



**Citizens Advisory Committee**  
**AGENDA**

**January 29, 2007 – 4:00 p.m.**

Sonoma County Agriculture and Open Space District Conference Room  
747 Mendocino Avenue, Suite 100, Santa Rosa, California

**Directors**

**Robert Jehn, Chair**  
Cloverdale

**Mike Kerns, V. Chair**  
Sonoma County

**Bob Blanchard**  
Santa Rosa

**Stanley Cohen**  
Sonoma

**Pat Gilardi**  
Cotati

**Mike Harris, Alternate**  
Petaluma

**Sam Pierce**  
Sebastopol

**Paul Kelley**  
Sonoma County

**Jake Mackenzie**  
Rohnert Park

**Warin Parker**  
Windsor

**Mike Reilly**  
Sonoma County

**Lisa Schaffner**  
Healdsburg

**ITEM**

- I.** Introductions
- II.** Consent Items – **DISCUSSION/ACTION**
  - A. Approval of Minutes from December 18, 2006\*
  - B. Approval of Agenda
- III.** Announcements/Reports – **DISCUSSION/ACTION**
  - A. Calls for Projects:
    - 1. Transportation Fund for Clean Air (TFCA)
    - 2. Transportation Development Act, Article 3 (TDA3)
  - B. SCTA Draft 2007 Overall Work Program\*
- IV.** Measure M – **DISCUSSION/ACTION**
  - A. Project Specific Audits
  - B. Revenue/Expense Report\*
  - C. Strategic Plan update Schedule and Process
  - D. Penngrove Origin/Destination Study
- V.** Update on Highway 101 Projects – **DISCUSSION/ACTION**
- VI.** 2007 Legislative Agenda\* – **DISCUSSION/ACTION**
- VII.** Travel Demand Model Update – **DISCUSSION/ACTION**
- VIII.** University District Project Regional Traffic Impact Funds – **DISCUSSION/ACTION**
- IX.** Announcements / Other Business – **DISCUSSION**
- X.** Adjournment – **ACTION**

**Suzanne Smith**  
Executive Director

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The next **S C T A** meeting will be held **February 5, 2007**  
The next **C A C** meeting will be held **February 26, 2007**

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

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# SONOMA COUNTY TRANSPORTATION AUTHORITY CITIZENS ADVISORY COMMITTEE

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## MINUTES Monday, December 18, 2006

### ATTENDEES

Abbasi, Mousa, Transpedia Consulting Engrs.	Harter, Dennis, Sonoma County Alliance
Anderson, Bob, United Wine Growers	Helfrich, Gary, Sonoma Co. PRMD
Barney, Chris, SCTA	Hudgins, Anne, Sierra Club
Birdlebough, Steve, Friends of Smart	Macy, Jack, Fourth District
Donofrio, Nina, SCTA	Nichols, Curt, Home Builders Assn.
Ellman, George, Sonoma Co. Transportation Land Use Coalition	Richards, Willard, League of Women Voters of Sonoma Co.
Gause, Seana, SCTA	Smith, Suzanne, SCTA
Harrington, Craig, Fourth District	Spilman, Janet, SCTA
Hayes, Kathy, North Bay Realtors	

### ITEM

#### I. Introductions

Introductions were made.

#### II. Consent Items – **DISCUSSION/ACTION**

##### A. Approval of Minutes, October 30, 2006

Willard Richards made a motion to approve the minutes of the meeting of October 30, 2006. Chair Bob Anderson seconded the motion, and it passed unanimously.

##### B. Approval of Agenda

The agenda was approved as submitted.

#### III. Announcements/Reports – **DISCUSSION/ACTION**

Suzanne Smith reported that there are currently two vacancies on the Citizens Advisory Committee; for the Farm Bureau and the Second District. A new member has joined the Committee, Anne Hudgins, representing the Sierra Club. She replaces Don Sanders. The new roster for the year is being developed to present to the Board in January. Ms. Smith invited Committee members to refer any potential candidates. Linda Branscomb will no longer be on the Committee. Ms. Smith asked if the Committee would be willing to recommend a resolution recognizing the years of service of Don Sanders and Linda Branscomb to the Committee. The Committee agreed.

