



### Meeting of the Board of Directors

**Location:** Rancho Cordova Council Chambers  
2729 Prospect Park Drive  
Rancho Cordova, CA

**Date:** Friday, September 25, 2009, 8:30 a.m. – 10:00 a.m.

**Roll Call:** Directors Budge, Hume, Knight, Nottoli, Starsky

Members of the public may comment on any item on the agenda at the time that it is taken up by the Board. We ask that members of the public complete a request to speak form, submit it to the Clerk of the Board, and keep their remarks brief. If several persons wish to address the Board on a single item, the Chair may impose a time limit on individual remarks at the beginning of the discussion.

**Public Communications:** Any person wishing to address the Board on any item not on the agenda may do so at this time. After ten minutes of testimony, any additional testimony may be heard following the New Business Items.

1. Executive Director's Report

#### Consent Agenda

2. Minutes of July 31, 2009, Meeting

#### New Business Items

3. Resolution: Adopting Capital SouthEast Connector Credit Card Use Policy and Petty Cash Policy and Adopting Revisions to Travel Policy
  - a. Attachment – Staff Report
  - b. Attachment – Resolution Adopting Capital SouthEast Connector Credit Card Use Policy and Petty Cash Policy and Adopting Revisions to Travel Policy
4. Discussion: Proposed Initial Project Design Concepts
  - a. Attachment – Staff Report
5. Discussion: Introduction of Connector Environmental Mitigation Strategies
  - a. Attachment – Staff Report
6. Adjournment

The Board may take action on any matter, however listed on this Agenda, and whether or not listed on this Agenda, to the extent permitted by applicable law. Staff Reports are subject to change without prior notice.

*If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Board Secretary 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 telephone or otherwise contact the Board Secretary as soon as possible. The Board Secretary may be reached at 428 J Street, Suite 400, Sacramento, California 95814, or by telephone at (916) 447-7933. The Connector JPA's address is 10640 Mather Blvd., Suite 120, Mather, CA 95655. The Connector JPA's phone number is (916) 876-9094.*



Capital SouthEast Connector Board of Directors

Item # 1  
Receive and File

September 25, 2009

**Issue:** Executive Director's Report

**Recommendation:** Receive and file.

**Discussion:** The following is a brief status report on some of the more significant issues and activities currently being pursued by the Connector JPA staff.

**Administrative**

- In recognition of a significant loss of anticipated Measure A revenue in FY 2012-13 and FY 2013-14, the JPA has put the hiring of a permanent project manager on temporary hold. As an interim measure, the JPA has secured the services of a Senior Transportation Engineer from the County Department of Transportation to provide 20 hours of in-office support weekly. It is anticipated that filling the permanent Project Manager position will be revisited in early 2010 once the anticipated economic recovery begins.
- The new and improved JPA website was launched this week in an effort to expand the distribution of information on current JPA activities to the public. The site features improved colors, graphics, and mapping to key information. The new website will be maintained more routinely and will be upgraded as new software and features become available.
- The Contract for Services with the County of Sacramento approved by your Board in July has been fully executed by the County, thus providing the JPA with more authority as an independent agency. Additional policies that further the spirit of that independent status will be forthcoming over the next several months.

**Project**

- The next several months will be critical for the development and approval of various project-related elements of significance leading to the anticipated release of a Notice of Preparation (NOP) in early 2010.
- The meeting series with the Sheldon/Wilton working group is approaching conclusion with a community meeting planned for October 6 at the Dillard Elementary School on Dillard Road. That meeting is intended to report out the results of the effort and outline the steps that are anticipated to integrate those results into the upcoming environmental process.
- Staff had its third community meeting with members of the El Dorado Hills community on September 22. Any information of significance will be presented at today's hearing.
- Staff is working to better understand opportunities that may be available through the development of a Public Private Partnership (P3). Additional information will be provided on this funding/financing option in future meetings as the Plan of Finance is updated.
- Work is progressing on the investigation of options for the multi-purpose trail system. Options will be presented after discussions with the bike, pedestrian, and equestrian communities.

- An outline of a transit strategy to incorporate into the project description is being formulated and will be presented to your Board at the October meeting.
- An option for the advancement of a comprehensive mitigation policy that includes possible inclusion in the South Sacramento Habitat Conservation Plan (SSHCP) is under consideration and will be presented at today's meeting.
- Meetings have been held to share preliminary project information with the Rancho Cordova and Folsom Sphere of Influence (SOI) property owners. The discussions focused primarily on access control, right of way widths, project timing, and available financing mechanisms. The JPA will continue to monitor and participate in the SOI applications to inform their individual processes regarding the status of the project.

### Fiscal

- On August 13, the Sacramento Transportation Authority (STA) approved a revised plan of finance for the distribution of Measure A Sales Tax funds via the issuance of long term bonds which provided for \$128 million for capital expenses over the next two fiscal years. This plan will provide the JPA close to anticipated revenue levels over the FY 2010-11 time period. However, the Plan of finance drastically reduces revenues from \$47M to \$3.5M for the following FY 2012-13 time period. This reduction is the sole result of the downturn in both local sales tax collections and significantly reduced development fee intake. Staff will continue to work with the STA staff in an effort to restore revenue levels close to those originally forecast and report back to you the results of that effort through the revised plan of finance.
- All five member jurisdictions local contributions of \$10,000 for FY 09-10 have been received and deposited.
- As of September 15, 2009, \$37,000 in Federal RSTP funds administered by SACOG remain available for use by the JPA. It is staff's expectation that these funds will be exhausted by the end of FY 09-10.
- A revised plan of finance for the planning and construction phases of the project is expected to be presented to your Board by year's end.

### Miscellaneous

- The East County Mining Applications Truck Study is proceeding with the development of proposed alternate truck distribution routes for further study. An update on this effort will be provided at a future Board meeting.
- Staff attended an informative SSHCP workshop initiated by Congressman Dan Lungren to discuss the merits of the plan with the various federal resource agencies. All parties offered to provide a concerted effort to facilitate a prompt review and response to the plan to keep it on track for a January 2011 timeline.
- Staff anticipates participation in a Transportation Workshop with the El Dorado County Board of Supervisors on October 5. Questions regarding the project's impact on White Rock Road and the ability to provide funding for proposed project elements are expected.

Respectfully Submitted,



Tom Zlotkowski  
Executive Director



Capital SouthEast Connector Board of Directors

Item # 2  
Receive and File

September 25, 2009

### **Action Minutes of the July 31, 2009, Meeting**

The Capital SouthEast Connector Authority's Board of Directors met in regular session on July 31, 2009, in the Rancho Cordova Council Chambers, located at 2729 Prospect Park Drive, Rancho Cordova, CA, at 8:30 a.m.

**Call to Order:** Chairperson Nottoli called the meeting to order at 8:43 a.m.

**Roll Call:**           **Present:** Directors Nottoli, Budge, Hume, Starsky

**Executive Director's Report:** Mr. Tom Zlotkowski, the Executive Director of the Authority, summarized the highlights from his Executive Director's Report, including the Authority's plans for a new website, public outreach meetings, and the status of funding from the Sacramento Transportation Authority. Director Starsky requested that the Board be informed prior to the Connector entering into any agreement regarding the mining permit process.

### **Consent Agenda:**

The consent agenda included (1) Minutes of the May 29, 2009, Board Meeting; (2) Minutes of the June 26, 2009, Board Meeting; and (3) Minutes of the July 6, 2009, Board meeting. It was moved by Director Starsky, seconded by Director Budge, and passed by unanimous vote that:

**THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY BOARD OF DIRECTORS APPROVES THE MINUTES OF THE MAY 29, 2009, MEETING, THE MINUTES OF THE JUNE 26, 2009, BOARD MEETING, AND THE MINUTES OF THE JULY 6, 2009, BOARD MEETING.**

### **New Business Items:**

**Nomination and Election of Board Chair and Vice-Chair:** Director Hume was nominated for the position of Chair. It was moved by Director Budge, seconded by Director Starsky, and passed by unanimous vote that:

**THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY BOARD OF DIRECTORS ELECTS DIRECTOR HUME AS CHAIR OF THE BOARD OF DIRECTORS.**

Director Starsky was nominated for the position of Vice-Chair. It was moved by Director Budge, seconded by Director Nottoli, and passed by unanimous vote that:

**THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY BOARD OF DIRECTORS ELECTS DIRECTOR STARSKY AS VICE-CHAIR OF THE BOARD OF DIRECTORS.**

**Adopt Annual Work Program and Schedule for FY 09-10:** The Executive Director explained the Annual Work Program and Schedule for FY 09-10. The Directors asked questions regarding the program and schedule. It was moved by Director Starsky and seconded by Director Nottoli that:

**THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY BOARD OF DIRECTORS ADOPTS THE ANNUAL WORK PROGRAM AND SCHEDULE FOR FY 09-10.**

**Approve Contract for Services with County of Sacramento:** Mr. Trost, General Counsel for the Authority, presented the staff report outlining the provisions of the proposed agreement for services with the County of Sacramento. It was moved by Director Starsky and seconded by Director Budge that:

**THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY BOARD OF DIRECTORS APPROVES THE CONTRACT FOR SERVICES WITH THE COUNTY OF SACRAMENTO.**

**Extension of Contract for Legal Services with Miller, Owen & Trost:** The Executive Director presented the staff report regarding his recommendation to extend the Authority's contract for legal services with Miller, Owen & Trost. Director Starsky asked that any proposed rate increase be brought to the Board for approval. It was moved by Director Budge and seconded by Director Nottoli that:

**THE CAPITAL SOUTHEAST CONNECTOR AUTHORITY BOARD OF DIRECTORS APPROVES THE CONTRACT FOR LEGAL SERVICES WITH MILLER, OWEN & TROST.**

**Public Communications:** Jon Jakowatz discussed the Four Seasons Working Group. Gerald Kallan discussed the Connector's future evaluation of climate change in its environmental review.

