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## Technical Advisory Committee

### AGENDA

**October 26, 2006**

**1:30 P.M.**

Santa Rosa Public Works, Conference Room 5  
69 Stony Circle, Santa Rosa, California

#### ITEM

- I. Introductions
- II. Public Comment
- III. Approval of Minutes, September 28, 2006 Meeting\* – **DISCUSSION / ACTION**
- IV. Reports – **INFORMATION / DISCUSSION**
  - A. SCTA Staff Report
    - i) Way to Go Expo
    - ii) Adoption of TFCA Criteria
    - iii) TDA 3 / TFCA Project Status
  - B. MTC Report
    - i) Terminated Federal Aid Projects\*
- V. Update on Caltrans' Projects – **INFORMATION / DISCUSSION**
- VI. Caltrans' Project Study Reports (PSR's) – Report by Lee Taubeneck, Caltrans' Deputy Director of Planning – **INFORMATION / DISCUSSION**
- VII. Use of Local Development Fee Money on State Highway System – **INFORMATION / DISCUSSION** – Report by Lee Taubeneck, Caltrans' Deputy Director of Planning
- VIII. Measure M – **INFORMATION / DISCUSSION**
  - A. Measure M Cash Flow Report\*
  - B. Bonding for 101 Program – Formation of Special Committee & Meeting
  - C. Annual Reporting Summary / Invoicing\*

IX. Other Business / Comments / Announcements - **DISCUSSION**

X. Adjourn - **ACTION**

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The next **S C T A** meeting will be held **November 13, 2006**

The next **T A C** meeting will be held **January 25, 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.

# TECHNICAL ADVISORY COMMITTEE

MINUTES  
September 28, 2006

## ATTENDEES

Adams, Nancy, City of Santa Rosa	Kelly, Sue, City of Sebastopol
Albee, Bryan, SCTransit	Lee, Anthony, Caltrans
Albright, Gary, City of Santa Rosa	March, Lynne, SCTA
Babauta, Mona, City of Santa Rosa	Montague, David, City of Santa Rosa
Barney, Chris, SCTA	Moshier, Rick, City of Santa Rosa
Burt, Richard, Town of Windsor	Nutt, Jason, City of Santa Rosa
Cameron, James, City of Santa Rosa	Penry, Frank, City of Petaluma
Dunlavey, Robert, City of Santa Rosa	Preston, Guy, SCTA
Gause, Seana, SCTA	Robertson, Dave, SoCo DTPW
Gipson, Joy, SR Citybus	Silva, Bill, City of Cotati
Helfrich, Gary, SoCo PRMD	Smith, Suzanne, SCTA
Jenkins, Darrin, City of Rohnert Park	

## ITEM

### I. Introductions

Round table introductions were made.

### II. Public Comment

There was no public comment.

### III. Approval of Minutes, August 24, 2006 Meeting – **DISCUSSION/ACTION**

The minutes were approved unanimously with corrections made to the attendance list correcting Ms. Babauta's first name and indicating that Rick Moshier was present.

### IV. Reports – **INFORMATION/DISCUSSION**

#### A. SCTA Staff Report

##### i) Way to Go Expo

Ms. March reported that Way to Go Expo is coming up next month. Staff has conducted a lot of outreach and extends an invitation to the TAC to attend.

##### ii) Draft Administrative Modeling Guidelines

Mr. Barney stated that this is a follow up to an item on last month's agenda and asked if there were any comments on

the Draft Administrative Modeling Guidelines. Electronic responses were received and the draft has been updated.

Mr. Moshier asked if staff was working with Walt Laabs and that staff should send him a copy of the Draft Administrative Modeling Guidelines.

Mr. Burt asked if there is an allowance for SMART growth developments in the County in your modeling.

Mr. Barney stated that currently the only way to handle that is by changing the housing units in the traffic model. We don't have a category for specific SMART growth. We are looking at applying for grant funds to address that. Right now we are focused on single driver vehicles. We would like to look at car pool nodes and transit, and bicycle/pedestrian traffic.

Mr. Jenkins asked about looking at adjusting trip generation factors for an area zoned for SMART growth?

Mr. Barney indicated that this could be done.

iii) Inactive Obligation 6-Month Look Ahead

Ms. Gause reported that included in the agenda packet is a 6-month look ahead report, which includes Sonoma County projects that was distributed at the Working Finance Group. Thus far we are able to take Sonoma County off the inactive projects list. This is an advance warning that if you don't invoice, and soon, you will be put on the red flag list and you could have your funds suspended by the FHWA.

iv) STP/CMAQ 06/07 Obligation Requests

Ms. Gause reported the timeframe for the STP/CMAQ 06/07-obligation request submission has changed to March 1, 2007. It is a month earlier this year.

B. MTC Report

Ms. Gause reported that the Local Streets and Roads Committee did not hold a meeting last month but there will be a meeting held next Friday, October 6, 2006.

Ms. Wilford announced that the CTC is meeting in Santa Rosa on October 11 and 12, 2006 at the Wells Fargo Center. The agenda will be sent out via email.

Ms. Gause mentioned that MTC would be mailing out the Pavement Needs Survey at the end of October.

V. TFCA Criteria – **INFORMATION/ACTION**

Ms. March reported that at the last TAC meeting there was a request from the TAC for the operators to report on their TFCA programs and today Santa Rosa City Bus and Sonoma County Transit will make presentations.

Ms. Babauta, City of Santa Rosa, provided a brief overview of the two programs funded by TFCA; the Student Bus Pass subsidy, and the Trip Reduction Program. The Student Bus subsidy Program involves the subsidization of student bus passes. Student bus passes are \$25 and bus passes are sold to students from the age of 18 and under for \$10. Every year \$80, 000 is spent on that program.

