

SCTA Sonoma County Transportation Authority

Keeping Sonoma County Moving

Countywide Bicycle & Pedestrian Advisory Committee

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Sonoma County

Lisa Schaffner
Healdsburg

AGENDA

Tuesday, August 22, 2006

2:00 p.m. – 3:30 pm

Sonoma County Transportation Authority
520 Mendocino Ave., Suite 240
Santa Rosa, CA

- I. Introductions and public comment on items not on agenda
- II. Consent Items – DISCUSSION/ACTION
 - A. Approval of the Agenda
 - B. Approval of Minutes of April 25, 2006 and summary of Special Meeting of May 22, 2006
- III. Reports:
 - A. MTC Regional Bicycle Plan (attachment)
 - B. Routine Accommodation Update - (attachment).
- IV. Countywide Bicycle & Pedestrian Master Plan Update
- V. Adjourn/ACTION

The next **CBPAC** meeting will be October 24, 2006

The next **SCTA** meeting will be Sept 11, 2006

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.

Staff: Lynne March 707-565-5376

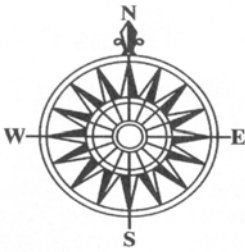
lmarch@sctainfo.org

The entire agenda packet is available online at

www.sctainfo.org.

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COUNTYWIDE BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

MINUTES OF SPECIAL MEETING

May 22, 2006

2:00 p.m.

ATTENDEES

Christine Culver	Sonoma County Bicycle Coalition
Fabian Favila	City of Santa Rosa
Darren Heatherly	Citizen
Gary Helfrich	Sonoma County PRMD
Sue Kelly	City of Sebastopol
Frank Penry	City of Petaluma
Steve Schmitz	Sonoma County Transit
Bill Silva	City of Cotati
David Woltering	City of Cotati

SCTA Staff present: Chris Barney, Nina Donofrio, Lynne March, Janet Spilman, and Suzanne Wilford.

Introductions were made.

I. Consent Items – DISCUSSION/ACTION

A. Approval of minutes of May 9, 2006 meeting

The minutes were approved with the following correction: On page two, first paragraph “Frank Favilia...” should read “Fabian Favila.”

II. Action Item – DISCUSSION/ACTION

A. Recommendation to SCTA Board RE: Application for TDA3 Funding for *SCTA Countywide Bicycle/Pedestrian Master Plan* and Issuance of Request for Proposal/Scope of Work:

Steve Schmitz of Sonoma County Transit noted that, in general, the draft Request for Proposal was satisfactory; he noted some areas that need additional language in order to further clarify pedestrian issues, especially as compared to bicycle issues. Susan Kelly of the City of Sebastopol asked Mr. Schmitz to cite an example of his concern in the RFP. He referred to Task 4.0, which states the consultant will “recommend where bicycle and pedestrian counts would be valuable for planning and/or funding.” He inquired as to whether methodology needs to be included. Also, under Task 8.0 Deliverables #3: Mr. Schmitz wondered whether “projects and programs” refers to bicycles, or pedestrians, or both. Ms. Kelly felt that Task 4.0 asks that the consultant make recommendations; therefore, at that point, specific

issues could be addressed regarding the methodology for taking bicycle and pedestrian counts.

Janet Spilman of the Sonoma County Transportation Authority (SCTA) asked if there would be any objection to removing references to “pedestrian” under Task 4.0, and whether Task 8.0 should state that a “list of bicycle projects and programs are to be included...” Mr. Schmitz felt that the RFP needs to be more clear regarding pedestrian issues. Suzanne Wilford of the SCTA suggested that wording be added to the effect that pedestrian policies should be included, based on individual plan needs.

Christine Culver of the Sonoma County Bicycle Coalition expressed a need to include wording that would acknowledge the importance of the pedestrian component of the Plan; however, because it is being funded with bicycle transportation funding, the focus of the Plan is on bicycles. She felt that the wording should confirm the importance of the pedestrian element to the Plan. Mr. Schmitz confirmed to Ms. Culver that funding for the Plan comes from TDA Article 3, which can include pedestrian projects. In response to concerns expressed by Committee members that both bicycle and pedestrian projects and issues be addressed in the Plan, Mr. Schmidt voiced his concern that the budget will not allow for extensive study levels of pedestrian-related issues.

Ms. Spilman observed that the advantage of formulating a bicycle plan is that each jurisdiction already has one in place; from which a Countywide plan can be drawn up; whereas, a pedestrian plan would have to be drafted from the beginning as a completely new document. She suggested that Deliverable #3 item under Task 8.0 be worded to read “Lists of bicycle projects and programs are to be included, with descriptions, implementation...Pedestrian policies shall be included based on individual plan needs. Each plan will also include goals, objectives, and policies --- which may include some which are not mutual to all...” Mr. Schmitz then referred to Task 3.0, which refers to “bicycle and pedestrian facilities and programs...” and noted that the language seems to imply the tasks outlined would apply to both bicycle and pedestrian issues and projects. He questioned whether the intent of the Plan is to undertake extensive inventory of pedestrian facilities as well as bicycle facilities.

