM Message to Riders</li> <li>✓ 49ers special schedule and promotion</li> <li>✓ 49ers Café Car Drink Specials</li> </ul>	<p style="text-align: center;"><b>November</b></p> <ul style="list-style-type: none"> <li>✓ On-board Pets Policy Launch</li> <li>✓ Thanksgiving service communications</li> <li>✓ Holiday Café Car Drink Specials</li> <li>✓ SF Travel Partnership</li> <li>✓ Visit Placer Partnership</li> <li>✓ Downtown Martinez Partnership</li> <li>✓ 49ers special schedule and promotion</li> <li>✓ FY23 Annual Performance Report development</li> </ul>	<p style="text-align: center;"><b>December</b></p> <ul style="list-style-type: none"> <li>✓ Holiday travel communications</li> <li>✓ Planning Cappy Hour event</li> <li>✓ Development of Tap2Ride Customer Support evolution</li> </ul>
<p style="text-align: center;"><b>January</b></p> <ul style="list-style-type: none"> <li>✓ Annual Performance Report</li> <li>✓ Business Plan Public Workshops</li> <li>✓ GM Message to Riders</li> <li>✓ Cappy Hour</li> <li>✓ Winter Café Car Drink Specials</li> <li>✓ Café Car price adjustments</li> <li>✓ 49ers regular season &amp; playoff games promotion</li> </ul>	<p style="text-align: center;"><b>February</b></p> <ul style="list-style-type: none"> <li>✓ Valentine's Day</li> <li>✓ Black History Month</li> <li>✓ Lunar New Years</li> <li>✓ BOGO Weekends plus Mondays begins</li> <li>✓ Visit Oakland Partnership</li> </ul>	<p style="text-align: center;"><b>March</b></p> <ul style="list-style-type: none"> <li>✓ Women's History Month</li> <li>✓ New Café Car Menus Onboard</li> <li>✓ Spring Break Train-cations</li> <li>✓ Oakland Restaurant Week</li> <li>✓ First Time Riders Messaging</li> </ul>
<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"> <li>• Earth Month</li> <li>• Café Car Drink Specials</li> <li>• Corridor Conversations</li> <li>• Message to Riders</li> <li>• 1M Rider Celebration</li> </ul>	<p style="text-align: center;"><b>May</b></p> <ul style="list-style-type: none"> <li>• Springtime Cappy Hour</li> <li>• Bike to Work/Wherever Day</li> <li>• Bike East Bay partnership</li> <li>• Memorial Day – Holiday Service</li> <li>• Café Car Drink Specials</li> <li>• Levis Stadium concert – Luke Combs</li> </ul>	<p style="text-align: center;"><b>June</b></p> <ul style="list-style-type: none"> <li>• Annual On-Board Customer Satisfaction Surveys</li> <li>• FY24 Budget Closeout</li> <li>• Café Car Drink Specials</li> </ul>







## DKS WORK SUMMARY MEMO

DATE: April 1, 2024

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

FROM: Kendall Flint, Project Manager | DKS  
Melissa Abadie, Deputy Project Manager | DKS

SUBJECT: Work Summary

P#23049-001

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### DKS WORK COMPLETED FOR MARCH 2024

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

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- Developed and deployed social media posts on behalf of PCTPA.
- Attended weekly coordination meeting with staff.

#### KEY SOCIAL MEDIA POST SUBJECTS

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- Share of a Capitol Corridor post about Women's History Month on 3-6-24

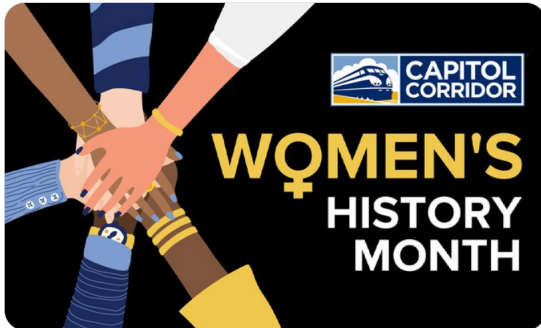
PCTPA reposted



**Capitol Corridor** @CapitolCorridor · 5d

Happy Women's History Month! We celebrate female trailblazers in transportation. To our engineers, managers, administrators, marketers, planners, operators, conductors, and all others, we recognize your hard work.

[#capitolcorridor](#) [#womenshistorymonth](#)  
[#womenintransportation](#)



1 5 396

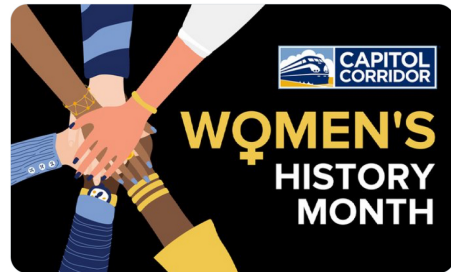
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[#capitolcorridor](#) [#womenshistorymonth](#)  
[#womenintransportation](#)



1 5 396

- Share of the City of Roseville’s Transportation 360 post on 3-20-24

**Placer County Transportation Planning Agency - PCTPA**  
3m · 🌐

Help the [City of Roseville, California Government](#) update their future plans for transit services and the pedestrian and bike network!