In addition to the Student Bus Pass Program is the Trip Reduction program. The goal of the Trip Reduction Program is to encourage individuals to get out of their cars and into alternate modes of transportation, which includes bicycling, walking, carpooling, or taking the bus. The City funds a series of incentives that encourage people to ride the bus. This program is focused on large employers with 100 employees or more, and the downtown employers. These are the areas of the greater congestion in the city. The City works with these employees to identify ways to not ride in their cars. Types of incentives used are; providing bike racks, subsidized bus passes, movies tickets in exchange for riding the bus and carpools, and the Guaranteed Ride Home Program. The Guaranteed Ride Home Program allows taxi rides in the event of an emergency. The total funding towards the Trip Reduction Program is approximately \$180,000.

Mr. Albee, Sonoma County Transit, provided a presentation on the Sonoma County Transit's Marketing program that is funded by TFCA. The County has been using the TFCA funds for their marketing program for the past two years now. The County shares a person with the Airport on marketing production that resulted in several promotions and projects over the last year. Every couple of weeks there are new web page ads, a new transit guide came out earlier this year, bike to school bus pass program, Christmas promotions, introduced new coach buses, working with the Transit TAC on a bus stop redesign project, TV ads, billboard ads, and theatre ads. A fair amount of the TFCA money has been spent on ads in local newspapers, with the exception of the Press Democrat. The County's total amount of TFCA funds in this program is \$125,000 teamed up with \$40,000 received from the North County Air District, promoting Cloverdale Transit and Healdsburg Transit.

Ms. March reported that included in the agenda packet is a staff report that continues to address the issue of recommending the distribution criteria of future TFCA funding. Based on the TAC discussions and further review by staff, staff is recommending a two-part distribution.

First, the existing transit programs would be maintained. Approved 2006/07 projects would establish the "base year" for funding three ongoing transit programs which are; Sonoma County Transit Marketing Program, Santa

Rosa CityBus Student Youth Pass Subsidy Program, and Voluntary Trip Reduction Program.

Second, after this “off-the-top” program funding, the remainder would be distributed on a competitive basis via call for projects with the encouragement of bike/pedestrian projects; transit coordination projects; and TCM/TDM/TSM projects. All eligible entities would be able to compete for these funds including, as an example, Sonoma County Regional Parks.

Ms. Wilford stated that staff would like to get the TAC recommendation today to take to the SCTA Board in October as an informational item. Bob Dunlavey brought to my attention that in 1992 when the program was initiated each of the jurisdictions was required to get a resolution from their respective council or supervisors indicating that the SCTA is the Program Manager and that funds would be allocated on a population basis. Bob suggested that we go back to various jurisdictions and get revised resolutions. Staff would like to get a recommendation today from the TAC on how to approach this item and take it to the Board In October, ask the TAC to take to their councils, and bring it back to the Board for final approval in November or December.

Mr. Penry stated that this has the potential that this needs to go through some kind of resolution with the independent cities. Is it assuming that this would be long-standing and that the recommendation is that the two jurisdictions; Sonoma County Transit and Santa Rosa Transit be guaranteed theirs for some period out and that the rest would be competitive? This seems like a fitting program for Transit. The City of Petaluma has an ailing transit program. We are in the process getting four 35-foot buses in the spring; we have marketing report and transit analysis that has been done. We know what to do to fix it. We would like to see this as an interim measure and that in the future the City of Petaluma could get some of those dedicated funds as well. What is the time frame for this, is it always the \$250,000, and is it always going to be competitive? If the City of Petaluma does a marketing program, what can the City of Petaluma can do or say now to secure the funds like the City of Santa Rosa, or the County Transit to be able to be at the table?

Mr. Dunlavey addressed the City of Santa Rosa’s interest by stating that when the TFCA funds were originally approved through the State Legislature Santa Rosa had the ability to become their own Program Manager. It also required if we designated a Program Manager the Board of Supervisors taking a vote approving a designated Program Manager and a majority of cities representing the majority of the population in those cities and county voting in favor of it. The City of Santa Rosa concurred that they would allow the SCTA to become the Program Manager so long as the City of Santa Rosa, and the County received their population share. That was required in the resolution that went to every city and was approved by every city. The City of Santa Rosa envisions that if this is modified and if the City of Santa Rosa is to support it then the City will be guaranteed the ongoing programs that the City has had in place for some 14 years. With that the City would allow the flexibility for it to become more competitive. The City does not look at this as an interim measure. If it is changed again then it would have to go

under the same criteria as we originally envision it, a Board of Supervisors taking action and the majority of the cities involved representing the majority of the population to change it.

Mr. Moshier pointed out that if the city of Petaluma got their marketing program together and knew what they wanted then the resolutions could be revised to include them in some guaranteed manner.

Mr. Dunlavey stated that it would have to go back to the all the cities.

Ms. Wilford stated that it would also require a few years of demonstration of their marketing program.

Mr. Jenkins asked why not set up the two existing programs; Santa Rosa and the County to get it off the top, and if Petaluma gets it together and demonstrates for X number of years they can have theirs off the top too, so as not to revisit this every two years.

Mr. Jenkins stated that it isn't clear that all eligible entities would be able to compete for these funds. Is it in the proposal that Santa Rosa and the County would be competing for the left over money in addition to their population share?

Ms. March stated that, as an example, Sonoma County Regional Parks could apply. Sonoma County Transit is only one part of Sonoma County.

Mr. Albee stated that Sonoma County Transit would be willing to work with the smaller jurisdictions on a project.