Mr. Woltering responded that this could be worded to indicate that the focus of these tasks could apply to multi-use facilities, as an example, paths that are for both pedestrians and bicycles. Mr. Schmitz suggested adding wording to the effect that existing data and analyses could be incorporated into the Plan at the option of the individual jurisdiction. He expressed the need for the group to examine new pedestrian policies, or existing pedestrian policies, and compile these; but that it would not be feasible or practical to take this further in connection with new pedestrian projects. It was determined that this would apply to pre-existing pedestrian projects. Mr. Schmitz noted that no mandate exists to be eligible for funding for establishing a detailed pedestrian plan.

Ms. Spilman suggested adding language to read “inventory of existing and proposed pedestrian facilities will be provided by each jurisdiction when available.” Mr. Schmitz recommended adding further language indicating that it would be desirable to explore pedestrian policies and concepts in those plans that do not already have these. Ms. Spilman suggested that it might be more appropriate to have references

to policies included under a different section than Task 3.0. Ms. Kelly suggested this be included under Task 7.0.

Mr. Schmitz asked whether staff had contacted Marin County as to how their Plan was progressing, noting that the current County Plan is modeled after theirs. Ms. Spilman observed that there are jurisdictions in Marin that are more active than others in developing a bicycle and pedestrian pathway Plan. Ms. March noted that the Marin Plan is also the unincorporated County Plan.

Discussion followed regarding the number of meetings that are to be held for the different jurisdictions. It was suggested that 30 meetings could be conducted (for three meetings per jurisdiction). These would include public meetings and Committee meetings. Ms. Kelly suggested that some of these meetings could include more than one jurisdiction. Ms. Wilford suggested that each jurisdiction submit an estimate of the number of meetings they anticipate they will need. Language was then added to “provide an estimate of the number and type of meetings anticipated.”

Ms. Spilman confirmed changes to the RFP as follows: Under Task 3.0, remove references to “and pedestrian.” Wording is to be added to read, “The inventory of existing and proposed pedestrian facilities will be provided by each jurisdiction when available.” Under Task 4.0, references to “pedestrian” are to be removed. It was determined that the added wording “provide an estimate of the number and type of meetings anticipated” should be included under Item C, Proposal Requirements. Under Task 8.0, Deliverables #3, wording is to be added, after the second sentence, reading “pedestrian policy shall be included based on individual plan need.”

Mr. Schmitz identified missing data in the table provided under “B,” “Background,” which lists each jurisdiction, the year their bicycle plan was last adopted, and the year they plan to update their plan. Mr. Woltering noted that the City of Cotati plans to update their Plan in 2007, and that the plan was last adopted in 1999. Information from the City of Sonoma is forthcoming. Ms. Kelly thought that 1995 was the year the bicycle plan was adopted for the City of Sonoma.

Ms. Kelly made a motion to approve the RFP as amended by the discussion. Mr. Woltering seconded the motion. The amended RFP was approved unanimously.

TDA3 Funding:

Ms. Spilman reported that increased TDA3 funding is available this year. A formal request for the funding, approved by the Committee, must be submitted to the SCTA Board of Directors. The Committee will have to approve a program of projects. Ms. Spilman reminded Committee members that the City of Cloverdale’s \$60,000 striping project is still on the table. She reported that \$180,000 is available for planning and \$20,000 is available for GIS services.

Frank Penry of the City of Petaluma reported that Petaluma’s participation would depend upon Santa Rosa’s participation. He noted that they already have a bicycle plan, and that it will be part of the General Plan when this is updated. Ms. Spilman asked if Petaluma could contribute to the GIS project. Mr. Penry responded that they would not be opposed to contributing, and suggested that they could present their plan to the consultant to show the consultant what they have done.

Fabian Favila of the City of Santa Rosa announced that they would not be participating. He explained that they had budgeted for \$150,000 to do their own plan, and also have a grant application in to Caltrans for approximately \$140,000. The City is developing an updated Comprehensive Pedestrian Plan and bicycle plan.

Ms. Kelly inquired as to how this would proceed if there were not unanimous participation, and how the funding would be affected. She observed that it could not be a countywide plan if all jurisdictions; i.e., Santa Rosa and Petaluma, are not participating. Mr. Schmitz responded that these jurisdictions would still contribute, and that the plan would still represent the County.

Mr. Woltering voiced the importance of having a consistent format for the Countywide Plan wherein plans integrate and connect with each other. He expressed the need for the consultant to check in to help with integration. Mr. Favila reiterated that Santa Rosa is agreeable to contributing towards GIS software, and assured the Committee that the City will be very conscious of coordinating their efforts with the rest of the County. Ms. Kelly suggested adding wording in the RFP that would allude to two major jurisdictions who already have their own bicycle plans, and examine how their plans would be coordinated with the Countywide Plan.

Gary Helfrich of the Sonoma County Permit Resource Management Department expressed his concern regarding the integration of the GIS component.

Ms. Spilman noted that TDA3 is a funding source wherein funds that are not expended are returned to the pool. She noted that the Board would not approve an open-ended funding request; the Committee must determine a fixed amount to be requested. She said the Committee must decide, at this point, whether to move forward with a request of \$100,000 or less.