**Closed Session:** The Board convened a closed session for the Executive Director's performance evaluation at 9:48 a.m. The Board came out of closed session at 9:51 a.m. There was no reportable action from the closed session.

**Adjournment:** The meeting was adjourned by Chairperson Nottoli at 9:52 a.m.

Approved By:

Attest:

\_\_\_\_\_  
Director Hume  
Chairperson

\_\_\_\_\_  
Kirk Trost  
Secretary



Capital SouthEast Connector Board of Directors

Item # 3  
Resolution

September 25, 2009

**Adopt Credit Card Use Policy and Petty Cash Policy and Adopt Revisions to Travel Policy**

**Issue:** To adopt the proposed Credit Card Use Policy and Petty Cash Policy and to adopt revisions to the Travel Policy.

**Recommendation:** Staff recommends that the Board adopt the proposed policies for credit card usage and petty cash usage and the proposed revisions to the travel policy, as presented at this meeting.

**Discussion:** In February 2008, the Board adopted travel policies establishing guidelines for the reimbursement of authorized travel expenses incurred by the Executive Director, members of the Board, or other authorized travelers. Based on the implementation of these policies over the past 18 months, staff has recommended several policy revisions to streamline the authorization and reimbursement processes for travel expenses. These revisions are reflected in the attached draft for your review.

Staff also recommends that the Board adopt a credit card usage policy and petty cash usage policy. During the July 31, 2009, Board meeting, the Board approved a Contract for Services with the County of Sacramento. While still considering several options for establishing functions independent from the County, staff has concluded that in the interim, the attached policy revisions will aid the Authority in maintaining effective operations. As the Contract for Services with the County recognizes, "the JPA is an independent local public agency with all rights and powers attendant thereto, including the rights and powers to establish its own policies, procedures, rules, regulations, and protocols, and, except as provided by law or expressly provided by these revisions, the Authority is not subject to the policies, procedures, rules, regulations, and protocols of the County." By adopting the proposed credit card usage policy and petty cash usage policies, the JPA will further establish its independence as a local public agency, and can streamline the purchasing processes that are currently utilized through the County.

Although staff is still considering several options for establishing administrative and personnel functions independent from the County, the attached policies and policy revisions will aid the Authority in maintaining effective operations whether or not the JPA decides to maintain its current affiliation with the County.

Respectfully Submitted,

Tom Zlotkowski  
Executive Director



## **Capital SouthEast Connector Authority**

### **Credit Card Use Policy**

It is the policy of the Capital SouthEast Connector Authority (the “Connector”) to allow the use of Connector credit cards for certain business expenses, as outlined below. The Executive Director, or his or her designee, is authorized to use a Connector credit card. Personal use or any other unauthorized use of Connector credit cards is prohibited and will be subject to disciplinary action, as explained below.

#### **Approved uses for Connector credit cards:**

- To reserve rooms for conferences and/or meetings.
- To pay for lodging and meal expenses incurred during authorized travel.
- To rent vehicles or purchase tickets on domestic carriers for authorized travel.
- To purchase gasoline for rental vehicles used for authorized travel.
- To purchase supplies and/or materials when purchase by credit card is more time and cost efficient than payment by check.
- To purchase meals for Connector business, such as business lunches, or at Agency Staff Advisory Committee Meetings and Project Development Meetings.

#### **Expenditure Limits:**

- Authorized travel expenses cannot exceed the amounts set forth in the Connector’s Travel Policy.
- Meals for Connector Agency Staff Advisory Committee Meetings and Project Development Meetings cannot exceed \$200 per month.

#### **The credit card shall not be used for:**

- Personal purchases. Absolutely no personal use of the card is allowed.
- Cash advances or money orders.
- Gasoline for any personal vehicle.
- Alcoholic beverages.
- Any purchase not in compliance with the Connector’s Travel Policy.
- Any purchase not in compliance with the Connector’s Contract and Purchasing Procedures.

The Executive Director, or his or her designee, shall maintain a current list of all Connector credit cards issued, along with the name of the officer or employee to whom the card was issued, a photocopy of the card, the credit limit established, the date issued, and the date returned. Upon receipt of a credit card, the officer or employee shall initial this list to acknowledge receipt of the credit card and to indicate agreement that the credit card will be used only for authorized expenditures, as outlined herein, and will be safeguarded and kept in a secure location.

Following the use of a Connector credit card, officers and employees shall record the transaction in the official Transaction Log, and submit a copy of the vendor's credit card slip to the Executive Director, or his or her designee, as soon as possible. Each Transaction Log entry shall state the name of the vendor or entity from which goods or services were purchased, the date and amount of the transaction, and the official business purpose of the purchase. All credit card slips shall include this information as well.

The Executive Director, or his or her designee, shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any undocumented transactions appearing on a statement shall be immediately investigated. The officer or employee responsible for the transaction is also responsible to resolve any issue relating to erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statements.

The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within 60 days of the initial statement date.

Officers and employees who use a Connector issued credit card in a manner contrary to this policy shall promptly reimburse the Connector for the unauthorized purchases and shall also be subject to disciplinary action, up to and including termination of employment.





## **Capital SouthEast Connector Authority**

### **Travel Policy**

The purpose of the Travel Policy of the Capital SouthEast Connector Authority (the “Connector”) is to:

- Provide an approved travel policy and provide guidelines for the reimbursement of travel expenses;
- Provide guidance on reimbursable versus non-reimbursable expenses;
- Delegate authority to the Executive Director to approve travel and reimbursement requests by directors, staff, or other persons in the service of the Connector;
- Delegate authority to the Board Chair to approve travel and reimbursement requests by the Executive Director; and
- Delegate limited authority to the Fiscal Administrative Technician to approve travel reimbursement requests by the Executive Director.

This Travel Policy is applicable to all directors, officers, employees, and other persons in the service of the Connector (hereinafter “Travelers”).

Expenses which are not approved in advance, or which are not in compliance with this policy, will be the Traveler’s personal responsibility.

It is impossible to anticipate every situation that may be encountered while traveling on business. Travelers are expected to exercise good judgment in incurring travel expenses and to obtain prior approval for all foreseeable travel-related expenditures.

#### **Travel and Reimbursement Requests:**

Travelers must receive authorization for travel in advance. In the event that a Traveler’s total expenses increase by more than \$500, the Traveler’s reimbursement must be re-authorized. Travelers must, within fifteen (15) days of completion of the travel, submit to the Authority a written memorandum along with appropriate receipts verifying all claimed expenditures. Failure to submit a memorandum or provide appropriate receipts within fifteen days may result in the expense being borne personally by the Traveler. Receipts must be submitted for any expense of \$50 or above, and are encouraged for expenses under \$50 when available.

Reimbursement of up to \$500 in actual, out-of-pocket expenses can be authorized by the Authority’s Fiscal Administrative Technician in accordance with this Travel Policy. This reimbursement shall not require advanced authorization from the Board Chair or the Executive Director.

## **Reimbursable Expenses:**

### **1. Local Travel**

Travelers attending meetings, conferences, or training sessions within the Connector's jurisdictional area shall be reimbursed for mileage, parking, and/or transit fees when deemed essential to the conduct of the Connector's business and when pre-authorized by the Executive Director. Travelers shall be reimbursed for actual automobile mileage at the Internal Revenue Service rate currently in effect or for public transit fees incurred.

The Executive Director shall use his or her own automobile when traveling by automobile to conduct the Authority's business. The monthly transportation allowance, set forth in the "Salary and Benefits Established for the Executive Director of the Elk Grove – Rancho Cordova – El Dorado Connector Authority," is intended to compensate the Executive Director for his or her work-related transportation costs within 100 miles of the Authority's headquarters. As such, he or she is not eligible for mileage reimbursement for local travel under this policy.

For attendance at Board meetings, committee meetings, or other local meetings, Directors shall be reimbursed for actual automobile mileage at the Internal Revenue Service rate currently in effect or for public transit fees incurred. Only those Directors whose local jurisdictions do not reimburse for mileage to attend a Connector meeting are eligible for mileage reimbursement.

- a. In cases where a Director attends two or more consecutive Connector meetings at the same location, mileage shall be reimbursed only for one round trip. If a Director rides with others or utilizes a publicly-owned vehicle no mileage reimbursement will be given.

### **2. Non-Local Travel**

Travelers attending meetings, conferences, or training sessions outside of the Connector's jurisdictional area, including those of state and national associations, shall be reimbursed for actual and necessary expenses when deemed essential to the conduct of the Connector's business and when the travel is pre-authorized by the Executive Director. Such travel by the Executive Director must be pre-authorized by the Board Chair. Such meetings and conferences include, but are not limited to, educational seminars designed to improve one's skill and information levels. Travelers shall provide a brief verbal report on meetings attended at the Connector's expense at the next regularly scheduled Board meeting.

- a. When attending authorized conferences, meetings, and training sessions, Travelers may request that the Connector make all necessary arrangements, including pre-payment of registration fees, purchase of tickets, hotel reservations, first night's deposit, and travel advances. Should the Traveler

request that the Connector include travel arrangements for a spouse/guest to accompany the Traveler on a trip, the Connector will invoice the Traveler the cost of the additional accommodations and ticket(s). Such invoice shall be due and payable upon receipt.

- b. Travelers making their own arrangements will be reimbursed for actual costs, not to exceed the costs that would have been incurred had the arrangements been made by the Connector. Reimbursable expenses include:

- (1) Transportation. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.

- (a) Personal Automobiles:<sup>1</sup> Automobile mileage is reimbursed at the Internal Revenue Service rates presently in effect.<sup>2</sup> This amount does not include parking expenses, or bridge and road tolls, which are also reimbursable.

