

SCTA Sonoma
County
Transportation
Authority

Keeping Sonoma County Moving

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Healdsburg

Tim Smith
Sonoma County

**Countywide Bicycle & Pedestrian
Advisory Committee**

AGENDA

Tuesday, March 22, 2005

2 p.m. – 3:30 pm

SCTA Conference room
520 Mendocino Ave, Suite 240, Santa Rosa

-
- I. Introductions and public comment on items not on agenda
 - II. Consent Items – DISCUSSION/ACTION
 - A. Approval of the Agenda
 - B. January 25, 2005 Minutes
 - III. CBPAC roster – Discussion/Action
 - IV. TDA Article 3 Review * - Discussion/Action
 - V. Update on Measure M - Discussion*
 - VI. Future agenda items - Discussion

* attachment included

The next **CBAC** meeting is ?
The next **SCTA** meeting is February 14, 2005

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternative format or that requires an interpreter or other person to assist you while attending this meeting, please contact the SCTA at least 72 hours prior to the meeting, to ensure arrangements for accommodation.

SCTA Staff

Suzanne Wilford
Executive Director

Janet Spilman
Sr. Transportation Planner

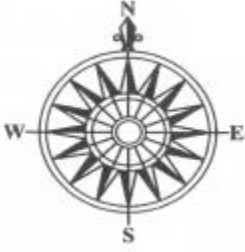
Elijah Henley
Sr. Transportation Planner

Marge Franco
Executive Assistant

Staff: Janet Spilman 565-5373
jspilman@sonoma-county.org

This agenda packet is available online at www.sonoma-county.org/scta.

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COUNTYWIDE BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

MINUTES
February 22, 2005

ATTENDEES

Steven Schmitz, Chair SCBPAC	Andy Gustavson, Healdsburg
James Ryan, City of Petaluma	Christine Culver, SCBC
John Hanson, City of Petaluma	Douglas McKenzie, SCBC
David Kelley, Town of Windsor	Janet Spilman, SCTA
Bruce Eisert, City of Santa Rosa	Daniel Shelley

ITEM

Introductions were made.

Public comment – Dan Shelley commented on a program called Sacramento Walks. Steven Schmitz indicated that this committee is taking on more pedestrian projects.

I. Consent Items

- a. Approval of the Agenda - agenda was amended to include Update on funding programs as Item III. Measure M was moved to Item IV.
- b. Approval of the Minutes – minutes were approved with correction of the date. The correct date of the meeting was January 25

II. Funding programs update – Janet Spilman discussed the memo from MTC regarding the Regional Bicycle and Pedestrian Program Project Applications. MTC received 40 applications with a total request of \$34.2. Among them are 5 projects from Sonoma County totaling \$2.2 million. MTC will distribute \$8 million in grants in this cycle. Ms. Spilman reminded applicants for TDA Article 3 that the deadline is March 5 to the SCTA. Anyone interested in submitting an application for TFCA funds will need to turn in their application to the SCTA by March 15.

III. Measure M projects and process was discussed. Project Information sheets for bike projects were discussed. CBPAC looked over the list of questions for Measure M Implementation and Policy and discussed the following.
#2 – How will projects be ranked or prioritized for programming in the Strategic Plan? What criteria should be considered? – CBPAC agreed with the proposed response – with project readiness being the first consideration.

#4 – What are eligible expenses for local street and road maintenance funds? The wording has been adjusted already at Steven Schmitz' suggestion. The committee agreed with the new wording.

#5 – What is the mechanism for deleting, adding, or amending projects? – CBPAC agreed that new projects should not be added to the list until projects already on the list are funded. It seemed difficult to predict the condition of the list or of the fund source 12 or 15 years from now.

#7 – What will the reporting requirements be for local road and bicycle capital projects? The committee agreed with the proposed reporting requirements.

#17 – How will un-programmed funding for bicycle projects be utilized? How will the "access across 101" project and "NWP bike path" project be defined?

The issue of un-programmed funding was deferred until some later time, perhaps to be addressed in a future update.

Access across 101 – after considerable discussion it was agreed that one or more feasibility studies for the different locations would be an appropriate use of Measure M funds (\$1 million).

NWP bike path – Since the NWP path goes through 8 jurisdictions, it was agreed that Measure M funds would be most effectively used as a 30% match for appropriate projects along the corridor, first come, first served.

#19 – Will borrowing between fund categories be allowed? What will the conditions be?

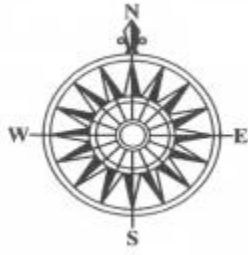
There is concern about protecting funding within categories, at the same time, flexibility maximizes the use of the funds. It should be noted that Project Information sheets indicate that funds for Bicycle projects and Rail are most requested for the first few years. This issue will be discussed at greater detail in upcoming meetings.

The CBAC is invited meet with the TAC at the March 2 meeting (9:30 – noon) and future TAC meetings to hash out the details of these and other questions for the Strategic Plan.