**City of Roseville, California Government** ✓  
March 15 at 6:00 PM · 🌐

Shape the future of transit and active transportation in your community. Participate in Transportation 360 and help us update master plans to provide a compreh... [See more](#)

👍 Like    💬 Comment    ➦ Share

Write a comment...    📧 🗨️ 📷 📧 🗨️

**PCTPA @PCTPA** · 3m


Help the [@CityofRoseville](#) update their future plans for transit services and the pedestrian and bike network!

**City of Roseville CA @CityofRos...** · 4d

Shape the future of transit and active transportation.

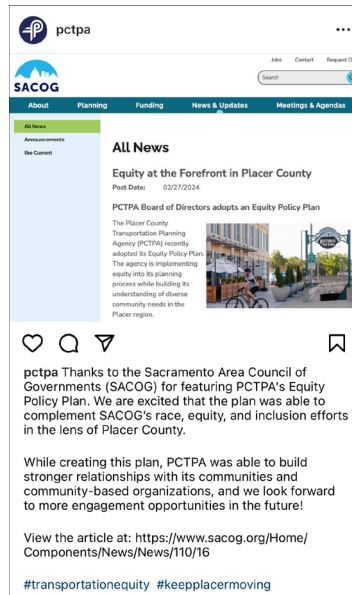
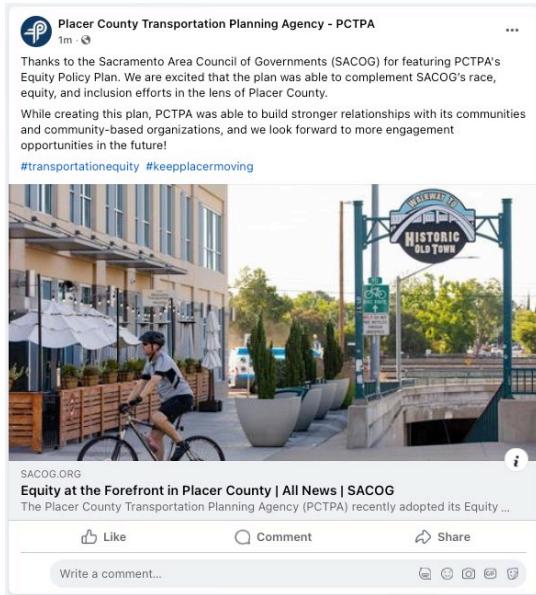
Participate in Transportation 360 and help us update master plans for future @RSLV\_Transit services and improving our pedestrian and bike network.

Share your input: [roseville.ca.us/transportation...](https://roseville.ca.us/transportation...)



🗨️ 🔄 ❤️ 📊 4 📌 📤

- Article post from the Sacramento Area Council of Governments that featured PCTPA's Equity Policy Plan



## CURRENT SOCIAL MEDIA PAGE STATISTICS

- **Facebook:** 1,936 Followers, Previously 1,938
- **Twitter:** 1,259 Followers, Previously 1,266
- **Instagram:** 1,030 Followers, Previously 1,027

## TASK ORDER 3: CTSA SUPPORT

- Revisions to the tri-fold brochure with information about South Placer Transit



## Information

[SouthPlacerTransitInfo.com](http://SouthPlacerTransitInfo.com)

Your one-stop resource for riding transit in south Placer! Scan the QR code now!



GET ALL OF THE INFORMATION YOU NEED.

## Education

### GROUP PRESENTATIONS AND EVENTS

Invite a Transit Education Specialist to your next group meeting or event and let your audience learn all the ways public transit can make getting around easy, affordable, and environmentally responsible. Learn about:

- Local bus service
- Commuter service
- On-demand service
- ADA Paratransit service
- Placer Rides mileage reimbursement program
- Transit training
- ...and More

## Training

### TRANSIT TRAINING

Learn how to use public transportation safely and independently throughout the south Placer area!

- Plan trips using the best routes
- Read and understand maps, schedules, and bus reader boards
- Openly communicate with drivers
- Safely get on and off the bus
- Transfer between buses
- Pay fares and purchase passes
- Identify landmarks and bus stops

### SOUTH PLACER TRANSIT INFORMATION

Contact us for routes and schedules, help with trip planning, on-demand service reservations, transit training registration, and more.



TRAINING IS FREE AND AVAILABLE TO ALL PLACER COUNTY RESIDENTS. INDIVIDUAL OR GROUP TRAININGS AVAILABLE.

