



A G E N D A

**Wednesday, June 26, 2024
10:45 AM**

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

PUBLIC PARTICIPATION PROCEDURES

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.

Agendas, Supplemental Materials and Minutes of the Board of Directors are available on the internet at: <https://www.pctpa.net/sprta-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, California and will be made available to the public on the Agency website.

Remote access: <https://placer-ca-gov.zoom.us/j/96597025499>

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

Webinar ID: 965 9702 5499

- A. Flag Salute**
- B. Roll Call**
- C. Approval of Minutes:** April 24, 2024
- D. Agenda Review**
Matt Click, Executive Director

Action
Pg. 1

Info

- E. AB 2449** **Action**
Matt Click, Executive Director
- If necessary, 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)).
- F. Public Comment**
Persons may address the Board on items not on this agenda. Please limit comments to three (3) minutes.
- G. Tier II Development Impact Fee Allocation Request for Placer Parkway – Whitney Ranch / University Avenue Intersection** **Action**
Pg. 3
- Adopt Resolution #24-05 to allocate \$3,520,000 of Tier II Development Impact Fee funds for the Placer Parkway Interchange to the City of Rocklin for construction of Whitney Ranch Parkway/University Avenue Intersection Improvements.
- H. Approve Revised Bylaws of the Board of Directors of the South Placer Regional Transportation Authority** **Action**
Pg. 7
Rick Carter, Deputy Executive Director
- I. FY 2024/25 Administrative Budget** **Action**
Pg. 22
- Approve the FY 2024/25 Administrative Budget for the administration of the South Placer Regional Transportation Authority.
- J. Executive Director's Report** **Info**
- K. Board Direction to Staff**
- L. Informational Items** **Info**
1. SPRTA TAC Minutes: May 7, 2024 Pg. 24
 2. SPRTA TAC Minutes: June 11, 2024 Pg. 25

July 24, 2024 Board Meeting - CANCELLED
Next regularly scheduled SPRTA Board Meeting
August 28, 2024



ACTION MINUTES

April 24, 2024

A meeting of the South Placer Regional Transportation Authority Board convened on Wednesday, April 24, 2024, at 10:45 AM at the Placer County Board of Supervisors Chambers, 175 Fulweiler Avenue, California.

BOARD IN

ATTENDANCE: Ken Broadway
Bruce Houdesheldt, Chair
Paul Joiner
Jim Holmes

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

APPROVAL OF ACTION MINUTES: March 27, 2024

Upon motion by Broadway and second by Joiner, the March 27, 2024 meeting minutes were unanimously approved.

AGENDA REVIEW

The agenda for the March 27, 2024 SPRTA Board meeting remained unchanged from the agenda that was posted. Matt noted that the PG&E Quitclaim Deed under the Consent Calendar had not been signed at the time the agenda was distributed. It has since been signed and provided to the Board as information.

AB 2449

All Board Members were present and there was no Board action required.

PUBLIC COMMENT

Public comment was provided by Michael Garabedian, Placer County Tomorrow and Pacific to American Divide.

CONSENT CALENDAR

Upon motion by Holmes and second by Broadway, the SPRTA Consent Calendar items as shown below were unanimously approved.

1. PG&E Partial Easement Quitclaim Deed for Interstate 80 Auxiliary Project (Roseville: APN: 014-183-029 Portion)

Public Hearing: South Placer Regional Transportation and Air Quality Mitigation Fee Program Inflationary Adjustment 2024

Item presented by Cory Peterson, Senior Transportation Planner

Upon motion by Broadway and second by Joiner, the Board unanimously approved Resolution #24-03, adopting the inflationary adjustment for the South Placer Regional Transportation and Air Quality Mitigation Fee Program.

FY 2023/24 Administrative Budget Amendment #1

Item presented by Rick Carter, Deputy Executive Director

Upon motion by Joiner and second by Broadway the Board unanimously approved the FY 2023/24 Administrative Budget Amendment #1 as provided for the administration of the South Placer Regional Transportation Authority (SPRTA).

EXECUTIVE DIRECTOR’S REPORT

Matt Click reported that May is Bike Month, and we coordinate with SACOG on bicycle activities and the Auburn Trails Alliance. He also noted that May 15 – 21 is Public Works Week.

ADJOURN

The SPRTA Board meeting concluded at approximately 11:00 AM.

NEXT REGULARLY SCHEDULED BOARD MEETING: Wednesday, May 22, 2024.

A video of this meeting is available at www.pctpa.net/2024-04-24-sprta-meeting.