- (b) Air Travel or Alternative Reimbursement: Commercial air travel shall be by coach or the other least expensive class available. Travelers desiring to travel by automobile or train rather than commercial aircraft shall not be reimbursed an amount greater than the equivalent coach airfare.

- (c) Taxis/Shuttles: Travelers should use taxis, shuttles, buses, etc., whenever such uses appear to be more economical than the combined cost of a rental car, gasoline, and parking, or when such transportation is necessary for time-efficiency. Taxi or shuttle fares, along with a 15% gratuity, are reimbursable.

- (d) Rental Cars:<sup>3</sup> Generally, a rental car should not be used unless: (1) the conference, meeting, or training is located more than fifteen miles from the hotel; (2) multiple meetings requiring travel between points make use of public transportation impractical; or (3) a rental car would be more economical than public transportation (taxis, airport shuttles, buses, etc.). If a rental car is utilized, all additional insurance offered

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<sup>1</sup> As stated above, the Executive Director's monthly transportation allowance is intended to compensate the Executive Director for his or her local work-related transportation costs. As such, he or she is not eligible for mileage reimbursement under this policy.

<sup>2</sup> This rate is available at: <http://www.gsa.gov>.

<sup>3</sup> The Executive Director may be reimbursed for the cost of an automobile rental only if his or her trip originates at a location at least 100 miles from the Authority's Headquarters.

must be purchased, and the Traveler must fill the gas tank before returning the car.

- (2) Lodging. Lodging expenses at the single room rate will be reimbursed or paid for only when travel reasonably requires an overnight stay. The total amount of reimbursement for lodging within California for one day shall not exceed current Internal Revenue Service rates presently in effect, except when a conference is scheduled at a hotel where normal single room rates exceed the current IRS rate,<sup>4</sup> in which case the total reimbursement shall not exceed the maximum government or group rate published by the conference or activity sponsor. If the published government or group rate is unavailable, lodging with rates equal or less than the government or group rate shall be found.
- (3) Meals. Meal expenses shall be reimbursed at actual cost, not to exceed the following amounts or the Internal Revenue Service rates presently in effect, whichever is lower.<sup>5</sup>

In order to be reimbursed for the cost of meals, travel must begin before the times reflected on the following schedule:

<b>MEAL</b>	<b>TRAVEL BEGINS BEFORE</b>	<b>COST</b>
Breakfast	6:00 a.m.	\$8.00
Lunch	11:00 a.m.	\$12.00
Dinner	5:00 p.m.	\$21.00

In addition, the trip must last for a minimum of six (6) hours, ending after 7:00 p.m., to qualify for dinner. For purposes of determining eligibility for reimbursement, travel shall be considered to begin when the Traveler departs his/her residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the Traveler departs his/her office.

The Authority will not reimburse for alcoholic beverages.

- (4) Incidental Expenses. Expenses such as parking meters, baggage handling, telephone calls, etc., wherein receipts are not obtained, shall be reimbursed at actual cost, but only up to the maximum of \$50 per day.
- (5) Additional Allowances. Reimbursement to cover the actual cost of lodging and meals may be specifically authorized by the Executive

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<sup>4</sup> These rates are available at: <http://www.gsa.gov>.

<sup>5</sup> These rates are available at: <http://www.gsa.gov>.

Director, or by the Board Chair for expenses incurred by the Executive Director, for individuals attending conferences or conventions where it is manifestly impractical to occupy less costly accommodations, to obtain meals at a lower cost, or to obtain a receipt.

### **3. Candidate Travel Expenses for Selected Employment Interviews**

The Executive Director or Board Chair may approve payment of employment candidate travel expenses for selected employment interviews when the following circumstances exist:

- a. Recruiting was done outside the Sacramento area.
- b. The reimbursement would apply only at a point in the selection process that involves a limited number of candidates.
- c. Reimbursement amounts would be subject to the same limitations as apply to other Travelers under this policy.

### **4. General Provisions**

- a. An Alternate Director shall be entitled to receive the same expenses as a Director when in service as an Alternate. However, if both a Director and an Alternate attend a Board or committee meeting or other function, only the Director shall be entitled to such expenses.
- b. Reimbursement of travel expenses shall be limited to funds budgeted for that purpose.
- c. Reimbursement of expenses may be waived by an individual Traveler, and in no event shall a reimbursement from the Connector's funds duplicate reimbursement by another public agency.
- d. A cash advance for the estimated out-of-pocket meeting, conference, and training expenses may be approved by the Executive Director, or by the Board Chair for a cash advance to the Executive Director, for expenses exceeding \$65.00. This cash advance shall be available up to two weeks before travel, provided adequate advance notice is given. All expenses exceeding \$50 must be documented by receipts after the fact.
- e. If it becomes necessary for a Traveler to change or cancel tickets or other travel arrangements pre-paid by the Connector, the Traveler will be responsible for reimbursing the Authority for any unrecoverable portion of the cost.

#### **Expense Reporting:**

The Executive Director shall provide quarterly reports to the Board documenting all travel expenditures for the quarter.

**Policy Violations:**

Use of public resources in violation of this policy, or falsifying expense reports, may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the Connector, 3) the agency's reporting the expenses as income to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources. (Cal. Gov. Code §53232.4.)



Item # 3  
Attachment

RESOLUTION NO. 2009-12

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAPITAL SOUTHEAST CONNECTOR  
AUTHORITY ADOPTING CREDIT CARD USE POLICY AND  
PETTY CASH POLICY AND ADOPTING REVISIONS TO TRAVEL POLICY

**BE IT RESOLVED** by the Board of Directors ("Board") of the Capital SouthEast Connector Authority that the policies for credit card usage and petty cash usage and the revisions to the travel policy, as presented to the Board at this meeting, are hereby adopted in substantially the same form as attached hereto.

This Resolution shall take effect from and after the date of its passage and adoption.

\* \* \* \* \*

PASSED AND ADOPTED this 25<sup>th</sup> day of September, 2009, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary



Capital SouthEast Connector Board of Directors

Item # 4  
Discussion

September 25, 2009

### Draft Definitions of Alternatives for Connector Project

**Issue:** Defining the Connector Project Alternatives for future use in the Environmental Review scoping process.

**Recommendation:** Hear a presentation from staff on the draft definitions of Connector Alignment Alternatives 1, 2, and 4. Review and discuss the draft definitions and provide input to staff.

**Discussion:** The Consultant Team has been working with the Project Development Team (PDT) to define a set of alternatives for the Connector Project that attempt to best meet the intent of the Project's Purpose and Need Statement. This process has involved identifying a number of "testing concepts" and evaluating their performance over the long-term (Year 2045) and mid-term (Year 2025).

Draft definitions of the No Build Alternative and the Connector Project have been proposed for Alignment Alternatives 1, 2, and 4, and are summarized below. Since Alignment 3 is proposed to be identical to Alignment 2 with the exception of an off corridor multi-purpose trail, a separate analysis was not conducted for it. Other than operational details that would not have a significant effect on roadway levels of service, that alternative would function the same as Alternative 2.

#### No Build Alternative

The No Build Alternative represents the transportation system (roadways and transit) in the Member Jurisdictions' proposed and adopted General and Specific Plans in the Connector Corridor, as well as the Sacramento Area Council of Governments (SACOG) adopted 2035 Metropolitan Transportation Plan (MTP). Figures 1 and 2 show the respective draft 2025 and 2045 travel lane assumptions under the No Build Alternative for those roadway segments that are part of Alignment Alternatives 1, 2, and 4. Access along the alternative Connector alignments under the No Build Alternative represents "business as usual" with some limitations on new driveways, but a substantial number of driveways already exist. The No Build Alternative would also have numerous at-grade intersections with locations based on adopted and proposed General Plans and Specific Plans in addition to yet to be identified side street connections and occasional uncontrolled left turn access through median breaks. The No Build Alternative can best be represented for comparative purposes to existing Sunrise Blvd., between the American River and US 50. In that section of Sunrise Blvd., private access drives are limited but not entirely eliminated. Signalized intersections with high cross traffic volumes are spaced at longer intervals and an occasional side street intersection without signal control also exists, served by a left turn median break.

#### Development of Project Alternatives

Typically, when creating travel forecasts for an analysis under the National Environmental Policy Act (NEPA) on a transportation facility, FHWA and Caltrans require use of a "horizon year" of 20 years after the projected "opening year" of that facility. The Capital SouthEast Connector will be built in phases. While implementation of some phases/elements of the Connector could be built in the next five to ten years, it is reasonable to expect that the Connector Project would not be complete until 2025. Thus, the horizon year for the Tier 1 EIS/EIR has been defined as 2045. The planning horizon for SACOG's MTP is 2035. Therefore the horizon year for the Capital Southeast Connector Project would be beyond the horizon year for the MTP.

The travel demand forecasts prepared by the Connector's consultant, DKS, to help define the project alternatives were based on 2025 and 2045 development forecasts provided by the member jurisdictions and approved by the PDT. Residential development within the overall Connector Corridor area was assumed to grow at the same average annual

rate that SACOG projected for the 2035 MTP. Using this growth rate, by 2045 all residential development in the Connector Corridor that has been proposed by the JPA jurisdictions would be built out, including the following major development areas:

- The entire Grant Line East Vision area in unincorporated Sacramento County
- The proposed Folsom Annexation Area (SOI) south of US 50
- The approved Easton and Glenborough developments
- The approved Sunridge Specific Plan area and proposed Rio del Oro, Westborough, Suncreek, and Arboretum planning areas of Rancho Cordova
- The approved Laguna Ridge Specific Plan and proposed Southeast Specific Plan Area in Elk Grove but not the SOI area south of Kammerer Road.

