

SCTA SONOMA
COUNTY
TRANSPORTATION
AUTHORITY
Keeping Sonoma County Moving

Directors

Robert Jehn, Chair
Cloverdale

Mike Kerns, V. Chair
Sonoma County

Bob Blanchard
Santa Rosa

Stanley Cohen
Sonoma

Patricia Gilardi
Cotati

Mike Healy
Petaluma

Linda Kelley
Sebastopol

Paul Kelley
Sonoma County

Jake Mackenzie
Rohnert Park

Warin Parker
Windsor

Mike Reilly
Sonoma County

Lisa Schaffner
Healdsburg

Countywide Bicycle & Pedestrian Advisory Committee

AGENDA

Tuesday, November 28, 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 the Minutes of August 22, 2006 Meeting*
- III. Roundtable Members Reports
- IV. Staff Reports
 - a. Schedule of Meetings for 2007*
 - b. Way To Go Expos 2006 and 2007*
- V. Upcoming TFCA and TDA3 Funding Cycles*
- VI. Countywide Bicycle & Pedestrian Master Plan Kick-off*
- VII. Adjourn/ACTION

* please see attached

The next **CBPAC** meeting is February 27, 2007
The next **SCTA** meeting is December 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.

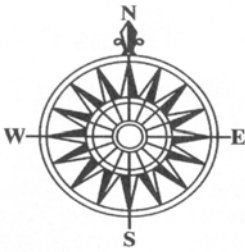
Staff: Lynne March 565-5373

lmarch@sctainfo.org

Suzanne Smith
Executive Director

520 Mendocino Avenue
Suite 240
Santa Rosa, CA 95401
PH: 707-565-5373
FAX: 707-565-5370

The entire agenda packet is available online at www.sctainfo.org.



COUNTYWIDE BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

MEETING MINUTES

August 22, 2006

2:00 p.m.

ATTENDEES

Abrams, Josh	W-Trans
Adams, Nancy	City of Santa Rosa
Culver, Christine	Sonoma County Bicycle Coalition
Helfrich, Gary	PRMD
Ivory, Michael	City of Santa Rosa
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. There was no public comment.

II. Consent Items – DISCUSSION/ACTION

A. Approval of the Agenda

Steve Schmitz made a motion to approve the agenda as submitted. Gary Helfrich seconded the motion. It passed unanimously.

B. Approval of the Minutes of April 25, 2006 and summary of Special Meeting of May 22, 2006

The minutes of the meeting of April 25 were approved with the following corrections per: Eydie Tacata of Rohnert Park: Page four of the minutes, under Reports, for the City of Rohnert Park, to read "...striping of bicycle lanes on Country Club Drive failed" and "...a Class 2 bicycle path on Camino Colegio." Gary Helfrich is also to be included as an attendee of this meeting.

The notes of the special meeting of May 22, 2006 were approved as submitted.

Gary Helfrich made a motion to approve both meeting minutes with the above corrections to the April 25, 2006 minutes, and Steve Schmitz seconded the motion. It passed unanimously.

Reports:

Santa Rosa:

Michael Ivory of the City of Santa Rosa reported that the Santa Rosa Bicycle and Pedestrian Advisory Board would be meeting this coming Monday, August 28. The Board consists of nine members, including one disabled and one senior member. Mr. Ivory offered to provide copies of BPAB meeting agendas to any interested Committee members.

Sonoma County PRMD:

Gary Helfrich reported that staff might essentially be starting over with the open space element of the General Plan update. He noted that the riparian setbacks would take a good deal of time to update. Ms. Spilman confirmed with Mr. Helfrich that the General Plan update is not in effect until the entire Plan update is completed. Mr. Helfrich explained that this is now at the Planning Commission review stage, and has not yet come before the Board of Supervisors. He responded to further questions from the Committee regarding whether the riparian setbacks would preclude the development of creekside pathways (he stated they would not).

SCTA:

Chris Barney announced that a minor bicycle path update for Petaluma was completed, involving the renaming of a bicycle path.