Matt Click, Executive Director

Bruce Houdesheldt, Chair

Solvi Sabol, Clerk to the Board

ss:



City of Lincoln • City of Rocklin • City of Roseville • Placer County

TO: SPRTA Board of Directors **DATE: June 26, 2024**

FROM: Rick Carter, Deputy Executive Director

SUBJECT: TIER II DEVELOPMENT IMPACT FEE ALLOCATION REQUEST FOR PLACER PARKWAY-WHITNEY RANCH/UNIVERSITY AVENUE INTERSECTION

ACTION REQUESTED

Adopt Resolution #24-05 to allocate \$3,520,000 of Tier II Development Impact Fee (Tier II) funds for the Placer Parkway Interchange to the City of Rocklin for construction of Whitney Ranch Parkway/University Avenue Intersection Improvements.

BACKGROUND

The Tier II fee program was adopted in 2009 and provides funding for Placer Parkway and the I-80/SR65 Interchange.

Placer County is the lead agency for the Placer Parkway Interchange project, which will complete construction of the western portion of the Whitney Ranch interchange at SR 65 and construct Placer Parkway between the interchange and N. Foothills Blvd (The “Phase 1” project). Phase 1 will also widen Whitney Ranch Parkway between SR65 and University Avenue, including improvements to the Whitney Ranch Parkway/University Avenue Intersection, all of which is within the City of Rocklin’s jurisdiction. Placer County has been allocated \$12 million of Tier II funds for Phase 1 design and right of way acquisition and will request additional allocations for construction.

DISCUSSION

The City of Rocklin desires to construct the improvements at the Whitney Ranch Parkway/University Avenue Intersection ahead of Placer County’s schedule. Placer County and City staff have agreed it’s appropriate for the City to take the lead on constructing the intersection improvements and have the County remove them from the Phase 1 project. The City would deliver the Phase 1 scope located within Rocklin city limits coupled with additional roadway improvements on University Avenue that are outside the scope of the Phase 1 project.

The City will develop two bid schedules separating out the Phase 1 project work from the City-funded work on University Avenue. County and City staff are in agreement that 100% of the cost of the Phase 1 work to be delivered by the City, estimated at

SPRTA Board of Directors
TIER II DEVELOPMENT IMPACT FEE ALLOCATION REQUEST FOR PLACER
PARKWAY-WHITNEY RANCH/UNIVERSITY AVENUE INTERSECTION
June 2024
Page 2

\$3,520,000 will be paid using Tier II funds while the City uses local funds to deliver its work that is unassociated with the Phase 1 project.

FINANCIAL ANALYSIS

Staff analyzed the funding allocation request with currently programmed work allocations and determined there is sufficient revenue to allocate the requested funds. In 2023, the SPRTA member agencies each executed an agreement recognizing that the County is advancing construction of Phase 1 using County and United Auburn Indian Community (UAIC) funds, and that SPRTA will reimburse the County from Tier II funds as revenues are received by PCTPA. The Phase 1 project is the only project currently planned to receive funds from Tier II. This action would merely allocate the same amount of funding for the same scope of work to the City of Rocklin instead of Placer County so it will not adversely impact the Phase 1 reimbursement plan.

PCTPA staff and the SPRTA Technical Advisory Committee (TAC) have reviewed this allocation request and concur.

RC:mbc:ss

RESOLUTION NO. 24-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY
ALLOCATING TIER II DEVELOPMENT IMPACT FEES TO
THE WHITNEY RANCH/UNIVERSITY AVENUE INTERSECTION
PROJECT FOR CONSTRUCTION**

The following resolution was duly passed by the Board of the South Placer Regional Transportation Authority at a regular meeting held June 26, 2024 by the following vote on roll call:

AYES:

NOES:

ABSENT:

WHEREAS, the County of Placer, the City of Roseville, the City of Rocklin, and the City of Lincoln (“Local Jurisdictions”) signed a Memorandum of Agreement effective May 27, 2009 to establish the Tier II Development Fee Program (“Tier II Fee”); and

WHEREAS, the Local Jurisdictions comprise the member agencies of the South Placer Regional Transportation Authority (“Authority”) and the Authority is designated as the administrator of the Tier II Fee; and

WHEREAS, the Tier II Fee, has specified a total contribution to the Placer Parkway as a high-priority regional connector between State Route (SR) 65 and SR 70/99 at \$475,000,000, of which \$463,000,000 remains unallocated; and

WHEREAS, the Placer Parkway Tier I Corridor Preservation Environmental Impact Report/Environmental Impact Statement (EIR/EIS) was adopted by the SPRTA Board in December 2009 and received a Federal Record of Decision (ROD) in May 2010; and

WHEREAS, the SPRTA Board designated the County of Placer as lead agency for the Placer Parkway Phase 1 environmental and design in October 2009; and

WHEREAS, the Placer Parkway Phase 1 project includes certain improvement to the Whitney Ranch Parkway/University Avenue Intersection; and

WHEREAS, the City of Rocklin desires to construct the Placer Parkway Phase 1 Project improvements, along with other improvements, at the Whitney Ranch Parkway/University Avenue Intersection sooner than planned by the County of Placer; and

WHEREAS, the County of Placer and the City of Rocklin have each agreed that the City of Rocklin shall lead the construction of the intersection improvements at the Whitney Ranch Parkway/University Avenue Intersection; and

WHEREAS, the City of Rocklin has estimated the cost of the Whitney Ranch Parkway/University Avenue Intersection costs attributable to the Placer Parkway Phase 1 Project at \$3,520,000 and the County of Placer has reviewed and accepted this estimate.