Complete the registration form at [southplacertansitinfo.com/training](http://southplacertansitinfo.com/training), scan the QR code below, or call us at (916) or (530) 745-7560.



- Revisions to the business card with information about South Placer Transit

QR code and QR code text: or scan the QR code. SouthPlacerTransitInfo.com

**ON THE WEB**  
SouthPlacerTransitInfo.com

**BY EMAIL**  
support@southplacetransitinfo.com

**BY TELEPHONE**  
Call (916) or (530) 745-7560  
Open 7 days a week from 8 a.m. – 5 p.m.

**Contact Us**

**SOUTH PLACER TRANSIT**  
**INFORMATION**  
**EDUCATION & TRAINING**

**SERVING AUBURN, COLFAX, LINCOLN, LOOMIS, ROSEVILLE, ROCKLIN, AND SURROUNDING AREAS**

**Information**

Your one-stop resource for riding transit in south Placer! Get help with trip planning, reserve on-demand services, and more.

- Visit [www.southplacetransitinfo.com](http://www.southplacetransitinfo.com)
- Call (916) or (530) 745-7560
- Email [support@southplacetransitinfo.com](mailto:support@southplacetransitinfo.com)

**Education**

Invite us to your next meeting/event and learn how transit can make getting around easy, affordable, and environmentally responsible. Learn about:

- Local and commuter bus service
- On-demand and ADA Paratransit service
- Placer Rides mileage reimbursement program
- Transit Training, and more

**Training**

Learn how to use transit safely and independently!

- Read maps and schedules and plan trips
- Safely get on and off the bus
- Pay fares and purchase passes
- Identify landmarks, bus stops, and the right bus
- Transfer between buses, and more

**Information**

Your one-stop resource for riding transit in south Placer! Get help with trip planning, reserve on-demand services, and more. *See the back of this card for how to contact us!*

**Education**

Invite us to your next meeting/event and learn how transit can make getting around easy, affordable, and environmentally responsible. Learn about:

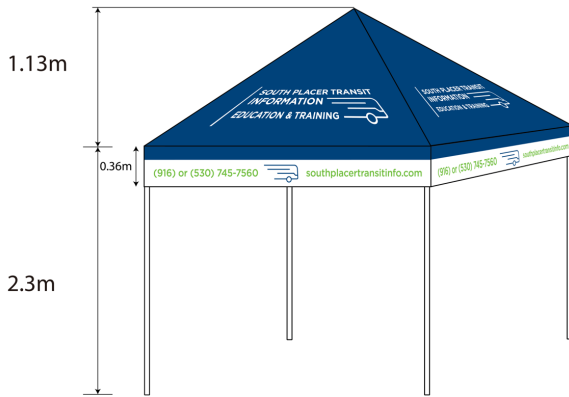
- Local and commuter bus service
- On-demand and ADA Paratransit service
- Placer Rides mileage reimbursement program
- Transit Training, and more

**Training**

Learn how to use transit safely and independently!

- Read maps and schedules and plan trips
- Safely get on and off the bus
- Pay fares and purchase passes
- Identify landmarks, bus stops, and the right bus
- Transfer between buses, and more

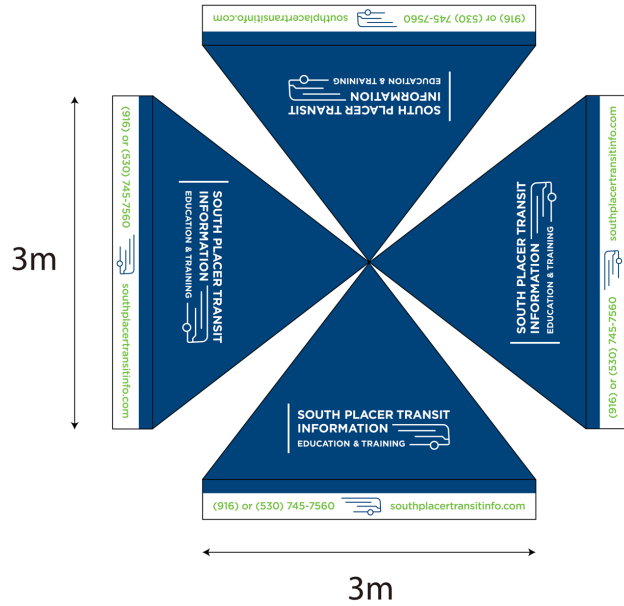
- Creation of a pop-up tent design for South Placer Transit



3m x 3m



CANOPY TOP



Artist: DKS Associates

Please note on proofs and sizes may not always be 100% accurate. When approving a proof please make sure all spelling is correct. Perfect color matches are not guaranteed without a standard Pantone C reference. Once approved and printed we cannot make changes

**Color/s:**  
■ #00427a  
■ #75c043