Sonoma County Bicycle Coalition:

Christine Culver announced that a rally and march, "Take Back the Streets," is scheduled to take place October 3, beginning at 1:00 p.m. at Courthouse Square, and going to Juilliard Park. This is being co-sponsored by the City of Santa Rosa and the Sonoma County Bicycle Coalition. It is a kickoff for the Santa Rosa Street Smarts campaign. She inquired whether the SCTA would also be willing to co-sponsor the event. Ms. Spilman said that Ms. Culver could forward the information to be reviewed. Ms. Culver confirmed that this is a County-wide event.

SCTA:

Lynne March announced that the Way to Go Expo would be taking place October 19, at the Santa Rosa Veterans Memorial Building, from 3:00 p.m. to 6:00 p.m. The date has been changed from October 3. There are 34 to 35 participants thus far, representing transit providers and alternative forms of transportation (e.g., electric automobiles). The City of Santa Rosa will be offering a shuttle to the site. The Sonoma County Bicycle Coalition will be offering valet bicycle parking. Other alternative modes of transportation will also be represented. Ms. Spilman said the flyer would be forwarded to Committee members electronically for their information.

Sonoma County Transit:

Steve Schmitz reported that Sonoma County Transit is continuing their bicycle safety campaign that began earlier this year. They will be re-playing an advertisement at Sonoma

State University, Santa Rosa Junior College, and other agencies (“Ride Right,” “Lights at Night”). These will be publicized late this fall.

Petaluma:

Josh Abrams of W-Trans announced the approval of a joint Petaluma-County BTA grant in the amount of \$630,000 for improvements to Petaluma Boulevard North. The City of Petaluma is contributing another \$4 to \$5 million. This project extends from the bridge south of Stony Point Road to the police station. Ms. Culver noted that the road has been repaired from stripe to stripe, and that the project was originally supposed to have bicycle lanes.

A. MTC Regional Bicycle Plan/B. Routine Accommodation Update

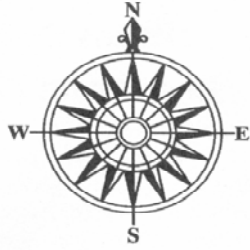
Ms. Spilman reported that the Metropolitan Transportation Authority is updating the regional bicycle plan. As soon as they have staff to do this, they plan to have it completed by July 13, 2007. Ms. Spilman said this would likely be more of a policy-oriented document. She announced that she is attending meetings so that if and when projects come up, she can ensure that staff is aware of them. She reviewed the Scope of Work Non-Motorized Planning Draft, and noted that Task #1 includes the development of a checklist, which will include the Local Streets and Roads Committee, Regional Pedestrian Committee, Regional Bicycle Working Group, and other meeting participants. Routine accommodations will be addressed by the Technical Advisory Committee at their next meeting, this Thursday, August 31. Ms. Spilman reported that she had had discussions with Doug Johnson, who is leaving the Regional Bicycle Working Group and joining the T-Plus Committee, and who is being replaced by Sean Coe. If there is sufficient interest at the TAC meeting, either Doug Johnson or Lisa Klein of the Metropolitan Transportation Commission (MTC) will return to address the group. If the Plan is acceptable to TAC, it will be presented to the Board.

III. Countywide Bicycle & Pedestrian Master Plan Update

Ms. March reported that staff will be requesting SCTA Board approval to negotiate a contract with W-Trans. Two proposals were received. W-Trans was selected. Mr. Schmitz noted that before the contract is finalized, a TDA Article 3 coordinated claim needs to be approved by the Board, which is planned for the September 11 meeting, and a letter of understanding between the County of Sonoma and the SCTA, with a notice to proceed in late October.

Adjourn/ACTION

There being no further business, the meeting was adjourned at 2:45 p.m.



Staff Report

To: Countywide Bicycle & Pedestrian Advisory Committee

From: Lynne March, Transportation Planner

Re: CBPAC Meeting Schedule for 2007

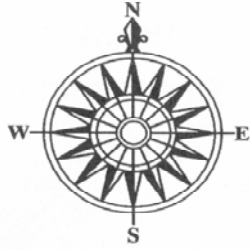
Date: November 28, 2006

In 2007, the Countywide Bicycle & Pedestrian Advisory Committee (CBPAC) will be continuing the pattern of meeting on the 4th Tuesday of every other month at 2:00 PM, unless reasons arise for rescheduling. The first meetings of 2007 will be held in the usual place: SCTA's current office location at 520 Mendocino Avenue, Suite 240.