The adopted Purpose and Need Statement (February 2009) calls for the Connector Project to achieve significant improvements in transportation operations (reductions in delay and travel times). To achieve these improvements in transportation operations, the Purpose and Need Statement recognizes that the Connector Project will need to be:

- Designed for higher travel speeds, have a higher capacity, and have less delay at intersections than a typical arterial or thoroughfare facility.
- Designed primarily to an expressway standard, which will have more limited access than a thoroughfare and will include grade-separated interchanges instead of at-grade intersections at locations where level of service C or better conditions cannot be provided.
- Intersection spacing of less than ½ mile will be minimized.

To help the PDT define Project Alternatives, a series of “testing concepts” were identified with various levels of travel lanes and access control along the Connector. This iterative process involved the following:

- “High concepts” were defined for each alignment alternative which assumed a limited-access expressway with grade-separated interchanges at all intersections in the potential “expressway” segments that were approved by the PDT.
- Due to the high capacity per lane from a grade-separated expressway, many segments that would have six lanes as a thoroughfare in the No Build Alternative would have only four travel lanes on expressway segments.
- The “high” concepts were refined by eliminating grade-separated interchanges at locations where Level of Service (LOS) C or better conditions would be provided in 2045 with an at-grade intersection.

### Alternative 1

Figures 3 and 4 show the assumed travel lanes and interchange locations for the draft 2025 and 2045 Connector Project respectively under Alignment Alternative 1 – the “Sunrise Boulevard Alignment.” Under this alternative, the draft Connector Project involves the following elements:

- Under the No Build Alternative, Kammerer Road between Bruceville Road and Lent Ranch would have ½ mile spacing between at-grade signalized intersections. The signalized intersections along this segment would operate at LOS C or better conditions in 2045, even if access was more limited and the spacing between intersections was increased to one mile. Yet, no urban development was assumed by 2045 south of Kammerer Road. The draft Alignment Alternative 1 (as well as the other alignment alternatives) limits access along Kammerer Road west of Lent Ranch to one mile space because (1) grade separations would be needed to provide an acceptable level of service if urban development is allowed south of Kammerer Road and (2) this spacing would reduce delay and travel times along this segment of the Connector Project even if urban development does not occur south of Kammerer Road.
- In 2025, the two-lane segment of Grant Line Road through Sheldon under the No Build Alternative would be improved to a four-lane thoroughfare with a significant reduction in number of driveways and local roadway

intersections through the addition of frontage and local connector roadways. By 2045, a six-lane thoroughfare may be required to provide an acceptable level of service in this segment. The Connector JPA is working with the Sheldon/Wilton Working Group to define other potential options for the Connector through the Sheldon area.

- A partial interchange is envisioned at Grant Line Road and Sunrise Boulevard (with an eastbound Grant Line Road to northbound Sunrise Boulevard ramp). Interchanges would also be included along Sunrise Boulevard at Florin Road and Jackson Road and at-grade signalized intersections north of Jackson Road.
- North of Douglas Road, the Connector Project would follow a planned six-lane thoroughfares through the Rio del Oro development in Ranch Cordova, including portions of Rio del Oro Boulevard, Rancho Cordova Parkway, and White Rock Road. These segments would have at-grade signalized intersections at major cross streets.
- On White Rock Road from the eastern Rancho Cordova city limits to the El Dorado County line, the Connector Project would be an expressway with grade-separated interchanges at most major cross streets, except at locations where LOS C conditions can be provided with an at-grade intersection. Thus, at future Oak Avenue Parkway there would be a signalized intersection only and at Scott Road South and Placerville Road, only right-turn in/out movements would be allowed. Some interchanges would not be required until development occurs, thus fewer interchanges are shown in 2025 than 2045.
- In El Dorado County, White Rock Road would be a four to six lane thoroughfare. Due to the poor level of service that would occur at the Latrobe Road/White Rock Road intersection if most of the Latrobe Business Park is developed, a grade separation is proposed at this location by 2045.

#### Alternative 2

Figures 5 and 6 show the assumed travel lanes and interchange locations for the draft 2025 and 2045 Connector Project respectively under Alignment Alternative 2 – the “Grant Line Road Alignment.” This Alternative involves the following elements:

- The access control along Kammerer Road would be the same as Alignment Alternative 1 (see discussion above for that alignment).
- The access control through Sheldon would be the same as Alignment Alternative 1 (see discussion above for that alignment).
- Along the 18-mile segment of Grant Line Road and White Rock Road from Calvine Road to the El Dorado County line, the Connector Project would be an expressway with grade-separated interchanges at most major cross streets, except at locations where LOS C conditions can be provided with an at-grade intersection. Thus, at future Rancho Cordova Parkway/Grant Line Road and at Oak Avenue Parkway/White Rock Road there would be signalized intersections. On White Rock Road at Scott Road South and Placerville Road, only right-turn in/out movements would be allowed. Some interchanges would not be required until development occurs, thus fewer interchanges are shown in 2025 than 2045.
- The access control on White Rock Road through El Dorado County would be the same as Alignment Alternative 1 (see discussion above for that alignment).

#### Alternative 4

Figures 7 and 8 show the assumed travel lanes and interchange locations for the draft 2025 and 2045 Connector Project under Alignment Alternative 4 – the “Bradshaw Road Alignment.” The draft Connector Project involves the following elements:

- The access control along Kammerer Road would be the same as Alignment Alternative 1 (see discussion above for that alignment).
- Under the No Build Alternative, Bruceville Road between Grant Line Road and Jackson Road would have numerous driveways and numerous at-grade signalized intersections, with ½ mile signal spacing in most segments but ¼ mile spacing within the approved Vineyard Specific Plan. With Connector Alignment Alternative

4, some driveways and a few of the potential future signalized intersections might be eliminated but the access control would not be substantially improved over the No Build Alternative.

- Alignment Alternative 4 would have an expressway facility on a new alignment from Bradshaw Road at Fruitridge Road to Douglas Road near Sunrise Boulevard. Grade-separated interchanges would be provided at existing and future cross-streets, with the locations dependant on a future plan for the Jackson Corridor Visioning Area. Some interchanges would not be required until development occurs, thus fewer interchanges are shown in 2025 than 2045.
- The Connector Project would follow Douglas Road, a planned six-lane roadway with at-grade signalized intersections at major cross streets.
- Along Grant Line Road and White Rock Road from Douglas Road to the El Dorado County line, the Connector Project would be an expressway with grade-separated interchanges at most major cross streets, except at locations where LOS C conditions can be provided with an at-grade intersection. Thus the future Oak Avenue Parkway/White Rock Road would be a signalized intersection. On White Rock Road at Scott Road South and Placerville Road, only right-turn in/out movements would be allowed. Some interchanges would not be required until development occurs, thus fewer interchanges are shown in 2025 than 2045.
- The access control on White Rock Road through El Dorado County would be the same as Alignment Alternative 1 (see discussion above for that alignment).

#### Next Steps

Today's presentation was the first opportunity for staff to provide the Board with a first draft of the various alignments. It was intended to inform the Board regarding the alternatives to address the project's need to satisfy the expected land use demand above and beyond what is currently planned under the No Build scenario.

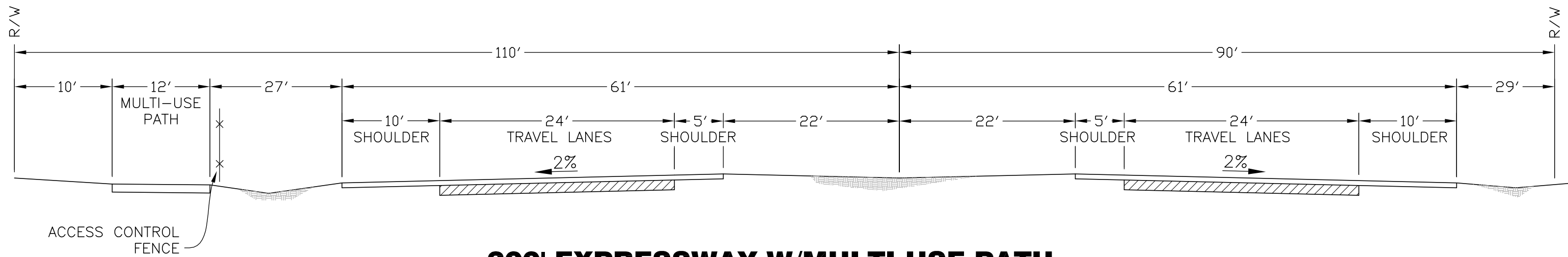
Today's presentation was intended strictly as an introduction for the Board and public as to the type of facilities that staff and the PDT have identified as necessary to satisfy the Purpose and Need Statement given the assumptions outlined herein. It was also staff's intent to provide the Board with the opportunity to inquire about the nature of specific recommended improvements and to request additional detail and/or modifications to these Alternatives at future meetings.

These Alternatives, along with Alternative 3, once it is fully developed, will be further refined based on feedback and additional technical input to be ready for use in the alternative selection process and scoping meetings in early 2010. Over the course of the next several Board meetings, additional related materials will be presented to be included with these Alternatives during the selection process. Using the material presented today as the base, a more complete Alternative Alignments description will ultimately be provided to the Board and the public.

