

Technical Advisory Committee

MEETING AGENDA

June 23, 2016 – 1:30 p.m.

Sonoma County Transportation Authority
SCTA Large Conference Room
490 Mendocino Avenue, Suite 206
Santa Rosa, California 95401

ITEM

1. Introductions
2. Public Comment
3. Approval of Minutes, May 26, 2016*
4. Measure M **DISCUSSION / ACTION**
 - 4.1. Measure M Invoicing Status*
 - 4.2. Measure M 2017 Strategic Plan Proposed Policy Amendment*
 - 4.3. Measure M Fiscal Year End Reminder Letter*
 - 4.4. Measure M Project Presentation Schedule to Citizens Advisory Committee*
5. Regional Information Update - **DISCUSSION**
6. Rail Update **DISCUSSION**
7. Comprehensive Transportation Plan Update
8. Draft SCTA Board Meeting Agenda for July 11, 2016 **DISCUSSION**
9. Other Business / Comments / Announcements **DISCUSSION**
10. Adjourn **ACTION**

*Materials attached. **Materials handed out at Meeting.

The next **SCTA** meeting will be held **July 11, 2016**
The next **TAC** meeting will be held **July 28, 2016**

Copies of the full Agenda Packet are available at www.sctainfo.org

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TECHNICAL ADVISORY COMMITTEE MEETING NOTES

Meeting Notes of May 26, 2016

ITEM

1. Introductions

Meeting called to order at 1:32 by Chair Larry Zimmer.

Committee Members: Larry Zimmer, City of Petaluma, Chair; Nancy Adams, City of Santa Rosa; Mario Landeros, City of Healdsburg; Alejandro Perez, Town of Windsor; Craig Scott, City of Cotati; Dan Takasugi, City of Sonoma; Eydie Tacata, City of Rohnert Park; Elizabeth Tyree, Sonoma County Regional Parks; Steve Urbanek, Sonoma County Transportation and Public Works.

Staff: Chris Barney, Nina Donofrio, Seana Gause, Janet Spilman.

2. Public Comment

N/A

3. Approval of Minutes, April 28, 2016*

Approved as submitted.

4. Measure M DISCUSSION / ACTION

4.1 Measure M Invoicing Status*

Ms. Gause invited any questions and offered any further information, if requested.

4.2 Measure M 2017 Strategic Plan Proposed Programming*

Ms. Gause reported that staff has met with project sponsors that have requested programming for the updated Plan.

Ms. Gause noted that Bicycle/Pedestrian programming is oversubscribed. Ms. Gause explained criteria for shifting program funding, which was done successfully, and requested the Committee's approval. Mario Landeros noted that he did have updates that he would provide Ms. Gause. Ms. Adams also pointed out minor updates.

Motion by Mario Landeros, seconded by Nancy Adams, to approve the Strategic Plan Proposed Programming,

with minor revisions as noted. The motion passed unanimously.

4.3 Measure M Strategic Plan Development Schedule*

Ms. Gause referred to the delivery schedule and reported that information sheets that go into Chapter 6 would be updated, and the Committee would be kept informed of additional updates. Staff anticipates bringing the final Draft Plan to the SCTA Board in October for their comments.

Ms. Gause also explained that staff is considering proposed programming on a first come, first served basis. Prior to bringing this to the CAC and Board for approval, it will be brought back to this Committee. The final Plan is anticipated to be released in November.

5. Regional Information Update - **DISCUSSION**

5.1 Federal Aid Project Delivery – Delivery Plan status, Inactive obligations*

Ms. Gause referred to the Federal Fiscal Year 2015/16 annual obligation project list update; emphasizing that this is well past the regional delivery deadline; response is required as to when delivery of the project is anticipated. However, as this is past the regional delivery deadline, there is no guarantee of delivery of funding. Ms. Gause also noted that funding could be rescinded. Ms. Gause next referred to the bridge project list, and explained that if any projects need immediate action they are in jeopardy of not qualifying for OBAG. She emphasized the importance of delivery on projects before granting of additional funding would be considered.

5.2 Pavement Technical Assistance Program (PTAP) 17: *The Metropolitan Transportation Commission will hold a PTAP 17 Workshop on Thursday, June 2nd at 10AM. The duration is expected to be 1 hour.*

5.3 New Caltrans Webpage: Caltrans announced the new Consultant Selection Webpage <http://www.dot.ca.gov/hq/LocalPrograms/AE/index.htm>. The page contains important information and guidance on the consultant procurement process related to federal-aid highway program funded projects. Consultant Services contracts funded in whole or in part, with federal-aid program funds must be procured in accordance with federal requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards in 2 CFR Part 200. A&E consultant contracts must also comply with requirements 23 USC Part 112, 40 USC Section 1101-1104, and 23 CFR Part 172.