SCTA's relocation to its new office at 490 Mendocino Avenue is projected to be in February or March. When CBPAC members receive their agendas in the coming months, therefore, it is recommended that they note the meeting location.

The following are the anticipated CBPAC meeting times for 2007:

Tuesdays between 2:00 to 3:30PM	
February 27	August 28
April 24	October 23
June 26	December (none)



Staff Report

To: Countywide Bicycle & Pedestrian Advisory Committee

From: Lynne March, Transportation Planner

Re: ***Way To Go Expo***

Date: November 28, 2006

Issue:

Report on SCTA's *Way To Go Expo* at the Santa Rosa Veterans Memorial Building on Thursday October 19th from 3-6PM

Background:

In a departure from past years, SCTA took direction from the TPCC Executive Committee and others involved in prior year's "Transit Forum" public hearings, to create an event significantly transformed in terms of scope, venue, and outreach. Whereas the "Transit Forums" involved people mostly interested in transit and paratransit services, the recent transportation fair was designed to motivate the general public in learning about the array of transportation options that exist and may exist in the future. Outreach was expanded to include bicyclists, pedestrians, seniors, students, and groups representing neighborhoods, health services, labor, business, seniors, government, community and environmental interests.

The overarching concept was to create a free public event that was informative, interesting and fun.

Report:

The concept of the event was well received and there has been strong encouragement to conduct future such events. Overall everything went well in terms of execution. The mix of entities was interesting, and the displays and demonstrations professional and content laden. Participants seemed generally enthusiastic to be involved and satisfied with the outcome. Feedback has been positive. Attendance was considered good for a first-time event.

SCTA Board Chairman Robert Jehn provided welcoming remarks and spoke about SCTA's support for alternative transportation modes, including for the resultant environmental benefits. SCTA's \$5,000 contribution to the Sonoma County Climate Protection Campaign was also announced.

Participants:

Sonoma County Transit
Santa Rosa CityBus
Golden Gate Transit
Petaluma Transit
Healdsburg Transit
Volunteer Wheels
Whistle Stop Wheels
Sonoma County Airport
Sonoma County Airport Express
Greyhound
Sonoma Marin Area Rail Transit (SMART)
AMTRAK
Water Transit Authority
Sonoma County Bicycle Coalition
Santa Rosa Bicycle & Pedestrian Planning
Countywide Transit & Bicycle Mapping
Countywide Bicycle & Pedestrian Planning
Caltrans Bicycling

Sonoma County Transportation &
Land Use Coalition
Sonoma County Agricultural Preservation and
Open Space District
Bay Area Air Quality Management District
Sonoma County Climate Protection Campaign
American Lung Association
Highway 101 Improvement Updates
Metropolitan Transportation Commission
511.org
Council on Aging of Sonoma County
Sonoma County Area Agency on Aging
Elder Transportation Research
Natural Gas Honda Civic
Segway Personal Transporters
Zap World Cars & Scooters
North Bay Electric Auto Association
City of Santa Rosa (equipment demo)

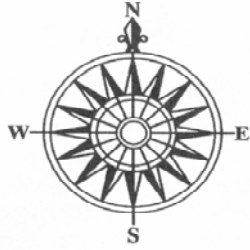
Santa Rosa CityBus provided shuttle service between the Santa Rosa Transit Mall and the event. The Sonoma County Bicycle Coalition provided bicycle valet parking.

Although the Expo was advertised as a “forum,” at which comments were welcomed, the public comment “Intake Cards” were not utilized (surprisingly, zero were received).

Way To Go Expo 2007:

The SCTA Board is enthusiastic in its support to see the event re-staged. Future expo planning will involve considering the feasibilities of location and scheduling changes---as well as increased marketing to “get the word out.” There have been suggestions to “piggy-back” on some other public event, such as the Wednesday Night Market in Santa Rosa.

A considerable number of entities may want to participate in future expos. Examples of new potential contributors include, alternative fuels including bio-fuels; other vehicular mobility options (e.g., other alternative cars, mini-cars and scooters); “Safe Streets;” law enforcement; environmental groups; employers with model transportation options programs (e.g., Kaiser); academic organizations; neighborhood, civic and community groups; business and tourism groups; and health groups promoting the positive lifestyle aspects of using transportation alternatives (e.g., diabetes).