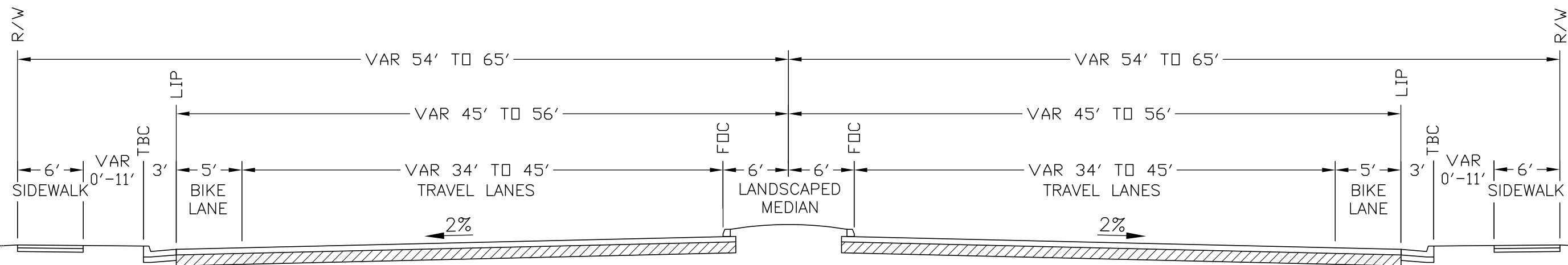
Respectfully Submitted,



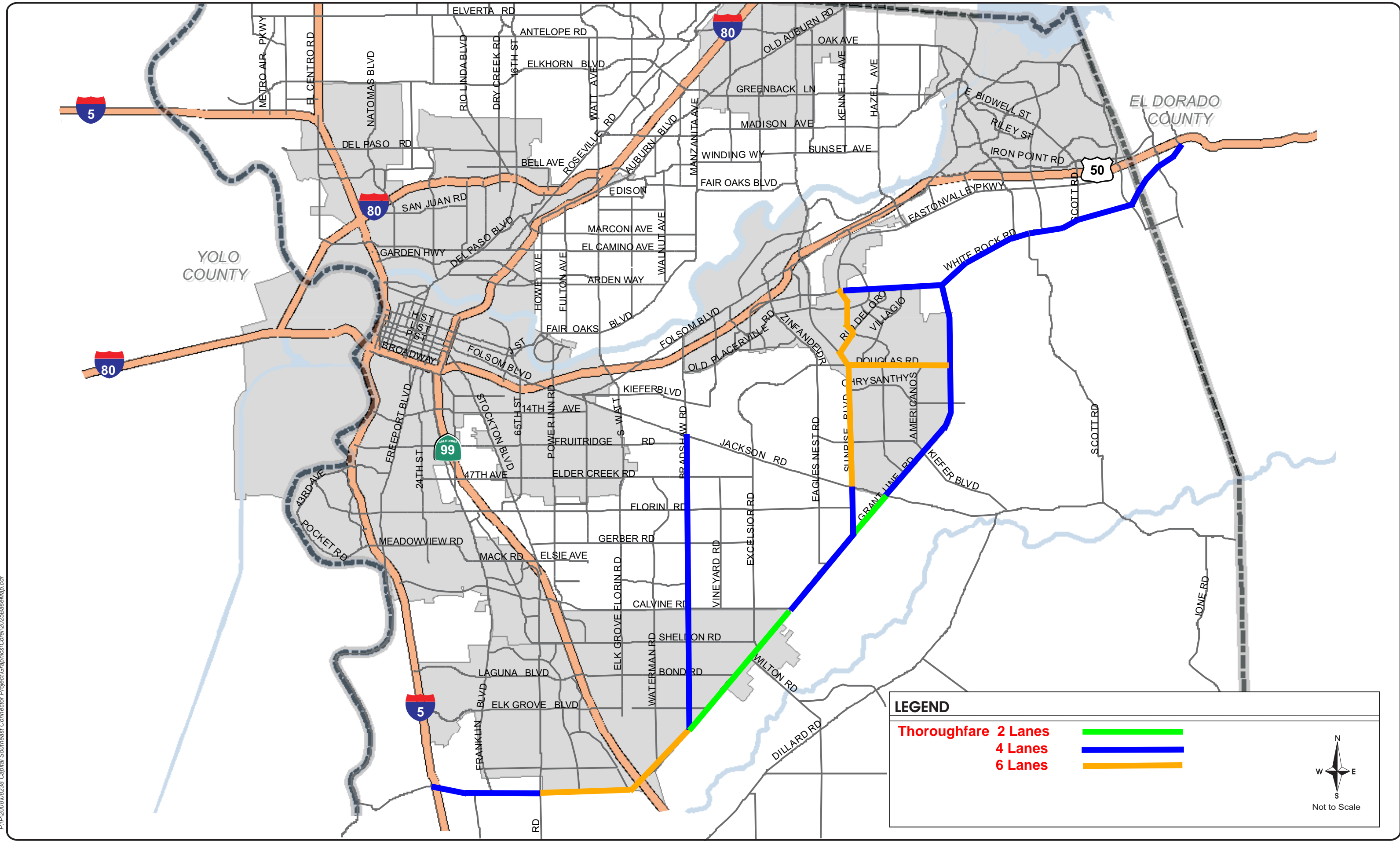
Tom Zlotkowski  
Executive Director



**200' EXPRESSWAY W/MULTI-USE PATH**

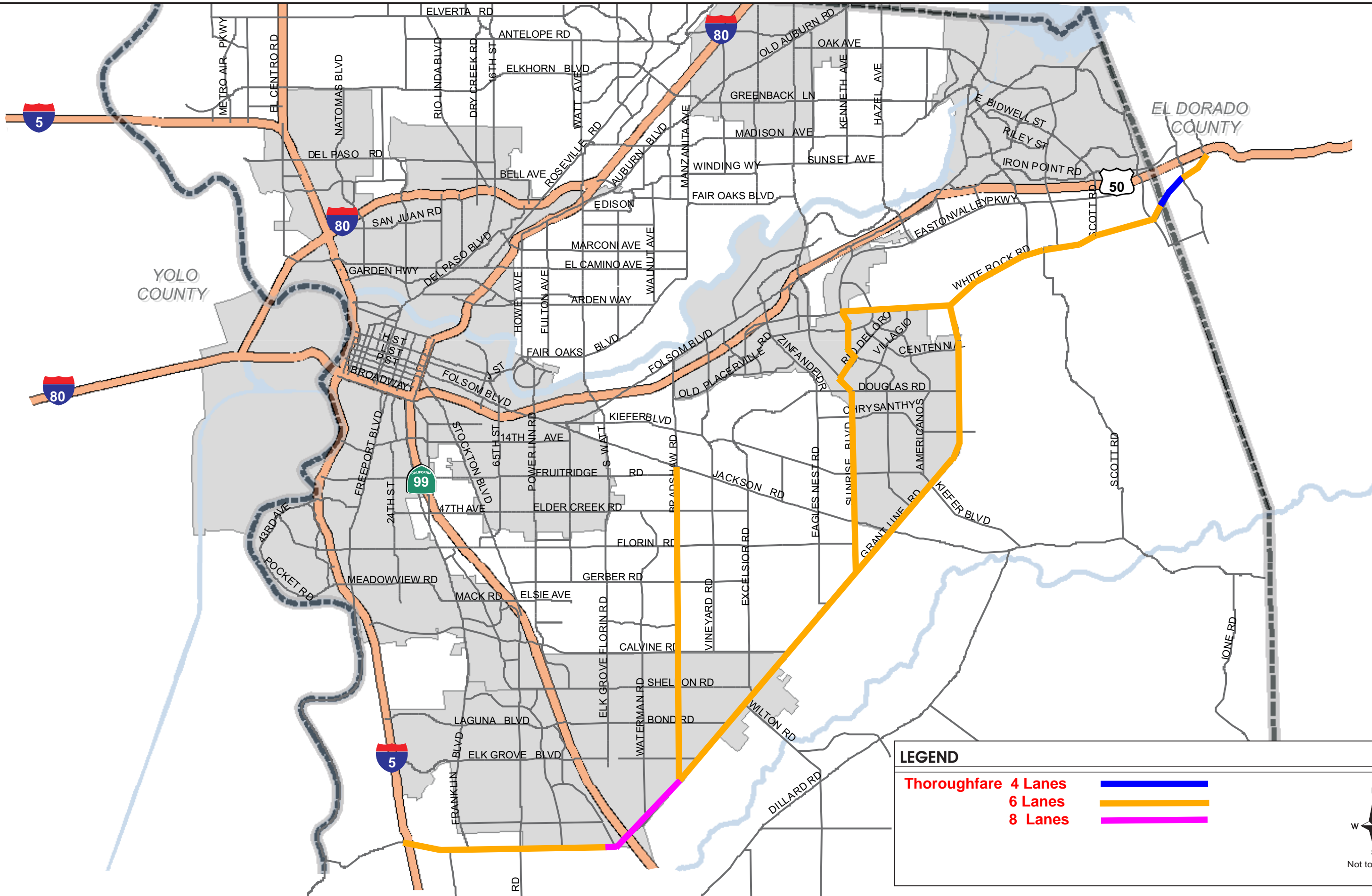



**108' TO 130' THOROUGHFARE**



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**Figure 1**  
**Draft 2025 No Build Concept - Alignment Alternatives 1, 2 and 4**