Mr. Woltering referred to Task 1.0 of the Request for Proposal, noting that it discusses working with the individual jurisdictions, to gather information that is available; to view it and incorporate it. He asked what assumption was made in connection with Santa Rosa and Petaluma, in terms of work effort; in terms of what would be available. Ms. Wilford responded that Santa Rosa's plan is completed; the concept was to determine what level effort could be provided to them, and if they wanted a more detailed pedestrian plan, how this would be incorporated into the Countywide plan. The level of effort would have been the same as that for other jurisdictions. Petaluma differed in that they had completed their update recently; therefore, this was mainly a matter of coordination with the rest of the County. She noted that Santa Rosa's contribution would be reduced to \$7,000.00. Petaluma's contribution would be reduced to \$2,000.00. These contributions are for the GIS software.

In response to a query by Mr. Schmitz, Ms. Spilman explained that the \$20,000.00 for GIS software costs represents licensing fees and the cost of the plotter.

Mr. Barney noted that staff would be providing data back with the entire Countywide GIS layer with all coordinated routes.

Following further discussion of the degree of involvement of Petaluma and Santa Rosa, Ms. Wilford reviewed options; one of these would be to attempt to draw up a Request for Proposal or a plan in the amount of \$110,000, with the understanding that Santa Rosa and Petaluma have separate plans; and if there is no response to the RFP, TDA3 funds would be reallocated.

After further discussion, Ms. Kelly observed that Sebastopol supports the project and is prepared to pay their share in it, but not to subsidize other jurisdictions. She also noted that the absence of two major jurisdictions does not reduce the cost of the project commensurately. Resulting discussion involved what would be equitable in terms of Santa Rosa and Petaluma's contribution to the Countywide Plan and GIS funding. Mr. Woltering observed that the issue is not as simple as using a percentage formula to determine the contribution amount for GIS funding, and that this would not be sufficient to cover those costs. Ms. Kelly noted that members of the Petaluma Bicycle Advisory Committee would be in attendance at public meetings. Darren Heatherly noted that Internet technology also allows people to "attend" public meetings online. Ms. Culver expressed her disappointment that Petaluma is not willing to invest in the Countywide plan.

Mr. Schmitz identified two outstanding issues; one is that in order to keep the GIS fixed cost of \$20,000.00 whole, this amount would need to be compensated for elsewhere if Petaluma does not contribute their percentage. Ms. Spilman noted that their cost would be \$2,400.00. Frank Penry of the City of Petaluma concurred. It was noted that bicycling and public input do not stop at city limits. The Committee agreed that public meetings would include many attendees from unincorporated areas of the County, from Santa Rosa, and from Petaluma. Mr. Helfrich voiced the need to identify what these public meeting costs would be, and the need for them to be shared by all jurisdictions equitably.

Mr. Penry raised the issue that the proposed funding could be invested in infrastructure/roads. Mr. Woltering agreed that the infrastructure is important, but expressed the need for a base plan, which would benefit everyone, and which should be county-wide, with each jurisdiction being represented, and contributing their share proportionately. Mr. Favila reiterated that Santa Rosa would be working in concert in this effort, and would be coordinating their work with the Countywide plan. Mr. Helfrich appealed for full participation by everyone. Mr. Favila agreed to have the City consultant coordinate with the County consultant.

Mr. Woltering observed that, given Santa Rosa's size and impact on the planning of other jurisdictions, a \$7,000.00 contribution would not be adequate.

Mr. Schmitz recommended that public input for Santa Rosa and Petaluma that comes up at future public meetings be forwarded to those jurisdictions.

Ms. Wilford noted that this is the first attempt by the SCTA and the Committee to develop a Countywide plan; and called on all jurisdictions to participate in future Plan updates. The decision at this time is whether to proceed as best as possible with 8 jurisdictions, with a proposed budget of \$110,000.00.

Mr. Schmitz made a motion to approve a request for funding in the amount of \$120,402.00, noting that Santa Rosa and Petaluma would not be participating in the Countywide Bicycle and Pedestrian Plan. This amount would include contributions by jurisdictions in the amount of \$7,000.00 for the City of Santa Rosa, \$2,400.00 for the City of Petaluma (both towards GIS software), \$63,834.00 for the County of Sonoma, \$17,743.00 for the City of Rohnert Park, \$10,649.00 for the Town of Windsor, \$4,895.00 for the City of Healdsburg, \$4,111.00 for the City of Sonoma, \$3,445.00 for the City of Cloverdale, \$3,258.00 for the City of Sebastopol, and \$3,067 for the City of Cotati. This would allow for \$100,000.00 for the consultant and

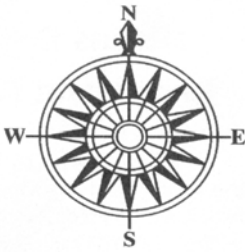
for all jurisdictions participating in funding of the \$20,000.00 for GIS software. Ms. Kelly seconded the motion. It passed unanimously.

Adjourn/ACTION:

There being no further discussion, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Nina Donofrio



COUNTYWIDE BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

MEETING MINUTES

April 25, 2006

2:00 p.m.

ATTENDEES

Adams, Nancy	City of Santa Rosa
Carrieri, Chris	Santa Rosa Bicycle & Pedestrian Advisory Board
Culver, Christine	Sonoma County Bicycle Coalition
Favila, Fabian	City of Santa Rosa
Goldberg, Lynn	City of Healdsburg
Kastrup, Beth	Town of Windsor
Kibby, Bruce	City of Cloverdale
Maunder, Tom	Petaluma Bicycle & Pedestrian Advisory Committee
Scott, Craig A.	Town of Windsor
Tacata, Eydie	City of Rohnert Park
Tam, Ken	Sonoma County Regional Parks Dept.
Schmitz, Steve	Sonoma County Transit

SCTA Staff present: Chris Barney, Nina Donofrio, Lynne March, Janet Spilman.