Staff Report

To: Countywide Bicycle and Pedestrian Advisory Committee

From: Lynne March, Transportation Planner

Re: Upcoming TFCA and TDA Funding Cycles

Date: November 28, 2006

As in years past, in early 2007 the Sonoma County Transportation Authority will be issuing "Calls for Projects" for the Transportation Fund for Clean Air (TFCA) and Transportation Development Act Article 3 (TDA3) funding cycles.

In anticipation of this, the attached sheets provide an overview of the TFCA and TDA 3 processes to assist entities in preparing for these project calls.

The amount of funding to be made available is not yet known. The sheets state approximate amounts anticipated. More accurate fund estimates are provided at the time of the calls, and then later adjustments are made which set the exact amounts available for projects.

Transportation Fund for Clean Air (TFCA)

Background:

The Sonoma County Transportation Authority (SCTA) is the "Program Manager" for the Bay Area Air Quality Management District's (BAAQMD's) Transportation Fund for Clean Air (TFCA) "Program Manager" funds. This fund is also known as the AB 434 Program. In this role, SCTA is charged with administering the program and adopting a "Program of Projects" to utilize these funds each year.

TFCA funds are generated through a \$4.00 vehicle registration surcharge. The "Program Manager" funds consist of the 40% of these revenues guaranteed back to the County. The BAAQMD area extends over only the southern part of Sonoma County. The area north of Windsor, including the unincorporated areas and the cities of Healdsburg and Cloverdale do not receive TFCA funds administered by SCTA

There is also a Regional TFCA program, administered by BAAQMD. Please go here (provide link) for more details.

The criteria for how TFCA funding is to be distributed in the County is set by a resolution of the SCTA Board each year. The SCTA Board approved by resolution the criteria for the coming TFCA funding cycle on October 16, 2006, in accordance with the recommendations of the Technical Advisory Committee (TAC)

TFCA Step by Step Process:

Call for Projects

A "Call for Projects" is issued by SCTA normally every Winter (February). Project sponsors are required to complete BAAQMD forms, including

- 1) "Project Information" forms and
- 2) "Cost Effectiveness" worksheets that calculate the estimated amount of emission reductions (the appropriate worksheet is to be filled out according to project type).

All TFCA projects must demonstrate an air quality benefit --- specifically a reduction of motor vehicle emissions --- and must meet minimum air district requirements. BAAQMD issues TFCA guidelines (find under "County Program Manager Fund Materials" at:

http://www.baaqmd.gov/pln/grants_and_incentives/tfca/cpm_fund.htm

Project sponsors should utilize these guidelines in determining the applicability of TFCA to proposed projects and in preparing applications.

The "Call for Projects" is based on an estimate of available monies. The final actual revenue total will vary somewhat from this estimate. The actual amount to be received will be based on actual TFCA revenues collected and accrued fund account interest. It is anticipated that approximately \$600,000 will be available for the 2007/2008 fund cycle.

Distribution Criteria

Project applicants will be applying for guaranteed and/or competitive funding in accordance with SCTA criteria referenced above. The criteria will be described in the “Call for Projects” announcement. It is recommended, however, that project sponsors become familiar with both the set criteria and also how discussions between entities is anticipated to be part of the process of reaching agreement on which projects are to be proposed in any given year for utilization of the competitive portion.

Approval Process

The TAC is consulted on the proposed “Program of Projects” (generally in March) and will make a recommendation to the SCTA. The SCTA then approves the list (in April) for submission to BAAQMD.

BAAQMD notifies SCTA of which projects are approved for funding.

Funding Agreements

A Funding Agreement is executed between SCTA and BAAQMD spelling out the terms of the fund administration. SCTA is allowed to claim the costs of administering TFCA, up to 5% of revenues. Generally this happens in late Summer.

Fund Transfer Agreements are also executed between SCTA and each sponsoring entity spelling out the terms of fund use, including reporting and monitoring requirements.

Projects must have a fully executed Fund Transfer Agreement before they can receive any TFCA Program Manager Funds.

Project Funding and Timeline

Based on the Funding Agreement, BAAQMD issues SCTA two checks per fiscal year. SCTA’s receipt of the first check is the exact date when the funding “window” begins. Project sponsors have exactly two years to expend TFCA funds for each approved project. Project sponsors need to be aware of this timeline, which varies from year to year.