Sonoma County Transportation Authority
COUNTYWIDE BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

CBPAC Representatives

Location	Staff Representative	Citizen Representative
County of Sonoma	Steve Schmitz Sonoma County Transit 355 West Robles Avenue Santa Rosa, CA 95407	Unknown
Cloverdale	Bruce Kibby Cloverdale Planning P.O. Box 217 Cloverdale, CA 95425-0217	Unknown
Cotati	Dennis Dorch City of Cotati 201 West Cotati Cotati, CA 94931	Unknown
Healdsburg	Andy Gustavson City of Healdsburg 401 Grove Healdsburg, CA 95448-0578	Lynn Woznicki?
Petaluma	James Ryan City of Petaluma Address Petaluma, CA zip	Unknown
Rohnert Park	Darrin Jenkins City of Rohnert Park 6750 Commerce Blvd. Rohnert Park, CA 94928	Unknown
Santa Rosa	Bruce Eisert City of Santa Rosa P.O. Box 1678 Santa Rosa, CA 95402	Bunni Zimberoff
Sebastopol	Susan Kelly Sebastopol Public Works 714 Johnson Street Sebastopol, CA 95472	
Sonoma	Rob Gjestland City of Sonoma 1 the Plaza Sonoma, CA 95476	Unknown
Windsor	David Kelley City of Windsor P.O. Box 100 Windsor, CA 95492	Unknown



Staff Report

To: CBPAC
From: Janet Spilman
Re: TDA Article 3 Review
Date: March 22, 2005

Background

Transportation Development Act (TDA) Article 3 funds are available to all of the cities and the County for bicycle and pedestrian projects. Historically, new revenues (approximately \$350,000 annually) are distributed to every jurisdiction by formula based on population. Projects must meet Caltrans safety design criteria and CEQA requirements. The local jurisdiction must be able to complete the project within two years, agree to maintain the facility and the project must be consistent with an adopted bicycle plan. If a jurisdiction does not have a project, their allocation will accumulate in future funding cycles.

The CBPAC Review Process

With the current distribution plan each jurisdiction is awarded its share of TDA3 based on a population-based formula. This revenue is accumulated over time and can be projected out two years (under most circumstances). See attachments for revenue and expenditure summary, project status and project information sheets. CBPAC reviews all project applications and creates a recommended list of projects to submit to the SCTA.

FY 05/06 TDA Article 3 – Bicycle and Pedestrian Facilities – Proposed Project List

Cloverdale	Cloverdale Bicycle Lane Striping Project	\$50,000
Sebastopol	Railroad Forest Path	\$51,356
Santa Rosa	Pierson Reach/Rodota Connector	\$350,000
Windsor	Keiser Park Phase I Trail	\$112,000
Total		\$563,356

In addition to the application project sponsors must deliver an authorized resolution from their governing body to staff before the SCTA approves the program of projects at the April Board meeting (April 11th). Environmental clearance must be obtained by this date as well. Please deliver these items to the SCTA by April 10th.

Other Actions

Sebastopol has requested that the Railroad Forest Bike Path project from 02/03 be rescinded and that the balance of funds (\$42,800) be eligible for that project in the current cycle. Cotati will repay Santa Rosa \$2,464 borrowed from Santa Rosa in 02/03.

Action Requested

Please review this list of projects for FY 05/06 TDA Article 3 program to be forwarded to SCTA for approval. Consider which projects to add to a projected three year list.

TDA Article 3 Project status

Project ID	Project Title	Amount TDA3 funded	Expended as of last quarter report 12/31/04	Balance	Notes
2002/2003			funds expire 6/30/05		
03-3472-04	Santa Rosa	Franklin Avenue/North Street Bike lane	\$100,000	\$59,969	\$40,031
	Santa Rosa	loan to Cotati for Marsh Creek Trail	\$2,464	repayment in 05/06	
03-3472-02	Sebastopol	Railroad Forest Bike Path (Connector)	\$42,800	0	\$42,800
03-3472-03	Sonoma	Bicycle/Ped Crossing of W. MacArthur	\$49,000	0	\$49,000
03-3472-05	County	Bicycle Caution Signs	\$15,000	\$8,116	\$6,884
2003/2004			funds expire 6/30/06		
04-3581-03	County	Old Redwood Hwy class II north to Healds	\$350,000	\$350,000	\$0
04-3581-01	Healdsburg	Foss Creek/NWP Multi-Use Trail	\$99,695	\$0	\$99,695
04-3581-04	Petaluma	Washington Creek Trail	\$175,000	\$0	\$175,000
04-3581-02	Santa Rosa	Sonoma Ave Bike lanes	\$50,000	\$0	\$50,000
2004/2005			funds expire 6/30/07		
05-0010-084	County	Hunter View Creek Bikeway	\$160,000	\$0	\$160,000
05-0010-075	County	Sonoma County "Share the Road Campaign	\$10,000	\$0	\$10,000
05-0010-076	County	"Share the Road " Sign installation	\$15,000	\$0	\$15,000
05-0010-077	County	Three Bike Capacity Bike racks on buses	\$5,000	\$0	\$5,000
05-0010-078	Rohnert Park	Commerce Bike Bridge at Hinebaugh Creek	\$160,000	\$0	\$160,000
05-0010-079	Petaluma	Bike/Pedestrian Corral on Ely	\$54,876	\$0	\$54,876
05-0010-080	Santa Rosa	SR Creek Greenway Signage & Entry Gate	\$18,900	\$0	\$18,900
2005/2006		PROPOSED PROJECTS		funds expire 6/30/08	
	Cloverdale	Cloverdale Bicycle Lane Striping Project	\$50,000	\$0	\$50,000
	Sebastopol	Railroad Forest Path	\$51,356	\$0	\$51,356
	Santa Rosa	Pierson Reach/Rodota Connector	\$350,000	\$0	\$350,000
	Windsor	Keiser Park Phase I Trail	\$112,000	\$0	\$112,000
		total applications	\$563,356		