I. Introductions and comment on items not on agenda:

Introductions were made.

Ms. Spilman informed the Committee of the upcoming Bike to Work Day on May 18, and the May 2006 Team Bike Challenge. Information is available on the 511.org website. A link at this website to [Bicycling](#) and then to Team Bike Challenge provides more information.

Christine Culver of the Sonoma County Bicycle Coalition encouraged the Committee to organize bicycle teams for the May 2006 Team Bike Challenge. The team that rides the most during the month of May receives a bike rack to be installed at the business of their choice. Bruce Kibby of Cloverdale expressed interest in sponsoring an energizer station for the event.

Tom Maunder of the Petaluma Bicycle and Pedestrian Advisory Committee noted a correction that needs to be made in the Bike Sonoma announcement, and reported that an energizer station is not planned to be located at the Petaluma Valley Hospital. Ms. Culver confirmed that this would be corrected in the announcement.

II. Consent Items – DISCUSSION/ACTION

a. Approval of the Agenda

The agenda was approved as submitted.

b. Approval of the Minutes of 3/7/06 Meeting – approved as submitted.

c. Approval of Summary of 4/6/06 Meeting – approved as submitted.

II. Reports: Roundtable

SCTA:

Ms. Spilman reported that plans have been approved for relocation of the SCTA office to 420 Mendocino Avenue.

Lynne March recently joined the staff of the SCTA as their newest Transportation Planner.

Work has started on the Highway 101 widening project. Cross traffic will be significantly impacted. Third, Fourth, and Fifth Streets will be closed alternately. Jason Nutt of the City of Santa Rosa Public Works Department has oversight of the public outreach on this project.

City of Cloverdale:

Mr. Kibby reported that Cloverdale's only bicycle shop has closed.

City of Healdsburg:

Lynn Goldberg reported that the first segment of the Foss Creek project is completed, and that the entire plan is nearly ready. She noted that Healdsburg staff has to coordinate with Steve Schmitz of Sonoma County Transit regarding the station.

City of Santa Rosa:

Mr. Favila reported that the current bus schedule went into effect April 17. This schedule was adjusted in response to on-time issues and buses backing up at Coddington.

Mr. Favila noted that on April 4 the Santa Rosa City Council restructured the Bicycle and Pedestrian Advisory Committee to the Bicycle and Pedestrian Advisory Board. The Board is made up of nine members. Two of these members must represent the disabled community. These two positions are elected by the City Council. The other seven positions are appointed by individual Council members. These positions are currently open, and interested parties may apply at the City of Santa Rosa website at the link to "Bicycle Program." The final filing date is May 12.

Staff is working with the City Public Works Department to inventory bicycle and pedestrian projects. They will next focus on the master Bicycle Plan.

Sonoma County Regional Parks:

Ken Tam of the County Regional Parks Department announced the dedication of the last section of the Joe Rodota Trail that connects to the Prince Memorial Greenway. This will be held May 17 at 5:30 p.m. Mr. Tam thanked the Sonoma County Bicycle Coalition for their help with bicycle valet parking for this event. This will take place where the new Joe Rodota Bridge intersects Prince Memorial Greenway, south of West Third Street. Signage with directions will be posted.

City of Petaluma:

Mr. Tom Maunder of the Petaluma Bicycle and Pedestrian Advisory Committee announced that they are still waiting to find out the status of BTA funds for the bike lanes on Petaluma Boulevard North. Two bicycle rodeos were recently held; one at Windsor Elementary School in Windsor, and the other at Ragle Ranch Park in Sebastopol. Mr. Maunder encouraged the active involvement of the group, and said he hoped to have more such events take place this spring and summer. He invited anyone interested to contact the Sonoma County Bicycle Coalition or Beth Dadco of the Sonoma County Department of Health Services Prevention and Planning Division, Safe Kids of Sonoma County at 565-6678

Sonoma County Bicycle Coalition:

Ms. Culver again mentioned the Bike to Work Day on May 18, and reported that a bicycle swap will be held May 21 at the Druid's Hall at College Avenue and King Street in Santa Rosa from 10:00 a.m. to 4:00 p.m. for anyone interested in donating, buying, or selling bicycles.

The Sonoma County Bicycle Coalition is currently working with the Sonoma County Office of Education (SCOE) and the Bay Area Air Quality Management District (BAAQMD) to implement their Safe Routes to School Program. SCOE has granted the Sonoma County Bicycle Coalition use of their office facilities and resources in this endeavor. The Coalition is in the process of writing grants to fund a coordinator for educational programs at schools, bicycle rodeos, and related activities associated with this program.

City of Santa Rosa:

Nancy Adams reported that City Council was presented a plan in mid-April for bicycle lanes on Mendocino Avenue. The plan was approved by Council. This will encompass bicycle lane striping from Steele Lane to College Avenue as part of the City's project for 2007.