An important point is that the projects may or may not be fully completed within that two year period, but TFCA funding must be expended within that two year period.

Project sponsors are reimbursed for project costs based on reimbursement requests to SCTA. These requests must detail acceptable project costs.

Project Reporting and Monitoring

Each year, BAAQMD requires an Annual Report assembled by SCTA. The Annual Report summarizes the:

- 1) Expenditure of funds
- 2) Progress in implementing each TFCA-funded project
- 3) Monitoring results of project performance

Each project sponsor is required to complete BAAQMD forms for specific projects designated by BAAQMD. Projects not yet fully expended are to have Project Status Forms filled out. Completed projects are to have Project Monitoring Forms filled out. These are described below:

1. Project Status Form

For projects that are not yet 100% expended, a Project Status Form is to be completed. This form provides project status and is to be used to update, as needed, the TFCA funding allocated to the project, the project percent complete (this is actually the percentage of TFCA funding expended), and the scheduled project completion date.

2. Project Monitoring Form

For projects that are now 100% complete (i.e., the project has been completed and post-project monitoring data have been obtained). The appropriate Project Monitoring Form is completed and submitted, including compilation of any post-project monitoring data. There are five forms, which vary depending on project type:

- Form 1 – Ridesharing, Shuttles, Transit Information, Rail/Bus Integration
- Form 2 – Clean Air Vehicle
- Form 3 – Bicycle
- Form 4 – Arterial Management
- Form 5 – Repowers and Retrofits

Project sponsors are required to monitor projects for two years after completion. The last Project Monitoring Form should be labeled Final Report.

Project Extensions

It is possible to seek an extension of authority to expend TFCA funds beyond the standard two-year period. This practice, however, is discouraged and is contingent on the discretion of SCTA in managing the fund. Fund cash flow requirements could restrict SCTA's ability to grant extensions.

Should a project sponsor seek an extension, a formal request is to be made on agency letterhead. The letter should be sent well in advance of the expiration date. The letter should provide: TFCA project number and project name; timelines for both project and TFCA expenditure completion; the reasons why the project will be delayed in using the TFCA funding within the two year window; and project contact information. The letter is to be signed by the person responsible for the executed fund transfer agreement.

Below is a sample request letter to SCTA.

(On agency letterhead)

Sonoma County Transportation Authority
Attention: Janet Spilman
520 Mendocino Avenue, Suite 240
Santa Rosa, CA 95401

Subject: TFCA project 06-SON-13: Toyo River Bicycle/Pedestrian Bridge

The city of Toyo requests a one-year grant extension for TFCA project 06-SON-13: Toyo River Bicycle/Pedestrian Bridge. The new expiration date would be Oct 13, 2009.

Project completion has been delayed due to (detail the reason).

To date, Toyo has expended \$75,000 of the \$88,000 TFCA grant amount

We anticipate that the project will be completed by (December 20, 2009) and TFCA funding fully expended by (Oct. 13, 2009).

(Provide project contact name, title, phone number and e-mail)

(Signed by person responsible for Fund Transfer Agreement with SCTA)



	Step in Process	Month
1	"Call For Projects" based on Revenue Estimate	February
2	Completed applications due to SCTA electronically (lmarch@sctainfo.org)	March
3	TAC reviews list	March TAC Meeting
4	SCTA approves TFCA expenditure plan	April SCTA meeting
5	TFCA expenditure plan due to BAAQMD	May 1
6	Contracts signed by BAAQMD/SCTA/Project Sponsors	Summer
7	Funds available for approved projects, funds need to be spent in 2 years	Autumn
8	Reporting and Monitoring forms are due to SCTA for the Annual Report in accordance with their Fund Transfer Agreements	October
9	Annual Report due to BAAQMD	November 1
10	SCTA tracks expenditures on all projects and provides status reports quarterly to TAC	Ongoing

Transportation Development Act: Article 3 (TDA3)

Background:

Transportation Development Act (TDA) funds are generated from a statewide ¼ cent sales tax. Article 3 of TDA (TDA3) is a set-aside of approximately 2% of those monies for bicycle and pedestrian planning and projects. The Metropolitan Transportation Commission (MTC) administers TDA3, which is distributed based on population.