Mr. Anderson asked Ms. Smith for an update on the Metropolitan Transportation Committee (MTC) meeting. She reported that the Corridor Mobility Improvement

Account (CMIA) bond list that MTC is considering for submittal to the California Transportation Commission (CTC), \$306 million of which would be for Highway 101 for Sonoma County, comes before the MTC on December 20, 2006, to the full commission, but this is just to release it for public comment. They will then meet on January 10, 2007, for final approval.

In response to questioning from the Committee, Ms. Smith reported that the Caltrans draft list from District 4 has also been released. She noted that this list is smaller than the MTC list in terms of the dollar amount and number of projects, but that both the Caltrans and MTC lists overlap. She confirmed that all projects are on the State highway system.

Mr. Abbasi inquired as to whom else from the County applied for the program. Ms. Smith replied that transit funding is on formula and is not competitive. The other programs have not yet been developed.

Ms. Smith explained that the Caltrans District 4 list is smaller than the Bay Area list. Both have the same nine counties. Statewide, the Caltrans list is \$6 billion and there is \$4.5 billion available.

Ms. Smith reported that the draft Environmental Impact Report for the North Highway 101 project has been posted to the SCTA website. A public hearing is scheduled in Windsor on January 9.

Mr. Anderson asked about the repairs done on Highway 101 north of Windsor. Ms. Smith responded that these are part of a State Highway Operations and Protection Program (SHOPP) project.

#### **IV. Measure M Audit for FY 05/06 – DISCUSSION/ACTION**

##### **A. Final Review of Draft Audit\***

Ms. Smith presented additional items that had not been included at the previous meeting, in response to questions the Committee had regarding the management letter and the compliance audit portion of the draft audit. She also presented staff's response to the management letter.

In response to Mr. Ellman's concern that the document is not understandable to the general public, Ms. Smith emphasized that the formal official audit is not to be confused with the Annual Report, which will be more understandable to the layman. There was some discussion regarding versions of the report, and the fact that a different version would be available to the public. Jack Macy noted that the County reporting does not mention that they had any matching funds.

##### **C. Financial Reports\***

In response to questions from the Committee, Seana Gause addressed SMART annual report tracking, referring to an updated report. She reported that the amount that was appropriated for Fiscal Year 2005/06 was \$350,000. The invoiced amount was more – when SMART requested the appropriation for funds, they requested appropriate for both 2005/06 and 2006/07, for a total of \$1.2 million. The total was \$350,000 for the first year,

and \$850,000 the second year. The first invoice was processed in FY05/06 and then the second invoice was processed, and submitted after June, but it was processed in 2005/06 fiscal year. They did have sufficient funds for appropriation; however, the amount was charged to the incorrect fiscal year in error. Ms. Gause stated that this particular table would not be published in the annual report because this was an accounting error that was corrected.

Ms. Gause stated that nearly all jurisdictions have responded with their annual reporting letter. Santa Rosa CityBus stated they would submit their letter to the SCTA this week.

Ms. Smith confirmed that the City of Santa Rosa had not received payment for the first quarter, and would not receive payment for the second quarter until their letter is submitted.

Ms. Gause noted that almost all jurisdictions submitted photographs of maintenance activities.

Mr. Macy asked if the Committee is charged with inspecting some of these projects on a piece-by-piece basis. Ms. Gause replied that the strategic plan requires random auditing of up to three local streets projects. Ms. Smith added that the intent of the strategic plan was to have one to three projects audited each year at random. She also stated that the CAC has the authority to hire a project firm to conduct a compliance audit, to look at the financials and compliance for a specific project. Ms. Gause added that she had also instructed each of the jurisdictions that their backup documentation for invoices should always be able to stand up under an audit, and that an audit may be conducted at any time without notice.