NOW, THEREFORE, BE IT RESOLVED THAT the Authority allocates \$3,520,000 from the Tier II Fee to the City of Rocklin for the Whitney Ranch Parkway/University Avenue Intersection for the share of actual construction costs previously included as Placer Parkway Phase 1 project improvements.

Matt Click
Executive Director

Bruce Houdesheldt, Chair

Attest: _____
Solvi Sabol, Board Secretary



City of Lincoln • City of Rocklin • City of Roseville • Placer County

TO: SPRTA Board of Directors

DATE: June 26, 2024

FROM: Rick Carter, Deputy Executive Director

SUBJECT: ADOPT REVISED BYLAWS OF THE BOARD OF DIRECTORS OF THE SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY

ACTION REQUESTED

Adopt Resolution #24-06 adopting revised Bylaws of the Board of Directors of the South Placer Regional Transportation Authority.

BACKGROUND

In 2002, the City of Lincoln, the City of Rocklin, the City of Roseville and the County of Placer approved the joint exercise of powers agreement (JPA agreement) which created the South Placer Regional Transportation Authority (SPRTA) for the purposes of providing the coordinated planning, design, financing, acquisition, determination of timing of construction, and construction, of transportation improvements. In 2024 the First Amendment to the Amended and Restated Joint Exercise of Powers Agreement was considered by the member agencies. The amendment to the JPA was approved by the last member agency on June 5, 2024.

In 2002, the SPRTA Board approved bylaws for the Board of Directors of SPRTA based in part on the 2002 JPA agreement. The 2002 bylaws require revisions based on the 2024 amendments to the JPA agreement. Other technical and administrative changes are also recommended by staff.

The revised bylaws are included as Attachment 1. For ease of review, a “tracked changes” version of the bylaws are also included as Attachment 2.

DISCUSSION

The bylaws are revised to include the following:

- Update the reference to the current JPA agreement.
- Update the reference to SPRTA’s current office location.
- Add that the Board shall consider the rotation of the Chairperson amongst the members based on the following rotation order: Placer County, Lincoln, Rocklin, Roseville, and that the Vice Chairperson shall be considered from the next jurisdiction in this order. The recommended bylaws require the Board to consider this order but do not require the Board to follow this order as there may be circumstances where an alternate order is preferred by the Board.

SPRTA Board of Directors
ADOPT REVISED BYLAWS OF THE BOARD OF DIRECTORS OF THE SOUTH
PLACER REGIONAL TRANSPORTATION AUTHORITY
June 2024
Page 2

- Removal of the requirement for a roll call vote for all votes. The revised language allows for voice voting if a roll call vote is not required by law.

The Technical Advisory Committee (TAC) has reviewed the revised bylaws and recommends approval.

RC:mbc:ss

BYLAWS OF THE BOARD OF DIRECTORS OF THE
SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY

Approved by Resolution No. 24-06

ARTICLE I -- DEFINITIONS

Unless otherwise expressly provided, the definition of terms used in these Bylaws shall be the same as are contained in the First Amendment to the Amended and Restated Joint Exercise of Powers Agreement for the South Placer Regional Transportation Authority, dated effective June 26, 2024 (the JPA Agreement), and any amendment thereto.

ARTICLE II -- OFFICES

The principal office of the South Placer Regional Transportation Authority (the Authority) for the transaction of business is located at 2260 Douglas Boulevard, Suite 130, Roseville, CA 95661. The Board may change the location of the principal office from time to time. The Authority's Board of Directors (the Board) may establish one or more subordinate offices at any other place or places where the Authority is qualified to do business.

ARTICLE III -- OFFICERS OF THE BOARD OF DIRECTORS

Section 3.1 **Officers of the Board**

The officers of the Board shall be the Chairperson and the Secretary. In addition, the Board may, from time to time, elect such other officers as the Board shall deem necessary or convenient to conduct the affairs of the Authority.