Mr. Jenkins pointed out that we couldn't agree to all the money going to the City of Santa Rosa or the County if they wanted it. It used to be that the jurisdictions got their population share. I don't know why anyone would want to get their population share for years and want compete for the remainder.

Mr. Robertson stated that County serves two or three cities and that the money could be distributed to the other cities by doing a separate program within the County.

Mr. Jenkins pointed out that it should say for example that Rohnert Park wants to do the program and is partnering with the County and that it is a Rohnert Park project. Maybe the money goes towards shelters that benefit transit.

Mr. Dunlavey pointed out that the amount of time to apply for these funds has changed. If the smaller eligible jurisdictions have projects and want to move ahead, the City of Santa Rosa and the County will go after the money only as a second tier. Santa Rosa does not want to see the entire county lose the money if the other jurisdictions don't apply. The County and the City should be able to go after that money. It is incumbent on anyone who submits a project that they are ready to go. If back up projects are needed the City of Santa Rosa would like the opportunity to submit for projects too.

Ms. Kelly pointed out that last month the TAC discussed that the smaller jurisdictions have that opportunity. If there was this larger amount of money on the table every year then one or several of the jurisdictions could put together a significant project that could be delivered.

Mr. Jenkins stated that the other small jurisdictions should compete for this left over money. If none of them have any viable projects, then as a failsafe we would rather have the availability to have the County and Santa Rosa use it. That is what Rohnert Park would support. We cannot support going head to head over the remainder of the money with the County and Santa Rosa if they are getting the guaranteed amount.

Ms. Wilford stated that it is the first right of refusal for that competitive pot for the jurisdictions. Are we paying the jurisdictions or the agencies? County Regional Parks for example or Santa Rosa Public Works.

Ms. Kelly pointed out that we might have to do a scoring process; maybe one of the factors we have to consider when we are scoring them is whether you already got your population-based share somewhere else.

After much discussion it was confirmed that it is by jurisdiction.

Mr. Moshier pointed out that it would be first rights of refusal, then beyond that the County Regional Parks or Santa Rosa Public Works could, but it would be the second tier of eligibility.

Ms. Babauta expressed her concerns with looking beyond the pop based formula because the funding is based on the registered vehicle surcharge in each city. With all the growth going on in Santa Rosa, and all the increased congestion as a result of that it is hard to accept the fact of competing for the funding as we move ahead. Santa Rosa is one of the fastest growing cities in the County and this is where the congestion is going to happen. The goal of this program is to reduce congestion. We are being held to today's numbers and saying that the numbers will be increased by the total percentage of the pot.

Mr. Jenkins asked that the off the top amounts for Sonoma County and the City of Santa Rosa be calculated by population-basis and the remainder on a competitive basis.

Mr. Moshier motioned for approval of this recommendation. Mr. Jenkins seconded.

Mr. Jenkins clarified that you take the money that comes in, the total population is the denominator, the numerator for Santa Rosa is Santa Rosa population, the numerator for County is the unincorporated population, and use those factors to determine their share of the total pot of money. Whatever is left over is competitive among the other jurisdictions, which are the smaller cities and Rohnert Park and Petaluma. If they don't come up with any projects then there is a second round that is any one else, transit or any

other agencies, divisions or departments from both the County and Santa Rosa can jump in.

Mr. Dunlavy clarified that the County's population should be the County population within the Air District.

Ms. March asked for input on crafting the language to address Petaluma.

Mr. Moshier suggested that the language be worded to say, "at such time that Petaluma develops an ongoing marketing program that it would be eligible for Petaluma's population share."

Mr. Penry inquired what would prohibit Petaluma from applying for the competitive amount.

Mr. Moshier stated before you get your population share you can, but after you get your population share you can't.

Mr. Jenkins clarified that there would be an A Category of jurisdictions, and a B Category. Petaluma would move from B to A if they ever got their program together.

Mr. Albee asked if going back to the split, would Petaluma have the option to take its population portion and put it in their transit marketing or opt out on certain years when they don't have a program and compete in the remainder pot and submit a project like everyone else.

The overall consensus was no.

Ms. Wilford recommended that staff include language in the resolution to say that the jurisdictions are granting authority to the SCTA to establish a hybrid formula through the SCTA that a population share goes to the County and Santa Rosa and that there is a competitive pot that is available to the other eligible recipients. The SCTA has the authority to determine if at some juncture a jurisdiction is eligible for an ongoing dedicated amount within that competitive pot.

Mr. Moshier amended his earlier motion to include Ms. Wilford's recommendation for approval. Mr. Jenkins seconded.

Ms. Wilford further stated that staff will take these recommendations to the Board and staff will craft a resolution for the TAC to take to their cities.

Mr. Burt asked for clarification if Petaluma gets there guaranteed share and the 5 remaining cities; Windsor, Sonoma, Cotati, and Rohnert Park, and Sebastopol compete for 25 or 35% of what is left in the pot?

Ms. Wilford stated that the theory is that one-year you accumulate money for two-years and don't do any projects. While one jurisdiction does a project in year 1, and we wait a couple of years for another project depending on readiness.

Mr. Dunlavey stated that the biggest criticism of the program is that the pot of money is so small that it has not been worth the effort. This allows for providing a larger project to an entity. The important thing is that if you submit a project it better be ready to go. The Air District is giving no leeway they will take the money and use it for their purpose if we fail to come forward with a project. We all suffer for that and politically it is not what we want to do.

