



Citizens Advisory Committee

AGENDA

February 26, 2007 – 4:00 p.m.

Sonoma County Agricultural 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
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 January 29, 2007*
 - B. Approval of Agenda
- III.** Announcements/Reports – **DISCUSSION/ACTION**
- IV.** Measure M – **DISCUSSION/ACTION**
 - A. Report from Project Monitoring Sub-Committee*
 - B. Revenue/Expense Report*
- V.** Comprehensive Transportation Plan Update* – **DISCUSSION/ACTION**
 - A. Proposed scope and schedule
 - B. Regional Transportation Plan update schedule
- VI.** Announcements / Other Business – **DISCUSSION**
- VII.** Adjournment – **ACTION**

The next **S C T A** meeting will be held **March 12, 2007**
The next **C A C** meeting will be held **March 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

MINUTES Monday, January 29, 2007

ATTENDEES

Abbasi, Mousa, Santa Rosa Chamber of Commerce	Hirshfield, Maddy, 5th District
Anderson, Bob, United Winegrowers	Levin, Fred, Sonoma County Taxpayers Association
Barney, Chris, SCTA	Macy, Jack, 3rd District
Birdlebough, Steve, Friends of SMART	March, Lynne, SCTA
Donofrio, Nina, SCTA	Nichols, Curt, Home Builders Association
Ellman, George, Transportation & Land Use Coalition	Preston, Guy, SCTA
Gause, Seana, SCTA	Richards, Willard, League of Women Voters
Harrington, Craig, 4th District	Smith, Suzanne, SCTA
Harter, Dennis, Sonoma County Alliance	Spilman, Janet, SCTA
Hayes, Kathy, North Bay Association of Realtors	Swenson, Len, Sonoma County Conservation Council

I. Introductions

Introductions were not made at this meeting.

II. Consent Items – DISCUSSION/ACTION

A. Approval of Minutes from December 18, 2006*

The minutes of the meeting of December 18, 2006 were approved with the following correction: Under “Attendees,” Mousa Abbasi’s affiliation is to be noted as the Santa Rosa Chamber of Commerce.

B. Approval of Agenda

The agenda was approved as written.

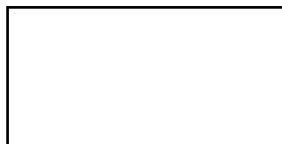
III. Announcements/Reports – DISCUSSION/ACTION

A. Calls for Projects:

1. Transportation Fund for Clean Air (TFCA)
2. Transportation Development Act, Article 3 (TDA3)

Lynne March reported that two calls for projects went out January 2. One is for the Transportation Fund for Clean Air (TFCA), and the other is for the Transportation Development Act, Article 3 (TDA3). Preliminary fund estimates were provided. Ms. March noted that there are board-approved changes to the TFCA fund distribution criteria this year.

Janet Spilman responded to questions regarding criteria, oversight of projects and funding, and explained differences between the TDA3 and TFCA programs. She explained that TFCA regulations are set by the funding source, they must be clean air projects, and that it is a rigorous process. TDA3 projects are reimbursed through the MTC and TFCA projects are reimbursed through and overseen by the SCTA.



B. SCTA Draft 2007 Overall Work Program*

Suzanne Smith presented this informational item, which will be brought before the SCTA Board February 5. Given the expansion of the SCTA, an outline is being provided of projects and tasks that have been taken on, as well as staff responsibilities.

Lynne March reported that the Transit-Paratransit Coordinating Committee recently hosted a public outreach meeting for senior and disabled transportation for the MTC's Coordinated Public Transit/Human Services Transportation Plan. This is part of an effort to identify transportation needs for disabled persons, seniors, and those of low income status, and to offer strategies to address these needs. Mr. Birdlebough noted that it was a productive meeting, and informative.

IV. Measure M – DISCUSSION/ACTION

A. Project Specific Audits

Ms. Smith reported that this item is being addressed in response to questions that were raised at previous CAC meetings as to how specific project audits are conducted. She presented an excerpt from the 2005 Measure M Strategic Plan regarding audit requirements, and the expenditure plan summary, explaining that there is very little in the Strategic Plan regarding project-specific audits. She stated she felt the next step is to define the process for selection of projects to be audited.

Questions to be addressed are how the Committee wants to handle the first year of Measure M 2005/06, and if, in fact it is determined to conduct product-specific audits, what would this mean, what would it involve, and how would the Committee determine procedures, given the limited direction in the Strategic Plan.