County of Sonoma:

Steve Schmitz reported that the County is ready to kick off their bicycle safety campaign in conjunction with Bike to Work Day. This campaign will be focused more on bicycle safety and safety rules; mainly, using helmets and lights (especially at night), and riding on the correct side of the road. Campaign advertising will include showing slides at movie theaters and a published advertisement in The Bohemian, as well as partnering with the Sonoma County Bicycle Coalition to publicize the event. This will involve assembling kits with information on bicycle safety and joining the Coalition for distribution at bicycle retail facilities. Another component of the campaign will be to post bilingual signage on bicycle

safety at strategic locations throughout the County where there is a high volume of bicycle riding violations. This campaign will continue through the summer, and in the fall more advertising will be published in the County Parks and Recreation newsletter.

Santa Rosa Bicycle and Pedestrian Advisory Board:

Chris Carrieri reported that the Santa Rosa City Council has appointed the former Bicycle and Pedestrian Advisory Committee to officially become and function as a Board. In response to Mr. Schmitz's questioning as to how the current Board's function will differ from the former Committee, Mr. Carrieri responded that communications will be enhanced by having Committee members directly appointed by individual Council members.

City of Rohnert Park:

Eydie Tacata reported that due to a neighbor's complaint, the City's attempt to complete striping of bicycle lanes on Countryside Drive failed. Ms. Tacata confirmed with Ms. Culver of the Sonoma County Bicycle Coalition that she would inform Ms. Culver of all such incidents in the future. Additionally, the City is seeking to install a Class 2 bicycle path behind the Sonoma Raquet Club. The berm has been removed, and slurry seal has been applied to make lanes on both sides of the road.

IV Routine Accommodation ---Information

Ms. Spilman presented the Committee with a copy of the latest memorandum from Doug Johnson of the Metropolitan Transportation Commission (MTC) to regional bicycle groups, updating them on the Routine Accommodation of Bicyclists and Pedestrians in the Bay Area. She also presented copies of the draft document. One of the issues identified by the MTC in this report is on pages 30 and 31, item #. Ms. Spilman noted that this appears to be a clarification of the policy. She also reported that the City of Cotati forwarded letters to the SCTA, which were then forwarded to MTC with comments from the most recent Transit Advisory Committee meeting to the effect that there are concerns with recommendation #4 and #5 regarding the capped amounts of funding and the size of projects. Ms. Spilman observed that this document is still an ongoing project, and that the MTC will likely be taking comments on this for some time. She invited additional comments to be sent to her, which she will then forward to Mr. Johnson.

V. TFCA ---Program of Projects* ---Information

Ms. Spillman presented explained that TFCA (Transportation Fund for Clean Air) is a funding source through the Bay Area Air Quality Management District (BAAQMD). She a brief overview of the funding process, and the SCTA's role in administering funds. She noted that the SCTA is now required to administer funding differently than in the past. The SCTA makes program recommendations and completes a programming cycle based on estimated funds that are anticipated (and which are received through vehicle license fees). Effective this year, the SCTA is not allowed to maintain a forward balance. Funding had formerly been distributed to each jurisdiction based on their population, allowing them to carry over balances and build up funds according to population. If all funds are not programmed by the SCTA, the BAAQMD will program these funds. Ms. Spilman distributed a funding status report prepared by Lynne March. Unlike previous years, this year the SCTA received 11 projects beyond what is available for funding. Santa Rosa, Rohnert

Park, and the County are guaranteed their population share and the remainder of the fund is competitive. All projects submitted met the eligibility criteria for TFCA funding. She invited anyone interested in a particular project to attend the upcoming Planning Advisory Committee (PAC) meeting. Mr. Schmitz confirmed that the project list presented is preliminary in nature.

Ms. March presented a status report of outstanding TFCA projects.

In response to a question by Ms. Tacata as to the deadline for funds that are expiring, Ms. Spilman replied that a reimbursement request must be submitted by the given deadline.

Ms. Culver asked if the Sonoma Avenue Bicycle Lane project was not going to be completed, since funds for this expire in June of this year. Mr. Favila responded that it is suspended pending preliminary planning and outreach, which will require capital. He expressed his appreciation for the status report.

Ms. March noted that in cases of extensions, funding does not necessarily follow the same pattern. She pointed out that the Petaluma Transit Mall is an example of this; funds expire September vs. November.

VI. Funding Opportunities ---Information

A: Bicycle Transportation Account Information

Ms. March clarified a discrepancy between the time of eligibility as outlined in the September 14, 2005 call for projects from the SCTA, and the timing of eligibility as outlined in the Local Assistance Program Guidelines. She reported that she contacted the Bicycle Unit of Cal Trans and these guidelines were corrected/superseded by a subsequent email communication.

B: TLC Regional Call for Projects*

Ms. Spilman announced a regional call for projects from the MTC for the Transportation for Livable Communities (TLC) capital program. She noted that the SCTA just completed their call for projects locally. More information on this is available at the MTC website at http://www.mtc.ca.gov/planning/smart_growth/TLC.

VII. Countywide Bicycle & Pedestrian Master Plan Update

A. 2003 Bike Plan Maps and Lists

Ms. Spilman reported that this is in three sections; maps, a project list, and then planning/outreach technical information. She confirmed with Mr. Schmitz that the list presented shows priority projects; it indicates what paths are of significance in the Countywide plan and not every projected bicycle path for the future. This is a “clean-up” of projects, to indicate their status.