In response to questioning from the Committee, Ms. Gause stated she would verify information regarding the Foss Creek Trail appropriation that is missing from the Measure M Annual Report Tracking handout. She confirmed that she would get this information.

Mr. Anderson observed that next year's reporting letter would likely get more complex in the future.

Ms. Smith stated that the Committee could have a project specific audit conducted for 2005/06 if they chose to do so. Mr. Macy asked if the Committee had a duty to conduct an audit. Mr. Anderson responded that this is at the discretion of the Committee.

Ms. Smith noted that the committee needs to either approve the draft audit or give further direction as to their expectations. She did note that it was her understanding the terms of the scope of work had been fulfilled.

#### B. CAC recommendation on Draft Audit

Craig Harrington moved to approve the draft audited financial statements as the final audit. Dennis Harter seconded the motion. It passed unanimously.

Mr. Anderson suggested the Committee draft a cover letter to be posted with the audit on the SCTA website that would explain the findings of the Committee, in response to questions and issues that had been raised, and how to read and understand the audit.

Mr. Anderson then directed that the issue of conducting a project review/audit be addressed at the next meeting.

#### V. Draft FY05/06 Annual Report – **DISCUSSION/ACTION**

Janet Spilman presented draft Measure M annual report, noting that this has been envisioned as an explanation to the public of the status of Measure M funds in 2005/06 in the way of expenditures, accomplishments, and progress on projects.

Mousa Abbasi suggested the addition of a paragraph on the back of the flyer explaining the audit results.

Discussion followed regarding photographs to be used in the annual report. Ms. Smith noted that staff has allowed extra space in case the Committee wishes to indicate dollar amounts in the text, perhaps in the form of a table. Specific project status information is on the inside of the flyer. Ms. Gause noted that she had requested a photograph from the City of Santa Rosa depicting a bus carrying bicycles, and with the Measure M logo on it. Ms. Smith noted that text referring to the web link for the audit, and posting the cover letter to the audit from the Committee at this web link, would assist in informing the public of the audit.

In response to Kathy Hayes' questions regarding the pie chart, Ms. Smith explained that the figures refer to the amount of funds for the life of the Measure. Ms. Hayes suggested that this be stated in the text.

Ms. Smith then raised the issue of whether the annual report should, in fact, refer to the life of the Measure, rather than the fiscal year. Discussion followed regarding suggested changes to the pie chart. Ms. Smith invited additional ideas. Among these were to have two pie charts; one for the annual report for December 2006 and the other for year-to-date, June 30, 2006. Mr. Dennis Harter suggested that the second chart reflect the same numbers as those shown in the audit financial statement, and the difference between allocation and expenditures. Referring to three streets and roads projects; namely, for Penggrove, Farmers Lane, and Airport Boulevard, Ms. Spilman identified potential issues with trying to explain discrepancies between figures on the pie chart showing what has been allocated, and actual expenditures. Mr. Anderson then explained that the pie chart could show the Measure M breakdown, and then dollar amounts showing how it was spent.

Mr. Harter suggested Committee members email the entire group with comments and suggestions for the pie chart.

The consensus was that the blank back panel of the report and the pie chart need additional work, and to tie in to the audit financial statements.

Basically, Mr. Harter explained, the report would show the overarching goal, or "big picture," and for expenditures, refer readers to a link to the SCTA web site.

Ms. Hayes suggested including text to the effect that there were projects for which funds were appropriated, but for which an invoice was not submitted, and that for further information, the reader can refer to the progress report.

Mr. Willard Richards suggested that under “Local Streets Projects” wording on the table should read that “(blank) percent has been appropriated as of...”.

Mr. Abbasi suggested using a bar chart with two columns to illustrate the actual Measure M revenues; one column to indicate local roads over the life of the Measure, and the other column to indicate the actual appropriation for each category. Mr. Anderson noted that it could show the actual amount expended and what is available.