TDA 3 - Bicycle and Pedestrian Facilities

Revenue and Expenditure Summary

		Cloverdale	Cotati	Healdsburg	Petaluma	Rohnert Park	Santa Rosa	Sebastopol	Sonoma	Windsor	County	TOTAL
2003/ 2004	Unallocated Funds 6/30/03	\$ 55,932	\$ (7,301)	\$ 74,978	\$ 150,849	\$ 110,394	\$ 194,981	\$ (8,621)	\$ (5,768)	\$ 40,454	\$ 356,998	\$ 962,896
	Revenue 03/04	5,284	4,908	8,239	40,193	30,413	113,773	5,624	6,735	17,374	104,907	337,450
	Available Funds 2003/2004	61,216	(2,394)	83,217	191,042	140,808	308,754	(2,997)	967	57,828	461,905	1,300,346
	Allocation 2003/2004	-	-	99,695	175,000	-	50,000	-	-	-	350,000	674,695
2004/ 2005	Unallocated Funds 6/30/04	\$ 61,216	\$ (2,394)	\$ (16,478)	\$ 16,042	\$ 140,808	\$ 258,754	\$ (2,997)	\$ 967	\$ 57,828	\$ 111,905	\$ 625,651
	Revenue 04/05	5,737	5,259	8,759	42,837	32,548	122,697	5,967	7,229	18,741	111,816	361,590
	Available Funds 2004/2005	66,953	2,865	(7,720)	58,879	173,356	381,451	2,969	8,196	94,550	223,721	987,241
	Allocation 2004/2005	-	-	-	54,876	160,000	18,900	-	-	-	190,000	423,776
2005/ 2006	Unallocated Funds 6/30/05	66,953	2,865	(7,720)	4,003	13,356	362,551	2,969	8,196	94,550	33,721	563,465
	Revenue 05/06 & adjustments	5,713	5,064	8,362	40,297	30,385	118,191	48,387	6,974	17,878	109,284	390,534
	Available Funds 2005/2006	72,666	7,930	642	44,300	43,741	480,742	51,356	15,170	112,428	143,005	953,999
	Allocation 2005/2006	-	2,464	-	-	-	-	-	-	-	-	2,464
2006/ 2007	Unallocated Funds 6/30/06	72,666	5,466	642	44,300	43,741	480,742	51,356	15,170	112,428	143,005	951,535
	Projected Revenue 06/07	5,713	5,064	8,362	40,297	30,385	118,191	48,387	6,974	17,878	109,284	345,170
	Available Funds 2006/2007	78,379	10,530	9,005	84,596	74,125	598,934	99,743	22,145	130,306	252,289	1,296,705
	Allocation 2006/2007	-	-	-	-	-	-	-	-	-	-	-
2007/ 2008	Unallocated Funds 6/30/07	78,379	10,530	9,005	84,596	74,125	598,934	99,743	22,145	130,306	252,289	1,296,705
	Projected Revenue 07/08	5,713	5,064	8,362	40,297	30,385	118,191	48,387	6,974	17,878	109,284	345,170
	Available Funds 2007/2008	84,092	15,594	17,367	124,893	104,510	717,125	148,130	29,119	148,183	361,572	1,641,875
	Allocation 2007/2008	-	-	-	-	-	-	-	-	-	-	-
2008/ 2009	Unallocated Funds 6/30/08	84,092	15,594	17,367	124,893	104,510	717,125	148,130	29,119	148,183	361,572	1,641,875
	Projected Revenue 08/09	5,713	5,064	8,362	40,297	30,385	118,191	48,387	6,974	17,878	109,284	345,170
	Available Funds 2008/2009	89,805	20,658	25,729	165,189	134,895	835,316	196,516	36,093	166,061	470,856	1,987,045
	Allocation 2008/2009	-	-	-	-	-	-	-	-	-	-	-
											Updated	3/15/2005

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 05-06

Applicant: City of Sebastopol

Contact person: Susan Kelly, Engineering Director

E-Mail Address: suekelly@sonic.net

Telephone: 707-823-2151

Secondary Contact (in event primary not available) Kenyon Webster, Planning Director

E-Mail Address: kplan@sonic.net

Telephone: 707-823-6167

Short Title Description of Project: Railroad Forest Multipurpose Path

Amount of claim: \$

Functional Description of Project:

A class I Bike path linking the Joe Rodota Trail (Sonoma County Regional Parks) with the Sebastopol Avenue/Morris Street Traffic Signal in Sebastopol.