VI. Update on Caltrans' Projects – **INFORMATION/DISCUSSION**

Mr. Preston gave a brief report on the status of the Highway 12 to Steele Lane project; the off-ramp to 3<sup>rd</sup> Street is going to be open October 15, 2006. The contractor would like to open the off-ramp at the same time they open 3<sup>rd</sup> Street. They will not close 9<sup>th</sup> Street until 3<sup>rd</sup> Street is open. The fall closure of the southbound on-ramp for 3<sup>rd</sup> Street is still under discussion.

Ms. Adams reported that the City of Santa Rosa has been hosting the Project meetings with Caltrans and have phased out of those meetings now that it is in construction and there is an ongoing public outreach. Meetings will occur on an as needed basis.

Ms. Kelly suggested that updates are provided only when there are changes to report.

VII. Prioritizing Caltrans' Project Study Reports (PSR's) – **DISCUSSION/ACTION**

Mr. Preston reported that the Airport PSR is still scheduled for completion in December. The City of Santa Rosa has started working with Caltrans on the PSR for Hearn Avenue.

Staff met with the Caltrans Deputy Director of Planning to discuss the other outstanding PSR's. Caltrans indicated that they are only working on Airport and Hearn.

The City of Petaluma has requested Caltrans to provide PSR oversight for Old Redwood and Rainier. Petaluma has offered to pay for these services. Caltrans did not initially respond to Petaluma because the request did not come from the SCTA. Caltrans informed SCTA staff that they do currently not have enough resources to perform this work.

SCTA staff asked Caltrans for updates on the other PSR's, as discussed at the September TAC. Caltrans reported that their staff is not working on any of them. Caltrans asked that SCTA prioritize all PSR needs regardless of who's paying for them, or if Caltrans is the lead agency or being asked to provide oversight. Caltrans indicated that due to current restraint on resources, they cannot currently provide oversight on any additional PSR's, regardless of who pays for the cost.

Caltrans did indicate that instead of taking the lead on one PSR per year, they could provide oversight on multiple PRS's per year, depending on project complexity. Generally speaking, Caltrans offered to provide oversight on two to three PSR's, in lieu of taking the lead on one PSR, per year. After much discussion it was found that various jurisdictions need PSR's on the following potential projects:

1. Hearn Avenue Interchange
2. Old Redwood Interchange/Over-crossing
3. Rainier Interchange/Over-crossing
4. Forestville Bypass
5. Bike/Pedestrian Over-crossing at the SRJC
6. Bellevue Interchange
7. Route 12 at 4<sup>th</sup> and Farmers
8. Route 121/116 Interchange
9. Railroad Interchange

The TAC was not able to provide a prioritization of the above stated projects nor were they able to reach consensus on whether the SCTA should request that Caltrans provide oversight on multiple projects in lieu of being the lead on one (1) project per year. The TAC requested that Caltrans provide additional resources for PSR oversight and that staff ask the Authority for direction on this matter.

#### VIII. Measure M – **INFORMATION/DISCUSSION**

##### A. Measure M Cash Flow Report

Mr. Preston reported that the Measure M Cash Flow report is included in the agenda packet for review.

##### B. Bonding for 101 Program

Mr. Preston provided an overview of the Bond Financing presentation that was made by KNN to the SCTA Board on September 11, 2006.

Mr. Preston stated that the Board understood that if we are to move forward with the 101 Program as aggressively as directed; then, there will be the need to bond. KNN presented the board with two scenarios, which demonstrate different approaches to bonding. Ultimately, it will become a decision with regard to coverage, which is a measure of risk.

Staff will need to go to the Board to request policy direction on coverage, so they can work with KNN on the development of a bonding program. It is anticipated that the Board would request that the staff work with the TAC on a recommendation for coverage.

There was general discussion about the coverage options in the two scenarios.

Mr. Robertson pointed out that the Authority has to make a decision on when they want to sell bonds and borrow money based on assumed leveraged money coming in. You don't want to borrow money if the State is not going to give you your share.

Mr. Preston added that we would have to wait until November to see if the bond measure materializes.

Mr. Jenkins pointed out that a decision on growth does not need to be made until 2009, since you are doing your bond issuances in two phases.

Mr. Preston indicated that he agreed with Mr. Jenkins's point that a final decision on a growth assumption does not need to be made until the second bond issuance. However, we should consider this factor as we refine our cash flow model and size the first offering.

Mr. Preston commented that after we know what happens in November with the bond measure, we would have KNN provide a presentation to the TAC.

C. Annual Reporting Summary/Invoicing

Ms. Gause reported that the majority of jurisdictions submitted their annual reports that were due on September 15, 2006. There were four outstanding: Healdsburg Transit, Santa Rosa CityBus, Cloverdale local street maintenance, and SMART. Measure M funds will not be distributed to jurisdictions that do not submit annual reports.

The majority of appropriation requests were processed in June 2006 for FY05/06 and none of the funds have been spent. We would like to see all the jurisdictions that requested appropriated amounts in FY05/06 submit invoices for those funds.

Ms. Gause handed out a rough draft of a table that will be included in the Measure M Annual Report.

IX. Other Business/Comments/Announcements

Ms. Gause announced that Caltrans has a website that allows you to see if they have processed your invoices. The link will be emailed to the TAC members.

Ms. Gause mentioned that Caltrans is offering their overview of the Federal Aid Project Development course again. In November it will be course 1, the overview. They will be doing the entire 5-day course in the spring. Enrollment forms are available if interested.

X. Adjourn – **ACTION**

The meeting adjourned at 3:43 PM.