Ms. Smith also noted that staff is starting the update of the Strategic Plan, which is anticipated to be completed by June; therefore, this is an opportunity to have more specific language in the Plan regarding expectations as to project monitoring and reporting. She invited suggestions from the group on how to proceed.

One of the suggestions was the formation of a sub-committee. Ms. Smith referred to Jack Macy's recommendation to begin the project audit process with the Santa Rosa Farmer's Lane Extension, including documentation required to conduct this audit, and his suggestion that a subcommittee be formed to work with staff. Mr. Macy explained that this would give the group the experience in conducting a project audit.

Kathy Hayes concurred with the suggestion of forming a subcommittee, along with determining what the group would look for in a project, and what they would want to learn about a project in order to fulfill their responsibility to the community to account for how project funds are being spent. She concurred that the Farmers Lane Extension could be a prototype project for doing this.

Craig Harrington recommended using the services of an independent auditor. Mr. Swenson stressed the importance of ensuring jurisdictions are utilizing funds for their specified purpose. Discussion continued regarding who would conduct the audit, and how it would be conducted.

Ms. Smith questioned whether this would be the project sponsor, or would it be staff's responsibility as administrators of the program to bring information from the project

sponsors to the Committee, or whether an independent review by an outside party would be the best procedure.

Chair Anderson presented three scenarios to narrow the discussion. He proposed a project review, or public session, where projects that have been funded come before the CAC and give a presentation so that the Committee can ask questions.

Another possibility would be the formation of a subcommittee to provide oversight over the details of a project, and finally, an audit by an outside party.

Guy Preston of the SCTA addressed the issue of project review, noting that there is a need to begin providing more information to the CAC from the Technical Advisory Committee. He presented a draft project information sheet prepared by Seana Gause, and an invoice tracking spreadsheet.

Mr. Birdlebough addressed the issue of accountability for expenditure of funds, and what happens when a project ends up costing a good deal more than originally estimated. Ms. Smith noted that this involves monitoring and management of projects. As of yet, a system is not in place to inform the Committee and the SCTA Board of project activities. Ms. Smith noted that she was basically looking for the consensus of the Committee as to whether a project audit would be a financial audit, and thus a matter of hiring an independent auditor, or would it be a matter of having a better understanding of what project sponsors are doing.

Mr. Preston noted that this is the perfect opportunity to approach sponsors and remind them that programmed funds need to be utilized. He noted that a financial audit does not address engineering and planning issues of a specific project. A monitoring process could be incorporated into the Strategic Plan.

Willard Richards observed that he would like to see the engineering aspect be on a par with the financial audit of a project. Ms. Smith noted that transit properties have to conduct three or four audits each year for different entities (Federal, State, etc.). Mr. Harrington felt that this is not a financial audit as such, but is an independent project audit of work currently being done. Mr. Levin felt that staff has the responsibility of monitoring projects, and that it is not the purview of the CAC to review projects for technical purpose, but that their responsibility is to look at the information as provided by SCTA staff, and then report to the public. Mr. Ellman concurred. He noted he was most interested in the suggestion by Chair Anderson of having project sponsors present their information to the Committee. Mr. Macy noted that Seana Gause advised project sponsors to be prepared for an audit at any given time.

Ms. Smith concurred that the aspect of project review, monitoring, and management and reporting is clearly staff's responsibility, and that staff needs to bring that information to the Committee so that they can ask questions and clarify what is happening with projects. Ms. Smith said staff needs to know the next steps should be. Peer review also could be a component of this process. She noted that there needs to be greater review of projects.

Dennis Harter suggested forming a subcommittee of staff and interested Committee members, who would bring their findings back to the Committee at the next meeting.

Chair Anderson summarized the issue to be what does the CAC want to do and how do they proceed. He noted that the Committee is taking a significant step in dealing with this issue, and asked for volunteers for the subcommittee, who would provide materials prior to the next meeting.

The following Committee members will make up the subcommittee: Jack Macy, George Ellman, Fred Levin, and Dennis Harter. Steve Birdlebough also volunteered to sit in as a member of the public.

B. Revenue/Expense Report

Mr. Preston reported that \$30 million has been collected. Three cooperative agreements will be brought to the SCTA Board on the 101 Program in February. Invoices are beginning to come in from project sponsors for local streets and roads. Payments are ongoing for local streets and roads maintenance and transit.