Section 3.2 **Election and Duties of Chairperson and Vice Chairperson**

Pursuant to the JPA Agreement, the Chairperson and Vice Chairperson shall be elected from among the membership of the Board. The Board shall consider the rotation of the Chairperson amongst the members based on the following rotation order: Placer County, Lincoln, Rocklin, Roseville, and the Vice Chairperson shall be considered from the next jurisdiction in this order. The Chairperson shall act as Presiding Officer at all regular and special meetings of the Board.

In the absence of the Chairperson, the Vice Chairperson shall perform the duties and obligations of the office of the Chairperson.

Section 3.3 Rights of Presiding Officer

The Presiding Officer shall state every question coming before the Board, announce the decision of the Board on all subjects and decide all questions of order without debate, subject, however, to an appeal to the Board on which a member shall speak but once, the Presiding Officer having precedence in speaking on questions of order. The Presiding Officer shall be deprived of none of the rights or privileges of a member by reason of acting as Presiding Officer, and may move, second and debate, subject only to such limitations of debate as are by these rules imposed on all members.

Section 3.4 Terms of Office

The terms of office of the Chairperson and the Vice Chairperson shall be one (1) year. If no successor is named by the conclusion of any officer's term, the officer shall continue in office until a successor is named.

Section 3.5 Removal and Vacancies

The Board may remove an officer at any time. A vacancy in an office resulting from death, resignation, removal, disqualification, or any other cause, shall be filled by election of the Board. The foregoing applies only to offices of the Board and not to memberships of the Board.

ARTICLE IV -- MEETINGS

Section 4.1 Regular Meetings

(a) Regular meetings of the Board shall be held at the time, frequency, and place specified by resolution duly adopted by the Board; provided, however, that there shall be at least one (1) regular meeting every six (6) months.

Section 4.2 Special Meetings

A special meeting may be called in the manner specified by applicable California law.

Section 4.3 Quorum

Three (3) members of the Board shall constitute a quorum. When there is no quorum at a regular meeting, the Chairperson, or any member of said body, or the Executive Director shall adjourn said meeting until the next regular meeting.

Section 4.4 Session

The Chairperson (or in the absence of the Chairperson, the Vice Chairperson), shall take the chair at the hour appointed for the meeting, and shall call the Board to order. In the absence of the Chairperson and Vice Chairperson, the Executive Director shall call the Board to order, whereupon a temporary chairperson shall be elected from among the members present. Upon arrival of the Chairperson, or Vice Chairperson, the temporary chairperson shall relinquish the chair upon the conclusion of the item before the Board.

Section 4.5 Order of Business

At regular meetings of the Board, the following shall be the order of business:

- (a) Roll Call;
- (b) Approval of Minutes;
- (c) Agenda of the Board; and
- (d) Adjournment.

Section 4.6 Voting

(a) Manner of Voting. On all matters acted upon by the Board, the yeas and nays, and members present but not voting, shall be entered upon the minutes or other records of the meeting.

(b) Vote Required. All actions of the Board shall require an affirmative vote of a majority of the entire Board, except as provided in the JPA Agreement which specifies supermajority and/or unanimity requirements for certain actions.

Section 4.7 Minutes

The Secretary shall be designated by the Board. The Secretary shall record in the minutes the

time and place of each meeting of the Board, the names of the members present, all official acts of the Board, and the votes given by the members, and shall cause the minutes to be written up as soon as possible thereafter, and shall forward copies of the draft minutes to the members of the Board and the public entities constituting the Authority. The Secretary shall present the minutes for approval or amendment at the next regular meeting.

Section 4.8 Adjourned Meetings

The Board may adjourn any regular or special meeting to a time and place specified in the order of adjournment, whether or not a quorum has been established. If a quorum is not established, no business other than adjournment may be transacted.

ARTICLE V — COMMITTEES

Section 5.1 Creation of Committees

Committees of the Board may be created by a vote of the Board.

Section 5.2 Appointment

The Chairperson shall make all committee appointments with the concurrence of the Board.

Section 5.3 Committee Meetings

(a) Each committee shall meet on the call of its chairperson, at such times and places as are designed by said chairperson.

(b) If required by the provisions of the Ralph M. Brown Act (California Government Code Section 54950 *et seq.*), written notice of the time and place of each committee meeting, and of the business to be transacted, shall be given in accordance therewith.

(c) A majority of the members of each committee shall constitute a quorum for the transaction of business. All actions of the committee shall require the affirmative vote of a majority of the quorum.

Section 5.4 Duties of Committees

Committees shall perform such other duties as are specified from time to time by the Board.

ARTICLE VI — SECRETARY

Section 6.1 Secretary

The Secretary shall have the power and the duty to do the following:

- (1) Prepare agenda material for all regular and special meetings of the Board.
- (2) Prepare minutes of all regular and special meetings of the Board.
- (3) Keep and maintain or provide for the keeping and maintenance of all official records of the Authority.
- (4) Certify documents on behalf of the Authority.
- (5) Perform such acts as the Secretary is required to perform under the provisions of the JPA Agreement.