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## Program Administration

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## MEMORANDUM

U.S. Department of  
Transportation  
Federal Highway  
Administration

Subject: **INFORMATION:** Terminated Preliminary  
Engineering Projects - Payback of Federal  
Funds

Date: October 21, 1999

From: */s/ original signed by Henry H. Rentz*  
Director of Program Administration

Reply to  
Attn. of: HIPA

To: Division Administrators

The purpose of this memorandum is to reaffirm FHWA's policy regarding the termination of Federal-aid funded preliminary engineering projects and the need to repay Federal-aid funds expended on a terminated project.

Section 102(c) of title 23 requires a State to repay all Federal-aid funds for preliminary engineering for any project that has not advanced to construction or acquisition of right-of-way within 10 years after Federal-aid funds are first made available. There is an exception in Section 102(c) that allows a time extension to be granted beyond the 10-year period (see [Mr. Horne's August 7, 1998, memorandum to you; Subject: Engineering Cost Reimbursement; Section 1304 of the TEA-21: Implementing Guidance](#)). However, if a time extension is not granted by the FHWA, then the State must repay Federal-aid funds expended on preliminary engineering.

A question has arisen in regard to the applicability of Section 102(c) to a terminated preliminary engineering project. Of particular concern is the matter of whether Section 102(c) requires payback of Federal-aid funds for any preliminary engineering project that is terminated as a result of the improvement project associated with the preliminary engineering work being terminated or canceled.

It is our view that Section 102(c) was intended to cover situations where there is little or no progress on a preliminary engineering project or where preliminary engineering is basically finished but no further progress has yet been taken to advance the construction of the project associated with the engineering activity. Under these circumstances, the provisions of Section 102(c) require payback of Federal-aid funds unless the State can justify a time extension beyond the 10-year limit. Thus, Section 102(c) address the matter of not allowing preliminary engineering projects to remain as active projects for indefinite periods of time.

Section 102(c) was not intended to address those circumstances where a preliminary engineering project is terminated as a result of the improvement project associated with the preliminary engineering work being terminated or canceled. In these situations, FHWA's longstanding policy for handling terminated preliminary engineering projects and the need for payback of Federal-aid funds should be

followed. The FHWA policy is that payback of Federal-aid funds expended for preliminary engineering costs is not required if the FHWA agrees that the project is being terminated for a valid reason including events beyond a State's control. Decisions to not require payback of preliminary engineering costs are to be made by the Division Administrator and should be documented.

One example of a valid reason for terminating a preliminary engineering project without requiring payback is where project termination is directly related to compliance with another Federal law, such as the National Environmental Policy Act (NEPA). For instance, if a State selects the "no build" alternative as a result of the NEPA process, no payback of preliminary engineering costs would be required. To do otherwise could skew the NEPA process towards always selecting a "build" alternative, regardless of the environmental impacts, because a State would have to payback the engineering costs incurred on the environmental analysis.

This memorandum has been coordinated with the Office of Chief Counsel.

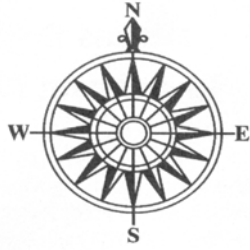
This page last modified on May 6, 2005

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United States Department of Transportation - Federal Highway Administration - Infrastructure



## Staff Report

**To:** Sonoma County Transportation Authority  
**From:** Guy Preston, Deputy Director Projects and Programming  
**Re:** Status of State Project Study Reports (PSR's) on State Highways  
**Date:** October 16, 2006

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### **Issue:**

What is the status of Project Study Reports (PSR's) for projects on or connecting to the State Highway System?

### **Background:**

Caltrans has had a long-standing policy of preparing one PSR per fiscal year for each Congestion Management Agency (CMA), free of charge. Last year, SCTA requested that Caltrans start work on the Airport Boulevard Over-crossing, as its highest priority. Caltrans expects to complete this PRS by June 2007 (1-year late).

SCTA also requested that Caltrans work on PSRs for the Hearn Avenue Interchange and then the Old Redwood Highway Interchange/Over-crossing. Hearn Avenue was prioritized above Old Redwood Highway. Caltrans and Santa Rosa had a kickoff meeting for the Hearn Avenue Interchange on October 5, 2006 (3-months late). Although work has not begun on the Old Redwood Highway Interchange/Over-crossing, the City of Petaluma has approached Caltrans and requested that they provide oversight on PSRs for both the Old Redwood Highway Interchange and a new interchange/over-crossing at Rainier Avenue. Petaluma has offered to pay for Caltrans' oversight cost in addition to the cost of developing the PSR itself.

Caltrans contacted SCTA and requested that SCTA coordinate and prioritize all PSRs. Caltrans informed SCTA that in lieu of taking the lead on one (1) PSR per year, Caltrans would be willing to provide oversight on between two (2) to three (3) PSRs (depending on level of complexity), free of charge, assuming the sponsoring agency paid for the development of the PSR. Caltrans stated that it has limited resources to provide oversight, regardless of who pays for the cost, as oversight cannot be assigned to a consultant.

SCTA staff has discussed this with the TAC and found that the various jurisdictions needs PSRs on the following potential projects:

1. Hearn Avenue Interchange
2. Old Redwood Interchange/Over-crossing
3. Rainier Interchange/Over-crossing
4. Forestville Bypass
5. Bike/Pedestrian Over-crossing at Santa Rosa Junior College
6. Bellevue Interchange

7. Route 12 at 4<sup>th</sup> and Farmers
8. Route 121/116 Interchange
9. Railroad Avenue Interchange

The TAC was not unable to provide a prioritization of the above stated projects nor were they able to reach consensus on whether SCTA should request that Caltrans provide oversight on multiple projects in lieu of being the lead on one (1) project per year. The TAC requested that Caltrans provide additional resources for PSR oversight and that staff ask the board for direction on this matter.