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning, environmental, engineering, right-of-way, construction, construction management, contingency). Use the table below to show the project budget. Include prior and proposed future funding of the project. If the project is a segment of a larger project, include prior and proposed funding sources for the other segments (make certain the use of the currently requested funding is made clear in the "Project Elements" section below, and include any other clarifying information on the next page).

Project Elements: TDA funding will be used for construction only.

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		51,356			
list all other sources:					
1. Traffic Impact Fees	39,500	100,000			139,000
2. State Rec Trails Grant		80,500			80,500
3. TFCA					
4.					
Totals	39,500				

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," on the next page provide the approximate date approval is anticipated).	Yes
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on the next page.	Yes
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet at: http://www.dot.ca.gov/hq/oppd/hdm/chapters/t1001.htm).	Yes
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation on the next page).	Yes
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (If "NO" provide an explanation on the next page; and note that MTC cannot allocate funds to a project which lacks environmental clearance).	Yes
F. Will the project be completed within the three fiscal year time period (including the fiscal year of funding) after which the allocation expires? Enter the anticipated completion date of project (month and year) _____	Yes
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	Yes

TDA Article 3 Project Application Form
Explanatory Comments Page

Short Title Description of Project: Railroad Forest Multipurpose Path, City of Sebastopol

Enter explanatory comments below, as required due to certain "YES" or "NO" answers to items "A" through "G" on the Project Application Form, or to provide information that will not fit on the application form, or to provide information that will clarify any potential confusion concerning the scope, cost or schedule of the project.

B. The City's intent is to rescind an earlier TDA3 grant for this project and re-request funding for construction of the same project, in order to take advantage of increased funding that has become available. Please refer to earlier project application attached hereto.

ATTACHMENT B

TDA ARTICLE 3 PROJECT APPLICATION FORM

Fiscal Year of this Claim: 2005/06 Applicant: City of Santa Rosa

Contact person: Ed Baker

E-Mail Address: ebaker@srcity.org Telephone: 707.543.3841

Secondary Contact: (in event primary not available) Rick Moshier

E-Mail Address: rmoshier@srcity.org Telephone: 707.543.3810

Short Title Description of Project: Pierson Reach/Rodota Connector

Amount of claim: \$350,000

Functional Description of Project:

Construct ADA compliant ramp connecting Joe Rodota Trail along SMART corridor to the Pierson Reach segment along Santa Rosa Creek

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning, environmental, engineering, right-of-way, construction, construction management, contingency). Use the table below to show the project budget. Include prior and proposed future funding of the project. If the project is a segment of a larger project, include prior and proposed funding sources for the other segments (make certain the use of the currently requested funding is made clear in the Project Elements section below, and include any other clarifying information on the next page).

Project Elements: Construction, inspection and contingency.

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3	None	\$350,000			\$350,000
list all other sources:					
1. TFCA		\$140,000			\$140,000
2. Capital Facilities Fee		\$ 50,000			\$ 50,000
3.					
4.					
Totals		\$540,000			\$540,000

Project Eligibility:	YES/NO
Has the project been approved by the claimant's governing body? (If "NO," on the next page provide the approximate date approval is anticipated).	No
Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on the next page.	No
For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet at: http://www.dot.ca.gov/hq/oppd/hdm/chapters/t1001.htm).	Yes
Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation on the next page).	Yes
Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (If <u>NO</u> provide and explanation on the next page; and note that MTC cannot allocate funds to a project which lacks environmental clearance).	No
Will the project be completed within the three fiscal year time period (including the fiscal year of funding) after which the allocation expires? Enter the anticipated completion date of project (month and year) October, 2005	Yes
Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	Yes

**TDA Article 3 Project Application Form
Explanatory Comments Page**

Short Title Description of Project: Pierson Reach/Rodota/ Connector

Enter explanatory comments below, as required due to certain "YES" or "NO" answers to items "A" through "G" on the Project Application Form, or to provide information that will not fit on the application form, or to provide information that will clarify any potential confusion concerning the scope, cost or schedule of the project.

A. Date of Council approval is March 22, 2005.

E. Environmental documentation will be provided by May 1, 2005.

Resolution No. -05

Attachment B

Page 1 of 2

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2005-06 Applicant: Town of Windsor

Contact person: David J. Kelley

E-Mail Address: dkelley@townofwindsor.com Telephone: 707-838-5383

Secondary Contact (in event primary not available): Anne Mullinax, EDCS Director

E-Mail Address: amullinax@townofwindsor.com Telephone: 707-838-5307

Short Title Description of Project: Keiser Park Phase I Trail

Amount of claim: \$ 112,000

Functional Description of Project:

Construct phase I of a Class I trail segment through Keiser Park. This trail segment is proposed to connect the park access road and parking area to Windsor High School and will link to the proposed Starr Creek trail segment to the south and the proposed Windsor River Road trail segment to the North. Currently, only informal footpaths that are heavily used by students and pedestrians connect the park to Windsor High School. Project includes installation of bridge crossing to facilitate pedestrian & bicycle travel over Starr Creek tributary.

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning, environmental, engineering, right-of-way, construction, construction management, contingency). Use the table below to show the project budget. Include prior and proposed future funding of the project. If the project is a segment of a larger project, include prior and proposed funding sources for the other segments (make certain the use of the currently requested funding is made clear in the "Project Elements" section below, and include any other clarifying information on the next page).