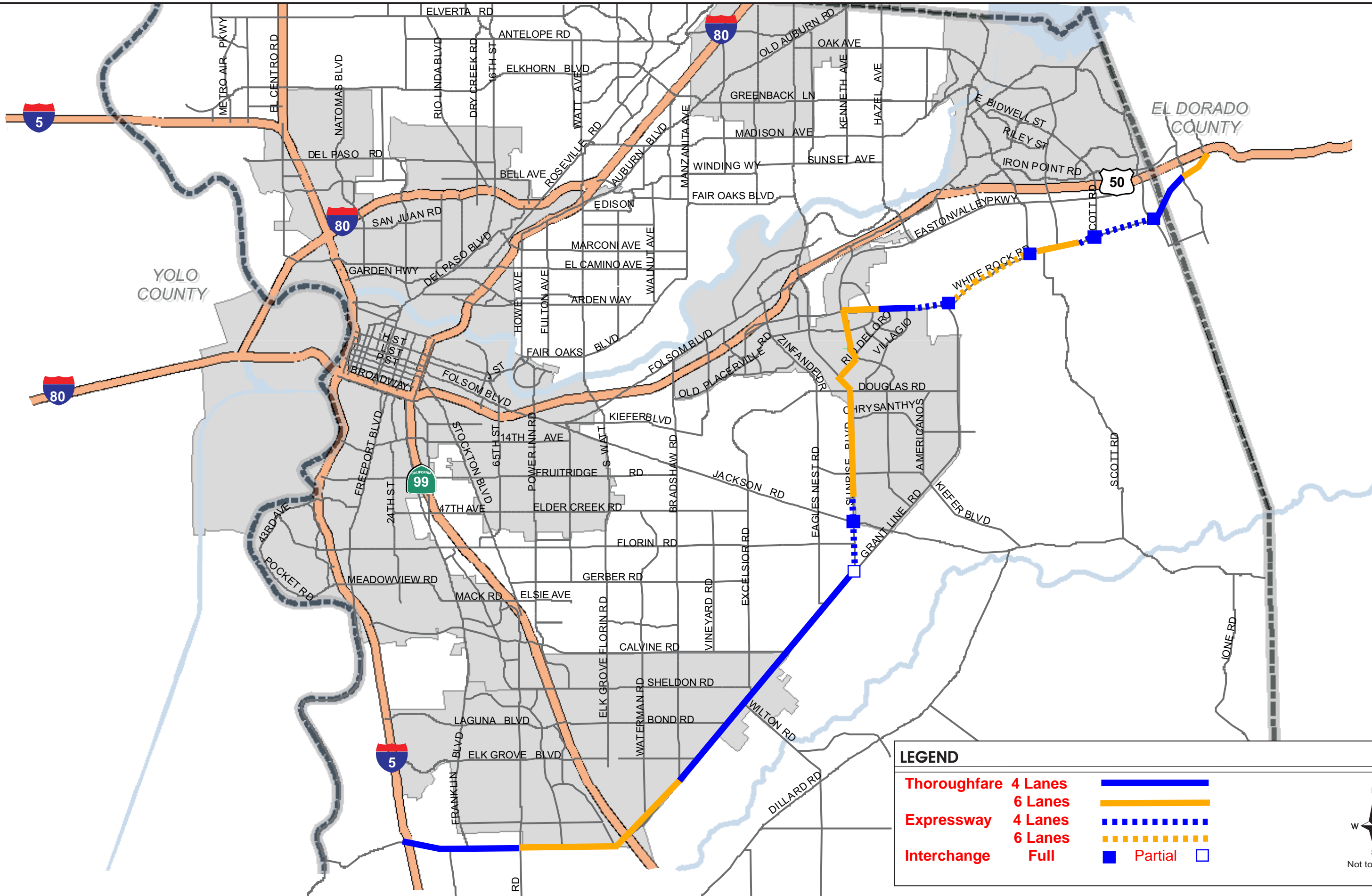


LEGEND	
Thoroughfare 4 Lanes	
6 Lanes	
8 Lanes	

  
 Not to Scale

**Figure 2**  
**Draft 2045 No Build Concept - Alignment Alternatives 1, 2 and 4**

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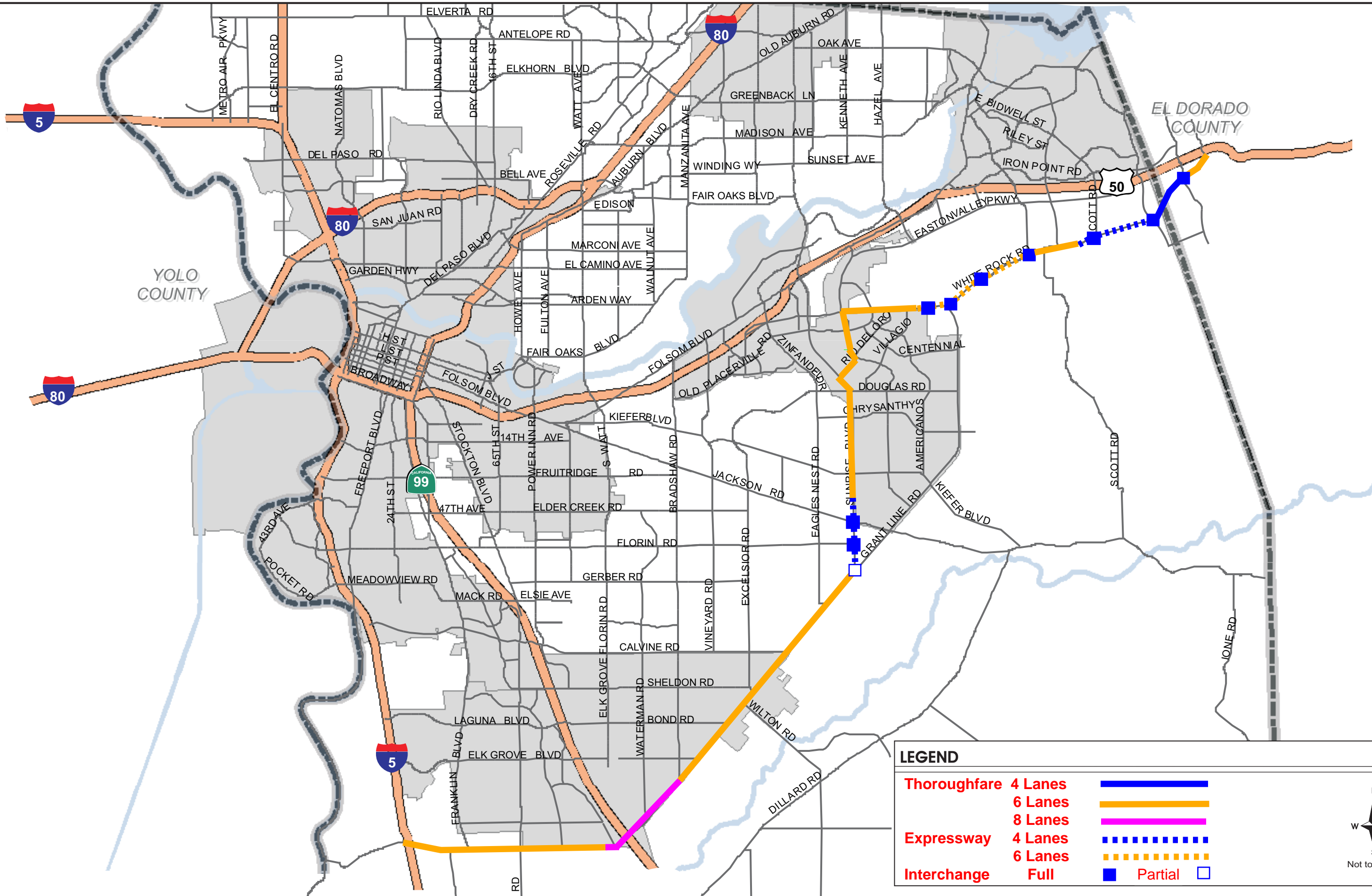
**LEGEND**

<b>Thoroughfare</b>	<b>4 Lanes</b>	
	<b>6 Lanes</b>	
<b>Expressway</b>	<b>4 Lanes</b>	
	<b>6 Lanes</b>	
<b>Interchange</b>	<b>Full</b>	
	<b>Partial</b>	



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**Figure 3**  
**Draft 2025 Connector Concept - Alignment Alternative 1**