Ms. Spilman confirmed with the Committee that the amounts appropriated to which they referred are the amounts appropriated as specified in the Strategic Plan. This would apply to whatever there is a contract for; comparing those amounts for 2005/06 to the overall percentages represented in the life of the Plan.

Discussion continued regarding how Measure M appropriations and expenditures could be illustrated in a chart in the annual report. Ms. Spilman invited further comments to be sent to her by email.

Mr. Abbasi requested that the report be emailed to the Committee in a pdf file. Ms. Smith thanked Ms. Spilman and Ms. Gause for their efforts in drafting the annual report.

#### **VI. Announcements / Other Business – DISCUSSION**

Ms. Gause announced that construction on Highway 101 has been very responsive to the concerns of the locals, and that Caltrans has been very diligent in facilitating the project’s progress, particularly with lowering of the bridges, and shifting of traffic.

#### **VII. Adjournment – ACTION**

There being no further business, the meeting was adjourned at 5:30 p.m. The next meeting of the Citizens Advisory Committee will be held January 29, 2007, at 4:00 p.m.

Respectfully submitted,

Nina Donofrio

## 2007 Overall Work Plan

Work Areas/Tasks		SCTA	Planning			Projects		Admin	
		Suzanne	Janet	Lynne	Chris	Guy	Seana	Marge	Nina
1	Accting - A/R & A/P Invoicing/Billing							X	
2	Accting - Accounting liaison							X	
3	Accting - Accounting reports							X	
4	Accting - Accounts: AMEX Card, Office Lease, City Parking, Fastrak							X	
5	Accting - Budget management	X	X			X		X	
6	Accting - City Billing							X	
7	Accting - Final Budget preparation	X	X			X			
8	Accting - Invoice Review/Tracking: Measure M, CBTP, Bike Plan, etc							X	
9	Accting - Payroll Labor Distribution Monitoring							X	
10	Accting - Payroll liaison							X	
11	Accting - Preliminary Budget preparation	X	X			X		X	
12	Accting - SCTA Audit FY05/06	X						X	
13	Accting - SCTA Audit FY06/07	X						X	
14	Accting - Single Audit FY06/07	X						X	
15	Accting - TFCA Audit		X	X					
16	Admin - Asset inventory							X	
17	Admin - Caltrans Reimbursements					X		X	
18	Admin - Committee Fact Sheets	X	X	X		X			
19	Admin - Committee Roster/Membership Management	X	X	X		X		X	X
20	Admin - Communications Liaison							X	
21	Admin - Conflict of Interest/Form 700							X	
22	Admin - Contact database								X
23	Admin - Database for Contracts							X	
24	Admin - Database for File System							X	
25	Admin - Database for MSN Project (on hold)					X		X	
26	Admin - Database for Resolutions							X	
27	Admin - EEO / DBE						X		
28	Admin - Employee Emergency Contact List	X						X	
29	Admin - File management (hard copy)							X	X
30	Admin - ISD Liaison (work stations)							X	
31	Admin - Mail & Mail Log								X
32	Admin - News Article Archives								X
33	Admin - Office supplies								X