ARTICLE VII -- MISCELLANEOUS

Section 7.1 Execution of Contracts

The Board may adopt such guidelines or policies as it deems appropriate with respect to the adoption and execution of contracts. The Board may authorize any officer of the Board, staff member of the Authority, or agent of the Authority to execute any contract in the name of and on behalf of the Authority, and such authorization may be general or specific in nature. Unless so authorized, no officer, staff member or agent shall have any power to bind the Authority to any contract.

Section 7.2 Conduct of Meetings

All meetings of the Board and all committees of the Authority shall be conducted in accordance with (a) the Ralph M. Brown Act (California Government Code Section 54950 *et seq.*), and (b) any supplemental meeting procedures adopted by resolution of the Board.

ARTICLE VIII — AMENDMENT

Section 8.1 Amendments to the Bylaws

These Bylaws may be amended by the unanimous vote of all the duly appointed and qualified

members of the Board, at any regular or special meeting without previous notice, or upon a vote of the majority of all the duly appointed and qualified members of the Board at any regular or special meeting when at least seven (7) days written notice thereof has been previously given to all of the members of the Board.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am presently the Secretary of the South Placer Regional Transportation Authority and that the above Bylaws, consisting of six (6) pages, are the Bylaws of the Authority adopted at a meeting of the Board of Directors held on June 26, 2024.

DATED: _____, 2024

SECRETARY

BYLAWS OF THE BOARD OF DIRECTORS OF THE
SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY

Approved by Resolution No. 24-06

ARTICLE I -- DEFINITIONS

Unless otherwise expressly provided, the definition of terms used in these Bylaws shall be the same as are contained in the [First Amendment to the Amended and Restated Joint Exercise of Powers Agreement](#) ~~Joint Exercise of Powers Agreement~~ for the South Placer Regional Transportation Authority, dated effective ~~January 22, 2002~~ [June 26, 2024](#) (the JPA Agreement), and any amendment thereto.

ARTICLE II -- OFFICES

The principal office of the South Placer Regional Transportation Authority (the Authority) for the transaction of business is located at ~~550 High Street, Suite 107, Auburn, CA 95603~~ [2260 Douglas Boulevard, Suite 130, Roseville, CA 95661](#). The Board may change the location of the principal office from time to time. The Authority's Board of Directors (the Board) may establish one or more subordinate offices at any other place or places where the Authority is qualified to do business.

ARTICLE III -- OFFICERS OF THE BOARD OF DIRECTORS

Section 3.1 **Officers of the Board**

The officers of the Board shall be the Chairperson and the Secretary. In addition, the Board may, from time to time, elect such other officers as the Board shall deem necessary or convenient to conduct the affairs of the Authority.

Section 3.2 **Election and Duties of Chairperson and Vice Chairperson**

Pursuant to the JPA Agreement, the Chairperson [and Vice Chairperson](#) shall be elected from among the membership of the Board. [The Board shall consider the rotation of the Chairperson amongst the members based on the following rotation order: Placer County, Lincoln, Rocklin,](#)

~~Roseville, while and the Vice Chairperson shall be considered from the next jurisdiction next on the list in this order.~~ -The Chairperson shall act as Presiding Officer at all regular and special meetings of the Board.

~~Section 3.3 — Election and Duties of Vice Chairperson~~

~~A Vice Chairperson may be elected by the Board from among its members.~~ In the absence of the Chairperson, the Vice Chairperson shall perform the duties and obligations of the office of the Chairperson.

Section 3.43 Rights of Presiding Officer

The Presiding Officer shall state every question coming before the Board, announce the decision of the Board on all subjects and decide all questions of order without debate, subject, however, to an appeal to the Board on which a member shall speak but once, the Presiding Officer having precedence in speaking on questions of order. The Presiding Officer shall be deprived of none of the rights or privileges of a member by reason of acting as Presiding Officer, and may move, second and debate, subject only to such limitations of debate as are by these rules imposed on all members.

Section 3.54 Terms of Office

The terms of office of the Chairperson and the Vice Chairperson shall be one (1) year. If no successor is named by the conclusion of any officer's term, the officer shall continue in office until a successor is named.

Section 3.65 Removal and Vacancies

The Board may remove an officer at any time. A vacancy in an office resulting from death, resignation, removal, disqualification, or any other cause, shall be filled by election of the Board. The foregoing applies only to offices of the Board and not to memberships of the Board.

ARTICLE IV -- MEETINGS

Section 4.1 Regular Meetings

(a) Regular meetings of the Board shall be held at the time, frequency, and place specified by resolution duly adopted by the Board; provided, however, that there shall be at least one (1) regular meeting every six (6) months.

