

**SAN LUIS OBISPO COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE**

**PLEASE NOTE THE DATE, TIME, AND  
LOCATION:**

**OCTOBER 13, 2004, WEDNESDAY**

**9:00 AM TO 11:00 AM**

**Board of Supervisors Conference Room A  
County Government Center, San Luis Obispo, CA**

1. **Call to Order and Roll Call.**
2. **Public Comments.** Any member of the public may address the Committee for a period not to exceed three minutes on any item not on the agenda within the jurisdiction of the Council. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items not on the agenda.
3. **SLOCOG November 3, 2004 Agenda. Review. Attached.** (REVIEW & COMMENT, re: timing, sequence, advisory committee agenda items, etc.). The following identifies several key issues requiring Executive Committee direction:

**Major Agenda Items Include:**

**PUBLIC HEARING ITEM:**

**A-1, Draft 2004 Regional Transportation Plan (RTP) (A continued and updated item).** An up-to-date RTP is needed to meet state and federal requirements. Each Council of Governments (COG) is required to adopt and submit to the state every three years (by December 31, 2004). This update will involve major format changes, but little change in policy or recommended projects. The plan is being updated and repackaged to: comply with new state guidelines; ensure the plan is achievable with projected revenues; and to provide an updated, realistic vision for meeting current and future mobility needs. An Addendum to the 2001 RTP Environmental Impact Report (EIR) is being prepared for this RTP update.

In August, the Board provided direction to: A) Retain - but simplify goals and policies B) Restructure to simplify RTP, address state guidelines, and consider examples of "best practices"; and C) Schedule public hearing to review draft chapters in October.

In September staff reviewed key policy issues with advisory committees, and “emphasis areas.” No major departure from adopted policy and direction was expressed. The one exception dealt with transit’s long-range vision. That vision is being developed on a separate but concurrent tract to be integrated into the RTP in December or February after separate consideration by the Board.

Items from the October meeting are being integrated into the relevant chapters of the RTP and will be presented for review in December and then considered for adoption in February or April (subject to the extent of comments received).

**(RECOMMENDATION:** APPROVE APPROACH – Review, Comment and reaffirm priorities, strategies, and draft chapters; and consider remaining Draft Plan in December and RTP Adoption in February or April, 2005).

#### **TRANSPORTATION ITEMS:**

**B-1, Free Bus Fare Program for Rail Passengers (Continued item: no changes).** Approve \$3,000 in State Transit Assistance (STA) funds to local transit operators to allow rail passengers to use fixed route transit services without paying a fare. Program will be linked to the new Surfliner services anticipated to begin in November (**RECOMMENDATION:** Approve).

**B-2, Cooperative Agreement: SLOCOG & Caltrans for National Pollutant Discharge Elimination system (NPDES -Storm water) Permit Requirement for Public Education, Outreach, and local (city and county) Coordination Activities (Continued Item – no change).** Staff received a request from Caltrans and the SLO County Partners for Water Quality (staff from each agency that address NPDES requirements) for SLOCOG assistance to administer Caltrans funding for the program (\$20k) for member agencies to streamline and reduce costs (**RECOMMENDATION:** Approve).

**B-3, Possible New Item: Avila Beach Trolley, Unmet Needs Determination.** In April 2003, the SLOCOG Board considered and found the request for continuing operational support for the Avila Beach trolley to be an “unmet need reasonable to meet” under several specified conditions. Two key provisions required the system to be integrated into an existing transit system to reduce costs, and dedication of the current vehicle, owned by the Avila Beach Community Foundation (ABCF) for continued service. The South County Area Transit (SCAT) system has agreed to assume services under the provisions of a Memorandum of Understanding with the ABCF. At this time it does not appear that ABCF is willing to agree with the MOU. If no agreement can be reached, staff recommends that SLOCOG revisit the Unmet Needs Finding, and find this request as “not reasonable to meet.” With such a finding the service would likely be terminated.

**CONSENT AGENDA:** See attached agenda.

**New Item:** Master Fund Transfer Agreement (MFTA) Update, between SLOCOG and Caltrans. The Federal Highway Administration is requiring the state to update their funding agreements with all COGs. The MFTA is very prescriptive, mandating more comprehensive accounting of all work and costs. Overhead time and costs will go up in order to manage and document all work, and preapprove any deviation from the adopted work program and budget (**RECOMMENDATION:** EXECUTE).

**Status of Other Continued Items:**

- ✓ **Long-Range Transit Plan.** This item was continued from the October meeting to provide additional time to address the draft plan and address comments received. A revised long-range vision and action recommendations are being formulated. The draft plan is scheduled for review before the Board in December.
- ✓ **Price Street (frontage road) Extension in Pismo Beach (\$18M in RTIP funds programmed by SLOCOG).** A draft EIR/EIS is being circulated for review by Caltrans. Community concerns are being raised regarding Caltrans' proposal to delete an off-ramp at Hinds Street. To retain the ramp, Caltrans would require: *exceptions to adopted standards, and construction of an auxiliary lane, retaining walls, and sound walls.* This would necessitate a 2-3 year delay (\$2-3M in esc), and an additional \$3-4M in costs. Any additional funding for cost increases would have to come from the city or SLOCOG. A request for additional funding from the City of Pismo Beach may come to the Board. A public meeting is scheduled for October 21<sup>st</sup>.