Sonoma County’s cities/towns and the County of Sonoma are eligible to apply. TDA3 funds may be used for bicycle lanes, bicycle and pedestrian paths, and related planning and marketing efforts. There are no matching requirements with this funding source.

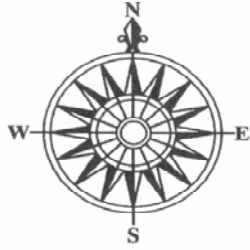
TDA 3 projects are required to meet Caltrans safety design criteria and CEQA requirements; be completed within two years; be maintained; be consistent with adopted bicycle plans; and be authorized by a council or board.

Accessing MTC’s website at: <http://www.mtc.ca.gov/funding/STA-TDA/index.htm> is recommended. See “TDA Article 3 (bicycle and pedestrian projects) Claim Forms” and “TDA Article 3 Rules and Procedures.”

TDA3 Process:

It is anticipated that approximately \$350,000 of new TDA3 funding will be available for the 07/08 funding cycle. The following outlines the tentative TDA3 schedule:

	Step in Process	Month
1	“Call for Projects” by SCTA	January
2	Electronic applications due to SCTA. Send to lmarch@sctainfo.org (Projects are recommended by existing city, town and county bicycle and pedestrian advisory committees (BPACs). For entities without BPACs, SCTA’s Countywide Bicycle and Pedestrian Advisory Committee [CBPAC] will serve this function.)	February
3	CBPAC reviews and recommends a “Program of Projects” to the SCTA Board	March
4	SCTA Board approves “Program of Projects and authorizes the distribution of TDA3 funds	April
5	Sponsor’s council or board resolutions	Due April 10
6	Submittal of applications to MTC	Late April
7	MTC applications review	June
8	MTC notifies SCTA of projects approved	June-July
9	SCTA notifies project sponsors of approvals	June-July
10	MTC notifies SCTA of the release of funding	July
11	SCTA notifies project sponsors of funding availability	July
12	Project sponsors request reimbursement from MTC, copying SCTA to enable tracking of the expenditure status of the TDA3 program.	Ongoing



Staff Report

To: Countywide Bicycle and Pedestrian Advisory Committee
From: Lynne March, Transportation Planner
Re: *SCTA Countywide Bicycle and Pedestrian Master Plan: Kick-Off*
Date: November 28, 2006

The Sonoma County Transportation Authority is proceeding with the development of the *SCTA Countywide Bicycle and Pedestrian Master Plan*. The project is being managed by Whitlock & Weinberger Transportation, Inc. (W-Trans) of Santa Rosa, with assistance from Eisen | Letunic, of Berkeley. Josh Abrams of W-Trans will be "kicking-off" the project to the CBPAC today.

Purpose:

The purpose of the project is to develop a comprehensive Bicycle and Pedestrian Master Plan to guide the development of a primary non-motorized transportation system in Sonoma County. The project includes several major efforts: bicycle planning, pedestrian planning, public outreach, and the development of a unified GIS mapping database. Individual bicycle and pedestrian plans (or plan updates) will be developed for each participating agency. These documents will be formatted for compilation into a countywide plan. Participating jurisdictions include the County of Sonoma, Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor. Santa Rosa will be conducting its own effort in 2007, and Petaluma is currently in the process of completing its plan.

The effort will develop certifiable Bicycle Transportation Plans for each participating agency, which when adopted, will allow your agency to qualify for Caltrans Bicycle Transportation Account funding.

Project Schedule:

The project is proceeding on a 12-month schedule. The target date for completion will be November/December 2007, which would enable jurisdictions that are not in compliance with the California Bicycle Transportation Act to gain eligibility to the 2008/09 Bicycle Transportation Account. Jurisdictions that are currently in compliance would be able to delay the adoption of their new plan so that they may extend their eligibility.

Individual plans and the countywide document will be developed concurrently in order to maintain public momentum and exposure. Four public workshops will be conducted to reach residents throughout the County. The workshops are tentatively planned for Rohnert Park/Cotati, Windsor, Sebastopol, and Sonoma. Workshops will be area specific, but will also present countywide issues. Residents will be encouraged to attend the workshop that most closely represents their jurisdiction, but are free to attend any or all of the meetings.