**Policy Impacts:**

If Caltrans cannot provide the resources to provide oversight on additional PSRs the Board may need to make a policy decision to have Caltrans provide oversight on multiple PRSs in lieu of being the lead agency on one (1) PSR per year, in order to meet the regional needs. The Board may also want to consider asking Caltrans to divert more resources to the PSR division and specifically to PSRs in Sonoma County.

**Fiscal Impacts:**

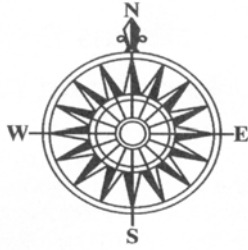
If the above stated policy decision is made, jurisdictions who would have otherwise received a PSR at no cost would now have to pay for the costs associated with preparing the PSR.

**Staff Recommendation:**

Staff recommends that the Board request that Caltrans provide additional resources to provide oversight on PSRs.

If Caltrans cannot provide the resources needed, staff recommends that each jurisdiction be required to be the lead agency on their PSRs, in order to maximize the number of PSR's within the region.

Finally, staff requests that the Board provide prioritization on the above stated PSRs once we hear back from Caltrans about the use of additional resources they may be able to commit. This can be done at the November SCTA meeting. Staff has attached a chart that summarizes information on each project's status. Attached to that are the charts from the CTP and the Measure M Strategic Plan.



**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

**Suzanne Smith**  
Executive Director

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

October 19, 2006

Bijan Sartipi, District Director  
Department of Transportation, District 4  
P.O. Box 23660  
Oakland, CA 94623-0660

RE: Project Study Report needs in Sonoma County

Dear Mr. Sartipi:

At a recent SCTA meeting, our staff presented information related to the number of projects in Sonoma County that require Project Study Reports (PSR) in order to move forward. The list covers a number of projects included in our local sales tax program as well as others that are tied to development fees.

In the past, the SCTA has been asked to prioritize its PSR needs as it related to Highway 101, but there were often other projects sponsored by local jurisdictions that also needed assistance and the project sponsor would work directly with Caltrans on the oversight of the document. Now the SCTA is being asked to prioritize all projects in the County that require a PSR.

Caltrans staff has indicated that the resources available for either the development of a PSR, or the oversight of one, are so scarce that each county in the District is only allowed one PSR to be developed by Caltrans or two to three to be overseen by Caltrans per year. This will not meet our needs in Sonoma County.

At this time, Caltrans is developing the PSR for the Airport Boulevard / Hwy 101 project and the Hearn Avenue project just held its kickoff meeting. Those projects should continue, but the SCTA is requesting that more resources be dedicated to conducting oversight for the other documents that need to be developed.

At this time, the SCTA has at least ten projects, including the two mentioned above, that require attention from Caltrans in the immediate future. Some of these projects are complex, while others are fairly straightforward. We are willing to consider asking each project sponsor to pay for the development of the PSR documents but need to know Caltrans will be a partner in the process and can provide the necessary oversight in a timely fashion.

Bijan Sartipi, District Director  
October 19, 2006  
Project Study Report Needs in Sonoma County  
Page 2 of 2

Thank you in advance for your attention to this issue. The SCTA has directed our Executive Director to work with you and her colleagues throughout the Bay Area to find a workable solution to this resource issue.

Sincerely,

Robert Jehn  
Chairman, SCTA

cc: Lee Taubeneck, Caltrans  
Doanh Nguyen, Caltrans  
Steve Heminger, MTC  
Doug Kimsey, MTC  
Albert Yee, MTC  
SCTA Board of Directors  
SCTA TAC Members  
Senator Wes Chesbro  
Senator Carole Migden  
Assembly Member Noreen Evans  
Assembly Member Patty Berg