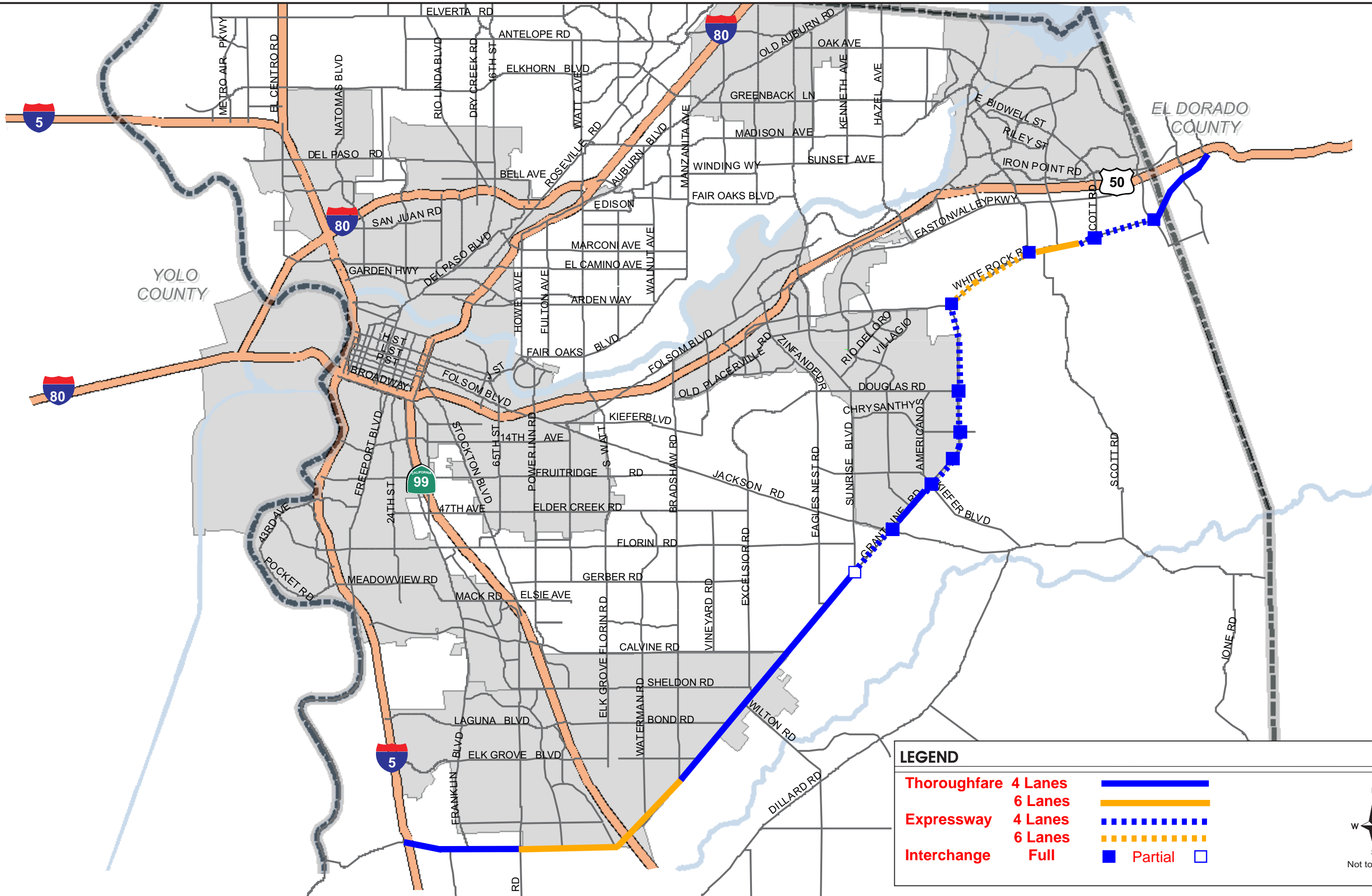


**LEGEND**

<b>Thoroughfare</b>	<b>4 Lanes</b>	
	<b>6 Lanes</b>	
	<b>8 Lanes</b>	
<b>Expressway</b>	<b>4 Lanes</b>	
	<b>6 Lanes</b>	
<b>Interchange</b>	<b>Full</b>	
	<b>Partial</b>	



**Figure 4**  
**Draft 2045 Connector Concept - Alignment Alternative 1**



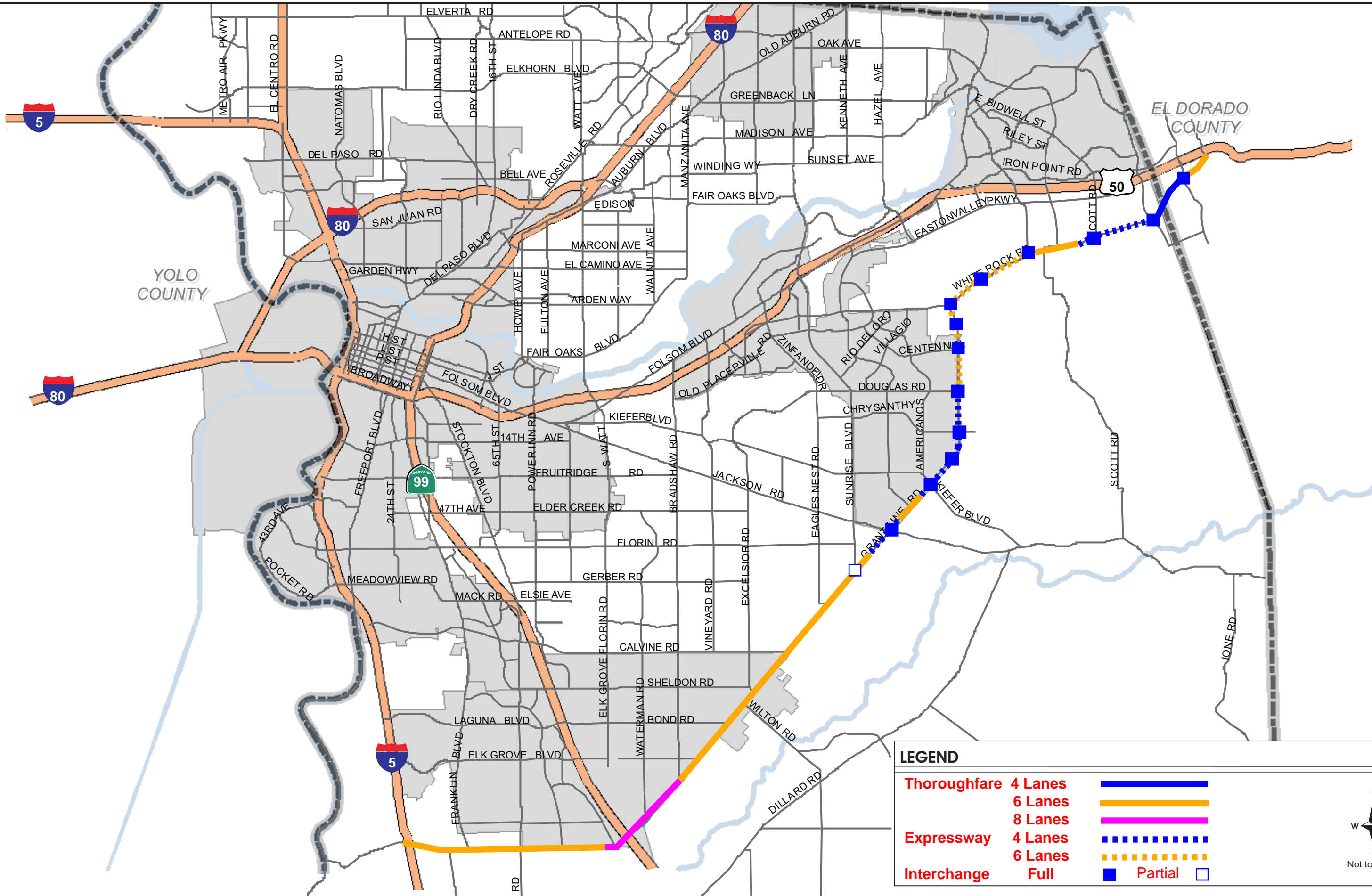
**LEGEND**

<b>Thoroughfare</b>	<b>4 Lanes</b>	
	<b>6 Lanes</b>	
<b>Expressway</b>	<b>4 Lanes</b>	
	<b>6 Lanes</b>	
<b>Interchange</b>	<b>Full</b>	
	<b>Partial</b>	



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**Figure 5**  
**Draft 2025 Connector Concept - Alignment Alternative 2**

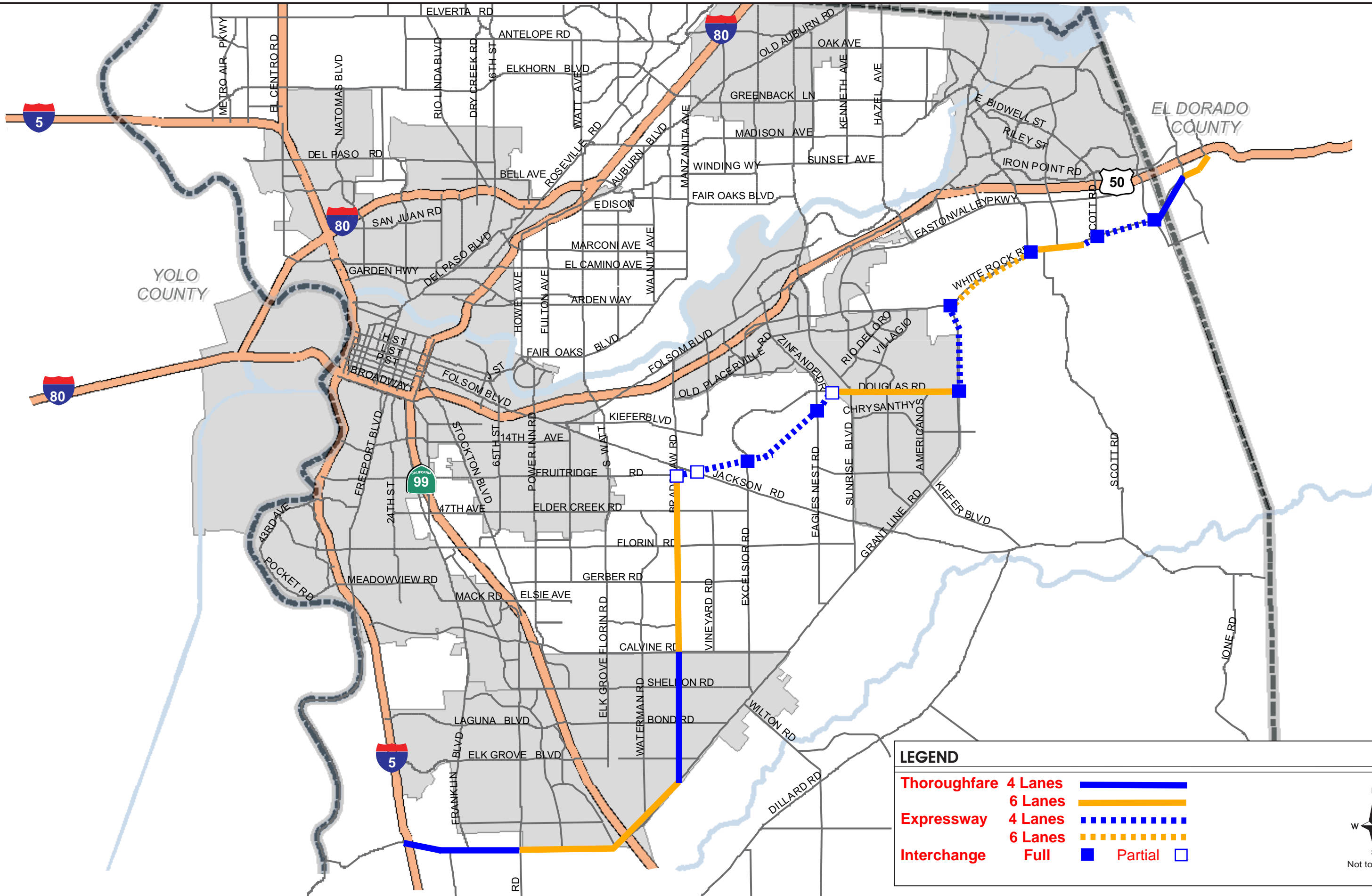


**LEGEND**

<b>Thoroughfare</b>	<b>4 Lanes</b>	
	<b>6 Lanes</b>	
	<b>8 Lanes</b>	
<b>Expressway</b>	<b>4 Lanes</b>	
	<b>6 Lanes</b>	
<b>Interchange</b>	<b>Full</b>	
	<b>Partial</b>	