C. Strategic Plan update Schedule and Process

Mr. Preston presented information to give the Committee an opportunity to review and comment on the Strategic Plan. He noted he has been looking at working with the Technical Advisory Committee to revise the Plan. He will provide the CAC with an opportunity comment on the investment policy. In addition to the investment policy, project tracking and monitoring should be added to the Plan. Staff will be presenting a preliminary Strategic Plan Update Schedule to the SCTA Board at their next meeting.

Chair Anderson asked Mr. Preston if he envisioned major changes to the Plan. Mr. Preston responded that there would be another round of programming and a new section on an investment policy. The extent of changes to project monitoring and audit-related issues would depend on the findings of the subcommittee just formed.

D. Penngrove Origin/Destination Study

Seana Gause reported on the status of the Measure M local roads project for the Penngrove area. The SCTA Board had directed that a subcommittee be formed to study traffic in the Penngrove area. The subcommittee received three proposals. The firm of Kimley-Horn and Associates was engaged to conduct an origin/destination study. Field work will take place between March and May. A report is expected by July. It was determined that license plate data would be collected, and then said data would be submitted to the Department of Motor Vehicles for registration addresses. The consultant will then provide an analysis and report on the data obtained.

In response to questions from the Committee, Ms. Gause reported that the subcommittee for this project is made up of members of the Technical Advisory Committee from the representative jurisdictions. This includes the County, Cotati, Petaluma, Rohnert Park, Santa Rosa, and a staff member of the Permit and Resource Management Department.

V. Update on Highway 101 Projects – DISCUSSION/ACTION

Mr. Preston reported that the draft environmental document is being completed for the Marin-Sonoma Narrows for release probably in March. The Value-Analysis (VA) implementation committee will be meeting later this week to finalize the VA report.

On the Central project, the draft environmental document was released a few months ago. The comments period has closed. Response to comments is being finalized by

Parsons. Also, a special public meeting is scheduled for February 8 at 6:30 p.m. at Cotati City Council Chambers to review the sound wall for Cotati and Rohnert Park area.

On the Wilfred project, the environmental document has been finalized, and a record of decision has been received. Right-of-way acquisition has started.

The Highway 12 to Steele Lane project is on schedule. Weather has been favorable to keep working on the project.

The North Project draft environmental document was released. The comment period has closed. The final document is anticipated by the end of the year.

In response to questions from the Committee, Mr. Preston summarized the differences between the Caltrans project list and MTC's list. The ultimate decision will be made by the California Transportation Commission (CTC) as to which projects will be funded.

Ms. Smith invited letters of support to the CTC.

VI. 2007 Legislative Agenda* – DISCUSSION/ACTION

Ms. Smith presented the proposed 2007 Legislative Program, to establish general policy guidance on state and federal issues related to transportation.

The elements of the 2007 Legislative Program address protection and preservation of existing transportation funding structures, the provision of additional funding for transportation projects and transit operations, and the support of efforts to streamline and improve timely delivery of transportation projects.

In response to an inquiry as to whether there are now any specific regions of the state that have specific vehicle registration fees, Ms. Smith reported that several counties do. The legislature has to authorize this, and voters have to approve it.

VII. Travel Demand Model Update – DISCUSSION/ACTION

Chris Barney reported that the housing element has been updated, and staff has assembled forecasts for 2020 and 2030. Draft data has been submitted to local jurisdictions for review. Staff anticipates getting these back by April 30.

Transfer of the TRANPLAN to CUBE software will enable staff to update and export model data more efficiently, and in formats that are more user-friendly and straightforward. Data will then be able to be exchanged between three models. Conversion of the two models should be completed by February. The next step will be to validate the model. Staff hopes to do the validation exercise this summer.

VIII. University District Project Regional Traffic Impact Funds – DISCUSSION/ACTION

Janet Spilman reported that the City of Rohnert Park has applied to LAFCo for permission to annex land near Petaluma Hill Road and Rohnert Park Expressway. They have secured a contribution by the developer for mitigation of traffic impact fees beyond the City limits in lieu of a regional traffic mitigation fee. Most of these traffic impacts identified in the project EIR are in the Penngrove area. LAFCo has requested that the SCTA participate in developing an agreement with Rohnert Park with regard to the disposition of traffic impact fees.

The issue of regional traffic impact fees was brought before the SCTA in 2002/2003 when it was determined that a sales tax would be a more effective and fair way to address existing regional traffic problems. Regional traffic fees collected from the developer of the University District project will be eligible to supplement Measure M funds for traffic impacts caused by the project.