Project Elements: TDA funds will be used for design (\$23,000.00), environmental (\$3,000), construction (\$80,000.00) and contingency (\$16,000.00). The Town will provide staff necessary to ensure the project is successfully implemented.

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		\$ 112,000		\$ 19,000	\$ 131,000
list all other sources:					
1. Town of Windsor		\$ 10,000		\$ 42,000	\$ 52,000
2.					
3.					
4.					
Totals		\$ 122,000		\$ 61,000	\$ 183,000

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," on the next page provide the approximate date approval is anticipated).	Y
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on the next page.	N
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet at: http://www.dot.ca.gov/hq/oppd/hdm/chapters/t1001.htm).	Y
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation on the next page).	Y
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (If "NO" provide an explanation on the next page; and note that MTC cannot allocate funds to a project which lacks environmental clearance).	Y
F. Will the project be completed within the three fiscal year time period (including the fiscal year of funding) after which the allocation expires? Enter the anticipated completion date of project (month and year): <u>August 2006</u>	Y

G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name:)	Y
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Resolution No. -05

Attachment B

Page 2 of 2

**TDA Article 3 Project Application Form
Explanatory Comments Page**

Short Title Description of Project: **Keiser Park Phase I Trail**

Enter explanatory comments below, as required due to certain "YES" or "NO" answers to items "A" through "G" on the Project Application Form, or to provide information that will not fit on the application form, or to provide information that will clarify any potential confusion concerning the scope, cost or schedule of the project.

Project Description (continued):

The proposed Keiser Park Phase I Trail is a segment of a larger proposed Class I trail in the Town of Windsor that will ultimately extend north to south from Windsor River Road through Keiser Park along Starr Creek to Starr Road. The Keiser Park Phase I Trail segment will provide a trail connection from the existing Keiser Park access road to Windsor High School located immediately south of Keiser Park (Figure 1). The proposed Keiser Park Phase I Trail is identified as a "high priority trail" in the Town of Windsor Townwide Trail and Bikeway Plan and will function as a stand-alone trail segment until other trail segments (Phase I and III) are constructed. Bicycle and pedestrian access to the trail segment will be available on the north via the Keiser Park main access road and on the south via the Windsor High School parking lot.

The Keiser Park Phase II Trail segment (not currently proposed) will connect to the north end of the Phase I trail segment and will provide a continuous trail from Windsor River Road to Windsor High School. The Phase III trail segment will connect on the south end of the Phase I trail and will provide a continuous trail to Starr Road. The Phase III segment of the trail is located on private property and will be constructed by a developer in conjunction with construction of a residential development.

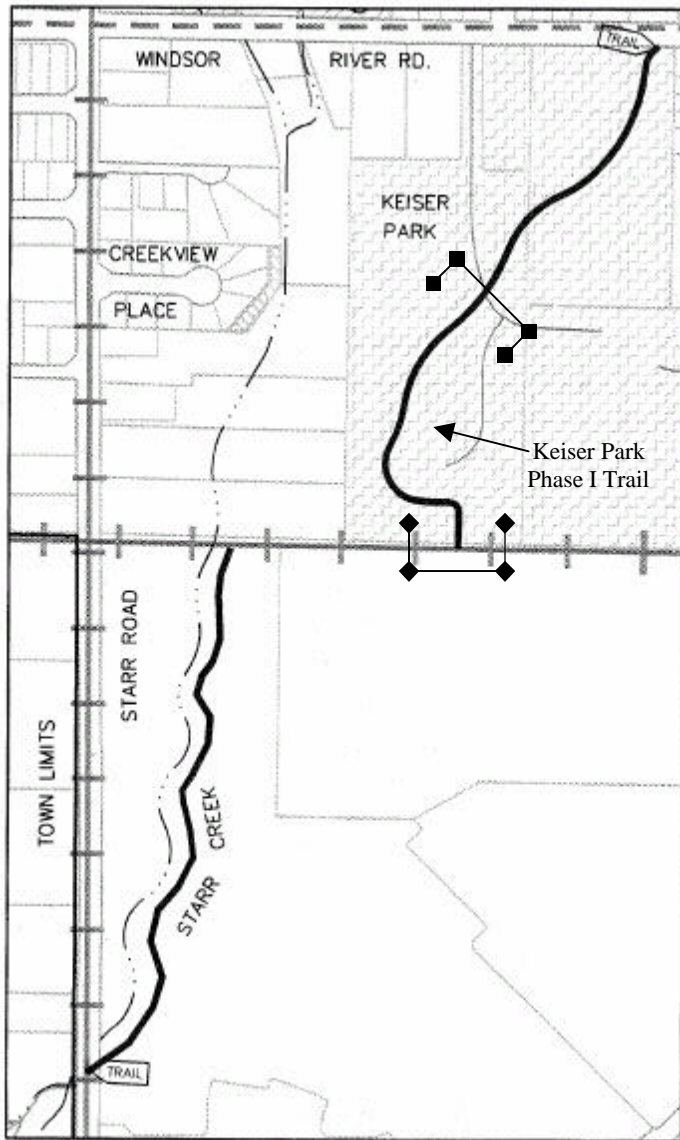
Project Segments (continued):

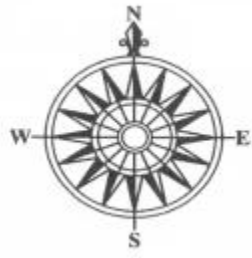
TDA Article 3 funds will be used to design the Class I trail, prepare and submit environmental permit applications (i.e. Department of Fish and Game Application for Streambed Alteration) for a proposed bridge crossing, trail construction and contingency.