**Figure 6**  
**Draft 2045 Connector Concept - Alignment Alternative 2**



**LEGEND**

<b>Thoroughfare</b>	<b>4 Lanes</b>	
	<b>6 Lanes</b>	
<b>Expressway</b>	<b>4 Lanes</b>	
	<b>6 Lanes</b>	
<b>Interchange</b>	<b>Full</b>	
	<b>Partial</b>	



**Figure 7**  
**Draft 2025 Connector Concept - Alignment Alternative 4**

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Capital SouthEast Connector Board of Directors

Item # 5  
Discussion

September 25, 2009

### Introduction of Connector Environmental Mitigation Strategies

**Issue:** To initiate development of and ultimately provide environmental mitigation for the Connector Project once it is adopted, it is desirable for the JPA to establish and pursue a comprehensive mitigation strategy that benefits both the community and the Project.

**Recommendation:** Hear a staff presentation on elements of a proposed mitigation strategy and provide feedback for potential adoption at the October Board meeting.

**Discussion:** At your May 2009 meeting, the Board heard a presentation on the South Sacramento Habitat Conservation Plan (SSHCP) as part of an overall discussion of various Project mitigation strategies to be explored by Staff. As a part of the discussion, Staff outlined the various mitigation options that could be pursued either independently or in conjunction with a SSHCP strategy. They included:

- Traditional, individual mitigation through the payment of fees to an agency-approved mitigation bank.
- Purchasing and establishing land for conservation through individual means or in partnership with a conservation organization.
- Negotiation for credits awarded for restoration activities undertaken by the Project. This is likely to only provide limited value but could be applied in conjunction with one or more of the above strategies.

Since the May Board meeting, Staff has worked with both individuals and organizations within the environmental community to draft principles to serve as the basis of an overall mitigation strategy. Working from the various options presented earlier, staff proposes two possible complementary mitigation elements be introduced for your consideration. First, that the Board consider inclusion of the JPA as a Plan Permittee under the SSHCP. Second, that the Board consider the purchase of individual mitigation properties, if necessary, through individual means or in partnership with conservation organizations when possible under criteria recommended by Staff and approved by your Board. If both elements are undertaken by the JPA, they would have to be carried out in a manner that prevents conflict between the two approaches.

### Background

The Connector's responsibility to the environment is identified in both Exhibit A of the Continuation Ordinance for the 2004 Sacramento County Half Cent Sales Tax extension and the Phase 1 Environmental Studies Report published by the Sacramento Area Council of Governments in 2006.

Paragraph III of Exhibit A to the sales tax ordinance, as approved by the Sacramento Transportation Authority (STA), requires funding be available for specific planning facilities in the Connector Corridor as needed to offset Project impacts, consistent with the adjacent jurisdictions land use planning. Monies were identified in the amount of at least \$5 million in each of the following categories: The Smart Growth Incentive Program, the Transportation Project Environmental Mitigation Program, and the Local Arterial Program. This \$15 million commitment is not specifically earmarked in a particular year, but it does give first priority for the distribution of funds to the Connector from these categories. These funds are considered the current primary funding source for the proposed short-term mitigation

strategy. The release of these funds from STA has yet to be scheduled but is currently under review as part of the overall STA plan of finance.

In 2006, the SACOG Elk Grove-Rancho Cordova-El Dorado Connector Phase 1 Studies Report also identified, as a priority, the inclusion of open space mitigation as an integral component of the Connector, not merely as mitigation for the Project. Several planning documents associated with the planning study identified areas in the Connector Corridor in which open space preservation efforts could be targeted and coordinated with local jurisdictions. An identified project goal from a land use perspective was "To assist in preservation of open space and habitat that may be threatened as the region develops."

In the Purpose and Need statement for the project, adopted by your Board in February 2009, the same theme is reiterated throughout, including in the introduction, Purpose, and Need sections. Included in those sections are references to "cooperative planning," "active, funded program for open space protection," and the mention of the \$15 million Measure A allocation.

In the spirit of these documents, identification of a mitigation strategy is now being introduced.

### SSHCP

It is possible that the Connector Project will require significant environmental mitigation and permitting given the length of the facility and the resources adjacent to the possible corridors under current consideration. The level of involvement and terms and conditions of the Connector's possible participation in the SSHCP are currently unknown. Staff is investigating the effectiveness of the SSHCP, the value of an investment in it by the Connector, and the possible content of the HCP produced by the group.

Once approved, the SSHCP could allow its included participants to mitigate impacts of their projects and obtain permits required under the federal and state Endangered Species Acts, the federal Clean Water Act, and the state's Porter-Cologne Water Quality Act. Participation could also allow participants to make a finding that their project-related biological impacts on sensitive species have been fully mitigated. It could also reinforce public awareness of the JPA's sensitivity to regional natural resources and its desire to create a Project that protects and preserves those resources. Other benefits include:

- As a partner in SSHCP, the Connector Project could comply with each of the aforementioned regulations and be issued the associated authorizations and permits within 16 months, assuming all regulatory agencies are in agreement with its inclusion.
- Integration of the Connector Project in the SSHCP process may ensure consistency of the Project with the SSHCP Conservation Strategy.
- The Project could be publicly vetted through the SSHCP outreach program and the natural resource benefits of the Project could be evaluated in the context of their contribution to a region wide conservation strategy (i.e. the Project will help achieve greater resource value as a part of the "whole" as opposed to its individual contribution viewed singularly). The existing outreach participants will likely see the benefits of the Project to the SSHCP and cooperate in its permitting process.
- Studies required to bring the Project into the SSHCP could be of utility in either environmental compliance approach outlined in this report.
- The SSHCP, through its multi-jurisdictional nature, may ensure that participating federal, state, and local agencies meet regularly to coordinate comments, input, requirements and recommendations to the SSHCP. In individual processes, resource agencies generally act singly, offering input and project design requirements specific to their

issue area only and not considering other agencies' concerns and issue areas. Multiple lines of input can lead to multiple revisions of project design and supporting environmental documents. This results in increases in the estimated cost and the time to process permits that would greatly exceed current estimates.

- Mitigation costs may be less under the SSHCP. A current internal economic evaluation by the SSHCP group indicates that mitigation costs under the SSHCP will be 20-50% less than use of a mitigation bank or other third party mitigation solution. Depending on the alignment and design, these savings could be in excess of \$2M based on an initial quantitative resources impact estimate identified in the SACOG Phase 1 studies report.
- The SSHCP could provide the JPA an opportunity to be viewed in a similar light as other regional projects like the Freeport Water Project and the Sacramento Regional County Sanitation District Sewer System. As a Plan Permittee, the Connector Project would be fully described in Chapter 4, Covered Projects, of the SSHCP documents.

#### Independent Self Purchasing Program (ISPP)

To complement the SSHCP and to provide for the opportunity to take advantage of available mitigation properties and available funding through the Measure A sales tax program, the JPA could also further explore a framework by which individual properties can also be secured. If the JPA chooses to participate in the SSHCP, any purchase of mitigation properties independent of the SSHCP would have to be carried out in a manner that would be consistent with the terms and conditions of the JPA's participation in that program. While there are a number of policy considerations that need to be addressed, since the JPA would become the title holder to real property, staff feels that such a program could be appropriate to carry out the successful advancement of the Project.

Habitat preservation efforts should be consistent with environmental planning objectives already set forth by the JPA and affected communities and constituencies, and should seek to accomplish multiple environmental planning objectives including:

- Protection and preservation of specific conservation areas that can provide a buffer between urban and agricultural landscapes, enhancing overall conservation of open space
- Preservation should occur in areas that are in close proximity to the Corridor route such that habitat conservation programs provide mitigation for Project impacts
- Conservation should occur in areas that accommodate multiple resource planning objectives and promote public access, transit, bicycle, trail development and multi-modal travel
- Priority preservation efforts should protect valued habitat and minimize direct and indirect physical impacts on the natural habitat and seek to provide a buffer alongside the built environment and other physical infrastructure
- The JPA should work with local collaborative planning processes, organizations, and community groups
- The JPA should identify priority habitat acquisition target areas in collaboration with local, state and federal agencies
- Any land acquisition or habitat preservation should be designed to achieve multiple conservation objectives and achieve multiple planning objectives for the Connector Project
- Minimize direct and indirect physical impacts on the natural and built environments

- Preserve open space to reinforce and support approved land use plans that may be threatened as the region develops

The application of these criteria and others brought forward will provide guidance to Staff to develop a policy framework to consider the acquisition of mitigation properties within the available budget of the JPA. The ISPP is intended to provide an opportunity to complement the acquisition strategy of the SSHCP and not compete with it. Should your Board desire to advance these mitigation strategies, staff will further develop guidelines by which the appropriate strategy is applied.

Should the Board wish to pursue these strategies as outlined herein, a formal set of policy guidelines will be presented for your consideration and approval at the October Board meeting. Also in October, staff will be presenting the details of a proposed Memorandum of Understanding (MOU) between the JPA and the SSHCP group along with recommendations for initial funding and ongoing contributions commensurate with the level of participation proposed.

Respectfully Submitted,



Tom Zlotkowski  
Executive Director