Ms. Gause referred the Committee to the new website and explained some of its features.

5.4 Proposed Obligation Plan Requirements: The partnership working groups are asked to review the proposed requirements and provide comment or approve at the next meeting of the LSRWG. Please see attached and provide comments to MTC by May 27, 2016*

Ms. Gause noted that she had requested one more month to review the proposed requirements. She explained that this would be considered a partnership policy, to include Caltrans, CMAs, and MTC.

Ms. Gause further explained the criteria for field review and how this must be documented. Discussion followed regarding questions and issues involving delivery of projects and review time.

6. Rail Update **DISCUSSION**

Ms. Gause reported on recent jurisdictional interest in “quiet zones” as rail activity has increased. SMART is working on having this addressed in a presentation by a representative of the Federal Transportation Administration (FTA). Ms. Gause explained that the establishment of “quiet zones” is the responsibility of the respective jurisdictions.

Ms. Gause also reported on the transition from testing to simulated rail service, and confirmed that service is still anticipated to begin in December 2016.

7. Comprehensive Transportation Plan Update

Ms. Spilman explained that this gets updated every four years. The project list and goals were updated last year.

Public outreach has been ongoing. An Administrative Draft has been completed and forwarded to the Committee for their review and comment. Staff hopes to compile comments and make changes by June 14, with presentation to the Board in July or August.

Ms. Spilman requested that the Committee review the project list again so that this can be updated by June 14. She summarized contents and the goals, noting that transportation projects are reviewed in Chapter 5.

In Chapter 6 performance results are reviewed. Findings were that transportation projects mainly impact maintaining the system. They do not significantly impact GHG reduction. Ms. Spilman summarized changes needed in order to reach targeted goals. She also invited feedback in identifying funding.

Ms. Spilman also reported that Plan Bay Area will be updated this year, and that staff will be discussing projects with respective jurisdictions.

Ms. Spilman next announced an upcoming open house and a workshop for the CTP that is tentatively scheduled to take place at the SCTA July 13.

8. Draft SCTA Board Meeting Agenda for June 13, 2016 **DISCUSSION**

This was not available at the time of the meeting.

9. Other Business / Comments / Announcements **DISCUSSION**

Ms. Gause announced that the proposed plan for \$72 million in OBAG funding and the displacement policy for housing have yet to be determined. She summarized options that were raised. This has resulted in a delay in releasing the call for projects until September.

Discussion followed regarding the criteria for projects.

10. Adjourn 2:30 p.m.

Sonoma County Transportation Authority
 Measure M Appropriation/Invoice Status Report
 FY 15/16

Project Sponsor	Project Name	Measure M Program	Prior Apprp Balance	15/16 Programmed	15/16 Amount Apprp	Appropriation Date	Last Invoice Date	Balance Remaining	Notes
Santa Rosa	Hearn Avenue (Phase 3)	LSP	\$1,150,000			4/8/15	1/19/16	\$611,797	
Santa Rosa	Fulton Road Improvements	LSP	\$0		\$500,000	9/14/15	1/19/16	\$470,408	
Santa Rosa	Access Across 101 Comm Conn	Bike/Ped	\$121,741	\$0	\$0	9/12/11	1/19/16	\$59,054	
Sonoma County	Airport Blvd	LSP	\$0	\$2,047,000	\$0				Moving amount to 16/17 based on Prog req.
Sonoma County	Airport Blvd Landscaping	LSP	\$495,858	\$0	\$0		4/18/2016	\$355,158	
SoCo DHS	SRTS (DHS)	Bike/Ped	\$42,000	\$26,000	\$26,000	5/9/16	5/16/16	\$30,741	
SCBC	SRTS (SCBC)	Bike/Ped	\$147	\$19,000	\$0	4/11/16	6/14/16	\$11,469	
SCBC	BTW (SCBC)	Bike/Ped	\$3,804	\$15,000	\$0	4/11/16	7/1/15	\$18,804	
SoCo Regional Pks	Sonoma Schellville	Bike/Ped	\$42,421	\$0	\$0	10/19/09	11/24/15	\$30,985	
SoCo Regional Pks	Bodega Bay Trail	Bike/Ped	\$0	\$0	\$100,000	4/11/16	3/29/16		\$0 prog'd in prev yr, not fully appropriated
SMART	NWPRR	Bike/Ped	\$668,915	\$0	\$0	6/8/15	5/23/16	\$585,777	

\$2,107,000

\$2,174,193 *total remaining*

\$736,830 Bike Ped Remaining

\$1,437,363 LSP Remaining

Staff Report

To: Sonoma County Transportation Authority, Citizens Advisory Committee
From: Seana L. S. Gause – Senior, Programming and Projects
Item: Measure M Strategic Plan, Proposed Policy Amendment
Date: July 11, 2016

Issue:

Shall the TAC recommend for approval the proposed Strategic Plan Policy Amendment for Policy 4.19 “Amendments to Measure M Projects”?