Environmental Documentation (continued):

The proposed Keiser Park Phase I Trail is included in the Keiser Community Park Master Plan. In accordance with the California Environmental Quality Act (CEQA), the Town Council adopted a Mitigated Negative Declaration (MND) prepared for the Keiser Community Park Master Plan after having said document made available for public review. A Notice of Determination was filed for the approved MND with the Sonoma County Clerk-Recorders Office on September 20, 2000. An Addendum to the Final Mitigated Negative Declaration was prepared on November 8, 2004 pursuant to CEQA Guidelines Section 15164(a) in order to meet the requirements for environmental clearance in Metropolitan Transportation Commission (MTC) resolution No. 875, which mandates a 3-year shelf life for environmental documents. A Notice of Determination for the Addendum to the Final Mitigated Negative Declaration was filed with the Sonoma County Clerk Recorder office.

Figure 1 – Keiser Park Phase I Trail





SCTA Sonoma
County
Transportation
Authority

Keeping Sonoma County Moving

Staff Report

To: Sonoma County Transportation Authority
From: Suzanne Wilford
Re: Item V-A: Strategic Plan Table of Contents
Date: March 14, 2005

Issue:

How should the content of the 2005 Strategic Plan be organized?

Background:

Below is a proposed Table of Contents for the 2005 Strategic Plan.

1. Executive Summary – Letter from the Chair
2. Background/Highlights of Measure M Program – History, mission, goals
3. Approach
 - i) Program Categories
 - ii) Programs and Projects
 - iii) Role of Project Sponsor
 - iv) Amendment Process
4. Program of Projects
 - i) Finance Plan
 - ii) Revenue Projections
 - iii) Debt Finance Plan
 - iv) First 5-Year Programming Cycle
 - v) Project Information Sheets
5. Appendices
 - i) Definitions
 - ii) Sample Funding Agreement
 - iii) Reporting Requirements & Performance Standards
 - iv) Sample Project Reporting Letter
 - v) Allocation Request Form
 - vi) Sample Resolution
 - vii) Project Information Sheet
 - viii) Population/Road Mile Formula

- ix) Measure M Accounting Practices
- x) Audit Requirements
- xi) Traffic Relief Act for Sonoma County – Measure M Expenditure Plan

Policy Impacts:

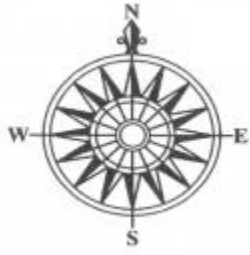
The 2005 Strategic Plan will guide the development of the Measure M sales tax program by providing policy guidance and programming funds to specific programs and projects.

Fiscal Impacts:

This item does not have a fiscal impact.

Staff Recommendation:

Consider the proposed table of contents for the 2005 Strategic Plan and provide direction to staff.



Staff Report

To: Sonoma County Transportation Authority
From: Suzanne Wilford
Re: Item V-B: Policy Issues – Measure M Implementation Approach
Date: March 14, 2005

Issue:

Shall the SCTA adopt certain policies related to the implementation of Measure M?

Background:

The SCTA is required to adopt a strategic plan to implement Measure M and that plan should provide policy guidance on a variety of issues such as: the definition of programs and projects, the role of the project sponsor, borrowing, investment principles, project amendments, etc.

The previous agenda item addressed the overall content of the 2005 Strategic Plan. This item focuses on item 3 in the table of contents – Approach. To guide the discussion on how to approach a number of policy related issues, the SCTA developed a list of questions ranging from how funds should be distributed to the detail of reporting on the status of a project. As the TAC, CAC and CBPAC worked through those questions and developed consensus on appropriate responses the SCTA staff began to develop the Approach section of the Strategic Plan.

Attached is the first draft of the Approach section and it includes several specific policy questions that require the direction of the SCTA Board.

Policy Impacts:

The Approach section of the 2005 Strategic Plan will establish policies related to the implementation of Measure M, including how funding is distributed, how projects are prioritized, who is responsible for projects and funds will flow.

Fiscal Impacts:

This item does not have a fiscal impact.

Staff Recommendation:

Consider the policy questions raised in the draft Approach section to the 2005 Strategic Plan and provide direction to staff.

2005 Strategic Plan – Approach to Measure M Implementation

i) Definition of Measure M Program Categories

Measure M provides for investment in three program categories. Each program category will receive a percentage share of sales tax revenues, currently estimated at \$470 million (in 2004 dollars) over a 20-year period.

The program categories include:

Local Streets (40%),

Highway 101 (40%), and

Transit, Passenger Rail and Bicycle (19%).