In response to comments by Committee members, Ms. Spilman reported that there is a list of projects in the Environmental Impact Report. Impacts identified by the Rohnert Park EIR are intersections such as East Cotati Avenue, Petaluma Hill Road in Penngrove, and Old Redwood Highway in Cotati.

Ms. Spilman pointed out that the immediate purpose of the agreement is to satisfy LAFCo's requirement for Rohnert Park's annexation.

Ms. Smith noted that this is the first piece of a multi-jurisdictional approach to a regional transportation problem. Concern was expressed by some members as to whether the City of Santa Rosa and County would go along with this agreement. Ms. Smith responded that Rohnert Park, in effect, has agreed to be a pilot for this type of funding and will enter into an agreement with SCTA.

IX. Announcements / Other Business – DISCUSSION

There was no further business.

X. Adjournment – ACTION

There being no further business, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Nina Donofrio

FUND : 80 OTHER GOVERNMENTAL AGENCIES
 SUBFUND : 100 MEASURE M

G/L	ACCOUNT TITLE	BEGINNING BALANCE	----- YEAR TO DATE -----		ENDING BALANCE
			DEBITS	CREDITS	
101	EQUITY IN POOLED CASH	12,743,762.88	13,791,511.39	7,293,324.36	19,241,949.91
109	OTHER RECEIVABLES	1,119,887.72	.00	580,592.32	539,295.40
201	VOUCHERS PAYABLE	-188,027.03	3,352,573.99	3,164,546.96	.00
203	ACCOUNTS PAYABLE	-1,127,092.68	420,552.56	.00	-706,540.12
320	UNRESERVED/UNDESIGNATED FUND BALANCE	-10,861,723.81	.00	1,686,807.08	-12,548,530.89
322	FUND BALANCE RESERVED FOR ENCUMBRANCES	-1,686,807.08	1,490,720.38	344,328.61	-540,415.31
400	BUDGETARY FUND BALANCE	.00	32,453,189.08	18,245,000.00	14,208,189.08
401	ESTIMATED REVENUE	.00	18,245,000.00	.00	18,245,000.00
411	REVENUE	.00	537,815.89	12,210,552.87	-11,672,736.98
420	APPROPRIATIONS	.00	.00	30,766,382.00	-30,766,382.00
422	PRIOR YEAR APPROPRIATIONS	.00	.00	1,686,807.08	-1,686,807.08
431	EXPENDITURES	.00	6,146,928.88	1,000,366.20	5,146,562.68
441	ENCUMBRANCES - CONTRACTS	.00	2,031,135.69	1,490,720.38	540,415.31
	TOTAL SUBFUND 100	.00	78,469,427.86	78,469,427.86	.00
	TOTAL FUND 80	.00	321,768,337.03	321,768,337.03	.00

FUND : 80 OTHER GOVERNMENTAL AGENCIES
 SUBFUND : 100 MEASURE M
 PROJECT : 100 ADMINISTRATION

G/L	ACCOUNT TITLE	BEGINNING BALANCE	YEAR TO DATE		ENDING BALANCE
			DEBITS	CREDITS	
101	EQUITY IN POOLED CASH	31,054.88	151,110.99	115,720.50	66,445.37
109	OTHER RECEIVABLES	5,378.16	.00	5,378.16	.00
201	VOUCHERS PAYABLE	.00	41,610.86	41,610.86	.00
203	ACCOUNTS PAYABLE	-735.00	735.00	.00	.00
320	UNRESERVED/UNDESIGNATED FUND BALANCE	-35,143.04	.00	555.00	-35,698.04
322	FUND BALANCE RESERVED FOR ENCUMBRANCES	-555.00	4,235.00	5,000.00	-1,320.00
400	BUDGETARY FUND BALANCE	.00	190,555.00	181,450.00	9,105.00
401	ESTIMATED REVENUE	.00	181,450.00	.00	181,450.00
411	REVENUE	.00	5,378.16	118,740.44	-113,362.28
420	APPROPRIATIONS	.00	.00	190,000.00	-190,000.00
422	PRIOR YEAR APPROPRIATIONS	.00	.00	555.00	-555.00
431	EXPENDITURES	.00	109,607.34	26,992.39	82,614.95
441	ENCUMBRANCES - CONTRACTS	.00	5,555.00	4,235.00	1,320.00
	TOTAL PROJECT 100	.00	690,237.35	690,237.35	.00