Background:

The *Measure M Strategic Plan* (Plan) is a five year programming document. The Plan has been updated four times since the first Plan was approved by the Board in 2005. SCTA staff has been developing the next Measure M Strategic Plan and expects to bring a final document before the SCTA Board for approval by December of 2016. As part of the development of the Plan, staff issued a call for new programming and has reviewed the submitted requests. Additionally, staff has met with project sponsors, in some cases several times, to assess status of projects and deliverability. The proposed programming was approved by the TAC last month.

Proposed Programming Policy Change

In the *2005 Measure M Strategic Plan* it was established that adjustments related to revenue projections would not be made until the Measure was 10 years into its 20 year life. The Measure states that the expenditure plan is based on the percentage distributions to each Program Category and Project and the dollar values included are estimates only. The Measure M Strategic Plans have consistently programmed against the tax measure estimates.

As a programming document, the Plan has laid out revenue projections based on data from a number of sources, including historical data for both Measure M and the Sonoma County Open Space sales tax revenue. Balanced with conservative inflationary growth forecasts, the forecasted sales tax revenue total over 20 years is \$430M which is approximately \$40Million lower than the original estimate in 2004 dollars of \$470Million. Given these estimates, and that the half way mark of the sales tax measure is now here, it is timely that the Board consider how to address the lower revenue projections.

The current approach uses a “first come, first served” method based on project readiness and deliverability. Measure M projects that have not yet begun development will have numerous challenges to being delivered prior to the end of Measure M in 2024, and thus are the most likely to receive less than the originally proposed amount or not delivered at all. The projects that have yet to be delivered are:

Local Streets Program:

Penngrove	\$18.8M
Farmers Lane	\$9.563M
Mark West Springs Road	\$1.0M
River Road	\$1.0M
Bodega Highway	\$1.0M
Hwy 12 / Fulton Interchange	\$10.3M
Total	\$41.663M

All dollars shown in millions. LSP projects (above) in the expenditure plan that will be cut short by approximately \$8M (20% of \$40M).

Bicycle and Pedestrian Program

Access Across 101	\$0.25
Central Sonoma Valley Trail	\$1.737
McCray Rd	\$0.25
West County Trail (Mirabel Rd)	\$0.5
Arnold Drive	\$1.750
Old Redwood Hwy/Mendocino Ave/Santa Rosa Ave	\$0.343
Total	\$4.83

All dollars shown in millions. Bike and Pedestrian projects (above) in the expenditure plan that will be cut short by approximately \$1.6M (4% of \$40M).

Staff proposes to amend Policy 4.19 to read: (changes in strikethrough and italics)

“If overall revenues exceed the level projected in the Measure M Expenditure Plan funds will be distributed into the same program categories and existing or new projects can be considered within those categories. An existing project in a program category has priority in accessing these additional funds but still must maintain a 50% match from other funding sources.

~~Adjustments related to revenue projections will not be considered until 2015, the tenth year of Measure M.”~~ *If overall revenues fail to meet projected levels, the projects in the program categories will be funded on a first come, first served basis, using the following criteria for selecting projects ready to receive available funding:*

- *Program those projects that have advanced local funds in accordance with policy 4.8 and have already been constructed first;*
- *Keep commitments in previous Strategic Plans; unless requested otherwise by sponsor;*
- *Assess Project deliverability through construction;*
- *Weigh whether M funds are being used to leverage other fund sources; and*
- *Consider past delivery performance of project sponsor”*

Policy Impacts:

Changing the existing Measure M Policy 4.19 will allow the projects most ready for delivery to receive funding on a first come, first served basis. This shadows the “shovel ready” approach that the Board has employed successfully in other Measure M programs. The change would mean that some Measure M projects will likely fall short of original projected funding amounts, or not receive funds at all. This approach will also minimize the amount of sales tax funds waiting for a project that may or may not be delivered.

Fiscal Impacts:

Changing the policy acknowledges that the funding projections fall short of those originally estimated for the Measure and provides a strategy for the shortfall that will prevent all projects from being fully funded.

Staff Recommendation:

Staff recommends that the TAC recommend the proposed programming for approval. Staff also recommends that the TAC recommend the proposed amendment to Strategic Plan Policy 4.19 for approval by the CAC and the SCTA Board.