Mr. Barney reported that the bicycle maps have been updated and are available online at the SCTA website. He invited the Committee to advise him of any changes to any of these maps, and if they need the maps in another version. He notified the Committee that the County has an online mapping program (SCAMP) that is

available, and which would include many additional features to maps, such as overlaying streams, city boundaries, parks, and other customization. He advised the Committee that GIS files are available for anyone who requests them. Mr. Schmitz confirmed with Mr. Barney that Mr. Barney received feedback on updated maps from all jurisdictions, with the exception of Cotati, and limited feedback from Sebastopol.

B. RFP/Scope of Work:

Ms. Spilman introduced Lynne March, who reported that the current RFP reflects the input received from the Committee at their April 6 meeting. Ms. March presented a revised RFP and summarized some of these revisions – “pedestrian” is to be added to text for the scope of work, updating those plans that are the most overdue and most in need, and agreement that the number of meetings will be scheduled as appropriate for each jurisdiction, as well as the consultant providing outreach for each community.

Ms. March reported that \$200,000 is being requested, \$20,000 of which will be allocated for purchase of a plotter to produce and update maps. This leaves \$180,000 for the scope of work.

Another issue identified was the lack of good data on bicycle use in Sonoma County. Ms. Culver presented Metropolitan Transportation Commission (MTC) guidelines.

Mr. Schmitz recommended the Committee go through each revision of the draft RFP and discuss it. He recommended keeping to the “big picture” as much as possible, rather than getting into detailed policy matters, and keep the RFP as generic as possible. He also noted that the RFP should stipulate that the consultant should be able to work effectively with different jurisdictions. Mr. Favila agreed, noting that it is important to be cognizant of the time line.

Discussion took place regarding the necessity for the consultant to be able to work with multiple jurisdictions, as identified under Task #8.

Discussion ensued regarding the Scope of Work. These included whether to list gap closure projects, identifying gap closure projects, and making Task #2 more explicit with regard to evaluating existing bicycle master plans and pedestrian plans. Ms. Spilman suggested adding “gap closure” to the wording of Task #2.

Ms. Spilman confirmed with Mr. Schmitz that addressing goals, objectives, and vision would be postponed until later in the project. These will be addressed at the Countywide level after individual jurisdiction plans are completed (i.e.; compiling the Countywide Plan after individual plans are updated).

Discussion continued regarding whether both programs and projects should be recommended in the Countywide document, or only projects.

Ms. Spilman observed that the proposed Countywide plan could end up being a large plan incorporating each jurisdiction’s individual plan, or a general outline of the County’s overall bicycle and pedestrian plan.

Mr. Schmitz identified the need for all jurisdictions to agree on what the Countywide plan will entail. He suggested using a flow chart. He also suggested having a more comprehensive project list and generic goals and objectives.

Ms. Culver identified one of the goals as having consistency in their policies; i.e., establishing set goals for the County and then jurisdictions following those goals, particularly in regard to bicycle safety, and including those in their individual plans. Mr. Schmitz identified the problem of differing politics in different jurisdictions. He was inclined to look at the Countywide plan as starting with individual jurisdictions' plans, and then compiling the Countywide plan from these, to aid in continuity.

Further discussion took place as to whether to include all projects and programs in the Countywide plan. There was questioning as to whether projects should be prioritized in the Countywide plan. It was determined that wording could be added to the effect that "as the opportunity arises" a project may be prioritized.

The issue of whether accident data should be included. Safety was identified as one of the criteria of individual jurisdiction's bicycle and pedestrian plans. This was also identified as a means of getting funding for projects. It was determined that these could be highlighted County-wide.

The issue of ADA (Americans with Disabilities Act) was addressed. It was determined that this be addressed in a general way in the Countywide plan.

Following further discussion, it was determined that the Committee refer to the Marin County RFP as a reference to cover the issues discussed. It was determined that the meeting be continued to address the remaining issues prior to the next regularly scheduled Committee meeting. The Committee scheduled a meeting to continue this discussion on May 9 at the Sonoma County Transportation Authority.

Ms. Spilman invited comments to be sent to her, and agreed to contact staff in Marin County for information on their RFP.

VIII. Adjourn/ACTION

There being no further business, the meeting was adjourned at 4:07 p.m.

Respectfully submitted,

Nina Donofrio

**SCOPE OF WORK
NON-MOTORIZED PLANNING
DRAFT
AUGUST, 2006**

Preliminary Scope of Work for Assistance with Non-Motorized Transportation Planning

The Metropolitan Transportation Commission (MTC) requires a Consultant to assist with an update of the regional bicycle plan and will offer technical assistance related to applicable design standards, best practices and the development of a checklist for the accommodations of pedestrians and bicyclists, and to assist with development of the checklist to aid project sponsors with the accommodation of pedestrians and bicyclists by providing technical expertise regarding applicable design standards and best practices.

The following scope of work describes the tasks the Consultant may be asked to complete. The tasks below are listed in order of priority. The most pressing activity in terms of schedule is development of the checklist in Task 1. However, the majority of work requested of Consultant is expected to relate to MTC's Regional Bicycle Plan Update (Tasks 2 through 4). Assistance may also be requested for some of the other supporting services listed in Tasks 5 and 6. MTC will be responsible for overall project management.