Section 4.2 Special Meetings

A special meeting may be called in the manner specified by applicable California law.

Section 4.3 Quorum

Three (3) members of the Board shall constitute a quorum. When there is no quorum at a regular meeting, the Chairperson, or any member of said body, or the Executive Director shall adjourn said meeting until the next regular meeting.

Section 4.4 Session

The Chairperson (or in the absence of the Chairperson, the Vice Chairperson), shall take the chair at the hour appointed for the meeting, and shall call the Board to order. In the absence of the Chairperson and Vice Chairperson, the Executive Director shall call the Board to order, whereupon a temporary chairperson shall be elected from among the members present. Upon arrival of the Chairperson, or Vice Chairperson, the temporary chairperson shall relinquish the chair upon the conclusion of the item before the Board.

Section 4.5 Order of Business

At regular meetings of the Board, the following shall be the order of business:

- (a) Roll Call;
- (b) Approval of Minutes;
- (c) Agenda of the Board; and
- (d) Adjournment.

Section 4.6 Voting

(a) Manner of Voting. On all matters acted upon by the Board, ~~the voting shall be a roll call, and~~ the yeas and nays, and members present but not voting, shall be entered upon the minutes or

other records of the meeting.

(b) Vote Required. All actions of the Board shall require an affirmative vote of a majority of the entire Board, except as provided in the JPA Agreement which specifies supermajority and/or unanimity requirements for certain actions.

Section 4.7 Minutes

The Secretary shall be designated by the Board. The Secretary shall record in the minutes the time and place of each meeting of the Board, the names of the members present, all official acts of the Board, and the votes given by the members, and shall cause the minutes to be written up as soon as possible thereafter, and shall forward copies of the draft minutes to the members of the Board and the public entities constituting the Authority. The Secretary shall present the minutes for approval or amendment at the next regular meeting.

Section 4.8 Adjourned Meetings

The Board may adjourn any regular or special meeting to a time and place specified in the order of adjournment, whether or not a quorum has been established. If a quorum is not established, no business other than adjournment may be transacted.

ARTICLE V — COMMITTEES

Section 5.1 Creation of Committees

Committees of the Board may be created by a vote of the Board.

Section 5.2 Appointment

The Chairperson shall make all committee appointments with the concurrence of the Board.

Section 5.3 Committee Meetings

(a) Each committee shall meet on the call of its chairperson, at such times and places as are designed by said chairperson.

(b) If required by the provisions of the Ralph M. Brown Act (California Government Code Section 54950 *et seq.*), written notice of the time and place of each committee meeting, and of

the business to be transacted, shall be given in accordance therewith.

(c) A majority of the members of each committee shall constitute a quorum for the transaction of business. All actions of the committee shall require the affirmative vote of a majority of the quorum.

Section 5.4 Duties of Committees

Committees shall perform such other duties as are specified from time to time by the Board.

ARTICLE VI — SECRETARY

Section 6.1 Secretary

The Secretary shall have the power and the duty to do the following:

- (1) Prepare agenda material for all regular and special meetings of the Board.
- (2) Prepare minutes of all regular and special meetings of the Board.
- (3) Keep and maintain or provide for the keeping and maintenance of all official records of the Authority.
- (4) Certify documents on behalf of the Authority.
- (5) Perform such acts as the Secretary is required to perform under the provisions of the JPA Agreement.

ARTICLE VII -- MISCELLANEOUS

Section 7.1 Execution of Contracts

The Board may adopt such guidelines or policies as it deems appropriate with respect to the adoption and execution of contracts. The Board may authorize any officer of the Board, staff member of the Authority, or agent of the Authority to execute any contract in the name of and on behalf of the Authority, and such authorization may be general or specific in nature. Unless so authorized, no officer, staff member or agent shall have any power to bind the Authority to any contract.

Section 7.2 Conduct of Meetings

All meetings of the Board and all committees of the Authority shall be conducted in accordance with (a) the Ralph M. Brown Act (California Government Code Section 54950 *et seq.*), and (b) any supplemental meeting procedures adopted by resolution of the Board.

ARTICLE VIII — AMENDMENT

Section 8.1 Amendments to the Bylaws

These Bylaws may be amended by the unanimous vote of all the duly appointed and qualified members of the Board, at any regular or special meeting without previous notice, or upon a vote of the majority of all the duly appointed and qualified members of the Board at any regular or special meeting when at least seven (7) days written notice thereof has been previously given to all of the members of the Board.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am presently the Secretary of the South Placer Regional Transportation Authority and that the above Bylaws, consisting of ~~seven~~ six (~~7~~6) pages, are the Bylaws of the Authority adopted at a meeting of the Board of Directors held on _____, June 26, 2024~~2002~~.