**Measure M Cash Flow**  
**Total Program to Date as of September 30, 2006**

<u>Description</u>	Admin 793109	LSR 793208	LSP 793307	Hwy 101 793406	Transit 793505	Rail 793604	Bike & Ped 793703	Total
BEGINNING CASH BALANCE	-	-	-	-	-	-	-	-
<b>Revenue:</b>								
1140 Sales/Use Tax Receipts	233,306	4,666,127	4,666,128	9,332,255	2,424,840	1,166,532	933,226	23,422,413
1700 Interest on Pooled Cash	730	33,310	69,702	136,106	12,152	17,426	13,940	283,365
2500 ST - Cal-Trans Reimbursement	-	-	-	1,193,599	-	-	-	1,193,599
2510 ST - Mandated Cost	539	10,789	10,789	21,579	5,395	2,697	2,158	53,946
xxxx Receivable Adjustment	-	-	-	-	(91,776)	-	-	(91,776)
<b>TOTAL REVENUE</b>	<b>234,575</b>	<b>4,710,226</b>	<b>4,746,619</b>	<b>10,683,540</b>	<b>2,350,611</b>	<b>1,186,655</b>	<b>949,324</b>	<b>24,861,547</b>
<b>Expenses:</b>								
Cal-Trans Reimbursable Expenses:								
6300 Misc. Expense	-	-	-	-	-	-	-	-
6400 Office Expense	-	-	-	356	-	-	-	356
6500 Professional/Special Services	-	-	-	667,079	-	-	-	667,079
6570 Consultant Services	-	-	-	586,513	-	-	-	586,513
6610 Legal Services	-	-	-	3,312	-	-	-	3,312
7302 Travel Expense	-	-	-	2,964	-	-	-	2,964
7303 Private Car Expense	-	-	-	3,574	-	-	-	3,574
7400 Data Processing	-	-	-	2,510	-	-	-	2,510
7450 ISD Small Tools / Software	-	-	-	3,842	-	-	-	3,842
Total Cal-Trans Expenses				1,270,149				1,270,149
6300 November 2004 Election Costs	2,738	54,757	54,757	109,515	27,379	13,689	10,951	273,787
6300 Misc. Expense	334	1,686	1,686	3,414	843	422	337	8,722
6500 Professional/Special Services	77,971	-	93	27,334	-	-	-	105,398
6570 Consultant Services	7,520	-	-	1,192,538	-	-	-	1,200,058
6573 Administration Costs	66,478	-	-	-	-	-	-	66,478
6610 Legal Services	6,677	-	-	-	-	-	-	6,677
6629 Fiscal Accounting	19,728	-	-	-	-	-	-	19,728
7302 Travel Expense	-	-	-	32	-	-	-	32
7303 Sonoma	-	-	-	-	-	-	-	-
8010 Contributions to Other Govt's:								
Cloverdale	-	40,143	-	-	-	-	-	40,143
Cotati	-	34,648	-	-	-	-	-	34,648
Healdsburg	-	61,735	-	-	-	-	-	61,735
Petaluma	-	274,681	-	-	-	-	-	274,681
Rohnert Park	-	180,519	-	-	-	-	-	180,519
Santa Rosa	-	766,168	-	-	91,776	-	-	857,944
Sebastopol	-	38,139	-	-	-	-	-	38,139
Sonoma	-	49,569	-	-	-	-	-	49,569
Windsor	-	123,296	-	-	-	-	-	123,296
Sonoma County Public Works	-	1,684,594	7,802	-	-	-	-	1,692,396
Sonoma County Regional Parks	-	-	-	-	-	-	-	-
Cal-Trans	-	-	-	70,000	-	-	-	70,000
Sonoma County Transit	-	-	-	-	973,180	-	-	973,180
Santa Rosa Citybus	-	-	-	-	506,665	-	-	506,665
Petaluma Transit	-	-	-	-	217,731	-	-	217,731
Healdsburg Transit	-	-	-	-	44,848	-	-	44,848
SMART	-	-	-	-	-	534,536	-	534,536
<b>TOTAL EXPENSES</b>	<b>181,446</b>	<b>3,309,936</b>	<b>64,338</b>	<b>2,672,982</b>	<b>1,862,421</b>	<b>548,647</b>	<b>11,288</b>	<b>8,651,059</b>
TOTAL ADJUSTMENTS	-	1	1	167,245	-	(1)	-	167,247
<b>ENDING CASH BALANCE</b>	<b>53,128</b>	<b>1,400,291</b>	<b>4,682,281</b>	<b>8,177,802</b>	<b>488,189</b>	<b>638,008</b>	<b>938,035</b>	<b>16,377,734</b>

**Measure M Cash Flow**  
**FY 06-07 Year to Date**

Description	Admin 793109	LSR 793208	LSP 793307	Hwy 101 793406	Transit 793505	Rail 793604	Bike & Ped 793703	Total
BEGINNING CASH BALANCE	31,055	428,042	3,717,834	6,872,294	190,092	760,860	743,585	12,743,762
<b>Revenue:</b>								
1140 Sales/Use Tax	43,234	864,685	864,685	1,729,371	524,119	216,171	172,937	4,415,202
1700 Interest on Pooled Cash	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>43,234</b>	<b>864,685</b>	<b>864,685</b>	<b>1,729,371</b>	<b>524,119</b>	<b>216,171</b>	<b>172,937</b>	<b>4,415,202</b>
<b>Cal-Trans Reimbursable Expenses:</b>								
6300 Misc. Expense								-
6400 Office Expense								-
6500 Professional/Special Services				30,035				30,035
6570 Consultant Services				2,160				2,160
6610 Legal Services								-
7302 Travel Expense				43				43
7303 Private Car Expense								-
7400 Data Processing								-
7450 ISD Small Tools / Software								-
Total Cal-Trans Expenses	-	-	-	32,238	-	-	-	32,238
6300 Misc. Expense				42				42
6500 Professional/Special Services	19,013			13,791				32,804
6570 Consultant Services				635,663				635,663
6573 Administration Costs								-
6610 Legal Services	44							44
6629 Fiscal Accounting	6,746							6,746
7302 Travel Expense				32				32
7303 Private Car Expense								-
8010 Contributions to Other Govt's:								-
Cloverdale								-
Cotati								-
Healdsburg								-
Petaluma								-
Rohnert Park								-
Santa Rosa					91,776			91,776
Sebastopol								-
Sonoma								-
Windsor								-
Sonoma County Public Works			7,802					7,802
Sonoma County Regional Parks								-
Cal-Trans								-
Sonoma County Transit								-
Santa Rosa Citybus								-
Petaluma Transit								-
Healdsburg Transit								-
SMART						(53,903)		(53,903)
<b>TOTAL EXPENSES</b>	<b>25,803</b>	<b>-</b>	<b>7,802</b>	<b>681,766</b>	<b>91,776</b>	<b>(53,903)</b>	<b>-</b>	<b>753,244</b>
<b>ADJUSTMENTS</b>								
109 Other Receivables	5,378	107,563	107,563	257,903	53,782	26,891	21,513	580,592
201 Vouchers Payable					(188,027)			(188,027)
203 Accounts Payable	(735)					(419,818)		(420,553)
Rounding	-	1	1	-	-	(1)	-	2
<b>TOTAL ADJUSTMENTS</b>	<b>4,643</b>	<b>107,564</b>	<b>107,564</b>	<b>257,903</b>	<b>(134,245)</b>	<b>(392,928)</b>	<b>21,513</b>	<b>(27,985)</b>
<b>ENDING CASH BALANCE</b>	<b>53,129</b>	<b>1,400,291</b>	<b>4,682,281</b>	<b>8,177,802</b>	<b>488,189</b>	<b>638,008</b>	<b>938,035</b>	<b>16,377,734</b>