Task 1: In the fall of 2006, consultant will assist with the development of a checklist to aid project sponsors with the accommodation of pedestrians and bicyclists during the project development process. The checklist will be consistent with recommendations from MTC's Routine Accommodation study adopted in MTC Resolution No. 3765 (June 2006). The checklist will be modeled on checklists developed for similar purposes by Iowa, Illinois and Pennsylvania Department of Transportation. Consultant will be expected to offer technical expertise regarding applicable design standards and best practices. In addition, Consultant may be asked to attend and provide technical expertise at meetings with MTC partners advising on this effort. Meeting participants may include members of the Regional Bicycle Working Group, Regional Pedestrian Committee, and the Bay Area Partnership Local Streets and Roads Committee.

Task 2: Consultant will update of the Regional Bicycle Plan may include, but is not limited to, the following:

- Revisions to policy recommendations based on input from key stakeholders.
- Assistance to MTC staff in identifying and evaluating potential changes to the Regional Bicycle Network (e.g., addition of planned projects).
- Assistance to MTC staff in developing or updating cost estimates for selected projects included in the Regional Bicycle Network.
- Revision of bicycle usage information for the region based on data from both the US Census and the 2000 Bay Area Travel Survey.
- Development of a best-practices section of the report including: collision analysis, promotion and public outreach, demand analysis, route signing and mapping.
- Update of the body of the plan text including tables, charts, maps, and images to ensure consistency with other adopted plans and standards, which may have changed since the

**SCOPE OF WORK
NON-MOTORIZED PLANNING
DRAFT
AUGUST, 2006**

plan was adopted. MTC currently has the MS Word files used to develop the last plan and updated network maps in GIS format.

- Prepare an Administrative Draft Regional Bike Plan, for review by the Project Manager, MTC Staff, and the Regional Bicycle Working Group. The Draft Regional Bike Plan will be returned to the Consultant for final edits (electronic MS Word version is acceptable). The Consultant will then prepare one version including graphics of the Final Regional Bike Plan for reproduction, general circulation and review, and an electronic MS Word version. MTC will be responsible for reproduction and distribution.
- Update of the analysis tool for evaluation of the impacts of different bicycle projects. Local jurisdictions may use tool to evaluate safety, gap closure, accessibility, connections to transit and usage.

A preliminary schedule is included in Attachment 1.

Task 3: The Consultant will assist MTC staff with development of a process for future updates to the regional bicycle network consistent with the updates to countywide bicycle plans and the Bay Trail Plan. Consultant will make every effort to ensure that the regional bicycle network continues to strive for consistency with local bicycle networks and facilities, particularly where routes cross county lines.

Task 4: Consultant may attend MTC advisory groups (such as the Regional Bicycle Working Group), MTC Planning Committees, and/or partner agency boards to assist MTC staff with presentations on work related to the Regional Bike Plan.

Task 5: Consultant may assist MTC staff with developing a scope of work for analysis of collision data for bicycles and pedestrians.

Task 6: Consultant to assist MTC staff with coordination of training on non-motorized transportation planning such as courses offered by Institute of Transportation Engineers (ITE), National Center for Bicycling and Walking etc.

MTC reserves the right to request and contract for other tasks not listed here based on the expertise of the Consultant selected and the needs of MTC staff.

**SCOPE OF WORK
NON-MOTORIZED PLANNING
DRAFT
AUGUST, 2006**

Attachment 1 to Appendix A
Preliminary Schedules

Routine Accommodations Checklist

Regional Bicycle Working Group and Regional Pedestrian Committee Kick off	October 19, 2006
Local Streets and Roads Committee Kick off	November 3, 2006
Subcommittee Meetings to Review Draft Checklists	October – December 2006
Final Presentation to Regional Bicycle Working Group and Regional Pedestrian Committee	December 14, 2006

Regional Bicycle Plan

Regional Bicycle Working Group Kick off	December 14, 2006
Draft Presentation to Regional Bicycle Working Group	April 20, 2007
Final Presentation to Regional Bicycle Working Group	June 21, 2007
Final Presentation to MTC Planning Committee	July 13, 2007

Date: June 28, 2006
W.I.: 1125
Referred by: POC

ABSTRACT

Resolution No. 3765

This resolution sets forth MTC's regional policy for accommodation of bicycle and pedestrian facilities during transportation project planning, design, funding and construction.

Further discussion of these actions are contained in the MTC Executive Director's Memorandum to the Planning Committee dated June 9, 2006.

Date: June 28, 2006
W.I.: 1125
Referred by: PC

RE: Regional Policies for Accommodation of Bicycle and Pedestrian Facilities In
Transportation Project Planning, Design, Funding and Construction

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 3765

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 et seq.; and

WHEREAS, MTC adopted Resolution No. 3427 in 2001 which adopted the 2001 Regional Transportation Plan and the 2001 Regional Bicycle Plan for the region; and

WHEREAS, MTC adopted Resolution No. 3681 in 2005 which adopted the Transportation 2030 Plan including Calls to Action to address bicyclist and pedestrian transportation needs during project development; and

WHEREAS, MTC recognizes that coordinated development of pedestrian and bicycle infrastructure offers cost savings in the long term and opportunities to create safe and convenient bicycle and pedestrian travel; now, therefore, be it

RESOLVED, that MTC adopts the Recommendations from the study *Routine Accommodation of Pedestrians and Bicyclists in the Bay Area*, as outlined in Attachment A, attached hereto and incorporated herein as though set forth at length

METROPOLITAN TRANSPORTATION COMMISSION

Jon Rubin, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on June 28, 2006.