One percent of the revenue is allocated for administration. Actual tax proceeds will be programmed in accordance with this percentage distribution. All tax proceeds within a category will be used only for projects related to that category.

All costs associated with the issuance of bonds, including debt service payments, issuance costs, interest, reserve requirements, and insurance shall be accounted for within that program category in which the bond proceeds were used.

Policy Question #1: Will borrowing between fund categories be allowed and if so under what conditions?

The SCTA has established a goal to have each program category meet its target on an annual basis. If one category has an unallocated surplus and another has greater need than funding available, funds may be shared between categories to minimize the amount of outside debt financing. Interest will be charged to the program category borrowing the funds based on the annual interest rate earned on other Measure M program categories. The repayment terms of each loan will be included as part of the Finance Plan section of the Strategic Plan.

ii) **Measure M Programs and Projects**

Measure M calls for the implementation of two specific programs – local street and road maintenance and local transit operations. It also calls for the completion of 36 specific transportation projects including Highway 101, bicycle/pedestrian routes, SMART rail development and local roadway improvements.

The programmatic components will be managed as follows:

Road maintenance funding will be allocated annually to each jurisdiction, unless other arrangements are requested. Allocations will be made during the final quarter of each fiscal year beginning in FY05/06. No later than February 1 of each year, the SCTA will provide each jurisdiction an estimate of the road maintenance allocation for the following fiscal year.

Jurisdictions will be allowed to bank their allocated amounts for no more than three years. If, after the close of the third fiscal year, minimal or no funds have been expended on maintenance projects the SCTA reserves the right to withhold the next year's allocation until the jurisdiction's balance is drawn down.

At the end of each fiscal year, the SCTA requires a letter from each jurisdiction outlining how the Measure M funding was spent, including a full accounting of the Measure M funds (including interest earned), a description of what projects were completed and how performance standards were met (see Appendix ##).

If a letter including the required information is not received from a jurisdiction, the SCTA may withhold the next year's allocation until the requirement is met. The SCTA will conduct a random sample of audits on Measure M projects including local maintenance projects.

Bus transit funding will be allocated quarterly to each transit operator, beginning with the first allocation at the end of the first quarter of FY05/06. The annual estimate of Measure M funding will be included in the annual Coordinated Claim.

Transit operators will be required to submit a letter to the SCTA on an annual basis outlining how the Measure M funding was spent, including a full accounting of the Measure M funds (including interest earned), a description of what projects were completed and how performance standards were met (see Appendix ##).

If a letter including the required information is not received from a transit operator, the SCTA may withhold the next year's allocation until the requirement is met. Each transit operator must submit a copy of its annual audit that includes Measure M as a revenue source.

Policy Question #2: How will projects be prioritized in the Strategic Plan?

The projects specifically identified in Measure M will be managed as follows:

Project sponsors will be required to complete a Project Information Sheet prior to the project being considered for inclusion in the Strategic Plan. Upon review, projects requesting funding will be prioritized based **two key criteria: project readiness by phase and available matching funds.**

In completing and reviewing project information sheets, overall project benefit or expected performance of a project, geographic equity, past performance in project delivery (this will not apply in the first round of programming), overall size/cost of project and on the ground activity (i.e. construction) will be the next tier of evaluation criteria.

Once Project Information Sheets have been prioritized, capacity within Measure M cash flow will to be assessed and a determination made about the use of debt financing or a pay-go system.

As the projects are prioritized and the cash flow needs addressed, the programming element of the Strategic Plan will be developed. Measure M funding will be programmed in five-year increments in the Strategic Plan and updated every two years.

Once a project is programmed in the Strategic Plan, the project sponsor can request an allocation in the fiscal year that programming is in place. The allocation request is submitted to the SCTA a minimum of 30 days prior to the SCTA Board meeting when action will be taken. The allocation request will outline what the funding will be used for and, upon Board action, the Executive Director will be authorized to enter into a funding agreement with the project sponsor.

After an allocation request is approved and the funding agreement executed, the project sponsor can initiate spending of Measure M funding. The project sponsor will submit invoices to the SCTA for reimbursement of eligible costs as frequently as monthly. The SCTA will review invoices for quality control and provide reimbursement within 45 days. If a project sponsor demonstrates a hardship related to cash flow the SCTA may consider allocating up to \$200,000 in advance of receiving invoices for the actual project costs.

An exception may be made for larger projects that can not be accommodated within the five-year window of the strategic plan but that still want to move forward. A project sponsor can seek reimbursement from the Measure M program over a period of several years if they are willing to provide the necessary project funding up front.

The SCTA is authorized to bond for the purposes of advancing the commencement of or expediting the delivery of transportation programs or projects. The SCTA may issue limited tax bonds, from time to time, to finance any program or project in the Traffic Relief Act for Sonoma County as allowed by applicable law and as approved by the SCTA, and the maximum bonded indebtedness shall not exceed the total amount of proceeds of this retail transactions and use tax, estimated to be \$470 million in 2004 dollars. All costs associated with the issuance of bonds, including debt service payments, issuance costs, interest, reserve requirements, and insurance shall be accounted for within that program category in which the bond proceeds were used. Such bonds will be payable solely from the proceeds of the retail transactions and use tax and may be issued any time before expiration of the tax.