DATED: _____, 2024~~2002~~

SECRETARY

RESOLUTION NO. 24-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY
ADOPTING BYLAWS OF THE BOARD OF DIRECTORS**

The following resolution was duly passed by the Board of the South Placer Regional Transportation Authority at a regular meeting held June 26, 2024 by the following vote on roll call:

AYES:
NOES:
ABSENT:

WHEREAS, In January 2002, the City of Lincoln, the City of Rocklin, the City of Roseville and the County of Placer approved the joint exercise of powers agreement (JPA agreement) which created the South Placer Regional Transportation Authority (Authority) for the purposes of providing the coordinated planning, design, financing, acquisition, determination of timing of construction, and construction, of transportation improvements; and

WHEREAS, the Authority also adopted bylaws for the administration of the Authority in January 2002; and

WHEREAS, in June 2024, the City of Lincoln, the City of Rocklin, the City of Roseville and the County of Placer have amended the JPA agreement; and

WHEREAS, revisions to the bylaws are proposed to conform to the amended JPA agreement and to provide for technical and administrative changes.

NOW, THEREFORE, BE IT RESOLVED THAT the Authority adopts the Bylaws of the Board of Directors of the South Placer Regional Transportation Authority.

Matt Click
Executive Director

Bruce Houdesheldt, Chair

Attest: _____
Solvi Sabol, Board Secretary



City of Lincoln • City of Rocklin • City of Roseville • Placer County

TO: SPRTA Board of Directors

DATE: June 26, 2024

**FROM: Rick Carter, Deputy Executive Director
 Matt Click, Executive Director**

SUBJECT: FY 2024/25 ADMINISTRATIVE BUDGET

Action Requested

Approve the FY 2024/25 Administrative Budget (Attachment 1) for the administration of the South Placer Regional Transportation Authority (SPRTA).

Background

The Board adopts an annual administrative budget to cover administrative contracts, including traffic modeling, legal services, and PCTPA's expenses to administer the Authority on an actual cost basis.

Discussion

As shown in Attachment 1, the FY 2024/25 administrative budget is proposed at \$146,396, a \$93,505 reduction from the FY 2023/24 Amendment #1 budget. This budget includes \$111,896 in "PCTPA Administrative Contract" costs for staff efforts for general administration of SPRTA, a reduction of \$33,505 from the current budget. The "On-Call Model and Fee Assistance Consultant" is \$20,000 to allow for any fee modelling needs that may arise. This is a \$60,000 reduction from the current budget. Both reductions are due to the completion of the SPRTA Tier 1 fee update. These costs match those in PCTPA's Overall Work Program (OWP). The budget is balanced.

The Board should note that SPRTA budgets cover expected expenses, but all billings are at actual cost with no year-to-year carryover.

The SPRTA Technical Advisory Committee (TAC) has reviewed this proposed budget and recommends the Board approve the budget as presented.

RC:mbc:ss

Attachment 1

SPRTA Administrative Budget Summary

FY 2024/25

June 26, 2024

Expenditures	FY 2024/25	FY 2023/24	
	Proposed Budget	Amend #1 Budget	Difference
PCTPA Administrative Contract	\$111,896	\$145,401	-\$33,505
Legal Services	\$5,000	\$5,000	\$0
On-Call Model and Fee Assistance Consultant	\$20,000	\$80,000	-\$60,000
Financial Audits	\$7,000	\$7,000	\$0
Direct Expenses (note 1)	\$2,000	\$2,000	\$0
Accounting Services	\$500	\$500	\$0
Contingency funds	\$0	\$0	\$0
Total	\$146,396	\$239,901	-\$93,505

Revenues	FY 2024/25	FY 2023/24	
	Proposed Budget	Amend #1 Budget	Difference
SPRTA Fees	\$146,396	\$239,901	-\$93,505
SPRTA Fees/Carryover	\$0	\$0	\$0
Total	\$146,396	\$239,901	-\$93,505

Contingency Funds	Budget	Budget	Actual
	\$0	\$0	\$0

Revenue to Expenditure Comparison	Budget	Budget	Actual
Surplus/(Deficit)	\$0	\$0	\$0

Note 1: Direct expenses include postage, printing, advertising, and meeting expenses.

SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY

Technical Advisory Committee Meeting Minutes

May 7, 2024 – 2:00 PM

ATTENDANCE: Jake Hanson, City of Roseville
Mark Johnson, City of Roseville
Katie Jackson, Placer County
Rich Moorehead, Placer County
Kevin Ordway, Placer County

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

No SPRTA Board meeting this month.

