

Plan Advisory Committee Charter

# BACKGROUND

The California Department of Transportation (Caltrans) is forming the Statewide Transit Strategic Plan (STSP) Plan Advisory Committee (PAC).

The STSP was last updated in 2012. In the intervening four years, California has experienced a number of changes that will affect transit in the State. These changes necessitate a comprehensive update to the STSP. Transit in California also operates amid an expanding landscape of personal mobility choices. The advent of Transportation Network Companies, not foreseen in the previous plan, brings new challenges and opportunities for transit in California. Additionally, an updated business plan for California High Speed Rail provides new information on a substantial statewide investment in intercity mobility that requires robust intracity transit connection to succeed.

Caltrans is assisted with the Statewide Transit Strategic Plan by the UCLA Institute of Transportation Studies, which previously worked on the 2012 STSP and has been brought back on board to work on the 2016 update.

# MISSION

The PAC will serve in an advisory capacity for the development of the STSP.

# PURPOSE

The purpose of the PAC is to solicit and encourage participation and input of transit agencies during plan development. The PAC is entirely advisory in nature, with no governmental powers in and of itself. The PAC is not a formal voting body.

# PAC MEMBERS

The Committee consists of core representatives from State, local, and regional transit agencies and organizations that represent local and regional transit agencies.

# RESPONSIBILITIES of the PAC

The PAC will conduct its business in an open manner: any interested person is permitted to observe any meetings of the Committee.

* PAC Members will provide a forum for discussion, review, and comment on key issues related to plan documents.
* PAC Members are expected to attend and participate at meetings or send a knowledgeable delegate. Please notify Caltrans if an alternate will be attending and prepare the alternate with background information on the STSP project and the meeting.
* PAC Members are expected to provide technical information and policy guidance on the STSP.
* PAC Members are expected to report on the development of the STSP and share project documents with your organization and their stakeholders.
* PAC Members are expected to review and provide comments on draft documents within established deadlines. If reviews are not provided, Caltrans will assume that the Member has no comments on the documents.
* PAC Members have the option of responding to surveys administered by the UCLA research team. Participation in any web-based, phone-based, or in-person survey or interview is strictly voluntary and PAC Members will have the opportunity to make their input confidential, meaning that it will not appear with personally-identifying information in any materials shared with Caltrans, other PAC members, or publicly.

# RESPONSIBILITIES of CALTRANS and UCLA ITS

The Caltrans and UCLA ITS Project Team will strive to understand which issues, concepts, or proposals have consensus or high levels of support. If substantial disagreements emerge, Caltrans will consider whether an item warrants further discussion in advisory committee meetings, workshops and interviews, given the timeline for completing the STSP.

* The Caltrans and UCLA ITS Project Team will record any disagreements between PAC Members in the meeting notes.
* The Caltrans and UCLA ITS Project Team will make a remote attendance option available for Advisory Committee members unable to travel.
* The UCLA ITS Project Team will comply with the confidentiality and data security requirements of the UCLA Institutional Review Board for Human Subjects Research.

# FREQUENCY OF MEETINGS

The PAC will meet four times over a 15-month period, through November 2017. The first PAC will convene in Sacramento in October 2016, and will then meet on a quarterly basis during the development of the STSP. Meetings will be held in Sacramento, the San Francisco Bay Area, Los Angeles, or around the state as necessary.