If a programmed project is not delivered on schedule that results in the delay of another project within that program category a penalty may be assessed on the project sponsor. The details surrounding this issue will be further defined in future Strategic Plans.

iii) Role of the Measure M Project Sponsor

Each project included in Measure M should have a designated project sponsor that will serve as the lead agency for project development. There may be separate agencies involved as lead agency for CEQA and NEPA however it will be the responsibility of the project sponsor to coordinate all of the activities related to project development and construction.

Policy Question #3: What is the mechanism for further defining the scope of projects and who is responsible for multi-jurisdictional projects?

Traditionally, responsibility for a project has been based solely on the geographical location of a project. Under the *2005 Comprehensive Transportation Plan* and in Measure M, some projects cross jurisdictional boundaries and thus will require partnership agreements to identify scope, cost sharing and resource related issues. An MOU or cooperative agreement should be created to formalize these elements for each project. **The SCTA should take the lead in coordinating the development of such a document when the need arises, but it is incumbent upon the involved jurisdictions to initiate discussions and establish a conceptual project scope and funding plan prior to initiating an agreement process.**

Project sponsors must clearly define a project prior to the project being eligible for programming in the Strategic Plan. In order for this to occur, the project sponsor should develop a clear project description, scope, cost and schedule. Projects with joint sponsorship (be it multi-jurisdiction or multi-agency) should coordinate an approach prior to bringing the project forward. The SCTA will consider requests for Measure M funding for formal project scoping if necessary.

A multi-jurisdictional Measure M project can move forward in discreet segments only after a partnership agreement has been approved. This is necessary to establish how the full project will be implemented even if one or more segments will require a longer period of time to be developed.

Policy Question # 4: How will matching funds from a project sponsor or other source be accounted for on Measure M projects?

In addition to the being responsible for project development, the project sponsor has a lead role in securing the matching funds required to fully fund the Measure M project. The sources for this additional revenue can include local development fees, other local revenue sources, and state or federal grant programs.

Option 1: Costs incurred on a project prior to adoption of the *2001 Countywide Transportation Plan* in September 2001 will not be counted toward the local match requirement. However, items such as staff time, right of way purchases, environmental documents or design costs completed after September 2001 can be considered eligible as local match contributions. (TAC proposal)

Option 2: Costs incurred on a project prior to November 2004 will not be counted toward the local match requirement. However, items such as staff time, right of way purchases, environmental documents or design costs completed after November 2004 can be considered eligible as local match contributions. (CAC proposal)

(Staff comment: Option 2 would impact three specific projects that have expended funds prior to November 2004. If those expended funds are not counted, the project sponsor may not be able to make the full 50% match required in Measure M as additional revenues for the project will not be available from such sources as traffic mitigation fees. The three affected projects are: Farmers Lane Extension, Forestville Bypass and Airport Boulevard. The CAC was not aware of this information at the time of their proposal.)

The SCTA will assess the level of matching funds available on a project during the strategic plan programming phase. It is the goal of the SCTA to have at minimum a 50/50 match throughout the development of a project when that level of overall match is called for in the Measure M expenditure plan.

iv) Amendments to Measure M Projects

Policy Question #5: What is the mechanism for deleting, adding or amending projects?

The ability to fully fund or complete all programs or projects in Measure M may be impacted by changing circumstances over the duration of the sales tax. Tax proceeds originally allocated to a listed project may become available for reallocation due to any of the following reasons:

- A listed project is completed under budget;
- A listed project is partially or fully funded by funding sources other than Measure M tax proceeds;
- A project sponsor and implementing agency request deletion of a listed project because of unavailability of matching funds or any other reason;

A listed project cannot be completed due to an infeasible design, construction limitation or substantial failure to meet specified implementation milestones.

The dollar amounts included in Measure M should be considered a ceiling unless additional Measure M funding becomes available.

Upon a finding that tax proceeds are available for reallocation due to one of the conditions above, the SCTA may reallocate such tax proceeds subject to the following guidelines:

Available tax proceeds can be reallocated only to project(s) within the same program category as the original listed project.

Reallocation of tax proceeds within a program category will be based first on project readiness and availability of matching funds. The next tier of criteria will include impact on congestion, cost-effectiveness, ranking in the Comprehensive Transportation Plan, and schedule adherence as determined by the SCTA.

An existing project within a program category, that needs additional funding not as a result of scope change, has priority over a newly proposed project but must maintain the match level from other funding sources (50% percent in most cases) required in the original Measure M expenditure plan.

If overall revenues exceed the level projected in the Measure M Expenditure Plan funds will be distributed into the same program categories and existing or new projects can be considered within those categories. An existing project in a program category has priority in accessing these additional funds but still must maintain a 50% match from other funding sources. Adjustments related to revenue projections will not be considered until 2015, the tenth year of Measure M.

Projects may be amended in terms of scope and cost at the request of the project sponsor and with the approval of 2/3rds of the SCTA however the funding allocation available from Measure M will not change unless the conditions stated above are met. Project dollar amounts are set based on what was included in the expenditure plan unless additional sales tax revenues become available and are designated for a project once all of the requirements stated above are met.