June 1, 2016

Re: Measure M Reporting and Invoicing Requirements

Dear Measure M Recipients,

The current fiscal year is nearing completion and July 1, 2016 begins the next fiscal year (FY16/17). It also begins the reporting cycle for **the Local Streets Rehabilitation, Local Bus Transit, Local Street Projects, Bicycle and Pedestrian Projects, and Rail Programs** in Measure M. These programs all require completion of reporting letters to be submitted no later than September 15, 2016 (See Measure M Strategic Plan Policy 4.12).

If your jurisdiction is banking **Local Streets Rehabilitation** funds, please be advised that these funds can only be banked for three consecutive years before draw down must occur (See Measure M Strategic Plan Policy 4.1). If, for some reason draw down cannot be achieved, please provide a justification for why not, and a schedule for draw down of funds. Failure to provide justification will result in a withholding of LSR funds at the next quarterly payment cycle.

If your agency is receiving **Local Bus Transit** funds through Measure M, an annual audit is also required to be submitted showing how Measure M funds were expended (Measure M Strategic Plan Policy 4.15). Most transit agencies have this requirement for Transportation Development Act, Article 3 (TDA3) funding as well, thus the audit produced to comply with said requirement will also fulfill the Measure M policy, provided the audit shows expenditure of Measure M funds.

Finally, I would also like to remind you that as the fiscal year draws to a close, Measure M invoices for FY15/16 related to **Local Streets Projects, Rail Projects, or Bicycle Pedestrian Projects** Programs must be received or estimated before July 7, 2016. If preparing an invoice for the close of the fiscal year is infeasible, your jurisdiction can provide an invoicing estimate to your Project Development Manager (PDM) at the SCTA by the above deadline for estimating purposes. SCTA very much appreciates your cooperation with this requirement. Please do not hesitate to contact me at (707) 565-5372 if you have questions regarding the above listed requirements or policies.

Thank you again for your continued cooperation.
Sincerely,

Seana L. S. Gause
Project Delivery Manager
Measure M Coordinator
Sonoma County Transportation Authority
cc:

Staff Report

To: Sonoma County Transportation Authority – TAC and CAC
From: Seana L. S. Gause, Senior, Programming and Projects
Item: Measure M Project Update Schedule for FY 16/17
Date: June 23 & 27, 2016

Issue:

On what schedule will the Measure M LSP, Rail, and Bike/Ped Projects be presented to the Citizens Advisory Committee (CAC)?

Background:

The CAC is tasked with public oversight of the implementation of Measure M. The CAC review is meant to provide transparency of the project delivery process for the general public. As such, each fiscal year Measure M project sponsors programmed to receive Measure M funds are scheduled to come before the CAC and discuss the status of their projects. Specifically, how Measure M funds have been used on the project to date, how many dollars will be used in the future and for what purpose. Sponsors generally come before the CAC with a project status sheet, showing scope, schedule and cost of the project, matching funds being used (if any) and location of the proposed project.

Below is a proposed schedule for the Measure M projects to be brought before the CAC for review:

Project Name	Project Sponsor	Meeting Date
116/121 Intersection Improvements	SCTA	August 29, 2016
Access Across 101 (Windsor)	Windsor	September 26, 2016
-Open-		October 31, 2016
Airport Blvd Improvements	So Co TPW	November 28, 2016
Airport Blvd Landscape Improvements	So Co TPW	November 28, 2016
Forestville Bypass (Roundabout)	So Co TPW	November 28, 2016
		No Mtg in December
Hearn Avenue Interchange Improvements	Santa Rosa	January 30, 2017
Fulton Ave Improvements	Santa Rosa	January 30, 2017
Access Across 101 (Santa Rosa)	Santa Rosa	January 30, 2017
Sonoma Schellville Bike Trail	So Co Reg Parks	February 27, 2017
Petaluma River Trail	Petaluma	February 27, 2017
Bike Safety and Education SRTS	SCBC	March 27, 2017
Bike Safety and Education Bike Month	SCBC	March 27, 2017
Bike Safety and Education SRTS	So Co DHS	March 27, 2017
NWPRR/SMART Bike Trail	SMART	April 24, 2017
		No Mtg in May
Access Across 101 (Rohnert Park)	Rohnert Park	June 26, 2017

There are no meetings scheduled in December or May.

Policy Impacts:

None, this action is consistent with policy 4.11 in the 2014 Measure M Strategic Plan.

Fiscal Impacts:

None

Staff Recommendation:

Staff recommends that the TAC and CAC review and consider approving the above listed schedule.