FUND : 80 OTHER GOVERNMENTAL AGENCIES
 SUBFUND : 100 MEASURE M
 PROJECT : 200 LOCAL STREET REPAIRS

G/L	ACCOUNT TITLE	BEGINNING BALANCE	YEAR TO DATE		ENDING BALANCE
			DEBITS	CREDITS	
101	EQUITY IN POOLED CASH	428,042.28	2,486,684.72	1,056,862.00	1,857,865.00
109	OTHER RECEIVABLES	107,563.18	.00	107,563.18	.00
320	UNRESERVED/UNDESIGNATED FUND BALANCE	-535,605.46	.00	.00	-535,605.46
400	BUDGETARY FUND BALANCE	.00	4,164,607.00	3,629,000.00	535,607.00
401	ESTIMATED REVENUE	.00	3,629,000.00	.00	3,629,000.00
411	REVENUE	.00	107,563.18	2,379,121.54	-2,271,558.36
420	APPROPRIATIONS	.00	.00	4,164,607.00	-4,164,607.00
431	EXPENDITURES	.00	949,298.82	.00	949,298.82
	TOTAL PROJECT 200	.00	11,337,153.72	11,337,153.72	.00

FUND : 80 OTHER GOVERNMENTAL AGENCIES
 SUBFUND : 100 MEASURE M
 PROJECT : 300 LOCAL STREET PROJECTS

G/L	ACCOUNT TITLE	BEGINNING BALANCE	YEAR TO DATE		ENDING BALANCE
			DEBITS	CREDITS	
101	EQUITY IN POOLED CASH	3,717,834.21	2,564,708.56	552,365.18	5,730,177.59
109	OTHER RECEIVABLES	107,563.18	.00	107,563.18	.00
201	VOUCHERS PAYABLE	.00	437,000.00	437,000.00	.00
320	UNRESERVED/UNDESIGNATED FUND BALANCE	-3,825,397.39	.00	.00	-3,825,397.39
400	BUDGETARY FUND BALANCE	.00	7,454,398.00	3,629,000.00	3,825,398.00
401	ESTIMATED REVENUE	.00	3,629,000.00	.00	3,629,000.00
411	REVENUE	.00	107,563.18	2,457,145.38	-2,349,582.20
420	APPROPRIATIONS	.00	.00	7,454,398.00	-7,454,398.00
431	EXPENDITURES	.00	444,802.00	.00	444,802.00
	TOTAL PROJECT 300	.00	14,637,471.74	14,637,471.74	.00

FUND : 80 OTHER GOVERNMENTAL AGENCIES
 SUBFUND : 100 MEASURE M
 PROJECT : 400 HIGHWAY 101

G/L	ACCOUNT TITLE	BEGINNING BALANCE	YEAR TO DATE		ENDING BALANCE
			DEBITS	CREDITS	
101	EQUITY IN POOLED CASH	6,872,294.05	6,063,688.82	3,557,800.83	9,378,182.04
109	OTHER RECEIVABLES	797,198.18	.00	257,902.78	539,295.40
201	VOUCHERS PAYABLE	.00	2,178,300.72	2,178,300.72	.00
203	ACCOUNTS PAYABLE	-706,540.12	.00	.00	-706,540.12
320	UNRESERVED/UNDESIGNATED FUND BALANCE	-5,276,700.03	.00	1,686,252.08	-6,962,952.11
322	FUND BALANCE RESERVED FOR ENCUMBRANCES	-1,686,252.08	1,486,485.38	339,328.61	-539,095.31
400	BUDGETARY FUND BALANCE	.00	16,007,203.08	7,358,000.00	8,649,203.08
401	ESTIMATED REVENUE	.00	7,358,000.00	.00	7,358,000.00
411	REVENUE	.00	215,126.35	4,886,315.30	-4,671,188.95
420	APPROPRIATIONS	.00	.00	14,320,951.00	-14,320,951.00
422	PRIOR YEAR APPROPRIATIONS	.00	.00	1,686,252.08	-1,686,252.08
431	EXPENDITURES	.00	3,342,674.48	919,470.74	2,423,203.74
441	ENCUMBRANCES - CONTRACTS	.00	2,025,580.69	1,486,485.38	539,095.31
	TOTAL PROJECT 400	.00	38,677,059.52	38,677,059.52	.00

