

Policy Advisory Committee

Roles and Responsibilities Guidelines

Mission

The Policy Advisory Committee (PAC) will serve in an advisory capacity for the development of the California Transportation Plan 2040 (CTP 2040). These guidelines define the roles and responsibilities of PAC members, as well as the roles of Caltrans staff in the development of the CTP 2040.

Authority & Background

Federal law (U.S.C., Title 23, Section 135) requires each state to develop a statewide transportation planning process including updates of the state transportation plan. State law (Government Code 65070), amended in 2009 by Senate Bill (SB) 391 (Liu), requires the CTP to be adopted by the Governor (delegated to the Transportation Agency) by December 31, 2015. SB 391 requires Caltrans to address in the CTP how the state will achieve maximum feasible greenhouse gas (GHG) emission reductions and to identify the statewide integrated multimodal transportation system needed to achieve these results.

Relationship to the CTP Technical Advisory Committee

To address the new GHG emission reduction requirements resulting from SB 391, this update to the CTP will include a technical element. This technical element will analyze future scenarios and policies using robust modeling tools. To help guide the CTP's technical element, Caltrans is forming a CTP 2040 Technical Advisory Committee (TAC). The TAC will refine the methodology used to construct the scenarios, advise on data analysis, and provide suggestions on how to present the results within the CTP 2040 and at public workshops. We envision the CTP 2040 PAC and TAC working together in an iterative manner with TAC recommendations going through the PAC for final consideration.

Desired Outcomes

The PAC will ensure that California's Transportation Plan is comprehensive while considering the mobility and accessibility of all transportation users and freight. The PAC will support Caltrans in identifying the statewide integrated multimodal transportation system needed to achieve maximum feasible GHG reductions.

Roles and Responsibilities

Advise the Department on the development of a fully approved CTP that includes a policy framework to achieve our collective vision for California's transportation system, addresses how the state will achieve maximum feasible emission reductions, and identifies the statewide integrated multimodal transportation system needed to achieve these results.

Role of the PAC

1. Advise on the development of the CTP 2040, including how the state will achieve maximum feasible emission reductions in order to attain a statewide reduction of greenhouse gas emissions to 1990 levels by 2020, and 80 percent below 1990 levels by 2050.
2. Advise on identifying the statewide integrated multimodal transportation system needed to achieve these results.
3. Advise on how the CTP will address rural areas of the State.

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4. Review and comment on deliverables including drafts of the outline, plan, and outreach and marketing materials.
5. Provide input on outreach methods and encourage attendance at six public workshops.
6. Provide expert input on the benefits/impacts of transportation goals, strategies, and targets on other sectors and how sectors can support and partner in helping to realize the CTP.

Responsibilities of the PAC

1. Attend (or send a knowledgeable delegate) and participate at meetings.
2. Advise and comment on draft documents and outreach materials.
3. Report on development of the CTP to their organization and their stakeholders, and secure support by their respective organization.
4. Attend public and stakeholder workshops and advise on addressing comments.

Role of Caltrans

1. Provide leadership and coordination for the overall effort.
2. Facilitate PAC meetings in a professional manner by ensuring appropriate dialogue.
3. Ensure adequate time to review meeting materials and draft products.
4. Encourage collaboration and consensus.
5. Post relevant documents on the web portal.
6. Manage meeting logistics.
7. Collect and record discussions and synthesize meeting inputs.
8. Communicate meeting discussions, action items, and decisions to the PAC in a timely manner.
9. Prepare the CTP, conduct outreach events, and develop marketing and outreach materials as needed.

Meeting Frequency and Schedule

Members will meet over a two-year period (a total of 9 meetings anticipated through April 2015). Meetings are likely to be scheduled in Sacramento on the second Tuesday of every other month to coincide with MPO/State Agency Planning Working Group on SB 375 meetings. Additional member time will be needed to review meeting materials and draft products.

PAC Members

Attached