Measure M Invoice Tracking

<b>Local Streets Projects</b>		<b>\$1,312,000.00</b>				
		Appr'd 05/06	AR Letter	Invoiced Amount	Carry Over	
<b>Airport Blvd</b>	<b>County of Sonoma</b>					
	Developmental Phase					
	Phase I	Environmental	\$125,000.00	9/25/2006	\$0.00	\$125,000.00
		PS&E	\$250,000.00	9/25/2006	\$0.00	\$250,000.00
Total Appropriation			\$375,000.00	\$0.00	\$375,000.00	
<b>Penngrove Area</b>	<b>County of Sonoma</b>					
	Developmental Phase	Scoping	\$200,000.00	9/25/2006	\$0.00	\$200,000.00
Total Appropriation			\$200,000.00	\$0.00	\$200,000.00	
<b>Hearn</b>	<b>City of Santa Rosa</b>					
	Developmental Phase					
	Phase I	Right of Way	\$250,000.00	9/15/2006	\$0.00	\$250,000.00
	Phase II	PS&E	\$50,000.00	9/15/2006	\$0.00	\$50,000.00
Total Appropriation			\$300,000.00	\$0.00	\$300,000.00	
<b>Farmers Lane</b>	<b>City of Santa Rosa</b>					
	Developmental Phase	Right of Way	\$437,000.00	9/15/2006	\$0.00	\$437,000.00
Total Appropriation			\$437,000.00	\$0.00	\$437,000.00	
			\$1,312,000.00		\$1,312,000.00	
<b>Bicycle-Pedestrian Projects</b>		<b>\$565,000.00</b>				
		Appr'd 05/06	AR Letter	Invoiced Amount	Carry Over	
<b>Santa Rosa Cr Tr</b>	<b>City of Santa Rosa</b>					
	Developmental Phase					
		Scoping	\$5,000.00	9/15/2006	\$0.00	\$5,000.00
		Environmental	\$15,000.00	9/15/2006	\$0.00	\$15,000.00
		PS&E	\$15,000.00	9/15/2006	\$0.00	\$15,000.00

Measure M Invoice Tracking

	Total Appropriation		\$35,000.00		\$0.00	\$35,000.00	
<b>Petaluma Riv Tr</b>	<b>City of Petaluma</b>						
	Developmental Phase						
	Phase III	PS&E	\$150,000.00	9/21/2006	\$0.00	\$150,000.00	
	Total Appropriation		\$150,000.00		\$0.00	\$150,000.00	
<b>Foss Creek Trail</b>	<b>Healdsburg</b>						
	Developmental Phase						
	Phase I	PS&E	\$52,085.33	e9/15/06	\$0.00	\$52,085.33	
	Phase I	Construction	\$327,914.67	e9/15/06	\$0.00	\$327,914.67	
	Total Appropriation		\$380,000.00		\$0.00	\$380,000.00	
			\$565,000.00			\$565,000.00	
<b>Rail</b>			<b>\$350,000.00</b>				
			Appr'd 05/06	AR Letter	Invoiced Amount	Carry Over	
<b>SMART</b>	Developmental Phase	Environmental	\$350,000.00		\$337,242.82	\$12,757.18	
	Total Appropriation		\$350,000.00		\$337,242.82	\$12,757.18	
<b>Local Road Maintenance</b>			<b>\$3,213,349.72</b>				
			Allocated 05/06	AR Letter	Interest Reported	Funding Spent	Carry Over
	<b>County of Sonoma</b>		\$1,684,595.00	9/25/2006		\$1,684,595.00	\$0.00
	<b>Petaluma</b>		\$274,681.11	9/19/2006	\$0.00	\$274,681.11	\$0.00
	<b>Sonoma</b>		\$49,569.00	9/15/2006	\$0.00	\$49,569.00	\$0.00
	<b>Cotati</b>		\$34,648.46	9/14/2006	\$0.00	\$0.00	\$34,648.46
	<b>Rohnert Park</b>		\$180,518.72	9/13/2006	\$1,549.62	\$0.00	\$182,068.34

Measure M Invoice Tracking

<i>Santa Rosa</i>	\$766,168.00	9/15/2006	\$0.00	\$502,952.00	\$263,216.00
<i>Sebastopol</i>	\$38,138.67	9/11/2006	\$538.92	\$0.00	\$38,677.59
<i>Windsor</i>	\$123,295.74	8/31/2006	\$0.00	\$123,295.74	\$0.00
<i>Healdsburg</i>	\$61,735.02	e9/15/06		\$0.00	\$61,735.02
<i>Cloverdale</i>					
<b>Total</b>	<b>\$3,213,349.72</b>		<b>\$2,088.54</b>	<b>\$2,635,092.85</b>	<b>\$580,345.41</b>
<b>Transit \$1,190,911.27</b>					
	Allocated 05/06	AR Letter	Interest Reported	Carry Over	
<i>County of Sonoma</i>	\$973,180.00	e9/6/06	\$0.00	\$0.00	
<i>Petaluma</i>	\$217,731.27	9/19/2006	\$0.00	\$0.00	
<i>Santa Rosa</i>					
<i>Healdsburg</i>					
<b>Total</b>	<b>\$1,190,911.27</b>			<b>\$0.00</b>	