Date: June 28, 2006
W.I.: 1125
Referred by: PC

Attachment A
Resolution No. 3765
Page 1 of 2

Routine Accommodation of Pedestrians and Bicyclists in the Bay Area: Study Recommendations

POLICY

1. Projects funded all or in part with regional funds (e.g. federal, STIP, bridge tolls) shall consider the accommodation of bicycle and pedestrian facilities, as described in Caltrans Deputy Directive 64. These recommendations shall not replace locally adopted policies regarding transportation planning, design, and construction. These recommendations are intended to facilitate the accommodation of pedestrians, which include wheelchair users, and bicyclist needs into all projects where bicycle and pedestrian travel is consistent with current, adopted regional and local plans. In the absence of such plans, federal, state, and local standards and guidelines should be used to determine appropriate accommodations.

PROJECT PLANNING and DESIGN

2. Caltrans and MTC will make available routine accommodations reports and publications available on their respective websites.
3. To promote local bicyclist and pedestrian involvement, Caltrans District 4 will maintain and share, either quarterly or semi-annually at the District 4 Bicycle Advisory Committee, a table listing ongoing Project Initiation Documents (PIDS) for Caltrans and locally-sponsored projects on state highway facilities where bicyclists and pedestrians are permitted.

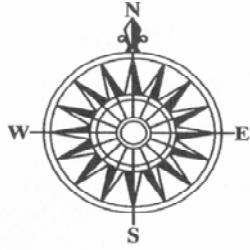
FUNDING and REVIEW

4. MTC will continue to support funding for bicycle and pedestrian planning, with special focus on the development of new plans and the update of plans more than five years old.
5. MTC's-fund programming policies shall ensure project sponsors consider the accommodation of bicyclists and pedestrians consistent with Caltrans' Deputy Directive 64. Projects funded all or in part with regional discretionary funds must consider bicycle and pedestrian facilities in the full project cost consistent with Recommendation 1 above. The Federal Highway Administration recommends including up to 20% of the project cost to address non-motorized access improvements; MTC encourages local agencies to adopt their own percentages.

6. TDA Article 3, Regional Bike/Ped, and TLC funds shall not be used to fund bicycle and pedestrian facilities needed for new roadway or transit construction projects that remove or degrade bicycle and pedestrian access. Funding to enhance bicycle and/or pedestrian access associated with new roadway or transit construction projects should be included in the funding for that project.
7. MTC, its regional bicycle and pedestrian working groups, the Partnership's Local Streets and Roads committee, and the county congestion management agencies (CMAs) shall develop a project checklist to be used by implementing agencies to evaluate bicycle and pedestrian facility needs and to identify its accommodation associated with regionally-funded roadway and transit projects consistent with applicable plans and/or standards. The form is intended for use on projects at their earliest conception or design phase and will be developed by the end of 2006.
8. CMAs will review completed project checklists and will make them available through their websites, and to their countywide Bicycle/Pedestrian Advisory Committees (BPACs) for review and input to ensure that routine accommodation is considered at the earliest stages of project development. The checklist outlined in Recommendation 7 should be the basis of this discussion prior to projects entering the TIP.
9. Each countywide BPAC shall include members that understand the range of transportation needs of bicyclists and pedestrians consistent with MTC Resolution 875 and shall include representation from both incorporated and unincorporated areas of the county.
10. MTC and its partner agencies will monitor how the transportation system needs of bicyclists and pedestrians are being addressed in the design and construction of transportation projects by auditing candidate TIP projects to track the success of these recommendations. Caltrans shall monitor select projects based on the proposed checklist.

TRAINING

11. Caltrans and MTC will continue to promote and host project manager and designer training sessions to staff and local agencies to promote routine accommodation consistent with Deputy Directive 64.



Staff Report

To: Countywide Bicycle Pedestrian Advisory Committee (CBPAC)

From: Lynne March, Transportation Planner

Re: Consultant Services for Preparation of the
SCTA Countywide Bicycle & Pedestrian Master Plan

Date: August 22, 2006

Issue: SCTA Board approval will be requested for negotiation of a contract with W-Trans for preparation of the *SCTA Countywide Bicycle & Pedestrian Master Plan*.

Background: Under the leadership of Steven Schmitz, CBPAC Chair, the CBPAC and SCTA prepared the Request for Proposal (RFP) and Scope of Work for the preparation of the *SCTA Countywide Bicycle & Pedestrian Master Plan*. On June 12th, the SCTA Board authorized both an application for TDA3 funds and issuance of the RFP for consultant services. Two proposals were received July 31.

The candidates were interviewed by the Evaluation Committee on August 11. Steven Schmitz, Eydie Tacata, Christine Culver, Gary Helfrich, Suzanne Wilford, Janet Spilman and Lynne March comprised this committee.

Whitlock & Weinberger Transportation, Inc. (W-Trans) (sub-contractor: Eisen/Letunic) has been selected as the leading consultant team based on the quality of their proposal and the excellence of their interview presentation. The Evaluation Committee felt the firm's extensive experience in the local environment, the balance of the team's engineering and planning expertise, and their reasoned understanding of the project scope, made them the unanimous choice.

Staff Recommendation: Staff is to recommend SCTA authorization to negotiate a contract with Whitlock & Weinberger Transportation, Inc (W-Trans) for the described countywide bicycle and pedestrian planning. Should these negotiations not be successful, staff recommends reserving the option to negotiate a contract with the other team, Alta Planning & Design (Sub-contractors: Carlie Macy and The Results Group).