Sierra College Boulevard Bridge and Cost Estimate

Rick Carter explained that Cresleigh Homes was interested in a parcel south of I-80 that would be conditioned by Rocklin to build frontage improvements which would include a bridge. SPRTA does not currently have the bridge in the fee program. We put together a working group that consisted of staff from Lincoln, Rocklin, Roseville, and Placer County, who felt the bridge cost should be added to the fee. Cresleigh Homes had said that they would put together a cost estimate for the bridge, however they have since decided to put the project on hold. The property owner, however, has inquired about inclusion of the cost of the bridge in the fee program and noted challenges to selling the parcel given the bridge widening condition.

The TAC agreed it was worthwhile to do a rough bridge cost estimate using internal resources. We could consider adding the costs into next year's annual inflation fee increase.

Tier 1 and 2 Inflation Increase

Rick reminded the TAC that the Board adopted Tier 1 fees at their April Meeting. The Tier 2 fees were changed to the 11th edition trip generation to match Tier 1. The new fees were provided to the SPRTA jurisdictions for implementation. Rick asked the TAC to have Tier 1 and 2 fees go into effect July 1.

SPRTA Bylaws

Rick said that the JPA has gone or will be going to Lincoln, Rocklin, Roseville Councils, and the Placer County Board of Supervisors for adoption. When the JPA is adopted by all agencies, we will send out a fully executed copy to everyone. With the changes to the JPA we need to make minor administrative changes to the Bylaws, that include an update to our address, and solidifying the rotation of Chair and Vice Chair. Rick will send the text for review prior to the June TAC.

Fee Credit Reimbursements

Rick reminded the SPRTA TAC that with the fee update we had small balances that were district fee credits. We will be sending these back the respective jurisdictions and will let you know when they are sent and to whom they are going so you can internally coordinate on what to do with the funds.

Other Items

- a. May 22nd SPRTA Board Meeting: CANCELLED
- b. June 11th @ 2:00 PM – SPRTA TAC

SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY

Technical Advisory Committee Meeting Minutes

June 11, 2024 – 2:00 PM

ATTENDANCE: Matthew Medill, City of Lincoln
Hunter Young, City of Rocklin
Jake Hanson, City of Roseville
Mark Johnson, City of Roseville
Matt Todd, City of Roseville
Katie Jackson, Placer County

STAFF: Rick Carter
Cory Peterson
Solvi Sabol

Whitney Ranch University Avenue / Rocklin Fund Transfer

Rick provided background explaining that the Tier II fee program provides funding for Placer Parkway and the I-80/SR 65 interchange. Placer County is the lead agency for Placer Parkway interchange project which includes completing the construction of the western portion of Whitney Ranch interchange at SR 65 and constructing Placer Parkway between and North Foothills Blvd, also known as the Phase 1 Project. Phase 1 also includes widening Whitney Ranch Parkway between SR 65 and University Avenue, including improvements to the Whitney Ranch Parkway/University Avenue intersection, which are within the City of Rocklin's jurisdiction. Placer County has been allocated \$12 million for Phase 1 design and right of way acquisition.

Rocklin wants to construct improvements at the Whitney Ranch Parkway/University Avenue Intersection ahead of Placer County's schedule. Placer County and City of Rocklin staff have agreed that it's prudent for Rocklin to take the lead on construction of the intersection improvements and have the County remove them from the scope of the Phase 1 improvements. To that end, we'll be asking the Board to allocate \$2.5 million of Tier II fees for the Placer Parkway Interchange to the City of Rocklin for construction of the Whitney Ranch Parkway/University Avenue Intersection Improvements.

SPRTA 2024/25 Administrative Budget

Rick showed the FY 2024/24 Proposed Budgeted compared to the FY 2023/24 Amendments #1 budget. There is a decrease of approximately \$94,000 due to completion of the Tier 1 fee update. About \$33,000 is a reduction of staff resources and a \$60,000 reduction in the on-call model and fee assistance consultant contract. We maintain some budget for the on-call consultant for any items that may arise. TAC concurred with bringing this budget to the Board for adoption in June.

SPRTA Bylaws

Rick went through the minor administrative changes on the bylaws including the memorializing the Chair and Vice Chair rotation schedule. The TAC concurred with the changes as presented.

Sierra College Bridge

A working group was formed to look at potentially including the cost of the bridge in the fee program. Rick went through the scope of the project which includes widening the box culvert of the bridge, building new retaining walls on each side, and frontage work on vacant lots. The cost adds approximately \$2.5 million to the cost of work when you take out frontage improvements assumed to be built by adjacent development. Rick showed the changes in fees and proposed including these as part of next year's inflationary increase as they are minor (between \$0 and \$39 per DUE, depending on the district). We plan on bringing this to the Board in August. The TAC concurred.

The meeting concluded at 2:22 PM.