Options are few: de-program other approved projects; consider cost increases in the 2006 State Transportation Improvement Program (STIP) (at the cost of other new projects); or de-program this project.

4. **Member Agency and Advisory Committee Review of SLOCOG Board Agenda Items.** Several member agency staff raised concerns regarding the amount of time for them to review SLOCOG Board agenda items (see attached emails). Concerns resulted from: **a)** misinformation (i.e., missing information was in-fact previously reviewed); **b)** Board receiving an agenda with a recommendation for action prior to advisory committee input; and **c)** inadequate time for advisory committee members to review major items on the agenda.

Our adopted policy and practice is to have all agenda items reviewed by advisory committees prior to SLOCOG Board action. Advisory Committees meet two weeks before the Board meets. Agendas and staff reports are modified to reflect advisory committee input and distributed 12 days before the board meeting. Advisory committee agendas are distributed and posted on SLOCOG's website the Friday before the following Wednesday meeting.

There have been requests to move up this distribution a week to allow more advisory committee review. We have provided earlier agendas in the past and found that moving the agendas up a week is almost 4 weeks in advance of the Board meeting. Too many changes typically occur in that length of time requiring addendums that do not have any advisory committee input. Furthermore, agenda distribution a month in advance requires staff reports to be prepared for the upcoming COG meeting in advance of the current meeting resulting in inevitable additional changes, and the inability to address unforeseen board direction.

The major problem involving this past agenda was a desire to have more time to prepare the consultant draft plans and our staff reports. We postponed our advisory committees one week and had a single mailing. Everyone, the board, and the advisory committees received the same agendas. Member Agency staff was legitimately concerned when they saw recommendations going to the Board for action that they disagreed with. Normally we would have received their concerns early and modified the COG agenda to integrate advisory committee inputs. **(RECOMMENDATION: REAFFIRM POLICY TO: a) REFRAIN FROM SINGLE ADVISORY/COG AGENDA MAILINGS FOR NEW ACTION ITEMS OR POTENTIALLY CONTROVERSIAL ITEMS; b) PROVIDE DRAFT REPORTS TO ADVISORY COMMITTEES IN ADVANCE PER ADOPTED SCHEDULE; c) INTEGRATE ADVISORY COMMITTEE INPUT INTO REVISED REPORTS TO THE BOARD AND CLEARLY HIGHLIGHT ADVISORY COMMITTEE RECOMMENDATIONS AND/OR CONCERNS; AND d) SHOULD SIGNIFICANT**

PROBLEMS ARISE, CONTINUE ITEM TO THE NEXT BOARD MEETING FOR ADDITIONAL ADVISORY COMMITTEE INPUT).

5. **Proposed Year-End or January Reception:** At the last Executive Committee meeting, the Committee discussed a year-end reception or dinner and requested additional information. Staff consulted with several other COGs that have annual dinner meetings. San Joaquin and Kern COGs each have very large awards banquet held at convention/banquet venues (e.g., hotels, etc.). They are largely funded through sponsorships. Options for discussion:
  - ✓ Annual Event – recognize accomplishments, officers and outgoing/incoming members.
  - ✓ Type: Informal (daytime BBQ, lunch or dinner), or dinner.
  - ✓ Schedule: January 2005 due to holiday conflicts, and board composition changes.
  - ✓ Funding options: per person charge (total cost or partial cost), or sponsorships.
  - ✓ Invites: Board members and staff, or broader invitation.**(RECOMMENDATION: PROVIDE DIRECTION)**
  
6. **Request for Executive Director to participate on National Transportation Research Board (NTRB) representing small Metropolitan Planning Organizations (MPOs) in California.** Participation on the NTRB would give SLOCOG an opportunity for representation in a national organization that serves as an independent adviser to the federal government and others on scientific and technical questions of national importance. NTRB provides expert advice on transportation policy and programs; disseminates research results broadly and encourages their implementation through the work of its standing committees and task forces addressing all modes and aspects of transportation. NTRB conducts a minimum of two out-of-state conferences per year. No funding is provided.
  - ✓ Budget Implications: A minimum of three out-of-state meetings are held annually – an organizational forum in Washington DC, and two conferences for small MPOs, in addition to quarterly e-mail or telephone conferences. The position would entail additional participation in the preparation for both conferences (re: speakers, recruitment, logistics, etc). Likely cost: \$1,200 per conference (travel, meals, lodging).**(RECOMMENDATION: DETERMINE INTEREST IN SUPPORTING PARTICIPATION)**
  
7. **Executive Committee Minutes, September 15, 2004, Attached** (APPROVE).
  
8. **Late Breaking News.**
  
9. **Committee Member Comments and Adjournment.**

**Next Meeting: November 10, 2004 Wednesday.**

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