## 2007 Overall Work Plan

	Work Areas/Tasks	SCTA	Planning			Projects		Admin	
		Suzanne	Janet	Lynne	Chris	Guy	Seana	Marge	Nina
34	Admin - Personnel files	X							
35	Admin - Personnel Policies	X							
36	Admin - Personnel Recruitment	X							
37	Admin - Reception								X
38	Admin - Reprographics Liaison								X
39	Admin - Risk Management - Insurance							X	
40	Admin - SCTA Templates							X	
41	Admin - Staff Support As Assigned							X	X
42	Agenda - CAC	X							X
43	Agenda - CBPAC			X					X
44	Agenda - Executive Committee	X						X	
45	Agenda - Modeling Sub-Committee				X				
46	Agenda - PAC		X						X
47	Agenda - SCTA	X						X	
48	Agenda - TAC					X		X	
49	Agenda - TPCC			X					X
50	Agenda - Transit TAC		X						
51	Funding - CMAQ								
52	Funding - CMIA	X				X			
53	Funding - Coordinated Claim		X						
54	Funding - CTC Meetings	X							
55	Funding - Federal Earmarks	X							
56	Funding - Self Help Counties Coalition	X							
57	Funding - STA Population Share	X	X						
58	Funding - State Local Partnership	X				X			
59	Funding - STIP 2008					X			
60	Funding - STIP Augmentation					X			
61	Funding - STP								
62	Funding - TDA-3 FY07/08			X					
63	Funding - TE								
64	Funding - TFCA FY07/08			X					
65	Funding - TLC/HIP								
66	Measure M - Allocation Ratio Formulas					X		X	
67	Measure M - Annual Report FY06/07	X	X			X			
68	Measure M - Audit FY06/07					X		X	

## 2007 Overall Work Plan

	Work Areas/Tasks	SCTA	Planning			Projects		Admin	
		Suzanne	Janet	Lynne	Chris	Guy	Seana	Marge	Nina
69	Measure M - Bonding	X				X			
70	Measure M - Coops					X	X	X	
71	Measure M - Invoices					X	X	X	
72	Measure M - Payments to project sponsors					X		X	
73	Measure M - Project database management (status?)							X	
74	Measure M - Reporting Letters FY06/07					X	X		
75	Measure M - Strategic Plan update					X			
76	Minutes - CAC								X
77	Minutes - CBPAC								X
78	Minutes - PAC								X
79	Minutes - SCTA							X	
80	Minutes - TAC							X	
81	Minutes - TPCC								X
82	MTC - Bay Area Partnership	X							
83	MTC - Corridor Working Group					X			
84	MTC - Inactive Projects - monitoring						X		
85	MTC - Local Streets & Roads Committee						X		
86	MTC - Partnership TAC					X	X		
87	MTC - Pavement Management Survey						X		
88	MTC - Program Delivery Working Group					X	X		
89	MTC - Quarterly reports	X	X		X	X	X		
90	MTC - Regional Bike Committee		X						
91	MTC - Regional Rideshare		X	X					
92	MTC - Routine Accomodation (Bike/Pedestrian)		X						
93	MTC - RTP update		X						
94	MTC - TIP management						X		
95	MTC - Transit issues (Lifeline, STA, etc.)		X	X					
96	MTC - Web FMS						X		
97	Planning - Bike Plan		X	X	X				
98	Planning - CBTP		X	X					
99	Planning - CTP Update		X						
100	Planning - GIS Users Group				X				
101	Planning - Lifeline		X						
102	Planning - Regional Mitigation Fees		X						
103	Planning - Technical graphics				X				

## 2007 Overall Work Plan

Work Areas/Tasks		SCTA	Planning			Projects		Admin	
		Suzanne	Janet	Lynne	Chris	Guy	Seana	Marge	Nina
104	Planning - TFCA Annual Report			X					
105	Planning - Transit Forum/Way to Go Expo			X					
106	Planning - Travel Demand Model				X				
107	Planning - Wine Country IRP				X				
108	Projects - Central 101					X			
109	Projects - MSN					X			
110	Projects - MSN MOU					X			
111	Projects - MSN Phasing Plan					X			
112	Projects - North 101					X			
113	Projects - Penngrove						X		
114	Projects - Wilfred 101					X	X		
115	Public Outreach - Bike to Work Day				X				
116	Public Outreach - Legislative agenda	X							
117	Public Outreach - Mailings								X
118	Public Outreach - Public/legal notices							X	X
119	Public Outreach - SCTA Annual Report FY06/07	X	X			X			
120	Public Outreach - Website management		X						

























